

OTAKI QUARRY & ASHFORD PARK

COMMUNITY LIAISON GROUP – AGENDA

VENUE	<p>Otaki Maori Race Course - Committee Room</p> <p>Enter the racecourse through the Rahui Road Automatic Gate (Push the button on right to open), this gate is situated at the end of the back straight of the course. Come in that entrance and take the first road to the right towards the Stands. The Committee Room is at the back of the members Stand (First Stand) which that road goes directly past.</p>
DATE + TIME	Tuesday 10 th May 2016 5:30pm-7:00pm
INVITED ATTENDEES	Te Roto Road residents, Ashford Park consent application submitters, Nga Hapu o Otaki, Otaki Maori Racing Club, Friends of the Otaki River, Kapiti Coast District Council, Otaki Community Board and Greater Wellington Regional Council.
APOLOGIES	
FACILITATOR	Peter Wilson

#	AGENDA ITEM
1.	<u>Introductions and ground rules</u>
2.	<p><u>Actions from the last meeting</u></p> <ul style="list-style-type: none"> • Minutes from April 2016 meeting (see <i>Appendix 1</i>) • Revision of Terms of Reference (see <i>Appendix 2</i>) <ul style="list-style-type: none"> ○ Quorum for future meetings? • Status of appeals, if any. • Change in scope – CLG to now cover Otaki Quarry + Ashford Park

3.	<u>Draft Site Management Plan</u> (copy provided 22 April 2016) <ul style="list-style-type: none"> • Discussion of any issues to be forwarded to KCDC.
4.	<u>Draft Planting Plan</u> (copy provided 22 April 2016) <ul style="list-style-type: none"> • Discussion of any issues to be forwarded to KCDC.
5.	<u>Discussion on Caleb Royal's suggestion re CLG role in monitoring</u>
6.	<u>Discussion on Paper Road</u>
7.	<u>Update from GBC Winstone on planned works</u> <ul style="list-style-type: none"> • Eastern walkway (see <i>Appendix 3</i>) • Stopbank crossing construction • Weather station (see <i>Appendix 4</i>) • Site clearance (trees + fences) • Bund Construction
8.	<u>Otaki Quarry – General Discussion</u>
9.	<u>Other Matters</u>
10.	<u>Action Point Review</u>

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Ashford Park Quarry: Community Liaison Group

Notes of Inaugural Meeting

Monday 11 April 2016, 6pm, Byron Resort, 20 Tasman Road, Ōtaki Beach

Facilitator	Robert Schofield
GBC Winstone	Dan McGregor (Projects and Policy Adviser), Shane Hagai (Ōtaki Quarry Manager), Ashton Ulu (Assistant Ōtaki Quarry Manager)
Kāpiti Coast District Council	Emily Thomson (Senior Resource Consents Planner), Richard Hopkins (Resource Consents Compliance)
Greater Wellington Regional Council	Colin Munn (Team Leader Flood Protection Operations), Graham Winterburn (GWRC Works)
Ngā Hapū o Ōtaki	Caleb Royal
Ōtaki Community Board	Rob Kofoed (Deputy Chair)
Friends of the Ōtaki River	Max Lutz, Trevor Wylie, Eric Matthews
Residents	Trish Bolger and Andreas Paxie (72 Te Roto Road), Denis Harnett (54 Te Roto Road), Derek Kelly, Jack and Jude Isaac (22 Te Roto Road) Paul David (30 Te Roto Road), Janet Macdonald (66 Rahui Road), John Isaac (22 Te Roto Road), Tiana Morgans (55 Te Roto Road))

Introduction

Everyone introduced themselves. Robert noted that, while he works with Boffa Miskell Limited, who are providing GBC Winstone with landscape services on the project, he has had no involvement or knowledge about this project until last Friday when he received the documents circulated to the CLG.

The rules about the running of CLGs were explained, which are relatively informal, but are facilitated to ensure everyone has an opportunity to participate. Dan and Emily referred to other examples of CLGS which have worked well elsewhere: Emily described the CLGs for the MacKays to Peka Peka Expressway as being very successful. The key factor in their success is getting and maintaining buy-in from all parties, with consistent participation. They are intended primarily as a forum for an exchange of information in a user friendly environment, where everyone has the ability to freely ask questions or contribute to discussions.

It was noted that the first formal meeting of the CLG would occur following the close of the appeal period, if no appeals are lodged or alternatively when appeals are resolved. The requirements of the conditions of consent would then apply – for example, the requirement to circulate the draft Site Management Plan (SMP) at least two weeks prior to the meeting.

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While the appeal period closes on 18 April, it will be several days afterwards before it is known whether the Environment Court has received any.

Interest was expressed about a site visit to the Ashford Park site and, ideally, the current quarrying operations. Dan agreed to arrange a meeting, noting that there are more significant Health and Safety issues associated with a visit to the active quarry and processing site. He also noted that visits to the existing quarry operation may have to be split into two groups, as it is easier to manage smaller groups from a health and safety perspective.

Dan clarified that the life of the Ashford Park Quarry is uncertain as it will be depend on demand, but it could be as long as 50 years, but probably more likely 15-20 years.

Robert explained that there is a formal and informal purpose to CLGs. The Group has a formal function and role prescribed by the conditions, with input into requirements that are enforceable under the conditions such as the Site Management Plan (SMP). It also provides information to the District Council that will assist it in its monitoring and compliance role (for example, in its annual review of conditions). The CLG also has an informal role, by providing all parties with a vehicle to meet and discuss any relevant matter. While the conditions stipulate the minimum requirements of the CLG, there is flexibility in the Terms of Reference for the group to determine its role and functioning, which can be expanded or evolve over time.

CLG Terms of Reference

The frequency of meeting was discussed and it was agreed that there is likely to be a need for more frequent meetings at the beginning of the project.

Dan agreed to consider widening the scope of the CLG to allow members to discuss the current active quarry and processing site operation, even though that activity is operating under separate consents with their own conditions.

Agreed that Councillors and members of the Ōtaki Community Board should be invited to attend the meetings: Emily would assure that the invitation to meetings be circulated to Councillors and the Community Board.

Agreed there was a need for a quorum, and with a minimum required attendance from Winstone and the residents. Evening meetings on weekdays are preferable; the time and date of impending meetings can be determined at the end of the preceding meeting. A venue closer to the quarry was preferred, such as the Racecourse.

Dan considered that it was important that someone at Managerial level attend these meetings, preferably the Regional Manager and/or the Quarry Manager.

All agreed that it was important to maintain consistency, as much as possible, in whoever attends.

Caleb queried whether members of the CLG could be trained to provide additional monitoring resources for the Council. Richard is going to look into whether that was possible and come back to the Group at its next meeting. Emily explained that the

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conditions of consent allow for the CLG to establish roles for its members, to allow particular people to specialise or focus on one particular matter such as dust management.

Colin Munn explained that Greater Wellington has a number of interests in the Quarry such as regulator, flood protection and as a neighbour. He emphasised that the CLG operates under the conditions for the land use consent (i.e., Kāpiti Coast District Council) not those for the regional consents.

Update on Activities

Dan provided an update on various aspects to the meeting:

- GBC Winstone will be providing an access route around the eastern perimeter, during the life of the Quarry, so people did not have to use the paper road to access the river corridor (this is shown on Appendix 2 to the Agenda and Appendix 3 below). The final route of the permanent access track will be identified at a later stage.
- The planting season is imminent and it is important that some planting occur as soon as practicable.
- Some pest management is planned on non-quarried parts of the site, with the farm part likely to be leased out for farming
- Tenants on the site have started to move away.
- The site of the air quality and rainfall monitoring station has been identified following comprehensive advice from Aecom's air quality adviser (this is shown on Appendix 3 to the Agenda, in an open area in the south of the site and shown on Appendix 4 below).
- GBC Winstone is in discussion with GWRC over the stopbank crossing

Action Points

Write up draft minutes for circulation to CLG	Robert	By Monday 18 April
Feedback on draft minutes	All	By Friday 22 April
Revision of Terms of Reference	Dan	By Friday 22 April
Advise CLG whether any appeals have been lodged and, if not, propose new date and venue for next CLG meeting (minimum of two weeks' notice required, including circulation of any documents to be discussed)	Dan	By Friday 22 April
Next CLG Meeting	-	Provisionally, sometime in the first week of May
Advice on the ability to delegate monitoring roles	Richard	Next CLG meeting

Note

Following circulation of these minutes, Darin Balcombe from the Ōtaki-Māori Racing Club, offered the Racecourse as a venue for future meetings of the CLG, provided Mondays were avoided because of meetings, with a mid-week preference.

ASHFORD PARK - OTAKI

COMMUNITY LIAISON GROUP

DRAFT TERMS OF REFERENCE

INTRODUCTION

The concept of a Community Liaison Group for the project was developed during the resource consent hearing process for the Ashford Park quarry (the Project). The requirement to establish a Community Liaison Group (CLG) was subsequently included in the Kapiti Coast District Council (KCDC) resource consent (RM150184, condition 62).

PURPOSE

The function of the CLG shall be to provide input into all management plans and strategies for the site and provide a forum to for the consent holder to present and disseminate monitoring results and updates on project progress.

This will be achieved by:

- GBC Winstone (as consent holder) providing information in a timely manner to the CLG.
- GBC Winstone providing copies of plans, strategies and reports required by RM150184 conditions of consent at its next meeting after the reports are produced and at least three working days prior to the meeting.
- CLG meetings providing a forum for discussion of community views.

It is expected that the CLG is a forward looking group that seeks the best outcomes for the project and the community by ensuring the free-flow of information, transparency, and practical advice to the Project.

COMMUNITY LIAISON GROUP MEMBERSHIP

CLG membership is drawn from stakeholder groups identified within KCDC RM150184 condition 62. The CLG membership consists of:

1. Submitters and residents of Te Roto Road (at least two representatives)
2. Kapiti Coast District Council (one representative)
3. Greater Wellington Regional Council (one representative)
4. Ngā Hapū o Ōtaki (one representative)
5. The Ōtaki Māori Racing Club (one representative)
6. Friends of the Ōtaki River (one representative)
7. GBC Winstone (one representative)

The specific roles of the CLG must be determined by the CLG and must be to the satisfaction of the Resource Consents Compliance Manager, KCDC.

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INDEPENDENT FACILITATOR

GBC Winstone shall, in consultation and in agreement with KCDC, appoint an independent facilitator who will act as convener of the CLG.

COMMUNITY LIAISON GROUP MEETING ATTENDANCE

The expectation is that CLG members will attend the group meetings with the ability to send a proxy, if need be. Group members can attend meetings remotely by teleconference if required.

MEETING STRUCTURE

Below are the standing agenda items for CLG meetings:

	Agenda Item	Responsibility
1.	Apologies	Facilitator
2.	Opening Comments	Facilitator
3.	Minutes and Actions	Facilitator
4.	Community Feedback	CLG members
5.	Project Status Report + discussion	GBC Winstone
6.	Monitoring Results (if any) + discussion	GBC Winstone
7.	Compliance/Complaint Summary + discussion	GBC Winstone
8.	Other business	CLG members
9.	Next Meeting	Facilitator

MEETING FREQUENCY

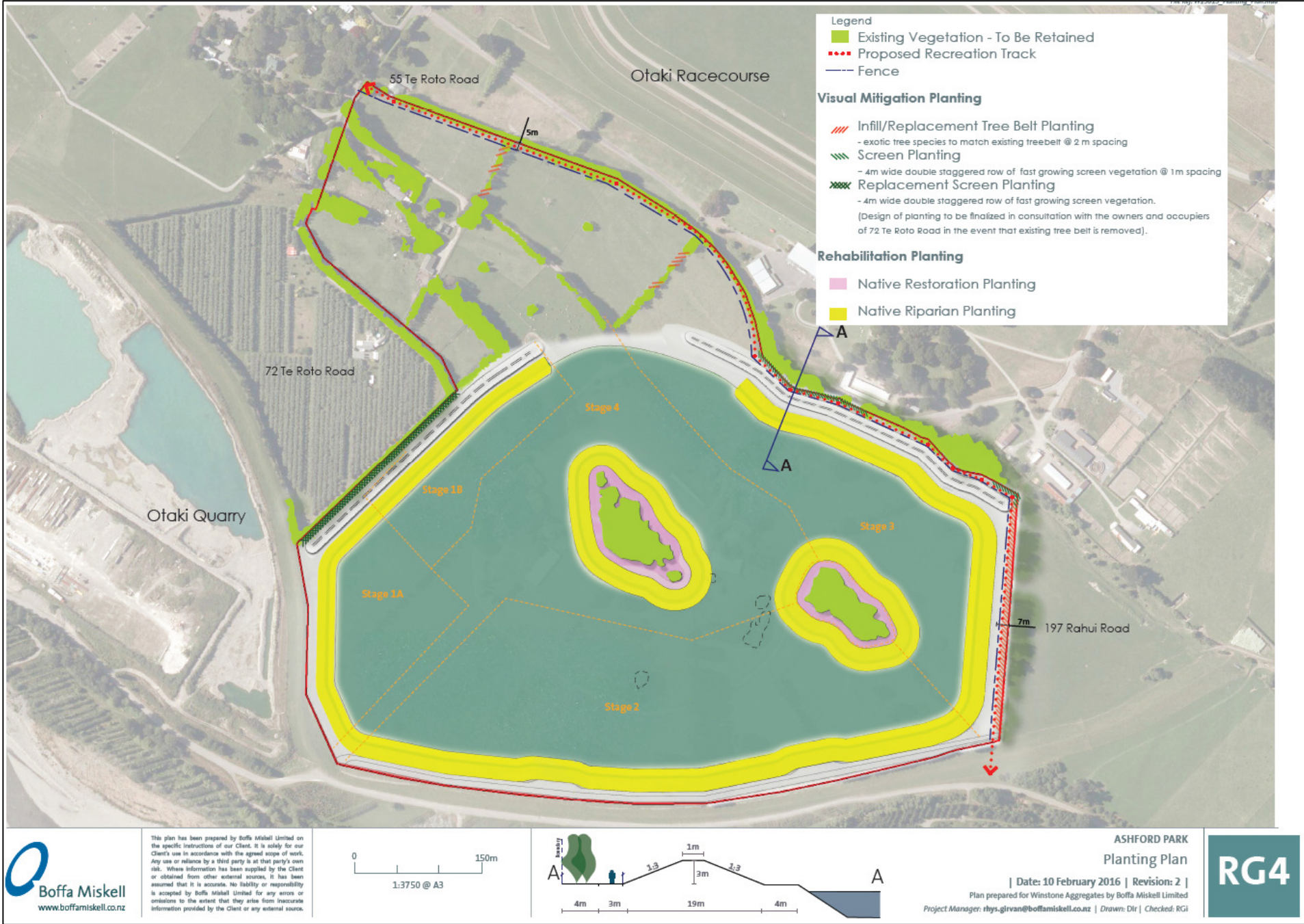
The CLG shall meet at least twice annually. The CLG shall collectively decide on appropriate dates, times and locations for each meeting.

AGENDAS AND MINUTES

The meeting facilitator shall:

1. Send to CLG members meeting agendas at least two calendar weeks prior to scheduled CLG meeting dates;
2. Record CLG meeting minutes and distribute these minutes to the members of the CLG within five (5) working days of the day meetings are held; and
3. Send to CLG members a record of the input provided by those members on any plans, reports or strategies presented by GBC Winstone. This must be done prior to GBC presenting said plans, reports or strategies to KCDC for certification.

APPENDIX 3



APPENDIX 4

