

Pigeon Bay Reserve Committee

Meeting Minutes

Minutes of the Ordinary Meeting held:

Date: Tuesday, 3 February 2026

Time: 10am

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

Present: M Walls(chair), B Graham, H Walls, H Van Workum, J Goven, V Luisetti, C Stewart-Robinson

In attendance: C Figg, C Jacka, D Moir, H Kennedy, C Crofts

C Jacka introduced Carl Crofts, Project Manager, Te Rūnunga o Koukourarata.

1. **Apologies:** A Hussein (by email after meeting)
2. **Declarations of Interest:** B Graham and H Van Workum – Annual Site Holders.
3. **Public Forum:** Nil
4. **Confirmation of Minutes:** Minutes of the meeting dated 5 December 2025 as circulated are confirmed.

Brenda/Charles

5. Matters Arising:

- ASHs additional improvements – Murray to follow up
- Holding tank area chain – completed
- Tree care sites R18,19,20 & willows – Still waiting for arborist quote.
- Drain sites R16 & 17 – note for pre-winter work
- Wasp traps – locate nests then contact parks team
- Holiday Park Rules – to be worked on
- Triennial elections – ratify election of Chair and Secretary

Chair – M Walls

Brenda/Helen

Vice Chair – H Van Workum

Heather/Jo

Secretary – B Graham

Helen/Charles

Carried

6. **Health and Safety:** Chain & posts - completed

7. **Correspondence:**

In:

- BP Governance – acknowledgement Triennial Meeting/election meeting minutes
- L Burkes – Thanking for contact list
- C Figg – stay night update, forwarding request to share information
- K Kuru – asking for position on waiting list
- Committee – replies to draft submission

Out:

- Committee – Triennial Minutes, Draft Submission
- J Govern – both draft submissions
- BP Governance – Triennial Minutes
- L Burkes – Triennial Minutes, contact list of newly elected committee members
- K Kuru – stating position on waiting list
- C Jacka – Draft Submission
- D Moir – Draft submission
- H Kennedy – Draft submission

B Graham/H Walls

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

Council staff to report on position of proposed shelter.

Caretakers Report: Written report as circulated prior to informal meeting on 17 January. Verbal report given – only 1 night camp has been 100% capacity and 7 nights at 97%.

9. **General Business**

- Submission – ‘That the final draft submission for the consultation about permanent sites at the Pigeon Bay and Duvauchelle Campgrounds, with the additional point and supporting documents, be submitted to the Banks Peninsula Community Board’

Murray/Heather

Carried

N.B. B Graham and H Van Workum abstained due to conflict of interest but stated that they fully supported the motion.

V Luisetti stated his thanks to the rest of the committee for the work done to get finalise the submission documents.

M Walls thanked C Crofts for attending the meeting

10. Update from Working Groups:

- Management Structure/Strategic Plan –Murray, Helen
- Shelter – Heather, Peter as per general business endorsement of location requested
- Inundation – Chris, Charles
- Planting Plan – Murray
- Ongoing Plant Maintenance -

11. Next Meeting:

Date: Friday 20 March 2026

Time: 10am

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

Meeting Closed : 12.12pm