

Pigeon Bay Reserve Committee

Meeting Minutes

Minutes of the Ordinary Meeting held:

Date: Friday 11 September 2026 @ 2 pm

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

Present: M Walls(chair), H Walls, H Van Workum, J Goven, C Figg, H Kennedy.

Julie & Roger Owens attended as members of the public to observe.

1. **Apologies:** B Graham, V Luisetti, Charles Stewart-Robinson, A Hussain.
2. **Declarations of Interest:** Nil
3. **Public Forum:** Nil
4. **Confirmation of Minutes:** Minutes of the meeting dated 20 March 2026 as circulated are confirmed.

H Walls/H Van Workum Carried.

5. **Matters Arising:**

- Drain Clearing (sites 16/17)- Swale has been dug out.
- Site Measuring – Completed, Murray will change the site plan & sites will be numbered consecutively. Hayden to receive a copy.
- Terms & Conditions- Annual sites & Casual sites- we revised both documents with changes. It was moved that “We accept the revised T’s & Cs for annual sites”.

H Walls/J Goven Carried.

And that, “We accept the revised T’s & Cs for casual campers & camp rules for all users”.

H Van Workum/H Walls Carried.

Jo Goven was thanked for her work in document changes to retain relevance for Pigeon Bay Campground.

- Concrete in Playground -Contractors to remove & replace bark within the next week.
- Financial Report-A better understanding of our financial position is required, Hayden to follow up.
- Drainage- Hayden to follow up drain layer.
- Erosion- Hayden organised annual tree audit. Recommended that 6 Macrocarpas along the shoreline be removed (\$3500) & Ngaios planted.

It was moved that, “The trees be removed subject to committee approval of the Arborist report”.

M Walls/J Goven Carried.

Heather to contact Paul Devlin re replacement trees.

- CCC Rates- Now receiving a rate demand for the new water meter. Hayden to arrange payment.
- ASH Fees-After discussion on raising fees, it was moved that, “The Annual site holder fee to increase from \$600 to \$750 from 1st November 2026”.

H Walls/J Goven Carried.

6. **Health and Safety:** Concrete in playground, will be removed by contractors.

7. **Correspondence:**

In:

- BP Governance – Acknowledgement of minutes
- L Burkes – Acknowledgement of minutes, request for Triennial Plan and Reserve Schedule, invitation to co-present TP & RS
- C Figg – stay night update & caretakers report, site map
- Committee – draft minutes agree
- H Kennedy – community board meeting attendees
- H Kennedy – agenda items.
- Charles Stewart-Robinson & Asif Hussain apologies.

Out:

- Committee – Minutes, meeting notes, stay nights, caretaker report, Reserve Schedule and Triennial Plan, invite to co-present TS & TP
- BP Governance – Minutes, Triennial Plan, Reserve Schedule
- C Jacka – Minutes
- H Kennedy – Minutes, CB meeting attendance
- D Moir – Minutes
- C Figg – EOY financial report, site map

H Walls/H Van Workum

Carried.

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

Hayden has contacted Akaroa fire service to help with risk mitigation at PB campground. Chris gave Hayden contact details for PB fire chief.

Caretakers Report: Written report & stay night statistics circulated prior to the meeting.

9. **General Business**

- Community Board has approved the triennial plan and are excited to hear updates.
- What key information would we like on the new signage (visitors board, any other signs needed?) Work in progress, local walks, activities. All enthusiastic about an information board explaining the history of Pigeon Bay with photos. Heather suggested Charles Stewart-Robinson and Pam Richardson as having extensive local knowledge who may help with the project.
- Ballot questions and draft ideas – deferred to next meeting.

10. **Next Meeting:**

Date: Friday 23 October 2026

Time: 10am

Venue: Pigeon Bay Settlers Hall Wharf Road, Pigeon Bay

Meeting Closed: 4.13 pm