

**MINUTES OF THE WORKS AND SERVICES COMMITTEE MEETING HELD ON  
WEDNESDAY 29 JUNE 2022 AT 9.03 AM AT TOTARA, COUNCIL CHAMBERS, 96  
WEST END, KAIKOURA**

**PRESENT:** Councillor D Millton (Chair), Mayor C Mackle, Deputy Mayor J Howden, Councillor L Bond, Councillor N Pablecheque, Councillor V Gulleford, Councillor T Blunt, Councillor R Roche

**IN ATTENDANCE:** W Doughty (Chief Executive), M Dickson (Senior Manager Corporate Services), D Clibbery (Senior Manager Operations), Becky Makin (Executive Officer)

**1. APOLOGIES**

Late apologies were received from Cr T Blunt

Moved: Deputy Mayor J Howden

Seconded: Cr R Roche

**CARRIED UNANIMOUSLY**

**1. DECLARATIONS OF INTEREST Nil.**

**2. CONFIRMATION OF MINUTES**

Cr T Blunt joined the meeting at 9.04 am

**RESOLUTION**

*THAT the Committee:*

*Confirms as a true and correct record, the circulated minutes of a committee meeting held on 25 May 2022*

Moved: Mayor C Mackle

Seconded: Cr R Roche

**CARRIED UNANIMOUSLY**

**3. MATTERS ARISING AND ACTIONS**

The Matters Arising and Action list was reviewed by the Committee.

- Beach Road Footpath – The footpath repairs on the section up to Hawthorn Road have commenced. A working group will be set up to deliver the footpath programme for the next financial year.

**4. MATTERS OF IMPORTANCE TO BE RAISED AS URGENT BUSINESS Nil**

**5. WORKS AND SERVICES MONTHLY BUSINESS AS USUAL (BAU) REPORT**

The upgrade to the East Coast water scheme has been completed and is fully operational. No issues have been raised. Positive comments on the reduced rates for the village scheme were passed on by Cr D Millton from the community. The Fernleigh water scheme has also been upgraded in terms of

treatment and will be fully operational in the next week or so. It is hoped boiled water notices will be able to be removed from both schemes as a result.

Waste will be transported to Kate Valley within the next couple of weeks and continue to be charged at \$350 a ton. Any surplus from the existing arrangements will be initially used to repay the capital investment in the waste Transfer Station. ~~Refuge~~-Refuse (amendment as per minute 27 July 2022) costs would then be reviewed. It was noted that fifteen-hundred ton of waste is predicted to be transported per year. The rates given to the Council by Kate Valley are on par with other Councils who are shareholders.

A lot of work has gone into improving the RAMM database in relation to road maintenance. This helps inform the maintenance programme.

It was raised that the potholes outside of the Continental Seafoods (that were recently patched) need repair. Council staff would raise this with Waka Kotahi. A discussion was held around trucks parking along the pavement of State Highway 1 and causing damage. This will also be raised but it was noted that Beach Road was no longer a priority for Waka Kotahi in terms of capital upgrades. That opportunity passed with the bypass.

Kaikōura Property Maintenance commences the Parks & Reserves contract from Thursday. The Council wished the new contractor well and acknowledged the team at Delta for their contribution and delivery of the service.

#### RESOLUTION


*That Council receives this report.*

Moved: Cr D Millton  
Seconded: Mayor C Mackle

**CARRIED UNANIMOUSLY**

There being no further business, the meeting closed at 9.20 am.

CONFIRMED

  
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28<sup>th</sup> Sept. 2022 Date

This record will be kept in electronic form only

**WORKS & SERVICES COMMITTEE  
ACTIONS ITEMS AS AT 21 JULY 2022**

**CLOSED ACTION ITEMS**

	<b>ACTION ITEM</b>	<b>ASSIGNED TO</b>	<b>DUE</b>	<b>STATUS</b>
	Beach Rd footpath sealing (shared footpath not going ahead)	S Murphy	30 June 22	Completed
	Spraying of weeds on Churchill Street	S Murphy	31 Aug 22	Downer advised this was completed but results appear slow
	Pidgeon droppings under the rail bridge on the State Highway	S Murphy	31 Aug 22	Downer instructed to install plywood
	Kerb and channel clearance - main street in town	S Murphy	31 Aug 22	Downer instructed to clean all urban areas
	Acknowledgement to Delta staff for their contributions	W Doughty	27 Jul 22	Completed
	SH1 pothole outside Continental Seafoods – raise with Waka Kotahi	W Doughty / D Clibbery	31 Aug 22	Referred to Waka Kotahi – they advised that Downer are to do a more comprehensive repair