

Agenda

Oxford-Ohoka Community Board

Wednesday 4 September 2024

7pm

Ohoka Community Hall
Mill Road
Ohoka

Members:

Sarah Barkle (Chairperson)

Thomas Robson (Deputy Chairperson)

Mark Brown

Tim Fulton

Ray Harpur

Niki Mealings

Pete Merrifield

Michelle Wilson

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AGENDA FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD TO BE HELD AT THE OHOKA COMMUNITY HALL, MILL ROAD, OHOKA ON WEDNESDAY 4 SEPTEMBER 2024 AT 7PM.

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 – 7 August 2024**

RECOMMENDATION

8 – 20

THAT the Oxford-Ohoka Community Board:

 - (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 7 August 2024, as a true and accurate record.
 - 4.2. **Matters Arising (From Minutes)**
5. **DEPUTATIONS AND PRESENTATIONS**
 - 5.1. **Garry and Wendy – Oxford Medical**
 - 5.2. **Tim Fulton – Wolffs Road Bridge**
6. **ADJOURNED BUSINESS**

Nil.

7. **REPORTS**

7.1. **Proposed Closure of Stockwater Race R3A and R3A-7 – 949 and 1049 South Eyre Road – Declan McCormack (Land Drainage Engineer)**

RECOMMENDATION 21 – 27

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 240815136896.

AND

THAT the Oxford-Ohoka Community Board recommends:

THAT the Council:

- (b) **Approves** the closure of Stock-water Race R3A & R3A-7.
- (c) **Notes** there will be no financial or performance impact from this closure on the stock-water network as the properties the closure have access to other existing races.

7.2. **Oxford Off-Leash Dog Exercise Area – Julie Mason (Landscape Architect – Greenspace)**

RECOMMENDATION 28 – 35

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. TRIM number. 240823142242.
- (b) **Notes** that staff have undertaken initial consultation with the community through a draft concept plan, Let’s Talk feedback flyer and online submission feedback form and staff have considered this feedback within this report.
- (c) **Notes** that budget is included in the Annual Plan/Long Term Plan for the Oxford Dog Park of \$102,300 which is available in this financial year.
- (d) **Notes** staff estimate the cost of works to be \$95,000 including a 10% contingency.
- (e) **Approves** The Oaks Reserve Master Plan (Trim: 210122009901) for implementation.

7.3. **Appointment to the Landmarks Committee – Kay Rabe (Governance Advisor)**

RECOMMENDATION 36 – 47

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 240820139778.
- (b) **Approves** the appointment of Board Member..... as the Board representative and liaison person to the Waimakariri Landmarks Committee.

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

RECOMMENDATION

48 – 62

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 240809132742.
- (b) **Approves** a grant of \$.....to Lees Valley House Holders to purchase one or two defibrillators.

OR

- (c) **Declines** the Lees Valley Householders application and suggests it looks for support of this initiative from St John Ambulance, Department of Conservation or Fire and Emergency.

8. **CORRESPONDENCE**

8.1. **Waimakariri Landmarks Committee Letter**

Trim ref: 240216022707

RECOMMENDATION

63 – 64

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the Waimakariri Landmarks Committee Letter (Trim: 240820139755).

9. **CHAIRPERSON’S REPORT**

9.1. **Chairperson’s Report for August 2024**

RECOMMENDATION

65 – 66

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the report from the Oxford-Ohoka Community Board Chairperson (Trim 240725122295).

10. **MATTERS FOR INFORMATION**

10.1. **Woodend-Sefton Community Board Meeting Minutes 12 August 2024.**

10.2. **Rangiora-Ashley Community Board Meeting Minutes 14 August 2024.**

10.3. **Kaiapoi-Tuahiwi Community Board Meeting Minutes 19 August 2024.**

10.4. **Health, Safety and Wellbeing Report July 2024 – Report to Council Meeting 6 August 2024 – Circulates to all Boards.**

10.5. **Proposed Project Scope and Timeframes for Oxford Wastewater Treatment Plant Project – Report to Utilities and Rooding Committee 20 August 2024 – Circulates to the Oxford-Ohoka Community Board.**

10.6. **Proposed Rooding Capital Works Programme for 2024/25 and Indicative Three-Year Programme – Report to Utilities and Rooding Committee 20 August 2024 – Circulates to all Boards.**

10.7. **Avian Botulism Management 2023-24 – Report to Utilities and Rooding Committee 20 August 2024 – Circulates to all Boards.**

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

(a) **Receives** the information in Items.10.1 to 10.7.

Note:

1. *The links for Matters for Information were previously circulated to members as part of the relevant meeting agendas.*

11. MEMBERS' INFORMATION EXCHANGE

11.1. **Mark Brown**

67 – 71

11.2. **Tim Fulton**

11.3. **Pete Merrifield**

11.4. **Michelle Wilson**

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. **Gladstone Dog Park**

<https://letstalk.waimakariri.govt.nz/gladstone-dog-park>

Consultation closes Friday 20 September 2024.

13. BOARD FUNDING UPDATE

13.1. **Board Discretionary Grant**

Balance as at 31 August 2024: \$3,932.

13.2. **General Landscaping Fund**

Balance as at 31 August 2024: \$28,010.

14. MEDIA ITEMS

15. MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987.

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is moved:

1. That the public is excluded from the following parts of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

| Item No. | Subject | Reason for excluding the public | Grounds for excluding the public- |
|----------|---------------------------------------|--|---|
| 15.1 | Confirmation of Minutes 7 August 2024 | Good reason to withhold exists under section 7 | The report and recommendations in this report be made publicly available, but that the discussions and minutes remain public excluded under LGOIMA Section 7(2)(a) to protect the privacy of natural persons. |

16. QUESTIONS UNDER STANDING ORDERS

17. URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board is scheduled for 7pm, Wednesday 2 October 2024 at the Oxford Town Hall.

Workshop

- *Water Supplies – Sophie Allen (Water Environment Advisor)*
- *Members Forum*

MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD AT THE OHOKA COMMUNITY HALL, MILL ROAD, OHOKA ON WEDNESDAY 7 AUGUST 2024 AT 7PM.

PRESENT

T Robson (Deputy Chairperson), M Brown, T Fulton (arrived 7:15pm), R Harpur, N Mealings, P Merrifield and M Wilson.

IN ATTENDANCE

G Cleary (General Manager Utilities and Roading), J McBride (Roading and Transport Manager), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

There were 13 members of the public present.

1. APOLOGIES

Moved: P Merrifield Seconded: M Brown

THAT an apology for absence be received and sustained from S Barkle, and for late arrival from T Fulton who arrived at 7.15pm.

CARRIED

2. PUBLIC FORUM

2.1. AJ Lowe

A Lowe thanked the Board, especially S Barkle, who had presented at the Proposed District Plan Stream 12D Hearing in opposition to Plan Change 31. Residents were very grateful for the work that the Chair and Deputy Chair had done. She noted that the Ohoka Residents Association did not feel very positive in regards the Stream 12D Hearing. There were 650 people opposed in the Plan Change 31 however only two entities had spoken against the changes proposed in the District Plan in Stream 12D. She commented that there was a lot of stress in the community, who were unsure to the status of this matter and did not know where to access information.

T Robson thanked A Lowe for speaking to the Board. The Board appreciated that there was still a lot of interest from the community, and it was stressful. He noted that the Board were trying to do as much as they could to support the community.

2.2. Barbara and Brian

Barbara noted that the Council had submitted on the Government's Fast Track Policy. She understood that the Council had accepted this policy with a few amendments. She asked how this would affect the Rolleston Development subdivision. T Robson did not think it would be affected at this stage.

G Cleary did not believe it would affect the current process, which was already so far advanced, however it was currently in the hands of the Government.

Barbara asked who in the Council would be representing Ohoka when Plan Change 31 was being considered in the Environment Court. N Mealings noted that the Board had joined the proceedings. The Council had declined the resource consent for Plan Change 31 and this now meant that the Council were respondents in the court case. Council staff would be defending the decision to decline the Plan Change, with the Board's support.

2.3. **Keith Gilby**

K Gilby spoke to the Board noting he was the president of the Oxford Football Club and had presented at the National Sports Awards where the Oxford Football Club were finalists for community impact. The Club faced some unique challenges in the community as it was a small family club that operated out of a container at Pearson Park. The Club was the only football club in New Zealand to offer free kids' football. The main barrier was affordability. The Club had low membership numbers compared to the bigger clubs as there was a limited pool of children that could call upon. There were limited sponsorship opportunities which made it particularly challenging to fund basic operational maintenance of a sports club. There was a 'one size fits all' participation model which was something the Club had challenged with Mainland Football and New Zealand Football. Another issue the Club had was accessibility. Whilst the youngest children got to play in the amazing environment in Oxford, the older children, once they reached nine, had to commit to travelling to Christchurch. The Club had wanted to take a programme to the local junior schools and had started with three schools which had generally been a play session to encourage ball skills and getting kids used to playing with each other. Less than 5% of students asked were part of any type of sports club, the national average was 87%. The Club was looking for funding to include twelve schools in the programme.

The Chairperson thanked Mr Gilby for his presentation.

3. **CONFLICTS OF INTEREST**

Item 7.2 – T Robson declared a conflict of interest as he was the Chairperson of the Oxford Community Trust.

4. **CONFIRMATION OF MINUTES**

4.1. **Minutes of the Oxford-Ohoka Community Board meeting – 3 July 2024**

Moved: M Brown Seconded: M Wilson

THAT the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 3 July 2024, as a true and accurate record.

CARRIED

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

There were no matters arising.

5. **DEPUTATIONS AND PRESENTATIONS**

5.1. **Seasonal Temporary Paper Road Closures for Nesting Bird Protection – L Ellis (Operations Manager, North Canterbury District, DOC), S Young (Senior Ranger Biodiversity, DOC), and G Davies (Ashley Rakahuri Rivercare Group)**

S Young noted that braided rivers were a special ecosystem and were globally rare. Canterbury had 64% of New Zealand's braided river ecosystems. Due to extensive land development, braided rivers were now almost the last stronghold of native biodiversity on the Canterbury Plains. Braided rivers were a very dynamic habitat and were home to a wide range of species. A lot of which were specially evolved to cope with the harsh habitat of the braided river system. There were around 85 species of birds that lived on the braided rivers, many of which were endemic, of which many were threatened. Their natural

predators had been primarily airborne, so they had evolved to camouflage to their surroundings and laid their nests in the open shingle.

G Davies noted that the Ashley was the least damaged of the Canterbury Plains rivers which made it quite important. The bigger rivers received flooding from Norwest rains however the Ashley did not. The Waimakariri River had entire nesting seasons where all the birds had been washed out due to repeated flooding. Due to this the birds had migrated to the Ashley River as their principal nesting area. The Ashley Rakahuri Rivercare Group conducted bird studies in the upper part of the Ashley River which had become an important habitat. The nesting season was from 1 September through to 31 January.

L Ellis noted since 2021 they had seen a massive increase in the number of vehicles on the Ashley River. In part that stemmed from a radio station promotion of 'crate day' which occurred in December. An unofficial organised group had introduced a river run which occurred on the Ashley River from the Okuku confluence up to the Ashley Gorge. This had a real impact on the biodiversity of the threatened birds that lived on the riverbed. Not just from vehicles running over the nests but from the stones getting flicked up from vehicles driving by. Once the nests were disturbed then often the parents would abandon the nest. From a vehicle it was impossible to see the native birds because of their camouflage. In 2023 DOC had worked with the Ashley Rakahuri Rivercare Group, New Zealand Police and the Council to close some access points to the river. It was difficult to prosecute those that flouted the bylaws and therefore the decision had been made to request that the Council to close the legal road from the Okuku confluence to the Ashley Gorge from September till the end of January each year. If violated this would then be dealt with by the Police as any roading/traffic violation would.

T Fulton asked what their experience when blocking off other access points in the past. Over the years there had been a lot less vehicles out in the river, they used to see the concrete blocks being pulled away, but there was very little of that in 2023. It was a combination of physically blocking the river, education, publicity, and signs that was a major success in that part of the river.

P Merrifield asked if the radio station was still involved. S Young noted that the radio station had been approached to downplay their involvement with crate day, however this was a well ingrained event now.

N Mealings asked if the road was closed, what enforcement options did the Council have for those that flouted the closure. G Cleary explained that the Council would use a temporary traffic management plan for the closure, which would be legally enforceable by the Police.

T Robson asked if there was sufficient funding to install the concrete blocks at all the access points to the river. S Young noted that they had identified 20 main sites and would progressively close more each year. DOC had funding to block off the key access points.

T Robson noted that there were a number of people that were 4wd enthusiasts who did respect the rules. He believed that if it got to a point where everything was closed down it would have a reverse effect of encouraging bad behaviour. He commented that DOC needed to be mindful that every area they closed had the ability of causing those who would normally behave in a responsible and respectful manner to change their views.

N Mealings asked if there were other rivers, for instance the Eyre River, which were safer and less disruptive to the bird life for 4wd enthusiasts. S Young noted that it was a tricky question to answer given that there a few nesting sites on the Eyre River as well.

5.2. **Councillor Claire McKay – Environment Canterbury**

Councillor McKay noted that Environment Canterbury (ECan) went out with the preferred option in their Long Term Plan with an average rate rise of 24.2%. They had received 1,300 submissions with 153 people wishing to speak to their submissions. Following deliberations, ECan had finished with an average rate rise of 17.9%. The options that went out in the consultation document were all accepted. Including the two special consultation ECan had gone out with. The one million dollars for biodiversity concentrated in the

Christchurch City boundaries, which would be available for local community work. ECan was looking for support from the Selwyn and Waimakariri District Councils to collect a set fee from ratepayers across the area for increased flood resilience. The community were concerned around the impact of a 24.2% rate rise. ECan staff managed to find some significant reductions of rates in year one, however there were some additions. One was a motion to put another \$200,000 into maintenance of its regional parks. The other was an extra \$65,000 into the Rural Trust Advocacy Group which was associated with Civil Defence Emergency Management concentrating on rural areas. The biggest changes were in public transport which ECan had delayed due to uncertainties with funding from the New Zealand Transport Agency.

Councillor McKay noted, the Board had commented that the format of the consultation document was lacking in detail., ECan had changed its core service function and the document had focused on these core functions. To do that staff had consolidated everything into three sections within the document and agreed that it had been hard to read. The Board had also indicated that they believed that the freshwater, groundwater, and surface water had taken a back seat. She assured the Board that this was not the case. Expenditure in that area totalled 134 million. Looking at authorisations, consents, compliance, the regulatory framework, and data information ECan was looking at spending 100 million dollars. There was huge investment going into that area. Currently the gravel strategy was in development which was taking a while to get agreement. The Board had also indicated it would like assurance regarding river maintenance. Councillor McKay commented that the ECan river engineers did exemplary work and were well sought after for advice and assistance by other local authorities.

T Fulton asked if Councillor McKay had any comments of the Draft Regional Policy Statement which was open for submissions. Councillor McKay noted that entities that had been involved previously such as Councillors would have had an opportunity to provide feedback, however this had not gone out to the general public at this stage.

N Mealings asked if there was still talk about putting together an Ahsley rating district. Councillor McKay understood from feedback that the Waimakariri District Council requested that this be put on hold until it had further discussions, therefore this matter was still on the table.

N Mealings noted that ECan were doing some minor stopbank renewals. She asked if they were planning to do any more. Councillor McKay noted that option two, the preferred option, was still planned.

N Mealings asked about the one million dollar biodiversity fund and if it would be contestable. Councillor McKay noted that she was unsure how people would apply for the fund yet.

6. **ADJOURNED BUSINESS**

A memo (Trim ref: 240805128710) had been separately circulated in relation to the funding request from Ohoka School Aims Games Basketball Team which was left to lie on the table at the Board's July meeting until further information had been provided in regards to whom the grant would be paid.

This information had been provided by the Coach and was included in the memo for the Board's consideration.

Moved: P Merrifield

Seconded: M Wilson

THAT the Oxford-Ohoka Community Board:

- (a) **Approves** a grant of \$300 to the Ohoka School Aims Games Basketball team towards travel and accommodation costs while attending the Aims Games in Tauranga in September 2024.

CARRIED

P Merrifield commented that the Board needed clarity on what the money would be spent on and that the funds were not absorbed by the School's everyday expenses. K Rabe replied that the Team would be required to fill in an Accountability Form stating what the funds had been used for with supporting documentation.

N Mealings commented that the Team had asked for more money, however believed that \$300 was in keeping i the number of students benefitting and with other applications received by the Board.

7. REPORTS

7.1. Proposed Roothing Capital Works Programme for 2024/25 and Indicative Three-Year Programme – J McBride (Roothing and Transport Manager) and K Straw (Civil Projects Team Leader)

J McBride spoke to the report which sought the endorsement of the Roothing Capital Works Programme for 2024/25 and indicative three years 2025-28. The minor safety programme was developed largely from known deficiencies, roadside hazards, safety issues and gaps in the network. The bus shelter programme was largely agreed through the Public Transport Futures business case; however, the Roothing Capital Works Programme did not include large projects which had separate budget allocations through the Long Term Plan.

T Fulton noted that planned work in rural areas, attracted quite a lot of industrial traffic. He asked if Council staff considered this especially turning areas. J McBride noted that a balance was required. Staff had tracking kerbs and minimum radius sizes which were always applied to the design process especially for rural intersections. Unfortunately, sometimes mistakes did occur and there was occasionally damage caused by large vehicles.

N Mealings noted in the wider improvement projects, it stated that there were other lighting projects to be confirmed for Oxford. She asked if Council staff knew what those would be yet. J McBride explained that it was for work that had not yet been identified and could be ward wide. Some projects may look to address the identified gaps after the swap to LED bulbs in Oxford.

N Mealings noted under, high risk intersection treatments, Mill and Ashworths Roads and asked what was proposed for that intersection. J McBride replied that when Council staff were prioritising intersections, they looked at a number of factors including the crash history at the intersections which were flagged as the highest risk. Staff then considered lines and signs and upsizing the signs to improve the lead in lines.

P Merrifield sought clarification on the Oxford speed thresholds. J McBride noted it was a future project to try and reinforce the speed at the entry into towns. In the likes of Woodend and Waikuku they had the bigger threshold signs installed and there was the opportunity upgrade those thresholds in other towns.

Moved: T Fulton Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 240419062980.
- (b) **Endorses** the attached 2024/25 DRAFT Proposed Roothing Capital Works Programme (Trim No. 240624102120)
- (c) **Endorses** the indicative Roothing Capital Works Programme for the 2025/26, 2026/27 and 2027/28 years.
- (d) **Notes** that the outcome of the National Land Transport Programme (NLTP) will not be known until September 2024, and as such it will not be known as to whether co-funding is available until that time.
- (e) **Notes** that feedback from this report, and reports to the other Community Boards,

will be taken by staff and will be incorporated into the final report which is proposed to be taken to the Utilities and Roading Committee in August 2024 for approval.

CARRIED

7.2. **Application to the Oxford-Ohoka Community Boards 2024/25 Discretionary Grant Fund - K Rabe (Governance Advisor)**

K Rabe spoke to the report noting that the Club was requesting funding for paint for marking out their pitches which included Pearson Park and Cust Domain. However, the decision on Cust Domain weather Cust Domain would hold permanent football pitches was yet to be made. She had spoken with K Howat, Parks and Facilities Team Leader in connection with the Cust Domain report and was informed that this would be presented to the Board at its October meeting.

P Merrifield noted that the Club had requested \$1,000 however if the application was unsuccessful the event would not go ahead. He believed that they would be able to find some extra money.

M Brown was confused as the report said the marking would be essential for rural football in the Schools' Development Programme and the ethnic tournament to be held in October 2024. He queried whether the tournament would be held just at Pearson Park. K Rabe noted that K Howat had said that the Club were well aware that the decision on Cust Domain would not be made until October.

Moved: M Wilson Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 240702106994.
- (b) **Resolves** that the application from the Oxford Football Club to purchase field marking paint to maintain the Junior and Senior pitches at Pearson Park and Cust Domain lie on the table until either after the decision on Cust domain has been made or a new application is presented for the marking for Pearson Park.

CARRIED

T Fulton commented that the Club had chosen to go zero fees and that had implications on maintenance as well as the Oxford sporting community.

T Robson left the table while the application for the Oxford Community Trust was considered.

N Mealings assumed the Chair.

K Rabe noted that the Oxford Community Trust were hosting a Big Day Out. The Trust had hosted a similar event in 2022 which had been very well received. The Trust had applied for funding from all Community Boards which would go towards catering costs.

T Fulton noted that the Trust had applied to other Community Boards, who tended to take consider the benefit to their areas when allocating funding. He asked the Board to attempt to compensate for the fact the other Boards were likely to either reduce the figure or to decline the application. K Rabe noted that the event was for all social providers within the Waimakariri and Hurunui District Council areas and could be considered a benefit district wide.

N Mealings noted that the Oxford Community Networking Forum was run by the Oxford Community Trust was comprised of agencies that may hail from outside of the Oxford-Ohoka Ward, however they also delivered services in Oxford. She believed that there was a lot of value in the event.

Moved: P Merrifield Seconded: R Harpur

THAT the Oxford-Ohoka Community Board

- (c) **Approves** a grant of \$500 to the Oxford Community Trust towards the catering costs for the Trust's Day Out event.

CARRIED

P Merrifield commented that it was the start of the financial year therefore the Board needed to be prudent with its funds therefore he had suggested a slight decrease to the requested amount and believed that if the other Community Boards did contribute, they would have a reasonable amount to go towards catering costs.

R Harpur noted that this allocation would leave the Board with around \$2,000 for the rest of the financial year. He believed that \$500 was a good amount when considering the Trust had applied to the other Community Boards as well as receiving \$1,200 from Creative Communities fund .

T Robson resumed the Chair.

7.3. Oxford-Ohoka Community Boards 2024/25 Discretionary Grant Fund and 2024/25 General Landscaping Budget – K Rabe (Governance Advisor)

K Rabe spoke to the report noting that as the Board had not allocated its general landscaping budget for the 2023/24 financial year, they had a budget of \$28,010 for the 2024/25 financial year. The discretionary grant fund had a slight increase to \$6,330. Council staff had updated the discretionary fund application and accountability forms to take into account all the points that the Boards made during the review of the criteria for the fund.

P Merrifield believed that the 2023/24 general landscaping budget had been allocated. K Rabe noted that due to a lack of resourcing the 2022/23 general landscaping budget was only allocated in June 2023 which was the last month of that financial year, and the Board never allocated the 2023/24 general landscaping budget.

T Fulton noted a carbon farming venture had fallen over, and the Water Zone Committee was considering options for the use of thousands of young mountain beech which would have been used to plant up to twenty-six hectares of hill country. One of the areas that Council staff were looking at was hill country in the Oxford Lees Valley area. He noted that there would be associated costs with planting and maintenance which the Board could support with its Landscape budget.

T Robson commented that the Board had never had the opportunity to promote project in Lees Valley, and he would like to do something there.

M Brown noted that funding for the West Eyreton Oak Reserve had been approved for signage and the railway signage which still had not been achieved. He believed that it was important when looking at these projects that delivery of the projects in a timely manner could be achieved.

Moved: P Merrifield

Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 240515077971.
- (b) **Notes** that the Board's General Landscaping Budget allocated by the Council for 2024/25 is \$14,330, with a carry forward from the 2023/24 financial year of \$13,680, being a total of \$28,010.
- (c) **Notes** that the Board's Discretionary Grant Funding allocated by the Council for 2024/25 is \$6,330.
- (d) **Approves** the Board's 2024/25 Discretionary Grant Fund Application Criteria and Application Form (Trim No. 210603089866).
- (e) **Approves** the Board's 2024/25 Discretionary Grant Accountability Form (Trim No.

210603089980).

- (f) **Approves** that Discretionary Grant Fund applications be considered at each meeting during the 2024/25 financial year (July 2024 to June 2025).

CARRIED

8. CORRESPONDENCE

8.1. Council Long Term Plan Submission Response Letter

Trim ref: 240216022707

Moved: M Wilson Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the Council Long Term Plan Submission Response Letter (Trim: 240216022707).

CARRIED

9. CHAIRPERSON'S REPORT

9.1. Chairperson's Report for July 2024

Moved: N Mealings Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the report from the Oxford-Ohoka Community Board Chairperson (Trim 240725122295).

CARRIED

10. MATTERS FOR INFORMATION

- 10.1. Woodend-Sefton Community Board Meeting Minutes 8 July 2024.
- 10.2. Rangiora-Ashley Community Board Meeting Minutes 10 July 2024.
- 10.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 15 July 2024.
- 10.4. Submission Environment Canterbury Long Term Plan – Report to Council meeting 4 June 2024 – Circulates to all Boards.
- 10.5. Submission Fast Track Approvals Bill – Report to Council Meeting 2 July 2024 – Circulates all Boards.
- 10.6. Submission Local Government Water Services Preliminary Arrangements Bill – Report to Council Meeting 2 July 2024 – Circulates to all Boards.
- 10.7. Programme for District Wide Parking Management Plans – Report to Council Meeting 2 July 2024 – Circulates to all Boards.
- 10.8. Elected Member Remuneration 2024/25 – Report to Council Meeting 2 July 2024 – Circulates to all Boards.
- 10.9. Representation Review Proposal – Report to Council Meeting 2 July 2024 – Circulates to all Boards.
- 10.10. Health, Safety and Wellbeing Report June 2024 – Report to Council Meeting 2 July 2024 – Circulates to all Boards.
- 10.11. July 2023 Flood Recovery Progress Update – Report to Utilities and Roading Committee 16 July 2024 – Circulates to all Boards.
- 10.12. Adoption of Final 3 Waters, Solid Waste and Transport Activity Management Plans 2024 – Report to Utilities and Roading Committee 16 July 2024 – Circulates to all Boards.

10.13. Approval of Capital Work Renewals Programmes and Sports Ground Growth Programme for Greenspace – Report to Community and Recreation Committee 23 July 2024 – Circulates to all Boards.

10.14. Aquatics July Report – Report to Community and Recreation Committee 23 July 2024 – Circulates to all Boards.

Moved: M Brown Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

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

CARRIED

11. MEMBERS' INFORMATION EXCHANGE

T Robson

- Met with J Millward and K LaValley to discuss the Woodstock Landfill process.
- Ashley Gorge Advisory Group Meeting.
 - Inspected the vegetation clearance on the roadside. They were very pleased with the work that had been done. The Group had requested that this was now regularly maintained.
 - The Group had discussed possible new members.
 - The Ashley Gorge Gala Day had trialed in 2024 and would be held on Waitangi Day in 2025.
- Attended Oxford Community Trust meeting –had discussed the bike pump track. The Trust was keen to see it happen soon and had been working with Council staff to put a proposal to install a semi-permanent track that could be up and running by Christmas. The Trust were organising the funding themselves.
- Public meeting on the Woodstock quarry appeal.
- Attended Council meeting.
- Oxford Garage Sale Trail. Had good engagement with the community And there Wahad been lots of positive feedback about the landfill.

N Mealings

- Property Portfolio Working Group Meeting.
- Ohoka Domain Monthly Working Bee – Attended the monthly working bee to look after plantings at the Ohoka Bush. Council staff also attended to discuss maintenance and drainage issues with the Ohoka Drainage Advisory Group.
- Eyreton Hall Meeting – Met with Eyreton Hall committee officers at the hall to discuss issues affecting the hall.
- Council Workshop/Briefing – Draft setting of Speed Limits 2024 Rule, Central Government was essentially proposing to unwind changes made by previous Government and was proposing to require Councils to use variable speed limit signs around schools.
- Utilities and Roading Committee Meeting – A third grader was now operating on the road network and unsealed road maintenance was underway. Washington Place culvert upgrade was to begin in August.
- Mandeville Sports Club (MSC) meeting followed by Mandeville Sports Club Board meeting – Current Clubhouse caterer has given three month notice (to 24 September if not sooner). MSC looking for a new hospitality provider to take up the contract. MSC Board also looking for another board member. Bike Track stage one was now underway around MSC perimeter. New security system installed.
- Towards Pest Free Waitaha Meeting.
- Community Wellbeing North Canterbury Board Meeting.
- Community and Recreation Committee Meeting – Deputation from Age Friendly Advisory Group, reported overwhelmingly positive findings from its recent consultation that the district was age friendly.

- Abbeyfield Waimakariri Annual General Meeting.
- Mandeville Sports Club Catch up.
- Helped with Ohoka School Fundraiser.
- Council Workshop/Briefing.
- Solid and Hazardous Waste Working Party – Council would begin updating its Waste Management Minimization Plan of which a draft would go out for consultation in a few months.
- Waimakariri Youth Council Meeting – Two Youth Councillors recently attended the Festival for the Future in Wellington.
- Residents Meeting – Met with Council staff and residents re: Threlkelds Road flooding issues.
- Property Portfolio Working Group Meeting.
- Property Site Visit – Visted a rural Oxford property undertaking a revolutionary native planting approach. Brilliant!
- Ohoka Domain Working Bee – Monthly working bee to maintain plantings in the Ohoka Bush. Great community effort on this fantastic long-term project!
- Council Meeting.
- Greater Christchurch Partnership Committee Briefing.
- Meeting with Ohoka School Principal – Met with Ohoka Schools new principal to catch up on latest happenings at the school and discuss ways we can work together for community benefit.

P Merrifield

- Attended the Nitrate water testing at the Mandeville Sports Club.
- Interested with the 60/40 split towards the negative on the Cust Domain consultation. He had put the consultation on the Board's Facebook page which was popular.
- Contacted a Selwyn Community Board member around the Waimakariri Gorge Bridge.
- Grey Power Meeting – questions about why the Oxford Hospital was under utilised.

M Wilson

- Attended the Kaiapoi Arts Expo – a fantastic evening which showcased Waimakariri's artists.
- Attended the Women's Institute Meeting. Trying to help raise the profile.
- Public Meeting on the Woodstock Quarry.
- Waimakariri Health Advisory Group Meeting. There would be an advert going out for an independent Chair. Cathy from Health New Zealand, Te Whatu Ora provided an update on the changes. It was unclear yet the implication of those changes being made but we would be moving from centralized back to regions having more say. There was talk on rural after hours care and what it might look like. GP fee increases were having an impact. There was a handout for youth from the Council's Community Team around services that were available for youth. There had been successful parenting lectures. There was a project mapping what was going on for older persons in Waimakariri and that there had been no social worker services in Waimakariri for older people.
- Swannanoa School were building a bike track.

M Brown

- Eyre Environmental Safety Society – they had four members and needed ten to stay incorporated so would be doing a membership drive.
- Eyrewell Forest Residents' Group – their biggest issue was drones.
- He was now the Director of the Oxford Health Charitable Trust and Oxford Health Ltd.
- West Eyreton Oak Reserve and Railway Signage – He and T Fulton had met with K Howat in relation to design work.

R Harpur

- Attended a Junior Primary School North Canterbury Netball tournament. Amazed at the huge number of participants and the organisation that went into it. It was a shame that

the likes of the Ohoka Netball Club held all their practices at the Mandeville Sports Centre but played all their games at Dudley Park in Rangiora.

- Mandeville Sports Club work had started with the walking track.
- Attended the Waimakariri Access Group Annual General Meeting.
- Would be attending the Community Board Conference in Wellington.

T Fulton

- The Gym Trust had been declined for its Rata application. They believed that they would still have enough funds excluding that to go ahead.
- Had an interaction with a resident on Two Chain Road/North Eyre Road who had been flooded repeatedly on the south side of the intersection. Several years ago, the resurgence channel flooding issues through her property were resolved by a pipe under North Eyre Road which took the flooding from the south side to the north side.
- Attended the Take Back the Night Function at View Hill School – the Dark Sky Group with Canterbury University put on presentations in each classroom to learn about astronomy.

12. CONSULTATION PROJECTS

12.1. A Lease for the Historical Scow Success

<https://letstalk.waimakariri.govt.nz/a-lease-for-the-historical-scow-success>

Consultation closes Friday 30 August 2024.

The Board noted the consultation project.

13. BOARD FUNDING UPDATE

13.1. Board Discretionary Grant

Balance as at 31 July 2024: \$4,932.

13.2. General Landscaping Fund

Balance as at 31 July 2024: \$28,010.

The Board noted the funding update.

14. MEDIA ITEMS

Nil.

15. MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987.

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is moved:

Moved: M Brown Seconded: P Merrifield

1. That the public is excluded from the following parts of the proceedings of this meeting.

CARRIED

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

| Item No. | Subject | Reason for excluding the public | Grounds for excluding the public- |
|----------|---|--|---|
| 15.1 | Section 274 Party to the Woodstock Quarries Limited Appeal to the Environment Court | Good reason to withhold exists under section 7 | To maintain the effective conduct of public affairs through the protection of such members, officers, employees and persons from improper pressure or harassment, and to maintain legal professional privilege as per LGOIMA Section 7(2)(f)(ii) and (g). |
| 15.2 | Ashley Gorge Reserve Advisory Group (AGRAG) appointment of additional members | Good reason to withhold exists under section 7 | The report and recommendations in this report be made publicly available, but that the discussions and minutes remain public excluded under LGOIMA Section 7(2)(a) to protect the privacy of natural persons. |

CLOSED MEETING

See Public Excluded Agenda (separate document)

The meeting adjourned at 9:45pm and reconvened in public excluded 9:56pm.

CLOSED MEETING

Resolution to Resume in open meeting

Moved: T Robson Seconded: R Harpur

THAT open meeting resumes and the business discussed with the public excluded remains public excluded.

CARRIED

OPEN MEETING

16. QUESTIONS UNDER STANDING ORDERS

Nil.

17. URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board is scheduled for 7pm, Wednesday 4 September 2024 at the Ohoka Community Hall.

| |
|--|
| <p>Workshop (9:57pm to 10:03pm)</p> <ul style="list-style-type: none"> • <i>Members Forum</i> <ul style="list-style-type: none"> ○ <i>Wolffs Road Bridge Charity Entity</i> ○ <i>Community Hubs</i> ○ <i>List of Oxford Events</i> |
|--|

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 10:03PM.

CONFIRMED

Chairperson

Date

UNCONFIRMED

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: SW-10 / 240815136896

REPORT TO: Oxford-Ohoka Community Board

DATE OF MEETING: 4 September 2024

AUTHOR(S): Declan McCormack - Land Drainage Engineer

SUBJECT: Proposed Closure of Stockwater Race R3A & R3A-7.
949 & 1049 South Eyre Road

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



General Manager



Chief Executive

1. SUMMARY

- 1.1. This report provides information of an application to close stock-water races R3A & R3A-7 at 1049 and 949 South Eyre Road and seeks the Oxford-Ohoka Community Board's recommendation that Council approve the closure.
- 1.2. An application has been received by Jacinta Mackle to close stock-water race R3A & R3A-7 at 1049 & 949 South Eyre Road, Eyrewell. The races have not conveyed water for several years and are no longer required for stock water. Both properties have existing access to stock-water race R1 for any stock-water requirements that may arise in the future.
- 1.3. The impact of this proposed closure is considered minor due to the relative length and existing races in proximity. The total length of the stock-water scheme is approximately 831km. The proposed closure is approximately 2.85km. This equates to 0.34% of the total stock-water scheme.
- 1.4. Community views of this closure are being sought.
- 1.5. There is no financial or performance impact on the stock-water scheme because of this closure.

Attachments:

- i. Location plan
- ii. Proposed closure plan

2. RECOMMENDATION

THAT the Oxford-Ohoka Community Board

- (a) **Receives** Report No. 240815136896

AND

THAT the Oxford-Ohoka Community Board recommends:

THAT the Council:

- (a) **Approves** the closure of Stock-water Race R3A & R3A-7

- (b) **Notes** there will be no financial or performance impact from this closure on the stock-water network as the properties the closure have access to other existing races.

3. **BACKGROUND**

- 3.1. Stock-water races have supplied water for stock since the introduction of the network in 1896. Additional farm races added over time have culminated in a network delivering water to approximately 44,000 hectares. Water may be taken for stock-water and domestic irrigation.
- 3.2. The network is self-funding and paid for by the stock-water users. The Council currently has Environment Canterbury consent (CRC133965) to take surface water from the Waimakariri River at the Browns Rock intake to supply the scheme.
- 3.3. Waimakariri District Council have a Stock-water Race Closure Policy S-CP 5612. This policy has been designed to follow the steps as set out in legislation in the *Local Government Act 2002* (LGA) on decision making in the context of water race closure. Generally, the Council will not allow race closures where they may affect the viability of the water race network.
- 3.4. An application has been received by Jacinta Mackle, the property owner at 949 South Eyre Road to close stock-water races R3A and R3A-7 within their property and the adjacent 1049 South Eyre Road property. The races have not conveyed water for several years and are no longer required for stock-water. Both properties have existing access to race R1 for any stock-water requirements that may arise in the vicinity of the closure.

4. **ISSUES AND OPTIONS**

- 4.1. Race R3A commences at an off take from race R1 within the property of 1059 South Eyre Road. R3A flows east through 1059 South Eyre Road for approximately 1.05kms before entering 949 South Eyre Road. From the property boundary, race R3A flows south for 800 metres before reconnecting with race R1.
- 4.2. Race R3A-7 commences at the property boundary between 1059 & 949 South Eyre Road as an off take from race R3A. It formerly flowed north for 1km. Much of this race was destroyed following forestry harvest and land development circa 2014.
- 4.3. The proposal seeks to close 1.85kms of race R3A and 1kms of race R3A-7. The two affected properties will retain access to other existing races. There will be no financial impact on the scheme as rates revenue remains unchanged.
- 4.4. Both Race R1 and R3A have had no water flow for several years. There has been no demand from either landowner for water in the areas that they service. Secondly, no demand has existed for stock water downstream of race R1 and thus this race has not been in use. Race R1 infrastructure will be kept to an operational standard to allow future use if the downstream demand for stock water arises.
- 4.5. The property at 1059 South Eyre Road has access to existing Race R1 from within their property and is in support of the proposed closure.
- 4.6. The adjacent downstream property at 2 Diversion Road is unaffected by the closure and will continue to have access to stock water via Race R1 and R3E-4.

Consultation

- 4.7. The Waimakariri District Council's Stock-water Race Closure Policy requires the decision-making process, in Part 6 of the Local Government Act 2002, to be followed when a proposed closure is processed. Section 4.2 of the policy requires an assessment of significance in terms of the Council's Significance Policy. The proposed closure is not considered significant due to there being no impact on the stock-water scheme revenue and the one affected property owner supports the closure. Therefore, consultation with

residents using the Special Consultative Procedure is not considered necessary as nobody else is considered affected.

Aquifer Recharge and River Flow Augmentation

- 4.8. In the past, Environment Canterbury (ECan) have advised that their preference is for no stock-water races to be closed due to the significant benefits of the scheme in terms of diluting nitrates in groundwater and sustaining flows in spring-fed streams.
- 4.9. The race systems function is primarily for irrigation and stock-water supply. The operation and maintenance of the stock-water system (not including irrigation supply) is paid for by the stock-water users, via targeted water-race rates. The Council currently has resource consent (CRC133965) to take surface water from the Waimakariri River at the Browns Rock intake to supply the water race system. Condition 2 of CRC133965 states that water taken shall only be used for stock-water, domestic irrigation, for hydro-electric power generation and for purposes associated with CRC000585. Any other use of the water (e.g.: for managed groundwater recharge purposes) is not covered by this consent.
- 4.10. Relative to the amount of groundwater recharge likely across the entire scheme, based on the total length of approximately 831km, the recharge accountable to race R3A & R3A-7 is minimal, as the proposed closure is approximately 2.85km long. This equates to only 0.34% of the total stock-water scheme.

Drainage

- 4.11. The closure of R3A & R3A-7 is not expected to have any impact on drainage capacity during a flood event as capacity will be maintained by the existing race network.

Archaeological Assessment

- 4.12. Heritage New Zealand provides the following text on their website:
- 4.12.1. "The Heritage New Zealand Pouhere Taonga Act 2014 makes it unlawful for any person to modify or destroy, or cause to be modified or destroyed, the whole or any part of an archaeological site without the prior authority of Heritage New Zealand. If you wish to do any work that may affect an archaeological site you must obtain an authority from Heritage New Zealand before you begin."
- 4.12.2. "This is the case regardless of whether the land on which the site is located is designated, or the activity is permitted under the District or Regional Plan or a resource or building consent has been granted. The Act provides for substantial penalties for unauthorised destruction or modification."
- 4.12.3. "An archaeological site is defined in the Heritage New Zealand Pouhere Taonga Act 2014 as any place in New Zealand (including buildings, structures or shipwrecks) that was associated with pre-1900 human activity, where there is evidence relating to the history of New Zealand that can be investigated using archaeological methods."
- 4.13. Aerial photographs have been examined to determine the approximate age of race R3A & R3A-7. There is no evidence to suggest that either race was in existence prior to 1900. No archaeological assessment has been undertaken or is considered necessary.

Implications for Community Wellbeing

- 4.14. There are not implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.15. The Management Team has reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

- 5.1. As required by the Stockwater Race Closure Policy, feedback is being sought from the following organisations:

- Water Race Advisory Group
- Te Ngāi Tūāhuriri
- Oxford-Ohoka Community Board
- Environment Canterbury
- Fire and Emergency New Zealand
- Fish & Game
- Waimakariri Irrigation Limited
- Hewan Grazing Company Limited (property owner)

Further details of engagement follow.

Mana whenua

- 5.2. Mahaanui Kurataiao Ltd have been engaged on behalf of Te Ngāi Tūāhuriri. MKL will assess the proposal, meet with the kaitiaki representatives of Te Ngāi Tūāhuriri Rūnanga and report back to Council staff.

Water Race Advisory Group

- 5.3. The Water Race Advisory Group discussed the proposal at their 10th of July 2024 meeting. They have no objection and support the closure as it will not impact rates revenue or the function of the scheme.

Hewan Grazing Company Limited

- 5.4. Hewan Grazing Company Limited, 1059 South Eyre Road, have reviewed the closure memo and support the application.

Waimakariri Irrigation Limited

- 5.5. Waimakariri Irrigation Limited (WIL) have reviewed the proposed closure and report the changes will have no impact on the remaining network performance.

Wider Community

- 5.6. The wider community is not likely to be affected by, or to have an interest in the subject matter of this report. No groups other than those listed above have been made aware of the proposed closure.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

Financial Implications

- 6.1. There are no financial implications of the decisions sought by this report.
- 6.2. Across the past 5 years there have been 4 race closures totaling 10.6 km (or 1.2% reduction in overall races length). The total annual rated revenue loss from these closures over the last 5 years is \$1,465 (or 0.25% of the overall water race rates).

Table 1: Financial implications of race closures within the past five years.

| | Year | Race Closed | Length (km) | Impact on annual rated revenue |
|--------------|-------------|--------------------|--------------------|---------------------------------------|
| | 2018 | R8-1 & R3Q-5 | 5.1 | -\$381 |
| | 2020 | R3K-2A | 1.6 | -\$1,084 |
| | 2022 | R4-2 | 3.6 | No impact |
| Total | | | 10.3 | -\$1,465 |

Sustainability and Climate Change Impacts

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

Risk Management

- 6.4. There are not risks arising from the adoption/implementation of the recommendations in this report.

Health and Safety

- 6.5. There are not health and safety risks arising from the adoption/implementation of the recommendations in this report.

7. CONTEXT

Consistency with Policy

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

Authorising Legislation

- 7.2. This matter is covered by the Local Government Act

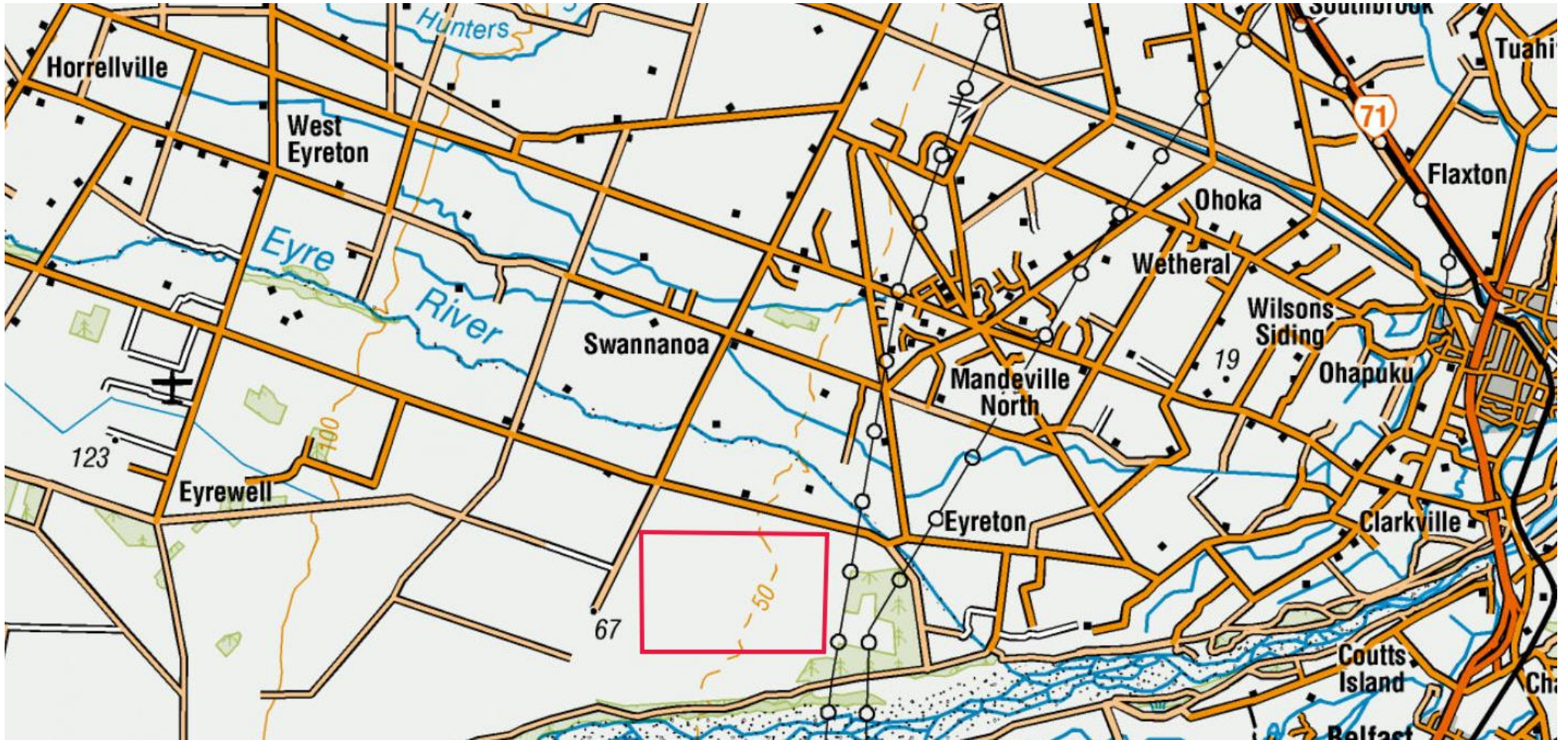
Consistency with Community Outcomes

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

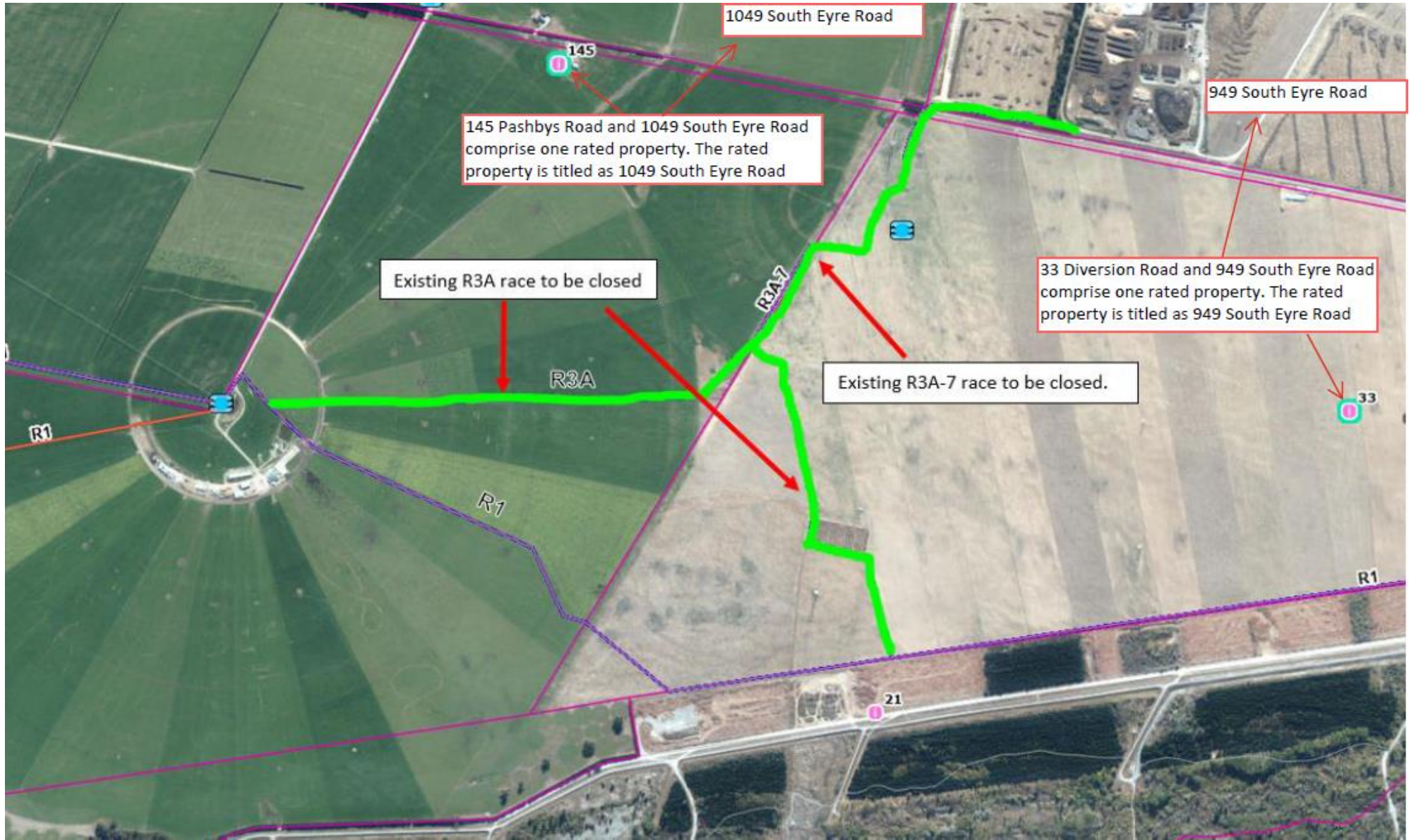
Authorising Delegations

- 7.4. The Community Boards shall be responsible for--
- 7.4.1. 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.
- 7.4.2. To advise the Council and Standing Committees on local implications of such policies, projects and plans, which have district-wide impacts and are referred to the Board for comment.

Attachment i – Location Plan



Attachment ii – Proposed Closure Plan



WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RES-24-03/240823142242

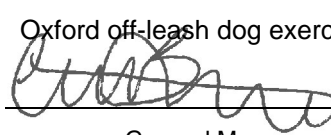
REPORT TO: OXFORD OHOKA COMMUNITY BOARD

DATE OF MEETING: 4 September 2024

AUTHOR(S): Julie Mason, Landscape Architect - Green Space

SUBJECT: Oxford off-leash dog exercise area

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to seek approval from the Oxford-Ohoka Community Board to approve the implementation of The Oaks Reserve Master Plan (Trim: 210122009901)
- 1.2. Over the past decade, there has been significant interest in establishing a dog park in Oxford, with The Oaks Walkway identified as a potential location. Staff have since worked with the previous Oxford Eyre Ward Advisory Group and current Oxford Ohoka Community Board since community support was identified 2016 consultation to seek and attain funding through the Long-Term. This included a weighted matrix analysis of seven potential locations with The Oaks Reserve identified as the most suitable.
- 1.3. Following an in-depth process with Greenspace Staff, the Board approved a plan for a scaled-back, rural township option for an off-leash dog exercise area. This plan included a fenced area with basic amenities such as entrance portals, a poo bag dispenser, and a rubbish bin. A path to the park was included, but no pathways within the dog park unless future budget became available. This approach aimed to balance current economic constraints with the community's needs, providing a safe space for off-lead dog exercise while allowing for future enhancements as funding becomes available.
- 1.4. With a budget of \$102,300 secured within the Long-Term Plan staff undertook community consultation earlier this year with the Oxford community regarding the proposed concept plan to ensure alignment with community needs. Staff have reviewed and summarized community feedback on the draft concept plan. Out of 51 respondents, 35 supported the proposal, 13 were against it, and 3 were mostly supportive as long as the area was well designed. Regarding the landscape Master Plan, out of 49 respondents, 31 supported it, 11 were against it, and 7 mostly supported it with conditions.
- 1.5. Attachments:
 - v. The Oaks Reserve Master Plan (Trim: 210122009901)

2. RECOMMENDATION

THAT the Oxford Ohoka Community Board:

- (a) **Receives** Report No. TRIM number. 240823142242
- (b) **Notes** that staff have undertaken initial consultation with the community through a draft concept plan, Let's Talk feedback flyer and online submission feedback form and staff have considered this feedback within this report.
- (c) **Notes** that budget is included in the Annual Plan/Long Term Plan for the Oxford Dog Park of \$102,300 which is available in this financial year.
- (d) **Notes** staff estimate the cost of works to be \$95,000 including a 10% contingency
- (e) **Approves** The Oaks Reserve Master Plan (Trim: 210122009901) for implementation

3. BACKGROUND

- 3.1. Over the past ten years, there has been growing interest in establishing a dog park in Oxford, with The Oaks Walkway identified as a potential location. Despite community support highlighted in a 2016 consultation, funding applications through the Long-Term Plan and the 2020/21 Annual Plan were unsuccessful. The Board remained committed to creating a fenced dog exercise area within the rural township and in order to support a new bid for the 2021/2031 Long Term Plan, staff conducted a weighted matrix analysis of seven potential locations. The Oaks Reserve emerged as the most suitable site after other locations were discounted due to issues including size, cultural significance, distance, and current usage conflicts.
- 3.2. Following an un-depth process working with Greenspace Staff, the Board approved a plan for a scaled-back, rural township option for an off-leash dog exercise area to suit the community. This would create something which could then be built on over time as the use grows and other funding opportunities came available. This option included a fenced area with basic amenities such as entrance portals, poo bag dispenser and a rubbish bin. A path to the park was included but no pathways within the dog park unless future budget became available. This approach aimed to balance the current economic constraints with the community's needs, providing a safe space for off-lead dog exercise while allowing for future enhancements as funding becomes available.
- 3.3. With this new concept, the Board were successful in having budget included within the Long-Term Plan with a budget of \$102,300 being currently available for the implementation of the dog park on site. Earlier this year staff undertook community consultation with the Oxford community regarding the proposed concept plan to ensure we have things right. This consultation is discussed below along with any subsequent changes to the concept design.

4. ISSUES AND OPTIONS

- 4.1. Staff have reviewed and summarised the community feedback the community on the draft concept plan.
- 4.2. Question 1 asked if the community support a proposal to create an off-leash dog exercise area at the Oaks Reserve. Out of a total of 51 respondents, 35 supported the proposal, 13 were against and 3 were mostly supportive as long as the area was well designed. Additional feedback was provided from many of the respondents which has been grouped into appropriate categories and is as noted as follows:
- 4.3. Feedback from respondents **supportive** of the proposal for an off-leash dog exercise area at the Oaks Reserve:

| Feedback | Qty | Staff Response |
|--|-----|--|
| Already uses the site for walking dogs | 2 | Noted, This site is accessible, reasonably central and is already being utilised a lot by dog walkers. |
| Location is accessible | 3 | |
| Good Location | 4 | |
| Needs/wants a designated area to play/ socialise | 12 | |
| Well designed, waste, pathways, fences etc | 5 | |
| Cost effective | 1 | |
| General positive comments (great idea) | 4 | |

- 4.4. Feedback from respondents that **would be supportive as long as its well designed or are not supportive** of the proposal for an off-leash dog exercise area at the Oaks Reserve:

| Feedback | Qty | Staff Response |
|--------------------------------------|-----|--|
| Not necessary | 7 | Not all members of the community will see the value in any given project. The paired back approach by the Board ensures that a fenced area can be created without excess costs. |
| Waste of money | 6 | |
| Don't believe owners are responsible | 2 | This area is already being used by dog walkers, a fenced area helps protect the safety of other users of the reserve so would help with this concern. |
| Too close to residential/ township | 5 | Proximity to township was a strong request from the Board in selecting a site. Staff have included elements such as fencing/planting to try and reduce the impact on the neighbouring residents. |
| Smelly/ poo | 2 | Poo bag dispensers will be included at the entrance portal along with a rubbish bin. |
| Increase noise | 5 | Staff have included elements such as fencing/planting to try and reduce the impact on the neighbouring residents. |
| Traffic: parking/ speed concerns | 5 | This is a 50kmph area and already an entrance to a well-used reserve. The plan includes a small area of angled parking adjacent to the road. |
| Must Be well designed | 3 | Noted |

- 4.1. Question 2 asked if the community supported the landscape Master Plan for the proposed off-leash exercise area. Out of a total of 49 respondents 31 supported the plan, 11 were

against the plan and 7 mostly supported the plan as long as their concerns were met as noted in the below feedback summaries.

- 4.2. Feedback which was **supportive** of the landscape Master Plan for the proposed off-leash exercise area included:

| Feedback | Qty | Staff Response |
|------------------------------|-----|--|
| Safe | 2 | Noted, Staff believe that this design best suits the area and fits within the confines of the site with a focus on being cost effective. |
| Good Location | 1 | |
| Cost Effective | 1 | |
| General positive (good plan) | 3 | |

- 4.3. Feedback from respondents which was **not supportive** or raised issues with the Master Plan for the proposed off-leash exercise area included.

| Feedback | Qty | Staff Response |
|---------------------------------|-----|---|
| Separate areas small and large | 8 | The area available and chosen by the Board is not large enough to incorporate a small and large area or be expanded in the future. |
| Wants bigger | 7 | |
| Drainage concerns/Wet and Boggy | 3 | This area is wet in winter and it is likely in the future that there will be requests for a formed path for winter use for the dog walkers. This can be added in the future and is included in the plan should future funding become available through other sources. |
| Wants a formed path | 5 | |
| Wants a poo bag dispenser | 2 | Poo bag dispensers have been included in the plan along with a rubbish bin |
| Must be a gate (fenced off) | 2 | The area in the plan is fully fenced and includes a double gate entrance portal |

- 4.4. Based on the above feedback regarding the proposed location of the dog park, staff undertook a review of the former sites considered by the Board in 2020 to identify if any situations had changed which might make these more suitable over the course of the last four years. Staff believe that there have not been sufficient shifts in any of these sites to make a change tenable at this point. Staff acknowledge that the current site is smaller than the dog parks in areas such as Rangiora and Kaiapoi however, these cater for much larger population bases and a more urbanised community and landscape.
- 4.5. In order to find efficiencies, Greenspace staff are always looking for opportunities to reuse materials where possible. Due to this, when a section approximately 100m long of deer style fencing was removed from another location within the district, this was retained and ear marked for this project. This should help reduce the overall cost of implementing the plan.

- 4.6. The Board have the following options available to consider
- 4.7. Option 1: Approve the master plan for implementation: This is the recommended option as the plan provides a cost-effective rural township option for an off leash dog exercise area to suit the community and which can then be built on over time. The community already use this area for dog walking and are looking forward to a dog park within their area. This is the only site the Board have identified as currently available for such use. If the Board approves this option, staff will proceed with tender documentation and delivery on site with the hope that the dog park would be open by Christmas.
- 4.8. Option 2: Not approve the Master Plan for implementation. This is not recommended as the Board and staff have spent considerable time over the last eight years considering a dog park, identifying appropriate locations and developing the plan. The budget is currently available, and costs are only likely to increase with time. Any changes to the plan requested by the Board would need to be reviewed and costed by staff with a follow up report to the Board for approval which will delay the implantation and opening of the dog park. As the site is wet in winter, it is hoped that construction can begin in the warmer months and any delays could jeopardise this.

5. Implications for Community Wellbeing

- 5.1. There are implications on community wellbeing by the issues and options that are the subject matter of this report.
- 5.2. The community feedback on the proposed off-leash dog exercise area at Oaks Reserve walkway shows mixed opinions. While there are a much larger number of supporters for the dog park, there are legitimate concerns raised by respondents also which have been considered and addressed above. Supporters highlight the area's accessibility, good location, and the need for a designated space for dogs to play and socialize. They also emphasize the importance of a well-designed area with waste management, pathways, and fences. Opponents, however, raise concerns about noise, smell, proximity to residential areas, and traffic issues. Some are sceptical about dog owners' responsibility and see it as a waste of money. The landscape plan received similar mixed feedback, with suggestions for improvements like separate areas for small and large dogs, better drainage, and additional amenities.
- 5.3. Staff addressed the issues raised in the feedback for the proposed off-leash dog exercise area in the Oaks Reserve Master Plan 2020 as attached. This Plan ensures the area is well-designed with clear pathways and secure fencing. Signage will clearly outline rules and expectations about cleaning up after dogs and a waste disposal station and free poo bags will be made available at the entrance to the area. Dense shrubbery will be planted around the perimeter of the park where it adjoins neighbouring properties. The park will be regularly maintained to manage odours and cleanliness.
- 5.4. The Management Team has reviewed this report and support the recommendations.

6. COMMUNITY VIEWS

6.1. Mana whenua

Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report. Currently, the Oaks Reserve is an open greenspace area with no formalised activity. Consultation was publicly available for anyone who wanted to comment on the proposal.

6.2. **Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. Currently, the Oaks Reserve is an open greenspace area with no formalised activity. The Keep Oxford Beautiful group have been actively involved in plantings throughout the Oaks Reserve and considerations for existing planting will be made when pathways and works are being implemented.

6.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. Consultation was undertaken with the wider community and the results of this consultation are included in the Issues and Options section of this report.

7. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

7.1. **Financial Implications**

There are financial implications of the decisions sought by this report.

This budget is included in the Annual Plan/Long Term Plan for the Oxford Dog Park of \$102,300 which is available in this financial year.

Staff have undertaken a cost analysis of this project and estimate the cost of implementing the physical works within this plan is approximately \$95,000 This includes a standard 15% contingency. This price includes buffer planting along the eastern boundary of the neighbouring property but not planting around the wider edges of the dog park. Some of these other edges have already been planted by Keep Oxford Beautiful who have expressed an ongoing interest in planting and beautifying the area. Staff will continue to work with this group to establish what planting is possible.

Once the physical works are completed, staff will also look to utilise any remaining contingency budget for additional planting in these areas also.

7.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do have sustainability and/or climate change impacts. Sustainability is about more than protecting our resources, it encompasses everything from energy and material use to ensuring that our people can live healthy and fruitful lives.

Dog parks are important to the wellbeing of our communities as they provide space for dogs and their owners alike to recreate, socialise and enjoy the outside world in safe and controlled environments. The provision of an accessible Dog Park provides for the needs of all whom want to use the space and therefore has a positive impact on the ongoing sustainability of the community. As noted, where possible staff are reusing materials such as the existing bridge and the fencing from a different site which reduces material costs and resources. The addition of native planting areas will also help the local biodiversity

6.3 **Risk Management**

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

6.4 **Health and Safety**

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

All projects require work to be undertaken within Council reserves (and/or road reserves) and in particular holes being dug and the use of tools and/or machinery. If approved, staff would require any contractors/volunteer community groups to be Site wise approved and/or to submit an appropriate health and safety plan (Site Specific Safety Plan – SSSP). This will need to be completed by the project manager prior to construction beginning on site.

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**

Sports and Recreation Reserve Management Plan

Reserves Act 1977

Local Government Act 2002

8.3. **Consistency with Community Outcomes**

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

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

- Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.
- Our community groups are sustainable and able to get the support they need to succeed.
- Our community has equitable access to the essential infrastructure and services required to support community wellbeing.

Environmental: That values and restores our environment...

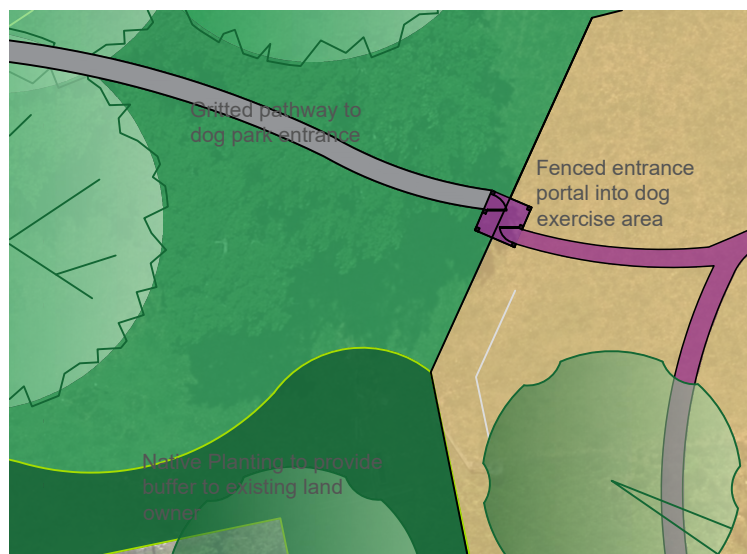
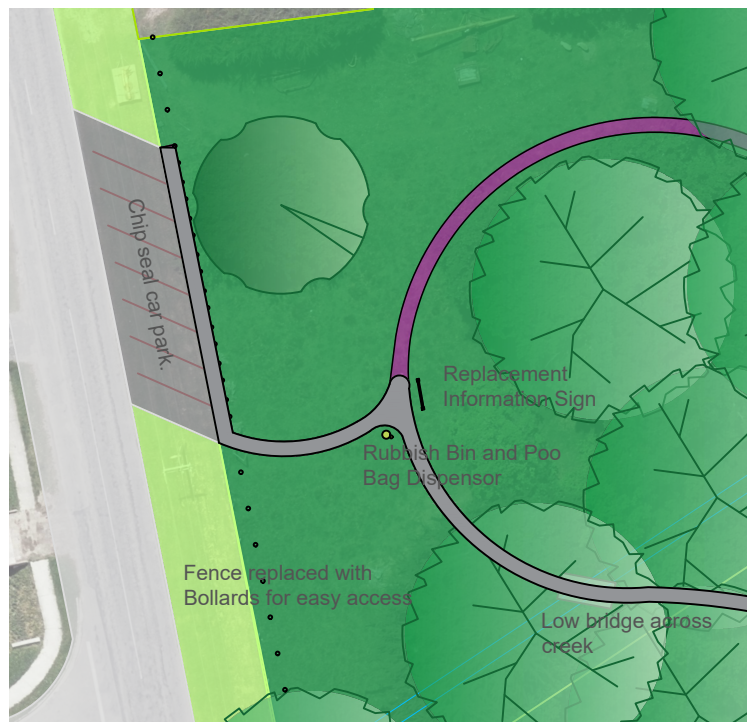
- People are supported to participate in improving the health and sustainability of our environment.
- Land use is sustainable; biodiversity is protected and restored.
- The natural and built environment in which people live is clean, healthy and safe.
- Our communities are able to access and enjoy natural areas and public spaces.

Economic: ...and is supported by a resilient and innovative economy.

- Infrastructure and services are sustainable, resilient, and affordable.

8.4. **Authorising Delegations**

The Oxford Ohoka Community Board has delegated authority to approve the recommendations in this report.



- KEY**
- The Oaks Walkway Reserve
 - Future Expansion of Cemetery and Memorial Space.
 - Proposed Dog Exercise Area
 - Proposed Mown Path
 - Proposed Formed Gritted Path
 - Proposed Dog Park Standard Fence
 - Existing Drainage Channel

- NOTES**
1. PROPOSED DOG PARK APPROXIMATELY 7500M² (0.75ha)
 2. PROPOSED WOODLAND AREA APPROXIMATELY 13000M² (1.3ha)
 3. THE DOG PARK IS RELIANT ON A SUCCESSFUL ALLOCATION OF FUNDS WITHIN THE 2021/31 LONG TERM PLAN. SHOULD FUNDING NOT BE APPROVED, STAFF WILL LIAISE WITH THE COMMUNITY BOARD AS TO THE ONGOING PLAN FOR THIS SPACE.
 4. WORK IS UNDERWAY TO IDENTIFY ANY UNMARKED GRAVES IN THE AREA NORTH OF THE OAK TREES. ONCE COMPLETE, THIS MAY REQUIRE AMENDMENTS TO THIS PLAN.



| ISSUE | AMENDMENT | APPD. | DATE | NOO | NAME | DATE | ORIGIN OF LEVELS | SCALES |
|-------|-----------|-------|------|-----|---------------------|----------|-----------------------|---------------------|
| A | | | | | | | | PLAN 1:1000 |
| | | | | | DESIGNED G STEPHENS | 22/01/21 | | DETAILS N/A |
| | | | | | DRAWN G STEPHENS | 22/01/21 | ORIGIN OF COORDINATES | LONG SECT hor. N/A |
| | | | | | CHECKED | | | LONG SECT vert. N/A |
| | | | | | RECOMMENDED | | | REFERENCE FB: LB: |

PROJECT TITLE
THE OAKS RESERVE

SHEET TITLE
2020 DRAFT MASTER PLAN

| | |
|-------------|---------------|
| PROJECT No. | RES-24-03 |
| FILE No. | RES-24-03 |
| SHEET No. | 1 OF 1 |
| PLAN No. | |
| ISSUE | (A) B C D E F |

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV-26-10-06 / 240820139778

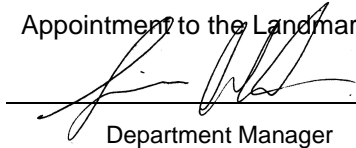
REPORT TO: OXFORD-OHOKA COMMUNITY BOARD

DATE OF MEETING: 4 September 2024

FROM: Kay Rabe, Governance Adviser

SUBJECT: Appointment to the Landmarks Committee

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


Department Manager


Chief Executive

1. SUMMARY

- 1.1 The purpose of this report is to consider the appointment of an Oxford-Ohoka Community Board (the Board) representative to the Waimakariri Landmarks Committee, as it is believed that elected members have unique knowledge of the district which would assist the Landmarks Committee to understand the history of buildings and sites in the area.
- 1.2 Community Board member Mark Brown has indicated an interest with being appointed to this Committee. Representatives from the Council and the Rangiora-Ashley ward are also being sought, while the Kaiapoi-Woodend ward is already represented.

Attachments:

- i. Correspondence from the Waimakariri Landmarks Committee (Trim Ref: 240820139755).
- ii. Landmarks – Rangiora Plaques Programme Agreement (Trim Ref: 05121200001[V2]).
- iii. Landmarks – Kaiapoi Plaques Programme Agreement (Trim Ref: 070724023204).

2. RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 240820139778.
- (b) **Approves** the appointment of Board Member..... as the Board representative and liaison person to the Waimakariri Landmarks Committee.

3. BACKGROUND

- 3.1 At the meeting held on 6 December 2022, the Council authorised Community Boards to appoint representatives or liaison people to various outside organisations and/or groups.
- 3.2 Staff have received a letter from the Waimakariri Landmarks Committee (the Committee) requesting the Board to appoint a representative to the Group.

4. ISSUES AND OPTIONS

- 4.1 Many community groups have a long association with the Council and Community Boards. Board members appointed to outside organisations will be expected to act as liaisons between these organisations and the Board. Community Board members will, therefore, be expected to attend meetings and other functions of these organisations to convey matters that may

interest the groups, such as Annual and Long Term Plan consultations and possible Discretionary Grant funding. Board members will also be expected to report back to the Board on the activities and concerns of the groups.

- 4.2 The Committee was created to recognise buildings, sites, and locations of historic significance in Rangiora. In 2007, the programme was extended to Kaiapoi. The Committee identifies buildings, sites, and locations that meet set criteria, recognises them for their historic importance to the district, and presents them with a plaque recognising their heritage status. The Committee wishes to extend the programme to the whole district.
- 4.3 Board representatives are not considered executive members of the groups/organisations and generally do not hold voting rights at their meetings (often due to the groups' constitutional rules). The Landmarks Committee Agreement does not make provision for voting. However, it states that representatives need to agree on the wording of the plaques and if not, the preferred wording of the building owner would be used.
- 4.4 Although the Board does not have a requirement to appoint a Committee member to the Landmarks Group, it plays an important role in representing and advocating for the interests of its local area. Therefore, Community Board representation would bring valuable insight into the importance of buildings, sites, and locations within the district's geographical area. It would benefit the Board to connect with owners of historic buildings and sites in the District, which are often privately owned, to establish connections between the Council and property owners.
- 4.5 Community Board representatives, as part of the Committee, will be expected to research the history of nominated buildings on behalf of the programme during meetings and on their own time. The representative is expected to attend meetings every four weeks. The meetings would typically be in the afternoon (approximately 4 p.m.) and may take place in Rangiora or Kaiapoi. They are expected to run for approximately one to one and a half hours.
- 4.6 **Implications for Community Wellbeing**
The issues and options that are the subject of this report have no implications for community well-being.
- 4.7 The Management Team have reviewed this report and supports the recommendations.

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 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**
Many community groups and organisations have a long association with the Board. The Board works actively with community groups and organisations for the betterment of the community.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

- 6.1. **Financial Implications**
 - 6.1.1 The decisions sought by this report have no financial implications. Representing the Board on outside Committees, Advisory Groups, and organisations is covered through existing Operational Budgets.
 - 6.1.2 No additional remuneration is provided for representing the Board on outside Committees, Advisory Groups, and organisations, as that is considered part of an elected member's regular duty.

6.2. Sustainability and Climate Change Impacts

The recommendations in this report do not 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

No health and safety risks are 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

Local Government Act 2002 – schedule 7, part 1, clauses 30 and 31.

7.3. Consistency with Community Outcomes

There are wide-ranging opportunities for people to contribute to the decision-making by public organisations that affect our District.

7.4. Authorising Delegations

Council Delegation SD-M1041.

Our Reference: GOV-26-10-04 / 240820139755

15 August 2024

Dear Thea

Waimakariri Landmarks Committee – Appointment of new members

The purpose of this letter is to seek the appointment of three new members into the Waimakariri Landmarks Committee. These three persons currently serve on their respective Council Community Boards and seek to join the Landmarks Committee in both their private and professional capacity. These three members are as follows:

- Bruce McLaren: Member of the Rangiora-Ashley Community Board
- Tim Fulton: Councillor and member of the Oxford-Ohoka Community Board
- Mark Brown: Member of the Oxford-Ohoka Community Board

What is the 'Landmarks' Committee?

'Landmarks' was created to recognise buildings, sites and locations of historic significance in Rangiora, and the programme was later extended to Kaiapoi in 2007. It is a partnership between the Waimakariri District Council, the Rangiora & Districts Early Records Society, and the Kaiapoi District Historical Society, making up the Landmarks Committee.

What is the purpose of 'Landmarks'?

Under the programme, buildings, sites and locations within the District, that meet a set criteria, are recognised for their historic importance to the District and are presented with a plaque recognising their heritage status.

The Landmarks Committee members research the history of nominated buildings on behalf of the programme.

Why do they need Community Board representation?

As Community Boards play a role in representing and advocating for the interests of their local area, making decisions on behalf of the communities they represent, Community Board representation by Bruce McLaren, Tim Fulton and Mark Brown would be valuable to the Landmarks Committee. Being Community Board members, this means that they have valuable insight as to the importance of buildings, sites and locations within the District, and in particular within areas in the District that they represent on their respective Boards.

Bruce McLaren, Tim Fulton and Mark Brown all have an interest in the historic importance of the District. Therefore, their interest in this matter would see that their appointment into the Landmarks Committee helps to further enhance the notable work that the Committee historically has and continues to undertake within the District.

What will be expected from the Community Board representatives?

The expectation of the Community Board representatives as part of the Landmarks Committee would be to research the history of nominated buildings on behalf of the programme during meetings, and some time outside of meetings in their own personal time.

The representatives would be expected to attend a face to face meeting with the Committee, every four weeks or so. The details of the meetings are outlined in the 'date, times and venue of meetings' section below.

The representatives would be expected to attend any events, where practical, at such time that buildings, sites and/ or locations within the District are formally recognised for their historic importance with plaques, or of a similar nature.

Date, times and venue of meetings

The Landmark Committee typically meets face to face approximately every four weeks. The meetings are typically in the afternoon (approximately 4pm) and may take place in the Council High Street office or in Kaiapoi. They run for approximately 1 – 1.5 hours.

Yours sincerely



Brooke Benny
**Intermediate Resource Management Planner
 & Chair of Waimakariri Landmarks Group**

LANDMARKS

Rangiora Plaques Programme Agreement

1. Parties

Waimakariri District Council and;

Rangiora & Districts Early Records Society Inc.

2. Name of Plaques and Programme

2.1 The name of the programme and the plaques is to be *Landmarks*.

3. Purpose of Programme

3.1 To recognise and encourage the preservation of heritage buildings, sites and structures, and buildings which contribute to the townscape in Rangiora.

4. Buildings and sites to be included in Programme

4.1 All buildings, sites and structures identified in the District Plan as listed heritage items are eligible to be included in the programme.

4.2 It is also acknowledged that the Rangiora & Districts Early Records Society Inc. can include other buildings, sites and structures to the programme that are not identified in the District Plan register, but meet the purpose of the *Landmarks* programme.

5. Funding of Programme

5.1 The Waimakariri District Council will fund up to a maximum of three plaques per year, subject to availability of funding. This will be limited to buildings, sites or structures that are listed in the heritage register in the District Plan.

5.2 The Rangiora & Districts Early Records Society Inc. will fund up to a maximum of three additional plaques per year, subject to availability of funding. These can include those buildings, sites or structures not included in the District Plan heritage register.

05121200001[v2]

548-024-019-1



TRIM Record Number

6. Wording

- 6.1 The plaques are to state the essential and timeless facts:
- Name of the building, site or structure
 - Date built
 - Designer/architect
 - Builder
 - Design and materials of building, site or structure; and
 - Any other significant and relevant facts directly associated with the history of the building, site or structure.
- 6.2 Both parties shall work together to research the facts identified in 6.1 above.
- 6.3 One representative from both the Waimakariri District Council and the Rangiora & Districts Early Records Society Inc. shall meet and use their best endeavours to reach a consensus on the final wording of the plaque.
- 6.4 When a consensus cannot be reached in 6.3 above. The final wording shall be approved by the organisation funding the plaque.
- 6.5 The building owner shall also approve the final wording of the plaque.

7. Design and Appearance

- Wording is to be in *Times New Roman* font.
- The plaques are to be made in aged bronze.
- Oval shaped in approximately (270mm horizontal axis by 200mm vertical axis)
- Fixed to the building, site or structure in the most appropriate method.
- There shall be no naming rights on the plaque (either the Waimakariri District Council, the Rangiora & Districts Early Records Society Inc. or any other sponsors name).
- The design for all plaques shall be the same, whether funded by the Waimakariri District Council or the Rangiora & Districts Early Records Society Inc.

Note: To ensure consistency of production the parties agree to use the same suppliers to produce the plaques.

8. Responsibilities

- 8.1 The Rangiora & Districts Early Records Society Inc. is to be responsible for ensuring that the consent of the owner of the building, site or structure is obtained.
- 8.2 The Waimakariri District Council is to be solely responsible for organising the casting of the plaques that it has funded.
- 8.3 The Rangiora & Districts Early Records Society Inc. is to be solely responsible for organising the casting of the plaques that it has funded.
- 8.4 The Rangiora & Districts Early Records Society Inc. is to be responsible for fixing all plaques to the buildings, sites or structures.

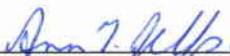
9. Maintenance

- 9.1 The plaques when fixed to the building, site or structure become the property of the owner of the building, site or structure. However, the Waimakariri District Council and the Rangiora & Districts Early Records Society Inc. will ensure that the plaques, with the owners consent, are maintained to an appropriate standard, or are replaced if damaged.

SIGNED:



For Waimakariri District Council



For Rangiora & Districts Early Records Society Inc.

DATE: 12-12-05.

PROCESSED IN TRIM

LANDMARKS

Kaiapoi Plaques Programme Agreement

1. Parties

Waimakariri District Council and;

Kaiapoi District Historical Society Inc.

2. Name of Plaques and Programme

2.1 The name of the programme and the plaques is to be *Landmarks*.

3. Purpose of Programme

3.1 To recognise and encourage the preservation of heritage buildings, sites and structures, and buildings which contribute to the townscape in Kaiapoi.

4. Buildings and sites to be included in Programme

4.1 All buildings, sites and structures identified in the District Plan as listed heritage items are eligible to be included in the programme.

4.2 It is also acknowledged that the Kaiapoi District Historical Society Inc. can include other buildings, sites and structures to the programme that are not identified in the District Plan register, but meet the purpose of the *Landmarks* programme.

5. Funding of Programme

5.1 The Waimakariri District Council will fund up to a maximum of three plaques per year, subject to availability of funding. This will be limited to buildings, sites or structures that are listed in the heritage register in the District Plan.

5.2 The Kaiapoi District Historical Society Inc. will fund up to a maximum of three additional plaques per year, subject to availability of funding. These can include those buildings, sites or structures not included in the District Plan heritage register.

6. Wording

6.1 The plaques are to state the essential and timeless facts:

- Name of the building, site or structure
- Date built
- Designer/architect
- Builder
- Design and materials of building, site or structure; and

- Any other significant and relevant facts directly associated with the history of the building, site or structure.
- 6.2 Both parties shall work together to research the facts identified in 6.1 above.
- 6.3 One representative from both the Waimakariri District Council and the Kaiapoi District Historical Society Inc. shall meet and use their best endeavours to reach a consensus on the final wording of the plaque.
- 6.4 When a consensus cannot be reached in 6.3 above. The final wording shall be approved by the organisation funding the plaque.
- 6.5 The building owner shall also approve the final wording of the plaque.

7. Design and Appearance

- Wording is to be in *Times New Roman* font.
- The plaques are to be made in aged bronze.
- Oval shaped in approximately (270mm horizontal axis by 200mm vertical axis)
- Fixed to the building, site or structure in the most appropriate method.
- There shall be no naming rights on the plaque (either the Waimakariri District Council, the Kaiapoi District Historical Society Inc. or any other sponsors name).
- The design for all plaques shall be the same, whether funded by the Waimakariri District Council or the Kaiapoi District Historical Society Inc.

Note: To ensure consistency of production the parties agree to use the same suppliers to produce the plaques.

8. Responsibilities

- 8.1 The Kaiapoi District Historical Society Inc. is to be responsible for ensuring that the consent of the owner of the building, site or structure is obtained.
- 8.2 The Waimakariri District Council is to be solely responsible for organising the casting of the plaques that it has funded.
- 8.3 The Kaiapoi District Historical Society Inc. is to be solely responsible for organising the casting of the plaques that it has funded.
- 8.4 The Kaiapoi District Historical Society Inc. is to be responsible for fixing all plaques to the buildings, sites or structures.

9. Maintenance

- 9.1 The plaques when fixed to the building, site or structure become the property of the owner of the building, site or structure. However, the Waimakariri District Council and the Kaiapoi District Historical Society Inc. will ensure that the plaques, with the owners consent, are maintained to an appropriate standard, or are replaced if damaged.

SIGNED:



For Waimakariri District Council



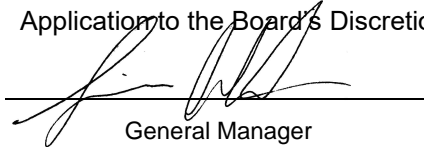
The Kaiapoi District Historical Society Inc.

DATE: 7.8.07

LANDMARKS

KAIAPOI BUILDINGS AND SITES BEING RESEARCHED.

| | |
|--|-------------------------------|
| Courthouse – Kaiapoi Museum | 145 Williams Street |
| Kaiapoi Woollen Mill | 35 Ranfurly Street |
| Riverside Centre (ex Rialto Theatre) | 45 Charles Street |
| Bank of New Zealand building & fence | 188 Williams Street |
| Chadwell – Residence | 250 Williams Street |
| Railway Station (now Kaiapoi Information Centre) – Riverbank | |
| Riverside Shopping Centre (Blackwells) | 121 Raven Quay |
| St Bartholomew's Church | 23B Cass Street |
| World War One Memorial | Memorial Reserve Raven Quay |
| Hitching Post and Drinking Fountain | Cnr Williams /Charles Streets |

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-26-10-06 / 240809132742**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD**DATE OF MEETING:** 4 September 2024**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 |
|---------------------------|--|------------------|
| Lees Valley House Holders | Towards the purchase of two defibrillators | \$3,724 |
| Total | | \$3,724 |

Attachments:

- i. An application from Lees Valley House Holders (Trim Ref: 240712114572).
- iii. A spreadsheet showing the grants for the previous two years.
- iv. Board funding criteria 2024/25 (Trim: 210603089866).

2. RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 240809132742.
- (b) **Approves** a grant of \$.....to Lees Valley House Holders to purchase one or two defibrillators.

OR

- (c) **Declines** the Lees Valley Householders application and suggests it looks for support of this initiative from St John Ambulance, Department of Conservation or Fire and Emergency.

3. BACKGROUND

3.1 The **Lees Valley Householders** seek funding to install two defibrillators at the northern and southern ends of the valley, respectively.

3.3 The current balance of the Oxford-Ohoka Community Board's 2024/25 Discretionary Grant Fund is \$3,932.

4. **ISSUES AND OPTIONS**

Lees Valley Householders (the Group)

4.1 Information provided by the Group:

- 4.1.1 The group meets throughout the year to connect socially and discuss community issues which need addressing. The group is very aware of the Less Valley community's isolation, and to assist in improving community safety, they wish to install defibrillators on each end of the valley.
- 4.1.2 Lees Valley has no cellphone reception and is a 50-minute drive to the nearest town in good conditions. Defibrillators would, therefore, increase the chances of survival in emergencies. Thus ensuring that health resources are readily available, which would benefit the whole community.
- 4.1.3 The estimated cost of a defibrillator is \$3,724 and if the group's application is unsuccessful, the two defibrillators will still be purchased. However, this would mean further delays while the residents raise funds through other methods. The group is also considering requesting funding from the Hurunui District Council for this initiative.

4.2 Council Evaluation:

- 4.2.1 The application complies with the Board's Discretionary Grant Criteria as it is from a local non-profit community group. However, the group requested funding to purchase two defibrillators at an estimated cost of \$7,448, which is well over the general limit of \$750 usually granted by the Board in a financial year.
- 4.2.2 According to the application, only 60% of the people who will benefit from the defibrillators reside in the Oxford-Ohoka Ward. Also, no indication of the number of residents who will benefit from the project was provided.
- 4.2.3 It should be noted that the defibrillators would require ongoing maintenance, such as servicing, pads, and batteries, for which the group may approach the Board for funding in the future. However, at this stage, the group has indicated that it would pay for any maintenance itself.
- 4.2.4 Due to the significant cost involved, staff liaised with the Council's Civil Defence Emergency Management Team to ascertain if there were any other funding sources that the group could access. They suggested that the group approach St John Ambulance, Department of Conservation, or Fire and Emergency for assistance.

4.2.5 This is the first application that the Board has received from the group.

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

4.4 **Implications for Community Wellbeing:**

The issues and options that are the subject matter of this report have no implications for community wellbeing; however, it should be noted that the ability to access defibrillators would affect a small, isolated community.

4.5 The current balance of the Board's 2024/25 Discretionary Grant Fund is \$3,932. If \$750 is granted, the Board will have \$3,182 left for the remainder of the financial year.

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**

Given that this is a very localised issue, the wider community is not likely to be affected by or have an interest in the subject matter of this report.

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 \$3,932. If \$750 is granted, the Board will have \$3,182 left for the remainder 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. 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: Lees Valley House Holders⁵¹

Address: [Redacted]

Contact person within organisation: Derek Deans [Redacted]

Position within organisation: Treasurer

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)

Lees Valley House Holders meet throughout the year to connect socially and discuss community issues which need addressing. We are aware of our isolation, so to help improve our safety as a community we need to have 2 defibrillators on hand, and available for the public. One for the North and one for the South end of the valley.

What is the timeframe of the project/event date? ASAP

Overall cost of project: _____ Amount requested: _____

How many people will directly benefit from this project? full time residents of the valley and tourists

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 % Rangiora-Ashley 20 % Woodend-Sefton 10 % Kaiapoi-Tuahiwi 10 %

Other (please specify): _____

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

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

[Redacted]

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

A much higher chance of survival in the case of an emergency. Lees Valley currently has no cellphone reception and is a 50 minute drive to its nearest town.

What is the benefit(s) to your organisation?

Improved Health resources which are much more readily accessible. ⁵²

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

Same as above.

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.

Potentially Hurunui District Council.

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: 4/07/2024

LEES VALLEY HOUSEHOLDER COMM
PRIVATE BAG 61001
OXFORD 7443

0635



Today's statements

| Account type | Account number | Balance |
|---------------|--------------------|-----------|
| Serious Saver | 01-0797-0523342-50 | 11,290.49 |

Serious Saver

Account name LEES VALLEY HOUSEHOLDER COMMITTEE SERIOUS SAVER ACCOUNT
Account number 01-0797-0523342-50
Statement number 00076
Statement period 01 Feb 2024 - 30 Apr 2024

| Date | Transaction type and details | Withdrawals | Deposits | Balance |
|--------------------------------|------------------------------|---------------|----------------|--------------------|
| 01 Feb | Opening balance | | | 11,261.83 |
| 29 Feb | GROSS CREDIT INTEREST PAID | | 11.18 | 11,273.01 |
| 29 Feb | WITHHOLDING TAX PAID | 1.96 | | 11,271.05 |
| 28 Mar | GROSS CREDIT INTEREST PAID | | 10.81 | 11,281.86 |
| 28 Mar | WITHHOLDING TAX PAID | 1.89 | | 11,279.97 |
| 30 Apr | GROSS CREDIT INTEREST PAID | | 12.75 | 11,292.72 |
| 30 Apr | WITHHOLDING TAX PAID | 2.23 | | 11,290.49 |
| Totals at end of page | | \$6.08 | \$34.74 | \$11,290.49 |
| Totals at end of period | | \$6.08 | \$34.74 | \$11,290.49 |

Your available credit is \$11,290.49 as at the closing date of this statement.

AP Automatic Payment
 BP Bill Payment
 DC Direct Credit
 ED Electronic Dishonour
 FX Foreign Exchange
 IP International EFTPOS Transaction
 IF International Payment
AT Automatic Teller Machine
CQ Cheque/Withdrawal
DD Direct Debit
EP EFTPOS Transaction
IM International Money Machine
VT Visa Transaction

Payment dates displayed on bank statements are business day dates only (even if a payment was made or received on a non-business day prior). To find out the date a payment was made or received, you can check your transaction details online, or contact us.



USL Medical

NATIONAL SUPPORT OFFICE

494 Rosebank Road,
Avondale,
P O Box 15-645 New Lynn
Auckland 0640, New Zealand
Telephone 0800 658 814 FreePhone 0800 658 814

www.uslmedical.co.nz

Christchurch Branch
494 Rosebank Rd
Avondale, Auckland 1026

GST Regn No. 10-199-697

Sales Quotation

Quote
CASH SALE ***
cash sale

Quote No. SQ3230566
Date 11 July 2024
Valid Until 11 August 2024
Customer No. 10003A
Order No. DEREK
From CLAIRE

Attention

USL Medical thanks you for the opportunity to quote on the products listed below.

| No. | Description | Qty | UOM | Price | Total |
|----------------------------|--|------|------|----------|-----------------|
| | Freight: SQ3230566 | 1.00 | | 12.00 | 12.00 |
| B61304 | Philips AED Heartstart FRX Defibrillator | 1.00 | EACH | 2,883.00 | 2,883.00 |
| TYXD-E11 | AED cabinet Basic White with Alarm light | 1.00 | EACH | 310.50 | 310.50 |
| TY-S22 | AED STICKER 18cm x 25cm Rectangle | 1.00 | EACH | 32.35 | 32.35 |
| Total NZD Excl. GST | | | | | 3,237.85 |
| 15% GST | | | | | 485.68 |
| Total NZD Incl. GST | | | | | 3,723.53 |

This quotation is based on exchange rates and freight costs current at the time of quotation.
In the event of an increase in costs the company reserves the right to increase pricing and will not increase its profit percentage.

If you require any further information, please do not hesitate to contact us.
The team at USL looks forward to assisting you.

Errors and Omissions excepted.
Prices are exclusive of GST.

| | | 2022/23 | 55 | \$5,990 + Carryover \$ | | | | \$5,990 + \$549 | | |
|--------|--|---|------------|------------------------|-------|--|--------|-----------------|--------|-------|
| | | | | = \$ | | | | = 6539 | | |
| Jul | Swannanoa Volunteer fire brigade | Purchase a BBQ | 7.2.22 | | \$999 | \$500 | \$ | 6,039.00 | | |
| Jul | Waimakariri Dog Training Club Inc. | Towards the cost of purchasing a new BBQ. | 29.08.22 | | \$500 | \$500 | \$ | 5,539.00 | | |
| Jul | Oxford Senior Citizens Club | Towards the cost of hiring transport during the year. | 12.01.23 | | \$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 | 1.11.22 | | \$500 | \$500 | \$ | 4,539.00 | | |
| Sep | Oxford Arts Trust | Sensor Flood Lights for Oxford Gallery | 4.4.23 | | \$500 | \$500 | \$ | 4,039.00 | | |
| Sep | Oxford IFG Adventure | Towards running ICONZ for girls programme | 1-Feb-24 | | \$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 | 12.06.2023 | | \$387 | \$500 | \$ | 2,539.00 | | |
| 15-Feb | Waimakariri Dog Training Club Inc. | Purchase of gazebos | 30.04.23 | | \$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 |

| | | 56 | | | | | |
|-------|--|--|------------|---------|-----------|----|-------------|
| | | 2023/24 \$6,120 + Carryover \$ 39 = \$6,159 | | | | | \$ 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 | | \$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

| | | 57 | | | | | |
|-------|---|--|------------------|---------|-----------|-------------|--|
| | | 2024/25 \$6,330 | | | | \$ 6,330.00 | |
| 3-Jul | Ohoka School Aims Games Basketball Team | towards costs to travel to Turanga for the Games | | \$1,000 | \$ 300.00 | \$6,030 | |
| 3-Jul | Oxford Museum/Oxford Historical Records Society | Towards duple sided teardrop flag | | \$398 | \$398 | \$5,632 | |
| 3-Jul | Ohoka Rugby Club Under 11 | towards attending the NZ Junior Rugby Festival | | \$1,000 | \$500 | \$5,132 | |
| 3-Jul | View Hill School | Towards hosting a Dark Sky event | | \$700 | \$500 | \$4,432 | |
| 7-Aug | Oxford Football Club | Purchase of field marking paint | lie on the table | \$1,000 | | | |
| 7-Aug | Oxford Community Trust | towards catering costs for Day Out event | | \$750 | \$500 | \$3,932 | |

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.

What happens now?

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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?

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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: _____

Our Reference: GOV-26-10-04 / 240820139755

15 August 2024

Dear Thea

Waimakariri Landmarks Committee – Appointment of new members

The purpose of this letter is to seek the appointment of three new members into the Waimakariri Landmarks Committee. These three persons currently serve on their respective Council Community Boards and seek to join the Landmarks Committee in both their private and professional capacity. These three members are as follows:

- Bruce McLaren: Member of the Rangiora-Ashley Community Board
- Tim Fulton: Councillor and member of the Oxford-Ohoka Community Board
- Mark Brown: Member of the Oxford-Ohoka Community Board

What is the 'Landmarks' Committee?

'Landmarks' was created to recognise buildings, sites and locations of historic significance in Rangiora, and the programme was later extended to Kaiapoi in 2007. It is a partnership between the Waimakariri District Council, the Rangiora & Districts Early Records Society, and the Kaiapoi District Historical Society, making up the Landmarks Committee.

What is the purpose of 'Landmarks'?

Under the programme, buildings, sites and locations within the District, that meet a set criteria, are recognised for their historic importance to the District and are presented with a plaque recognising their heritage status.

The Landmarks Committee members research the history of nominated buildings on behalf of the programme.

Why do they need Community Board representation?

As Community Boards play a role in representing and advocating for the interests of their local area, making decisions on behalf of the communities they represent, Community Board representation by Bruce McLaren, Tim Fulton and Mark Brown would be valuable to the Landmarks Committee. Being Community Board members, this means that they have valuable insight as to the importance of buildings, sites and locations within the District, and in particular within areas in the District that they represent on their respective Boards.

Bruce McLaren, Tim Fulton and Mark Brown all have an interest in the historic importance of the District. Therefore, their interest in this matter would see that their appointment into the Landmarks Committee helps to further enhance the notable work that the Committee historically has and continues to undertake within the District.

What will be expected from the Community Board representatives?

The expectation of the Community Board representatives as part of the Landmarks Committee would be to research the history of nominated buildings on behalf of the programme during meetings, and some time outside of meetings in their own personal time.

The representatives would be expected to attend a face to face meeting with the Committee, every four weeks or so. The details of the meetings are outlined in the 'date, times and venue of meetings' section below.

The representatives would be expected to attend any events, where practical, at such time that buildings, sites and/ or locations within the District are formally recognised for their historic importance with plaques, or of a similar nature.

Date, times and venue of meetings

The Landmark Committee typically meets face to face approximately every four weeks. The meetings are typically in the afternoon (approximately 4pm) and may take place in the Council High Street office or in Kaiapoi. They run for approximately 1 – 1.5 hours.

Yours sincerely



Brooke Benny
**Intermediate Resource Management Planner
& Chair of Waimakariri Landmarks Group**

OXFORD-OHOKA COMMUNITY BOARD

Chairs Report Exchange

For the month of August 2024

| MEMBERS' DAIRY | | DISCUSSION POINTS |
|----------------------------|--|---|
| <i>Date</i> | <i>Events members have attended</i> | <i>Community Feedback/Issues Raised</i> |
| 27 July – 10 August | On leave | Had a great time away and was very interesting to see how communities lived in another country that has very different social structure. Also a good example of why we need to keep our water take and resources not only local but stay within New Zealand ownership. Private or overseas investment has contributed to a reliance on bottled drinking water. |
| 13 August | Briefing at Rangiora Council Chambers. Mandeville resurgence workshop | Attending 2 x briefings and a Mandeville resurgence workshop. Still trying to push the fact that we need to have better information about the resurgence patterns from source to end. This would also mean more meaningful data available to input into modelling so that developers either stayed away from the land or developed it with sufficient storm water/drainage capabilities with little downstream impacts. |
| 14 August | Mandeville Resurgence Bus Trip | Most community board members attended this. Was good for councillors to see the areas of concern and maybe better able to put projects into context when discussing flooding issues. Shame that they saw it in its driest form but if we use comparative photos they main still hold more meaning. Good to see Council proactive and wanting to come up with solutions to ease the burden however this needs to be dealt with at a developer level and not inherited but the local communities and the rate payers of our district. |
| 21- 23 August | Community Boards Conference | Overall this was a great experience. It was a reality check, eye opener, some interesting choices of topic matters and a time for reflection. More to come in the report next meeting. 2 members from each community board attended as well as the Mayor and Councillor Goldsworthy. One of the highlights was getting to know these members and hearing the passion they have for their communities. s |

Other work/Updates.

A fair bit of communication with Andrew Shulte re WQL environment court application. At this stage the court has directed mediation and WQL want preliminary meetings (pre mediation meetings) to try and come up with a solution. Transwaste has also joined as an interested party so they will be submitting against the application also. Although they may be limited as to what they can do due to being competitors.

OXFORD-OHOKA COMMUNITY BOARD
MEMBERS INFORMATION EXCHANGE

For the month of August 2024

Members Name: Mark Brown

| MEMBER'S DIARY | | DISCUSSION POINTS |
|-----------------------|-------------------------------------|---|
| <i>Date</i> | <i>Events members have attended</i> | <i>Community Feedback/Issues Raised</i> |
| 7/8/24 | OOCB Meeting-Ohoka | |
| 19/8/24 | OPAC Meeting-Oxford | Internal review of OPAC to be started in Sept |
| 4/8/24 | OPAC Garage Sale trail | Approx 48 sites on the day-big day for Oxford |
| 20/8/24 | Landmark meeting via Teams | |

Sept planned

- 1. OPAC internal review meeting**
- 2. OPAC meeting normal meeting**

OXFORD-OHOKA COMMUNITY BOARD

MEMBERS INFORMATION EXCHANGE

For the month of August 2024

Members Name: Tim Fulton

| MEMBER'S DIARY | | DISCUSSION POINTS |
|----------------|---|--|
| <i>Date</i> | <i>Events members have attended</i> | <i>Community Feedback/Issues Raised</i> |
| 13.8.24 | WDC meetings: Audit&Risk Briefing – Water Well Done Workshop, including update on regional transport | Regional transport – connections to Oxford and Ohoka still not under consideration Some interesting ideas from the room about looping services around our major coastal towns |
| 14.8.24 | Mandeville Resurgence bus trip | A valuable trip for seeing problem areas first hand and visualising what improvements might look like |
| 15.4.24 | Met North Canterbury News photographer at Wolffs Road bridge for an article | The article https://digital.ncnews.co.nz/html5/default.aspx describes current progress toward getting a community group together to assess, then move to restore the bridge. We have willing expertise and resources to move on this project |
| 16.4.24 | District Planning and Regulation portfolio holder meeting – pre-agenda | |
| 17.4.24 | Community Hub Open Day – Cust event | A light turnout but the community has a good record of turning out in real emergencies when needed |
| 20.4.24 | WDC meetings: Utilities and Roading committee meeting | |

| | | |
|---------|--|---|
| | District Planning and Regulation Attended a Landmarks meeting – observer only | |
| 21.8.24 | Rangiora Parking local business community engagement | An observation that most Rangiora traffic appears to enter and exit from the north and west. Good to hear concerns about parking management from local businesses |
| 23.8.24 | Waimakariri Water Zone committee pre-agenda catchup Stop in a Rangiora library for World Poetry Day Council quiz team, the ‘Dodgy Dignatories’. Rangiora RSA | |
| 27.8.24 | Meeting with Barbara Warren, Ohoka Market Pearson Park Advisory meeting | |
| 2.8.24 | Waimakariri Water Zone committee meeting | |
| 3.8.24 | Council meetings | |

Other:

Pleasing to see progress on design and installation of the West Eyreton hall corner heritage display and the associated West Eyreton railway sign. Thanks to Ken Howat, in particular, for keeping up progress on this.

Oxford Health and Fitness Centre Trust – gym extension. Design for interior fitout now in place. Progress continues

OPAC – the group has sought advice from others including Rangiora Promotions, with a mind to reviewing operations

OXFORD-OHOKA COMMUNITY BOARD**MEMBERS INFORMATION EXCHANGE***For the month of August 2024*

Members Name: Pete Merrifield

| MEMBER'S DIARY | | DISCUSSION POINTS |
|-----------------------|-------------------------------------|--|
| <i>Date</i> | <i>Events members have attended</i> | <i>Community Feedback/Issues Raised</i> |
| 6/08 | Grey Power monthly meeting | A number of issues and concerns raised. Respite care beds in Rangiora. State of roads and Waimakariri Gorge bridge. Survey done with older people, Waimakariri seen as a good place to live. Arjay Patel guest speaker, local Pharmacy person. Small pharmacies to disappear, can't compete. |
| 7/08 | Oxford-Ohoka monthly meeting | |
| 11/08 | Site meeting at Wolffs Road | Meet with Tim Fulton regarding saving the bridge. Chatted with a local who came along. |
| 14/08 | Mandeville exploration bus trip. | An interesting trip, showing us work that is to happen and the work that the Council hopes to achieve in the future. |

Other:

Meet with a local who would like to access the Landscape fund.

Following up on a query from my Oxford Museum committee.

OXFORD-OHOKA COMMUNITY BOARD**MEMBERS INFORMATION EXCHANGE***For the month of August 2024*

Members Name: Michelle Wilson

| MEMBER'S DIARY | | DISCUSSION POINTS |
|-----------------------|--|---|
| <i>Date</i> | <i>Events members have attended</i> | <i>Community Feedback/Issues Raised</i> |
| 13 August | Youth Careers Expo | Well attended and a larger variety of stalls this year. An excellent event. |
| 14 August | Mandeville Resurgence Channel Upgrade Project - Bus Tour | Briefing on the issues and upgrade to minimise the impact. |
| 14 August | Alcohol & Drug Harm Prevention Steering Group | Canterbury Licensing Officer from NZ Police shared some helpful statistics about peak times. Migrant exploitation in Bottle Stores a new issue. Rural issue - people needing to attend Christchurch based programmes after losing licence but don't have transport. |