

WAIPU COVE RESERVE(S) BOARD

13th February 2017, 7pm.

Camp Waipu Cove all-weather room.

ALL WELCOME

AGENDA (E & OE)

PRESENT: J. Henderson, B. Hopkins (minutes secretary), A. Trist, G. French, P. Baker, R. King, E. Cook, R. Pullan, L. Trist.

APOLOGIES:

MINUTES OF THE LAST MEETING:

CARRIED R. Pullan, E. Cook

MATTERS ARISING:

CORRESPONDENCE:

Inwards:

- 16/1/2017 - Grant Dixon – Winter boat parking
- 17/1/2017 - Angela Stolwerk – Request for letter of support re. Waipu cycleway
- 17/1/2017 - Thundercat racing association NZ – Request to hold events at Waipu Cove
- 18/1/2017 - Roger & Lucre – Request to hold paddle-out at Waipu Cove
- 21/1/2017 - Linda McKay & Brendan Lyons – Support for Chris Scullin's proposal re. green waste area in camp
- 24/1/2017 - Angus McCulloch – Inquiry re. Upcoming events calendar
- 26/1/2017 - Thundercar racing association NZ – Clarification on event details
- 2/2/2017 - Jennifer Pamplin – ASH regulations
- 5/2/2017 – Camp Managers – Broken boat ramp gate
- 7/2/2017 – Jennifer Pamplin – Submission of plans for new unit

Outwards:

- 17/1/2017 - Angela Stolwerk – Letter of support from WCRB
- 18/1/2017 - Grant Dixon – Winter boat parking added to agenda
- 20/1/2017 – Thundercat racing association NZ – Permission to hold event at Waipu Cove over Waitangi weekend.
- 6/2/2017 – Thundercat racing association NZ – Request for compensation for broken boat ramp gate.

CARRIED P. Baker, R. Pullan

REPORTS:

- **Management report**

The managers had a meeting with Laura Shaft from WDC and Mike from Cove Café. They all agreed to continue on from last section of reclaimed dunes with the \$3000 donation from Café owners. Café staff are going to help with planting (plants supplied by Laura) and any unused funds can be allocated to future projects.

Adam from Maxar Architecture came to look at the camp entrance area as part of new development. An inspection of main house/office is required to ascertain whether it falls into the leaky home category. Maxar will not do any work on the building if there are any concerns. Anton will arrange an assessment.

The building of the new cabins will start on 1st March.

- **Financial report**
- **WCSLSC Report Gordon French**
 - **Long weekends:** Patrols were very busy over both long weekends, with headcounts of around 750 people at peak times, on the beach and in the water.
 - **Crab fishing:** We're working on the crab fishing problem/drownings with all community groups in Bream Bay. Rick and Martin have addressed various meetings on the issue, but it's not going to change overnight. I spoke with different Asian people at the beach safety

carnival last year and what I took away, is that they want to learn what it takes to have a kiwi lifestyle: swimming, boating, setting long-lines etc., but for them it's difficult to get someone to teach them. It's going to be an inter-generational learning curve.

- **Bunk room:** The surf club is happy to go 50/50 in upgrade of room bunks etc.
- **School camps:** A very busy time coming up with school camps so need to keep in close contact re any problems.
- **IRB nationals:** The IRB Nationals are here on 1st – 2nd April. There'll be 300 competitors for the two days. It'll be a BIG weekend.

Re. Thundercats – They caused no trouble on the beach. They were orderly, safe and provided help to the general public. Gordon advised the only complaint was that they perhaps could have been a little further down the beach as it was a busy weekend with many surfers/swimmers. Some noise issues. Management have asked that they not return as there was damage to the boat ramp gate (as happened in previous years). The Board is in support of this decision but are happy to stay in contact with the organisers.

CARRIED R. King, P Baker

GENERAL BUSINESS:

- **Winter boat parking (Grant Dixon letter)**

The Board received a letter from G. Dixon, supported by numerous ASH, asking for off season boat parking at the manager's discretion. The Board and management are in favour of coming up with one rule to apply to all rather than leaving the decision to management. The current rule states that between Easter and Labour weekend, boats are not to be left on site when ASH are not staying to avoid camp being used as a boat park/storage facility. There is currently plenty of boat parking over the peak period. It has been taken into consideration that there are considerably less ASH now than when the rule was originally implemented. However, there is concern about boats/trailers left sitting for long periods of time.

The Board have agreed to a trial of a short-term boat parking area for use between Easter and Labour day weekend. There will be a dedicated area at the south end of the camp where all boats must be left. Spaces will be allocated on a first-in, first-served basis. All boat trailers must be registered and have a current WOF. Boats may not be left for more than 30 days and will be left at owners' risk. All boat owners must ask permission of the management before leaving boats.

The current rule will stay in place regarding boats on decks.

- **Boat ramp access**

There have been numerous instances in recent months of people, who have a key to the current lock, driving down the beach. This is not allowed - The boat ramp is only to be used for the launching of boats. The boat ramp is beneficial to local people as well as camp guests so the board would like to find a solution to this problem.

A similar system to the camp entrance could be introduced at a cost of approx. \$16,000. This would include an electronic monitoring system, tied to the camp office and an automatic barrier arm. Peter suggests a system where access is monitored (as at the camp entrance) but feels that an automatic gate is an unnecessary expense. Anton pointed out that aluminium barrier arms, as at the camp entrance, could be easily damaged and that trenching would be needed to get power to the boat ramp entrance.

The simplest solution would be to change the lock. The current padlock could be replaced and all key holders asked to apply for new key. This would also give a good indication of how many people actually use the boat ramp. In re-applying for a key their details could be taken and they could be asked to sign a copy of the rules.

The Board are in favour of changing the lock after Easter and starting a database of all key-holder details. A sign will be put up asap to advise that the lock will be changed. Those that return their old key will be issued with a new one at no extra cost.

- **Management plan**

The Board had a meeting with Willy Coenradi regarding the management plan. Possible Solar power, algae removal plans and dune restoration will be added to the plan. The next step will be to advise the public of the hearing as soon as a date is set. A request has been made by a member of the public, to the camp managers, for the draft management plan but this is not yet available.

- **Sustainability**

Possible future use of solar panels has been included in the management plan. A meeting is being arranged with an expert to find out whether it will be cost-effective, long-term, to introduce the use of solar power. Recycling grey water and rain water collection/storage for back up supply to flush toilets and water gardens will also be considered.

- **ASH submission of plans for new unit**

A more comprehensive plan, including elevations, is required before a decision can be made on this unit.

- **Annual site development regulations**

Peter and Anton have provided the board with a draft of the proposed new annual site holder development plan regulations. Submissions will still be required for all new units and will be reviewed by management, in conjunction with a board member, on an individual basis. The rules will need adjusting/flexibility to accommodate the materials used by various companies.

MOTION to accept annual site development regulations subject to small amendments.

- **Multi-purpose court**

Resource consent may be required prior to commencement so work has been postponed. Anton will approach the duty planner or resource consent manager at the council to obtain further advice. John will then present this project to DoC. Approval has been provided to temporarily fill in a section of stream, using a culvert, to provide an access to the proposed court area.

- **ASH fees**

As in previous years, Anton will be researching other campgrounds in regards to fee setting. Peter has suggested publishing the fees on the website along with the fact that no applications for ASH are currently being accepted.

MOTION to post fees on website

CARRIED P. Baker, R. King

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
- **Paddle out in honour of Phil Jamieson** – 26th February, 10am. Waipu Cove.

Upcoming Surf Life Saving Events Waipu Cove SLSC

Future Meetings – Monday 27th March 2017

Meeting Closed at 8.50pm

MANAGERS' REPORT FEBRUARY 2017

Another busy Waitangi weekend has been and gone, bringing to the busy holiday period to an end. The camp has been at full occupancy for virtually the whole of January, except for a couple of nights. January has been a record breaking month in terms of revenue, and Waitangi weekend saw the camp at full occupancy.

During the Christmas holiday period we raised \$1000 for the Waipu Cycleway Project by taking a gold coin donation from guests participating in the activities we held at the camp over summer. These activities included yoga/fitness classes/face painting. The fundraising was a great success, with the funds going towards the next stage of the Waipu Cycleway.

Our long time receptionist of nearly 6 years Belinda Hopkins has sadly resigned after nearly 6 years. After all this time, Belinda needs a change of scene and some new challenges! She will be finishing in the position at the end of March, so we will be advertising for a replacement soon. Belinda will be greatly missed as she has been an absolute rock for the camp, and we are sure her numerous skills and great personal qualities will be well received in her next position. We wish her the best of luck for the future.

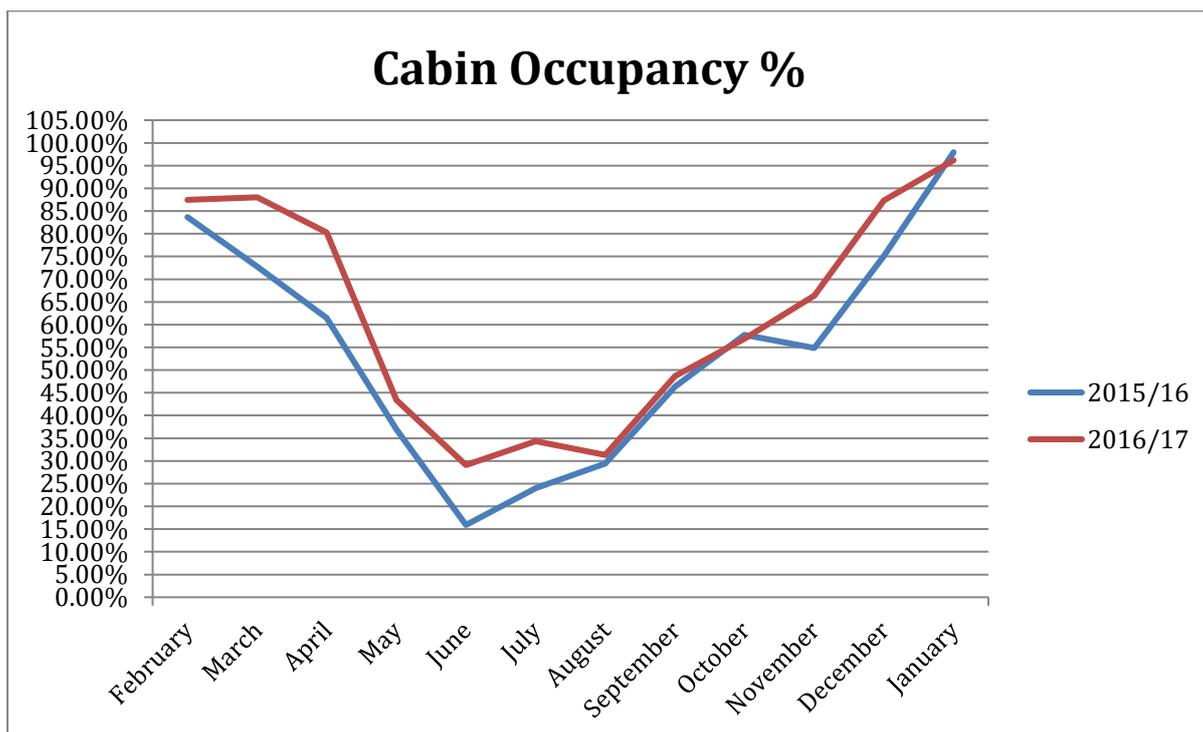
Construction on the new 2-bedroom self-contained cabins will commence on the 1st of March, with both cabins due to be completed by the end of June, early July 2017. The construction on the all-purpose/tennis court will also begin in March with estimated completion date in May 2017. These are both exciting developments, and we know some of our regular campers are eager to see these completed and ready to use.

Concept drawings have been produced by Maxar Architecture for the main entrance development, which includes landscaping of the entrance area, redesign of reception area and the proposed new cleaner's storeroom/staff area. These plans look great and will now be presented to the board for feedback.

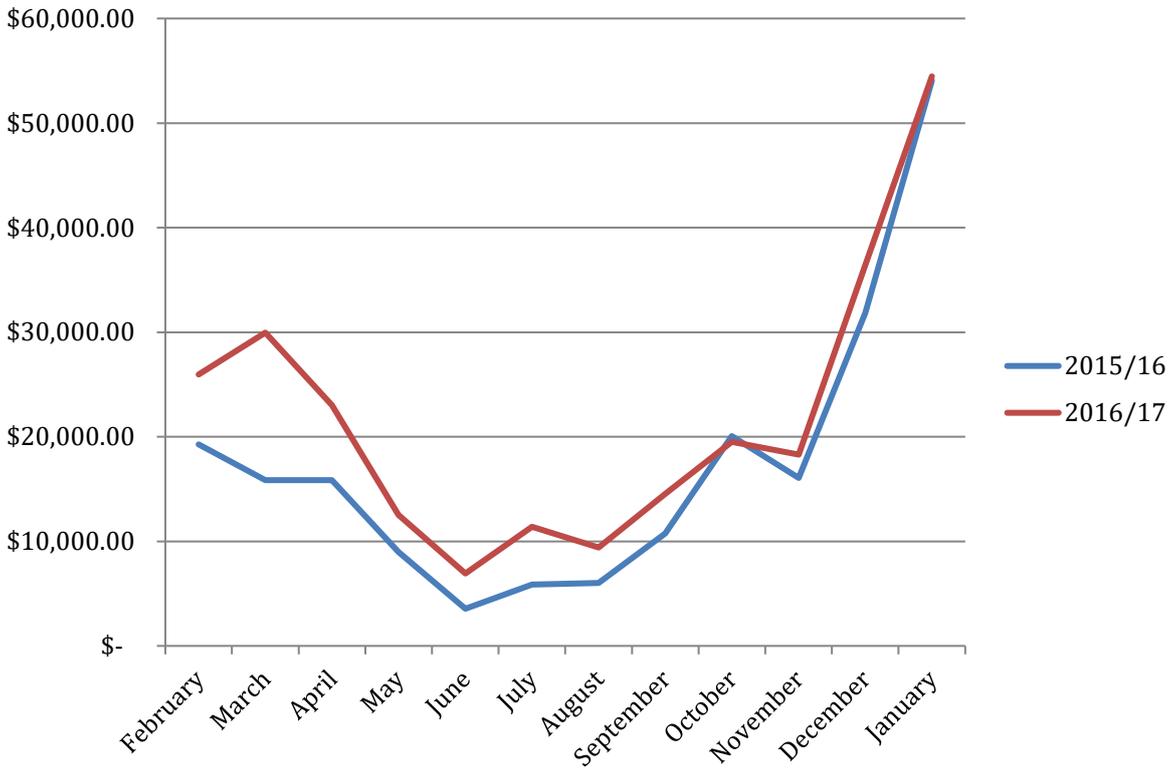
During discussion of the above plans, Maxar Architecture advised us that they believe the camp office building may have leaking behind the cladding. If this is as they suspect, there will be an impact on what work can be done on the outside of the building - as they won't touch it if it's leaky. The only option would be to repaint the outside if this was the case. Maxar recommends getting testing done to determine for certain if there is any leaking.

Anton met with Laura Shaft from NRC and Mike Fraser from The Cove Cafe on the 2nd of February to discuss the ongoing dune work. The Cove Café are keen to get involved with the current dune restoration and maintenance efforts. As a result of the meeting, we have agreed to do another 100m past the middle playground area, with the Cove Café sponsoring this work to the value of \$3,000.

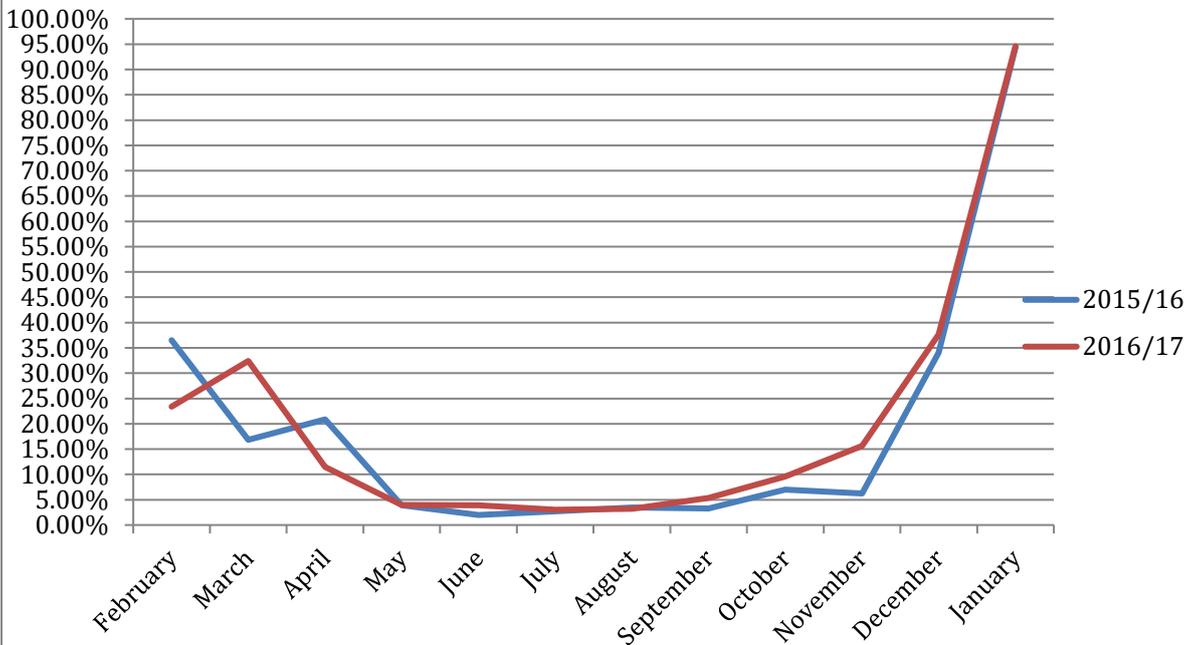
OCCUPANCY AND REVENUE FOR JANUARY 2017

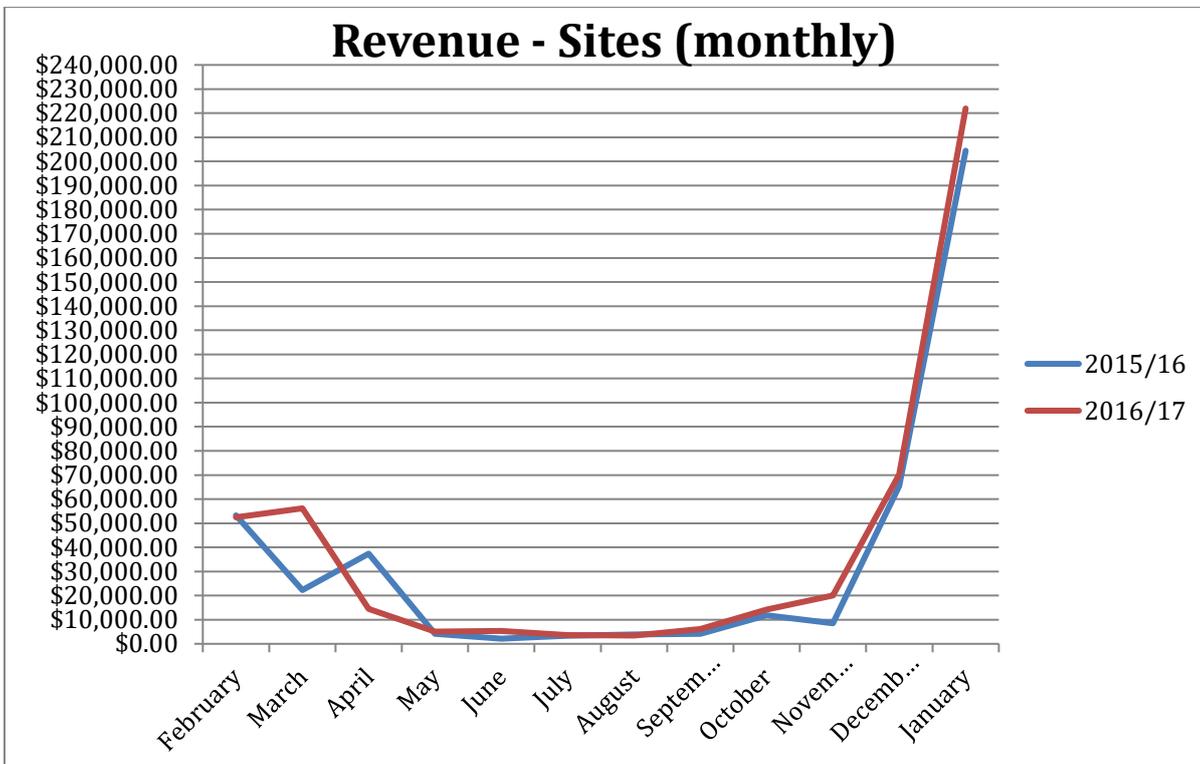


Revenue - Cabins (monthly)



Site Occupancy %





Cabin revenue/ occupancy was at a similar level for as for the previous January, but site occupancy and revenue increased YOY - with revenue increasing from \$204,450.00 in January 2016 to \$221,957.00 in January 2017.

January financials:

	Jan 2017	Jan 2016	Comments
Revenue	\$ 241,982	\$ 217,392	Up \$24,590
Payroll	\$ 47,721	\$ 41,655	Up \$6,066
Expenses	\$ 106,792	\$ 98,521	Up \$8,271
Surplus/deficit	\$ 135,815	\$ 119,175	Up \$16,640

Financial report January 2016

Current debtors: \$22,083 this is made up of ASH and 3rd party website providers.
 Value of future bookings held in our system with expected revenue of \$383,286
 Operating surplus up \$17k compared to last year
 Revenue per ASH: \$419
 Revenue per camp site: \$1095
 Revenue per cabin: \$3,375

Actual funds available in all bank accounts 14/02/2017 = \$621,660 this includes \$200,000 placed on term deposit at 3.30% matures 14th August 2017

Revenue:

Record breaking month with most revenue streams up on LY, 11.6% increase in revenue on last January and the biggest month ever seen by the camp. Casual site fee's up \$20k (up 15.8%), Year to date revenue is \$883k v \$733k same time last year, up \$150k year to date or equivalent to a 20.3% increase YTD.

Expenses month

Up \$8k on LY mainly attributed to timing of water rates invoice and increased wages.