

ASHFORD PARK (OTAKI) COMMUNITY LIAISON GROUP

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 was subsequently included in the Kapiti Coast District Council (KCDC) resource consent (RM150184, condition 62).

PURPOSE

The function of the group 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.

INDEPENDENT FACILITATOR

GBC Winstone shall, in consultation and in agreement with KCDC, appoint an independent facilitator who will act as convenor 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 and times

AGENDAS AND MINUTES

The meeting facilitator shall distribute to the members of the CLG:

1. Meeting agendas two calendar weeks prior to the scheduled meeting date
2. Meeting minutes two calendar weeks following the day meetings are held
3. A record of the input provided when plans, reports or strategies are presented for certification to KCDC, within two calendar weeks following the day meetings are held.

MEETING QUORUM

Representatives of both Submitters and residents of Te Roto Road and Winstone are required to be present to form a quorum.