



## **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 3 February 2020 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

	Page
1. APOLOGIES	
2. PUBLIC FORUM	
3. INTEREST REGISTER	4
4. MINUTES OF THE MEETING HELD ON 18 NOVEMBER 2019	6
5. MATTERS ARISING	
6. REPORT OF THE BLUFF PUBLICITY/PROMOTIONS OFFICER	11
7. ACTION SHEET	13
7.1 APPENDIX 1	14
8. BLUFF COMMUNITY BOARD – CHAIRMAN’S REPORT	
To be tabled.	
9. FINANCIAL STATEMENTS	16
10. URGENT BUSINESS	
11. PUBLIC EXCLUDED SESSION	
Moved, seconded that the public be excluded from the following parts of the proceedings of this meeting; namely	
(a) <i>Confirmation of Bluff Community Board Minutes – 18 November 2019.</i>	
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) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:	

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
Confirmation of Minutes – 18 November 2019	Enable any local authority holding the information to carry on without prejudice or disadvantage, (including commercial and industrial negotiations)	<b>Section 7(2)(i)</b>

<h2 style="margin: 0;">BLUFF COMMUNITY BOARD</h2> <h3 style="margin: 0;">INTEREST REGISTER</h3>
---

ELECTED MEMBERS		
NAME	ENTITY	INTERESTS
<b>Cr Allan Arnold</b>	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	
<b>Cr Peter Kett</b>	Invercargill City Council	Councillor
<b>Raymond Fife</b>	Bluff Community Board	Board Member
	Bluff Charitable Trust	Chairman
	Bluff Maritime Museum	Chairman

Bluff Community Board - INTEREST REGISTER

<b>Gloria Henderson</b>	Bluff Community Board	Board Member
<b>Graham Laidlaw</b>	Bluff Community Board	Board Member
<b>Noel Peterson</b>	Bluff Community Board	Board Member
<b>Tammi Topi</b>	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 18 NOVEMBER 2019 AT 7.00 PM**

**PRESENT:** Mr R Fife (Chair)  
Mrs G Henderson  
Mr G A Laidlaw  
Mr N Peterson  
Miss T Topi  
Cr A J Arnold

**IN ATTENDANCE:** Mr R Pearson – Roading Manager  
Ms L McCoy – Parks Planning Manager  
Mrs N Allan – Service Centre Manager  
Mr L Beer – Bluff Publicity/Promotions Officer  
Ms M Sievwright – Committee Secretary

2. **APOLOGY**

Cr A J Arnold and N Peterson for lateness.

Move G Henderson, R Laidlaw and **RESOLVED** that the apologies be accepted.

3. **PUBLIC FORUM**

Nil

4. **INTEREST REGISTER**

Moved R Laidlaw, seconded G Henderson and **RESOLVED** that the report be received and that the Interest Register be updated.

5. **MINUTES OF MEETING HELD 2 SEPTEMBER 2019 AND THE INAUGURAL MEETING HELD ON 30 OCTOBER 2019**

Moved R Fife, seconded G Laidlaw and **RESOLVED** that the minutes be accepted as a true and correct record.

6. **MATTERS ARISING**

A letter had been sent to St John congratulating them on their achievement.

7. **REPORT OF THE PUBLICITY/PROMOTIONS OFFICER**

Moved G Henderson, seconded T Topi that the report be received.

Mr Beer took the meeting through the report. Key points included:

- Star Insurance was the new naming rights sponsor. The logistical details were still progressing and he was looking for more volunteers. The Bluff Motorcycle Club were looking to have Bluff Promotions set up for the hill climb from next year. He was working with the Parks Department to ensure there would be enough car parking at the bottom of the hill.
- A couple of dates had been identified for the Summer Sounds, however these will not work, but he hoped to have this sorted by the end of the week. A funding application would be submitted to Creative Communities.
- The cemetery tour had been successful with plenty of media coverage.
- The Cruise Ready Bluff seminar was a good way to make contact with various agents.
- Bluff Promotions was looking with professional website companies rather than having this in-house. This was because staff were constantly changing.

In response to a question regarding returns of the Burt Munro funding, Mr Beer said he would look at a contract with regard to how the money was divided. As the event grew and got bigger so did the costs, and hiring more trucks could diminish the profitability for the group.

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

## 8. **ACTION SHEET**

Moved G Laidlaw, seconded T Topi that the report be received.

Mr Pearson and Ms McCoy were in attendance and took the meeting through the report. Key points included:

- The Bluff to Invercargill cycleway had been tendered with four tenders being evaluated. A preferred contractor had been selected and a meeting would be held to discuss minor issues. There had been ongoing discussions with NZTA regarding funding and future maintenance which had been resolved. Project costs were within budget and approval for the contract would need to be signed off by the Chief Executive within the next few weeks. It was suggested that the work in the 100 km area be started first. An agreement with KiwiRail at Awarua was still to be held but the decision would be to proceed. The track would be approximately 2.5 metres wide and gravel, which hopefully NZTA would fund part of. Works around the Greenhills overbridge would be involved and NZTA were building a bund behind the wire rope barrier at Ocean Beach. The contractor was not likely to start before Christmas as the Heritage Authority would need to give their approval. It was estimated this work would take six months to complete, starting at both ends and meeting in the middle.

**Note:** N Patterson arrived at 7.28 pm.

- The water fountain for the skate park had been ordered and would be able to be seen from the road. The configuration of the entrance would be changed so the fountain would be accessible to wheelchairs.
- Gore Street playground had archaeological approval and new equipment would be added in February.

- Bluff Information Kiosk was progressing.

**Note:** Cr A J Arnold arrived at 7.33 pm.

- No significant work would be undertaken for the Bluff Hill Climb as there was not enough time. This would be further discussed when the Master Plan was available.
- The Bluff Memorial needed a significant amount of work to stabilise the ground underneath or it could be moved to futureproof it. The report from Opus would be forwarded to the Community Board members.

Mr Pearson gave an update on the Ocean Beach investigation. Council had recently engaged an engineering specialised company to do the detailed site investigation and develop a remedial options assessment. They would identify what type of fill was in the area and what remedial options there were. This area included the car park, around the coastline to behind the old freezing works to where the pumping station was. The problem was quite extensive and was a major problem.

Ms McCoy said the bluff boat ramp was underway with a detailed design. They would start from the water then move back. It was difficult to finalise a timeframe due to overseas contractors.

N Peterson asked who had cut the trees by the reservoir. These trees were 150 years old and no notification had been given. Ms McCoy said wildling pines had been cut but she was unaware of the other trees. She would look into this.

G Henderson said there was noxious weeds in Henderson Street. Mr Pearson would look into this.

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

## 9. CHAIRMAN'S REPORT

### 9.1 Cruise Ready Bluff

There would be a 25% increase in ships in Bluff for the coming year. It was agreed an experience was needed for more ships to be enticed to come.

### 9.2 Old Cemetery Tour

R Fife wanted to congratulate the Bluff History Group who undertook this tour as there was a lot of history which could attract people to Bluff.

### 9.3 Bluff Bursaries

Notices for these bursaries would be advertised with the closing date being Friday 17 January 2020.

### 9.4 Tiwai Closure

R Fife said he hoped an agreement could be reached as this would affect many in the Bluff community, whether as direct workers or contractors. He would organise a meeting with Tiwai for a tour of the facility.

9.5 **Christmas Function**

The Marae was fully booked so if there is interest R Fife would arrange to go somewhere else.

Moved R Fife, seconded N Peterson and **RESOLVED** that the Bluff Community Board hold its Christmas function.

Moved R Fife, seconded T Topi and **RESOLVED** that the report be received.

10. **FINANCIAL STATEMENTS**

Moved Cr Arnold, seconded G Laidlaw and **RESOLVED** that the financial report be received.

11. **URGENT BUSINESS**

11.1 **Garden Club**

G Henderson said the Garden Club had purchased a dandelion sculpture and wanted to put this by the Christmas tree on the greenbelt. Mr Pearson would contact everyone to clarify what is happening.

11.2 **Disorder and Lawlessness in Bluff**

It was agreed that this needed to be further discussed.

12. **PUBLIC EXCLUDED SESSION**

Moved R Fife, seconded N Patterson and **RESOLVED** that the public be excluded from the following parts of the proceedings of this meeting, namely:

- (a) *Presentation by Great South*
- (b) *Presentation by Southland Mountain Bike Club*
- (c) *Slaney Street*

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 resolution are as follows:

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

- |     |  |  |                        |
|-----|--|--|------------------------|
| (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) | <b>Section 7(2)(i)</b> |
| (c) | Slaney Street                                | Enable any local authority holding the information to carry on without prejudice or disadvantage, (including commercial and industrial negotiations) | <b>Section 7(2)(i)</b> |

There being no further business, the meeting finished at 9.05 pm.

**TO: BLUFF COMMUNITY BOARD**

**FROM: LINDSAY BEER - BLUFF PUBLICITY/PROMOTIONS OFFICER**

**MEETING DATE: MONDAY 3 FEBRUARY 2020**

<b>REPORT OF THE BLUFF PUBLICITY/PROMOTIONS OFFICER</b>
---

**RECOMMENDATIONS**

**It is recommended that this report be received.**

**STAR INSURANCE BURT MUNRO CHALLENGE BLUFF HILLCLIMB - 6 FEBRUARY 2020**

Our volunteer numbers for the Star Insurance Burt Munro Challenge Bluff Hillclimb on Waitangi Day are now looking quite good for the day itself and we are working to ensure we have a good crew to set up and pack down the course both before and after the event.

Volunteers on the day are utilised for gate duties and spectator marshalling. We also require specialised help with timing while the Southland Motorcycle Club provide specialised helpers for flag marshalling and other roles.

Most of our safety barriers are now stored in Invercargill and we have to hire trucks and use volunteers to bring everything into Bluff on 5 February, set up the course and then pull down the course on the evening after the event and have everything back in Invercargill on Friday morning ready for the Street Race set up which starts on Friday evening.

Other items that go into turning the hill into a hillclimb course are port-a-loos, sound, medical arrangements, rubbish bins, results caravan and a portable building for the timing crew, temporary gates at all access points, signage, volunteer lunches, bike recovery crew, trophies, sashes and prizegiving, road sign removal and reinstatement, safety car and the sourcing of class sponsorship.

**SUMMER SOUNDS BLUFF – SUNDAY 8 MARCH**

I have received funding from the Creative Communities Scheme for the 2020 Summer Sounds concert at the Gunpit. Bluff Promotions eventually settled on Sunday 8 March as a date due to the busy calendar over the summer.

We are in the process of approaching three different acts – two from Bluff and one from Invercargill - and booking all the logistics for the event such as sound technicians, MC, advertising and promotion, organising a generator, food & coffee vendor, port-a-loos etc.

**NATIONAL MOUNTAINBIKE DOWNHILL CHAMPIONSHIPS – SUNDAY 12 JANUARY**

I did some pre-event promotion for this event gaining some publicity prior to the day and also assisted with some contact details for people and services as requested by the Mountain Bike Club.

**SOUTHLAND ANNUAL CHEESE ROLL – SUNDAY 16 FEBRUARY**

I have been liaising with the Red Cross re their Southland Annual Cheese Roll on Lee Street from 11am to 2.00 pm on Sunday 16 February.

The event is a fundraiser for the Red Cross and has categories for 16 & under, over 16 and groups to build a “contraption” to which a 1kg block of cheese can be attached and raced downhill.

**TRY WHANAU TRIATHLON – SUNDAY 22 MARCH**

I have started work on a few initial tasks around this event.

**TO: BLUFF COMMUNITY BOARD**  
**FROM: RUSSELL PEARSON – ROADING MANAGER**  
**MEETING DATE: MONDAY 3 FEBRUARY 2020**

<b>BLUFF ACTION SHEET</b>
---------------------------

**SUMMARY**

This report provides an update on the Action Sheet.
---

**RECOMMENDATION**

**That the report “Bluff Action Sheet” be received.**

**IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

No financial issues have been raised.

**ACTION SHEET**

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

## Bluff Community Board - ACTION SHEET

APPENDIX 1

A2886182

### Bluff Inspection Action Sheet

Item	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	Hold awaiting response	
2	2019	Roading	Gore Street Road Verge (fuel tanks)	Parks, 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. Roding 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. Need to consider consultation on 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. Detailed design is underway. Steering groups working with Parks staff on funding application document to avail of new or potential funding options available.	Lesley McCoy		
11	2020	Parks	Stirling Point Lighthouse Track	Renewal begins 16th January	Lesley McCoy	Feb-20	
12	2020	Parks	Gore Street Playground	New equipment programmed to be installed February, other minor works also programmed for same time	Lesley McCoy	Feb-20	

## Bluff Community Board - ACTION SHEET

### 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

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

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 2	Dec
Business Unit	321000 - Community Boards - Bluff	
Summary / Detail	Summary	

	Quarter 2			2019/20			
	Oct Actual	Nov Actual	Dec Actual	Dec YTD Actual	Full year Forecast	Full year Remaining Forecast	Annual Plan
	(\$000)	(\$000)	(\$000)	(\$000)	(\$000)	(\$000)	(\$000)
Salaries & Wages Expenses.	1,835	1,714	1,643	12,147	26,520	14,373	26,520
<b>Employee Benefit Expenses.</b>	<b>1,835</b>	<b>1,714</b>	<b>1,643</b>	<b>12,147</b>	<b>26,520</b>	<b>14,373</b>	<b>26,520</b>
Administration expenses	77	0	30	452	7,600	7,148	7,600
Grants & subsidies expenses	1,058	1,058	2,117	17,409	37,500	20,091	37,500
Operational expenses	0	0	110	110	2,000	1,890	2,000
<b>Other expenses.</b>	<b>1,135</b>	<b>1,058</b>	<b>2,257</b>	<b>17,971</b>	<b>47,100</b>	<b>29,129</b>	<b>47,100</b>
<b>Total Expenses to Date</b>	<b>2,970</b>	<b>2,772</b>	<b>3,900</b>	<b>30,118</b>	<b>73,620</b>	<b>43,502</b>	<b>73,620</b>

Bluff Community Board is behind budget for second quarter of the year. The spend to date is 41% of total budget.

Administration expenses are down on budget but this is mainly conference costs which is yet to happen.

Operational expenses are behind but as the year progresses this should be more in line with budget.