

## **Cass Bay Reserve Committee**

### **MEETING NOTES**

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#### **Notice of Ordinary Meeting:**

An Ordinary meeting of the Cass Bay Reserve Committee was held on:

**Date: Wednesday 5<sup>th</sup> February**

**Time: 7.30 pm**

**Venue: Lyttelton Community Boardroom.**

**Chair: Jenny Healey**

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#### **1. Apologies –**

Absent: Tyrone Field, Marjorie Russell, Paul Devlin, Taka Kuze

Present – Jenny, Warner Russell, Hannah CCC, Rodney, Noraini Milne, Kane Harris (UC intern), Karen Banwell, Ine Smit, Dave Tayler, Jeremy Webb, Chris Nee, Tracy Littlejohn, Liz Hales.

Committee Member: Taka is resigning based on non-attendance due to other commitments. Jenny will write to thank him for his support.

#### **2. Declarations of Interest**

There were no declarations of interest.

#### **3. Public Forum**

Members of the public who would like to speak to the Committee about matters arising with the reserve.

Kane Harris presented his report from his internship on the reserves. Species/planting survival observations.

Kane Harris (UC student report back - Japan National): 140 hours working on reserves over summer. Regeneration in dead poplars. Poroporo seed 'bombing' successful. Evidence of regeneration (Coprosma/Mahoe) More birds at higher elevation (More birds?) Some Tasmanian Ngaio regeneration (Memorial regeneration). Poroporo regeneration in gorse. Meulenbeckia is thick and 70% cover in top plot.

Planted Cabbage trees are not doing well, not many surviving? but some good big trees in reserve.

Plant protectors may be hindering growth and water flow into root need to be pulled off plant after two years.

Karamu seeding well.

Nursery: idea for eco sourcing of local plants, reduce carbon footprint.

Spray releasing observations: appeared to be useful effect. Need to research various types of releasing.

Californian Thistles not common away from tracks.

#### **4. Confirmation of Minutes**

That the Minutes of the Reserve Committee meeting held on 4 December 2024 to be confirmed.

Voted: Liz      Second: Warner Russell

#### **5. Matters Arising**

The Committee will discuss any matters arising from the previous Minutes to review progress.

- What is happening with the signage for the reserves that was voted on 4 months ago? Rodney/Hannah to follow up on list requested
- Brian's rubbish is being scattered about by people working their way through it. What is going to happen by CCC? Rodney  
CCC Parks need to talk to him. CCC can remove as long as it's clear that we can take it. It's becoming a Health hazard as people are folding amongst the stuff and throwing it about.
- Irrigation is working well but when will Matt Rose be able to extend it? Rodney  
Tank needs filling Matt Rose to resolve. Another line from road used to supply water to trough taken further up. Another tank and possibly supply black tank. Solar pump? High up and in gorse so less likely to be stolen.
- Encroachment onto the reserve by 8, Cass Bay Place. An update. Jenny/Karen  
Hannah: Karen to push back on response to correspondence from the planning team

(attached). Motion from Chris that Reserves Comm. to follow up and complain to Enforcement and Planning team. Seconded by Liz. Passed unanimously. To include that we feel Parks have been very supportive and good on follow up.

- Bunker 10- when can we have access to store things? What will happen to contaminated soil on site?

Maria Adamski has checked the building. There is still further work to be done on cleaning out and repairing the roof lining.

Contractor has sealed panels on doors of other Bunkers.

Fencer to start 5m set back from building.

- Trees have been felled by “The Tree People”. Are they the right ones? Rodney  
Roadside vegetation cut back for pedestrian safety, but may need more yet. Rodney to check what other work has been done within Steadfast near the nursery.
- Pony Point- Ring barked trees have been protected and one replaced but when will the landscape plan for the area be done? Hopefully we would be able to plant the area around the pou this winter, in conjunction with Ngati Wheki. How do we protect the remaining tussock?

Hannah/ Rodney/Paul: Mulching and rocks to set back mowers for edging around garden edges. Proposal for joint planting event with Ngati Wheki and the Muslim group when a landscape plan completed.

- Sediment and erosion application update-Jenny

Need a landscape/site plan for 3WW planting and whole Pony Point reserve. Paul Dahl, Paul Devlin, Dylan and Hamish Fairbairn have been working closely with Georgina St. John-Ives from the Three Waters team, One of the projects identified under the Sediment and Erosion project is the CCC side of Pony Point. Looking for suitable sites to focus on and potentially get started on with planting etc this year. Funding for riparian planting in Steadfast has been approved.

- Pony Point track update-Nick/Rodney

Nick started on track with Warner.

Concerned about erosion by stairs above playground and stability of H2H.

Conservation Volunteers and Ngati Wheki may share this work.

When is community board being notified for approval of the new track alignment?

A possible Wheelchair accessible track to viewpoint to memorial site has been found by Nick, Jenny and Warner.

Arrange topping the horse paddock.

- Asphalt repairs in Steadfast- still not done. Can we arrange for Periodic Detention (PDs) to weed eat the drain by the track and planting prep for this year's planting?

Rodney to follow up with seal repairs/dig out under-runner.

P.D. gang: Request new PD gang to do more work on drains. -Jenny/Ine/ Warner.

Signage: Walking tracks, community plantings, track to top, track to Pony Point.

Dog signs: owners to clean up after their dogs

- Cass Bay beach: Erosion threatening beach road is being undercut.
- Request to protect natural spring on slope down to beach

## **6. Health and Safety**

The Committee will raise any health and safety matters.

Tail gate forms discussed.

Dead wattle trees to come down as dead and falling.

## **7. Correspondence**

That any inward correspondence be received and outward correspondence endorsed.

Enforcement notice about 8, Cass Bay Place (as above).

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

Staff will report on any financial or operational matters, as appropriate.

## **9. Update from Working Groups .**

Watering volunteers

Tracks-

Working bees

Need to record the hours worked each month for volunteers and PD's.

Naval cadets

Contract for new roofs to replace asbestos roofs and lead paint to start on 17th Feb (Ward room and drill hall) Soil to be removed around buildings to be remediated.

## **10. Planting days-**

Set dates

Planting days planned for April: weed eating, May: site prep, Plant: in June.

## **11. Working Bees**

Ongoing-Releasing, mulching with bark, dead tree felling, maintenance

**February- working bee to release and weedeat the bank below the playground.**

**9th April CVNZ working bee 9.30-12.30**

## **12. General Business**

The Committee will discuss any general business.

Volunteer hours. - Need to record Hours

Nick: can he do more zig zags on track from steadfast to top.

Nick: Wooden retain timbers on track steps to Summit Rd.

Nick: Want a move on Junior Mountain Bike track in Steadfast Reserve. Flow track.

Plants need to be ordered from B/P Cons Trust. Cf. Sophie Hart. (2000) for 2026 in eucalypt area and Steadfast.

### **13. Next Meeting**

The next Committee meeting will be held on

Wednesday 2nd April 2025 at 7.30. Community Board Rooms.

#### **Enforcement Note 23rd Oct - 8 Cass Bay Place**

I attended the property adjacent to the Cass Bay Reserve at 5.00pm on Wed 23rd of October after a report of works underway and found further excavation on the reserve in contravention of my explicit instructions from 14th August.

**Earthworks on my first inspection of 14th August.**



Wall installed and reserve encroachment on 23<sup>rd</sup> October



Please take appropriate action with Enforcement and Compliance Team and maintain communications with Cass Bay Reserves Committee..

Dear Karen,

I have been reviewing the Parks Unit's position in regard to the adjacent private property works at 8 Cass Bay Road a year ago encroaching into the Cass Bay Walkway recreation reserve that you raised (CSR ticket 1006873) a concern about and of the risk of sediment washing down through the reserve towards the harbour.

This generated prompt site inspections and reporting by the Council's Compliance & Investigation Team in January 2024 and included liaison with the Parks Unit's Planning Team. The conclusion from this was that the works included excavation back to the road boundary setback on the private property and, in case of the reserve, removal of old artificially placed fill behind a historic retaining wall, the spreading of that removed fill on to the existing artificially and historically created surface extending around and below the retaining wall, then the refilling of the excavated area with free draining soil that you had photographed piled on the footpath and towards the house. None of these works were authorised by the Council.

It was noted during the site inspections, in the presence of the private property owner, that the spread fill was well compacted and retained, and that there would not be undue risk of it flowing down the adjoining steeper slope of the reserve.

A letter of formal warning was sent to the private property owner on 25 January 2024 regarding the unapproved earthworks on both the private property and the reserve and requirement for them to discontinue. The owner was advised that no further enforcement action would be taken over the unconsented works on their property but that if they wished to continue to construct the retaining wall they would need to first obtain resource and building consents. This has been addressed by the private property owner, with them receiving resource consent on 16 May 2024 to erect retaining walls on their property on the road setback and for a short distance alongside, and back from, the boundary with the reserve.

Regarding the encroachment into the reserve the Parks Planning Team noted that, other than the "enhancement" works observed during the January 2024 site inspections, and which I describe above, the encroachment is historical and not instigated by the current private property owner.

At a site inspection on 11 August 2024 by a Parks Unit officer the private property owner was instructed verbally not to continue any works beyond their property into the reserve.

At a subsequent drive-by viewing of the site on 6 November 2024 it was observed there had been further works undertaken without authorisation into the reserve, although it appeared this was not adversely impacting on the affected reserve area but was rather a tidying up and reinstatement of the natural contour of part of the encroachment area. Also, they had removed movable items that had been in the area and were not actively maintaining the level area as evidenced in weeds not being removed.

I can advise that the private landowner is now well aware of the Parks Unit's requirement for no private works on, or use of, the reserve. In the longer term, though, we will want to have the encroachment area appropriately reinstated to a similar condition as the rest of the reserve. We are continuing to work to achieve this.

I am happy to answer any questions you may have.

Yours sincerely,

**Derek Roozen**

**Senior Parks & Policy Planner**  
Parks & Recreation Planning