

Agenda

Oxford-Ohoka Community Board

Wednesday 5 February 2025

6.30pm

West Eyreton Hall
2 Earlys Road
West Eyreton

Members:

Sarah Barkle (Chairperson)

Thomas Robson (Deputy Chairperson)

Mark Brown

Tim Fulton

Ray Harpur

Niki Mealings

Pete Merrifield

Michelle Wilson



WAIMAKARIRI
DISTRICT COUNCIL

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AGENDA FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD TO BE HELD AT THE WEST EYRETON HALL, 2 EARLYS ROAD, WEST EYRETON ON WEDNESDAY 5 FEBRUARY 2025 AT 6.30PM.

RECOMMENDATIONS IN REPORTS ARE NOT TO BE CONSTRUED AS
COUNCIL POLICY UNTIL ADOPTED BY THE COUNCIL

BUSINESS

PAGES

1. **APOLOGIES**
2. **PUBLIC FORUM**
3. **CONFLICTS OF INTEREST**
4. **CONFIRMATION OF MINUTES**
 - 4.1. **Minutes of the Oxford-Ohoka Community Board Meeting – 4 December 2024** 8-15

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

 - (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 4 December 2024, as a true and accurate record.
 - 4.2. **Matters Arising (From Minutes)**
 - 4.3. **Notes of the Oxford-Ohoka Community Board Workshop – 4 December 2024** 16

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

 - (a) **Receives** the notes of the Oxford-Ohoka Community Board Workshop held on 4 December 2024.
5. **DEPUTATIONS AND PRESENTATIONS**

Nil.
6. **ADJOURNED BUSINESS**

Nil.

7. REPORTS

7.1. Updating Parking Restrictions at Different Locations in Oxford and Approval to Consult on Proposed New Restrictions – Shane Binder (Senior Transportation Engineer) and Nithin Puthupparambil (Transportation Engineer)

17-24

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 241025186823.
- (b) **Approves** public consultation on new P60 parking restrictions for Main Street in the vicinity of the grocery store:

| Town | Street | Location | Side of Street | Restriction | Qualifying Remarks | Comments |
|--------|---------|--------------------|----------------|-------------|--------------------|------------------------|
| Oxford | Main St | West of No. 52 | North | P60 | 6 parks | West of No. 52 for 60m |
| Oxford | Main St | In front of No. 55 | South | P60 | 3 parks | |

AND

THAT the Oxford-Ohoka Community Board recommends:

THAT the District Planning and Regulation Committee:

- (c) **Approves** formalising of the following existing signed parking restrictions around Oxford town centre:

| Town | Street | Location | Side of Street | Restriction | Qualifying Remarks | Comments |
|--------|----------|----------------------|----------------|-----------------------|--------------------------------------|-------------------------------|
| Oxford | Bay Rd | North of Main St | East | P15 Loading Zone | | North of intersection for 30m |
| Oxford | Meyer Pl | North of Main St | Both | P60 | 3 parks west side, 6 parks east side | North of intersection for 32m |
| Oxford | Main St | West of Meyer Pl | North | P30 | 4 parks | West of intersection for 32m |
| Oxford | Main St | West of Burnett St | North | Mobility park | | |
| Oxford | Main St | Town Hall Carpark | West | Mobility park | 5 parks | |
| Oxford | Main St | Pearson Park Carpark | West | Electric vehicle park | 2 parks, Mon-Sat only | |

- (d) **Approves** the following modifications (in *red italics*) to existing parking restrictions on Bay Road outside of Oxford Area School:

| Town | Street | Location | Side of Street | Restriction | Qualifying Remarks | Comments |
|--------|--------|------------------------------------------------------------------------------|----------------|--------------------------------------|--------------------------------------|----------------------------|
| Oxford | Bay Rd | <i>From 21m north of Observatory Gate to 66m south of that gate</i> | East | <i>Reserved Parking - Buses Only</i> | 8:20-9:30am, 2:30-3:20pm school days | <i>Requested by school</i> |
| Oxford | Bay Rd | <i>From 33m north of Main (Middle) School Gate to 40m south of that gate</i> | East | Loading Zone, P2 | 8:45-9:15am, 2:45-3:15pm school days | Requested by school |
| Oxford | Bay Rd | <i>For 21m outside middle northern entrance of the school</i> | East | No Parking | 8:20-9:20am, 2:30-3:20pm school days | <i>Requested by school</i> |

7.2. **Application to the Board’s Discretionary Grant Fund 2024/25 – Kay Rabe (Governance Advisor)**

25-39

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 250121008388.
- (b) **Approves** a grant of \$..... to Silverstream Reserve and Down by the River for donations for musicians participating in the event.

OR

- (c) **Declines** the application from Silverstream Reserve and Down by the River.

8. CORRESPONDENCE

Nil.

9. CHAIRPERSON’S REPORT

9.1. **Chairperson’s Report for December 2024 and January 2025**

The Chairperson will provide a verbal update.

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the verbal report from the Oxford-Ohoka Community Board Chairperson.

10. MATTERS FOR INFORMATION

- 10.1. Woodend-Sefton Community Board Meeting Minutes 3 December 2024.
- 10.2. Rangiora-Ashley Community Board Meeting Minutes 11 December 2024.
- 10.3. Woodend-Sefton Community Board Meeting Minutes 12 December 2024.
- 10.4. Mandeville Resurgence Channel Upgrade Project Stage 1 – Approval to consult with residents – Report to Council Meeting 3 December 2024 – Circulates to Oxford-Ohoka Community Board
- 10.5. Parking Bylaw 2019 Section 155 Review Assessment – Report to Council Meeting 3 December 2024 – Circulates to all Boards
- 10.6. Adoption of Road Reserve Management Policy with Revisions - Report to Council Meeting 3 December 2024 - Circulates to all Boards
- 10.7. Health, Safety and Wellbeing Report November 2024 – Report to Council Meeting 3 December 2024 – Circulates to all Boards
- 10.8. Annual Report and audited accounts for Enterprise North Canterbury for the year ended 30 June 2024 and Promotion of Waimakariri District Business Plan Report to June 2024 – Report to Audit and Risk Committee Meeting 10 December 2024 – Circulates to all Boards
- 10.9. School Cycle Skills Education Programme “Cycle Sense” – Report to Utilities and Roothing Committee Meeting 10 December 2024 – Circulates to all Boards
- 10.10. Herbicide Update and Usage by Council and Contractors in 2023/24 – Report to utilities and Roothing Committee Meeting 10 December 2024 – Circulates to all Boards
- 10.11. Rangiora Stormwater Annual Report 2023/24 and Monitoring Programme Report 2023/24 – Report to Utilities and Roothing Committee Meeting 10 December 2024 – Circulates to all Boards
- 10.12. Approval to Enter into Agreement with Auto Stewardship New Zealand for Removal of Tyres Under the Tyrewise Product Stewardship Scheme – Report to Management Team Operations Meeting – Circulates to all Boards

Public Excluded

- 10.13. Partial Acquisition 344 Bradleys Road, Ohoka (WTP Upgrade) – Report to Council Meeting 3 December 2024 – Circulates to Oxford-Ohoka Community Board

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the information in Items.10.1 to 10.12.
- (b) **Receives** the separately circulated public excluded information in item 10.13.

Note:

1. *The links for Matters for Information were previously circulated to members as part of the relevant meeting agendas.*
2. *Hard copies of the public excluded items were circulated to members separately.*

11. MEMBERS' INFORMATION EXCHANGE

The purpose of this exchange is to provide a short update to other members in relation to activities/meetings that have been attended or to provide general Board related information.

Any written information submitted by members will be circulated via email prior to the meeting.

12. CONSULTATION PROJECTS

12.1. Libraries Survey 2024

<https://letstalk.waimakariri.govt.nz/libraries-survey-2024-25>

13. BOARD FUNDING UPDATE

13.1. Board Discretionary Grant

Balance as at 31 January 2025: \$2,102.

13.2. General Landscaping Fund

Balance as at 31 January 2025: \$28,010.

14. MEDIA ITEMS

15. QUESTIONS UNDER STANDING ORDERS

16. URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board is scheduled for 6.30pm, Wednesday 5 March 2025 at the Oxford Town Hall.

Workshop

- *Members Forum*

MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD AT THE OXFORD TOWN HALL, 34 MAIN STREET, OXFORD ON WEDNESDAY 4 DECEMBER 2024 AT 6.30PM.

PRESENT

S Barkle (Chairperson), T Robson (Deputy Chairperson), T Fulton, R Harpur, N Mealings and P Merrifield.

IN ATTENDANCE

G Cleary (General Manager Utilities and Roading), K Howat (Parks and Facilities Team Leader) and C Fowler-Jenkins (Governance Support Officer)

There were 15 members of the public present.

1. APOLOGIES

Moved: T Robson Seconded: N Mealings

THAT apologies for absence be received and sustained from M Brown and M Wilson.

CARRIED

2. PUBLIC FORUM

There was no public forum.

3. CONFLICTS OF INTEREST

Item 5.1 – T Robson declared a conflict of interest as he was a member of the Oxford Community Trust who had a similar project.

4. CONFIRMATION OF MINUTES

4.1. Minutes of the Oxford-Ohoka Community Board meeting– 7 November 2024

Moved: T Robson Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 7 November, as a true and accurate record.

CARRIED

4.2. Matters Arising (From Minutes)

There were no matters arising.

4.3. Notes of the Oxford-Ohoka Community Board Workshop– 7 November 2024

Moved: P Merrifield Seconded: T Robson

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the notes of the Oxford-Ohoka Community Board Workshop held on 7 November 2024.

CARRIED

5. **DEPUTATIONS AND PRESENTATIONS**

5.1. **Bike Oxford – Chirs Perry and Kate Hallum**

C Perry was speaking on behalf of a group of locals that were united by a love of riding bikes and a desire to give something back to their community. He noted that there was an obvious need in the community for young people to have somewhere to ride their bikes. They wanted to create a safe and accessible outdoor recreation space that was suitable for all ages, abilities, wheel types for all weathers. When considering all those objectives they settled on an asphalt surface pump track. Biking was one of the fastest growing sports in the world. The pump track in Oxford would be complementary to the existing facilities in Canterbury. The site by the Oxford Museum was perfect, it had a carpark, it was set back from the road, and it had been a bike track in the past. They had engaged with the community and all of the 125 potential users had been keen and there was a mixture of intended use. They had consulted with three different suppliers of pump tracks and had settled on Valosolutions, as they offered a low maintenance and long lasting option which met their four key objectives.

K Hallum explained that a pump track was a man-made track that was always in a loop, which featured banked corners and different sized mounds. The track used gravity to generate speed. Younger and less confident riders could roll over the features at their own pace and more experienced riders used the rolls to jump and enjoy the thrill of high speed. Pump tracks fostered social interaction by bringing all ages together forming relationships and making new friends, they were a great form of exercise, and they could be a venue for events. It could also attract visitors to Oxford. She highlighted the success of the pump tracks in Timaru, Bexley Park and Westport. They would manage everything including raising the funds and delivering the facility and requested the Board's support on their project.

S Barkle asked if they had looked into any funding avenues yet. K Hallum noted that they had not actively gone to any funders yet as currently they did not have a project to go to them with. They estimated they would have 40% grants, 40% sponsorship and 20% donations from the community.

S Barkle asked how long they thought it would take to get the funding together. K Hallum explained that they had put together an estimate of around fifteen months based on the pump track project that was recently completed in Timaru.

N Mealings enquired if Bike Oxford would be doing all the fundraising and all they needed from Council was approval to put the project somewhere. C Perry agreed that was correct.

T Fulton queried if the construction required dirt of any form as a base layer or contouring. C Perry noted that they would, as a foundation and would use aggregates to get the shaping.

P Merrifield wondered in a small town how they would manage fundraising given other projects such as the hospital development. Would their fundraising jeopardise the hospital development project. C Perry did not think they would be taking money away from any other projects. The bulk of the funding would come from grants and sponsorships.

P Merrifield asked how much the project would cost. C Perry explained that the cost could vary with the scale. The track in Oxford would be custom designed for the site and potentially for the funding. They were aiming for a 1,200 sqm track which was suitable for the site and would cost around \$350,000.

The meeting adjourned for a workshop on the General Landscaping Budget from 7:01pm and reconvened at 7:32pm.

6. **ADJOURNED BUSINESS**

6.1. **Application from Oxford 24-7 Youth Work**

C Fowler-Jenkins took the report as read noting the information supplied by Oxford 24-7 Youth Work that was requested by the Board.

Moved: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 240925164897.
- (b) **Receives** the information supplied by Oxford 24-7 Youth Work (Trim: 241127209732).
- (c) **Approves** a grant of \$250 to Oxford 24-7 Youth Work towards purchasing archery tag equipment for use during mentoring sessions.

LAPSED

Moved: T Fulton

Seconded: T Robson

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 240925164897.
- (b) **Receives** the information supplied by Oxford 24-7 Youth Work (Trim: 241127209732).
- (c) **Approves** a grant of \$750 to Oxford 24-7 Youth Work towards purchasing archery tag equipment for use during mentoring sessions.

CARRIED

4/1

A division was called:

For 4: Members Robson, Barkle, Mealings and Fulton.

Against 1: Member Merrifield.

Abstained 1: Member Harpur.

T Fulton acknowledged the Board's caution when allocating funds given the limited funds available. The Board started with a budget of \$6,330 and had been giving increments of \$500 per month. He believed that Board had acted cautiously. In this case \$750 for a youth organisation with a limited field of activity, however it was a youth work activity which for him escalated it. It was an area that was often overlooked and neglected.

N Mealings commented on the work that this group did in Oxford and how important that was and how long they had used its last assets. This would also benefit other community groups and the work that they did as they would be able to hire the equipment. Granting \$750 still gave the Board a reasonable number of funds going into the new year.

S Barkle liked the fact that they would be able to use the equipment as an asset to hire out, it was not just a one-off event.

P Merrifield did not like the negative attitude that if they did not get the money from the Board the equipment purchase would not go ahead.

In his right of reply T Fulton noted that there were some good points raised. There was a financial caution the Board had to exercise however this allocation would leave the Board with a reasonable amount of money for the remainder of the financial year.

7. REPORTS

7.1. Application to the Board's Discretionary Grant Fund 2024/25 – K Rabe (Governance Advisor)

C Fowler-Jenkins spoke to the report noting Swannanoa Home and School Incorporated were requesting \$750 towards the purchase of picnic tables. Swannanoa Home and School Incorporated had received funding from the Board in May 2024 for picnic tables outside their classrooms.

Moved: T Robson Seconded: N Mealings

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 241111199111.
- (b) **Approves** a grant of \$380 to Swannanoa Home and School Incorporated towards the purchasing of picnic tables.

CARRIED

T Robson commented that the Board had already funded the School for two tables in the last financial year. He understood that there might be a need for other tables in a different location, however it would be nice if groups came back to the Board with applications for new initiatives.

N Mealings noted it was good that they were applying to the Board, however they were frequent applicants, and it was for the same sort of project. She thought that one table was appropriate, and they could fundraise for the other if required.

8. CORRESPONDENCE

8.1. General Landscaping Budget Memo

Moved: T Robson Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the correspondence (Trim No. 241125208517).

CARRIED

9. CHAIRPERSON'S REPORT

9.1. Chairperson's Report for November 2024

In addition to the information provided in the agenda:

- Woodstock Quarry Limited had to put together a timeline and some extra information they wanted to gather, they had to consult with Environment Canterbury, Waimakariri District Council, Transwaste and the Board to see what information they wanted from them. The purpose of the information was to then go to mediation. The purpose of the mediation process, , was that the project occurred in a way that everyone was happy for it to occur. The Board were not interested in entering into mediation. The Board had until 11 December 2024 to decide whether they wanted to proceed.
- Had a resident contact her about boy racers, there was a notorious section of road Mandeville Road, Baileys Road and Logans Road. Boy racers were a district wide issue. The Board needed to know what advice they could give the community. She asked if the Police followed up and how. J Stag noted that the Police did follow up. If people had video of the vehicle and if they had the registration the Police would be able to follow up. They had a policy around when impounding vehicles which would mean not following up with a conviction. The impound fee would be paid to

the Police. The Mandeville Road, Baileys Road and Logans Road intersection could have some modifications to make it less attractive.

- Attended Community Board Hui and listened to the projects that won the awards at the Community Boards dinner.
- Oxford Christmas Parade Sunday 15 December 2024.
- Attended Council Briefing on the Woodend Bypass.

Moved: N Mealings

Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the report from the Oxford-Ohoka Community Board Chairperson (Trim: 241127209586).

CARRIED

10. **MATTERS FOR INFORMATION**

- 10.1. Woodend-Sefton Community Board Meeting Minutes 11 November 2024.
- 10.2. Rangiora-Ashley Community Board Meeting Minutes 13 November 2024.
- 10.3. Kaiapoi-Tuahwi Community Board Meeting Minutes 18 November 2024.
- 10.4. Annual Report for Te Kohaka o Tuhaitara Trust for the year ended 30 June 2024 – Report to Audit and Risk Committee Meeting 12 November 2024 – Circulates to all Boards
- 10.5. Kaiapoi North School/Moorcroft Reserve Fencing – Report to Kaiapoi-Tuahwi Community Board Meeting 18 November 2024 – Circulates to Oxford-Ohoka, Rangiora-Ashley and Woodend-Sefton Community Boards
- 10.6. Amended Roding Capital Works Programme for Approval – Report to Utilities and Roding Committee Meeting 19 November 2024 – Circulates to all Boards
- 10.7. July 2023 Flood Recovery Progress Update – Report to Utilities and Roding Committee Meeting 19 November 2024 – Circulates to all Boards
- 10.8. Eastern District Sewer Scheme and Oxford Sewer Scheme Annual Compliance Reports 2023/24 – Report to Utilities and Roding Committee Meeting 19 November 2024 – Circulates to all Boards
- 10.9. Water Quality and Compliance Annual Report 2023/24 – Report to Utilities and Roding Committee Meeting 19 November 2024 – Circulates to all Boards.
- 10.10. Arohatia te Awa Programme of Works – Report to Community and Recreation Committee Meeting 26 November 2024 – Circulates to all Boards
- 10.11. Fee Waiver Grants Scheme Update – Report to Community and Recreation Committee Meeting 26 November 2024 – Circulates to all Boards
- 10.12. Aquatics November Report – Report to Community and Recreation Committee Meeting 26 November 2024 – Circulates to all Boards
- 10.13. Community Team Year in Review Report 2023/24 – Report to Community and Recreation Committee Meeting 26 November 2024 – Circulates to all Boards
- 10.14. Libraries Update from 5 September to 14 November 2024 – Report to Community and Recreation Committee Meeting 26 November 2024 – Circulates to all Boards

Moved: P Merrifield

Seconded: T Robson

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the information in Items.10.1 to 10.14.

CARRIED

11. MEMBERS' INFORMATION EXCHANGE

T Robson

- Community Trust Meeting – main topic of conversation was the bike track and the direction they were going. They discussed the Christmas wonderland which was located at the A&P sheds from 11 December to 24 December. The Trust were having a gift donation collection for families that were doing it tough this Christmas.
- Ashley Gorge Advisory Group end of year function.
- Oxford Promotions Action Committee Meeting – raised the parking presentation from the Board's November meeting. They discussed the West Oxford Reserve.
- Attended All Boards Briefing.

T Fulton

- Council meeting – agreement to move to the consultation stage on Stage One of the Mandeville Resurgence Project.
- Attended the Mandeville Resurgence bus trip – there was a robust discussion.
- Self-funded Council role in Belgium – Zonnebeke the Council's sister city. The services were very well managed, and the RSA input was great.
- Wolffs Road Bridge – lots of enthusiasm and continued activity including some light vegetation removal.

R Harpur

- Mandeville Resurgence Bus Trip – commended staff for their patience.
- Waimakariri Access Group Meeting.
 - Draft plans for proposed new Pegasus center were presented and discussed. A lengthy discussion around accessibility of toilets and car parking took place. A number of suggestions were made.
 - The Council were planning a new viewing platform for Waikuku Beach overlooking the Ashley River mouth. A wheelchair ramp was to be included.
 - A number of people had now used to the Ashley Gorge walking track and were full of praise regarding the accessibility.
 - It was hoped to have new Boccia courts in operation in 2025 at Mainpower Stadium.
 - Council had purchased the former Police Station in High Street, Rangiora with the intention of using the area for a carpark. Demotion was to start soon. It would include four mobility parks.
- Mandeville Sports Club Meeting – very little attendance and the continuation of the meetings in the present format was questions. Car parking for major events was discussed.
- All Boards Briefing – Chief Executive provided an update on the Annual Plan. Libraries Manager provided an update on the libraries and what the role of libraries was in the future.

P Merrifield

- Oxford Night Patrol Meeting – Well attended.
- GreyPower meeting - the treasurer had resigned.

N Mealings

- Utilities and Roading Committee Meeting – The last flood recovery report was given to the Committee. All 88 investigations and 126 maintenance actions had now been completed and approved. Going forward, any reports would now go to the Audit and Risk Committee.
- Enviroschools Waitaha Celebration – Attended the annual awards for Canterbury Enviroschools, where 14 schools were in attendance showing off their awesome projects, of which West Eyreton, Loburn and North Loburn Schools represented Waimakariri. She was fortunate enough to get to present West Eyreton School with an award certificate for their habitat restoration work and study Canterbury mudfish and tadpole shrimp.
- Community Wellbeing Nort Canterbury Trust Board Meeting.
- Council Workshop – Some key changes to the national ‘Setting of Speed Limit Rule 2024’: Speed management plans were now optional. Variable speed limits outside school gates were now mandatory, with category One (urban) schools set at 30km/h for 150m each way from a school gate, and category Two (rural) schools set at 60km/h or less for 300m each way from a school gate for a maximum of 45 minutes before and after school. For proposed speed changes, the new rule now specified consultation requirements and cost-benefit analysis statements which must include a road by road assessment of travel time, safety and cost of implementation.
- Community and Recreation Committee Meeting – There was now a new 15 week season pass available at the Oxford Pool.
- Meeting at Ohoka Domain – Met with staff and the Ohoka Domain Advisory Group to discuss clearance of a drain.
- Council Meeting – Stage One Mandeville Resurgence Channel Upgrade had now been approved to go out for consultation.
- Swannanoa School ‘Golden Wheelie Bin’ Award. Congratulations to the school for being the first in 15 years to get a 100% perfect recycling bin audit.

12. CONSULTATION PROJECTS

12.1. Play Spaces in Kaiapoi East

<https://letstalk.waimakariri.govt.nz/playspaces-in-kaiapoi-east>

Consultation closes Friday 6 December 2024.

12.2. Libraries Survey 2024

<https://letstalk.waimakariri.govt.nz/libraries-survey-2024-25>

The Board noted the consultation projects.

13. BOARD FUNDING UPDATE

13.1. Board Discretionary Grant

Balance as at 30 November 2024: \$3,232.

13.2. General Landscaping Fund

Balance as at 30 November 2024: \$28,010.

The Board noted the funding update.

14. **MEDIA ITEMS**

Nil.

15. **QUESTIONS UNDER STANDING ORDERS**

Nil.

16. **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board is scheduled for 6.30pm, Wednesday 5 February 2024 at the West Eyreton Hall.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 8:54PM.

CONFIRMED

Chairperson

Date

Workshop (7:01pm to 7:32pm)

- *Landscape Budget – Ken Howat (Parks and Facilities Team Leader) – 15 Minutes*
- *Members Forum*

NOTES OF THE WORKSHOP OF THE OXFORD-OHOKA COMMUNITY BOARD HELD IN THE OXFORD TOWN HALL, MAIN STREET, OXFORD, ON WEDNESDAY 4 DECEMBER 2024, AT 7:01PM.

PRESENT

S Barkle (Chairperson), T Robson (Deputy Chairperson), T Fulton, R Harpur, N Mealings and P Merrifield.

IN ATTENDANCE

G Cleary (General Manager Utilities and Roading), K Howat (Parks and Facilities Team Leader) and C Fowler-Jenkins (Governance Support Officer)

1. LANDSCAPE BUDGET – Ken Howat (Parks and Facilities Team Leader)

Trim ref : 241125208517

- Did anyone use Warren Reserve, was it well known?

There was the odd campervan in the Reserve. There used to be a school at the Reserve and there were still some old changing rooms and some toilets. The toilets needed to be upgraded but there was no reason to have the changing shed there so they needed to be removed at some stage which would come out of the operations budget. He thought as a start to upgrading that area the pool could be a start.

- In terms of the seating at the Oxford dog park, the Board got a report six years ago from Keep Oxford Beautiful, The Mens Shed or the Oxford Lions wanting to donate three seats for the area as part of the development into a dog park. Did that offer still stand?

Staff would follow up and report back to the Board.

THERE BEING NO FURTHER BUSINESS, THE WORKSHOP CONCLUDED AT 7:32PM.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RDG-28 / 241025186823

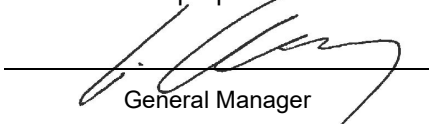
REPORT TO: Oxford-Ohoka Community Board


DATE OF MEETING: 5 February 2025

AUTHOR(S): Shane Binder, Senior Transportation Engineer
Nithin Puthupparambil, Transportation Engineer

SUBJECT: Updating parking restrictions at different locations in Oxford and approval to consult on proposed new restrictions.

ENDORSED BY:
(for Reports to Council, Committees or Boards)


 General Manager


 Chief Executive

1. SUMMARY

- 1.1. This report seeks approval from the Oxford-Ohoka Community Board to address the following three types of parking improvements in Oxford:
- Formalise existing parking restrictions already in place
 - Clarify the signage and reference points for existing authorised parking outside Oxford Area School
 - Approve consultation on proposed new parking restrictions for Main Street in the vicinity of the grocery store
- 1.2. Firstly, the following parking restrictions are already in place at the following locations, but need to be formally added to the Schedule of Parking Restrictions in order for them to be enforceable:
- Loading zone on Bay Road, 13m north of Main St on east side
 - P60 on Meyer Place, 19m north of Main St on both sides
 - P30 on Main Street, 22m west of Meyer Place on north side
 - One mobility car park outside library, Main Street west of Burnett Street
 - Five off-street mobility car parks on the west side of the Town Hall carpark
 - Two off-street EV car parks on the west side of the Pearson Park carpark
- 1.3. The detail for each of these are shown in the Background section below
- 1.4. While there are existing parking signs in place in a number of these locations, they do not appear to have formal approval from the District Planning and Regulation Committee and are not listed in the Schedule for Parking Restrictions.
- 1.5. Due to the difficulty to enforce any restrictions which is not included in the schedule, it is recommended to formalise these restrictions already in place.
- 1.6. Secondly, staff have worked with Oxford Area School on minor changes to existing parking restrictions on Bay Road in front of the School to help better clarify the intent and operations (refer to attachment i). These parks are already formalised, but the signage and the exact lengths that the restrictions apply to could be clearer.
- 1.7. Thirdly, concerns have also been raised about parking demand in the vicinity of the grocery store located to the west of Meyer Place. To allow better utilisation and parking turn over in this area an extension of the P60 area is proposed.
- 1.8. It is recommended that targeted feedback be sought on this proposal from the Oxford community and town centre businesses, through print and social media, letter drops at the businesses, and advertisements at the grocery store and Oxford service centre.

Attachments:

- i. Oxford Area School, Bay Road, Parking Sign Rectification Plan (TRIM: 241025186824)

2. RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 241025186823.
 (b) **Approves** public consultation on new P60 parking restrictions for Main Street in the vicinity of the grocery store:

| Town | Street | Location | Side of Street | Restriction | Qualifying Remarks | Comments |
|--------|---------|--------------------|----------------|-------------|--------------------|------------------------|
| Oxford | Main St | West of No. 52 | North | P60 | 6 parks | West of No. 52 for 60m |
| Oxford | Main St | In front of No. 55 | South | P60 | 3 parks | |

AND

THAT the Oxford-Ohoka Community Board recommends:

THAT the District Planning and Regulation Committee:

- (c) **Approves** formalising of the following existing signed parking restrictions around Oxford town centre:

| Town | Street | Location | Side of Street | Restriction | Qualifying Remarks | Comments |
|--------|----------|----------------------|----------------|-----------------------|--------------------------------------|-------------------------------|
| Oxford | Bay Rd | North of Main St | East | P15 Loading Zone | | North of intersection for 30m |
| Oxford | Meyer Pl | North of Main St | Both | P60 | 3 parks west side, 6 parks east side | North of intersection for 32m |
| Oxford | Main St | West of Meyer Pl | North | P30 | 4 parks | West of intersection for 32m |
| Oxford | Main St | West of Burnett St | North | Mobility park | | |
| Oxford | Main St | Town Hall Carpark | West | Mobility park | 5 parks | |
| Oxford | Main St | Pearson Park Carpark | West | Electric vehicle park | 2 parks, Mon-Sat only | |

- (d) **Approves** the following modifications (in *red italics*) to existing parking restrictions on Bay Road outside of Oxford Area School:

| Town | Street | Location | Side of Street | Restriction | Qualifying Remarks | Comments |
|--------|--------|------------------------------------------------------------------------------|----------------|--------------------------------------|--------------------------------------|----------------------------|
| Oxford | Bay Rd | <i>From 21m north of Observatory Gate to 66m south of that gate</i> | East | <i>Reserved Parking - Buses Only</i> | 8:20-9:30am, 2:30-3:20pm school days | <i>Requested by school</i> |
| Oxford | Bay Rd | <i>From 33m north of Main (Middle) School Gate to 40m south of that gate</i> | East | Loading Zone, P2 | 8:45-9:15am, 2:45-3:15pm school days | Requested by school |
| Oxford | Bay Rd | <i>For 21m outside middle northern entrance of the school</i> | East | No Parking | 8:20-9:20am, 2:30-3:20pm school days | <i>Requested by school</i> |

3. **BACKGROUND**

- 3.1. Staff have been reviewing parking restrictions in Oxford following concerns being raised about the ability to be able to enforce restrictions in some instances, and feedback from the Community Board in others.
- 3.2. The following undocumented restrictions have been investigated:
 - 3.2.1. A 15-minute loading zone on the east side of Bay Road, 13 meters north of Main Street, is currently signposted as shown in Figure 1. This loading zone has been in place since at least 2009, serving nearby businesses, although its origin is unknown.



Figure 1. Existing loading bay on Bay Road

- 3.2.2. A 60-minute parking restriction is currently signposted on both sides of Meyer Place, beginning 19 meters north of Main Street as shown in Figure 2. Meyer Place had an approved reconstruction including parking in 2015 (TRIM: 140903094825[v2]) but no mention of parking time restrictions was made at that time. Community concerns around parking turnover were forwarded to Council in 2015 but there is no record of a formal approval of any parking restrictions.
- 3.2.3. A 30-minute parking restriction is currently signposted on the north side of Main Street, 22 meters west of Meyer Place as shown in Figure 2. This parking restriction has been in place since at least 2009, although its origin is unknown.



Figure 2. Existing parking time restrictions, Main St & Meyer Place vicinity

- 3.2.4. A mobility car park is currently marked and sign-posted west of Burnett Street on Main Street, outside the Oxford Library / Service Centre as shown by the blue mobility symbols in Figure 3. This mobility car park was shifted from Burnett St in about 2020, but no formal approval was noted. Five designated mobility parking spaces are also marked on the west side of the Town Hall car park as also shown by the blue mobility symbols in Figure 3; mobility car parks have existed in this carpark since at least 2010, but no formal approval was noted.
- 3.2.5. Three electric vehicle (EV) parking spaces have been designated on the west side of the Pearson Park car park as shown by blue EV symbols in Figure 3. Installation of EV chargers for three car parks and a parking restriction for two of the car parks was approved by the Oxford Ohoka Community Board in February 2022 (TRIM: 211119185279[v2]) but never formalised by the District Planning and Regulation Committee (DPRC). The approved proposal noted that the EV class restriction would not be in effect during the Oxford Farmers Market on Sundays or applicable to the adjacent third park.

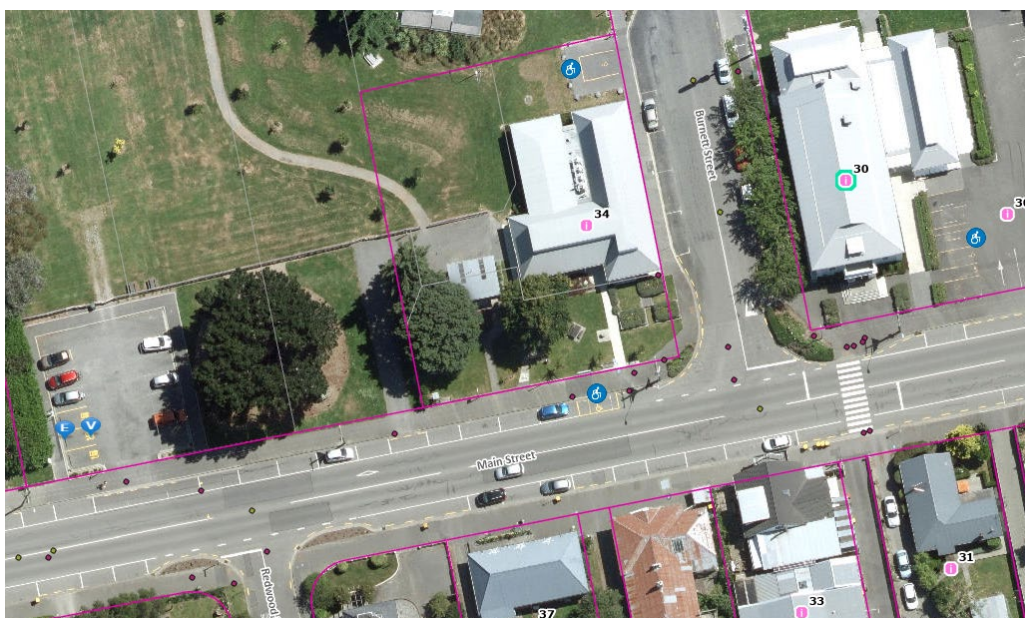


Figure 3. Existing EV and mobility car parks, Library & Town Hall vicinity (refer blue symbols)

- 3.3. The following restrictions outside of the Oxford Area school have been authorised, but could benefit from additional clarity:
- 3.3.1. Parking restrictions along the Bay Road frontage of the Oxford Area School date back to the original 1996 Waimakariri District Council Parking Bylaw, with only minor changes since then. There is a class-restriction for bus parking, a time-limited loading zone for drop-off and pick-up, and a time-restricted no-parking zone at the school's main entry. Staff have identified some minor changes in language to help clarify these existing parking restrictions.
- 3.4. Consideration of parking needs on Main Street in the vicinity of the grocery store.
- 3.4.1. At the 7 November 2024 Oxford-Ohoka Community Board, staff were requested to evaluate changes to on-street parking along Main Street in the vicinity of the Fresh Choice grocery store, as there is a history of parking supply issues associated with the area. At present, the parking noted above in paragraph 3.2.3 (also shown below in Figure 4 in green) is the only restricted parking in the area.
- 3.4.2. In order to generate more turnover of existing on-street parking and accommodate more parking for the retail in the vicinity below on Figure 4, the following parking restrictions are proposed to be consulted upon with the Oxford community and town centre businesses:
- Green (existing P30): to remain to accommodate short trips to adjacent retail
 - Red (existing no restriction): P60 time restriction for longer-stay shopping / dining
 - Blue (existing no restriction): P60 time restriction for longer-stay shopping trips

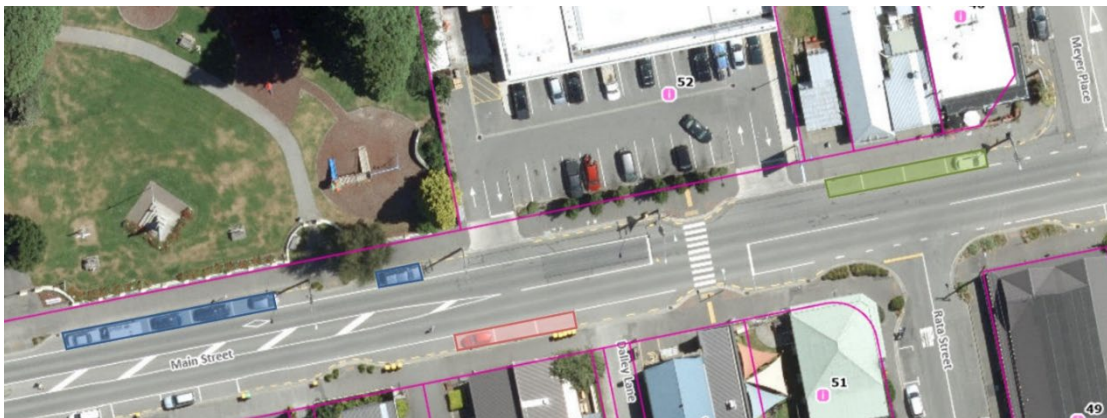


Figure 4. Proposed parking restriction areas, Fresh Choice grocery store vicinity

- 3.4.3. Targeted consultation on this proposal is proposed with the Oxford community and town centre businesses, through print and social media, letter drops at the businesses, and advertisements at the grocery store and Oxford service centre.

4. ISSUES AND OPTIONS

- 4.1. The signposted parking restrictions identified in Section 3.2 above are currently not enforceable as they are not included in the Parking Bylaw Schedule of Parking Restrictions.
- 4.2. The existing restrictions outside of the Oxford Area School are enforceable, but meetings with the school have identified improvements to signage and the exact specified distance references would improve clarity for all parties.
- 4.3. In light of the above-discussed issues, it is recommended that both the existing undocumented parking restrictions and the changes to the parking outside of Oxford Area School should be submitted for approval by the District Planning & Regulation Committee (DPRC) and subsequently formalised into the Schedule of Parking Restrictions.
- 4.4. In addition, it is recommended that proposed changes to the parking outside Fresh Choice should be consulted on with the wider public.
- 4.5. It is noted that these proposed changes have been limited to minor low-cost adjustments to on-street parking. Larger-scale parking improvements, including additional off-street supply, may be considered separately across the broader Oxford area.

- 4.6. The Oxford-Ohoka Community Board has the following options available to them:
- 4.7. Option One: Recommend formalising undocumented parking restrictions that are already signposted at various locations in Oxford, recommend amending the signage relating to existing approved parking outside Oxford Area School, and approve community engagement on new restrictions around the grocery store.

This option involves the Oxford-Ohoka Community Board recommending that the District Planning & Regulation Committee (DPRC) approve the formalising parking restrictions that is already in place at the various locations in Oxford.

This is the recommended option because it:

- Establishes the legal enforceability of the existing parking regulations
- Prevents potential legal issues in the future
- Increases localised short-term parking around the Oxford town centre

- 4.8. Option Two: Approve an ad-hoc formalisation of existing parking restrictions.

Proposing selective formalisation of existing parking restrictions by the District Planning & Regulation Committee (DPRC) upon recommendation from the Oxford-Ohoka Community Board, is not the recommended option.

This option would result in potential legal consequences of not formalising all parking restrictions identified in this report.

- 4.9. Option Three: Retain the status quo.

This is not the recommended option because there are legal implications of not formalising parking restrictions that's already in place at all of the sites proposed in this report.

- 4.10. The Management Team has reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report.

5.2. **Groups and Organisations**

No groups or organizations are anticipated to be impacted by, or express interest in, the existing parking restrictions to be formalised, as they propose no new modifications to existing regulations. Staff spoke with the owners of the Fresh Choice grocery store about the proposed parking consultation; they had no further feedback on the proposals at this time, but will still have an opportunity for input through the consultation phase if approved.

5.3. **Wider Community**

The existing parking restrictions to be formalised in this report are not anticipated to have a significant impact on the wider community, nor is there likely to be substantial public interest in the matter, as no new changes are being proposed.

The wider community is likely to be affected by, or to have an interest in the new proposed parking restrictions. Staff are proposing to engage with the Oxford community and town centre businesses on the proposed parking restriction changes.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are financial implications of the decisions sought by this report. These are minor as most of the proposed parking restrictions are already sign-posted. There will however be staff time and advertising costs associated with carrying out a consultation process for parking, and some signage cost for changes outside the school. These are covered by existing operational budgets.

6.2. Sustainability and Climate Change Impacts

The recommendations in this report may have sustainability impacts. Providing appropriate parking availability and parking restrictions improves vehicle usage and minimises inefficient travel.

6.3 Risk Management

There are risks arising from the adoption/implementation of the recommendations in this report.

There is a risk of negative feedback from the community for the implementation of new parking restrictions. This will be mitigated by seeking community feedback on the proposed changes prior to any formal decision on implementing them.

6.4 Health and Safety

There are no health and safety risks arising from the adoption/implementation of the recommendations in this report.

7. CONTEXT

7.1. Consistency with Policy

This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy.

7.2. Authorising Legislation

Section 2 of the Land Transport Rule: Traffic Control Devices requires a Road Controlling Authority to "authorise and, as appropriate, install or operate traffic control devices."

7.3. Consistency with Community Outcomes

The Council's community outcomes are relevant to the actions arising from recommendations in this report. This report considers the following outcomes:

Social: a place where everyone can have a sense of belonging

- Our community has equitable access to the essential infrastructure and services required to support community wellbeing.

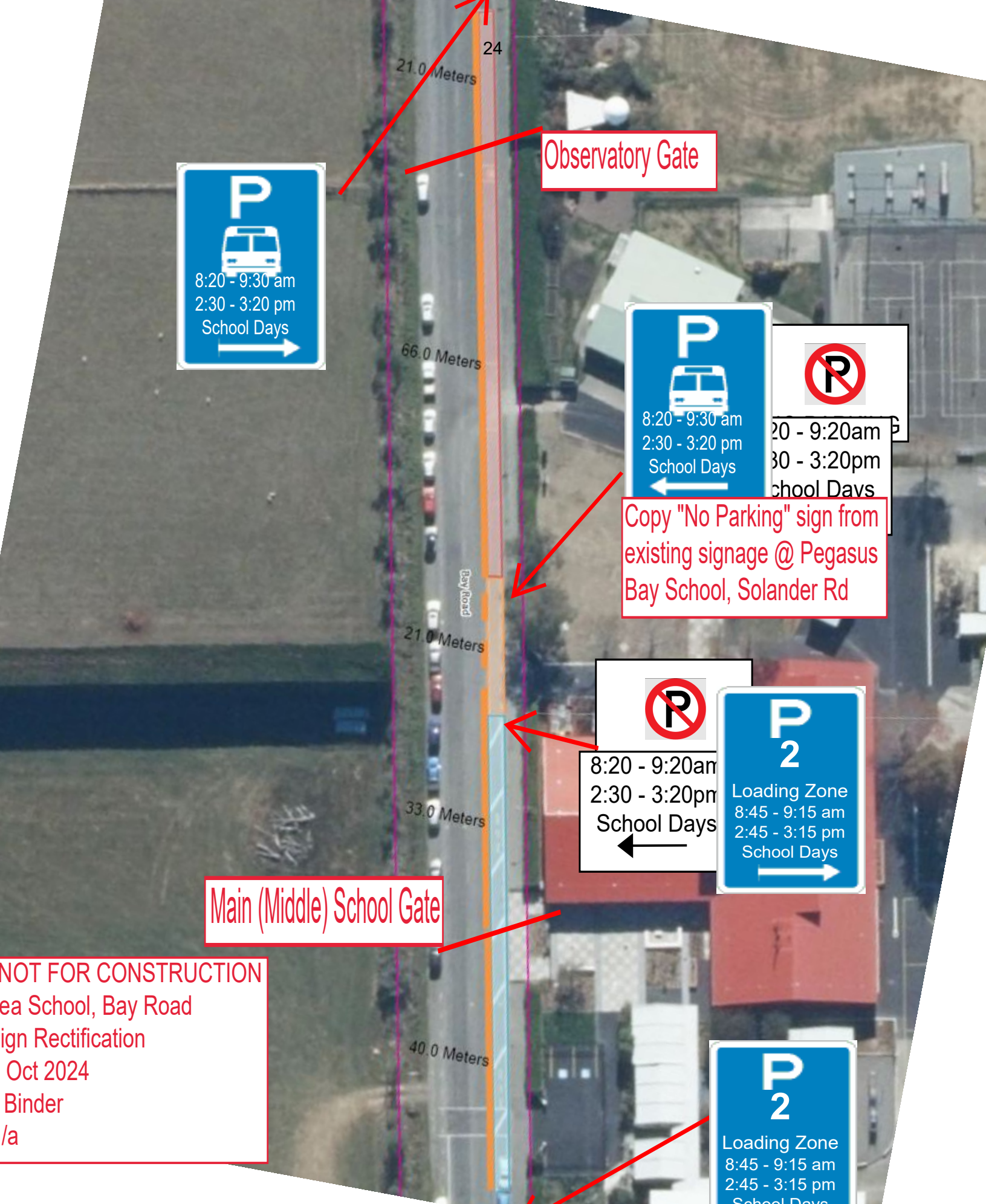
Economic: a place that is supported by a resilient and innovative economy

- Enterprises are supported and enabled to succeed.
- Infrastructure and services are sustainable, resilient, and affordable. There is a safe environment for all.

7.4. Authorising Delegations

As per Section 3 of the Waimakariri District Council's *Delegations Manual*, the Oxford-Ohoka Community Board has the delegated authority to recommend the installation of parking restrictions on roads within its ward area and to proceed with consultation on proposed changes to parking outside the grocery store.

The District Planning and Regulation Committee has the delegated authority to approve parking restrictions.



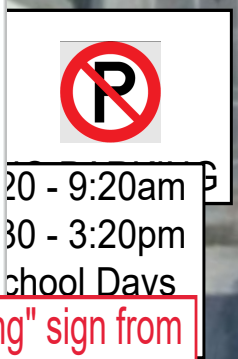
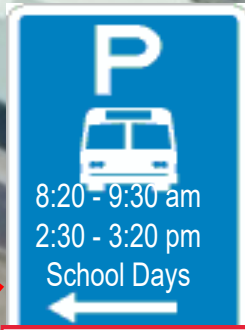
24

21.0 Meters

Observatory Gate



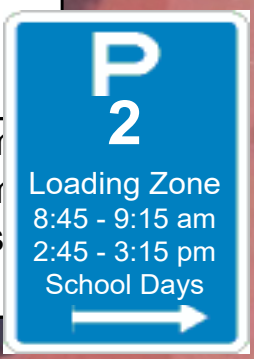
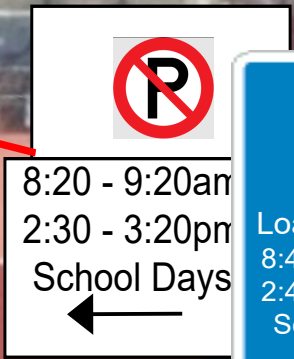
66.0 Meters



Copy "No Parking" sign from existing signage @ Pegasus Bay School, Solander Rd

Bay Road

21.0 Meters

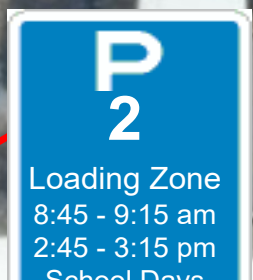


Main (Middle) School Gate

33.0 Meters

NOT FOR CONSTRUCTION
Sea School, Bay Road
Sign Rectification
Oct 2024
Binder
/a

40.0 Meters



WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-26-10-06 / 250121008388**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD**DATE OF MEETING:** 5 February 2025**AUTHOR(S):** Kay Rabe, Governance Advisor**SUBJECT:** Application to the Board's Discretionary Grant Fund 2024/25**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)


 General Manager



 Chief Executive
1. SUMMARY

1.1 The purpose of this report is to consider an application for funding received from:

| Name of Organisation | Purpose | Amount requested | Does the application comply with the Discretionary Grant Fund Criteria |
|------------------------------------------------------------|------------------------------|------------------|------------------------------------------------------------------------|
| Silverstream Reserve Volunteer Group and Down by the River | Small donation for musicians | \$750 | The application partially complies. |
| Total | | \$750 | |

Attachments:

- i. An application from Silverstream Reserve and Down by the River (Trim Ref: 250117006475).
- ii. A spreadsheet showing the Discretionary Grants for the last two years.
- iii. Board funding criteria 2024/25 (Trim: 210603089866).

2. RECOMMENDATION**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 250121008388.
- (b) **Approves** a grant of \$..... to Silverstream Reserve and Down by the River for donations for musicians participating in the event.

OR

- (c) **Declines** the application from Silverstream Reserve and Down by the River.

3. BACKGROUND

- 3.1 The ***Silverstream Reserve Volunteer Group and Down by the River*** organisers seek funding for small donations for musicians participating in the event.
- 3.2 The current balance of the Oxford-Ohoka Community Board's 2024/25 Discretionary Grant Fund is \$2,102.

4. **ISSUES AND OPTIONS**

Silverstream Reserve Volunteer Group and Down by the River (the Organisers)

4.1 **Information provided by the Organisers:**

- 4.1.1 In 2024, the Silverstream Reserve Volunteer Group and Down by the River hosted the first Boulder Copper Sounds Outdoor Music Event at Silverstream Reserve. The event is a great way to showcase the ongoing restoration work undertaken in the Silverstream Reserve and assists in promoting the unique native wildlife found there, including the Boulder Copper Butterfly. The 2024 event was an enormous success attended by over 200 locals who enjoyed a free, family-friendly, fun day out with local musicians performing against the beautiful backdrop of Silverstream Reserve. Over 150 volunteer hours were dedicated to the planning and hosting of the event by the organisers.
- 4.1.2 Given the popularity of the previous event, organisers hope that at least 300 people will attend this year's event, which will be open to all sectors of the community. Given the proximity to the Ohoka / Mandaville community, many Oxford-Ohoka Ward residents are expected to attend the event.
- 4.1.3 Benefits include a free, family-friendly outing in a relaxed atmosphere and listening to local musicians, which will encourage connection and reduce isolation within the community. The musicians will benefit from showcasing their work and enjoying mixing with their local community. The Silverstream Reserve will be promoted, and visitors will be educated on the local fauna and the work undertaken to restore this area to its natural state. This may encourage others to join the volunteer group with the upkeep of the reserve.
- 4.1.4 The event is estimated to cost \$8,500, and the organisers are requesting a grant of \$750 to give a small donation to the 50 musicians invited to perform. The organisers have already received donations from the Lions Federation (\$2,566) and Lime Real Estate (\$750) and will be applying for funding from the Kaiapoi-Tuahiwi Community Board and Visit Waimakariri Event Fund. The event will proceed if this application is unsuccessful; however, it will mean that budgets would need to be revised to accommodate the lesser amount available to run the event.

4.2 **Council Evaluation:**

- 4.2.1 The application partially complies with the Board's Discretionary Grant criteria as it is from a local non-profit organisation. Seven hundred and fifty dollars is the maximum amount the Board will allocate at one time to a group and a maximum of \$1,000 per financial year. This is the first time the Group has sought Board funding.
- 4.2.2 The criteria state that funding should not be used to pay wages or salaries or to pay volunteers and therefore giving a donation to musicians for playing could be seen as a payment for services. However the Board may consider that a 'donation' does not qualify as payment noting that the musicians are a key part of the entertainment of the event. It should also be noted that the Silverstream Reserve is not in the Oxford-Ohoka Ward, and the Board has undertaken to limit funding to projects primarily within the Board area, as stated in the criteria. However, given the proximity to the Ohoka / Mandaville community, a large number of Oxford-Ohoka Ward residents are expected to benefit from the event.
- 4.3 The current balance of the Board's Discretionary Grant Fund for 2024/25 is \$2,102. If the application is approved, \$1,352 will be available for the remaining four months of the financial year.
- 4.4 The Board may approve or decline grants as per the grant guidelines.
- 4.5 **Implications for Community Wellbeing:**
Safe spaces have social and cultural implications. They provide opportunities for social interaction, which builds a sense of community, reduces feelings of isolation, and improves community well-being.
- 4.6 The Management Team has reviewed this report.

5. **COMMUNITY VIEWS**

5.1 **Mana Whenua**

Te Ngāi Tūāhuriri hapū is not likely to be interested in the subject matter of this report.

5.2 **Groups and Organisations**

No other groups and organisations are likely to be affected by or to have an interest in the subject matter of this report.

5.3 **Wider Community**

The wider community will likely be affected by or interested in the report's subject, as free family-friendly events encourage social connections, provide a sense of belonging, and enhance community well-being.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1 **Financial Implications**

6.1.1 The 2024-34 Long Term Plan includes a budget provision of \$6,330 for the Board to approve grants to community groups for the 2024/25 financial year (July 2024 to June 2025).

6.1.2 The current balance of the Board's 2024/25 Discretionary Grant Fund is \$2,102. If the application is granted, the Board will have \$1,352 left for the remaining four months of the financial year.

6.1.3 The application criteria specify that grants are customarily limited to \$750 per application with a maximum of \$1,000 in any financial year (July to June). However, groups can apply twice a year, provided it is for different projects. Where applicable, GST values are calculated and added to appropriately registered groups if decided benefits exceed Board-resolved values.

6.2 **Sustainability and Climate Change Impacts**

The recommendations in this report do have sustainability and/or climate change impacts.

6.3 **Risk Management**

There are no risks arising from the adoption/implementation of the recommendations in this report.

6.4 **Health and Safety**

All health and safety-related issues will fall under the auspices of the Swannanoa Home and School Incorporated.

7. **CONTEXT**

7.1 **Consistency with Policy**

These matters are not matters of significance in terms of the Council's Significance and Engagement Policy.

7.2 **Authorising Legislation**

Not applicable.

7.3 **Consistency with Community Outcomes**

People are friendly and caring, creating a strong sense of community in our District.

There are wide-ranging opportunities for people of different ages and cultures to participate in community life and recreational activities.

7.4 **Authorising Delegations**

Community Boards have delegated authority to approve Discretionary Grant Funding.

What happens now?

Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) by posting to Private Bag 1005, Rangiora 7440, New Zealand, or hand delivering to your local Service Centre, or emailing to: IM@wmk.govt.nz

What happens next?

- Your application will be processed and presented to the Board at the next appropriate meeting.
- Following the meeting a letter will be sent to notify you of the Board's decision and if successful an invoice and your organisation's bank account details will be requested. This information is required within 10 days of the Board decision.
- On receipt of this information payment will be processed to your organisation's bank account.

Groups applying for Board Discretionary Grants 2024/2025

Name of group: _____

Address: _____

Contact person within organisation: _____

Position within organisation: _____

Contact phone number: _____ Email: _____

Describe your project or event and what the grant funding will specifically be used for. (Use additional pages if needed)

What is the timeframe of the project/event? _____

Overall cost of project/event: _____ Amount requested: _____

How many people will directly benefit from this project? _____

Who are the people benefiting from this project? (You can tick more than one box)

- | | | |
|------------------------------------------------------------------------|-----------------------------------------------------|-----------------------------------|
| <input type="checkbox"/> People with disabilities (mental or physical) | <input type="checkbox"/> Cultural/ethnic minorities | <input type="checkbox"/> District |
| <input type="checkbox"/> Preschool | <input type="checkbox"/> School/youth | <input type="checkbox"/> Adults |
| <input type="checkbox"/> Older adults | <input type="checkbox"/> Whole community/ward | |

Provide estimated percentage of participants/people benefiting by community area:

Oxford-Ohoka _____% Rangiora-Ashley _____% Woodend-Sefton _____% Kaiapoi-Tuahiwi _____%

Other (please specify): _____

What are the direct benefit(s) to the participants? 29

What is the benefit(s) to your organisation?

What are the benefits, economic or otherwise, to the Oxford-Ohoka community or wider district?

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered)? Yes No

If yes, name of parent group: _____

What is the relationship between your group and the parent group?

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied to, or intend to apply to for funding this project and the amount applied for.

What other Council funding sources have you applied to, or intend to apply to for funding this project and the amount applied for i.e other Community Boards, Annual or Long Term Plan, Community Grants and Enterprise North Canterbury.

Have you applied to the Oxford-Ohoka Community Board or any other Waimakariri Community Board for other project funding in the past 18 months? Yes No

If yes, please supply details:

If this application is declined, will this event/project still occur? Yes No

If No, what are the consequences to the community/organisation?

- Enclosed Financial Information (*compulsory – your application cannot be processed without financial statements*)
- Bank Statement (*Bank Statements will remain confidential*)
- Supporting costs, quotes or event budgets
- Other supporting information

I am authorised to sign on behalf of the group/organisation making this application.

I declare that all details contained in this application form are true and correct to the best of my knowledge.

I accept that successful applicants will be required to report back to the Community Board by completing an Accountability Report.

I accept that information provided in this application may be used in an official Council report available to the public.

PLEASE NOTE: A signature is not required if you submit this form electronically. By entering your name in the signature box you are giving your authority to this application.

Signed:  _____ Date: _____



\$1,378.33

DBTR-Boulder Copper



Share

Pay or transfer

Transactions

Details

in 22 Sep 2024

\$1,378.33

North Canterbury
Eco

\$1,378.33

No more transactions



Breakdown of Costs

Silverstream Reserve and Down by the River- Kaiapoi, are looking for

\$750

This will go towards donation vouchers for the musicians, to cover their costs for the event. Typically, Musicians receive a \$50 voucher each.

Boulder Copper³³ SOUNDS

Boulder Copper Sounds Music Event at Silverstream Reserve

In 2024 the Silverstream Reserve Volunteer Group and Down By The River - Kaiapoi Music hosted the first Boulder Copper Sounds outdoor music event at Silverstream Reserve. The event was a great success and attended by over 200 locals who enjoyed a free family-friendly fun day out with local musicians playing throughout the day against the beautiful backdrop of Silverstream Reserve, Clarkville in North Canterbury.

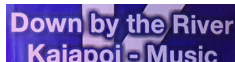


Over 150 volunteer hours were dedicated to the planning and running of the event by the Silverstream Reserve Volunteer Group and Down By The River Music event coordinators.

The event is a great way to showcase the ongoing restoration work at Silverstream Reserve and help to promote the unique native wildlife found there - including the Boulder Copper Butterfly. It helps to get people interested in volunteering at the reserve while also just providing a fun, local outing for the community.

The event was opened by the Waimakariri District Mayor - Dan Gordon and there was a line up of over 10 acts with 35 musicians in total performing.

We aim to make this an regular annual event and we seek funding towards our March 16th 2025 to cover the hire of a sound system and generators and to pay the musicians a small donation to cover their expenses.





Boulder Copper Sounds 2025 Music Event Budget

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Share

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Menus 50% | \$ % .0 .00 123 | Arial | - 12 + | **B** *I* A |

A4

| Boulder Copper Sounds 2025 Budget | | |
|-----------------------------------------------------------------------------------------|--------------------|----------------------------------|
| 16th March 2025 | | |
| INCOME | | Amount requested (ex GST) |
| OTHER INCOME | | Budgeted amount (ex GST) |
| Silverstream Reserve Capital Budget | | \$750 |
| Lime Real Estate Donation | | \$750 |
| Site prep -Contract mow | | \$400.00 |
| Visit Waimakariri Event Funding - Promotional only | | \$2,894.00 |
| Lions Foundation | | \$2,566.00 |
| Total internal income | | |
| TOTAL INCOME (ex GST) | | \$7,360.00 |
| N-KIND - VOLUNTEER INCOME @ \$25 P/H | Qty (hours) | Budgeted amount (ex GST) |
| Grounds prep by Silverstream Reserve Volunteers | 20 | \$500.00 |
| Trucking company staff member Volunteer | 8 | \$200.00 |
| Volunteer Traffic management, marshalling, Rubbish tidy, manning the sausage sizzle etc | 48 | \$1,200.00 |
| Committee and planning volunteer hours | 35 | \$875.00 |
| Down by the River - Event co-ordination hours | 40 | \$1,000.00 |
| Total volunteer income | | \$3,775.00 |
| EXPENDITURE | | Budgeted amount (ex GST) |
| Public Liability insurance | | \$262.52 |
| Printing-flyers a5 700 flyers coloured | | \$420.00 |
| Corflute Posters | | \$877.25 |
| Facebook boost posts | | \$40.00 |
| North Canterbury news editorial 2 half pages and Christchurch Star | | \$1,300.00 |
| Compass FM bronze package | | \$500.00 |
| Vehicle putting up posters, numerous site visits and co ordination | | \$150.00 |
| Sound System Hire | | \$2,636.69 |
| Musicians donations (30 performers - \$50 ea) | | \$1,500.00 |
| Generator hire x2 | | \$314.00 |
| Site prep - contractor mow | | \$400 |
| Donation to the Lionesses for their contributions | | \$50 |
| Water bottles | | \$40 |
| TOTAL EXPENDITURE (ex GST) | | \$8,490.46 |
| Operational Surplus/Deficit | | -\$1,130.46 |

+ ≡ Sheet1



Boulder Copper Sounds - Performers Donation Offer

Thank you for being part of our charity event Boulder Copper Sounds and offering your time to support The Silverstream Reserve Volunteers and create an awareness of the awesome work they are doing for conservation.

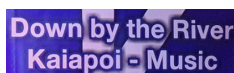
Our Boulder Copper event at Silverstream Reserve is now in its second year.

Although you give your skills and time freely, in the past we have been able to offer you a \$50 voucher for expenses.

I hope this will happen for 2025 16th March

Thanks once again

Nigel Cook Down by the River-Kaiapoi music in conjunction with Silverstream reserve Volunteers



Spreadsheet Showing Oxford-Ohoka Community Board Discretionary Grant for
the 2024/25 Financial Year

| | Meeting considered | Group | Project | Accountability Received | Amount Requested | Amount Granted | Running Balance |
|-------------------------------------------------------|--------------------|------------------------------------------------------------|--------------------------------------------------|---------------------------------|------------------|----------------|-----------------|
| Oxford-Ohoka Community Board 10.139.100.2410 | | | 2024/25 \$6,330 | | | | \$ 6,330.00 |
| | 3-Jul | Ohoka School Aims Games Basketball Team | towards costs to travel to Turanga for the Games | 27-Aug-24 | \$1,000 | \$ 300.00 | \$6,030 |
| | 3-Jul | Oxford Museum/Oxford Historical Records Society | Towards duple sided teardrop flag | 18-Sept-24 | \$398 | \$398 | \$5,632 |
| | 3-Jul | Ohoka Rugby Club Under 11 | towards attending the NZ Junior Rugby Festival | 16-Dec-24 | \$1,000 | \$500 | \$5,132 |
| | 3-Jul | View Hill School | Towards hosting a Dark Sky event | | \$700 | \$500 | \$4,632 |
| | 7-Aug | Oxford Football Club | Purchase of field marking paint | 24-Jan-25 | \$1,000 | \$500 | \$4,132 |
| | 7-Aug | Oxford Community Trust | towards catering costs for Day Out event | event cancelled, funds returned | \$750 | \$500 | \$4,132 |
| | 4-Sept | Lees Valley House Holders | towards the purchase of two AEDs | 18-Dec-24 | \$3,724 | \$500 | \$3,632 |
| | 2-Oct | North Canterbury Inclusive Sports Festival | Host the festival at Mainpower | | \$500 | \$150 | \$3,482 |
| | 2-Oct | Oxford Alpine Taekwondo | Towards safety gear for members | | \$750 | \$250 | \$3,232 |
| | 7-Nov | Oxford 24-7 Youth Work | Tag Archery | 20-Dec-24 | \$750 | \$750 | \$2,482 |
| | 4-Dec | Swannanoa Home and School | Picnic Tables | | \$750 | \$380 | \$2,102 |
| | 5-Feb | Silverstream Reserve Volunteer Group and Down by the River | Donation for Musicians | | \$750 | | |
| | 5-Mar | Swannanoa Cricket Club | Plantings | | \$1,000 | | |

Spreadsheet Showing Oxford-Ohoka Community Board Discretionary Grant for the 2023/24 Financial Year

| Meeting considered | Group | Project | Accountability Received | Amount Requested | Amount Granted | Running Balance |
|--------------------|-------------------------------------------------|---------------------------------------------------------|-------------------------|------------------|----------------|-----------------|
| | | 2023/24 30,120 + Carryover \$ 39 = | | | | \$ 6,159.00 |
| 2-Aug | Oxford Land Search and Rescue | Radio handset, protective case and charger | 5.9.2023 | \$540 | \$540 | \$ 5,619.00 |
| 2-Aug | Coastguard North Canterbury | towards upgrading the swift water rescue vessel | | \$500 | \$500 | \$ 5,119.00 |
| 2-Aug | Mandeville Bowling Club | purchase of office credenza | 15-May-24 | \$404 | \$404 | \$ 4,715.00 |
| 6-Sep | Waimakariri Dog Club | Purchase of two measuring wheels | 11-Oct-23 | \$500 | \$500 | \$ 4,215.00 |
| 6-Sep | Oxford Dark Sky Group | purchase light metre | 12/20/2023 | \$500 | \$500 | \$ 3,715.00 |
| 6-Sep | West Eyreton Friends of the school | shade sail | | \$1,000 | Withdrawn | \$ 3,715.00 |
| 6-Sep | Waimakariri Access Group | Towards running an Inclusive Sports Event | 9-May-24 | \$500 | \$278.84 | \$ 3,436.16 |
| 6-Sep | Standardbred Stable to Stirrup Charitable Trust | Towards monogrammed patches for clothing and horse gear | 10.10.2023 | \$470 | \$470 | \$ 2,966.16 |
| 6-Dec | Ohoka Rugby Club | Towards replacement weights | | \$500 | Declined | \$ 2,966.16 |
| 6-Dec | Clarkville Playcentre | Towards a replacement printer/copier | 2-Apr-24 | \$469 | \$469 | \$ 2,497.16 |
| 3-Apr | North Canterbury Pony Club | Towards St John's Ambulance services | 18-Oct-24 | \$500 | \$500 | \$ 1,997.16 |
| 8-May | Swannanoa Home and School Committee | towards picnic tables | 25-Jul-24 | \$760 | \$750 | \$ 1,247.16 |
| 5-Jun | Oxford Footaball Incorporated | towards hiring the hockey turf at Mainpower Stadium | | \$1,000 | withdrawn | \$ 1,247.16 |
| 5-Jun | Oxford Promotion Action Committee | Towards lighting the tree by the library for Matriki | 24-Jul-24 | \$750 | \$750 | \$ 497.16 |

Oxford-Ohoka
Community Board
10.139.100.2410

GOVERNANCE

Oxford-Ohoka Community Board Discretionary Grant Application

Information to assist groups with their application

The purpose of the Board discretionary grants is to assist projects that enhance community group capacity and/or increase participation in activities.

When assessing grant applications the Board considers a number of factors in its decision making. These include, but are not limited to; type of project, time frame, benefits to the community and costs. The more information you as a group can provide on the project and benefits to participants the better informed the Board is. You are welcome to include a cover letter as part of your application. The decision to grant funds is the sole discretion of the Board.

The Board cannot accept applications from individuals. All funding is paid to community-based project groups, non-profit community organisations, registered charities or incorporated societies. Council funding is publicly accountable therefore the Board needs to demonstrate to the community where funding is going and what it is being spent on.

The Board encourages applicants, where practically possible, to consider using local businesses or suppliers for any services or goods they require in their application. The Board acknowledges that this may result in a higher quote.

It would be helpful to the Board to receive a project summary that includes costs, and shows the areas where funds will be spent, fund raising the group has undertaken towards the project, and other sources of funding that have been accessed. Please note that your application will not be processed if the required financial information is not provided. The Board reserve the right to request additional information.

| Examples (but not limited to) of what the Board cannot fund: | Examples (but not limited to) of what the Board can fund: |
|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| ✗ Wages | ✓ New equipment/materials |
| ✗ Debt servicing | ✓ Toys/educational aids |
| ✗ Payment for volunteers (including arrangements in kind eg petrol vouchers) | ✓ Sporting equipment |
| ✗ Stock or capital market investment | ✓ Safety equipment |
| ✗ Gambling or prize money | ✓ Costs associated with events |
| ✗ Funding of individuals (only non-profit organisations) | ✓ Community training |
| ✗ Payment of any legal expenditure or associated costs | |
| ✗ Purchase of land and buildings | |
| ✗ Activities or initiatives where the primary purpose is to promote, commercial or profit-oriented interests | |
| ✗ Payment of fines, court costs or mediation costs, IRD penalties | |

- The Board supports a wide range of community activities. However, an application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- The Board will consider grant applications every month. Applications must be received at least four weeks before Board meeting dates to be processed on time.
- Applications will only be accepted from community-based project groups, not-for-profit organisations, registered charities or incorporated societies. No application from an individual which benefits only one person will be accepted.
- Applications from Funding Committees and/or similar community-based groups associated with schools will be considered only if significant community benefit has been shown and proof is provided that the Ministry of Education does not fund the activity. However, schools themselves are not considered non-profit community-based organisations.
- Grant funding will not be allocated for events/projects that have already occurred, i.e. retrospectively.
- The grant funding is limited to projects primarily within the Board area or benefiting the residents of the ward.
- Grants are generally limited to \$750 with a maximum of \$1,000 in any financial year (July to June). However, a group may apply twice a year, provided it is for different projects. The Board will only consider granting more than \$750 in exceptional circumstances and will provide detailed reasons for exceeding the present limit.
- The application should clearly state the purpose for which the funds will be used. It should be noted that repeated expenditures will not be funded, i.e. these are one-off grants, and the Board will not fund the same expenditure in following years.
- Organisations predominately funded by the Central Government must provide supporting evidence that the requested grant will not be spent on projects that the Central Government should/do fund.
- The applicant should submit relevant financial information to prove they can deliver the project. Financial information should include a balance sheet/profit and loss and, at least, a bank statement to enable the Board to make an informed decision.
- Applicants must declare any other funding sources for the proposed project for which funding is being sought, especially Council community grants, other Community Boards grants, and Enterprise North Canterbury funding.
- If the group does not provide the information to enable the grant to be paid within three months of approval of the grant being notified, the application will be regarded as closed, and funds will be released for reallocation by the Board.
- If funds are not spent on the specific project applied for within six months of the date of the event/project, the recipient will be required to return the funding to the Council.
- The Council must receive an Accountability Form within 20 working days after the event, completion of the project, or when the funds were spent outlining how the funds were applied. Relevant proof of purchase, such as receipts, bank statements, or invoices, must accompany the Accountability Form, and photos of the event or purchase are encouraged.
- Where possible, Boards request permission to use these photos on their Facebook page, the Council website, or other social media to encourage other community groups' participation.
- No new application will be accepted until the Board receives the Accountability Form and relevant documentation for previous funding granted.