

**MINUTES OF THE WORKS AND SERVICES COMMITTEE MEETING HELD ON  
WEDNESDAY 26 JUNE 2024 AT 9.19 AM AT TOTARA, COUNCIL CHAMBERS, 96  
WEST END, KAIKOURA**

**PRESENT:** Councillor V Gulleford (Chair), Councillor T Blunt, Councillor J Diver, Councillor L Bond, Councillor R Roche

**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, Deputy Mayor J Howden and Councillor K Heays.

Moved: Councillor L Bond  
Seconded: Councillor R Roche

**CARRIED UNANIMOUSLY**

**3. DECLARATIONS OF INTEREST Nil**

**4. CONFIRMATION OF MINUTES**

**3.1 Works & Services Committee meeting minutes dated 29 May 2024**

**RESOLUTION**

*THAT the Council:*

- *Confirms as a true and correct record, the circulated minutes of a Works & Services Committee meeting held on 29 May 2024.*

Moved: Councillor T Blunt  
Seconded: Councillor R Roche

**CARRIED UNANIMOUSLY**

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**5. REVIEW OF ACTION LIST**

The Action List was reviewed by the Committee and noted.

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

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

The Killarney Street footpath work is progressing well and will be sealed with asphalt. The operations team will look at installing guardrails on the corner to protect pedestrians as that is the most hazardous part of the road. The topsoil will be removed and used to cover the landfill.

The Link Pathway section from Fyffe House to Jimmy Armers is out for tender and has been extended to close on 3<sup>rd</sup> July.

The operations team have engaged with an environmental consultant to work with them on the closure of the landfill to meet ECan's requirements and there will be some additional unbudgeted consultant costs but it is felt this will be the best way to address issues with ECan in the long run.

It was clarified that the Top Line Road section maintained by the Council is very limited. There are substantial works being carried out on the lower Mt Fyffe Road. D Clibbery asked Councillor J Diver to inform him of the specific areas of concern.

It was confirmed that there will be three zebra crossings proposed in the district, which is good news for students learning to drive. It was noted that there is a legal requirement to have orange signs installed at the crossings. The residents by the zebra crossings have been made aware of the signs. Councillor J Diver expressed his concerns around the orange signs on the crossing by Fyffe House.

The Jordan Stream bridge isn't attracting any NZTA subsidy as it does not qualify for emergency works funding and is not a funded project in the NLTP. The final option for the long term solution will be brought back to Council.

Council staff would clarify the purpose of the concrete blocks outside St Joseph's School (**ACTION**).

The management of the budget/work programme was acknowledged, noting that a good work programme is in place for the next financial year.

#### **RESOLUTION**

*That the Committee receives this report for information.*

Moved: Councillor R Roche  
Seconded: Councillor L Bond

**CARRIED UNANIMOUSLY**

#### **8. CLOSE OF MEETING**

There being no further business, the meeting closed at 9.37am.

CONFIRMED \_\_\_\_\_

Chairperson

Date

*THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY*

**WORKS & SERVICES COMMITTEE  
ACTIONS ITEMS AS AT 4 JULY 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	Easter 2025	M Russell looking at opportunities.
3	Clarify the purpose of the concrete blocks outside St Joseph's School	D Clibbery / J Prentice	July 2024	

UNCONFIRMED MINUTE