

**MINUTES OF THE WORKS AND SERVICES COMMITTEE MEETING HELD ON  
WEDNESDAY 29 MAY 2024 AT 10.00 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, Councillor L Bond and Councillor R Roche.

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

**1. APOLOGIES** Nil

**2. DECLARATIONS OF INTEREST** Nil

**3. CONFIRMATION OF MINUTES**

**3.1 Works & Services Committee meeting minutes dated 24 April 2024**

**RESOLUTION**

*THAT the Council:*

- *Confirms as a true and correct record, the circulated minutes of a Works & Services Committee meeting held on 24 April 2024.*

Moved: Deputy Mayor J Howden

Seconded: Mayor C Mackle

**CARRIED UNANIMOUSLY**

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**4. REVIEW OF ACTION LIST**

The Action List was reviewed by the Committee and the following updates noted:

- Item 1 – Chlorine sample results – Councillor J Diver and D Clibbery to discuss.
- Item 2 – Site Visits - To be removed. Councillor K Heays and D Clibbery will arrange quarterly site visits.
- Item 3 – Mt Fyffe sealing – To be closed off. An agreement was in place for the second stage of the subdivision and this did not progress.
- Item 4 – Scout visit – M Russell looking at opportunities.
- Item 5 – Signage at slipways - Completed. Signs have been ordered for each slipway.

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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**

D Clibbery and O Joensuu joined the table. They highlighted a new item included in the report regarding the Jordan Stream Bridge on pages 9-10 of the Agenda. It was clarified that the bridge could not easily be refurbished or reinforced as a structural engineer and resource consents are required. The bridge is on road reserve and falls under Council to maintain and provide safe reliable access for residents. Officers are currently considering options. It was noted that although the historic bridge was weight restricted indications are that it was still being inappropriately used by heavy vehicles.

The plan for the shared use path for Ludstone road on page 15 of the Agenda was presented to the Kaikōura Bowling Club and there has been no major changes to the original plan. Main Power had plans to upgrade their network and Council staff aligned the IAF project work as a cost saving for both parties and to ensure work was only done once. Main Power are contributing towards the reinstatement of the road.

**RESOLUTION**

*That the Committee receives this report for information.*

Moved: Councillor T Blunt  
Seconded: Councillor R Roche

**CARRIED UNANIMOUSLY**

**7. CLOSE OF MEETING**

There being no further business, the meeting closed at 10.17am.

CONFIRMED \_\_\_\_\_ Chairperson  
Date

*THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY*

**WORKS & SERVICES COMMITTEE  
ACTIONS ITEMS AS AT 5 JUNE 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.

**CLOSED ACTION ITEMS**

	<b>ACTION ITEM</b>	<b>ASSIGNED TO</b>	<b>DUE</b>	<b>STATUS</b>
	Confirm with Matt if metaling on top of Mt Fyffe Road was part of the conditions	D Clibbery	28 May	CLOSED – An agreement was in place for the second stage of the development and this did not progress.
	Improve signage at slipways – children in vehicles not allowed /other hazards	M Russell	Asap	CLOSED - Signs have been ordered for each slipway.