

### **NOTICE OF MEETING**

# Notice is hereby given of the Meeting of the Bluff Community Board to be held in the Bluff Municipal Chambers, Gore Street, Bluff on Monday 18 November 2019 at 7.00 pm

Mr R Fife (Chairperson) Mrs G Henderson (Deputy Chair) Mr G A Laidlaw Mr N Peterson Miss T Topi Cr A J Arnold

> CLARE HADLEY CHIEF EXECUTIVE

## AGENDA

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	To be tabled.	
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	Moved, seconded that the public be excluded from the following parts of the proceedings of this meeting; with the exception of representatives from Great South and Southland Mountain Bike Club, namely	
	<ul><li>(a) Presentation by Great South.</li><li>(b) Presentation by Southland Mountain Bike Club.</li></ul>	
	The general subject of each 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)(d) of the Local Government Official Information and Meetings Act 1987 for the passing of this	

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resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
(a) Presentation by Great South	Enable any local authority holding the information to carry on without prejudice or disadvantage, (including commercial and industrial negotiations)	Section 7(2)(i)
(b) Presentation by Southland Mountain Bike Club	Enable any local authority holding the information to carry on without prejudice or disadvantage, (including commercial and industrial negotiations)	Section 7(2)(i)



# BLUFF COMMUNITY BOARD INTEREST REGISTER

ELECTED MEMBERS						
NAME	ENTITY	INTERESTS				
Cr Allan Arnold	Invercargill City Council	Councillor				
	Ziff's Café Bar Ltd	Executive Director				
	Buster Crabb Ltd	Executive Director				
	Ziff's Tour Ltd	Executive Director				
	Ziff's HR Ltd	Executive Director				
	Ziff's Trust	Trustee Administrator				
	NZMCA	Member				
	Southland Aero Club	Member				
	Invercargill Club	Member				
	Invercargill East Rotary	Member				
Cr Peter Kett	Invercargill City Council	Councillor				
Raymond Fife	Bluff Community Board	Board Member				
	Bluff Charitable Trust	Chairman				
	Bluff Maritime Museum	Chairman				

Gloria Henderson	Bluff Community Board	Board Member	
Graham Laidlaw	Bluff Community Board	Board Member	
Noel Peterson	Bluff Community Board	Board Member	
Tammi Topi	Bluff Community Board	Board Member	

# MINUTES OF A MEETING OF THE BLUFF COMMUNITY BOARD HELD IN THE BLUFF MUNICIPAL CHAMBERS, GORE STREET, BLUFF ON MONDAY 2 SEPTEMBER 2019 AT 7.00 PM

PRESENT: Mr R Fife (Chair)

Mrs P Young Mrs W Glassey Cr I L Esler

IN ATTENDANCE: Cr L F Soper

Cr A J Arnold

Mr R Pearson - Roading Manager

Ms M Frey - Interim Parks and Recreation Manager

Mrs N Allan – Service Centre Manager Ms M Sievwright – Committee Secretary

#### 2. **APOLOGY**

Mrs G Henderson.

Moved Cr Esler, seconded W Glassey and **RESOLVED** that the apology be received.

#### PUBLIC FORUM

Nil.

#### 4. INTEREST REGISTER

Moved P Young, seconded W Glassey and **RESOLVED** that the Interest Register be approved.

## 5. MINUTES OF THE BLUFF COMMUNITY BOARD MEETING HELD ON 10 JUNE 2019

Moved P Young, seconded Cr Esler that the minutes be accepted as a true and correct record.

R Fife had received a call from several oystermen who did not agree with the views of John Kirk but were prepared to meet with the Community Board and talk about how they see the future of the oyster industry. Cr Esler said he understood the oyster industry was in a healthy state and recovering.

The motion, now being put, was **RESOLVED** in the **affirmative**.

#### 6. REPORT OF THE BLUFF PUBLICITY/PROMOTIONS OFFICER

Moved Cr Esler, seconded P Young that the report be received.

Mr Beer took the meeting through the report.

#### 6.1 Burt Munro Challenge Bluff Hill Climb

The Southland Motorcycle Club were looking for more volunteers to control the growing crowds for the Bluff Hill Climb. The next event would be held on Waitangi weekend next year so hopefully there would be more volunteers available. The Naming Rights Sponsor was being changed and a new sponsor was been investigated. The event was getting bigger and more infrastructure was required therefore costs were escalating.

#### 6.2 Summer Sounds Bluff

Two dates were being considered for this event but 19 January 2020 was the preferred date.

#### 6.3 **Up and Over Bluff Hill Grunt**

Numbers were declining and the event had been cancelled but an email had been received requesting this be reconsidered.

#### 6.4 Bluff Promotions

Heather Ryan Wills was announced as the new Chairperson of the Bluff Promotions.

The motion, now being put, was **RESOLVED** in the affirmative.

#### 7. BLUFF BOAT RAMP

Moved R Fife, seconded W Glassey and **RESOLVED** that the report "Bluff Boat Ramp Upgrade" be received as a late item.

Mr Pearson said progress had been made with stakeholders. There was further work to be undertaken with Environment Southland on the clean hull working area and with Maritime Museum on car parking. A working group was required to look at a charging regime. As part of the funding arrangement for the boat ramp was a need to raise a loan of \$250,000 which needed to be funded from the users of the ramp.

Mr Fife said users were accepting of a user pays facility and there was a desire to get this done.

#### 8. **BLUFF ACTION SHEET**

Moved Cr Esler, seconded P Young that the report "Bluff Action Sheet" be received.

Mr Pearson took the meeting through the action sheet.

Discussion was held regarding the erosion at the rowing club, which was not getting any worse but would continue to be monitored. Cr Esler said there were two other erosions he had noticed at Omaui and Ocean Beach. Mr Pearson said this was being investigated and mediation would be looked at.

Ms Frey spoke about the Stirling Point Walkway and said as part of the Resource Consent process, an archaeological survey needed to be undertaken before any remedial works could occur.

Further items discussed included:

- The cycle trail was being worked through. A resource consent was required and this would take time.
- Two additional play pieces were going into the playground which was a disability access swing and a surfboard type structure. The picnic table would be concreted and made a permanent fixture.
- The water fountain at the skate park was out for design consideration.
- The issue of vandalism at the Bluff Cemetery had been mentioned and it was suggested gates could be installed but the logistics of this needed to be worked through.

The motion, now being put, was **RESOLVED** in the affirmative.

#### 9. CHAIRMAN'S REPORT

The report was tabled and the Chairman took the meeting through it.

#### 9.1 New Zealand Aluminium Smelter

R Fife attended a meeting with the Smelter which was a bi-annual update for community leaders.

#### 9.2 **Bluff Boat Ramp**

This item had been covered previously in the meeting.

#### 9.3 Last Meeting Prior to Elections

R Fife said this was the last meeting prior to the elections being held and he acknowledge of the contributions W Glassey and P Young had made to the Community Board over the last six years. He also acknowledged the input and insight Cr Esler had made.

Moved R Fife, seconded Cr Elser and **RESOLVED** that the report be received.

#### 10. URGENT BUSINESS

#### 10.1 **St John**

There were four Bluff youths who had received a Grand Prior of the Order of St John and W Glassey asked if the Chair could write a letter of congratulations to them for their achievement. It was a very prestigious award and they had worked hard to achieve it, undertaking many hours of community service and earning 12 badges. One youth had received District Cadet of the Year and was going towards National Cadet of the Year.

Moved W Glassey, seconded Cr Elser and **RESOLVED** that a letter of congratulations be sent from the Chair.

#### 10.2 **Domestic Violence**

P Young had received the Bluff Police Report and was concerned at the level of domestic violence incidences reported. She felt the Police did not give this enough concern. It was an issue in Bluff that needed to be kept at the forefront of people's minds.

#### 10.3 Thanks

P Young thanked R Fife for his leadership of the Bluff Community Board, the staff at the Bluff Service Centre, the support from the council staff, Mr Beer for his commitment to Bluff Promotions, and councillors on the Board. It had given her a different view of the community and she wished the new board members all the best for the future.

There being no further business, the meeting finished at 7.54 pm.



# MINUTES OF THE INAUGURAL MEETING OF THE BLUFF COMMUNITY BOARD HELD IN THE BLUFF MUNICIPAL CHAMBERS, GORE STREET, BLUFF ON WEDNESDAY 30 OCTOBER 2019 AT 7.00 PM

**PRESENT:** Mr R Fife (Chair)

Mrs G Henderson Mr G Laidlaw Mr N Peterson Miss T Topi Cr A J Arnold

IN ATTENDANCE: Cr L F Soper

Cr R R Amundsen

Mrs C Hadley – Chief Executive Mr R Pearson – Roading Manager

Ms M Brook – Manager Strategic and Policy Mrs T Amarasingha – Governance Advisor Ms K Braithwaite – Graphic Designer Mrs N Allan – Service Centre Manager Ms L Kuresa – Governance Officer

Mrs Hadley opened the meeting and welcomed everyone to the Bluff Community Board Inaugural Meeting.

#### 1. **APOLOGY**

Nil.

#### 2. CONFIRMATION OF ORDER OF BUSINESS

Mrs Hadley took the meeting through this item.

#### 3. INTEREST REGISTER

#### 3.1 Updates to the Interest Register

Bluff Community Members were informed to advise Secretarial Services of all interests going forward.

#### 3.2 Identify any Conflicts of Interest in the Agenda

Nil.

#### 4. COUNCILLORS' APPOINTMENTS TO THE BLUFF COMMUNITY BOARD

Mrs Hadley informed the meeting that Cr A Arnold had been appointed as the Council representative with the alternate being Cr P W Kett.

#### 5. STATUTORY DECLARATIONS

- i. Tammi Topi read out and signed the formal declaration, as required by Schedule 7, Clause 14 of the Local Government Act 2002.
- ii. Noel Peterson read out and signed the formal declaration, as required by Schedule 7, Clause 14 of the Local Government Act 2002.
- iii. Graham Laidlaw read out and signed the formal declaration, as required by Schedule 7, Clause 14 of the Local Government Act 2002.
- iv. Gloria Henderson read out and signed the formal declaration, as required by Schedule 7, Clause 14 of the Local Government Act 2002.
- v. Raymond Fife read out and signed the formal declaration, as required by Schedule 7, Clause 14 of the Local Government Act 2002.

#### 6. ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON

Moved G Laidlaw, seconded G Henderson and **RESOLVED** that the report, "Election of Chair and Deputy Chair" be received.

Moved R Fife, seconded G Laidlaw and <u>RESOLVED</u> that the Bluff Community Board, for the purpose of electing or appointing persons under Clause 25 of Schedule 7 of the Local Government Act 2002, adopt voting System B.

Mr Laidlaw nominated Mr Fife, seconded by Mrs Henderson and there being no other nominations, the Chief Executive declared that Mr Raymond Fife be elected as Chairman of the Bluff Community Board.

Moved G Laidlaw, seconded G Henderson and <u>RESOLVED</u> that Mr Raymond Fife be appointed as Chair of the Bluff Community Board.

Miss Topi nominated Mrs Henderson, seconded by Mr Fife and there being no other nominations, the Chief Executive declared that Mrs Gloria Henderson be elected as Deputy Chairman of the Bluff Community Board.

Moved T Topi, seconded R Fife and  ${\hbox{\bf RESOLVED}}$  that Gloria Henderson be appointed as Deputy Chairperson of the Bluff Community Board.

#### 7. DECLARATION BY CHAIRPERSON

Mr Fife read out the formal declaration, as required by Schedule 7, Clause 14 of the Local Government Act 2002 as the Chairman of the Bluff Community Board and assumed the chair.

#### 8. STATUTORY RESPONSIBILITIES OF MEMBERS

Moved N Peterson, seconded Cr Arnold that the "Statutory Responsibilities of Members" report be received.

Mrs Hadley took the meeting through the report.

The report, now being put, was **RESOLVED** in the **affirmative**.

#### 9. MEETING DATES FOR THE REMAINDER OF 2019

Moved G Henderson, seconded Cr Arnold and **RESOLVED** that the "Meeting Dates for Remainder of 2019" report be received; and

That the following time and date be approved for meetings for the remainder of 2019:

• 7.00 pm, Monday 18 November 2019 – Bluff Community Board Meeting.

## 10. REPORT OF THE BLUFF COMMUNITY BOARD INAUGURAL MEETING PROPOSED SUB-COMMITTEES

The report was tabled and the Chairman took the meeting through it.

Mrs Hadley informed the Board that Council and Council Committee Meetings would now be starting at 3.00 pm and not 4.00 pm.

Moved R Fife, seconded T Topi and <u>RESOLVED</u> that report, "Bluff Community Board Inaugural Meeting Proposed Sub-Committee" be received and the appointments to the sub-committees be adopted.

There being no further business, the meeting finished at 7.30 pm.



TO: BLUFF COMMUNITY BOARD

FROM: LINDSAY BEER - BLUFF PUBLICITY/PROMOTIONS

**OFFICER** 

MEETING DATE: MONDAY 18 NOVEMBER 2019

#### REPORT OF THE BLUFF PUBLICITY/PROMOTIONS OFFICER

#### RECOMMENDATIONS

It is recommended that this report be received.

#### STAR INSURANCE BURT MUNRO CHALLENGE BLUFF HILLCLIMB 6 FEBRUARY 2020

I am still looking for more volunteers for the Star Insurance Burt Munro Challenge Bluff Hillclimb on Waitangi Day next year. As in the past we will make donations to groups for their services.

I also have a need for some volunteers in both Invercargill and Bluff on the day before the event (Wednesday 5 February) to load and unload safety gear in the form of bales and sausages.

I am also working through the other logistics that we require each year – timing crew, portaloos, rubbish bins, facilities for the timing crew and results crews, gates at entry points, signage, volunteer lunches, bike recovery crew, prizegiving, road sign removal and replacement, liaison re medical and sound requirements plus finalising the last of our class sponsorships.

I have also had discussions ICC Parks regarding increasing the size of the Car Park at the base of the hill. Parks have been supportive of our requirements there in the past and are very positive about assisting with our latest needs although some of the requirements to carry out the work needed to gain more space for the future may not be able to be completed in time for the 2020 event.

#### **SUMMER SOUNDS BLUFF**

I am about to apply for funding for the 2020 Summer Sounds concert. At this point we do not have a date for next year but we will announce this as soon as possible.

#### **OLD BLUFF CEMETERY TOUR**

I was asked to do some promotion for the Old Bluff Cemetery Tour which was held recently.

While the request came quite late we managed to gain pre-event profile in the Southland Express and the Southland Times as well as some post-event publicity. I also did some social media while the Beacon, through Jan Mitchell who ran the tour, carried information on the event.

#### CHRISTMAS IN THE BLUFF

I have just started working on some publicity for the 2019 Christmas In The Bluff.

#### **NATIONAL MOUNTAIN BIKE EVENT**

I have had an initial approach from the Southland Mountain Bike Club about a National Event here in Bluff early in January. The approach was to sound out a little support from us around the event and I indicated we would be happy to sit down and talk with them. I am awaiting further discussion.

#### **CRUISE READY BLUFF**

I attended the Cruise Ready Bluff seminar at South Port recently.

The seminar was informative and the cruise market is one that looks set to grow in our region in the future.

I took the opportunity at the end of the seminar to forge contacts with the various cruise line agents present and re-establish contact with one that was present that we have worked with before.

#### SOUTH PORT NZ LTD COMMUNITY ENGAGEMENT

Bluff Promotions Chairman Heather Ryan-Wills and I recently met with South Port to have an initial chat about their community engagement programme. There are some exciting initiatives around this and things that we can definitely be involved with.

#### **DONATIONS**

Bluff Promotions recently resolved to make donations to a number of Bluff groups and we are currently presenting these to the groups concerned.

#### Kiosk

I have attended an on-site meeting re the proposed Information Kiosk where a small committee was formed comprising of representatives of various Bluff groups. Later I was present at a meeting with some of those committee members and with Parks Officers Michelle Frey and Lesley McCoy where information to form the basis of funding proposals as well as identifying funding sources was the topic. At this stage I am not part of the committee but have offered to assist where required.

#### **DESTINATION MANAGEMENT PLAN**

Heather Ryan-Wills and myself had a preliminary meeting with Ann Lockhart and Ian Collier of Great South recently regarding the Destination Management Plan and will also attend a further briefing this week.

#### WEBSITE DEVELOPMENT

Bluff Promotions is currently looking at a full website remodel after a previous update was carried out earlier this year.

#### FUNDING SEMINAR

I attended a seminar with funding representatives from the Invercargill City Council, Community Trust South and the Department Of Internal Affairs along with members of other Bluff groups.

TO: BLUFF COMMUNITY BOARD

FROM: RUSSELL PEARSON – ROADING MANAGER

MEETING DATE: MONDAY 18 NOVEMBER 2019

#### **BLUFF ACTION SHEET**

#### **SUMMARY**

This report provides an update on the Action Sheet.

#### RECOMMENDATION

That the report 'Bluff Action Sheet' be received.

#### **IMPLICATIONS**

1.	Has this been provided for in the Long Term Plan/Annual Plan? Yes.
2.	Is a budget amendment required? No.
3.	Is this matter significant in terms of Council's Policy on Significance?  No.
4.	Implications in terms of other Council Strategic Documents or Council Policy?  None.
5.	Have the views of affected or interested persons been obtained and is any further public consultation required?  Not required.
6.	Has the Child, Youth and Family Friendly Policy been considered?  N/A.

#### **FINANCIAL IMPLICATIONS**

No financial issues have been raised.

#### **ACTION SHEET**

The Action Sheet has been attached (refer to *Appendix 1*).

The cycleway project has been tendered and these closed on 1 November 2019. The tenders are currently being evaluated and a contractor selected. The planned start date is still to be confirmed and will depend on the necessary approvals but hopefully before Christmas. The likely construction time frame is mid-2020 but will be confirmed when the contractor is appointed.

Maintenance tasks are up to date with some follow up work on the footpaths along the foreshore to remove the slippery surfaces from hill run-off.

#### Bluff Community Board - BLUFF ACTION SHEET

#### APPENDIX 1

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#### **Bluff Inspection Action Sheet**

m	Year	Responsibility Area	Issues	Actions	ICC Contact	Anticipated Timeframe Completed
4	2018	Parks	Rowing club beach erosion	Awaiting direction and discussion at the meeting. No further current action but does highlight risks around filled areas and erosion.	Parks	Hold
6	2018	Parks	J G Ward Reserve	Vehicles are using this area as access to the back of the sections. One property has put new gate onto the Reserve for access and Parks have received complaints. A joint Parks / Building Consents letter will be sent to the resident. There are now 4-5 properties using this illegal access onto a Reserve. This needs the Board's support and residents asked to stop. Awaiting response from Building Consents. Parks Assets are planning to contact owners and discuss. If it is not resolved it could become harder to solve in the future.	Parks t	Hold awaiting response
2	2019	Roading	Gore Street Road Verge (fuel tanks)	Mobil and the 2024 Group are working together to develop a plan for the area. Discussion held on how the area will continue to be maintained after new plantings are installed. Suggestion that a grant could be provided to give time for future costs to be considered in the Annual Plan. Comments about certainty of funding. Further work with the planned cycleway and the work from the 2024 Group needs to be incorporated in a wider plan for the area. Cycle trail design still being completed.	Russell Pearson	Nov-19
3	2019	Roading	Foreshore Road by Shannon Street	Lupins had been sprayed and area could need a tidy up. Contractor to check. Check being undertaken to make sure spraying has been effective.	Russell Pearson	Complete
4	2019	Parks	Boat Ramp – Swimming Area	Detailed design of boat ramp underway, sub-division of land progressing, tender documentation being compiled. Some work was undertaken on the West jetty to make it safe.	Lesley McCoy	TBC - Dependant on tenders
6	2019	Roading	Stirling Point	Footpath is still awaiting decisions. Parking Options Study is planned by Stafford Group. Vegetation around the viewing platform needs a tidy. Light at sign is damaged and needs repaired.  Contractor instructed to repair light. Report to be discussed at future workshop with Board and Councillors.	Russell Pearson	Hold
7	2019	Roading	Gun Pit Road Carpark	DOC keen to work with Council on a carparking option and DOC planning further improvements. Further investigation needed into what carparking is possible. Road into the area is unsealed and needs to be sealed if used as carpark. Concepts are contained in the Strategic Plan.  This work needs to be tied into Stirling Point actions. Meeting held with DOC but needs some planning to tie into a funded plan.	Russell Pearson	Hold
8	2019	Roading	Gorse in Roadsides	Areas visited which have gorse starting to grow, including Bann and Barrow Street. Roading to follow up. More spraying and remedial work is required and follow up needed.  Contractor will be instructed to recheck berm areas and respray as necessary.  Next round of spraying is being undertaken and further audits will occur. The kerb side spray is finished and the noxious spray is due in November.	Russell Pearson	
9	2019	Parks	Bluff War Memorial	Subsidence of ground under the memorial, a report has been undertaken for options.	Michele Frey	
10	2019	Parks	Information Kiosk	Steering group established with members from Bluff Community Board, Bluff 2024, Bluff promotions and looking to find member from Bluff Motepohue Trust. Concept design is being amended to incorporate the walkway/cycleway and taking or feedback from steering group. Steering groups working with Parks staff on funding application document to avail of new or potential funding options available.	Lesley McCoy	

Last Updated

4/11/2019

Bluff Refuse Transfer Site

Malcolm Loan explained the compactor would be transferred from Invercargill. It will have more capacity than the current. The compactor is owned by the Contractor. Green waste is processed when there is sufficient material, which could be annually.

Gore Street Road Verge (Fuel tanks)

Mobil and the 2024Group are working together to develop a plan for the area.

Discussion held on how the area will continue to be maintained after new plantings are installed. Suggestion that a grant could be provided to give time for future costs to get considered in the Annual Plan. ]

Comments about certainty of funding

Foreshore Road by Shannon St

Foreshore Road by Shannon St
Lupins had been sprayed and area could need a tidy up
 Boat Ramp – Swimming Area
Current boat ramp funding does not include any swimming options
Discussion on the current parking of boats adjacent to the ramp which will need to be changed
Discussed the ES Clean Hull Boat Maintenance area and that ES was funding this

It was noted that the Swimming Concept Area is included in the Bluff Strategic Plan

Gore Street – Hedge by Morrison's Beach
Agreed that a major trim would be undertaken before a decision is made to remove it.

Stirling Point
Footpath is still awaiting decisions
Parking Options Study is planned by Stafford Group

Vegetation around the viewing platform needs a tidy Light at sign is damaged and needs repaired

Gun Pit road Carpark

DOC keen to work with Council on a carparking option and DOC planning further improvements

Further investigation needed into what carparking is possible Road into the area is unsealed and needs to be sealed if used as carpark

Concepts are contained in the Strategic Plan

Gorse in Roadsides
 Areas visited which has gorse starting to grow, including Bann and Barrow Street

Areas visited within has gorse starting to grow, includ Roading to follow up • Sweeping Frequency Some areas look to have not been adequately swept

Some grass still in the channels

#### Bluff Community Board - FINANCIAL STATEMENTS

Financial Year	2020						
Period	Quarter 1 Sep						
	Community Boards - Bluft	f					
	C	Quarter 1					
	Jul	Aug	Sep	Sep YTD	Full year	Full year	Annual
	Actual	Actual	Actual	Actual	Forecast	Remaining Forecast	Plan
Salaries & Wages Expenses.	2,012	1,977	2,966	6,955	26,520	19,565	26,520
Employee Benefit Expenses	2,012	1,977	2,966	6,955	26,520	19,565	26,520
Administration expenses	0	275	70	345	7,600	7,255	7,600
Grants & subsidies expenses	10,000	2,117	1,058	13,175	37,500	24,325	37,500
Operational expenses	0	0	0	0	2,000	2,000	2,000
Other Expenses	10,000	2,392	1,128	13,520	47,100	33,580	47,100
Total Expenses to Date	12,012	4,369	4,094	20,476	73,620	53,144	73,620

Bluff Community Board have an operating budget of \$73,620 for the 2019-2020 year.

The Board are operating inline with the forecast having spent 28% of the year to date forecast at the end of quarter one.