

Duvauchelle Reserve Committee

MEETING MINUTES

Minutes of the Ordinary Meeting held:

Date: Monday 20 July 2026
Time: 4.30pm
Venue: Duvauchelle Holiday Park

Present: Chair Fiona Barnes
Committee Geoff Carter, Bruce Watts, Ian Whenmouth

In Attendance: CCC Representative Hayden Kennedy
BPCB Representative Jason Crew
Managers Nil
Visitors Nil

1. **Apologies** Merton Fraser, Tracy MacLeod
Motion: That the apologies be accepted.
Moved: Fiona Seconded: Bruce Carried
2. **Declarations of Interest**
Bruce: In relation to the submission to CCC by the Annual Site Holders, Bruce has requested that the use of the emailing list be stopped, and that all future emails to Annual Site Holders should be blind copied.
3. **Public Forum** Nil
4. **Confirmation of Minutes**
Motion: That the minutes of the ordinary meeting held on 15 June 2026 be accepted.
Moved: Geoff Seconded: Bruce Carried.

5. **Matters Arising**
There was discussion on the remediation plans for Pipers Stream under topics underlined below:-

The need to move the road. ***Our comment: The proposed road relocation would go through site 24, and they would lose a large part of their site.***

The bank on the road side of the stream between sites 24 and 50 offers little protection for Inanga, so the placing of gabion baskets at this point will make little difference to their habitat, and the road need not be moved.

[In Takamatua, since grasses have been planted by the stream the Inanga habitat has shifted further upstream.]

1. All four cabins have been relocated. The slightly larger cabin has been positioned where shown as it requires additional space.
2. The cabins are positioned 2.5m from the access road. ***Our comment: the cabins need to be as close to the fence as possible.***
3. A short section of pool-style fencing has been included in front of the cabins to provide additional protection. ***Our comment: this is not needed as it would remove a potential parking area.***
4. There is sufficient space for a vehicle to park beside each cabin. ***Our comment: only if you don't use the pool-style fencing mentioned in point 3.***
5. The cabins are located towards the middle of the site. This arrangement is still subject to geotechnical review, as they are relatively close to the waterway setback and stream bank. We will need to confirm that there are no geotechnical concerns.

6. *Our comment: the sharp angle in the fence by site 50 needs to be changed to a gentle curve that follows the stream bank.*

6. **Health and Safety** Nil

7. **Correspondence**

Inward: Site 73 - decision to surrender site and remove caravan (29 June 2026)
Site 87 - request for dispensation for stay nights due to bereavement (27 June 2026)

Outward: Nil

Motion: That the inward correspondence be accepted.

Moved: Ian

Seconded: Bruce

Carried

8. **Staff Financial/Operational Report** Nil

9. **Update from Working Groups**

Manager's Report

There have been some complaints about the sensors in the bathrooms. Another sensor will need to be installed at the far end of the male and female bathrooms in the top block.

The Jumping Pillow was on clay and subsided after installation. It has been built up with sand, the rubble needs to be removed, then Todd can connect the power. We will need to install another camera overlooking the area as well.

Invoices for Stay Nights have all been sent out. Only two Annual Site Holders did not meet their 16 night target.

The kitchen and bathrooms have been painted where needed. Touching up the cabins and carpet cleaning are on the list for this week.

Kylee has dug a trench in the boat compound and laid blue metal to help with the water build-up, and we continue to work with Oskar.

Duvauchelle Triennial Goals

No edits to report

Operational Plan Progress Report

There has been no news from Pest Free Banks Peninsula.

We are still looking for someone to do a condition assessment of the tennis court.

Hayden asked if we should use Facebook to promote the Holiday Park. (There was general agreement for this.)

10. **General Business**

There was discussion on the price increase for Annual site Holders.

Meeting Closed : 6.16 pm

Next Meeting: 17 August 2026, 5.30pm at the Duvauchelle Community Centre