

Pigeon Bay Reserve Committee

MEETING MINUTES

Minutes of the Ordinary Meeting held

Date: Monday 22 January 2024

Time: 4pm

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

Present: Murray Walls(Chair), Sandra Innes(Vice Chair), Heather Walls, Helen van Workum, Pam Richardson, Charles Stewart-Robinson, Chris Figg.

Murray welcomed everyone to the first meeting of 2024.

1. **Apologies:** Brenda Graham, Vince Luisetti, Jane Harrison, Colin Jacka, Peter Barron.
Murray/Pam
2. **Declarations of Interest:** Chris Figg-Caretaker, Helen van Workum – Annual Site Holder.
3. **Public Forum:** Caroline Phillips not attending due to time constraints.
4. **Confirmation of Minutes:** That the minutes of the previous meeting held on 22 November 2023 be confirmed.
Pam/Sandra
5. **Matters Arising**
 - Mulch- all distributed.
 - Tidying of annual sites- Site 13 awning still there, moved that Heather will email site holder with reminder. Murray/Sandra
 - Questions asked of CCC staff – two emails from Jane Harrison arrived today 22 January, 11.44 am & 1.46 pm, as most of the committee hadn't seen the emails, it was agreed to table them & reconvene for an informal meeting on Tuesday 30th January at 4pm.
Pam/Helen

6. Health and Safety

1. Tree above Annual Site 4 has splitting limbs, one came down in recent high winds-campers all ok. Fulton Hogan coming on Tuesday 23rd to assess. Caravan from site 4 had been moved to site 2, and occupants have requested verbally to stay on site 2. Have been advised to email request to Secretary.

Pam moved that “We request that Colin and Paul do a full tree assesment in the reserve.”

Pam/Sandra

7 Correspondence

In:

1. Nicole Herbert- Waiting list position enquiry.
2. Chris Figg – caretakers report

Matters Arising

1. That we request from Brenda a current waiting list for ASH & initiate an update request of who wants to stay on the list.

Out:

1. Nicole Herbert-confirming her place at number 5 on the waiting list.

8. Finance/Operational report

Finance as circulated. Heather/Pam

Colin's financial report be received with further clarification requested.

Pam moved that “ All funds be transferred to the Reserve Council account.” Discussion followed with concerns expressed. Pam/Charles Votes for motion 2 - Votes against motion 5

Note: At this point most of the committee had not seen the email from Jane Harrison referring to the transfer of funds.

9. Caretakers Report- Chris Figg

1. No issues over the holiday period.
2. Online booking & refund process working well.
3. Notice board showing booked sites is helpful for casual campers.
4. Chris will organise gravel for various areas along the track through the reserve.
5. As stated in Chris's report there is an urgent need for extra wastewater capacity. Sandra moved that “The Committee progress installation of additional wastewater capacity urgently.”

Sandra/Charles

Chris will get two quotes from local drainlayers & once received we will submit to the Community Board for approval.

10. General Business

1. Notice of meeting process, Pam explained how meetings should be notified to the public, Council Staff & Community Board. All this information is contained in the Reserve Committee handbook.

11. Working Groups:

1. Management Structure/Strategic Plan(Murray, Helen, Sandra, Pam) – moving forward with an informal meeting with all committee.
2. Waste Water Overflow(Peter) – Chris obtaining quotes.

3. Site Plan(Murray, Brenda) – Completed. Murray to send copy out to committee.
4. Rainwater Tank(Chris) – Ross and Murray to remove donated tank and take to the reserve. To be actioned.
5. Shelter(Heather, Peter) – On hold.
6. Inundation(Charles, Chris) – Charles presented a very thorough report on the history of inundation in Pigeon Bay & the methods used to hold back the tide. Present day options for slowing the rate of erosion were discussed in the report. It was decided to keep having discussions with Council & Community Board on possible solutions.

Thank you to Charles & Chris for a very comprehensive report.

7. Planting Plan(Murray) – To be updated with the last lot of planting. To be actioned.

11. Deferred Items/Ongoing Projects

1. Plant Maintenance
 - Chris is doing ongoing weed eating. Will water plants near tennis court if needed.
 - Pam asked about water levels, no problems to date. Chris will liaise with Council staff re water supply if required. Pam will ask Tim Drennan if a water guage can be installed on the reserve tank.

12. Next Meeting

Date: Monday 19 February 2024

Time: 4pm

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

Meeting Closed: 5.40pm