

**I give notice that  
an Extraordinary Meeting of Taupō Reserves and Roding Committee  
will be held on:**

<b>Date:</b>	<b>Tuesday, 18 February 2025</b>
<b>Time:</b>	<b>2.00pm</b>
<b>Location:</b>	<b>Waiora House 100 Kaimanawa Street Taupō</b>

# **AGENDA**

## **MEMBERSHIP**

**Chairperson** Cr John Williamson  
**Deputy Chairperson** Cr Yvonne Westerman

**Members**  
Cr Duncan Campbell  
Cr Kylie Leonard  
Cr Anna Park  
Mr Te Moananui Rameka  
Cr Christine Rankin  
Cr Rachel Shepherd  
Cr Kevin Taylor  
Mayor David Trewavas

**Quorum** 5

**Julie Gardyne  
Chief Executive**

## Order Of Business

- 1 Karakia
- 2 Whakapāha | Apologies
- 3 Ngā Whakapānga Tukituki | Conflicts of Interest
- 4 Ngā Kaupapa Here Me Ngā Whakataunga | Policy and Decision Making
  - 4.1 Licence to Occupy Road for 67 Horomātangi Street Exterior Building Signage .....3
  - 4.2 Steaming Bean - Request for Licence to Occupy Lakefront Reserve .....8
- 5 Ngā Kōrero Tūmataiti | Confidential Business  
Nil

**4.1 LICENCE TO OCCUPY ROAD FOR 67 HOROMĀTANGI STREET EXTERIOR BUILDING SIGNAGE**

**Author:** Chris Haskell, Property and Development Manager

**Authorised by:** Julie Gardyne, Chief Executive

**TE PŪTAKE | PURPOSE**

To consider an application by Te Whare Hono o Tūwharetoa Limited Partnership for a licence to occupy part of the garden area outside the Civic Administration Building, 67 Horomātangi Street, Taupō, for the installation of a panel sign that enhances visibility, identity, and accessibility.

**WHAKARĀPOPOTOTANGA MATUA | EXECUTIVE SUMMARY**

Te Whare Hono o Tūwharetoa Limited Partnership has requested a licence to occupy part of the garden area in front of the Civic Administration Building to install a 2m wide by 4.65m high illuminated double-sided panel sign. The sign will prominently display the building's name and tenants, including Taupō District Council.

The preferred option is to grant the licence under conditions that align with the Road Encroachment Policy (2019) and relevant safety assessments.

**NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

That the Taupō Reserves and Roothing Committee:

1. grants Te Whare Hono o Tūwharetoa Limited Partnership a licence to occupy the road reserve being the garden area in front of the Civic Administration Building, 67 Horomātangi Street, Taupō for the purpose of advertising the name of the building, and tenants, including Taupō District Council.
2. authorises the Chief Executive and the Mayor to sign the relevant Deed recording the licence arrangement.

**TE WHAKAMAHUKI | BACKGROUND**

In 2022, a building consent application was lodged and approved in 2023 to develop a commercial office building for Ngāti Tūwharetoa entities and Taupō District Council. While the building consent was granted, it did not include approval for the proposed sign.

A separate resource consent application for the sign was lodged in December 2024 by Flint Planning Limited (on behalf of Te Hono Te Whare Hono o Tūwharetoa) and is still being processed. As such, there is currently no approved resource consent for the sign.

**NGĀ KŌRERORERO | DISCUSSION**

The proposed panel sign aims to improve visibility for key organisations and assist visitors in identifying the Building. However, considerations regarding its placement within the roading corridor are required to be assessed, particularly in relation to:

- The impact on road users, including potential sightline obstructions for vehicles backing out of nearby car parks.
- The distance from the curb and illumination details.
- Transportation team advice on any effects on Council road assets.

A safety assessment has subsequently been completed by Council's transport engineering team who have concluded that as long as the sign is as close to the building as practically possible it would not significantly impact driver visibility.

The applicant has undertaken an assessment against sections 104, 104A, 104C, 106, and Part 2 of the Resource Management Act 1991 (RMA). The assessment concludes that any actual and potential adverse

effects on the environment resulting from the proposed panel sign would be less than minor. The proposal aligns with the relevant objectives and policies of the District Plan and the Integrated Environmental Management Plan (IEMP).



**Image 1** – 2m wide by 4.65m high panel sign – proposed location



**Image 2** – 2m wide by 4.65m high panel sign - proposed location

Based on this information it is considered there are three options.

## NGĀ KŌWHIRINGA | OPTIONS

### Analysis of Options

#### **Option 1: Approve a licence to occupy to Te Whare Hono o Tūwharetoa Limited Partnership**

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>Aligns with the principles of the Council's Road Encroachment Policy</li> <li>Cost benefit by including all entities on one sign.</li> <li>Enhanced visibility and identity for the building through the panel sign.</li> <li>The panel sign will offer a clear and culturally significant identity for the modern building.</li> <li>The panel sign will offer an added touch of class to the entrance of the building.</li> <li>Community presence, well-placed signage can make the building a familiar part of Taupō.</li> </ul>	<ul style="list-style-type: none"> <li>Establishing signage within the road reserve has the potential to create a precedent for private signage to be permanently installed in the Town Centre.</li> </ul>

#### **Option 2: Do not approve a licence to occupy to Te Whare Hono o Tūwharetoa Limited Partnership**

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>A licence to occupy would not be required.</li> <li>Potential precedent setting, does not become an ongoing consideration.</li> </ul>	<ul style="list-style-type: none"> <li>Reduced visibility.</li> <li>No brand recognition.</li> <li>Potential customer confusion.</li> <li>No professional image.</li> <li>No wayfinding.</li> </ul>

#### **Option 3: Do nothing**

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>A licence to occupy would not be required.</li> <li>Potential precedent setting, does not become an ongoing consideration.</li> </ul>	<ul style="list-style-type: none"> <li>Reduced visibility.</li> <li>No brand recognition.</li> <li>Potential customer confusion.</li> <li>No professional image.</li> <li>No wayfinding.</li> </ul>

### Analysis Conclusion:

Following an analysis of the three options, officers have concluded that approving the licence to occupy to Te Whare Hono o Tūwharetoa Limited Partnership (option 1) is the preferred option, particularly given its alignment with Council policies, noting that Council is a tenant.

After considering the three options, strategically placing an exterior sign (that has no maintenance for Council) in the garden area in front of the civic administration building will enhance visibility for key organisations and help visitors easily identify the building.

## NGĀ HĪRAUNGA | CONSIDERATIONS

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

The cost of manufacturing the sign sits with the building owner, Council will have to cover the cost to install its signage, which has been budgeted for in the project budget.

### Long-term Plan/Annual Plan

The expenditure for Council's share in signage costs is currently budgeted for under the 2024-34 Long-term Plan.

## **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 that environmental and cultural well-beings are of relevance to this particular matter.

The proposal has been evaluated with regards to a range of legislation. The key legislation applicable to the proposal has been reviewed and the relevant matters for consideration are as follows:

Authorisations as follows are required for the proposal:

- Resource Consent     Building Consent     Environmental Health
- Liquor Licencing     Licence to occupy

The resource consent application for the sign is still being processed. As such, there is currently no approved resource consent for the sign.

Authorisations are not required from external parties.

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

The proposal has been evaluated against the Road Encroachment Policy (2019) which guides the Council's decisions on whether to allow encroachments on public roads. This policy is particularly relevant when considering the installation of an exterior building sign, as such a sign may extend into public road space and thus be considered an encroachment.

- The proposal is consistent with the Principles of Council's Road Encroachment Policy (2019).

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

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 iwi, and hapū of our district.

This decision does not have any specific consequences for iwi, hapū and Māori.

## **Ngā Tūraru | Risks**

There are potential implications for future signage requests within Council's road reserve.

There is also a risk that the resource consent is not granted in which case the building owner will need to look at alternative signage on the face of the building.

## **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 required.

**WHAKAKAPINGA | CONCLUSION**

Council officers recommend a licence to occupy road reserve be granted to Te Whare Hono o Tūwharetoa Limited Partnership for part of the garden area in front of Civic Administration building, 67 Horomātangi Street, Taupō, to establish a 2m wide by 4.65m high panel sign advertising the name of the building (Te Hono – Te Whare Hono o Tūwharetoa), and organisations such as Taupō District Council, and Council's licensees.

**NGĀ TĀPIRIHANGA | ATTACHMENTS**

Nil

**4.2 STEAMING BEAN - REQUEST FOR LICENCE TO OCCUPY LAKEFRONT RESERVE**

**Author:** Billie Vi, Parks Advisor - Planning and Operations

**Authorised by:** Greg Hadley, Parks and Reserves Manager

**TE PŪTAKE | PURPOSE**

The purpose of this report is for the Taupō Reserves and Roding Committee to consider surrendering the current licence with the Steaming Bean 2013 Limited and reassign the licence to The Steaming Bean Limited.

**WHAKARĀPOPOTOTANGA MATUA | EXECUTIVE SUMMARY**

The owners of the Steaming Bean coffee cart (The Steaming Bean 2013 Limited) are preparing for retirement and have received an offer from their son and his fiancé to purchase the business under a new legal entity, The Steaming Bean Limited. The couple have worked at the coffee cart for a combined 16 years and are eager to purchase the business.

The current licence does not permit the reassignment of a licence; therefore, it would be at the discretion of the Committee as the administering body of the Lakefront Reserve to reassign the licence subject to provisions under the Reserves Act 1977.

**NGĀ TŪTOHUNGA | RECOMMENDATION(S)**

That the Taupō Reserves and Roding Committee:

1. Surrenders the current licence to occupy for The Steaming Bean 2013 Limited;

and

2. Grants a new licence to occupy in accordance with section 54 (1)(d) of the Reserves Act 1977 to The Steaming Bean Limited for the remainder of the current licence period from 25 February 2025 to 30 April 2028.

**TE WHAKAMAHUKI | BACKGROUND**

A licence is a non-exclusive interest in land that makes provision for an activity of a temporary nature on the land that the licence is permitted to operate. The Steaming Bean 2013 Limited currently holds a licence to occupy part of the Lakefront Reserve's refreshment site from 1 May 2023 to 30 April 2028 for the sale of refreshments and/or food. This licence period aligns with other licences at the Lakefront Reserve, in turn providing an aligned timeframe for council officers to develop an omnibus reserve management plan in the future.

The following snippet is from the Tapuaeharuru Bay Lakeshore Reserve Management plan, which shows the concession site The Steaming Bean operates at.

4. Refreshment	Lakefront Reserve, south-eastern end, within parking area adjacent to the power box	Sales of non-alcoholic beverages and/or food
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The current owners have owned the business for 12 years. Over this time, it has been a popular location for coffee, primarily because of its proximity to the lake and its accessibility. The business is open to the public 7-days a week and operates year-round.

The owners of Steaming Bean are preparing for retirement and have received an offer from their son and his fiancé to purchase the business and continue operating the coffee cart at the lakefront. The couple have established their own legal entity as The Steaming Bean Limited for the purpose of transferring the assets upon execution of the sale and purchase agreement.

Historically, the Committee agreed to assign the licence to the Steaming Bean 2013 Limited on 25 September 2013. This was possible because the licence permitted assignment in accordance with clause 13; the Licensee shall not assign the licence without first obtaining consent of the Lessor.

Under the current licence, there is no clause permitting assignment of the licence. Therefore, a resolution is required from the Committee to grant a new licence to The Steaming Bean Limited before a sale can commence between the two legal entities.

### NGĀ KŌRERORERO | DISCUSSION

The current licence term is for a five year term, which is the maximum permitted period for licences on Lakefront Reserve under the Tapuaeharuru Bay Lakeshore Reserve Management Plan 2022. This allows for a 'refreshment concession' at this site but does not identify a specific process in regard to renewing or assigning leases and licences.

To the best of officers' knowledge, The Steaming Bean 2013 Limited has been a good Licensee and has caused no issues over the past 12 years.

### NGĀ KŌWHIRINGA | OPTIONS

#### Analysis of Options

Option 1. Agree to grant a new licence for the remainder of the current licence period to The Steaming Bean Limited.

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>The Steaming Bean Limited have certainty that their business can continue to operate on the Lakefront Reserve.</li> <li>Public have access to a refreshment site (coffee) for the next 3 years.</li> <li>Provides an opportunity for council officers to amend the new licence to include an updated health and safety clause.</li> <li>Obligation to adhere to the terms of the new licence.</li> </ul>	<ul style="list-style-type: none"> <li>The Committee will not be able to seek expressions of interest for future utilisation of the concession site until 30 April 2028.</li> </ul>

Option 2. Agree to grant a new licence to The Steaming Bean Limited for a 5-year period.

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>The Steaming Bean Limited have certainty they can continue to operate on the Lakefront Reserve for the next 5 years.</li> <li>Public have access to a refreshment site (coffee) for the next 5 years.</li> <li>Provides an opportunity for council officers to amend the new licence to include an updated health and safety clause.</li> </ul>	<ul style="list-style-type: none"> <li>The Committee will not be able to seek expressions of interest for future utilisation of the concession site until 30 April 2030.</li> </ul>

Option 3. Decline to grant a new licence to the Steaming Bean and conduct a public tender process.

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>Provides other interested parties the opportunity to operate at the Lakefront Reserve.</li> </ul>	<ul style="list-style-type: none"> <li>Short time frame to conduct a tender process, that currently doesn't exist.</li> <li>Misaligns the lease and licence periods across concession sites on the Lakefront Reserve, if the process takes longer than anticipated.</li> <li>If a licence term is granted to the successful applicant with a 2028 end date, it may not be enough time for the new business to establish itself.</li> <li>Lost revenue for the financial year for Council whilst going out for tender.</li> <li>Vacant concession until the successful vendor is selected.</li> <li>Creates precedent by not following a process</li> </ul>

	that has been formally adopted.
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**Analysis Conclusion:**

On balance, Option 1 is the preferred option.

**NGĀ HĪRAUNGA | CONSIDERATIONS****Ngā Aronga Pūtea | Financial Considerations**

There are no known financial considerations.

**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 that social, economic, environmental and cultural factors are of relevance to this particular matter.

The proposal has been evaluated with regards to a range of legislation. The key legislation applicable to the proposal has been reviewed and the relevant matters for consideration are as follows:

Reserves Act 1977 – Instrument of delegation for territorial authorities

In 2013 the Minister of Conservation approved delegations to local authorities under the Reserves Act 1977. These delegations extend the scope of the existing powers by removing the previous limitations and conditions. It is envisaged they will better enable local authorities to make decisions affecting reserves.

These delegations permit Council as administering body, in the case of recreation reserve vested in it, to grant a licence for any of the purposes specified in section 54 (1)(d) of the Reserves Act 1977, subject to compliance with the Act.

**Ngā Hīraunga Kaupapa Here | Policy Implications**

The proposal has been evaluated against the following plans:

- 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:

Tapuaeharuru Bay Lakeshore Reserve Management Plan 2022

The proposal is one of 8 concession sites operating on the Lakefront Reserve. This proposal aligns with the concession sites designated activity, refreshments.

**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 iwi, and hapū of our district.

No particular Māori engagement is required in relation to this proposal.

**Ngā Tūraru | Risks**

There are no known risks.

**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.

**WHAKAKAPINGA | CONCLUSION**

Based on the report the Committee should consider surrendering the current licence with the Steaming Bean 2013 Limited and reassign the licence to The Steaming Bean Limited.

**NGĀ TĀPIRIHANGA | ATTACHMENTS**

1. Aerial of licence area