

## WAIPU COVE RESERVE(S) BOARD

30<sup>th</sup> July 2018, 7pm.

Camp Waipu Cove all-weather room.

**ALL WELCOME**

### AGENDA (E & OE)

**PRESENT:** J. Henderson, A. Trist, L. Trist, B. Hopkins (minutes secretary), R. Pullan, P. Baker, K. Baker, R. King, R. Stolwerk, B. Strang, T. Murray

**APOLOGIES:** E. Cook

**MINUTES OF THE LAST MEETING:**

**MATTERS ARISING:**

**CORRESPONDENCE:**

**Inwards:**

12/06/2018 – Waipu Primary School – Updates to newsletter (redirected to managers)

15/06/2018 – Julie Lavin ASH 240 – Request for dispensation

21/06/2018 – Via Managers – Request to install memorial bench on reserve

09/07/2018 – Via DoC - Request to install memorial bench

18/07/2018 - Barry Ashbridge (DoC) – Request for further information

24/07/2018 – Noeline Hall – Request to have memorial bench on reserve

27/07/2018 – Barry Ashbridge (DoC) – Receipt of further information

**Outwards:**

12/06/2018 – Bruce Stuart – Response to site development application

18/06/2018 – Julie Lavin ASH 240 – Response to request for dispensation

15/07/2018 – Barry Ashbridge (DoC) – 2018/2019 ASH list

23/07/2018 – Barry Ashbridge (DoC) – [Further information \(click to view\)](#)

### REPORTS:

- **Management report**
- **Financial report**

In good shape, with good strong surplus. Less loss for June month than last year mostly due more cabins available to make winter camping more comfortable.

- **WCSLSC Report (verbal)**

Things quiet for winter. Once month lifeguard training. 90<sup>th</sup> Anniversary celebrations weekend after Labour weekend. Working on getting someone to look at the bunkhouse. Will liase with Anton.

**CARRIED R.Pullan/P.Baker/All in favour**

### GENERAL BUSINESS

Welcome to Blair Strang, our newest Board member. Introductions. Blair has recently moved to Waipu and affiliates to Takahiwai iwi so has spent a lot of time in Northland. Blair is working to get up to speed with all of our correspondence.

- **Trevor Murray presentation (7.15pm)**

Welcome to Trevor Murray. Trevor is the architect working with the camp for the new cabin and front entrance development.

Cabin plans have been submitted to the council for building consent. There has been no communication from council so far. Some minor changes have already been addressed. Trevor will need to discuss with the Board when they would like to go to tender. A time frame will need to be set so we can work backwards from there. Trevor will talk to preferred builders for tenders and set up a formal contract to protect our position. Trevor would then assess tenders and present a formal report to the Board for their consideration. Cabin to be approx. 44sq m (slightly smaller than previous two).

Front Entrance – Trevor has not provided any complete solutions, just some options to think about. Trevor's first observation is that the signage at front may need upgrading to something stronger. A lot of water courses are currently causing flooding throughout the year. The area between the all-weather room and existing building is not being utilised effectively. A major constraint is the sanitary sewer line running through that area – best to avoid building structures over it if possible. The ramp to the existing building is

non-complying. Trevor feels that there were sufficient issues raised in the report on the reception/managers apartment building to warrant further investigation e.g. cracks through slab and at one corner. Issues have been highlighted with main building cladding and there is no gap between the cladding and deck timbers. The moisture measuring carried out was only comparative testing within the building. Invasive testing has been recommended to see what is happening behind cladding. It will be important to obtain further detail before deciding whether to renovate or start again. Trevor advised that he can arrange with Stirling Building Consultants for further testing. Sign off code of compliance was obtained in 2012.

Trevor outlined a couple of potential development options, assuming the building is economical to repair/is in good condition. These include 3 ranks of car parking on the grass area in front of the main office and various designs for the main office/storage area.

Note - Requirements for levels above sea level will likely be revised in the near future as per regional council's policy statement. Could potentially go higher than 3.3m. Our recent new consents have an 18-year life. Cabins could be raised and put on new piles if required. Insurance will be hard to obtain if buildings are built against recommendations for height above sea level.

Access for managers living upstairs needs to be considered. Private access would need to be created so that access to the flat is available without having to go through public/commercial areas.

Carparking and storm water issues are one area. Building issues are separate. Would need to decide priorities which may be easier after testing. There may be issues with deciding the best time of year for work as the quietest time of year at the camp is also the wettest.

Cost of alterations could be higher than a new building. Whatever option is chosen it would be phased over 3+ years to spread costs and disruption.

There is no requirement in district scheme for permeable areas. Permeable, paving-look material can be used as part of storm water design. Vehicles would still be able to park on it even when wet, unlike current grass area. Engineering report would be needed.

**MOTION** - Trevor to obtain a quote for further invasive testing from Stirlings and get an opinion on an engineering report from Richards & Stephens.

**CARRIED J. Henderson/P.Baker/All in favour**

- **Front entrance development**
- **Donated benches on the reserve**

The Board has received two requests to have memorial benches installed on the public reserve/grass area overlooking beach. When campers previously requested memorial seats, one was installed which numerous plaques could be added to (by application to camp management/Board). There is currently room for one more seat on the reserve area (beach-side of the public toilets and carpark) and a further bench on the grass area north along from the surf club. Both applicants have applied to DoC who have passed the decision on to the Board. Rick feels that the surf club wouldn't want anything in front of surf club, or that would disrupt events (marquees etc) but other than that they are flexible. John suggested, as there are spaces for two benches (one at reserve, one at north end), that the two applications be granted. Ownership would sit with WCRB (signed agreement) so that they can be maintained, moved etc. if/when necessary. Guidelines would be provided for type of bench and approval by Board would be needed before installation. The current, heavy wooden bench on the reserve will be used as a guide. John will write to one applicant to find out further background information. Roger will contact Noeline with the Board's decision.

**MOTION** - To approve 2 requests to install memorial benches, subject to further information.

**CARRIED ALL IN FAVOUR**

- **Civil Defence in Waipu (Rick Stolwerk)**

Waipu civil defence group is looking for support. Rick suggests camp/board could help with the co-ordination role. Currently no-one in Waipu Cove is involved. Phone trees are no longer in use but the camp website and facebook page could be utilised. Board agreed Rick will liase with managers to implement. There are now plug-in indoor tsunami sirens available from regional council for \$150+GST. The camp will get one for the managers accommodation.

### **Upcoming events on the reserve and local area**

- **Waipu Saturday Market:** First Saturday of the Month in Presbyterian Church Hall 9-1pm
- **Waipu Boutique Sunday Market & Café:** 2nd Sunday of the Month, Waipu Coronation Hall 9-1pm
- **Waipu Street Market** - Saturdays of long weekends 9-1pm
- **Waipu Antiques and Collectables Fair** – Sunday of Long weekends 9-4pm
- **WCRB AGM: 11am 26<sup>th</sup> August. Noon regular meeting.**

### **Upcoming Surf Life Saving Events Waipu Cove SLSC**

**Future Meetings – Sunday 26<sup>th</sup> August 2018, 11am (AGM), followed by regular board meeting at 12 noon.**

Meeting Closed at 8.45pm.

## **Managers' Report July 2018**

July has been nice and busy for us, with the school holidays and nice weather seeing good occupancy levels. The second week of the school holidays was busier, usually we find the first week is the busier of the two. The great weather in the second week may have made the difference!

This month we met with Bigfoot Adventures to discuss the next summer season. The aim was to firm up arrangements regarding the school groups we host in February and March each year. We also discussed the possibility of bringing up another school group if we can fit them in. Surf Club President Rick Stolwerk also attended, as these camps make use of surf club facilities and their lifeguards, so we work closely together with them on these camps.

Marilyn Cox, the editor of the Bream Bay News, came to interview us earlier in the month. She will run an article on the camp, that will be published in the 29<sup>th</sup> of July edition. This article will focus on recent projects around the camp including the tennis court and the solar project. This will hopefully get the word out in the community that the tennis court is also available for local use.

To celebrate our recent Trip Advisor Hall of Fame Award, we took all staff out for an evening in Matakana as a thank-you. We went to the movie theatre there, then for a meal at Matakana Market Kitchen. A great evening was had by all. This award could only be achieved due to the hard work of all team members, and is quite a prestigious award as it is not given to many businesses – only around 2%.

Landscaping around the boundary of the tennis court has begun. Hopefully the plants should have some good growth when the weather starts to warm up. We are currently looking at putting in some seating just outside the tennis court, which will be handy for spectators.

The new concrete picnic tables have just been installed up on the flat grassed area just north of the Surf Club. They look great and will no doubt be well used by beachgoers and campers alike. Four tables have been installed in that area.

Following on from dune work that has previously been completed at Waipu Cove, another approximately 100 metres of dune reshaping got underway on the 17<sup>th</sup> of July. Laura Shaft from the Northern Regional Council oversaw work which was completed by Hansen's with their earth moving machinery. It is all ready now for planting next month, which will be undertaken with the help of students from Waipu Primary School. We will provide a sausage sizzle for the kids which always goes down well!

Anton, Lucy and Victoria will be attending the HAPNZ conference this month, which will be great for networking and picking up new ideas. There are some great tourism industry speakers that we will get the chance to hear. This is always very worthwhile, as this will keep us up to date with any future trends we need to know about. We will report back next month on this.

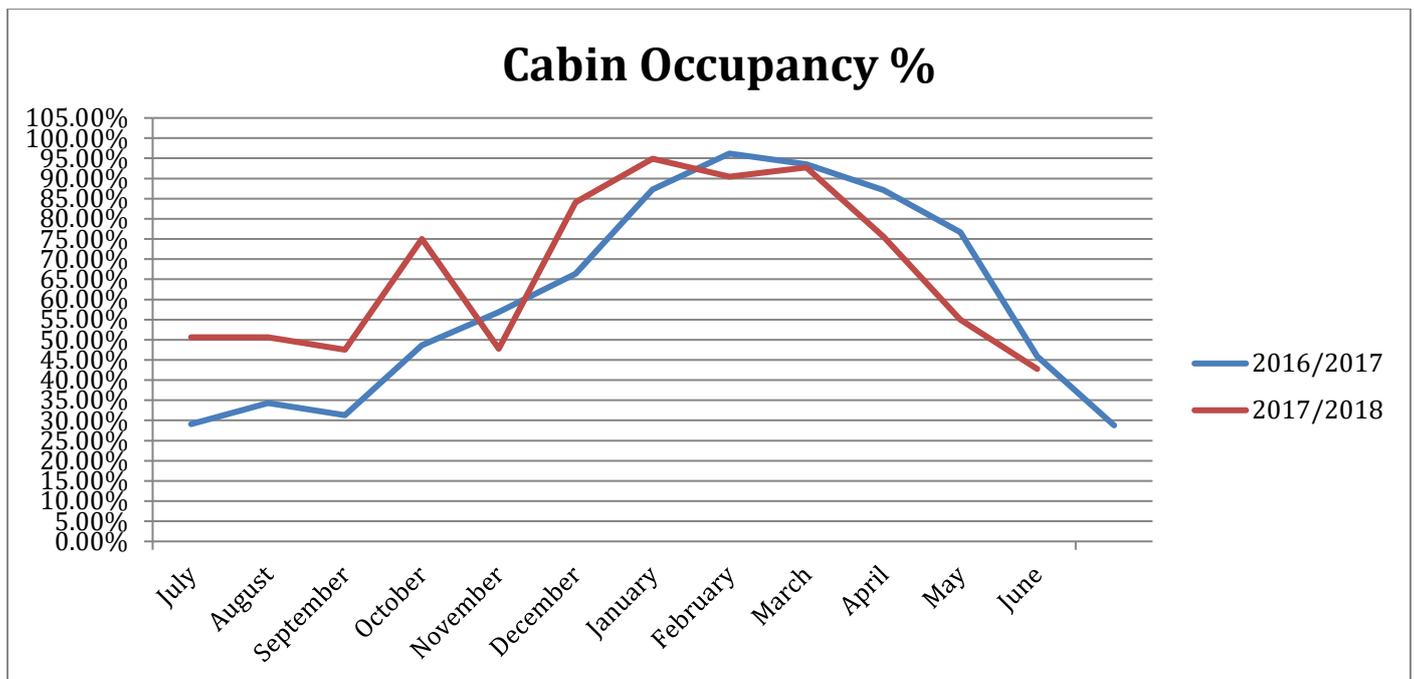
This month we have had a few more staff take annual leave as it's still quiet enough to be able to juggle the roster. We are working hard at making sure all staff have the opportunity to take leave as regularly as possible. This is important for their wellbeing, and to reduce our leave liability.

Kind regards

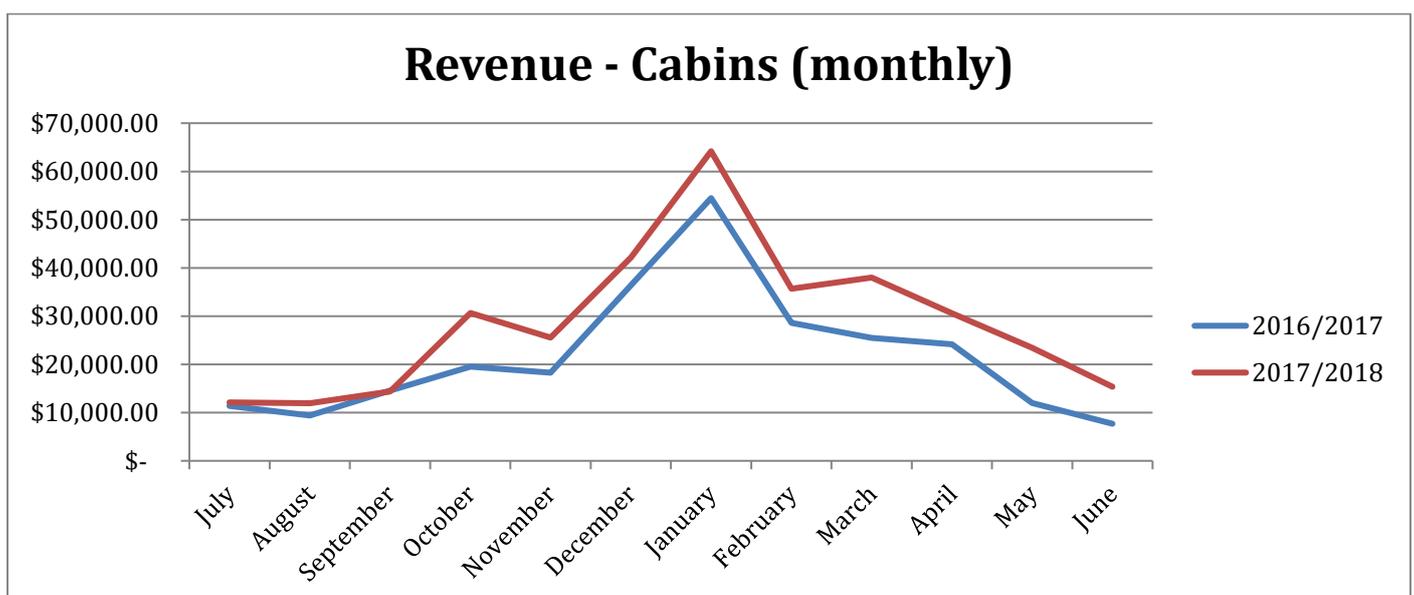
Anton & Lucy

## Occupancy and Revenue – June 2018

### Cabin Occupancy

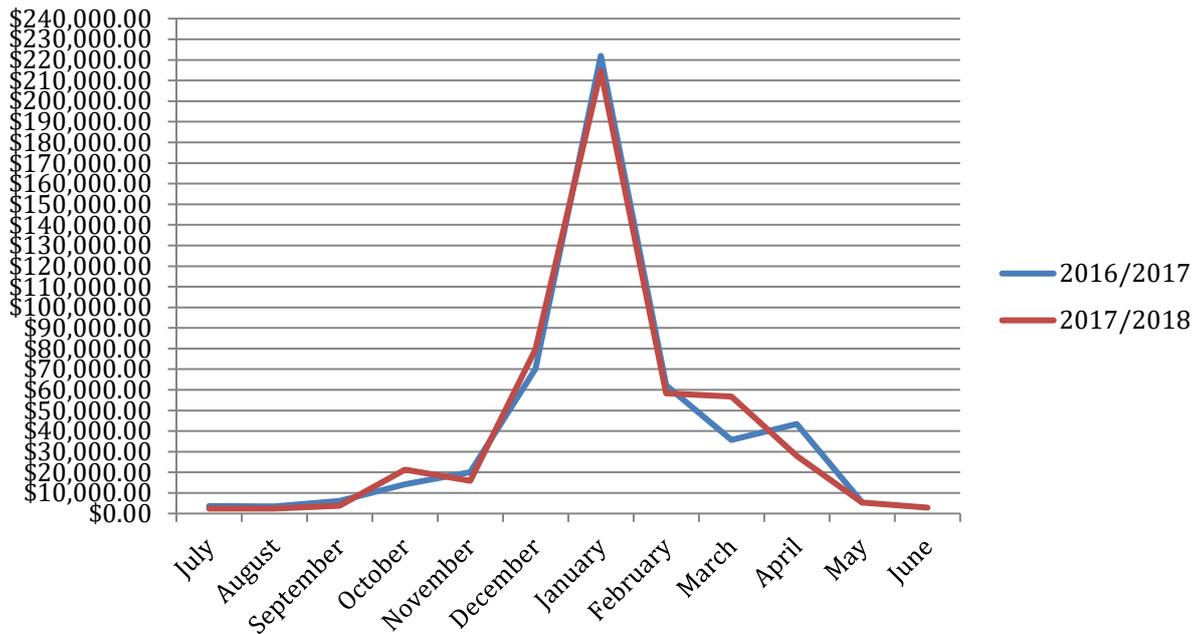


### Cabin Revenue

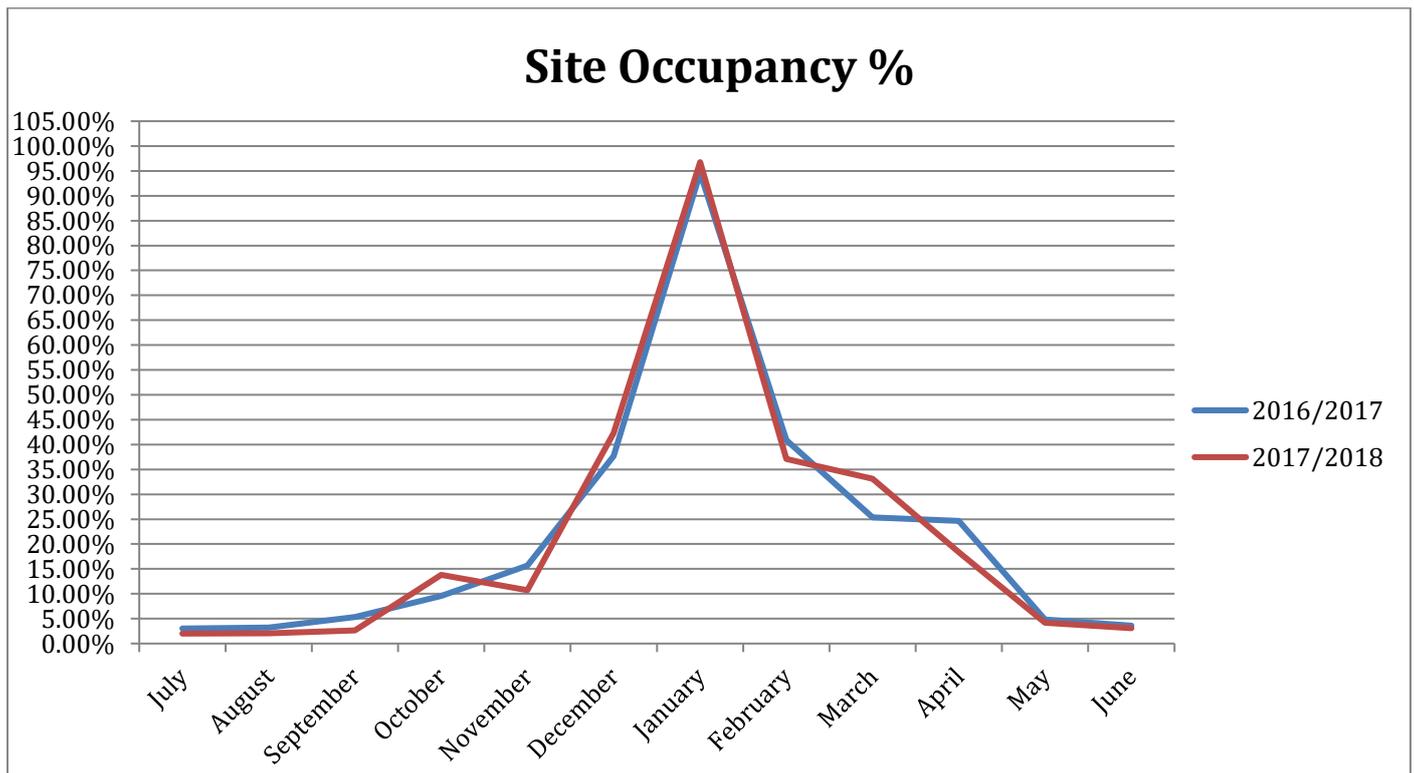


### Site Revenue

## Revenue - Sites (monthly)



## Site Occupancy



Cabin revenue and occupancy for June 2018 saw a healthy increase when compared YOY with 2017. This is due to the 2-bedroom self-contained cabins. Revenue and occupancy levels sites were similar to the previous year.