

# Agenda

## Oxford-Ohoka Community Board

Wednesday 5 June 2024

7pm

Oxford Town Hall  
Main Street  
Oxford

**Members:**

Sarah Barkle (Chairperson)

Thomas Robson (Deputy Chairperson)

Mark Brown

Tim Fulton

Ray Harpur

Niki Mealings

Pete Merrifield

Michelle Wilson

## **AGENDA CONTENTS – OXFORD-OHOKA COMMUNITY BOARD MEETING**

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**AGENDA FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD TO BE HELD AT THE OXFORD TOWN HALL, MAIN STREET, OXFORD ON WEDNESDAY 5 JUNE 2024 AT 7PM.**

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

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**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 – 8 May 2024**

*RECOMMENDATION*

7 – 14

**THAT** the Oxford-Ohoka Community Board:

    - (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 8 May 2024, as a true and accurate record.
  - 4.2. **Matters Arising (From Minutes)**
5. **DEPUTATIONS AND PRESENTATIONS**
  - 5.1. **Nitrate Levels in Drinking Water – Luis Arevalo**

L Arevalo will address the Board about residents' concerns about the nitrate levels in drinking water.
6. **ADJOURNED BUSINESS**

Nil.

**7. REPORTS**

**7.1. West Eyreton Water Supply Upgrades – Caroline Fahey (Water and Wastewater Asset Manager) and Emily Brucks (Project Manager)**

*RECOMMENDATION*

15 – 21

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 240520080573.
- (b) **Notes** that UV treatment equipment will be installed in the 2024/25 financial year at the West Eyreton water supply headworks within a new treatment building, to achieve compliance with the new Drinking Water Quality Assurance Rules.
- (c) **Notes** that this project will be funded on a district wide basis, from the District UV Account.
- (d) **Circulates** this report for information to the Water Supply Advisory Group members.

**7.2. Application to the Oxford-Ohoka Community Boards 2023/24 Discretionary Grant Fund - Kay Rabe (Governance Advisor)**

*RECOMMENDATION*

22 – 34

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 240506071358.
  - (b) **Approves** a grant of \$..... to Oxford Promotions Action Committee towards lighting the tree near the Library for the Matariki Winter Lights Festival.
- OR**
- (c) **Declines** the application from Oxford Promotions Action Committee.

**8. CORRESPONDENCE**

Nil.

**9. CHAIRPERSON'S REPORT**

**9.1. Chairperson's Report for May 2024**

*RECOMMENDATION*

**THAT** the Oxford-Ohoka Community Board:

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

**10. MATTERS FOR INFORMATION**

- 10.1. **Rangiora-Ashley Community Board Meeting Minutes 8 May 2024.**
- 10.2. **Oxford-Ohoka Community Board Meeting Minutes 8 May 2024.**
- 10.3. **Woodend-Sefton Community Board Meeting Minutes 13 May 2024.**
- 10.4. **Kaipoi-Tuahiwi Community Board Meeting Minutes 20 May 2024.**
- 10.5. **Northern Pegasus Bay Bylaw 2024 – Draft for Consultation – Report to Council Meeting 7 May 2024 – Circulates to all Boards.**



- 10.6. Health, Safety and Wellbeing Report April 2024 – Report to Council Meeting 7 May 2024 – Circulates to all Boards.
- 10.7. Roading Staff Submission Mau 2024 – Request for Changes to the Roothing Capital Works Budget – Report to Council Meeting 21 May 2024 – Circulates to all Boards.
- 10.8. Roothing Staff Submission May 2024 – Proposed Adjustments to Walking and Cycling Budgets – Report to Council Meeting 21 May 2024 – Circulates to all Boards.
- 10.9. Solid Waste – Utilities and Roothing Department Staff Submission to the Draft 2024-34 Long Term Plan – Circulates to all Boards.
- 10.10. Water Supply – Utilities and Roothing Department Staff Submission to the Draft 2024-34 Long Term Plan – Report to Council Meeting 21 May 2024 – Circulates to all Boards.
- 10.11. Mandeville Resurgence and Channel Diversion Upgrade Project Stage 1 Staff Submission for 2024-34 Long Term Plan – Report to Council Meeting 21 May 2024 – Circulates to the Oxford-Ohoka Community Board.
- 10.12. Drainage Staff Submission to Long Term Plan 2024-2034 – Report to Council Meeting 21 May 2024 – Circulates to all Boards.
- 10.13. Wastewater – Utilities and Roothing Department Staff Submission to the Draft 2024/34 Long Term Plan – Report to Council Meeting 21 May 2024 – Circulates to all Boards.
- 10.14. Housing for the Elderly – Proposed new Housing Development – Report to Council Meeting 21 May 2024 – Circulates to all Boards.
- 10.15. Zone Implementation Programme Addendum (ZIPA) Capital Works Programme 2024/25 – Report to Utilities and Roothing Committee 28 May 2024 – Circulates to all Boards.
- 10.16. Decision for Unused Water Take Consents – Report to Utilities and Roothing Committee 28 May 2024 – Circulates to all Boards.
- 10.17. July 2023 Flood Recovery Progress Update – Report to Utilities and Roothing Committee 28 May 2024 – Circulates to all Boards.
- 10.18. Kaiapoi Community Hub – Reallocation of Budget – Report to Community and Recreation Committee 28 May 2024 – Circulates to all Boards.
- 10.19. Aquatics May Report – Report to Community and Recreation Committee 28 May 2024 – Circulates to all Boards.
- 10.20. Libraries Update to 16 May 2024 – Report to Community and Recreation Committee 28 May 2024 – Circulates to all Boards.

#### **Public Excluded**

- 10.21. Land Purchase for Ohoka Water Treatment Plant Upgrade – Report to Council Meeting 7 May 2024 – Circulates to the Oxford-Ohoka Community Board.

#### *RECOMMENDATION*

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** the information in Items.10.1 to 10.20.
- (b) **Receives** the separately circulated public excluded information in item 10.21, which is to remain public excluded.

**Note:**

1. *The links for Matters for Information were previously circulated to members as part of the relevant meeting agendas.*
2. *A hard copy of the public excluded item was circulated to members separately.*

## **11. MEMBERS' INFORMATION EXCHANGE**

### **11.1. Michelle Wilson**

35

*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. Northern Pegasus Bay Bylaw**

<https://letstalk.waimakariri.govt.nz/northern-pegasus-bay-bylaw-2024>

Consultation Closes on Friday 14 June 2024.

## **13. BOARD FUNDING UPDATE**

### **13.1. Board Discretionary Grant**

Balance as at 31 May 2024: \$1,247.16.

### **13.2. General Landscaping Fund**

Balance as at 31 May 2024: \$13,680.

## **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 7pm, Wednesday 3 July 2024 at the Oxford Town Hall.

#### **Workshop**

- *Nitrates – Kalley Simpson (3 Waters Manager)*
- *Members Forum*
  - *Community Service Awards – Nominations*

**MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD AT THE OXFORD TOWN HALL, MAIN STREET, OXFORD, ON WEDNESDAY, 8 MAY 2024, AT 7PM.**

**PRESENT**

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

**IN ATTENDANCE**

G Cleary (General Manager Utilities and Roading), T Kunkel (Governance Team Leader) and C Fowler-Jenkins (Governance Support Officer).

There were three members of the public present.

**1. APOLOGIES**

Moved: T Robson

Seconded: N Mealings

**THAT** an apology for absence be received and sustained from M Brown.

**CARRIED**

**2. PUBLIC FORUM**

**2.1. Brett Weir**

B Weir advised that he resided in Bush Road, Oxford. He and some of the neighbouring properties wished to have their land rezoned from rural to residential, noting the growth of Oxford in recent years. Hence, he submitted the applicable forms to the Council and also made a submission to the Council's District Plan Review. However, as a layman, he found the process difficult to understand and navigate. B Weir noted that the Council had not supported the rezoning of the properties in Bush Road and had suggested that he employ a town planner to assist him with the process, which would cost him about \$10,000 and not guarantee a successful outcome.

Also, B Weir explained that Bush Road was dangerous, and although the Council had reduced the speed limit from 100km/h to 60km/h, he believed it should be reduced to 50km/h.

S Barkle acknowledged that the District Plan Review process could be overwhelming; however, she encouraged B Weir to speak about his submission at the District Plan review hearings as it was the correct process to follow.

N Mealings suggested that Council staff could arrange for a Council planner to contact Mr Weir and explain the hearing process to him.

T Robson agreed that rezoning land was a broader issue, and the process may be challenging for anyone not a planner to follow.

**3. CONFLICTS OF INTEREST**

Item 7.4 – N Mealings and T Fulton declared a conflict of interest as they were Councillors who would be considering the Waimakariri District Council submission.

#### 4. **CONFIRMATION OF MINUTES**

##### 4.1. **Minutes of the Oxford-Ohoka Community Board meeting – 3 April 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 3 April 2024, as a true and accurate record.

**CARRIED**

##### 4.2. **Matters Arising (From Minutes)**

There were no matters arising from the minutes.

#### 5. **DEPUTATIONS AND PRESENTATIONS**

Nil.

#### 6. **ADJOURNED BUSINESS**

Nil.

#### 7. **REPORTS**

##### 7.1. **Oxford-Ohoka Community Board Members' Attendance of the 2024 New Zealand Community Boards' Conference – T Kunkel (Governance Team Leader)**

T Kunkel advised that she would take the report as read and highlighted that the conference was usually held every two years. However, due to Covid, it had been three years since the last conference. This year's conference would be held in Wellington in August 2024. She noted that the Board was not obligated to send a representative to the conference.

Moved: P Merrifield                      Seconded: M Wilson

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 240415058582.
- (b) **Approves** that Board members S Barkle, R Harpur and M Brown, upon confirmation, represent the Board at the 2024 New Zealand Community Boards' Conference to be held at the Takina Convention and Exhibition Centre in Wellington from 21 to 23 August 2024.
- (c) **Notes** that the attendees will be required to submit a report sharing ideas/knowledge gained at the Conference with the other members of the Board at the October 2024 meeting.
- (d) **Notes** that the total cost for each attendee will be approximately \$1,965 (excluding GST), funded from the Board's Training Budget.

**CARRIED**

7.2. **Approval of the Oxford-Ohoka Community Board Plan 2024 – K Rabe (Governance Advisor)**

T Kunkel spoke to the report, noting that the plan had previously been presented to the Board; subsequently, significant amendments had been made to the plan, resulting in its resubmission to the Board for adoption.

N Mealings reported that the bench had been installed at the Ohoka Stream Walkway; she requested that the Oxford-Ohoka Community Board Plan be amended to reflect this.

T Fulton noted that the Board was no longer working with Enterprise North Canterbury to establish historic display boards. Hence, he requested that the Oxford-Ohoka Community Board Plan be amended accordingly.

Moved: R Harpur

Seconded: T Fulton

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 240404052106.
- (b) **Approves** the Oxford-Ohoka Community Board Plan 2022-25 (Trim: 230222024481).
- (c) **Authorises** the Chairperson to approve the final version of the Oxford-Ohoka Community Board Plan 2024 if any further minor editorial corrections are required.

**CARRIED**

7.3. **Application to the Oxford-Ohoka Community Boards Discretionary Grant Fund 2023/24 – K Rabe (Governance Advisor)**

T Kunkel spoke to the report, noting the Board had received an application from the Swannanoa Home and School Incorporated, which raised funds on behalf of the school. The group requested funding for outdoor picnic tables where students could eat lunch and socialise. The tables would also be used when working on school projects outdoors.

P Merrifield asked if the school also had a Parent Teachers Association (PTA). S Barkle noted that this group was the PTA.

Moved: R Harpur

Seconded: T Robson

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** report No.240411056493.
- (b) **Approves** a grant of \$750 to Swannanoa Home and School Incorporated towards the purchase of picnic tables.

**CARRIED**

7.4. **Ratification of the Oxford-Ohoka Community Board's Submission to the Waimakariri District Council and Environmental Canterbury's Draft 2024-34 Long Term Plans – T Kunkel (Governance Team Leader)**

T Kunkel spoke to the report, noting that the Board had made submissions to the Council and Environmental Canterbury's Draft 2024-34 Long Term Plans. The Board submissions were circulated to members prior to lodging.

Moved: T Robson

Seconded: M Wilson

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 240409054807.
- (b) **Retrospectively ratifies** its submission to the Waimakariri District Council draft 2024-2034 Draft Long Term Plan (Trim Ref: 240328049611).
- (c) **Retrospectively ratifies** its submission to Environmental Canterbury's draft 2024-2034 Long Term Plan (Trim Ref: 240328049934).
- (d) **Notes** the Board Chair and/or Deputy Chair will speak to each of the Submission Hearings to convey the Board's view in person.

**CARRIED**

8. **CORRESPONDENCE**

Nil.

9. **CHAIRPERSON'S REPORT**

9.1. **Chairperson's Report for April 2024**

- Presented both the Board's 2024-34 Long Term Plan submissions. Received a good reception from both organisations.
- He was asked to attend a meeting regarding the pump track in Oxford. The group wanted some support and guidance along the process.
- Assisted in setting out a walking track that the Board had provided funding for at Ashley Gorge.

Moved: M Wilson

Seconded: N Mealings

**THAT** the Oxford-Ohoka Community Board:

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

**CARRIED**

10. **MATTERS FOR INFORMATION**

- 10.1. Rangiora-Ashley Community Board Meeting Minutes 13 March 2024.
- 10.2. Kaipoi-Tuahiwi Community Board Meeting Minutes 18 March 2024.
- 10.3. Woodend-Sefton Community Board Meeting Minutes 9 April 2024.
- 10.4. Rangiora-Ashley Community Board Meeting Minutes 10 April 2024.

- 10.5. Kaiapoi-Tuahiwi Community Board Meeting Minutes 15 April 2024.
- 10.6. Kaiapoi Night Market proposal – Report to Council Meeting 2 April 2024 – Circulates to the Kaiapoi-Tuahiwi Community Board.
- 10.7. Adoption of Waste Assessment 2023 – Report to Council Meeting 2 April 2024 – Circulates to all Boards.
- 10.8. ANZAC Day Services 2024 – Report to Council Meeting 2 April 2024 – Circulates to all Boards.
- 10.9. Health, Safety and Wellbeing Report March 2024 – Report to Council Meeting 2 April 2024 – Circulates to all Boards.
- 10.10. July 2023 Flood Recovery Update – Report to Utilities and Roading Committee 16 April 2024 – Circulates to all Boards.
- 10.11. Waters Climate Change Risk Assessment – Report to Utilities and Roading Committee Meeting 16 April 2024 – Circulates to all Boards.

#### **Public Excluded**

- 10.12. Proposed Sale 21 and 61 Ohoka Road, Kaiapoi – Report to Council Meeting 2 April 2024 – Circulates to all Boards.

Moved: S Barkle

Seconded: T Fulton

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** the information in Items.10.1 to 10.11.
- (b) **Receives** the separately circulated public excluded information in Item 10.12.

**CARRIED**

## **11. MEMBERS' INFORMATION EXCHANGE**

### **T Fulton**

- An upcoming Event Planning Workshop on 17 May 2024 promised a good basis for managing an event.
- Lees Valley Site Visit – discussion of options for one of the bridges that had suffered damage.
- Long Term Plan Drop-in Sessions – felt that the Ohoka Drop-In was instructive.
- Water Zone Committee Workshop – confirmed funding for \$60,000. Planting fencing and water improvement projects.
- Attended a Rural Support Trust breakfast at the RSA.
- The Oxford Gym Health and Fitness Centre now had a building consent. They were in the process of applying to Rata for funding. They had a builder engaged.
- Met with M Brown at the West Eyreton School and had an informal look at the pavilion.

### **M Wilson**

- Network of Elected Women at Kate Sheppard House—This was an annual event connecting elected women. It offered a useful discussion about current challenges for women and possible solutions. The museum was open to the public.
- Waimakariri Health Advisory Group – Impacts of Government changes discussed. Discussion relating to family violence pathways.

- Alcohol and Drug Harm Prevention Steering Group Meeting – Forum planned for June to support connection and future planning for those involved with alcohol and drug harm prevention/support.
- Long Term Plan Community Drop-In at Ohoka Domain – Mandeville Resurgence dominated the conversations.
- Rangiora Vintage Fair – A great turnout of local stallholders and something for everyone.
- Planning for Alcohol and Drug Harm Forum – Planning for survey.
- Thompson and Ibell Duo – Piano and Cello Concert, Chamber Gallery Rangiora Library – We were fortunate to have events of this calibre in Rangiora.
- Kaiapoi Riversong – An excellent event. Live music, stalls and a good turnout from the community.
- Cello Concert, Rangiora Town Hall - Nine cellists. Composer Anthony Ritchie's Mountains Wild against the Sky for eight cellos and piano was unveiled, celebrating the majestic beauty of North Canterbury. The turnout was disappointing; perhaps more marketing is needed. The concert was supported by funding from Creative Communities.
- ANZAC Day Service, Ohoka Hall - it was an important time to remember the bravery of those who fought for the freedoms we have today.
- North Canterbury Youth Futures Business Breakfast – Speaker Brad Olsen (Chief Executive and Principal Economist at Infometrics). Shared interesting current statistics for Waimakariri. Table discussions around how we can facilitate youth into work.

#### **R Harpur**

- Attended Waimakariri Access Group Meeting – changing facilities at the swimming pools were unsuitable at both Dudley and Kaiapoi. They discussed mobility carparks and how Christchurch City Council doubled the time limit available on the parks. The thought was that they could be changed in the Waimakariri. At the real estate office in Oxford, the steps were high and not suitable for someone in a wheelchair to access. General Practitioners (GPs) in the district were taking on no new patients, but a new medical facility would open in Ravenswood.
- Long Term Plan Drop-In Session in Ohoka – a number of people thought it was more about the Mandeville Resurgence which resulted in quite heated discussions.
- Mandeville Sports Club Meeting – walking/cycle track plans have been finalised.
- Letter drop in Mandeville from the Ohoka Residents Association asking for money to help fund the fight against the Carter Group.

#### **P Merrifield**

- Attended Oxford Museum Meeting.

#### **N Mealings**

- Network of Elected Women – Annual get-together held at Kate Sheppard House.
- Lees Valley meeting with Council staff and residents – Discussed roading and other local issues.
- Council Workshop/Briefings – Discussed submissions on Environment Canterbury Long Term Plan and Fast Track Bill.
- Alcohol and Drug Harm Prevention Steering Group Meeting - Planning an Alcohol and Other Drug (AOD) services networking forum for June 2024. Working to ensure the Next Steps Website was up to date with Waimakariri information and service providers.
- Attended Canterbury Biodiversity Strategy Revitalization Workshop – Held at Environment Canterbury with a wide range of elected members, staff, and community group representatives regarding the Canterbury Biodiversity Strategy now up for review.
- The Long Term Plan Drop-in Session at Ohoka was held at the Ohoka Domain Pavilion. Water was a hot topic.



- Community Wellbeing North Canterbury (CWNC) Trust Board Meeting with Member of Parliament (MP) Matt Doocey – Meet and greet with our local MP to update on the work and services provided by CWNC and discuss the complexities of the current environment we were responding to in our community.
- Proposed District Plan Hearings – Stream 8, 9A and 11A.
- Utilities and Rooding Committee Meeting - Deputation from Waimakariri Biodiversity Trust reporting on their work in the district. It was currently looking for another trustee. Regarding the 2023 flood recovery update, most investigations were complete, and works were underway or out for tender. Wilson Drive works commenced this week.
- Mandeville Sports Club All Clubs Meeting followed by Mandeville Sports Club Board Meeting – Hedges had been trimmed, and the first part of the tree maintenance plan removing potentially dangerous trees had been completed. The rest of the tree maintenance plan would be scheduled later as conditions allow. Grounds had switched to winter sporting codes. Due to dry conditions, irrigation was continuing. Clubhouse use, Fridays were generally available as a general community night, and Saturdays were for sports events. The proposed clubhouse upgrade design was still being fine-tuned. D Sutherland, the new Mandeville Sports Club Board Chair, was taking over from A. Prattley, who had handed over the reins but was still on board.
- Canterbury Climate Action Reference Group Meeting – Discussed proposed implementation options of the Canterbury Climate Partnership Plan (subject to member Councils Long Term Plan processes).
- Greater Christchurch Partnership Workshop—A workshop to discuss and consider strategic priorities for 2024/25 and seek views on further ways to enhance progress.
- Attended ANZAC Day Service at Ohoka – Lovely service, well attended by locals.
- Attended the ANZAC Day Service at Oxford and West Eyreton. Both were excellent and well-attended. Each community had a different flavour to its services, bespoke to that community.
- Solid and Hazardous Waste Working Party Workshop – To discuss the review of the Council's Waste Minimization Management Plan (WMMP) and opted to hold off on changes to WMMP pending Waste Minimization Act review.
- Waimakariri Youth Council Meeting – First meeting with new recruits and notetaker.
- Council Meeting – Northern Pegasus Bay Bylaw 2024 Draft was approved for consultation.
- Long Term Plan Hearings – Held at Kaiapoi, Oxford and Rangiora.

### **S Barkle**

- Attended a Chairperson handover meeting. Thanked T Robson for his dedication to the Board acting as Chair. He represented the Board in a professional manner.
- Attended the Mandeville Resurgence community drop-in session. Due to its acoustics and size, she would prefer that the drop-in not be held in that room.
- Attended the Ohoka ANZAC Day Service, which was unique to the area. It was nice to hear stories and have the organisers involve the children in the service.
- Attended West Eyreton ANZAC Day Service—it was a unique service. Many different community members were there, and it was a touching way to bring the community together.
- Attended Chairperson training.
- Long Term Plan Submission Hearing at Environment Canterbury – public transport and rural residents contributing.
- Long Term Plan Waimakariri District Council Submission - Students who had written in letters submitted it and did a fantastic job.
- Swannanoa had a group called Seed of Learning that did biodiversity jobs and looked after the school farm.

**12. CONSULTATION PROJECTS**

Nil.

**13. BOARD FUNDING UPDATE****13.1. Board Discretionary Grant**

Balance as at 30 April 2024: \$1,776.00.

**13.2. General Landscaping Fund**

Balance as at 30 April 2024: \$13,680.

The Board noted the funding update.

**14. MEDIA ITEMS**

The Board agreed that members would provide information for T Robson to publish on the Board's Facebook page. P Merrifield volunteered to assist T Robson with administrating the Board's social media.

**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 was scheduled for 7pm, Wednesday 5 June 2024 at the Oxford Town Hall.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 8.35PM.

**CONFIRMED**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR INFORMATION**

**FILE NO and TRIM NO:** WAT-10-38 / 240520080573


**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD


**DATE OF MEETING:** 5 June 2024

**AUTHOR(S):** Emily Brucks, Project Manager  
Caroline Fahey, Water & Wastewater Asset Manager

**SUBJECT:** West Eyreton Water Supply Upgrades

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

  
General Manager

  
Chief Executive

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**1. SUMMARY**

- 1.1. The purpose of this report is to update the Board on the UV upgrades planned for the West Eyreton headworks site at 1467 North Eyre Road, which are to be constructed in the 2024/25 financial year.
- 1.2. UV treatment involves water passing through UV lamps in order to treat for any bacteria or Protozoa that may be present.
- 1.3. The installation of UV treatment is required in order for the supply to meet the new Drinking Water Quality Assurance Rules (DWQAR) that were released by Taumata Arowai.
- 1.4. It is important to note that the water source at West Eyreton is of a high quality and the additional treatment is not because there has been any change to the water, it is purely responding to new higher standards.
- 1.5. The budget for the project is \$1,039,950, which is included within the 2024-34 Long Term Plan budgets. This work is funded on a district wide basis, under the District UV rate.

Attachments:

- i. Preliminary Design Drawings

**2. RECOMMENDATION**

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 240520080573.
- (b) **Notes** that in the 2024/25 financial year, UV treatment equipment is to be installed at the West Eyreton water supply headworks within a new treatment building, to achieve compliance with the new Drinking Water Quality Assurance Rules.
- (c) **Notes** that this project is funded on a district wide basis, from the District UV account.
- (d) **Circulates** this report via email to the relevant Water Supply Advisory Group members.

**3. BACKGROUND**

- 3.1. Waimakariri District Council is in the process of ensuring that all drinking-water supplies meet the requirements of the Drinking Water Quality Assurance Rules (DWQAR) under the Water Services Act (2021).

- 3.2. The West Eyreton water supply under the previous Drinking Water Standards could achieve bacterial compliance by way of sampling for E. coli, and protozoal compliance via the 'secure groundwater' classification system. Now, under the Drinking Water Quality Assurance Rules, UV treatment is required to achieve both bacterial and protozoal compliance for treatment.
- 3.3. In accordance with the new rules, the Council is in the process of installing UV treatment on all of its supplies. The larger urban supplies have UV treatment in the construction phase now, and West Eyreton-Summerhill-Poyntzs Road is one of the final schemes requiring that UV treatment equipment be installed.
- 3.4. The regulatory deadline for a protozoal barrier to be installed in water supplies with deep ground water sources (such as West Eyreton) is December 2025. Therefore, short term works have been planned in the 2024/2025 financial year for the construction of a new UV treatment plant which will be housed in a new building at the West Eyreton headworks site at 1467 North Eyre Road.
- 3.5. A concept design has been completed, and detailed design is commencing.
- 3.6. It is noted that once UV treatment is installed, the supply will still need to be chlorinated, as it has been for many years. This is because as well as treating bacteria and protozoa at the treatment plant (by way of UV), chlorine is required to provide a 'residual' disinfection, such that treatment can continue to occur after the water leaves the treatment plant.
- 3.7. There will be no change to the taste of the water as a result of UV treatment, as the process simply involves passing UV light through the water. The water however will have an extra barrier of protection, and as well as meeting new rules, will be safer as UV treatment will be part of a multi-barrier approach.

#### **4. ISSUES AND OPTIONS**

- 4.1. The requirement to meet the Drinking Water Quality Assurance Rules (DWQAR) set by Taumata Arowai under the Water Services Act (2021) has prompted the need to implement UV treatment across the district. As this is a required upgrade, options explored for the design include different orientations of a new UV treatment building on the existing WTP site at 1467 North Eyre Road. The location of where the proposed building will be located is shown in Figure 1. See Attachment i for additional preliminary design drawings.



Figure 1- Schematic Drawing of Proposed Design for West Eyreton Water Treatment

- 4.2. Construction of these works is anticipated to begin in October, with completion in early 2025. During this time, there may be occasional water shut downs for minimal periods to allow pipework to be cut into.

## 5. IMPLICATIONS FOR COMMUNITY WELLBEING

- 5.1. There are implications on community wellbeing due to the subject matter of this report. The community has an expectation to always receive safe and compliant drinking water, and the recommendations in this report help achieve this. The safety of drinking water is directly related to the wellbeing of people who receive water from one of Council's reticulation water supplies.

## 6. COMMUNITY VIEWS

### 6.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū may have an interest in the subject matter of this report. High quality water supplies is of cultural significance, and the provision of the UV treatment barrier helps achieve this objective.

### 6.2. **Groups and Organisations**

There are not groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

### 6.3. **Wider Community**

The wider community may be affected by, or to have an interest in the subject matter of this report. While the taste of the water will not change, and there is no direct impact on the targeted West Eyreton, Summerhill or Poyntzs Road water rates, some residents may be interested in the level of treatment their water receives.

This report is proposed to be shared with the water supply advisory group members, and there will be wider updates throughout the project made as the project progresses, through the development of a communications plan.

There will also be communication as needed with any direct neighbours to the works, and with any residents that may be affected by short term water shut downs throughout the construction phase.

## **7. OTHER IMPLICATIONS AND RISK MANAGEMENT**

### **7.1. Financial Implications**

7.2. There will be no direct impact on the West Eyreton water rate as the District Water rate will fund 100% of these works. As per the 2024-34 Long Term Plan documents, there is forecast to be an increase \$33.20 (\$35.30 to \$68.50) per ratepayer in the District water UV rates in 2024/25, reflecting the cost of not only these works, but all UV upgrade works being undertaken across the District.

### **7.3. Sustainability and Climate Change Impacts**

The recommendations in this do not have sustainability and/or climate change impacts.

### **7.3 Risk Management**

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

The West Eyreton water supply is currently not able to achieve protozoal or bacterial compliance under the DWQAR without UV treatment, and will continue to be non-compliant until the plant has been built. The project is currently underway with design and construction has been planned for in the 2024/25 financial year.

It is expected that the UV treatment plant will be operational by July 2025 which is before the legislative deadline of December 2025.

### **7.4 Health and Safety**

Health and Safety Risks are included as part of Section 7.3 above.

## **8. CONTEXT**

### **8.1. Consistency with Policy**

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

### **8.2. Authorising Legislation**

The Local Government Act and Water Services Act are relevant in this matter.

### **8.3. Consistency with Community Outcomes**

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

*Our community has reliable access to the essential infrastructure and services required to support community wellbeing.*

The standard of our District's infrastructure is to ensure safe, reliable drinking water

### **8.4. Authorising Delegations**

The Community Board has the following delegations:

Maintaining an overview of services provided by the Council such as road works, water supply, sewerage, stormwater drainage, parks, recreational facilities, community activities, and traffic management projects within the community.

# Attachment i: Preliminary Design Drawings

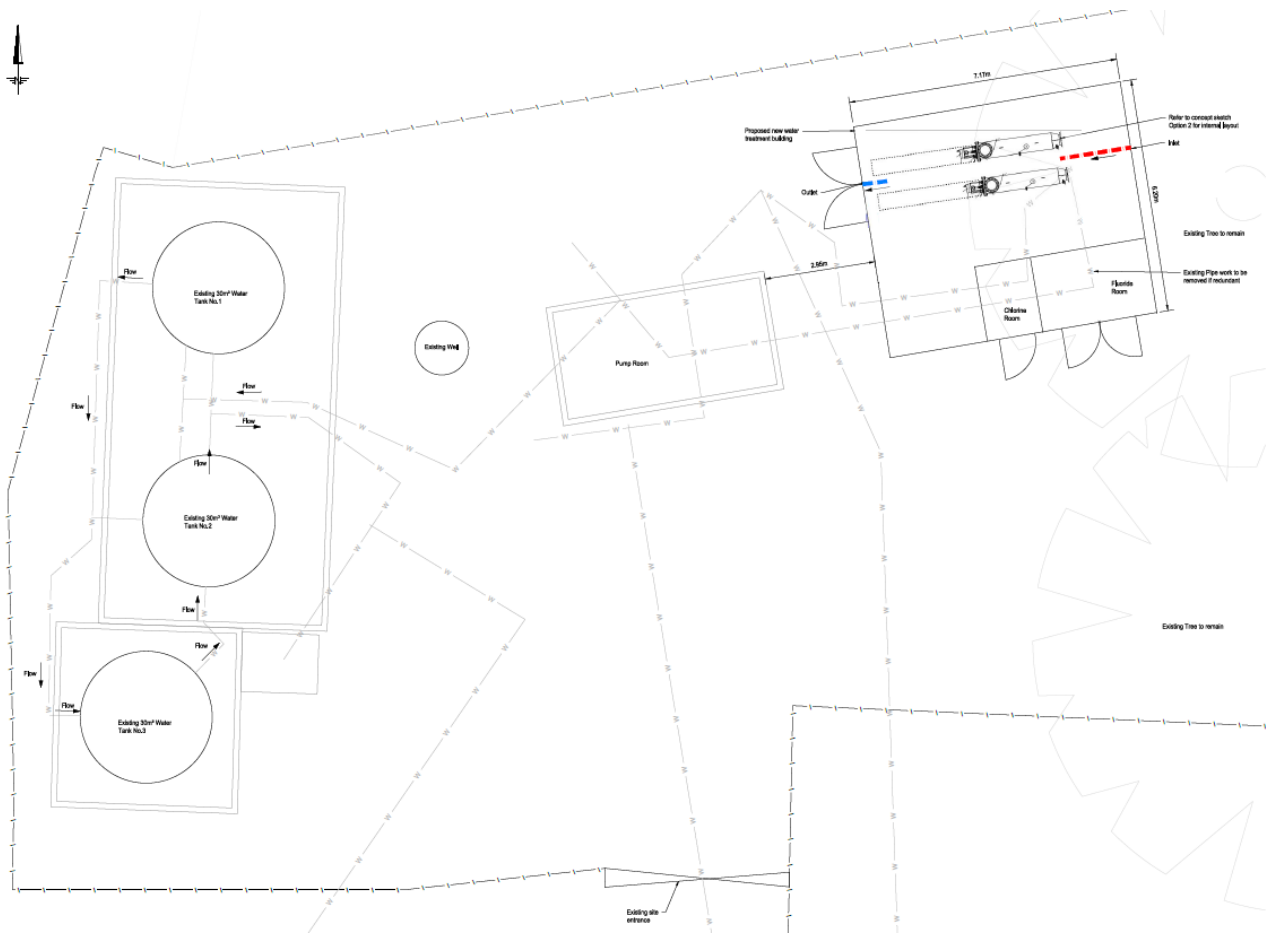


Figure 2: Site Layout Plan

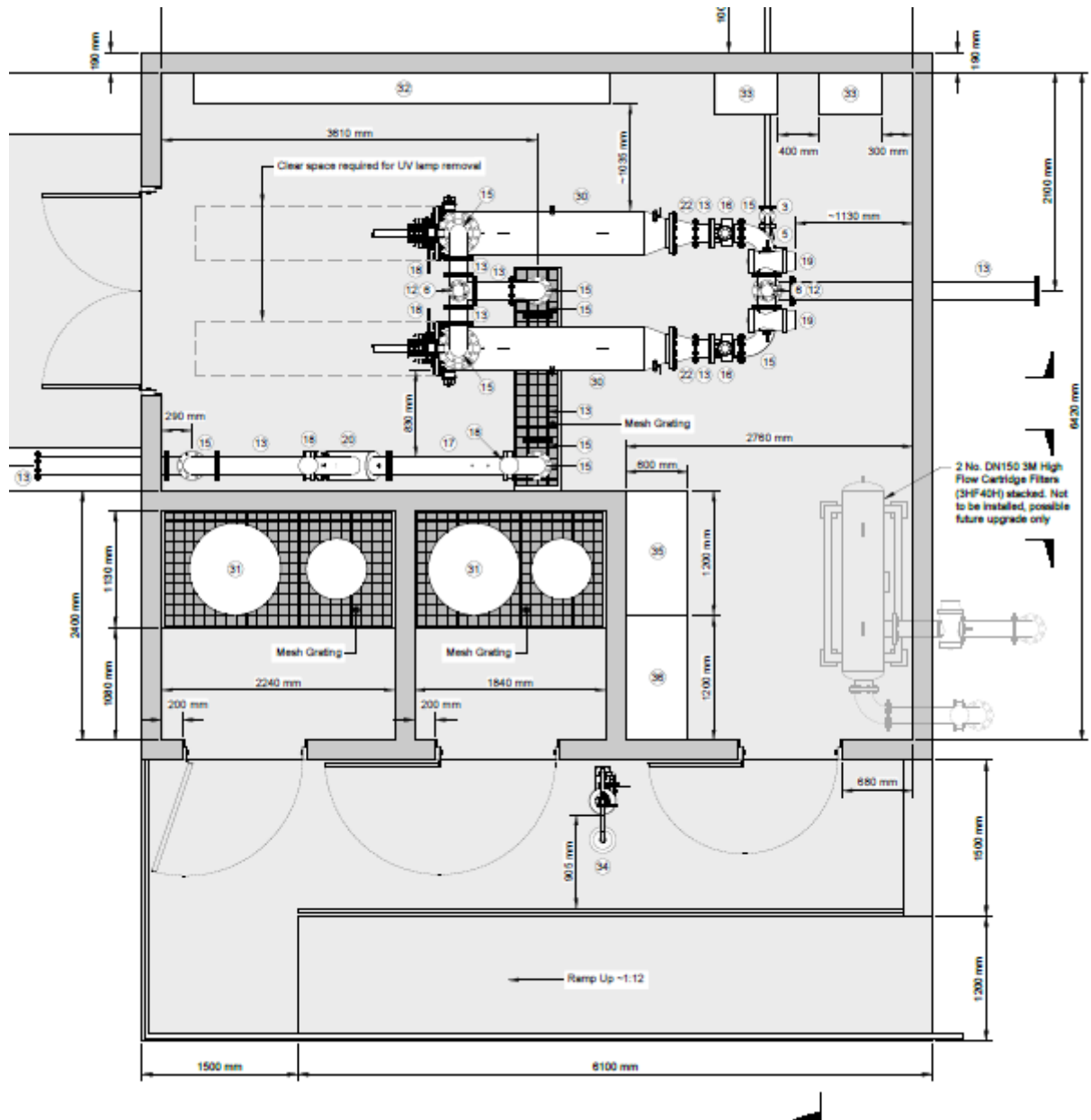
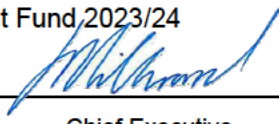


Figure 3: West Eyreton UV Treatment Building Layout Plan





*Figures 4 and 5: 3D Representations*

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-26-10-06 / 240506071358**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD**DATE OF MEETING:** 5 June 2024**AUTHOR(S):** Kay Rabe, Governance Advisor**SUBJECT:** Application to the Board's Discretionary Grant Fund 2023/24**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 two application for funding received from:

Name of Organisation	Purpose	Amount requested
Oxford Promotions Action Committee	Towards lighting the tree near the Library for the Matariki Winter Lights Festival	\$750
<b>Total</b>		<b>\$750</b>

**Attachments:**

- i. An application from Oxford Promotions Action Committee (Trim Ref: 240517079857).
- ii. Spreadsheet showing the previous two years' grants.
- iii. Board funding criteria 2022/23 (Trim: 210603089866).

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

- (a) **Receives** report No. 240506071358.
- (b) **Approves** a grant of \$..... to Oxford Promotions Action Committee towards lighting the tree near the Library for the Matariki Winter Lights Festival.

**OR**

- (c) **Declines** the application from Oxford Promotions Action Committee.

**3. BACKGROUND**3.1 The **Oxford Promotions Action Committee** seeks funding to light up the tree near the Oxford Library for the Matariki Winter Lights Festival.

3.2 The current balance of the Oxford-Ohoka Community Board's 2023/24 Discretionary Grant Fund is \$1,247.16.

## 4. **ISSUES AND OPTIONS**

### ***Oxford Promotions Action Committee (OPAC)***

#### 4.1 **Information provided by the Club:**

4.1.1 OPAC is a volunteer group passionate about promoting Oxford as a place to live, work, and relax. It aims to encourage community and economic development, enhance employment and business, encourage tourists, and organise community events.

4.1.2 One of the community events that OPEC will be hosting is a Matariki Celebration from 16 to 28 June 2024. The event will include activities for the children and adults, such as crafts, stick games, origami stars, Matariki stories, and poi-making. Children and adults will be able to learn more about the significance of Matariki. In 2023, OPAC arranged for the large tree near the Oxford Library to be festooned in fairy lights and lit during the festival. This was a popular attraction, and OPAC wishes to repeat this initiative for the 2024 festival, as the lighting of the tree would complement the business and residents' light displays.

4.1.3 While Oxford town will be the primary beneficiary of the celebration, people from around the region were expected to benefit from attending the event. Residents will be encouraged to light up their homes and businesses, and prizes will be awarded to encourage participation. The festival will boost economic growth for the town as well as the district in general.

4.1.4 Matariki Celebrations will proceed if this application is unsuccessful. However, it may mean the tree will not be lit up for the festival.

#### 4.2 **Council Evaluation:**

4.2.1 The application generally complies with the Board's Discretionary Grant Application Criteria, as OPAC is a not-for-profit community group.

4.2.2 OPAC received the following funding during the last five years, and the required Accountability Forms have been received:

<b>Date</b>	<b>Request</b>	<b>Funding</b>
February 2109	Towards the signage for the Oxford Winter Lights Festival	\$500
June 2022	Towards the cost of collating Te Papa Matariki Activity Book	\$404
June 2023	Towards advertising for the Matariki Winter Lights Festival	\$500
<b>Total</b>		<b>\$1,404</b>

4.3 The Board may approve or decline grants as per the grant guidelines.

#### 4.4 **Implications for Community Wellbeing:**

There are social and cultural implications, community events provide opportunities for social connections and interaction, which builds a sense of community. Participating in community events assists in reducing feelings of isolation and encourages social mixing.

4.5 The Management Team has reviewed this report.

## 5. **COMMUNITY VIEWS**

### 5.1 **Mana Whenua**

Te Ngāi Tūāhuriri hapū is likely to be interested in the subject matter of this report as participants in the proposed Matariki Winter Lights Festival support the history and cultural identity of the Māori people.

## 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 community events provide opportunities for social connections that provide a sense of belonging and enhance community well-being.

## 6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

### 6.1 **Financial Implications**

6.1.1 The 2023/24 Annual Plan includes a budget provision of \$6,159 for the Oxford-Ohoka Community Board to approve grants to community groups for this financial year.

6.1.2 The current balance of the Oxford-Ohoka Community Board's Discretionary Grant Fund for the 2023/24 financial year is \$1,247, and if these applications are approved, the balance would be \$497.

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 groups applying for funding.

## 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.

Groups applying for Board Discretionary Grants 2023/2024

Name of group: OPAC

Address: [Redacted]

Contact person within organisation: Peter Kielly

Position within organisation: Chairperson

Contact phone number: [Redacted] Email: [Redacted]

Describe what the project is and what the grant funding will be used for? (Use additional pages if needed)

This will be used for the Matauriki winter lights festival in June 2024

To light up Big Tree by library in Oxford.

What is the timeframe of the project/event date? 16-28 June 2024

Overall cost of project: \$2000 Amount requested: \$750 Any Amount would

How many people will directly benefit from this project? A few thousand be appreciated.

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

- People with disabilities (mental or physical)
- Cultural/ethnic minorities
- District
- Preschool
- School/youth
- Older adults
- Whole community/ward

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

Oxford-Ohoka 60-70 % Rangiora-Ashley 20 % Woodend-Sefton \_\_\_ % Kaiapoi-Tuahiwi \_\_\_ %

Other (please specify): Greater Christ Church. 10 to 20 percent.

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

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

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

This was a huge success last year with thousands of people visiting Oxford to see business & residential light displays including the tree.

What is the benefit(s) to your organisation?

Help us provide Oxford e district

What are the benefit(s) to the Oxford-Ohoka community or wider district?

Getting people into the district and seeing what we have to offer. Also money spent at local business

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, including applications to other Community Boards.

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:

Enclosed  Financial Balance Sheet and Income & Expenditure Statement  
(compulsory - your application cannot be processed without financial statements)

Supporting costs/quotes

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 a simple 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: \_\_\_\_\_



# Statement of Profit or Loss

## Oxford Promotions Action Committee For the year ended 31 December 2023

	2023	NOTES	2022
<b>Trading Income</b>			
Grants - Creative Communities & Fresh Choice Community	1,236		904
Membership Subscriptions	2,237		2,920
<b>Total Trading Income</b>	<b>3,473</b>		<b>3,824</b>
<b>Gross Profit</b>	<b>3,473</b>		<b>3,824</b>
<b>Other Income</b>			
Donations Received	100		1,550
Garage Sale Income	1,293		1,201
Grants - Christmas Event	6,210		6,070
Grants - Waimakiriri District Council	10,880		10,140
Interest Received	521		240
<b>Total Other Income</b>	<b>19,004</b>		<b>19,201</b>
<b>Total Income</b>	<b>22,477</b>		<b>23,025</b>
<b>Expenses</b>			
Accountancy Fees	288		-
Admin Expenses	355		404
Advertising & Website	4,317		452
Christmas Carols	2,490		689
Donations	150		-
Garage Sale Expenses	1,451		1,193
Gym Membership	175		325
Honorariums - Treasure/Secretary	5,000		5,000
Insurance	380		328
Minor Assets	318		-
Mix and Mingle Evenings	1,058		2,111
Mothers/Fathers Day Promotions	383		290
Oxford Community Trust - Christmas Wonderland	500		400
Oxford Lions Christmas Fund	6,227		6,070
Oxford Restrooms Mural	-		3,505
Oxford School 125th Jubilee	-		1,403
Oxford School Observatory Grant	-		1,000
Postage	-		230
Winter Lights/Matariki	7,109		6,030
Written Down Assets	2,112	1	-
<b>Total Expenses</b>	<b>32,312</b>		<b>29,431</b>

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

	2023	NOTES	2022
<b>Profit (Loss) Before Taxation</b>	<b>(9,834)</b>		<b>(6,406)</b>
<b>Trustees Income Before Tax</b>	<b>(9,834)</b>		<b>(6,406)</b>
<b>Net Trustees Income for the Year</b>	<b>(9,834)</b>		<b>(6,406)</b>

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.



# Balance Sheet

## Oxford Promotions Action Committee

As at 31 December 2023

	31 DEC 2023	NOTES	31 DEC 2022
<b>Assets</b>			
<b>Current Assets</b>			
Cash and Bank	7,428		10,010
Trade and Other Receivables	1,430		-
Other Current Assets	18,319		17,798
<b>Total Current Assets</b>	<b>27,176</b>		<b>27,808</b>
<b>Non-Current Assets</b>			
Property, Plant and Equipment	9,684		11,796
<b>Total Non-Current Assets</b>	<b>9,684</b>		<b>11,796</b>
<b>Total Assets</b>	<b>36,860</b>		<b>39,604</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Trade and Other Payables	7,091		-
<b>Total Current Liabilities</b>	<b>7,091</b>		<b>-</b>
<b>Total Liabilities</b>	<b>7,091</b>		<b>-</b>
<b>Net Assets</b>	<b>29,769</b>		<b>39,604</b>
<b>Equity</b>			
Retained Earnings	29,769		39,604
<b>Total Equity</b>	<b>29,769</b>		<b>39,604</b>

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.



# THE LIGHT SITE

**Theatre & Event Lighting**  
**18 Brisbane Street PO Box 7143 Sydenham Christchurch New Zealand**  
**Ph +64 3 372 9101 www.lightsite.co.nz**

4 June 2023

Stephanie Evans  
Oxford Promotions Action Committee Inc

Stephanie

Thankyou for your enquiry regarding lighting of the large tree in the centre of Oxford for Matariki 2023. Based on my site visit last week and our meeting yesterday, please see below my recommendation. The dates discussed were July 1<sup>st</sup> – 16<sup>th</sup>

The tree is wide, with a large overhanging canopy. It would benefit from some uplighting in the centre (from lights placed on the ground around the trunk) and also being lit from the sides. I suggest 6 lights at the trunk and 6 lights from the sides. These would all be sitting on small bases on the ground. They are LED fittings so are not fragile and minimal heat is generated. Power required is a single 10Amp standard outlet. Cabling would run around gardens where possible, but would need to cross the driveway adjacent to the tree. These would be protected with cable mats which are suitable for vehicles to cross. The cables within the roped off tree area will not be covered apart from using the bark to hide them.

The lights would be programmed to run a sequence of colour combinations, slowly transitioning between these different looks. The program will be on a timer to suit your needs.

Installation would happen over an afternoon, with programming occurring once it is dark. This should occur on a day prior to your opening date. The lights would be secured to each other and to close objects with steel ties. This security measure would not be impossible to overcome, but this method has generally proven to be effective in the past.

The replacement cost of the equipment if stolen would be approximately \$5000 + GST.

Total cost for hire, installation and removal of temporary lights \$1650.00 + GST

I trust this meets your requirements. Please do not hesitate to contact me for any further information

Regards

Grant Robertson  
[grant@lightsite.co.nz](mailto:grant@lightsite.co.nz)  
027 435 8951



		2022/23 \$5,990 + Carryover \$			\$5,990 + \$549 = 6539
Jul	Swannanoa Volunteer fire brigade	Purchase a BBQ	\$999	\$500	\$ 6,039.00
Jul	Waimakariri Dog Training Club Inc.	Towards the cost of purchasing a new BBQ.	\$500	\$500	\$ 5,539.00
Jul	Oxford Senior Citizens Club	Towards the cost of hiring transport during the year.	\$500	\$500	\$ 5,039.00
Jul	Declined Tasman Young Farmers Region	Towards the cost of hosting a Hauora Health and Wellbeing Event	\$500	Declined	
Aug	Oxford Football Club	Towards the cost of uniforms for junior teams	\$500	\$500	\$ 4,539.00
Sep	Oxford Arts Trust	Sensor Flood Lights for Oxford Gallery	\$500	\$500	\$ 4,039.00
Sep	Oxford IFG Adventure	Towards running ICONZ for girls programme	\$500	\$500	\$ 3,539.00
Sep	Canterbury Endurance & Trail Riding Club	Towards hosting an endurance and trail riding event	\$500	\$500	\$ 3,039.00
Dec	West Eyreton School	Towards purchase of bark for junior play area	\$500	Declined	\$ 3,039.00
Feb	Tasman Young Farmers	Towards hosting the Young Farmers Tournament	\$500	Declined as no financial info supplied	\$ 3,039.00
15-Feb	Clarkville Playcentre	First Aid Courses	\$387	\$500	\$ 2,539.00
15-Feb	Waimakariri Dog Training Club Inc.	Purchase of gazebos	\$500	\$500	\$ 2,039.00
6-Apr	Waimakariri Kennel Association Inc	Repainting the Club rooms	\$500	\$500	\$ 1,539.00
1-May	North Canterbury Adventure Club Home School Club	Sporting Equipment	\$900	Declined	
1-May	Oxford Football Club	Footballs	\$500	\$500	\$ 1,039.00
1-May	Oxford Community Garden	gravel	\$200	Declined	
1-May	West Eyerton School	Literacy kits	\$500	\$ 500.00	\$ 539.00
1-May	Oxford Promotions Action Committee	Advertising Matariki Winter Lights Festival	\$ 500.00	\$ 500.00	\$ 39.00

		2023/24 \$6,120 + Carryover \$ 39 = \$6,159			\$ 6,159.00
2-Aug	Oxford Land Search and Rescue	Radio handset, protective case and charger	\$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	\$404	\$404	\$ 4,715.00
6-Sep	Waimakariri Dog Club	Purchase of two measuring wheels	\$500	\$500	\$ 4,215.00
6-Sep	Oxford Dark Sky Group	purchase light metre	\$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	\$500	\$278.84	\$ 3,436.16
6-Sep	Standardbred Stable to Stirrup Charitable Trust	Towards monogrammed patches for clothing and horse gear	\$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	\$469	\$469	\$ 2,497.16
3-Apr	North Canterbury Pony Club	Towards St John's Ambulance services	\$500	\$500	\$ 1,997.16
8-May	Swannanoa Home and School Committee	towards picnic tables	\$760	\$750	\$ 1,247.16
5-Jun	Oxford Footaball Incorporated	towards hiring the hockey turf at Mainpower Stadium	\$1,000	withdrawy	
5-Jun	Oxford Promotion Action Committee	Towards lighting the tree by the library for Matriki	\$750		

## 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 being contributed. 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. Staff cannot process your application without financial information.

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 an expense summary for projects that cost more than the grant being requested to show the areas where funds are being spent and a paragraph on what fund raising the group has undertaken towards the project, or other sources considered (ie voluntary labour, businesses for supplies).

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	

## Criteria for application

- The Board supports a wide range of community activities but the 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).
- Applications will only be accepted from community-based project groups, not for profit organisations, registered charities or incorporated societies.
- Applications from Funding Committees and/or similar community-based groups associated with schools will be considered provided there is proof that the activity is not funded by the Ministry of Education. 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 up to \$750 with a maximum of \$1,000 in any financial year (July to June), but the group can apply twice a year, providing it is for different projects. The Board will consider granting more than \$750 in exceptional circumstances provided that detailed reasons for exceeding the present limit are provided.
- The application should clearly state the purpose for which the money is to be used.
- The applicant should submit relevant financial information to prove they can deliver the project. Applications will only be processed once the financial information is received. The Community Board reserves the right to request additional financial information on any application if deemed necessary.
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government.
- Applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Oxford-Ohoka Community Board, including information on applications to other Community Boards.
- Grant applications will be considered every month by the Oxford-Ohoka Community Board. Applications are recommended to be received three weeks prior to Board meeting dates so they can be processed in time.
- An Accountability Form must be provided to the Council 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, banks statements or invoices must be included with the Accountability Form and photos of the event or purchase is encouraged.
- Where possible Boards request permission to utilise these photos on its Facebook page, the Council website or other social media, to encourage other community groups' participation.
- In the event that funds are not spent on the project or activity applied for within 12 months of the date of the event/project, the recipient will be required to return the grant funding to the Council.
- If the activity/event for which funds have been granted does not take place or if the group does not provide the information to enable the grant to be paid within six months of approval of the grant being notified, then in both cases the application will be regarded as closed and funds released for reallocation by the Board.
- No new application will be accepted until the Board receives the Accountability Form and relevant documentation for previous funding granted.

## 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](mailto: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.
- On receipt of this information payment will be processed to your organisation's bank account.

**OXFORD-OHOKA COMMUNITY BOARD**

**MEMBERS INFORMATION EXCHANGE**

*For the month of May 2024*

Members Name: Michelle Wilson

<b>MEMBER'S DIARY</b>		<b>DISCUSSION POINTS</b>
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
9 May	Attended Submission Hearing both online and in person for the Long Term Plan	Youth Council - included the 300 Waimakariri responses from Youth survey Rangiora High School - traffic issues
10 May	Art Strategy Launch	New Art Strategy raising the profile of the Arts in Waimakariri and strengthening the sector.
20 May	Meeting with Aimee from the Community Team re newcomers	Discussion around local needs and future strategy.
21 May	Attended Community Choir in Rangiora	Interested to note that only 2 out of about 30 people were originally from Waimakariri.
22 May	Ohoka Residents Association Meeting	Due to late notice I was unable to attend. Items minuted were related to payment of legal services, delivering newsletters to Ohoka residents - donations received, changes to Incorporated Societies Act, submission on Fast Track Approval Bill.
23 May	Women's Institute Meeting	Membership dropping nationally and harder to fill leadership roles. This is an issue in many volunteer groups, not just Women's Institute.