Minutes for Burnt Hill Storage Ltd

Wednesday 15 April 2026 Community Liaison Group Meeting

15/04/2026 | 1:00pm to 3:06pm New Zealand Standard Time

160 High Street, Oxford

Attendees

Scott Hoare (Consent Holder – Inovo), Cameron Rooney (Engineers Representative – REL), Tara King (Community Liaison – BHSL), Gina McKenzie (Communications – BHSL), Mike Marr (Environment Canterbury – ECAN), Jake Barker (Community Representative), John Hardie (Independent Facilitator and Chair), Tim Fulton (Waimakariri District Council – WDC), Heather Millar (ECESS Representative), Amy Young (ECESS Representative), Eric Love (ECESS Representative), Lianne Miller (ECESS Representative), Catherine Ballinger (ECESS Representative), Holly Gardiner (Community Representative), Brent Walton (Consent Holder – BHSL and WIL Chief Executive Officer), Shaylee Sinclair (Minute Secretary), Alica Barwell (Community Representative – attended via Teams).

Apologies

Les Inch (Landowners within one kilometre of the ponds), Sarah Speight (Landowners within one kilometre of the ponds), Matt Oxenham (Environment Canterbury – ECAN), Andy Rid (ECESS Representative).

The Minute Secretary will circulate approved minutes to all members, including those who sent apologies, in accordance with the CLG's communication protocols.

Agenda

Taken as read.

Welcome

The purpose of the Community Liaison Group (CLG), as outlined in Resource Consent RC135478 Conditions 18-21, was discussed.

The Chair welcomed attendees and acknowledged that some members had previously opposed the consent and were now participating in the monitoring process through the CLG. The distinction between the Waimakariri District Council and the Oxford-Ohoka Community Board was clarified.

Tim (Waimakariri District Council – WDC) confirmed that his parents are shareholders in Waimakariri Irrigation Ltd and that he holds no personal financial or beneficiary interest. He confirmed he was participating in his capacity as a representative of the Waimakariri District Council.

It was noted that the CLG operates as a representative liaison group intended to facilitate communication between the consent holder and the community.

Membership

The size and composition of the CLG, including representation from ECESS and the wider community, was discussed. Discussion included the practicalities of group size, continuity of attendance and representation arrangements for community groups.

ECESS representatives advised they wished to retain flexibility in representation due to differing areas of expertise and availability among members. The group agreed that this was appropriate and supported this approach.

The inaugural membership of approximately 19 representatives, including five representatives from ECESS, was agreed by the group in discussion.

It was noted that Ngāi Tahu/Te Ngāi Tūāhuriri Rūnanga or a nominated representative had been invited to participate but had not yet confirmed membership.

Appointment of Independent Chairperson

The appointment of an independent chairperson, including considerations of independence and continuity, was discussed.

John (Independent Facilitator and Chair) advised that he is currently undergoing cancer treatment and may not be able to serve for the full duration of the project but was willing to assist in establishing and leading the group initially.

The group discussed the benefits of appointing an independent chairperson external to the CLG membership. The consent holder confirmed willingness to fund an independent chairperson role.

The appointment of John (Independent Facilitator and Chair) as Independent Chairperson was agreed by the CLG in discussion.

Draft Terms of Reference

The draft Terms of Reference were discussed, including the need for input from members not present at the meeting, including representatives of landowners within one kilometre of the ponds and Ngāi Tahu representation.

Clarification was provided regarding the role of the Chairperson as a non-voting facilitator.

Concerns relating to inundation and water impacts were raised, including discussion regarding the 2021 Eyre River flood event, evacuation notices issued to residents north of the Eyre River, and whether these areas had been adequately considered within inundation mapping and emergency planning. It was noted that clarification would be sought from project representatives and technical experts.

Concerns were also raised regarding construction traffic, school bus routes and safety on South Eyre Road and surrounding roads. Project representatives acknowledged the concerns and advised these matters would be considered as part of traffic management planning.

Discussion also took place regarding communication processes, management of community enquiries and the importance of identifying agenda items in advance where technical responses may be required.

The Chair reiterated that the CLG was intended to operate in good faith to address community concerns and facilitate communication between the consent holder and the community.

It was agreed that the Terms of Reference would not be formally adopted at this meeting to allow absent parties the opportunity to provide input.

ACTION: Circulate the draft Terms of Reference to all members for feedback. (Assignee(s): John Hardie (Independent Facilitator and Chair) / Brent Walton (Consent Holder – BHSL and WIL Chief Executive Officer); Due Date: May 2026)

ACTION: Confirm attendance and quorum requirements within the Terms of Reference and circulate to members for feedback.
(Assignee(s): John Hardie (Independent Facilitator and Chair) / Brent Walton (Consent Holder – BHSL and WIL Chief Executive Officer); Due Date: May 2026).

Communications and Engagement Update

Communication channels, website content and community engagement processes were discussed.

It was confirmed that member names, excluding contact details, would be published on the BHSL website in accordance with consent requirements. Some ECESS representatives expressed a preference for flexibility in representation arrangements and queried the publication of names on the website.

The website would continue to be updated with community questions and responses, and feedback regarding website accessibility and usability was welcomed.

The importance of clear response timeframes and accessible communication methods was discussed, including the use of broader communication channels such as letterbox drops and community information sessions.

Media protocols were discussed. Members may speak to media in a personal capacity but not on behalf of the CLG.

Community correspondence protocols were confirmed, with enquiries to be directed through the BHSL website or to the Community Liaison Officer.

Concerns were raised regarding community awareness of previous public meetings and the need for broader communication with affected residents.

Discussion also took place regarding proposed community drop-in sessions and the importance of recording and sharing questions and responses arising from those sessions.

It was agreed that agendas and confirmed minutes of the CLG meetings would be published on the BHSL website.

ACTION: Update the BHSL website to include member names and address accessibility feedback. (Assignee(s): Gina McKenzie (Communications – BHSL) / Tara King (Community Liaison – BHSL); Due Date: May 2026).

ACTION: Develop a plan for community drop-in information sessions and circulate for feedback. (Assignee(s): Tara King (Community Liaison – BHSL) / Gina McKenzie (Communications – BHSL) / Brent Walton (Consent Holder – BHSL and WIL Chief Executive Officer); Due Date: May 2026).

Project Update

An update was provided on the progress of the Burnt Hill Storage project and associated pre-construction activities.

Pre-construction enablement works discussed included:

- Installation of weather stations.
- Dust control measures.
- Fuel storage infrastructure.
- Erosion and sediment control measures.
- Certification requirements before commencement of construction.

It was noted that construction activity remained subject to approvals and certification processes. Indicative timelines suggested construction activity may commence later in 2026, subject to completion of required approvals.

Discussion included construction traffic movements, safety considerations on local roads and school bus routes, including routes passing through fords, and the Traffic Management Plan approval process. Clarification was also provided that Environment Canterbury's role relates to monitoring discharges and compliance matters rather than operational control of construction activity.

Requests were made for updates regarding the diversion road, specifically the one-way bridge and potential involvement of Highway Patrol or Police in traffic management considerations.

A request was made for access to the draft Construction Management Plan. Project representatives advised that the plan would be available once approved.

ACTION: Review the feasibility of restricting construction traffic on South Eyre Road during peak hours. (Assignee(s): Scott Hoare (Consent Holder – Inovo) / Cameron Rooney (Engineers Representative – REL); Due Date: May 2026).

ACTION: Provide an update on the diversion road. (Assignee(s): Brent Walton (Consent Holder – BHSL and WIL Chief Executive Officer) / Scott Hoare (Consent Holder – Inovo); Due Date: May 2026).

ACTION: Confirm whether Highway Patrol involvement is required within the Traffic Management Plan. (Assignee(s): Scott Hoare (Consent Holder – Inovo) / Tim Fulton (Waimakariri District Council – WDC); Due Date: May 2026).

ACTION: Prepare plans and supporting material for future meetings. (Assignee(s): Scott Hoare (Consent Holder – Inovo); Due Date: May 2026).

ACTION: Provide a copy of the Construction Management Plan to the CLG once available. (Assignee(s): Brent Walton (Consent Holder – BHSL and WIL Chief Executive Officer); Due Date: TBC).

Questions and Clarifications

Questions and clarification points raised throughout the meeting were incorporated into the relevant agenda discussions and action items recorded above.

Next Meeting

Scheduling for the next meeting, including the opportunity for a site visit.

The next meeting is proposed for Thursday 21 May 2026 at 4:00PM at Poyntz Road Lodge, including a site visit, subject to confirmation.

ACTION: Coordinate and confirm site visit logistics and circulate details to members. (Assignee(s): Tara King (Community Liaison – BHSL); Due Date: May 2026).

Summary of Actions

The following summary is provided for ease of reference and should be read in conjunction with the full meeting minutes.

No.	Action	Assignee(s)	Due Date
1	Circulate the draft Terms of Reference to all members for feedback	John Hardie (Independent Facilitator and Chair) / Brent Walton (Consent Holder – BHSL and WIL Chief Executive Officer)	May 2026
2	Confirm attendance and quorum requirements within the Terms of Reference and circulate to members for feedback	John Hardie (Independent Facilitator and Chair) / Brent Walton (Consent Holder – BHSL and WIL Chief Executive Officer)	May 2026
3	Update the BHSL website to include member names and address accessibility feedback	Gina McKenzie (Communications – BHSL) / Tara King (Community Liaison – BHSL)	May 2026
4	Develop a plan for community drop-in information sessions and circulate for feedback	Tara King (Community Liaison – BHSL) / Gina McKenzie (Communications – BHSL) / Brent Walton (Consent Holder – BHSL and WIL Chief Executive Officer)	May 2026

5	Review the feasibility of restricting construction traffic on South Eyre Road during peak hours	Scott Hoare (Consent Holder – Inovo) / Cameron Rooney (Engineers Representative – REL)	May 2026
6	Provide an update on the diversion road	Brent Walton (Consent Holder – BHSL and WIL Chief Executive Officer) / Scott Hoare (Consent Holder – Inovo)	May 2026
7	Confirm whether Highway Patrol involvement is required within the Traffic Management Plan	Scott Hoare (Consent Holder – Inovo) / Tim Fulton (Waimakariri District Council – WDC)	May 2026
8	Prepare plans and supporting material for future meetings	Scott Hoare (Consent Holder – Inovo)	May 2026
9	Provide a copy of the Construction Management Plan to the CLG once available	Brent Walton (Consent Holder – BHSL and WIL Chief Executive Officer)	TBC
10	Coordinate and confirm site visit logistics and circulate details to members	Tara King (Community Liaison – BHSL)	May 2026

Meeting Close

Meeting closed 3:06pm

Confirmation
Confirmed as a true and correct record:
Confirmed: ………………………………………………… Date:……/…… 25 June 2026