



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 19 December 2022 at 7.00 pm**

Mr R Fife (Chair)
Mr S Graham
Ms T Stockwell
Mr J Sutherland
Ms T Topi
Cr G M Dermody
Mrs P Coote – Advisory Member

CLARE HADLEY
CHIEF EXECUTIVE

Bluff Community Board - Public

19 December 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 Southland Mountain Bike Club - Marcus Ray	
4. Minutes of the Bluff Community Board Inaugural Meeting Held on 28 November 2022 (A4183563)	3
5. Report of the Bluff Publicity / Promotions Officer (A4216369)	9
6. Bluff Action Sheet (A4204040)	11
6.1 Appendix 1 - Bluff Action Sheet (A4204041)	12
7. Bluff Boat Ramp - Verbal Update	
8. Chairperson's Report - Verbal Update	
9. Supplementary Material - Tabled Item - Email Update on Bluff Boat Ramp from Project Management Office (A4232995)	14

**MINUTES OF BLUFF COMMUNITY BOARD, HELD IN THE BLUFF MUNICIPAL CHAMBERS,
GORE STREET, BLUFF ON MONDAY 28 NOVEMBER 2022 AT 7.00 PM**

Present: Mr R Fife (Chair)
Mr S Graham
Mr J Sutherland
Ms T Topi
Cr G M Dermody
Mrs P Coote – Kaikaunihera Māori – Awarua

In Attendance: Cr L F Soper
Cr B R Stewart
Mrs C Hadley – Chief Executive
Ms C Rain – Manager – Parks and Recreation
Mr P Nolan – Manager – Infrastructure Operations
Ms N Allan – Manager – Bluff Service Centre
Ms M Cassiere – Executive Governance Officer

1. Apologies

Ms T Stockwell, Cr Arnold.

Moved Mr Fife, seconded Cr Dermody and **RESOLVED** that the apologies be accepted.

2. Declaration of Interest

Nil.

3. Declarations of Elected Members

A4177934

Mrs Clare Hadley spoke to the report.

Mr Ray Fife made his official declaration as an elected member of the Bluff Community Board (BCB).

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

1. Receive the report titled "Declarations of Elected Members".
2. Receive the Declaration of Raymond Fife.
3. Reaffirm the Declarations made by the elected members at the Swearing in Ceremony on 20 October 2022.

4. Election of Chairperson and Deputy Chairperson

A4162247

Mrs Clare Hadley spoke to the report.

Moved Mr Fife, seconded Cr Dermody and **RESOLVED** that the Bluff Community Board:

1. Receives the report 'Election of Chairperson and Deputy Chairperson'.
2. Confirms the adoption of system B.

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

3. Confirms the election of Mr Ray Fife as Chairperson.

Mr Fife thanked the members of BCB for their faith in re-electing him as Chairperson for the triennium. He said that he looked forward to working with the new members of BCB and with Invercargill City Council.

Moved Mr Fife, seconded Mr Sutherland and **RESOLVED** that the Bluff Community Board:

4. Confirms the election of Ms Tammi Topi as Deputy Chairperson.

5. Statutory Responsibilities of Members

A4152501

Moved Cr Dermody, seconded Mr Sutherland and **RESOLVED**:

1. That the Bluff Community Board receive the report titled "Statutory Responsibilities of Members".

6. Internal Appointments – Responsibility for Services and Activities from External Agencies and Organisations

A4169145

Mrs Clare Hadley informed the Community Board that the appointments could be considered during the BCB's Strategy Day on 7 December 2022. After a brief discussion, BCB members decided to consider the appointments at this meeting.

Moved Mr Sutherland, seconded Mr Graham and **RESOLVED** that the Bluff Community Board:

1. Receive the report titled 'Internal Appointments – Responsible for Services and Activities from External Agencies and Organisations'.
2. Confirm the names appointed as member responsible:
 - a. Appoint Mr J Sutherland, Ms T Stockwell, and Mr S Graham to the Bluff Promotions Committee.
 - b. Appoint Ms T Topi, Mr Sutherland, and Ms Stockwell to the Bursary Committee.
 - c. Appoint Mr R Fife, Ms T Topi, and Mr S Graham to the Bluff Community Charitable Trust.

- d. Appoint Mr R Fife and Ms T Stockwell to the Bluff Maritime Museum.
 - e. Appoint Mr R Fife to the Liquor Licensing Committee.
 - f. Appoint Ms T Topi and Ms T Stockwell to the Māori Community Liaison Committee.
 - g. Appoint the Bluff Community Board to the Bluff Newsletter.
 - h. No appointments to the Welfare and Health Committee.
 - i. Appoint Mr S Graham to Emergency Management Southland.
 - j. No appointments to Bluff Infrastructure Services.
 - k. No appointments to report on Council/Committee agendas.
3. Note that for delegation to Council or Committee meetings, the Chairperson should be accompanied by the appropriate board member responsible for reporting to the relevant Committee.

It was noted that appointments were not made to the Bluff Infrastructure Services and reporting on Council/Committee agendas, to enable members of BCB to manage based on their availability.

Note: Cr Dermody noted that he could raise any matters on behalf of BCB at Council/Committee meetings.

Note: Mrs Coote also noted that she, too, would be available to do the same.

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

7. Decision on the First Meeting Date and Time of the Bluff Community Board

A4168071

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

1. Receive the report titled 'Decision on the First Meeting Date and Time of the Bluff Community Board'.
2. Approve the date and time of the first meeting to be:
 - a. Monday 19 December 2022 at 7.00 pm

The Chair requested that the proposed date of Monday 13 February 2023 for a BCB meeting be rescheduled.

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

8. Report of Bluff Publicity/Promotions Officer

A4177763

Moved Mr Sutherland, seconded Mr Fife:

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

Mr Lindsay Beer took the meeting through the report. He noted that there were issues with login credentials with the BCB website and that they would soon be resolved. He said that the Bluff Information Kiosk had been opened in late October 2022 and noted that the Greenpoint Cemetery Tour took place on 6 November 2022. He further noted that cruise ships were expected to arrive in Bluff in December with more expected in the New Year, and that the Bluff Events calendar for Christmas would be circulated to various outlets.

Mr Beer said that the upcoming events would include Thieves Alley Market on 23 December 2022, Bluff Santa Parade on 11 December 2022, Summer Sounds 2023 concert on 29 January 2023, and Star Insurance NZ Burt Munro Challenge Bluff Hill Climb on 9 February 2023.

Mr Beer was requested to inform BCB as soon as the website was up and running.

Discussion took place around how local businesses, events, and sites could be provided to cruise ships in advance to attract visitors to spend more time in Bluff. It was noted that Mr Beer would continue developing a relationship with South Port and BCB could provide support as required.

In response to a query about the location of the 'Welcome to Bluff' sign, it was noted that it would be placed at the entrance to town.

It was noted that the BCB website could be used as a platform to provide information for newcomers to Bluff and promote local businesses on a regular level.

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

9. Bluff Boat Ramp Facilities Upgrade – Stage 1 Update

A4153995

Moved Cr Dermody, seconded Mr Sutherland:

1. That the Bluff Community Board receives the quarterly report "Bluff Boat Ramp Facilities Upgrade – Stage 1 Update".

Discussions took place around the status and the aspects to be considered around the design of the boat ramp. The strength of the existing ramp, the strength of the new ramp to be designed, and its overall importance were also discussed.

It was noted that information around status and next steps could be made available after the procurement of contract, which is to take place in January or February 2023.

It was noted that Mr Lee Butcher be invited to the next BCB meeting for an update on the boat ramp.

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

10. Bluff Action Sheet

A4153825

Moved Mr Graham, seconded Cr Dermody:

1. That the Report 'Bluff Action Sheet' be received.

Mr Peter Nolan and Ms Caroline rain were in attendance to speak to the report.

It was noted that apart from the Action Sheet, an active list be maintained to ensure all issues were covered.

In response to a query whether an in-depth review of structures on the shoreline would be feasible as the roads on the beach by the lighthouse were being eroded, it was noted that the team would have to inspect the structures.

Overgrown weeds covering the footpaths was discussed and it was noted that regular spraying of the weeds would take place.

It was noted that there was a gouge by the West end of the beach by the Rowing Club and something caused water to reach the road, and that it would be looked into by the team.

Recycling bins were discussed and it was noted that in the past, recycle bins had been contaminated by food. However, the team would look at them again and that educational work around it would have to be organised.

Discussion around the process of reducing speed coming for vehicles coming into Bluff took place and the speed from Ocean Beach to Bluff to be reduced from 100 kilometres to 70 kilometres.

A query was raised whether Council could provide rubbish bin clips to Bluff residents as was practised by other councils for places which had high wind activity.

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

11. Bluff Financial Statement – October 2022

A4159067

Moved Mr Fife, seconded Mr Graham:

1. That the Report 'Bluff Financial Statement – October 2022' be received.

The Chair invited Mrs Clare Hadley to provide a summary on the process of targeted rates. Mrs Hadley said that the best time for it would be through involvement in the Long Term Plan process. BCB could proposition an introduction of targeted rates and state the purpose for it, which would then be consulted with the community, as it would be an additional rate for them. To date, the community was rated for the cost of democracy of running BCB and a few other pieces. Mrs Hadley noted that if BCB wished to go ahead with targeted rates, the sooner it was flagged the better. Pre-engagement for the Long Term Plan process would start at the beginning of next year and that by this time next

year BCB would have had it scoped out with the officers, and that it would then be formally consulted in March 2024. Mrs Hadley reminded BCB that they did not have delegation for expenditure on their own behalf, so BCB could potentially set a targeted rate however, a recommendation would have to be made to Council if BCB wished to make any expenditures.

In response to a query about the overspend on the grants and subsidies expenses, it was noted that it may be a timing issue and that the full year column showed a balance of \$ 22,846.

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

12. Chairman's Report

The Chair provided a verbal update and noted that the opening and closing dates of the Bursary will have to be advertised and that the Bursary Committee was required to provide the information.

Moved Mr Fife, seconded Mr Graham and **RESOLVED** that:

1. That the Bluff Community Board advertise Bursary grants for people living within the ward. The opening and closing dates of the Bursary grant would be advertised in due course.

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

Mrs Pania Coote said that an official invitation for a Blessing and opening of Premium Maritime Tech Whitebait that will take place on Monday 5 December 2022 from 12 noon onwards at 250 Ocean Beach Road and an invitation would be sent to the Community Board.

There being no further business, the meeting finished at 8.12 pm.

REPORT OF THE BLUFF PUBLICITY / PROMOTIONS OFFICER

To: Bluff Community Board

Meeting Date: Monday 28 November 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

The new Bluff website is now live. I opted for a low key launch while we continue to do some housekeeping on it, but I felt that what the new site offered was better than leaving the old site in place. Public comment has identified about four items to attend to at this stage and these are under action. The general comments about the look and feel of the site are very positive.

Cruise Ships

I have made contact with the agents from the first two companies bringing cruise ships into Bluff this summer season.

I made initial contact with an Invercargill based representative for the visits of the Star Breeze on 11 December and Le Soloal on 13 December and dropped off some information, then the night before the Star Breeze's arrival I had contact from another representative of the company, this one Christchurch based who was organising activities for the groups on board. Of approximately 150 passengers, almost half were being taken out of Bluff on excursions while around 80 were staying Bluff. The Christchurch based representative had organised some activities on shore but it became apparent the person I had dealt with and the Christchurch based person had not communicated, so I have established a link with both now. There is a definite willingness on their behalf however to develop the relationship.

I have also contacted Heritage Expeditions who are visiting later in the month and am endeavouring to establish a link for getting information to their passengers.

Christmas in the Bluff / Bluff Santa Parade – 11 December

I distributed media information promoting both the Bluff Santa Parade and the Christmas in the Bluff Gala Day to all local media.

Coming Events

29 January – Summer Sounds Bluff 2023 (Gunpit)

9 February Star Insure Burt Munro Challenge Bluff Hillclimb (Bluff Hill)

BLUFF ACTION SHEET

To:	Bluff Community Board
Meeting Date:	Monday 19 December 2022
From:	Peter Nolan – Manager – Infrastructure Operations
Approved:	Erin Moogan - Group Manager - Infrastructure Services
Approved Date:	Wednesday 14 December 2022
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 (A4204041)

Bluff Community Board - Public - Bluff Action Sheet (A4204040)

APPENDIX 1

A4204041

Bluff Inspection Action Sheet

Item	Year	Responsibility Area	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	East and West pontoons (FY 23)
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. No further action has occurred but future workshops with the board should consider options and direction. No funding has been allocated for development works.	Asset Planning	Hold
7	2019	Parks and Recreation/ Roading (erosion)	Bluff War Memorial	Onsite held Engineer 02/02/21 to understand options. Organise meeting with Bluff RSA, date to be confirmed. There is a section of land west of the memorial that is beginning to erode as a result of tidal impacts which is making it difficult to maintain. Parks and Recreation are looking into a solution to manage this. Infrastructure have resolved this issue in the short term by filling in the holes	Caroline Rain	Under Action - Investigation on long term plan for memorial site Contract 807 Downer has filled the subsidence on 14/09/2022
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. Works are still on hold whilst funding is established and would be incorporated into planned works.	Asset Planning	Funding Pending
23	2020	Roading	Maritime Museum intersection footpath	Footpath would be planned with the Boat Ramp works. Met with Ray and Tammi 01/09/2022. Identified drop kerb needs to be installed Shannon St. crossing Foreshore Rd.	Asset Planning	On Hold
34	2020	Roading	Barrow Street footpath behind Eagle Hotel	Works still pending and on future programme. Level of available funding has been reduced and will need evaluated. Works will be considered when forward programmes are developed	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 Met with Ray and Tammi 01/09/2022. ICC to confirm private boundary by 09/09/2022. The property boundary does cross the wall and about half the wall is inside the property. No funding is currently allocated for new works.	Asset Planning	On Hold
39	2021	Parks and Recreation	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. An onsite workshop is being planned.	Caroline Rain - Parks and Recreation	Under Action to arrange date/time
42	2022	Parks and Recreation	Bluff Hill Motupohue Active Recreation Precinct	ICC has successfully tendered for a Project Manager to manage the design and construction contracts for car parking, toilet facility and mountain biking and walking trail development at Motupohue/Bluff Hill. The Project Manager Logic Group Limited will be working close with ICC and Southland Mountain Bike Club to ensure the Tourism Infrastructure Fund and Long Term Plan funding is spent within 18 months as per the contract set by the Ministry of Business, Innovation and Employment.	Caroline Rain - Parks and Recreation	2023/24
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 Not in Bluff. It was on the Tay Street and Clyde Street roundabout Reported Noel Peterson	RFS 374562	Closed

Bluff Community Board - Public - Bluff Action Sheet (A4204040)

Item	Year	Responsibility Area	Issues	Actions	ICC Contact	Timeframe
48	2022	Roading	Sumps	02/09/2022 - 2 x sump issues identified. Slaney/Foyle & Barrow/Suir. 14/11/2023 - Slaney/Foyle sump has been excavated and camera investigation. Looks like a power pole installation may of damaged the sump connection near the main. Further excavation now required and waiting Power Permits to dig near power pole. Borrow/Suir Sump requires a full kerb re-shape and will be programmed in the new year. TBA.	Operations Manager	Under Action
49	2022	Roading	Ward Parade Footpath near Stirling Point	02/09/2022 - Identified that a little more tidying up required to ensure full width available to pedestrians 14/11/2022 - Cyclic team to work on this area mid November and maintain to this level going forward. Will keep this action open until inspection of area at end of November.	Operations Manager	Under observation
50	2022	Roading	Rubbish bins	02/09/2022 - Some maintenance issues identified. Engaging WasteNet to review maintenance plan	Operations Manager	New
51	2022	Roading	Intersection Visibility	02/09/2022 - Raymond/Walker - Overgrown vegetation from private property identified and will require cut back/removal 14/11/2022 - This area requires a little more than our team with weed eaters etc. We have made contact with Bradley Yorke who is a excavator operator with various attachments to deal with this kind of stuff. Bradley has had a look at all of the sites and can complete them. Only issue is that he is booked up till Christmas so is pencilled in for January. Bradley has done lots of work for Fouveax (SDC) and ICC Parks so he sounds like the ideal person, we just unfortunately have to wait a couple of months	Operations Manager	Under Action
52	2022	Roading	Vegetation encroaching road	02/09/2022 - Areas in Bann Street with vegetation encroaching the road identified 14/11/2022 - Will engage Bradley Yorke as per Raymong/Walker St notes above	Operations Manager	Under Action
53	2022	Roading	Footpath widths and dish channels	02/09/2022 - several areas identified that require trimming and clearing/cleaning. Ongoing area wide Routine Inspections, and Programmes, developed as a result of inspections, to be formalised and implemented. 14/11/2022 - Our contractors have been chipping away at the town over the last month and cleared areas identified, as well as additional areas. Our cyclic team have been tasked to include vegetation on their visits to deal with issues in real time going forward.	Operations Manager	Completed
54	2022	Parks and Recreation/Infrastructure	West end Foreshore Reserve - drainage investigation	Initial Site investigation undertaken December 2022	Caroline Rain - Parks and Recreation	Under Action

TABLED AT
19 DEC 2022
MEETING

From: Lee Butcher
Sent: Monday, 19 December 2022 2:45 PM
To: Ray Fife
Cc: Clare Hadley; Malavika Cassiere; Jessica Jack
Subject: Bluff Boat-Ramp

BLUFF COMMUNITY BOARD

Importance: High
Follow Up Flag: Follow up
Flag Status: Completed

Good Afternoon Ray

Below are a few notes that could be provided to your colleges on the board; we will endeavour to re-schedule early in the new year with even more progress.

- We have fully signed up OCEL as our designers and engineers to deliver stages 1 – 2 (pontoons) and have an estimate for stage 3. All Contracts now signed.
- We have signed up a new project, quantity Surveyor (Southern Quantity Surveyors)
- Unfortunately, Environment Southland has requested a full new Resource consent for the “west Jetty.” due to it being missed off the Jacobs original drawings. This is not the outcome we wanted, but we have quickly gone out to the market to source a planner to get underway with the application in Jan 2023.
- This hasn’t slowed us down, and we will push on with the design, engineering, and tendering as planned early next year.
- The project team had the 2nd project control meeting last week, where we reviewed the latest in the designs for both Pontoons and gangways; we are close to a final prelim design for both. (gangway alinement is the last item to agree on)
- OCEL all carried out their Dive work and we will have all the results the first week back to allow pile design to start for gangways.
- All in all we’re tracking well both in design and budget.

We have two important meetings planned for January

1. ICC to meet Kanoa – MBIE for possible funding for the main ramp, we have had a few early talks and will make a submission late Jan 2023 with them visiting the Ramp 18/01/2023.
2. ES / South Port / ICC – to progress the Bio Security Haul-out facility (ES have 3 new preferred locations to put on the table) this was planned for 06/12/2022 but moved now to late Jan 2023