

Pigeon Bay Reserve Committee

MEETING MINUTES

Minutes of the Ordinary Meeting Held:

Date: Tuesday 6 August 2024

Time: 2.00 pm

Venue: Pigeon Bay Settlers Hall, Pigeon Bay

Present: Murray Walls (Chair), Heather Walls, Helen van Workum, Peter Barron,

In attendance: Colin Jacka, Chris Figg, Helen Figg, Asif Hussain (apologies for lateness), Sandy Purdon, Maree Andrews, Rick Jury, Yvonne & Grant Radford.

Murray welcomed everyone to the meeting, & introduced the Annual Site Holders.

1. **Apologies:** Brenda Graham, Vincent Luisetti, Charles Stewart-Robinson.

Murray/Heather

Carried.

1. **Declarations of Interest:** Helen van Workum – Annual Site Holder

2. **Public Forum:** Rick Jury spoke briefly on the effects on boating in Pigeon Bay if members didn't have the option of leaving caravans onsite in the camp.

3. **Confirmation of Minutes:** Minutes from the meeting held on 25 June 2024 as circulated are confirmed.

Murray/Helen

Carried.

4. **Matters Arising:**

- Additional Holding Tank – An extra tank would need to go in during Winter to avoid camp disruption. On hold for now.
- Playground Rings – Colin will follow up with Parks team.
- Hall Hire Fee – Awaiting confirmation. Charles to check.
- Mower Hire – Charles to take request to hall committee.
- Helen Figg has agreed to join the strategic planning working group. Pleasing to have a local resident involved.

5. **Health and Safety:** A hanging branch has been removed & tidied up, the original macrocarpa branch is still there but poses no danger and is being monitored.

Correspondence:

Inwards

- Murray Walls-Information required from Council.
- Colin Jacka- Triennial template & ASH options.
- Linda Burkes- Acknowledgment of our irregular meeting schedule & timeliness of information sharing.
- 13 responses from ASH as circulated.

Outwards

- Banks Peninsula Governance Team-minutes, meeting schedule information, requesting information in a more timely manner.
- Pam Richardson – request to send notice of meeting to local email list.
- Annual Site Holders & PBBC- letter advising of Reserves act 1977 regulations re on site caravans.

Correspondence accepted **Heather/Helen** **Carried.**

Colin expressed disappointment that the letter to ASH was not sent to him & Asif prior to going out.

6. Finance/Operational Report:

- Tabled by Colin- has been a good year.
- Triennial plan- have good ideas, in progress.
- ASH- Colin spoke to those present & explained there may be some compromise required for a successful exemption. Submissions need to be prepared by 11 October for the 11 November Community Board meeting.
- Asif spoke on the role of the Community Board & how important it is for them to hear community views.

7. Caretakers Report:

- Chris Figg- As circulated. Quiet camp during Winter. Winter maintenance completed.
- Grass to be mowed.

8. General Business:

- **Document to go to Council regarding becoming a separate entity** –This document was prepared after discussion at an informal committee meeting. Murray moved that his document as circulated be accepted.

Murray/Helen

Carried.

Colin suggested keeping the process moving.

9. Update from Working Groups:

- **Management Structure/Strategic Plan** – Murray, Helen v W, Helen F
Nothing to report.
- **Waste Water Overflow** – as per matters arising.
- **Shelter** – Peter, Heather. Shelter has been included in the LTP.
- **Inundation** – Charles - No further developments.
- **Ongoing Plant Maintenance** – Nothing to report.
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Murray thanked everyone for attending and special mention to the campers who made time to attend.

Meeting Closed: 3.10 pm

10. Next Meeting:

Date: Tuesday 12 September 2024

Time: 2.00 pm

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

Pigeon Reserve Committee decisions regarding a separate entity going forward. This document was approved by the Pigeon Bay Reserve Committee at the August 6th meeting.

The Council haven't provided us with adequate information regarding forming a separate legal entity. They appear to be wanting the community consultation before we have enough information to fully determine if forming a separate entity is the best way forward for the reserve.

We have been provided with the following list which we need to work through, however the list isn't in chronological order.

For a RC proposing to register as a separate legal entity, the report to the Community Board will need to include.

- *An outline of what is proposed doing forward.*
 - *A draft financial/business plan of how the proposal would work based on past and expected income.*
 - *Support from the local community for the proposal and how that was gathered (e.g. fliers circulated, public meeting).*
 - *Proposal as to how public facilities within the reserve would be operated. (e.g. tennis courts, playground, and public toilets).*
 - *An indication of who would be responsible for what in terms of maintenance.*
 - *The advantages to the community of operating the reserve in this manner.*
 - *A draft lease that is acceptable to the group.*
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The Pigeon Bay Reserve Committee have agreed that the chronological order in which the report needs to be prepared and the process take place is as follows.

1. Apply for a ministerial exemption in accordance with the Reserves Act 1977 for at least some of the regular caravans to stay in the reserve during the summer months.
This process will be worked through with Colin Jacka and a submission made to the Community Board at their November 11th meeting.
If an exemption isn't granted, it will affect the way the camp is managed and may affect the Committee's desire to form a separate entity.
2. Confirm with Colin that we still have remote camp ground status.
If we don't this will greatly affect how the camp is managed.
3. Draw up the Triennial Plan in conjunction with Colin Jacka and a submission made to the Community Board at their November 5th meeting.
4. Obtain information on what a lease agreement for the reserve would look like and explore other possible options for the management of the reserve.
Such as a: co-management agreement
co-governance
memorandum of understanding

Philipa Hay and other Council staff have done a lot of work on this, and the information was to have been passed on to Jane Harrison, however after several requests, we haven't been provided with any of this information.

5. Draw up the draft reserve management plan.
This is currently being worked on in conjunction with Colin Jacka and Delia Walker
6. A draft financial/business plan of how the proposal management of the reserve would work.
This would be based on past income etc. and shouldn't change much.
7. The Incorporated Society draft constitution.
So the community and the Committee know how the reserve will be managed.
Without this and the above we won't have adequate information for the community consultation process.
8. Go to community consultation to inform the community of our intentions and to obtain support and feedback.
This will be done in conjunction with the Council.

The committee are disappointed with the Draft Community Consultation document provide to us by the Council for discussion, and feel it is a long way from where it needs to be. We provided the Council with a lot of information on the past management of the reserve and WHY we want to form a separate entity, however most of this information has all been left out of the Draft document. We feel that currently there is too little information available for the community to make an informed decision on the Committee becoming a separate entity.

Therefore we feel that all the above information should be obtained before we go to community consultation.

For example the Pigeon Bay Community Incorporated Society and the Le Bons Bay Committee followed the process we are proposing, including having the Incorporated Society draft constitution document drawn up before they went to community consultation.

Document prepared by

Murray Walls

Chair Pigeon Bay Reserve Committee