

Pigeon Bay Reserve Committee

Meeting Minutes

Minutes of the Ordinary Meeting held:

Date: Friday 20 March 2026

Time: 10am

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

Present: M Walls(Chair), B Graham, H Walls, H van Workum, J Govern

In attendance: C Figg, H Kennedy, A Hussain

1. Apologies: D Moir, V Luisetti, C Jacka
2. Declarations of Interest: Nil
3. Public Forum: Nil
4. Confirmation of Minutes: Minutes of the meeting dated 3 February as circulated are confirmed. B Graham/H van Workum
5. Matters Arising:
 - ASHs additional required improvements: All completed.
 - Tree care – Sites R18,19,20 & willows: Quote received and circulated.
'Moved that we accept the quote for the tree work' J Govern/H van Workum
 - Drain – Sites R16,17: Has been weeded and cleared. Next step digging out.
 - Holiday Park Rules: H Kennedy has drafted these.
 - H Kennedy & C Jacka to send report to Community Board re the positioning of the proposed shelter: done.
6. Health and Safety: Nil
7. Correspondence:

In:

 - A Hussein – apology for meeting
 - P Porter – acknowledgment of submission
 - D Moir – extension of time for submission, apology
 - BP Governance – Minutes
 - L Burkes – approval of Committee, reply to meeting notification

- C Figg – stay night update, caretakers report, request for use of reserve
- M Walls- R16 work is being carried out
- M Malham – rubbish disposal information on website, query re sites
- H Kennedy – will check rubbish disposal info on new website
- CCC – acceptance of submission
- H van Workum – items to be added to agenda

Out:

- P Porter – submission and supporting documents
- Committee – Minutes, meeting notes, stay nights, submission document, quote for tree work, tri annual plan, request for use of reserve
- BP Governance – Minutes
- C Jacka – Minutes
- H Kennedy – Minutes, info on rubbish disposal
- D Moir – Minutes
- N Malham – queries re sites and rubbish disposal
- L Burkes – advertising meeting
- H van Workum – items added to agenda
- P Richardson – advertising meeting

8. Staff Financial and/or Operational Report:

M Walls queried profit/loss

Caretakers Report –

1. Fee increase
‘Move that casual fees increase as of July 1, 2026, from \$20 per site to \$25 per site for 2 people and all other charges to remain the same’ J Goven/H Walls
2. Minimum stays
‘Move that we remove the minimum stay requirement over peak times’
H Walls/H van Workum
3. Site 6a requires some work
4. Sites 2a,6a, 13a & annual sites are to be added to the new booking system
5. CCC has created an asset register with all toilets being given QR codes

9. General Business

- Middle road traffic – No action
- Size of venue for submissions – venue now in Lyttelton
- Request by C Figg to have use of the reserve at Easter and flyers to be put up- approved

10. Update from Working Groups:

- Management Structure/Strategic Plan
- Shelter –
- Inundation –
- Planting Plan –
- Ongoing Plant Maintenance - the plantings by the lagoon need to be checked and maintenance carried out.

11. Next Meeting

Date: Friday 22 May

Time: 10am

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

Meeting Closed: 12pm