

# Pōrangahau Stakeholder Advisory Group

## Meeting Minutes

**Date:** Friday 13 March 2026

**Time:** 10:00 AM – 2:00 PM

**Venue:** Pōrangahau Hall

**Chair:** Tania Kerr

**Attendees:** Angela Houkamau, Marama Kani and Selina Wakefield (Landowners), Simon Moffitt (Compliance – HBRC), Cameron Burton, Jacqui Davis, Lynn McCowan and Ellen Atkens (Project Team - HBRC),

**Apologies:** John Singer (Police), Henare Kani (Mana Whenua Representative)

	Items	Actions
1.	<b>Opening Karakia led by Marama</b>	
2.	<b>Welcome and Apologies</b> Tania opened the meeting and welcomed all attendees and introductions took place.	
3.	<b>Review of Previous Meeting Minutes</b> Minutes of the 6 February 2026 meeting were circulated prior to the meeting. Amendments to be made: <ul style="list-style-type: none"> <li>• Attendees;                             <ul style="list-style-type: none"> <li>○ Selina Wakefield to be added</li> </ul> </li> <li>• Item 4                             <ul style="list-style-type: none"> <li>○ Remove individual names</li> </ul> </li> <li>• Remove bullet point 5 re adoption of TOR</li> <li>• Item 6                             <ul style="list-style-type: none"> <li>○ Remove next meeting date as incorrect</li> </ul> </li> </ul> <p><b>Resolved:</b> That the minutes of the meeting held on 16 February 2026 be confirmed as a true and accurate record.</p>	Lynn
4.	<b>Construction Environmental Management Plan Workshop – Cameron Burton</b> <b>CEMP Review Process</b> <ul style="list-style-type: none"> <li>• Cameron noted that an acronym list is being prepared to ensure terminology used in the CEMP is clearly defined.</li> </ul>	

	Items	Actions
	<ul style="list-style-type: none"> <li>It was emphasised that contractors, by signing the contract, must comply with all environmental regulations. Any amendments to the plan must go through the formal process unless STAG agreement allows otherwise.</li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>List of acronyms to be developed</li> <li>Images from the narrative landscape document will be provided to STAG members for the northern site only.</li> </ul> <p><b>Cultural Considerations</b></p> <ul style="list-style-type: none"> <li>The group discussed whether STAG representation would be required for works on the southern site. It was confirmed that the CEMP review and approval process would also apply to this area.</li> <li>In cases of tangi or similar events, contractors can pause work (or move location) for the duration. This also applies if items of cultural or environmental significance are discovered in a specific area.</li> <li>It was confirmed that Jacqui would inform contractors about any community concerns that may affect construction.</li> </ul> <p><b>Landscaping and Utilities</b></p> <ul style="list-style-type: none"> <li>Landscaping heights will generally not exceed 1.2m.</li> <li>Known lead-contaminated soil (from paint) will be kept separate.</li> <li>Wastewater treatment pond: the District Council team has been informed of the work. Mitigation measures ensure no impact on waterways.</li> <li>CHBDC has reviewed plans and confirmed easement actions and mitigation are appropriate.</li> <li>It was noted that the topsoil clearance planned at 500mm; sewer lines are deeper than 1m, so unlikely to interfere.</li> </ul> <p><b>Action:</b> Contingency plan in case of breach to be confirmed.</p> <p><b>Site Investigation and Reporting</b></p> <ul style="list-style-type: none"> <li>Depth penetration machine to assess subsurface conditions.</li> <li>First point of contact for site issues is Jacqui.</li> <li>Hēnare, as mana whenua representative, confirmed under marae legislation as Māori entity representative.</li> </ul> <p><b>Action:</b> Cameron to check consistency of terminology – use “Māori entity representative.”</p> <p><b>Design and Approvals</b></p> <ul style="list-style-type: none"> <li>Final design confirmation is pending. The consent was granted on the preliminary design, but no significant differences expected between the draft and final design.</li> <li>Erosion and sediment (ESC) controls reviewed.</li> <li>Site establishment and vegetation clearance will be communicated with landowners and via the two-weekly newsletter.</li> </ul>	<p>Cam Ellen</p> <p>Cam</p> <p>Cam</p>

Items	Actions
<p><b>Construction Hours</b></p> <ul style="list-style-type: none"> <li>• Core construction hours: 7am–6pm.</li> <li>• Contractors may arrive 6–7am if required for preparation of machinery/ materials. They would also be onsite outside normal hours if required to control dust with water trucks.</li> <li>• School considerations: tree felling and mulching should take place outside of school hours.</li> </ul> <p><b>Noise and Vibration</b></p> <ul style="list-style-type: none"> <li>• Noise and vibration concerns discussed, particularly regarding sheet piling (vibration, operations, noise) and bund construction.</li> <li>• Contractors reminded to minimise disturbance.</li> <li>• STAG members highlighted the importance of being mindful of nearby residents, including those working from home or running home-based businesses.</li> <li>• The community would be informed by a 2 weekly forward-looking construction newsletter.</li> </ul> <p><b>Action:</b> Section 5.3 to be rephrased for clarity.</p> <p><b>Water and Dust Management</b></p> <ul style="list-style-type: none"> <li>• Dirty water and river allocations discussed.</li> <li>• Use of pine polymer was raised and the feasibility with water requirements.</li> <li>• Emphasised contractor has heightened awareness of weather events; robust processes in place to monitor silt fences and dirt bunds.</li> <li>• STAG requested more detail on the volume of water to be extracted from awa and the method of taking it, to ensure it is sustainable and won't adversely affect the stream or fish.</li> <li>• It was discussed how the STAG would know that the materials being used on site and the construction methods comply with the approved standards and specifications in the CEMP, consent conditions, and best-practice guidance.</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• Cameron to confirm feasibility of pine polymer.</li> <li>• Provide more information on flow rate and confirm that water takes will not affect fish habitats</li> <li>• Project Manager to provide a simple report confirming construction material and methods meet standards.</li> </ul> <p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Section 5.19: the STAG group wanted it clearly documented who is responsible for what on site, to avoid confusion and ensure accountability.</li> <li>• Community complaints to be raised with Jacqui, who will forward them to STAG.</li> </ul> <p><b>Action:</b> Cameron to update document to clearly define responsibilities, including site supervisor accountability.</p> <p><b>Traffic Management</b></p> <ul style="list-style-type: none"> <li>• Traffic management concerns were highlighted especially outside peak school hours.</li> </ul>	<p>Cam</p> <p>Cam</p> <p>Cam</p> <p>Ellen</p> <p>Cam</p>

	<b>Items</b>	<b>Actions</b>
	<ul style="list-style-type: none"> <li>• It was confirmed that traffic will not divert down more streets than necessary.</li> </ul> <p><b>Cultural Indicators and Monitoring</b></p> <ul style="list-style-type: none"> <li>• Gaylynnne (Heritage NZ) and Marama will be on-site when finds are made.</li> <li>• Cultural monitoring requirements will be confirmed with Marama, including when attendance on site is required during construction activities.</li> <li>• It was discussed that the Cultural Impact Assessment (CIA) should be shared with the STAG group so they could understand the cultural considerations for the project. This ensures that the STAG members, who represent local community and cultural interests, are aware of sensitive sites, protocols and the Māori perspective embedded in the CIA.</li> <li>• The landowner engagement was discussed in terms of when discoveries are made. It was suggested that it was to be detailed to ensure landowners are informed and consulted appropriately, in line with cultural protocols and legal requirements.</li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• Cultural Impact Assessment (CIA) – to be shared in confidence with STAG, subject to appropriate permissions.</li> <li>• Distribute archaeological (ARC) authority documentation (only updated components).</li> <li>• Cameron, Jacqui, and Ellen to confirm and document that landowners will have input when discoveries occur.</li> </ul> <p><b>Summary</b></p> <ul style="list-style-type: none"> <li>• Key areas discussed: <ul style="list-style-type: none"> <li>○ Traffic management critical.</li> <li>○ Protection of awa.</li> <li>○ Noise and vibration minimisation.</li> <li>○ Communication with community.</li> <li>○ Archaeological finds and taonga protection.</li> <li>○ Reducing overall community impact.</li> </ul> </li> </ul> <p><b>Review Process</b></p> <ul style="list-style-type: none"> <li>• Standard review: 10 days for initial review for the STAG members. The contractors then have a 5-day stand-down period before construction work can begin.</li> </ul>	<p><i>Jacqui</i></p> <p><i>Cam</i></p> <p><i>Cam/ Jacqui/ Ellen</i></p>
<b>5.</b>	<p><b>Next Meeting</b></p> <p>Meetings will take place on the 2nd Tuesday of the month.</p> <p>The next meeting will be <b>Tuesday 14 April 2026 at 10am.</b></p>	
<b>6.</b>	<p><b>Closing Karakia</b> - led by Marama</p>	