Oxford-Ohoka Community Board

Agenda

Thursday 6 December 2018

7.00pm

Oxford Pavilion
Pearson Park
Oxford

Members:
Doug Nicholl (Chair)
Mark Brown (Deputy Chair)
Wendy Doody
James Ensor
Shirley Farrell
Kevin Felstead
John Lynn
Thomas Robson
AGENDA FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD TO BE HELD IN THE OXFORD PAVILION, PEARSON PARK, OXFORD ON THURSDAY 6 DECEMBER 2018 AT 7PM.

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

1 APOLOGIES

2 CONFLICTS OF INTEREST

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Oxford-Ohoka Community Board – 8 November 2018

RECOMMENDATION
(a) THAT the Oxford-Ohoka Community Board:
   Confirms the circulated minutes of the Oxford-Ohoka Community Board meeting, held 8 November 2018, as a true and accurate record.

4 MATTERS ARISING

5 DEPUTATIONS AND PRESENTATIONS

6 ADJOURNED BUSINESS

7 REPORTS

7.1 General Landscaping Budget – Grant Stephens (Green Space Community Engagement Officer)

RECOMMENDATION
THAT the Oxford - Ohoka Community Board:
(a) Receives report No. 181122137381.
(b) Notes the Board currently has $11,408.00 available to allocate to general landscape projects within the Oxford Ohoka ward.
(c) Approves the allocation of $1,778.00 towards general landscaping around the Ohoka Gate keepers Lodge in Ohoka Domain.
(d) Approves the allocation of $9,200.00 towards projects within The Oaks Reserve to make it friendlier to dog walkers.
8 CORRESPONDENCE

9 CHAIRPERSON’S REPORT

9.1 Chairperson’s Report for November 2018

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:
(a) Receives report No 181128139705.

10 MATTERS FOR INFORMATION

10.1 Youth Council meeting minutes – 25 September 2018.
10.2 Adoption of Reviewed Kaiapoi Town Centre Plan – 2028 and Beyond – report to Council 6 November 2018 (Trim No 18100113553).
10.4 Annual Report for Te Kōhaka o Tūhaitara Trust for the Year Ended 30 June 2018 – report to Audit and Risk Committee 20 November 2018 (Trim No 181109132152).
10.5 Capital Projects Report for the period ended 30 September 2018 – report to Audit and Risk Committee 20 November 2018 (Trim No 181109132611).
10.6 Community Facilities – User applications for exemption from fees – report to Community and Recreation Committee 20 November 2018 (Trim No 181109132237).
10.7 Library Update to 31 October 2018 – report to Community and Recreation Committee 20 November 2018 (Trim No 181108131993).

RECOMMENDATION

THAT the Oxford-Ohoka Community Board receives the information in items 10.1-10.7

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.

12 CONSULTATION PROJECTS

13 BOARD FUNDING UPDATE

13.1 Board Discretionary Grant

Balance as at 31 October 2018: $1,727.
13.2 **General Landscaping Fund**  
Balance as at 31 October 2018: $9,508.

14 **MEDIA ITEMS**

15 **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**  
*Section 48, Local Government Official Information and Meetings Act 1987*

**RECOMMENDATION**

**THAT** the public be excluded from the following parts of the proceedings of this meeting.

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

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<td>15.1</td>
<td>Minutes of the Public Excluded Portion of a meeting of the Oxford Ohoka Community Board 8 November 2018 meeting.</td>
<td>Confirmation of Minutes</td>
<td>Good reason to withhold exists under Section 7</td>
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This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

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CLOSE MEETING

See Public Excluded Agenda (blue papers)

OPEN MEETING

16 QUESTIONS UNDER STANDING ORDERS

17 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board is scheduled for Thursday 7 February 2019 commencing at 7.00pm, in the Ohoka Community Hall.

<table>
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<th>Workshop</th>
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<td>• Bill Rice (Senior Roading Engineer) – Cycleways and Walkways</td>
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<td>• Members Forum</td>
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MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD
HELD IN THE OHOKA COMMUNITY HALL, MILL ROAD, OHOKA ON THURSDAY
8 NOVEMBER 2018 AT 7.05PM.

PRESENT
D Nicholl (Chair), M Brown, W Doody, J Ensor, S Farrell, K Felstead, J Lynn and T Robson.

IN ATTENDANCE
S Markham (Manager Strategy & Engagement), Maree Harris (Customer Services Manager), C Roxburgh (Water Asset Manager), C Brown (Community and Recreation Manager), E Cordwell (Governance Team Leader), and E Stubbs (Governance Support Officer).

Seven members of the public were present in the gallery.

1 APOLOGIES
There were no apologies.

2 CONFLICTS OF INTEREST
Item 7.2 f & g T Robson as a member of the Oxford Community Trust.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Oxford-Ohoka Community Board – 3 October 2018
Moved J Ensor seconded J Lynn
THAT the Oxford-Ohoka Community Board:
(a) Amends the minutes of the Oxford-Ohoka Community Board 7 June 2018, the name of the Mandeville Residents Association member in Item 5.2 should be Mike Tyree.
(b) Confirms the circulated minutes of the Oxford-Ohoka Community Board meeting, held 3 October 2018, as a true and accurate record.

CARRIED

4 MATTERS ARISING
D Nicholls asked if the safety barrier at Meyer Place had been installed. S Farrell advised it had not, E Cordwell would follow up with the Roading Manager.

J Lynn referred to the $1,500 funding for the Gatekeepers Lodge which was outstanding. C Brown advised it would be addressed in an upcoming General Landscaping report.

Item 7.1 was taken at this time. Note that the minutes have been recorded in accordance with the order of the agenda as circulated.
5 DEPUTATIONS AND PRESENTATIONS

Jill Falloon and Barbara Chambers spoke to the Board regarding concerns over the local water supply.

J Falloon advised the Board that the rates for water in her area had recently increased by $600. A local subdivision she did not want, had not sold, and therefore in her view there were 86 households who had to pay another $600 to compensate for this. She felt that cost should go back to the developer rather than the residents. She asked when that extra $600 would come off the rates. J Falloon also asked how much water a month their property was allocated and if they went over would they be charged and if they went under would they be refunded.

J Falloon advised that they had recently had a restrictor put on their supply. When they moved into the property they did not have a restrictor. Under the new system it meant they could not have a shower, washing machine or tap going at the same time. As they had a small header tank it was not enough to keep the flow going. She requested that the restrictor be removed. She did not believe they should have to pay for a new header tank to be installed. She asked who she could talk to get the problems resolved.

E Cordwell advised she had noted the key concerns and invited C Roxburgh (Water Asset Manager) to address these after the deputation of B Chambers.

B Chalmers had concerns about the amount of chlorine going into the water supply. She lived close to the pumping station and advised that she could smell the chorine. She asked what chlorine levels were used in the system.

B Chalmers referred to an elderly rural neighbour who she believed had been forced to connect to a water scheme. She believed the costs were excessive and that it was morally wrong for the Council to force that connection particularly as she was not rural-residential. She understood that the lady in question used to have her own well and water supply which she was no longer able to use. She believed the elderly resident had been treated badly. J Lynn noted that the lady in question had a free water supply for several years and B Chalmers commented that rural residents did have free supply.

S Farrell asked who owned the well. Some historical information was provided. The land had been donated to Council many years ago for a well, the well had not been used by the Council but was used by the house.

D Nicholl commented it was difficult to look at the issue without the resident present as the information provided was hearsay.

C Roxburgh was invited to the table to speak to the points raised in the deputations.

C Roxburgh noted that he had previously discussed the issues raised by J Falloon with her in May 2017. He outlined the reasons for the water supply upgrade work in Ohoka. The old Ohoka well did not comply with the Drinking Water Standards 2015. Council therefore had an obligation to upgrade the supply regardless of any subdivision. While it was not possible to make the developer pay for upgrades already required by the scheme, the requirement for a new well for the subdivision meant costs could be offset to upgrade the existing scheme.

When consultation occurred with the community it had been on the basis that the developer would pay part of the cost. While the upgrade had occurred, the development had not happened immediately which meant the scheme was required to pay interest. C Roxburgh acknowledged it was a significant increase to the rates however the upgrade was required with or without the subdivision. He noted there were other schemes, which did not have developments to help fund the upgrades which had increases of over $1,000 annually. Those increases were not a good situation, however the Council had no choice but to comply with the National Drinking Water Standards.
With regard to removing the restrictor C Roxburgh advised the restrictors were required in order to ensure everyone received water. Without the restrictors bigger pipes and pumps would be required for the scheme which would be an additional cost. The restrictors allowed for 13l/minute. The scheme had been on restrictors for 30 years and it may be that a previous owner had illegally removed the restrictor at the property. Some properties had two unit restrictors which provided less flow with lower rating. A tank was an option to allow water to build up during the day.

S Farrell asked about the possibility of a tank and J Lynn advised it was possible for anyone to put in a tank at their own expense.

S Markham acknowledged there were significant issues specific to a situation. He suggested a meeting be held with C Roxburgh and J Falloon with D Nicholl as Board Chair to attend the meeting on behalf of the Board. There was an appreciation that C Roxburgh was bound by constraints of what he could or could not offer.

C Roxburgh advised B Chalmers that the volume of chlorine was about 0.5ppm which was relatively low for the Waimakariri District. Larger schemes or river sourced water had volumes up to 1.2ppm. The maximum was 5ppm and the minimum was 0.2ppm. The reason for 0.5ppm was that the system was not perfectly flat all of the time and 0.5ppm allowed room for error. Christchurch used 0.15ppm, however they were using chlorine for issues at source. In restrictor schemes issues could occur at tanks on properties thus requiring chlorine to the furthest point of the scheme.

C Roxburgh advised that the only source of the chlorine smell could be from the Chlorine room at the headworks. It was asked why there was now a stronger chlorine smell at tap and C Roxburgh replied that the actual amount of chlorine in the system was less as better quality water consumed less chlorine, it did not mean there was more chlorine going in.

S Markham noted that the discussion was about a particular situation which may be better addressed at a one on one meeting.

K Felstead thanked the members of the public for attending. The Board was not able to resolve the concerns tonight however the Chair could attend a follow-up meeting and report back to the Board which would ensure the discussion continued and was reported back.

6 ADJOURNED BUSINESS
There was no adjourned business.

7 REPORTS
7.1 Service Request Information – Maree Harris (Customer Services Manager)

M Harris advised that the report looked at service request activity to give the Board a feel for what was happening and how it compared to other areas of the district. The information presented was basic data as more detailed analysis could take some time. She welcomed feedback on what the Board would like to see in future reports.

W Doody suggested it would be helpful to have some breakdown on animal control – were reports related to dogs or stock on road? M Harris replied it was predominantly lost and found dogs. An example was that per month there could be up to 6 requests for animals other than dogs.
J Lynn referred to high roading service requests the previous quarter and asked was it localised or spread across the district. M Harris replied they were all spread across the Ward area. Many of the requests were for potholes.

J Lynn asked if these were Snap/Send/Solve requests. M Harris replied some were and the usage of the App was slowly increasing. The largest proportion was over the phone, but people also emailed. Council staff and contractors were a large user of Snap/Send/Solve.

J Lynn asked regarding the water service requests was that flooding or drinking water supply? M Harris replied that flooding came under the drainage category. J Lynn noted the upcoming deputation regarding water supply and asked if water service requests were localised to Ohoka or did they come from across the district. M Harris advised the location and issues ranged and included low pressure, no water or enquiry to connect.

J Ensor appreciated the information and commented on areas he would like further breakdown on including;

- Dog bites
- Drainage – road flooding or around houses?
- Greenspace parks – was it mowing or how they were being used?
- Roading – broken signs or road damage?
- Roading/sewer/water in smaller schemes.

M Harris commented while there was a lot of information that could be provided there needed to be a balance. She was happy to sit down with members and go through in more depth and noted that she was at Oxford every second Friday.

J Ensor noted that the actual targets were not recorded and M Harris advised that was because the target days to deliver varied depended on the request. For example a Stop sign down was 24 hours.

J Ensor asked if the 177 drainage requests were rural or urban and M Harris replied they were a mix.

S Farrell asked why the Oxford-Ohoka ward roading requests did not meet the same target as the rest of the district – was it due to them being further distant? M Harris replied no, it could be related to the type of request. Service requests were not signed off until completed.

T Robson asked if there were surveys of service request satisfaction – while they were being signed off by Council did residents feel they had been completed to the expectation of the requester. M Harris replied that there were no specific surveys. She had spoken to their ‘mystery shopper’ who had undertaken a similar exercise. S Markham advised that Council completed a global council survey periodically which included questions around customer satisfaction and responsiveness. S Markham advised that he could provide the latest survey results in which 600 persons were sampled and rigorously selected. A ward breakdown could be completed but the sampling error increased.

M Harris advised that if Board members were aware of people not satisfied they would be keen to hear of that so she could follow through. It was better to be aware of that early as it easier to follow-up and resolve. The key was to get an issue logged in the system. S Markham noted that the Utilities and Roading team had a live display of service requests as a reminder of responsivenes and improve ability to handle peaks. There was an organisational priority this year around service request reporting.

K Felstead asked if staff were called direct regarding an issue would that be logged. S Markham advised that was the expectation however it may not be.
He suggested if ringing staff directly that they ask that a service request be entered. Having that information allowed a build-up of information and history and provided an accurate picture of where issues may arise. There was a further step to link into the geographic information system to provide a geographic display which was of operation value to see a pattern of service requests and potentially stay ‘ahead of the game’, for example it may show where an asset was aging faster than expected.

M Brown asked when a service was logged online was there an algorithm to prioritise requests. M Harris replied no, during the day staff monitored requests as they came through. At night it was suggested that urgent requests be phoned through. The response time was generally good for urgent requests.

Moved W Doody seconded M Brown

THAT the Oxford - Ohoka Community Board:

(c) Receives report No. 181025125373.

(d) Notes that all Boards will receive quarterly reports.

(e) Notes the importance of ensuring service requests are lodged in the Technology One computer system to enable effective response management and monitoring

CARRIED

7.2 Applications to the Oxford-Ohoka Community Board’s Discretionary Grant Fund 2018/2019 – Edwina Cordwell (Governance Team Leader)

E Cordwell spoke briefly to the report.

She advised in response to a query that the cost of the Quail Island trip was for the 30 young people.

The Board decided to consider each application in turn.

Eyreton Pony Club

M Brown, as a member of the Mandeville Sports Club Board (MSCB) expressed concern that a club was proposing to plant trees without signoff from the Sports Club Board who had control over the grounds. He supported planting, however believed written support from the MSCB was required. D Nicholl suggested the application could be left on the table until written support was received. J Ensor agreed that support was required from the MSCB, however was concerned that the requirement might cause a delay to the project if the application was left on the table. W Doody advised that the MSCB was aware of the request. S Markham confirmed that approval of the body responsible for the ground needed to be documented.

Moved S Farrell seconded J Ensor

THAT the Oxford - Ohoka Community Board:

(a) Receives report No. 181018122624.

(b) Approves a grant of $450 to Eyreton Pony Club towards the cost of trees to be planted at the pony club grounds at Mandeville Sports Centre subject to approval of the Mandeville Sports Centre Board.

CARRIED

J Ensor commented that the trees were required due to the recent shift of the pony club to the bare site.
Clarkville Playcentre

The Chair gave approval for representatives of Clarkville Playcentre to provide a brief update to the application. Aisha Cook explained they were aware the Playcentre was in the Kaiapoi Tuahiwi Ward however 50% of those attending were from the Oxford Ohoka Ward, 30% from Kaiapoi Tuahiwi and 20% from the rest of the district. It was advised that the Kaiapoi Tuahiwi Community Board had declined an application from the Playcentre four times in the past.

Moved J Lynn seconded J Ensor

THAT the Oxford - Ohoka Community Board:

(c) Approves a grant of $500 to Clarkville Playcentre towards the cost of new puzzles to enhance learning and development.

CARRIED

J Lynn commented that while the Playcentre was outside of the Oxford-Ohoka Ward area, 50% of the participants came from their Ward. He was more than happy to support a program for children.

Oxford Community Trust

E Cordwell noted that the grant amount requested was over the normal grant criteria. She had included $500 in the report which would cover the total cost for the ferry and ten fishing lines. It was assumed that a reduced number of fishing lines would not prevent the initiative as children could share lines.

Moved K Felstead seconded W Doody

THAT the Oxford - Ohoka Community Board:

(d) Approves a grant of $500 to Oxford Community Trust towards the cost of 30 young people visiting Quail Island as part of a holiday programme on 14 December 2018.

CARRIED

T Robson sat back from the table and took no part in discussion

K Felstead was happy to support the Trust.

W Doody commented the Trust did a lot of good work in the community and was well respected.

7.3 Meeting Dates from February 2019 to October 2019 – Edwina Cordwell (Governance Team Leader)

E Cordwell spoke briefly to the report. She noted to be fair to all boards there were no meetings in October 2019 prior to elections. She had provisionally booked Mandeville Sports Club for 3 April 2019, in order to get exclusive use that meeting date was required to be a Wednesday.

W Doody asked if the Ohoka meetings would be in the Community Hall or Domain Pavilion. E Cordwell replied that they could be held in the Domain Pavilion if it was assessed as a suitable venue for meetings (size of hall and suitable furniture).

W Doody commented that the W Eyreton Hall was extremely cold for winter meetings.

J Ensor asked if a second meeting could be held at Mandeville.

Moved J Ensor seconded S Farrell

THAT the Oxford - Ohoka Community Board:
(a) **Receives** report No. 181018122399.

(b) **Resolves** to hold Board meetings at the following venues, commencing at 7.00pm on the following dates:

<table>
<thead>
<tr>
<th>Date</th>
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<tr>
<td>Thursday 7 February</td>
<td>Ohoka</td>
</tr>
<tr>
<td>Thursday 7 March</td>
<td>Oxford Town Hall or West Eyreton</td>
</tr>
<tr>
<td>Thursday 4 April</td>
<td>Ohoka or Mandeville Sports Centre subject to availability and may require a date change to Wednesday 3 April</td>
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<tr>
<td>Thursday 9 May</td>
<td>West Eyreton or Oxford Town Hall</td>
</tr>
<tr>
<td>Thursday 6 June</td>
<td>Ohoka</td>
</tr>
<tr>
<td>Thursday 4 July</td>
<td>Oxford Town Hall</td>
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<tr>
<td>Thursday 8 August</td>
<td>Ohoka or Mandeville Sports Centre subject to availability and may require a date change to Wednesday 7 August</td>
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<tr>
<td>Thursday 5 September</td>
<td>West Eyreton</td>
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**CARRIED**

E Cordwell advised that staff would confirm dates subject to availability.

K Felstead commented two meetings at Mandeville evened out the venues so that two meetings could be held at each over the year.

7.4 **Submissions on the Draft Zone Implementation Programme Addendum and Greater Christchurch Element of the Draft Regional Public Transport Strategy – Edwina Cordwell (Governance Adviser)**

E Cordwell noted the report ensured the Board’s submissions were in the public record.

Moved T Robson seconded M Brown

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

(a) **Receives** report No. 181017121825.

(b) **Notes** the Board’s submissions to the Draft Zone Implementation Programme Addendum and Greater Christchurch Element of the Draft Regional Public Transport Strategy.

**CARRIED**

8 **CORRESPONDENCE**

W Doody commented that those awarded Community Service Awards were very deserving recipients.

9 **CHAIRPERSON’S REPORT**

9.1 **Chairperson’s Report for October 2018**

D Nicholls advised that the Youth Development Grant had been awarded to two students setting up a Waimakariri Student Army starting in Kaiapoi High School. The two students, Artemis and Carli were very community minded young women.

D Nicholls commented the Community Service Awards had been a very successful evening.
The recipients from the Oxford-Ohoka Ward were noted, it was suggested the Board should be more active to encourage nominations from the ward.

Moved W Doody seconded M Brown

 THAT the Oxford-Ohoka Community Board:

(a) Receives report No 1801030127018.

 CARRIED

W Doody commented that those awarded Community Service Awards were very deserving recipients.

10 MATTERS FOR INFORMATION

10.1 Rangiora-Ashley Community Board meeting minutes – 10 October 2018 (Trim No. 181003114872).

10.2 Kaiapoi - Tuahiwi Community Board meeting minutes – 17 September 2018 (Trim No.180911104350).

10.3 Kaiapoi - Tuahiwi Community Board meeting minutes – 15 October 2018 (Trim No.181010118122).

10.4 Woodend-Sefton Community Board meeting minutes – 10 September 2018 (Trim No.180905101421).

10.5 Woodend-Sefton Community Board meeting minutes – 8 October 2018 (Trim No. 181003114663).


10.7 Review of Water Supply Bylaw 2012 – report to Utilities and Roading Committee 16 October 2018 (Trim No 180910103408).


Moved M Brown seconded T Robson

 THAT the Oxford-Ohoka Community Board receives the information in items 10.1-10.8

 CARRIED

11 MEMBERS’ INFORMATION EXCHANGE

J Ensor

- Woman’s Institute Ohoka – looking at putting seat in Reserve.
- Raised car parking at Mandeville Shopping Centre was still an issue.
- Raised concerns regarding nitrate levels in wells.

J Lynn

- Attended Neighbourhood Support AGM. There were new members and a new Chair and W Doody had moved to Deputy Chair.
- Attended Rangiora A&P show to promote GetsReady alongside NZ Police. Was surprised at the lack of awareness of the campaign.
- Attended Ohoka Gatekeepers Lodge meeting – the money held over from the previous year was discussed. Rata had granted $20,000 for the
renovation work. Initially weather tightness, painting and spouting would be completed. A public open day was being planned.

S Farrell
- Attended Oxford Museum Community meeting. Renovations were continuing. Issues with the engineering design meant the building would not be open to nearly December rather than October. They had decided not to advance the alarm system until everything was in place.

M Brown
- Attended Swannana Cricket Club meeting. The pavilion work was continuing with final renovations after which they would do the landscaping with the General Landscaping funds awarded.
- West Eyreton No2 well – piping going in.
- Noted upcoming meetings with Council staff and West Eyreton and Summerhill schemes in November and December.
- Noted correspondence regarding Downs Road (Trim 181107130789).

T Robson
- Attended Oxford Area School prize giving.
- Attended Ashley Gorge Advisory Group meeting. Track progress was going well and tracks had held up well over winter. A new series of trapping was underway with schools.
- Attended OPAC meeting.

W Doody
- Congratulated C Brown for his new role as Manager Community and Recreation and huge thankyou to C Sargison for his work over the last 13 years and the many projects progressed especially following the earthquakes including the West Eyreton Archway.
- Thanked K Felstead for his work in putting together the citations for the Community Service Awards

Tabled her Councillor’s Report (Trim No 181114134254). Points noted were:
- The changes in staffing within Community and Greenspace.
- Multi Use Sports Facility – more internal detailed design refinements.
- Request to re-establish Oxford rifle range at the Pearson Park Pavilion.
- Aquatic Facilities – Oxford Community Aquatic Centre on target to open end of November. There have been improvements to accessibility.
- Continued improvements to accessibility.
- Oxford Rural No.1 Water Supply – progressing well.
- Solid and Hazardous and Waste Working Party – a number of bins have been ordered.
- Community Service Awards

K Felstead

Council Meeting 6 November
- Presentation from Pegasus Golf Club – exciting plans including PGA deal and hotel accommodation.
- Adopted Kaiapoi Town Centre Plan.
- Discussion regarding carryover budget adjustments – slow getting projects over the line – management were working on that.
- Reallocation of footpath maintenance – Burnt Hill and Harewood, approved by Council. NZTA had confirmed subsidy for footpaths which they had not provided in the past.
• Discussion of roading subdivision contribution. Council set aside funds each year for seal extensions. 50% cost share arrangement with property owners for sealing.
• Hearing panel appointed for Rangiora Bus Shelter.
• Confirm submission to Draft Regional Public Transport Plan.
• Confirm meeting dates
• Water Supply Bylaw 2018 adopted.

12 CONSULTATION PROJECTS

Oxford Footpaths
Consultation closes Friday 9 November 2018.
https://www.waimakariri.govt.nz/have-a-say/lets-talk/consultations/oxford-footpaths

13 BOARD FUNDING UPDATE

13.1 Board Discretionary Grant
Balance as at 31 October 2018: $3,177.

13.2 General Landscaping Fund
Balance as at 31 October 2018: $9,508.

14 MEDIA ITEMS

15 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987

Moved W Doody seconded K Felstead

THAT the public be excluded from the following parts of the proceedings of this meeting.

CARRIED

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<td>Chris Brown (Community and Greenspace Manager)</td>
<td>Pearson Park Advisory Group – Appointment of New Member.</td>
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**CLOSE MEETING**

See Public Excluded Agenda (blue papers)

**OPEN MEETING**

16 **QUESTIONS UNDER STANDING ORDERS**

17 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

**NEXT MEETING**

The next meeting of the Oxford-Ohoka Community Board is scheduled for Thursday 6 December 2018 commencing at 7.00pm, in the Oxford Town Hall.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 9.17pm.

CONFIRMED
Workshop

- Members Forum

Briefing

(Note a briefing is public excluded)

- Mandeville – Potential use of Reserve Land
  Nick Harrison (Regulation Manager) and Chris Brown (Community and Greenspace Manager)
1. SUMMARY

1.1 Following a workshop with the Oxford Ohoka Community Board, at the Board’s request staff have prepared the following report detailing three potential projects on which the Oxford Ohoka General Landscaping Budget could be used.

These projects are; Minor upgrades to The Oaks Reserve to make it more dog friendly, (est. cost – $9,200), landscaping around the Ohoka Gate Keepers Cottage (Cost – $1,778), and development of the carpark in Pearson Park off High Street (est. cost – $11,000).

The Board currently has a budget of $11,408 available to allocate. This is made up of the 2018-2019 allocation and a carryover of $1,778 which was previously allocated to the fence in Ohoka Domain and was not required. There is therefore insufficient budget to meet the estimated costs of all three projects.

Staff have concerns regarding the option to seal only a partial section of the car park at Pearson Park and instead recommend that the cost associated with sealing the whole car park should be taken instead to the 2019/20 Annual Plan for funding consideration. This would mean that the other two projects considered would be affordable with the funds available.

Staff have not undertaken formal consultation on any of the specific projects within this report. However, Staff believe all three are consistent with the type of project that this budget is commonly spent on and would provide positive benefits to the community with minimal negative impact on the surrounding environment or community.

2. RECOMMENDATION

THAT the Oxford Ohoka Community Board:

(a) Receives report No. 181122137381.
(b) **Notes** the Board currently has $11,408.00 available to allocate to general landscape projects within the Oxford Ohoka ward.

(c) **Approves** the allocation of $1,778.00 towards a general landscaping around the Ohoka Gate keepers Lodge in Ohoka Domain

(d) **Approves** the allocation of $9,200.00 towards projects within The Oaks Reserve to make it friendlier to dog walkers.

3. **BACKGROUND**

3.1. The General Landscaping Budget is a discretionary budget the Board can allocate towards landscape projects within their ward. There have been many varying projects that this money has been spent on over the years to enhance the landscape of the Oxford area. Projects have included extra seating, planting, local walkway projects, town centre enhancement etc. There are no documented guidelines which stipulate exactly what the money has to be spent on however it should be for things which will enhance the landscape for the benefit of the community.

3.2. In the past year the Oxford Ohoka Community Board have allocated funds to a range of different projects. These include;

- $3,000 – Ohoka Gate Keepers Cottage Fencing
- $3,000 – Swannanoa Cricket Pavilion Landscaping
- $5,830 – Pearson Park Seat and Rubbish Bin

3.3. The allocation of these funds towards these projects utilised all available funds for the 2017/18 financial year with no carry over. However, the fencing for the Ohoka Gate Keepers Lodge came in under budget at $1,222 leaving $1,778 unspent. This remaining money has been transferred back into the general landscaping budget for re-allocation

3.4. This means that there is currently **$11,408.00 available** to be allocated within this financial year.

3.5. At the request of the Board, the Greenspace Manager ran a workshop with the Board (6th September 2018) which included information about what had previously been spent, what is available to spend and information on some potential ideas. As a response to this workshop, the Board requested a detailed report on three projects. These projects are listed below;

- Gatekeepers Lodge Landscaping – (Details Sec. 4.2)
- The Oaks Reserve – (Details Sec. 4.6)
- Pearson Park Car Park – (Details Sec. 4.12)

3.6. These three projects are discussed in further detail below to help inform the Boards decision
4. **ISSUES AND OPTIONS**

4.1. The Oxford Ohoka Community Board requested further information on the following three projects:

**Ohoka Gate Keepers Lodge Landscaping**

4.2. In December 2017, the Oxford Ohoka Community Board approved the Ohoka Domain Master Plan which included a site for the relocation of the Ohoka Gate Keepers Lodge to be relocated within the domain.

4.3. In April 2018, the Board allocated $3,000 towards fencing around the lodge in order to act as a physical barrier to warn people they are entering a space where work is being undertaken. This work was carried out by Doug Nicholl at a reduced rate leading to an underspend of $1,778.00

4.4. The Ohoka Domain Advisory Group have indicated that there are a number of landscaping projects which they hope to undertake around the lodge such as planting, paths and potentially a low picket fence. The group intend to work with council staff on the detailed design of this landscaping but currently there is no funds available to implement any plans.

4.5. At the workshop, the Board expressed interest in reallocating the left over funds from the lodge fence project towards general landscaping around the lodge. Staff are supportive of this project as it fits within the type of project that the General Landscaping Budget can be used for and will support a strong community lead project to continue forward in creating an aesthetic and functional space around the lodge.

**The Oaks Reserve**

4.6. The Oaks Walkway is located at 90 High Street in Oxford, and backs onto the Oxford Cemetery. The site is approximately 3.6 hectares, although 3,500 square metres is currently leased for the Sicon works yard. The remaining site is leased for grazing with the licence being extended in September 2017. There is an informal walkway through the site that is included in the Waimakariri Walking and Cycling Guide.

4.7. The Oxford Eyre Ward Advisory Board previously discussed the possibility of building a dog park in Oxford and suggested that The Oaks Walkway could be an appropriate location. Consultation was undertaken with the community to understand how they would like to use The Oaks Walkway for recreation and a draft master plan was approved to take to the 2018-2028 Long Term Plan for funding consideration. The project was unsuccessful in gaining funding through the Long Term Plan so there is currently no funding available for the renovation of this reserve into a dog park.

4.8. At the workshop, the Board requested staff undertake an investigation into what could be done within the reserve to make it more usable for dog walking. Staff have looked at what could be done and determined the following projects could be undertaken.

4.8.1. **Tree Work**

There is a need to do some work on the oaks within the reserve to ensure that they are safe to walk under before public can be encouraged to use this space more extensively. This includes removing dead wood, possibly the occasional tree if unsafe and also some branches need to be limbed up to allow views underneath.
This work is already covered within the tree maintenance budget and planned to be undertaken in the coming year.

4.8.2. Paths

Conservative estimates for the basic path network proposed in the 2017 master plan work out to be over $35,000 using the cheapest method of gritted pathways. This is well outside the budget available to the Board through the General Landscaping Budget and has therefore not been considered further by staff at this stage.

Instead, staff have looked at alternative solutions for wayfinding within this reserve and believe that appropriate signage coupled with better visibility following the tree work will provide sufficient wayfinding ability. It is possible that paths could be added to the space in the future should additional funding become available or that other options could be looked in too such as mowing a path into the space where people can walk.

4.8.3. Signage

Staff recommend that signage would be an important part of this project. As mentioned above, this can be used to show where people should walk (directional signs) but can be also used for other purposes. The information sign at the entrance is now gone and in need of replacement and the space currently does not have a park name sign.

Activity signs would also be required to inform people where they can and cannot take their dogs. As an example of this, dogs are prohibited from being in the cemetery so any path linking into this space would need to warn people dogs are not allowed. Staff estimate that to provide appropriate signage within the reserve would cost $4,000.

4.8.4. Dog Waste Disposal

One of the issues facing dog exercise areas is the removal of dog waste. For that reason, all of the dog parks within the Waimakariri District have specific dog waste bins and rubbish bag dispensers. These could be provided easily at the entrance into the Oaks Reserve to encourage dog walkers to pick up and dispose of their dogs waste in an appropriate manner. A dog waste bin for this space would cost approximately $1,500 and an Ezi-pole dog waste bag dispenser is approximately $6,000.

4.8.5. Fencing

The cost to supply the standard dog park fencing shown within the 2017 master plan would be approximately $25 – 30,000 which is not within the budget available. However, as this would be more of a dog exercise area as opposed to a specifically enclosed dog park, then standard fencing could be used to delineate space. Some existing fences would either need to be removed or replaced due to their location. Any replacement work required can be organised in conjunction with the lease holder and costs associated to council come from a replacement budget however new fences would need funding through this budget. Staff estimate that there is approximately $1,000 of new fencing required.

4.9. While the above projects would make it significantly easier for dog walkers to use this reserve, staff have identified a number of issues which would need to be addressed as part of the project. These are as follows;
4.9.1. Lease Holder

The reserve is currently leased by a local farmer. Staff do not believe that it is feasible for council to encourage dog walkers to share a space with livestock (especially if they are to be ‘off lead’) so any space the Board allocates for dog walking would need to be removed from the lease and returned to public use. In order to do this, staff would need to consult with the leaseholder and determine an appropriate time for handover of land and clearance of machinery currently stored within this space. This process requires a minimum of three months’ notice before land is handed over.

Attached to this report is a potential development plan showing two options for which areas could be used for dog walking and public access (requiring the end of lease). In either case there would be an expectation that the machinery currently stored within those areas removed from the list would be shifted to a different location.

Option one allows for the most space to be used by the public with only a small amount left for the lease holder. This can be broken into two separate spaces with the walkway and a large area for dogs. This would link in to the existing cemetery but dog walkers would not be able to use this link. The handover of this large section of land would also lead to significant future maintenance costs such as mowing etc.

Option two would allow dog walkers to use the Oaks Walkway area and would have a pedestrian link down the side of the cemetery which would allow dog user’s access to Oxford Road. This would leave a significant area still with the lease holder so have much lower associated future maintenance costs but would mean that there was less space for people to take their dogs.

It is feasible that another option would be to have both access into the cemetery and down the side to create better circulation but it would require a sign at the cemetery entrance warning that dogs are prohibited in this space.

4.9.2. Machinery and Farm Equipment

There is currently a lot of machinery, farm equipment and associated materials stored within the reserve by the lease holder. This would need to be removed from any publicly accessible space before Council were to encourage people to use this space. Staff have concern that this may create stress for the lease holder as it would require a significant amount of work and time to remove.

It is possible that some of the items stored in close proximity to the lease holder’s house could remain but this would require additional fencing to keep public from accessing them. Staff could discuss this in detail with the lease holder to establish what needs to be shifted as part of this process and what can be fenced off.

4.9.3. Public Expectation

Staff have noticed with the construction of the dog parks in Rangiora and Woodend that once in place there is a high level of public expectation about the service level of the park. It would be important to clearly inform people that this is not an enclosed dog park but an area they can take their dogs for exercise. The safety of themselves, their dogs and others within the reserve remains their responsibility and some levels of service associated with a full dog park such as water bowls and exercise/agility equipment will not be provided.
4.10. While Council staff have presented two options within this report for the development of The Oaks, there are many different ways that this space could be developed and staff are happy to work with the direction of the Board. Both options presented could be implemented with appropriate consultation with the lease holder about areas being transferred to Council management but this process takes time so The Oaks will not be ready for public access prior to April 2019.

4.11. Staff believe that at this time either option could be implemented (or a mixture of the two) along with the installation of signage and dog waste bins/bags, maintenance of the oaks and the installation/repair of fences. These things would lead to meeting the objective of the Board to make the space easier for dog walkers. As mentioned above, the costs associated to the tree work will be covered by other budgets but the remaining work would come at an estimated cost of $9,200 as shown below;

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<tbody>
<tr>
<td>Fencing</td>
<td>$1,000</td>
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<tr>
<td>Signage</td>
<td>$4,000</td>
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<tr>
<td>2 x Rubbish Bins</td>
<td>$3,000</td>
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<tr>
<td>2 x Ezi-pole Dispensers</td>
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<tr>
<td><strong>Total</strong></td>
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**Pearson Park Car Park**

4.12. The Board requested that staff investigate the cost of tidying the car park for Pearson Park which fronts on to Main Street near the Service Centre (See attachment ii: Map of Pearson Park indicating carpark area). Staff looked at the cost of chip sealing the whole car park which would cost between $45,000 and $65,000 and determined that this is not within the General Landscaping Budget available.

4.13. This is a project which the Pearson Park Advisory Group have considered but not made any decisions on as of yet. It is possible that they may choose to spend some of their budget on this project and in this case, the Board could choose to allocate a certain amount to the project on the understanding that the Advisory Group would source funding for the remaining cost. There is a risk however that the group are unable to find funding, in which case the allocation from the Board would remain unspent.

4.14. Another option would be to seal only a partial section down the centre of the carpark. This would enable all-inclusive access from the street into the park and would be an affordable start to sealing this space. Staff have evaluated this option and due to a number of concerns would not recommend sealing a central strip. The main concern is that this would create a transition between the two materials which over time is likely to become damaged and need repair. This would not only lead to additional costs but likely remove any gains associated with already having sealed a section when it came to do the rest. There is also concern that once the rest was sealed the car park would have a surface material of different ages and wear. There are associated gains from sealing the strip such as easier access however staff do not believe that the gains are sufficient to warrant the risks associated.

4.15. Staff estimate that to seal a four metre wide strip would cost approximately $11,000. While this is within the budget available to allocate, Staff understand from the workshop that the Board were firm on wanting to allocate money towards the Ohoka Gate Keepers Lodge landscaping which would make sealing this strip as well unaffordable. The Board could chose to wait for the following years allocation for this project but as discussed above staff do not recommend this option.
4.16. Staff instead recommend that this project should instead be taken to the 2019/20 Annual Plan for funding consideration for the sealing of the whole car park. This would remove any risk associated with transitions and ages of materials and could see the whole area sealed in a much shorter time frame than if the Board were to seal one strip at a time. If as recommended, the Board apply for funding through the Annual Plan process, Council will consider allocation and funding alongside other projects within the District.

4.17. The Management Team have reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

**Groups and Organisations**

5.1. The initial request for funding towards the Ohoka Gate Keepers Lodge fence came from a sub-committee of the Ohoka Domain Advisory Group (Ohoka Gate Keepers Lodge Committee) who approve the need for a fence and for landscaping around the lodge. No other groups have been consulted regarding the landscaping as this is an operational project regarding to the lodge relocation project.

5.2. No groups have been specifically consulted with regard to individual projects to make The Oaks Reserve more dog friendly. If the Board approve the recommendations, staff will need to consult directly with the lease holder regarding the lease and in particular specific timeframes and machinery clearance etc.

5.3. The idea of sealing the car park at Pearson Park has been discussed at the Pearson Park Advisory Group who have a budget of approximately $31,000 available to allocate towards projects. However this is for a number of projects within the park and no decision has been made by this group if they wish to seal all or partial areas of the car park or if they are willing to use their budget for this. If the Board chose to allocate funds towards this project, Staff would need to work with this group to determine if they wish to contribute to the cost and which area should be sealed. Should the Board chose instead for this to be taken to the annual plan for funding consideration, staff would approach the Advisory Group for their comment on this project as part of the annual plan process. No other groups have been consulted regarding this as staff believe that this will have a positive impact on the users of the car park without foreseeable negative impacts on the surrounding environment or community.

**Wider Community**

5.4. Consultation was undertaken with the local community on the Ohoka Domain Master Plan. This included the relocation of the gate keeper’s lodge and no negative feedback was received. As this landscaping is part of the relocation project and will have no negative impact on the community or environment, staff do not believe further consultation is required.

5.5. Consultation was undertaken with the wider community as part of the process to create the 2017 master plan for The Oaks Reserve. The result of this consultation was the inclusion of a dog park within the plan and therefore staff do not believe further consultation with the wider community regarding making the space more dog friendly is required. Staff believe that the projects being recommended will have a positive impact on the users of the reserve without foreseeable negative impacts on the surrounding environment or community apart from potentially to the current lease holder who will lose available land for his farming.

5.6. No specific consultation has been undertaken with the wider community regarding the proposal to seal the car park at Pearson Park. This is an existing car park which is included
in the Pearson Park Master Plan which undertook significant consultation. Sealing all or some of this park will increase the service level to those using it without negative impact on others so staff do not believe further consultation is required.

6. **IMPLICATIONS AND RISKS**

**Financial Implications**

6.1. The Oxford Ohoka Community Board currently has a balance of $11,408 to allocate towards landscape projects within their ward for the current financial year. This is inclusive of the $1,778 underspend from the Ohoka Domain Fencing Project.

6.2. Three projects have been considered by staff within this report. The first, for landscaping around the Ohoka Gate Keepers Lodge. This would be the money remaining from the previous fence allocation and would therefore be $1,778. The second, for $9,200 towards making The Oaks Reserve in Oxford friendlier to dog walkers and the third, to chip seal a four metre wide strip of the Pearson Park Car Park which would cost an estimated $11,000.

6.3. There is not sufficient budget for the Board to approve funding for the full cost of all three of these projects so these will need to be prioritised by the Board. The Board will get a new budget to allocate at the start of the new financial year in July 2019 on which they could spend on any project which does not get funding allocated this year by the Board. Staff believe that the funds sought for all three projects are consistent with those spent on other similar sized projects within the district and all options are reflective of the types of projects which funds from this budget are commonly allocated towards.

6.4. As discussed above, Staff have concerns regarding the option to seal a partial section of the car park at Pearson Park and instead recommend that the cost associated with sealing the whole car park should be taken instead to the 2019/20 Annual Plan for funding consideration. This would mean that the other two projects considered would be affordable with the funds available.

6.5. The change of land use of The Oaks Reserve will lead to a decrease in revenue from the lease as well as increased annual maintenance costs. However this is required if the Board wish to encourage public use of the space by dog walkers. The installation of a bags and dog waste bin in The Oaks does also have associated future costs due to the need to empty the bins regularly. Staff estimate it costs approximately $2,000 per year to empty a rubbish bin. This cost would not come out of the general landscaping budget but would be met through operational budgets.

**Community Implications**

6.6. Staff believe that there are no significant negative impacts from any of the options recommended within this report on their surrounding communities. Staff acknowledge that there is a resident who currently leases the site at The Oaks who will be effected and any changes to the lease of this land will need to follow official Council processes to ensure they are being done in a fair and appropriate manner.

6.7. Staff believe that the landscaping proposed around the Gate Keepers Lodge and the sealing of part of the carpark at Pearson Park will only provide positive impacts on the community and in particular the gate keepers lodge landscaping will help ground the building and add to its visual aesthetic.
Risk Management

6.8. Staff do not believe that there are any significant risks associated with the implementation of the recommended projects.

Health and Safety

6.9. All projects require work to be undertaken within Council reserves and in particular holes being dug and the use of tools and machinery. If approved, staff would require the contractor to be SiteWise approved and to submit an appropriate health and safety plan (Site Specific Safety Plan - SSSP). This would need to be approved and signed by the Greenspace Manager prior to construction beginning on site.

7. CONTEXT

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

7.2. Legislation
All three projects fall under the Reserves Act 1977.

7.3. Community Outcomes
There is a safe environment for all
  • Harm to people from natural and man-made hazards is minimised.

  The community’s cultures, arts and heritage are conserved and celebrated
  • All cultures are acknowledged, respected and welcomed in the District.
  • Heritage buildings and sites are protected and the cultural heritage links with our past is preserved.

  Public spaces and facilities are plentiful, accessible and high quality
  • There is a wide variety of public places and spaces to meet people’s needs.
  • There are wide-ranging opportunities for people to enjoy the outdoors.
  • The accessibility of community and recreation facilities meets the changing needs of our community.

7.4. Delegations
The Oxford-Ohoka Community Board have the delegation to approve the allocation of the Oxford-Ohoka General Landscape Budget.
The Oaks Oxford Potential Development Plan
1. SUMMARY

11 November

Armistice Day Commemoration Service in Kaiapoi which was very well attended.

12 November

Informal staff update on the Resource Management Act and recent applications which was very helpful.

26 November

All Boards Briefing with 25 elected members attending.

4 December

Informal update on progress from the Student Army project organisers to the Youth Grant Committee members.

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

Receives report No. 181128139705.

Doug Nicholl
Chairperson