Annexure 10:

Consultation Record



Meeting re ECAN feedback on Proposed Wastewater Servicing, Darfield Plan Change (Kimberley Road)

Date: 4th November 2019

Time: 3pm

Location: ECAN offices

ATTENDEES

For Applicant

Fiona Consul		(FA,	Planner	-	Aston	Merv Todd (MT, Applicant)
	otts (RP, \ nmental)	Nastev	vater engir	eer	– Lowe	

For ECAN

Paul Hopwood (PH, Principal Consents	Susan Aitken (SA, Senior Consents Planner		
Advisor - ECAN)	- ECAN)		
Kate Whiting (KW, Consents Planner -	• • •		
ECAN)	Scientist – ECAN)		
Sam Leonard (Planner – ECAN)			

1. Introduction

RP introduced the wastewater treatment options and confirmed that the applicant intends to proceed with Option 3 – a community wastewater treatment and land treatment scheme (WWT & LT scheme) on adjoining land, utilising subsurface drip irrigation and cut and carry Lucerne/pasture. We have met with Selwyn District Council (SDC) and they are 'happy'. Also met with Canterbury District Health Board (CDHB) & they are 'ecstatic' (!) and will provide a letter in support. The proposed residential development will connect to the SDC scheme if/when this is available. The WWT & LT scheme can be salvaged and re-used elsewhere.

2. Environmental effects including nitrogen losses & L&W Plan standards

RP – the WWT & LT scheme meets the nitrogen loss target limits of Table 11(i) of the Land and Water Plan as below. It is possible to increase the land area for land treatment but noting that subsurface drip irrigation costs 50,000/ha to install. The max permitted leaching of nitrogen per year to Te Waihora is 62t. Current level is 38t (as report in s32 report for Change 6). The proposed WWT & LT scheme will add approximately 0.25 - 0.3 t.

SA – what will be the additional impact on the baseline values i.e. existing wells? Need to provide a map of current onsite systems & bores. There are high numbers up and down gradient.

Table 11(i): Sub-region Target Limits for Nitrogen Losses from Farming Activities, Community Sewerage Systems and Industrial or Trade Processes

Sub-region	Activity	Nitrogen Load (tonnes/year)	Limit/Target
Selwyn Te Waihora	Farming	4830 ⁽¹⁾⁽²⁾	Target to be met by no later than 2037
	Community sewerage systems	62	Limit
	Industrial or trade processes	152.4	Limit

^{&#}x27;By the National Policy Statement for Freshwater Management 2014 a target is a limit to be met within a defined timeframe.

⁽²⁾ Despite note (1), the Irrigation Scheme Nitrogen Limits in Table 11(j) have been calculated on a different basis to the limits/targets included in Table 11(i).



RP – it's not feasible to estimate the impact on individual wells. Can only provide a mass balance estimate.

PH – what are the expectations of the L&W Plan? Permitted baseline for period 2009-2013 is 'grandparented' and is to be gradually reduced by 2025 to 15 kg N/ha/yr.

PH – approval term likely to be 15 years

RP – we will request 25 year consent. SDC scheme for Darfield isn't in the SDC Long Term Plan so earliest it could be available is 2034. We will consult with iwi.

PH – are there any community supply bores nearby?

RP - closest is appx 2 1/2 km away.

PH – can the package plant function if development happens over time?

RP – the proposed recirculating textile packed bed reactor is more robust than other systems in handling this situation. The Aged Care Facility (ACF) will be developed at an early stage, for up to 110 residents.

MW – there could be local variations in the permeability of soils. How will this be addressed in AEE?

RP – drip irrigation will be 200ml below surface with light cultivation on top. There is generally appx 400ml top soil, then gravels. We can look at layering in bore logs as part of the groundwater assessment.

SA – we need to know what is happening in the environment now – where are the bores and where are the sensitive environments? What will the impact be? Potentially it could be better compared with previous uses. We would like to review a draft of the application.

3. Composition of effluent

MW – will there be any medicines in the effluent? (associated with ACF). Could there be drugs which would potentially kill WTTP bacteria? Effluent from residents on drugs could be excluded. Need to evaluate effluent for pathogens

RP - the AEE will address this.

4. Monitoring

RP – we aren't promoting monitoring of bores as it's a big cost.

MW – how will you monitor actual effects?

RP – Monitoring wouldn't happen if it was individual on-site systems. Groundwater is very deep and identifying a plume from this plant would be difficult. We will monitor the cut and carry harvest material. What's exported from site and the loading from the plant itself. We don't need to worry about phosphorus as it's not very mobile and a large distance to groundwater.

5. Maintenance

RP – SDC aren't keen to manage or take over the WWTP & LT scheme. It will be managed by a body corporate. LEI are involved with an example at Jacks Point Otago. The body corporate contract out the WWTP & LT operation and cut and carry monitoring & clean out the on site STEP systems.

⁽¹⁾ This limit/target includes the nitrogen lost from any Irrigation Scheme provided for in Table 11(j)

SA – we need to ensure a responsible body can maintain the WWT & LT system.

RP – a proposed consent condition could be the requirement for an Operations & Maintenance Plan which requires Council certification 3-6 months after the consent is granted. This will be included as a requirement in the Design and Build tenders.

PH – we want to avoid need for applications for future changes to the system. Establish known parameters now. Anticipate requirements of the 3 Waters Review and be consistent with what's coming.

RP – there is still uncertainty regarding the 3 Waters Review. I'm concerned regarding a potential 'one size fits all' approach.

6. Air Discharge

RP – AEE will have section on effects on air. The drip irrigation is underground so no effects.

7. Planning/notification

SL – a reticulated WWT< system is a better 'fit' with the Canterbury Regional Policy Scheme (CRPS) but is not an explicit requirement. See Chapter 5.

PH – there would appear to be a good case here for non notification.

8. Contact Point

SA is ECAN primary contact point for the application. Works Monday-Wednesday inclusive. SA will look at rules for discharge, land use and air and get back to RP.



Meeting with CDHB on Proposed Plan Change at Darfield

Date: 30th October 2019

Time: 2.30pm

Location: CDHB offices

ATTENDEES

For Applicant

Fiona Aston (Planner – Aston Consultants)	Merv Todd (Applicant)
Robert Potts (Lowe Environmental Impact)	

For CDHB

Alastair Humphrey (CDHB CEO)	Matt Willoughby (Health Protection Officer – CDHB)
	CDUD)

1. Draft wastewater report

RP briefly summarized the draft Lowe Wastewater Report including 3 alternative treatment and disposal options. Option 3 is the preferred option, principally because it is considered to be the most readily consentable option (noting however that all options should be consentable).

Option 4 (reticulation to SDC site) could become the nucleus for a township wide scheme. However, costings not ideal for client (an extra \$260k, including estimated \$50k for pipe across SH) + staging is not ideal. Pipes would be underutilized in short term and there would be potential septicity issues and couldn't achieve flushing flows.

Under Option 3, the package plant would become redundant if and when a Council reticulated system becomes available at Darfield.

The plant will be 'design and build'. There will be a small on site component – grinder or STEP tank or similar. This will be maintained by owners but there will be a body corporate. Similar to management approach taken for Jacks Point, Queenstown. Individual owners pay management fee for management of the plant and treatment area.

2. CDHB feedback

6 or 8 community package plants at Darfield are better than further onsite septic tanks. We support Option 3 – "it's a start". There is a nitrogen plume at Darfield. CDHB have been talking to SDC about a reticulated system at Darfield for 15 years. CDHB will provide letter of support and affected party approval for wastewater discharge consent application based on Option 3.



Meeting with SDC on Proposed Plan Change at Darfield

Date: 30th October 2019

Time: 9am

Location: SDC offices

ATTENDEES

For Applicant

Fiona Aston (Planner – Aston Consultants)	Merv Todd (Applicant)
Rob Potts (Lowe Environmental Impact)	

For SDC

Murray	England	(Assets	Manager	Ben Rhodes	(Team Leader	Strategy	&
Infrastruc	ture)			Policy)			
Robert Lo	ove (Strategy	/ & Policy P	lanner)				

1. Draft wastewater report

RP briefly summarized the draft Lowe Wastewater Report including 3 alternative treatment and disposal options. Option 3 is the preferred option, principally because it is considered to be the most readily consentable option (noting however that all options should be consentable).

Option 4 (reticulation to SDC site) could become the nucleus for a township wide scheme. However, costings not ideal for client (an extra \$260k, including estimated \$50k for pipe across SH) + staging is not ideal. Pipes would be underutilized in short term and there would be potential septicity issues and couldn't achieve flushing flows.

Under Option 3, the package plant would become redundant if and when a Council reticulated system becomes available at Darfield. The plant is salvageable and can be used elsewhere e.g. Selwyn Huts and the drip irrigation could be used for farm irrigation.

We are seeking SDC feedback on the preferred option and management options for the package plant and treatment plant. Could be managed by a body corporate, SDC take over, or rated separately and SDC have contract with contractors (as happens at Rotorua - \$130 annual wastewater rate). Suggest if SDC doesn't manage, then SDC can take over management at the boundary with a boundary kit included in design.

2. SDC requirements and feedback

BR – for plan change application, just need to know there is a viable option(s). A rule in the plan change should specify that a reticulated system is required to service the development area.

ME – don't want 3 or 4 community package plants around Darfield. However, risk of this seems low. All options are fine and should work. SDC doesn't want to take over management of the package plant. There is a community package plant at Claremont Templeton (rural residential subdivision) which SDC now manages. Will send information re design etc to RP. There shouldn't be any infiltration issues at Darfield.

SDC already has a district wide wastewater rate - \$63 per year, for all ratepayers.

Wastewater matter will be an early discussion point for the new council (recently elected).

3. Planning

BR – SDC may not support the proposed Future Urban Zone. Legal advice is that for deferred zones, there needs to be a mechanism and timeline for removal of deferred status. There is no confirmed timeline for township wide reticulation – not in LTP. A possible alternative could be a 'development area' overlay.

Re NPS-Highly Productive Land – SDC has submitted seeking policies re HPL exclude areas identified for urban development in strategic plans.

Zoning could be L1 or Low Density Residential. DPReview must comply with the national planning standards but otherwise have 5 years to comply from date of gazettal of standards. L1 Darfield zone has minimum average lot size 650m² whereas proposed DPR Low Density Residential will have minimium average 750m². Retirement villages will be restricted discretionary. Prefer L1 not LX.

NPS – Urban Development Capacity. Need to include assessment of overall supply and demand for residential sections at Darfield. There is a lot of zoned land at Darfield but most of it is lower density (rural residential) and land banked with small number of larger landowners. Need to establish that there isn't an oversupply. + need to establish that the proposed development area is feasible development as defined in the NPS-UDC.

Action Points

- 1. ME to supply information regarding the design and operation of the Claremont package plant and other design information for systems at Manse Road Leeston and Prebbleton.
- 2. MT to supply copy of Colliers report assessing and confirming demand for ACF at Darfield (to include with plan change application)
- 3. MT to obtain written advice from local real estate agent confirming demand for small lot residential sections (430-550m² size range) and low density residential sections (average lot sizes not less than 650m²).
- 4. FA to follow up with Survus re development feasibility (development costs per lot & development contributions + wastewater servicing costs as per Lowe report).



Meeting with ECAN. CDHB & SDC on Proposed Plan Change at Darfield

Date: 27th Sepember 2019

Time: 9am

Location: ECAN offices

ATTENDEES

For Applicant

Fiona Aston (Planner – Aston Consultants)	Merv Todd (Applicant)
Chris Kortegast (Engineer – Waterbased)	Craig Hurford (Surveyor – Survus)

For ECAN

Catherine DeGraaff	(Team Leader, Plannng – E0	2ΔNI)
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For SDC

Murray England (Assets Manager – SDC)	
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For CDHB

Helen	Graham	(Team	Leader,	Health	Matt Willoughby (Health Protection Officer -
· ·					CDHB

1. Introduction

FA introduced the objective of the meeting – to obtain initial CDHB feedback on proposed Plan Change at Darfield and have a 'round table' discussion of proposal with ECAN, SDC and CDHB representatives, in particular regarding wastewater servicing options (given that Darfield does not have reticulated wastewater). Included initial introduction of location of site, proposed development (ie rezone to Living X but with some medium density lots and inclusion of a retirement village).

2. Onsite wastewater discharge to land - applicant

CK introduced the proposed system option as being an advanced on site wastewater treatment system to sand bed with enhanced treatment A dripline application system would not be an option as CK had concerns over longevity and robustness of system.

For 400m² lots, a 20m² disposal area would be required, so this is feasible. CK noted that there can be maintenance issues with onsite systems.

CK considered it would be costly and inefficient to require lot owners to install on site systems (\$25 - \$30 000 each) and then retire these and pay to connect to the Council's reticulated system if and when it became available.

CK note that the Ascot Park Darfield subdivision for 171 lots had been reconsented in 2017 with on site wastewater systems with a total nitrate discharge rate of 30 mg/day (it was originally consented at 15 mg/day but these levels were hard to achieve given available systems).

FA - Darfield Area 7 is held be two landowners. The retirement village and residential development of the balance of the Todd land (appx 110 lots) is the priority and the balance residential development (a further appx 400 lots) is unlikely to be developed in the short – medium term i.e. next 5-10 years. The Reed family own surrounding farmland and are seeking to regain residential zoning of Area 7. The land was zoned Living X in the 1995 SD Plan but rezoned Rural Outer Plains by way of submission from Selwyn Plantation Board (the land now owned by Mervin Todd was at that time a small forestry block, since felled). The Reeds were not aware of and did not support the Rural rezoning.

FA – suggested a possible Future Urban Zone for the balance Reed land (400 lots) may be an option which could be explored.

CK – a community package plant (ME estimates as \$15 - \$20 million) for Area 7 only is not a realistic option given that 4/5th of the land is unlikely to be developed in the short-medium term i.e. the cost recovery will be very slow and uncertain and a bank will not lend on this basis.

3. SDC Feedback

ME – Stantec is currently investigating whether there is a business case for reticulated wastewater at Darfield. They have had around 500 responses to a ratepayer survey, with a roughly 50:50 split (if take out owners of multiple lots) between ratepayers favouring reticulation and those opposing it. Generally the older generation are less in favour. The final report will be available in appx December 2019.

SDC own land at Telegraph Road which could be developed for a Darfield wastewater treatment and disposal area. This would be a standalone system for Darfield only. The oxidation pond would be appx 300m from the nearest residential zone boundary. There is a 10 year lease on this land for farming but the lease term can be changed if the land is needed sooner for wastewater management purposes.

There are numerous existing reports on wastewater issues for Darfield. General findings are that on site disposal is not having a noticeable effect on groundwater. The levels of nitrate leaching are no worse than from the surrounding agricultural land. So – it is difficult to definitively prove an adverse effect resulting from onsite systems at Darfield where distance to groundwater is 60-70m. This is different to the situation at West Melton (distance to GW 30m and has fluctuated and been higher + location is just outside the aquifer recharge zone for Christchurch's drinking water) and Rolleston (distance to GW appx 15m).

If SDC did decide to reticulate tomorrow (which seems unlikely), it would be 3-5 years before connections would be available (allowing for design and consenting requirements).

If a package plant was proposed for Area 7, the area set aside for this could be changed to use as a pumping station when reticulated services were available.

4. ECAN feedback

CdG suggested applicant request that the discharge consent application be notified. This would allow for a fair and robust process. ECAN would consult with runanga, Selwyn District Council, CDHB and DoC and Forest and Bird regarding the application.

CdG noted that the responsibility for maintaining onsite wastewater systems was with the consent holder. Consent conditions ensured appropriate monitoring for newly consented systems including requirement for a maintenance and servicing scheme. Maintenance issues were more of an issue for older 'historical' on site systems.

5. CDHB feedback

HG – CDHB prefer reticulation at Darfield. It would oppose onsite systems for Area 7. Onsite systems were not designed for smaller sections. The Ministry of Health advocates and promotes reticulated systems on public health grounds – to reduce the risk of adverse health effects. Wants to avoid another Havelock North scenario where the public drinking water supply was contaminated. The question is 'what is the tipping point' for potential for adverse health effects. The proposed subdivision for appx 550 lots is a significant one in the context of Darfield¹with a current population of around 3000. CDHB is concerned about the cumulative effect of additional onsite systems.

CDHB opposes further onsite systems for Darfield with or without Area 7.

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¹ Note – 2015 Darfield population 2,909 people (1,039 households), with this population projected to grow to a 2031 population of 4,141 people (1,479 households) – Darfield Area Plan 2031



Meeting re SDC feedback on Proposed Plan Change at Darfield

Date: 14th August 2019

Time: 10:00am Location: SDC offices

ATTENDEES

For Applicant

Liz Stewart (LS) (Planner – Aston Consultants)	Merv Todd (Applicant)
Chris Kortegast (Engineer – Waterbased)	Craig Hurford (Surveyor – Survus)

For SDC

Robert Love (Strategy and Policy Planner –	Andrew Mazey (Asset Manger,
SDC)	Transportation – SDC)
Ben Rhodes (Team leader Strategy and	Murray England (Asset Manager, Water
Planning – SDC)	Services – SDC)
Mark Rykers (Asset Manager, Green Space	
- SDC)	

1. Introduction

LS introduced the objective of the meeting – to obtain initial SDC feedback on proposed Plan Change at Darfield. Included initial introduction of location of site, proposed development (ie rezone to Living X but with some medium density lots and inclusion of a retirement village).

2. Retirement Village

LS introduced the concept of a permitted activity status for the proposed retirement village. BR stated that SDC is currently looking at introducing a Restricted Discretionary ('RDA') status for retirement villages in the revised District Plan. It was noted that the RDA assessment matters have yet to be finalized.

3. Lot Lavout

LS referred to the proposed preliminary subdivision concept plan (**Appendix A**). RL after receiving guidance from Gabi Wolfer (GW) commented as follows:

- General concern over the number of rear lots proposed;
- Reserves should be located at 'T' intersections in order to connect them with roads;
- Proposed medium density lots should be located proximate the reserves;

- Lots to the north of the site adjacent to the Rural Outer Plains Zone should have a transitional lot size.

4. Road Access and Connectivity

AM advised that in moving forward with the ODP we would need to indicate principal and secondary access roads. In addition, AM commented as follows:

- Proposed road access to the SW of the site (onto Kimberley Road and as owned by SDC) should be changed to cycle/pedestrian link;
- The ODP should include an indicative future road link to the Rural Outer Plains zoned land to the north;
- Two pedestrian connections onto Kimberley Road recommended. One via the existing Council owned land (currently shown as a road to the SW) and one further to the north of the Site.
- The road frontage along Kimberley Road would need to be upgraded;
- Provide a pedestrian/cycle link to land to the east. Pedestrian/cycle links should be between 5-6m wide).

5. Servicing

Wastewater

ME advised that Stantec is currently tasked with investigating reasons for and against reticulation in Darfield. The results of this study are due to be released early - mid December. LS questioned if it would be of benefit to advise Stantec of the proposed Plan Change.

ME advised that Darfield is struggling with septic tanks. If development becomes more intensified within Darfield, then reticulation would be the best option. ME advised that the proposed Plan Change site may be the catalyst for reticulation in Darfield. ME also noted that the respective cost for reticulation vs septic tanks are generally equivalent to one another.

ME noted that Canterbury wide, there is an issue with the level of nitrates and this is not just restricted to Darfield. ME advised that SDC is amenable to working alongside us in respect of providing reticulated services to Darfield. SDC is currently investigating a low pressure system in Darfield. The Long Term Plan (LTP) states that Darfield wastewater will not be addressed until 2021.

BR advised that the cost of the development and potential use of septic tanks needs to be considered in terms of growth and feasibility (refer to NPS – UDC).

Water

ME advised that water is not an issue for Darfield. Darfield may however need to increase the size of the existing pipe network. ME also advised that restricted connections may be required for the larger lots to the east of the ODP.

ME noted that there may be a water race to the east of the site that needs to be investigated?

Stormwater

Stormwater will be to ground.

6. Density and zoning

BR advised that future zoning should follow the format of the National Planning Standards.

7. Reserve Requirements

MR noted:

- The reserve standard is 1.2 hectares of reserve per 1000 population. The conversion rate is 2.7 people per lot.
- Reserves need to be located within easy walking distance (appx 500 600m).
- 2000m² is the standard size for reserves. Any smaller than this is considered to be too small by SDC standards;
- Medium density lots should be located proximate the reserve/greenspaces.

MR questioned if there were any landscape features worthy of retention? MT advised that there were no existing landscaping features that needed preserving.

8. ODP Requirements

BR indicated that he was keen for the ODP to show the location of proposed medium density lots.

With respect to the interface with land to the east (ie Darfield Area 8 – Business Development in Malvern Area Plan), BR advised that it will be zoned on a first in first served basis. At present Area 8 is zoned Rural Outer Plains and potentially marked for business development (Malvern Area Plan). Proposed Plan change should acknowledge this.

BR advised that the private Plan Change should be lodged prior to April 2020 (ie before the District Plan Review). Lodgement post April would result in a submission to the District Plan Review. SDC however need legal advice on this matter.

3. ACTION POINTS

Table of actions generated from meeting are as follows:

Action 1: LS to forward copy of meeting minutes from SDC to ECAN and vice versa Action 2: LS to set up a consultation meeting with SDC, ECAN and CDHB

Post meeting conversation:

26th August LS had a post meeting conversation with Jocelyn Lewis in respect of items (2) and (6) above. These can be summarized as follows:

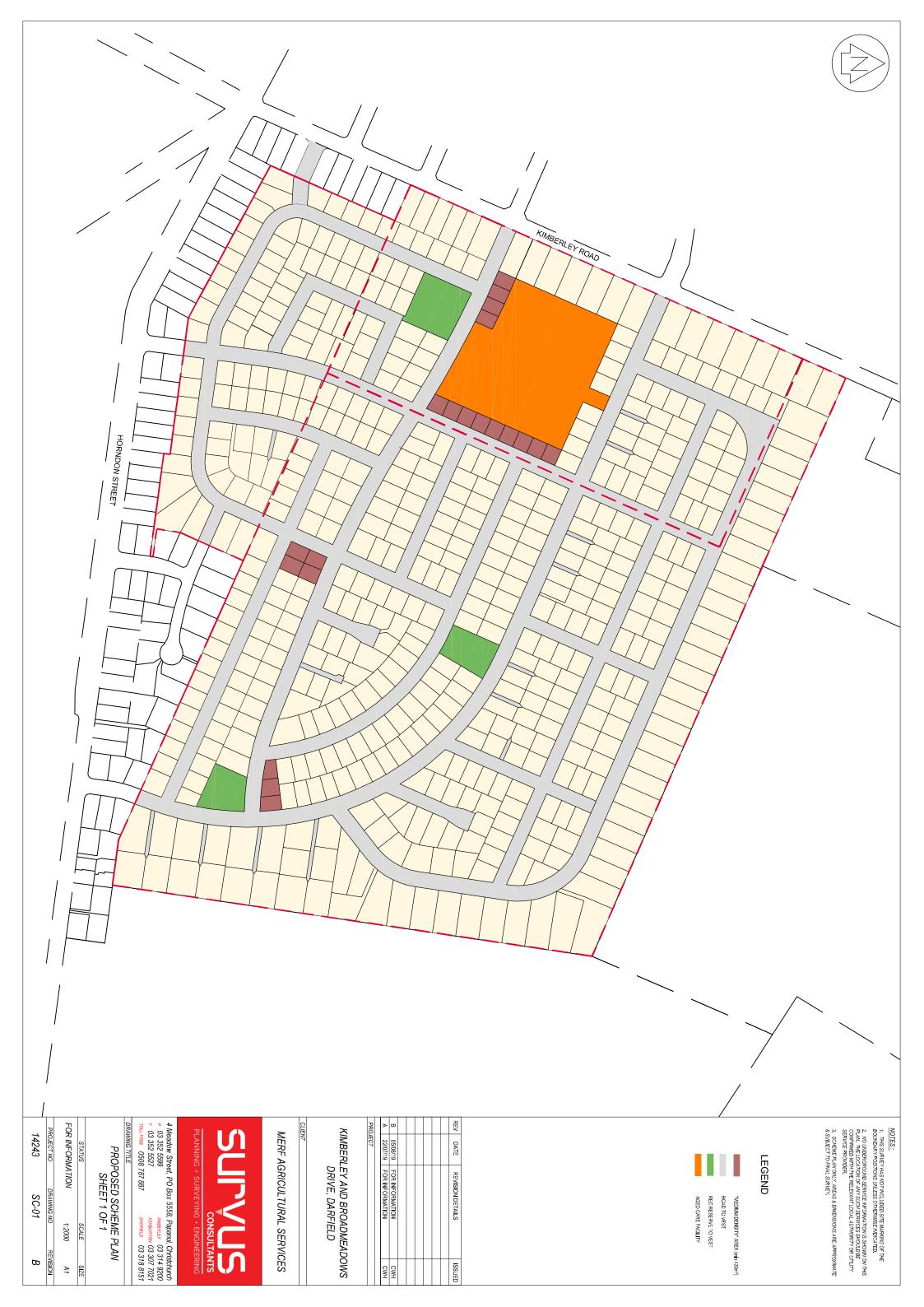
Retirement village

JL advised that the Restricted Discretionary matters for retirement villages are still in the process of being finalized. However, as a general overview, JL noted that the RD matters will be centered around urban design and onsite layout, external appearance and provision of utility spaces (ie collective bin storage and carparking), effects on nearby resident, on site amenity, fencing and boundary treatment.

Density and zoning

JL advised that the NPS allocates six zones for residential use. In accordance with the NPS, Darfield would be zoned 'low density' residential zone. Notwithstanding, within the zone structure, the 'low density' zone would provide for higher density housing such as retirement villages. The proposed 'low density' zone if only intended as a zone description and not intended to restrict all development within the zone. Opportunities for more intensive zoning will exist.

Appendix A Draft Scheme Plan





Meeting re ECAN feedback on Proposed Plan Change at Darfield

Date: 8th August 2019

Time: 11:30am

Location: ECAN offices

ATTENDEES

For Applicant

Liz Stewart (LS Consultants)	s) (Planner – Astor	Merv Todd (Applicant)
Chris Kortegast (Er	ngineer – Waterbased)	

For ECAN

Catherine DeGraaff	(Team	Leader	-	Jessica Steel (Wastewater planner – ECAN)
planning- ECAN)				
Kate Whiting (Consent	s Planner	– ECAN)		

1. Introduction

LS introduced the objective of the meeting – to obtain initial ECAN feedback on proposed Plan Change at Darfield. Included initial introduction of location of site, proposed development (ie rezone to Living X but with some medium density lots and inclusion of a retirement village).

2. Onsite wastewater discharge to land

CK introduced the proposed system option as being an advanced wastewater treatment system to sand bed, enhanced treatment and robustness on site sites. A dripline application system would not be an option as CK had concerns over longevity and robustness of system.

- JS ECAN has concerns generally about Darfield and the general decline in water quality. While it was noted that the water depths are deep (in excess of 70m), ECAN had concerns over cumulative impacts on water quality and nitrate concentrations.
- CK recent data has indicated that there has been a decline in the nitrogen levels in Darfield.
- JS ECAN's preference is for wastewater reticulation or for an onsite treatment plant. CK noted that the latter would result in the same amount of wastewater and it's the quality of discharge that is of relevance, namely total nitrogen (TN) levels, and ultimately nitrate levels in groundwater.

JS - ECAN could not eliminate the potential for public notification of the proposal. The applicant would need to put forward a strong argument, including a robust assessment of cumulative effects of nitrates. Early consultation with CDHB and relevant runanga is recommended. CDHB has a strong interest in all development within Darfield. It may be beneficial to have a team meeting with SDC, ECAN and CDHB to discuss the proposal when more investigation has been undertaken.

JS wasn't sure if the wastewater consent should be pre or post the Plan Change process. ECAN would also consider the positive attributes of the proposal in considering whether to grant or decline the proposal. JS also questioned whether we had undertaken a cost/benefit analysis of reticulation vs onsite treatment?

CK - would it be possible to do a partial development (ie retirement village separate from residential etc)? JS noted that it was possible, as there was no guarantee that the whole proposal would go ahead given cumulative nitrate effects are the principal concern. LS questioned the feasibility of this approach at the Plan Change stage. Would be possible at subdivision stage, but SDC Council may have issues with this?

ECAN concluded by stating that they could not guarantee an outcome/pathway for on site systems and that their preference is for reticulation. ECAN interested in recommendations made by SDC and need for a further meeting with SDC, ECAN and CDHB.

3. ACTION POINTS

Table of actions generated from meeting are as follows:

Action 1: LS to forward copy of meeting minutes from SDC to ECAN and vice versa

Appendix A Draft Scheme Plan

