

Oxford-Ohoka Community Board

Agenda

Thursday 9 February 2017

7.00pm

***Oxford Town Hall,
30 Main Street,
Oxford***

Members:

Doug Nicholl (Chair)
Mark Brown (Deputy Chair)
Wendy Doody
James Ensor
Shirley Farrell
Kevin Felstead
John Lynn
Thomas Robson

Board Members
OXFORD-OHOKA COMMUNITY BOARD

AGENDA FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD TO BE HELD IN THE OXFORD TOWN HALL, 30 MAIN STREET, OXFORD ON THURSDAY 9 FEBRUARY 2017 AT 7PM.

Karyn Ward
Community Board Advocate

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

	<u>BUSINESS</u>	PAGES
1	<u>APOLOGIES</u>	
2	<u>CONFLICTS OF INTEREST</u>	
3	<u>ACKNOWLEDGEMENTS</u>	
	Acknowledgement of the passing of Karen Eastwood, Woodend-Sefton Community Board Member.	
	New Year's Honours List	
	Vi Cottrell, Ohoka, Officer of the New Zealand Order of Merit (ONZM) recognised for over 40 years involvement with Trade Aid, an honorary member of the World Fair Trade Organisation and member of its monitoring committee.	
4	<u>CONFIRMATION OF MINUTES</u>	
4.1	<u>Minutes of the Oxford-Ohoka Community Board – 8 December 2016</u>	7-15
	<i>RECOMMENDATION</i>	
	THAT the Oxford-Ohoka Community Board:	
	(a) Confirms the circulated minutes of the Oxford-Ohoka Community Board meeting, held 8 December 2016, as a true and accurate record.	
5	<u>DEPUTATIONS AND PRESENTATIONS</u>	
5.1	Rick Leftly, Isaac Community Association, will provide an update to the Board on the proposed Isaac block quarry.	
6	<u>ADJOURNED BUSINESS</u>	
	Nil.	

7 NOTICE OF MOTION

7.1 Proposed Application from Christchurch Ready Mix Concrete for a Quarry in Isaacs Road

16-17

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Requests** that the Council consider recommending to staff that the Resource Consent Application, when it is received from Christchurch Ready Mix Concrete for a Quarry operation in Isaacs Road, Eyrewell, be a Notifiable Consent under the Resource Management Act 1991.

Recommends THAT the Council:

- (b) **Authorises** staff that the Resource Consent Application, when it is received from Christchurch Ready Mix Concrete for a Quarry operation in Isaacs Road, Eyrewell, be a Notifiable Consent under the Resource Management Act 1991.

8 REPORTS

8.1 Proposed Street Tree removals Burnett Street, Oxford – G Barnard (Parks Community Assets Officer)

18-25

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 170125006337.
- (b) **Approves** the removal of the two Rowan (*Sorbus sp*) trees located on the south west side of Burnett Street adjacent to Pearson Park.
- (c) **Notes** that a line of six additional trees will be planted near the Burnett Street boundary line of Pearson Park.
- (d) **Notes** that the removal of the Rowan tree is not consistent with section 3.3 of the Council's standard operating procedure for the removal of trees.

8.2 Safety barrier on Meyer Place footpath – K Stevenson (Roading Manager)

26-33

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report N° 170117003204.
- (b) **Approves** the installation of a barrier/fence alongside the raised footpath on the west side of Meyer Place.

OR

- (c) **Agrees** that that no barrier/fence is installed alongside the raised footpath on the west side of Meyer Place.
- (d) **Circulates** this report to the Utilities and Roading Committee.

8.3 **Meeting Venues for March and April 2017 Meetings**

33a-33c

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 170131008513.
- (b) **Resolves** to hold the 9 March 2017 meeting of the Oxford-Ohoka Community Board at the Oxford A & P Room, Oxford Town Hall.
- (c) **Resolves** to hold the 6 April 2017 meeting of the Oxford-Ohoka Community Board at West Eyreton Hall, corner Earlys Road and North Eyre Road, West Eyreton.
- (d) **Notes** that a further comprehensive report will come to the Board about subsequent Community Board meeting venues after additional research has been completed by staff.

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

34-55

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 170118003839.
- (b) **Approves** a grant of \$..... to Canterbury Justices of the Peace Association Inc. towards the cost of a pull-up banner.

OR

- (c) **Declines** the application from Canterbury Justices of the Peace Association Inc.

8.5 **Summary of Discretionary Grant accountability to 31 December 2016 – K Ward (Community Board Advocate)**

56-97

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No.170120004926.
- (b) **Circulates** a copy of this report to all of the Community Boards.

8.6 **Property Lease/Licence Renewals 01 January 2017 to 31 December 2017 – M Ball (Property Officer)**

98-103

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** attached report number 170106000629.
- (b) **Notes** the upcoming renewals, status and nature of the lease/licence agreements.

9 CORRESPONDENCE

104-105

- 9.1 Letter from Mrs Lorna Bowis, local resident, to the Board regarding the sewage dump station in High Street, Oxford.

10 CHAIRPERSON'S REPORT

10.1 Chairperson's Report for December 2016 - January 2017

106

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 170126006858.

11 MATTERS FOR INFORMATION

- 11.1 Promotion of Waimakariri District – 2015/16 Annual Report (S Markham, Manager Strategy and Engagement) – Report to Audit and Risk Committee – 13 December 2016 (Trim No. 161201124351)
- 11.2 Annual Report of Te Kōhaka o Tuhaitara Trust for the year ended 30 June 2016 (J Millward, Manager Finance and Business Support) – Report to Audit and Risk Committee – 13 December 2016 (Trim No. 161125121596)
- 11.3 Annual Report for Enterprise North Canterbury for the year ended 30 June 2016 (J Millward, Manager Finance and Business Support) – Report to Audit and Risk Committee – 13 December 2016 (Trim No. 161125121846)
- 11.4 Capital Projects Report for the period ended 30 September 2016 (P Christensen, Finance Manager) – Report to Audit and Risk Committee – 13 December 2016 (Trim No. 161114116589)
- 11.5 Woodend-Sefton Community Board meeting minutes – 12 December 2016 (Trim No. 161212127949)
- 11.6 Rangiora-Ashley Community Board meeting minutes – 14 December 2016 (Trim No. 161214129383)
- 11.7 Kaiapoi-Tuahiwi Community Board meeting minutes – 19 December 2016 (Trim No. 161214129405)

RECOMMENDATION

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

Note: items were circulated separately to members on 2 February 2017.

12 MEMBERS' INFORMATION EXCHANGE

The purpose of this exchange is to provide a short update to other members in relation to activities/meetings that have been attended or to provide general Board related information.

13 CONSULTATION PROJECTS

13.1 Draft Annual Plan

Submissions open between Friday 10 March to Tuesday 11 April.

14 REGENERATION PROJECTS

14.1 Town Centre

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

<http://www.waimakariri.govt.nz/your-council/district-development/oxford-town-centre>

14.2 New Arterial Road

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:

<http://www.waimakariri.govt.nz/services/roads-and-transport/roading-projects/construction-of-a-new-arterial-road>

15 BOARD FUNDING UPDATE

15.1 Board Discretionary Grant

Balance as at 1 February 2017: \$2,360.

15.2 General Landscaping Budget

Balance as at 1 February 2017: \$11,650.

16 MEDIA ITEMS

17 QUESTIONS UNDER STANDING ORDERS

18 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board is scheduled for 7pm, Thursday 9 March 2016 in a location yet to be advised.

Workshop	
1.	<i>Members' Forum</i>
2.	<i>Roading update, including Mandeville Speed Limit Review. K Stevenson (Roothing Manager)</i>
3.	<i>Explaining processes involved with establishing new subdivisions and Monitoring and compliance of the Oxford Town Centre Strategy. M Bacon (Resource Management Planner)</i>

MINUTES OF THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD IN THE WEST EYERTON HALL, CORNER NORTH EYRE ROAD AND SCHOOL ROAD, WEST EYRETON ON THURSDAY 8 DECEMBER 2016 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

S Markham (Manager, Strategy and Engagement), K Graham (Journey Planner/Road Safety Coordinator), D Lewis (Construction Management Engineer), S Morrow (Land Information Officer), M McIlraith (Communications and Engagement Manager), K Ward (Community Board Advocate) and E Stubbs (Minute Secretary).

The meeting adjourned at 7.40 and recommenced at 7.43pm to allow members of the public to depart.

The meeting adjourned at 8.14pm for a workshop, resuming at 8.30pm.

D Nicholl welcomed the large public gallery (approximately 75 members of the public).

1 APOLOGIES

Nil.

2 BOARD MEMBER DECLARATION

The Chair invited member elect, M Brown, to read and sign the declaration form so concluding the oath taken by all elected members.

3 CONFLICTS OF INTEREST

Nil.

4 CONFIRMATION OF MINUTES

4.1 Minutes of the Oxford-Ohoka Community Board – 3 November 2016

Moved S Farrell seconded W Doody

THAT the Oxford-Ohoka Community Board:

- (a) **Confirms** the minutes of the Oxford-Ohoka Community Board meeting held 3 November 2016, having been circulated, as a true and accurate record.

CARRIED

5 DEPUTATIONS AND PRESENTATIONS

- 5.1 Bud Caldwell and Shaun Ryan (local residents), spoke to the Board regarding Ready Mix Concrete Limited's proposed Isaac's Road Quarry on behalf of the deputation organised by Michael Ducray. Mr Caldwell thanked the members of the public attending and stressed that he was representing a community of residents from Isaacs Road. This community had major concerns related to the proximity of the proposed quarry to their homes. He noted the location had been chosen due to the quality of materials, but questioned if this particular 50 hectares had better material than others.

Mr Caldwell noted that the quarry was being presented as small-medium sized, however he believed it was a large quarry that would be active for some time. It had proposed extensive hours of operation – well beyond that typically expected in a rural zone considering the location of lifestyle blocks. Residents had concerns regarding noise, dust, vehicle movements and light pollution. They were also concerned it would set a precedent for the entire rural area of Waimakariri.

Mr Ryan read a tabled Statement (Trim 161213128533) on behalf of concerned residents of Isaac Road, and noted that many of the objections raised had been upheld in favour of the community in other quarry locations in Canterbury. He was firmly of the opinion that the siting of the quarry would have a direct impact on residents and as such should go through a notified resource consent process.

K Felstead noted that the quarry application was an unprecedented one for the Waimakariri District Council (WDC). Mr Caldwell commented that they believed the application would be lodged the following week with the Council and Environment Canterbury (ECan); it was understood that there was limited information at present due to no official application being lodged.

J Lynn asked about the nature of engagement residents had with ReadyMix Concrete. Mr Caldwell advised that some residents of Issac Road had received a letter and there had been some 'one-on-one' meetings with the company. J Lynn queried whether there was the intention of having a more open community group meeting. Mr Caldwell advised that they had not been given that opportunity. The community would also like to meet with the landowners who had approached ReadyMix with regard to establishing a quarry.

Mr Caldwell commented that they understood the need for a quarry and did not object from that point of view, rather they were concerned with regard to the proximity of lifestyle blocks considering the landowner had a large holding. There was an opportunity to shift the quarry away from homes, which would probably remove most of the objections.

S Markham outlined the current position of the Council which was that they had not yet received a resource consent application and as such the information that the residents had was more than that of the Council. With respect a notified resource consent, the Board would have the right to make a submission.

Mr Ryan acknowledged the advice of S Markham and commented the community was not trying to stop the process of democracy; rather they wanted to ensure Council was fully aware of the level of community interest. He referred to the recent plastic factory development and residents' concerns the upcoming quarry application would not be 'swept under the carpet'. He requested that the terms and conditions of recent similar consents granted elsewhere be compared to what was proposed.

S Markham advised that he would indicate to those colleagues meeting with ReadyMix of the public turnout this evening and extent of concern.

There was some discussion from the public around the granting of the building consent for the Wrights Road Storage Dam prior to granting of land use consent and there was a request for that not to happen in this case. S Markham advised that there was a procedure to follow when a building consent application was lodged, and an obligation to process that application within a specified time frame.

There was a suggestion from the floor that Waimakariri Irrigation Ltd (WIL) and ReadyMix should work together to create a water storage facility from quarrying, thereby eliminating the need for a dam. D Nicholl advised on some of the difficulties of that process.

Mr Edge was invited by the Chair to comment from the public gallery. Mr Edge believed there was a bigger issue: a greater level of protection for lifestyle blocks is required and a District Plan change is needed to reflect that.

The meeting adjourned at 7.40 and recommenced at 7.43pm to allow members of the public to depart.

- 5.2 Kathy Graham (Journey Planner/Road Safety Coordinator) and Dan Lewis (Construction Management Engineer) spoke to the Board regarding the Urban Cycleways project. K Graham advised there were two main routes in the project - Rangiora to Kaiapoi and Rangiora to Woodend; both routes had been approved funding. The purpose of the presentation was to provide an overview for the Board and an opportunity to provide feedback. Public feedback had emphasised residents were keen to see connections between towns. Strategy priorities were to get communities active, connected, and provide a choice of transport modes.

S Markham observed that in the past there had been reasonably active walking and cycling investment, however reduced government subsidy through the New Zealand Transport Agency had resulted in, until recently, less funding for cycleways and more had gone into roading. The Urban Cycleways project was a response to community concern about this by the Government.

Although the project was focused on two routes outside the boundaries of the Oxford-Ohoka Community Board area, K Graham explained there was a district-wide vision being designed in relation to walking and cycling. It was about creating a network and a safe recreation facility to encourage more people to cycle. The cycleways had to be built to a high standard with strict criteria to receive government funding.

There was some discussion relating to the specific location of the routes.

D Nicholl commented that it was a huge cost and cyclists were not contributing to the cost through fuel levies. D Lewis commented that this was a common comment that staff involved had encountered, yet most cyclists also owned a car. Evidence analysed had also shown in an urban environment, cyclists frequented shops more often than car drivers.

D Lewis advised that \$1.4 million of funding had been approved through the Urban Cycleways Project. Construction estimates were currently being looked at. Part of the process was to inform the Community Board of funding and level of cost; a report would be considered by the Council in early March.

J Lynn queried whether the shortfall of around \$1 million would be contributed to by ratepayers. It was advised the shortfall would become part of the general rates and loan funded, so funded over a longer period of time.

S Farrell queried whether the route through Loburn and Oxford would be part of the National Cycleways Project and S Markham advised that it was unlikely to receive funding as the number of 'great rides' had been capped.

W Doody commented that the loop from Christchurch to Oxford needed to be looked at as a large proportion connected into the Oxford-Ohoka Ward. K Graham advised that there was continual monitoring.

6 **ADJOURNED BUSINESS**

There was no adjourned business.

7 **REPORTS**

7.1 **Road Naming – Private Right of Way Oxford – S Morrow (Land Information Officer)**

S Morrow advised he would take the report as read.

W Doody commented that it was timely that the Board seriously look at names they would like to use, as road naming invariably came up and there was no set criteria. K Felstead commented the previous Advisory Board had attempted the task but found to be too difficult.

Moved M Brown seconded S Farrell

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No 161122120128.
- (b) **Approves** a new road name for a Private Right of Way created off Cheapside Street, Oxford as Phillips Lane, DP393069.

CARRIED

The meeting adjourned at 8.14pm for a workshop, resuming at 8.30pm.

8 **CORRESPONDENCE**

- 8.1 Letter from Hazel Walker, Oxford Resident, regarding the well discovered under the Oxford Service Centre and Library. (Trim No. 161129122831)

Moved W Doody seconded J Lynn

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** letter No.161129122733.

CARRIED

S Farrell advised that Hazel Walker had given her the letter and wished to see something made of the well so that it could be a tourist attraction.

K Felstead advised that he had spoken to C Sargison in relation to preserving to the well. C Sargison had advised that the well was in a difficult location and would require re-planning of the whole site. He had been keen to keep it if possible but believed it was not feasible. The well had been filled with sand and a concrete lid placed on top which would preserve the well for the future.

J Lynn suggested that due to the public interest in the well there should be a good explanation provided to the public of the reason for its sealing through the Observer.

W Doody will speak to C Sargison in relation to replying to Hazel Walker, and drafting an item for the Observer.

- 8.2 A letter from Mr and Mrs C and H Taylor, Oxford Residents, regarding the intersection of Burnt Hill Road and Harewood Road was tabled, as was a Memo from the Roding Manager in response to this letter.

Moved W Doody seconded J Lynn

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** letter No. 161201124193.
- (b) **Notes** memo No. 161201124333.

CARRIED

9 CHAIRPERSON'S REPORT

9.1 Chairperson's Report for November 2016

Moved M Brown seconded T Robson

THAT the Oxford-Ohoka Community Board:

- (c) **Receives** report No.161129122733.

CARRIED

10 MATTERS FOR INFORMATION

- 10.1 **Rangiora-Ashley Community Board meeting minutes – 7 November 2016** (Trim No. 161104114041)
- 10.2 **Woodend-Sefton Community Board meeting minutes – 15 November 2016** (Trim No. 161109115482)
- 10.3 **Kaiapoi-Tuahiwi Community Board meeting minutes – 21 November 2016** (Trim No. 161118118922)
- 10.4 **Visit to Belgium for Passchendaele Commemorations – J Palmer (Chief Executive)** - Council, 1 November 2016 (Trim No. 161026109825)
- 10.5 **Oxford Library/Service Centre Development – C Sargison (Manager Community and Recreation)** – Council, 1 November 2016 (Trim No. 161020108313)
- 10.6 **Contract Acceptance Report – 14/27 – Southbrook Road / South Belt Intersection Upgrade – K Stevenson (Roding Manager) and K Straw (Project Manager)** – Public Excluded Council, 1 November 2016
- 10.7 **Request for Increases to Water Source Upgrade Budgets for Waikuku Beach, Garrymere and Poyntzs Road Water Supply Schemes – C Roxburgh (Water Asset Manager)** – Utilities and Roding Committee, 22 November 2016 (Trim No. 161108115095)
- 10.8 **Report on expenditure due to reactive maintenance work carried out on Rangiora, Kaiapoi and Pegasus Water Supply Wells – S de Roo (Utilities Engineering Officer)** – Utilities and Roding Committee, 22 November 2016 (Trim No. 161109115696)
- 10.9 **West Kaiapoi New Arterial Road Update – K Stevenson (Roding Manager) and J McBride (Civil Projects Team Leader)** – Public Excluded Utilities and Roding Committee, 22 November 2016

- 10.10 **Contract 15/66: Northbrook Road Urbanisation Tender Evaluation and Tender Acceptance Report – K Straw (PDU Project Manager) and K Stevenson (Roading Manager)** – Management Team, 28 November 2016

Moved J Ensor seconded T Robson

THAT the Oxford-Ohoka Community Board receives the information in items 10.1-10.10.

CARRIED

11 MEMBERS' INFORMATION EXCHANGE

11.1 S Farrell

- Attended Pearson Park Advisory Group meeting. \$100,000 would be spent on the Oval. There would be nominations for members in the New Year.
- Asked for information regarding the Jaycee Rooms; W Doody as Council portfolio holder for Community Spaces, to request information from C Sargison.

11.2 J Lynn

- Attended Neighbourhood Watch meeting.
- Would attend GreyPower meeting in January.
- Ohoka Residents Association meeting: concerns around the health and low flows of the Ohoka Stream were raised. Advised that the Residents Association had been offered the Ohoka Lodge Gatehouse Building (at no cost) which had a Historic Building Grade 2 listing. The Historic Places Trust had advised that it was a candidate for Earthquake restoration funding. S Markham advised that the Residents Association should write directly to J Palmer with regard to this project.

11.3 K Felstead

- Advised that the earthquake infrastructure recovery programme has 44 of 50 projects completed. The remaining six are on hold until the decision from the Minister regarding the regeneration zone is announced in the near future.
- Fernside/ Flaxton Road area has had a reduction in speed limit to 80km/hr.
- Implementation of a working party to progress the Northern Pegasus Bay Bylaw.
- Recommencement of Kaiapoi River Rehabilitation Working Party.
- Extra funding for water main at Rangiora end of Oxford Road.
- New District Licensing Committee established.
- Councillor P Williams has been appointed to the Ashley River Water Supply Scheme.

11.4 W Doody

- Advised the old part of Oxford Town Hall has hairline cracks following the Kaikoura earthquake. Opus Consulting are monitoring.
- There has been a burglary at the Mandeville Sports Club for the fourth time.
- Commented on the new hockey turf at Coldstream Road
- Neighbourhood Support is planning a family picnic at Waikuku Beach for March.

11.5 **T Robson**

- Attended a recent Youth Council meeting. Raised the idea of creating a liaison role between the Youth Council and the Board. The Youth Council are keen to strengthen the relationship.
- Will be meeting with member of the public with regard to road surface issues.

11.6 **J Ensor**

- Attended WHAG meeting - concerns around underfunding of mental health and isolation of elderly.
- Advised a Fernside Federated Farmers group was being set up.
- Believes there had been an unsatisfactory response to local flooding issues. D Nicholl suggested it should be on the agenda for the Drainage Committee meeting.

11.7 **D Nicholl**

- Has met with Gavin Bennett with regard to his concerns around the Mandeville business zone application. Advised that an independent planning consultant had recommended the application proceed as non-notified. The process still had to go before a Hearings Commissioner.

12 **CONSULTATION PROJECTS**

Nil.

13 **REGENERATION PROJECTS**

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

<http://www.waimakariri.govt.nz/your-council/district-development/oxford-town-centre>

14 **BOARD FUNDING UPDATE**

14.1 **Board Discretionary Grant**

Balance as at 1 December 2016: \$2,360.

14.2 **General Landscaping Budget**

Balance as at 1 December 2016: \$11,650.

The Board noted the balances.

15 **MEDIA ITEMS**

Large public turnout at the Board's meeting with the Isaac Road residents' delegation.

Information regarding the decision-making process around the historic well found on the Oxford Service Centre site.

16 QUESTIONS UNDER STANDING ORDERS

There were no questions under Standing Orders.

17 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 9 February 2016 in a location in Ohoka yet to be advised.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 9.07PM.

CONFIRMED

Chairperson

Date

Workshop (9.11-10.05pm)1. *Members' Forum*

Members had a general discussion around a number of items of interest.

2. *Media and Communication.* M McIlraith (Communications & Engagement Manager)

Spoke to modern media communications and options for the Board to consider utilising.

3. *Our District, Our Future Waimakariri 2048: Waimakariri District Development Strategy.* S Markham (Manager Strategy and Engagement)

Interactive discussion regarding this Strategy and the aspects that particularly relate to the Board's community area.

4. *Community Board Plan and Community Interaction Plan.* K Ward (Community Board Advocate)

Deferred until 2017.

NOTICE OF MOTION

The Chief Executive

Waimakariri District Council

That the following Notice of Motion has been submitted by Shirley Farrell pursuant to Standing Order 3.10.1, for the 9 February 2017 meeting of the Oxford-Ohoka Community Board, received on 26 January 2017.

Proposed Application from Christchurch Ready Mix Concrete for a Quarry in Isaacs Road

- a) The Oxford-Ohoka Community Board requests that the Council consider recommending to Planning and Regulation staff that the Resource Consent Application, when it is received from Christchurch Ready Mix Concrete for a Quarry operation in Isaacs Road, Eyrewell, be a Notifiable Consent under the Resource Management Act 1991.

Explanation

The Oxford-Ohoka Community Board is aware there are a large number of residents in the area who have serious concerns that the quarry operation could adversely affect them.

As per the Council Delegation to Community Boards S-DM1041, Issue 10, as at 25 October 2016, 3.1-3, and 8 the Oxford-Ohoka Community Board advocates that these residents need to have their concerns heard.

Adverse effects from quarry operations can be:

- Air Emission and Dust Pollution – This is an emergency health and safety issue throughout New Zealand. Dust can aggravate heart and lung-related conditions when inhaled throughout noise and mouth. Crops, animals and insects are also damaged by dust as well as living conditions threatened and compromised. Therefore dust has negative effects on health. People living in the vicinity of a gravel pit or similar operation are at greatest risk from exposure to dust particles.
- Noise Pollution – residents living in the area now have a quiet neighbourhood, except for noise created by farm activities. Quarry operations could (and usually do) have an adverse effect on health if sleep and rest habits are affected. The continued noise of machinery, trucks and vibration also pose a threat to people's health. Tranquility of the area could disappear.
- Light Pollution – could be an issue, especially if quarry operations are to be conducted throughout the hours of darkness.
- Potential loss of quality of life and loss of value on properties in the neighbourhood.

Recommendation to the Oxford-Ohoka Community Board

THAT the Oxford-Ohoka Community Board:

- a) **Requests** that the Council consider recommending to staff that the Resource Consent Application, when it is received from Christchurch Ready Mix Concrete for a Quarry operation in Isaacs Road, Eyrewell, be a Notifiable Consent under the Resource Management Act 1991.

Recommendation to Council

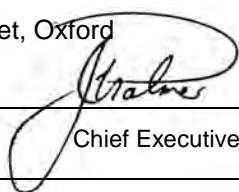
The Oxford-Ohoka Community Board recommends that the Council resolves to:

- a) **Authorises** staff that the Resource Consent Application, when it is received from Christchurch Ready Mix Concrete for a Quarry operation in Isaacs Road, Eyrewell, be a Notifiable Consent under the Resource Management Act 1991.

Signed:

Shirley Farrell (Mover)

Thomas Robson (Seconder)

WAIMAKARIRI DISTRICT COUNCIL**REPORT****FILE NO and TRIM NO:** GOV- 26-10-06/Trim 170125006337**REPORT TO:** Oxford–Ohoka Community Board**DATE OF MEETING:** 9 February 2017**FROM:** Greg Barnard – Parks Community Assets Officer**SUBJECT:** Proposed Street Tree removals Burnett Street, Oxford**SIGNED BY:**
(for Reports to Council or Committees)_____
Department Manager

Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is to provide the Oxford - Ohoka Community Board with information to allow a decision to be made on the future of two Rowan (*Sorbus sp*) street trees located outside Pearson Park on the western side of Burnett Street adjacent to the skate park and playground.
- 1.2. Currently there are two street trees in the road reserve beside the park. Both are in very poor condition due to being planted in harsh ground conditions and surrounded by compacted soils which is the result of vehicles parking along the unformed berm adjacent to the trees.
- 1.3. Council's Project Delivery Unit has requested that trees be removed to allow for the installation of kerb and channel, construction of roadside side car parking and the addition of street gardens.
- 1.4. In order to provide the best outcome from the scheme it is proposed that the current street trees be removed and a line of suitable replacement trees be planted within the park.
- 1.5. This report proposes that the Oxford - Ohoka Community Board approves the removal of the roadside trees and the planting of additional replacement trees within Pearson Park.

Attachments:

- i Burnett St Car Park Proposed tree removal map site map (Trim170125006343)

2. RECOMMENDATION**THAT** the Oxford - Ohoka Community Board:

- (a) **Receives** report No. 170125006337
- (b) **Approves** the removal of the two Rowan (*Sorbus sp*) trees located on the south west side of Burnett Street adjacent to Pearson Park.
- (c) **Notes** that a line of six additional trees will be planted near the Burnett Street boundary line of Pearson Park

- (d) **Notes** that the removal of the Rowan tree is not consistent with section 3.3 of the Council's standard operating procedure for the removal of trees.

3. ISSUES AND OPTIONS

- 3.1. Council's Project Delivery Unit has developed a plan to improve the parking around the Oxford Town Hall and Service Centre area. The plan calls for the ad-hoc parking arrangements that are currently in use along the south west side of Burnett Street on the Pearson Park frontage to be replaced by a fully formed chip-sealed car park and concrete kerb and channel. The plan also includes kerb buildouts planted with gardens, the removal of the current park fencing and the installation of bollards to allow easy and safe access to the park by pedestrian.
- 3.2. The original plan, which was presented to the Board early in 2016, allowed for the retention of the street trees. However, as the scheme was further developed and a Safety in Design assessment carried out three key deficiencies were identified as follows:
- 3.2.1. *Access to Pearson Park.* Regular access points along the fence line would be required to ensure pedestrians didn't need to either walk along the road, or in front of other vehicles in the parking spaces. This risk was eliminated by agreeing to remove the existing fence and replace it with bollards.
- 3.2.2. *The proposed layout would lead to higher maintenance costs* as it was inaccessible for sweeper trucks. This has been mitigated by the redesign of the kerb and channel to allow sweeper trucks access while maintaining the maximum number of car parks possible.
- 3.2.3. *The original proposed layout* allowed for the kerb build outs around three street trees that were in-situ at the time. Since the proposed plan was drawn up, one of those street trees has been removed after it was damaged by a vehicle. The remaining two street trees are in poor condition and it is proposed that they be removed. It is proposed that six new trees be planted within the adjacent reserve as close to the fence line as is practical to offset the loss of the two street trees.
- 3.3. The trees are Rowan (*Sorbus sp*) trees and are approximately 5 metres in height with a trunk diameter of 100mm, a crown spread of 2.5 metres and are approximately 10 years old. They have failed to thrive in the harsh conditions and compacted soils present in the unformed berm. It is anticipated that while it is possible they will continue to remain alive their condition is not expected to improve in the future and it is likely they will deteriorate further over time to the point where it will be necessary to remove them.
- 3.4. Staff recommend removal of the trees for the following reasons;
- 3.4.1. The Rowan trees are in very poor condition and while they may continue to live for a number of years they are not expected to improve in either health or form.
- 3.4.2. Should the trees remain it will be necessary to accommodate them in the car park layout. This will reduce the number of car parks that can be installed and restricting where kerb buildouts can be constructed.
- 3.4.3. The scheme provides the opportunity to plant a total of six trees within the Pearson Park boundary which will enhance not only the reserve but also the streetscape and provide mitigation of the loss of the two street trees. It is intended that specimen trees be planted as near to the park boundary as practical so that as they mature they will overhang the fence line and contribute to visually soften the hard surface areas of the car park area.

- 3.4.4. New trees will complement the new gardens to be planted on the kerb buildouts and provide a rejuvenation of the area that retaining the existing trees will not provide.
- 3.4.5. Removal of the two trees will allow additional car parking over that provided for in the initial presentation and the installation of a redesigned kerb layout will allow more efficient maintenance by the use of sweeper trucks.
- 3.5. Standard Operating Procedure defines the conditions for the removal of street trees only in cases where trees are dead, diseased or dying or where they are creating severe hardship. These trees are in poor health and form and, therefore, do not meet the criteria for removal. However, the benefits to be gained by removing them at this time as detailed above outweighs the minimal benefit that they may provide now or in the future. By replanting additional trees in the same area the overall outcome is an improvement to the amenity value of the area and the environment.
- 3.6. The options for the future of the trees are:
 - 3.6.1. **Allow the trees to remain in their current state** with appropriate future maintenance. This is not the preferred option.
 - 3.6.2. **Remove the trees entirely and plant replacement trees** together with additional trees inside the adjacent reserve boundary. This is the preferred option.

4. **COMMUNITY VIEWS**

- 4.1. No formal community consultation has been carried out on the matter of the tree removals. The scheme for the construction of the car parking was previously presented to the Board early last year and a number of suggestions made by the Board have been incorporated into the scheme. At that time it was anticipated that the trees would be retained but investigation has determined that given the poor condition of the trees and the unlikely prospect of them improving over time it is now recommended that they be removed and their loss mitigated by planting additional trees in a better location.
- 4.2. There are several high use buildings with the immediate vicinity of the scheme such as the Oxford Town Hall and Council Service Centre which is currently being revamped. Both of these buildings and general use of the recreation facilities in Pearson Park has increased demand for formalised parking in the area. Removal of the trees allows the maximum number of parking spaces to be incorporated while the planting of additional trees provides a higher amenity value to the community than retaining the trees would provide.

5. **FINANCIAL IMPLICATIONS AND RISKS**

- 5.1. **Option 1:** Maintain the status quo, i.e. retain the trees under Council's Tree Maintenance Programme. There is no additional cost to Council.
- 5.2. **Option 2:** Remove the trees and replace them together with additional trees within Pearson Park in with an appropriate species of juvenile tree. There will be no cost to remove the trees as this will be carried out as part of the scheme works. Planting of two replacement trees and 4 additional trees will cost approximately \$1800 which will be funded as part of the project works.

6. **CONTEXT**

6.1 **Policy**

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

6.2 **Legislation**

There is no specific legislation regarding the removal of street trees. Applicants do have the right of legal recourse under the provisions of the Property Law Act 2007 should the Board decide not to authorise removal of the trees. Sub part 4 of the act refers to the removal of trees. Section 335 refers to what the court may consider should an application be made.

335 Matters court may consider in determining application for order under section 333

- (1) In determining an application under [section 334](#), the court may make any order under [section 333](#) that it thinks fit if it is satisfied that—
 - (a) the order is fair and reasonable; and
 - (b) the order is necessary to remove, prevent, or prevent the recurrence of—
 - (i) an actual or potential risk to the applicant's life or health or property, or the life or health or property of any other person lawfully on the applicant's land; or
 - (ii) an undue obstruction of a view that would otherwise be enjoyed from the applicant's land, if that land may be used for residential purposes under rules in a relevant proposed or operative district plan, or from any building erected on that land and used for residential purposes; or
 - (iii) an undue interference with the use of the applicant's land for the purpose of growing any trees or crops; or
 - (iv) an undue interference with the use or enjoyment of the applicant's land by reason of the fall of leaves, flowers, fruit, or branches, or shade or interference with access to light; or
 - (v) an undue interference with any drain or gutter on the applicant's land, by reason of its obstruction by fallen leaves, flowers, fruit, or branches, or by the root system of a tree; or
 - (vi) any other undue interference with the reasonable use or enjoyment of the applicant's land for any purpose for which it may be used under rules in the relevant proposed or operative district plan; and
 - (c) a refusal to make the order would cause hardship to the applicant or to any other person lawfully on the applicant's land that is greater than the hardship that would be caused to the defendant or any other person by the making of the order.

6.3 Delegated Authority

The Rangiora Community Board has the delegated authority to authorise tree removal within the ward.

6.4 Quality Systems

The Council's operating procedures contained within the Quality Manual (QS-R905 Street Trees), relating to tree removal in streets and relevant to this situation are as follows:

"3. REMOVAL OF STREET TREES;

3.1 Objective

To protect the Council's and community's investment in street trees in the immediate future and throughout generations.

3.2 Explanation

3.2.1 Not everyone values street trees. The Council receives a number of requests each year from residents requesting that a particular tree or street of trees be removed. The most common reasons given for the request are nuisance from shading and leaf litter.

3.2.2 In some cases inappropriate species have been planted and a replacement programme is needed. In others the Council considers the nuisance the tree is causing an individual is less than the loss the removal of the tree will be to the community and future generations, given the number of years it takes for a tree to reach maturity.

3.3 Standard Operating Procedure

3.3.1 The removal of a healthy tree will only be considered in the following circumstances and even then, only when all options for retaining it have been eliminated:

- Where it causes severe hardship consistent with District Court decisions
- Where it causes severe disruption to essential services
- Where it is necessary for a street tree redevelopment plan to be implemented
- Where it is necessary for the realignment/reformation of a footpath

3.3.2 Trees, which are obviously dead, dangerous or diseased will be removed. Note: The Rangiora Community Board has delegation for the removal of trees from parks, reserves and streets or other Council land located in Rangiora.

3.3.3 In situations where residents claim healthy street trees are having a negative impact on their properties, the following procedure will be followed:

- The tree/s will be inspected by a Council Recreation and Reserve Advisor to ascertain the problem/s.
- Any appropriate remedial works will be carried out by skilled tree contractors at the Council's expense. (appropriate works are defined as those necessary to alleviate the problem/s, although not to the extent that the natural attractive form or stability of the tree is destroyed in the operation).

3.3.4 Where a resident's request for the removal of a tree is declined, the applicant may ask for the issue to be forwarded to Council's Community & Recreation Committee or the Community Board for its consideration.

3.3.5 Where a resident's request for the removal of a tree has been declined by the Council, the resident has the right to apply to the District Court to have the matter heard.

- 3.3.6 In the event of a road widening or other type of public work where trees are present and have to be removed, consideration is to be given to relocate the trees, if they are suitable for this purpose."

7. COMMUNITY OUTCOMES

The maintenance of parks and reserves contributes to the following outcome;

Public spaces and facilities are plentiful, accessible and high quality.



Greg Barnard
Parks Community Assets Officer

NOTES:

1. CONTRACTOR TO VERIFY DESIGN LEVELS ON SITE AND INFORM THE ENGINEER OF ANY ISSUES WITH THE KERB SET-OUT AT LEAST TWO DAYS PRIOR TO NEW KERB INSTALLATION.
2. ALL CONSTRUCTION INTERFACES WITH EXISTING SERVICES SHALL BE TRIMMED TO A NEAT VERTICAL FACE.
3. LOCATION AND DEPTH OF THE SERVICES SHOWN ARE INDICATIVE ONLY. THE CONTRACTOR IS TO CONFIRM THE LOCATION OF ALL SERVICES ON SITE PRIOR TO THE COMMENCEMENT OF WORKS. NOTE SERVICES SHOWN ON THIS PLAN ARE WDC SERVICES ONLY.
4. SURVEY SET-OUT FILE OF THE KERB FENDERS WILL BE PROVIDED TO THE SUCCESSFUL TENDER IN THE FORM OF A .dwg FILE
5. PARKING LIMIT LINES TO BE INSTALLED AS PER MOTSAM
6. SUPPLY & PLANTING OF GARDENS AND SOAKAGE AREAS IS EXCLUDED FROM THIS CONTRACT
7. FULL EXTENT OF CHIP SEAL NOT SHOWN - DRAWINGS DETAIL APPROXIMATE EXTENT OF SHOULDER UNDERCUT AND RECONSTRUCTION ONLY.
8. EXISTING STREET TREES MAY ONLY BE REMOVED ONCE WRITTEN PERMISSION HAS BEEN ISSUED BY THE ENGINEER.
9. OXFORD SERVICE CENTRE REBUILD STARTS ON 9th JANUARY 2017. LIAISE WITH BUILDING CONTRACTOR TO SECURE ACCESS FOR WORKS ON FRONTAGE

KEY

WATER SERVICES

SEWER SERVICES

CHAINAGE LINE

ROAD MARKING

NEW TREE

UNDERCUT AND
CONSTRUCT PAVEMENT

GARDEN BEDS

REMOVE EXISTING TIMBER FENCE,
AND REPLACE WITH 150mm
DIAMETER TIMBER BOLLARDS AT
1.5m CENTRES, 0.8m BEHIND BACK
OF KERB

REMOVE EXISTING
STREET TREE

• PP2 DISABLED SIGNAGE

INSTALL NEW ASPHALT FOOTPATH
BETWEEN NEW K&C AND THE NEW
SERVICE CENTRE BUILDING (TIMING
TO BE CONFIRMED)

INSTALL DISABLED PARKING SPACE
ON MAIN STREET WITH ADDITIONAL
LENGTH AND PEDESTRIAN CUT-DOWN
AT THE BACK OF THE PARKING SPACE

• PP2 DISABLED SIGNAGE

RIP TOP 150mm OF EXISTING
MATERIAL, AND TOP UP WITH
HIGH QUALITY TOPSOIL / COMPOST

SAW-CUT APPROX 0.5m OFF EXISTING EDGE
OF SEAL. UNDERCUT EXISTING MATERIAL
CONSTRUCT ROAD SHOULDER, CONSISTING
OF 100mm M4 AP40 OVER 150mm AP65,
SURFACING TO BE TWO COAT 4 / 6 CHIP SEAL

○ STA 20
234.983m

TIE INTO EXISTING K&C
OUTSIDE SERVICE CENTRE

INSTALL STANDARD SIGNAGE
AND SLOTTED EUROFL
SOAKAGE TRENCH. PIP
INCLUDE GULLY TRAP

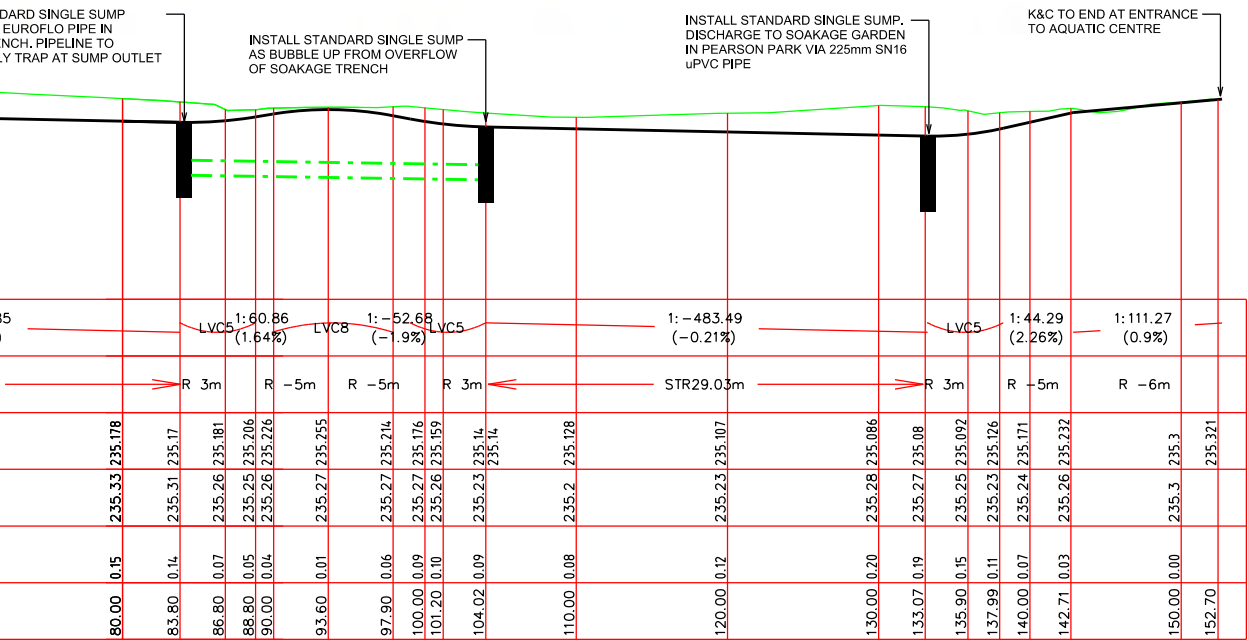
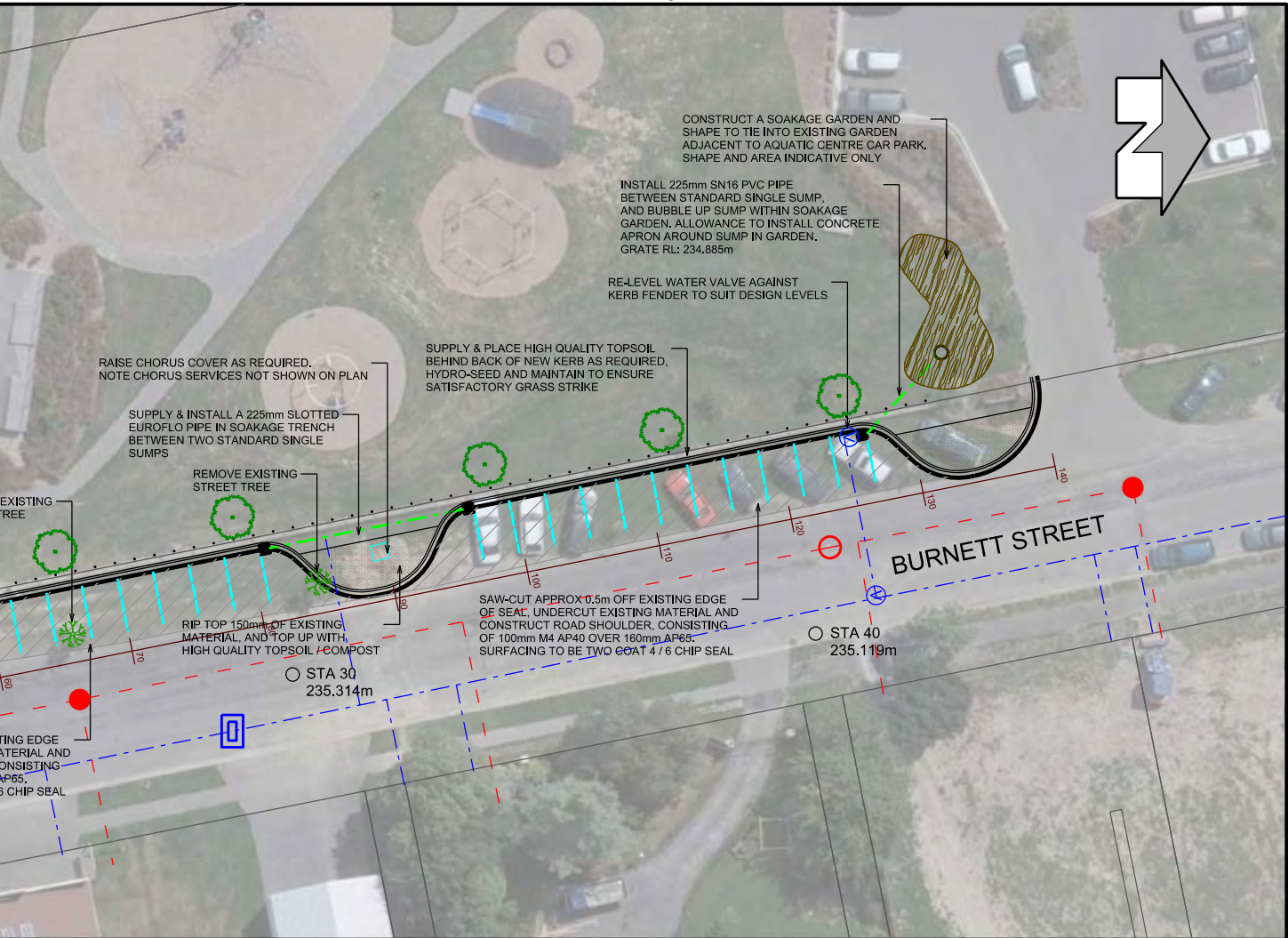
DATUM 234

VERTICAL ALIGNMENT			1: 222.28 (0.45%)			1: 452.02 (0.22%)		1: 231 (0.43%)		LVC8	1: -79.28 (-1.26%)	LVC5			1: -490.85 (-0.2%)
HORIZONTAL ALIGNMENT		R 5m			STR33.53m			R 3m	R -5m	R -5m		R 3m			STR29.7m
DESIGN FENDER STRING		235.191	235.202		235.236			235.275	235.278						
EXISTING GROUND		235.19	235.24		235.33			235.38	235.38						
DEPTH OF CUT/FILL (FROM DESIGN)		0.00	0.04		0.10			0.10	0.10						
ROAD CHAINAGES		0.00	2.62		10.00			18.74	20.00						
		30.00						34.56	36.15						
								38.51	40.00						
								42.58	44.21						



WAIMAKARIRI
DISTRICT COUNCIL

ISSUE	AMENDMENT	APPD.	DATE	SURVEYED	NAME	DATE	ORIGIN OF LEVELS	SCALE
A	TENDER ISSUE			DAN L				PLAN
B	Adjustments to Disabled Parking Space			KIERAN S				DETAIL
				KIERAN S			ORIGIN OF COORDINATES	LONG
				JOANNE M			NZTM	LONG
				JOANNE M				REFER



SCALES (Original A3)		PROJECT TITLE	SHEET TITLE	PROJECT No. PD001103				
PLAN	1:500			FILE No. CON201670				
DETAILS				SHEET No. 1 of 4				
LONG SECT hor.	1:500			PLAN No. 3768				
LONG SECT vert.	1:250							
REFERENCE	FB: LB:			ISSUE	A	B	C	D
		BURNETT STREET NEW K&C		PLAN & LONG SECTION				

WAIMAKARIRI DISTRICT COUNCIL**REPORT**

FILE NO: GOV-26-10-06 /170117003204

REPORT TO: Oxford Ohoka Community Board

DATE OF MEETING: 9 February 2017

FROM: Ken Stevenson, Roding Manager

SUBJECT: Safety barrier on Meyer Place footpath

SIGNED BY:
(for Reports to Council or
Committees)

Department Manager



Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to seek the Board's decision on whether to install a safety barrier alongside the raised footpath in Meyer Place.
- 1.2. In 2014 the Oxford Eyre Ward Advisory Board approved a design to modify the footpath and parking in Meyer Place due to the floor level of the new building being constructed higher than the existing footpath. This design raised the footpath to match the new floor level and this resulted in a drop off of about 400mm to the adjacent road surface. No fence or barrier was included in the design as the drop off is less than the 1m required by the Building Code
- 1.3. Since the footpath has been constructed there have been some complaints about the potential safety risk of the raised footpath and the drop off.
- 1.4. The Board could consider the option of installing a safety barrier/fence alongside the path or it could leave the path without a safety barrier/fence.
- 1.5. If a fence/barrier was installed it would not be possible to step from the parking area directly onto the footpath and this might be considered an inconvenience for some people.
- 1.6. From a safety point of view this drop off is not considered a serious hazard as it is less than the 1m height where a barrier is required under the Building Code. While there is the potential for someone to trip and fall this risk exists in many other areas already.
- 1.7. Staff are of the view that if the Board would like a barrier installed then a barrier can be installed. The cost is modest and funding could be found from the footpath maintenance budget.

Attachments:

- i. Report to Oxford Eyre Ward Advisory Board approving the footpath (Doc 140903094825)
- ii. Photo of footpath (Doc 170131008616)

2. **RECOMMENDATION**

THAT the Oxford Ohoka Community Board:

- (a) **Receives** report N° 170117003204
- (b) **Approves** the installation of a barrier/fence alongside the raised footpath on the west side of Meyer Place.

OR

- (c) **Agrees** that that no barrier/fence is installed alongside the raised footpath on the west side of Meyer Place.
- (d) **Circulates** this report to the Utilities and Roding Committee.

3. **ISSUES AND OPTIONS**

- 3.1. When the new building was being built on the corner of Main Street and Meyer Place in Oxford in 2014 the building owner decided to install doorways on the Meyer Place frontage after the building was partially constructed. As the building floor level was much higher than the footpath level the option to raise the footpath level was agreed to. This was paid for by the building owner.
- 3.2. The footpath was raised approximately 300mm which resulted in a drop off to the road level of about 400mm. The design did not include a barrier/fence along the path as the drop off was less than 1m. The Building Code was used as a guide as to whether a barrier/fence was required and the Building Code requires a barrier to be provided where people could fall 1 metre or more. As the fall was less than 1 metre a barrier was not included in the design.
- 3.3. Clause F4.3.1 of the Building Code states the following.

“F4.3.1 Where people could fall 1 metre or more from an opening in the external envelope or floor of a building, or from a sudden change of level within or associated with a building, a barrier shall be provided.”
- 3.4. Since the footpath has been constructed there have been some complaints about the potential safety risk of the raised footpath and the drop off. It is noted that staff are not aware of any incidents of people falling since the path was constructed.
- 3.5. The Board has two options open to it. It could agree to install a barrier/fence or it could leave the path as it is without a barrier/fence.
- 3.6. Option assessment

Option 1 – Install a barrier/fence alongside the path

Advantages	Disadvantages
Prevents a potential fall if someone wanders off the path.	Prevents someone stepping directly onto the path from the adjacent parking area.
	A barrier/fence might ‘close in’ the footpath and reduce its effective width as pedestrians will tend to shy away from the barrier/fence.

	Funding would come from existing budgets so other work would be deferred.
--	---

Option 2 – Leave path as it is and do not install a barrier/fence.

Advantages	Disadvantages
People who park alongside the path can step directly onto the path if they wish.	If someone does fall then it may result in an injury and the Council is likely to be criticised considering it was made aware of the problem.

- 3.7. The Management Team has reviewed this report and it supports the recommendations.

4. THE COMMUNITY VIEWS

- 4.1. The views of the wider community have not been sought on whether a barrier/fence should be installed. This report is in response to feedback from the Waimakariri Access Group suggesting a barrier is installed and from Community Board members.

5. FINANCIAL IMPLICATIONS AND RISK

- 5.1. The cost of installing a barrier/fence along the Meyer Place footpath is estimated to be \$5,000.
- 5.2. As this issue was created by the building owner then the Council could request the building owner to pay for the fence. However as the Building Code does not require a barrier then the property owner is unlikely to agree to pay.
- 5.3. The \$5,000 could be funded from the footpath maintenance budget.

6. CONTEXT

6.1. Policy

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

6.2. Community Outcomes

Businesses in the District are diverse, adaptable and growing

There is a safe environment for all

Transport is accessible, convenient, reliable, affordable and sustainable

Ken Stevenson
Roading Manager

WAIMAKARIRI DISTRICT COUNCIL**REPORT**

FILE NO: GOV-26-04-04 /140903094825

REPORT TO: Oxford Eyre Ward Advisory Board

DATE OF MEETING: 17 September 2014

FROM: Ken Stevenson, Roading Manager

SUBJECT: Approval of changes to Meyer Place footpath and parking

SIGNED BY:**(for Reports to Council or Committees)**_____
Department Manager_____
Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is to obtain the Boards approval to modify the footpath and parking in Meyer Place as a result of the new building that is being constructed on the corner of Main Street and Meyer Place.
- 1.2. The floor level of the new building is higher than the existing footpath in Meyer Place and as there are doorways fronting onto Meyer Place the footpath will have to be raised to match the new door levels.
- 1.3. Unfortunately the building owner did not raise the issue of the level difference with the Council Roading staff until after the foundations and floor had been built and the doors installed. The owner is now saying he cannot modify his foundation to provide a step or ramp within his building to match the existing path level and the only option is to raise the path level.
- 1.4. In order to raise the footpath a low retaining wall will have to be constructed along the kerb line. A low retaining wall will cause issues with parking as the wall will mean car doors won't be able to open and people will not be able to directly access the footpath without negotiating a high step onto the raised footpath.
- 1.5. Options to deal with these issues have been considered and discussed with the building owner. The options are shown on the attached plans. The recommended option is to install a low retaining wall along the kerb line with steps half way along and to move the parking out 1.5m from the kerb to provide a buffer for the car doors to open and for people to walk to the steps or to the end of the raised path.
- 1.6. Generally the costs to modify the footpath and parking will be met by the building owner except that Council staff have agreed to pay for the new footpath sealing as it is likely the existing footpath would require resealing in the near future in any case.

Attachments:

- i. Footpath and parking options (Doc 140909097160)

2. **RECOMMENDATION**

THAT the Oxford Eyre Ward Advisory Board:

- (a) **Receives** report N° 140903094825
- (b) **Approves** the proposal to modify the footpath and parking in Meyer Place on the west side as shown as Option 1 on the attached plan (Doc 140909097160)
- (c) **Notes** that all costs associated with the construction of the work except for the footpath surfacing will be met by the building owner
- (d) **Circulates** this report to the Utilities and Roading Committee.

3. **ISSUES AND OPTIONS**

3.1. The new building on the corner of Meyer Place and Main Street is nearing completion and the floor level along the Meyer Place frontage is higher than the footpath level. As doors open to this footpath this level difference needs to be managed. Unfortunately the building design did not take the level difference into account and the building owner did not raise the issue with Council Roading staff until the building foundation and floor was constructed and the doors were in place.

3.2. There are a number of options that are available to deal with this issue. They are:-

Option 1 – Install a low retaining wall along the kerb line and raise the footpath and move the existing parallel parking 1.5m away from the kerb to allow car doors to open and to provide for pedestrian access. Recommended option.

Option 2 – Install a low retaining wall along the kerb line and raise the footpath and as in option 1 but install angle parking with wheel stops.

Option 3 – Shift the kerb and channel away from the building to create a planting strip in front of the retaining wall and install angle parking with a wider kerb build out at Main Street to protect the angle parking.

Option 4 – Require the building owner to modify the building so the doorways have steps or ramps within the building to match the existing footpath level

3.3. Option assessment

Option 1 – Install low retaining wall and move the parallel parking

Advantages	Disadvantages
Lowest cost option and building owner agrees with this option	Cars may still park close to the kerb line and not be able to open their car doors
	Car passengers will not be able to get out of the car and step directly onto the footpath
	Low retaining wall might be a trip or fall hazard although the wall is only 300mm high and steps are proposed

	Steps over the kerb will make channel cleaning more difficult
	Increased cost to replace kerb and channel in the future

Option 2 – Install low retaining wall and install angle parking

Advantages	Disadvantages
Low cost option	The angle parking will not be 'protected' from the existing kerb build out at Main Street.
Angle parking will mean car doors don't open against the retaining wall	The angle parking will need wheel stops to prevent cars hitting the retaining wall
	Steps over the kerb and the wheel stops will make channel cleaning more difficult
	Low retaining wall might be a trip or fall hazard although the wall is only 300mm high and steps are proposed
	Increased cost to replace kerb and channel in the future

Option 3 – Remove and replace kerb and channel to create a landscape strip and protected angle parking

Advantages	Disadvantages
Opportunity to provide some landscaping to soften the impact of the retaining wall	Cars will overhang the planting so it may not be effective and may be difficult to maintain
Angle parking will mean car doors don't open against the retaining wall	Expensive and the building owner is not prepared to pay for this option
Angle parking protected by kerb build out, and separate wheel stops will not be required	Low retaining wall might be a trip or fall hazard although the wall is only 300mm high and steps are proposed
The steps can be placed between the wall and the kerb so they won't interfere with channel cleaning	

Option 4 – require building owner to modify building

Advantages	Disadvantages
No cost to the Council and existing footpath levels and parking arrangement remains	Building owner indicates this is not possible
No retaining wall so no trip or fall hazard	Expensive (to the property owner)

- 3.4. The Management Team has reviewed this report and it supports the recommendations.

4. THE COMMUNITY VIEWS

- 4.1. This issue has only been discussed with the property owner and the views of the wider community have not been sought.

5. FINANCIAL IMPLICATIONS AND RISK

- 5.1. All costs to construct the retaining wall and steps, to re level the footpath and to remark the car parking spaces will be met by the property owner.
- 5.2. The cost of sealing the new footpath will be met by the Council from the footpath resurfacing budget on the basis the existing surface was due for resurfacing in any case.
- 5.3. The estimated cost of each option is as follows. The estimated cost of the footpath sealing is \$2,200 and that is included in the estimate below.
- Option 1 - \$7,500
 - Option 2 - \$8,000
 - Option 3 - \$13,500

6. CONTEXT

6.1. Policy

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

6.2. Community Outcomes

Businesses in the District are diverse, adaptable and growing

There is a safe environment for all

Transport is accessible, convenient, reliable, affordable and sustainable

Ken Stevenson
Roading Manager



WAIMAKARIRI DISTRICT COUNCIL**REPORT****FILE NO and TRIM NO:** GOV-26-10-06 / 170131008513**REPORT TO:** Oxford-Ohoka Community Board**DATE OF MEETING:** 9 February 2017**FROM:** Karyn Ward, Community Board Advocate**SUBJECT:** Meeting venues for March and April 2017 meetings**SIGNED BY:**
(for Reports to Council or
Committees)_____
Department Managerpp 
Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is to adopt the meeting dates for the period March to April 2017 inclusive. The dates are based on meeting each month, generally on the first Thursday after Council each month.
- 1.2. It is recommended that the March Community Board meeting take place at the Oxford A & P Room, Oxford Town Hall and the April one take place at the West Eyreton Hall.
- 1.3. The meeting schedule does not preclude additional meetings or workshops on other dates, or venues if the need arises.

2. RECOMMENDATION**THAT** the Oxford-Ohoka Community Board

- (a) **Receives** report No. 170131008513.
- (b) **Resolves** to hold the 9 March 2017 meeting of the Oxford-Ohoka Community Board at the Oxford A & P Room, Oxford Town Hall.
- (c) **Resolves** to hold the 6 April 2017 meeting of the Oxford-Ohoka Community Board at West Eyreton Hall, corner Earlys Road and North Eyre Road, West Eyreton.
- (d) **Notes** that a further comprehensive report will come to the Board about subsequent Community Board meeting venues after additional research has been completed by staff.

3. ISSUES AND OPTIONS

- 3.1. All scheduled meetings are advertised and operate under the Local Government Official Information and Meetings Act 1987 (LGOIMA).
- 3.2. This Board covers the greatest geographic area in the Waimakariri District. Variation of venues allows the Board to actively represent their constituents, without favouring one particular sub-community, by holding meetings across the area. For example Oxford is

the main urban centre for the area, but the population is densest in the Ohoka-Swannanoa area.

- 3.3. Briefings and workshops are generally held after the Board meeting where possible, however if a significant timeframe is anticipated a separate meeting at a mutually agreed time will be scheduled.
- 3.4. Comments have been made regarding low numbers of public attending past Community Board meetings (other than specific deputations). Utilising a venue within the area has been more conducive to greater accessibility for the public and the opportunities for them to observe democracy and transparency.
- 3.5. At the Inaugural meeting of the Oxford-Ohoka Community Board staff presented a report, 'Meeting and Workshop dates for 2016/17.' The Board approved all dates of the meeting schedule but only the venues listed until February 2017. Board members requested staff explore additional possible venues across the community area not listed within this report for meetings scheduled after February 2017.
- 3.6. To meet the advertising requirements of LGOIMA, staff sought approval from the Board for the 9 February meeting to take place in the A & P Meeting Room, Oxford Town Hall during a workshop held 12 January 2017. This venue for February was approved by the Board.
- 3.7. While staff has commenced research into the various possible venues for Community Board meetings across the community area, including those administered privately, by schools, and/or by Trusts, more time is required to complete a thorough response to the Board's original request. Therefore it is suggested that the Board approve the meeting venues for the next two months to ensure to compliance with LGOIMA legislation while additional research is completed.
- 3.8. The Board specified they wished the 9 March 2017 meeting to take place in Ohoka. Unfortunately staff cannot ascertain the availability of the Ohoka Pavilion, the only Council owned facility in the area, due to pending remediation. It has been confirmed this work is currently in the design phase by the Parks and Recreation Operations Team Leader but commencement of physical works is anticipated during March. Due to the need for appropriate fit-out and furniture, it is not practical to utilise the Ohoka Pavilion until work is complete.
- 3.9. It is suggested the 9 March 2017 Community Board meeting takes place at the Oxford A & P Room, Oxford Town Hall and the 6 April 2017 meeting at West Eyreton Hall corner Earlys Road and North Eyre Road, West Eyreton.
- 3.10. Staff will present the complete report on venue options for 2017/2018 requested by the Board at the April meeting.
- 3.11. The Management Team has reviewed this report and supports the recommendation.

4. COMMUNITY VIEWS

- 4.1. Community views were not sought. Staff are not aware of any adverse comments from the public on meeting times or venues utilised to date this term.

5. FINANCIAL IMPLICATIONS AND RISKS

- 5.1. All meetings are serviced from existing Council budgets. Meeting venues are generally Council owned assets and are not charged. There is no specific budget for hiring of meeting room facilities from private providers such as sports clubs, school and churches. However if the board choose such venues, any hire fee would come from the Board's operational budget. From current research fees may range \$120-\$200 per meeting for a venue. Venues are currently being assessed for Board meeting practicalities such as suitable size, heating, ventilation, tables, chairs, power, acoustics and access.

6. CONTEXT

6.1. Policy

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

6.2. Legislation

Local Government Act 2002 schedule 7 clause 19.

Local Government Official Information and Meetings Act 1987 schedule 7 section 46

6.3. Community Outcomes

There are wide ranging opportunities for people to contribute to the decision-making by local, regional and national organisations that affect our District.

Karyn Ward
Community Board Advocate

WAIMAKARIRI DISTRICT COUNCIL**REPORT**

FILE NO and TRIM NO: GOV-26-10-06 / 170118003839

REPORT TO: Oxford-Ohoka Community Board

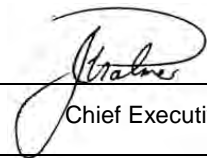
DATE OF MEETING: 9 February 2017

FROM: Karyn Ward, Community Board Advocate

SUBJECT: Application to the Oxford-Ohoka Community Board Discretionary Grants 2016-2017

SIGNED BY:
(for Reports to Council or Committees)

Department Manager



Chief Executive

1. SUMMARY

1.1. The purpose of this report is to consider one application for funding that has been received from:

Name of Organisation	Purpose	Amount requested
Canterbury Justices of the Peace Association Inc.	Towards the cost of a pull-up banner	\$235.75
Total :		\$235.75

1.2. Current balance: \$2,360.

Attachments:

- i. Application from Canterbury Justices of the peace Association Inc. (Trim 170109000798)
- ii. Spreadsheet showing previous two years grants.
- iii. Board funding criteria 2016/2017. (Trim 160630062628)

2. RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 170118003839.
- (b) **Approves** a grant of \$..... to Canterbury Justices of the Peace Association Inc. towards the cost of a pull-up banner.

OR

- (c) **Declines** the application from Canterbury Justices of the Peace Association Inc.

3. **ISSUES AND OPTIONS**

- 3.1. Canterbury Justices of the Peace Association Inc. are seeking funding to provide a pull-up banner for identifying the presence of JPs on duty at the Oxford Library JP Service Desk. This project will potentially benefit all residents within the Board's community area. No other fundraising has been undertaken. No previous application has been made to any Board within the last 18 months. This is an ongoing project so it will occur if the application is declined.
- 3.2. The Board may approve or decline grants in accordance with the grant guidelines.
- 3.3. The Management Team has reviewed this report.

4. **COMMUNITY VIEWS**

- 4.1. Community organisations in applying to the Board's Discretionary Grant, are seeking to assist sectors of the community.

5. **FINANCIAL IMPLICATIONS AND RISKS**

- 5.1. The Annual Plan for 2016/17 includes budget provision for the Oxford-Ohoka Community Board to approve grants to community groups up to a total of \$4,310. The requested grants for consideration in February 2017 total \$235.75.
- 5.2. The current balance of the grant fund is \$2,360. If the requested funding is approved at this meeting the Board's grant fund will hold a balance of \$2,124.25 to be utilised by 30 June 2017.
- 5.3. The application criteria specify that grants are normally limited to a maximum of \$500 any one financial year (July to June) but the group can apply up to twice in that year, providing it is for different projects.
- 5.4. GST is paid to appropriately registered groups where applicable above the Board resolved values.

6. **CONTEXT**

6.1. **Policy**

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

6.2. **Legislation**

Not applicable.

6.3. **Community Outcomes**

6.3.1. People are friendly and caring, creating a strong sense of community in our District.

6.3.2. There are wide ranging opportunities for people of different ages to participate in community and recreational activities.

Karyn Ward
Community Board Advocate

OXFORD-OHOKA COMMUNITY BOARD DISCRETIONARY GRANT APPLICATION

Groups Applying for Board Discretionary Grants 2016/2017

Name of Group: CANTERBURY JUSTICES OF THE PEACE ASSOCIATION INC

Address: 66 FRANKLEIGH STREET, SOMERFIELD, CHRISTCHURCH 8024

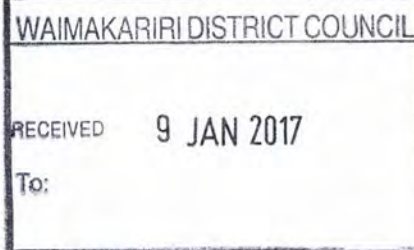
Contact Person within Organisation: K.G. SHIELDS JP

Position within Organisation: REGISTRAR

Contact phone number: 03 337 1025 Email: registrare@jpcanterbury.org.nz

Describe what the project is and what the grant funding be used specifically for? (Use additional pages if needed)

TO PROVIDE A PULL UP BANNER FOR IDENTIFYING THE PRESENCE OF JPS ON DUTY AT THE SERVICE DESK AT THE OXFORD LIBRARY.



What is the timeframe of the project? ON GOING

Overall Cost of Project: \$ 235.75 INC GST

Amount Requesting: \$ 235.75

How many people will directly benefit from this project?

Who is the range of people benefiting from this project? (You can tick more than one box)

- ☒ People with disabilities (mental or physical)
 ☒ Cultural/ethnic minorities
 ☒ District
☐ Preschool
 ☒ School/youth
 ☒ Older adults
 ☒ Whole community/ward

Provide estimated percentage of participants by Ward:

Oxford-Ohoka 100 %

Rangiora-Ashley %

Woodend-Sefton %

Kaipoi-Tuahiwi %

Other (please specify):

If this application is declined will this event/project still occur? ☒ Yes, ☐ No

If No – what are the consequences to the community/organisation?

THE SERVICE DESK IS AN ONGOING PROJECT - BUT WITH 10 JPS ALREADY IN EXISTENCE AND MORE EXPECTED - WE DON'T HAVE FUNDS TO PROVIDE A BANNER AT EACH LOCATION.

OXFORD-OHOKA COMMUNITY BOARD DISCRETIONARY GRANT APPLICATION

What are the direct benefit(s) to the participants?

BEING ABLE TO EASILY IDENTIFY WHERE AND WHEN A JP IS ON DUTY AT THE OXFORD LIBRARY.

What is the benefit(s) to your organisation?

MAINTAINING AN ONGOING PRESENCE IN THE OXFORD-OHOKA COMMUNITY.

What are the benefit(s) to the Oxford-Ohoka community or wider district?

BEING MADE AWARE OF WHERE AND WHEN JP SERVICES ARE AVAILABLE AT THE OXFORD LIBRARY.

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered?)

☐ Yes

☒ No

If yes, name of parent group

What is the relationship between your group and the parent group?

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied or intend to apply to for funding this project and amount applied for this project:

NO OTHER FUNDRAISING OR FUNDING APPLICATIONS MADE FOR THIS BANNER.

Have you applied to the Oxford-Ohoka Community Board or any other Waimakariri Community Board for other project funding in the past 18 months?

☐ Yes

☒ No

If yes, please supply details:

Enclosed

☒ Financial Balance Sheet and Income & Expenditure Statement (compulsory – your application cannot be processed without financial statements)

☒ Supporting costs/quotes (not compulsory)

☒ Other supporting information

- ☒ I am authorised to sign on behalf of the group/organisation making this application.
- ☒ I declare that all details contained in this application form are true and correct to the best of my knowledge.
- ☒ I accept that successful applicants will be required to report back to the Community Board by completing a simple Accountability Report.
- ☒ I accept that information provided in this application may be used in an official Council report available to the public.

PLEASE NOTE - If submitting your application electronically, entering your name in the Signature box below will be accepted as your signature:

Signed:

K. Shields

Date:

03/01/2017

THE REGISTRAR
CANTERBURY JUSTICES OF THE
PEACE ASSOCIATION (INC)
66 FRANKLEIGH STREET
SPREYDON, CHRISTCHURCH 8024
PH. (03) 337 1025 or 021 383 002

Canterbury Justices of the Peace Association (Inc)
Statement of Receipts and Payments
For the Year Ended: 31st August 2016

	Actual		Actual	
	This Year		Last Year	
Operating Receipts				
Grants and fundraising				
Air Rescue Trust - Federation Conference	\$5,301		\$3,744	
Rata Foundation - Administration Grant	\$5,000		\$9,000	
Rata Foundation - Chathams Training	\$4,150			
Federation - Communications Grant	\$1,686	\$16,137	\$1,743	\$14,487
Fees, subscriptions and receipts from members				
Subscriptions	\$23,636		\$29,592	
Donations	\$829		\$776	
Merchandise Sales	\$218	\$24,683	\$29	\$30,397
Receipts from goods and services				
Federation - Rostering Agreement	\$1,500		\$1,500	
Mid Winter Luncheon	\$1,630	\$3,130	\$1,077	\$2,577
Receipts from bank interest		\$2,057		\$2,217
Other receipts				
Judicial Studies Course Refund		\$1,500		
Total Operating Receipts		\$47,508		\$49,678
Operating Payments				
Volunteer and employee related payments				
Honorariums	\$15,082		\$15,000	
Court Rostering	\$1,492		\$1,493	
Registrar Expenses	\$1,920	\$18,494	\$1,754	\$18,246
Payments related to provision of goods and services				
Administration and overhead costs	\$2,532		\$2,308	
Signing centres, Newsletter, Website, Yellow Pages	\$913		\$2,164	
Training expenses less refunded from Federation	\$362		\$448	
Merchandise	\$223		\$13	
Advertising			\$207	
Chatham island training	\$1,322	\$5,352		\$5,139
Donations paid				\$30
Other operating payments				
Capitation fees	\$8,402		\$7,350	
Annual meeting	\$1,868		\$1,038	
Mid winter luncheon	\$1,690		\$1,050	
Federation conference	\$7,297		\$4,515	
Southern regional conferences	\$948		\$2,194	
Judicial studies course	\$1,500			
Bicentennial government reception			\$2,905	
Federation 2018 conference deposit	\$1,000			
Justices quarterly		\$22,705	\$1,297	\$20,348
Total Operating Payments		\$46,551		\$43,764
Operating Surplus or (Deficit)		\$957		\$5,914
Increase/(Decrease) in Bank Accounts		\$957		\$5,914
Bank Accounts at Beginning of Financial Year		\$52,967		\$47,054
Bank Accounts at End of Financial Year		\$53,924		\$52,967
Represented by:				
Westpac Cheque Account	\$369		\$3,423	
RaboDirect Savings Account	\$8,969		\$10,845	
RaboDirect Term Deposit	\$23,969		\$23,082	
RaboDirect Centennial Term Deposits	\$20,617		\$15,617	
Total Bank Accounts at End of Year		\$53,924		\$52,967

Canterbury Justices of the Peace Association (Inc)
Statement of Resources and Commitments
As at 31st August 2016

SCHEDULE OF RESOURCES	This Year	Last Year
Bank Accounts	\$53,924	\$52,967
Money owed to Association		
Interest receivable	\$1,092	\$980
Subscriptions in arrears		\$10
Southern conference prepaid	\$636	\$1,292
Judicial studies course fees	\$500	\$500
Centennial conference deposit	\$1,000	
Other resources		
Stock of plaques	\$113	\$113
President's collar	\$1,785	\$1,785
Computer, data projector, lap-top at value as at August 2015	\$2,815	\$2,815

SCHEDULE OF COMMITMENTS

Money payable by Association		
Honorariums	\$15,381	\$15,082
Other Commitments		
Subscriptions in advance	\$203	\$205

SCHEDULE OF OTHER INFORMATION

Rata Foundation - Unused portion of Chathams Grant	\$2,828
--	---------

Accounting Policies

Basis of Preparation

Canterbury Justices of the Peace Association Inc. is permitted by law to apply PBE SFR-C (NFP) *Public Benefit Entity Simple Format Reporting - Cash (Not for Profit)* and has elected to do so.

All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis.

Goods and Services Tax (GST)

Canterbury Justices of the Peace Association (Inc) is not registered for GST. Therefore amounts recorded in the Performance Report are inclusive of GST (if any).

Audit Report

I have audited the financial statements for Canterbury Justice of the Peace Association (Inc) for the period ended 31 August 2016. Due to the inherent nature of the organisation certain income items cannot be verified prior to the entry into the records. In my opinion, subject to the forgoing limitations, the income and expenditure and the balance sheet fairly reflect the financial position as 31 August 2016.

There have been no changes in the nature of the activities for the period ended 31 August 2016.

The financial reports have been prepared under the Tier 4 requirements for Charitable enterprises

A handwritten signature in black ink, appearing to read 'J Macgregor', is written over the printed name.

Jason Macgregor (CA)
3 October 2016

**Tax Invoice**

GST No. 99-564-830

To:Canterbury Justice of Peace
Assoc.

Unit 7, 99 Sawyers Arms Road,
Papanui
Christchurch, New Zealand
Ph: 03-352 1194
Fax: 03-352 2546
Email: info@signplus.net.nz
www.signplus.net.nz

Date	Description	Quantity	Amount (\$)
26/11/2016	Design and Setup (one off)	1	\$65.00
	Premium Pull up banner	1	\$205.00

Sub Total	\$270.00
GST	\$40.50
TOTAL	\$310.50

**PLEASE MAKE YOUR
PAYMENT TO:**
Sign Plus Ltd
06-0230-0208376-00



Certificate of Registration

Canterbury Justices of the Peace Association
Incorporated

Registration number: CC30869

This is to certify that Canterbury Justices of the Peace Association Incorporated was registered as a charitable entity under the Charities Act 2005 on 30 June 2008.



Sid Ashton
Chair



Trevor Garrett
Chief Executive



CERTIFICATE OF INCORPORATION

CANTERBURY JUSTICES OF THE PEACE ASSOCIATION INC
219280

This is to certify that CANTERBURY JUSTICES OF THE PEACE ASSOCIATION INC was incorporated under the Incorporated Societies Act 1908 on the 13th day of November 1923.

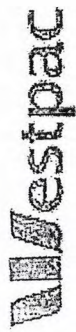
Neville Hami

Registrar of Incorporated Societies
22nd day of April 2008



For further details visit www.societies.govt.nz

Certificate printed 22 Apr 2008 16:54:25 NZT



93 Armagh Street
Christchurch, NZ

IF MORE THAN THREE CHEQUES RECORD DETAILS ON REVERSE

DRAWER (I.E. CHEQUE ISSUED BY)

BANK

BRANCH

DATE

DEPOSIT

NOTES

\$

COINS

\$

CHEQUES
AS PER BACK

\$

PAID IN BY: (PLEASE PRINT NAME)

PROCEEDS OF CHEQUES ETC MAY
NOT BE CASHED HERE

SUB TOTAL

\$

LESS CHARGES

\$

CREDIT THE CANTERBURY JUSTICES OF THE PEACE ASS
TOTAL \$

⑈030855⑈ 0368599⑈00 ⑈ 50

deposit

2016-2017 Community Board Discretionary Grant

Month considered	Group	Project	Amount Requested	Amount Granted	Running Balance
Woodend-Sefton Community Board 10.138.100.2410 (Woodend-Ashley Community Board up to Oct 2016)					\$ 2,910.00
	August	Pegasus Residents group Inc.			
	August	Reflections Community Trust	\$500	\$ 400.00	\$ 2,510.00
	September	Okuku Pony Club	\$390	\$ 390.00	\$ 2,120.00
		Towards accomodation costs while attending the Springston Trophy event	\$500	\$ 500.00	\$ 1,620.00
Rangiora-Ashley Community Board 10.137.100.2410 (Rangiora Community Board up to Oct 2016)					\$ 9,010.00
	September	Southbrook School PTA	\$500		
	September	Vision West Community Trust	\$500		
	September	Rangiora Croquet Club Inc.	\$500	\$ 500.00	\$ 8,510.00
	September	Okuku Pony Club	\$500		
	September	Reflections Community Trust	\$350.00	\$ 200.00	\$ 8,310.00
	November	Presbyterian Support Upper South Island	\$1,000.00	\$ 500.00	\$ 7,810.00
	November	Ashley Playcentre	\$500.00	\$ 500.00	\$ 7,310.00
	November	Cust-West Eyreton Playcentre	\$500.00	\$ 500.00	\$ 6,810.00
	November	Rangiora Playcentre	\$456.21	\$ 456.21	\$ 6,353.79
	February	Rangiora Toy Library	\$380.00		
	February	Rangiora and Districts Early Records Society Inc.	\$500.00		
		Towards the cost of conservation framing of a sale map for the Red Lion Hotel			

[illegible]

2016-2017 Community Board Discretionary Grant

(Oxjora-Eyre ward Advisory Board up to Oct 2016)	August	Under Our Feet Charitable Trust	Towards the purchase of compost and seedlings	\$ 250.00	\$ 250.00	\$ 3,060.00
	September	Okuku Pony Club	Towards accomodation costs while attending the Springston Trophy event	\$ 500.00	\$ 250.00	\$ 2,810.00
	September	Eyreton Pony Club	towards the cost of fencing a learner's area	\$ 450.00	\$ 450.00	\$ 2,360.00
	February	Canterbury Justices of the Peace Association Inc.	Towards the cost of a pull-up banner	\$ 235.75		

2015/2016 Community and Ward Advisory Board Discretionary Grant

Month considered	Group	Project	Amount Requested	Amount Granted	Running Balance
					\$ 4,110.00
July	Woodend Spring Flower Show	Towards the purchase of new signs	\$ 500.00	\$ 500.00	\$ 3,610.00
August	Woodend Playcentre	Towards the cost of a First Aid Course for parents of the playcentre	\$ 700.00	\$ 500.00	\$ 3,110.00
September	Woodend Before and After School Programme	New sports equipment	\$ 500.00	\$ 250.00	\$ 2,860.00
October	Ashley Playcentre	Towards the cost of a First Aid Course for parents of the playcentre	\$ 500.00	\$ 350.00	\$ 2,510.00
December	North Canterbury Neighbourhood Support	to purchase name badges for the committee members	\$ 300.00	\$ 300.00	\$ 2,210.00
February	Sefton Community Newsletter	Towards costs associated with transition to new printing team	\$ 500.00	\$ 350.00	\$ 1,860.00
March	Pegasus Bay School PTA	Towards costs for senior playground	\$ 500.00	\$ 500.00	\$ 1,360.00
April	Waimakariri Arts Trust - Kaiapoi Art Expo	Towards venue hire and music provided for the 2016 kaiapoi Art Expo and Schools' Art Expo	\$ 500.00	\$ 500.00	\$ 860.00
April	North Canterbury Riding for the Disabled	for three volunteers to undertake an introductory course towards their Assistant Coaches Certificate	\$ 498.00	\$ 498.00	\$ 362.00
June	Woodend Bowling Club Inc.	Towards the upgrading of covered kitchen lighting	\$ 335.80	\$ 335.80	\$ 26.20
					\$ 6,120.00

**Woodend-Ashley
Community Board
10.138.100.2410**

2015/2016 Community and Ward Advisory Board Discretionary Grant

August	International Day of Older Persons Group	Towards costs associated with International Day of Older Persons	\$	250.00	\$	250.00	\$	5,870.00
August	The Ashley Lodge No.28	Towards fundraising event for the replacement of defibrillators in each of the four ambulances based in Rangiora	\$	500.00	\$	500.00	\$	5,370.00
August	Reflections Community Trust	Towards the hire of Pedalmania for the Waimakariri Light Part 2015	\$	375.00	\$	375.00	\$	4,995.00
August	Rangiora Community Garden	Towards the purchase of materials for 3 new signs	\$	482.00	\$	482.00	\$	4,513.00
August	Caring for Carers Inc	Towards annual venue hire and refreshments for meetings of the Rangiora Support Group	\$	388.00	\$	-		
October	Fall Prevention Exercise Group	towards costs associated with establishing an exercise programme for seniors	\$	500.00	\$	250.00	\$	4,263.00
October	Ashgrove School PTA - ReStyle Me	Towards venue hire for 'ReStyle Me', a fundraising event for Ashgrove School	\$	500.00	\$	-		
October	Ashgrove School PTA – Santa's Grotto	Gate signage at the Rangiora A&P Showgrounds entrance for Santa's Grotto		\$379.50	\$	-		
October	McAlpines North Canterbury Pipe Band (Inc)	towards new kilts for band members		\$500.00	\$	350.00	\$	3,913.00
October	Ashgrove School PTA – Ashgrove Twilight Gala	To hire deep fryers and cooking oil for the Ashgrove Twilight Gala		\$425.00	\$	-		
October	Rangiora Toy Library	towards advertising costs of a fundraising event as part of its 21st Birthday celebrations		\$741.00	\$	350.00	\$	3,563.00
December	North Canterbury Neighbourhood Support	towards the costs associated with running the 'Old Fashioned Family Picnic'		\$250.00	\$	250.00	\$	3,313.00
December	Rangiora Playcentre	to purchase a new pull up banner		\$379.00	\$	379.00	\$	2,934.00
February	Rangiora Toy Library	towards the purchase of new toys, specifically, a replacement tractor		\$456.25	\$	456.25	\$	2,477.75

Rangiora
Community Board
10.137.100.2410

2015/2016 Community and Ward Advisory Board Discretionary Grant

April	Waimakariri Arts Trust - Kaiapoi Art Expo	Towards the hire and installation of lighting for the 2016 Kaiapoi Art Expo and Schools' Art Expo	\$500.00			
April	North Canterbury Riding for the Disabled	towards costs associated with relocating to the Milton Memorial Reserve	\$500.00	\$	500.00	\$ 1,977.75
April	North Canterbury Family Violence Network	towards costs of a Safety and Respect presentation and follow-up barbeque for Rnagiora High School and/or Rnagiora New Life School secondary students	\$500.00	\$	500.00	\$ 1,477.75
June	Cat Care Incorporated	Towards the costs of a Microchipping Day	\$250.00			
June	Disability, Carers and Friends Group	For the purchase of a trestle table and costs of catering for a Dance Social	\$500.00	\$	250.00	\$ 1,227.75
June	Rangiora Croquet Club Inc.	For part funding one set of Quadway Hoops	\$500.00	\$	300.00	\$ 927.75
June	The Rangiora and Districts Early Records Society Inc	For costs associated with set up, production and installation of four ACM vinyl signs to replace existing	\$327.75			
June	Seftonian Battle Sport	For new sporting and Safety equipment for players, specifically 4 x trebuchets and 2 x armour	\$500.00			
June	Social Services Waimakariri	Toward the costs of catering for a community forum event	\$200.00	\$	200.00	\$ 727.75
June	Waimakariri Arts Trust - Kaiapoi Art Expo resubmission	Towards the hire and installation of lighting for the 2016 Kaiapoi Art Expo and Schools' Art Expo	\$500.00	\$	327.75	\$ 400.00
June	Community College North Canterbury	For the venue hire and supplies of a youth open night	\$400.00	\$	400.00	\$ -
						\$ 6,120.00
July	You Me We Us	Towards advertising of the September 4th Observance Day	\$	496.80	\$	496.80
						\$ 5,623.20

2015/2016 Community and Ward Advisory Board Discretionary Grant

Kaiapoi Community Board 10.136.100.2410	August	Hinemoa-Kaiapoi Hockey Club	Towards assisting team members with the cost of travel to a tournament in Fiji	\$ 500.00	\$ 500.00	\$ 5,123.20
	August	Canterbury Youth Development Programme	Towards providing breakfast three mornings per week for eight weeks and food for the Longest Day Challenge	\$ 500.00	\$ 500.00	\$ 4,623.20
	September	Arthritis New Zealand	towards venue hire and advertising associated with running self-management sessions and workshops in Kaiapoi	\$ 500.00	\$ 250.00	\$ 4,373.20
	September	Kaiapoi District Historical Society Incorporated	Towards the cost of installing updates of <i>PastPerfect</i> (a museum programme) and linking four computers for volunteers to work on at the same time	\$ 500.00	\$ 500.00	\$ 3,873.20
	November	You Me We Us	for advertising of Kaiapoi's 2016 Waitangi Day celebrations	\$ 500.00	\$ 500.00	\$ 3,373.20
	December	North Canterbury Neighbourhood Support	towards costs associated with running the 'Old Fashion Family Picnic'	\$ 300.00	\$ 350.00	\$ 3,023.20
	March	Kaiapoi Photographic Club Inc	Toward printing costs for Club members involved in a photographic exhibition - "Waimakariri - from the Mountains to the Sea"	\$ 500.00	\$ 500.00	\$ 2,523.20
	March	Satisfy Food Rescue	to purchase a sandwich board to identify Satisfy Food Rescue in the community	\$ 350.00	\$ -	\$ 2,523.20
	March	Waimakariri Arts Trust - Kaiapoi Art Expo	Towards the hire and installation of lighting for the 2016 Kaiapoi Art Expo and Schools' Art Expo	\$ 500.00	\$ 500.00	\$ 2,023.20
	March	You Me We Us	Towards advertising costs for a 'Pop Up cinema' event	\$ 500.00	\$ 500.00	\$ 1,523.20

2015/2016 Community and Ward Advisory Board Discretionary Grant

	April	Social Services Waimakariri	towards catering costs for a community forum to discuss establishing a Community House and capacity for a Children's Team for the community	\$ 200.00	\$ 200.00	\$ 1,323.20
	April	North Canterbury Family Violence Network	towards the costs associated with a presentation to Kaiapoi High School about family violence and a bbq to follow	\$ 500.00	\$ 500.00	\$ 823.20
						\$ 4,110.00
	November	Waimakariri Arts Trust - Kaiapoi Art Expo	Towards running costs, in particular, the music provided over the weekend for 2016 Kaiapoi Art Expo.	\$ 300.00	\$ 250.00	\$ 3,860.00
	November	Oxford Table Tennis	Towards the purchase of tables	\$ 250.00	\$ 250.00	\$ 3,610.00
	November	Keep Oxford Beautiful	for a photo and information panel about the Oxford Historic Jail	\$ 250.00	\$ 250.00	\$ 3,360.00
	November	Friends of Oxford Hospital	towards the purchase of a Lazy Boy recliner chair and disability aids for patients	\$ 350.00	\$ 250.00	\$ 3,110.00
	November	Oxford Pony Club	towards the cost of running a two day show jumping course for its club members	\$ 250.00	\$ 250.00	\$ 2,860.00
	November	North Canterbury Neighbourhood Support	towards costs associated with running the 'Old Fashion Family Picnic'	\$ 250.00	\$ 250.00	\$ 2,610.00
	November	West Eyreton School	purchase of a banner-stand	\$ 345.00	\$ 250.00	\$ 2,360.00
	November	Oxford Tennis Club	Towards two weather shelters for the new courts	\$ 500.00	\$ 250.00	\$ 2,110.00
	November	View Hill Improvement Society	To purchase three alloy framed umbrellas for use at the View Hill Domain	\$ 477.00	\$ 250.00	\$ 1,860.00
Oxford-Eyre Ward Advisory Board	April/May	Waimakariri Arts Trust - Kaiapoi Art Expo	towards the floral arrangements for the 2016 Kaiapoi Art Expo and Schools' Art Expo	\$ 500.00	\$ 250.00	\$ 1,610.00

2015/2016 Community and Ward Advisory Board Discretionary Grant

10.139.100.2410

April/May	Oxford Community Trust	for stationery and art supplies for Oscar School Holiday programme	\$	560.03	\$	250.00	\$	1,360.00
	Oxford Area School - Senior Netball team	towards costs associated with attending the South Island Secondary Schools Netball Tournament in Nelson	\$	500.00				
April/May	Friends of Oxford Hospital	towards purchase of window screen blinds for patients rooms	\$	250.00	\$	250.00	\$	1,110.00
	Little by Little	towards costs associated with a new community initiative	\$	250.00				
April/May	Oxford Netball Club	for the purchase of two portable netball goals						
April/May	Oxford O.S.C.A.R.	for First Aid training of staff	\$	199.90	\$	199.90	\$	910.10
April/May	West Eyreton School	towards graphic design work for a banner	\$	175.00	\$	175.00	\$	735.10
April/May	Social Services Waimakariri	towards costs of catering for a community forum event	\$	200.00				
	Oxford Play Centre	towards purchase of a lawn mower	\$	250.00				
April/May	Oxford Plunket	for the purchase of child safety gates and new toys for the Oxford Plunket Rooms	\$		\$	250.00	\$	235.10
April/May	Cust Netball Club	Towards the purchase of uniforms and equipment to enable childrens' participation		\$500.00	\$	250.00	-\$	14.90
	Under Our Feet Charitable Trust	Towards the purchase of compost and seedlings		\$250.00				

Information to assist groups with their application

The purpose of the Board discretionary grants is to assist projects that enhance community group capacity and/or increase participation in activities.

When assessing grant applications the Board consider a number of factors in their decision making. These include, but are not limited to; type of project, time frame, benefits to the community and costs being contributed. The more information you as a group can provide on the project and benefits to participants the better informed the Board is. You are welcome to include a cover letter as part of your application. The decision to grant funds is the sole discretion of the Board.

The Board cannot accept applications from individuals. All funding is paid to non-profit community based organisations, registered charities or incorporated societies. Council funding is publicly accountable therefore the Board need to demonstrate to the community where funding is going and what it is being spent on. This is one of the reasons the Board require a copy of your financial profit/loss statements and balance sheet for the previous/current financial year. Staff cannot process your application without financial records.

The Board encourages applicants, where practically possible, to consider using local businesses or suppliers for any services or goods they require in their application. The Board acknowledges that this may result in a higher quote.

It would be helpful to the Board to receive an expense summary for projects that cost more than the grant being requested to show the areas funds are being spent and a paragraph on what fund raising the group has undertaken towards the project, or other sources considered (ie voluntary labour, businesses for supplies).

Examples (but not limited to) of what the Board cannot fund:

- ✗ Wages
- ✗ Debt servicing
- ✗ Payment for volunteers (including arrangements in kind eg petrol vouchers)
- ✗ Stock or capital market investment
- ✗ Gambling or prize money
- ✗ Funding of individuals (only non-profit organisations)
- ✗ Payment of any legal expenditure or associated costs
- ✗ Purchase of land and buildings
- ✗ Activities or initiatives where the primary purpose is to promote, commercial or profit-oriented interests
- ✗ Payment of fines, court costs or mediation costs, IRD penalties

Examples (but not limited to) of what the Board can fund:

- ✓ New equipment
- ✓ Toys/educational aids
- ✓ Sporting equipment
- ✓ Safety equipment
- ✓ Costs associated with events
- ✓ Community training

Criteria for application

- Grant applications will be considered every second month by the Oxford-Ohoka Community Board: July, September, November 2016 and February, April, June 2017. Applications are recommended to be received three weeks prior to Board meeting dates for processing.
- Generally funding grants will be a maximum of \$500 in any one financial year (July 2016 to June 2017) but the group can apply up to twice in that year, providing it is for different projects.
- The grant funding is limited to projects within the Board area or primarily benefiting the residents of the ward.
- Applications will only be accepted from non-profit community-based organisations, registered charities or incorporated societies.
- The group should have strong links with the community of the Oxford-Ohoka Ward.
- The applications should clearly state the purpose for which the money is to be used.
- The applicants should submit a 1-2 page balance sheet and an income and expenditure statement which shows their current financial assets and liabilities. Applications cannot be processed until financial information is received.
- Where possible, or feasible, applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Oxford-Ohoka Community Board.
- The Board support a wide range of community activities but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- An accountability form must be provided to Council outlining how the funds were applied, within six months of the grant being allocated, when funds are spent, or prior to a new application. A new application will not be accepted until the previous accountability form has been completed and returned. The group should maintain accurate records around the grant including, but not limited to: receipts, banks statements and invoices. In the event that funds are not spent on the project or activity applied for the recipient may be required to return the grant funding to the Council.

What happens now?

Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) to:

Community Board Advocate
Oxford-Ohoka Community Board
C/- Waimakariri District Council
Private Bag 1005
Rangiora 7440

Or hand deliver to either

- Oxford Library & Service Centre, Pearson Park Pavilion, Oxford.
- Rangiora Service Centre, 215 High Street, Rangiora.
- Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi.

What happens next?

- Your application will be processed and presented to the Board at the next appropriate meeting.
- Following the meeting a letter will be sent to notify you of the Board decision and if successful an invoice and your organisation's bank account details will be requested.
- On receipt of this information payment will be processed to your organisation's bank account.

WAIMAKARIRI DISTRICT COUNCIL**REPORT**

FILE NO and TRIM NO: GOV-26-10-06 / 170120004926

REPORT TO: Oxford-Ohoka Community Board

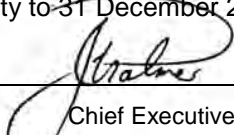
DATE OF MEETING: 9 February 2017

FROM: Karyn Ward, Community Board Advocate

SUBJECT: Summary of Discretionary Grant accountability to 31 December 2016

SIGNED BY:
(for Reports to Council or Committees)

_____ Department Manager

_____  Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to update the Oxford-Ohoka Community Board on the Board's Discretionary Grant applications for the first half of the 2016-2017 financial year, including accountability forms received to date.

Attachments:

- i. Accountability Forms from Keep Oxford Beautiful (Trim 160713067569)
- ii. Accountability Forms from Oxford Pony Club (Trim 160729073771)
- iii. Accountability Forms from West Eyreton School (Trim 160624060379)
- iv. Accountability Forms from Oxford Tennis Club. (Trim 160921097274)
- v. Accountability Forms from Corcoran French Kaiapoi Art Expo (Trim 160909093308)
- vi. Accountability Forms for Oxford Community Trust (Trim 160815081478)
- vii. Accountability Forms for Oxford Netball Club (Trim 160405029390)
- viii. Accountability Forms from Oxford O.S.C.A.R. (Trim 160805076754)
- ix. Accountability Forms from West Eyreton School (Trim 160801074460)
- x. Accountability Forms from Oxford Plunket Volunteer group (Trim 161115117068)
- xi. Accountability Forms from Oxford Area School (Trim 160908092686)
- xii. Accountability Forms from Oxford Playcentre (Trim 161125121634)

2. RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No.170120004926.
- (b) **Circulates** a copy of this report to all of the Community Boards.

3. ISSUES AND OPTIONS

- 3.1. The Council allocates the Oxford-Ohoka Community Board a set amount of funds to distribute by application to non-profit groups, registered charities and incorporated societies who have strong links to and benefit the communities of the Oxford-Ohoka ward. The allocation for the 2016-2017 financial year was \$4,310.
- 3.2. Prior to the October 2016 Local Body elections this Discretionary grant was administered by the Oxford-Eyre Ward Advisory Board.

- 3.3. A previous summary of all returned accountability forms from 1 February 2016 to 30 June 2016, being the end of the 2015-2016 financial year, was presented to the former Oxford-Eyre Ward Advisory Board on 20 July 2016. At the end of the 2015-2016 financial year the Ward Advisory Board had approved 17 grants.
- 3.4. At 30 June 2016 12 applicants had yet to return accountability forms. Staff followed up and found three of these 12 applicants had yet to complete the event/project that the grant was for; the grant criteria states that accountability forms are due within six months of receiving the grant or when the event/project has taken place.

Group	Amount granted	Month funds granted	Comment
Waimakariri Arts Trust- Kaiapoi Art Expo*	\$250	November 2015	Invoice received 16/03/2016. Event held 23-24 July 2016.
Keep Oxford Beautiful	\$250	November 2015	Invoice received 9/12/2015. Accountability Forms received 13/07/2016.
Oxford Pony Club	\$250	November 2015	Invoice received 2/12/2015.
West Eyreton School	\$250	November 2015	Invoice received 17/02/2016. Accountability forms received 1/08/2016.
Oxford Tennis Club	\$250	November 2015	Invoice received 10/12/2015. Accountability forms received 21/09/2016.
Corcoran French Kaiapoi Art Expo	\$250	April/May 2016	[Made this additional application before the event of the one applied for in November 2015 took place.] Invoice received 9/06/2016. Accountability forms received 9/09/2016.
Oxford Community Trust	\$250	April/May 2016	Invoice received 27/05/2016. Accountability forms received 15/08/2016.
Oxford Netball Club	\$199.90	April/May 2016	Invoice received 4/07/2016. Accountability forms received 4/07/2016.
Oxford O.S.C.A.R.	\$175	April/May 2016	Invoice received 24/06/2016. Accountability forms received 5/08/2016.

West Eyreton School	\$250	April/May 2016	Invoice received 21/06/2016. Accountability forms received 24/06/2016.
Oxford Plunket	\$250	April/May 2016	Invoice received 1/6/2016. Accountability forms received 15/11/2016.
Cust Netball Club *	\$250	April/May 2016	Invoice received 27/07/2016.

- 3.5. All but two of these 12 applicants have now returned accountability forms. The outstanding forms (marked in above table with *) relate to grants made to Waimakariri Arts Trust- Kaiapoi Art Expo (November 2015 round), and Cust Netball Club. Staff continues to follow up. The grant criteria states these groups will only become re-eligible for Board funding when their Accountability forms are received.
- 3.6. Summary of all additional returned accountability forms to 31 December 2016 relating to the July 2015-June 2016 Waimakariri District Council's financial year:
- 3.6.1. Keep Oxford Beautiful was granted \$250 towards the cost of upgrading and providing a historic photographic display and information panel about the Oxford Historic Jail.
 - 3.6.2. Oxford Pony Club was granted \$250 towards running a two-day show jumping course. This course was run by Tracey Kovacs, a professional instructor, at Burbank Equestrian centre. The money was used to subsidise the attendance costs of 16 club members. The children benefited from the professional instruction and gained skills.
 - 3.6.3. West Eyreton School used their grant of \$250 towards the cost of graphic design for a school banner. Their own attempts had not proved suitable for printing.
 - 3.6.4. Oxford Tennis Club's grant was used towards erecting a shelter on the eastern side of each tennis court in Pearson Park, providing players and spectators with protection from the sun and wind. Oxford Men's Shed undertook the labour and tennis club members stained the shelters.
 - 3.6.5. The Corcoran French Kaiapoi Art Expo was granted \$250 towards floral art and flower arrangements for stage and expo displays. He funds contributed to the overall running of a successful district event with more than 3,000 people attending.
 - 3.6.6. Oxford Community Trust used the \$250 the Board granted them towards the purchase of stationary for the O.S.C.A.R. holiday programme. Items purchased included canvas and paint, face paints and general equipment so new and a range of activities could be made available to the 226 attendances over the 10 day programme.
 - 3.6.7. Oxford Netball Club used their \$250 towards updating the Club's First Aid kits. This means the coaches, players and their parents can have confidence that any injuries can be correctly attended to.
 - 3.6.8. Oxford O.S.C.A.R used their grant of \$175 to send a staff member on a full first aid course, which will provide assurance to other staff, children and parents/caregivers that she is competent to react appropriately should an incident occur.

- 3.6.9. West Eyreton School utilised this grant to purchase a banner-stand. The stand and banner are mobile so will be used at school assemblies as well as in the school reception.
- 3.6.10. Oxford Plunket Volunteer group was granted \$250 towards the cost of a safety gate and toys for the Oxford Plunket Rooms. The gate has ensured the safety of toddlers near the kitchen. Toys have also been purchased to replace lost and/or damaged ones.
- 3.7. At the July 2016 meeting the Oxford-Eyre Ward Advisory Board decided to increase the frequency of grant round consideration from twice a year to every second month. This brought their grant management strategy in-line with the Community Boards who consider grant applications every month or every second month. The volume of applications being received at each of the bi-annual rounds considered by the Ward Advisory Board was also making decisions challenging.
- 3.8. In the first half of the 2016-2017 financial year the former Oxford-Eyre Ward Advisory Board, and the post-October 2016 elected Oxford-Ohoka Community Board, have approved seven applications. As at 31 December 2016 two accountability forms had been received.

Group	Amount granted	Month funds granted	Comments
Oxford-Area School-Senior Netball Team	\$250	July 2016	Invoice received 3/08/2016. Accountability forms received 8/09/2016.
Little by Little	\$250	July 2016	Invoice received 1/08/2016.
Oxford Play Centre	\$250	July 2016	Invoice received 22/08/2016. Accountability forms received 25/11/2016.
North Canterbury Family Violence Network	\$250	July 2016	No invoice on record as being received
Under Our Feet Charitable Trust	\$250	August 2016	Invoice received 5/09/2016
Okuku Pony Club	\$250	September 2016	Invoice received 10/11/2016.
Eyreton Pony Club	\$450	September 2016	No invoice on record as being received

- 3.9. Two of these seven applicants have now returned accountability forms. According to Grant criteria the remaining accountability forms are due six months after or when the project/event is complete. The six month period allowed for returning accountability forms will be completed for these groups in 2017.

- 3.10. Summary of returned accountability forms from the 1 June 2016 to 31 December 2016 period, being the first half of the current financial year:
- 3.10.1. Oxford Area School's Senior Netball team received \$250 from the Community Board's Discretionary Grant towards travel costs to the South Island Secondary Schools Tournament. The team finished 6 out of 16 teams. They played with commitment, dedication and never gave up. The Board's funds helped pay for the accommodation and the team is very thankful and appreciative of the Board's support.
 - 3.10.2. The Oxford Playcentre received \$250 from the Community Board's Discretionary Grant to purchase a new lawn mower which will enable volunteers to maintain the playcentre's playground.
- 3.11. Staff will continue to keep in contact with the groups to make sure the accountability forms are returned within six months of the grant being allocated, as outlined in the letter sent to successful applicants. If the group make any applications in the future, they will be reminded that it will not be considered by the Board until the accountability form from past applications has been completed and returned.
- 3.11. The Management Team has reviewed this report.

4. COMMUNITY VIEWS

- 4.1. Not applicable.

5. FINANCIAL IMPLICATIONS AND RISKS

- 5.1. The Board allocates funds to groups who meet the criteria set out in the application form.
- 5.2. Groups must complete and return an accountability form within six months to be eligible for future applications.

6. CONTEXT

6.1. Policy

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

6.2. Legislation

It is a delegation of the Board to distribute this fund as per clause 12 of the delegations to Community Boards, S-DM 1041.

6.3. Community Outcomes

- 6.3.1. People are friendly and caring, creating a strong sense of community in our District.
- 6.3.2. There are wide ranging opportunities for people of different ages to participate in community and recreational activities.

Karyn Ward
Community Board Advocate

Oxford-Eyre Ward Advisory Board

Accountability Form for 2015/2016 Discretionary Grant

For funding provided during the period 1/7/15 to 30/6/16



TRIM Record Number

This form is to tell the Board what you spent the money on

The purpose of the accountability form is to provide transparency in relation to public funds granted to community groups to provide the Board with feedback on the event/project and its impact in the community.

Please complete when the project is completed and return within six months of funds being granted. You must return this form in order to be eligible for future funding. The Board would also appreciate any photos, where practically possible, of the event/project. The information provided will be used in a report to the Board that will be publically available.

Name of group: Keep Oxford Beautiful

Date: ..November 2015..... Amount allocated: \$ 250.....

Purpose for grant ...for a photo and information panel about the Oxford Historic Jail.....

Please give details of how money was spent:

.....

\$
 \$
 \$



A description of the activities undertaken and benefits that have been achieved with these funds. Please include, where possible, photographs and the number of people who attended or were assisted:

Upgrade and provide historic photographic display of Oxford Jail.....

(Use additional pages if necessary)

Two authorised signatories to complete the details below:

Date 16/06/16.....

First contact name Paul Davies.....

Signature [Signature].....

Position Treasurer.....

Phone 03 3123316.....

Address 541 Steffens Rd.....

Oxford RD1 7495.....

Date

Second contact

Signature

Position

Phone

Address

12-07-16
Cheryl Norrish
ex Norrish
Secretary
03 3124977
11 Weka St
Oxford 7430

Oxford-Eyre Ward Advisory Board

Accountability Form for 2015/2016 Discretionary Grant Recipients

For funding provided during the period 1/7/15 - 30/6/16

This form is to tell the Board what you spent the money on

The purpose of the accountability form is to provide transparency in relation to public funds granted to community groups to provide the Board with feedback on the event/project and its impact in the community.

Please complete when the project is completed and return within six months of funds being granted. You must return this form in order to be eligible for future funding. The Board would also appreciate any photos, where practically possible, of the event/project. The information provided will be used in a report to the Board that will be publically available.

Name of group: Oxford-Eyre Pony Club
 Date: 27-7-16 Amount allocated: \$ 250.00
 Purpose for grant: Running a 2 DAY Showjumping Course

Please give details of how money was spent

Paid to Tracey Kovacs for a \$ 250.00
2 day course held on 23/24 January \$
2016 \$

A description of the activities undertaken and benefits that have been achieved with these funds.
 Please include, where possible, photographs and the number of people who attended or were assisted

A 2 day Showjumping course was run by Tracey Kovacs, a professional instructor, at Buckle Creek Equestrian Centre. The money was used to subsidize the costs for 16 of our members. Our children all benefited from top level instruction and gained new skills to use with their ponies, particularly when jumping.
 (Use additional pages if necessary)

Two authorised signatories to complete the details below:

Date	<u>27-7-16</u>	Date	<u>27-7-16</u>
First contact name	<u>Sam Wilson</u>	Second contact	<u>William Benson</u>
Signature	<u>[Signature]</u>	Signature	<u>[Signature]</u>
Position	<u>Instructor</u>	Position	<u>Secretary</u>
Phone	<u>03 3125 897</u>	Phone	<u>03 3125 205</u>
Address	<u>1285 Woodfield Rd</u>	Address	<u>1127 Woodfield Rd</u>
	<u>RPS Rangiora</u>		<u>RPS Rangiora</u>

Return to:

Community Board Advocate
 Waimakariri District Council
 Private Bag 1005
 Rangiora 7440





Oxford-Eyre Ward Advisory Board

Accountability Form for 2015/2016 Discretionary Grant Recipients

For funding provided during the period 1/7/15 - 30/6/16

This form is to tell the Board what you spent the money on

The purpose of the accountability form is to provide transparency in relation to public funds granted to community groups to provide the Board with feedback on the event/project and its impact in the community.

Please complete when the project is completed and return within six months of funds being granted. You must return this form in order to be eligible for future funding. The Board would also appreciate any photos, where practically possible, of the event/project. The information provided will be used in a report to the Board that will be publically available.

Name of group: West Eyreton School
 Date: 21/6/16 Amount allocated: \$ 250
 Purpose for grant: graphic design for school banner

Please give details of how money was spent:

Activate Design created \$ 250
graphics to be able to \$
print on a banner \$

A description of the activities undertaken and benefits that have been achieved with these funds.
 Please include, where possible, photographs and the number of people who attended or were assisted:

We were able to get banner to point of being
able to be printed as our own graphics
had not been sufficient.
Thank you so much for enabling this project
to still happen. ☺

(Use additional pages if necessary)

Two authorised signatories to complete the details below:

Date	<u>21/6/16</u>	Date	<u>21/6/16</u>
First contact name	<u>Kate Baldwin</u>	Second contact	<u>Jillian Gallagher</u>
Signature	<u>KBaldwin</u>	Signature	<u>J Gallagher</u>
Position	<u>Principal's Assistant</u>	Position	<u>Principal West Eyreton School</u>
Phone	<u>027 664 6282</u>	Phone	<u>03 312 5850</u>
Address	<u>804 Downs Rd</u>	Address	<u>1651 North Eyre Rd.</u>
	<u>RDB Rangiora</u>		<u>RDS Rangiora</u>

Return to: Community Board Advocate
 Waimakariri District Council
 Private Bag 1005
 Rangiora 7440





TAX INVOICE

West Eyreton School
1651 North Eyre Road
RD5 Rangiora 7475

Invoice Date
26 Feb 2016

Invoice Number
INV-6493

GST Number
097-687-722

Activate Design Ltd
PO Box 3871
Christchurch 8140
New Zealand

Description	Quantity	Unit Price	Amount NZD
Illustration work. Recreate supplied drawing using scalable vector based graphics. Supply as A3 vector .pdf file. Arrange on banner template. Supply various banner proof options.	2.50	95.00	237.50
Subtotal			237.50
TOTAL GST 15%			35.63
TOTAL NZD			273.13

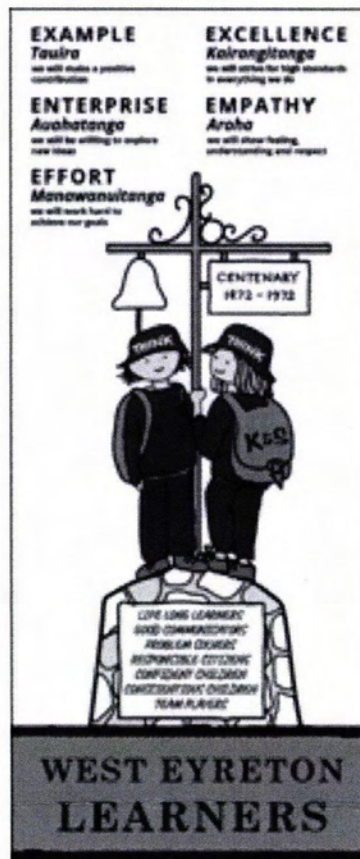
Due Date: 11 Mar 2016

Bank Deposit is preferred.

Please make payments into Kiwibank account number 38-9011-0752399-00. If paying by cheque please post to our PO Box address.

Invoices not paid on their due date may incur a late payment fee of 10%.

Activate Design: 336 Durham Street, Christchurch, New Zealand.
Phone: 0800 308 996



Oxford-Eyre Ward Advisory Board

Accountability Form for 2015/2016 Discretionary Grant Recipients

For funding provided during the period 1/7/15 - 30/6/16

This form is to tell the Board what you spent the money on

The purpose of the accountability form is to provide transparency in relation to public funds granted to community groups to provide the Board with feedback on the event/project and its impact in the community.

Please complete when the project is completed and return within six months of funds being granted. You must return this form in order to be eligible for future funding. The Board would also appreciate any photos, where practically possible, of the event/project. The information provided will be used in a report to the Board that will be publically available.

Name of group: OXFORD TENNIS CLUB

Date: Amount allocated: \$

Purpose for grant to build shelters beside courts in Pearson Park

Please give details of how money was spent:

Construction of shelters \$
\$
\$

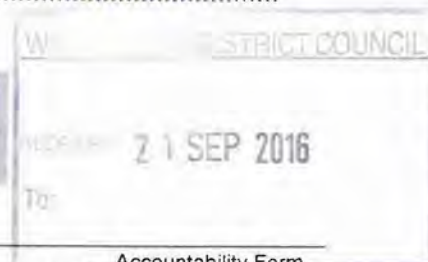
A description of the activities undertaken and benefits that have been achieved with these funds.
Please include, where possible, photographs and the number of people who attended or were assisted:

A shelter has been built on the eastern side of each tennis court in Pearson Park. This will provide players and spectators with protection from sun and wind. Oxford Mens' Shed have built the shelters and tennis club members have stained them
(Use additional pages if necessary)

Two authorised signatories to complete the details below:

Date	<u>Sept 15th 2016</u>	Date	<u>Sept 15th 2016</u>
First contact name	<u>Barbara Thompson</u>	Second contact	<u>Mark Frahm</u>
Signature	<u>Barbara H. Thompson</u>	Signature	<u>M.K. Frahm</u>
Position	<u>Secretary</u>	Position	<u>President</u>
Phone	<u>03 3124248</u>	Phone	<u>027 6611025</u>
Address	<u>4123 South Eyre Rd</u> <u>Oxford</u>	Address	<u>4 Tui Street</u> <u>Oxford</u>

Return to: Community Board Advocate
Waimakariri District Council
Private Bag 1005
Rangiora 7440





Oxford Community Men's Shed Trust
Bob Norrish
c/- Oxford Area School,
52 Bay Road
Oxford 7430
Email: oxfordcommunitymensshed@gmail.com

Date: 3rd August 2016

Invoice Number: 17

Invoice to: Oxford Tennis Club

Invoice For: Construction of two covered seats located on the tennis grounds.

Invoice amount: \$2500

Terms: Payment is due within 7 working days for the date shown above.

Electronic Payment Direct to: 38 9009 0392654 00 (Kiwi Bank) If paying directly please use 'Tennis Club' as the reference.

If paying by way of a cheque please make it out to: Oxford Community Men's Shed Trust.



Oxford Community Men's Shed Trust
Bob Norrish
c/- Oxford Area School,
52 Bay Road
Oxford 7430
Email: oxfordcommunitymensshed@gmail.com

Date: 5th September 2016

Receipt

To: Oxford Tennis Club

For: Construction of two covered seats located on the tennis grounds.

Amount: \$2500

Many thanks for payment of the account.

A handwritten signature in blue ink, appearing to read 'Trevor Scott'. The signature is written in a cursive style with a large 'T' and 'S'.

Trevor Scott

Oxford-Eyre Ward Advisory Board

Accountability Form for 2015/2016 Discretionary Grant Recipients

For funding provided during the period 1/7/15 - 30/6/16

This form is to tell the Board what you spent the money on

The purpose of the accountability form is to provide transparency in relation to public funds granted to community groups to provide the Board with feedback on the event/project and its impact in the community.

Please complete when the project is completed and return within six months of funds being granted. You must return this form in order to be eligible for future funding. The Board would also appreciate any photos, where practically possible, of the event/project. The information provided will be used in a report to the Board that will be publically available.

Name of group: West Eyreton School
 Date: 21/6/16 Amount allocated: \$ 250
 Purpose for grant: Purchase of a banner-stand

Please give details of how money was spent:

Purchase of a banner-stand \$ 250
 \$
 \$

A description of the activities undertaken and benefits that have been achieved with these funds. Please include, where possible, photographs and the number of people who attended or were assisted:

Had a banner designed and produced which is now located in full view in our school reception. The banner is mobile and will be used on stage for special school assemblies. It looks great, thank you!

(Use additional pages if necessary)

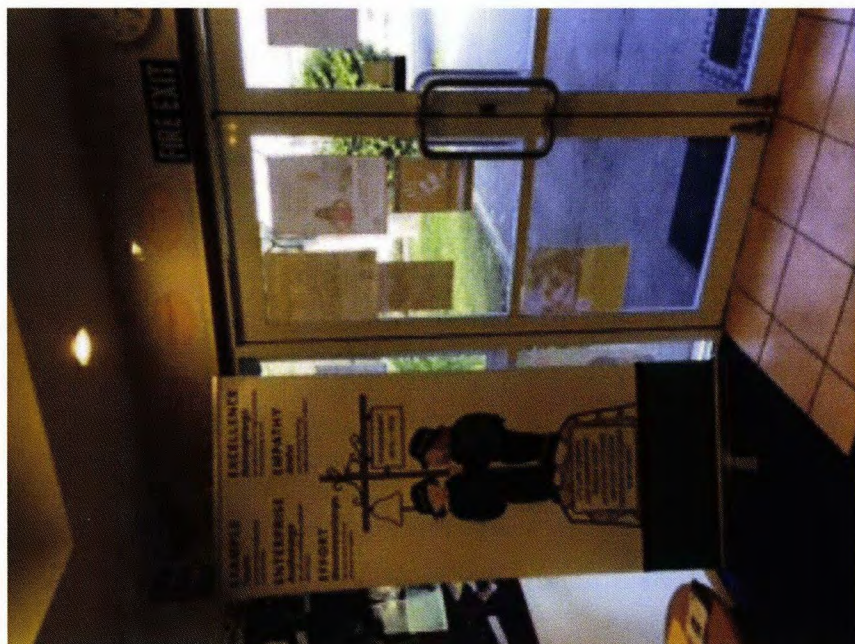
Two authorised signatories to complete the details below:

Date	<u>26/7/2016</u>	Date	<u>26/7/2016</u>
First contact name	<u>Kate Baldwin</u>	Second contact	<u>Jillian Gallagher</u>
Signature	<u>KBaldwin</u>	Signature	<u>J Gallagher</u>
Position	<u>Principal's Assistant</u>	Position	<u>Principal</u>
Phone	<u>027 6646 282</u>	Phone	<u>021 638815</u>
Address	<u>804 Downs Rd</u> <u>RDB Rangiora</u>	Address	<u>1651 North Eyre Rd</u> <u>RDS Rangiora 7475</u>

Return to:

Community Board Advocate
 Waimakariri District Council
 Private Bag 1005
 Rangiora 7440

WAIMAKARIRI DISTRICT COUNCIL	
RECEIVED	1 AUG 2016
To:	



KAIAPOI ART EXPO

17 August 2016

Louise Courtney
 Oxford-Eyre Advisory Board
 Private Bag 1005
 Rangiora 7440



Dear Louise

Thank you for your funding support towards in the 2016 Corcoran French Kaiapoi Art Expo.

Please find enclosed our grant accountability form for \$250.00 a donation received from Oxford-Eyre Advisory Board towards the running and operation costs of the 2015 Kaiapoi Art Expo.

Yet again the Kaiapoi Art Expo has proven to be a valued and popular event to the Waimakariri district. This year was the Expo showcased outstanding work from a selection of high caliber artists who attracted over 3,000 visitors to the Expo and encouraged them to purchase 149 artworks totaling \$38,422.00. This brings the total to \$ \$281,890 worth of artwork sold over the past 11 years by the Waimakariri Arts Trust on behalf of artists.

Our sincere thanks to all exhibitors for showcasing your work and congratulations to those who were successful with sales and obtaining new commissions or exhibiting offers. The Expo was established to support you as well to provide opportunity for the community to be able to appreciate your creative talent.

Derek Adair with this year's entry of "Shag Rock" won the John Rhind Funeral Directors' Public Choice Award. This is the first year Derek Adair has taken the honours. The Bowden Environmental Schools' Expo showcased artwork from very talented students from 11 Waimakariri schools. The schools' public choice vote went to Alyssa Morel from Clarkville School for her special portrait.

We thank the support of our many sponsors, with special thanks to Corcoran French Lawyers, Rātā Foundation, Visit Waimakariri, Bowden Environmental, Blackwell's Department Store and John Rhind Funeral Directors.

The aim of the Waimakariri Arts Trust is to foster arts in Waimakariri. As a registered charitable trust we endeavour to provide all artists with an opportunity to display your creative talent. Exhibitors represent a true cross-section of the art community, from amateur through to professional artists. All art mediums are encouraged to exhibit.

We want to ensure the Kaiapoi Art Expo reflects the diverse creative activity we know is happening in the Waimakariri and help celebrate it. We pride ourselves on trying to achieve this.

Please find enclosed our debrief document which has some interesting facts and figures on this year's Expo. Over the weekend we provided each visitor with an optional survey and encouraged him or her to fill it in. We received over 200 responses and will collate the results and use feedback to shape next year's 12 Expo ensuring it is bigger and better than this year's very successful Expo.

Yours sincerely



Dan Gordon
 Chairman
 Waimakariri Arts Trust



Waimakariri Arts Trust
 PO Box 389, Kaiapoi 7644
info@kaiapoiartexpo.co.nz
www.kaiapoiartexpo.co.nz

Organisers of the Annual Kaiapoi Art Expo

Oxford-Eyre Ward Advisory Board

Accountability Form for 2015/2016 Discretionary Grant Recipients

For funding provided during the period 1/7/15 - 30/6/16

This form is to tell the Board what you spent the money on

The purpose of the accountability form is to provide transparency in relation to public funds granted to community groups to provide the Board with feedback on the event/project and its impact in the community.

Please complete when the project is completed and return within six months of funds being granted. You must return this form in order to be eligible for future funding. The Board would also appreciate any photos, where practically possible, of the event/project. The information provided will be used in a report to the Board that will be publicly available.

Name of group: Waimakariri Arts Trust
 Date: 24/7/16 Amount allocated: \$ 250.00
 Purpose for grant: Kaiapoi Art Expo - Flowers for stage and Expo displays

Please give details of how money was spent:

<u>Floral art and flower arrangements</u>	\$
	\$ <u>250.00</u>
	\$

A description of the activities undertaken and benefits that have been achieved with these funds.

Please include, where possible, photographs and the number of people who attended or were assisted:

The funds contributed to the overall running of the very successful Kaiapoi Art Expo. Over 3,000 people visited the Expo and Kaiapoi. 20 local Waimakariri artists exhibited over 560 artworks. 20 Waimakariri residents volunteered time leading up to and during the Expo. There were three local groups involved in the Expo who were supported by the Trust.

(Use additional pages if necessary)

Two authorised signatories to complete the details below:

Date: <u>24/7/16</u> First contact name: <u>Jackie Watson</u> Signature: <u>[Signature]</u> Position: <u>Deputy Chair</u> Phone: <u>022 350 9547</u> Address: <u>Keely Pl, Ohoka</u>	Date: <u>24/7/16</u> Second contact: <u>Theresa Smith</u> Signature: <u>T. Smith</u> Position: <u>Coordinator</u> Phone: <u>021 659 127</u> Address: <u>10 Lionel St</u> <u>Avonside</u>
---	--

Return to:

**Community Board Advocate
 Waimakariri District Council
 Private Bag 1005
 Rangiora 7440**

Oxford-Eyre Ward Advisory Board

Accountability Form for 2015/2016 Discretionary Grant Recipients

For funding provided during the period 1/7/15 - 30/6/16

This form is to tell the Board what you spent the money on

The purpose of the accountability form is to provide transparency in relation to public funds granted to community groups to provide the Board with feedback on the event/project and its impact in the community.

Please complete when the project is completed and return within six months of funds being granted. You must return this form in order to be eligible for future funding. The Board would also appreciate any photos, where practically possible, of the event/project. The information provided will be used in a report to the Board that will be publically available.

Name of group: Waimakariri Arts Trust
 Date: 24/7/16 Amount allocated: \$ 250.00
 Purpose for grant: Running costs associated with running the Kaiapoi Art Expo

Please give details of how money was spent:

Flower arrangements and
installation

\$ 250.00

\$

\$

A description of the activities undertaken and benefits that have been achieved with these funds.
 Please include, where possible, photographs and the number of people who attended or were assisted:

(Use additional pages if necessary)

Two authorised signatories to complete the details below:

Date: <u>24/7/16</u>	Date: <u>24/7/16</u>
First contact name: <u>Jackie Watson</u>	Second contact: <u>Therese Smith</u>
Signature: <u>[Signature]</u>	Signature: <u>T. Smith</u>
Position: <u>Deputy Chair</u>	Position: <u>Coordinator</u>
Phone: <u>022 350 9547</u>	Phone: <u>021 659127</u>
Address: <u>Keefly Pl, Ohoka</u>	Address: <u>10 Lionel St</u> <u>Aronside</u>

Return to:

**Community Board Advocate
 Waimakariri District Council
 Private Bag 1005
 Rangiora 7440**

D E B R I E F

2016 Corcoran French Kaiapoi Art Expo – 23 & 24 July 2016 Kaiapoi Arts Week – 18 – 23 July 2016

Who

98 Waimakariri artists with 33 new artists and 65 returning artists
11 Waimakariri Schools
20 Arts Week events
350 attended the Corcoran French Lawyers Official Opening
3500 visitors to the Kaiapoi Art Expo

Results

568 exhibits on display plus 11 school panels
149 artworks sold with 68% of artists who sold work

Attendance and Sale Statistics

The Expo continues to maintain steady attendance and sales. This year the number of artists that sold work was the highest since 2010 with a massive 68% of artists who sold work.

<i>Year</i>	<i># of Artists</i>	<i># of art works exhibited</i>	<i>% of Artists that sold work</i>
2016	98	568	68%
2015	88	509	55%
2014	105	523	54%
2013	110	672	53%
2012	100	544	59%
2011	103	634	23%
2010	126	649	21%

Artists and Artwork

The aim of the Waimakariri Arts Trust is to foster Arts in the Waimakariri.

<i>Location of Artists</i>	<i>2016</i>	<i>2015</i>	<i>2014</i>	<i>2013</i>	<i>2012</i>	<i>2011</i>
Rangiora	40%	26%	36%	48%	42%	27%
Kaiapoi/Clarkville	32%	27%	28%	17%	47%	33%
Ashley/Loburn	2%	6%	7%			
Woodend	3%	6%	7%	6%	0%	0%
Waikuku Beach (Woodend)	3%	7%	8%	4%	7%	9%
Pegasus Town (Woodend)	3%	6%	1%	0%	0%	1%
Oxford/Fernside/Swannanoa/Ohoka	5%	15%	10%	2%	5%	4%
Groups	1%	8%	2%	3%	0%	0%
RD Kaiapoi				5%		13%
RD Rangiora				15%		14%
Outside Waimakariri	11%					

Schools' Expo

The Bowden Environmental Schools' Expo showcased artwork from very talented students from 11 Waimakariri schools. The schools' public choice vote went to Alyssa Morel from Clarkville School for her special portrait. Runner up was Ashleigh Broadhurst from Kaiapoi High School.

DEBRIEF

2016 Corcoran French Kaiapoi Art Expo – 23 & 24 July 2016
Kaiapoi Arts Week – 18 – 23 July 2016

Funding

The Expo is funded through sponsorship, funding and artists' contributions. This year the Kaiapoi Arts Week is funded through Enterprise North Canterbury (Visit Waimakariri), Mike Pero and Ashton Wheelans.

Public Choice

Again public were encouraged to vote for their favourite artwork. The winners were:

- 1st** Derek Adair, *Shag Rock*
- 2nd** Ivan Button, *Rangiora Town Hall*
- 3rd** Mark Adams, *High Country Hives*

Other Awards

This year the Waimakariri Arts Trust voted the following as winners:

- | | |
|--|---------------------------------------|
| Outstanding Pencil - Katherine Jacob | Outstanding Landscape - Jenny Burt |
| Outstanding Photography - Abby Souter | Best New Artist - Rick Rubens |
| Outstanding Abstract - Margryt Fennema | Outstanding Watercolour - Ivan Button |
| Outstanding Acrylic - Diana Gillanders | Outstanding Panel - Paula Jackson |

Media & Advertising

This year the Trust increased advertising media to include **social media** and **two radio campaigns** to the already extensive marketing plan, which includes:

- Ads and media releases printed in local, North Canterbury and Christchurch newspapers and magazines
- Billboards erected around North Canterbury
- 44,000 postcards promoting the Expo and Arts Week distributed to residents around Canterbury
- Presence on a variety of event websites, radio notice boards and in school newsletters

Sponsors

Our sincere thanks to the organisations and businesses that supported the 2016 Kaiapoi Art Expo and Kaiapoi Arts Week.

Rātā Foundation - www.ratafoundation.org.nz

Visit Waimakariri

Corcoran French Lawyers

Bowden Environmental – Schools' Expo Sponsor

John Rhind Funeral Directors – Public Choice Award Sponsor

Blackwell's Department Store - Guest Artist Sponsor

Waimakariri District Council - Funder

Ashton Wheelans, Mike Pero, Property Lifestyle Concepts – Gold Sponsors

Canvas Technology, Essence North Canterbury, Investment World, Kaiapoi Club, Kaiapoi Mill,

Unichem Fenwick's Pharmacy – Silver Sponsors

Artprint - Derek Adair, Cameo Fine Arts, Ivan Button, Kaiapoi Florist and Gifts - Sponsors

Oxford-Eyre Ward Advisory Board

Accountability Form for 2015/2016 Discretionary Grant Recipients

For funding provided during the period 1/7/15 - 30/6/16

This form is to tell the Board what you spent the money on

The purpose of the accountability form is to provide transparency in relation to public funds granted to community groups to provide the Board with feedback on the event/project and its impact in the community.

Please complete when the project is completed and return within six months of funds being granted. You must return this form in order to be eligible for future funding. The Board would also appreciate any photos, where practically possible, of the event/project. The information provided will be used in a report to the Board that will be publically available.

Name of group: Oxford Community Trust - Waimak Kids OSCAR

Date: 04-07-16 Amount allocated: \$ 250.00

Purpose for grant to purchase stationary for OSCAR programme

Please give details of how money was spent:

Office Max - Stationary \$ 295.11
 \$
 \$

A description of the activities undertaken and benefits that have been achieved with these funds.

Please include, where possible, photographs and the number of people who attended or were assisted:

Canvas painting, wall hangers, face painting,
kite making, puppet making,
it is great to offer new and different activities
to the children with the correct equipment.
we had 226 attendances over the 10 days of holiday programme

(Use additional pages if necessary)

Two authorised signatories to complete the details below:

Date <u>8/8/2016</u>	Date <u>10/8/16</u>
First contact name <u>David McPherson</u>	Second contact <u>Maree Felstead</u>
Signature <u>David B McPherson</u>	Signature <u>M. Felstead</u>
Position <u>OCT Chairman</u>	Position <u>OCT Treasurer</u>
Phone <u>027 223 1870</u>	Phone <u>03 3124673</u>
Address <u>150 Woodside rd</u>	Address <u>2 Campbell lane</u>
<u>Oxford 7495</u>	<u>Oxford</u>

Return to:

**Community Board Advocate
 Waimakariri District Council
 Private Bag 1005
 Rangiora 7440**

WAIMAKARIRI DISTRICT COUNCIL
RECEIVED 15 JUL 2016
To:

OfficeMax79
TAX INVOICE

Customer Service

Freephone 0800 426 473

GST No: 51-032-713

Deliver From

OFFICEMAX CHRISTCHURCH DC
35 HICKORY PLACE
HORNBY
CHRISTCHURCH

BUSINESS EXPRESS SOUTH 9999

Deliver To

Julia Ealam
37 Main Street
Oxford
STH

3 Parcel(s)

Page 1

Customer Number	Customer Order Number	Relates To	Date	Invoice / Credit Number
R29998		12664458	04/07/16	12664458

Product Code	Shipped	B/order	Product Description	Price	Unit	Amount
2831074	1	0	PAINT TEMPERA SUPER FAS 2 LITRE YELLOW	13.90	EACH	13.90
2830914	1	0	PAINT TEMPERA SUPER FAS 2 LITRE BLUE	13.90	EACH	13.90
2831066	1	0	PAINT TEMPERA SUPER FAS 2 LITRE WHITE	13.90	EACH	13.90
2831031	1	0	PAINT TEMPERA SUPER FAS 2 LITRE BRILLIANT RED	13.90	EACH	13.90
2830906	1	0	PAINT TEMPERA SUPER FAS 2 LITRE BLACK	13.90	EACH	13.90
2830973	1	0	PAINT TEMPERA SUPER FAS 2 LITRE GREEN	13.90	EACH	13.90
2451921	2	0	PAPER A4 80GSM OFFICEMAX PREMIUM 20 ASSORTD COL PK	19.97	PACK	39.94
1046047	4	0	SCISSORS OFFICEMAX STANDARD 175MM	5.41	EACH	21.64
2625725	1	0	SCISSORS LEFT HANDED MOULDED PLASTIC HANDLE 216MM	6.51	EACH	6.51
2855062	1	0	SCISSORS STAND 30 HOLES 110X300X145MM (HxWxD)	21.73	EACH	21.73
2671743	1	0	PAINT FACE SNAZAROO 18ML POT ORANGE	13.90	EACH	13.90
2671778	1	0	PAINT FACE SNAZAROO 18ML POT SKY BLUE	13.90	EACH	13.90
2671794	1	0	PAINT FACE SNAZAROO 18ML POT WHITE	13.90	EACH	13.90
2671077	1	0	PAINT FACE SNAZAROO 18ML POT BRIGHT PINK	13.90	EACH	13.90
2671050	1	0	PAINT FACE SNAZAROO 18ML POT BLACK	13.90	EACH	13.90
2671093	1	0	PAINT FACE SNAZAROO 18ML POT BRIGHT YELLOW	13.90	EACH	13.90

OfficeMax New Zealand Limited

If you have any queries with delivery or invoice, or would like to return an item, please contact customer service within 14 days of receipt

Subtotal	256.62
GST	38.49
Total	295.11
Paid by Credit Card	

REMITTANCE ADVICE - Return to OfficeMax, Private Bag 92831, Auckland 1642 or email to receipting@officemax.co.nz

Acceptance of these goods implies acceptance of our current Terms & Conditions of Trade. Please visit our website www.officemax.co.nz for full details.

Invoice To	Customer No.	Amount Paid
BUSINESS EXPRESS SOUTH 9999	R29998	
	Bill To No. 92083891	
	Date 04/07/16	
	Invoice/Credit No. 12664458	Cheque Number
	Total 295.11	

BANK ACCOUNT FOR DC - 030255 0176753 00, PLEASE QUOTE ACCOUNT AND INVOICE NUMBER ON PAYMENT



WAIMAKARIRI DISTRICT COUNCIL

Oxford-Eyre Ward Advisory Board Grant Accountability Form For funding provided during the period 1/7/14- 30/6/15

Please attach latest copy of organisations annual accounts

**Return to the address listed below as soon as the projects are completed
and not later than six months from funds being granted.**

You must return this form in order to be eligible for future funding

Name of group: Oxford Netball Club
 Amount allocated: \$ 250-00
 Date: November 2014
 Purpose for grant: updating First Aid Kits
 Please give details of how money was spent:
Oxford Pharmacy - cost rate for items \$ 563-44
Kip it - containers \$ 48-00
 \$
 \$

A brief description of the activities undertaken and benefits that have been achieved with these funds:

Confidence within coaching team and players & their
parents that any injuries can be correctly attended to

(Continue on further page if necessary.)

Name and signature of two people:

First contact name: Cathy Duncan
 Signature: [Signature]
 Position: Treasurer
 Phone: 3124763
 Address: 22 Powells Road
 Date: February 2015

Second contact: Michelle Maginness
 Signature: [Signature]
 Position: President
 Phone: 027 229 7351
 Address: 839 Thongwater Rd
 Date: March 2016

Return to: Louise Courtney
 Board Secretary
 Waimakariri District Council
 Private Bag 1005, Rangiora 7440

Oxford Netball Club - 2014 Season

Financial Statement for the 12 months ended 31 December 2014

Opening Balance 1 January 2014 \$ 3,555.87

Plus Income:

Registrations	\$ 2,100.00	
Subscriptions	\$ 8,835.00	
Donations & Sponsorship	\$ 1,939.00	
Fundraising	\$ 1,618.50	
Interest Received	\$ 46.72	
Misc (Fees, Jellybean & Twilight)	\$ 285.00	
	<u> </u>	
		\$ 14,824.22
		<u>\$ 18,380.09</u>

Less Expenses:

Uniforms	\$ 2,490.77	
N.C. Levies	\$ 8,622.00	
Advertising/Photocopying/Hall Hire/Insurance	\$ 742.56	
Purchases / Stationery	\$ 244.00	
Gifts	\$ 100.00	
Fundraising Expenses	\$ 40.00	
Prizegiving Expenses	\$ 771.11	
Miscellaneous (Excludes monies transferred between current and savings accounts)	\$ 200.42	
	<u> </u>	
		<u>\$ 13,210.86</u>

Closing Balance 31 December 2014

\$ 5,169.23

Balance at Kiwi Bank 31 December 2014

Cheque Account	\$ 28.78	
Savings Account	\$ 5,140.45	
32Day Notice Savings Account	\$ -	
	<u> </u>	
		<u>\$ 5,169.23</u>

I have audited the accounts of the Oxford Netball Club and found them to be a true and fair record of their Financial Activities according to information supplied.



Jenny Hildyard
Hon Auditor

Date: 6.2.15

Oxford-Eyre Ward Advisory Board

Accountability Form for 2015/2016 Discretionary Grant Recipients

For funding provided during the period 1/7/15 - 30/6/16

This form is to tell the Board what you spent the money on

The purpose of the accountability form is to provide transparency in relation to public funds granted to community groups to provide the Board with feedback on the event/project and its impact in the community.

Please complete when the project is completed and return within six months of funds being granted. You must return this form in order to be eligible for future funding. The Board would also appreciate any photos, where practically possible, of the event/project. The information provided will be used in a report to the Board that will be publically available.

Name of group: Oxford OSCAR

Date: 02/08/2016 Amount allocated: \$ 175-00

Purpose for grant A full first aid course for Tina (staff member).

Please give details of how money was spent:

Medi Train 1st Aid course \$ 175-00

\$

\$

A description of the activities undertaken and benefits that have been achieved with these funds.

Please include, where possible, photographs and the number of people who attended or were assisted:

This grant enabled us to send Tina Jackson on a 1st Aid course. This provides us and our children and parents/caregivers with the assurance that she has training should an incident arise. Another First Aider in the community should also be of benefit to the community.

(Use additional pages if necessary)

Two authorised signatories to complete the details below:

Date 2/8/16 Date 2/8/16

First contact name Bill Graydon Second contact Sanya Sillars

Signature [Signature] Signature [Signature]

Position Manager Position Trust Chair

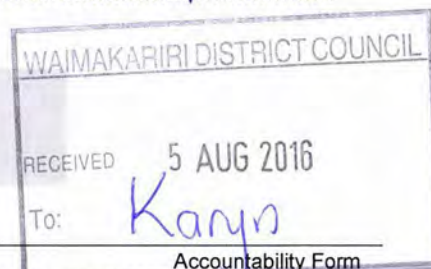
Phone (03) 312-4834 Phone 3121 600

Address 146 D. High St Address 1840 CARLETON RD

Oxford OXFORD, 7495

Return to:

Community Board Advocate
Waimakariri District Council
Private Bag 1005
Rangiora 7440



OSCAR Network in Christchurch

PO Box 7101, Sydenham
25 Disraeli Street, Addington
CHRISTCHURCH 8240

03 379 3915
GST No: 63-407-836

TAX INVOICE/STATEMENT

Oxford OSCAR
PO Box 49
168 High Street
Oxford 7430

Tax Invoice 1080
Date 27-Jul-2016
Customer code 713
Reference
Page 1

Code	Description	Quantity	Each	GST	Total
TRAMEM	13/8/16 First Aid Training Full Refresher	1	152.17	22.83	175.00

This invoice includes GST of \$ 22.83

AMOUNT DUE

175.00

If paying by Direct Credit please bank to account 03-1704-0041112-01

Total	Current	30 days	60 days	90days+
175.00	175.00	0.00	0.00	0.00

REMITTANCE ADVICE (Please detach and return)

TO: OSCAR Network in Christchurch
PO Box 7101, Sydenham
25 Disraeli Street, Addington
CHRISTCHURCH 8240

From: Oxford OSCAR
Customer Code: 713
Inv No: 1080
Date: 27-Jul-2016
Invoice Total: 175.00

Oxford-Eyre Ward Advisory Board

Accountability Form for 2015/2016 Discretionary Grant Recipients

For funding provided during the period 1/7/15 - 30/6/16

This form is to tell the Board what you spent the money on

The purpose of the accountability form is to provide transparency in relation to public funds granted to community groups to provide the Board with feedback on the event/project and its impact in the community.

Please complete when the project is completed and return within six months of funds being granted. You must return this form in order to be eligible for future funding. The Board would also appreciate any photos, where practically possible, of the event/project. The information provided will be used in a report to the Board that will be publically available.

Name of group: Oxford Plunket Volunteer Group

Date: Amount allocated: \$ 250.00

Purpose for grant Safety gate + toys for the Oxford Plunket Rooms

Please give details of how money was spent:

Safety gates	\$ 104.35
Toys	\$ 112.18
.....	\$

A description of the activities undertaken and benefits that have been achieved with these funds.

Please include, where possible, photographs and the number of people who attended or were assisted:

The safety gates purchased have ensured that toddlers are kept out of the kitchen & safe and that the doors leading outside can be left open during the warmer months & the toddlers kept safely indoors. Toys purchased have replaced lost/damaged ones.

(Use additional pages if necessary)

Two authorised signatories to complete the details below:

Date <u>10/11/16</u>	Date <u>10/11/16</u>
First contact name <u>Pollyanne Peña</u>	Second contact <u>Andrea Davis</u>
Signature <u>Papeña</u>	Signature <u>Aberty</u>
Position <u>Funding Coordinator</u>	Position <u>Treasury Coordinator</u>
Phone <u>021 829255</u>	Phone <u>03 366 7940</u>
Address <u>5 Twigger St</u>	Address <u>5 Twigger Street</u>
<u>Addington</u>	<u>Addington</u>

Return to:

Community Board Advocate
Waimakariri District Council
Private Bag 1005
Rangiora 7440

86



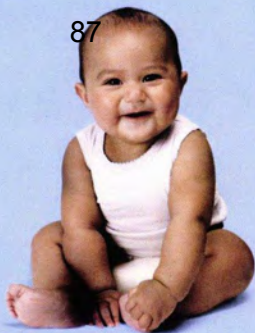
Pollyanne Pena

021 611 402 M

Grants Coordinator
pollyanne.pena@plunket.org.nz

5 Twigger Street
Addington, Christchurch

87



Together, the
best start
for every child

Mā te mahi ngātahi e
puāwai ai ā tātou tamariki

Plunket

giggle, GURGLE, burp...

To the members of the Oxford-Eyene
Ward Advisory board, our sincere
thanks for your support of The
Oxford Plunket Group - some
photos attached of our babies
enjoying the space.

In gratitude, Pelly & the
team at
Plunket

Together, the best start for every child | Whānau āwhina

To: RNZPS Canterbury Area Inc
Canterbury Plunket Centre
5 Twigger Street
Addington
Christchurch 8024
NEW ZEALAND

Invoice Date

27 Sep 2016

S Roberts - Oxford

Reference Number

Expense claim for Oxford

Description	Quantity	Unit Price	GST	Amount NZD
Kmart Toys purchased for Oxford-Eyre Grant	1.00	108.70	15%	108.70
Kmart Toys purchased for Oxford-Eyre Grant	1.00	3.48	15%	3.48
The warehouse safety gates purchased for Oxford-Eyre Grant	1.00	104.35	15%	104.35
Subtotal				216.53
TOTAL 15%				32.47
TOTAL NZD				249.00
Less Amount Paid				249.00
AMOUNT DUE				0.00
DUE DATE				7 Oct 2016

This is not a tax invoice

KHART RICCARTON WWW.KHART.CO.NZ
TAX INVOICE GST NO. 64-086-766



MANAGER: EMMA PH: (03) 344 8200
19/09/16 13:35 091 SALES 0205 8210 091

TRAIN WITH BLOCKS	9341102976291	12.00
MINI ACTIVITY CUBE	9341103787933	12.00
ACTIVITY TRIANGLE	9341103406643	15.00
WOODEN CITY BLOCKS	9341103791749	15.00
6 IN 1 WOODEN PUZZL	9341102693808	17.00
WOODEN EARTHWORKS	9341103787254	19.00
6 IN 1 ACTIVITY	9341103004351	35.00

TOTAL NUMBER OF ITEMS IN SALE = 7

	TOTAL	125.00
KHART		
RICCARTON	NZ	
19/09/16	13:35	
00010010587987	Z21091	
***** 2028	MASTERCARD	
KiwiBank	AID A0000000041010	
APSN 0000	ATC 0475	
	CREDIT ACCOUNT	
PURCHASE	NZD\$ 125.00	
RRN 000091020501	(00)APPROVED	
AUTH 235270		
EFT	125.00	
GST AMOUNT	16.30	

PLEASE RETAIN THIS RECEIPT
AS PROOF OF PURCHASE
THANK YOU FOR SHOPPING WITH KHART

Open 8am until Midnight, 7 days

the warehouse //
where everyone gets a bargain

The Warehouse
Northlands Shopping Centre
Papanui, Christchurch
Phone: (03) 352-3111

Till: 120XK
Tax Invoice GST # 41-482-354
OK: 36308 SP: LILIAN 07-Sep-16 10:29am

Product	Unit	Qty	Total
9312742307769 D/B Liberty Saf	\$60.00 a	2	\$120.00

Total \$120.00
includes GST of \$15.65
EFTPOS MASTERCARD \$120.00

-----EFTPOS-----
TERMINAL *****1401
07 Sep 16 10:29
MASTERCARD Contactless
AID A0000000041010
APP LABEL KiwiBank
CARD *****2028
PAN SEQ Number 00
AUTHORISATION 401662
REFERENCE 398530
PURCHASE NZD120.00
TOTAL NZD120.00

APPROVED

PIN VERIFIED

CUSTOMER COPY

PLEASE RETAIN
FOR YOUR RECORDS



KHART RICCARTON WWW.KHART.CO.NZ
TAX INVOICE GST NO. 64-086-766



MANAGER: EMMA PH: (03) 344 8200
19/09/16 13:43 091 SALES 0208 8210 091

NUMBER PEG PUZZLE 9341102693792 4.00

TOTAL NUMBER OF ITEMS IN SALE = 1

TOTAL 4.00
KHART

RICCARTON	NZ
19/09/16	13:43
00010010587987	Z21091
***** 2028	MASTERCARD
KiwiBank	AID A0000000041010
APSN 0000	ATC 0477
	CREDIT ACCOUNT
PURCHASE	NZD\$ 4.00
RRN 000091020801	(00)APPROVED
AUTH 505378	
NO PIN OR SIGNATURE REQUIRED	

4.00 .52

EFT

GST AMOUNT
PLEASE RETAIN THIS RECEIPT
AS PROOF OF PURCHASE
THANK YOU FOR SHOPPING WITH KHART

Open 8am until Midnight, 7 days





Oxford-Eyre Ward Advisory Board

Accountability Form for 2016/2017 Discretionary Grant Recipients

For funding provided during the period July 2016 – September 2016

RECEIVED

8 SEP 2016

This form is to tell the Board what you spent the money on

To:

The purpose of the accountability form is to provide transparency in relation to public funds granted to community groups to provide the Board with feedback on the event/project and its impact in the community.

Please complete when the project is completed and return within six months of funds being granted. You must return this form in order to be eligible for future funding. The Board would also appreciate any photos, where practically possible, of the event/project. The information provided will be used in a report to the Board that will be publically available.

Name of group: Oxford Area School Senior Netball Team

Date: 4.9.16 Amount allocated: \$ 250.00

Purpose for grant: Help with Travel costs to South Island

Secondary Schools Tournament

Please give details of how money was spent:

Aloha Bed & breakfast \$ 3465.00

Total \$

\$

A description of the activities undertaken and benefits that have been achieved with these funds.

Please include, where possible, photographs and the number of people who attended or were assisted:

The OAS senior netball team finished a proud 6th out of 16 teams. The team played with commitment, dedication and never gave up to the final whistle in every game. Your funds helped pay for the accommodation for the week in Nelson for the girls. We thank you very much and appreciate your support (Use additional pages if necessary)

Two authorised signatories to complete the details below:

Date 4/9/16

Date

First contact name Jue Williams

Second contact

Signature [Signature]

Signature

Position Netball Coordinator

Position

Phone 3124197

Phone

Address 52 Bay Rd

Address

Oxford

4/9/16

Jerry Hilyard

[Signature]

Bursar

3124197

52 Bay Rd

Oxford

Return to:

Community Board Advocate
Waimakariri District Council
Private Bag 1005
Rangiora 7440



Aloha Lodge Bed and Breakfast

19 Beach Road Tahunanui
Nelson
Tel: 03 546 4000
Reservations: 0800 468 564
Web Site: www.alohalodge.co.nz
Email: enquiries@alohalodge.co.nz

Tax Invoice

GST No: 11-023-9793

Inv No.: 7002745

Date: 28 Aug 2016

Guest: Oxford Netball +1

Ref:

Oxford Netball

Sue

Oxford

Canterbury

New Zealand

Date	Description	Qty	Unit Cost	GST Content	Total
28 Aug 16	Accommodation: 28 Aug 16 - 2 Sep 16 (Rm811)	5	99.00	64.57	495.00
28 Aug 16	Accommodation: 28 Aug 16 - 2 Sep 16 (Rm836)	5	99.00	64.57	495.00
28 Aug 16	Accommodation: 28 Aug 16 - 2 Sep 16 (Rm833)	5	99.00	64.57	495.00
28 Aug 16	Accommodation: 28 Aug 16 - 2 Sep 16 (Rm828)	5	99.00	64.57	495.00
28 Aug 16	Accommodation: 28 Aug 16 - 2 Sep 16 (Rm815)	5	99.00	64.57	495.00
28 Aug 16	Accommodation: 28 Aug 16 - 2 Sep 16 (Rm819)	5	99.00	64.57	495.00
28 Aug 16	Accommodation: 28 Aug 16 - 2 Sep 16 (Rm821)	5	99.00	64.57	495.00
		GST Content	451.99	Total	3,465.00

Payment Terms:

On Departure

Payments

Date	Description	Type	Amount
1 Sep 2016	Payment received for stay 28/08/2016 to 2/09/2016.	Visa	3,465.00

Remittance Advice

Aloha Lodge Bed and Breakfast

19 Beach Road
Tahunanui
Nelson
7011

Guest: Oxford Netball +1
wil.oxford@farmside.co.nz

Inv Ref: 7002745

Balance Due: 0.00

Amount Paid:

This invoice can be paid directly into our bank acct.
Acct No: 0307030824372000

Oxford-Eyre Ward Advisory Board

Accountability Form for 2016/2017 Discretionary Grant Recipients

For funding provided during the period July 2016 – September 2016

This form is to tell the Board what you spent the money on

The purpose of the accountability form is to provide transparency in relation to public funds granted to community groups to provide the Board with feedback on the event/project and its impact in the community.

Please complete when the project is completed and return within six months of funds being granted. You must return this form in order to be eligible for future funding. The Board would also appreciate any photos, where practically possible, of the event/project. The information provided will be used in a report to the Board that will be publically available.

Name of group: Oxford Playcentre

Date: Amount allocated: \$ 250.00

Purpose for grant: Purchase of a new lawn mower

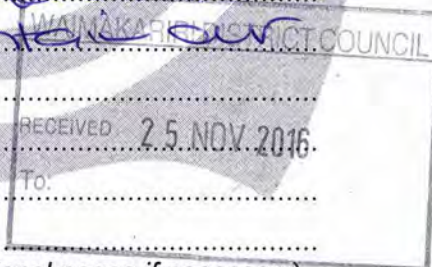
Please give details of how money was spent:

Purchase of a new mower \$ \$250.00
 \$
 \$

A description of the activities undertaken and benefits that have been achieved with these funds.

Please include, where possible, photographs and the number of people who attended or were assisted:

We were able to purchase a new mower
to help our volunteers maintain our
Playground.



(Use additional pages if necessary)

Two authorised signatories to complete the details below:

Date: 21.11.16
 First contact name: Rachel Ford
 Signature: [Signature]
 Position: Treasurer
 Phone: 0278569799
 Address: 14 Park Avenue
Oxford

Date: 21.11.2016
 Second contact: Salvatore Elias-Drago
 Signature: [Signature]
 Position: President
 Phone: 0275315687
 Address: 308 Ashley Gorge Rd
RDL - Oxford 7495

Return to:

Community Board Advocate
 Waimakariri District Council
 Private Bag 1005
 Rangiora 7440



Oxford Playcentre

Main Street
Oxford 7430
Telephone: 027 265 9873



To the Oxford-Eyre Advisory Board,

On behalf of all of our families we would like to thank you for your generous grant towards the purchase of a new lawnmower.

Our Playcentre is run by volunteers and the upkeep of our playground and lawns is a time consuming job. Our old lawnmower was difficult to start and no longer had a catcher. With the funds you have granted we have been able to purchase a new lawnmower which more than meets our needs.

We appreciate the support you give our community.

Kindest regards,

The families and children of Oxford Playcentre.



WAIMAKARIRI DISTRICT COUNCIL**REPORT**

FILE NO: cpr-06-0986/170106000629

REPORT TO: Oxford-Ohoka Community Board

DATE OF MEETING: 9 February 2017

FROM: Monese Ball, Property Officer

SUBJECT: Property Lease/Licence Renewals 01 January 2017 to 31 December 2017

SIGNED BY:
(for Reports to Council or
Committees)


Department Manager


Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to advise Community Board Members of leases/licences that are due for renewal over 2017, and to also provide information on what Leases/Licences are held within their area.
- 1.2. The Property Unit manage over 300 property leases/licences on behalf of the Council and are held for generally recreation, community facilities, farming, roading and drainage activities. The following attachment shows those licences/leases within this Ward and highlights those that are due for renewal or review in the upcoming year (**in blue**).
- 1.3. The nature, vicinity and use of the land for both Lessee and Council often determine what value Council receives for the land/lease property.
- 1.4. Licences/Leases with \$1 if demanded payment are associated to Council's Community Recreation Team and are normally community based activities or sporting clubs that offer a service to the local community and in some instances assist in the maintenance of the leased land.
- 1.5. There are a number of gravel pit reserves in our district and in most instances they form part of neighbouring farm land. The rental amount can be lower due to the condition of the land and the saving to Council, in the maintenance costs associated to the land.
- 1.6. It has been indicated where rental has been set by way of Tender.
- 1.7. Due to the extended information now given in this report, it is attached by way of spreadsheet

Attachment:

- i. Spreadsheet of Leases/Licences for Oxford-Ohoka Community Board ward area.

2. RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** attached report number 170106000629.
- (b) **Notes** the upcoming renewals, status and nature of the lease/licence agreements.

3. ISSUES AND OPTIONS

- 3.1. Often land is adjacent to farm land, or can be land locked esplanade reserve in isolated areas, where the return achieved is often set at a rate that equates to a “best option” and sometimes the only lease option where it is beneficial to receive some nominal fee as well as ensuring the land is well maintained.
- 3.2. Where there is an economic return/high interest in the land, this is generally advertised through a tender process.
- 3.3. The Management Team has reviewed this report and supports the recommendations

4. COMMUNITY VIEWS

- 4.1. Have not been specifically sought.
- 4.2. Where the land has significant interest, the land is leased through the Council's tendering process.

5. FINANCIAL IMPLICATIONS AND RISKS

- 5.1. Receiving nominal rental is quite often the best option, where the Lessee is maintaining the land, as well as fencing, vegetation and security.
- 5.2. Not to lease for a nominal fee can be detrimental to Council, through an increase in maintenance costs.

6. CONTEXT

6.1. Policy

- 6.1.1. This matter is not a matter of significance in terms of the Council's Significance Policy.
- 6.1.2. Under Council's Treasury Policy, where land is identified as surplus to requirements, and land is sold and generally applied to general rates or the activity the land related to.
- 6.1.3. Council is consulting with the community in respect of the rational for charges relating to Community Facilities and Reserves.
- 6.1.4. Under the Delegations to the Community Board (reference S-DM 1041);
 15. Delegated authority on matters in the Community Board Ward in accordance with Council policies and guidelines in respect of the following matters:
 - Granting of new leases or licences on reserve land; excluding the airfield. (The Board also receives an annual report on existing reserve land leases). Any easements for underground works/services is an operational matter under delegation of Utilities & Roading or Property staff.

Monese Ball
Property Officer

Application ID	Primary Category	Full Details	Primary Property	Term
LO1450038	PMLicence	2062 North Eyre Road, Stock Grazing -	2062 North Eyre Road, WAIMAKARIRI DISTRICT	05Yr
LO1450029	PMLicence	62 Bradleys Road, Sheep Grazing -	62 Bradleys Road, OHOKA	02Yr
LP1510054	PMLease	431 Mandeville Road -	431 Mandeville Road, MANDEVILLE NORTH	33Yr
LO1450030	PMLicence	1595 South Eyre Road, Stock Grazing	1595 South Eyre Road, EYREWELL	30Yr
LO1450031	PMLicence	1121 Tram Road, Stock Grazing	1121 Tram Road, WAIMAKARIRI DISTRICT	05Yr
LO1450032	PMLicence	1860 Tram Road, Stock Grazing	1860 Tram Road, WAIMAKARIRI DISTRICT	20Yr
LO1450033	PMLicence	433 North Eyre Road, Stock Grazing -	433 North Eyre Road, WAIMAKARIRI DISTRICT	05Yr
LO1450034	PMLicence	365 Mandeville Road, Stock Grazing -	365 Mandeville Road, MANDEVILLE NORTH	03Yr
LO1450035	PMLicence	493 Mill Road, Stock Grazing -	493 Mill Road, OHOKA	05Yr
LO1450037	PMLicence	131 - 153 Whites Road, Stock Grazing -	131 Whites Road, OHOKA	
LO1450039	PMLicence	Part 1086 Two Chain Road, 3/4 planted trees, Stock Grazing -	1086 Two Chain Road, SWANNANOVA	05Yr
LO1450042	PMLicence	20 Bradleys Road, agreement to plant forestry	956 Tram Road, WAIMAKARIRI DISTRICT	Indefinite
LO1550176	PMLicence	Verona and Modena Place Ohoka -Water Pipe within Road Reserve 1 of 4 (see Notes)	119 Modena Place, OHOKA	Indefinite
LO1550179	PMLicence	Velino & Siena Pl, Bradleys Rd - Private water scheme in Road Reserve. 1 of 4 see notes	12 Pesaro Lane, MANDEVILLE NORTH	Indefinite
LO1550177	PMLicence	Siena and Sillano Places, Mandeville, Private Water Scheme, 1 of 4 see notes	69 Siena Place, MANDEVILLE NORTH	Indefinite
LO1550178	PMLicence	Bella Pl, Vicenza Dr, Wards Rd - Ohoka Utilities Ltd - Private water scheme within WDC Road - 1 of 4 see notes	12 Pesaro Lane, MANDEVILLE NORTH	Indefinite
LO1550168	PMLicence	1167 to 1168 Poyntz Road - STOCK UNDERPASS Agreement	1167 Poyntz Road, HORRELLVILLE	Indefinite
LO1550166	PMLicence	Adj 2654 Oxford Rd & 1809 Carleton Road - STOCK UNDERPASS Agreement	1809 Carleton Road, OXFORD	Indefinite
LO1550165	PMLicence	adj 178 Downs Road, Eyrewell Forest -, irrigation pipe under road reserve	178 Downs Road, WEST EYRETON	Indefinite
LO1450044	PMLicence	68 Raddens Road, water pipe under road -	68 Raddens Road, OHOKA	Indefinite
LO1450045	PMLicence	Off Bradleys Road Adjacent to 474 Bradleys Road, Grazing Licence	655 Mill Road, OHOKA	
LO1450046	PMLicence	Part 8 Bradleys Road, Weighbridge -	956 Tram Road, WAIMAKARIRI DISTRICT	20Yr
LO1450049	PMLicence	384 Woodfields Road, Irrigation Pipe Under Road	430 Woodfields Road, CUST	Indefinite
LO1450050	PMLicence	1059 Pashby Road, Pipe Under Road -	1059 South Eyre Road, EYREWELL	Indefinite
LO1450052	PMLicence	10 Chiltons Road, Water Pipe Under Road -	10 Chiltons Road, CLARKVILLE	Indefinite
LP1510037	PMLease	306 Mandeville Road WDC	306 Mandeville Road, MANDEVILLE NORTH	05Yr
LP1610006	PMLease	46 & 28 Butchers Road, Kaiapoi	46 Butchers Road, KAIAPOI	
LO1450036	PMLicence	2042 Tram Road, Stock Grazing -	2042 Tram Road, WAIMAKARIRI DISTRICT	05Yr
LO1550051	PMLicence	Poyntz, Browns Road Oxford	163 Two Chain Road, SWANNANOVA	Indefinite
LO1550102	PMLicence	Pattersons Road/Mandalea Road Swannanoa	29 McRoberts Rd, OHOKA	Indefinite
LO1550157	PMLicence	470 Woodstock Road Oxford Sewer Site	470 Woodstock Road, OXFORD	02Yr
LO1550159	PMLicence	422 Harmans Gorge Road	422 Harmans Gorge Road, VIEW HILL	05Yr
LO1450088	PMLicence	162 B&C Bennetts Road -	162 Bennetts Road, BENNETTS	10Yr
LO1450084	PMLicence	552 Carleton Ashley Road -	552 Carleton Ashley Road, OXFORD	Indefinite
LO1450002	PMLicence	3072 South Eyre Road Licence to Occupy Gravel Reserve 324-07-010	3072 South Eyre Road, EYREWELL	05Yr
LO1450077	PMLicence	1601 Woodstock Road View Hill Domain -	1601 Woodstock Road, OXFORD	05Yr
LO1450078	PMLicence	3 Washpen Road -	3 Washpen Road, VIEW HILL	05Yr
LO1450074	PMLicence	90 High Street, Oxford -	46 High Street, OXFORD	03Yr
LO1550105	PMLicence	Road Reserve West - Sladdens Bush Road - Licence to Occupy Unformed Legal Road Reserve - Grazing -	83 Sladdens Bush Road, COOPERS CREEK	05Yr
LO1550106	PMLicence	Part Unformed Legal Road - Quigleys Road - Oxford -	85 Quigleys Road, OXFORD	05Yr
LO1550004	PMLicence	Unformed Legal Road off Sladdens Farm Rd -	89 McGraths Rd, VIEW HILL	05Yr
LO1550156	PMLicence	121 Rainey's Road -	121 Rainey's Road, OXFORD	05Yr
LO1450075	PMLicence	38 McPhedrons Road -	38 McPhedrons Rd, OXFORD	02Yr
LO1450085	PMLicence	3912 South Eyre Road - Grazing licence	3912 South Eyre Road, EYREWELL	10Yrs
LO1550108	PMLicence	849 Thongaster Road , Licence to Occupy - Grazing	849 Thongaster Road, OXFORD	Indefinite
LO1550109	PMLicence	666B Bay Road - Wilson Road Reserve - Licence to Occupy Road Reserve - Grazing -	Bay Road, Oxford	05Yr
LO1550111	PMLicence	2341 Oxford Road, Licence to Occupy, Grazing -	2341 Oxford Road, OXFORD	05Yr
LO1550112	PMLicence	2341 Oxford Road, Licence to Occupy, Grazing -	2341 Oxford Road, OXFORD	05Yr
LO1550113	PMLicence	2341 Oxford Road, Licence to Occupy, Grazing -	2341 Oxford Road, OXFORD	05Yr
LO1550114	PMLicence	2341 Oxford Road, Licence to Occupy, Grazing -	2341 Oxford Road, OXFORD	05Yr
LP1510113	PMLease	30A Main Street - Oxford, Lease,	30 A Main Street, OXFORD	99 yrs
LO1550115	PMLicence	102 High Street, Oxford, Licence to Occupy Accessway -	46 High Street, OXFORD	02Yr
LO1550116	PMLicence	256 German Road, Summerhill, Grazing	256 German Road, SUMMERHILL	05Yr
LP1510114	PMLease	697 Ashley Gorge Road,	697 Ashley Gorge Road, OXFORD	10Yr
LP1510066	PMLease	3097 Tram Road - Grazing & Accessway Lease -	3097 Tram Road, WAIMAKARIRI DISTRICT	20Yr
LP1510067	PMLease	37 Main Street - Lease -	37 Main Street, OXFORD	03Yr
LO1550056	PMLicence	Lees Valley Road - Licence to Occupy -	2209 Lees Valley Road, OXFORD	Indefinite
LO1550057	PMLicence	207 Depot Road (Watsons Reserve Road) -	207 Depot Road, OXFORD	05Yr
LO1550070	PMLicence	Watsons Road -	207 Depot Road, OXFORD	05Yr
LO1550058	PMLicence	Lees Valley Road - Licence to Occupy Grazing -	517 Ashley Gorge Road, OXFORD	Indefinite
LP1510044	PMLease	173 Howsons Rd -	173 Howsons Road, CUST	05Yr
LO1550060	PMLicence	25 Leslies Road - Licence to Occupy Grazing -	25 Leslies Road, BENNETTS	02Yr
LP1410021	PMLease	56 Main Street Oxford -	56 Main Street, OXFORD	30Yr
LO1550061	PMLicence	Trig Road - Licence to Occupy -	402 Trig Road, WOODSTOCK	Indefinite
LP1410020	PMLease	41 Harewood Road	41 Harewood Road, OXFORD	20Yr
LO1550063	PMLicence	Off Thongaster Road - Licence to Occupy - Unformed Legal Road	1835 Thongaster Road, OXFORD	10Yr
LO1550064	PMLicence	PT Glentui Bennetts Road - Licence to Occupy - Fence & Tree Plantings	230 Glentui Bennetts Road, SUMMERHILL	Indefinite
LO1550065	PMLicence	Pearson Park - Dohrmans Road -	56 Main Street, OXFORD	Indefinite
LO1550066	PMLicence	Off Glentui Bush Road - Licence to Occupy - Road (Water supply pipeline)	144 Glentui Bush Road, GLENTUI	Indefinite
LO1550067	PMLicence	New Road - Licence to occupy - Stock Bridge Site -	79 New Road, COOPERS CREEK	10Yr
LP1510076	PMLease	56 Main Street - Lease for Squash Courts (Pearson Park) -	56 Main Street, OXFORD	10Yr
LO1550068	PMLicence	Part of Glentui Bush Road -		
LO1550069	PMLicence	162B Bennetts Road -	176 O'Hallorans Road, GLENTUI	Indefinite
LP1510077	PMLease	37 Main Street -	162 Bennetts Road, BENNETTS	10Yr
LO1550071	PMLicence	Mountain Road - Licence to Occupy - Unformed Legal Road - Water tank, pipeline, fencing & building encroachment -	37 Main Street, OXFORD	1 yr
LO1550072	PMLicence	Ashley Gorge Drain Reserve / Road - Licence to Occupy - Road - Irrigation Pump Station Site & Supply Pipeline -	110 Mountain Road, COOPERS CREEK	Indefinite
LO1550073	PMLicence	Trig Road - Licence to Occupy - Unformed Legal Road - Water Supply Well & Supply Line	129 Stubbs Road, OXFORD	Indefinite
LO1550074	PMLicence	Trig Road - Licence to Occupy - Unformed Legal Road - Site for Water pump, Pump house,	402 Trig Road, WOODSTOCK	Indefinite

Term	Commencement	Term Renewal	Rent Review	Expiry	Rental	NOTES
05Yr	1/03/2013 12:00:00 AM			28/02/2018 12:00:00 AM	50.00	
02Yr	1/01/2017 12:00:00 AM			31/12/2019 12:00:00 AM	100.00	
33Yr	1/04/2011 12:00:00 AM		1/04/2017 12:00:00 AM	31/03/2044 12:00:00 AM	-	
30Yr	1/07/1997 12:00:00 AM			30/06/2027 12:00:00 AM	1.00	
05Yr	1/07/1997 12:00:00 AM			30/06/2018 12:00:00 AM	400.00	
20Yr	1/01/2010 12:00:00 AM			1/01/2030 12:00:00 AM	85.00	
05Yr	1/07/2012 12:00:00 AM			30/06/2017 12:00:00 AM	110.00	
03Yr	1/07/2013 12:00:00 AM			30/06/2018 12:00:00 AM	220.00	
05Yr	1/08/2013 12:00:00 AM			31/07/2018 12:00:00 AM	700.00	
						Currently Vacant, will be advertising for new Lessee
05Yr	1/04/2010 12:00:00 AM	1/02/2017 12:00:00 AM			100.00	
Indefinite					-	
Indefinite	28/02/1997 12:00:00 AM				-	
Indefinite	12/05/1999 12:00:00 AM				-	
Indefinite	29/10/1999 12:00:00 AM				-	
Indefinite	2/03/2000 12:00:00 AM				-	
Indefinite	1/04/2002 12:00:00 AM				-	
Indefinite	8/04/2002 12:00:00 AM				-	
Indefinite	1/02/2004 12:00:00 AM				-	
Indefinite	1/07/2004 12:00:00 AM				-	
	1/04/2016 12:00:00 AM			31/03/2017 12:00:00 AM	132.00	
20Yr	1/02/2012 12:00:00 AM			31/01/2032 12:00:00 AM	100.00	
Indefinite	29/10/2007 12:00:00 AM				-	
Indefinite	14/03/2008 12:00:00 AM				-	
Indefinite	1/10/2010 12:00:00 AM				-	
05Yr	2/12/2014 12:00:00 AM			2/12/2019 12:00:00 AM	12,000.00	
					-	
05Yr	1/09/2012 12:00:00 AM			31/08/2017 12:00:00 AM	200.00	
Indefinite	15/12/2014 12:00:00 AM				-	
Indefinite	22/07/2009 12:00:00 AM				-	
						Tenant has tendered resignation of Lease. Lease to be updated via Instruction from 3 Waters staff and then lease by way of Public Tender
02Yr	1/10/2016 12:00:00 AM			28/02/2017 12:00:00 AM	10,500.00	
05Yr	1/04/2015 12:00:00 AM			31/03/2020 12:00:00 AM	460.00	
10Yr	1/07/2008 12:00:00 AM			30/06/2018 12:00:00 AM	20.00	
Indefinite	1/05/2016 12:00:00 AM	1/05/2021 12:00:00 AM			150.00	
05Yr	1/04/2014 12:00:00 AM	28/03/2019 12:00:00 AM		28/03/2019 12:00:00 AM	1,000.00	
05Yr	1/05/2013 12:00:00 AM			30/04/2018 12:00:00 AM	65.00	
05Yr	1/04/2013 12:00:00 AM			31/03/2018 12:00:00 AM	160.00	
03Yr	1/04/2013 12:00:00 AM			31/03/2016 12:00:00 AM	300.00	
05Yr	1/10/2015 12:00:00 AM			30/09/2020 12:00:00 AM	50.00	
05Yr	1/07/2012 12:00:00 AM			30/06/2017 12:00:00 AM	100.00	
05Yr	1/04/2013 12:00:00 AM			31/03/2018 12:00:00 AM	50.00	
05Yr	1/04/2013 12:00:00 AM			31/03/2018 12:00:00 AM	160.00	
02Yr	1/04/2015 12:00:00 AM			31/03/2017 12:00:00 AM	150.00	
10Yrs	1/04/2016 12:00:00 AM			31/03/2026 12:00:00 AM	110.00	
Indefinite	26/05/1992 12:00:00 AM				-	
05Yr	1/07/2012 12:00:00 AM			30/06/2017 12:00:00 AM	100.00	
05Yr	1/07/2012 12:00:00 AM			30/06/2017 12:00:00 AM	100.00	
05Yr	1/07/2012 12:00:00 AM			30/06/2017 12:00:00 AM	100.00	
05Yr	1/07/2012 12:00:00 AM			30/06/2017 12:00:00 AM	100.00	
05Yr	1/07/2012 12:00:00 AM			30/06/2017 12:00:00 AM	100.00	
99 yrs	1/04/1983 12:00:00 AM			30/03/2082 12:00:00 AM	-	
02Yr	1/10/2014 12:00:00 AM			30/09/2018 12:00:00 AM	2,300.00	
05Yr	1/04/2014 12:00:00 AM			31/03/2019 12:00:00 AM	270.00	
10Yr	1/10/2010 12:00:00 AM	30/09/2020 12:00:00 AM	30/09/2020 12:00:00 AM	30/09/2030 12:00:00 AM	10,000.00	
20Yr	1/03/2010 12:00:00 AM			28/02/2030 12:00:00 AM	100.00	
03Yr	22/01/2016 12:00:00 AM	21/01/2019 12:00:00 AM		21/01/2022 12:00:00 AM	70.00	
Indefinite	20/01/1995 12:00:00 AM				-	
05Yr	1/08/2016 12:00:00 AM			31/07/2021 12:00:00 AM	150.00	
05Yr	1/07/2015 12:00:00 AM			30/06/2020 12:00:00 AM	400.00	
Indefinite	16/02/1995 12:00:00 AM				-	
05Yr	1/12/2014 12:00:00 AM			30/11/2019 12:00:00 AM	200.00	
02Yr	1/11/2015 12:00:00 AM			31/10/2017 12:00:00 AM	200.00	
30Yr	1/09/2013 12:00:00 AM	1/09/2043 12:00:00 AM	1/09/2017 12:00:00 AM	31/08/2043 12:00:00 AM	-	
Indefinite	28/02/1991 12:00:00 AM				-	
20Yr	1/12/2008 12:00:00 AM	1/12/2028 12:00:00 AM	1/12/2018 12:00:00 AM	30/11/2048 12:00:00 AM	1,482.79	
10Yr	1/04/2012 12:00:00 AM			31/03/2022 12:00:00 AM	50.00	
Indefinite	22/05/1992 12:00:00 AM				-	
Indefinite	6/06/2012 12:00:00 AM				-	
Indefinite	11/04/1991 12:00:00 AM				-	
10Yr	1/01/2007 12:00:00 AM			31/12/2017 12:00:00 AM	-	
10Yr	1/04/2003 12:00:00 AM		1/04/2018 12:00:00 AM	30/03/2023 12:00:00 AM	-	
Indefinite	3/12/1999 12:00:00 AM				-	
10Yr	1/04/2010 12:00:00 AM			31/03/2020 12:00:00 AM	30.00	
1 yr	1/12/2016 12:00:00 AM			1/12/2017 12:00:00 AM	2,400.00	
Indefinite	1/07/2001 12:00:00 AM				-	
Indefinite	1/12/2001 12:00:00 AM				-	
Indefinite	1/10/2001 12:00:00 AM				-	
Indefinite	1/10/2001 12:00:00 AM				-	

LO1550075	PMLicence	Browns Rock Road - Licence to Occupy - Irrigation Intake, Irrigation Pump House & Pipeline	1449 Thongcaster Road, OXFORD	Indefinite
LO1550076	PMLicence	Tram Road - Licence to Occupy - Under Legal Road - Stock Underpass	85 Reed Road, BENNETTS	Indefinite
LO1550077	PMLicence	93 Carleton Ashley Road - Licence to Occupy - Road - Stock Underpass -	82 McJarrows Rd, OXFORD	Indefinite
LO1450094	PMLicence	McPhedrins Road unformed legal road	452 Raineys Road, OXFORD	10Yr
LO1550117	PMLicence	Harewood Road / High Street, Oxford, Licence to Occupy, Road Reserve, Sewer Line	116 Harewood Road, OXFORD	Indefinite
LP1510115	PMLicence	38 Main Street, Oxford - Pearson Park -	9 Burnett Street, OXFORD	03Yr
LO1550154	PMLicence	adj 618 Woodstock Road -	618 Woodstock Road, OXFORD	Indefinite
LP1510116	PMLease	68 Main Street, Oxford (linked to 56 Main Street), Lease - Pearson Park	56 Main Street, OXFORD	30Yr
LO1550119	PMLicence	Adj 284 German Road, Oxford Road Reserve - 2 x Irrigation pipes under road -	284 German Road, SUMMERHILL	Indefinite
LO1550120	PMLicence	Burnt Hill Road, Oxford - Licence to Occupy - Roading Reserve - 2 x Irrigation Pipes Under Road (A & B) -	284 German Road, SUMMERHILL	Indefinite
LO1550121	PMLicence	Harewood / Carleton Road, Oxford, Licence to Occupy - 3 x Irrigation pipes under Road Reserve -	473 Harewood Road, OXFORD	Indefinite
LO1550122	PMLicence	Reed / Steffens Road, Oxford - Licence to Occupy - 4 x Irrigation pipes under road reserve	441 Steffens Road, BENNETTS	Indefinite
		Watsons Road Reserve (between Rockford & Depot Road) - Licence to Occupy Road Reserve - Irrigation Pipe under Road -		
LO1550123	PMLicence		77 Watsons Reserve Road, VIEW HILL	Indefinite
LO1550124	PMLicence	Washpen Road, View Hill - Licence to Occupy - Unformed Legal Road -	1 Perhams Road, VIEW HILL	10Yr
LO1550125	PMLicence	Harewood Road / Steffens Road, Oxford - Licence to Occupy Road Reserve - Irrigation pipe under road	100 Steffens Road, BENNETTS	Indefinite
LO1550126	PMLicence	Birch Hill Road- Licence to Occupy Road Reserve - Trench for water pipe	1593 Birch Hill Road, GLENTUI	Indefinite
LO1550153	PMLicence	Dog Trial Road, linked to 1264 Thongcaster Rd - Irrigation pipe along road	1264 Thongcaster Road, OXFORD	Indefinite
LO1550127	PMLicence	Wrights Road / Harewood Road - Licence to Occupy Road Reserve - Irrigation pipe under road -	698 Harewood Road, OXFORD	Indefinite
LO1550128	PMLicence	Horrells Road (adj to 150 Horrells Road) - Licence to Occupy Road Reserve - Irrigation pipe under road	150 Horrells Road, HORRELLVILLE	Indefinite
LP1510041	PMLease	7 Burnett St Oxford -	9 Burnett Street, OXFORD	25Yr
LO1550155	PMLicence	Warren Road (between Harewood / Oxford Roads) - Licence to Occupy - Water Pipe Under Road	305 Harewood Road, OXFORD	Indefinite
LP1510118	PMLease	30A Main Street, Oxford -	30 Main Street, OXFORD	30Yr
LO1550129	PMLicence	Steffens Road (adj. 942 Steffens Road) - Licence to Occupy Road Reserve - Water pipe under road	942 Steffens Road, BENNETTS	10Yr
LO1550130	PMLicence	Harewood Road (Adj 1018 Harewood Road), Licence to Occupy Road Reserve - Pipe under road	1018 Harewood Road, OXFORD	Indefinite
LO1550040	PMLicence	Poyntzs Road - Landcorp Farming - Irrigation pipe under road reserve	178 Downs Road, WEST EYRETON	Indefinite
LO1550131	PMLicence	Sheats Road (Adj 70 Sheats Road) - Licence to Occupy Road Reserv - Water pipe under road	128 Sheats Road, HORRELLVILLE	10Yr
LO1550158	PMLicence	Road Reserve adj 111 Kiri Kiri Road	111 Kiri Kiri Road, OXFORD	04Yr
LO1550132	PMLicence	Browns Road Road - Licence to Occupy Road Reserve - Grazing -	379 Parish Road, BURNT HILL	10Yr
LO1450072	PMLicence	adjacent to corner Carleton/Littles Roads, Oxford - licence to occupy road for pipework	1665 Carleton Road, OXFORD	Indefinite
		Burnt Hill Road (adj 581 Burnt Hill Road Waimap) - Licence to Occupy Road Reserve - Irrigation pipe under road -		
LO1550133	PMLicence		566 Burnt Hill Road, BURNT HILL	Indefinite
LO1650005	PMLicence	14 Swamp Road -	14 Swamp Road, CUST	10Yr
LO1550134	PMLicence	Harewood Road (adj 1447 Carleton Road) - Licence to Occupy Road Reserve - Pipe Under Road -	698 Harewood Road, OXFORD	10Yr
LO1550135	PMLicence	Quigleys Road - Licence to Occupy Road Reserve - Irrigation Pipe Under Road -	2701 Oxford Road, OXFORD	10Yr
LO1550136	PMLicence	Main Drain Road - Licence to Occupy Road Reserve - Stock Water Under Road	669 Main Drain Road, OHOKA	Indefinite
LO1550139	PMLicence	1245 Poyntzs Road & Sheats Road - Licence to Occupy Road Reserve - Pipe work under road	1245 Poyntzs Road, HORRELLVILLE	Indefinite
		Reed Road (adj 85 Reed Road) - Licence to Occupy Road Reserve - Cattle stops and fencing across road -		
LO1550140	PMLicence		85 Reed Road, BENNETTS	Indefinite
LO1550186	PMLicence	1056 Wrights Road	1056 Wrights Road, BURNT HILL	10Yr
LO1550138	PMLicence	Downs & Carleton Roads - Licence to Occupy Road Reserve - Water pip crossing under road -	43 Wolffs Road, HORRELLVILLE	Indefinite
		Rockford Road (adj 242 Rockford Road Waimap) - Licence to Occupy Road Reserve - Irrigation Pipe Under Road -		
LO1550137	PMLicence		234 Rockford Road, VIEW HILL	Indefinite
LP1510119	PMLease	90 High Street, NZ Post -	46/90 High Street, Oxford	6 years
LO1550141	PMLicence	Harewood & Poyntzs Road (two locations) - Licence to Occupy Road Reserve - Pipe under road	1094 Poyntzs Road, HORRELLVILLE	Indefinite
LO1550142	PMLicence	Dog Trial Road - Licence to Occupy Road Reserve - Irrigation Pipe Under Road	788 Burnt Hill Road, BURNT HILL	Indefinite
LO1550045	PMLicence	part 56 Main Street Oxford, Pearson Park -	56 Main Street, OXFORD	10Yr
LO1550143	PMLicence	Thongcaster / Browns Road - Licence to Occupy Road Reserve - Irrigation Pipe Under Road -	1 Browns Road, SWANNANOA	Indefinite
LO1550144	PMLicence	381 McJarrows Road - Licence to Occupy Road Reserve - Pipe Under Road -	381 McJarrows Rd, OXFORD	Indefinite
		Adjacent to 509 Carleton Road (43 Wolffs Road) - Licence to Occupy Road Reserve - Pipeline under road -		
LO1550145	PMLicence		43 Wolffs Road, HORRELLVILLE	Indefinite
		Thongcaster & Browns Road, Oxford - Licence to Occupy Road Reserve - Pipe work Under Road -		
LO1550146	PMLicence		1 Browns Road, SWANNANOA	Indefinite
LO1550148	PMLicence	366 Rockford Road - Licence to Occupy Plantation Reserve - Grazing	366 Rockford Road, VIEW HILL	10Yr
LO1550149	PMLicence	230 Parish Road - Licence to Occupy Plantation Reserve - Grazing/Farming -	230 Parish Road, BURNT HILL	10Yr
LO1450006	PMLicence	Watsons Reserve Road Railway Reserve	207 Depot Road, OXFORD	10Yr
LO1550150	PMLicence	Parish Road (adj 788 Burnt Hill Road / 379 Parish Road) - Licence to Occupy Road Reserve - Grazing -	379 Parish Road, BURNT HILL	10Yr
LO1450065	PMLicence	3719 South Eyre Road , Gravel Reserve, ex plantation	3719 South Eyre Road, EYREWELL	05Yr
LO1550151	PMLicence	Parish Road (Adj 45 Parish Road) - Licence to Occupy Road Reserve - Grazing -	45 Parish Road, BURNT HILL	10Yr
LO1450091	PMLicence	1985 Oxford Road - on Gravel Reserve	1985 Oxford Road, RANGIORA	10Yr
LO1450047	PMLicence	adj 1279 Carleton Road. Licence to Occupy Road for water pipe	1279 Carleton Road, OXFORD	Indefinite
LO1550180	PMLicence	424 Depot Road and Road Reserve Parish Road -	424 Depot Road, OXFORD	10Yr
LO1450093	PMLicence	288 Raineys Road -	288 Raineys Road, OXFORD	10Yr
LO1550027	PMLicence	284 German Road Oxford - Stock Underpass -	284 German Road, SUMMERHILL	Indefinite
LO1550003	PMLicence	Thompsons/German/Glentui Bush Roads -	130 Glentui Bennetts Road, SUMMERHILL	Indefinite
LO1550009	PMLicence	Unformed legal road adj 731 Ashley Gorge Rd	731 Ashley Gorge Road, OXFORD	
LO1550019	PMLicence	1256/1294 North Eyre Road	1256 North Eyre Road, WAIMAKARIRI DISTRICT	10Yr
LO1550055	PMLicence	3066 Oxford Road - Amenity Reserve	3066 Oxford Road, OXFORD	05Yr
LO1550078	PMLicence	Road Reserve adj to 930 Woodfields Road	930 Woodfields Road, CUST	Indefinite
LO1550079	PMLicence	Adj 2045 Oxford Road - Pipe work under road	2045 Oxford Road, RANGIORA	Indefinite
LO1650004	PMLicence	820 German Road, Oxford	820 German Road, SUMMERHILL	30Yr
LO1650008	PMLicence	adj 198/290 McJarrows Road - pipe under road	130 McJarrows Rd, OXFORD	Indefinite
LO1650003	PMLicence	Raineys Road Oxford - Lees Valley Station Ltd Pipe work under road reserve	452 Raineys Road, OXFORD	Indefinite
LO1650006	PMLicence	Adj Coffey Carleton Roads. Pipe under the Road	1062 Carleton Road, OXFORD	Indefinite
LO1650012	PMLicence	Hunter and Poyntzs Roads - pipe under road reserve	163 Two Chain Road, SWANNANOA	Indefinite
LP1510117	PMLease	2209 Lees Valley Road - Lease - Community Centre	2209 Lees Valley Road, OXFORD	10Yr
		Clarkes Road (Unformed Legal Road) - Accessway/Grazing - now used as access way and normal road		
LO1550118	PMLicence		61 Clarks Road, OXFORD	05Yr

	Indefinite	1/02/2010 12:00:00 AM				-	
	Indefinite	20/06/2003 12:00:00 AM				-	
	Indefinite	29/08/2003 12:00:00 AM				-	
	10Yr	1/12/2014 12:00:00 AM			30/11/2024 12:00:00 AM	-	
	Indefinite	5/04/2007 12:00:00 AM				-	
	03Yr	1/08/2016 12:00:00 AM			31/07/2019 12:00:00 AM	-	
	Indefinite	19/09/2007 12:00:00 AM				-	
	30Yr	1/04/2008 12:00:00 AM			31/03/2038 12:00:00 AM	-	
	Indefinite	7/02/2008 12:00:00 AM				-	
	Indefinite	5/03/2008 12:00:00 AM				-	
	Indefinite	6/06/2008 12:00:00 AM				-	
	Indefinite	6/06/2008 12:00:00 AM				-	
	Indefinite	16/07/2010 12:00:00 AM				-	
	10Yr	1/04/2009 12:00:00 AM			31/03/2019 12:00:00 AM	-	
	Indefinite	9/04/2009 12:00:00 AM				-	
	Indefinite	15/06/2009 12:00:00 AM				-	
	Indefinite	28/05/2012 12:00:00 AM				-	
	Indefinite	16/10/2009 12:00:00 AM				-	
	Indefinite	10/12/2009 12:00:00 AM				-	
	25Yr	1/01/2015 12:00:00 AM	31/12/2040 12:00:00 AM	1/01/2017 12:00:00 AM	31/12/2040 12:00:00 AM	-	
	Indefinite	11/01/2010 12:00:00 AM				-	
	30Yr	1/05/2010 12:00:00 AM			30/04/1930 12:00:00 AM	-	
	10Yr	1/06/2010 12:00:00 AM			31/05/2020 12:00:00 AM	-	
	Indefinite	28/06/2011 12:00:00 AM				-	
	Indefinite	1/08/2010 12:00:00 AM				-	
	10Yr	1/01/2011 12:00:00 AM			31/12/2021 12:00:00 AM	-	
	04Yr	1/02/2015 12:00:00 AM			31/01/2019 12:00:00 AM	50.00	
	10Yr	26/04/2011 12:00:00 AM			31/03/2021 12:00:00 AM	-	
	Indefinite	24/04/2011 12:00:00 AM				-	
	Indefinite	20/09/2011 12:00:00 AM				-	
	10Yr	1/03/2016 12:00:00 AM			28/02/2026 12:00:00 AM	50.00	
	10Yr	1/08/2011 12:00:00 AM			31/12/2021 12:00:00 AM	-	
	10Yr	9/02/2012 12:00:00 AM			31/01/2022 12:00:00 AM	-	
	Indefinite	1/11/2011 12:00:00 AM				-	
	Indefinite	29/03/2012 12:00:00 AM				-	
	Indefinite	8/03/2012 12:00:00 AM				-	
	10Yr	1/12/2015 12:00:00 AM		1/12/2020 12:00:00 AM	30/11/2025 12:00:00 AM	-	
	Indefinite	6/09/2012 12:00:00 AM				-	
	Indefinite	13/09/2012 12:00:00 AM				-	
	6 years	1/11/2016 12:00:00 AM			31/10/2022 12:00:00 AM	11,800.00	NZ Post now in Portacom on Reserve land in front of old Works Yard
	Indefinite	19/12/2012 12:00:00 AM				-	
	Indefinite	30/11/2012 12:00:00 AM				-	
	10Yr	1/09/2012 12:00:00 AM			30/08/2022 12:00:00 AM	-	
	Indefinite	14/02/2013 12:00:00 AM				-	
	Indefinite	18/04/2013 12:00:00 AM				-	
	Indefinite	19/11/2013 12:00:00 AM				-	
	Indefinite	22/07/2014 12:00:00 AM				-	
	10Yr	1/08/2014 12:00:00 AM			31/07/2024 12:00:00 AM	-	
	10Yr	1/08/2014 12:00:00 AM		1/08/2019 12:00:00 AM	31/07/2024 12:00:00 AM	50.00	
	10Yr	6/08/2014 12:00:00 AM		6/08/2019 12:00:00 AM	6/08/2024 12:00:00 AM	-	
	10Yr	1/03/2015 12:00:00 AM		1/03/2020 12:00:00 AM	28/02/2025 12:00:00 AM	-	
	05Yr	7/08/2014 12:00:00 AM	7/08/2019 12:00:00 AM	7/08/2019 12:00:00 AM	7/08/2024 12:00:00 AM	-	
	10Yr	8/08/2014 12:00:00 AM		8/08/2019 12:00:00 AM	8/08/2024 12:00:00 AM	-	
	10Yr	1/10/2014 12:00:00 AM		1/10/2019 12:00:00 AM	30/09/2024 12:00:00 AM	-	
	Indefinite	22/09/2014 12:00:00 AM				-	
	10Yr	1/10/2015 12:00:00 AM		1/10/2020 12:00:00 AM	1/10/2025 12:00:00 AM	-	
	10Yr	1/12/2014 12:00:00 AM		1/12/2019 12:00:00 AM	30/11/2024 12:00:00 AM	-	
	Indefinite	18/02/2015 12:00:00 AM				200.00	
	Indefinite	28/01/2015 12:00:00 AM	28/01/2018 12:00:00 AM			200.00	
		27/01/2015 12:00:00 AM	27/01/2020 12:00:00 AM			-	
	10Yr	18/02/2015 12:00:00 AM		18/02/2020 12:00:00 AM	18/02/2025 12:00:00 AM	-	
	05Yr	17/04/2015 12:00:00 AM			16/04/2020 12:00:00 AM	-	
	Indefinite	1/06/2015 12:00:00 AM				-	
	Indefinite	1/06/2015 12:00:00 AM				-	
	30Yr	4/02/2016 12:00:00 AM			3/02/2046 12:00:00 AM	-	
	Indefinite	25/02/2016 12:00:00 AM	25/02/2026 12:00:00 AM			-	
	Indefinite	24/03/2016 12:00:00 AM				200.00	
	Indefinite	1/03/2016 12:00:00 AM	1/03/2026 12:00:00 AM			200.00	
	Indefinite	3/10/2016 12:00:00 AM	3/10/2026 12:00:00 AM			-	
	10Yr	1/06/2008 12:00:00 AM	31/05/2018 12:00:00 AM		31/05/2018 12:00:00 AM	-	
	05Yr					-	

104 High Street,
Oxford. TX30.

16th January 2017.

Members of the Oxford-Choka Ward Committee.

Dear Members,

In 2003 our family wrote to the Oxford Ward Advisory Group regarding placing a gold coin honesty box at the sewage dump station in High Street.

Copy of reply enclosed.

There are a lot of campervans, caravans etc., who use this station. Perhaps the money raised could be used to offset the sewer cost.

A lot of extra things like a load of shingle & a lot of garden weeds, (to name just two) have also been dumped in the sewage station.

Our family feel there is two standards regarding used pays.

One for the ratepayers & one for the campervans etc.

Perhaps a coin operated lock could be used.

A lot of campervans & caravans etc, just come to use this station & then leave again without spending any money in our town. We feel this is just using our facilities.

A lot of other centres charge for this facility, why can't we.

Thank you for your time reading this letter.

Yours faithfully

Lorna Bowis (Ms.)

OXFORD WARD ADVISORY GROUP

C/- Secretary Gayle Williams

Gramarye

4 Plachatsh Lane

OXFORD

14 April 2003

Mr Bill Bowis
104 High Street
OXFORD

Dear Bill

HONESTY BOX FOR DUMP STATION HIGH STREET OXFORD

At its meeting on the 9th April 2003 the Oxford Ward Advisory Group resolved that I write to you to express the Group's thanks for raising the issue of placing an honesty box at the Dump Station in High Street to gain donations from the users.

While the Group could see the advantages of such a suggestion it believes that they would be outweighed by disadvantages such as theft and vandalism.

Once again the Group would like to thank you for your interest and suggestion.

Yours sincerely


Gayle Williams
SECRETARY

WAIMAKARIRI DISTRICT COUNCIL**REPORT**

FILE NO: GOV-26-10-06 / 170126006858

REPORT TO: Oxford-Ohoka Community Board

DATE OF MEETING: 9 February 2017

FROM: Doug Nicholl, Chair Oxford-Ohoka Community Board

SUBJECT: Chairperson's Report for December 2016 - January 2017

1. SUMMARY

We have had an interesting couple of months with a break in the middle because of the Christmas/Summer holidays.

The workshop with Communications and Engagement Manager, Matt McIlraith, after our December meeting had Board members thinking about media options. Matt suggested that Board member Thomas Robson was an ideal person to promote the Board through social media. I totally agree and will endeavour to help Thomas in this role.

The quarry development planned for Isaac Road, Eyrewell is a major issue for many local residents. It should be noted that Christchurch Ready Mix has not as yet lodged an application for a resource consent with the Council but I am sure that the Board will support the local residents on this issue where possible.

In January, the Board held a very productive workshop to develop our Board strategy for the coming term. Board member Mark Brown wisely advised against setting unattainable goals.

Last week I attended a meeting between Roading Manager, Ken Stevenson and representatives from Browns Road, Oxford regarding the sealing of Browns Road. Board members James Ensor, Shirley Farrell, Thomas Robson and Wendy Doody were also in attendance. Ken informed the meeting that if the residents were prepared to pay half of the \$200 per meter cost of sealing the road, then it could proceed. Ken is also to investigate the possibility of NZTA funding because of health hazard implications from the dust. A successful meeting in my opinion.

I am looking forward to a very productive year for the Board.

Doug Nicholl

2. RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No.170126006858.

Doug Nicholl
Chairperson
Oxford-Ohoka Community Board