



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 01 August 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

01 August 2022 07:00 PM

| Agenda Topic | Page |
|---|-------------|
| 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 | |
| 3.1 Update from Southport | |
| 3.2 Update from Bluff Hill Motupōhue Environment Trust | |
| 4. Minor Late item - Bluff Community Board - Financial Statement - June 2022 The reason that the item is not in the agenda: The document was not ready at the time of publication of the agenda. The reason why the item cannot be delayed: Matters can be progressed in a timely manner. | |
| 5. Minutes of the Bluff Community Board Meeting Held on 20 June 2022 (A3945578) | 3 |
| 6. Report of the Bluff Publicity / Promotions Officer (A3993690) | 6 |
| 7. Bluff Action Sheet (A3961421) | 8 |
| 7.1 Appendix 1 - Bluff Action Sheet (A3961422) | 9 |
| 8. Bluff Community Board - Financial Statement - June 2022 (A3997405) | 11 |
| 9. Chairperson's Report - Verbal Update | |
| 10. Urgent Business | |

**MINUTES OF THE BLUFF COMMUNITY BOARD MEETING HELD
IN THE BLUFF MUNICIPAL CHAMBERS, GORE STREET, BLUFF
ON MONDAY 20 JUNE 2022 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
Mrs P Coote – Advisory Member

IN ATTENDANCE: Ms T Hurst – Group Manager – Customer and Environment
Ms L Knight – Manager – Strategic Communications
Mr P Nolan – Manager – Operations
Mrs N Allan – Service Centre Manager
Mr L Beer – Publicity / Promotions Officer
Ms M Cassiere – Executive Governance Officer

1. **APOLOGY**

Nil.

2. **DECLARATION OF INTEREST**

Nil.

3. **PUBLIC FORUM**

Nil.

4. **MINUTES OF THE BLUFF COMMUNITY BOARD MEETING HELD ON 9 MAY
2022**

A3883767

Moved Mrs Henderson, seconded Miss Topi and **RESOLVED** that the minutes of the Bluff Community Board meeting held on 9 May 2022 be confirmed.

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

A3945479

Moved Mr Peterson, seconded Cr Arnold:

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

Mr Lindsay Beer was in attendance and provided a summary of the report. He also noted that the last date of public viewing of the concepts for the Welcome to Bluff sign had would be Saturday 25 June 2022.

In response to a query whether the information about the last date of viewing could be shared with the Community Board, it was replied in the affirmative and noted that the information would be shared with the Community Board.

It was noted that the last date could be extended should the Community Board and members of the public require further time to view the sign.

In response to a query about the shortfall of funding for the information kiosk, it was noted that the shortfall was \$40,000.

In response to a query about a Burt Munro event for 2023, it was noted that a report would be brought back to the Community Board at the next meeting.

In response to a query whether discussions had taken place with either Department of Conservation (DoC) or Council around work around GunPit area, it was noted that funding had been received just last week and that discussions would be held with DoC and Council.

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

6. **BLUFF ACTION SHEET**
A3945852

Moved Mrs Henderson, seconded Mr Peterson that the Bluff Community Board:

1. That the Report Bluff Action Sheet be received.

Mr Pete Nolan was in attendance to speak to the report.

The Chair noted that the Community Board had monthly meetings with Mr Hayden Erikson around the day to day issues. He queried about Mr Nolan's role with the Community Board going forward. Mr Nolan said that a plan would be worked on with the contractor around forward programme of works as well as around reactive works.

In response to a query about the method through which the Community Board could inform the day to day issues to Council, it was noted that a Request For Services (RFS) system could be utilised through phones or website.

In response to a query about how often does the schedule plan review the issues at Bluff, it was noted that the schedule plan was being worked on.

It was noted that the current Action Sheet be updated to reflect the current works.

In response to a query about budget for graffiti at Council, it was noted that budget for graffiti was not available as it was not a Council property however, it provided the opportunity for a community-led initiative towards the issue of graffiti. It was noted that Council would be able to fund a community-led initiative.

In response to a query whether Closed Circuit Television cameras (CCTV) had been considered for Bluff as well, it was noted that the CCTV cameras at Invercargill was just for the city centre. If Bluff wished to have CCTV cameras,

then the Community Board would have to speak with the Activity Managers at Invers Just for city center. A report outlining the process would be brought back to the Community Board at the next meeting.

It was noted that the actions from the meeting between Ms Cassandra Horton, Ms Caroline Rain and Miss Tammi Topi on 10 June 2022 would include work on the Bluff Skate Park and Stirling Point Station Esplanade Reserve.

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

7. **CHAIRPERSON'S REPORT – VERBAL**

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

1. Receive the report “Chairperson’s Report – Verbal Update

The Chair provided a verbal update and noted that members of the public had voiced their concerns over potential flooding on Ocean Beach Road due to weakening of the bund.

It was noted that this issue may lie with Waka Kotahi and that Council would follow up on it with them.

It was noted that urgent action on this issue was required.

The Chair spoke about the upcoming Local Body Elections and said that information around it should be spread out as soon as possible for the members of the public. A report from Governance would be sent to the Community Board for information around the election period.

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

8. **URGENT BUSINESS**

- 8.1 Mrs Pania Coote provided an update on the Matariki event to be held at the Te Rau Aroha Marae, Bluff and that the Community Board was officially invited for a Breakfast on Friday 24 June 2022.
- 8.2 Mrs Pania Coote provided an update about a visit by two Māori Commissioners to Bluff for workshops on the Care system for children. She said that one of the sessions would be open for the community 29 June 2022.
- 8.3 Miss Tammi Topi queried about the Wi-Fi capabilities at Bluff Chambers. It was noted that Wi-Fi was now available and the codes would be shared with the Community Board. It was also noted that information around whether screen/TV for zoom meetings was also to be provided would be brought back to the Community Board.

There being no further business, the meeting finished at 8.02 pm.

REPORT OF THE BLUFF PUBLICITY / PROMOTIONS OFFICER

To: Bluff Community Board

Meeting Date: Monday 1 August 2022

From: Lindsay Beer – Bluff Publicity / Promotions Officer

Open Agenda: Yes

Public Excluded Agenda: No

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

I have been fine-tuning the website content and involving people where necessary along the way. There is a lot of content and detail to cross check but Community Board members will see a final draft very soon.

Welcome To Bluff Sign

Our initial funding application for the Welcome To Bluff sign was unsuccessful and we are now pursuing a further option.

Information Kiosk

At the time of this report I am still awaiting the outcome of one more funding application and some commercial approaches for assistance with funding for the Information Kiosk. I have gone to further businesses in recent weeks and I am still working on more approaches.

Community Events

I issued media releases on the Costume Ball at the Eagle Hotel on Saturday 25 June and the Craft Market on the same day at the Bluff Town Hall. The following weekend I distributed media material on the St John Book Sale, Bluff RSA Open Day and the Car Boot Sale at the Oyster Festival site and also did a radio interview on the weekend's events.

Summer Sounds

Our application to Creative Communities for funding for Summer Sounds was successful. I am currently looking at dates in January but at the moment I am favouring 29 January 2023. I am also in the process of discussing band options and getting the required approvals to hold the event at the Gunpit.

BLUFF ACTION SHEET

To: Bluff Community Board

Meeting Date: Monday 1 August 2022

From: Peter Nolan – Manager – Infrastructure Operations

Approved: Steve Gibling - Group Manager - Leisure and Recreation

Approved Date:

Open Agenda: Yes

Public Excluded Agenda: No

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 (A3961422)

Bluff Community Board - Public - Bluff Action Sheet (A3961421)

| Bluff Inspection Action Sheet | | | | | | APPENDIX 1 |
|-------------------------------|------|---------------------------|---|--|--------------------|---|
| 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 | Sep-22 |
| 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. 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. No progress since the last meeting. A complaint about dust and road surface has been received. No funding for the carpark is available. Road graded Feb 2022 and Trimming of Flax encroaching on road programmed. Flax issues still be investigated but action in June/July. Engaging adjacent property owners first. 15/07/2022 -RM- Adjacent owners have no interest in the Flax bushes. Flax will be removed and we are currently investigating disposal options. Still on target to complete July at this stage. | Operations Manager | Jul-22 |
| 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. 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. Urban & Rural spray round started March 2022. Pest Spray will be done immediately following. Areas have been identified. Spray not completed in March but will be in May. This is a resource issue being considered. Pest spray rounds completed. Will spot spray as required and identified. 15/07/2022 - RM - The Pest spray round was completed in May. A new strategy will be deployed for Bluff when the next Pest Spray is done. ICC perform 3 x types of spray programmes. Urban Vegetation, Rural Vegetation and Whole of Network Pest Spray. A separate Bluff Pest Spray inspection and application programme will be developed and implemented. | Operations Manager | Completed |
| 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 finalised. Steering Group to complete. | Lesley McCoy | |
| 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. Some grinding work has just been completed to see if this improves the issue and will be monitored. Still monitoring and awaiting significant rain before signing this off as OK. 15/07/2022 - RM -Completed. Observed working. | Operations Manager | Completed |
| 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. Work still on programme. Work undertaken in area to improve the footpath widths. Further planned works are scheduled in early June. A meeting with the Community Board chair has occurred. Ongoing maintenance planned and agreed 15/07/2022 - RM - Confirmed Completed July | Operations Manager | Completed |
| 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. Still awaiting funding decisions from Waka Kotahi. | Asset Planning | Funding Pending |

Bluff Community Board - Public - Bluff Action Sheet (A3961421)

| Item | Year | Responsibility | Issues | Actions | ICC Contact | Timeframe |
|------|------|----------------------|---|---|--------------------------------------|--------------------------------------|
| 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. Works have been undertaken in many areas and is ongoing as they are identified. 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 | 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. 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 has been undertaken by Te Ao Marama. ICC staff have met on site with Tammi Topi to look at the issues and potential alternatives. Will arrange a workshop with Bluff Community Board if desired. | Caroline Rain - Parks and Recreation | On Hold |
| 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. Consent has been approved. A cadastral survey by True South is anticipated in September, followed by another meeting with ICC staff to confirm conditions of the consent. | Caroline Rain - Parks and Recreation | Ongoing |
| 41 | 2022 | Parks and Recreation | Bluff Skate Park | Following an onsite meeting with ICC and Tammi Topi, the skate park has been waterblasted and cleaned. Tammi is working with the designer and ICC to be ready for painting of the skate park in spring. A basketball hoop is being priced for installation as per requests from the community. Bluff School have been permitted to install murals of kiwi on the fence for a year. | Caroline Rain - Parks and Recreation | Ongoing |
| 42 | 2022 | Parks and Recreation | Bluff Hill Active Recreation Precinct | TIF funding has been provided to ICC. This funding, along with a contribution from ICC, is planned to be used to develop car parking and toilet facilities, as well as MTB trails, a skills track and connections with other trails. A Project Control Group will be set up with key stakeholders and actions assigned to ensure we keep tasks on track collaboratively. | Caroline Rain - Parks and Recreation | 2023 |
| 43 | 2022 | Drainage | Reported by Noel? Manhole S35332 cover not fitting correctly | Emergency work order issued to Contract 807 to replace this manhole lid and frame | RFS 374562 | Completed |
| 44 | 2022 | Drainage | Reported by Noel? Manhole lid and frame needs replaced | As this is state highway we have issued a planned work order to contract 807 to replace this lid and frame | RFS 374562 | Planned completion date is 26/8/2022 |

Bluff Community Board - Financial Statement - June 2022

ICC Performance Report (GL)

Reporting Year: 2021/22

Bluff Community Board

| | Full Year (\$'000) | | | | |
|-----------------------------|--------------------|-----------|---------------|---------------|---------------|
| | Actual | Committed | Forecast | Remaining | Plan |
| REVENUE | | | | | |
| Targeted rates | 83,099 | 0 | 83,000 | -99 | 83,000 |
| TOTAL REVENUE | 83,099 | 0 | 83,000 | -99 | 83,000 |
| EXPENSES | | | | | |
| Salaries & Wages Expenses | 26,190 | 0 | 25,000 | -1,189.74 | 21,000 |
| ACC expenses | 129 | 0 | 0 | -129 | 0 |
| Other Staff expenses | 0 | 0 | 1,000 | 1,000 | 1,000 |
| Administration expenses | 275 | 0 | 2,000 | 1,725 | 2,000 |
| Operational expenses | 163 | 0 | 3,000 | 2,837 | 3,000 |
| Grants & subsidies expenses | 33,760 | 0 | 38,000 | 4,240 | 38,000 |
| TOTAL EXPENSES | 60,517 | 0 | 69,000 | 8,376 | 65,000 |
| SURPLUS / (DEFICIT) | 22,582 | 0 | 14,000 | -8,475 | 18,000 |

Bluff Community Board has completed the 2021-2022 year with a surplus of \$22,582.

Targeted Rate revenue of \$83,099 was received.

Total expenses for the year was \$60,517 against a forecast budget of \$69,000. Wages paid was in excess of forecast by \$1,190.

All other budgets were underspent for the year.

The surplus funds will be transferred to Net Debt Account for use in the future by the Board.