

# Agenda

## Oxford-Ohoka Community Board

Thursday 7 November 2024

6.30pm

West Eyreton Hall  
2 Earlys Road  
West Eyreton

**Members:**

Sarah Barkle (Chairperson)

Thomas Robson (Deputy Chairperson)

Mark Brown

Tim Fulton

Ray Harpur

Niki Mealings

Pete Merrifield

Michelle Wilson

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**AGENDA FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD TO BE HELD AT THE WEST EYRETON HALL, 2 EARLYS ROAD, WEST EYRETON ON THURSDAY 7 NOVEMBER 2024 AT 6.30PM.**

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

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**BUSINESS**

PAGES

1. **APOLOGIES**
2. **PUBLIC FORUM**
3. **CONFLICTS OF INTEREST**
4. **CONFIRMATION OF MINUTES**
  - 4.1. **Minutes of the Oxford-Ohoka Community Board meeting – 2 October 2024** 9-17

*RECOMMENDATION*

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

    - (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 2 October, as a true and accurate record.
  - 4.2. **Matters Arising (From Minutes)**
  - 4.3. **Notes of the Oxford-Ohoka Community Board Workshop – 2 October 2024** 18

*RECOMMENDATION*

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

    - (a) **Receives** the notes of the Oxford-Ohoka Community Board Workshop held on 2 October 2024.
5. **DEPUTATIONS AND PRESENTATIONS**
  - 5.1. **Environment Canterbury – Councillor Claire McKay**

Cr C McKay will be in attendance to update the Board on Environment Canterbury matters.
  - 5.2. **Water Issues – Luis Arevalo, Simon Hales and Marnie Prickett**

L Arevalo, S Hales and M Prickett will be in attendance to discuss likely contaminants in private water supplies.

6. **ADJOURNED BUSINESS**

6.1. **Application from Lees Valley House Holders**

19-31

*RECOMMENDATION*

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

- (a) **Receives** report No. 240809132742.
- (b) **Receives** the information supplied by the Lees Valley House Holders (Trim: 241024185769).
- (c) **Approves** a grant of \$.....to Lees Valley House Holders to purchase one or two defibrillators.

**OR**

- (d) **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.

7. **REPORTS**

7.1. **Approval to Install No-stopping Restrictions Along the Frontage of no. 464 Mandeville Road, Mandeville – Dominic Mansbridge (Project Engineer) and Shane Binder (Senior Transportation Engineer)**

32-38

*RECOMMENDATION*

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

- (a) **Receives** Report No. 240802128102.

*AND*

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

**THAT** the Utilities and Roading Committee:

- (b) **Approves** the installation of no-stopping restrictions on the northern side of Mandeville Road, for a distance of 11m east of the Mandeville Village entry and 8m west of the entry to no. 464 Mandeville Road.
- (c) **Notes** that although the Hire Centre has not yet been constructed, staff will proceed with the installation of the no-stopping lines upon acceptance of this report, in line with discussions with the adjacent landowner.
- (d) **Notes** that there is a resource consent application under review (RC245278) for further development of the Mandeville Village. The recommendations of this report are separate to this application and will have no bearing on its outcome.

7.2. **Storage Container Oxford Art Gallery – Ken Howat (Parks and Facilities Team Leader)**

39-43

*RECOMMENDATION*

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

- (a) **Receives** Report No. TRIM 240826143740.
- (b) **Approves** the installation of a 20 Ft container to be used as a temporary storage area for a period of three years maturing 31<sup>st</sup> October 2028, via a variation to the current lease held onsite by the Arts in Oxford Trust for the land situated at 68 Main Street, pt Lot 3 DP 14094 and lots 1 and 2 DP 14782 pt containing approximately 4047 square metres.
- (c) **Notes** that any security measures for the container is the responsibility of the Arts in Oxford Trust and Council takes no responsibility for the container or its contents.
- (d) **Notes** that the Arts in Oxford Trust are responsible for insuring items or any content that is placed or stored within the container and Council is not obligated to cover the cost of any damage.
- (e) **Notes** that a longer-term storage solution should be considered by the Arts in Oxford Trust prior to the review date of 31<sup>st</sup> October 2028, noting that containers are relocatable and not a permanent solution for storage.
- (f) **Notes** that the Pearson Park Advisory Group supports the placement of the container at the location.
- (g) **Notes** that the location of the container is contingent on the Arts in Oxford Trust obtaining written permission from the Lessor (Oxford Ohoka Community Board) and that this report fulfils that obligation.
- (h) **Notes** that the purchase and relocation costs have been met by the Arts in Oxford Trust who hold the Lease for the parcel of land situated at 68 Main Street, pt Lot 3 DP 14094 and lots 1 and 2 DP 14782 pt containing approximately 4047 square meters more less.
- (i) **Notes** that the Arts in Oxford Trust will provide evidence of current insurance to staff on an annual basis.

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

44-56

*RECOMMENDATION*

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

- (a) **Receives** report No. 240925164897.
  - (b) **Approves** a grant of \$.....to Oxford 24-7 Youth Work towards purchasing archery tag equipment for use during mentoring sessions.
- OR**
- (c) **Declines** the application from Oxford 24-7 Youth Work.

## 8. CORRESPONDENCE

### 8.1. Long Term Plan Response

57-64

*RECOMMENDATION*

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

- (a) **Receives** the Long Term Plan Response (Trim 240216022707).

## 9. CHAIRPERSON'S REPORT

### 9.1. Chairperson's Report for October 2024

65-66

*RECOMMENDATION*

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

- (a) **Receives** the report from the Oxford-Ohoka Community Board Chairperson (Trim 241029187750).

## 10. MATTERS FOR INFORMATION

- 10.1. Woodend-Sefton Community Board Meeting Minutes 14 October 2024.
- 10.2. Rangiora-Ashley Community Board Meeting Minutes 9 October 2024.
- 10.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 21 October 2024.
- 10.4. Council Meeting Schedule from January to October 2025 – Report to Council Meeting 1 October 2024 – Circulates to all Boards.
- 10.5. Health, Safety and Wellbeing Report August 2024 – Report to Council Meeting 1 October 2024 – Circulates to all Boards.
- 10.6. Summary of Discretionary Grant Accountability 1 July 2023 to 30 June 2024 – Report to Rangiora-Ashley Community Board 9 October 2024 – Circulates to Woodend-Sefton, Oxford-Ohoka and Kaiapoi-Tuahiwi Community Boards
- 10.7. Summary of Discretionary Grant Accountability 1 July 2023 to 30 June 2024 – Report to Woodend-Sefton Community Board 14 October 2024 – Circulates to Oxford-Ohoka, Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards
- 10.8. Amendment to Standing Orders – Report to Council Meeting 15 October 2024 – Circulates to all Boards.
- 10.9. July 2023 Flood Recovery Progress Update – Report to Utilities and Roading Committee 15 October 2024 – Circulates to all Boards
- 10.10. Summary of Discretionary Grant Accountability 1 July 2023 to 30 June 2024 – Report to Kaiapoi-Tuahiwi Community Board 21 October 2024 – Circulates to Woodend-Sefton, Rangiora-Ashley and Oxford-Ohoka Community Boards

## **Public Excluded**

- 10.11. **West Eyreton UV Treatments Upgrades Additional Budget – Report to Council Meeting 1 October 2024 – Circulates to Oxford-Ohoka and Rangiora-Ashley Community Board**
- 10.12. **Partial Acquisition of 3 Wards Road, Mandeville – Report to Council Meeting 1 October 2024 – Circulates to Oxford-Ohoka Community Board**

### *RECOMMENDATION*

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

- (a) **Receives** the information in Items.10.1 to 10.10.
- (b) **Receives** the separately circulated public excluded information in items 10.11 to 10.12.

### **Note:**

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

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

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

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

## **12. CONSULTATION PROJECTS**

### **12.1. Solutions to Waste**

<https://letstalk.waimakariri.govt.nz/waste-matters>

Consultation closes Friday 29 November 2024.

### **12.2. Welcoming Communities**

<https://letstalk.waimakariri.govt.nz/welcoming-communities>

## **13. BOARD FUNDING UPDATE**

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

Balance as at 31 October 2024: \$4,032.

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

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

## **14. MEDIA ITEMS**

## **15. QUESTIONS UNDER STANDING ORDERS**

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

**NEXT MEETING**

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

**Workshop**

- *Parking Issues – Shane Binder (Senior Transportation Engineer) 20 Minutes*
- *Mandeville Resurgence Channel Update – Jason Recker (Stormwater and Waterways Manager) 20 Minutes*
- *Members Forum*



**MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD AT THE OXFORD TOWN HALL, MAIN STREET, OXFORD ON WEDNESDAY 2 OCTOBER 2024 AT 7PM.**

**PRESENT**

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

**IN ATTENDANCE**

G Cleary (General Manager Utilities and Roading), B Charlton (Environmental Services Manager), N Thenuwara (Policy Analyst), L Lee (Senior Environmental Compliance Officer), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

**1. APOLOGIES**

There were no apologies.

**2. PUBLIC FORUM**

There were no members of the public present.

**3. CONFLICTS OF INTEREST**

There were no conflicts declared.

**4. CONFIRMATION OF MINUTES**

**4.1. Minutes of the Oxford-Ohoka Community Board meeting – 4 September 2024**

Moved: T Robson                      Seconded: M Wilson

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

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 4 September, as a true and accurate record.

**CARRIED**

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

There were no matters arising.

**4.3. Notes of the Oxford-Ohoka Community Board Workshop – 4 September 2024**

Moved: P Merrifield                      Seconded: M Brown

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

- (a) **Receives** the notes of the Oxford-Ohoka Community Board Workshop held on 4 September 2024.

**CARRIED**

**5. DEPUTATIONS AND PRESENTATIONS**

Nil.

**6. ADJOURNED BUSINESS**

### 6.1. Application from Oxford Football Club

K Rabe noted that the report going to the Rangiora-Ashley Community Board regarding the use of the Cust Domain had not yet been presented to the Board for a decision. She noted from the Club's letter the money was going to be used primarily for Pearson Park.

Moved: M Brown                      Seconded: T Robson

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

- (a) **Approves** a grant of \$500 to the Oxford Football Club to purchase field marking paint to maintain the Junior and Senior pitches at Pearson Park and current Cust Domain pitch.

**LOST**

P Merrifield commented that it was disappointing that the Board were considering granting the Club \$500 for white paint on the ground which would only last three to four weeks and would have preferred to have funded equipment or something longer lasting. He acknowledged the Club had received funding from the Board previously for new uniforms and footballs which was something that would last a while.

N Mealings noted on page 37 of the agenda the letter stated the funding requested was predominantly for Pearson Park rather than the existing single pitch at Cust domain. The cost to maintain the Cust pitch was around \$120 of the \$1,728 cost of the paint budgeted by the Club. The reduced amount requested was purely for Pearson Park and would be \$931. She presumed that was an annual cost.

Moved: N Mealings                      Seconded: T Fulton

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

- (a) **Approves** a grant of \$500 to the Oxford Football Club to purchase field marking paint to maintain the Junior and Senior pitches at Pearson Park.

**CARRIED**

P Merrifield against.

N Mealings commented that the Club had delineated what amounts were for which pitches annually. The reduced grant would give the opportunity for other community organisations to apply for funding.

## 7. REPORTS

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

K Rabe spoke to the report noting the North Canterbury Inclusive Sports Festival held their inaugural event in 2023 which had proved to be very successful. She explained only a portion of what the Board had granted to them in 2023 had been used. The Committee were looking to hold another festival in 2024 and had been to all Community Boards for funding. Most had agreed to fund them, however, had suggested that in 2025 they looked at other funding sources.

T Fulton noted that other Boards had suggested that they looked for other funding in future. He asked if Boards had the ability to determine where groups sourced funding. K Rabe noted that it was not included in the motion but in the letter, she sent advising of their successful funding application.

N Mealings noted the report stated that the application did not comply with the criteria. However, in paragraph 6.1.3 it noted the application criteria specified that grants were customarily limited to \$750 per application with a maximum of \$1,000 in a financial year. She did not see how the application did not comply as they had only applied twice over two years. K Rabe explained that last year they had not specified what the funding was for

noting it was for hosting the event. As this was looking like becoming an annual event the criteria noted that groups could not send in repeat applications indefinitely, groups were encouraged to look at other options for funding.

Moved: T Robson            Seconded: R Harpur

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

- (a) **Receives** report No. 240823142292.
- (b) **Approves** a grant of \$150 to North Canterbury Inclusive Sports Festival to host the Inclusive Sports Festival at the MainPower Stadium on 4 October 2024.

**CARRIED**

T Robson commented it was around 10% of what they were asking for in total and around 15% of residents would benefit in the Board's area.

K Rabe noted that the Oxford Taekwondo Club had mentioned they would be assisting with buying the safety equipment. There was a question that if the Club was only assisting purchasing the equipment who would the equipment then belong to. The Club had advised that it would retain the safety gear to be used during training in future years.

P Merrifield asked if the Club did not already have training gear. K Rabe noted that there was a previous allocation from the Board for training/safety gear. She commented that the gear got old and needed to be replaced.

Moved: T Robson            Seconded: R Harpur

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

- (c) **Approves** a grant of \$230 to Oxford Alpine Taekwondo for the purchase of safety gear for members attending the Blenheim Olympic Tournament on 21 October 2024.

**LAPSED**

Moved: T Fulton            Seconded: M Wilson

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

- (d) **Approves** a grant of \$250 to Oxford Alpine Taekwondo for the purchase of safety gear for members attending the Blenheim Olympic Tournament on 21 October 2024.

**CARRIED**

7.2. **Summary of Discretionary Grant Accountability 1 July 2023 to 30 June 2024 – K Rabe (Governance Advisor)**

K Rabe spoke to the report noting it provided details on how the Board's funding had been spent in the previous financial year.

Moved: T Robson            Seconded: S Barkle

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

- (a) **Receives** Report No. 240822141500.
- (b) **Notes** that of the \$6,159 allocated to the Board for the 2023/24 financial year, \$5,662 was distributed for events and projects within the community.
- (c) **Notes** that the remaining \$497 was returned to the Council as unspent.
- (d) **Circulates** a copy of this report to all other Community Boards for information.

**CARRIED**

7.3. **2025 Oxford-Ohoka Community Board's Meeting Schedule – K Rabe (Governance Advisor)**

K Rabe spoke to the report noting it was the annual report that set out the Boards meetings for the following year.

Moved: T Robson                      Seconded: M Wilson

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

- (a) **Receives** report No. 240828144956.
- (b) **Resolves** that Board meetings scheduled on Wednesday 6 November and 4 December 2024 commence at 6.30pm.
- (c) **Resolves** to hold Community Board meetings on the first Wednesday, following the Council meeting on the following dates and locations, commencing at 6.30pm, to be reviewed in March 2025:

5 February 2025 (Wednesday)	West Eyreton Hall
5 March 2025 (Wednesday)	Oxford Town Hall
2 April 2025 (Wednesday)	Ohoka Community Hall
7 May 2025 (Wednesday)	Ohoka Community Hall
4 June 2025 (Wednesday)	Oxford Town Hall
2 July 2025 (Wednesday)	Oxford Town Hall
6 August 2025 (Wednesday)	Oxford Town Hall
3 September 2025 (Wednesday)	Ohoka Community Hall

**CARRIED**

*The meeting adjourned from 7:32pm to 7:58pm for a workshop on the Animal Control Bylaw*

**8. CORRESPONDENCE**

8.1. **Letter to Lees Valley House Holders**

K Rabe noted that she had been emailed them however she had not received any response.

Moved: T Robson                      Seconded: P Merrifield

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

- (a) **Receives** the letter to Lees Valley Householders (Trim 240911155184).

**CARRIED**

**9. CHAIRPERSON'S REPORT**

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

- Youth Council meeting – it was good to get an insight into their meetings. She hoped the Board could host the Youth Council representatives to one of its meetings.
- Attended Ohoka Mandeville Drainage Advisory Group Meeting – there was discussion regarding the Mandeville Resurgence.
- Woodstock Quarries Update.

- Local Government New Zealand Community Board conference update.

Moved: P Merrifield

Seconded: N Mealings

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

- (a) **Receives** the report from the Oxford-Ohoka Community Board Chairperson (Trim 240924163692).

**CARRIED**

## 10. **MATTERS FOR INFORMATION**

- 10.1. Woodend-Sefton Community Board Meeting Minutes 9 September 2024.
- 10.2. Rangiora-Ashley Community Board Meeting Minutes 11 September 2024.
- 10.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 16 September 2024.
- 10.4. Submission on the Draft Setting of Speed Limits Rule 2024 – Report to Council Meeting 3 September 2024 – Circulates to all Boards.
- 10.5. Submission on Making it Easier to Build Granny Flats – Report to Council Meeting 3 September 2024 – Circulates to all Boards.
- 10.6. Subdivision Contribution Programme for 2024/25 and Approval of Ellis Road Seal Extension – Report to Council Meeting 3 September 2024 – Circulates to all Boards.
- 10.7. Environment Canterbury Representation Review – Report to Council Meeting 3 September 2024 – Circulates to all Boards.
- 10.8. Review of the Briefing and Workshop Policy – Report to Council Meeting 3 September 2024 – Circulates to all Boards.
- 10.9. Health, Safety and Wellbeing Report August 2024 – Report to Council Meeting 3 September 2024 – Circulates to all Boards.
- 10.10. Annual Report on Dog Control 2023/24 – Report to District Planning and Regulation Committee 17 September 2024 – Circulates to all Boards.
- 10.11. Annual Report to the Alcohol Regulatory and Licensing Authority 2023/24 – Report to District Planning and Regulation Committee 17 September 2024 – Circulates to all Boards.
- 10.12. Libraries Update to 5 September 2024 – Report to Community and Recreation Committee 17 September 2024 – Circulates to all Boards.
- 10.13. Aquatics September 2024 Report – Report to Community and Recreation Committee 17 September 2024 – Circulates to all Boards.

Moved: M Wilson

Seconded: M Brown

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

- (a) **Receives** the information in Items.10.1 to 10.13.

**CARRIED**

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

### **T Robson**

- Had a Zoom meeting with Andrew Schulte to discuss the Woodstock Quarry.
- Oxford Promotions Association Meeting.
- Oxford Community Trust Meeting – the event that the Board had funded had been cancelled and the funding retained by the Board.
- Ashley Gorge Advisory Group Meeting – they would be holding an opening of the track on Wednesday 6 November. Jeanette Wells, a long standing member of the Group was resigning.

- Met with some property owners on Bay Road to discuss their concerns around the District Plan process.

#### **T Fulton**

- Building was about to begin on the gym extension. They had valued Council's support of a \$200,000 loan.
- Attended Swannanoa School Pet Day.
- Council approved the closure of stockwater race R3A and R3A-7.
- Noted the Mandeville Supermarket resource consent application.
- He was one of the Councillors going on a self-funded trip to Belgium in November.
- There was consideration at Council for what could be done on the Ashley Rakahuri River regarding bird life protection.

#### **M Brown**

- Flood work on Washington Place in West Eyreton was now complete. They had salvaged three pieces of railway line from the original West Eyreton Railway line which would be incorporated into the Oaks Reserve information board.
- Oxford Promotions Action Committee Meeting regarding the strategic direction. Good discussion around the future direction.

#### **R Harpur**

- Waimakariri Access Group Meeting.
  - Issues with public transport discussed. An Environment Canterbury staff member was there discussing the bus services. Discussion around whether pets were allowed on buses. There would be a 'have a go' day where buses would be free to encourage people to use the bus system.
  - The Ocean Access Advocacy Group discussed the matting project at Waikuku Beach.
  - The inclusive sports festival would be held on Friday 4 October 2024.
- Mandeville Sports Club. New bar and bistro opened on Thursday 3 October. Gravel on the new track was progressing well.
- Mandeville Sports Club Annual General Meeting. The president retired and a new Board member was announced.
- Attended Ohoka Mandeville Rural Drainage Advisory Group Meeting – Mandeville resurgence discussed.
- Local Government New Zealand Community Boards Conference Report.

#### **P Merrifield**

- Attended GreyPower meeting.
- Attended Oxford Museum Committee Meeting,
- Attended Oxford Museum Working Bee.

#### **M Wilson**

- Welcoming Communities Steering Group Meeting – Information sharing, connecting with Mana Whenua, rural perspective, current challenges and opportunities.
- Rangiora High School Showcase – Great evening showcasing talented students. A wide variety of art on display. There was a desire to strengthen the arts and build a performing arts space.
- Youth Council Meeting – Youth shared the projects they had worked on. Environmental, Op Shop, Beach, River Clean-up, Dudley Park, making submissions. Creative Communities and more. A dedicated group of young people.

#### **N Mealings**

- Property Portfolio Working Group Meeting.
- Council Workshop.
- Met with Waimakariri Youth Councillor.

- Proposed District Plan Hearing Stream 7A – Aside from Hearing Stream 12D needing to be reconvened post expert conferencing. This was the last hearing stream before overall deliberations got underway.
- Mandeville Sports Club Clubs Meeting – New caterer started 3 October. Summer sports were getting underway.
- Mandeville Sports Club Board Meeting – Constitution update progressing. Rugby had proposed a reduced Junior touch season, but in response to community feedback had restored it to its original length, with options for Junior teams to choose from shorter or full length format seasons.
- Mandeville Sports Club meeting with Chair and Council staff – catchup to discuss operational and administration issues.
- Ohoka Reserves site visit with Council staff – Met with M Kwan and B Dollery and went through the Ohoka Bush, Whites Road Reserve and Ohoka Stream walkway to view the natural values present and project potential. Currently Ohoka Bush did not have a reserve Management Plan.
- Community Wellbeing North Canterbury Board Meeting – Tom's Chop Shop 'Cut-a-thon' had raised \$8,300 for Community Wellbeing North Canterbury's mental health programmes during Mental Health Awareness Week.
- Council Briefing.
- Proposed District Plan Hearing Stream 7a preliminary questions zoom.
- Community Emergency Hub meeting – Met with Civil Defence staff and Ohoka School Principal to discuss planning a community launch for a Community Emergency Hub in Ohoka. Proposed for February 2025 for maximum reach.
- Mandeville Sports Centre Annual General Meeting – A Prattley had stepped down from the board after serving for 10 years, with six as chair. Her contribution to the community was hugely appreciated. Dayle Sutherland officially took over the reins as chair.
- Waimakariri Youth Council Meeting – Elected members meet and greet session with Youth Councillors. Ruby Wilson handed Creative Communities role to two Waimakariri Youth Councillors. Inclusive Sports Festival held 4 October at Mainpower Stadium. Waimakariri Youth Council were putting submission in on Regional Public Transport Plan and Smokefree Environments and Regulated Products (vaping) Bill. Recent Cleanup event on the Ashley River saw 65 people turn up and 580kgs of rubbish removed from the riverbank during Clean Up New Zealand Week.
- Combined meeting of Biosecurity Advisory Groups – Meeting with all four Canterbury Biosecurity Advisory Groups together in Rolleston to discuss challenges, opportunities and program updates.
- Ohoka Mandeville Rural Drainage Advisory Group – Good turnout of staff and new drainage advisor appointed to the group. Discussed proposed Mandeville Resurgence work and other proposed drainage upgrades.
- Christchurch City Council's Coastal Hazards Working Group Meeting – she was an appointed observer to the Committee through the Greater Christchurch Partnership.
- Greenspace Vision Workshop.
- Huria Mahinga Kai and Historic Heritage Reserve Planting Day – Took part in a planting day in Kaiapoi. Fantastic turnout and lots achieved.
- Arohatia Te Awa Working Group Meeting.
- Hosted a meeting for the Waimakariri Lifestyle Block Group at the Ohoka Hall on 12 September 2024 with Richard Chambers from Pest Free Waimakariri as the speaker, talking about pest trapping. After the meeting, people were able to go home with a hard copy trapping guide. The focus was primarily on rats, possums and mustelids (weasels, ferrets and stoats). Richard had offered support for anyone needing further help by messaging him on his Pest Free Waimakariri Facebook page.

## 12. **CONSULTATION PROJECTS**

### 12.1. **Road Sealing – Riverside Road and Inglis Road**

<https://letstalk.waimakariri.govt.nz/road-sealing-riverside-road-inglis-road>

Consultation closes Tuesday 1 October 2024.

12.2. **Fencing Moorcroft Reserve**

<https://letstalk.waimakariri.govt.nz/fencing-moorcroft-reserve>

Consultation closes Sunday 6 October 2024.

12.3. **Solutions to Waste**

<https://letstalk.waimakariri.govt.nz/waste-matters>

Consultation closes Friday 29 November 2024.

The Board noted the consultation projects.

13. **BOARD FUNDING UPDATE**

13.1. **Board Discretionary Grant**

Balance as at 30 September 2024: \$3,932.

13.2. **General Landscaping Fund**

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

The Board noted the funding update.

14. **MEDIA ITEMS**

- Washington Place flood works.
- Solutions to Waste Consultation.
- Woodstock Quarries.

15. **QUESTIONS UNDER STANDING ORDERS**

Nil.

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

Nil.

**NEXT MEETING**

The next meeting of the Oxford-Ohoka Community Board is scheduled for 7pm, Thursday 7 November 2024 at the West Eyreton Hall.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 9:18PM.

**CONFIRMED**

\_\_\_\_\_  
Chairperson



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Date

**Workshop (7:32pm to 7:58pm)**

- *Animal Control Bylaw – Nadeesha Thenuwara (Policy Analyst) and Billy Charlton (Environmental Services Manager)*
- *Members Forum*

UNCONFIRMED

**NOTES OF THE WORKSHOP OF THE OXFORD-OHOKA COMMUNITY BOARD HELD IN THE OXFORD TOWN HALL, MAIN STREET, OXFORD, ON WEDNESDAY, 2 OCTOBER, AT 7:32PM.**

**PRESENT**

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

**IN ATTENDANCE**

G Cleary (General Manager Utilities and Roading), B Charlton (Environmental Services Manager), N Thenuwara (Policy Analyst), L Lee (Senior Environmental Compliance Officer), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

**1. ANIMAL CONTROL BYLAW – B Charlton (Environmental Services Manager), N Thenuwara (Policy Analyst) and L Lee (Senior Environmental Compliance Officer).**

- When the complaints were numbered could they be from the same person?

*If it was the same person ringing in and staff were still investigating the issue it would go to the same service request number. If it was a new complaint, it would be given a new service request number. There could be multiple people for one issue.*

- Looking at keeping animals in residential zones, what was classed as residential?

*Anything that was zoned as residential in the District Plan.*

- When this was presented to Council, staff talked about cats being problematic because Council did not have the legal framework that supported registration and desexing as happened with dogs. It was suggested that would be out of reach until such a time the Government gave Councils a national framework to work in.

*Bylaws were fraught with difficulties from an enforcement point of view. Putting any bylaw in place needed to have reason to do so and needed to be supported to enable follow through with the compliance.*

- Bylaws could only be enforced by taking someone to Court.

*Currently that was correct. This was being considered by Parliament to add infringement provisions to all Bylaw's. How they would do that staff were unsure, they wanted to make it as easy as possible to Councils did not have to consult on every Bylaw.*

- It was a good idea to have more rules about livestock in urban areas. But the concern was that this would become a blanket rule, it needed to be effects based and should be monitoring effects on neighbouring properties.

*This was not about stopping people from having chickens for instances. A lot of Councils allowed a limited number of chickens on smaller sections. Staff were looking at a solutions based approach. It was not about banning it was about being sensible about the issue.*

- Were there any national descriptions for things like persistent noise distress?

*The difficulty with using the Resource Management Act in the context of roosters was that a rooster might crow ten times during the night and wake someone up. Staff were not able to get any noise assessment that would equate to a nuisance as defined in that respect however it was still a nuisance.*

THERE BEING NO FURTHER BUSINESS, THE WORKSHOP CONCLUDED AT 7:58PM.

Hi Kay,

Thank you for your reply and sorry for my delayed one, it has been a busy time on the farm.

Please see the attached quote for one defibrillator, extra kids shock pads, two signs and an outdoor cabinet to be located at the top end of the valley.

The Lees Valley Householders committee already own a defibrillator which is located at Lees Valley Station, down the bottom end of the valley. We have recognised we need one at the top end of the valley as well, so there is not so much distance and time wasted during the event of an accident, especially if that person was located on the back blocks of a farm.

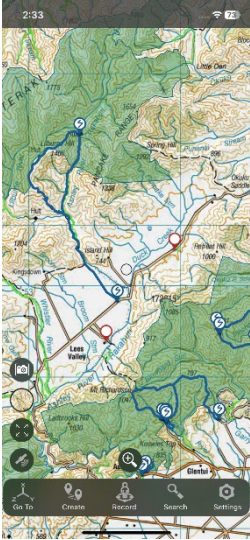
We will register both of the defibrillators with St John and Good Sam, so people are aware they are available.

We will place the new Defibrillator in its outdoor cabinet right next to the road, with the signs, so general public can easily see it is available.

We have chosen the attached products as we believe they are the best setup for our outdoor situation. We would appreciate your help in all the funds to purchase this. If this is not an option, any funds would be greatly appreciated. Lees Valley Householder's would take ownership of any maintenance/ new batteries required once purchased.



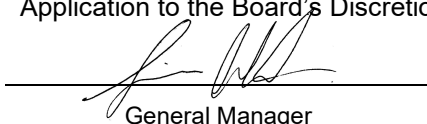
See proposed location of new defibrillator on the below fence, this is easily seen by visitors on their way through the Valley. I have marked the map (2x red markers) to show both defibrillators in relation to Lees Valley.



We look forward to your reply,

Kind regards,

Derek Deans

**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
<b>Total</b>		<b>\$3,724</b>

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) **Receives** the information supplied by the Lees Valley House Holders (Trim: 241024185769).
- (c) **Approves** a grant of \$.....to Lees Valley House Holders to purchase one or two defibrillators.

**OR**

- (d) **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 Holders<sup>24</sup>

Address: [REDACTED]

Contact person within organisation: [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-Tuahivi 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. <sup>25</sup>

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	[REDACTED]	11,290.49

Serious Saver

Account name LEES VALLEY HOUSEHOLDER COMMITTEE SERIOUS SAVER ACCOUNT  
Account number [REDACTED]  
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
<b>Totals at end of page</b>		<b>\$6.08</b>	<b>\$34.74</b>	<b>\$11,290.49</b>
<b>Totals at end of period</b>		<b>\$6.08</b>	<b>\$34.74</b>	<b>\$11,290.49</b>

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.** [REDACTED]

**Attention**

**From** CLAIRE

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	Phillips 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
<b>Total NZD Excl. GST</b>					<b>3,237.85</b>
15% GST					485.68
<b>Total NZD Incl. GST</b>					<b>3,723.53</b>

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.



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

	Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
Oxford-Ohoka Community Board 10.139.100.2410			2024/25 \$6,330				\$ 6,330.00
	3-Jul	Ohoka School Aims Games Basketball Team	towards costs to travel to Turanga for the Games	27/08/2024	\$1,000	\$ 300.00	\$6,030
	3-Jul	Oxford Museum/Oxford Historical Records Society	Towards duple sided teardrop flag	18-Sep-24	\$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		\$1,000	\$500	\$3,932
	7-Aug	Oxford Community Trust	towards catering costs for Day Out event	event cancelled, funds returned	\$750	\$500	\$4,432
	4-Sep	Lees Valley House Holders	towards the purchase of two AEDs	lie on the table	\$3,724		
	2-Oct	North Canterbury Inclusive Sports Festival	Host the festival at Mainpower		\$500	\$150	\$4,282
	2-Oct	Oxford Alpine Taekwondo	Towards safety gear for members		\$750	\$250	\$4,032
	7-Nov	Oxford 24-7 Youth Work	Tag Archery		\$750		

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

Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
		2023/24 \$0,120 + Carryover \$ 39 =				\$ 6,159.00
2-Aug	Oxford Land Search and Rescue	Radio handset, protective case and charger	5.9.2023	\$540	\$540	\$ 5,619.00
2-Aug	Coastguard North Canterbury	towards upgrading the swift water rescue vessel		\$500	\$500	\$ 5,119.00
2-Aug	Mandeville Bowling Club	purchase of office credenza	15-May-24	\$404	\$404	\$ 4,715.00
6-Sep	Waimakariri Dog Club	Purchase of two measuring wheels	11-Oct-23	\$500	\$500	\$ 4,215.00
6-Sep	Oxford Dark Sky Group	purchase light metre	12/20/2023	\$500	\$500	\$ 3,715.00
6-Sep	West Eyreton Friends of the school	shade sail		\$1,000	Withdrawn	\$ 3,715.00
6-Sep	Waimakariri Access Group	Towards running an Inclusive Sports Event	9-May-24	\$500	\$278.84	\$ 3,436.16
6-Sep	Standardbred Stable to Stirrup Charitable Trust	Towards monogrammed patches for clothing and horse gear	10.10.2023	\$470	\$470	\$ 2,966.16
6-Dec	Ohoka Rugby Club	Towards replacement weights		\$500	Declined	\$ 2,966.16
6-Dec	Clarkville Playcentre	Towards a replacement printer/copier	2-Apr-24	\$469	\$469	\$ 2,497.16
3-Apr	North Canterbury Pony Club	Towards St John's Ambulance services	18-Oct-24	\$500	\$500	\$ 1,997.16
8-May	Swannanoa Home and School Committee	towards picnic tables	25-Jul-24	\$760	\$750	\$ 1,247.16
5-Jun	Oxford Footaball Incorporated	towards hiring the hockey turf at Mainpower Stadium		\$1,000	withdrawn	\$ 1,247.16
5-Jun	Oxford Promotion Action Committee	Towards lighting the tree by the library for Matriki	24-Jul-24	\$750	\$750	\$ 497.16

Oxford-Ohoka  
Community Board  
10.139.100.2410

## GOVERNANCE

# Oxford-Ohoka Community Board Discretionary Grant Application

### Information to assist groups with their application

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

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

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

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

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

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

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

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** RDG-32-16-07 / 240802128102


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


**DATE OF MEETING:** 7<sup>th</sup> November 2024

**AUTHOR(S):** Dominic Mansbridge – Project Engineer  
Shane Binder – Senior Transportation Engineer

**SUBJECT:** Approval to Install No-stopping Restrictions Along the Frontage of no. 464 Mandeville Road, Mandeville

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

  
General Manager

  
Chief Executive

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**1. SUMMARY**

- 1.1. The purpose of this report is to seek approval to establish no-stopping restrictions along the frontage of no. 464 Mandeville Road, Mandeville.
- 1.2. The no-stopping restrictions are proposed outside of no. 464 Mandeville Road as per the attached Plan of proposed No Stopping (refer attachment i). The extent of the no-stopping restriction requested is a total of 19.0 m (11m east of the Mandeville Village entry and 8 m west of the entry to 464 Mandeville Road).
- 1.3. Parking outside no. 464 Mandeville Road is an historic issue, since the development of the Mandeville Village, with vehicles parking too close to the access way for the Mandeville Village, creating site distance issues for vehicles exiting the commercial area.
- 1.4. There is also planned development of a hire centre at no. 464 Mandeville Road, and stage two of the Mandeville Village is expected to exacerbate these historic parking issues.,
- 1.5. The addition of no stopping lines outside of no. 464 Mandeville Road in conjunction with formalised parallel parking spaces aims to manage this issue.

Attachments:

- i. Plan of proposed No Stopping (Trim No. 240802128138)

**2. RECOMMENDATION**

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

- (a) **Receives** Report No. 240802128102.

*AND*

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

**THAT** the Utilities and Roading Committee:

- (b) **Approves** the installation of no-stopping restrictions on the northern side of Mandeville Road, for a distance of 11m east of the Mandeville Village entry and 8m west of the entry to no. 464 Mandeville Road.



- (c) **Notes** that although the Hire Centre has not yet been constructed, staff will proceed with the installation of the no-stopping lines upon acceptance of this report, in line with discussions with the adjacent landowner.
- (d) **Notes** that there is a resource consent application under review (RC245278) for further development of the Mandeville Village. The recommendations of this report are separate to this application and will have no bearing on its outcome.

### 3. **BACKGROUND**

- 3.1. The Mandeville Village centre established at no. 468 Mandeville Road following a plan change process (Plan Change 33) undertaken during 2014-2015 that created the operative Business 4 zoning of the site.
- 3.2. The plan change introduced the relevant objectives and policies for the Mandeville North Business Zone (16.1.3) which outline the role for the area to appropriately provide commercial services to meet the needs of the Mandeville, Ohoka and Swannanoa catchment.
- 3.3. Issues with insufficient parking arose shortly after the construction of the Mandeville Village leading to users and staff of the Village parking on surrounding roadside berms on Tram, McHughs and Mandeville Road.
- 3.4. Informal carparking was established within the plantation reserve area to the west of the commercial development, to help provide overflow parking for busy times, and to take some of the pressure off parking on Mandeville Road.
- 3.5. A project was included within the Minor Safety programme to formalise the area to the east of the Mandeville Villages access on Mandeville Road, aiming to provide better parking discipline and allowing for safe pedestrian access into the village in this location.
- 3.6. In 2022 an additional 44 parking spaces were constructed within the development area to help alleviate the parking demand for the Mandeville Village, and to cater for further development. At the time of writing this report, this additional parking has largely resolved the issue of parking on surrounding berms, including the issues with visibility when exiting the Mandeville Village access.
- 3.7. There is a resource consent application under review (RC245278) for further development of the Mandeville Village. The recommendations of this report are separate to this application and will have no bearing on its outcome however if approved along with a new Hire Centre at 464 Mandeville Road (which has resource consent) these developments will result in increased parking demand and an additional access being required off Mandeville Road.
- 3.8. New kerb and channel has been installed outside 464 Mandeville Road to formalise the parking in this area, and in conjunction with the developer, the new vehicle crossing to the development has been installed at the same time to prevent re-work There is a need to balance maximising parking spaces with the requirement for safe sight lines for vehicles entering Mandeville Road from both the new Hire Centre entrance and the Mandeville Village access.



Figure 1 - Location of Property

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

- 4.1. There is an access from the Mandeville Village Commercial area to Mandeville Road in which site distances need to be considered. The new entrance to the proposed Mandeville Hire Business at 464 Mandeville Road is located approximately 25m to the east of this right of way.
- 4.2. It is acknowledged that there is sufficient room to install an additional two formalised parking spaces between the Hire Centre and the right of way to the Mandeville Village. This was originally considered by Council Staff; however, the additional parking will impact site distances for the users of both of these accesses.
- 4.3. The current speed limit along Mandeville Road in this location is 80 kilometres per hour. The new Hire Centre will cater for larger vehicles including trucks and vehicles with trailers; these vehicles will have slower acceleration speeds and so increasing the site distances by reducing parking is beneficial to allow time for vehicles to enter Mandeville Road safely.
- 4.4. Without formalised parking restrictions, road users may park up to one metre from an entranceway; this will impact the site distance for users exiting both the Mandeville Village and the new Mandeville Hire Centre.



Figure 2. Extent of no-stopping restrictions.

4.5. The Oxford-Ohoka Community Board have the following options available to them:

4.5.1. Option One: Approve the installation of no-stopping restrictions.

Approve the recommendations of this report and the install no-stopping restrictions as shown on Figure 2, and within attachment i. This option reduces the on-street parking spaces outside this address to four, however improves sight lines for those using the accesses, and as such improves safety in this area of Mandeville Road.

This is the recommended option as it provides the safest outcome for road users in the area. It is also supported by the developer of the proposed Mandeville Hire Business

4.5.2. Option Two: Maximise Carparking.

Decline the installation of no stoppings and instead relies on the minimum provisions of the Road User Rule.

This is not the recommended option as this would impact site distances for users of both accesses along Mandeville Road which is 80km/h road with a high level of activity around the commercial area.

#### 4.6. Implications for Community Wellbeing

There are implications on community wellbeing by the issues and options that are the subject matter of this report.

The installation of the proposed no-stopping restrictions improves safety at the two accesses; however, it will also remove three car parks from the on-road supply.

#### 4.7. The Management Team has reviewed this report and support the recommendations.

### 5. **COMMUNITY VIEWS**

#### 5.1. **Mana whenua**

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

#### 5.2. **Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

The property owner at no. 464 Mandeville Road has requested that no-stopping restrictions are considered and is therefore supportive of the recommendations within this report.

Installing no stopping lines will improve the safety for users of the Mandeville Village.

#### 5.3. **Wider Community**

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report.

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

#### 6.1. **Financial Implications**

There are financial implications of the decisions sought by this report and this budget is included in the Annual Plan/Long Term Plan.

There are minimal costs associated with installing no-stopping lines in this location, as all it involves is line marking. These costs can be accommodated within the Road Maintenance budgets.

#### 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 not 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.

These risks are associated with the physical works required to install the no-stopping restrictions. Physical works will be undertaken through the Road Maintenance Contract, in which, the contractor has a Health and Safety Plan, and a SiteWise score of 100.

## 7. **CONTEXT**

### 7.1. **Consistency with Policy**

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

### 7.2. **Authorising Legislation**

Section 2 of the *Land Transport Rule: Traffic Control Devices 2004* requires a Road Controlling Authority to "authorise and, as appropriate, install or operate traffic control devices".

### 7.3. **Consistency with Community Outcomes**

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

The relevant community outcomes are:

#### Social:

*A place where everyone can have a sense of belonging...*

- Council commits to promoting health and wellbeing and minimizing the risk of social harm to its communities.
- Our community has equitable access to the essential infrastructure and services required to support community wellbeing.

#### Environmental:

*...that values and restores our environment...*

- The natural and built environment in which people live is clean, healthy and safe.

#### Economic:

*...and is supported by a resilient and innovative economy.*

- Enterprises are supported and enabled to succeed.
- Infrastructure and services are sustainable, resilient, and affordable.

### 7.4. **Authorising Delegations**

As per Part 3 of the *WDC Delegations Manual*, the Community Board has the delegated authority to approve traffic control and constraint measures on streets within its ward area.

The Utilities and Roading Committee is responsible for roading and transportation activities, including road safety, multimodal transportation, and traffic controls.





REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR CONSULTATION WITH COMMUNITY BOARD	DM	KS	KS	18/04/2024

SURVEYED	DM	20/02/2024	PROJECT No	PD001696
DRAWN	DM	02/04/2024	CON No	CON202249
DRAWING CHKD	KS	09/04/2024	SCALE (A3)	1:250
DESIGNED	DM	09/04/2024	DATUM ORIGIN	
DESIGNED CHKD	KS	09/04/2024	HORIZONTAL	NZTM GD2000
APPROVED	KS	09/04/2024	VERTICAL	NZVD 2016



PROJECT	MINOR IMPROVEMENTS 2023 / 2024
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SHEET TITLE	MANDEVILLE VILLAGE IMPROVEMENTS
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<b>FOR APPROVAL</b> NOT FOR CONSTRUCTION	
DRAWING	4461
SHEET	REVISION
1	A



**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** GOV-26-10-06 / TRIM 240826143740

**REPORT TO:** OXFORD OHOKA COMMUNITY BOARD

**DATE OF MEETING:** 7 November 2024

**AUTHOR(S):** Ken Howat, Parks and Facilities Team leader

**SUBJECT:** Storage Container Oxford Art Gallery.

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

  
General Manager

  
Chief Executive

**1. SUMMARY**

- 1.1. The purpose of this report is to request approval from the Oxford Ohoka Community Board for the Oxford Art Gallery Toi o Waimakariri to have a storage container in Pearson Park behind the gallery building.
- 1.2. The use of a container would be a variation to their current lease and would be used to store various items that are currently stored within the art gallery in an area that would then be utilised as workshop space.
- 1.3. The Art Gallery were presented with an opportunity to purchase a local container at a reduced price and Staff had been working with the Gallery to bring a report to the Board for approval of the container to come to the October Board meeting prior to any container being purchased. This unfortunately was not submitted in time to make the October agenda. and the condition of sale required the prompt removal of the container from its location. However, the Art Gallery lacked the resources to temporarily relocate the container to an alternate location while awaiting the Community Boards consideration of the request.
- 1.4. Staff spoke to the Community Board Chair Sarah Barkle and Deputy Chair Thomas Robson (who is also on the Pearson Park Advisory Group) about the risks of timeframes meaning that the Gallery would not be able to make use of this opportunity and received support to temporarily locate the container on site prior to the November Board meeting on the understanding that if the Board do not support this storage container then it would then be removed from site. The container is therefore currently in location and staff are seeking approval for this to remain on site for storage by the Art Gallery.
- 1.5. The container is located between the main gallery building and kiln shed. There is minimal visual impact on the immediate area, and the container is not visible from the road frontage. The placement of the container allows for a 1.3m strip either side which when planted out will soften the visual impact and integrate the container into the surroundings. To integrate the container further into the surrounding space the art gallery is willing to paint the visible areas of the container to match existing buildings and would consider painting a mural on the frontage. The Arts in Oxford Trust has a current lease in place for the land in question. This is based on an expiry date of 31 March 2038 and was issued in 2008. Within the lease, section 7, Use of the Land has clauses outlining what the Trust is able to do. This includes subsection (f),

*not make any alterations or additions to any building or structure erected on the land without supplying full plans and obtaining the prior written consent of the Lessor, such consent not to be unreasonably withheld.*

The delegation for this resides with the Oxford Ohoka Community Board as the lessor representative. In supplying the information within this report and approaching staff to submit a report to the Oxford Ohoka Community Board, staff acknowledge that the Trust have fulfilled their obligation to having a container onsite as per section 7 (f). It should be noted that the container itself is seen as a temporary structure and therefore it would need to have a limited approved occupation timeframe. Staff are suggesting that this be through until the end of 2028 and that the Arts in Oxford Trust look for a longer term, more suitable option for storage. If the container is not given a timeframe or approved as temporary, planning staff have indicated that resource consent will be required.

- 1.6. The costs associated with the purchase, and relocation of the container have been met by the art gallery and there is no requirement for service connection. Noting that this is within the lease area that the Trust already holds.



**Container Location**

## 2. **RECOMMENDATION**

**THAT** the Oxford Ohoka Community Board

- (a) **Receives** Report No. TRIM 240826143740.
- (b) **Approves** the installation of a 20 Ft container to be used as a temporary storage area for a period of three years maturing 31<sup>st</sup> October 2028, via a variation to the current lease held onsite by the Arts in Oxford Trust for the land situated at 68 Main Street, pt Lot 3 DP 14094 and lots 1 and 2 DP 14782 pt containing approximately 4047 square metres.
- (c) **Notes** that any security measures for the container is the responsibility of the Arts in Oxford Trust and Council takes no responsibility for the container or its contents.
- (d) **Notes** that the Arts in Oxford Trust are responsible for insuring items or any content that is placed or stored within the container and Council is not obligated to cover the cost of any damage.
- (e) **Notes** that a longer-term storage solution should be considered by the Arts in Oxford Trust prior to the review date of 31<sup>st</sup> October 2028, noting that containers are relocatable and not a permanent solution for storage.
- (f) **Notes** that the Pearson Park Advisory Group supports the placement of the container at the location.
- (g) **Notes** that the location of the container is contingent on the Arts in Oxford Trust obtaining written permission from the Lessor (Oxford Ohoka Community Board) and that this report fulfils that obligation.



- (h) **Notes** that the purchase and relocation costs have been met by the Arts in Oxford Trust who hold the Lease for the parcel of land situated at 68 Main Street, pt Lot 3 DP 14094 and lots 1 and 2 DP 14782 pt containing approximately 4047 square meters more less.
- (i) **Notes** that the Arts in Oxford Trust will provide evidence of current insurance to staff on an annual basis.

### 3. **BACKGROUND**

- 3.1. The Oxford Gallery Toi o Waimakariri is a registered charitable trust and was established in 2010 with the vision to serve the Waimakariri District as a creative centre where “everyone feels enthusiastic, encouraged and positively impacted by the arts”. The gallery has a part time paid administrator and a team of 40 volunteers that deliver a wide range of community arts programmes.
- 3.2. Activities delivered by the gallery include workshops, exhibitions, demonstrations, mentoring and talks. Over the past 12 months the gallery has delivered 14 exhibitions, 39 workshops, five artist talks, 23 arts events, all totalling 1223 participants. During this time the gallery hosted 4,878 visitors.
- 3.3. The gallery’s Creative Community programme includes exhibitions from year 11, 12 ,13 students that have achieved excellence in art, Oxford home schoolers art display, North Canterbury wearable art display, North Canterbury emerging artists, local seniors’ art and various pop-up displays.
- 3.4. The storage container is 2.4m wide, 6.1m long, and 2.6m high and the location between the main building and the kiln shed will allow a 1.3m gap either side of the container. The existing grasses will provide a natural, flowing border that would blend the container into the landscape, reducing its stark appearance. In addition to this, painting the container the same colour as the main building and adjacent kiln shed would integrate the container further into the surroundings.
- 3.5. In 2019 the gallery was granted approval to install a shed to house a small kiln and a variation to the lease was also approved to accommodate this. The location of the container is between the main building and the kiln shed.
- 3.6. The kiln is fully insulated and does not generate external heat. There is no requirement for the kiln shed to be insulated with a fireproof barrier and the placement of the container beside the shed is not considered a fire risk.

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

- 4.1. Having access to a storage container will free up space at the gallery to accommodate more art workshops, community classes and allow the gallery to deliver a wider range of programmes to the community.

Moving items into a dedicated container allows for more systematic storage, making it easier to access materials and equipment when needed. It will also improve safety by reducing clutter and minimising risk of damage to artworks.

The proposal is a cost-effective alternative to expanding or renovating the gallery, providing storage solutions without significant financial outlay.

**Option One: Approves the recently installed storage container remaining at the rear of the Oxford Art Gallery building at Pearson Park.**

Oxford Ohoka Community Board could approve the Art Gallery having a container for storage which would allow the recently installed container to remain on site and would free up space at the gallery to accommodate more art workshops, community classes and allowing the gallery to deliver a wider range of programmes to the community.

This option would need to have a variation to the lease noting any special conditions regarding the container. Items that need to be considered, include insurance of the container, if it is to be located onsite to match the current lease (noting containers are generally seen as a temporary feature or relocatable building option). Security and ongoing maintenance, the safe operation of the container and if the tenure is going to match that of the existing lease. These have been considered within the recommendations of the report.

Staff recommend this option.

4.2. **Option Two: Decline the request for a storage container at the rear of the Oxford Art Gallery and require the recently shifted temporary container to be removed from site.**

Oxford Ohoka Community Board could decline the recommendation which would limit the expansion of arts activities the gallery could deliver for the local community. It should be noted that if this option is approved, the existing container would need to be removed, and the Trust would likely have to look at alternative locations to either site this or store it elsewhere. This could take some time and could require additional external funding for relocation if not sold.

This option would mean that the current issue is not resolved, and other storage solutions would need to be considered by the Trust who would also be required to sell the container. Staff do not recommend this option

**Implications for Community Wellbeing**

There are implications on community wellbeing by the issues and options that are the subject matter of this report. Local community arts programmes have positive impacts on community well-being. Arts programmes build social cohesion and inclusion by bringing people together and promoting a sense of belonging and art is accessible to people of all ages and abilities. Art based programmes can be particularly beneficial in integrating marginalised or underrepresented groups into the community.

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

**5. COMMUNITY VIEWS**

5.1. **Mana whenua**

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

5.2. **Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. The Pearson Park Advisory Group supports this proposal and acknowledges the contribution the gallery makes to the Oxford community.

5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. The freeing up of space within the gallery will allow increased opportunities for the wider Oxford community to participate in arts-based activities. As the location of the container is not intrusive on the park or amenity values of the space and the Trust are going to make efforts to ensure it visually compliments the gallery, Staff do not recommend that consultation with the wider community is required regarding this container.

**6. OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are not financial implications of the decisions sought by this report. The Art Gallery have met the costs of purchase and relocation of the container and will be responsible for ongoing maintenance as part of their lease.

## 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 not risks arising from the adoption/implementation of the recommendations in this report.

## 6.4. **Health and Safety**

There are no health and safety risks arising from the adoption/implementation of the recommendations in this report. Should the Board not approve the container remaining, council staff will work with the gallery to ensure the relocation of the container from site is carried out in accordance with industry health and safety requirements.

## 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**

- Reserves Act 1977

### 7.3. **Consistency with Community Outcomes**

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

- There is wide variety of public places and spaces to meet people's needs.
- The accessibility of community and recreation facilities meet the changing needs of our community.

### 7.4. **Authorising Delegations**

The Oxford Ohoka Community Board have the delegation to approve the recommendations in this report.

**WAIMAKARIRI DISTRICT COUNCIL**

**REPORT FOR DECISION**

**FILE NO and TRIM NO:** GOV-26-10-06 / 240925164897

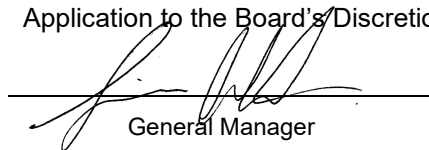
**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD

**DATE OF MEETING:** 7 November 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	Does the application comply with the Discretionary Grant Fund Criteria
Oxford 24-7 Youth Work	Towards the purchasing of Archery Tag equipment	\$750	This application complies with the criteria
<b>Total</b>		<b>\$750</b>	

Attachments:

- i. An application from Oxford 24-7 Youth Work (Trim Ref: 240925164572).
- ii. A spreadsheet showing the grants for the previous two years.
- iii. Board funding criteria 2024/25 (Trim: 210603089866).

**2. RECOMMENDATION**

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

- (a) **Receives** report No. 240925164897.
- (b) **Approves** a grant of \$.....to Oxford 24-7 Youth Work towards purchasing archery tag equipment for use during mentoring sessions.

**OR**

- (c) **Declines** the application from Oxford 24-7 Youth Work.

**3. BACKGROUND**

- 3.1 **Oxford 24-7 Youth Work** is seeking funding to purchase archery tag equipment for use during mentoring sessions.
- 3.2 The current balance of the Oxford-Ohoka Community Board's 2024/25 Discretionary Grant Fund is \$4,032.

## 4. **ISSUES AND OPTIONS**

### ***Oxford 24-7 Youth Work (the Group)***

#### 4.1 Information provided by the Committee

- 4.1.1 The Group believes the adage *“that it takes a village to raise a child”* and therefore has been running a Youth Mentoring Program at the Oxford Area School for approximately ten years, which involves two community funded and trained youth workers which is part of the National 24-7 Youth Network.
- 4.1.2 Since inception at Oxford Area School the youth workers have owned a set of 10 Zorb Balls which they used during lunch times, camps and special school events. Playing with Zorb balls foster connections with students, youth workers, teachers and some parents. Unfortunately the balls are no longer fit for purpose. Therefore, the Group are seeking funding to replace the balls with archery tag.
- 4.1.3 Archery tag is an outdoor activity which promotes team work and strategy and can be played in multiple styles and game scenarios. It also offers the opportunity for teachers and parents to be included in students activities and can be played by all ages which promotes relationships across the year groups. The equipment itself is robust and will require very little maintenance and overhead costs once it has been purchased. Additionally the group already owns the required safety gear along with overalls and gear bags which has reduced the initial cost. The equipment could also be hired out to generate revenue for the Group while offering an ideal low cost activity for parents during the winter months. The equipment would benefit all sectors of the community with an estimated 95% being from the Oxford-Ohoka Ward.
- 4.1.4 The Group is part of the Oxford Community Families Trust which oversees the financial management and reporting. The Trust accounts are audited by an external agency annually. The estimated cost of archery tag is \$2,300 and the Group has, therefore, also applied to Oxford Benevolent and Improvement League. If this application is unsuccessful there would be a delay in the purchase of the equipment while the Group investigates other sources of funding.

#### 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 organisation. Seven hundred and fifty dollars is the maximum amount the Board will allocate at one time to a group and a maximum of \$1,000 per financial year. This is the first time the Group has sought Board funding and the benefits will be felt, almost exclusively, by residents of the ward.
- 4.3 The Board sets the criteria and may approve or decline grants at its discretion.
- 4.4 **Implications for Community Wellbeing**  
There are social and cultural implications, as mentoring youth provides opportunities for social interaction, which builds a sense of community, reduces feelings of isolation and improves community wellbeing.
- 4.5 The current balance of the Board’s 2024/25 Discretionary Grant Fund is \$4,032. If the application is granted, the Board will have \$3,282 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**

Other groups and organisations are not likely to be affected by or interested in this report's subject matter, however 24-7 Youth Work has indicated that it would hire the equipment to other groups within the community.

## 5.3 **Wider Community**

The wider community will likely be interested in the report's subject, as youth mentoring encourages social interaction, which improves mental health, contributes to community well-being and reduces isolation in the disability community.

# 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 \$4,032. If all the applications are granted, the Board will have \$3,282 left for the remaining six months of the financial year.

6.1.3 The application criteria specify that grants are customarily limited to \$750 per application with a maximum of \$1,000 in any financial year. 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 group 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.

## 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)

People with disabilities (mental or physical)      Cultural/ethnic minorities      District  
Preschool      School/youth      Adults      Older adults      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? 48

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? <sup>49</sup> 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.*

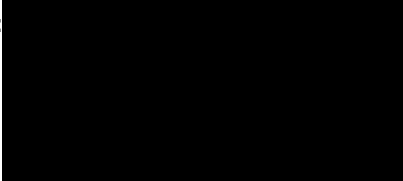
Signed:  \_\_\_\_\_

Date: \_\_\_\_\_

GST Number: 26-152-954  
 484 Cranford Street Christchurch NZ 8051  
 Phone: 03 379 8886

# Quote

<b>Quote No.:</b>	75402	<b>Date:</b>	14/02/2024
		<b>Expiry Date:</b>	13/03/2024
<b>Status:</b>	Active	<b>Served By</b>	

**Ordered By :** 

**Delivered To:**

PH: 2102262476

Bar code	Description	Tax	Qty	Price \$	Total \$
742901732849	IMPACT ARCHERY ARCHERY TAG ARROW BLUE [RRP 29.99]	GST	18	23.992	431.86
742901732856	IMPACT ARCHERY ARCHERY TAG ARROW RED [RRP 29.99]	GST	12	23.992	287.90
4710933463358	EK YOUTH COMPOUND BOW FIRESTAR 25LB [RRP 199.00]	GST	12	140.00	1,680.00
NOTES	ARROWS RRP AT \$29.99	GST	1	0.00	0.00
NOTES	FIRESTAR CURRENT SPECIAL \$149	GST	1	0.00	0.00

No. of Items ( 44 )

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Quote Totals	
<b>Subtotal</b>	<b>\$2,399.76</b>
<b>Discount</b>	<b>\$0.00</b>
<b>Rounding</b>	<b>\$0.00</b>
<b>Tax</b>	<b>\$313.01</b>
<b>TOTAL inc Tax</b>	<b>\$2,399.76</b>

Thank you for shopping with us! Had a great experience? Give us a Google review.

## Oxford Community Families Trust Budget

1st April 2024 - 31st March 2025

	Revival Store	24/7 Youth	ICONZ Adv	IFG Adv / Delta	M & M	Com. Van	Paintball	Trust	Total Balance
Balance as at 1st April 2024	\$971.50	\$5,045.76	\$2,461.75	\$1,088.95	\$0.00	\$814.37	\$205.63	\$89.30	\$10,677.26
<b>Income</b>									
Fees/Charges		\$26,577.05	\$350.00	\$900.00		\$2,000.00	\$1,400.00	\$1,100.00	\$32,327.05
Uniform									\$0.00
Grants		\$2,800.00							\$2,800.00
Fundraising									\$0.00
Grants - COGS			\$1,200.00	\$1,500.00	\$500.00	\$1,000.00			\$4,200.00
Grants - Lotteries		\$10,000.00							\$10,000.00
Trust - OCT									
Donations	\$200.00	\$4,647.53			\$1,200.00				\$6,047.53
<b>Total Income</b>	<b>\$200.00</b>	<b>\$44,024.58</b>	<b>\$1,550.00</b>	<b>\$2,400.00</b>	<b>\$1,700.00</b>	<b>\$3,000.00</b>	<b>\$1,400.00</b>	<b>\$1,100.00</b>	<b>\$55,374.58</b>
<b>Expenses</b>									\$0.00
ACC		\$100.00							\$100.00
Admin/Photocopy		\$0.00							\$0.00
Accountant/Audit	\$200.00	\$500.00	\$250.00	\$150.00				\$1,100.00	\$2,200.00
Advertising									\$0.00
Badges/Uniform		\$130.00							\$130.00
Catering									\$0.00
Consumables		\$2,500.00	\$200.00	\$650.00					\$3,350.00
Equipment	\$50.00	\$1,500.00	\$1,200.00	\$20.00			\$400.00		\$3,170.00
Insurance						\$500.00			\$500.00
Gifts				\$20.00					\$20.00
Program Costs				\$1,050.00		\$900.00	\$700.00		\$2,650.00
Kiwisaver		\$933.00							\$933.00
Refreshments	\$150.00	\$200.00	\$100.00		\$900.00				\$1,350.00
R.O.A.R		\$0.00							\$0.00
Subscriptions		\$4,041.10	\$400.00	\$700.00					\$5,141.10
Training		\$2,300.00							\$2,300.00
Transport/Fuel	\$25.00	\$700.00	\$150.00			\$700.00			\$1,575.00
Volunteer	\$70.00								\$70.00
Wages		\$31,121.20							\$31,121.20
<b>Total Expenses</b>	<b>\$495.00</b>	<b>\$44,025.30</b>	<b>\$2,300.00</b>	<b>\$2,590.00</b>	<b>\$900.00</b>	<b>\$2,100.00</b>	<b>\$1,100.00</b>	<b>\$1,100.00</b>	<b>\$54,610.30</b>
<b>Expected Balance at 31st March 2024</b>	<b>\$676.50</b>	<b>\$5,045.04</b>	<b>\$1,711.75</b>	<b>\$898.95</b>	<b>\$800.00</b>	<b>\$1,714.37</b>	<b>\$505.63</b>	<b>\$89.30</b>	<b>\$11,441.54</b>
<b>Expecred Profit/Loss</b>	<b>-\$295.00</b>	<b>-\$0.72</b>	<b>-\$750.00</b>	<b>-\$190.00</b>	<b>\$800.00</b>	<b>\$900.00</b>	<b>\$300.00</b>	<b>\$0.00</b>	<b>\$764.28</b>
<p>Note: The 24-7 Budget runs from Jan-Dec based upon the school year.</p> <p>Note: Also the donations amount of \$4647.53 needs to be raised from the community to cover the full budget</p>									

# Profit and Loss

## Oxford Community Families Trust For the year ended 31 March 2024

Ministry is 24-7.

2024

### Trading Income

Donations Received	22,503.28
NZ Lotteries Grants	10,000.00
Other Income	93.22
<b>Total Trading Income</b>	<b>32,596.50</b>

**Gross Profit** 32,596.50

### Operating Expenses

Badges/Uniform	160.00
Consumables	1,563.41
LFT Expenses	258.15
Refreshments	64.45
Rite Journey	93.22
Subscriptions	3,723.70
Training	154.94
Transport	150.00
Wages, KiwiSaver & ACC	28,352.46
<b>Total Operating Expenses</b>	<b>34,520.33</b>

**Net Profit** (1,923.83)

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

	Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
<b>Oxford-Ohoka Community Board 10.139.100.2410</b>			2024/25 \$6,330				\$ 6,330.00
	3-Jul	Ohoka School Aims Games Basketball Team	towards costs to travel to Turanga for the Games	27/08/2024	\$1,000	\$ 300.00	\$6,030
	3-Jul	Oxford Museum/Oxford Historical Records Society	Towards duple sided teardrop flag	18-Sep-24	\$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		\$1,000	\$500	\$3,932
	7-Aug	Oxford Community Trust	towards catering costs for Day Out event	event cancelled, funds returned	\$750	\$500	\$4,432
	4-Sep	Lees Valley House Holders	towards the purchase of two AEDs	lie on the table	\$3,724		
	2-Oct	North Canterbury Inclusive Sports Festival	Host the festival at Mainpower		\$500	\$150	\$4,282
	2-Oct	Oxford Alpine Taekwondo	Towards safety gear for members		\$750	\$250	\$4,032
	7-Nov	Oxford 24-7 Youth Work	Tag Archery		\$750		

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

Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
		2023/24 \$0,120 + Carryover \$ 39 =				\$ 6,159.00
2-Aug	Oxford Land Search and Rescue	Radio handset, protective case and charger	5.9.2023	\$540	\$540	\$ 5,619.00
2-Aug	Coastguard North Canterbury	towards upgrading the swift water rescue vessel		\$500	\$500	\$ 5,119.00
2-Aug	Mandeville Bowling Club	purchase of office credenza	15-May-24	\$404	\$404	\$ 4,715.00
6-Sep	Waimakariri Dog Club	Purchase of two measuring wheels	11-Oct-23	\$500	\$500	\$ 4,215.00
6-Sep	Oxford Dark Sky Group	purchase light metre	12/20/2023	\$500	\$500	\$ 3,715.00
6-Sep	West Eyreton Friends of the school	shade sail		\$1,000	Withdrawn	\$ 3,715.00
6-Sep	Waimakariri Access Group	Towards running an Inclusive Sports Event	9-May-24	\$500	\$278.84	\$ 3,436.16
6-Sep	Standardbred Stable to Stirrup Charitable Trust	Towards monogrammed patches for clothing and horse gear	10.10.2023	\$470	\$470	\$ 2,966.16
6-Dec	Ohoka Rugby Club	Towards replacement weights		\$500	Declined	\$ 2,966.16
6-Dec	Clarkville Playcentre	Towards a replacement printer/copier	2-Apr-24	\$469	\$469	\$ 2,497.16
3-Apr	North Canterbury Pony Club	Towards St John's Ambulance services	18-Oct-24	\$500	\$500	\$ 1,997.16
8-May	Swannanoa Home and School Committee	towards picnic tables	25-Jul-24	\$760	\$750	\$ 1,247.16
5-Jun	Oxford Footaball Incorporated	towards hiring the hockey turf at Mainpower Stadium		\$1,000	withdrawn	\$ 1,247.16
5-Jun	Oxford Promotion Action Committee	Towards lighting the tree by the library for Matriki	24-Jul-24	\$750	\$750	\$ 497.16

Oxford-Ohoka  
Community Board  
10.139.100.2410

## GOVERNANCE

# Oxford-Ohoka Community Board Discretionary Grant Application

### Information to assist groups with their application

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

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

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

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

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

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

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



Our Ref: LTC-03-20-04/240216022707

30 October 2024

Sarah Barkle  
Chairperson  
Oxford-Ohoka Community Board  
Waimakariri District Council  
Private Bag 1005  
Rangiora 7440  
via email: [com.board@wmk.govt.nz](mailto:com.board@wmk.govt.nz)

Dear Sarah

### **LONG TERM PLAN 2024-2034**

Thank you for taking the time to submit on the Council's Long Term Plan.

This letter is a follow up to the one you received from us earlier and aims to specifically address your points of submission. For ease of reference, your order of topic has been retained.

Council adopted the Long Term Plan on 25 June. Over 330 residents submitted on the draft plan and Council considered submissions during deliberations in May.

The first cut of the Draft LTP proposed an initial increase of 19%. Like many businesses and households, the Council has been experiencing significant inflationary movements - specifically in construction costs, labour market increases, and revaluation of community assets, with some costs moving as much as 150% over the last few years.

The Council revised its non-essential works by going through budget items line-by-line. As a result, we have deferred \$120m of non-essential works to outer years such as the extension of the Library and the Eastern Link Road to bring the rates increase down further.

Where we have landed is with an increase of 9.39% which is just 0.45% higher than planned due to a big unforeseen increase in insurance costs.

At 9.39%, Waimakariri's rates increase is one of the lowest in the country and the lowest in the greater Christchurch area. The Local Government average rate increase this coming year is 16%.

The LTP balances affordability for residents while delivering on the services and infrastructure that makes Waimakariri a great place to live – for residents now and in the future.

### **Key issues for Consultation**

- (a) ***How we'll prioritise the natural environment*** - The Board agrees that the Waimakariri District's rich biodiversity needs to be protected. However, the Board feels that ratepayers should not be expected to invest in major natural environment projects in the current

adverse economic climate. The Board, therefore, believes that the Council should only continue the work already underway.

A wide range of legislation and higher order documents, such as the Resource Management Act (RMA), National Policy Statement for Indigenous Biodiversity, and the Canterbury Regional Policy Statement, require the natural environment to be protected, maintained, and enhanced.

More specifically, Section 31 of the RMA requires that Council achieve the integrated management of natural and physical resources, including maintaining indigenous diversity. Section 6(c) requires Council protect Significant Natural Areas (SNAs). Council is also required to have regard to the Canterbury Biodiversity Strategy (2008).

For these reasons the Council supported the Natural Environment Strategy. This strategy will result in more natural places to play, improved biological awareness, the development of more reserves, and a lot of planting. It will prioritise nature, connect people with the environment, improve knowledge about our biodiversity, and sustain and create resilient ecosystems.

(b) ***Building the right facilities at the right time*** - The Board wishes to acknowledge the Council's need to plan and budget ahead of social infrastructure. However, the Board does not support the proposed refurbishment of the Southbrook Sports Club. It believes that the Southbrook Sports Club should be responsible for its own maintenance, similar to all other sports clubs in the district. The Board is also concerned about the ratepayers investing in a club building that the Council does not own. Many community sports clubs need funding, and the Council should guard against setting a precedent by funding club buildings.

The Board opposes the development of a second cricket oval at 154 East Belt, Rangiora, as it does not believe that significant capital expenditure on sports and community facilities should be prioritised in the current economic climate.

The Board is open to allocating \$3.8 million to implement the recommendations for the Sports Facilities Network Plan Review in the outer years of the LTP, as it supported the upgrade and upkeep of Council facilities to ensure the maintenance of current service levels. However, the Board would have liked more details about what the proposed funding would be used for.

Council provides social and cultural benefit to the community by supplying community facilities and other assets that allow for people to engage and interact with one another and not be socially isolated. These assets provide great wellbeing to those who use and enjoy them.

For these reasons, Council has supported Southbrook Sports Club with a provisional sum in year four of the Long Term Plan. Equally the Council has supported Canterbury Country Cricket with a provisional sum of \$500,000 to help them develop a second wicket at 154 East Belt.

These funds are provisional until such a time that each club can fund-raise the remaining amounts that would see their projects through to completion.

The ownership and operation of any future facility is very important to ensure financial sustainability. At this stage there have been no decision regarding future ownership or an operational/governance model for any new building.

Council agrees that the boards should have the facilities network plan presented to them for better understanding. The Greenspace Unit will book a time to meet with the board to present this.

- (c) **Extension of the Trevor Inch Memorial Rangiora Library** - The Board does not see the need to extend the Trevor Inch Memorial Rangiora Library at this time. Therefore, it believes the Council should set aside funds for refurbishments and upgrades to be undertaken where urgently needed.

The Council's view is the library no longer meets the needs for a diverse and growing community. The extension is scheduled to take place in the outer years of the LTP and considers what will be required for our current community but also looks forward 30 years to make sure the council can still provide library services for the cultural and social well-being of our community, based on population projections nearing 100,000 by 2050.

- (d) **Funding flood resilience and improvements** - The Board wishes to commend the Council for the work done during and after major flood events. The Board believes it will benefit the Council to establish a permanent in-house Infrastructure Resilience Team to implement recovery and infrastructure works to ensure resilience during frequent heavy weather events and the associated impact on Council services. Also, the Board believes an in-house team would be more cost-effective than relying on consultants to fill this role. It thus supports establishing such a team as part of the Council's Utilities and Roading Section. The Board would have liked more details about the projects the team would be undertaking in its Ward. Furthermore, the Board wishes to urge the Council to engage the affected communities through the Community Board to ascertain what recovery and infrastructure works may be needed. The Board also believes serious attention should be given to the drainage issues facing the rural areas, which contribute to regular flooding. It, therefore, supports the proposed Mandeville Resurgence Channel Upgrade Project.

Over the past 10 years Council has spent \$30 million responding reactively to recovering from significant rain and flooding events. Often we have had to engage external consultants to support our recovery from these events.

The funding allows us to establish a permanent Infrastructure Resilience Team, with an associated fund to deliver flood resilience projects. This will reduce our costs overall and provide in-advance mitigation from increased adverse weather events and climate change.

All community boards, and affected community members, will have an opportunity to comment on proposed projects as they are allocated and prioritised into the future. Your support of the Mandeville Resurgence Channel upgrade is acknowledged. We agree this is an important drainage improvement project.

- (e) **Rangiora Eastern Link Road** - The Board is aware of Rangiora's continued population growth; however, it does not believe sufficient information exists to establish whether the proposed Rangiora Eastern Link Road would reduce congestion through Southbrook. The Board doubts that Waka Kotahi NZ Transport will be willing to co-fund the proposed Rangiora Eastern Link, especially in light of the Central Government's undertaking to build the Woodend Bypass. It, therefore, believes that it should be moved outside the LTP period and not progress until there is more clarity about Development Contribution funding and Waka Kotahi NZ Transport. It is the Board's view that the development of the Rangiora Eastern Link should not be a priority in the current economic times and that the Council should instead concentrate on effectively maintaining its existing roads.

The REL is an important part of planning for the future transport needs of the district.

While there are some uncertainties regarding the NZ Transport Agency funding of this project, it is important to progress investigation and planning of this route.

Waimakariri District is a high growth district, and it is anticipated that Rangiora will continue to grow. The REL is proposed to help address current safety, congestion, and access issues in Southbrook, as well as to cater for future growth.

Without the REL it is likely there will be increasing safety and access issues, as well as increasing travel time and congestion through the Southbrook area.

### **Board Priorities for Consideration (IN NO SPECIFIC ORDER)**

#### **(f) *Roading***

The Board acknowledges repairs to Tram Road are being carried out regularly. It requests that quality repairs remain a high priority due to the high traffic volumes and the speed of deterioration. However, the Board has received negative feedback from the community regarding the quality of the recent repairs and, therefore, requests that the Council review these works and ensure that the repair work meets a high standard and will not be prone to failure. Repairs should be to such a standard that they last until the road comes up for its next round of due maintenance. The constant failures and inadequate repairs are a genuine concern and a waste of time, money and resources.

Tram Road has had a number of failures over the last two years, which have been exacerbated by saturated pavements from high ground water levels from flooding, and a need for increased drainage repairs including high shoulder removal.

It is not always possible to undertake a permanent repair straight away, for a number of reasons, and as such sometimes holding repairs are required until an area wide treatment can be undertaken.

Staff are actively working with the maintenance contractor to ensure that the right repair is being programmed and undertaken, including an increase in site testing prior to the repair being undertaken to ensure the best repair method is being selected. Where rework is required due to workmanship issues, then this is at no cost to Council.

The Board also wish to bring to the Council's attention the surface condition of Main Street in Oxford. The road surface has been damaged due to the number of heavy vehicles using the road daily. Therefore, the Board urges the Council to reconsider making budgetary provisions for the resealing of Main Street. Furthermore, the Board requests that a higher level of maintenance be carried out on rural shingle roads. The Board again implores the Council to institute a 40km/h speed limit on Main Street, Oxford, as per the numerous residents' requests over the years.

Staff thank the Board for raising these concerns and notes that a site meeting will be organised with the Chair of the Oxford-Ohoka Community Board (or the Boards representative(s)) to discuss areas of concern and how this might fit into forward work programmes. At this stage Council has decided to put any further consideration of speed limits on hold, pending the new Government release of new rules around how these are assessed and set.

The Board has concerns regarding the state of rural shingle and gravel roads in the District and urges the Council to make more provisions for rural road maintenance in its LTP.

The condition of unsealed roads has continued to be a key area of focus over the last two years. Our unsealed network suffered significant damage over three consecutive flood events which we have been working to address. Remetalling of flood damage has continued over the

last 12 months and is due to be completed during May / June 2024.

There has also been a real focus on auditing of the unsealed network to ensure the required levels of service are being met.

When considering the district holistically, over the last two years we have experienced increasing construction costs resulting in less work being able to be carried out, which will subsequently result in further deterioration of the transportation network.

Additional funding for road maintenance activities has been requested from NZ Transport Agency as part of the 2024 - 2027 National Land Transport Programme, and that the Draft Government Policy Statement on Transport supports an increasing focus on road maintenance.

The priority areas we will focus on are key transport corridors, as these are the heavy lifters in terms of carrying most of the traffic movements. For example Arterial and Primary Collector roads make up only 17% of the network by length but they carry 76% of the vehicle kilometres travelled across our network.

(g) **Footpaths in Oxford** - Numerous streets in Oxford have no footpath or, in some cases, only one side of the road. The Board, therefore, requests the installation of footpaths on at least one side of the road in all the residential streets in Oxford. Several streets are still not connected by footpaths – Harewood Road from Burnt Hill Road to Park Avenue, Matai Place, Redwood Place, Knights Street, and Cheapside Street, among others. It is suggested that a condition assessment be undertaken on Park Avenue, as this footpath is in poor condition with multiple trip hazards.

The Board would like to commend the Council on completing the path down Tram Road, which now helps link the community. Feedback from the community has been very positive. It is rewarding to see infrastructure being given to these peri-rural communities. The community would like to see a path installed down McHugh's Road so that the Braeburn area is connected to the shops and the sports club. This should also be a lesson learned: When developers create these peri-rural communities, some level of infrastructure is expected to connect them. This may not need to be an asphalted urban path but a more fitting compacted shingle surface.

A programme for installation of new footpaths was developed in 2015, with new footpaths being prioritised across the main urban areas. The programme has a budget of \$100,000 per year to allow for the installation of a footpath on one side of streets that do not have a footpath. A number of new footpaths have been constructed in Oxford over the last five years, with further streets including Matai Place, Knight St and Redwood Place all included in the indicative programme in 2026/27 and 2027/28.

The Park Avenue footpath condition is assessed along with all other paths in the district on a three yearly cycle, and renewals and maintenance are prioritised against all other footpaths in the district.

The new path along Tram Road was delivered with co-funding from the Transport Choices Programme. A path on McHugh's Rd is not currently allowed for within the proposed programme.

(h) **Environmental Health Services** - The Board urges the Council to advocate for inhibiting vape stores in the Waimakariri District. It would encourage the Council to advocate for our communities' health and well-being by supporting any legislation limiting the stores' existence, removing vapes from dairies, and preventing them from being near schools and recreational areas.

At this stage, a Bylaw cannot be used to restrict sales due to the overriding legislation - Smokefree Environments and Regulated Products Act 1990, administered by the Ministry of Health. If a vendor has a licence to sell tobacco, they can sell vape products. At this point, it is not under local government legislation.

- (i) **Oxford Sewer Rates** - In the draft 2021-31 LTP, the proposed Oxford Urban Sewer Rate was approximately double that of any other urban area in the district, which substantially impacted the Oxford Urban ratepayers.
- The Board, therefore, requested clarification on why the Oxford Urban Sewer was so expensive to maintain.

This scheme has a higher cost per property relative to the Eastern Districts Sewer Scheme due to economies of scale. The Oxford sewer scheme has 918 connections, while the Eastern Districts Sewer Scheme has 21,993 connections.

The renewals fund for the Oxford scheme currently sits at about \$816,000 (equivalent to about 2 years of annual depreciation) and is to be used for the replacement of pipework and treatment infrastructure.

A large part of the annual expenditure for the Oxford scheme is associated with operating the Oxford WWTP, which requires a large amount of operator input and has high sludge disposal costs. This will be addressed as part of the proposed upgrade of the Oxford WWTP, however there are limited measures that can be implemented in the interim prior to a more comprehensive upgrade.

Staff will be more than happy to present to you on the current challenges with the plant and the options available to upgrade. The points that you raise regarding the Oxford wastewater rate will be considered as part of the 3 Waters rating review which is proposed to be undertaken in 2026 in advance of the next LTP. The rating review will consider various possible rating models for 3 Waters services across the district, including whether to continue to rate on a scheme by scheme basis, or alternatively on a district wide basis.

- (j) **Upgrades to Oxford's urban stormwater system** - Considering the increase in significant weather events and the resulting frequent flooding, it is essential to ensure that urban stormwater systems function optimally. The Board, therefore, requests the Council to consider upgrading Oxford's urban stormwater system, especially the regularly flooded areas such as Matai Place, Rata Street, Tui Street and Main Street.
- The Board wishes to see more innovative futureproofing of our infrastructure and waste systems. An example would be looking into technologies that can use waste can be used to generate power. Kate Valley and the Oxford waste systems would be good examples to investigate.

We agree that a functioning urban stormwater system is essential given the increased weather event we have been experiencing and agree that there are currently issues in the areas mentioned in the submission. The Long Term Plan already includes budgets to upgrade the drainage system in Matai Place, Flannigans Drain (which will benefit Rata Street and Tui Street), Pearson Drain (which will benefit Main Street) as well as drainage upgrades in Bay Road, Burnett Street and Knight Street.

In terms of building innovation into our waste systems, Kate Valley already captures landfill gas to generate power. The Oxford WWTP does not have the required scale to generate power, however we will look at innovation and new technologies to reduce the overall waste stream as part of the Oxford WWTP upgrade project.

- (k) **Property Management** - The Board wishes to suggest that the Council be more diligent in utilising its property portfolio. A list of all properties should be collated with a description, what income it currently generates, and the potential market valuation for income. Any way to generate revenue would benefit ratepayers, and the Board is aware of properties that have been vacant for long periods that could have been rented. The Board feels this is an opportunity for additional revenue and would make the best use of these assets.

Council owns close to 1,000 separate properties. Most of these are used for operational or community purposes.

In the current financial year over 450 sites were leased out and these are anticipated to generate over \$700,000 revenue this year. This was dominated by a small number of sites earning significant sums. However, most are rural sites earning relatively small amounts but with holding costs such as weed management being covered by lessees. Several community groups also contribute revenue via lease payments, but overall properties leased to community groups are heavily discounted.

There are also a number of sites held pending construction works or decisions relating to their future. In those circumstances there may be opportunities to generate income until decisions have been made about their future. Several highly visible houses have been in that situation and could have been rented out earlier however, the cost of upgrades to meet Residential Tenancies Act, Healthy Homes and other legislation made that course of action uneconomic - given the short timeframes to recoup the benefits. In some cases the planned disposals have been delayed multiple times and with the benefit of hindsight investment may have been worthwhile. A number of those have now been sold.

To guide how the Council manages property, the Property Acquisition & Disposal (PAD) Policy was created and approved by Council in February 2022 and a Property Portfolio Working Group established to look specifically at this.

This group is leading a review to consider the functional and financial performance of all Council property, which will include options to re-invest, re-purpose or dispose of property - depending on the outcome of the site specific evaluations.

- (l) **Oxford Community Health Centre** - The Board wishes to encourage the Council to support the Oxford Community Health Centre Trust in its negotiations with Health New Zealand and other key stakeholders regarding its proposed expansion. This facility is vital for the Oxford community, particularly as an ageing population will rely more on local healthcare services.

Through involvement with the Waimakariri Health Advisory Group, community development staff have a good understanding of the many and varied services offered by Oxford Community Health Centre Trust.

This service is vital to the Oxford Community, particularly given Oxford's relative geographic isolation, our District's ageing population, and that lack of access to transport is an issue for residents. Furthermore, we recognise that, with current pressure on the public hospital system, it is important that people can access appropriate medical care within their own community. We therefore support the Trust's plans to enter into negotiations with Health New Zealand and



other stakeholders regarding its proposed expansion.

A meeting with our local Members of Parliament is also being arranged to discuss future health needs for Oxford, including the hospital.

(m) **Fees for Community Facilities** - The Board wishes to request the Council consider more flexible fee options for the Oxford pool, including seasonal, monthly, and weekly passes. This would give families more flexibility in using the pool and encourage repeat visitors.

- Historically, community not-for-profit organisations have been able to use Council facilities at a discounted rate and sometimes even free, depending on the circumstances. However, current Council policy requires all community groups to pay at least 50% of the standard hiring fee. This is cost-prohibitive for many community not-for-profit organisations resulting in them being unable to host events. The Board would, therefore, request the Council to consider exempting community not-for-profit organisations from fees when hiring council facilities, particularly if they are looking to hire them for a longer period of time.

The facilities currently offer a number of pool entry options, offering discounted rates to returning users. These include purchasing a set number of discounted swims, or purchasing a period of time over which to enjoy discounted entry. One of these membership options, the 3 month membership aligns with the seasonal operating period of Oxford pool.

Future updates to the District Aquatics Plan will include investigation into the feasibility of offering other options, such as a one month pass and how best to price these to ensure a benefit to the user and viability for the facilities.

Funding for these activities often operate in a balance. Aquatics for example aim to generate 40% of their income through ticket sales, with the remaining 60% coming from Rates income. Any decrease in ticket sales therefore needs to be offset by an increase in rates.

Similarly, the provision of services and upkeep of Community facilities can either be charged against the income received or by increasing rates to offset this. Councils' committees have delegated authority to wave or decrease fees to help offset operating costs. Council, which is similarly not for profit, works to find the same balance by making facilities accessible to groups looking to utilise them and supporting their affordability through rates.

If you would like to read a full copy of the Long Term Plan you can find these at the Rangiora, Kaiapoi and Oxford service centres and libraries and on the Waimakariri District Council website.

Once again, thank you for your interest and contribution to the development of our District. If you have any further questions or comments, please feel free to get in touch.

Yours sincerely



Dan Gordon  
**MAYOR**

## OXFORD-OHOKA COMMUNITY BOARD

### Chairs Report Exchange

For the month of October 2024

MEMBERS' DAIRY		DISCUSSION POINTS
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
9 <sup>th</sup> October	<b>Canterbury Landscapes Meeting</b>	<p>Meet with the committee involved in with CLS. CLS's consents are up for renewal and they intend to renew these. They are not looking to change too much on the consents. They are happy working at the current capacity and no desire to extend.</p> <p>May look at putting a lined pad down for the mature compost which currently lies on a sawdust bed. The purpose pf this would be to reduce contaminants to ground.</p> <p>They are no longer accepting compostable packaging or dairy waste.</p> <p>They did speak about potentially accepting Waimak green bins if that became an option. They are therefore adding in FOGO into the consent in case this became an option.</p> <p>In May there was a fire onsite due to some accepted waste sitting for too long. Now this must be processed as soon as it arrives at the site. Highest kevel 9f risk is when raw/new material touches older material.</p> <p>Forrest around the site has been removed. They said they do no turnovers in any wind from the South to help reduce movement of odour.</p> <p>May be looking at moving their bark processing plant to this area (west of current site). This will require a separate consent.</p> <p>It was noted that some of the smell complaints from Mandeville were actually coming from a property on No.10 Road.</p>
10 <sup>th</sup> October	<b>Community Services Awards</b>	<p>A lovely evening celebrating some outstanding members of our community. I particularly enjoyed hearing the stories about each of the individuals. It's a shame it isn't attended by more people, a special night none the less.</p>

<b>16<sup>th</sup> September</b>	<b>Meeting with Andrew</b>	<p>RIDL appeal to Env Court postponed until December. Now that the project is on the Fast Track list it adds another avenue for the development. Still quite a process for this to go through before it will be considered.</p> <p>Expert conferencing has concluded and the DP hearing will reconvene November 4<sup>th</sup> in Council Chambers.</p> <p>WQL have come back with a list of things that they are going to go away and work on. The timeline of this takes us out to September 2025. We will be making it clear that we will not be investing time or money into looking at their findings etc until all of the information is gathered. At that point all the opposing parties will decide whether they now have enough information to enter in mediation or whether it then goes to court.</p>
<b>23<sup>rd</sup> September</b>	<b>Water Race Drainage Advisory Group</b>	<p>A light agenda at this meeting. Question was asked about the WILs water storage facility on Wrights Road. This was voted down by the shareholders. However there is still a group of people who want to continue this. They are currently looking at other ways they may be able to get this built and managed – may be through a private ownership group. Still under investigation.</p>
<b>24<sup>th</sup> September</b>	<p><b>WestEyreton/Swannanoa/View Hill athletics day.</b></p> <p><b>Oxford Football Club and Cust domain</b></p>	<p>Great day out at the athletics day. All three schools combined this year for their senior athletics day. Was an awesome event seeing all three schools interact.</p> <p>I tried to enter this teams meeting but couldn't get connected.</p>
<b>6<sup>th</sup> November</b>	<b>Youth Funding Meeting</b>	

Other work/Updates.

Maria, Cassandre and Shirley from Oxford have been putting in an incredible effort putting together a protest against the WQL. They are hoping to be able to gather the local voices and show the level of opposition within the community. They are still hearing that a lot of people thought that it had been declined and not realising it was going through Environment Court.

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

Members Name: Pete Merrifield

<b>MEMBER'S DIARY</b>		<b>DISCUSSION POINTS</b>
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
2/10	Oxford-Ohoka C B Meeting	
5/10	Springston Trophy – Rangiora Showgrounds	Interesting learning experience – well looked after in the sponsors tent
15/10	Attended the Utilities and Roothing Meeting at Council Chambers	
18/10	Oxford Museum Committee Meeting	Helping liaising with Ken Howat with regard to storage at the museum. Will be an ongoing task.

**Other:**

- Chatted to a local farmer from 2 Chain Road who are concerned about the condition of the road beyond the ford to South Eyre Road. Would like to see the Council tidy it up.
- Have been trying to keep our Facebook up to date so its relevant, seems to be working better as I get more familiar with it.
- Looking ahead to a Grey Power meeting.
- Have been asked to go to the Wheelchair Access opening Nov 6