

**MINUTES OF THE WORKS AND SERVICES COMMITTEE MEETING HELD ON  
WEDNESDAY 24 APRIL 2024 AT 9.12AM AT TOTARA, COUNCIL CHAMBERS, 96  
WEST END, KAIKOURA**

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

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

1. **APOLOGIES** Nil
2. **DECLARATIONS OF INTEREST** Nil
3. **CONFIRMATION OF MINUTES**

**3.1 Works & Services Committee meeting minutes dated 27 March 2024**

**RESOLUTION**

*THAT the Council:*

- *Confirms as a true and correct record, the circulated minutes of a Works & Services Committee meeting held on 27 March 2024.*

Moved: Mayor C Mackle  
Seconded: Councillor L Bond

**CARRIED UNANIMOUSLY**

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**4. REVIEW OF ACTION LIST**

The Action List was noted by the Committee and noted.

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

Councillor T Blunt raised the Scouts coming to Kaikōura in 2025.  
Mayor C Mackle raised South Bay slipway safety.

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

Council staff highlighted the road maintenance contract on page 6 of the Agenda noting that the current North canterbury NOC is likely to only be extended for up to 18mths. NZTA are looking at alternative models going forward. There is no indication that councils will be required to use the NZTA model going forward, however, the Council would need to undertake a Section 74A review and consider all options sooner than expected.

It was noted that the Runanga have indicated in writing their support for a replacement bridge at the original Clarence/Waiiau Toa bridge site. Council staff are liaising with the one landowner around access. A detailed update is included in the Agenda on pages 10-11.

It was clarified that the raised pedestrian crossing on the Esplanade was removed as per the report to the Committee in March. Work is still ongoing there. Legal provisions for pedestrian crossings are only required on State Highways.

M Russell confirmed that 8 service requests (page 5 of the Agenda) were closed off this morning. The Council receives many requests relating to land that the Council is not responsible for, and these get referred to the appropriate government department e.g. DOC, Environment Canterbury.

The streetlight on the walkway up to Deal Street (behind the Civic Centre) will be replaced next week and the old pole removed. Bollard lighting is proposed.

D Clibbery would confirm with the Planning Manager if sealing the top of Mt Fyffe Road was a condition with the developer of the subdivision (**ACTION**).

Councillor K Heays provided an update on the South Bay harbour noting that new hazard lights have been installed around the seawall and the old lights on houses/garages would be removed.

The team were thanked for their quick responses to CSRs submitted by Councillor L Bond and Councillor R Roche.

#### **RESOLUTION**

*That the Committee receives this report for information.*

Moved: Councillor T Blunt  
Seconded: Deputy Mayor J Howden

**CARRIED UNANIMOUSLY**

The meeting moved back to item 7. Matters of importance to be raised as urgent business.

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

Councillor T Blunt advised that 120 Scouts are coming to Kaikoura for Easter 2025 and looking for community service work. It was agreed for Council staff to put together a programme of 4-5 different projects for consideration (**ACTION**).

Mayor C Mackle raised the recent incident at the South Bay slipway and asked the Council staff to check signage includes some wording around there being 'no children in vehicles' and capture other hazards. Councillor K Heays suggested that the Harbour Masters Office may have some signage (**ACTION**).

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There being no further business, the meeting closed at 9.33am.

CONFIRMED \_\_\_\_\_ Chairperson  
Date

*THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY*

**WORKS & SERVICES COMMITTEE  
ACTIONS ITEMS AS AT 29 APRIL 2024**

**OPEN ACTION ITEMS**

	<b>ACTION ITEM</b>	<b>ASSIGNED TO</b>	<b>DUE</b>	<b>STATUS</b>
1	Provide chlorine sample results	D Clibbery	April/May 2024	Ongoing – to be provided.
2	Arranging site visits	D Clibbery/ Councillor K Heays	Ongoing	Sites to be identified.
3	Confirm with Matt if metaling on top of Mt Fyffe Road was part of the conditions	D Clibbery	28 May	
4	Put programme together of 4-5 projects for Scouts visit for easter 2025	W Doughty/ D Clibbery	Easter 2025	
5	Improve signage at slipways – children in vehicles not allowed /other hazards	M Russell	Asap	