

# **ATTACHMENTS**

**Kinloch Representative Group Meeting**

**3 July 2025**

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Kinloch Representative Group Meeting Minutes

1 May 2025

**TAUPŌ DISTRICT COUNCIL  
MINUTES OF THE KINLOCH REPRESENTATIVE GROUP MEETING  
HELD AT THE KINLOCH COMMUNITY HALL , MATA PLACE , KINLOCH  
ON THURSDAY, 1 MAY 2025 AT 3.00PM**

**PRESENT:** Cr Christine Rankin (in the Chair), Mr Matt Andrews, Cr Duncan Campbell, Mr Pat Kane, Ms Belinda Walker

**IN ATTENDANCE:** General Manager- Organisation Performance (S Matthews), District Customer Relations Manager (T Russell), Community Engagement Advisor- Northern Taupō District (C Dredge), Policy Advisor (A Wilson), Senior Committee Advisor (K Watts), Team Leader Communications (D Eastwood), Senior Community Engagement Advisor (J Charteris), Team Lead- Transportation Operations (I Cruz), Resource Consents Manager (H Williams), Policy Advisor (C Pilkington), Senior Policy Advisor (H Samuel), Senior Project Manager (E May), Compliance and Regulatory Manager (C Tait), Legal and Governance Coordinator (M Cammell)

**MEDIA AND PUBLIC:** 16 members of the public

Notes: (i) Deputy Chairperson Mr Matt Andrews opened and closed the meeting with a karakia.  
(ii) Ms Belinda Walker received permission to film the committee members and council staff presenting to the committee from the Chair prior to the start of the meeting. She then livestreamed to the Kinloch Families' Trust Facebook page.

**1 KARAKIA**

**2 WHAKAPĀHA | APOLOGIES**

**KIN202505/01 RESOLUTION**

Moved: Ms Belinda Walker

Seconded: Mr Matt Andrews

That apologies from Mr Tim Brittain, Cr Rachel Shepherd, and Mayor David Trewavas be received and accepted.

**CARRIED**

Note: All members present at the Kinloch Representative Group meeting voted in favour of resolution KIN202505/01 above.

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

Nil

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

**4.1 KINLOCH REPRESENTATIVE GROUP MEETING - 27 FEBRUARY 2025**

That the minutes were amended in the following manner:

Item 5.4, Members' Reports: Ms Belinda Walker clarified that the person in her members' report was Jack Jenkins instead of Matt Jenkins.

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**KIN202505/02 RESOLUTION**

Moved: Mr Pat Kane  
Seconded: Mr Matt Andrews

That the minutes of the Kinloch Representative Group meeting held on Thursday 27 February 2025 be approved and adopted as a true and correct record, as amended.

**CARRIED**

*Note: All members present at the Kinloch Representative Group meeting voted in favour of resolution KIN202505/02 above.*

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

A member of the public requested to speak in advance. He was a resident of Kinloch and an executive member of the Kinloch Community Association (KCA). He noted that he had just heard back about his request to put an information board on Oakdale Drive. He was initially frustrated by the delay as he had requested the board in December and had not heard back until that day when he received a response and apology from a member of the Parks and Reserves team. He was told to bring the request before the Kinloch Representative Group that day. He also spoke about the workshops on Building Communities for the Future and praised the Senior Community Development Advisor for a job well done. Next, he congratulated Kinloch Fire Services on the inaugural ANZAC day service. There was a great crowd of residents and many veterans proudly displaying medals. The Kinloch Community Association was also working on a project to bring mats to the Kinloch beach to increase accessibility of the lake for those with disabilities. Committee member Mr Matt Andrews had passed the proposal on to the Tūwharetoa Māori Trust Board for their approval.

Another well received proposal has been the café and supermarket on the Trev Terry site. The design concept had been shared on the Kinloch Community Association's Facebook page and it looked great. Finally, he noted that the stream trails were a treasured part of the Kinloch community and an agreement has just been signed between the Department of Conservation (DOC) and the KCA effective for 10 years which elected the KCA as Kaitiaki (caretakers) of the three Kinloch Stream Reserves; Whangamata, Okaia and Otaketake. He wrapped up his comments by saying that many positive things were happening in the Kinloch community.

A member congratulated the speaker on the mats project and the other good news from the community.

**KIN202505/03 RESOLUTION**

Moved: Ms Belinda Walker  
Seconded: Mr Pat Kane

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

**CARRIED**

*Note: All members present at the Kinloch Representative Group meeting voted in favour of resolution KIN202505/03 above.*

**5.2 KINLOCH SNAPSHOT****Community Engagement and Development/ Whangamata Road Safety Improvement Project**

The Community Engagement Advisor- Northern Taupō District provided the following updates:

- The Whangamata Road project was now finished and the footpath blessing ceremony on 16 April went well.
- The second crossing on Kinloch Road was on hold for now as there was a development happening

- on the proposed corner. They were in communication with the developer for an appropriate time and location for the crossing.
- Local Water Done Well was now live for consultation until 4.30pm on 29 May. The Taupō District Council (TDC) presented three options with the preferred option being the enhanced business unit. The Council wanted to know what the community's priorities and preferred options were. The Community Engagement and Development team was hosting pop up sessions during consultation on 4 May at the Taupō Market from 9am-1pm, 10 May at Tūrangi Market from 9am- 12pm, 11 May at the Taupō Market from 9am- 1pm and 17 May at Mangakino Town Square from 9am- 1pm.
  - Thanked the member of the public for his comments on Building Communities and said she would pass them on to her colleague. She also noted that the second round of community workshops would be coming soon. The first would be 9 May on Raising Your Profile at a central Taupō location. The next would be a Sustainable Funding workshop on 20 May.
  - The second round of community grant funding for Taupō and Taupō East Rural moved from September to June because of elections. The process would open on 27 June and close on 26 July. Applicants could apply for up to \$5000 and the Community Development team would host a pop up session about the community grants on 8 May from 4pm-6pm.

In response to a query about why a session was not hosted in Kinloch, the Senior Community Engagement Advisor noted that they would be open to hosting a session in Kinloch and that the idea would be explored.

### District Plan Changes

The Policy Advisor and Senior Policy Advisor introduced themselves to the members and explained that they were there to provide an update on the next round of plan changes. They switched to the national planning standards template as mandated by Central Government. Kinloch would no longer have special zones but the workaround would be that the Kinloch Zones would change to the new National Planning Standards zones but with a Development Area Plan overlay.

The last round of plan changes was now finished and all appeals had been resolved without needing to go to the Environment Court. The next lot of plan changes were residential, open space and neighbourhood shops. In residential there would be a shift to look at greater intensification due to the cost of servicing land. The Taupō urban area was the main area where they saw the most growth and could look at more intensification. The Kinloch Structure Plan (as a Development Area Plan) would remain in place and the controls still applied so there were not too many changes for Kinloch.

Open spaces had not been zoned traditionally as open space, but just took the same zone that they sat in, usually residential. This could make consents more difficult than they needed to be so they were moving to the National Planning Standard open space zonings which were Open Space Zone, Natural Open Space Zone and Sport and Recreation.

The Neighbourhood shop overlay had been replaced by a Neighbourhood shops zone. There was only one neighbourhood shop area in Kinloch but they were looking at expanding it. They were also looking at making the Trev Terry site a neighbourhood shop zone which would give them more coverage for a bigger building and commercial use in that area.

For next steps, the Senior Policy Advisor noted that they were in the final round of consultations and check ins. They would then notify under the Resource Management Act 1991 (RMA) probably July or August.

In response to queries from members, the following was clarified:

- The Policy Team was going out to hapū regarding Māori purpose zones.
- Many policies had a lifespan but that did not mean they ended. The Kinloch Structure Plan was built into the District Plan.
- Consents had been lodged for Seven Oaks and the Kindy and were being assessed under existing rules.

### Water Treatment Plant Upgrade

The Senior Project Manager PMO shared that they were making good progress on the water treatment plant and were on track to commission and complete in August. The equipment was going in and they would soon start landscaping on the exterior of the building. He noted that if there was an appetite for a site visit from the community that the contractor could facilitate this in limited numbers.

In response to queries from members, the following was clarified:

- The scrim fences would remain but were coming down before the end of July.

#### **Kinloch Marina Footbridge**

The District Customer Relations Manager said that two weeks of abutments stabilisation was completed. Anti-slip matting would be renewed in July or August 2026. She asked that the community let the Council know if there was any damage to the mats.

#### **Annual Plan 2025-26**

The Policy Advisor said that Council agreed on an 8.4% average rates increase on the previous Tuesday. This was reflective of a number of cost increases including insurance and Local Water Done Well. Trade-offs were made in order to keep rates increases low. This included savings on operational costs, and deferring or extending the length of time for some projects. The Council report outlined these items and what projects have had funding impacts.

#### **Dogs and Bylaws**

The Policy Advisor addressed the community's request for information on current dog control bylaws and how they worked. The Policy team had heard what the community had said about the current bylaws not being fit for purpose but with the election coming up, this issue would be one for the new triennium to consider. The Kinloch community had taken issue with the current ban on dogs being allowed off-leash near the lake during summertime. The Policy Team would come back to the community to discuss these issues further when the new councillors were in place.

The Compliance Regulatory Manager said that he could address any questions regarding compliance. He explained that dogs were not allowed off-leash anywhere in the Kinloch Village area unless it was specifically noted as an "off lead dog exercise area." Dogs were also allowed off leash in rural zoned areas. In the town centre, dogs had to be on-leash- especially within 5 metres of a playground.

In response to queries from members the following was clarified:

- Council's website had maps with green areas where dogs were allowed off-leash, red meant they were not allowed off leash, and yellow meant there was a temporary ban during summer- predominantly on the lakefront.
- The DOC's rules for dog owners on DOC land were harsher than the Council's.
- The Council was rolling out an education campaign on Facebook for dog rules and bylaws and would link to the DOC's website as well.

#### **Poplar Incident Update**

The Team Lead- Transportation Operations stepped forward with Graham Stokes and Tui, representatives from one of their contractors, HEB. She apologised for the poplar tree incident and expressed disappointment in the situation which happened as a result of a subcontract for vegetation control. It was a basic job where an engineering officer marked the trees that were to be taken out. Unfortunately, an operator thought he was doing a favour by cutting those extra trees down. It was human error and going forward they have discussed how they could add supervision. The contract manager and operations manager from HEB also expressed their regrets. Going forward they were working to restore the loss at no cost to the Kinloch community. She said they will speak to the community and the TDC to find a solution that worked for everyone.

The Transportation team would soon be starting leaf-sweeping operations. They planned to communicate well with contractors when they would be sweeping near the poplars. They were aware of the condition of Kinloch Road and the influence of the poplars on it. They planned to look after the health of the trees and the road conditions.

In response to questions the Team Lead- Transportation Operations clarified that they had not discussed the removal of trees that were marked but were still there. They were also aware of the condition of the road and would come back to look at the health of the road and infrastructure.

**Classification of Reserves**

The District Customer Relations Manager said that recreation reserves were discussed at the council meeting on Tuesday. There was no further update at this time. It could go to public submission and consultation but they did not have a timeline on that, it would potentially be prior to the next meeting.

**Resource Consents in Kinloch**

The Resource Consents Manager had three major updates to share:

1. The first was that the Seven Oaks subdivision received 33 submissions; most of which were in opposition. There would be a hearing at the end of August.
2. There had been a proposal for the kindy but there had been no notification of a decision yet. There were still discussions being had around parking for parents and ensuring safety. The area being considered had not been fully developed or lived in yet.
3. She also discussed the commercial centre. They had received all the information required from the applicant. They were weighing up the notification decision and whether it would be put up for full notification or limited. Limited notification would only be sent to particular parties in the surrounding area. No decision had been made yet. There would be some crossover timing between plan changes and notification but at the moment they were looking at July.

In response to a question from members, the following was clarified:

- The notification could be limited rather than public for a number of reasons. They would need to decide the suitability for retail/commercial use and a policy direction. There was the potential for public notification.
- Despite the outcome of surveying the community coming back in favour of the commercial use of the site, the rules of the site were very constraining. However, the community was welcome to put in submissions in support.
- There was a 20 day submission period for both limited and public notification. The timeframe for a public notification of a hearing could make it longer. The key difference was who could appeal once a decision was made.

**KIN202505/04 RESOLUTION**

Moved: Cr Christine Rankin

Seconded: Mr Pat Kane

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

**CARRIED**

*Note: All members present at the Kinloch Representative Group meeting voted in favour of resolution KIN202505/04 above.*

**5.3 MEMBERS' REPORTS**

The following members' reports were received:

**Mr Matt Andrews**

- He had not been able to track down the individual who had challenged someone for being on Māori land as discussed in the previous meeting.
- Noted that Whangamata 3 at the end of the eastern beach was Māori land.
- He was working with committee member Pat Kane and the Tūwharetoa Māori Trust Board to get beach mats.
- Expressed his support for the notice board raised during Public Forum to which the rest of the members agreed.

**Cr Duncan Campbell**

- Discussed the need for transparency and the change to the standing orders last October. Councillors were now required to have at least one other councillor second any notices of motion before it was brought to a meeting. He has committed to seconding any notices of motion.
- He felt that the Local Water Done Well information was kept from him and that he had not been allowed to verify the information through a third party. He also had not been able to verify the credentials of some staff members.

The Chair then noted that this is the second time Cr Campbell has brought up these issues and she did not feel it was appropriate to bring it up again.

**Mr Pat Kane**

- Thanked the member of the public for capturing quite a lot of his update.
- He thought that the meeting was a great example of the responsiveness of the staff at all levels. He thanked the staff of the TDC.
- One of the members of the audience gave an update on the Civil Defence Initiative and stated that they were working on getting their resources aligned.
- Commended the responsiveness of the TDC on the Boil Water Notice that came through the previous month and felt that the issue was resolved very quickly.
- The footpath blessing was a neat event and the passion of the staff stood out.
- Consultation was going very well.
- The ANZAC day event was fantastic and there was a great response from the community. It would be an annual event going forward.

**Ms Belinda Walker**

- Reiterated her thanks to the fire services for the ANZAC day service.
- It was a great April for Kinloch- the bridge opening was a great thing.
- Coaching for tennis was back.
- Encouraged the community to continue to put on events in Kinloch like the Easter egg hunt.
- Thanked those that helped with the Scramble and said that it would be up until 5 May. Encouraged the community to go out on the trails.
- The Kinloch Families Trust was looking into what they could do for Matariki and would communicate out what they decided.
- They were also looking at doing a Trolley Derby and thinking about options for a public road or private road.

**Cr Christine Rankin**

- Attended a round of community grants as an observer.
- The Kinloch Village Golf Club asked for funding for an oven and it looked like it was going to be awarded.

**KIN202505/05 RESOLUTION**

Moved: Cr Christine Rankin

Seconded: Mr Pat Kane

That the Kinloch Representative Group receives the reports from members.

**CARRIED**

*Note: All members present at the Kinloch Representative Group meeting voted in favour of resolution KIN202505/05 above.*



Kinloch Representative Group Meeting Minutes

1 May 2025

**6 NGĀ KŌRERO TŪMATAITI | CONFIDENTIAL BUSINESS**

Nil

The meeting closed at 4.22pm with a karakia from Mr Matt Andrews.

The minutes of this meeting were confirmed at the Kinloch Representative Group Meeting held on 3 July 2025.

.....  
**CHAIRPERSON**

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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 tatūnga**

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).

### **15.5 Application of restrictions | Te hāngaitanga o ngā Herenga**

Clause 15.2 above applies to members of the public addressing meetings at any time, not just as part of a scheduled public forum session.

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).*