

**MINUTES OF THE WORKS AND SERVICES COMMITTEE MEETING HELD ON  
WEDNESDAY 28 AUGUST 2024 AT 9.00 AM AT TOTARA, COUNCIL CHAMBERS, 96  
WEST END, KAIKOURA**

**PRESENT:** Councillor K Heays (Chair), Mayor C Mackle, Councillor V Gulleford (by MS Teams), 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 Deputy Mayor J Howden.

Moved: Councillor K Heays

Seconded: Mayor C Mackle

**CARRIED UNANIMOUSLY**

**2. DECLARATIONS OF INTEREST Nil**

**3. CONFIRMATION OF MINUTES**

**3.1 Works & Services Committee meeting minutes dated 31 July 2024**

**RESOLUTION**

*THAT the Council:*

- *Confirms as a true and correct record, the circulated minutes of a Works & Services Committee meeting held on 31 July 2024*

Moved: Councillor T Blunt

Seconded: Councillor J Diver

**CARRIED UNANIMOUSLY**

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**4. REVIEW OF ACTION LIST**

The Action List was reviewed by the Committee and noted.

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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**

Council staff provided an update on the NZTA footpath subsidy applied for. NZTA have indicated funding of one third the requested amount, \$252k over three years. Once the NZTA board has confirmed their final decision a report will be brought to the council on options available. The Roading Engineer will be in contact with the footpath working group to discuss the prioritised programme.

It was brought to the council staff's attention that the standard of the footpaths on Whitby Place and Churchill Street needs attention, they are lifting and not level. Council staff will investigate (**ACTION**). The footpath on Whitby Place was not part of the footpath programme and because leftover asphalt was used to make the path, there was no significant cost to the Council.

Council staff would confirm where the gravel for the road is being sourced from by the roading contractor (**ACTION**). Councillor T Blunt suggested that Road Metals is approached to utilise the shingle in the Kowhai.

The Waiau Toa/Clarence River access was highlighted on page 8 of the Agenda. A request to increase the budget and sunset clause is likely following discussions with NZTA. Council staff are looking to bring a report at the September Council meeting.

It was confirmed that the unsealed roads will be re-graveled in Spring. The tender was awarded yesterday, and the contractor is providing a work programme. The Mayor had received compliments from the public on the roads that have been re-shingled. Council staff have not planned on installing any more plastic roadside markings other than replacing those broken or at culverts.

#### **RESOLUTION**

*That the Committee receives this report for information.*

Moved: Councillor L Bond  
Seconded: Councillor T Blunt

**CARRIED UNANIMOUSLY**

#### **7. CLOSE OF MEETING**

There being no further business, the meeting closed at 9.20am.

CONFIRMED

Chairperson

Date 30-10-2024

*THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY*

**WORKS & SERVICES COMMITTEE  
ACTIONS ITEMS AS AT 19 SEPTEMBER 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	Whitby Place/Churchill Street footpaths lifting/not level	O Joensuu	September 2024	Update to be provided at meeting
4	Confirm where the gravel is being sourced from by the roading contractor	O Joensuu	September 2024	Update to be provided at meeting