

Pigeon Bay Reserve Committee

Meeting Minutes

Minutes of the Ordinary Meeting held:

Date: 5 December 2025

Time: 10am

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

Present: M Walls(chair), B Graham, H Walls, P Barron, V Luisetti, C Stewart-Robinson

In attendance: C Figg, C Jacka, D Moir, H Kennedy

C Jacka introduced H. Kennedy to the meeting and briefly explained his role. In turn the committee introduced themselves.

1. **Apologies:** H. Van Workum Brenda/Heather

2. **Declarations of Interest:** Nil

3. **Public Forum:** Attended as observers - S Downes, C Phillips

4. **Confirmation of Minutes:** Minutes of the meeting dated 3 October 2025 as circulated are confirmed.

Brenda/Vince

5. **Matters Arising:**

- Site inspections – Sites were inspected and overall were compliant. Some aspects need to be clarified. M Walls to email Annual Site Holders (ASHs) with issues to be resolved. B.Graham to email all ASHs to thank them for their efforts. There have been a lot of positive comments on the improvements.
- Holding tank area – area has been filled, chain still to be installed.
- Tree care – arborist has been working in the reserve. More work to be done.
- Drain – sites R16,17 drainage to be prioritised before winter
- Wasp Traps- C Figg and D Moir to approach parks staff
- Heavy Picnic Table- dealt with
- Holiday Park Rules- C Jacka to send. New committee to review.
- Plant by Site R2 – dealt with
- Stay nights achieved – all ASHs achieved their nights, have received their account and paid
- Grandfathering clause in submission – Clause to be included in the submission to the Community Board needs to be reworded to be clearer. New version of submission to be sent to committee.

- Triennial elections- current committee is dissolved on 8 December 2025 and re-established on 10 December 2025. Triennial meeting tentatively booked for 17 January 2026 at 10.30am subject to approval from the BP Governance team.
- Revised ToR- the terminology in the ToR re lease/management agreements moving forward were seen as a positive.

6. **Health and Safety:** Chain & posts will be in place before the busy period.

7. **Correspondence:**

In:

- Annual site holders – giving their intention to achieve nights
- BP Governance – acknowledgement of minutes
- C Figg – updates of stay nights, caretakers report, asking for feedback on amount of detail
- Annual site holder – relinquish site
- Annual site holders -stating completion of improvements
- M Walls - forward reminder to committees re elections

Out:

- Committee – draft minutes/meeting notes, caretakers report, stay night updates
- ASHs – stay nights not achieved
- ASHs – replies re kayak/mats
- ASHs – those still to achieve stay nights
- BP Governance – minutes from last meeting

Brenda/Charles

8. **Staff Financial and/or Operational Report:**

C Jacka – need to ask Community Board to endorse our proposed shelter.

Caretakers Report – as circulated

9. **General Business**

1. That we ask the Banks Peninsula Community board that they endorse the location of a lightweight shelter south of the maypole, beside the tennis court as a replacement for the current information kiosk. The shelter is to be funded by council capital renewal budget.

Heather/Peter

Attachment A shows positioning.

10. **Update from Working Groups:**

- Management Structure/Strategic Plan –Murray, Helen
- Shelter – Heather, Peter as per general business endorsement of location requested

- Inundation – **Chris, Charles**
- Planting Plan – **Murray**
- Ongoing Plant Maintenance -

11. **Next Meeting:**

Date: Saturday 17 January 2025

Time: 11.15am

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

Meeting Closed : 11.30am

Attachment A

