MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD IN THE OXFORD TOWN HALL, 30 MAIN STREET, OXFORD ON THURSDAY 4 JULY 2019 AT 7PM.

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

IN ATTENDANCE
D Ayers (Mayor), S Markham (Manager Strategy & Engagement), N Harris (Manager Regulation), J McBride (Roading and Transport Manager), M Kwant (Community Projects Officer), Councillor D Gordon, T Kunkel (Governance Team Leader) and K Rabe (Governance Adviser).

The meeting adjourned for a workshop from 7.11pm to 7.32pm.

1 APOLOGIES
There were no apologies.

2 CONFLICTS OF INTEREST
There were no conflicts of interest.

3 CONFIRMATION OF MINUTES
3.1 Minutes of the Oxford-Ohoka Community Board – 6 June 2019
Moved J Ensor seconded K Felstead
(a) THAT the Oxford-Ohoka Community Board:
Confirms the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 6 June 2019, as a true and accurate record subject to the amendment to clause 7.1 ‘Road Naming’, that the spelling of the name ‘Beale’ as stated in the agenda should be spelt ‘Beal’.  
CARRIED

4 MATTERS ARISING
J Ensor confirmed that the August 2019 meeting would be held at the Mandeville Sports Club and not in Oxford as stated in the Agenda.

5 DEPUTATIONS AND PRESENTATIONS
There were no Deputations.

6 ADJOURNED BUSINESS
There was no adjourned business.
7 REPORTS

7.1 Proposed Roading Capital Works Programme – Joanne McBride (Roading and Transport Manager)

J McBride spoke to her report.

D Nicholl expressed a concern that there was not much work scheduled in the Board’s area. J McBride explained that a further rating exercise would be done mid-way through 2020 to reassess the schedule and to make changes if required.

S Farrell enquired about the work being done on street lighting in Oxford, and was assured that the upgrading to light-emitting diode (LED) street lighting was ongoing.

J Ensor noted that the white LED lighting did not seem to be as effective as orange LED lighting. J McBride reported that an investigation was still being done on the best lighting options for various areas i.e. urban vs rural.

M Brown inquired about the costing for the planned cattle underpasses and was informed that the New Zealand Transport Agency (NZTA) subsidised underpasses, and the Council was therefore only responsible for approximately 4% to 5% of costs.

K Felstead noted that the sealing of the Oxford Carpark was on the schedule and suggested that the entrance to the carpark which caused low slung cars to bottom out when entering or exiting the carpark, should be fixed at the same time.

Moved M Brown seconded J Lynn

THAT the Oxford-Ohoka Community Board:

(a) Receives report No. 190620087398.

(b) Notes that feedback can be provided back to the Roading Manager through to 26 July 2019.

CARRIED

The meeting adjourned at 7.11pm and resumed at 7.32pm.

15 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987

Moved K Felstead seconded M Brown

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:
<table>
<thead>
<tr>
<th>Item No</th>
<th>Minutes / Report of:</th>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under section 48(1) for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.1</td>
<td>Mike Kwant (Community Projects Officer)</td>
<td>Ashley Gorge Reserve Advisory Group</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Item No</th>
<th>Reason for protection of interests</th>
<th>Ref NZS 9202:2003 Appendix A</th>
</tr>
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<tbody>
<tr>
<td>15.1</td>
<td>Protection of privacy of natural persons</td>
<td>A2(a)</td>
</tr>
</tbody>
</table>

**CARRIED**

**CLOSE MEETING**

*See Public Excluded Agenda (blue papers)*

**OPEN MEETING**

*The meeting resumed at 7.38pm.*

7.2 **Elected Members Code of Conduct Refresh – Sarah Nichols (Governance Manager)**

S Markhan spoke to the report.

S Farrell asked why this review was being done prior to the 2019 election instead of waiting for the new Board to review the Code of Conduct.

K Felstead explained that various issues have arisen recently that brought to light that the some areas of the Code of Conduct needed to be modified. The Council therefore deemed it necessary to review the Code to mitigate these issues.

D Nicholl commented that he thought it was a good idea to have a robust Code of Conduct in place for new Community Boards as this would make the transition easier.

S Farrell asked if the new Boards would be able to review the Code of Conduct and make it relevant to them. It was explained that it was best practice for the Council and Community Boards to have the same Code of Conduct. However, there was no legal reason why a Community Board could not make amendments to suit the Board’s individual needs if required.
THAT the Oxford-Ohoka Community Board:

(a) **Receives** report No. 190620087363.

(b) **Adopts** the 2019 Elected Member Code of Conduct, effective from 31 July 2019. (Trim Ref: 190625089193).

### CARRIED

S Farrell abstained

**7.3 Oxford-Ohoka Community Board Grant Fund 2019/20 and General Landscaping Fund 2019/20 – Kay Rabe (Governance Adviser)**

K Rabe spoke to the report and explained that currently outstanding invoices were being paid, the General Landscaping Fund’s balance would therefore only be finalised by the August 2019 meeting.

In response to question, K Rabe confirmed that the Council’s Greenspace team would meet with the Board in August 2019 to discuss various project options for the new financial year.

**Moved M Brown seconded J Ensor**

THAT the Oxford-Ohoka Community Board:

(c) **Receives** report No. 190621087488.

(d) **Notes** that the Board’s General Landscaping Budget allocated by the Council for 2019/20 is $12,430 with a carry forward for 2018/19 still to be determined due to outstanding invoices.

(e) **Notes** that the Board’s Discretionary Grant Funding allocated by the Council for 2019/20 is $6,670 and that there is no carry forward from 2018/19 budget.

(f) **Approves** the Board’s 2019/20 Discretionary Grant Fund Application Criteria and Application Form (Trim No. 190621087485).

(g) **Approves** the Board’s 2019/20 Discretionary Grant Accountability Form (Trim No: 190621087553).

(h) **Approves** that Discretionary Grant Fund applications be considered at each meeting for the 2019/20 financial year (July 2019 to June 2020).

### CARRIED

**7.4 Application to the Oxford-Ohoka Community Board’s Discretionary Grant Fund 2019/2020 – Thea Kunkel (Governance Team Leader)**

T Kunkel spoke to the report.

D Nicholl noted that he phoned the Christchurch Western Riding Association and suggested they consider a different material for the rails to ensure a longer lifespan.

J Lynn commented that the suggested changes may throw the costing/budget out.

**Moved T Robson seconded J Lynn**

THAT the Oxford - Ohoka Community Board:

(a) **Receives** report No. 190611082065.

(b) **Approves** a grant of $500 to the Christchurch Western Riding Association towards the cost of replacing the rails of its sand arena.

### CARRIED
8  CORRESPONDENCE
Correspondence was tabled from W Doody thanking the Board for its kind wishes, support and sympathy at her brothers passing.

9  CHAIRPERSON’S REPORT
9.1  Chairperson’s Report for June 2019
Moved W Doody seconded D Nicholl
THAT the Oxford-Ohoka Community Board:
(a)  Receives report No 190523072432.

10  MATTERS FOR INFORMATION
10.1  Woodend-Sefton Community Board meeting minutes – 13 May 2019
(Trim No 190509066000).
10.2  Kaiapoi-Tuahiwi Community Board meeting minutes – 20 May 2019
(Trim No 190514067740)
Moved J Ensor seconded M Brown
THAT the Oxford-Ohoka Community Board receives the information in items 10.1-10.2

11  MEMBERS’ INFORMATION EXCHANGE
The purpose of this exchange was to provide a short update to other members in relation to activities/meetings that have been attended or to provide general Board related information.

J Ensor
- Commended Council on it prompt work with various safety improvements.

J Lynn
- Attended All Boards – Concerned at lack of progress regarding safety improvements at Woodend.

S Farrell
- Attended All Boards – Concern at NZTA’s seemingly lack of progress on safety improvements in general;
- Attended Museum meeting – drainage concerns;
- Attended Keep Oxford Beautiful meeting – tree plantings;
- Attended Suitcase Exhibition; and
- Query regarding status of Art in Public Places Committee

T Robson
- Attended Opac meeting;
- Attended successful Oxford Light Festival;
- Attended All Boards – concern over NZTA’s lack of progress;
- Attended the Suitcase Exhibition; and
- Attended Pearson Park Advisory Group meeting.
M Brown
- Attended Oxford Rural Advisory Group meeting;
- Attended the Oxford Rural Drainage Advisory Group meeting; and
- Attended the Oxford Light Festival.

K Felstead
- Update on Council matters with particular attention to the Blessing of the Artwork in the Council Chamber, Regional Public Transport Plan and the Canterbury Museum contribution.

W Doody
- Attended Suitcase Exhibition – strongly recommended; and
- Oxford Neighbourhood Support drive.

12 CONSULTATION PROJECTS

S Markham confirmed that all the Community Board members received an invitation to attend the Council’s sessions with the community on Natural Hazards.

12.1 Board Discretionary Grant
Balance as at 25 June 2019: $0 (note $500 commitment to Waimakariri Arts Trust).

12.2 General Landscaping Fund
Balance as at 25 June 2019: $1,060.

13 MEDIA ITEMS

14 QUESTIONS UNDER STANDING ORDERS

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING
The next meeting of the Oxford-Ohoka Community Board is scheduled for Wednesday 7 August 2019 commencing at 7.00pm, at the Mandeville Sports Club.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 8.55pm.
CONFIRMED

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Chairperson

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Date
Workshop

- Nuisance Bylaw - Nick Harrison (Manager Regulation)
- Members Forum – Ohoka Domain