

MINUTES (in Review)



WCRB COMMITTEE MEETING - 21ST JULY 2026

Name:	Waipu Cove Reserve Board
Date:	Tuesday, 21 July 2026
Time:	7:00 pm to 9:00 pm (NZST)
Location:	Default Location, 869 Cove Road, Waipu, New Zealand
Board Members:	Rowan Pullan (Chair), Evan Cook, Hollie Kereopa, Lisa Minhinnick, Paula Alexander, Peter Baker, Rick Stolwerk
Attendees:	Anton & Lucy Trist
Apologies:	Belinda Hopkins, Patrick Hilton, Grace Mclean

1. Opening Karakia

1.1 Karakia

E te whānau

Whāia te mātauranga kia mārāma

Kia whai take ngā mahi katoā

Tū Māia, Tū kaha, aroha atu, aroha mai

Tātou ia tātou katoa

For this gathering

Seek knowledge for understanding

Have purpose in all that you do

Stand tall, Be strong,

Let us show respect for one another.

(Dr, Huirangi Waikerepuru)

2. Opening Meeting

2.1 Confirm Minutes

WCRB Committee Meeting - 26th May 2026 26 May 2026, the minutes were confirmed as presented.

2.2 Interest Register

3. Correspondence

3.1 Inwards & Outwards Correspondence



Motion to accept the inwards and outwards correspondence as true and correct.

Inwards and Outwards correspondence accepted as true and correct.

Decision Date: 21 Jul 2026
Mover: Rowan Pullan
Seconder: Evan Cook
Outcome: Approved

4. Reports

4.1 Management report

New reception building has been delivered and is coming along nicely. Peter has been hugely involved in the process which has been great. Still on track to move in early September. Yurts are coming along well. New Shed just about complete. IT update partially completed, new equipment to be installed for new reception building. Working on a plan for north abolition block refurb. Off season maintenance taking place.

4.2 Financial report

June wasn't great but July is shaping up to be good. School holidays and Matariki weekend.

4.3 Approval of reports



Approval of reports

The Board approve all reports as presented at the November 2025 meeting.

7 Supported
 0 Opposed
 0 Abstained

Decision Date: 21 Jul 2026
Outcome: Approved

5. Actions from Previous Meetings

5.1 Action List

Due Date	Action Title	Owner(s)
27 Jan 2026	Liaison with Trackies Status: In Progress	Evan Cook
27 Jan 2026	Commercial activity policy Status: In Progress	Rowan Pullan
26 May 2026	Sponsorship Policy Status: Completed on 26 May 2026	Paula Alexander, Peter Baker, Rowan Pullan
26 May 2026	Create a Wedding/Function Policy for the Reserve Status: In Progress	Rowan Pullan

6. General Business

6.1 Front Entrance (standing item)

Reception building has been relocated to site. The builder identified that there is significant space around the building. This has resulted in a shift of the barrier arm as it was not in the line of sight for receptionists. This in turn has created improved safety due to the pedestrian crossing running through the barrier arm - this gives more space and hopefully removes the congestion at the check in area.

Discussion around the drainage and storm water drains.

Electrical variations have increased significantly.

Amendments to the exterior cladding - additional charges to be negotiated as we have had to return and reorder the cladding.

6.2 Waipu Cove Cycleway Invitation

Invitation to an open morning tea event at the Waipu Cove Surf Club for all parties involved in the Waipu Cycleway. Cycleway now completed and the morning tea will be held on Sunday 2nd August 2026 at 10:30am.

6.3 2026 AGM

- Tuesday September 22nd 2026 - AGM 6:30pm followed by a board meeting afterwards 7pm
- Consider roles: Chairperson & Secretary

6.4 Ecological Survey of Waipu - Bream Tail & Patuharakeke Mātaitai application

Hollie presented to the board a Mātaitai proposal currently being consulted with the community for their Bream Bay moana rohe. This supports Patuharakeke intention to revitalise the mauri of the moana to provide for the physical, social, economic and cultural wellbeing for generations to come. Mātaitai is one tool of marine management and conservation. Mātaitai does not allow any commercial activity within the area, it is community led management of the rohe moana. Recreational and customary fishing remains.

They will be surveying 3 locations over coming summer seasons to collect data and make comparisons. Included will be Crayfish, kutai green lipped mussels, paua, kina.

6.5 Spark mobile booster coverage for Waipu Cove area

Spark have approached Camp Waipu Cove to locate a mobile booster on top of the current office building. It would result in improved mobile coverage for Spark customers, improved wifi services as more visitors will be able to utilise their data. Will improve safety abilities for the camp as increased coverage will mean better cell phone access.

Spark will install at their cost and will contribute to electricity costs.

6.6 WCRB Management Plan 2026



Motion to approve Whangarei Planning to undertake the new Waipu Cove Reserve Board Management Plan

Motion to approve Whangarei Planning to undertake the new Waipu Cove Reserve Board Management Plan

Decision Date: 21 Jul 2026
Mover: Rowan Pullan
Seconded: Rick Stolwerk
Outcome: Approved

The Management Plan for the Waipu Cove Reserve is due for review.

Discussion regarding Whangarei Planning undertaking the review of the WCRB Management Plan.

Proposed to take 10 months.

Management Plan sub committee appointed- Rowan, Hollie & Paula.

6.7 Board members HAPNZ

Peter and Paula are attending the HAPNZ conference on behalf of the board next week.

As per the Honorarium and payment policy they will be reimbursed for their 2 days time away at the conference. Rowan to action with Anton and Lucy.

7. IN COMMITTEE

7.1 Update on neighbours/fencing

RESOLUTION TO EXCLUDE THE PUBLIC

Rowan Pullan moved that the public be excluded from the following part of the proceedings of this meeting, namely:

Neighbouring Properties — Fencing Requirements

The general subject of the matter to be considered while the public is excluded:

An ongoing discussion regarding fencing requirements with neighbouring properties, which is currently being conducted through legal counsel.

The reason for passing this resolution in relation to this matter:

That the public conduct of this part of the meeting would be likely to result in the disclosure of information that would prejudice the organisation's position in relation to the ongoing discussion with neighbouring properties regarding fencing requirements. Public disclosure of the matters under discussion, including legal advice, correspondence, and information relating to identifiable neighbouring property owners, would be likely to disadvantage the organisation in those discussions and would constitute an unwarranted disclosure of the private affairs of the individuals concerned.

The grounds on which this resolution is based:

Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, on the grounds that the public conduct of the relevant part of the proceedings would be likely to result in the disclosure of information for which good reason for withholding exists under the following sections of the LGOIMA:

- **Section 7(2)(a)** — to protect the privacy of natural persons, including that of the neighbouring property owners whose personal circumstances and private affairs are relevant to the discussion; and

- **Section 7(2)(g)** — to maintain legal professional privilege in respect of the legal advice and correspondence being conducted through counsel in relation to this matter.

The meeting entered committee at **8.44 pm**.

The meeting resumed in public at **8.58 pm**.

Outcome: Proceeds with recommended lawyers letters to affected neighbours.

8. Policy Review

8.1 WCRB Honorariums & payments to board members

The policy was reviewed and will be due for review again in July 2028.

9. Close Meeting

9.1 Closing Karakia

Kua mutu a mātou mahi

Mō tēnei wā

Manaakitia mai matou katoa

O mātou hoa

O mātou whānau

Aio ki te Aorangi

Our work is finished

For the moment

Blessings upon us all

Our friends, our families,

Peace to the universe

9.2 Close the meeting

Next meeting: WCRB 2026 AGM - 22 Sept 2026, 6:00 pm

Signature: _____

Date: _____