

Minutes

Confirmation of minutes:

23 April 2026

Community & Environment Committee**23 April 2026****Page 1 of 5**

Minutes of an ordinary meeting of the Community & Environment Committee held on Thursday 23 April 2026 beginning at 10.00am held in the Council Chambers, 10 Gorge Road, Queenstown

Membership

Councillor Matt Wong (Chair), Councillor Gavin Bartlett, Councillor Cody Tucker, Councillor Melissa White

Attendees

Ken Bailey (General Manager, Community Services), Alex Jamieson (Parks and Reserves Planner), Tarsy Koentges (Parks Officer, Cemeteries and Heritage), Greg Rozen (Interim Programme Director and IQA Role), Alex Martin (Sport & Recreation Manager), Kat Banyard (Senior Parks Advisor), Matthew Judd (Parks Property Planner), Marie Day (Community Partnerships Manager), Dave Winterburn (Parks Manager), Jon Winterbottom (Democracy Services Manager), Ruby Mills (Democracy Services Advisor); no members of the media or the public.

Karakia Timatanga

Chair Wong opened the meeting with a karakia.

Apologies

There were no apologies. It was noted that Councillor Jon Mitchell was absent from the meeting.

Declarations of Conflicts of Interest

There were no declarations of conflicts of interest.

Matters Lying on the Table

There were no matters lying on the table.

Public Forum

There were no speakers for public forum.

Confirmation of Agenda

It was moved (Councillor White, Councillor Bartlett):

That the Community & Environment Committee resolve that the agenda be confirmed without addition or alteration.

Motion was carried unanimously.

Confirmation of Minutes

It was moved (Councillor Bartlett, Councillor Tucker):

That the Community & Environment Committee resolve that the draft minutes of the 12 March 2026 Community & Environment Committee Meeting be confirmed as a true and correct record.

Motion was carried unanimously.

1. New Seat and Memorial Plaque Request for Meila Davis within Frankton Domain Reserve

The purpose of this item was to consider approving the installation of a new seat within the Frankton Domain Reserve, followed by the placement of a memorial plaque on the seat for Meila Davis.

Tarsy Koentges (Parks Officer, Cemeteries and Heritage) presented the item and took the report as read.

Ms Koentges provided some background information regarding Meila Davis and the celebration of her life and what she meant to her community.

Councillors sought clarification on the originally proposed location of the seat. It was noted that, due to erosion and flooding risk, it was recommended the seat be relocated to higher ground.

Councillors noted that the proposal respectfully commemorates individuals of different ages within the community and acknowledged their support for the family.

It was moved (Councillor Bartlett, Councillor Tucker):

That the Community & Environment Committee resolve to:

1. **Note** the contents of the report; and

2. **Approve** the seat and memorial plaque installation for Meila Davis. The seat would be located within the Frankton Domain Reserve (Attachment A).

Motion was carried unanimously.

2. **New Seat and Memorial Plaque Request for Alex Davis within Murdoch Park at Arthurs Point**

The purpose of this item was to consider approving the installation of a new seat within Murdoch Park at Arthurs Point, followed by placement of a memorial plaque on the seat for Alex Davis.

Tarsy Koentges (Parks Officer, Cemeteries and Heritage) presented the item and took the report as read.

Ms Koentges provided some background information regarding Alex Davis and the celebration of his life and what he meant to his community.

Councillors acknowledged the value of providing a lasting memorial for members of the community.

Councillors queried the frequency of memorial requests, whether requests for memorial art installations are also made, and any applicable policies. Councillors also sought clarification on the construction, installation, and maintenance process for memorial assets. It was noted that memorial asset types are selected based on the suitability/aesthetics of the proposed location and a range of suppliers are used where possible, with installation undertaken by Council contractors.

Councillors asked about the timeframe from approval to installation, which could be as short as a couple of weeks. It was noted that memorial requests are increasing with some locations becoming particularly popular.

It was moved (Councillor White, Councillor Tucker):

That the Community & Environment Committee resolve to:

1. **Note** the contents of the report; and
2. **Approve** the seat and memorial plaque installation for Alex Davis. The seat would be located within Murdoch Park at Arthurs Point (Attachment A).

Motion was carried unanimously.

3. **Notice of Intent to Review the Sunshine Bay, Frankton and Kelvin Heights Foreshore Management Plan 1991**

The purpose of this item was to recommend that a Notice of Intent is published advising that a review of the Sunshine Bay, Frankton and Kelvin Heights Foreshore Management Plan 1991 (RMP) is to be prepared in accordance with s41(5) of the Reserves Act 1977.

Alex Jamieson (Parks Planner) and Matthew Judd (Parks Property Planner) presented the item and took the report as read.

Ms Jamieson advised that the team would review the naming of the RMP as part of the review process and noted the anticipated timeframe of approximately 18–24 months.

Councillors sought clarification on KJet’s operations and use of jetties in the reserve. It was confirmed that KJet would continue operating on a month-by-month basis from three jetties, until the RMP review is completed.

Councillors queried the relationship between KJet’s resource consent and the RMP. It was noted that, ideally, the RMP would inform the resource consent process, although the RMP is not required to consider the resource consent. It was further noted that a resource consent could be approved prior to the RMP review, however KJet would still be required to obtain the appropriate approval under the Reserves Act.

Councillors also queried the proposed review process and timeframe, including opportunities for early stakeholder engagement, the treatment of other jetty use within the reserve, and whether a workshop for the Committee could be included.

Councillors acknowledged the importance of commencing the review and noted the expected high level of community interest.

It was moved (Councillor White, Councillor Bartlett):

That the Community & Environment Committee resolve to:

1. **Note** the contents of the report; and
2. **Recommend to Council** to exercise the Minister’s consent (under delegation from the Minister of Conservation), that a Notice of Intent is published advising that a review of the Sunshine Bay, Frankton, Kelvin Heights Foreshore Management Plan is to be prepared, in accordance with s41(5) of the Reserves Act 1977.

Motion was carried unanimously.

Chair Wong closed the meeting with a karakia.

The meeting concluded at 10.25am.

Confirmed as a true and correct record:

CHAIR

DATE