

**MINUTES OF THE WORKS AND SERVICES COMMITTEE MEETING HELD ON  
WEDNESDAY 31 JULY 2024 AT 9.28 AM AT TOTARA, COUNCIL CHAMBERS, 96  
WEST END, KAIKOURA**

**PRESENT:** Councillor K Heays (Chair), Deputy Mayor J Howden, Councillor V Gulleford, Councillor T Blunt, Councillor J Diver, 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 and Councillor L Bond.

Moved: Councillor R Roche  
Seconded: Deputy Mayor J Howden

**CARRIED UNANIMOUSLY**

**3. DECLARATIONS OF INTEREST Nil**

**4. CONFIRMATION OF MINUTES**

**3.1 Works & Services Committee meeting minutes dated 26 June 2024**

**RESOLUTION**

*THAT the Council:*

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

Moved: Councillor T Blunt  
Seconded: Councillor V Gulleford

**CARRIED UNANIMOUSLY**

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**5. REVIEW OF ACTION LIST**

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

- The purpose of the concrete blocks was clarified as safety separation for pedestrians. There are not solid to allow water to drain off as curb and channel has not been added to this section.

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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**

D Clibbery highlighted that the expenditure on roading is as per projected budgets on page 5 of the Agenda. June was a busy month with a lot of progress being made on the roading and footpath programmes for example Hawthorn Road and Killarney Street.

The temporary bailey bridge has been installed at Jordan Stream and positive feedback has been received from the residents. It was clarified that the cost of the bridge is in the capex budget and the team indicated that there are more costs to come. Total costs for the bridge lease per annum is approximately \$30k.

A discussion was held on the infrastructure capacity on Hawthorn Road and Gillings Lane. Additional capacity to accommodate Ocean Ridge/Vicarage Views will be funded by the developer. It was clarified that no further capacity upgrades would be required in the short to medium term. Although the developer will not be paying maintenance the Council would receive the additional rating income from the new houses.

The Infrastructure Strategy has also signaled that additional capacity is needed at Mill Road for electricity/power. It was clarified that the pumping capacity at Mill Road is not close to capacity and the pipe is large enough/ capable. The issue at Mill Rd is one of redundancy and storage capacity with a power failure. The Council has mobile generators and one of the options Council Officers would recommend is to have a permanent generator on the site.

D Clibbery highlighted the independent water technical audit on page 10 of the Agenda, in particular the positive feedback on the quality of compliance and data collection. How far we have progressed over the last few years and how advanced we are compared other small councils.

Regarding the Link Pathway; Council staff received confirmation that there was no cultural or historical issues for the concrete wall at Jimmy Armers. Work is progressing on the last two main sections.

The South Bay Forestry Reserve archeological assessment was discussed. This would be the third rotation of the forest and the forestry consultant had proposed to use the same skid tracks previously used. Six tree stumps needed to be removed for access. The Runanga had been made aware of the harvest, however, following last minute concerns, Council staff initiated a walk-over with an archeologist to ensure that correct protocols were followed for the removal of the tree stumps. The archeologist concluded that the South Bay Forest Reserve was a cultural landscape with potentially significant sites, this information differed to what was in KDC's District Plan. The archaeologist indicated that this would not stop the harvest but would cause a delay. Next steps are to wait for a preliminary assessment and discuss the implications of the delay with the contractor. Councillor J Diver highlighted that any land occupied pre-1900 requires an archeological walkover under the Heritage Act regardless of previous harvesting etc. He also indicated that iwi hold silent files that local authorities are not privy to.

## RESOLUTION

*That the Committee receives this report for information.*

Moved: Councillor K Heays  
Seconded: Deputy Mayor J Howden

**CARRIED UNANIMOUSLY**

## 8. CLOSE OF MEETING

There being no further business, the meeting closed at 10.02 am.

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

Date

*THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY*

**WORKS & SERVICES COMMITTEE  
ACTIONS ITEMS AS AT 1 AUGUST 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>
	Clarify the purpose of the concrete blocks outside St Joseph's School	D Clibbery / J Prentice	July 2024	Clarified at June meeting – safety for pedestrians

UNCONFIRMED MINUTE