

**MINUTES OF THE KAIKŌURA DISTRICT COUNCIL MEETING HELD AT ON
WEDNESDAY 31 JULY 2024 AT 9.00 AM, TOTARA, COUNCIL CHAMBERS,
96 WEST END, KAIKŌURA**

PRESENT: Deputy Mayor J Howden (Chair), Councillor V Gulleford, Councillor T Blunt, Councillor J Diver, Councillor R Roche, Councillor K Heays (present for parts of the meeting)

IN ATTENDANCE: W Doughty (Chief Executive Officer), P Kearney (Senior Manager Corporate Services), D Clibbery (Senior Manager Operations), B Makin (Executive Officer-Minutes)

1. KARAKIA

2. APOLOGIES

Apologies were received from Mayor C Mackle and Councillor L Bond.

Moved: Councillor T Blunt

Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

3. DECLARATIONS OF INTEREST Nil

4. PUBLIC FORUM

9.01am J Wards

J Ward spoke to the Council regarding the administration of the South Bay Domain and read out her feedback on the reserve, (included on page 85 of the Agenda). She felt it was wrong that the gates to the reserve were locked and that community groups (such as the Adult Riding Club and Pony Club) are on-charged the lease costs by the Trotting Club. J Ward clarified that the A&P show pay approximately \$1,500 for the use of the grounds. The Council made the lease to the Trotting Club in 1974.

J Ward also raised her concerns with the feedback sought for the South Bay Forestry. She felt the Council used subliminal messaging referring to the reserve as 'Ocean Ridge Reserve' and that the rules around the feedback were not clear. She also raised that the community were not consulted on the decision to harvest the forest; although the trees may have been planted with a view to an income it gives the community benefit way more than monetary value; and that the trees were planted in 1993 not the Council's understanding that it was in 1970.

9.21am T Howard

T Howard spoke to the Council regarding the treatment of sponsorship signs report on the Agenda. He commented that the existing club sponsorship sign pre-dates the Signs Bylaw. T Howard felt that option c – permission for signs of existing extent, would be a realistic option and further suggested that the Council consider a new option that would grant the Council the ability to approve sponsorship signs on a case-by-case basis.

5. FORMAL DEPUTATIONS Nil

6. ADJOURN TO WORKS & SERVICES COMMITTEE MEETING

The meeting adjourned to the Works & Services Committee meeting at 9.28am.

The meeting was reconvened at 10.02am.

7. MINUTES TO BE CONFIRMED

7.1 Council meeting minutes dated 26 June 2024

RESOLUTION

THAT the Council:

- *Confirms as a true and correct record, the circulated minutes of a Council meeting held on 26 June 2024.*

Moved: Councillor T Blunt
Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

8. REVIEW OF ACTION LIST

The Action List was reviewed and noted.

9. MATTERS OF IMPORTANCE TO BE RAISED AS URGENT BUSINESS Nil

10. MATTERS FOR DECISION

10.1 Treatment of Sponsorship Signs under the Signs Bylaw

D Clibbery highlighted the options in the report and did not support the public forum speaker's suggestion of a new option to approve sponsorship signs on a case-by-case basis, as this could lead to inconsistencies in decisions. It was noted that the signs on the golf course itself are not subject to the Signs Bylaw. It was clarified that fundraising and event signs are classified as a 'temporary sign' under the Signs Bylaw.

RESOLUTION

THAT the Council:

- Receive this report for information.*
- Note that the staff recommended options are either (a) or (d) as outlined below*
- Indicate a preferred form of response to the issue of sponsorship signs under the KDC Signs Bylaw.*

Moved: Councillor T Blunt
Seconded: Councillor V Gulleford

MOTION LOST

Councillor R Roche put a motion forward for Option D.

RESOLUTION

THAT the Council:

- Receive this report for information.*
- Note that the staff recommended options are either (a) or (d) as outlined below*
- Selects Option D to address the issue of sponsorship signs under the KDC Signs Bylaw.*

Moved: Councillor R Roche
Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

The meeting adjourned at 10.19am and reconvened at 10.36am.

The meeting moved to item 11.4 Overview of Initial Feedback Received for the development of Reserve Management Plans.

11.4 Overview of Initial Feedback Received for the development of Reserve Management Plans (RMP)

The Council received 117 individual responses from the community as part of the initial feedback on the five reserves. Council Officers responded to the public forum speaker regarding the reference to 'Ocean Ridge' in the feedback form; explaining that the purpose was to differentiate between the South Bay Domain and the Forestry and there was no intention of implying it was owned by Ocean Ridge. Feedback was received around the forestry harvesting and not wanting it harvested. Suggestions for the Esplanade Reserve included ideas for family/ BBQ areas.

Council Officers noted that the RMP for the South Bay Forestry reserve area would be complex to draft given the range of ideas and complexity of the site.

RESOLUTION

THAT the Council receives this report for information.

Moved: Deputy Mayor J Howden
Seconded: Councillor R Roche

CARRIED UNANIMOUSLY

10.2 Potential Reserve Management Plans: Esplanade and South Bay Forest Reserve

The Esplanade Reserve and South Bay Forest Reserve have been prioritised by the Planning Team for development before Christmas, with the additional three prepared after that.

Councillor J Diver highlighted that the size of any commercial activity should be suited to the reserve, in accordance with the Reserves Act 1997.

RESOLUTION

- a) *That the Council accept this report*
- b) *That all parties that provided suggestions for the Esplanade Reserve be thanked for their input, noting that all suggestions are within the scope of a Recreation Reserve, and will be considered in the development of a draft Reserve Management Plan, but that it would not be appropriate to rule out any commercial activity associated with the reserve.*
- c) *That all parties that provided suggestions for the South Bay Forest Reserve be thanked for their input, noting that with the exception of decisions on the future of the existing pines, all suggestions on the reserve are within the scope of a Recreation Reserve and will be considered further in the development of any Reserve Management Plan.*
- d) *That the Council direct staff to develop a draft Reserve Management Plan for Esplanade Reserve in accordance with the Reserves Act 1977, for Option 2 (mixed uses) with amendments as appropriate*
- e) *That the Council direct staff to develop a draft Reserve Management Plan for South Bay in accordance with the Reserves Act 1977, for Option 2 (enhanced activities) with amendments as appropriate*

Moved: Councillor T Blunt
Seconded: Councillor R Roche

MOTION LOST

An amendment was put forward to include reference to the Reserves Act 1997 under item b).

AMENDED RESOLUTION

- a) *That the Council accept this report*
- b) *That all parties that provided suggestions for the Esplanade Reserve be thanked for their input, noting that all suggestions are within the scope of a Recreation Reserve, and will be considered in the development of a draft Reserve Management Plan, but that it would not be appropriate to rule out any commercial activity associated with the reserve that is in accordance with the Reserves Act 1977.*

- c) *That all parties that provided suggestions for the South Bay Forest Reserve be thanked for their input, noting that with the exception of decisions on the future of the existing pines, all suggestions on the reserve are within the scope of a Recreation Reserve and will be considered further in the development of any Reserve Management Plan.*
- d) *That the Council direct staff to develop a draft Reserve Management Plan for Esplanade Reserve in accordance with the Reserves Act 1977, for Option 2 (mixed uses) with amendments as appropriate*
- e) *That the Council direct staff to develop a draft Reserve Management Plan for South Bay in accordance with the Reserves Act 1977, for Option 2 (enhanced activities) with amendments as appropriate*

Moved: Councillor J Diver
Seconded: Councillor K Heays

CARRIED UNANIMOUSLY

The meeting moved to Item 11.5 Mayors Taskforce for Jobs End of Year Report.

11.5 Mayors Taskforce for Jobs (MTFJ) End of Year Report

A McMillan joined the table to present to the Council. It was noted that 297 job seekers have been recorded in the MTFJ's system for the last three years. The MTFJ requires sustainable employment therefore placements need to be in positions for 91 days to be included in the statistics. The MTFJ programme is strong across the country, but there hasn't been any signals of future funding beyond the end of this financial year at this stage.

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor R Roche
Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

10.3 Community Services Team Update Report (includes naming decision)

The Runanga's preference for the courts was Takahanga MainPower Multisport Courts and MainPower are comfortable with this proposed name.

The regional EOC exercise pandora is in November 2024. The EMO Officer is looking into supporting the PIMS and 'get ready' communications, such as getting more messaging out to the community. Ngai Tahu have advised that they are rolling out emergency pods to each of their Runanga and that Kaikōura is likely to receive theirs in August.

Councillor K Heays left the meeting at 11.39am.

RESOLUTION

THAT the Council:

- a) *Approves the name Takahanga MainPower Multisport Courts, noting the alteration to the previous resolution passed on 29 May 2024.*
- b) *Receives the rest of this report for information.*

Moved: Councillor T Blunt
Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

11. MATTERS FOR INFORMATION

11.1 Mayoral Verbal Update

Deputy Mayor J Howden advised that the Mayor attended the Justice of Peace celebration for Danny Smith and Pam Sigglekow on 11th July 2024. Next month he is attending the LGNZ Super Local conference from 21st to 23rd August 2024.

11.2 Elected Member Verbal Updates

Councillor V Gulleford

Councillor V Gulleford advised that the District Licensing Committee (DLC) processed 14 decisions this month. She attended the Club License training which touched on the differences between authorised visitors vs authorised guests, selling food and the need for a registered food plan vs giving away food. The DLC expect to see some variations come through for authorised guests.

Councillor R Roche

Councillor R Roche is running the first course in defensive driving today with 6 people signed up for the course. The Waterzone Committee met on Friday and were advised that the outcome of the review of the zone committees won't be until December.

Councillor J Diver

Councillor J Diver also attended the Club License training and added that clubs were recommended to upgrade their constitutions so people can join as members on the day with an entrance fee (as an example). The pool fundraising event on Saturday night went well and potentially raised a good amount of money towards the pool.

Councillor T Blunt

Councillor T Blunt also attended Waterzone Committee where there was good discussion around the Kowhai River gravel extraction and flood prevention. The Chief Executive Officer advised that there is Better Off Funding available for flood protection works and he is liaising with David Aires, ECan Rivers Engineer. Councillor T Blunt advised that following a phone call with the media it is possible that Country Calendar would return to Kaikōura.

Deputy Mayor J Howden

Deputy Mayor J Howden advised that the work is ongoing with the KITI board to ensure that there are information services available in the Summer.

RESOLUTION

THAT the Council receives the verbal updates from the Mayor and Councillors for information.

Moved: Deputy Mayor J Howden

Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

11.3 CEO Monthly Report

The Chief Executive highlighted that the Finance Team are preparing for the Annual Report due in September. A preferred supplier has been shortlisted for the Enterprise Resource System update for KDC and Hurunui District Councils and the project was on track for 1 July 2025 as the go live date.

Local Waters Done Well was highlighted on page 60 of the Agenda in terms of proposed amendments to the current Bill.

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor R Roche
Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

11.6 Planning Update Report

It was noted that fast-track LIMS are not currently available due to the back scanning project. Plan Change 4 becomes operative from 1st August 2024. A workshop will be held to take the Council through the draft Canterbury Regional Policy Statement. M Hoggard identified at least five potential key issues which will be workshopped in more detail.

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor T Blunt
Seconded: Councillor R Roche

CARRIED UNANIMOUSLY

The meeting adjourned at 12.27pm and reconvened at 1.05pm.
Councillor K Heays re-joined the meeting at 1.05pm.

11.7 Building and Regulatory Update Report

Since the report was prepared, dog registrations have increased to 900 registrations. Penalty letters will be sent in two weeks.

Visitor accommodation letters have been sent and details are included in the report on how much is currently being lost in revenue. Information packs have been sent to Real Estate Agents. Enforcement will be carried out by the Regulatory Team and the Planning Team have a resource available should it get to abatement stage.

Philip Bone who was contracted to KDC as a Building Control Officer (BCO) finished last week. The new Building Control Manager will be looking at processing some building consents internally and train staff in terms of processing.

RESOLUTION

THAT the Council receives this report for information.

Moved: Deputy Mayor J Howden
Seconded: Councillor R Roche

CARRIED UNANIMOUSLY

11.8 Wakatu Quay Quarterly Report

The final detailed design will be tabled at the August Council meeting. The one-way road is not proposed to be sealed until after construction due to wear and tear.

RESOLUTION

THAT the Council receives this report for information.

Moved: Councillor R Roche
Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

11.9 Destination Kaikōura Quarterly Report

The Council noted the great work being done by L Bond at Destination Kaikōura.

RESOLUTION

THAT the Council receives this report for information.

Moved: Deputy Mayor J Howden

Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

12. 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) Public excluded council meeting minutes dated 26 June 2024
- b) Harbour Financial Matters – verbal update
- c) Māori Land Parcels
- d) Chief Executive Performance Appraisal

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
Public excluded council meeting minutes dated 29 May 2024	The minutes are being tabled for confirmation and include commercially sensitive information relating to harbour financial matters.	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)(2)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section (7)(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
Harbour Financial Matters – 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)(2)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section (7)(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
Storm Water and water use	Verbal update from Councillor T Blunt raised as urgent business, the information 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

*This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

Harbour Financial Update: We do not want to reveal the details of those negotiations. Information will be made publicly available in due course.

Māori Land Parcels: We do not want to reveal the basis of our negotiated positions with landowners.

Moved: Councillor R Roche
Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

The meeting moved into the Public Excluded Session at 1.22pm.
The meeting moved out of the Public Excluded Session at 2.33 pm.

13. CLOSED OF MEETING

There being no further business, the meeting was declared closed at 2.33pm.

CONFIRMED _____ Chairperson
Date

THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY

UNCONFIRMED

**ACTIONS FROM COUNCIL MEETINGS
AS AT 06 AUGUST 2024**

OPEN ACTION ITEMS

	ACTION ITEMS	ASSIGNED TO	DUE	STATUS
1	<i>Carried Forward from previous Council:</i> Kaikōura Cycling Club		July 2024	Not received an update from Kaikōura Cycling Club since October 2023. EO emailed 04/07/24.
	<i>Quarterly Progress Reports from 1-Jul FY 24-25</i> Museum, Sports Tasman, Mayfair, Kaikōura Rugby Club – Takahanga Facility Project Team, TeHa, A&P Association, Wildlife Centre Trust, Takahanga Bowling Club, Kaikōura Red Cross Branch, Kaikōura Bowling Club, Miniature Rifle Club, Croquet Club, Netball Centre,	-	October 2024 February 2025 April 2025 July 2025	
2	Arrange meeting with Local MP Office once New Government established – discuss Māori Wards, Freedom Camping funding, Audit costs	W Doughty / B Makin	Ongoing	Next meetings scheduled for 26 th August/7 th October
3	Celebration with Governance Group when the detailed design is approved	W Doughty / B Makin	-	Scheduled for 27/08/24
4	Workshop Discretionary Grants process and criteria for next year	W Doughty / B Makin	June 2024	Workshop held in July. Changes to be approved at August meeting.
5	Response to Public Forum speakers	W Doughty / B Makin	August 2024	