

Agenda

Oxford-Ohoka Community Board

Wednesday 4 December 2024

6.30pm

Oxford Town Hall
34 Main Street
Oxford

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 OXFORD TOWN HALL, 34 MAIN STREET, OXFORD ON WEDNESDAY 4 DECEMBER 2024 AT 6.30PM.

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

BUSINESS

PAGES

1. **APOLOGIES**
2. **PUBLIC FORUM**
3. **CONFLICTS OF INTEREST**
4. **CONFIRMATION OF MINUTES**
 - 4.1. **Minutes of the Oxford-Ohoka Community Board meeting – 7 November 2024** 7-17

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

 - (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 7 November, as a true and accurate record.
 - 4.2. **Matters Arising (From Minutes)**
 - 4.3. **Notes of the Oxford-Ohoka Community Board Workshop – 7 November 2024** 18-19

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

 - (a) **Receives** the notes of the Oxford-Ohoka Community Board Workshop held on 7 November 2024.
5. **DEPUTATIONS AND PRESENTATIONS**
 - 5.1. **Bike Oxford – Chirs Perry and Kate Hallum**

C Perry and K Hallum will be in attendance to discuss a biking initiative in Oxford.

6. ADJOURNED BUSINESS

6.1. Application from Oxford 24-7 Youth Work

20-29

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

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

OR

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

7. REPORTS

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

30-47

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

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

OR

- (c) **Declines** the application from Swannanoa Home and School Incorporated.

8. CORRESPONDENCE

8.1. General Landscaping Budget Memo

48-49

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

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

9. CHAIRPERSON’S REPORT

9.1. Chairperson’s Report for November 2024

50-52

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

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

10. MATTERS FOR INFORMATION

10.1. Woodend-Sefton Community Board Meeting Minutes 11 November 2024.

10.2. Rangiora-Ashley Community Board Meeting Minutes 13 November 2024.

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

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

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

Note:

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

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. Play Spaces in Kaiapoi East

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

Consultation closes Friday 6 December 2024.

12.2. Libraries Survey 2024

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

13. BOARD FUNDING UPDATE

13.1. Board Discretionary Grant

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

13.2. General Landscaping Fund

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

14. MEDIA ITEMS

15. QUESTIONS UNDER STANDING ORDERS

16. URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

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

Workshop

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

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

PRESENT

T Robson (Acting Chairperson), M Brown, R Harpur (arrived 6:59pm), P Merrifield and M Wilson.

IN ATTENDANCE

G Cleary (General Manager Utilities and Roding), K Simpson (3 Waters Manager), J Recker (Stormwater and Waterways Manager), C Roxburgh (Project Delivery Manager), K Howat (Parks and Facilities Team Leader), S Binder (Senior Transportation Engineer), S Murphy (Senior Civil Engineer), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

There were eight members of the public present.

1. APOLOGIES

Moved: P Merrifield

Seconded: M Brown

THAT apologies for absence be received and sustained from T Fulton, N Mealings and S Barkle.

CARRIED

2. PUBLIC FORUM

2.1. Jonathan Stagg

J Stagg noted that while serving as a relieved New Zealand Police Officer in Oxford for the last eight months, it came to his attention that Oxford did not have a night patrol or a community watch. He, therefore, wishes to host a public meeting to try and recruit volunteers. At that meeting, he also wished to discuss crime prevention with the community and the possibility of additional CCTV cameras. J Stagg commented that many Oxford residents had raised concerns about the speeds on Main Street. He accessed some data, and in the 2021/22 financial year, New Zealand Police issued 25 speeding tickets on Main Street, in the zone from High Street through to the end of the West Hotel; in the 2022/23 financial year, 88 tickets were issued, and in the 2023/24 financial year 72 tickets. He noted that these were not considered high ticket numbers in the scheme of things.

M Brown asked how many volunteers they needed for the night patrol to make it viable. J Stagg thought they would need around 15 to 20 volunteers, so people did not have to be on duty too many weeks in a row.

M Brown further questioned if the night patrol or a community watch would be using private vehicles and, down the track, have its own community vehicle. J Stagg noted that based on their investigation, it would be simpler to use private vehicles and provide a fuel voucher for the night.

T Robson enquired where J Stagg believed additional CCTV cameras should be a priority. J Stagg recommended that CCTV cameras be installed at the Tram and Bennetts Roads corner, the gas station end of Main Street, at the corner of Harewood Road and High Street and along Bay Road. That would cover all the exits from Oxford which gave the New Zealand Police the ability to track suspects if something happened in Oxford.

3. CONFLICTS OF INTEREST

There were no conflicts declared.

4. **CONFIRMATION OF MINUTES**

4.1. **Minutes of the Oxford-Ohoka Community Board meeting – 2 October 2024**

Moved: M Brown

Seconded: P Merrifield

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.

CARRIED

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

There were no matters arising.

4.3. **Notes of the Oxford-Ohoka Community Board Workshop – 2 October 2024**

Moved: M Wilson

Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the notes of the Oxford-Ohoka Community Board Workshop held on 2 October 2024.

CARRIED

5. **DEPUTATIONS AND PRESENTATIONS**

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

Councillor C McKay advised that Environment Canterbury's (ECan) Regional Public Transport Plan was currently out for public consultation. ECan had been advised that there was interest in public transport to and from Oxford. However, it was not sure whether there was a real need. She noted that the Central Government's National Land Transport Programme did not include funding for public transport. Councillor McKay noted that ECan was currently reviewing its 2025/26 Annual Plan; they were reallocating some year-two funding to facilitate a business case about rural public transport, which may include some changes for the Selwyn and Waimakariri Districts. However, ECan was looking at pushing these proposed changes out to year three because it did not have the funding to implement them.

Councillor McKay reported that the Central Government had recently changed the legislation pertaining to the Canterbury Regional Policy Statement. Freshwater Plans and activities relating to freshwater were not allowed to be notified until the end of December 2025 or until such time as the Central Government had a new policy statement.

T Robson noted that a number of years ago, the Waimakariri Youth Council approached ECan about a bus service to Oxford; however, it never materialised. He thought it may be an initiative that the Oxford Community Trust and Waimakariri Youth Council could undertake together.

P Merrifield noted that it was a concern that ECan was providing a bus service from Lyttleton Harbour to Christchurch City Centre for the cruise ship passengers, who were not ratepayers and therefore did not subsidise public transport. Councillor McKay advised that public transport was available to all, regardless of where they came from.

T Robson questioned the proposed ban on the transport of bicycles on buses. Councillor McKay noted that from 8 November 2024, bicycles on buses' front-mounted bike racks

were restricted until further notice. This was due to safety concerns from the New Zealand Transport Agency, which determined that the way some bike racks were fitted partially obscured the buses' headlights.

In response to a question from M Wilson, Councillor McKay commented that the previous bus service from Oxford to Christchurch City was privately operated and run by Christchurch City Council.

5.2. **Water Issues – Marnie Prickett**

M Prickett explained that she was a Public Health Research Fellow at Otago University. She had a background in freshwater ecology and horticultural science. She now focused particularly on drinking water issues such as source water protection. M Prickett observed that the Havelock North enquiry covered all drinking water systems across New Zealand, how drinking water was supplied, and the agencies involved. The report emphasised international best practices, which stated that multiple barriers were needed to protect freshwater. The report found that the protection of source water was the most important barrier. There were several agencies responsible for source water protection; however, the largest responsibility lay with Regional Councils, as they were the only entities which regulated polluting activities and protected that source water from contamination.

M Prickett noted that the second barrier was the adequate treatment of water supplies by councils and individual households. It was unfortunate that although councils do not protect water sources, they were responsible for the financial cost and the health risks associated with unsafe water.

M Prickett advised that the existing nitrate levels standard was 11.3mg, and the drinking water standards were only for human health protection. She was concerned that councils saw this as a ceiling that they could not go above. In terms of Plan Change 7, the Council had a maximum of half the allowable value at 5.65mg/l. However, the latest sample from Oxford Rural 1 was at 5.17mg/l which was close to the maximum allowable. She was, therefore, concerned about whether ECan was doing enough to protect the Waimakariri District's source water.

G Cleary questioned if there were any other Water Quality Parameters that may be of interest. M Prickett noted that the E. coli groundwater survey indicated that there may also be some microbiological contamination at Oxford Rural 1.

M Brown enquired what the current planning was if the nitrate levels continued to rise in the Oxford Water Supply. G Cleary explained that when testing, the Council did receive variable results, though it was normally not that high. Once it reached 50%, the Council would increase its monitoring, but available options included treatment or potentially investigating other sources, both of which would be expensive.

M Wilson noted that if changes were made at the water source, it would take time for nitrate levels to improve because of the lag. M Prickett noted that lag times were quite variable even within a small area.

6. **ADJOURNED BUSINESS**

6.1. **Discretionary Grant Application from the Lees Valley Householders**

K Rabe spoke to the report, noting that the Board previously requested clarity on several issues regarding the application received from the Lees Valley Householders (the Group) for funding to purchase two defibrillators. The Group's reply to the Board's questions had been included in the Agenda. The Group indicated that they were able to secure one defibrillator, however, they wished to install defibrillators on each end of the valley, so they were keen to secure funding.

M Brown questioned if applicants had a time limit for spending Discretionary Grant funding. K Rabe noted that if funds were not spent within six months be required to return the funding must be returned to the Board. However, the Board may agree to an alternate arrangement.

R Harpur asked if the Group had any other available funding. K Rabe commented that the Group seemed to have sufficient funds, though, there was no indication what the funds were earmarked for. She had suggested to the Group that they could approach St John Ambulance, Department of Conservation, or Fire and Emergency for assistance.

Moved: M Brown

Seconded: R Harpur

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 \$500 to the Lees Valley Householders to purchase defibrillators for a twelve-month period. If funds are not spent on the specific project applied for within 12 months, the recipient will be required to return the funding to the Board.

CARRIED

7. **REPORTS**

7.1. **Approval to install No-stopping Restrictions along the Frontage of No. 464 Mandeville Road, Mandeville – D Mansbridge (Project Engineer) and S Binder (Senior Transportation Engineer)**

S Binder took the report as read.

T Robson questioned the reason for not establishing no-stopping restrictions along the whole Mandeville Road frontage. S Binder explained that it was discussed; however, the grocery store had applied for further expansion and there was also the potential of the retail space expanding in the future which would result in the need for more carparking.

Responding to questions from P Merrifield, S Binder noted that the Hire Centre supported the proposal as their preference would be to maximise visibility from their access. The current speed limit along Mandeville Road in this location was 80 kilometres per hour. The Hire Centre would cater for larger vehicles which had slower acceleration speeds so increasing the site distances by reducing parking would be beneficial to allow time for vehicles to enter Mandeville Road safely.

Moved: R Harpur

Seconded: P Merrifield

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.

CARRIED

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

K Howat spoke to the report, noting that the Oxford Art Gallery had a storage container in Pearson Park behind the gallery building, it was requesting that the storage container remain in place.

T Robson sought clarity if the Oxford Art Gallery would be painting the container. K Howat explained that the Gallery had agreed to ensure the container blended in with the two existing buildings and would, therefore, paint the visible parts and perhaps paint a mural on it.

Moved: P Merrifield

Seconded: R Harpur

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 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 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. On the condition the container was painted to blend with the current building.
- (c) **Notes** that any security measures for the container are the responsibility of the Arts in Oxford Trust, and the Council takes no responsibility for the container or its contents.
- (d) **Notes** that the Arts in Oxford Trust is responsible for insuring items or any content that is placed or stored within the container, and the 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 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 the Council on an annual basis.

CARRIED

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

K Rabe took the report as read.

M Brown asked if 24/7 Youth was part of the Oxford Community Families Trust. T Robson confirmed that it was not part of the Oxford Community Trust.

The Board noted that the archery tag was estimated to cost \$2,300; however, the Group only applied for \$750. It was noted that the Group also applied to the Oxford Benevolent and Improvement League, but it was unknown how much funding they would receive. The Board requested additional information on how the Group would be raising the remainder of the required funding.

THAT the Oxford-Ohoka Community Board:

- (a) **Agreed** that the report be laid on the table to enable Oxford 24-7 Youth Work to provide the Board with additional information on how they would be raising the remainder of the required funding.
- (a)

CARRIED

The meeting adjourned from 7:42pm to 8:43pm for workshops on Parking Issues and the Mandeville Resurgence Channel.

8. CORRESPONDENCE

8.1. **Long Term Plan Response**

Moved: M Wilson

Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

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

CARRIED

9. CHAIRPERSON'S REPORT

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

Moved: M Brown

Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

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

CARRIED**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

Moved: M Brown

Seconded: P Merrifield

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.

CARRIED**11. MEMBERS' INFORMATION EXCHANGE****T Robson**

- Oxford Promotions Action Committee Mix 'n' Mingle was cancelled due to low numbers.
- Oxford Community Trust Annual General Meeting – Ken Terry attended from the New Zealand Police and talked about the work the Trust did in the domestic violence area.
- Pearson Park Advisory Group Meeting – They discussed the storage for the tennis club as well as some upgrade ideas for those paths, tidying up the stage and playground equipment.
- The Lions Big Day Out was on 16 November at the Oxford A&P Grounds.
- Ashley Gorge Advisory Group Meeting – discussed the Gala Day, which was planned for Waitangi Day, and the opening of the track.

P Merrifield

- Attended the Springston Trophy event.
- Oxford Museum helped with the container.
- A local farmer from Two Chain Road beyond South Eyre Road complained about the tidiness of the area.
- Attended the Ashley Gorge Track opening.

M Wilson

- Inclusive Sports Festival – Zak Lappin organised this great event, and it was well attended.
- Waimakariri Health Advisory Group Meeting – Two applications for the Chair role. Pharmacy project so people could drop unused medications in. Need to promote Ka Ora – Telehealth Option. Budgeting Services missed out on funding. However, they would keep going and try to source funding elsewhere. Seeing the impact of the Covid lockdown on 4-5-year-olds regarding behavior, anxiety and toilet training. Work in hospitality industry space due to cluster of suicides.
- Community Service Awards – Inspiring to hear stories of those who were giving to our community. Good to see youth recognized as well.
- North Canterbury Wearable Arts – A fun, family event fundraising for Oxford Area School. Some wonderful creative entries from both students and adults.
- Kaiapoi Fun Day – Ran by YDOT. The turnout was low. It may have been due to a number of other events at the same time.
- Ohoka Residents Meeting – Working on updating their constitution.
- Vape Free New Zealand Workshop – This was an excellent workshop with some concerning statistics and stories. 7,000 vape stores (yet only 6,500 takeaway outlets, 900 pharmacies) in New Zealand. Only two regulators for vaping, tobacco and smoking for all of Canterbury. No support to help teens with addictive behaviors as a result of vaping. New products are coming – heated tobacco products and pouches can stick inside of the mouth. 'Big Tobacco needs Little Addicts'. Have practical ideas to do something about this issue, which the Alcohol and Drug Harm Prevention Steering Group would pick up.

M Brown

- Commented on the Oxford West Domain long-term resident.
- No update on the west Eyreton Railway Sign.

T Robson noted that the sign was at Horton's waiting to be installed.

R Harpur

- Community Service Awards.
- Waimakariri Access Group Meeting.
 - Ease of use of the Waimakariri District Council Website discussed.
 - More space on buses was requested for wheelchairs; currently, only one per bus.
 - Bus route to be circular. This will be discussed with Environment Canterbury.
 - Pegasus deaf not getting emergency preparedness messages.
 - Aspire Shop on Langdon's Road.
- Mandeville Sports Club's new Bar and Bistro opened.

N Mealings

- Property Portfolio Working Group Meeting.
- Ohoka Domain Bird Count set up – Met with R Chambers of Pest Free Waimakariri to set up bird counting stations for biennial surveys to be carried out in October and February each year to assess the health of the ecosystem.

- Council Workshop and Briefing Session.
- Alcohol and Drug Harm Prevention Steering Group Meeting – General discussion about getting new members around the table from stakeholder groups, talked about the group's purpose being to build practitioner networking opportunities, policy and advocacy. "A Deeper Dive Into Parenting - Vape Free Kids" workshop held on 29 October 2024 at MainPower Stadium and building on the success of the last workshops, another "AOD 101" workshop for social work practitioners would be held on 14 November 2024 in partnership with Odyssey House, this time at Kaiapoi Ruataniwha Library.
- Passive House Site Visit – Invited by a resident and builder to visit their certified "Passive House" in Waikuku along with the Mayor, K LaValley and Planning Manager. Amazing home, super energy efficient, built with recycled materials, SaveBoard, triple glazing and very little construction waste. Quite inspirational.
- Community Service Awards – Always a wonderful occasion when we get to celebrate the heroes in our community. She had the honor of reading Doug Nichol's citation.
- Utilities and Roading Committee Meeting – Of interest regarding Flood Progress Report: All 88 investigations from last year's flood events had now been triaged, scoped and investigated; all 126 maintenance actions were complete; of the 24 immediate works projects, 15 were complete, two were under construction, and seven were in the design phase. The roles for the new Resilience Team were now filled, and the team was in place and would take over the remaining works and implement future works proposed. Great to have this up and running now.
- Council Meeting to adopt Annual Report.
- Mandeville Sports Club Board Meeting.
- Ashley River Cleanup – Took part in Waimakariri Youth Council's second river cleanup this year. Great turnout of diverse groups. Thankfully, there was not a lot of rubbish about it, which was a nice surprise. However, they still collected just under 300kgs of rubbish due in part to a mattress found dumped in the river, which took three of us, a 4WD, a winch and a trailer to extricate from the water.
- Bird Counts – Carried out her first bird counts at the Ohoka Domain and Whites Road Reserve. Very interesting to quantify and compare the diversity of bird species present in both reserves.
- Social Services Waimakariri Hui – They farewelled their community constable, Don Munro. No replacement had been named as yet. Karanga Mai Young Parents' College at Kaiapoi High School had seen a welcome trend of more students staying on to year 13. Foodbanks were under extreme pressure even before we came into Christmas, so please support food drives/ Toot For Tucker/ donate if possible. It's tough out there.
- Ohoka Residents Meeting.
- Community Wellbeing North Canterbury (CWNC) Board Meeting and Annual General Meeting – Board meeting held prior to the Annual General Meeting held. CWNC was on the hunt for new trustees next year as some current board members' terms ended. If you know of any experienced trustees who would be interested, please get in touch with CWNC to keep this amazing community organisation going strong.
- Waimakariri Youth Council Meeting – Leslie Ottey was a guest speaker talking about the new 'Repurpose Pals' venture that repurposes old stuffed toys into weighted toys and gifts them to RLTB teachers for students. Youth Councillors took part in Waimakariri Access Group's Accessibility Training, which they found very interesting and helpful in understanding those with accessibility issues. Currently reviewing the Council's Youth Strategy and Action Plan.
- Bird Counts – Undertook a second round of bird counts at Ohoka Domain and Whites Road Reserve, this time with the aid of Cornell University's 'Merlin Bird ID' app, which recognized bird species by sound recordings. She was relieved to see the results were consistent with her previous effort, but this (free)app was very helpful and informative. Check it out! <https://merlin.allaboutbirds.org/>.

- Oxford Area School Senior Prizegiving – Had the honor of attending and giving out awards to senior students at their annual school prizegiving at the Oxford Town Hall. It's always a great night and a privilege to celebrate the students' efforts, and she wishes them all well for the future.
- Mandeville Sports Club Operations Meeting – Monthly meeting with grounds manager and Council staff.
- Council Meeting.
- Library Sustainability Workshop – Attended a 'Let's Get Growing' workshop at Oxford Library featuring a hands-on demonstration of how to grow fruit and veggies by seed and make seed-saving envelopes and containers from recycled paper, and attendees could also make and plant their own. There was also a seed and plant swap. This awesome annual series is run by our brilliant Library Learning Connections Coordinator, Jason.

12. **CONSULTATION PROJECTS**

12.1. **Solutions to Waste**

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

The consultation closed on Friday, 29 November 2024.

12.2. **Welcoming Communities**

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

The Board noted the Consultation Projects.

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.

The Board noted the Funding Update.

14. **MEDIA ITEMS**

Nil

15. **QUESTIONS UNDER STANDING ORDERS**

Nil

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

Nil

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board was scheduled for 6:30pm, Wednesday, 4 December 2024, at the Oxford Town Hall.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 9:04PM.

CONFIRMED

Chairperson

Date

Unconfirmed

NOTES OF THE WORKSHOP OF THE OXFORD-OHOKA COMMUNITY BOARD HELD IN THE OXFORD TOWN HALL, MAIN STREET, OXFORD, ON THURSDAY, 7 NOVEMBER 2024, AT 7:42PM.

PRESENT

T Robson (Deputy Chairperson), M Brown, R Harpur, P Merrifield and M Wilson.

IN ATTENDANCE

G Cleary (General Manager Utilities and Roding), K Simpson (3 Waters Manager), J Recker (Stormwater and Waterways Manager), C Roxburgh (Project Delivery Manager), S Binder (Senior Transportation Engineer), S Murphy (Senior Civil Engineer), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

1. PARKING ISSUES – S Binder (Senior Transportation Engineer)

Trim ref : 241121206066

- There were issues with the supermarket car park.
- Currently the same vehicles parked in front of Pearson Park near the memorial every day. Suggested making this area a P60 to shift vehicles away from the area so people wanting to go to the supermarket could park there.
- Oxford currently had enough car parks, and some were areas underutilised, such as the car park behind the Jaycee rooms. Approximately six years ago Board members met with Council staff to discuss how to utilise this car park more. Several good ideas were raised however, nothing was progressed.

2. MANDEVILLE RESURGENCE CHANNEL UPDATE – K Simpson (3 Waters Manager), J Recker (Stormwater and Waterways Manager) and S Murphy (Senior Civil Engineer)

Trim ref : 241121206068

- Were the works currently being undertaken in Cullen Avenue part of stage one?

The works were not part of stage one, staff had done some interim maintenance work so if there was a rain event flooding could be mitigated. There was some erosion around that channel and staff wanted to make sure that it would not get any worse and cause damage to property.

- The Mandeville Ohoka Rural Scheme would raise the question that if by doing this work in stage one if the velocity would be increased? Peoples concern would be that if the channel was being straightened the water would come down quicker to Silverstream. Were staff able to show that they were not increasing the velocity?

That was the intention of the hydrographs that were included in the presentation. Staff realised that there were some members of the community and on the Drainage Advisory Group that were not going to believe the modelling work. The two things' staff had always said was that they were still committed to stage two, which would have a benefit. The other thing staff had been very proactive about was making sure that the downstream system that any issues were being addressed.

- How would people be able to maintain the channel once it was made bigger would people be able to mow it?

There would be areas that would be able to be mowed and there would also be areas that would be planted out as the banks would be too steep to mow safely.

- Had there been any thought given to the safety risk to children of deepening those channels?

There was not too much deepening, however there was a lot more widening. Currently there was quite a lot of spill over coming out of the culverts which in itself could be a hazard for children. Either way it was something that children should not be near during a storm event. The risk was particularly challenging for the sections that went through private property.

- Were the works going to make much effect on the 116 Cullen Avenue property, were staff hopeful that this would mitigate some of the problems?

Yes, it would. Staff understood the reason that the property had been called the boathouse was because effectively where the channel turned 90 degrees upstream of the house it would go straight ahead so there was flow around the house on both sides of the property. The capacity upgrades would substantially help with preventing the breakout flow on the western side of the property.

- Consent wise did Environment Canterbury have to be involved and had the Rūnanga been consulted?

Yes, staff had an MKL cultural report from the Rūnanga. From a consenting standpoint with Environment Canterbury Council did not need any further consents. The stage one option was preferred by Ngai Tuahuriri because they were opposed to rerouting water. Stage two was certainly going to be a point of discussion with Ngai Tuahuriri.

- What would Council be asking in the consultation because it would be contentious regarding stages one and two.

People needed to be reminded that it was not an 'option' between one and two, it was stage one and two. Even if stage two went first stage one would still need to be carried out.

THERE BEING NO FURTHER BUSINESS, THE WORKSHOP CONCLUDED AT 8:43PM.

12 November 2024

We have saved \$1050. We have applied to the O.B.&I League for \$500. If we do not receive the full funding from O.B.& I League, we plan to run some paintball events to fundraise the shortfall. We are very confident that we can get funding before Christmas in order to purchase the gear with the support of the Oxford-Ohoka board.

If I hear from the OB&I League before your next meeting I will let you know. If there is any further info you need, don't hesitate to reach out.

Regards,

Iain

18 November 2024

Hi Kay, good news. I can confirm that the OB&I League have contributed \$250 towards archery tag. With funding from the Oxford-Ohoka Community Boad and a little more fundraising we can definitely purchase the equipment before Christmas....

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

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

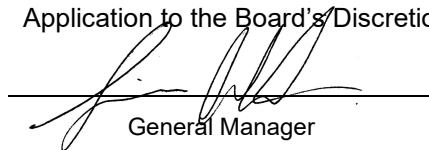
REPORT TO: OXFORD-OHOKA COMMUNITY BOARD

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
Total		\$750	

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?

24

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

What happens next?

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

Groups applying for Board Discretionary Grants 2024/2025

Name of group: _____

Address: _____

Contact person within organisation: _____

Position within organisation: _____

Contact phone number: _____ Email: _____

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

What is the timeframe of the project/event? _____

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

How many people will directly benefit from this project? _____

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

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

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

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

Other (please specify): _____

What are the direct benefit(s) to the participants? 25

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? ²⁶ 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: 03 379 888€

Quote

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

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)

--

Quote Totals	
Subtotal	\$2,399.76
Discount	\$0.00
Rounding	\$0.00
Tax	\$313.01
TOTAL inc Tax	\$2,399.76

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
Income									
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
Total Income	\$200.00	\$44,024.58	\$1,550.00	\$2,400.00	\$1,700.00	\$3,000.00	\$1,400.00	\$1,100.00	\$55,374.58
Expenses									\$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
Total Expenses	\$495.00	\$44,025.30	\$2,300.00	\$2,590.00	\$900.00	\$2,100.00	\$1,100.00	\$1,100.00	\$54,610.30
Expected Balance at 31st March 2024	\$676.50	\$5,045.04	\$1,711.75	\$898.95	\$800.00	\$1,714.37	\$505.63	\$89.30	\$11,441.54
Expecred Profit/Loss	-\$295.00	-\$0.72	-\$750.00	-\$190.00	\$800.00	\$900.00	\$300.00	\$0.00	\$764.28
<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
Total Trading Income	32,596.50

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
Total Operating Expenses	34,520.33

Net Profit (1,923.83)

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO: GOV-26-10-06 / 241111199111

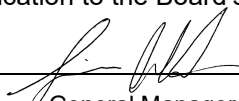
REPORT TO: OXFORD-OHOKA COMMUNITY BOARD

DATE OF MEETING: 4 December 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
Swannanoa Home and School Incorporated	Towards the purchase of picnic tables	\$750	The application partially complies.
Total		\$750	

Attachments:

- i. An application from Swannanoa Home and School Incorporated (Trim Ref: 241111198985).
- ii. Spreadsheet showing the previous two years’ grants.
- iii. Board funding criteria 2024/25 (Trim: 210603089866).

2. RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

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

3. BACKGROUND

- 3.1 The **Swannanoa Home and School Incorporated** seeks funding to purchase picnic tables for installation near the school’s bike track.
- 3.2 The current balance of the Oxford-Ohoka Community Board’s 2023/24 Discretionary Grant Fund is \$3,532.

4. **ISSUES AND OPTIONS**

Swannanoa Home and School Incorporated (the Committee)

4.1 Information provided by the Committee:

- 4.1.1 Swannanoa School is a semi-rural primary school catering for approximately 340 students from years one to eight. The active school provides many opportunities to engage in sports, physical education, adventure-based learning, and education outside the classroom. Approximately 80% of the students are from the Oxford-Ohoka Ward.
- 4.1.2 The Committee is a group of enthusiastic and dedicated parents who work to raise funds for Swannanoa School, coordinate school projects, and welcome new parents. All the money the Committee raises goes towards resources for the school's students.
- 4.1.3 The Committee seeks funding to install picnic tables near the school bike track. As a rural school, its policy to promote outdoor learning and space exploration is integral to the school's ethos. The school has recently made significant improvements to its bike track, which has increased its usage and community interest. It is believed that picnic tables near the track would be a welcome addition, allowing parents and others to sit and watch the tamariki show off their skills, encouraging families and friends to come together, fostering social interactions, and improving wellbeing.
- 4.1.4 The Committee intends to work with the Rangiora Menz Shed to produce the required picnic tables, estimated to cost \$760, thereby fostering local relationships and supporting local groups.
- 4.1.5 If this application is unsuccessful, the project will proceed. However, the funding will have to be sourced through another means as the Committee has not undertaken other fundraising for the project.

4.2 Council Evaluation:

- 4.2.1 The application partially complies with the Board's Discretionary Grant Application Criteria, as it is from a funding committee associated with Swannanoa School set up to deliver a project, not the school itself. The Committee has also indicated that picnic tables near the bike track would benefit the community. However, no evidence has been provided that the Ministry of Education should not fund this outdoor infrastructure.
- 4.2.2 The Committee has received the following funding during the last five years, and all Accountability Forms have been received:

Date	Project	Amount
May 2024	Towards the cost of picnic tables for the outdoor area	\$750
June 2022	Towards the cost of kapa haka uniforms	\$500
June 2022	Towards the cost of football t-shirts	\$500
Total		\$1,750

- 4.3 The current balance of the Board's Discretionary Grant Fund for 2024/25 is \$3,532. If the application is approved, there will be \$2,782 available for the remaining months of the financial year.
- 4.4 The Board may approve or decline grants as per the grant guidelines.
- 4.5 **Implications for Community Wellbeing:**
There are social and cultural implications, as safe spaces provide opportunities for social interaction, which builds a sense of community. Participating in school activities assists in reducing feelings of isolation and encourages social mixing.
- 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 affected by or have an interest in the subject matter of this report.

5.2 **Groups and Organisations**

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

5.3 **Wider Community**

The wider community will likely be affected by or interested in the report's subject as school events and social connections provide a sense of belonging and enhance community wellbeing.

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 \$3,532. If the application is granted, the Board will have \$2,782 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 (July to June). However, groups can apply twice a year, provided it is for different projects. Where applicable, GST values are calculated and added to appropriately registered groups if decided benefits exceed Board-resolved values.

6.2 **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

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

6.4 **Health and Safety**

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

7. **CONTEXT**

7.1 **Consistency with Policy**

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

7.2 **Authorising Legislation**

Not applicable.

7.3 **Consistency with Community Outcomes**

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

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

7.4 **Authorising Delegations**

Community Boards have delegated authority to approve Discretionary Grant Funding.

Rangiora Menz Shed Inc



c/o 190 Johns Road
Rangiora 7400

Rae Mackay
Treasurer: 0273 621 601
Email: raejmac@xtra.co.nz

Tax Invoice

Swannanoa School
1305 Tram Road
Swannanoa

Invoice Number
Invoice Date

INV00157
26/10/2024

Description	Quantity	Units	Unit Price	Price
Picnic Table Unstained	2		380.00	760.00
TOTAL				\$760.00

Please pay "Rangiora Menz Shed"
Bank Account 03-0674-0262947-000
Reference - Invoice No

Thank you

What happens now?

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

What happens next?

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

Groups applying for Board Discretionary Grants 2024/2025

Name of group: Te Kōwhiri Swannanoa Home and School

Address: [Redacted]

Contact person within organisation: [Redacted]

Position within organisation: Volunteer Grants Co-ordinator

Contact phone number: [Redacted] Email: grants@swannanoa.school.nz

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

We are seeking additional funding to provide more picnic tables for our school bike track. Our initial funding allowed us to make significant improvements, but increased usage and community interest have highlighted the need for additional seating. By partnering with Rangiora Men's Shed we aim to foster local relationships & support community engagement. These picnic tables will not only enhance our bike track experience for our students and families but also serve as a gathering space that strengthens our community ties.

What is the timeframe of the project/event? Nov. December 2024.

Overall cost of project/event: \$760⁰⁰ Amount requested: \$750⁰⁰

How many people will directly benefit from this project? 300+

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 80% Rangiora-Ashley 10% Woodend-Sefton 5% Kaiapoi-Tuahiwi 5%

Other (please specify): _____

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

This funding would give our bike track a more inviting area for parents + others to sit comfortably to watch the tamariki show their skills. It allows families and friends to come together and builds relationships + stronger communities.

What is the benefit(s) to your organisation?

This benefits our organisation by being able to accommodate our community and foster children + families well-being + social interactions.

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

Stronger + healthier community. This funding compliments our bike track which is open to the community. It gives Swannanoa residents in particular the ease of outdoor activities near their houses.

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?

[Empty box for relationship details]

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.

Currently we have not undertaken other fundraising. The tables are to compliment our new bike track that was completed by a local company and parents of the school.

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.

None.

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:

15/05/2024 - successful application for picnic tables from Oxford-Ohoka Community Board.

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

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

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

- I am authorised to sign on behalf of the group/organisation making this application.
- I declare that all details contained in this application form are true and correct to the best of my knowledge.
- I accept that successful applicants will be required to report back to the Community Board by completing an Accountability Report.
- I accept that information provided in this application may be used in an official Council report available to the public.

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

Signed: _____ Date: 4/11/24.



4 November 2024

Oxford-Ohoka Community Board
215 High Street
Rangiora 7440

Dear Community Board Members,

I am writing to request funding to provide additional picnic tables for the school bike track in our rural community. We are grateful for the initial funding we received, which allowed us to make important enhancements to the bike track. The increasing popularity of this space has increased the need for more seating to accommodate our students, their families and the community.

In our efforts to strengthen community ties, we are collaborating with the Men's Shed in Rangiora once again. They are a local initiative that fosters engagement and support within our area. This partnership not only enhances our project but also contributes to community well-being.

We believe that additional picnic tables will significantly improve the overall experience at the bike track, offering families a place to gather and enjoy the outdoors. Your support in this funding round would be invaluable in helping us achieve this goal. We are applying for this grant from the Home and School committee. We are a group of parents and teachers that come together to support the school and the Board to give extra opportunities to enrich the lives of our school community and their school journey.

We look forward to hearing your response. Please don't hesitate to contact me if you require any further information or if you have any feedback.

Warm regards,

[REDACTED]

Te Koromiko Swannanoa Home and School
Grants coordinator

[REDACTED]

grants@swannanoa.school.nz



Bashers ITM Ltd
 PO Box 25
 Amberley 7410
 Ph: 03 314 8311
 Email: diane@bashersitm.co.nz

Estimate 4975696

To:
7 Day Cash Account

Branch Bashers ITM Ltd
 Estimate # : **4975696**
 Estimate Date **25/10/2024**
 Customer Code : **7DAY**
 GST : **102-839-137**

Customer O/N: Swannanoa School

Salesperson: Taylor Carnachan

<u>Code</u>	<u>Description</u>	<u>Unit</u>	<u>Qty</u>	<u>Extended</u>
PICNIC TABLE	PICNIC TABLE 1.6m	EACH	2.00	787.82
				=====
			Subtotal	787.82
			Tax (GST)	118.17
				=====
			Total	905.99

ESTIMATE: Pricing estimate is based on the current market rates as of the date shown.
 All prices in this estimate are GST exclusive.
 Bashers ITM will endeavour to hold prices within this estimate but we are not always able to do so
 and where costs change before or during the project, Bashers ITM may pass these increases on
 during the project.
 This estimate is valid for 30 days from the date shown and is subject to confirmation with
 Bashers ITM after 30 days.
 The cost of delivery for this project has not been included in the estimate.

Swannanoa Home and School Incorporated

Statement of Receipts and Payments

"How was it funded?" and "What did it cost?"

For the year ended:

31st December 2023

	Notes	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
Operating Receipts				
Donations, fundraising and other similar receipts*	2	64,678		54,280
Fees, subscriptions and other receipts from members*	2	-		-
Receipts from providing goods or services*	2	18,332		17,475
Interest, dividends and other investment income receipts*	2	1,871		538
Other operating receipts				
Total Operating Receipts		84,881	-	72,293
Operating Payments				
Payments related to public fundraising*	3	28,012		4,009
Payments related to providing goods or services*	3	4,293		7,013
Grants and donations paid*	3	75,308		41,825
Other operating payments	3	51		51
Total Operating Payments		107,664	-	52,898
Operating Surplus or (Deficit)		(22,783)	-	19,395
Capital Receipts				
Receipts from the sale of resources*				
Receipts from borrowings*				
Capital Payments				
Purchase of resources*				
Repayments of borrowings*				
Increase/(Decrease) in Bank Accounts and Cash*		(22,783)	-	19,395
Bank accounts and cash at the beginning of the financial year*		109,330		89,935
Bank Accounts and Cash at the End of the Financial Year*		86,547	-	109,330
Represented by:*				
Cheque account(s)		64,997		53,565
Savings account(s)		21,550		55,765
Term Deposit account(s)				
Cash Floats				
Petty Cash				
Total Bank Accounts and Cash at the End of the Financial Year*		86,547	-	109,330

This performance report has been approved by the Committee, for and on behalf of Home and School Incorporated:

Date	_____	Date	_____
Signature	_____	Signature	_____
Name	_____	Name	_____
Position	_____	Position	_____

Swannanoa Home and School Incorporated
Statement of Resources and Commitments
"what the entity owns?" and "what the entity owes?"
As at
31st December 2023

Other Commitments*

Description*
Kapa Haka Uniform
Teacher Fund
Sport Support
Camp Raffle
150th
Teacher Aide Support
Replenishing Readers

Amount*
30,000
5,000

Amount*
2,345
4,000
3,000
1,433
530

Guarantees*

Description*

Amount*

Amount*

SCHEDULE OF OTHER INFORMATION

This Year
\$

Last Year
\$

Grants or Donations with Conditions Attached (where conditions not fully met at balance date)*

Amount*

Amount*

Resources Used as Security for Borrowings*

Swannanoa Home and School Incorporated
Notes to the Performance Report
 For the year ended
 31st December 2023

Note 2 : Analysis of Receipts "How was it funded?"

Receipt Item	Analysis	This Year \$	Last Year \$
Fundraising receipts	Community Fair Related Activities	61,043	29,817
	150th Celebration	335	-
	Camp Raffle	-	4,237
	Ladies Night	-	20,226
	Christmas Cake Raffle	1,110	
	Heifers Auctioned	2,050	
	Sundry	140	
Total		64,678	54,280

Receipt Item	Analysis	This Year \$	Last Year \$
Grants and donations			
Total		-	-

Receipt Item	Analysis	This Year \$	Last Year \$
Fees, subscriptions and other receipts from members		-	-
		-	-
Total		-	-

Receipt Item	Analysis	This Year \$	Last Year \$
Receipts from providing goods or services	Friday Lunches	8,294	10,060
	School Coffee Sales	5,183	2,696
	Quiz & Disco	3,978	3,851
	Plant Sales	-	200
	Uniform Sales	-	-
	Cookie Time	-	668
	Drive In Movie	877	-
Total		18,332	17,475

Receipt Item	Analysis	This Year \$	Last Year \$
Interest, dividends and other investment income receipts	Interest	1,871	538

Swannanoa Home and School Incorporated

Notes to the Performance Report

For the year ended
31st December 2023

Note 3 : Analysis of Payments "What did it cost?"

Payment Item	Analysis	This Year	Last Year
		\$	\$
Payments related to public fundraising	Community Fair and related activities	27,847	2,653
	Ladies Night Expenses	-	1,356
	Sundry	165	
	Total	28,012	4,009

Payment Item	Analysis	This Year	Last Year
		\$	\$
Volunteer and employee related payments			
	Total	-	-

Payment Item	Analysis	This Year	Last Year
		\$	\$
Payments related to providing goods or services	Lunch Order Expense	1,123	3,535
	Disco Expense	1,232	1,402
	School Coffee Sales	1,938	2,076
	Quiz Expense	-	-
	Movie Night	-	-
	Plant Sale Expense	-	-
	Total	4,293	7,013

Payment Item	Analysis	This Year	Last Year
		\$	\$
Grants and donations paid	Swannanoa School	75,308	41,825
	Total	75,308	41,825

Payment Item	Analysis	This Year	Last Year
		\$	\$
Other operating payments	Charities Commission Annual Return	51	51
	Total	51	51

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
		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	\$4,632
7-Aug	Oxford Football Club	Purchase of field marking paint		\$1,000	\$500	\$4,132
7-Aug	Oxford Community Trust	towards catering costs for Day Out event	event cancelled, funds returned	\$750	\$500	\$4,132
4-Sep	Lees Valley House Holders	towards the purchase of two AEDs	Decision made in November 2024	\$3,724	\$500	\$3,632
2-Oct	North Canterbury Inclusive Sports Festival	Host the festival at Mainpower		\$500	\$150	\$3,482
2-Oct	Oxford Alpine Taekwondo	Towards safety gear for members		\$750	\$250	\$3,232
7-Nov	Oxford 24-7 Youth Work	Tag Archary	Lie on the table	\$750		
4-Dec	Swannanoa Home and School	Picnic Tables		\$750		

Oxford-Ohoka
Community
Board
10.139.100.2410

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**MEMO**

FILE NO AND TRIM NO: GOV 26-10-06 / 241125208517
DATE: 4 December 2024
MEMO TO: Oxford-Ohoka Community Board
FROM: Ken Howat, Parks & Facilities Team Leader
SUBJECT: General Landscaping Budget

The purpose of this memo is to provide the Board with an update on the Oxford-Ohoka Community Board General Landscaping projects which have been completed, projects currently in progress and/or nearing completion and seek information on ideas for projects for this financial year. Staff have also included project suggestions for consideration.

The projects which have been completed are:**Ashley Gorge Development: \$3,500**

Ashley Gorge Advisory Group initiative to extend the old track to make it fully accessible. The track was rerouted and re-profiled and runs from the top car park to the gorge lookout and includes interpretation panels and fairy doors. The Community Board funded 50% of the project with the remainder funded through the gala day and sponsorship.

Ohoka Stream Walkway Seat: \$3,500

Bench seat installed on this popular walkway which was well received by local residents.

Flag Tracks Oxford: \$1,500

Damaged flag tracks replaced on Oxfords Main Street.

Projects which are currently in Progress are:**West Eyreton Historical Signs: \$5,150**

This project has two components. The West Eyreton railway siding sign and the Oaks Reserve Historical Interpretive panel.

The railway siding sign has been built by the Oxford Mens Shed and is now ready to be installed. This will be done by Delta with the project team to confirm the exact location adjacent to the railway siding at the eastern approach to West Eyreton.

Preliminary concept designs for the Oaks Reserve interpretative panel have been presented to the project team and the final design is currently being drafted in CAD to be circulated to the project team for final approval. Noting that the design and fabrication of the structure is being done by a local Swannanoa resident at no cost to the council. There will be costs for the actual interpretive panel section and installation.

2024/25 Future General Landscaping Projects for Consideration

The Community Board currently has \$27,083 available to allocate to projects made up of this year's allocation and last years unallocated budget.

Mandeville Reserve Legacy Area

The Mandeville Committee is proposing to establish a legacy area recognising the contribution of Ron Dalley, Gordin Fulton and Bob Ralls in establishing the Mandeville Reserve and pavilion. The proposal is to establish an area between the playground and the pavilion with three bench seats and planting.

Mandeville Cemetery – Bradleys Road Reserve

Tidy up of the cemetery area on the reserve with fencing off the grave sites and establishing areas of native planting.

Oxford Dog Park Seating and Shelter

The Strategic and Special Projects Team are currently working on designs for the Oxford dog park. The addition of a seating and shelter area would add value to this project.

Railway Siding Signage

Following on from the West Eyreton railway siding project the Community Board may want to consider further locations for railway siding signage.

Warren Reserve Swimming Pool

The swimming pool at Warren Reserve has been empty for approximately ten years. The pool could be modified relatively easy into in a children's play element by removing one long side, levelling the base and painting on various games.

Other Project Ideas

Staff are aware that Board members will have other ideas for projects which the General Landscaping Budget could support.

Staff invite Board members to please email potential projects to Ken Howat to be scoped and included in a report for the Board to then make funding allocation decisions.

OXFORD-OHOKA COMMUNITY BOARD

Chairs Report Exchange

For the month of November 2024

MEMBERS' DAIRY		DISCUSSION POINTS
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
4th November	Hearing for RIDL Ohoka Development	<p>Went to the reconvening of the hearing for the RIDL Ohoka Development.</p> <p>Andrew and our traffic, planning and storm water experts shared their thoughts.</p> <p>Traffic seemed to be the main topic questioning.</p> <p>This part of DP hearing is now completed. Will await outcome when new DP recommendations are released next year.</p> <p>Development is also on the fast track list which adds a bit more uncertainty about the current process. May become a difficult position as if the development is put through this process then Council and public will have less n out into the development.</p>
7th November	Youth Grant Meeting	A meeting to discuss grant applications for the youth grant.
	Woodstock Quarry Limited (WQL)	<p>This has been ongoing throughout the month. WQL put together their proposed timetable to gather more information for their application. We had concerns over this due to the time they were wanting to do this. We also did not want to have to engage in any conferencing, feedback or any of the like before all information was gathered and given to us. It is our opinion that this would be a wasteful use of our resources and take from our budget. It is also our opinion that it is up to the applicant to put together their application. Once this information is gathered and given to us then we would have the chance to decide whether we would be open to entering into mediation (potentially get directed by Court to do so). Their timeline had the last of the information being given in September 2025. WQL submitted their proposal along with the other parties inputs (other parties are us, Transwaste, WDC and Ecan) to the Court. We said that we had concerns about the timeline and how long it leaves the</p>

		<p>community on the hook and that we would not want to be engaging in any substantial feedback until we had received all the information. Other than that we said we would follow the Courts direction. The Court came back in response to this proposal and said that the timeline suggested by WQL for gathering information was unacceptable and be prepared to either go to mediation or hearing. WQL now have to decide what they want to do with the application. Considering no parties are willing to go to hearing with the current information provided, it will be interesting to see what WQL decide to do. So hold this space until we hear what they decide. Once this decision is made and we know what direction we are headed in, we will release another community update/newsletter.</p> <p>A condensed version of where we are at:</p> <ul style="list-style-type: none"> • WQL submitted their proposal of information they intend to gather (this included some information that other parties also said that they would want) and a timeline to do so. The purpose of this is for WQL to get the extra information required in order for other parties to consider entering into mediation. • The Courts reply to this came Friday 22nd November. The judge said the timeline was too long and to prepare for mediation or hearing. • WQL now need to decide what they want to do. Once they make their decision then we will know what direction we are headed – mediation, hearing or maybe adjournment (if that is even an option). • Watch this space!
<p>26th November</p>	<p>LGNZ Round Table</p>	<p>Topic, Issue paper on electoral reform and voter turn out – Andrew Geddis main speaker. An interesting discussion, some key points:</p> <ul style="list-style-type: none"> • Central government won't give much weight to Local Government when voter turn-out is not very high as they question whether their opinions are valid and represent their communities. • Some reasons voters don't turn out are, voters will generally vote in higher percentages for Central Government but perhaps don't care so much about Local

		<p>Government. People often confuse what the different levels of government do and how they are different. Not a good understanding about what candidates stand for and whether they actually show up and represent their communities. Need to make voting easy but that is easier said than done.</p> <ul style="list-style-type: none"> • Postal service demise may end up making postal voting a thing of the past, but what instead? SIS say internet voting is not secure enough and open to hacking. Poling booths – resource intensive. • There is no consistency in the structure and voting systems of Local Government around the country. This then makes it difficult to have the electoral office run at least advertising campaigns as each region may have differing systems. • If Central Government moves to four year term then perhaps Local Government should also. If they did this then the elections would need to be separated by at least a year so that there was less voter fatigue and Local Government didn't get confused and/or lost in amongst Central Government campaigning. • Need to maintain trust in the system so don't end up down same oath as America. The process of the election shouldn't be the focus, rather the result of the election should be. <p>Have until 19th of January to read the paper and have a say on it. This is an LGNZ paper so for place for submissions would presumably be found on their website.</p>
<p>28th November</p>	<p>All Boards Workshop</p>	<p>Unable to attend.</p>

Other work/Updates.

- Had a chat to the new compliance officer for CLS. He said that here had been seven complaints of odour from the site in the past year or two but none had been followed up by ECan staff. He recognised that this was not ideal so was going to make sure that any future complaints were prioritised so they could be verified or not.

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

Members Name: Pete Merrifield

MEMBER'S DIARY		DISCUSSION POINTS
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
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