

Cass Bay Reserve Committee MEETING MINUTES

Notice of Ordinary Meeting:

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

Date: 1 April 2026

Time: 7:00 pm

Venue: Community Boardroom, 25 Canterbury Street, Lyttelton

Present:

Jenny Healey (Chair), Warner Russell, Noraini Abbas, Jeremy Webb, Peter Hattaway,
Chris Nee, Jamie Small and Karen Banwell

In Attendance

Staff Member – Rodney

1. Apologies

–Hannah Murdoch, Cathy Lum Webb, Paul Devlin, Ine Schils, Dave Taylor

2. Declarations of Interest: Nothing noted

3. Public Forum - no public in attendance

4. Confirmation of Minutes

That the Minutes of the Reserve Committee meeting held on 4th Feb to be confirmed as true and accurate: forwarded by Jenny and seconded by Jamie.

5. Matters Arising

- Rodney was reminded of the request for loppers and sequiturs – to be organised for next week.
- Discussion on the need for water tanks on the new line, Rodney to check with other staff.
- Bunker 10 – Rodney is organising a gate for internal storage.
- Playground drainage – Rodney provided an update – the landscapers will do drainage when they have finished their work.
- Jenny asked about potential for sensory planting - smell and touch. None have been ordered so Jenny to give a list to see if CCC can arrange.
- Memorial project – Jenny met with Nick Singleton about putting in an accessible path. Rodney to follow up. Discussion on possible names.
- ■ Cass Bay Place has been put on the market. Rodney reminded the real estate agent the location of the property boundary, and that due diligence was required and agreement about the area encroached on. CCC will put on the LIM to ensure all is recorded. Jeremy wanted on the record that the RMC was disappointed with CCC not taking a stronger approach to the encroachment. Jenny also wanted it recorded that CCC policy on tree removal by the public is meant to result in 2 more being planted. It happened in Harbourview Terrace but not on the foreshore or in this case.

6. Health and Safety

- New H and S policy- for all work within the area. Need to be clear about what is required. Jenny asked for first aid course for members running planting days. Jenny, Jeremy, Warner and Jamie to do CCC course run by Red Cross.
- Application for ECan Biodiversity Funding- decision will be made in June.
- Report on progress since the discussion on the up-coming foreshore plan and placement of picnic tables and benches
- Jenny attended a Health and Safety workshop on 14th March. Matters arising from this are to develop some more policies.

7. Correspondence - none received

8. Staff Financial and/or Operational Report

- Staff will report on any financial or operational matters, as appropriate.
- Dangerous trees on Pony Point track; Cass Bay Pl. (Rodney's letter will be circulated at the meeting); Signage- Several signs on tracks have become dilapidated and need replacing. Update on requested signage for our reserves as approved in 2024. New signs-Cholmondeley Children's project; Water as you wander; Penguin information.

- Weed eaten tussock at Memorial planting has been done again!
- Management Plan for Pony Point?
- Tools requested-secateur's, loppers; plant protectors etc for June.

9. Update from Working Groups.

- Pony Point Track – Warner said this is well used, while the Memorial Track needs benching, it is also well used. Rodney and Nick have asked geotechnical experts to look at the plan – it is likely there will be a bridge put in that can stabilise the area, hopefully they can reinstate the cliff track for walkers.
- Steadfast track to the top is well used, has been tidied up but more work needed on the steps as is signage. Permanent solid signs.
- The old laboratory windows have been broken and need to be covered.
- Norani asked that a handrail could be put on the Memorial Track to help the less able. Nick still to do the landscape plan for Memorial Track.
- Cholmondeley Children's home released and watered plants on 18th March
- Jenny working with organisations for planting days. TTK will provide totora, kahikatea and matai and have volunteers help plant them.

10. Planting days

- CVNZ - Sun 7th June-playground; hopefully bund will be in place. 10-1
- 4th July- lower Steadfast do asphalt road by nursery under gums 10 to 1
- 18th July- poplars? Possibly 10-2 with BBQ lunch.
- TTK-coming 20th June 10-12.30- upper Steadfast, postponement date 27th June. Trees ready to be picked up 19/5. Rodney to check if CCC trees are ready.
- Cholmondeley Children's Centre-date to be decided.

11. Working Bees

- CVNZ has an MSD team coming with 10 young workers from 9 to 3. Jeremy will attend to RMC – remove wattles from Pony Point.
- Rodney to provide more gel.
- Pony Point track- some new plants have died because under the gums depending on how good the waterer is on each section – supposed to be succession of clearing the gums, some have been removed as a hazard near tracks. CCC to take out dangerous trees. Get Dylans team to remove poplars regenerating from those killed off at Steadfast.-Rodney
- Warner to set a date for working bee

12. General Business

- Up-coming meetings-4th May and 3rd August- Head to Head; 5th May and 4th August- Community Action Group. Jeremy will attend the 5th May meeting. Send dates to Warner.
- Still waiting to hear re funding application for ECan. DOC Community fund just opened Jeremy needs to be involved. Strengthening Communities opens on 1st May. A request to again include funding for Reserves bbqs and working bees for \$700
- Jenny has made submissions to the Community Board draft plan, CCC and ECan Annual plans on the Reserves behalf requesting ongoing support.
- Stolen table, tank and penguin sign.
- Volunteer hours-please can you send these to Jenny. It is very important that we keep a record.
- Mariners Cove- when the subdivision went in an easement was put in to allow people to access the beach. Jamie has spoken to locals, LINZ and CCC to ascertain what this means as isn't clear. The general feeling is that Cass Bay residents can access the track as allowed on foot by BPDC.
Action – give CDAs and Community Board to sort out and see if the easement exists and for who.
- Nick has asked for name for Pony Point loop track and this needs to be reported to the Community Board and meet CCC policy and approval from Ngāti Wheke.
Action - get back to Jenny with ideas
- Jeremy -asked when choosing plants do we plant mahoe and Kaikomako as the latter is not often available. Jenny confirmed they are both planted.
- Warner – when Rodney was getting the digger into bunker 10 as needs drain cleared. Rodney – put in a pipe that connects to the mains so hopefully can stop flooding.
- Rodney provided an update
- Spent some time dealing with slips after the large rains – Cass Peak, Kennedys Bush
- There are many deer around the Port Hills – want to the whole of BP to be deer free
- Fenced reserve had slip and allowed deer to gain access - Please inform CCC if see them
- Possum toxin drop is happening
- Weed removal is happening
- Bridge rebuild at Rāpaki over the stream
- Mt Cavendish – wear and tear will formulise the tracks near there
- Map planned for Steadfast but needs to be amended

- Asked about mowing around the navel cadet buildings, cadets will continue to do this.

13. Next Meeting

The next Committee meeting will be held on Wednesday 3rd June at 7.30 at Community Board Rooms

UNCONFIRMED