



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 16 August 2021 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

Bluff Community Board - Public

16 August 2021 07:00 PM

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BLUFF COMMUNITY BOARD INTEREST REGISTER

ELECTED MEMBERS		
NAME	ENTITY	INTERESTS
Cr Allan Arnold	Invercargill City Council Ziff's Café Bar Ltd Buster Crabb Ltd Ziff's Tour Ltd Ziff's HR Ltd Ziff's Trust NZMCA Southland Aero Club Invercargill Club Invercargill East Rotary	Councillor Executive Director Executive Director Executive Director Executive Director Trustee Administrator Member Member Member Member
Cr Peter Kett	Invercargill City Council Age Concern Southland Kite Investments Limited Invercargill Harness Racing Club Board member Ascot Consortium	Councillor Board Member Director Vice President and Life Member Member
Raymond Fife	Bluff Community Board Bluff Charitable Trust Bluff Maritime Museum	Board Member Chairman Chairman
Gloria Henderson	Bluff Community Board Bluff Maritime Museum	Deputy Chairperson Deputy Chairperson

Bluff Community Board - Public - Interest Register (A2411889)

	Bluff Promotions Charitable Trust Bluff Women's Section of RSA Hospice	Vice Chairperson Trustee RSA Member
Graham Laidlaw	Bluff Community Board	Board Member
Noel Peterson	Bluff Community Board Bluff Promotions Bluff Community Charitable Trust Bluff 2024 Organisation	Board Member BCB Representative Member Member
Tammi Topi	Bluff Community Board Bluff 2024 Urban Rejuvenation Group Trust Port Softball Club	Board Member Trustee Committee Member

**MINUTES OF A MEETING OF THE BLUFF COMMUNITY BOARD HELD IN THE BLUFF
MUNICIPAL CHAMBERS, GORE STREET, BLUFF ON MONDAY
14 JUNE 2021 AT 7.00 PM**

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

IN ATTENDANCE: Mrs N Allan – Service Centre Manager
Mr L Beer – Bluff Publicity/Promotions Officer
Mr R Pearson – Roading Manager
Mrs C Rain – Parks Manager
Miss L McCoy – Parks Planning Manager
Ms M Sievwright – Governance Officer

1. **APOLOGY**

Nil.

2. **PUBLIC FORUM**

2.1 **Waka Kotahi and South Roads**

Justin Reid and Stu McLeod were in attendance to discuss the work Waka Kotahi and South Roads were undertaking in Bluff.

Mr Reid explained the original concept of creating a bund to stop water from coming over the road, however this had not happened. He took the meeting through the solution they had found to stop flooding.

Note: Mr Peterson arrived at the meeting at 7.06 pm.

Mr McLeod spoke about the contracts and the cycle contract that he maintained. He said 100 percent of the entire roading network was monitored every year. It was expected that 10 percent of the road would fail and need maintained. This was a way to plan the maintenance programme each year. This included the gravel shoulder and the grass verge in the rural areas. There was a goal of having 0 deaths on the road and one of the tools was looking at speed reviews. Currently Gore to Bluff was being investigated within the next few years. A technical recommendation would be provided to the government and then consultation was happen.

The Chair thanked the submitters for attending the meeting.

2.2 **Emergency Management Southland**

Tracey Fraser was in attendance to introduce herself and discuss community preparedness.

Ms Fraser tabled the Bluff Community Response Plan and asked for any updates to be provided. She would also hold meetings to discuss tsunami and radio training.

The Chair thanked the submitter for attending the meeting.

3. **INTEREST REGISTER**
A2411889

Nil.

Moved T Topi, seconded G Henderson and **RESOLVED** that the Interest Register be accepted.

4. **MINUTES OF THE BLUFF COMMUNITY BOARD MEETING HELD ON 19 APRIL 2021**
A3381025

Moved G Henderson, seconded N Peterson and **RESOLVED** that the minutes of the Bluff Community Board meeting held on 19 April 2021 be confirmed.

5. **REPORT OF THE BLUFF PUBLICITY / PROMOTIONS OFFICER**
A3434260

Moved G Laidlaw, seconded N Peterson that the Bluff Community Board:

1. Receive the "Report of the Bluff Publicity / Promotions Officer".

Mr Beer took the meeting through this report. He said there was no plan at this stage to take two days for the Bluff Oyster Festival as there was a lack of accommodation. Queries for ticket sales were already being received.

Funding for the information kiosk was short \$46,000 however other funding options were being investigated.

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

6. **BLUFF ACTION SHEET**
A3436484

Moved Cr Arnold, seconded N Peterson that that the Bluff Community Board:

1. Receive the report "Bluff Action Sheet".

Mr Pearson took the meeting through the action sheet. He suggested a list of events happening in Bluff be noted soon as roads would need to be closed for some of them and plans would need to be submitted to Council.

An update was provided on the street sweeping programme which was on a four weekly cycle. A discussion was held regarding the size of the sweeper and the job that it does.

The community was displeased at the adequate maintenance programme and it was suggested that a better planning programme and reporting system be undertaken. Mr Pearson said he expected the contractor to notice overgrown areas and areas which needed addressed.

A discussion was held regarding the funding for the cycleway. It was due to be complete by the end of June but it was not anticipated to be finish by then. This was due to the archaeology dig that was undertaken. The funding would then be returned to the government however Mr Pearson was working on a way around this issue.

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

7. **SLANEY STREET RESERVE UPDATE – DETAILED SITE INVESTIGATIONS AND MONITORING**
A3409167

Moved N Peterson, seconded G Laidlaw that that the Bluff Community Board:

1. Receive the report “Slaney Street Reserve Update – Details Site Investigations and Monitoring”;
2. Endorse the next steps of the “Slaney Street Reserve Update – Detailed Site Investigations and Monitoring” Report.

Miss McCoy was in attendance to speak to this report. Communications would be undertaken on the work. There were no plans for anything to be built on this site.

The contractors were 75 percent through the wilding pine project. The contractors were due back onsite in September.

The eastern jetty had been modified and the drawings would be updated and then put out for tender.

The Bluff War Memorial would have geotechnical assessment work undertaken first before any work was undertaken. Talks would be held with the Bluff RSA once information had been sought.

An MOU would be signed with DOC regarding the carpark. It was suggested that only one MOU be signed which would alleviate confusion.

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

8. **PERFORMANCE REPORT – BLUFF COMMUNITY BOARD YTD APRIL 2021**
A3432212

Moved G Henderson, seconded N Peterson and **RESOLVED** that that the Bluff Community Board:

1. Receive the report “Performance Report – Bluff Community Board YTD April 2021”.

9. **CHAIRPERSON'S REPORT**

Several members had attended the Community Board Conference in Gore and gave an update on this, particularly around 3 waters and the reform of local government.

A public meeting had been held regarding the oyster parasite. There was no further signs of the parasite and there were no procedures in place to completely eradicate it.

The submission to the Long Term Plan requested a dump station in Bluff and to confirm no increase in budget allowance for an additional public toilet. Cr Arnold said these would be considered in the next Long Term Plan which was in three years.

Moved R Fife, seconded T Topi and **RESOLVED** that that the Bluff Community Board:

1. That the Chairperson's Report be received.

10. **URGENT BUSINESS**

There being no further business, the meeting finished at 9.04 pm.

TO: BLUFF COMMUNITY BOARD

FROM: LINDSAY BEER - BLUFF PUBLICITY/PROMOTIONS OFFICER

MEETING DATE: MONDAY 16 AUGUST 2021

REPORT OF THE BLUFF PUBLICITY/PROMOTIONS OFFICER

RECOMMENDATIONS

It is recommended that the report “Bluff Publicity / Promotions Officer” be received.

A FISHERMANS TALE

The footage of “*A Fishermans Tale*” which was funded by Great South who contracted Wanaka production company, Two Bearded Men, to film promotional footage around the Bluff Oyster and Food Festival and also around various parts of Bluff to promote our area is almost ready for us to view.

There were a couple of delays and changes required during the production cycle but I should have more to report at the Board’s August meeting.

INFORMATION KIOSK PROJECT

I am continuing to work on funding from a range of sources for the new information kiosk. At the moment I am gathering quotes for the next applications and I also have some possible business contributions to follow up.

SOUTHLAND CHEESE ROLL- SUNDAY 21 NOVEMBER 2021

The Red Cross have been in contact regarding the Southland Cheese Roll which they intend to hold from 11.00 am to 2.00 pm on Sunday 21 November on Lee Street once again.

I have been asked to assist in certain areas and have already provided advice regarding traffic management options and calendared the event with the Southland Express. I have also been asked to approach the Southland Motorcycle Club regarding the use of some of the Burt Munro Challenge barriers again this year.

This year the Red Cross hope to add a food component involving southern cafes in a Best Cheese Roll Competition around the event.

BLUFF WEBSITE

I have been given authority by Bluff Promotions to pick up the re-development of the Bluff website, a project which the Bluff Promotions group was previously working on. At the moment our designer is working on logos and branding for the look and feel of the site and he also has a substantial amount of content. I am hoping to chart a timeline to completion once the branding part of the site is complete and signed off.

TO: BLUFF COMMUNITY BOARD
FROM: RUSSELL PEARSON, ROADING MANAGER
AUTHORISED BY: ERIN MOOGAN, GM INFRASTRUCTURE
MEETING DATE: MONDAY 16 AUGUST 2021

BLUFF ACTION SHEET

SUMMARY

This report provides an update on the Action Sheet.

RECOMMENDATION

That the Bluff Community Board receive the report “Bluff Action Sheet”.

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.

FINANCIAL IMPLICATIONS

No financial issues have been raised.

ACTION SHEET

The action sheet has been updated to show the response to the issues raised in the inspection.

Bluff Inspection Action Sheet

Item	Year	Responsibility Area	Issues	Actions	ICC Contact	Timeframe
1	2018	Parks	Rowing club beach erosion	No further current action but does highlight risks around filled areas and erosion.	Parks	Hold
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 into a wider plan for the area. Cycle trail design still being completed. Some mowing has been undertaken and further tidy up work is being priced. This area will be changed by the cycle trail and should be in a much tidier condition.	Russell Pearson	
3	2019	Parks	Boat Ramp	We're getting close to having the 100% design from Jacobs on the boat ramp, it should only be a couple of weeks away. Then we will start to have conversations with contractors to undergo Procurement.	Lesley McCoy	In full detailed design phase in progress
4	2019	Roading	Stirling Point	Footpath is still awaiting decisions. No further decisions have been made to advance a solution. The number of alternative options has not really changed and car parking remains to be a significant problem.	Russell Pearson	Hold
5	2019	Roading	Gun Pit Road Carpark	DOC keen to work with Council on a carparking option and DOC planning further improvements. An earlier meeting with DOC indicated that carparking may be possible however will only provide limited numbers. Further investigation continues to be needed. The road into the area is unsealed and should also be sealed if used as carpark which will increase proposed costs. This project is awaiting funding and decisions before advancing further. There is no clear funding included in the LTP and the Tourism Investment Fund TIF or other government options may be more appropriate but would need at least 50% Council contribution.	Russell Pearson	Hold - however is part of CIF (Shovel Ready Application)
6	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. An inspection will be undertaken when Level 2 is reached and works planned. Spraying is up to date. Pest plants spray planned for Jan - Feb 2021.	Russell Pearson	
7	2019	Parks	Bluff War Memorial	Onsite held Engineer 02/02/21 to understand options. Organise meeting with Bluff RSA, date to be confirmed.	Lesley McCoy	On hold until PGF memorial projects are completed
8	2019	Parks	Information Kiosk	Archeological Authority Application is underway, then it will progress through to detailed design.	Lesley McCoy	No action from ICC currently

Bluff Community Board - Public - Bluff Action Sheet (A3500223)

Item	Year	Responsibility Area	Issues	Actions	ICC Contact	Timeframe
20	2020	Roading	Barrow / Suir Streets water run off	Investigate a solution. Some adjustments to the kerbing may be required. Included in November work programme. Work is still planned but was delayed due to other work priority.	Russell Pearson	Jun-21
21	2020	Roading	Shannon Street westside footpath behind Challenge	Footpath vegetation was cleared. Board members have highlighted that there are still many areas to complete. These will be scoped and undertaken when the weather is appropriate.	Russell Pearson	
22	2020	Roading	Shannon / Blackwater Streets intersection for pedestrians	Further planning required with the cycle path but noted that a safe crossing location is required. Some footpath works and drop channels required. Works still pending.	Russell Pearson	
23	2020	Roading	Maritime Museum intersection footpath	Footpath would be planned with the Boat Ramp works.	Russell Pearson	
24	2020	Build/Planning	Shannon Street house east side near Lagan Street	No breaches of Building Act or Resource Management Act detected. Environmental Health are following up in regard to non-compliance with bylaw. No further action required from Planning & Building.	Jonathan Shaw	No further action
25	2020	Build/Planning	House corner Suir / Barrow Streets	No breaches of Building Act or Resource Management Act detected. Environmental Health are following up in regard to non-compliance with bylaw. No further action required from Planning &	Jonathan Shaw	No further action
26	2020	Roading	Upper Barrow Street gravel footpath	Will review the planning for a footpath in this area. Agreed that the area could be tidied up. Decision yet to be confirmed. Extra gravelling has been undertaken.	Russell Pearson	In Progress
27	2020	Roading	Wall on the corner of Slaney / Foyle Streets rugby grounds side	As previously noted a fibre optics laid in alignment where a temporary fence was to be erected so another solution is required so that further disturbance does not occur resulting in closure of the footpath. An inspection will be undertaken in April. This is a reasonably difficult and resulting costly	Russell Pearson	In Progress
29	2020	Build/Planning	Untidy section Slaney Street	No breaches of Building Act or Resource Management Act detected. Environmental Health are following up in regard to non-compliance with bylaw. No further action required from Planning &	Jonathan Shaw	No further action
31	2020	Build/Planning	Untidy section Mason Street	No breaches of Building Act or Resource Management Act detected. Environmental Health are following up in regard to non-compliance with bylaw. No further action required from Planning &	Jonathan Shaw	No further action
32	2020	Build/Planning	Untidy section Bandon Street	No breaches of Building Act or Resource Management Act detected. Environmental Health are following up in regard to non-compliance with bylaw. No further action required from Planning &	Jonathan Shaw	No further action
33	2020	Parks	Bluff Hill Carpark general tidy up	New MoU has been signed with DOC and another with DOC and Bluff Hill Motupohue Trust. Operational undertakings through the understanding are ongoing.	Lesley McCoy	
34	2020	Roading	Barrow Street footpath behind Eagle Hotel	Grass required to be cut back from footpath to expose the full width. Works have been undertaken in many areas and is ongoing as they are identified.	Russell Pearson	
38	2020	Roading	Stirling Point – noxious weeds – tyre wall - overgrown behind barrier	Replacement for tyres has been costed and it is being considered where funding for this can be obtained. Agreed that the area needs further attention.	Russell Pearson	
39	2020	Roading	Cracked footpath 24-30 Marine Parade	Inspection required and a solution identified. Work being programmed.	Russell Pearson	Programmed

Performance Report by Cost Centre for Entity 10 - Invercargill City Council

YTD Period: 12 - June

Bluff Community Board

Cost Centre: 1030

Last run on 09-Aug-2021 at 10:39:52

	Prior Year - 2019-20		YTD - June 2021		
	YTD Actual	Full Yr Actual	Actual	Forecast	Forecast
Revenue					
11009 - Targeted rates - Other targeted	76,787	76,787	78,591	0	
11099 - BUD Targeted rates	0	0	0	78,996	
Rates Revenue Subtotal	76,787	76,787	78,591	78,996	-405
13005 - Interest revenue - Net debt	2,801	2,801	963	0	
13099 - BUD Finance Revenue	0	0	0	996	
Finance Revenue Subtotal	2,801	2,801	963	996	-33
TOTAL REVENUE	79,588	79,588	79,554	79,992	-438
Expenses					
22000 - Salaries and wages - Permanent	25,755	25,755	25,013	0	
22099 - BUD Salaries & Wages Expenses	0	0	0	26,004	
22304 - Travel allowance	44	44	0	0	
22402 - Accommodation and meals - Domestic	0	0	717	0	
22700 - Course and seminar fees	1,180	1,180	0	0	
22701 - Corporate wide training	0	0	3,852	0	
22799 - BUD Miscellaneous Staff Expenses	0	0	0	5,004	
Employee Expenses Subtotal	26,979	26,979	29,582	31,008	1,426
Finance Expenses Subtotal	0	0	0	0	0
23399 - BUD Administration expenses - Other	0	0	0	2,004	
23500 - Public relations media expenses	30	30	0	0	
23600 - Software licences	0	0	275	0	
24102 - Grants expense - GST registered	31,760	31,760	23,760	0	
24103 - Grants expense - Non GST registered	0	0	8,000	0	
24198 - BUD Grants & subsidies expenses (no ii	0	0	0	38,004	
24502 - Entertainment	1,960	1,960	0	0	
24503 - General expenses	345	345	0	0	
24504 - Postage	110	110	0	0	
24507 - Event costs and catering	84	84	153	0	
27599 - BUD Operational expenses - Other	0	0	0	3,000	
Other Expenses Subtotal	34,289	34,289	32,188	43,008	10,820
Internal Expenses Subtotal	0	0	0	0	0
TOTAL EXPENSES	61,268	61,268	61,770	74,016	12,246
SURPLUS/ (DEFICIT)	18,319	18,319	17,783	5,976	11,807

Bluff Community Board has finished Q4, 2020-21 year with a surplus of \$11,807.

This is mainly because of an underspend in Other Expenses. Most of this underspend is in the Grant budget. Grants were underspent by \$6,244. There was also an underspend in the Administrations and Operational budgets.

The underspend will be transferred to a Net Debt Account for future use by the Bluff Community Board.