

## Cass Bay Reserves Committee

### Meeting Minutes

Date: 4 February 2026

Time: 7.30pm

Location: Lyttelton Board Room, 25 Canterbury Street, Lyttelton

Attending: Jamie Small, Peter Hattaway, Karen Banwell, Ine Schils, Chris Nee, Cathy Lum-Webb, Noraini Abbas, Jenny Healey

#### 1. Apologies

Jeremy Webb, Paul Devlin, Hana Murdock, Warner Russell

#### 2. Declarations of Interest

Nil declared.

#### 3. Public Forum

No members of the public were present.

#### 4. Election of Officers

Chair: Jenny Healey (Nominated: Chris Nee; Seconded: Karen Banwell)

Deputy Chair: Chris Nee (Nominated: Jenny Healey; Seconded: Karen Banwell)

Secretary (Joint Position): Ine Schils & Karen Banwell (Nominated: Chris Nee; Seconded: Jenny Healey)

#### 5. Confirmation of Previous Minutes

The previous minutes (Triennial Election meeting) were confirmed.

Moved: Jenny, Seconded: Noraini

The Committee has been formally accepted by the Community Board.

#### 6. Matters Arising

CCC tool request submitted to Rodney. (secateurs, loppers, flax knives).

Request for additional water tanks at upper Steadfast – pending.

Bunker 10 approved for storage; locked fuel and herbicide container has been installed.

Playground drainage issue under review by CCC.

Tree debris at top of Pony Point to be chipped for mulch use.

Memorial Planting access improvement project planned for 2026.

Steadfast main gate safety-trimming of trees on road not yet completed – action required.

Awaiting feedback from Hannah Murdock regarding compliance/encroachment at 8 Cass Bay Place.

## 7. Health and Safety

Health & Safety Policy to be developed (Action: Jamie to assist Jenny).

Firebreak on Western side of Steadfast not yet completed. Rodney

Firebreak Eastern Steadfast completed Warner with Corrections.

## 8. Correspondence

Nil.

## 9. Operational Update

Paul Devlin's report read by Jenny (staff not in attendance).

Warner has completed approximately 500 hours since September 2025

## 10. Volunteer Activities

Working Bees end of year:

- 11 November – CVNZ volunteers (Steadfast)
- 4 December – CVNZ Christ's College (Pony Point)
- 13 December – CVNZ local community (Steadfast)

Great community involvement on working bees! (40+ on planting days)

14 local residents currently watering new plantings.

## 11. Planting & Restoration Projects 2026

Approximately 1,800 plants in Steadfast.

Steadfast

Enrichment planting planned; to request advice from Nick Head and/or Di Carter re suitability of areas for kahikatea etc.

Planting areas for this year.



1. See map (entrance, along asphalt road from nursery to next building, in gorse area)
  - 600 plants shrubs and trees
2. See map
  - 2a: kahikatea along stream, tōtara, tree fuchsia, kowhai, flax, tī kōuka
  - 2b mataī, tōtara in former poplar area
  - preparation work needed in poplar area to ensure safety, many hidden logs and branches in the grass!
  - Kahikatea, mataī, tōtara hav3 been provided via Te Kāhahu Kahukura BPCT

#### Pony Point area

Request outstanding for Development Landscape Plan including exotic and gum removal strategy.



- P. Playground
- Plants funded through playground renewal -start 23rd February
- Hebe, kowhai, flax
- S&E. Top and bottom of bank Playground
- Plants funded by Sediment and Erosion Fund
- Plant advice from Di Carter:
  - Top: ngaio (wide canopy to reduce rain impact) & cabbage trees amongst wattles (remove wattles over time, some overhanging with risk of falling down)
  - Bottom: Flax as a first layer interspersed with ngaio
- 200 plants for P and S&E area
- Above Boatshed
- Area very prone to erosion, too steep to plant with volunteers

- 300 ngaio, flax, cabbage trees
- Sediment & Erosion Fund application submitted for plants and planting(Geotech report completed) – outcome pending.

Coastal Track: significant bone seed removal completed, continue in 2026

## 12. Funding & Strategic Priorities

Biodiversity Fund application closes 15 February.

- Proposal to apply for funding for weed management and stream track restoration.etc. Karen and Jenny.
- Committee employing suggested Warner as contractor. Warner has contributed hundreds of volunteer hours over the past year.

Moved: Jenny, Seconded: Chris Nee. All in agreement.

## 13. Priorities for 2026

- Weed management and stream track restoration.
- Completion of firebreak and safety trimming.
- Development of Pony Point landscape plan.
- Enrichment planting at Steadfast.
- Memorial Planting access improvements.
- Extending and improving the irrigation with extra tanks at Steadfast

## 14. Next Meeting

Thursday 2 April 2026, 7.30pm, Lyttelton Boardroom TBC

Meeting dates for 2026:

- Wednesday 10th June
- Wednesday 12th August
- Wednesday 14th October
- Wednesday 9th December.