

**MINUTES OF THE WORKS AND SERVICES COMMITTEE MEETING HELD ON  
WEDNESDAY 25 SEPTEMBER 2024 AT 9.08 AM 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

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

**KARAKIA**

**1. APOLOGIES**

Apologies were received from Councillor R Roche and an apology for lateness was received for Councillor L Bond.

Moved: Councillor T Blunt  
Seconded: Mayor C Mackle

**CARRIED UNANIMOUSLY**

**2. DECLARATIONS OF INTEREST Nil**

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**3. CONFIRMATION OF MINUTES**

**3.1 Works & Services Committee meeting minutes dated 28 August 2024**

**RESOLUTION**

*THAT the Council:*

- *Confirms as a true and correct record, the circulated minutes of a Works & Services Committee meeting held on 28 August 2024*

Moved: Councillor K Heays  
Seconded: Councillor V Gulleford

**CARRIED UNANIMOUSLY**

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**4. REVIEW OF ACTION LIST**

The Action List was reviewed by the Committee and noted:

- Whitby Place/Churchill Street footpaths lifting/not level – Council staff advised that the majority of the pathway was completed with spare asphalt from the Kilarney Street works but confirmed the final quality is below standard. The contractor will undertake spot repairs on the worst sections and credit back the costs for the original work. It would be too costly to rip up the pavement and start again.
  - Confirm where the gravel is being sourced from by the roading contractor – This is sourced from the Kowhai Road and Waimangarara River.
  - Scout Projects – Councillor T Blunt will liaise with M Russell on what is being organised by the Council.
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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**

Councillor K Heays invited elected members to join him on the site visits next month with O Joensuu and B Apperley, Monday before the Council meeting at 1pm.

Councillor Diver questioned if we have an unsealed road sealing strategy. O Joensuu explained that the Infrastructure Strategy /budgets do not include work to seal any unsealed roads and there is no subsidy and funding in from NZTA in the next 3year NLTP for sealing unsealed roads. The focus in the infrastructure strategy has been to prioritise the reseal work required for existing sealed roads. This maybe something to consider in the next LTP.

B Apperley explained the Environment Canterbury abatement notices and tabled a presentation at the meeting on the Wastewater Treatment Plant, or note:

- Discharge from the wastewater treatment plant is naturally filtered through the sand exits under the beach. Little electricity is used as sunlight acts as a natural filtration.
- The lagoon did not have consent to discharge the sludge onto the site therefore this is discharged into the oxidation points. Council staff are in the process of getting consents with Environment Canterbury.
- Council is on track to lodge new consents by the end of the year and is working well with Environment Canterbury.

Council staff will clarify the timetable for the decking on South Bay jetty (**ACTION**).

**RESOLUTION**

*That the Committee receives this report for information.*

Moved: Deputy Mayor J Howden  
Seconded: Councillor T Blunt Tony

**CARRIED UNANIMOUSLY**

**7. CLOSE OF MEETING**

There being no further business, the meeting closed at 9.38 am.

CONFIRMED

Chairperson

Date

27/11/24.

THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY

**WORKS & SERVICES COMMITTEE  
ACTIONS ITEMS AS AT 24 OCTOBER 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/ Councillor J Diver	Ongoing	Councillor J Diver and D Clibbery to discuss.
2	Put programme together of 4-5 projects for Scouts visit for easter 2025	W Doughty/ D Clibbery/ Councillor T Blunt	Easter 2025	M Russell looking at opportunities. Councillor T Blunt to liaise with M Russell.

**CLOSED ITEMS**

	<b>ACTION ITEM</b>	<b>ASSIGNED TO</b>	<b>DUE</b>	<b>STATUS</b>
	Whitby Place/Churchill Street footpaths lifting/not level	O Joensuu	September 2024	Completed - Update provided at September meeting
	Confirm where the gravel is being sourced from by the roading contractor	O Joensuu	September 2024	Completed - Update provided at September meeting
	Clarify the timetable for the decking on South Bay jetty	M Russell	October 2024	Clarification - Replacing rusted part of the jetty prior to Labour Day.

