

**MINUTES OF THE KAIKŌURA DISTRICT COUNCIL MEETING HELD AT ON  
WEDNESDAY 26 MARCH 2025 AT 9.00 AM, TOTARA, COUNCIL CHAMBERS,  
96 WEST END, KAIKŌURA**

**PRESENT:** Mayor C Mackle (Chair), Deputy Mayor J Howden, 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** Nil

**4. PUBLIC FORUM** Nil

**5. FORMAL DEPUTATIONS** Nil

**6. ADJOURN TO WORKS & SERVICES COMMITTEE MEETING**

The meeting adjourned to the Works & Services Committee meeting at 9.01 am.  
The meeting was reconvened at 9.24 am.

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**7. MINUTES TO BE CONFIRMED**

**7.1 Council meeting minutes dated 26 February 2025**

**RESOLUTION**

*THAT the Council:*

- *Confirms as a true and correct record, the circulated minutes of an Council meeting held on 26 February 2025.*

Moved: Councillor L Bond  
Seconded: Councillor V Gulleford

**CARRIED UNANIMOUSLY**

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**7.2 Extraordinary Council Meeting Minutes dated 19 March 2025**

**RESOLUTION**

*THAT the Council:*

- *Confirms as a true and correct record, the circulated minutes of an Extraordinary Council meeting held on 19 March 2025.*

Moved: Councillor K Heays  
Seconded: Councillor V Gulleford

**CARRIED UNANIMOUSLY**

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**8. REVIEW OF ACTION LIST**

The Action List was reviewed and noted.

It was agreed that the first Wednesday of the month will be put aside for site and infrastructure visits if required.  
Placeholder invites to be sent out starting in May. **(ACTION)**.

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

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### 10. MATTERS OF DECISION

#### 10.1 Proposed New Traffic and Parking Bylaw

D Clibbery joined the meeting. He highlighted that the Bylaw was last updated in 1999. Two proposed changes were discussed at South Bay to include a parking restriction at South Bay harbour and along the foreshore at Kaka Road on the remaining part of the road highlighted on map 6 and map 7. The archaeological area at the South Bay harbour was discussed and council staff do not recommend including the section in the bylaw.

#### RESOLUTION

- a) *The report be received; and;*
- b) *Public consultation, in accordance with the Special Consultative Process of the Local Government Act 2002, be conducted in respect of a proposal (further described in the attached Statement of Proposal) that a new Bylaw – the ‘Kaikōura District Traffic and Parking Bylaw 2025’ the draft of which also accompanies this report - be made to replace the ‘Kaikōura District Traffic and Parking Bylaw 2018’.*

Moved: Councillor L Bond  
Seconded: Deputy Mayor J Howden

**CARRIED UNANIMOUSLY**

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#### 10.2 Uniform Annual General Charge (UAGC) Lever

#### RESOLUTION

- a) *Receives this report.*
- b) *Confirms a preferred option of the two options outlined in section 4.0 to be incorporated into the draft annual plan for 2024/25.*

Moved: Councillor T Blunt  
Seconded: Councillor V Gulleford

**MOTION LOST**

A show of hands was called for in favour of option one, by majority vote an amended motion was put forward.

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#### AMENDED RESOLUTION

- a) *Receives this report.*
- b) *Confirms option one as the preferred option, outlined in section 4.0 to be incorporated into the draft annual plan for 2024/25.*

Moved: Councillor L Bond  
Seconded: Councillor R Roche

**CARRIED UNANIMOUSLY**

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### 11. RE-ADJOURNMENT OF ITEM FOR DECISION

#### 11.1 Request for Road Closer and Exchange at 1695 Puhi Puhi Road- NR McArthur (2007) Investment Trust – 26 February 2025

The recommendation from the February Council meeting was left to lie on the table and has been moved by Councillor L Bond, Seconded by Councillor V Gulleford. It was confirmed that the site visit was held on 5<sup>th</sup> March 2025. It was highlighted that the recommendation is to support the start of the road stopping process and there will be an opportunity for objections as part of the process.

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## RESOLUTION

- a) *Receives the report.*
- b) *That the application is modified to retain additional areas of a legal road and the council approve the application for notification*
- c) *That a road stopping and exchange agreement is drawn up and signed*
- d) *Subject to the outcome of notification that any road stopped be amalgamated with the title of the adjoining property.*
- e) *That the Council instruct officers to proceed with the road stopping and legalisation process and any subsequent sale of the land.*
- f) *That the Council instruct Council Officers to sell the land at valuation taking into account the exchange within a price range that the chief executive officer determines to be appropriate.*

Moved: Councillor L Bond  
Seconded: Councillor V Gulleford  
Against: Councillor J Diver

**CARRIED**

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## 12 MATTERS FOR INFORMATION

The meeting adjourned at 10.15am and reconvened at 10.33am

### 12.1 Mayoral Verbal Update

Mayor C Mackle advised that he attended the CWMS Zone Committee Mayoral forum meeting on Monday, followed by the local waters done well consultation session. He is attending the Canterbury Regional Growth Summit this Friday with Minister Shane Jones and will be speaking about tourism's effect on ratepayers.

Councillor R Roche re-entered at 10.35am

Mayor C Mackle attended the LGNZ conference with Councillor V Gulleford, and attended the re-opening of the St Francis Church.

He advised that a proposal has been submitted for the next round of MTFJ funding.

### 12.2 Elected Member Verbal Updates

#### Councillor R Roche

Councillor R Roche has been applying his Councillor role to his community roles and has good ideas on strengthening the community that he could share with those interested. He attended the Hapori Aotearo – growing communities together conference in Tauranga, where there was a good attendance of 250 elected members.

#### Councillor V Gulleford

Councillor V Gulleford advised that there has been 8 district licensing applications this month. She provided an overview of the LGNZ conference. The messages were around collaboration with the government regional reforms and councils that are not collaborating may not be able to bid for regional funding. The messaging was also around growth, growth, growth. Councils were advised to make the best decision for their communities with local waters, regardless of whether the community agrees. Councillor V Gulleford circulated the presentation from the conference to the Council.

#### Councillor L Bond

Councillor L Bond attended a celebration for the volunteers of the OpShop as they are close to reaching \$1.6m in fundraising. The OpShop have committed to fundraising \$100k to support the Rugby Club Sports hub. She advised that a member of the OpShop had passed away and condolences were given.

Councillor L Bond will be attending the Community Initiatives meeting today with Councillor J Diver.

#### Councillor J Diver

Councillor J Diver informed the Council that the swimming pool closes on Sunday. There are two applications to be considered at the Community Initiatives meeting.

#### Deputy Mayor J Howden

Deputy Mayor J Howden highlighted that the Senior Services Expo is being held at the Memorial Hall tomorrow and will be attending on behalf of the Community Trust and Aging Well Group.

The Kaikoura visitor centre proposal has been progressing and an update will be provided on the current plans at the open workshop on 9<sup>th</sup> April 2025.

#### Councillor K Heays

Councillor K Heays expressed his concerns around the reducing cruise ship numbers due to increases in tender port fees in other parts of Canterbury i.e. Akaroa.

He indicated that maintenance on the harbour ramp will be required soon as heavy boats are causing potholes.

#### Councillor T Blunt

Councillor T Blunt attended the Marlborough Regional Forestry Committee this month where they had a double celebration for the retirement of a long-serving member and the purchase of the new block.

He acknowledged Mayor C Mackle for supporting the Kaikōura Water Zone Committee.

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### **12.3 CEO MONTHLY REPORT**

The Chief Executive highlighted that the internal ERP system replacement project is progressing but two modules have delays from the supplier until October. Workarounds are being found. There will be impacts for all the teams as we move into an intensive training period before go live on 1<sup>st</sup> July.

The consultation for the three reserve management plans closed yesterday with approximately 30 submissions. K Leatham was acknowledged for improving customer experience with the cemetery project.

### **RESOLUTION**

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

Moved: Mayor C Mackle

Seconded: Deputy Mayor J Howden

**CARRIED UNANIMOUSLY**

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### **12.4 2024/25 Resident Satisfaction and Wellbeing Survey results**

Overall, the results are very positive and pleasing to see. It was highlighted that rubbish and recycling were two of the lowest scoring areas, but any changes to levels of service would come at a further cost to the ratepayer. It was noted that Council staff are working on a Section 17A review of food and alcohol services and this will be presented at a workshop in April.

### **RESOLUTION**

*That this report is received the 2024/25 Satisfaction and Wellbeing Survey report.*

Moved: Councillor T Blunt

Seconded: Councillor L Bond

**CARRIED UNANIMOUSLY**

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### 12.5 Finance Report to 28 February 2025

It was confirmed that \$588,162.90, was received from Marlborough Regional Forestry for the sale of carbon credits. The Chief Executive clarified that the milestones are currently on track with the IAF project, but may be at risk for delivery.

#### RESOLUTION

*That this report is received for information.*

Moved: Councillor V Gulleford  
Seconded: Deputy Mayor J Howden

**CARRIED UNANIMOUSLY**

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### 12.6 Community Services Team Update Report

It was clarified that the customer service requests in the report specifically relate to the queries completed by the front-of-house staff. Issues they cannot resolve are escalated through the system to the relevant team. The focus is to improve feedback to customers and the new system should enhance customer experience.

#### RESOLUTION

*That this report is received for information.*

Moved: Councillor T Blunt  
Seconded: Councillor L Bond

**CARRIED UNANIMOUSLY**

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### 12.7 Planning Update Report

Z Burns joined in via Teams and it was noted that this will be his last Council meeting. It was clarified that a 223 Application has not been received for Vicarage Views and there is a five-year period for this to be submitted. Z Burns confirmed that the deferred applications require processing and will remain on the log until that is completed. 10 tender responses for the District Plan Review were received and the team are working through the awarding process.

#### RESOLUTION

*That this report is received for information.*

Moved: Deputy Mayor J Howden  
Seconded: Councillor V Gulleford

**CARRIED UNANIMOUSLY**

The meeting adjourned at 12.08pm and reconvened at 12.45pm.

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### 12.8 Building and Regulatory Update Report

Council staff are working on a Section 17A review with the services provided and this will be presented at a workshop (and is not attached to the report as indicated). Council staff would advise if public notices for licenses need to be published in the newspaper (**ACTION**).

#### RESOLUTION

*That this report is received for information.*

Moved: Councillor T Blunt  
Seconded: Deputy Mayor J Howden

**CARRIED UNANIMOUSLY**

Councillor R Roche re-entered the room at 12.51pm.

## 12.9 Discretionary Grants Fund Progress/Completion Reports

### RESOLUTION

*That this report is received for information and accepts this report as a late report with apologies.*

Moved: Deputy Mayor J Howden

Seconded: Councillor V Gulleford

**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 Extraordinary Council meeting minutes dated 26 February 2025
- b) Jordan Stream Bridge Options
- c) Harbour Financial Matters – verbal update
- d) Waiau Toa/Clarence Valley Access – verbal update
- e) Strategic Asset Purchase – verbal discussion

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 26 February 2025	The minutes are being tabled for confirmation and include commercially sensitive information relating to the Waiau Toa/Clarence Valley access project, harbour financial matters, Local Waters Done Well and Marlborough Regional Forestry Land Purchase.	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)
Jordan Stream Bridge Options	Consideration of options for long term bridge replacement at the Jordan Stream. The report includes estimates from suppliers 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 – verbal update	Verbal update on subject previously brought to Council around ongoing negotiations which is 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)
Waiau Toa/Clarence Access – verbal update	Verbal update around the legal process that the Council is involved in around the resource consent/construction of the bridge.	Section 7(2)(g) maintain legal professional privilege
Strategic Asset Purchase – verbal discussion	Verbal discussion around possible future strategic asset purchases for the Council. Initial discussion is in public excluded due to commercial sensitivity reasons.	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)
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\*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.

Waiau Toa/ Clarence Access: Publishing the information in the public would be detrimental to the legal process.

Jordan Stream Bridge Options and Strategic Asset Purchase: Release of this information would be detrimental to the Councils negotiation ability.

Moved: Councillor R Roche  
Seconded: Councillor T Blunt

**CARRIED UNANIMOUSLY**

The meeting moved into the Public Excluded Session at 12.52 pm.  
The meeting moved out of the Public Excluded Session at 1.58 pm.

#### 14. CLOSE OF MEETING

There being no further business, the meeting was declared closed at 1.58 pm.

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

*THIS RECORD WILL BE HELD IN ELECTRONIC FORM ONLY*

**ACTIONS FROM COUNCIL MEETINGS  
AS AT 03 APRIL 2025**

**OPEN ACTION ITEMS**

	<b>ACTION ITEMS</b>	<b>ASSIGNED TO</b>	<b>DUE</b>	<b>STATUS</b>
1	<b><i>Quarterly Progress Reports from 1-Jul FY 24-25</i></b> Museum, Sports Tasman, Mayfair, Kaikōura Rugby Club – Takahanga Facility Project Team, TeHa, A&P Association, Kaikōura Red Cross Branch, Miniature Rifle Club, Croquet Club,	-	April 2025 July 2025	Ongoing progress reports and completion reports being tracked.
2	Clarify if there is a requirement to publish licenses in the newspaper	J York	April 2025	

**CLOSED ITEMS**

	<b>ACTION ITEMS</b>	<b>ASSIGNED TO</b>	<b>DUE</b>	<b>STATUS</b>
	Circulate the safety report received on the compactor at IWK	M Russell	ASAP	Completed – circulated on 28 March 2025
	Placeholder for site visits up from May until end of term/September	W Doughty / B Makin	ASAP	Completed – calendar invites sent