MINUTES OF THE INAUGURAL MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD IN THE WEST EYRETON HALL CORNER EARLYS ROAD AND NORTH EYRE ROAD, WEST EYRETON ON THURSDAY 27 OCTOBER 2016 AT 4.07PM.

PRESENT

Doug Nicholl (Chair), Wendy Doody, James Ensor, Shirley Farrell, Kevin Felstead, John Lynn, and Thomas Robson.

IN ATTENDANCE

J Palmer (Chief Executive), S Markham (Manager, Strategy and Engagement), K Ward (Community Board Advocate) and L Courtney (Governance Secretary).

At the commencement of the meeting the Chief Executive, Jim Palmer, took the Chair and welcomed the newly elected Board and members of the public, including Waimakariri MP Matt Doocey, to the inaugural meeting of the Oxford-Ohoka Community Board.

1 BOARD MEMBERS’ DECLARATIONS

The Chief Executive, J Palmer, invited the Board members to read and sign declaration forms:

Wendy Doody
James Ensor
Shirley Farrell
Kevin Felstead
John Lynn
Doug Nicholl
Thomas Robson

2 APOLOGIES

Moved W Doody seconded D Nicholl

An apology was received and sustained from Mark Brown for absence. CARRIED

3 CONFLICTS OF INTEREST

Nil.

4 REPORTS

4.1 Appointment of Chairperson and Deputy Chairperson – Karyn Ward (Community Board Advocate)

Moved J Ensor seconded S Farrell

THAT the Oxford-Ohoka Community Board:
(a) **Receives** report No. 161004102382.

(b) **Resolves** to call for nominations of Chairperson and Deputy Chairperson, and uses system (A) for voting in the event of more than one member being nominated.

**CARRIED**

J Palmer called for nominations for the chairperson position. K Felstead nominated M Brown, which was supported by W Doody. J Lynn nominated D Nicholl, which was supported by S Farrell. D Nicholl won the vote by majority.

Moved J Lynn seconded S Farrell

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

(c) **Appoints** Board Member D Nicholl as Chairperson of the Oxford-Ohoka Community Board to take immediate effect from 26 October 2016 until the end of the 2016-19 triennial term.

**CARRIED**

*The Chief Executive, J Palmer, then vacated the Chair in favour of the elected Chairperson, Doug Nicholl.*

D Nicholl thanked the Board and welcomed members to the new term. He then called for nominations for the deputy chairperson position. K Felstead nominated M Brown, which was supported by J Ensor.

Moved K Felstead seconded J Ensor

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

(d) **Appoints** Board Member M Brown as Deputy Chairperson of the Oxford-Ohoka Community Board to take immediate effect from 27 October 2016 until the end of the 2016-19 triennial term.

**CARRIED**

4.2 **Local Government Act - First Meeting following the Triennial General Election Requirements – Jim Palmer (Chief Executive)**

J Palmer spoke to the report, highlighting the specific legislation as it related to the members of the Oxford-Ohoka Community Board.

K Felstead queried whether the Board should make important decisions without a report from the Council staff, and whether members were better indemnified if the Board made its decisions based on the information provided in reports. J Palmer replied it was advisable, as well as good best practise, for decisions to be made through reports from Council staff. He stated that minor decisions should be fine without a report, but decisions in writing would be best practice.

Moved J Lynn seconded T Robson

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

(a) **Receives** report No. 161004102151.

(b) **Receives** legislative material that has been circulated.

**CARRIED**
4.3 **Code of Conduct - Jim Palmer (Chief Executive)**

J Palmer spoke to the report noting the Local Government New Zealand (LGNZ) Code of Conduct model was not received in time for it to be amended for the Community Board’s meeting. It is recommended that the Council’s current Code of Conduct be adopted until an amended Code of Conduct is adopted by the Council. He added that any changes to the Code would require a 75% agreement from the Board. Future amendments would be brought back before the Board if required.

W Doody commented on discussions at a Council level regarding elected members making fair contributions to Council work and whether that would be a matter for Boards to also consider. J Palmer acknowledged that each member contributes as and when their own work and personal obligations allow. There is an expectation that members make concerted efforts to attend Board meetings and workshops where practicably possible.

Regarding the LGNZ Code of Conduct model: K Felstead was aware that Codes of Conduct at some Councils in New Zealand restrict elected members from criticising the Council and asked whether it was being considered as a part of the Waimakariri District Council’s amended Code. J Palmer replied that elected members have the right to hold an opinion of Council matters as long as it is clear that whether that opinion is personal or that of an elected member. He added that if the provision, not to criticise the Council, was not adopted by the Council or Board then there would be no requirement to adhere to it. S Markham added it would also depend on the way in which the opinion was portrayed. He agreed that the members should be have their own opinions on matters but that all are respected and that members focus on the matter rather than the personality and whether comments made would bring the Board/Council into disrepute. D Nicholl commented that if members had issues that he would recommend they first try to resolve the matter with each other directly and if matters could not be resolved, then it be escalated.

Moved W Doody seconded S Farrell

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

(a) **Receives** Report No. 161004102277.

(b) **Adopts** the current Waimakariri District Council Code of Conduct as the Community Board’s Code of Conduct (Trim 101011037110).

**CARRIED**

4.4 **Meeting and Workshop Dates for 2016/17 – Sarah Nichols (Governance Manager)**

K Ward spoke to the report, noting the proposed dates and times were informed by discussions with, and feedback from, members during the induction day. She noted that consideration had been given to the venues proposed including what facilities were available at the venue and access for members and the public. She added the Ohoka Pavilion, a proposed venue in Ohoka, is programmed for earthquake strengthening work over summer.

Moved J Ensor seconded T Robson

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

(a) **Receives** report No. 161005102603.

**CARRIED**
K Felstead queried whether the documentation tabled by J Ensor, which included use of the Eyreton Pony Club room, worked well with the staff recommendation. K Ward replied that where possible, staff have sought to utilise venues owned by the Council so no cost would be involved. Although the Eyreton Pony Club room was being made available at no cost, the venue had not been inspected for its suitability as a meeting venue for the Board.

W Doody queried whether the Mandeville venue, as proposed by J Ensor, could take the place of some of the Ohoka venues if the earthquake strengthening work was not completed on schedule.

S Farrell suggested holding the Board's December meeting in a venue in Ohoka. K Ward replied that there are legislative requirements in relation to advertising meeting venues but staff would follow up the availability of a venue in Ohoka and report back to the Board at its December meeting.

Moved K Felstead seconded W Doody

THAT the Oxford-Ohoka Community Board:

(b) Resolves to hold meetings at the Oxford Town Hall, Main Street, Oxford; West Eyreton Hall, corner Earlys Road and North Eyre Road, West Eyreton; and at a venue yet to be determined in Ohoka/Swannanoa, commencing at 7pm, on the following dates:

- 3 November 2016 (Oxford)
- 8 December 2016 (West Eyreton)
- 9 February 2017 (Ohoka)
- 9 March venue to be advised
- 6 April venue to be advised
- 4 May venue to be advised
- 8 June venue to be advised
- 6 July venue to be advised
- 3 August venue to be advised
- 7 September venue to be advised
- 5 October venue to be advised
- 9 November venue to be advised
- 7 December 2017 venue to be advised

(c) Requests a report from staff, including the information tabled by J Ensor regarding the use of the Eyreton Pony Club room, regarding possible meeting venues from March 2017 to December 2017 for the Board to consider at its December 2016 meeting.

CARRIED

K Felstead supported the staff recommendation highlighting venues could be changed if required.

W Doody spoke in support of the motion.

J Lynn would like to see a fair division of meeting venues between the eastern and western parts of the ward, in order for members of the community to more easily attend the Board's meetings.

J Ensor outlined the background to his proposal that some of the Board's meetings be held in the Eyreton Pony Club's new club room.
4.5 Oxford-Ohoka Community Board Discretionary Grant Budget Post-Election Update - Karyn Ward (Community Board Advocate)

K Ward spoke to the report, giving background to the fund and its purpose.

S Farrell sought clarification regarding carry over of funds. K Ward replied any unspent funds were returned to the ward’s rates fund.

J Lynn sought clarification regarding what the funds could be used for. K Ward referred members to the criteria included in the report and encouraged members to contact staff if they were unsure about eligibility.

S Farrell asked whether the $250 limit on funds granted would be retained. D Nicholl advised that it was still the Board’s discretion on how much to allocate to an application, so it could be more than $250 if the Board approved. W Doody added that a limit was recommended due to the number of applications the Board receives, to try and give all applications an opportunity to access the fund.

S Farrell queried whether the $500 limit, as written in the application information, was written into Council policy. S Markham replied the limit was only a recommendation and allocation of the fund was at the Board’s discretion, however, it was strongly recommended that a limit be adhered to in order for the fund to be utilised effectively.

Moved S Farrell seconded W Doody

THAT the Oxford-Ohoka Community Board:
(a) Receives report No. 161006103024.
(b) Notes that the approved 2016/17 Oxford-Ohoka Discretionary Grant Budget has a balance of $2,360.

CARRIED

4.6 Oxford-Ohoka Community Board General Landscaping Budget Post-Election Update - Karyn Ward (Community Board Advocate) and Grant Stephens (Green Space Community Engagement Officer)

K Ward spoke to the report.

S Farrell queried whether the Oxford-Eyre Ward Advisory Board had discussed possible uses for the Budget. K Ward replied no decisions had been made on the use of the current allocation. S Markham added that staff could run a workshop to discuss possible projects for the Budget.

J Lynn asked how the discretionary budgets were advertised. K Ward stated the Discretionary Grant was not advertised often and its availability was generally made known by word of mouth. S Markham added that wide spread advertising may have a detrimental effect on the budget, for example too many requests. The discretionary General Landscaping Budget was not advertised. It was part of a Board member’s role to identify possible uses for the budget through their community interactions. K Ward outlined some of the possible projects supported by the budget including a seat at a beach or reserve, support of walking track development and plantings around the community.

Moved T Robson seconded J Lynn

THAT the Oxford-Ohoka Community Board:
(a) **Receives** report No. 161006102973.

(b) **Notes** each Community Board is allocated money from the Waimakariri District Council's Annual Plan for a General Landscaping Budget.

(c) **Notes** the General Landscaping Budget is a discretionary sum the Board can allocate towards ward Green Space projects that the Board may initiate from within, or in response to information brought to the Board's attention by their community. The total may be allocated to one project or divided between multiple projects.

(d) **Notes** that Green Space staff could arrange a seminar with each Board in early 2017 to explore options for the allocation of funds from the General Landscaping Budget should the Board support this.

(e) **Notes** that the approved 2016/17 Oxford-Ohoka General Landscaping Budget has a spending balance of $11,650.

**CARRIED**

### 5 MINUTES

#### 5.1 Minutes of the Oxford-Eyre Ward Advisory Board – 21 September 2016

Moved W Doody seconded K Felstead

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

(a) **Receives** the minutes of the Oxford-Eyre Ward Advisory Board meeting held 21 September 2016.

**CARRIED**

### 6 CONSULTATION PROJECTS

#### 6.1 Draft Walking and Cycling Strategy

S Markham advised that a report had been prepared for the Board's November meeting to brief the Board on the Strategy.

#### 6.2 Waimakariri District Development Strategy

S Markham advised a launch would be held at 5.30pm on Wednesday 2 November 2016 at the Rangiora Town Hall. Although the early consultation closes 11 November, staff would be attending the Board meeting in December 2016 to discuss input into the Strategy.

#### 6.3 Let's Talk About Speed Limits

The Board noted the consultation projects.

K Ward advised of a pending off licence liquor application in Oxford, by Super Liquor. The application has not yet been publicly notified, however, K Ward sought the Board's direction on whether the Board would like to submit an opinion on the application as part of the process. Staff could prepare a submission which the Board could ratify at its November or December meeting.

K Felstead queried if the application met the Council's criteria, whether it would be necessary for the Board to put in a submission. It was decided that once the application had been publically notified, staff would advise the Board and if members of the community approached members about the application, then a submission could be prepared.
7  **REVITALISATION PROJECTS**

Regular updates on the Oxford Town Centre projects are emailed regularly to Board members. These updates can be located at the link below:


S Farrell queried who was responsible for the Oxford Town Centre Strategy being adhered to. J Palmer advised that until funds were allocated then projects would not be progressed. He noted that any projects to be progressed would be brought before the Board as part of the process. Staff would organise for the Board to be briefed on the strategy and how it is given effect.

8  **QUESTIONS UNDER STANDING ORDERS**

There were no questions under Standing Orders.

9  **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

There was no urgent general business under Standing Orders.

**NEXT MEETING**

The first ordinary meeting of the Oxford-Ohoka Community Board is scheduled for 7pm, Thursday 3 November 2016 at the Oxford Jaycee Hall, 56 Main Street, Oxford.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 5.37PM.

CONFIRMED

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Chairperson

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Date