

Minutes for:
Cambridge Connections Community Reference Group

Time:	5:15 – 6:45pm
Date:	23 September 2025
Venue:	Kaipaki Room, Waipā District Council, Cambridge Office, 23 Wilson Street Cambridge, and via Teams.
In attendance:	Katie Mayes (Executive Director – Waipā DC), CRG Members (Peter Carr, Kelly Bouzaid, Ian Wilson, Kellie Pearson, Ngawai Hamblin, David Cooney, Phil Mackay, Sharon Cresswell, Chris Flatt, Gabby Byrne, Alan Garvin, Graham Scott, Peter Pickett, Andrew Myers, Poto Davies).
In support:	Steph O’Sullivan (in part), Ingrid Barratt, Rachel Algar, Bryan Hudson, Abby Reddy (minute-taker)
Apologies:	-

1. Welcome

Poto Davies opened with karakia.

Meeting housekeeping was addressed.

Katie encouraged members to declare any conflicts of interest. A conflicts of interest (COI) form will be circulated to the group for completion.

Members agreed to be publicly identified as CRG members. As a result, agendas and minutes will be available on the Cambridge Connections website. A group photo was taken of available members.

The group’s purpose was outlined: providing feedback and input to help shape the Cambridge Connections project.

Whanaungatanga session held: each member introduced themselves, shared their background, and described what they love most about living in Cambridge. The group’s diverse skills and experience were acknowledged.

2. General Discussion

Rules of Engagement

Graham Scott facilitated a session to establish rules of engagement. Members reflected on experiences with poorly run meetings and discussed the opposite approaches to create effective meetings.

Cambridge Connections Project – Discussion & Q&A

Discussion on information sharing: members are welcome to discuss the project with friends and family. Any confidential information will be clearly indicated, and official public communication should go through the Chair.

Use of information from previous projects: existing information will be used where appropriate but will be thoroughly tested for relevance and accuracy.

Nominations and Election of Chairperson

No members volunteered for the Chair position.

Responsibilities and time commitment of the Chair were discussed: approving agendas and meeting materials, leading meetings, and representing the group publicly. The importance of also having a Deputy Chair was noted.

Query raised regarding Katie Mayes continuing as chair of meetings. Katie confirmed she could lead meetings, but noted the advantages of having a Chair not affiliated with the Council:

- Ensures the group can hold the project team accountable.
- Provides an external perspective when engaging with the public.

Decision regarding Chair and Deputy Chair will be taken forward.

3. Other General Matters

Meeting frequency

There will be two further meetings in 2025 - to be held mid and end of October, thereafter approximately every 4–6 weeks from the start of 2026.

Meeting minutes

Minutes will summarize discussions and key points without identifying individual members. Minutes will be approved by the Chair and may be circulated to the group for feedback within a defined timeframe before posting on the website.

4. Immediate Next Steps

- Meeting invitations will be sent for the final two meetings for 2025 (falling in October).
- A COI form will be circulated to members, and a COI register will be established.
- Election of Chair and Deputy Chair will be addressed at the next meeting.

Poto Davies closed with karakia.