

**MINUTES OF THE KAIKŌURA DISTRICT COUNCIL MEETING HELD AT ON
WEDNESDAY 26 FEBRUARY 2025 AT 9.01 AM, TOTARA, COUNCIL CHAMBERS,
96 WEST END, KAIKŌURA**

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

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

1. KARAKIA

2. APOLOGIES Nil

3. DECLARATIONS OF INTEREST

Councillor R Roche declared an interest under Item 11.1 regarding his involvement with Te Whare Putea.

4. PUBLIC FORUM

9.02am R Hill

R Hill spoke to the Council regarding the amount of food caravans allowed in the district. He commented that there are 14 in the district and they are taking trade away from local businesses. R Hill asked the Council for support to only allow them in designated locations. He gave an example that in the Hurunui District they must be within 500m of public toilets.

5. FORMAL DEPUTATIONS Nil

6. ADJOURN TO WORKS & SERVICES COMMITTEE MEETING

The meeting adjourned to the Works & Services Committee meeting at 9.09am.
The meeting was reconvened at 9.31am.

7. MINUTES TO BE CONFIRMED

7.1 Extraordinary Council meeting minutes dated 29 January 2025

RESOLUTION

THAT the Council:

- *Confirms as a true and correct record, the circulated minutes of an Extraordinary Council meeting held on 29 January 2025.*

Moved: Councillor V Gulleford

Seconded: Deputy Mayor J Howden

CARRIED UNANIMOUSLY

8. REVIEW OF ACTION LIST

The Action List was reviewed and noted.

9. MATTERS OF IMPORTANCE TO BE RAISED AS URGENT BUSINESS Nil

10. REPORT FROM THE CHAIR OF THE FINANCE, AUDIT & RISK COMMITTEE

C Kaa and V Kaur joined the table and was introduced.

10.1 Report from the Chair of the Finance, Audit & Risk Committee

It was agreed to circulate the airport and harbour workings to the Council (**ACTION**).

10.1.1 Finance Report to 31 January 2025

RESOLUTION

It is recommended that the Council receives this report for information.

Moved: Councillor R Roche

Seconded: Councillor K Heays

CARRIED UNANIMOUSLY

10.1.2 Quarterly Reports to 31 December 2024

RESOLUTION

It is recommended that the cover report and the listed attachments be received.

Moved: Councillor L Bond

Seconded: Mayor C Mackle

CARRIED UNANIMOUSLY

11. MATTERS FOR DECISION

11.1 Temporary Accommodation Decisions Report (7 Units)

Councillor R Roche declared an interest regarding his involvement with Te Whare Putea.

It was highlighted that Te Whare Putea will provide either monthly or bi-monthly update reports to the Council via the Community Services report.

RESOLUTION

THAT the Council:

- a) Receives this report*
- b) Accepts the Sales and Purchase Agreement without changes for decision and approves the Senior Manager Corporate Services to sign the agreement.*

Moved: Deputy Mayor J Howden

Seconded: Councillor L Bond

Abstain: Councillor R Roche

CARRIED

11.2 Innovative Waste Kaikōura LTD (IWK) – Letter of Expectation 2025/26 -2027 /28

Comment was raised that the environment was not emphasised enough in the document. It was agreed to make the amendments below to the 'General message and shared priorities':

- Include after Safety and Regulation:
*Environment:
KDC's partnership with IWK will help us successfully deliver our community outcomes and be a district that protects and enhances its environment through efficient and sustainable practices.*
- Move the paragraph 'Doing the basics well' underneath 'Environment'.

An amended recommendation was put forward to include the above amendments.

AMENDED RESOLUTION

THAT the Council:

- a) Approves Kaikōura District Council Letter of Expectation to Innovative Waste Kaikōura Ltd. For 2025/2028, subject to that amendment.
- b) Notes that Innovative Waste Kaikōura Ltd. will use this LOE for their statement of intent which will subsequently be presented to Council for feedback.

Moved: Councillor V Gulleford

Seconded: Councillor L Bond

CARRIED UNANIMOUSLY

11.3 Road Change – Topline Road to Topline Road North

Council staff confirmed that most property owners of Topline Road North and residents were comfortable with the proposed change. The Runanga had no concerns with the proposed name.

RESOLUTION

THAT the Council:

- a) Receives BACKGROUND to the change from Topline Road to Topline Road North.
- b) Makes a decision on the following road name changes:
 - i. Topline Road to become Topline Road North

Moved: Councillor R Roche

Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

11.4 Road Naming – Whaleway Station Road

It was noted that the road has never been formally named. Council staff confirmed that Whale Watch were comfortable with the proposed change. The Runanga had no concerns with the proposed name.

RESOLUTION

THAT the Council:

- a) Receives BACKGROUND to the naming of Whaleway Station Road.
- b) Officially names the section of road as Whaleway Station Road.

Moved: Deputy Mayor J Howden

Seconded: Councillor R Roche

CARRIED UNANIMOUSLY

11.5 Request for Road Closure and Exchange at 1695 Puhi Puhi Road – NR McArthur (2007) Investment Trust

It was noted that roading engineers advised that there would be sufficient area for the road to be formed. Queries were raised if the buildings were the required distance from the boundary and the distance from the cliff edge/drop off. After due discussion and review of the plans of the proposed road, the Council agreed to lay the item on the table and visit the property.

An amended recommendation was put forward.

AMENDED RESOLUTION

To lie the item on the table subject to a site visit.

Moved: Councillor J Diver

Seconded: Councillor K Heays

CARRIED UNANIMOUSLY

The meeting adjourned at 11.12am and reconvened at 11.16am.

The meeting moved to Item 12.6 Youth Council Quarterly Report.

12.6 Youth Council Quarterly Report

Mark Paterson introduced two new youth council representatives. Council staff are working with the Youth Council to organise a tour and talk to department Managers on the functions of the Council.

The CE commented that the Council are looking to update their Youth Council Policy and will engage with the Youth Council in due course.

RESOLUTION

It is recommended that this report is received for information.

Moved: Mayor C Mackle
Seconded: Councillor R Roche

CARRIED UNANIMOUSLY

The meeting adjourned at 11.28am and reconvened at 11.42am.

12.9 IWK Quarterly Report

G Hughes from IWK joined the meeting via MS Teams. The following was noted:

- IWK do not specifically model utilisation of assets held but could look at it.
- Near misses are recorded and were highlighted on the dashboard. IWK will remove the bottom right graph on 'number of incidents' and provide commentary.
- Council asked if acronyms could be avoided.
- IWK are undertaking financial sustainability work at present.

RESOLUTION

THAT:

- a) Receives this report for information.*
- b) Gives feedback on the report and any future requirements/amendments.*

Moved: Deputy Mayor J Howden
Seconded: Councillor L Bond

CARRIED UNANIMOUSLY

The meeting moved back to Item 11.6 Local Government 2025 Triennium Elections and Order of Candidates

11.6 Local Government 2025 Triennium Elections and Order of Candidates

RESOLUTION

THAT:

- a) This report be received*
 - b) Council resolves that candidate names on the voting paper for the Kaikōura District Council be listed in random order, for the Local Government 2025 and 2028 Triennial Elections and any subsequent By-Elections*
 - c) That Council-funded newsletters to constituents and Mayoral or Members' columns in Council publications be suspended during a pre-election period beginning on 11 July 2025*
 - d) Notes that the CEO has already advised staff regarding communications in a pre-election period (see Attachments 1 & 2)*
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- e) Council notes that the final Mayor's column in the newsletter and in the Kaikōura Star would be listed in the June edition
- f) Council notes that the Chief Executive will complete and publish a pre-election report no later than the 18 July 2025
- g) Council notes the election timeline and key dates
- h) This matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

Moved: Councillor T Blunt
Seconded: Councillor K Heays

CARRIED UNANIMOUSLY

12 MATTERS FOR INFORMATION

12.1 Mayoral Verbal Update

The Mayor advised that the Multisport Court opening ceremony was held yesterday and was well attended. The A&P Show on Saturday was well run and the community gathering at Kekerengu was enjoyable. Meetings with MP Stuart Smith were held during the month as part of the bi-monthly catch-up with KDC.

12.2 Elected Member Verbal Updates

Councillor T Blunt

Councillor T Blunt praised the completed Multisport Court and staff involved.

Councillor K Heays

Councillor K Heays suggested that a letter of acknowledgement is sent to the A&P Show Committee. The offer for all elected members to attend the roading team's tour on Mondays before the Council meeting with O Joensuu was reiterated by Councillor K Heays.

Deputy Mayor J Howden

Deputy Mayor J Howden noted that Abbeyfield are continuing to look for land in the District and the service expo is being held in March.

Kaikōura Information & Tourism Incorporated Board (KITI) will be presenting to the Council at a workshop in the coming months.

Councillor J Diver

Councillor J Diver reported that the swimming pool is being well used and there are good communications around opening times. He will be attending the Creative Communities meeting today.

Councillor L Bond

Councillor L Bond noted that the OpShop continues to track well.

Councillor V Gulleford

Councillor V Gulleford provided an update on the Scout Hall kitchen, which is progressing well. It has been a busy month from a District Licensing Committee perspective.

Councillor R Roche

Councillor R Roche highlighted that the Wai Connection project are working with the Waterzone Committee. He reported that Ata Kahu is the new Chair of Te Whare Putea, he has started another role with RISE as mobiliser which is an ACC backed project on prevention of family and sexual violence. Councillor R Roche continues to advocate for a restricted test in Kaikōura with MP Stuart Smith.

12.3 CEO Verbal Update

The Chief Executive highlighted that the cycle track has reopened through the old forestry site, the RMP for South Bay Forestry is out for consultation and a report on the forestry financials will come to the Council for information.

The ERP system roll out continues and a report will come to the Council in March. A report on the Link Pathway wrap-up will also come to the Council in March.

The message from Ministers at the Canterbury Mayoral Forum is all about growth and needing to demonstrate how every activity contributes to growth

The Chief Executive attended a Civil Defense meeting in Wellington with other group CEG chairs from around the country. A roadmap for emergency management for the long term is being developed and the legislation will be reviewed.

RESOLUTION

That the verbal updates for the Mayor, Elected Members and Chief Executive be received for information.

Moved: Councillor R Roche

Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

The meeting adjourned at 12.39pm and reconvened at 1.02pm.

12.4 Half-Yearly Report to 31 December 2024

RESOLUTION

That this report is received for information.

Moved: Councillor R Roche

Seconded: Councillor V Gulleford

CARRIED UNANIMOUSLY

12.5 Community Services Team Update Report

RESOLUTION

That this report is received for information.

Moved: Deputy Mayor J Howden

Seconded: Councillor L Bond

CARRIED UNANIMOUSLY

12.7 Planning Update Report

Z Burns joined the meeting via MS Teams. An error was highlighted under 'Fast-track Approvals Act 2024' where 'Operative from 23 December 2023' should be '2024'. Council staff clarified from the report that some developers are interested to know when the update in the district plan will reflect the intent of the Spatial Plan. It was confirmed that under the Resource Consent application for Prime Pin Kaikōura Limited, consents were required from Environment Canterbury regarding contamination and stormwater.

RESOLUTION

That this report is received for information.

Moved: Councillor V Gulleford

Seconded: Deputy Mayor J Howden

CARRIED UNANIMOUSLY

12.8 Building and Regulatory Update Report

The Council discussed the regulation of food carts. It was noted that there is no policy against the restriction of food carts in the district. Council staff can investigate the mechanisms to address that, however the Council cannot consider competition of trade when issuing a resource consent. A possible avenue would through amending the District Plan and the Council would need to identify the issue to be addressed. Food carts are required to be registered and must have access to water.

The January figures from Food & Health were provided at the meeting, of note there were:

- Food act registrations =73
- Food control plan = 64
- National programme = 9

RESOLUTION

That this report is received for information.

Moved: Councillor V Gulleford
Seconded: Deputy Mayor J Howden

CARRIED UNANIMOUSLY

12.10 Destination Kaikōura Quarterly Report

RESOLUTION

That this report is received for information.

Moved: Councillor R Roche
Seconded: Deputy Mayor J Howden

CARRIED UNANIMOUSLY

12.11 Wakatu Quay Quarterly Report

RESOLUTION

That this report is received for information.

Moved: Deputy Mayor J Howden
Seconded: Councillor K Heays

CARRIED UNANIMOUSLY

12.12 Discretionary Grant Quarterly Reports

RESOLUTION

That this report is received for information.

Moved: Councillor R Roche
Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

13. RESOLUTION TO MOVE INTO COUNCIL PUBLIC EXCLUDED SESSION

Moved, seconded that the public be excluded from the following parts of the proceedings of this meeting, namely

- a) Public excluded council meeting minutes dated 29 January 2025
- b) Local Waters Done Well – Options for the Future Delivery of Water Services
- c) Harbour Financial Matters – Debt Recovery
- d) Marlborough Regional Forestry Land Purchase
- e) Progress Update – Waiiau Toa / Clarence Valley Access Project

The general subject matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1), 6 and 7 of the Local Government Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each to be considered	Reason for excluding the public	Grounds of the Act under which this resolution is made
Public excluded council meeting minutes dated 29 January 2025	The minutes are being tabled for confirmation and include commercially sensitive information relating to harbour financial matters and the temporary accommodation units.	Section (7)(b)(ii) would be likely unreasonable to prejudice the commercial position of the person who supplied or who is subject of the information Section (7)(2)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section (7)(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) Section 7(2)(a) protect the privacy of natural persons.
Local Waters Done Well – Options for the Future Delivery of Water Services	To provide information about options for the future delivery of water services following ongoing negotiations that are commercially sensitive.	Section (7)(b)(ii) would be likely unreasonable to prejudice the commercial position of the person who supplied or who is subject of the information Section (7)(2)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section (7)(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
Harbour Financial Matters – Debt Recovery	To provide information on the approach to be undertaken following ongoing negotiations that are commercially sensitive.	Section (7)(2)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section (7)(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations) Section (7)(2)(e) maintain legal professional privilege
Marlborough Regional Forestry Land Purchase	Contains commercial information regarding the Marlborough Regional Forestry investment activities.	Section (7)(b)(ii) would be likely unreasonable to prejudice the commercial position of the person who supplied or who is subject of the information Section (7)(2)(h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities Section (7)(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
Progress Update – Waiiau Toa / Clarence Valley Access Project	The report contains information relating to the land at the Waiiau Toa Clarence Valley, this information is commercially sensitive.	Section (7)(2)(i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)

*This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

Harbour Financial Matters: We do not want to reveal the details of those negotiations. Information will be made publicly available in due course.

Local Waters Done Well: The proposed model/arrangement for delivering water services will be consulted on with the community under section 62 of the Local Government (Water Services) Act 2024.

Marlborough Regional Forestry Land Purchase, and Waiau Toa / Clarence River Access: Publishing the information in the public would be detrimental to the negotiation ability of KDC.

Moved: Mayor C Mackle
Seconded: Councillor T Blunt

CARRIED UNANIMOUSLY

The meeting moved into the Public Excluded Session at 1.54 pm.
The meeting moved out of the Public Excluded Session at 3.15 pm.

14. CLOSE OF MEETING

There being no further business, the meeting was declared closed at 3.16 pm.

CONFIRMED _____ Chairperson
Date

THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY

UNCONFIRMED MINUTE

**ACTIONS FROM COUNCIL MEETINGS
AS AT 11 MARCH 2025**

OPEN ACTION ITEMS

	ACTION ITEMS	ASSIGNED TO	DUE	STATUS
1	<i>Quarterly Progress Reports from 1-Jul FY 24-25</i> Museum, Sports Tasman, Mayfair, Kaikōura Rugby Club – Takahanga Facility Project Team, TeHa, A&P Association, Wildlife Centre Trust, Takahanga Bowling Club, Kaikōura Red Cross Branch, Kaikōura Bowling Club, Miniature Rifle Club, Croquet Club, Netball Centre,	-	April 2025 July 2025	Ongoing progress reports and completion reports being tracked.
2	Response to Public Forum speakers – July meeting	W Doughty / P Kearney	Ongoing	Responses sent. Following up further to J Ward on Trotting Club.
3	Response to Public Forum speaker – March 2025	W Doughty / B Makin	Ongoing	

CLOSED ITEMS

	ACTION ITEMS	ASSIGNED TO	DUE	STATUS
	Site visit to Puhi Peaks for 5 th March 2025	W Doughty / B Makin	Asap	Completed – site visit held on 5 th March. Item to go on March agenda.
	Circulate the airport and harbour workings to full Council.	S Poulsen/ B Makin	Asap	Completed – circulated to the Council on 11 th March.