



## **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 20 June 2022 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  
Mrs P Coote – Advisory Member

CLARE HADLEY  
CHIEF EXECUTIVE

# Bluff Community Board - Public

20 June 2022 07:00 PM

| Agenda Topic   | Page |
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| 1. Apologies   |      |
| 2. Declaration of Interest   |      |
| a. Members are reminded of the need to stand aside from decision-making when a conflict arises between their role as an elected representative and any private or other external interest they might have. |      |
| b. Elected members are reminded to update their register of interests as soon as practicable, including amending the register at this meeting if necessary.  |      |
| 3. Public Forum  |      |
| 4. <a href="#">Minutes of the Bluff Community Board Meeting Held on 9 May 2022 (A3883767)</a>  | 3    |
| 5. <a href="#">Report of the Bluff Publicity / Promotions Officer (A3945479)</a>   | 8    |
| 6. <a href="#">Bluff Action Sheet (A3945852)</a>   | 10   |
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| 7. Chairperson's Report - Verbal Update  |      |
| 8. Urgent Business   |      |

**MINUTES OF THE BLUFF COMMUNITY BOARD MEETING HELD IN THE BLUFF MUNICIPAL CHAMBERS, GORE STREET, BLUFF ON MONDAY 9 MAY 2022 AT 7.00 PM**

**PRESENT:** Mrs G Henderson (Deputy Chair)  
Mr G Laidlaw  
Mr N Peterson  
Miss T Topi  
Mrs P Coote – Advisory Member

**IN ATTENDANCE:** Cr L F Soper  
Ms T Hurst – Group Manager – Customer and Environment  
Mr M Morris – Manager – Governance and Legal  
Mr R Pearson – Manager – Strategic Asset Planning  
Mr P Nolan – Manager – Infrastructure Services  
Mr L Butcher – Programme Director – Project Management Office  
Ms J Jack – Programme Coordinator – Project Management Office  
Mrs N Allan – Service Centre Manager  
Ms M Cassiere – Executive Governance Officer

1. **APOLOGY**

Mr R Fife

Moved Mr Laidlaw, seconded Mr Peterson and **RESOLVED** that the apology be accepted.

2. **DECLARATION OF INTEREST**

Nil.

3. **PUBLIC FORUM**

Nil.

4. **MAJOR LATE ITEM**

4.1. **Bluff Action Sheet**

Moved Ms Topi, seconded Mr Peterson and **RESOLVED** that the Major Late Item “*Bluff Action Sheet*” be accepted.

| <b>The reason that the item was not in the agenda</b>          | <b>The reason why the discussion of the item could not be delayed</b> |
|--|---|
| The report was not ready at the time the agenda was published. | Matters could be progressed in a timely manner.                       |

5. **MINOR LATE ITEM**

4.1. **Bluff Financial Statements**

Moved Mr Laidlaw, seconded Ms Topi and **RESOLVED** that the Minor Late Item “*Bluff Financial Statements*” be accepted.

| The reason that the item was not in the agenda                 | The reason why the discussion of the item could not be delayed |
|--|--|
| The report was not ready at the time the agenda was published. | Matters could be progressed in a timely manner.                |

6. **MINUTES OF THE BLUFF COMMUNITY BOARD MEETING HELD ON 28 MARCH 2022**

A3803817

Moved Mr Peterson, seconded Mr Laidlaw and **RESOLVED** that the minutes of the Bluff Community Board meeting held on 28 March 2022 be confirmed.

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

A3889531

Moved Ms Topi, seconded Mr Peterson and **RESOLVED**:

1. That the Bluff Community Board receive the report “Report of the Bluff Publicity / Promotions Officer”.

8. **LOCAL GOVERNMENT NEW ZEALAND CONFERENCE 2022 ATTENDANCE**

A3891454

Mr Michael Morris spoke to the report. He noted that Mr Peterson had submitted a request to attend the Local Government New Zealand (LGNZ) conference in Palmerston North to be held in July 2022. Mr Morris said that as Mr Peterson was a member of the Bluff Community Board, it would be appropriate for the Community Board to determine whether he should attend the conference. He further noted that the Community Board did not have any budget left for travel and training for this triennium, therefore, any expenditure for Mr Peterson to attend the conference on behalf of the Community Board would be an additional expense, which would have to be raised and, that the costs would be paid for by the ratepayers of Bluff.

Moved Mr Laidlaw, seconded Ms Topi that the Bluff Community Board:

1. That the Board receives the report titled “Local Government New Zealand Conference 2022 Attendance”.
2. That the Committee **approves/**declines the attendance of Noel Peterson or such other members who the Board wishes to attend.

Mr Peterson provided his views for his reason to attend the LGNZ conference. In response to a query whether he would still attend the conference even though

the Community Board would be unable to fund his travel, Mr Peterson stated that he would not travel to the conference.

In response to a query whether Mr Peterson's attendance of the conference would have impacted other members' ability to attend the LGNZ Community Board conference next year, it was noted that it would not have had an impact as next year would be a new triennium and a new budget would have been set.

Discussion took place around the benefits of Community Board members attending Community Board conferences instead of LGNZ conferences. Discussion also took place around considering the option of attending an LGNZ conference being built into the new budget.

The motion, now put, was **RESOLVED**.

9. **BLUFF BOAT RAMP UPDATE – FOLLOWING INVESTMENT LOGIC MAP WORKSHOPS**

A3878093

Mr Lee Butcher spoke to the report and provided a summary.

In response to a query about the gap in the budget as stated in the report, it was noted that further information would be required to determine the costs, design and other factors.

In response to a query about the timeframe for the completion of the West Jetty, it was noted that it would be completed by the end of this year.

Discussion took place around the boat ramp project and the work required to complete the project.

Moved Ms Topi, seconded Mr Peterson and **RESOLVED** that the Bluff Community Board:

1. The Community Board receive the report '*Bluff Boat Ramp Update – Following Investment Logic Map Workshops*'.

Moved Mr Peterson, seconded Mr Laidlaw that the Bluff Community Board:

2. The Community Board endorse the project approach as noted in this report.
3. The Community Board endorse the findings of the Investment Logic Map workshops.
4. The Community Board to receive a quarterly update on the project directly from the Project Management Office.

The motion, now put, was **RESOLVED**.

10. **BLUFF ACTION SHEET**  
A3891197

Moved Mr Laidlaw, seconded Mr Peterson that the Bluff Community Board:

1. That the Report Bluff Action Sheet be received.

Mr Russell Pearson was in attendance to speak to the report and introduced Mr Peter Nolan to the Community Board. He noted that, going forward, Mr Nolan would lead the roading aspect from Council.

Mr Pearson noted that Council was still awaiting a decision from Waka Kotahi on further funding to be able to extend the path from Suir Street.

Discussion took place around the potential safety issues on the cycleway and potential solutions were suggested for consideration.

The motion, now put, was **RESOLVED**.

11. **BLUFF FINANCIAL STATEMENTS**  
A3895972

Moved Ms Topi, seconded Mr Peterson that the Bluff Community Board:

1. Receive the report 'Bluff Financial Statements'.

In response to queries about whether the surplus of \$12,000 would be carried forward to next year and what would happen to the surplus, it was noted that the information would be referred and an email report would be sent to the Community Board.

The motion, now put, was **RESOLVED**.

12. **DEPUTY CHAIR'S REPORT – VERBAL UPDATE**

Moved Ms Henderson, seconded Mr Peterson and **RESOLVED** that the Bluff Community Board:

1. Receive the report "Deputy Chair's Report – Verbal Update".

The Deputy Chair provided a verbal report and noted the following updates.

1. **Matariki Weekend Te Rau Aroha marae**  
The Deputy Chair noted that Mr Dean Whaanga had provided information that events to celebrate Matariki weekend would be held at the Te Rau Aroha marae.
2. **Murihiku – what makes a strong community meeting?**  
Ms Tammi Topi was invited to provide an update. She noted that through the Just Transitions project several community meetings were being arranged at various locations to discuss the expected

changes from the closure of Tiwai plant. The community were encouraged to attend and discuss ideas on what could be done to make the community stronger. She noted that a Hui had been arranged at the Senior Citizens café for in Bluff on Tuesday 10 May 2022.

3. **Tour of inspection with Aiden Erikson**

The Deputy Chair provided an update on the tour of inspection and said that aspects such as gorse and other overgrown areas in parks had been discussed. Mr Aiden Erikson was to provide a report back to Mr Russell Pearson.

13. **URGENT BUSINESS**

1. **Communications Strategy**

Ms Tammi Topi said that communication between the Board and the community needed to be improved. She also spoke about support from Council for a communications strategy.

Ms Trudie Hurst noted that Council's Strategic Communications Manager, Ms Lisa Knight would attend the Community Board meeting in June 2022. It was noted that a workshop on communications would be arranged.

2. **Graffiti on the walls in town**

The Deputy Chair said that there was graffiti on some of the walls in town and asked about a solution. Mr Peter Nolan said that he was working with the team to understand the policy around graffiti and it would be followed up.

3. **Motupōhue Trust**

The Deputy Chair said that the signal box used by the Motupōhue Trust for traps had been broken into and damaged. She said that this was unfortunate as the traps would be unable to receive the signals, and would also be an additional cost for the Trust.

There being no further business, the meeting finished at 8.15 pm.

## REPORT OF THE BLUFF PUBLICITY / PROMOTIONS OFFICER

**To:** Bluff Community Board

**Meeting Date:** Monday 20 June 2022

**From:** Lindsay Beer – Bluff Publicity / Promotions Officer

**Open Agenda:** Yes

**Public Excluded Agenda:** No

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### Purpose and Summary

To update the Bluff Community Board on activities happening in Bluff.

### Recommendations

That the Bluff Community Board receive the report "Report of the Bluff Publicity / Promotions Officer".

### Bluff Website

The full version of the new Bluff website is very close to being re-distributed to key people to examine prior to the site going live.

### Welcome To Bluff Sign

Bluff Promotions have called for the public to submit ideas and concepts for the Welcome To Bluff sign and have received a number of concepts which were due to go on display at specific times in the last week.

We are currently awaiting the outcome of a funding application to update the sign and once this is received we will pursue other avenues if necessary.

### Information Kiosk

I am currently awaiting the outcome of one more funding application and several commercial approaches for assistance with funding for the Information Kiosk.

### Bluff Oyster Fringe Festival/Mid Winter Festival

I have issued media releases on the Costume Ball at the Eagle Hotel on Saturday 25 June and have worked with the Bluff Service Centre to produce a ticket for the event with inquiries currently being received. I am also doing some media to promote a craft market on that day at the Bluff Town Hall.



### **Summer Sounds**

When the decision was made to cancel this year's Summer Sounds Concert at the Gunpit we requested Creative Communities to defer our application for funding for the event. I have now re-submitted an application to hold an event in January 2023.

### **Film Crew**

I have been approached by a Japanese film crew who I have worked with previously regarding some new filming they wish to do in our area regarding muttonbirding and I am currently liaising with them.

## BLUFF ACTION SHEET

|                                |  |
|--------------------------------|--|
| <b>To:</b>                     | Bluff Community Board                                  |
| <b>Meeting Date:</b>           | Friday 20 May 2022                                     |
| <b>From:</b>                   | Peter Nolan – Manager – Infrastructure Operations      |
| <b>Approved:</b>               | Steve Gibling - Group Manager - Leisure and Recreation |
| <b>Approved Date:</b>          | Monday 13 June 2022                                    |
| <b>Open Agenda:</b>            | Yes  |
| <b>Public Excluded Agenda:</b> | No   |

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### Purpose and Summary

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

### Recommendations

That the Report Bluff Action Sheet be received.

### Background

The Bluff action sheet was developed following an inspection by the Bluff Community Board and Council staff. The action sheet looks to update the actions identified during that inspection.

### Issues

N/A

### Next Steps

Ongoing review of the Action Sheet.

### Attachments

Bluff Action Sheet (A3928772)

Bluff Community Board - Public - Bluff Action Sheet (A3945852)

APPENDIX 1  
A3928772

| Bluff Inspection Action Sheet |      |                           |   |   |                                      |   |
|-------------------------------|------|---------------------------|---|---|--------------------------------------|---|
| Item                          | Year | Responsibility            | Issues  | Actions   | ICC Contact                          | Timeframe   |
| 3                             | 2019 | Project Management Office | Boat Ramp   | A report was included in the agenda from the Project Management Office.   | Lee Butcher                          |   |
| 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.<br>No further progress has been made on this project. Footpath funding has also been cut but solutions are still being considered.   | Asset Planning                       | Hold  |
| 5                             | 2019 | Roading                   | Gun Pit Road Carpark  | Update and Workshop.<br>No progress since the last meeting. A complaint about dust and road surface has been received. No funding for the carpark is available.<br>Road graded Feb 2022 and Trimming of Flax encroaching on road programmed.<br>Graded in mid May and treatment trial in mid June. Flax issues still to be investigated but action in June.   | Operations Manager                   | Hold  |
| 6                             | 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.<br>Contractor will be instructed to recheck berm areas and respray as necessary.<br>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.<br>An inspection will be undertaken when Level 2 is reached and works planned.<br>Spraying is up to date.<br>Urban & Rural spray round started March 2022. Pest Spray will be done immediately following. Areas have been identified.<br>Spray not completed in March but will be in May. This is a resource issue being considered. | Operations Manager                   |   |
| 7                             | 2019 | Parks                     | Bluff War Memorial  | Onsite held Engineer 02/02/21 to understand options. Organise meeting with Bluff RSA, date to be confirmed.   | Caroline Rain                        | On hold until PGF memorial projects are completed |
| 8                             | 2019 | Parks                     | Information Kiosk   | Site work completed, interpretation panels and lwi artworks to be completed.  | Lesley McCoy                         |   |
| 20                            | 2020 | Roading                   | Barrow / Suir Streets water run off   | Investigate a solution. Some adjustments to the kerbing may be required.<br>Included in November work programme.<br>Work is still planned but was delayed due to other work priority.<br>Some grinding work has just been completed to see if this improves the issue and will be monitored.<br>Still monitoring and awaiting significant rain before signing this off as OK.<br>Completed.   | Operations Manager                   | Completed   |
| 21                            | 2020 | Roading                   | Shannon Street Westside footpath behind Challenge   | Footpath vegetation was cleared.<br>Board members have highlighted that there are still many areas to complete. These will be scoped and undertaken when the weather is appropriate.<br>Work still on programme. Work undertaken in area to improve the footpath widths.<br>Further planned works are scheduled in early June.<br>A meeting with the Community Board chair has occurred.  | Operations Manager                   | Ongoing   |
| 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.<br>Still awaiting funding decisions from Waka Kotahi.  | Asset Planning                       | Funding Pending                                   |
| 23                            | 2020 | Roading                   | Maritime Museum intersection footpath   | Footpath would be planned with the Boat Ramp works.   | Asset Planning                       | On Hold   |
| 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.   | Caroline Rain - Parks and Recreation | Ongoing   |
| 34                            | 2020 | Roading                   | Barrow Street footpath behind Eagle Hotel   | Grass required to be cut back from footpath to expose the full width.<br>Works have been undertaken in many areas and is ongoing as they are identified.<br>Works still pending and on future programme. Level of available funding has been reduced and will need evaluated.   | Asset Planning                       |   |
| 38                            | 2020 | Roading                   | Stirling Point – noxious weeds – tyre wall - overgrown behind barrier - mirror and yellow lines | 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.<br>No further action since last meeting  | Asset Planning                       | On Hold   |
| 39                            | 2021 | Parks                     | Access Restriction to the Beach from Stirling Point Pilot Station Esplanade Reserve             | Further consultation on this paper continues to be undertaken by Te Ao Marama. Potential to workshop with Bluff Community Board if desired.   | Caroline Rain - Parks and Recreation |   |
| 40                            | 2022 | Parks                     | Bluff Foreshore Subdivision   | Resource Consent Approval process underway relating to a proposed subdivision which will formalise land ownership for the boat ramp and along the foreshore. Te Ao Marama is following up on approval for adjoining land owner Ngai Tahu seafood's.   | Caroline Rain - Parks and Recreation |   |