MINUTES OF THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD IN THE A&P MEETING ROOM, OXFORD TOWN HALL, 30 MAIN STREET, OXFORD ON THURSDAY 6 APRIL 2017 AT 7.01PM.

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

IN ATTENDANCE
S Markham (Manager, Strategy and Engagement), C Roxburgh (Water Asset Manager), and L Courtney (Governance Secretary).

Meeting adjourned at 7.17pm for a workshop with C Roxburgh, resuming at 7.33pm.

1 APOLOGIES

Moved J Ensor seconded S Farrell
Apologies were received and sustained from M Brown for absence. CARRIED

2 CONFLICTS OF INTEREST

T Robson - 7.3 (b) – a member of the Oxford Community Trust.
- 7.3 (d) – attended meeting where discussion occurred to apply to grant.
S Farrell - 7.3 (b) - a member of the Pearson Park Advisory Group.
K Felstead - 7.3 (d) – a member of the Oxford Arts Trust.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Oxford-Ohoka Community Board – 9 March 2017

S Farrell tabled an amendment to item 11.4.

Moved S Farrell seconded J Ensor

THAT the Oxford-Ohoka Community Board:

(a) Amends item 11.4, second bullet point to be replaced with:
Meeting held with the Council’s Roading Manager and local residents regarding road safety around pedestrian crossings on Main Street, Oxford. Following on from this meeting, S Farrell advertised in the Oxford Bulletin seeking feedback from residents on the matter. S Farrell advised she would collate the feedback and work with Councillor Doody on a way forward.

(b) Confirms the circulated minutes of the Oxford-Ohoka Community Board meeting, held 9 March 2017, as a true and accurate record. CARRIED

4 MATTERS ARISING

Nil.
5 DEPUTATIONS AND PRESENTATIONS

5.1 J Lynn, on behalf of the Ohoka Domain Advisory Group, read a prepared statement (Trim No. 170411035582) to the Board in relation to the Gate Keepers Cottage.

He outlined some of the possible uses of the building:

- Café
- Arts and craft gallery
- Museum
- an office for a local MP.

Fundraising possibilities explored included grant applications to the:

- Historic Places Trust
- Heritage New Zealand’s Post Earthquake Fund
- Lotteries Grants
- Pub Charities
- Council grants
- Community fundraising
- Offers of labour had already been received.

J Lynn advised that Heritage NZ would soon inspect the building and that the Advisory Group are awaiting an engineer’s report due at the end of April 2017. He added that the Advisory Group would manage future maintenance of the building.

J Lynn outlined the proposed timeframe of works over three stages; stage one involves moving the building into its permanent location. The preferred site for the relocation is a site opposite the former Methodist Church on Whites Road, Ohoka.

Regarding item 7.1, clause 3.9: the Advisory Group clarified that there had been a minor issue with their funding, but assured the Board that all allocated funds would be utilised.

Regarding item 7.1, clause 3.10: questioned when the proposed upgrade to the Ohoka playground would proceed, referencing upgrades to other playgrounds in other parts of the community.

K Felstead queried what the Advisory Group were seeking from the Board. J Lynn responded that the Advisory Group had expressed concerns at the lack of progress on upgrades to the Ohoka Domain playground and pavilion. Regarding the Gatehouse, they had wanted to provide an update to the Board on progress.

6 ADJOURNED BUSINESS

Nil.

7 REPORTS

The meeting adjourned at 7.17pm, for an update from C Roxburgh, resuming again at 7.33pm.
7.1 **Oxford-Ohoka General Landscaping Budget – C Brown (Community Green Space Manager)**

S Markham spoke to the report.

W Doody, regarding the Log Cabin at Ashley Gorge, advised that their grant application to the Rata Foundation had been declined and that an application to the Council’s Annual Plan would still be submitted.

T Robson questioned whether more funding was necessary for the Pearson Park Advisory Group, as they were currently receiving $10,000 each year, over five years for various projects in the park.

Moved D Nicholl seconded J Ensor

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

(a) **Receives** report No. 170328029992.

(b) **Allocates** $3,000 from the Oxford-Ohoka General Landscaping budget GL 100.326.000.5224 as a grant to the Eyreton Pony Club for the purpose of installing landscaping around the outside of the new clubrooms at Mandeville Domain.

(c) **Allocates** $1,000 from the Oxford-Ohoka General Landscaping budget GL 100.326.000.5224 towards the maintenance and development of an area of native bush located on Glentui Bennetts Road.

**CARRIED**

There was discussion regarding the various projects in the report. It was noted that maintenance was required with the Oaks Reserve, as well as a concept plan and that a contribution towards the reserve may be better left to a future financial year.

It was also raised that a concept plan was required for the Ohoka Domain and contribution towards projects may be best left until the plan is completed.

The Board acknowledged the work being carried out by Alan Cookson and his family at Glentui Bennetts Road bush development contribute and believed allocating more funds towards the work he is undertaking would contribute to their positive, community environment efforts.

J Lynn questioned the cost of the sign proposed for Pearson Park. W Doody clarified how the signage would be useful. It was advised that staff would have compared the cost to similar signs, however it was not likely that quotes would have been obtained until approval had been received from the Board.

Moved D Nicholl seconded J Ensor

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

(d) **Allocates** $3,200 towards the manufacture and installation of a multi directional sign to be installed in Pearson Park.

**CARRIED**

J Lynn against

T Robson expressed concern at the lack of support for lights being installed at the Pearson Park Skate Park and the perceived nature of activities at the skate park. He clarified that neighbours’ issues with lighting had been in relation to the direction of the lights and its effect on their homes, rather than the activity at the skate park. He tabled documents relating to the matter including a letter from local Police, the Oxford Community Trust and paper from a psychologist and asked that staff carry out more consultation on what users want from the park.
Moved T Robson    seconded J Ensor

THAT the Oxford-Ohoka Community Board:

(e) **Notes** that the railway siding signs replacement will be undertaken by staff from existing capital replacement budgets.

(f) **Requests** that staff investigate the installation of lighting at the Pearson Park Skate Park, Oxford and investigate an extension of the Skate Park as noted in the Board’s submission to the Council’s 2017/2018 Draft Annual Plan.

CARRIED

T Robson was pleased the Board supported investigating lighting at the Skate Park, suggesting such lighting would discourage antisocial behaviour. K Felstead queried if there was a need for the Skate Park to be extended. T Robson responded an extension of the Skate Park would provide more areas for users with varying skill levels, much like the skate parks in other parts of the District.

J Ensor reiterated T Robson’s comments.

7.2 **ANZAC Day Services 2017 – K Ward (Community Board Advocate)**

The report was taken as read.

Moved S Farrell    seconded J Lynn

THAT the Oxford-Ohoka Community Board:

(a) **Receives** report No. 170323028765.

(b) **Appoints** Board members J Lynn and D Nicholl to lay a wreath on behalf of the Board at the Ohoka ANZAC Day service on Monday 24 April 2017.

(c) **Appoints** Board member T Robson to lay a wreath on behalf of the Board at the Oxford ANZAC Day service on Tuesday 25 April 2017.

(d) **Appoints** Board member M Brown to lay a wreath on behalf of the Board at the Cust and West Eyreton ANZAC Day service on Tuesday 25 April 2017.

CARRIED

7.3 **Applications to the Oxford-Ohoka Community Board Discretionary Grants 2016-2017 – K Ward (Community Board Advocate)**

S Markham spoke briefly to the report.

Moved J Ensor    seconded K Felstead

THAT the Oxford-Ohoka Community Board:

(a) **Receives** report No. 170312027420.

(b) **Approves** a grant of $500 to Oxford Community Trust-Waimak Kids Oscar towards purchase of play equipment from the Big Game Company.

CARRIED
Moved W Doody    seconded J Lynn

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

(c) **Approves** a grant of $491 to Arts in Oxford Printmaking Group towards the purchase of re-useable equipment to make paper and sculptures.

**CARRIED**

Moved J Ensor    seconded J Lynn

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

(d) **Approves** a grant of $500 to Waimakariri Arts Trust - Kaiapoi Art Expo towards running costs of the Kaiapoi Art Expo and Schools’ Art Expo, particularly promotional advertising in the Oxford Observer.

**CARRIED**

S Farrell queried funding towards the Kaiapoi Art Expo referencing Oxford Arts as a more relevant event for the Oxford-Ohoka community. There was discussion regarding funding for the Kaiapoi Art Expo.

J Lynn supported the motion, stating that the event was supported by many in the Oxford-Ohoka community.

J Ensor, having spoken with the Chair of Waimakariri Arts Trust, commented that many artists from the Oxford-Ohoka community participate and attend the expo.

7.4 **Meeting venue options within the Oxford-Ohoka Community area – K Ward (Community Board Advocate)**

The report was taken as read.

D Nicholl advised that the Ohoka Community Hall had been booked for the Board’s May 2017 meeting and it was suggested that a further meeting be held at the same venue in September 2017.

Moved S Farrell    seconded K Felstead

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

(a) **Receives** report No. 170313024202.

(b) **Notes** a report will be presented to the Oxford-Ohoka Community Board in November 2017 to consider meeting venues for 2018 Community Board meetings.

**CARRIED**

Moved D Nicholl    seconded W Doody

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

(c) **Resolves** to hold the Oxford-Ohoka Community Board’s May 2017 meeting at the Ohoka Community Hall.

(d) **Resolves** to hold the Oxford-Ohoka Community Board’s June, August, and October 2017 meetings at the West Eyreton Hall.

(e) **Resolves** to hold the Oxford-Ohoka Community Board’s July and November 2017 meetings at the Oxford Town Hall.
(f) **Resolves** to hold the Oxford-Ohoka Community Board’s September 2017 meeting in the Mandeville Sports Centre, subject to availability and exclusive use of the centre.

**CARRIED**

J Ensor stated that many residents of the Oxford-Ohoka community live in the Mandeville area. He believed it was unfair that most meetings were held between only two venues, referring to the Oxford Town Hall and the West Eyrton Hall. He presented a letter received from the Mandeville Sports Centre, advising that the Board could have exclusive use of the Mandeville Sports Centre for the Board’s meetings, at no charge.

Based on the letter received by J Ensor from the Mandeville Sports Centre, the Board agreed to hold at least one meeting at the centre and would further discuss meeting venues at its November 2017 meeting.

8 **CORRESPONDENCE**

8.1 Tabled correspondence from T Robson relating to item 7.1.

The Board received the correspondence.

9 **CHAIRPERSON’S REPORT**

9.1 **Chairperson’s Report for March – April 2017**

Moved T Robson seconded J Lynn

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

(a) **Receives** report No. 170328030271.

**CARRIED**

10 **MATTERS FOR INFORMATION**

10.1 **Rangiora-Ashley Community Board meeting minutes – 8 March 2017** (Trim No. 170303020481)

10.2 **Woodend-Sefton Community Board meeting minutes – 13 March 2017** (Trim No. 170308022656)

10.3 **Kaiapoi-Tuahiwi Community Board meeting minutes – 20 March 2017** (Trim No. 170321027649)

10.4 **Review of the Commercial Charity Bylaw 2010 - L Hurley (Planning Technician) and R McClung (Senior Policy Analyst)** – Report to Council – 7 March 2017 (Trim No. 170217015278)

10.5 **Rangiora to Kaiapoi and Rangiora to Woodend Cycleways - B Rice (Senior Transport Engineer)** – Report to Council – 7 March 2017 (Trim No. 170223017400)

10.6 **Walking and Cycling Strategy and Implementation Plan - (K Stevenson, Roading Manager), G Reburn (Parks and Recreation), and L Beckingsale (Policy Analyst)** – Report to Council – 7 March 2017 (Trim No. 17010900823)

10.7 **Delivery Vehicles in Rangiora and Kaiapoi – K Stevenson (Roading Manager)** – Report to Council – 7 March 2017 (Trim No. 170207010670)
10.8 Canterbury Water Management Strategy Waimakariri Zone Committee Annual Report for the 2016 Calendar Year – G Meadows (Policy Manager) – Report to Council – 4 April 2017 (Trim No. 170315025251)


10.10 ANZAC Day Services 2017 – S Nichols (Governance Manager) – Report to Council – 4 April 2017 (Trim No. 170327029704)


10.12 Governance Statement Adoption – S Nichols (Governance Manager) – Report to Council – 4 April 2017 (Trim No. 170110001424)

Moved T Robson seconded J Lynn

THAT the Oxford-Ohoka Community Board receives the information in items 10.1-10.12.

CARRIED

11 MEMBERS’ INFORMATION EXCHANGE

11.1 J Enson

- Attended a variety of events and meetings for elected members including:
  - Waimakariri Health Advisory Group meeting.
  - Participated in Council and Community Board drop-in sessions at the Oxford A&P Show.
  - A meeting regarding the Council’s Long Term Plan.
  - Enterprise North Canterbury function.
- As Board appointed representative attended:
  - Mandeville Sports Centre meeting.

11.2 W Doody

- Updated the Board on Council activities and matters relating to her Council portfolios including:
  - Council meeting of 4 April 2017:
    - Drones
    - Fernside/Mandeville Water Scheme
    - Advised Oxford Arts will hold exhibition called ‘Requiem’.
- Attended a variety of events and meetings for elected members including:
  - The Council and Community Board drop-in sessions at the Oxford A&P Show.
- Advised that the JP Flag had been received with thanks.
- Advised a Confident Driving Course for the Mature Driver course is to be held at the Oxford Town Hall, Tuesday 11 April 2017.
11.3 **J Lynn**
- Attended a variety of events and meetings for elected members including:
  - Enterprise North Canterbury function.
  - Council and Community Board drop-in sessions at the Oxford A&P Show.
  - Meeting with Staff regarding the Board’s Annual Plan submission.
- Attended Ravenswood development update.
- Attended Ohoka Domain Advisory Group meeting.

11.4 **S Farrell**
- Attended the Ashley Gorge track opening.
- Promoted ‘Send, Snap, Solve’ application for service requests.
- Attended the Oxford Community Network Forum meeting.

11.5 **T Robson**
- Attended a variety of events and meetings for elected members including:
  - Council and Community Board drop-in sessions at the Oxford A&P Show. Suggested means of submitting feedback at the Show through use of tablets.
  - As Board appointed representative attended:
  - Attended Pearson Park Advisory Group meeting.
  - Attended Oxford Community Network Forum meeting.
  - Following up with staff, issue raised by local resident raised regarding irrigation race running dry.
  - Attended Waimakariri Youth Council meeting. Next meeting 2 May 2017.

11.6 **D Nicholl**
- Attended a variety of events and meetings for elected members including:
  - Council and Community Board drop-in sessions at the Oxford A&P Show.
- Sought Board members’ feedback on holding regular workshops on a non-meeting night each month. There was general agreement to this.

12 **CONSULTATION PROJECTS**

12.1 **Oxford Rural No1 Water Supply Source Upgrade Project**
Submissions due by Tuesday 5 April 2017.

12.2 **Mandeville Speed Limit Review**
Submissions due by Monday 10 April 2017
12.3 **Annual Plan 2017/18 (includes Easter Trading Laws)**  
Submissions due by Tuesday 11 April 2017.  

The Board noted the consultation projects.

13 **REGENERATION PROJECTS**

13.1 **Town Centre, Oxford**  
Updates on the Oxford Town Centre projects are emailed regularly to Board members. These updates can be located using the link below:  

13.2 **New Arterial Road, Kaiapoi**  
Regular updates on the progress of the new Arterial Road will be posted on the Council’s website. There are also links to intersection layout plans for each of the new intersections. The updates can be located using the link below:  

The Board noted the regeneration projects.

14 **BOARD FUNDING UPDATE**

14.1 **Board Discretionary Grant**  
Balance as at 30 March 2017: $2,124.25.

14.2 **General Landscaping Budget**  
Balance as at 30 March 2017: $11,650.

The Board noted the balances.

15 **MEDIA ITEMS**

Media release regarding results of consultation of Oxford Rural No. 1 Water Scheme upgrade.  
Promotion of ‘Snap, Send, Solve’ application.

16 **QUESTIONS UNDER STANDING ORDERS**  
There were no questions under Standing Orders.
URGENT GENERAL BUSINESS UNDER STANDING ORDERS

There was no urgent general business under Standing Orders.

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board is scheduled for 7pm, Thursday 4 May 2017 at the Ohoka Community Hall.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 8.56PM.

CONFIRMED

_________________
Chairperson

_________________
Date

Workshop


2. Board’s Submission to the Annual Plan. 8.56pm – 9.10pm.
   The Board discussed its draft submission.