

**I give notice that  
a Kinloch Representative Group Meeting will be held on:**

<b>Date:</b>	<b>Thursday, 5 September 2024</b>
<b>Time:</b>	<b>3.00pm</b>
<b>Location:</b>	<b>Kinloch Community Hall Mata Place Kinloch</b>

# **AGENDA**

## **MEMBERSHIP**

**Chairperson** Cr Christine Rankin  
**Deputy Chairperson** Mr Matt Andrews

**Members** Mr Tim Brittain  
Cr Duncan Campbell  
Mr Pat Kane  
Cr Rachel Shepherd  
Mayor David Trewavas  
Ms Belinda Walker

**Quorum** 4

**Julie Gardyne  
Chief Executive**

## Order Of Business

<b>1</b>	<b>Karakia</b>	
<b>2</b>	<b>Whakapāha   Apologies</b>	
<b>3</b>	<b>Ngā Whakapānga Tukituki   Conflicts of Interest</b>	
<b>4</b>	<b>Whakamanatanga O Ngā Meneti   Confirmation of Minutes</b>	
4.1	Kinloch Representative Group Meeting - 4 July 2024 .....	3
<b>5</b>	<b>Ngā Ripoata   Reports</b>	
5.1	Public Forum .....	4
5.2	To Consider a Proposed Extension to the Licence to Occupy for the Kinloch Community Hall for Kindergarten Purposes .....	5
5.3	Kinloch Snapshot .....	9
5.4	Members' Reports .....	12
<b>6</b>	<b>Ngā Kōrero Tūmataiti   Confidential Business</b>	
	Nil	

**4.1 KINLOCH REPRESENTATIVE GROUP MEETING - 4 JULY 2024**

**Author:** Nicole Turnbull, Committee Advisor

**Authorised by:** Nigel McAdie, Legal and Governance Manager

**NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

1. That the minutes of the Kinloch Representative Group meeting held on Thursday 4 July 2024 be approved and adopted as a true and correct record.

**NGĀ TĀPIRIHANGA | ATTACHMENTS**

1. Kinloch Representative Group Meeting Minutes - 4 July 2024

**5.1 PUBLIC FORUM**

**Author:** Tania Russell, District Customer Relations Manager

**Authorised by:** Sarah Matthews, General Manager Organisation Performance

**TE PŪTAKE | PURPOSE**

To receive comments from members of the public on matters specified on this agenda or, if time permits, on other Committee matters.

**NGĀ KŌRERORERO | DISCUSSION**

Standing Orders provide for a period of up to 30 minutes to be made available at the start of meetings for members of the public to bring matters to the attention of the Kinloch Representative Group. Any issue, idea or matter raised in public forum must fall within the Group's terms of reference.

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. Members of the public wishing to address the Group during public forum should register at least one clear day before the meeting by emailing [publicforum@taupo.govt.nz](mailto:publicforum@taupo.govt.nz).

No debate or decisions will be made at the meeting on issues raised during the forum unless related to items already on the agenda. Items not on the agenda may only be discussed if the matter is minor in nature and the procedures set out in Standing Order 9.13 are followed. A meeting may deal with (i.e. make a resolution in respect of) an item of business not on the agenda only if the procedures set out in Standing Order 9.12 are followed.

The relevant extracts from Standing Orders are **attached**.

**WHAKAKAPINGA | CONCLUSION**

It is recommended that the Kinloch Representative Group receives comments from members of the public.

**NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

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

**NGĀ TĀPIRIHANGA | ATTACHMENTS**

1. Extracts from Standing Orders 2022-2025

**5.2 TO CONSIDER A PROPOSED EXTENSION TO THE LICENCE TO OCCUPY FOR THE KINLOCH COMMUNITY HALL FOR KINDERGARTEN PURPOSES**

**Author:** Heather Holt, Reserve Management & Property Officer

**Authorised by:** Scott Attenborough, Property Manager

**TE PŪTAKE | PURPOSE**

To allow the group to consider a request for a further extension of one year plus one year right of renewal of a licence to occupy (LTO) for the community hall for Central North Island Kindergarten Trust at Kinloch Domain, which is due to expire in December 2024 in alignment with the current terms.

**WHAKARĀPOPOTANGA MATUA | EXECUTIVE SUMMARY**

The Kinloch Representative Group (KRG) has previously endorsed the use of the Kinloch Community Hall for kindergarten services, through a one-year lease terminating in December 2024. Currently operating three days a week, the service provider is seeking another extension to develop a more permanent solution for delivering these community services in Kinloch.

Based on the information previously outlined to KRG; an extension may be considered appropriate for a further one year while a long-term solution is being actioned by the tenant. The nature of licence arrangements will enable the majority of the evenings and all weekends for the venue to be accessible for hire by the community. The considerations and reasons that may support this approach are outlined further in this report.

**NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

That the Kinloch Representative Group recommends to the Taupō Reserves and Roothing Committee that an extension to the licence for kindergarten purposes for three days a week from 8am to 4pm on Monday, Tuesday and Friday at Kinloch Community Hall for the Central North Island Kindergarten Trust for a further one year until December 2025 plus one year right of renewal with final expiry December 2026.

**TE WHAKAMAHUKI | BACKGROUND**

In September 2021, the Kinloch Representative Group elected to support an extension to the licence to occupy for kindergarten purposes for a further 2 years through to December 2023. Further amendment to the licence was granted in October 2023 for a term of 1 year through to December 2024.

The operator has requested an extension of the licence period for a further one year plus one year right of renewal. The following basis for the request was supplied:

*Can we please extend our lease at the hall again for another 12 – 24 months? While there is some progress on the plans to build a permanent kindergarten in Seven Oaks, it is unlikely that this will be completed soon.*

It is acknowledged that the trial licence period was chosen to support one aspect of the community for the short term; and further extending that period may influence the ability to support other users or groups by limiting access arrangements for the hall for an extended time.

The delegation to approve the extension to the licence to occupy is held by the Taupō Reserves and Roothing Committee because the hall is situated on Council reserve land being the Kinloch Domain. In this case, it is considered that the Kinloch Representative Group is best placed to advise on the suitability of an extension of the licence and make a recommendation to the Taupō Reserves and Roothing Committee.

**NGĀ KŌRERORERO | DISCUSSION**

As outlined previously, there have been impacts on the establishment of the services proposed due to COVID19 and more recently there have been updates to the operational times to better suit the families within the community to cover school hours. The licensee has outlined that the extension would better enable the licensee to progress with having a permanent building.

It was previously acknowledged and remains relevant that the initial licence period was chosen to support one aspect of the community for the short term; and extending that period may influence the ability to support

other aspects of the community in the community hall for an extended time. At the time of writing, officers are not aware of any new requests or conflicting bookings that have arisen from the most recent extension. All hall bookings are managed through our online booking system, SpacetoCo. This platform provides full visibility of availability for anyone looking to hire the hall. The hall manager has confirmed that since SpacetoCo was implemented, there have been no issues with bookings.

A storage shed has been installed to allow for the chairs available with the hall to be safely stacked out of the main meeting room, assisting with operational requirements and being able to leave the premises in order.

It is expected that if any extension is granted, there will remain the need to be actively collaborating with other users and Council and maintain the site in good order and repair.

Based on this information it is considered that there are three options:

1. Extend the licence.
2. Allow the licence to continue on a month-to-month basis; or
3. Decline the extension request.

## NGĀ KŌWHIRINGA | OPTIONS

### Analysis of Options

Various advantages and disadvantages of the options are outlined below.

#### Option 1. Extend the Licence

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• Allows for the licensee's request to be supported.</li> <li>• Provides certainty for centre staff in respect of employment.</li> <li>• Provides certainty for parents of centre attendees for a longer timeframe.</li> </ul>	<ul style="list-style-type: none"> <li>• Limits the ability to provide for other potential users during the extension period on three days.</li> <li>• May result in higher wear and tear on the facilities given the ongoing higher level of occupancy and use.</li> <li>• May result in cancellations or reduced bookings if the premises is not as readily accessible.</li> </ul>

#### Option 2. Allow the licence to continue on a month-to-month basis

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• Retains flexibility for Council in the event other enquiries are received for the use of the facilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Limits the ability for the licensee to provide certainty to users.</li> <li>• Limits the ability to provide certainty to staff.</li> <li>• Limits the benefits to parents of children attending the centre.</li> </ul>

#### Option 3. Decline the extension request

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• Enables the facility to be more available for other potential users.</li> </ul>	<ul style="list-style-type: none"> <li>• Does not support the licensee's request.</li> <li>• Does not provide job certainty for centre staff.</li> <li>• Does not continue the provision of kindergarten services in Kinloch.</li> <li>• Does not allow further time to determine an alternative stand-alone facility.</li> </ul>

### Analysis Conclusion:

Any of the above options may be considered appropriate however in the current circumstances, it may be prudent to consider extending the licence on the terms previously agreed as the applicant has indicated they are intending to work on the establishment of a permanent facility in the Kinloch community over the coming year. It is appropriate however to acknowledge that there will potentially be impacts on the flexibility of the hall for other users during that time, although it is noted that this exists with all community facilities.

## **NGĀ HĪRAUNGA | CONSIDERATIONS**

### **Ngā Aronga Pūtea | Financial Considerations**

The financial impact of the proposal is estimated to be limited, with the previously set rental rate being proposed for the remainder of the proposed term.

#### Long-term Plan/Annual Plan

The proposal if extended will retain a limited income from the facility for the extended licence period in line with community licenses.

### **Ngā Aronga Ture | Legal Considerations**

#### Local Government Act 2002

The matter comes within scope of the Council's lawful powers, including satisfying the purpose statement of Section 10 of the Local Government Act 2002. That section of the Act states that the purpose of local government is (a) to enable democratic local decision-making and action by, and on behalf of, communities; and (b) to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future. It is considered the proposal will continue to support the social needs of some of the Kinloch community.

The proposal was previously evaluated with regards to a range of legislation. The proposal has already obtained consents to operate from the site and it will be a requirement that these continue to be complied with if the licence to occupy extension is supported. The current licence to occupy can be extended by a deed of variation for a further period if the Taupō Reserves and Roding Committee sees fit to do so.

### **Ngā Hīraunga Kaupapa Here | Policy Implications**

There are no additional known policy implications.

The proposal has been evaluated against the following plans:

- ✓ Draft Long-term Plan 2024-2034       Annual Plan     Waikato Regional Plan
- ✓ Taupō District Plan                       Bylaws              ✓ Relevant Management Plan(s)

The key aspects for consideration with regards to this proposal are as follows:

The Reserve Management Plan does not preclude leases or licences of the hall. There are no projects outlined in the Long-term Plan which may be affected by the proposal and any updates within the next Long-term Plan will fall beyond the expiry of the one-year extension so there are not considered to be any relevant policy considerations associated with the extension.

### **Te Kōrero tahi ki te Māori | Māori Engagement**

Taupō District Council is committed to meeting its statutory Tiriti O Waitangi obligations and acknowledges partnership as the basis of Te Tiriti. Council has a responsibility to act reasonably and in good faith to reflect the partnership relationship, and to give effect to the principles of Te Tiriti. These principles include but are not limited to the protection of Māori rights, enabling Māori participation in Council processes and having rangatiratanga over tāonga.

Our statutory obligations outline our duties to engage with Māori and enable participation in Council processes. Alongside this, we recognise the need to work side by side with the ahi kaa / resident iwi of our district. Engagement may not always be required by law, however meaningful engagement with Māori allows Council to demonstrate good faith and our commitment to working together as partners across our district.

Appropriately, the report author acknowledges that they have considered the above obligations including the need to seek advice, guidance, feedback and/or involvement of Māori on the proposed recommendation/s, objective/s, project/s or service/s outlined within this report.

### **Ngā Tūraru | Risks**

There remains a risk that another community group or organisation may wish to utilise the hall during the operational hours of the kindergarten and would not be able to do so. It has been outlined by the licensee that they wish to continue working on options for the establishment of a permanent kindergarten for the Kinloch community over the coming time. This is envisaged to become more achievable over time.

**TE HIRANGA O TE WHAKATAU, TE TONO RĀNEI | SIGNIFICANCE OF THE DECISION OR PROPOSAL**

Council's Significance and Engagement Policy identifies matters to be taken into account when assessing the degree of significance of proposals and decisions.

Officers have undertaken an assessment of the matters in the [Significance and Engagement Policy \(2022\)](#), and are of the opinion that the proposal under consideration is of a low degree of significance.

**TE KŌRERO TAHI | ENGAGEMENT**

Taking into consideration the above assessment, that the decision is of a low degree of significance, officers are of the opinion that no further engagement is required prior to Council making a decision.

**TE WHAKAWHITI KŌRERO PĀPAHO | COMMUNICATION/MEDIA**

No communication/media is required.

**WHAKAKAPINGA | CONCLUSION**

It may be considered appropriate to allow for an extension of the licence for the Kinloch Kindergarten in the Kinloch Community Hall for a further relatively short term so as to enable the licensee to continue working on the alternative option for the Kinloch community over the coming year.

**NGĀ TĀPIRIHANGA | ATTACHMENTS****ATTACHMENTS**

Nil



### 5.3 KINLOCH SNAPSHOT

**Author:** Tania Russell, District Customer Relations Manager

**Authorised by:** Sarah Matthews, General Manager Organisation Performance

#### TE PŪTAKE | PURPOSE

This report provides the Kinloch Representative Group with an overview on what is happening and coming up in the rohe.

#### NGĀ KŌRERORERO | DISCUSSION

##### Hot Topics

Officers will give an overview of hot topics in the rohe.

##### Community Engagement and Development

The Senior Community Engagement Advisor will give a brief overview of the community engagement work that has taken place in Kinloch since the last meeting.

##### Water Treatment Plant Upgrade

The Infrastructure Project Manager will provide detail about the water treatment plant upgrade project; however, progress is going well with all piling complete and foundation steel and concrete underway.

##### Holyoake Memorial

Pavers have been removed, area has been levelled and the work to mulch around the trees is underway.

##### Whangamata Road

The Construction Project Manager will provide an update on the Whangamata Road Improvements Project.

##### Kinloch Christmas Preparation

The Parks and Reserves Team will have the same temporary toilet as Christmas 2023, with the same screening and Te Reo/English signage in place.

The Parks and Reserves Team will continue their usual rubbish collection over the Christmas period.

##### Long-term Plan 2024-34

The District Customer Relations Manager will update the Group following the hearings and deliberations that took place in the week commencing 29 July 2024.

The Long-term Plan 2024-34 will be adopted by the end of September.

##### Resource Consents in Kinloch

###### Granted Consents

No.	Type	Application Date	Location	Description
240153	VAR	7/06/2024	Montgomery Crescent, Kinloch	To apply for a retrospective consent notice variation for an Archgola within the minimum building setbacks as required by the Consent Notice 6415253.2.
240154	LD	7/06/2024	Kittyhawk Drive, Kinloch	To address a height to boundary encroachment onto the north-western boundary as a restricted discretionary land use consent.
240158	LD	12/06/2024	Marina Terrace, Kinloch	To install a sink in a guest house that creates a second dwelling on this single allotment and requires a discretionary resource consent under Rules 4a.4.4.
240162	SD	13/06/2024	Hepina Heights, Kinloch	To undertake a six-lot staged rural subdivision that will result in 3 new 4.5 - 5.31ha lots, one small 39m2 lot to be amalgamated with the adjacent lot

				and two large balance lots of 31.35ha and 48.49ha. The subdivision will be a discretionary activity as it cannot comply with the REAR and will create resultant lots over 4ha in size.
240151	LD	6/06/2024	Kahikatea Drive, Kinloch	Resource consent is sought for a sign located within Stage 1 of the Terraces subdivision being part of the wider Seven Oaks Subdivision. The sign will be 8.5m <sup>2</sup> exceeding performance standard 4a.1.10 by 8.25m <sup>2</sup> . Therefore, in accordance with Rule 4a.2.9 the proposal is a Discretionary Activity.
240140	LD	28/05/2024	Boojum Dell, Kinloch	Remove existing Dwelling and Skyline garage. Construct new Dwelling. Proposal does not meet Performance Standard 4a.1.1. Building coverage is 33.3%, so exceeds by 3.3%
240103	LD	23/04/2024	Marina Terrace, Kinloch	A new carport attached to the existing house and a new louvred pergola on the existing deck. The pergola extends to 1.2m from the road boundary, which does not comply with Performance Standard 4a1.4 Minimum Building Setback - Front Boundary - 5.0m The carport extends to 1.2m from the side boundary, which does not 4a1.1 Maximum Building Coverage - 25% of 26.7%, which does not comply with Performance Standard 1.5m The carport and pergola result in a Building Coverage 4a.1.5 Minimum Building Setback - all other boundaries - comply with Performance Standard
240187	LD	8/07/2024	Hitiri Road, Kinloch	Resource consent is sought to erect a 446.1m Mancave/Shed on Lot 36 DPS 88315 which is located within the 25m (ODP) and 30m (PC42) minimum building setback and which takes the coverage up to 3.48% (ODP).
PB24000	PB	1/07/2024	Hepina Heights, Kinloch	To construct a single storey dwelling at 40 Hepina Heights 10m from the southern boundary with 34 Hepina Heights whereby under the operative Plan the 50M REAR will be infringed and under the Proposed PC42 rules the 15m side boundary will be infringed.

**In Progress**

No.	Type	Application Date	Location	Description
240206	LN	17/07/2024	Kinloch Road, Kinloch	To renovate and partially extend an existing dwelling at 8 Kinloch Road that requires a non-complying land use consent for building coverage, plot ratio, maximum building height, height to boundary, and building setbacks to both the road frontage and council lakeshore reserve.
240230	LD	7/08/24	Whangamata Road, Taupo Ward	To subdivide an existing 7.698ha site into three rural lifestyle lots between 2.18ha - 3.2ha in size that will be a noncomplying subdivision under the Operative District Plan and a controlled activity under the Proposed District Plan.
240234	SN	8/08/24	Hitiri Road,	To subdivide an existing 4.6160ha rural site into

			Kinloch	two rural lifestyle lots of 2.06ha and 2.55ha as a non-complying subdivision under the Operative District Plan and a controlled activity consent under the Proposed District
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**WHAKAKAPINGA | CONCLUSION**

It is recommended that the Kinloch Representative Group notes the information contained in the Kinloch Snapshot report.

**NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

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

**NGĀ TĀPIRIHANGA | ATTACHMENTS**

Nil

**5.4 MEMBERS' REPORTS**

**Author:** Nicole Turnbull, Committee Advisor

**Authorised by:** Nigel McAdie, Legal and Governance Manager

**TE PŪTAKE | PURPOSE**

This item permits members to provide feedback on any items of interest arising from meetings/events they have attended.

No debate and/or resolution is permitted on any of the reports.

**WHAKAKAPINGA | CONCLUSION**

Members' reports will be presented at the meeting for receipt.

**NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

That the Kinloch Representative Group receives the reports from members.

**NGĀ TĀPIRIHANGA | ATTACHMENTS**

Nil