Prepared for New Central Park Ltd

New Central Park Development, Paraparaumu:

Archaeological Management Plan

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DRAFT FOR REVIEW

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Contents

1 Introduction 1
1.1 Purpose of this Report 1
1.2 Parties to the Archaeological Management Plan 3
2 Responsibilities 3
2.1 The Authority Holder 3
2.2 The Contractor(s) 4
2.3 The Project Archaeologist 4
2.4 Tangata Whenua 5
3 Staff and Contractor Briefings 5
4 Archaeological Monitoring Strategy 5
4.1 Recorded Archaeological Sites 5
4.2 Archaeological Monitoring Areas 6
5 Archaeological Methods and Recording 8
5.1 Features and Feature Recording 8
5.2 Analysis 8
5.3 Storage and Curation of Archaeological Material 9
5.4 Reporting 9
6 On-Call Protocol 10
6.1 Protocols Relating to Kōiwi Tangata (Human Remains) 10
6.2 Protocols Relating to Taonga Tūturu (Artefacts) 11
7 Timeframes 11
8 Dispute Resolution 11
9 Contacts 12

List of Figures

Figure 1: The New Central Park development area shown in yellow. Image from Grip Map. 1
Figure 2: Cut and fill earthworks plan for New Central Park. 2
Figure 3: The proposed archaeological monitoring areas within the development area. 7

1 Introduction

1.1 Purpose of this Report

This Archaeological Management Plan (AMP) has been prepared for New Central Park Ltd (NCPL) for the proposed subdivision and commercial development at 77 Kāpiti Road, 109 Kāpiti Road and 1 Brett Ambler Place, Paraparaumu ('the Project Area'). It is intended to be submitted to Heritage New Zealand Pouhere Taonga (HNZPT) as part of an Archaeological authority application to cover the Project Area (Figure 1).

This AMP provides operational guidelines and procedures for managing the discovery of archaeological material during the earthworks, and describes the roles and responsibilities of the personnel involved. The AMP should be read in conjunction with the conditions of the HNZPT authority and held on site at all times.



Figure 1: The New Central Park development area shown in yellow. Image from Grip Map.



Figure 2: Cut and fill earthworks plan for New Central Park.

This Archaeological Management Plan includes the following elements:

1. Responsibilities of all parties involved in enacting this AMP.
2. The archaeological monitoring strategy outlining when the archaeologist is required to be on site, what parts of the site are to be investigated and procedures for monitoring and recording.
3. Procedures for the On-Call Protocol and the discovery of unexpected archaeological features/material.
4. Requirements of stand-down periods to enable archaeological work.
5. Timeframes for archaeological work.
6. Mechanisms for dispute resolution.
7. Emergency contact details for Project Archaeologist, HNZPT Regional Archaeologist and tangata whenua representatives.

Note that neither Heritage New Zealand Pouhere Taonga nor the Section 45 archaeologist is a party to agreements on cultural protocols, in particular cultural monitoring requirements, agreed between authority holders and tangata whenua groups. Under the *Heritage New Zealand Pouhere Taonga Act* 2014 Heritage New Zealand Pouhere Taonga cannot enforce Tikanga Protocols (if outside of the archaeological conditions) and/or cultural monitoring.

1.2 Parties to the Archaeological Management Plan

1. New Central Park Ltd (the authority holder) and its appointed contractors related to the project.
2. Any contractors or subcontractors whose work may damage aspects of archaeological features within the Project Area.
3. Emily Howitt Archaeology (Emily Howitt, Section 45 Archaeologist).
4. Heritage New Zealand Pouhere Taonga (Kathryn Hurren, HNZPT Central West Area Archaeologist).
5. Tangata whenua identified in the HNZPT authority.

All contractors and subcontractors are to be made aware of the contents of this Archaeological Management Plan.

2 Responsibilities

2.1 The Authority Holder

The authority holder New Central Park Ltd, or their appointed project manager, has the following specific responsibilities and shall:

1. Provide the archaeologist with adequate notice (at least 48 hours) of proposed earthworks on the project site, and inform HNZPT of the intention to start work.
2. Organise the contractor briefings with the Project Archaeologist and ensure that all contractors working on the site have had an archaeological briefing.
3. Provide access to the project site and allow the activities of the archaeologist and any assistants and provide reasonable assistance.
4. Ensure that adequate time is allowed for systematic archaeological investigation of any archaeological evidence that is encountered.

5. Undertake the necessary engagement with tangata whenua and, in association with the archaeologist, implement any tikanga protocols agreed between tangata whenua and the authority holder.
6. Ensure that a copy of this AMP and the archaeological authority is kept on site at all times.

2.2 The Contractor(s)

The contractor(s) have the following specific responsibilities and shall:

1. Ensure all contractors on site attend a site briefing by the Project Archaeologist and be familiar with the archaeological authority and this AMP.
2. Allow for the activities of the archaeologist and any assistants as detailed in this plan and the HNZPT authority and provide reasonable assistance.
3. Ensure that any archaeological areas intended for investigation are adequately protected and are clearly fenced off during investigations.
4. Ensure that the secured area(s) remain unaffected by machinery or other work-related activities, and that work does not recommence without prior approval from the archaeologist.

2.3 The Project Archaeologist

Emily Howitt is the Project Archaeologist and will be the Section 45 archaeologist designated in the archaeological authority. The Project Archaeologist has the following specific responsibilities and shall:

1. Brief the earthworks team prior to the start of the project on the nature and significance of archaeological sites in the area and explain the archaeological requirements as per the conditions of the archaeological authority to the machinery operators.
2. Be on site to monitor all earthworks that have the potential to affect archaeological sites.
3. Identify, record, investigate and sample archaeological stratigraphy, features, and remains in accordance with accepted archaeological practice.
4. Recover, analyse, record, and preserve any material culture remains, midden and soil samples, samples for radiocarbon dating, and remains of diagnostic fauna and flora as appropriate.
5. Notify the discovery of Taonga Tūturu and recognised Māori cultural material to the Ministry for Culture and Heritage or local public museum (pursuant to the requirements of the Protected Objects Act 1975), following documentation and analysis.
6. Inform tangata whenua, the New Zealand Police and HNZPT if human remains are discovered.
7. Undertake any archaeological work in conformity with any tikanga Māori protocols agreed to by tangata whenua and the authority holder that are explained to the archaeologist.
8. Prepare a brief written summary outlining the archaeological work within 20 working days of the completion of the on site archaeological work. This will include the preliminary results, and the approximate percentage of archaeological material remaining in situ. This is to be submitted to the HNZPT. NZAA site record forms will also be created or updated.
9. Within 12 months of the completion of the on site archaeological work the archaeologist will submit a final report to the HNZPT. Should archaeological evidence be excavated, as a minimum standard this report shall contain site plans; section drawings; an inventory of material recovered, including a catalogue of artefacts; location of where the material is currently held; and analysis of recovered material in accordance with accepted archaeological practice as necessary.

2.4 Tangata Whenua

The tangata whenua of the area are kaitiaki (guardians) of archaeological sites, wāhi tapu and other cultural features in the development area. Tangata whenua will undertake tikanga Māori protocols as they deem necessary if Māori archaeological features, taonga and/or kōiwi are found during the physical works.

Note that neither Heritage New Zealand Pouhere Taonga nor the Section 45 archaeologist is a party to agreements on cultural protocols between authority holder and tangata whenua groups.

3 Staff and Contractor Briefings

1. All contractors and subcontractors should be required to read this document during their induction.
2. All contractors and subcontractors should be made aware of the potential presence of archaeological features in the area, the significance of those features, and their legal obligations towards them.
3. All contractors and subcontractors should be made aware of the work being undertaken by the Project Archaeologists and the legal obligations to undertake that work.
4. All contractors and subcontractors should attend an archaeological briefing at the commencement of the project.

4 Archaeological Monitoring Strategy

4.1 Recorded Archaeological Sites

There is one recorded archaeological site within the development area (R26/829), a scatter of shell midden that was recorded based on surface evidence on the north slope of the dune ridge. There are robust data on Kāpiti Coast archaeological site distribution to predict a high probability of further shell middens, and associated archaeological sites being encountered during earthworks on the dune ridge. Archaeological sites will most likely be associated with pre-European Māori use of the landscape and will probably be almost exclusively middens and fire hearths. There is also potential for the discovery of kōiwi (human burials).

The low-lying former wetland areas have a lower probability of containing archaeological features.

Unrecorded archaeological features are most likely to be below the ground surface but within the upper 1 m of soil, thus any excavation into the dune ridge has the potential to adversely impact unrecorded archaeological sites.

The following strategy will be implemented for work around the recorded archaeological site R26/829 present on the property:

1. Before the earthworks phase begins, the Project Archaeologist will identify and place a marker flag at the location of the recorded archaeological site to assist with accurate recording during the monitoring works.
2. When the earthworks move into the location of R26/829, the area around the site will be topsoil stripped to expose any underlying archaeological feature(s).
3. The midden will be recorded, along with any nearby features that may be exposed, as per the recording methods detailed in Section 5.

4.2 Archaeological Monitoring Areas

Archaeological monitoring will be undertaken during **all** topsoil stripping earthworks within the proposed archaeological monitoring areas (Figure 3) until the natural substrate is reached, and the archaeologist is satisfied that there is no longer potential for finding archaeological features. The areas to be archaeologically monitored cover the extent of the sand dune ridge that runs through the Project Area and is shown in Figure 3 below.

Some monitoring/observation of excavation will also be initially undertaken at two to three sites within the low-lying former wetland areas to confirm the assumptions of the stratigraphy in that landscape.

The following plan will be followed for archaeological monitoring:

1. The Project Archaeologist will be on site to monitor the topsoil stripping in the areas identified for archaeological monitoring (see Figure 4).
2. The Project Archaeologist will direct the excavator operator in the method of topsoil removal to ensure that any underlying archaeological features are not damaged.
3. If previously unrecorded archaeological features are exposed during monitoring, the Project Archaeologist will direct the excavator operator to expose the feature so it can be recorded.
4. Exposing archaeological features for investigation may require the operator/contractors to extend their excavation area to accommodate the archaeological investigation and recording activities.
5. When the sites have been fully exposed, the Project Archaeologist will investigate and record the features as described in Section 4.
6. Areas containing archaeological features will be isolated from further excavation works until archaeological investigation and recording can be completed by the Project Archaeologist.
7. Excavation of the topsoil will be monitored until the natural substrate is reached and there is no longer a risk of archaeological sites being encountered. This will be at the discretion of the Project Archaeologist.
8. Decisions about monitoring requirements will be made on a case-by-case basis as the Project progresses and will depend on the nature of the earthworks and previous monitoring outcomes.
9. If active archaeological monitoring is not required for an earthwork activity, the On-Call Protocol must be followed by the contractors on site (see Section 5).
10. Additional archaeologists or specialists may be brought to site as required to assist with monitoring and subsequent archaeological recording, sampling and analysis.



Figure 3: The proposed archaeological monitoring areas within the development area.

5 Archaeological Methods and Recording

The methodology for excavation and recording throughout the project may vary based on the area being excavated, however, the following methodology will be implemented, as appropriate, on a site-by-site basis.

5.1 Features and Feature Recording

All features, profile layers, sample locations and artefact find spots will be recorded using GPS tied to the NZTM 2000 map grid.

Feature, layer, find acquisition, find discard and photographic information along with spatial data for those elements will be recorded. A comprehensive written, hand-drawn and photographic record of features, complex feature sets, profiles and other relevant information will be created. Plans and stratigraphic profiles will be described, drawn, photographed and registered to surveyed points. The stratigraphic relationships of the different elements and evidence of disturbance to the deposits will be recorded. A mix of field registers and notebooks will be used to record the work.

Māori archaeological features and artefacts that may be encountered include:

1. Midden/faunal material.
2. Fire scoops and hāngī.
3. Postholes from whare, cooking shelters, drying racks, palisades, or other structures.
4. Pits or bin pits for storage.
5. Kōiwi Tangata (burials).
6. Artefacts including worked lithic, shell and bone material, and possibly Taonga Tūturu as defined under the Protected Objects Act 1975.

Post-European contact features and artefacts that may be encountered include:

1. Foundations and postholes from buildings/structures.
2. Drains and sumps.
3. Rubbish pits and privies.
4. Curtilage including paths, paving, postholes from fence lines and the remains of gardens.
5. Artefacts including bottles and bottle glass, crockery, ceramic sherds and stoneware, metal cutlery, tools and implements, miscellaneous industrial, commercial, domestic and farming items.
6. Historic midden/faunal material such as animal bones.
7. Building materials such as brick, wood, corrugated iron, ceramic drainpipes and concrete.

5.2 Analysis

Analysis of features and finds will be both quantitative and qualitative. Māori archaeological materials may require specialist analyses of lithics (stone artefacts), midden and osteoarchaeology (human remains) for any excavated materials, and these may take some time to complete.

Analysis of Māori archaeological materials would be expected to include:

8. Bulk 10-litre samples will be taken from all midden deposits, where possible. Depending on the number of samples, a landscape approach to the analysis may be taken, whereby selected samples are analysed to represent midden contents across the Project Area. Recovered samples will be sent to a midden analysis specialist. Each analysed sample will be rinsed, dried and sorted into primary faunal classes. Fauna will be identified to the lowest possible taxonomic classification using reference specimens. Vertebrate fauna will be quantified using the standard archaeozoological methods of number of identified specimens (NISP), minimum number of elements (MNE) and minimum number of individuals (MNI).
9. Samples from secure archaeological contexts or features will be selected for radiocarbon dating by the University of Waikato Radiocarbon Dating Laboratory. The number of samples will be decided based on the density and contents of the archaeological features found across the Project Area.
10. Charcoal wood species identification from midden, postholes, fire scoops and earth ovens, as available.
11. Microfossil analysis as necessary, depending on findings.
12. Lithic or other artefactual analysis as necessary, depending on findings.

Analysis of historic artefacts will be by find classes at increasing levels of detail (i.e. glass, ceramic, metal, other; domestic, commercial, industrial) as well as looking at individual, interesting finds to provide important information.

5.3 Storage and Curation of Archaeological Material

All artefacts/material culture items recovered will be held by the Project Archaeologist for storage and initial curation. Following completion of fieldwork, a review of material culture items recovered will be carried out and a programme for analysis determined. This will ensure that analysis will be carried out according to current archaeological practice, as well as meeting the requirements of reporting as outlined in the authority.

Midden and environmental samples will be stored on site during the earthworks phase. A secure storage space will be provided by the client or the contractor.

Following the conclusion of fieldwork some material may be transferred to subcontractors for specialist analysis or conservation at their respective premises.

Any historic European artefacts are the property of the landowner and will be offered to them in the first instance, following analysis.

Māori artefacts that are identified as Taonga Tūturu will be managed according to Ministry of Culture and Heritage and Tangata Whenua protocols. Māori artefacts and ecofacts (midden etc.) deemed not to be Taonga will be offered to tangata whenua in the first instance, following analysis.

Kōiwi Tangata (human remains) will be dealt with according to the wishes of tangata whenua and options may include re-interment elsewhere in the Project Area, re-interment at an appropriate urupā, or the remains may be left in place if further disturbance can be avoided.

5.4 Reporting

1. As the earthworks are expected to take place over an extended period, yearly update reports outlining the progress of works under the authority will be provided to the Regional Archaeologist at HNZPT by the Project Archaeologist.

2. An interim report will be submitted within 20 working days of the conclusion of the project earthworks outlining initial findings including maps, photographs and descriptions of subsurface features and extents and their significance.
3. A final report will be submitted within one year of the conclusion of the project earthworks, containing the results of all analyses.

6 On-Call Protocol

The On-Call Protocol will be implemented if at any time the Project Archaeologist is not on site. If suspected archaeological remains are exposed during works and the archaeologist is not on site, the following procedure will be implemented:

1. Contractors shall cease all work in the immediate vicinity of the suspected archaeological site, and immediately notify the Project Archaeologist.
2. The area of the suspected archaeological deposit or feature is to be made secure, ensuring that the area (and any objects contained within) remains undisturbed and meets health and safety requirements.
3. The Project Archaeologist will visit the site to confirm the nature of the archaeological site, and to define the extent of the deposit or feature.
4. If the find is determined to be archaeological it will be investigated and recorded by the Project Archaeologist (as per Section 3.1).
5. Works can resume once the Project Archaeologist confirms that, either the find is not archaeological, or the required investigation and recording are complete.

6.1 Protocols Relating to Kōiwi Tangata (Human Remains)

If suspected human remains are identified, the following protocol will be adopted:

1. Earthworks shall cease within 10 m of the discovery while an appropriately qualified archaeologist is consulted to establish whether the bone is human.
2. The area of the site containing kōiwi will be secured, ensuring that the area (and any objects contained within) remains undisturbed and meets health and safety requirements.
3. If it is determined that bone is human, earthworks will not resume in the immediate vicinity (as determined by the Project Archaeologist) until HNZPT, tangata whenua representatives, and the New Zealand Police have been notified.
4. Tangata whenua representatives will be given the opportunity to conduct karakia in association with appropriate tikanga Māori prior to the removal of kōiwi for reburial.
5. If tangata whenua representatives so request, or as may have been agreed prior to the earthworks commencing, kōiwi may be further analysed by a specialist osteoarchaeologist prior to reburial.
6. Work within the area can recommence as soon as the bones have been removed from site, and with the agreement of all relevant agencies.

6.2 Protocols Relating to Taonga Tūturu (Artefacts)

Māori artefacts such as carvings, stone adzes, and greenstone are taonga (treasures). These objects are identified as Taonga Tūturu in the *Protected Objects Act* 1975.

If taonga are discovered, the procedure established for the discovery of archaeological sites (as detailed above) must be followed, and the following procedure will apply to the taonga itself:

1. The area of the site containing the taonga will be secured in such a way that protects the taonga from further disturbance or damage.
2. The Project Archaeologist will inform HNZPT and tangata whenua representatives so that appropriate actions can be determined.
3. If the object is identified as Taonga Tūturu the Project Archaeologist will notify the Ministry for Culture and Heritage of the finding, as required under the Protected Objects Act 1975.
4. Once archaeological analysis of the object has been completed, the taonga will be handed over to a registered artefact holder until ownership can be determined through the Māori Land Court.

7 Timeframes

The construction programme may face time delays in specific areas when archaeological remains are located during earthworks. The length of the delay will depend on the nature and the extent of any finds, and weather conditions. Generally, the Project Archaeologist will attempt to isolate the affected area and shall take reasonable steps to minimise any delays to the construction work. Periods of delay will be negotiated with the project manager and contractor.

8 Dispute Resolution

Initially disputes will be resolved by consultation and discussion between the project manager, contractors, tangata whenua representatives and the Project Archaeologist. HNZPT will be asked to assist with dispute resolution if this does not resolve difficulties.

9 Contacts

Name	Role	Organisation	Contact Details
Emily Howitt	Project Archaeologist	Emily Howitt Archaeology	Ph: [redacted] E: eh.archaeology@gmail.com
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	Project Engineer	TBC	Ph: E:
	Earthworks Contractor	TBC	Ph: E:
Liam McAuliffe	Kairuruku Taiao	Te Ati Awa Ki Kapiti	Ph: E: [redacted]
	Kaitiaki/ Cultural Monitor	Te Ati Awa Ki Kapiti	Ph: E:
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