

Pākōwhai Stakeholder Advisory Group

Meeting Minutes

Date: Monday 9 March 2026
Time: 3:00 PM – 5.15 PM
Venue: Pākōwhai Community Centre
Chair: Tania Kerr

Attendees: Lochie MacGillivray, Ron McFetridge, Sheryl Mackie, Sue Burgess and Rob Sykes - arrived 3.30pm (Landowners), Laurie O’Reilly (Landowner and Mana Whenua Representative Ngāti Pārau Hapū Trust), Te Uira Tomoana (Mana Whenua Representative Ngāti Hawea, Ngāti Hori and Ngāti Hinemoa), Simon Moffatt (Compliance – HBRC), Andrew Caseley, Jacqui Davis, Lynn McCowan, Cameron Burton and Richard Jardin (Project Team - HBRC)

Apologies: Tim Race and Danny Agland (Landowners)

1.	Opening Karakia let by Te Uira	
2.	Welcome and Apologies Tania opened the meeting and welcomed all attendees and introductions took place.	
3.	Review of Previous Meeting Minutes Minutes of the 19 February 2023 meeting were circulated prior to the meeting. Changes to minutes: Item 3. spelling of Tutaekuri Item 4. added ‘as preferred contractor’ Item 4 word changed to ‘proposed truck movements’ Resolved: That the minutes of the meeting held on 19 February 2026 be confirmed as a true and accurate record.	
4.	Construction Environmental Management Plan – Cameron Burton Overview of the CEMP process <ul style="list-style-type: none"> • The CEMP becomes the key document guiding the contractor, project team, and compliance monitoring. It is a critical document for managing environmental, cultural, and community impacts during construction. • Cam has an oversight role, providing specialist expertise and ensuring standards are met. 	

<p>Enabling Works and Early Construction Activities</p> <ul style="list-style-type: none"> • Gravel extraction and related activities must go through the RMA process and may involve other contractors. • Enabling works (e.g. site clearance, set-up) can occur prior to full CEMP approval. • Enabling works and construction activities will be communicated to the community through the construction newsletter. • Hours of noise may differ from site start times as staff may be on site earlier for meetings or preparatory activities. • A Traffic Management Plan is included, with most work kept off main roads. Speed restrictions will be confirmed, primarily for health and safety and dust control. <p>Action: Cam to clarify and communicate the hours when heavy trucks will be using the roads.</p>	<p><i>Cam</i></p>
<p>Environmental, Cultural and Heritage Management</p> <ul style="list-style-type: none"> • A project ecologist is responsible for all ecological reporting and testing including indigenous species monitoring. • Tree clearance timing must take account of bird nesting seasons. • Heritage New Zealand will be called in if required, alongside hapū involvement if archaeological or cultural material is present or uncovered during works. <p>Action: Sheryl to email a request regarding nesting season timing to Jacqui.</p>	<p><i>Sheryl</i></p>
<p>Design Status, Programme and Horticultural Timing</p> <ul style="list-style-type: none"> • It was explained that not all parts of the project were in final design - final design completed for one site, some designs due this week then early May, with the last due in July. • Andrew noted the importance of aligning works with the annual horticultural cycle (e.g. preferring works after harvest and before spring). • Engagement will occur on a property-by-property basis where timing is critical. • Contractors have been provided with a list of timing constraints and property-specific details. • Feedback from contractors can be provided back to STAG (e.g. specific protections required for spray operations). 	
<p>Information Sharing and Next Steps</p> <ul style="list-style-type: none"> • A full copy of all the documents – the CEMP and appropriate appendices - will be provided at the 16 March meeting. The STAG has 10 working days allowed for review. • The sooner feedback is provided, the sooner the CEMP can be lodged with compliance. • Once lodged, there is a five-working-day stand-down period prior to construction commencing. • A shared folder for everyone to be able to access the documents that are ready prior to Monday’s meeting. 	

5.	<p>Next Meeting</p> <p>The next meeting to discuss the CEMP document will be Monday 16 March 2026 at 4pm – 6.30pm</p> <p>Regular meetings will take place on the 1st Thursday of the month starting May.</p>	
6.	<p>Closing Karakia - led by Te Uira</p>	

Action Table

Action	Responsible	Completed
Reporting back to STAG should demonstrate that construction is being undertaken in accordance with engineering standards.	Richard	Ongoing
A sheet of acronyms to be provided.	Cam	16 March
Identifying what information the community needs to know (e.g. hours of work).	Cam	16 March
To help determine how the community will be informed; construction newsletter to be actioned.	STAG members	
Clarify and communicate hours when heavy trucks will be using the roads.	Cam	16 March
To email a request regarding nesting season timing to Jacqui.	Sheryl	9 March
Concerns were raised about construction timing relative to horticultural activities.	Cam	
Set up an online shared folder with the PowerPoint presentation and Communication plan	Lynn	11 March
HBRC to manage a register of interest to be discussed at the first monthly meeting.	Jacqui/Lynn	