

**MINUTES OF THE WORKS AND SERVICES COMMITTEE MEETING HELD ON  
WEDNESDAY 25 OCTOBER 2023 AT 9.01 AM AT TOTARA, COUNCIL CHAMBERS,  
96 WEST END, KAIKOURA**

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

**IN ATTENDANCE:** D Clibbery (Senior Manager Operations), W Doughty (Chief Executive Officer), O Joensuu (Technical Services Manager), M Russell (Works Manager), Becky Makin (Executive Officer-Minutes)

**1. APOLOGIES**

Apologies were received from Councillor K Heays. Mayor C Mackle Chaired the meeting in his absence.

Moved: Deputy Mayor J Howden  
Seconded: Councillor L Bond

**CARRIED UNANIMOUSLY**

**2. DECLARATIONS OF INTEREST Nil**

**3. CONFIRMATION OF MINUTES**

**3.1 Works & Services Committee meeting minutes dated 27 September 2023**

**RESOLUTION**

*THAT the Council:*

- *Confirms as a true and correct record, the circulated minutes of a Works & Services Committee meeting held on 27 September 2023.*

Moved: Mayor C Mackle  
Seconded: Councillor V Gulleford

**CARRIED UNANIMOUSLY**

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**4. REVIEW OF ACTION LIST**

The Action List was noted by the Committee:

- Transfer Station – Council Officers would follow up with Councillor K Heays upon return if still relevant as the transfer station has been open for approximately three months.
- The completed action for Bay Paddock Road related to Council Officers providing a report to present a solution and did not relate to tracking the completion of works. Works are still to be completed.

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

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

Council Officers D Clibbery, O Joensuu and M Russell joined the table to answer any questions from elected members.

A discussion was held on the piece of LINZ land by the Kowhai River (SH1) that is being used as a drift track by locals. A discussion was held on options available under the District Plan such as monitoring noise levels or classifying it as a temporary event. It was noted that events under the District should have a management plan dealing with Health and Safety, toilets etc. It was agreed for Council Officers to establish a working group involving appropriate representatives from the community to look at potential solutions. The working group would include Councillor R Roche, Councillor J Diver, residents from the subdivision and multiple agencies such as Te Runanga o Kaikōura, LINZ, Police and Environment Canterbury (**ACTION**).

A correction was noted on page 10 (photo 3) of the Agenda, where a trailer had rolled over (not a truck). M Russell will follow up with the contractors to put down protection over the footpath by the swimming pool when driving over it (**ACTION**).

The following was clarified by Council Officers:

- Excess water on Bay Paddock Road will be diverted towards the creek that runs down to the culvert. A completion date is being discussed with the contractor.
- Potholes on the Puhi Puhi Valley are on the urgent list to be filled.
- The remaining material has arrived to complete the boardwalk section of the Link Pathway.
- M Russell is investigating the work around the Norfolk Pine Trees on the Esplanade.
- The intersection on Torquay Street/Esplanade will go out to tender early 2024. The design is being finalised and the works have been re-packaged into a smaller tender that would be more appealing to local contractors.
- M Russell will suggest to IWK to run a gas test in the Kiosk at the Transfer Station (**ACTION**).
- The trees removed above the Trotting Club will be replanted with natives sourced from ECan. The work was co-funded by Council and the Trotting Club.

## RESOLUTION

*That the Committee receives this report.*

Moved: Mayor C Mackle  
Seconded: Councillor T Blunt

**CARRIED UNANIMOUSLY**

There being no further business, the meeting closed at 9.29 am.

CONFIRMED



Chairperson

29 November 2023

Date

*THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY*

**WORKS & SERVICES COMMITTEE  
ACTIONS ITEMS AS AT 22 NOVEMBER 2023**

**OPEN ACTION ITEMS**

	<b>ACTION ITEM</b>	<b>ASSIGNED TO</b>	<b>DUE</b>	<b>STATUS</b>
1	Opening of transfer site/public tour/Councillor Tour	DC/MR		Waiting for the meter to be installed. Follow up with Councillor K Heays (at next meeting) if still relevant.
2	Drift Track Working Group	M Russell/ D Clibbery/ Councillor Diver Councillor Roche		Closed off the track. Establish a working group and include residents from the subdivision and multiple agencies

**CLOSED ACTION ITEMS**

	<b>ACTION ITEM</b>	<b>ASSIGNED TO</b>	<b>DUE</b>	<b>STATUS</b>
	Follow up with the contractors to put protection over the footpath by the swimming pool for when driving over it	M Russell	-	Being dealt with via CSR process at operational level
	Suggest to IWK to run a gas test in the Kiosk at the Transfer Station	M Russell	-	Being dealt with via CSR process at operational level