

Pigeon Bay Reserve Committee

MEETING MINUTES

Minutes of the Ordinary Meeting Held:

Date: Tuesday 25 June 2024

Time: 2.00 pm

Venue: Pigeon Bay Settlers Hall, Pigeon Bay

Present: Murray Walls (Chair), Brenda Graham, Heather Walls, Charles Stewart-Robinson, Helen van Workum, Peter Barron,

In attendance: Colin Jacka, Chris Figg, Delia Walker

1. **Apologies:** Vincent Luisetti **Brenda/Heather**
2. **Declarations of Interest:** Brenda Graham, Helen van Workum – Annual Site Holders
3. **Public Forum:** Pam Richardson attended
4. **Confirmation of Minutes:** Minutes held on 13 May 2024 as circulated are confirmed. **Brenda/Charles**
5. **Matters Arising:**
 - Additional Holding Tank cost analysis– Colin has done some number crunching and suggested if an additional tank is installed it would potentially be 12,000ltr. To consult further with Chris.
 - CCC contract with Hydra Vac – The emptying of the waste tank to continue with the current provider. **Brenda/Helen**
 - Playground Rings – these were not taken by CCC staff. Staff are sourcing replacements.
 - Hall Hire Fee – Awaiting confirmation. Charles to check.
 - Mower Hire – Charles to take request to hall committee.
 - Tennis Net – Colin has sourced a discarded net from Nga Puna Wai.
6. **Health and Safety:** A hanging branch on a macrocarpa tree has been noted. It is not over the track or a site so not urgent.

Correspondence:

Inwards

- Asif – informing of Delia Walkers' intention to attend next meeting.
- Pam Richardson confirming advertising meeting.

Outwards

- Asif – informing of our committees inability to meet the consultaion deadline.
- Pam Richardson – request to send notice of meeting to local email list.

Correspondence accepted

Brenda/Peter

7. Finance/Operational Report:

- Tabled by Colin.

8. Caretakers Report:

- Verbal report given. Camp extremely quiet. 4 sites blocked off in booking system due to historic poor ground condition.

9. General Business:

- **Community consultation** –Working group to work with Jane Harrison on the draft document to find some middle ground. Asif to be included in this meeting.
- **Draft Management Plan** – Delia Walker outlined the ongoing work on the draft Managment Plan using parts of the current one formulated in 2006. A generic plan is being drafted and all reserves will have a section pertaining to each individual reserve. This will outline key management goals for each reserve.
- **Schedule of meetings** – Email Linda Burkes explaining our meeting time/dates are made at the end of each meeting and included in our minutes. This flexibility enables our committee to meet with the maximum number of members every time.
- **Timeframe for information from CCC** – Email to be sent requesting information to be sent in a timely manner to allow committee members to fully discuss matters at meetings.
- **Committee member resignation** – Sandra Innes has resigned from the committee.
- **Triennial Goals & Operational Plan** – Colin circulated a document for the committee to set our goals.

- **Annual sites document** – Colin presented a document regarding the annual sites within the reserve for the committee to give feedback on.

10. Update from Working Groups:

- **Management Structure/Strategic Plan** – Murray, Helen
Murray to circulate both CCC draft Community Consultation Document along with the working groups document.
Helen Figg to be co-opted onto the working group as a local representative.
Brenda/Helen
- **Waste Water Overflow** – as per matters arising.
- **Shelter** – Peter, Heather – On hold.
- **Inundation** – Charles - No further developments.
- **Planting Plan** – Murray - Ongoing
- **Ongoing Plant Maintenance** – Plants doing well. Review infill planting requirement in spring.

Meeting Closed: 4.25 pm

11. Next Meeting:

Date: Tuesday 6 August 2024

Time: 2.00 pm

Venue: Pigeon Bay Settlers Hall, Wharf Road, Pigeon Bay