

The Strand / Cass Street Hui 7 - Group Minutes

Location: Haratu Kororāreka Marae and Online via Teams

Date: 2.00pm to 5.00pm, 2 April 2026

Attendees

CHAIR

Dr Mike Pratt Sustainable Enterprise Ltd

FNDC

James Witham FNDC Manager, Integrated Planning
Jane Hindle FNDC Member Bay of Islands Whangaroa Community Board
Janine Worrall FNDC Support Officer, Integrated Planning
Jaye Michalick FNDC Team Leader, Growth Planning and Placemaking

SME

James Blackburn Director/Civil Engineer – Hawthorn Geddes
Bill Edwards Area Manager, Northland - Heritage New Zealand
Stuart Bracey Heritage Planner - Heritage New Zealand

Roading Working Group Members (voting rights)

Adam Cooper Business
Adam Davey Community
Bruce Mitchinson Russell Wharf Trust
David McKenzie Russell Protection Society
Debra Rewiri Chairperson of Kororāreka Marae (Tangata Whenua)
Emily Rust Disability
Katarina Lavender Disability
Marsha Davis Tangata Whenua

Apologies

Tammy Wooster FNDC Group Manager, Policy and Planning
Ivan Ashby FNDC Manager – Property & Facilities Management
Jacqui Madelin Community
Shane Maddren Business

Item	Topic	Discussion
1.	Confirmation of Previous Minutes	<ul style="list-style-type: none"> Hui 5 minutes were approved. Hui 6 minutes are to be circulated for review.
2.	Purpose of Workshop	<ul style="list-style-type: none"> The purpose of Hui 7 was to review unresolved design elements for the Cass Street / The Strand project, confirm agreed positions on outstanding items, and identify next steps required for design development, costings, public engagement, and implementation.
3.	Governance and Process	<ul style="list-style-type: none"> Members reaffirmed commitment to a collaborative, consensus-based decision-making process. Procedural Integrity - It was agreed that all design decisions would remain with the full working group rather than being delegated to a sub-committee.

4. Design Decisions – What has been Decided

4.1 General Streetscape and Heritage

- Waharoa – Unanimous agreement to retain the Waharoa in its current location.
- Heritage Colour Palette – Bright, high-contrast, or terracotta colours are to be avoided. Neutral, heritage-appropriate tones that blend with the existing beach shingle aesthetic will be used.
- General and Feature Lighting – Existing general street lighting is considered sufficient. No additional feature lighting will be installed.

4.2 Roading, Parking and Shared Space Treatments

- Yellow lines: Strong consensus to minimise yellow lines to protect heritage character. Yellow lines are to be removed from South Strand and the majority of the North strand where feasible.
- Cass Street Visual Threshold:
- Unanimous agreement to install a raised, flat, pedestrian-friendly visual threshold as the start of Cass Street. It is confirmed this new raised table will be finished in exposed beach aggregate.
- Additional Raised Tables: No additional raised vehicle tables or demarcation features are to be installed on either side of The Strand off Cass Street to avoid driver confusion.
- Shared Space Finish: No paint, stain, or colour treatment is to be applied to shared-space concrete. The natural concrete finish will remain.
- Tar-seal Replacement: Replacement of existing tar seal with exposed beach aggregate was considered and rejected due to cost (estimated approximately \$75,000, excluding site establishment).
- Shared Space Demarcation: The start of the shared space (seaward half of Cass Street) will be demarcated using a straight line.
- All demarcation works are to remain with the existing road depth profile to avoid triggering an Archaeological Authority from Heritage NZ Pouhere Taonga.
- Accessible Parking: Consensus to add a second parallel accessible car park outside Russell Fresh, subject to traffic engineer confirmation and NZTA approvals.

4.3 Bollards and Pedestrian Edge Treatment

Form and Materials:

Round Totara bollards, 1100-1200 mm high and 300 mm diameter, set on round raised bases, were agreed.

Layout

A total of 18 bollards will be installed with randomised spacing along the kerb edge, including two at the Cass Street / York Street entrance.

Bollard alignment is to be set 900 mm off the edge of the Old Man's Seat.

Safety vs Heritage

It was agreed that reflective strips will not be used on bollards.

Finishing Details

Copper caps are preferred as end-grain protection and to deter theft; caps will be glued and nailed.

If copper is cost-prohibitive, rounded timber tops will be used to shed water and reduce rot.

Carving

Some (but not all) bollards will feature simple carving to reference the Waharoa while ensuring it is not visually competed with. Cost and timing to carve them all prior to installation.

4.4 Cultural and Artistic Integration – Poutama Pattern

- A simple Poutama pattern is to be developed for relevant paved areas.
- The design may be undertaken collaboratively with local school children.
- The design must consider overlap with the loading zone outside Russell Fresh.
- Cost to be obtained to paint or stain the relevant bricks dark to create Poutama.

4.5 Road Markings, Borders and Signage

Loading Zones

White line markings are preferred over yellow, subject to FNDC Bylaw and Heritage Precinct approval.

Signage Options

Two signage mounting options were agreed for further consideration:

Option 1: Extruded bollards with recessed faces for sign mounting.

Option 2: Steel or timber posts mounted on top of bollards supporting dual-facing signage.

Final height requirements to be confirmed by Hawthorn Geddes.

4.6 Street Furniture, Landscaping and Amenities

Planters

Existing informal planter arrangements will remain.

The group supports upgrades including seating edges, umbrella stands, reduced planting bulk and lowering kerb edges to avoid obstructing car doors.

Parking Bay Planter

In the 90-degree parking bay on the northern side of Cass Street, the landward planter (shown in the red circle in the photo below) will be reduced or to allow wider car parks.



Rubbish Bins

Agreed that one stainless steel bin needs to be added back, to be located on the seaward side of the Old Man's Seat.

Existing bins may be relocated to improve accessibility.

Smart Bins

Staff to confirm whether Council intends to install Smart Bins in Russell.

5. Outstanding Actions

5.1 Bollards and Footpath Barriers

Carving Execution and Cost

Deb to confirm the cost and timing required to carve the selected bollards prior to installation (*ACTION DEB*).

Copper Top Feasibility

Confirm if copper tops are cost-prohibitive, which would trigger the fallback to rounded timber tops.

5.2 Surface Treatments and Paving Finishes

Existing Paving

Clarify and confirm the final preference for the treatment/clean-up of the existing exposed beach aggregate.

Demarcation Line Finish

Finalise the material for the straight demarcation line at the start of the shared space (options are 'bush hammer' the line or embed split stone/granite into the concrete).

5.3 Cultural / Artistic Integration (Poutama Pattern)

Template Creation

Create a template of the actual brick arrangement in the square (*ACTION BRUCE*).

Design Development

Develop a simple Poutama pattern, considering an overlap on the loading zone outside Russell Fresh. This may be done in collaboration with school kids (*ACTION DEB / MARSHA*).

Execution and Cost

Obtain costs to paint or stain the relevant bricks dark to create the Poutama pattern.

5.4 Road Markings, Borders and Signage

Alternative to Yellow Lines

White lines are the agreed preference for demarcating loading zones (as a minimum requirement). We need to confirm if FNDC Bylaws and Heritage Precinct rules allow for white lines (*ACTION FNDC*).

Sign Posts

Hawthorn Geddes to finalize the height requirements and choose between Option 1 (extruding 3x bollards and recessing the facing edge for signs) or Option 2 (mounting signage on steel/timber posts affixed to the top of 3x bollards) (*ACTION HAWTHORN GEDDES*).

5.5 Street Furniture, Landscaping and Lighting

Existing Planters (Upgrades)

The informal arrangement will remain, but upgrades are sought. Discuss with the business owner currently maintaining them about adding umbrella stands, curved edges for seating, sparse planting, and reducing the kerb edge height to prevent restricting car doors (*ACTION ADAM C / JANE H; ACTION BRUCE to summarize notes/diagrams*).

Planter Removal (Parking Bay)

In the 90-degree parking bay on the northern side of Cass St, the planter on the landward half is to be removed/reduced to widen the car parks. Staff to confirm if resource consent is required to remove the Pohutukawa (*ACTION FNDC*).

Smart Bins

Confirm if the Council is planning to install any Smart Bins in Russell (*ACTION FNDC*).

6. Next Steps

6.1 Design and Costings

Hawthorn Geddes to revise the Cass St design plan and provide costings for each component.

6.2 Funding Report

Cost estimates are required by late April to support a report written by Jaye to the Bay of Islands Whangaroa Community Board (BOIWCB) by early May (for the 4 June meeting). This will seek to roll over existing placemaking funds and secure additional funding to complete all items.

6.3 Community Feedback

Jaye is procuring Denise from Catalyse Ltd to support the preparation and undertaking of community feedback on the Design Plan, alongside the Parking Bylaw consultation.

6.4 Community and Engagement Plan

Jaye to share the draft Comms and Engagement design with the Working Group. The narrative will include the process undertaken by local reps, and the questioning will be framed as: *"This is happening, is there anything in this design that you absolutely cannot live with?"*

6.5 In-Person Events

Once the comms plan is finalized, a roster will be created for Working Group members to consider attending in-person events to discuss the process with the community.

7. Meeting Close

The Chair thanked members for their continued commitment and collaborative approach. The meeting concluded with agreement to proceed toward finalising costings and preparing for public engagement and Council reporting.
