

Agenda

Oxford-Ohoka Community Board

Wednesday 4 October 2023

7pm

A&P Room
Oxford Town Hall
Main Street
Oxford

Members:

Thomas Robson (Chairperson)

Sarah Barkle (Deputy Chairperson)

Mark Brown

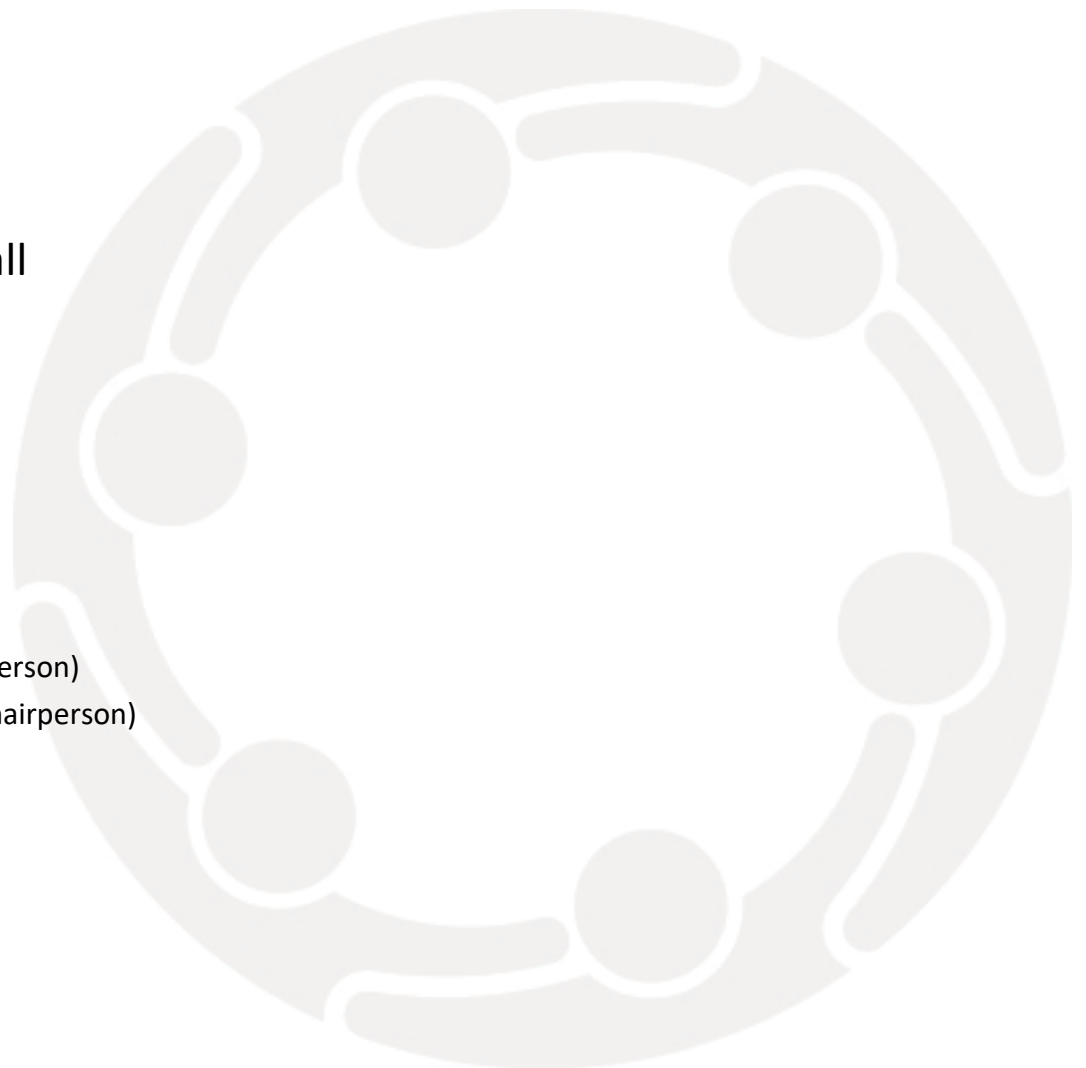
Tim Fulton

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 OCTOBER 2023 AT 7PM.

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

BUSINESS

PAGES

1. **APOLOGIES**
2. **PUBLIC FORUM**
3. **CONFLICTS OF INTEREST**
4. **CONFIRMATION OF MINUTES**
 - 4.1. **Minutes of the Oxford-Ohoka Community Board – 6 September 2023** 8-23
RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

 - (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 6 September 2023, as a true and accurate record.
 - 4.2. **Matters Arising**
5. **DEPUTATIONS AND PRESENTATIONS**

Nil.
6. **ADJOURNED BUSINESS**

Nil.

7. **REPORTS**

7.1. **Approval to Install No-stopping Restrictions Along the Frontage of no. 20 Main Street, Oxford – Allie Mace-Cochrane (Transportation Engineer) and Shane Binder (Senior Transportation Engineer)**

24-28

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 230905137573.

AND

THAT the Oxford-Ohoka Community Board recommends:

THAT the Utilities and Roading Committee:

- (b) **Approves** the installation of no-stopping restrictions at the following location:
- i. On the north side of Main Street between the two vehicle crossings of no. 20 Main Street (approximately 4.0 m long).

7.2. **2024 Oxford-Ohoka Community Board’s Meeting Schedule – Kay Rabe (Governance Advisor)**

29-32

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 230915144079.
- (b) **Resolves** to hold Community Board meetings on the following dates and locations, commencing at 7pm:

8 February 2024 (<i>Thursday</i>)	West Eyreton Hall
6 March 2024	Ohoka Community Hall
3 April 2024	Ohoka Community Hall
8 May 2024	Oxford Town Hall
5 June 2024	Oxford Town Hall
3 July 2024	Oxford Town Hall
7 August 2024	Ohoka Community Hall
4 September 2024	Ohoka Community Hall
2 October 2024	Oxford Town Hall
7 November 2024 (<i>Thursday</i>)	West Eyreton Hall
4 December 2024	Oxford Town Hall

8. **CORRESPONDENCE**

Nil.

9. **CHAIRPERSON'S REPORT**

9.1. **Chairperson's Report for September 2023**

The chairperson will provide a verbal update at the meeting.

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

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

10. **MATTERS FOR INFORMATION**

- 10.1. **Kaiapoi-Tuahiwi Community Board Meeting Minutes 21 August 2023.**
- 10.2. **Rangiora-Ashley Community Board Meeting Minutes 13 September 2023.**
- 10.3. **Woodend-Sefton Community Board Meeting Minutes 11 September 2023.**
- 10.4. **Christchurch ReadyMix Limited Request for Sealing of Browns Road under the Private Funding of Seal Extension Policy – Report to Council Meeting 5 September 2023 – Circulates to Oxford-Ohoka Community Board.**
- 10.5. **July 2023 Flood Response - Emergency and Immediate Works Expenditure – Report to Council Meeting 5 September 2023 – Circulates to all Boards.**
- 10.6. **Moving Forward: Waimakariri Integrated Transport Strategy 2035+ Draft for Consult – Report to Council Meeting 5 September 2023 – Circulates to all Boards.**
- 10.7. **District Regeneration - Annual Progress Report to June 2023 – Report to Council Meeting 5 September 2023 – Circulates to all Boards.**
- 10.8. **Re-establishment of Solid and Hazardous Waste Working Party – Report to Council Meeting 5 September 2023 – Circulates to all Boards.**
- 10.9. **Revocation Housing for the Elderly Policy – Report to Council Meeting 5 September 2023 – Circulates to all Boards.**
- 10.10. **Submission: Strengthening the resilience of Aotearoa NZs critical Infrastructure system – Report to Council Meeting 5 September 2023 – Circulates to all Boards.**
- 10.11. **Health, Safety and Wellbeing Report August 2023 – Report to Council Meeting 5 September 2023 – Circulates to all Boards.**
- 10.12. **Summary of Discretionary Grant Accountability 1 July 2022 to 30 June 2023 – Report to Woodend-Sefton Community Board Meeting 11 September 2023 – Circulates to Rangiora-Ashley, Oxford-Ohoka and Kaiapoi-Tuahiwi Community Boards.**
- 10.13. **Summary of Discretionary Grant Accountability 1 July 2022 to 30 June 2023 – Report to Rangiora-Ashley Community Board Meeting 13 September 2023 – Circulates to Woodend-Sefton, Oxford-Ohoka and Kaiapoi-Tuahiwi Community Boards.**
- 10.14. **Summary of Discretionary Grant Accountability 1 July 2022 to 30 June 2023 – Report to Kaiapoi-Tuahiwi Community Board Meeting 18 September 2023 – Circulates to Woodend-Sefton, Oxford-Ohoka and Rangiora-Ashley Community Boards.**

- 10.15. July 2023 Flood Recovery Progress Update – Report to Utilities and Roothing Committee Meeting 19 September 2023 – Circulates to all Boards.
- 10.16. Transport Choices – New Footpath Programme for Approval – Report to Utilities and Roothing Committee Meeting 19 September 2023 – Circulates to all Boards.
- 10.17. Amendment to Kerb & Channel Renewal Programme 2023/24 – Report to Utilities and Roothing Committee Meeting 19 September 2023 – Circulates to all Boards.
- 10.18. Annual Report on Dog Control 2022/2023 – Report to District Planning and Regulation Committee Meeting 19 September 2023 – Circulates to all Boards.
- 10.19. Annual Report to the Alcohol Regulatory and Licensing Authority 2022/2023 – Report to District Planning and Regulation Committee Meeting 19 September 2023 – Circulates to all Boards.

Public Excluded

- 10.20. Proposed Sale of 136 Fishers Road, Okuku – Report to Council Meeting 5 September 2023 – Circulates to all Boards.

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the information in Items.10.1 to 10.19.
- (b) **Receives** the separately circulated public excluded information in item 10.20.

Note:

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

11. MEMBERS' INFORMATION EXCHANGE

33-36

- 11.1. Mark Brown (Trim Ref: 230926150846)
- 11.2. Pete Merrifield (Trim Ref: 230926150823)
- 11.3. Tim Fulton (Trim 230926151186)

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

Nil.

13. BOARD FUNDING UPDATE

13.1. Board Discretionary Grant

Balance as at 30 September 2023: \$2,745.

13.2. General Landscaping Fund

Balance as at 30 September 2023: \$13,680.

14. MEDIA ITEMS

15. QUESTIONS UNDER STANDING ORDERS

16. URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board is scheduled for 7pm, Wednesday 8 November 2023 at the Ohoka Community Hall.

Workshop

- *West Eyreton Pit – Grant Stephens (Design and Planning Team Leader)*
- *Members Forum*
 - *Queries Spreadsheet*

MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD AT THE OHOKA COMMUNITY HALL, MILL ROAD, OHOKA ON WEDNESDAY 6 SEPTEMBER 2023 AT 7PM.

PRESENT

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

IN ATTENDANCE

G Cleary (General Manager Utilities and Roading), S Binder (Senior Transportation Engineer), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

1. APOLOGIES

Moved: M Brown Seconded: N Mealings

THAT an apology for absence be received and sustained from S Barkle.

CARRIED

2. PUBLIC FORUM

There were no members of the public present for the public forum.

3. CONFLICTS OF INTEREST

There were no conflicts recorded.

4. CONFIRMATION OF MINUTES

4.1. Minutes of the Oxford-Ohoka Community Board – 2 August 2023

Moved: N Mealings Seconded: R Harpur

THAT the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 2 August 2023, as a true and accurate record.

CARRIED

4.2. Matters Arising

There were no matters arising.

5. DEPUTATIONS AND PRESENTATIONS

Nil.

6. ADJOURNED BUSINESS

Nil.

7. **REPORTS**

7.1. **Approval to Consult on the 2023-2027 Waimakariri District Speed Management Plan for the Oxford-Ohoka Community Board Ward Area – G Cleary (General Manager Utilities and Roading), J McBride (Roading and Transportation Manager), S Binder (Senior Transportation Engineer) and A Mace-Cochrane (Transportation Engineer)**

S Binder took the report as read.

G Cleary noted that this matter had been covered during several workshops and staff had been asked to provide an option which would cover speed limits in school surrounds with the main speed management review to be considered in the new year, however he reiterated that it was the Board's decision on which option they opted for.

T Fulton asked if the Board approved the school option, would that mean that the Council would consult on the wider speed management plan in the new year. G Cleary explained that if the Board moved recommendations (b), (c), (d) and (e) the Council would go out and consult on round surrounding schools now. Council was required to progress the speed management plan and there was funding available to do the school work in the current 2023/24 financial year and Council needed time to go out and consult, get feedback from the community and then implement all the work that needed to be done for the school speed limits which included in some areas the variable speed signs before July 2024.

N Mealings noted item 1.6 in the report where it noted that *not having a speed management plan which aligned with planned infrastructure could result in funding for safety related projects not being approved in the next NLTP*. She asked if the revised work meant that Council would miss out on funding and the fact that item 1.9 of the report *Following discussion with elected members, a further option to phase the Speed Management Plan has been included within this report for consideration. This would see only schools addressed initially, with the remainder of the recommended changes to be considered for consultation in early 2024*. She asked if that qualified to safeguard the Council until it had more certainty post-election to put together a speed management plan. S Binder was unsure.

N Mealings asked about the variable speed limit signs and if the limits were legal. S Binder noted that technically it was an LED sign with the red ring around it and was perfectly legal.

P Merrifield did not understand why the Ashley Gorge Road / German Road intersection requiring variable speed signage with the amount of traffic there. S Binder believed there had been two serious crashes there in the last ten years.

T Fulton asked if the variable speed signs at the intersections would be calibrated at different times of the day or would it slow traffic down at any time of the day. S Binder explained that these signs would detect cars on the secondary road at any time day or night and would flash a temporary speed limit for the primary road for around thirty seconds.

R Harpur noted that he was generally not in favour of reducing speed limits however in the last few weeks he had looked at the matter more seriously , especially round schools and he had changed his views. He noted that he had watched Parliament TV and seen that point to point cameras had been passed which he did not support. G Cleary explained that the areas the report was addressing, would not be suitable for point to point cameras however there

were plenty of roads in the district with speed limits which were not been enforced due to a lack of resources therefore the Government was choosing to monitor speeds electronically.

Moved: M Brown Seconded: M Wilson

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 230821128211.

AND

THAT the Oxford-Ohoka Community Board recommends:

THAT the Council:

- (b) **Approves** consultation being undertaken on the Draft Waimakariri Speed Management Plan 2023-2027 for schools (refer to TRIM No. 230731116010 and 230731116038), **as listed in table 1 below**. These roads are within the Boards area.

CARRIED

Moved: N Mealings Seconded: T Fulton

THAT the Oxford-Ohoka Community Board recommends:

That the Council:

- (c) **Approves** consultation being undertaken on the Draft Waimakariri Speed Management Plan 2023-2027 for **intersection speed zones** (refer to TRIM No. 230731116010 and 230731116038), **as listed in table 12 below**. These roads are within the Boards area.
- (d) **Notes** that, staff will then undertake a workshop with Council in early 2024, and then present a report to Council seeking approval to consult on the remaining proposed speed limit changes included in recommendation (b) not endorsed by the Community Board, noting that this is following the Central Government election and Council will have final approval on the consultation.
- (e) **Notes** that recommendation (b) is considered to be the minimum which should be progressed, as the *Land Transport Rule: Setting of Speed Limits 2022* requires the Road Controlling Authority to use reasonable efforts to set safe speed limits outside all schools by December 2027, with 40% of these needing to be undertaken by June 2024.

Table 1. Extents of school speed limits within the Board's ward area

School name	Cat.	Proposed Speed Limit	Road Extents	Speed Limit Type
Oxford Area School	1	30 km/h	Bay Road (20 m north of Main Street to 600 m north of Main Street)	Permanent
			Showgate Drive (Bay Road to end of formed public road)	
			Dohrmans Road (Bay Road to end of formed public road)	
Ohoka School	1	30 km/h	Jacksons Road (Mill Road to 550 m south of Mill Road)	
Swannanoa School	2	60 km/h	Tram Road (355 m east of Two Chain Road to 195 m west of Tupelo Place)	
View Hill School	2	60 km/h	Island Road (500 m west of Rampaddock Road to 600 m east of Harmans Gorge Road)	
West Eyreton School	2	40 km/h	School Road (210 m north of North Eyre Road to 260 m south North Eyre Road)	
			North Eyre Road (140 m west of School Road to 340 m east of School Road)	

Table 2. Proposed variable speed limits for Intersection Speed Zones

Road Name and Extents	Existing speed limit (km/h)	Proposed speed limit (km/h)
Ashley Gorge Road (German Road intersection) – 150 m east of the German Road intersection to 150 m west of the German Road intersection	100	60 (VSL)
Oxford Road (Tram Road intersection) – 150 m east of the Tram Road intersection to 150 m west of the Tram Road intersection	100	60 (VSL)
Tram Road (Two Chain Road intersection) – 150 m east of the Two Chain Road intersection to 150 m west of the Two Chain Road intersection	100	60 (VSL)
Tram Road (Earlys Road intersection) – 150 m east of the Earlys Road intersection to 150 m west of the Earlys Road intersection	100	60 (VSL)

AND

- (g) **Notes** that the permanent 60km/h speed zone (outside of Swannanoa School) proposed on Tram Road, is subject to the surrounding Tram Road area being reduced to 80km/h. if this was not to proceed, then the existing 60km/h variable speed would stay in place.
- (h) **Notes** the included in recommendation (c) is the Intersection Speed Zones (ISZ) which are safety initiatives supporting Road to Zero and are co-funded by Waka Kotahi. The electronic signs operate on the major road through an intersection and only turn on when a vehicle approaches on the side road. Tram Road / Earlys Road had funding in 2023/24 and not progressing will result in co-funding being lost.
- (i) **Notes** that in order to meet requirements regarding minimum length of a road for a speed limit, the removal of any proposals from the above tables will require staff to investigate the impact on proposals in the surrounding area and bring an updated report to the Council.
- (j) **Notes** that the proposed speed limits are framed around a regional approach, which has been agreed by staff across Canterbury RCAs and as listed below, which had alignment with the Road to Zero Strategy and the *Land Transport Rule: Setting of Speed Limits 2022* guidelines.
- 80km/h on rural sealed roads.
 - 60km/h on rural unsealed roads.
 - 40km/h in urban and settlement areas.
 - 30km/h around schools, where not deemed a Category Two school.
- (k) **Notes** that while the draft Speed Management Plan is in line with national strategy, it has also been adapted to the local context, and is intended to provide consistency of speed limits, both within the district and on neighbouring Canterbury Council roads.
- (l) **Notes** that following consultation on the Speed Management Plan, it is recommended that the full Council hold hearings for any submitters who wish to be heard.
- (m) **Notes** that the regional speed management principles as outlined in the Draft Speed Management Plan (refer to attachment (i) – TRIM No. 230731116010) has been developed at a regional level and will be consulted upon as part of the Regional Speed Management Plan.

CARRIED

M Brown commented that he had been the School Board Chairperson and Board Member at the West Eyreton School and could understand why the speed reductions needed to be reduced in roads that surrounded schools. He noted at the Earlys Road / Tram Road intersection he had nearly lost his life in 2011 and believed that anything that could improve safety, especially at intersections had his support.

M Wilson commented that having worked in education and knowing what happened with students sometimes walking out the gates during the day, that it was really important that we kept our students safe. She noted that these schools were community hubs they were not just a building that everyone disappeared into and emerged at 3pm, there were people in and out all day.

T Fulton believed that it was important that the Council allowed themselves sufficient time to make the right decisions to consult with the community which included schools as well as non-school areas, especially intersections as the Board did not know what areas the community would highlight as dangerous. There may be some other areas which had not yet been considered. It was important that the full consultation was delayed at this point.

N Mealings commented that the reason she favoured this approach was because there was considerable uncertainty currently on the requirements of the speed management review. This motion allowed schools to be kept safe and gave the Council time to consider all options irrespective of who was in Government after October 2023. She noted that there were a number of roads where the recommendations made sense and there were other roads where changes had been requested by the community.

7.2. **Application to the Board's Discretionary Grant Fund 2023/24 – K Rabe (Governance Advisor)**

Waimakariri Dog Training Club

P Merrifield noted that he had a measuring wheel that cost him \$86 and queried why Waimakariri Dog Training Club wanted to purchase such an expensive model when both were made in China. He thought that a grant of \$250, would allow the Club to get two nice measuring wheels.

M Brown commented that having experience with measuring wheels at equestrian events where you needed to be deadly accurate when measuring a course and believed the same would be required for dog events.

T Fulton asked what the Board's record was of funding sports club gear. K Rabe noted that the Board had granted funding to various sports clubs for equipment and / or uniforms.

Moved: M Brown Seconded: R Harpur

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 230728114450.
- (b) **Approves** a grant of \$500 to the Waimakariri Dog Training Club towards the purchase of two measuring wheels.

CARRIED

P Merrifield against

Oxford Dark Sky Group

M Brown queried if the Group needed the light metre to measuring light as part of its application to the Dark Sky for accreditation. K Rabe noted that was correct.

R Harpur asked why they would be looking at purchasing something like this prior to the dark sky approval. T Robson explained that they needed, as part of their application, to establish the dark sky reserve for the Oxford Forest Park. They needed a baseline light reading over a period of time which currently they were unable to do that due to the lack of the a metre.

M Brown understood that they had to go to the exact spot a number of times over three months and take the reading and for their application.

T Fulton was surprised that this application was not supported by economic development people such as Enterprise North Canterbury. N Mealings noted that they had already been granted \$22,000 by Enterprise North Canterbury. T Robson noted that they had also received funding from the Oxford Promotions Action Committee as well for the installation of their new telescope.

Moved: M Wilson Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (c) **Approves** a grant of \$500 to the Oxford Dark Sky Group towards the purchase of a lighting passport metre.

CARRIED

M Wilson noted that it was evident that there was strong community support for this project and there were benefits to the community from the work that they had done so far. The economic project had shown there would be economic benefit as well but also community wellbeing.

M Brown echoed M Wilsons sentiments.

Friends of West Eyreton School

K Rabe noted that this application had been sent in June 2023 and at the time the Board had spent the years allocation. K Rabe informed the Board that she had contacted the Group to make them aware of the delay and she would submit the application once the current financial year allocation had been made. The Group required \$15,000 for the proposed shade sail, and even with the delay it was unlikely that the full cost had been raised. The Group were hoping to provide the school with shade for the 2023 summer season.

M Brown noted that in the past he had been supportive of funding for the school such as for resources for the community library and community pool, however this project would become an asset on the schoolbooks and owned by the ministry. He queried if the Board should fund this project which would essentially be owned by the Ministry of Education.

M Wilson noted that she had done some research when the Board was considering funding the playground bark and understood that if originally the Ministry had funded the playground area it became the Ministry's responsibility however if the Ministry had not funded the playground than the shade sail could be fund raised in other ways.

T Fulton noted the school had just had two new classrooms built which had probably been its quota for funding from the Ministry of Education. He imagined that the Board of Trustees had looked the Friends of the School as an avenue to pay for other school facilities, so they did not have to go back to the Ministry. The Friends of the School were a tremendous parent group, they did a lot of fundraising and were very active in the community.

N Mealings noted the application had specified that the project would cost \$15,000, they had requested \$1,000 from the Board. Normally the Board gave grants of \$500 and she believed that even \$1,000 was not going to get the Friends much closer to achieving their target. She asked if there was a timeline for spending the grant from the Board. K Rabe noted that they had a year to spend the funding.

N Mealings wondered what the Friends capacity was to raise the funding for the entire project. She asked if they had indicated if other funding had been sourced. K Rabe noted that they had applied to the Harcourts Foundation and had an application to Lotteries Grant. They had not stated whether they were successful or how much the applications were for.

N Mealings suggested that the application lie on the table so that Council staff could go back to them and ask how they were tracking with other options. Due to the delay with presenting the application they may have been able to secure additional funding.

P Merrifield noted that the Board had granted West Eyreton School funding and was still awaiting accountability. The criteria state that accountability had to be received prior to more funding being granted. He acknowledged that the Friends were a separate Group but West Eyreton School would be the beneficiary.

M Wilson raised concern regarding setting a precedent as there were a lot of schools in the area that needed shade sails and playground equipment. This could mean other schools in the area would apply for similar funding and the Board did not have sufficient funds to cover that kind of expense.

T Fulton noted that it was useful to see how much the Friends had raised in 2022. He thought that \$500 would be well received and it was proportionate to the size of the school and the amount of money that the Board had to spend on these sort of projects.

M Brown noted that because the Board did not know how close the Friends were to achieving its target, he had concern that if the Board decided to grant them \$500 which they no longer needed would they return the grant or use it for some other purpose.

Moved: P Merrifield Seconded: N Mealings

THAT the Oxford-Ohoka Community Board:

- (d) **Lays** the application on the table there is clarity around the funding and the timing of the project.

CARRIED

Waimakariri Access Group

K Rabe noted that this application had gone to all the Community Boards, as the project was a district wide event focused on disabled sports with the hope of establishing different disabled sports teams within the district. This was a 'give it a go' type opportunity for the disabled. The event was being spear headed by a Rangiora High School student and the Waimakariri Access Group were assisting in any way they could.

P Merrifield noted that he had difficulty with consistence in the Board's decision making. He reminded the Board it had declined an application from an afterschool homeschooling group due to insufficient numbers and therefore seen as not having sufficient merit. However the Board was now favourably considering this application which was similar in the lack of community involvement for the area. He believed the application had merit however he believed there was a lack of consistency.

R Harpur noted that there were approximately 15% of residents in the Boards area who would benefit from this event. He noted that he would be attending the event and helping out and fully supported the application.

Moved: R Harpur Seconded: N Mealings

THAT the Oxford-Ohoka Community Board:

- (e) **Approves** a grant of \$500 to the Waimakariri Access Group towards seeding costs to hold an inclusive sports day to occur.

CARRIED

P Merrifield abstained

R Harpur encouraged Board Members to support the event. He thought it would be a great event for North Canterbury.

N Mealings noted that Zack was the Co-Chair of the Waimakariri Youth Council and a member of the Waimakariri Access Group. He himself was a disabled athlete, who was an outstanding track and field athlete. He got a good deal of enjoyment from his sport and had done very well in it and wanted other people to experience that as well. She believed it was an exciting opportunity for the community.

Standardbred Stable to Stirrup

K Rabe noted that the Board had received a similar application in 2022 where the Group had t-shirts printed. This year they were going for the cheaper option of badges that could be distributed to riders and sewen onto the saddle cloths.

Moved: M Brown Seconded: R Harpur

THAT the Oxford-Ohoka Community Board:

- (f) **Approves** a grant of \$470 to the Standardbred Stable to Stirrup Charitable Trust towards the purchase of monogrammed patches for clothing and horse gear.

CARRIED

7.3. **Summary of Discretionary Grant Accountability 1 July 2022 to 30 June 2023 – K Rabe (Governance Advisor)**

K Rabe spoke to the report noting that all the Community Board received an annual report on funding accountability during August or September. Reminder letters had been sent out to Groups in March and August 2023.

P Merrifield asked if the Kennel Association had supplied its accountability. K Rabe noted that they had not. She noted that the Waimakariri Kennel Association had requested funding to paint their clubrooms and shortly after that application was received the Waimakariri Dog Training Club sent in an almost identical application however had withdrawn it later. Both clubs used the same clubrooms and she had recently received an email from the Waimakariri Dog Training Club complaining that the clubroom had not yet been painted. She would follow up with the Waimakariri Kennel Association.

Moved: M Wilson Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 230810121863.
- (b) **Notes** that of the \$6,539 allocated to the Board for the 2022/23 financial year, \$6,500 was distributed for events and projects within the community.

- (c) **Notes** that the remaining \$39 was carried forward to the 2023/24 financial and added to the 2023/24 allocation of \$6,120, bringing the current financial year's total to \$6,159.
- (d) **Circulates** a copy of this report to all other Community Boards for information.

CARRIED

7.4. **Ratification of the Oxford-Ohoka Community Board's Submission to Environment Canterbury's What's Our Future, Canterbury – K Rabe (Governance Advisor)**

Moved: M Brown Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 230823129674.
- (b) **Retrospectively ratifies** its submission to Environmental Canterbury's What's our Future Canterbury (Trim Ref: 230727114138).

CARRIED

8. **CORRESPONDENCE**

Nil.

9. **CHAIRPERSON'S REPORT**

9.1. **Chairperson's Report for August 2023**

Moved: M Wilson Seconded: R Harpur

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report (Trim. 230828132035) from the Oxford-Ohoka Community Board Chairperson.

CARRIED

T Robson thanked Council staff for organising the community meeting regarding Washington Place.

10. **MATTERS FOR INFORMATION**

- 10.1. Kaiapoi-Tuahiwi Community Board Meeting Minutes 17 July 2023.
- 10.2. Rangiora-Ashley Community Board Meeting Minutes 8 August 2023.
- 10.3. Woodend-Sefton Community Board Meeting Minutes 14 August 2023.
- 10.4. Adoption of WDC Housing Policy 2023 – Report to Council Meeting 1 August 2023 – Circulates to all Boards.
- 10.5. Submission: Building Consent System Review: Options Paper – Report to Council Meeting 1 August 2023 – Circulates to all Boards.
- 10.6. Health, Safety and Wellbeing Report July 2023 – Report to Council Meeting 1 August 2023 – Circulates to all Boards.
- 10.7. Annual Report for Te Kohaka o Tuhaitara Trust for the Year Ended 30 June 2023 – Report to Audit and Risk Committee Meeting 8 August 2023 – Circulates to all Boards.

- 10.8. Avian Botulism Management 2022/23 – Report to Utilities and Roding Committee Meeting 15 August 2023 – Circulates to all Boards.
- 10.9. Private Well Study – Results from 2022 Study – Report to Utilities and Roding Committee Meeting 15 August 2023 – Circulates to all Boards.
- 10.10. Aquatics August Update – Report to Community and Recreation Committee Meeting 22 August 2023 – Circulates to all Boards.

Public Excluded

- 10.11. Approval for Single-Source Provider for Disposal of Kerbside Organics from 1 July 2023 to 30 June 2024 – Report to Management Team Meeting 24 July 2023 – Circulates to all Boards.

Moved: P Merrifield

Seconded: M Wilson

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 item 10.11.

CARRIED

11. MEMBERS' INFORMATION EXCHANGE

N Mealings

- Property Portfolio Working Group Meeting.
- Plan Change 31 Hearing 3 and 4 August 2023 – Applicants presented evidence.
- Plan Change 31 Hearing 8 to 10 August 2023 – Submitters and reporting officer's evidence. Hearing will reconvene 11 September 2023.
- Greater Christchurch Partnership Briefing.
- Healthy Streets Presentation – Attended Waka Kotahi Healthy Streets presentation by L Saunders.
- Oxford Observatory Event – Attended a great event hosted by the Oxford Observatory to celebrate dark skies. Awesome facility and a great asset to the district.
- Utilities and Roding Committee Chair catchup.
- Utilities and Roding Committee Meeting – ongoing study of private wells.
- District Planning and Regulation Committee Workshop – Workshop with Environment Canterbury regarding CRPS engagement.
- Council Briefing and Extraordinary Meeting.
- Council Workshop – regarding 23 July 2023 flooding event.
- Mandeville Sports Club Board Meeting.
- Natural Environment Strategy Project Control Group Meeting.
- District Plan Hearings (five days) – Hearing Stream 5, which included evidence on energy and infrastructure, earthworks, trees, light, noise, transport, signs and historic heritage chapters.
- Community Wellbeing North Canterbury Board Meeting.
- Woodstock Resource Consent Hearing.
- Waimakariri Youth Council Meeting – Joined by a number of other Councillors and Community Board Members who had been invited for a meet and greet with Youth Councillors, and then held their monthly meeting. Great to see a good turnout.
- Portfolio update with Council staff.

- Woodstock Resource Consent Hearing – Attended in support of Oxford-Ohoka Community Board evidence / submission presented.
- Washington Place Public Meeting.
- Proposed District plan (preliminary) deliberations for HS4.
- Council Workshop.
- Council Meeting – Christchurch Ready Mix request for Brwons Road sealing from South Eyre Road to one Browns Road, Flood Response works and Waimakariri Integrated Transport Strategy to go to consultation (mid-September to early October).

P Merrifield

- Oxford-Ohoka Community Board Zoom Meeting.
- All Boards Meeting.
- Oxford-Ohoka Community Board August Meeting.
- Plan Change 31 Hearing – Supporting N Mealings and Oxford-Ohoka Community Board submissions.
- Plan Change 31 Hearing – Supporting David Ayers.
- Oxford Museum Monthly Meeting.
- Oxford Museum Working Bee.
- There was a strip of road between Lily Road by Fernside School which was closed for six weeks to be rebuilt which now had four patches on it. He wondered why in such a short time had this piece of road started to deteriorate. G Cleary noted that almost immediately after the opening of that road there was a significant pothole formed and Corde went and repaired it immediately. He explained that Council was getting a review on the quality of the construction.

M Brown

- Oxford Promotions Action Committee Garage Sale Trail.
- Supported Oxford-Ohoka Community Board Submission at Hearing for Plan Change 31.
- Stargazing at Oxford Observatory for Council and Community Board.
- Oxford Promotions Action Committee Monthly Meeting.
 - Farmers Market were having a variety show 10/09/2023 at 10am to 12pm at their market.
 - Oxford Garage Sale Trail 06/08/2023, 46 garage sales at 39 locations – a wonderful day for residents and the town.
 - Oxford Promotions Action Committee jingle now up and running and businesses were advising it was bringing people out to Oxford.
 - Matariki Winter Lights was an enormous success. There were over 20 houses that took part this year which was substantially up from 2022.
 - Water tank Tower trail – Oxford Area School to paint first tank.
 - Oxford Promotions Action Committee working on a webcam for the town.
 - Oxford Promotions Action Committee would like to see the large tree that was lit up for Matariki as a permanent fixture – possible Oxford-Ohoka Community Board funding via landscape budget.
- Washington Place Flooding – Distributed flyers to impacted residents for meeting coming up.
- Attended the meeting at Washington Place – a localized targeted meeting was a good way to go. It was a good turnout of active parties.
- Thanked Council staff and T Robson and S Barkle for carrying the mantle for Plan Change 31 and the Woodstock Quarries.
- Having recently travelled over the Oxford Gorge Bridge – it was in poor condition. It keeps getting mentioned on Facebook. The Board had talked

about information going out to the public about what was happening with the bridge and when. G Cleary noted that Council should put some more communications out. They had the structural assessment come back on the main structure. It needed a deck replacement; Council staff were working with Selwyn District Council staff on that to get it done as quick as possible.

- With the Oxford Rural water turbidity issue, Council had put up more posts over the last week. He knew what turbidity was and how it was caused but for the bulk of the people who read it they had no idea what was causing it, it just seemed like a continual thing. Council should be telling them what was causing it and what the solution was so that people understood what was happening. G Cleary explained that the well development had finished, they were expecting a new stainless steel riser for the pump. Council had reissued the boil water notice and said it would be around four weeks. They were trying to accelerate the new well.
- Most farmers were good at getting the stock on the roads or grass verge away from the walking and cycling path. A dairy farmer had moved his cattle and moved them down the track and had left a mess. There were school kids walking and biking up and down there. He understood with the bylaws if you made a mess on the road or crossing a river you were supposed to stop and clean it up. G Cleary noted that this had become more of an issue for Council in recent times, they were aware of some repeat offender. It was hard to police. There were certain roads that people were not allowed to move stock down. Council was currently consulting on the Road Reserve Management Plan.

T Fulton

- Incorporated Societies Workshop – Advice to community groups on introduction of a new Internal Affairs Register by 2026.
- Oxford-Ohoka Community Board meeting – August, see minutes.
- North Canterbury Neighborhood Support Meeting.
- Property Portfolio Working Group Meeting.
- Plan Change 31 Hearings – Residents made some well-prepared, passionate submissions, including two from teenage children standing in for their parents.
- Significant Natural Areas briefing with S Allen and Dr B Dollery for Waimakariri Water Zone Committee Workshop.
- Compass FM fundraising quiz with Philip Redmond, Jason Goldsworthy, and others – A good turnout at the Rangiora RSA in support of the station. Compass FM was a charitable trust which supported community activities.
- Waimakariri Zone Committee Workshop.
- Audit and Risk Committee Meeting.
- Council Workshop and Briefing Session.
- Community Networking Meeting.
- Waka Kotahi, Making Streets Healthy for Everyone with Lucy Saunders – an interesting talk from a United Kingdom based traffic management consultant on creating healthier, more vibrant communities.
- Utilities and Roading Committee Meeting.
- District Planning and Regulation Committee Workshop.
- Flooding Workshop.
- Oxford Promotions Action Committee Meeting.
- Council Meeting.
- Pearson Park Advisory Group Meeting.
- North Canterbury Neighborhood Support Strategic Planning Workshop.
- Understanding Housing Need Webinar.

- Waimakariri Water Zone Committee Monthly catchup with S Allen, K Simpson, and Dr B Dollery; discussion of agenda items for Waimakariri Water Zone Committee Meeting.
- Woodstock Quarries Ltd Hearing.
- Youth Council Meet and Greet and Meeting – A great way to meet Youth Council members and see what they were working on.
- West Eyreton Washington Place Flooding Meeting.
- Fernside Wetland visit and workshop – Waimakariri Water Zone Committee.
- Long term Plan Workshop.
- Council Meeting – lot of reports on the agenda. Major consequences for the look and shape of the district.
- Attended an entertaining talk at Rangiora Museum by Rangiora-Ashley Community Board member, Bruce McLaren, telling stories about growing up in and around Rangiora and his work and travels overseas.
- Thanked S Barkle and T Robson for their work on the Plan Change 31 and Woodstock Quarries Hearings.
- Noticed in the latest Oxford-Ohoka Community Board Member Queries – 2022 EV stations in Oxford. The National Party recently announced a big roll out of EV charging stations.
- There was an article in the Press 23 August 2023 on the Instagram famous Hokitika Gorge Suspension Bridge. It was a high tourist attraction, very scenic and had iconic value in the community. It noted in the article that Council had received a \$150,000 Tourism Infrastructure Grant Fund and the Council had earmarked \$50,000 to complete the high priority repairs. It noted that visitors would still be able to cross the gorge using the second newer suspension bridge that cost \$700,000. He queried what the fund was and if Council had used it. N Mealings noted that Council received a grant that paid for the toilets in West Oxford.

R Harpur

- Attended the Waimakariri Access Group Annual General Meeting – they discussed the sports tournament on 29 September 2023 that he would be attending.
- Mandeville Sports Centre Delegates Meeting – Annual General Meeting coming up. Two Board members were retiring. They were having trouble finding two candidates of equal stature to take their place.
- Mandeville Resurgence Channel Drop-in Session 11 September 2023 at the Mandeville Sports Centre.

M Wilson

- Inclusivity Poster Event – Poster launch to facilitate community connections across ages, genders, and cultures. Great evening connecting through a series of questions. Heard about GLOW a monthly social catchup for migrants and people new to New Zealand from other countries.
- Supported Oxford-Ohoka Community Board Submission at hearing for Plan Change 31.
- Attended Hearing for Plan Change 31.
- Stargazing at Oxford Observatory for Council and Community Board – wonderful evening stargazing and hearing the enthusiasm of the amazing volunteers at the Observatory for protecting our night sky.
- Attended Puketeraki Kahui Ako Showcase at Rangiora High School – Showcasing work from 18 schools involved in this cluster. Great Kapahaka performance by Rangiora High School Students. Good opportunity for connection between schools and community.

- Attended Women's Institute Meeting.
- Attended Youth Council Meeting – what stood out was breaking off into groups and talking to the youth and hearing their passions and depth of understanding of local issues and also about climate change and how she felt that she had a lot to learn listening to them. They had a good grasp of some of our social and environmental issues and in terms of what they were putting forward for the community outcomes submission they needed to tap into that as much as they could.
- Was a presenter for Mana Ake Canterbury wide forum with Cushla Waghorn who was with Community Wellbeing who was the Mana Ake lead and Brian Price who the Kāhui Ako lead. She found it was wonderful hearing from all the leads across Canterbury and understanding our place in North Canterbury and what we had on offer which was a lot and also the level of support that was out there. What Te Whatu Ora were developing was a new platform with Huia publishers that was based off a current platform which would provide pathways to support children and their families.

12. **CONSULTATION PROJECTS**

12.1. **Community Outcomes**

<https://letstalk.waimakariri.govt.nz/community-outcomes>

Consultation closes Thursday 7 September 2023.

12.2. **Road Reserve Management**

<https://letstalk.waimakariri.govt.nz/road-reserve-management>

Consultation closes Thursday 7 September 2023.

12.3. **Rangiora Town Cycleway Stage One**

<https://letstalk.waimakariri.govt.nz/rangiora-town-cycleway-stage-one>

Consultation closes Monday 11 September 2023.

12.4. **Woodend / Woodend Beach Entrance Signs**

<https://letstalk.waimakariri.govt.nz/woodend-woodend-beach-entrance-signs>

Consultation closes Thursday 14 September 2023.

12.5. **Waimakariri Economic Development Strategy**

<https://letstalk.waimakariri.govt.nz/waimakariri-economic-development-strategy>

Consultation closes Sunday 17 September 2023.

12.6. **Playspaces in Kaiapoi East**

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

Consultation closes Friday 22 September 2023.

12.7. **Mandeville Resurgence Channel Upgrades**

<https://letstalk.waimakariri.govt.nz/mandeville-resurgence-channel-upgrades>

Consultation closes Friday 29 September 2023.

The Board noted the consultation projects.

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

Balance as at 31 August 2023: \$4,715.

13.2. General Landscaping Fund

Balance as at 31 August 2023: \$13,680.

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 is scheduled for 7pm, Wednesday 4 October 2023 at the Oxford Town Hall.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 9:23pm.

CONFIRMED

Chairperson

Date

Workshop (9:11pm to 9:23pm)

- *Members Forum*
- Community Services Award nomination.*
- End of year function.*

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RC205229-05 / 230905137573

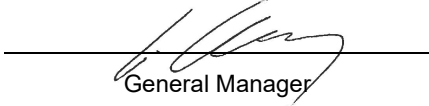

REPORT TO: OXFORD-OHOKA COMMUNITY BOARD

DATE OF MEETING: 4 October 2023

AUTHOR(S): Allie Mace-Cochrane – Transportation Engineer
Shane Binder – Senior Transportation Engineer

SUBJECT: Approval to Install No-stopping Restrictions Along the Frontage of no. 20 Main Street, Oxford

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

1. SUMMARY

- 1.1. This report seeks approval to establish no-stopping restrictions along the frontage of no. 20 Main Street, Oxford.
- 1.2. The no-stopping restrictions are to be installed between the existing vehicle crossing of no. 20 and a secondary vehicle crossing to the same property. The extent of the no-stopping restriction is approximately 4.0 m.
- 1.3. Staff have received several service requests around on-street parking impeding access to the two driveways, due in part to the short distance between vehicle crossings, created by incorrect siting of the installation of a secondary vehicle crossing.
- 1.4. It is acknowledged that there is insufficient width between the two vehicle crossings, and whilst this issue has been created by the incorrect installation of the vehicle crossing from what was approved in the resource consent, the recommended option is to install no-stopping restrictions to prohibit parking at this location.

2. RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 230905137573.

AND

THAT the Oxford-Ohoka Community Board recommends:

THAT the Utilities and Roading Committee:

- (a) **Approves** the installation of no-stopping restrictions at the following location:
 - i. On the north side of Main Street between the two vehicle crossings of no. 20 Main Street (approximately 4.0 m long).

3. BACKGROUND

- 3.1. Main Street is a strategic road in Oxford that provides the main east-west connection through the town and the main shopping area. The property, 20 Main Street, is located on the fringe of the town centre and opposite the Oxford Seventh Day Adventist Church, as is shown below in Figure 1.



Figure 1. Locality of the property.

- 3.2. Due to the property's proximity to the town centre and the church across the street, on-street parking demand can be high at times. A service request has been received from the property owner regarding on-street parking impeding access to their two vehicle crossings, as drivers are attempting to park in a space which is insufficient to fit a vehicle and therefore overhangs the driveways.

4. ISSUES AND OPTIONS

- 4.1. There is approximately 4.0 m between the two vehicle crossings of no. 20 Main Street. The Waimakariri District Plan requires a minimum width of 5.0 m for an unobstructed parallel carpark and an additional 1.0 m clearance is required from each vehicle crossing, as per the *Land Transport (Road User) Rule 2004*. This means that a total width of 7.0 m is required between the two vehicle crossings for a standard vehicle to legally park.
- 4.2. The property owner of no. 20 Main Street applied for a resource consent in 2020. The approved plan indicated that the secondary vehicle crossing would be installed 8.56 m from the existing vehicle crossing, which allows for one on-street carpark. Within the site, on-site manoeuvring for this length was also provided.
- 4.3. During construction however, the vehicle crossing was not installed as per the consent plan (approximately 4.0 m from the existing crossing). Staff inspected the vehicle crossing for compliance; however, did not identify that it was in the wrong location.
- 4.4. Whilst the vehicle crossing is not in the correct location, on-site manoeuvring is still achievable, so a vehicle does not need to reverse onto Main Street, meeting the non-reversing rule for an arterial road.
- 4.5. Since its construction, staff have received multiple service requests from the property owner regarding poor parking compliance (i.e., vehicles overhanging the two vehicle crossings).
- 4.6. It is acknowledged that there is insufficient width between the two vehicle crossings, and whilst this issue has been created by the incorrect installation of the vehicle crossing, staff are recommending that no-stopping restrictions are installed for the extents shown in Figure 2 on the next page.

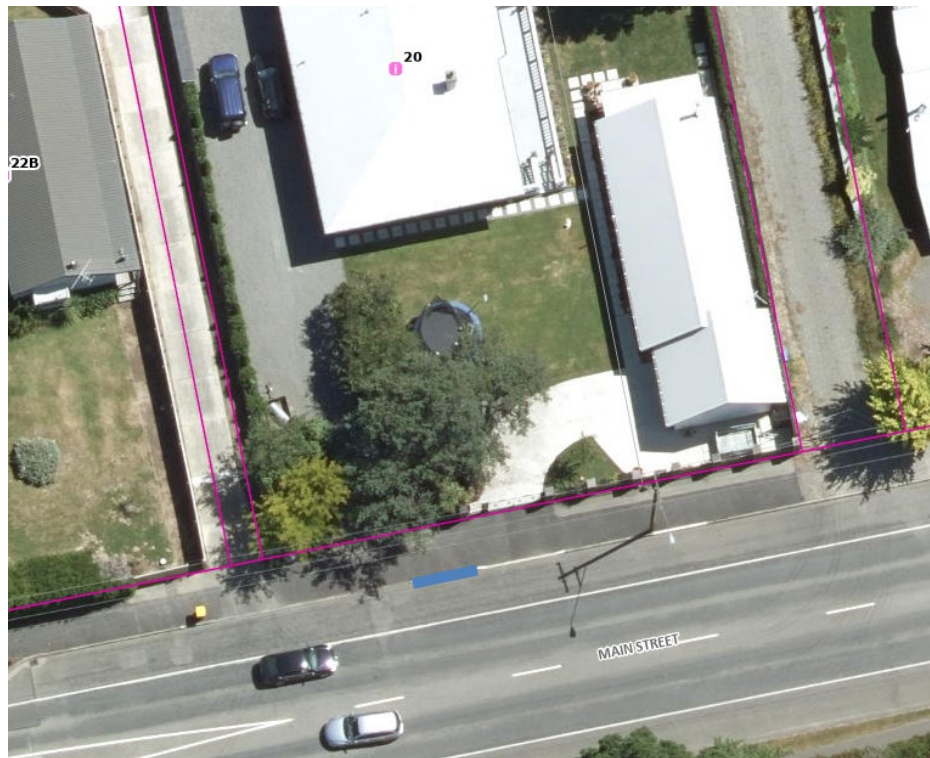


Figure 2. Extent of no-stopping restrictions.

- 4.7. The Oxford-Ohoka Community Board have the following options available to them:
- 4.8. Option One: Approve the installation of no-stopping restrictions.
- 4.8.1. This option involves the Oxford-Ohoka Community Board recommending that the Utilities and Roading Committee approve the installation of no-stopping restrictions for approximately 4.0 m on Main Street, as shown in Figure 2.
- 4.8.2. This is the recommended option.
- 4.9. Option Two: Change the location of the vehicle crossing.
- 4.9.1. This option requires the property owner to construct a new vehicle crossing, in which, the internal driveway will need to be altered and a section of the fence will need to be removed. The vehicle crossing was not installed at the location approved in the resource consent; however, this was not picked up when the vehicle crossing was inspected by the Council. As such, this is not the recommended option.
- 4.10. Option Three: Retain the status quo.
- 4.10.1. This is not the recommended option because vehicles overhang the vehicle crossings when they park in this space, which then impedes the use of the vehicle crossing. Furthermore, whilst the installation of the vehicle crossing is in the wrong location, this was not picked up at the time of checking the installation location.
- 4.11. Implications for Community Wellbeing
- 4.11.1. There are implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.11.2. The installation of no-stopping restrictions improves safety at the two vehicle crossings; however, it also removes one car park from the on-street supply (noting that the existing kerb length is insufficient for legal parking).

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

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

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

5.2. **Groups and Organisations**

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

5.2.2. The property owner at no. 20 Main Street has requested that no-stopping restrictions are considered between their two vehicle crossings.

5.3. **Wider Community**

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

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

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

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

6.2. **Sustainability and Climate Change Impacts**

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

6.3. **Risk Management** There are not risks arising from the adoption/implementation of the recommendations in this report.

6.4. **Health and Safety**

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

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

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

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

7.3. **Consistency with Community Outcomes**

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

7.3.2. There is a safe environment for all:

- Harm to people from natural and man-made hazards is minimised.
- Crime, injury and harm from road crashes, gambling, and alcohol abuse are minimised.

7.3.3. Transport is accessible, convenient, reliable and sustainable:

- The standard of our District's roads is keeping pace with increasing traffic numbers.
- Communities in our District are well linked with each other, and Christchurch is readily accessible by a range of transport modes.

7.4. **Authorising Delegations**

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

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

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-26-10-06 / 230915144079**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD**DATE OF MEETING:** 4 October 2023**AUTHOR(S)** Kay Rabe, Governance Advisor**SUBJECT:** 2024 Oxford-Ohoka Community Board's Meeting Schedule**SIGNED BY:**
(for Reports to Council,
Committees or Boards)_____
General Manager

Chief Executive**1 SUMMARY**

The purpose of this report is to adopt a meeting schedule for 2024 for the Oxford-Ohoka Community Board meetings. The schedule is based on current timetabling patterns adopted over recent years by the Board.

2 RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 230915144079.
- (b) **Resolves** to hold Community Board meetings on the following dates and locations, commencing at 7pm:

8 February 2024 (<i>Thursday</i>)	West Eyreton Hall
6 March 2024	Ohoka Community Hall
3 April 2024	Ohoka Community Hall
8 May 2024	Oxford Town Hall
5 June 2024	Oxford Town Hall
3 July 2024	Oxford Town Hall
7 August 2024	Ohoka Community Hall
4 September 2024	Ohoka Community Hall
2 October 2024	Oxford Town Hall
7 November 2024 (<i>Thursday</i>)	West Eyreton Hall
4 December 2024	Oxford Town Hall

3 BACKGROUND

- 3.1 It is deemed prudent to set the primary Board's meeting schedule in October 2023 to enable good forward planning, thereby ensuring efficient use of members' time and mitigate conflicts with other governance meetings. During 2023 Board meetings were held from 7pm on the first Wednesday of the month following the Council meeting. This scheduling has worked well, and it is therefore recommended to continue with a similar pattern.

- 3.2 On 31 October 2019, the Board resolved to hold public forums as part of Community Board meetings to provide the community with an opportunity to address the Board on a more informal basis. Subsequent to reviewing the success of the public forums in July 2020, the Board agreed to continue to hold public forums as part of future Community Board meetings.
- 3.3 It is recommended that the majority of the Board meetings be held at either the Oxford Town Hall or the Ohoka Community Hall, however, provision has also been made for have meetings in West Eyreton. Currently Mandeville has not been included in the schedule due to sporting commitments on a Wednesday and a clash with the Council meeting on a Tuesday, however this can be reviewed mid-2024 to see if there is a possibility of a Wednesday slot between sport code commitments.

4 ISSUES AND OPTIONS

- 4.1 To promote more effective administration, the Local Government Act 2002 makes provision for the Board to adopt a schedule of meetings that may cover any period that the Board considers appropriate. Notification of the schedule, or an amendment, will constitute notification to Board members of every meeting on the schedule or the amendment.
- 4.2 It is recommended that Community Boards continue their current meeting pattern for 2024, as it dovetails with the timing of the Council and Committee meetings, ensuring the availability of Councillors and the flow of information between the two levels of governance. However, the meeting schedule does not preclude additional meetings and/or workshops being held during the year.
- 4.3 In the past, the Board have not held meetings in January, and it is recommended that this continues. However, the Board may wish to consider having a workshop in January 2024 to undertake the annual review its Board's Community Plan.
- 4.4 Public forums are held from 7pm to 7.15pm, where thereafter the general Board meeting commences. Briefings and workshops are generally held before or after a Board meeting where possible. However, if a significant timeframe is anticipated a separate meeting at a mutually agreed time will be scheduled.
- 4.5 Previously, concerns have been raised regarding the low number public attending Board meetings (other than specific deputations). It is hoped that utilising venues within the Board's geographical area will be conducive to greater accessibility for the public and would give them the opportunity to observe democracy and transparency.
- 4.6 Various factors were taken into consideration in deciding on meeting venues. Although the majority of the Board meetings will be held at the Oxford Town Hall and the Ohoka Community Hall. It is recommended that the Board meet at the West Eyreton Community Hall on Thursday 8 February and Thursday 7 November 2024, as the West Eyreton Community Hall is unavailable on Wednesdays due to a community permanent booking.
- 4.7 With the agreement of the Board meetings can also be held in other areas of the community, should there be topical items of interest on the agenda.
- 4.8 In the event of insufficient business for any one month, the Board may wish to hold a workshop on topical matters. The Chairperson has the prerogative to cancel a Board meeting after consultation with the Chief Executive/staff representative.
- 4.9 Board members attention is also drawn on the following meetings scheduled in 2024 that may have a bearing on the Board:
- Proposed All Boards Briefings:
 - Thursday 7 March 2024
 - Thursday 6 June 2024
 - Thursday 5 September 2024
 - Thursday 4 December 2024

- Long Term Plan Process:
 - Long Term Plan Budget Meetings 30 January 2024
31 January 2024
1 February 2024 (Reserved)
 - Hearing Long Term Plan Submissions 8 May 2024 (Kaiapoi proposed)
8 May 2024 (Oxford proposed)
9 May 2024 (Rangiora proposed)
 - Long Term Plan Deliberations 28 May 2024
29 May 2024
30 May 2024
 - Adoption of Long Term Plan 18 June 2024

4.9 **Implications for Community Wellbeing**

There are no social and cultural implications on community wellbeing by the issues and options that are the subject matter of this report.

4.10 The Management Team has reviewed this report and supports the recommendations.

5 **COMMUNITY VIEWS**

5.1 **Mana whenua**

Taking into consideration the provisions of the Memorandum of Understanding between Te Ngāi Tūāhuriri Rūnanga and the Council, Te Ngāi Tūāhuriri hapū are not likely to be affected.

5.2 **Groups and Organisations**

Community views were not sought for the timetabling as there are no groups and organisations likely to be affected by or to have an interest in the subject matter of this report. However, the established pattern of Community Board meetings has generally worked well for members, considering other community commitments.

5.3 **Wider Community**

The wider community is not likely to be affected by or to have an interest in the subject matter of this report. However, the Board has been holding the majority of its meetings on the first Wednesday following the Council meeting, and it is known within the community.

The most appropriate way to ensure that the wider community is aware of the Board meetings being held is to establish a meeting calendar. All Council, Standing Committees, Community Board meetings are also publicly advertised in compliance with the Local Government Official Information and Meetings Act 1987 (LGOIMA). Meetings are also advertised on the Council's website and at Service Centres on in-house television screens.

6 **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1 **Financial Implications**

There are financial implications of the decisions sought by this report, as the servicing of Community Boards are met within Council's existing Governance Budgets.

6.2 **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

There are no risks arising from the adoption/implementation of the recommendations in this report. Meeting timetables may from time to time be amended, if a need arises, and comply with LGOIMA.

6.4 **Health and Safety**

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

7 **CONTEXT**

7.1 **Consistency with Policy**

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

7.2 **Authorising Legislation**

Local Government Act 2002 Schedule 7 clause 19 - A Local Authority must hold the meetings that are necessary for the good government of its region or district.

Meetings must be called and conducted in accordance with Local Government Official Information and Meetings Act 1987 (LGOIMA) and the Standing Orders of the Local Authority.

7.3 **Consistency with Community Outcomes**

The Council's community outcomes are relevant to the actions arising from recommendations in this report as there are wide ranging opportunities for people to contribute to the decision-making by local, regional and national organisations that affect our District.

7.3 **Authorising Delegations**

Each Community Board set individual meeting dates and times.

OXFORD-OHOKA COMMUNITY BOARD**MEMBERS INFORMATION EXCHANGE***For the month of Sept 2023*

Members Name: Mark Brown

MEMBER'S DIARY		DISCUSSION POINTS
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
17/8/23	OPAC Monthly Meeting	Oxford Dark Sky Group presented to OPAC
		Oxford Town Map to be updated
		Mission Statement Change-ongoing work
		Review of Santa Parade for Dec 23

Other:**To attend this week-28/9/23-Oxford Rural Drainage Advisory Group Meeting**

OXFORD-OHOKA COMMUNITY BOARD**MEMBERS INFORMATION EXCHANGE***For the month of September 2023*

Members Name: Pete Merrifield

MEMBER'S DIARY		DISCUSSION POINTS
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
29/08	O-OCB submission re Landfill	Didn't happen, delayed
31/08	O-OCB submission re Landfill	Support Thomas and Sarah
31/08	West Eyreton public meeting re flooding	
06/09	O-OCB meeting - Ohoka	
07/09	All Boards meeting	
12/09	Mandeville resurgence public meeting	
15/09	Oxford Museum monthly meeting	

Other:

OXFORD-OHOKA COMMUNITY BOARD

MEMBERS INFORMATION EXCHANGE

For the month of September 2023

Members Name: Tim Fulton

MEMBER'S DIARY		DISCUSSION POINTS
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
7.9.23	North Canterbury Neighbourhood Support Kaiapoi	
	Mandeville Upgrade Project – information session for councillors	
	All Boards briefing	
11.9	Mandeville Resurgence Channel Upgrade	Strong community opposition to old Eyre River option Ideas put forward from residents for Eyre diversion channel and related works
12.9	Audit and Risk Committee Council workshop	
14.9	Community Network Forum, Oxford Mandeville Channel Upgrade, Kaiapoi meeting.	Strong community opposition to old Eyre River option Ideas put forward from residents for Eyre diversion channel and related works
18.9	Wai Connection meeting Dunsandel Opac Oxford	An interesting workshop discussing options for more sustainable water management across Canterbury
19.9	Utilities and Roading meeting Council workshop – Emergency Management bill Ministerial visit for Belgrove – Megan Woods. IAF-funded Infrastructure Projects District Planning and Regulation Committee	A brief tour of the site, including swales and roading
20.9	Meeting with Taumata Awowai (Water Services Regulator)	An explanation of the options and issues for water treatment in the district
22.9	Water zone committee monthly catch up – Sophie Allan, Kalley Simpson.	
26.9	Finance and Revenue Policy workshop	
2.10	Water zone committee meeting	
3.10	Council meeting	

Other:

Attended a Food and Farming workshop for rural professionals in Dunsandel

Confirmation of new trustees for the Oxford Health and Fitness Centre Trust, including myself as chair

Talked to various Swannanoa landowners about their flooding issues. Not all have submitted to the Mandeville resurgence channel consultation but have encouraged them to do so.