

**MINUTES OF THE KAIKŌURA DISTRICT COUNCIL MEETING HELD AT ON
WEDNESDAY 26 APRIL 2023 AT 8.59 AM, TOTARA, COUNCIL CHAMBERS,
96 WEST END, KAIKŌURA**

PRESENT: Mayor C Mackle (Chair), Councillor V Gulleford, Councillor T Blunt, Councillor K Heays, Councillor J Diver

IN ATTENDANCE: W Doughty (Chief Executive), B Makin (Executive Officer)

1. KARAKIA

2. APOLOGIES

Apologies were received from Deputy Mayor J Howden, Councillor L Bond and Councillor R Roche.

Moved: Councillor T Blunt

Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

3. DECLARATIONS OF INTEREST

Mayor C Mackle, Councillor V Gulleford, Councillor K Heays and Councillor T Blunt declared interests in individual applications received under Item 11.2 Discretionary Grants Fund.

4. PUBLIC FORUM

R Hogan at 9.00 am

The public forum speaker spoke to the Council around the Signs Bylaw and shared a video, which exemplified how multiple signs in a City/or District affect the aesthetic (visual) of a place. R Hogan had previously spoken to the Council regarding this and does not agree that the District Plan would be able to control the aesthetic factor. He acknowledges the enforcement issues with the current Bylaw and was concerned that the Bylaw will lapse in December 2023 (and is not on Council's action list). R Hogan offered to assist with the Bylaw review and any community questionnaires.

5. FORMAL DEPUTATIONS Nil

6. ADJOURN TO WORKS & SERVICES COMMITTEE MEETING

The meeting adjourned to the Works & Services Committee meeting at 9.09 am.

The meeting reconvened at 9.28 am.

7. MINUTES TO BE CONFIRMED

7.1 Council meeting minutes dated 29 March 2023

RESOLUTION

THAT the Council:

- *Confirms as a true and correct record, the circulated minutes of a Council meeting held on 29 March 2023.*

Moved: Councillor T Blunt

Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

8. REVIEW OF ACTION LIST

The Action List was reviewed and noted by the Council:

- IWK Draft Statement of Intent – feedback has gone to IWK and a report will be tabled to the May Council meeting for final sign off.

9. MATTERS OF IMPORTANCE TO BE RAISED AS URGENT BUSINESS

Councillor T Blunt raised an item in relation to Marlborough Regional Forestry and Councillor V Gulleford raised the Signs Bylaw review, these would be added to the Agenda.

Councillor K Heays raised Wakatu Quay to be discussed in the Public Excluded Session.

10. REPORT FROM THE CHAIR OF THE FINANCE, AUDIT & RISK COMMITTEE

The meeting was handed over to Councillor V Gulleford as Chair of the Finance, Audit & Risk (FAR) Committee. The report from the Chair was tabled.

10.1 Finance Report to 31 March 2023

RESOLUTION

THAT The Council receives this report.

Moved: Mayor C Mackle

Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

10.2 Quarterly Reports to 31 March 2023

The FAR Committee had discussed the enforcement of the harbour parking and noted that a person wasn't permanently based there. Previously KDC and ECAN shared a joint role for harbour monitoring through MBIE funding. The Chief Executive Officer would follow up with the Works Manager (**ACTION**).

RESOLUTION

THAT the cover report and the listed attachments be received.

Moved: Mayor C Mackle

Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

10.3 Risk Management Report

A query was raised relating to the risk around Three Waters and an update was requested. The Chief Executive provided an update which was included in the CEO Monthly Report on page 98 of the Agenda. In addition, the Chief Executive noted that all workstreams are putting significant demands on staff. A piece of work is being undertaken to understand the financial implications for the LTP without the three waters. LGNZ have asked Councils for feedback to consider delaying the 2024 LTP or undertaking a three year plan instead. It was noted that KDC remain a member of C4LD and can continue to express opposition towards the Three Waters Reforms.

RESOLUTION

THAT the Council:

a) Receives this report

b) Notes the contents of the Risk Management Report (including Risk Register)

c) *Provides any feedback for staff consideration.*

Moved: Councillor T Blunt

Seconded: Councillor K Heays

CARRIED UNANIMOUSLY

10.4 Annual Plan Update Report

RESOLUTION

THAT the Council receives this report for information.

Moved: Mayor C Mackle

Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

S Poulsen was acknowledged for her work with the FAR Committee.

11. MATTERS FOR DECISION

11.1 Multi-Courts Report

The Officer's report provided three options, the recommended option was to build a two-level multiuse court as it will be most cost effective, funds are readily available for this option, and works could commence straight away.

It was noted that discussions have been held with the Runanga and there is a known burial site on the reserve on the Esplanade facing side. The Runanga have requested that the renovations to not disturb the land due to the cultural significance of the site and the minimum earthworks proposed remain within the current footprint of the courts. The Mayor confirmed that the Runanga would not consider extending the courts due to the sensitivity of the land.

The CEO outlined that his understanding of the proposed court layout on the split level still allowed for three netball courts and three tennis courts based on an alternative design but forward by the tennis club which sees some extension of the top layer to accommodate two netball court. This would allow for tennis to have priority on the bottom court with netball priority on the top courts. Priorities and use would need to be worked through and agreed with the letter of understanding and any subsequent management plan.

It was noted that the land is council reserve and therefore will need to manage the process. It is important that a letter of understanding is prepared between the sports clubs and the Council to get clarity around roles and responsibilities.

RESOLUTION

THAT:

- a) *The Council receives this report.*
- b) *The Council agrees that Council staff manage the project in collaboration with the KCCT and*
- c) *a formal agreement is entered into.*
- d) *The Council requests a Letter of Understanding between the Clubs and Council*
- e) *The Council approves to progress with Option (a) Recommended*

Option A (Recommended): Build two-level multiuse courts. (Note: this resolution has been altered to a 'single level redevelopment' as per resolution passed on 29 May 2024).

Moved: Councillor V Gulleford

Seconded: Councillor J Diver

CARRIED UNANIMOUSLY

The meeting adjourned at 10.20 am and reconvened at 10.44 am.

11.2 Discretionary Grants Fund

The Council reviewed 22 applications received and agreed on the eligibility and sums to be funded through the Discretionary Grants Fund.

It was noted that successful applicants are required to provide quarterly progress reports and a completion report. There is roughly \$30k in the Chief Executive's economic development budget and \$20k in the environmental budget in the upcoming financial year that could be considered for supporting smaller projects.

The following interests were declared relating to individual applications:

- Mayor C Mackle – Lions Club of Kaikoura
- Councillor V Gulleford - Te Hā o Mātauranga
- Councillor K Heays - Takahanga Bowling Club
- Councillor T Blunt – Kaikoura A&P Association

1 – Mayfair Arts & Culture Centre

Agreed eligible.

Agreed to partially fund \$10,000 and recommend that the applicant applies to the Creative Communities Fund to further fund any specific projects.

2 – Lions Club of Kaikoura – re: commemorative seating

Agreed eligible.

Agreed not to fund and refer to the Chief Executive Officer to look to see if there are other opportunities to fund the initiative through the environmental budget.

3 – Lions Club of Kaikoura – re: log splitter

Agreed eligible.

Agreed to partially fund \$2,500 for the purchase of a log splitter.

4 – Takahanga Bowling Club Inc

Agreed eligible.

Agreed to partially fund \$2,500.

5 - Te Hā o Mātauranga

Agreed eligible.

Agreed to partially fund \$10,000 to be split between the Community shed and the main office.

6 – Te Whare Putea

Agreed eligible.

Agreed not to fund.

7 – Kaikoura Miniature Rifle Club Inc

Agreed eligible.

Agreed to partially fund \$5,000.

8 – Kaikoura Aero Club

Agreed eligible.

Agreed not to fund.

9 – Tasman Regional Sports Trust

Agreed eligible

Agreed to fully fund \$20,000. This is upon confirmation that a full-time person will be based in Kaikoura for the upcoming financial year.

10 – Kaikoura Squash Club – re: sports equipment

Agreed eligible.

Agreed not to fund, noting they have also applied for the George Low Fund.

11 – Kaikoura Squash Club – re: remodel club rooms

Agreed eligible.

Agreed to partially fund \$5,000.

12 – Kaikoura Bowling Club

Agreed eligible.

Agreed to partially fund \$2,500.

13 – Kaikoura A&P Association

Agreed eligible

Agreed to partially fund \$5,000 and recommend that the applicant apply to the Community Initiatives Fund to further fund the project.

14 – Kaikoura Historical Society Inc (Kaikoura Museum)

Agreed eligible.

Agreed to partially fund \$15,000 and recommend that the applicant apply directly to the Ministry for Culture and Heritage to further fund the Museum.

15 – Dark Sky Trust

Agreed eligible.

Agreed to fully fund \$15,000, noting that the funding the applicant received through the Better off Fund was a separate project (private plan change) and was for this current financial year.

16 – Kaikoura High School Ball Committee

Agreed eligible.

Agreed not to fund, noting that Te Hā o Mātauranga have advised they can help with the initiative.

17 – Te Korowai o Te Tai ō Marokura

Agreed eligible.

Agreed not to fund and refer to the Chief Executive Officer to look to see if there are other opportunities to fund the initiative through the environmental budget up to \$5,000.

The Council noted that Te Korowai utilise Totara Council Chambers for their meetings and KDC's Strategy, Policy & District Plan Manager attends those meetings.

18 – Car Seat Technician's Kaikoura

Agreed eligible.

Agreed not to fund and recommend that the applicant liaise with Work and Income to seek support for any lower income families they are assisting.

19 - Kaikōura Ocean Research Institute (KORI)

Agreed eligible.

Agreed not to fund and refer to the Chief Executive Officer to look to see if there are other opportunities to fund the initiative through the environmental budget.

20 – Kaikoura Youth Council

Agreed eligible.

Agreed to fully fund \$5,000.

21 – Barnardo’s Early Learning Centre Kaikoura

Agreed eligible.

Agreed not to fund, noting that the OpShop have advised that they can fund the initiative.

22 – Kaikoura Branch of NZ Red Cross

Agreed eligible.

Agreed to fully fund \$2,500.

RESOLUTION

THAT the Council:

a) receives this report; and

b) reviews all applications received and agrees eligible grants for Financial Year 2023/24 up to an overall funding total of \$100,000

Moved: Councillor J Diver

Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

12. MATTERS FOR INFORMATION

12.1 Mayoral Verbal Update

Mayor C Mackle was pleased that the ANZAC Dawn Ceremony ran well with good community involvement.

He was unable to attend the Zone 5&6 meeting that was held in Queenstown on 20th-21st April as it coincided with the FAR Committee meeting (which required a quorum).

Dan Gordon from Waimakariri District Council has advised he will be applying for the role as President of LGNZ.

The Canterbury Mayoral Forum will be meeting with various Ministers as part of their Parliamentary visit on 11th May.

12.2 CEO Monthly Report

It was agreed to include a standing item on the Agenda under the Mayor’s Verbal update to provide an opportunity for Councillors to give updates on committees/meetings they attend on behalf of the Council.

RESOLUTION

THAT the Council receives this report for information.

Moved: Mayor C Mackle

Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

The Meeting adjourned at 12.08 pm and reconvened at 12.35 pm.

12.3 Community Services Update Report

The Council acknowledged and thanked Dean Eades, Emergency Management Officer, for his mahi.

RESOLUTION

THAT the Council receives this report for information.

Moved: Mayor C Mackle
Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

12.4 Planning Update Report

Councillor V Gulleford raised the Signs Bylaw review, which was raised as a Matter of Importance to be Raised as Urgent Business. It was agreed to include this as an action item and bring a way forward to the next meeting (**ACTION**).

Council staff have today received an update from their solicitor on the consent for Vicarage Views that the person wishing to be heard has withdrawn and given their approval for the consent. The Hearings Commissioner has been delegated to sign off the consent.

RESOLUTION

THAT the Council receives this report for information.

Moved: Mayor C Mackle
Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

12.5 Building and Regulatory Update Report

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor V Gulleford
Seconded: Councillor K Heays

CARRIED UNANIMOUSLY

13. URGENT BUSINESS – MARLBOROUGH REGIONAL FORESTRY (MRF)

Councillor T Blunt advised that MRF have purchased another block of land that is funded by carbon credits. They apologised for not sending the information to KDC ahead of the purchase. Councillor T Blunt recommended that in future all correspondence from MRF is copied to S Poulsen, Finance Manager.

14. RESOLUTION TO MOVE INTO COUNCIL PUBLIC EXCLUDED SESSION

Moved, seconded that the public be excluded from the following parts of the proceedings of this meeting, namely

- a) Harbour Financial Issues – verbal update
- b) Ratepayers in Default – verbal update
- c) Wakatu Quay – as a matter of urgent business

The general subject matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1), 6 and 7 of the Local Government Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each to be considered	Reason for excluding the public	Grounds of the Act under which this resolution is made
Harbour Financial Issues – verbal update	Verbal update on subject previously brought to Council around ongoing negotiations which is commercially sensitive	Section (7)(b)(ii) would be likely unreasonable to prejudice the commercial position of the person who supplied or who is subject of the information Section (7)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section (7)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
Ratepayers in Default – verbal update	Verbal update on subject previously brought to Council around ratepayers who are in default, and is private to those ratepayers	Section 7(2)(a) to protect the privacy of natural persons
Wakatu Quay – as a matter of urgent business	Item raised by Councillor K Heays that has commercial sensitivity around Wakatu Quay	Section (7)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities

Moved: Mayor C Mackle
Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

The meeting moved into the Public Excluded Session at 1.16 pm.
The meeting moved out of the Public Excluded Session at 1.52 pm.

15. CLOSED OF MEETING

There being no further business, the meeting was declared closed at 1.52 pm.

CONFIRMED



Chairperson

9 June 2023

Date

This record will be kept in electronic form only.

**ACTIONS FROM COUNCIL MEETINGS
AS AT 4 MAY 2023**

	ACTION ITEMS	ASSIGNED TO	DUE	STATUS
1	<i>Carried Forward from previous Council:</i> Progress Reports: Te Ha, Kaikōura Wildlife Centre Trust, KORl, Kaikōura Cycling Club, Kaikōura Dark Sky Trust, Mayfair, Kaikōura Red Cross Branch, Takahanga Bowling Club, Kaikōura Croquet Club		May 2023 July 2023	
2	<i>Quarterly Progress Reports from 1-Jul</i> Mayfair, Lions Club, Takahanga Bowling Club, Te Ha, Miniature Rifle Club, Sports Tasman, Kaikoura Squash Club, A&P Association, Museum, Dark Sky Trust, Youth Council, Kaikoura Red Cross Branch		October 2023 February 2024 April 2024 July 2024	
3	Three hard copies of the rehoused District Plan were requested for elected members.	B Makin / M Hoggard	-	On hold – waiting on outcome of appeal, then will provide printed copies as requested.
4	IWK Draft Statement of Intent – feedback to be provided to the Executive Officer to collate	Elected Members / B Makin	1 May 2023	KET to meet in April – preferably before 11/04/23 as Chair on leave.
5	Investigate joint harbour role – KDC/ECAN	W Doughty	-	
6	Signs Bylaw Review	D Clibbery	December 2023 lapses	