

# Oxford-Ohoka Community Board

## Agenda

**Wednesday 6 April 2022**

**7.00pm**

**ZOOM**

**Members:**

Doug Nicholl (Chairperson)  
Thomas Robson (Deputy Chairperson)  
Sarah Barkle  
Mark Brown  
Shirley Farrell  
Wendy Doody  
Ray Harpur  
Niki Mealings

**AGENDA FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD TO BE  
HELD VIA ZOOM ON WEDNESDAY 6 APRIL 2022 AT 7PM.**

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

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**BUSINESS**

PAGES

**1. APOLOGIES**

**2. PUBLIC FORUM**

**3. CONFLICTS OF INTEREST**

**4. CONFIRMATION OF MINUTES**

**4.1. Minutes of the Oxford-Ohoka Community Board – 2 March 2022**

7-14

*RECOMMENDATION*

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

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 2 March 2022, as a true and accurate record.

**4.2. Matters Arising**

**5. DEPUTATIONS AND PRESENTATIONS**

Nil.

**6. ADJOURNED BUSINESS**

Nil.

**7. REPORTS**

**7.1. Oxford Ohoka General Landscaping Budget – Grant Stephens  
(Design and Planning Team Leader)**

15-27

*RECOMMENDATION*

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

- (a) **Receives** Report No. 220325044720.
- (b) **Notes** the Board currently has \$13,350 available to allocate to general landscape projects within the Oxford Ohoka ward from the Boards General Landscaping Budget (PJ 101052.000.5224).

- (c) **Approves** the allocation of \$3,000 towards a grant to the Ohoka Residents Association towards the completion of the Flying Fox and associated landscaping at Ohoka Domain.
- (d) **Approves** the allocation of \$3,500 towards a picnic table to be purchased and installed at Swannanoa Domain as per the Swannanoa Domain Master Plan.
- (e) **Notes** Option Two for Swannanoa Domain of planting 10 trees as per the Swannanoa Domain Master Plan and keeps this on the table for future allocation from funds when these become available in the next financial year.
- (f) **Approves** the allocation of a grant of \$1,500 towards the landscaping around the Rodeo Shed at Mandeville Domain.
- (g) **Approves** the allocation of \$1,500 towards purchasing and spreading wildflower seeds over the unmarked graves at Oxford Cemetery as per the plan within this report.
- (h) **Approves** the allocation of a grant of \$350 towards Oxford Community Gardens for the purchase of bee friendly plants/seeds and potting mix.
- (i) **Notes** there is currently \$500 allocated (October 2020) to the installation of the two picnic tables at Mandeville Village Reserve. These were going to be installed by the Residents Association however this has not been completed and no longer looks to be likely.
- (j) **Approves** the allocation of an additional 3,000 towards the installation of these picnic tables so that Greenspace Staff can engage a contractor to undertake this work.
- (k) **Notes** this leaves the Board \$300 remaining in the Oxford Ohoka Community Boards General Landscaping Budget.
- (l) **Approves** \$300 being allocated to contingency for the above projects to be used as required should any of these come in over budget at time of implementation.
- (m) **Notes** this will complete the allocation of the available budget within the Oxford Ohoka Community Boards General Landscaping Budget for the 21/22 financial year.

7.2. **Application to the Oxford-Ohoka Community Board's Discretionary Grant Fund 2021/22 – Thea Kunkel (Governance Team Leader)**

28-44

**RECOMMENDATION**

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

- (a) **Receives** report No. 220317039106.
- (b) **Approves** a grant of \$..... to the Clarkville Playcentre towards the cost of purchasing bikes and scooters.

**OR**

- (c) **Declines** the application from the Clarkville Play Centre.

- 7.3. **Ratification of the Oxford-Ohoka Community Board's submission to the Waimakariri District Council and Environmental Canterbury's Draft 2022/23 Annual Plans – Thea Kunkel (Governance Team Leader)**

45-54

*RECOMMENDATION*

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

- (a) **Receives** report No. 220323043334.
- (b) **Retrospectively ratifies** its submission to the Waimakariri District Council Draft Annual Plan 2022/23 (Trim Ref: 220321041661).
- (c) **Retrospectively ratifies** its submission to Environmental Canterbury's Draft Annual Plan 2022/23 (Trim Ref: 220323043407).

**8. CORRESPONDENCE**

- 8.1. **Change in Greenwaste Composting Facility**

55

*RECOMMENDATION*

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

- (a) **Receives** the information on the change in Greenwaste Composting Facility (Trim 220322042180).

**9. CHAIRPERSON'S REPORT**

*A verbal update will be provided at the meeting.*

*RECOMMENDATION*

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

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

**10. MATTERS FOR INFORMATION**

- 10.1. **Rangiora-Ashley Community Board Meeting Minutes 9 March 2022 (Trim 220308032770)**
- 10.2. **Woodend-Sefton Community Board Meeting Minutes 14 March 2022 (Trim 220308032926)**
- 10.3. **Kaiapoi-Tuahiwi Community Board Meeting Minutes 21 March 2022 (Trim 22032804547)**
- 10.4. **Land Acquisition 260 Revells Road – Report to Council Meeting 1 March 2022 – Circulates to the Kaiapoi-Tuahiwi Community Board.**
- 10.5. **Health Safety and Wellbeing Report March 2022 – Report to Council Meeting 1 March 2022 – Circulates to all Boards.**
- 10.6. **Libraries Update – Report to Community and Recreation Committee Meeting 15 March 2022 – Circulates to all Boards.**
- 10.7. **Fill and Connection of Oxford Road Water Race R3N-1 to Stormwater System Proposal – Report to Utilities and Roading Committee Meeting 22 March 2022 – Circulates to the Rangiora-Ashley Community Board.**



## **PUBLIC EXCLUDED REPORTS**

- 10.8. **Variation to Contract 18/18 Solid Waste Facilities and Maintenance: Transportation and Disposal of Green waste to Alternate Facility – Report to Management Team Meeting 14 March 2022 – Circulates to the Oxford-Ohoka Community Board.**

### **RECOMMENDATION**

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

- (a) **Receives** the information in Items.10.1 to 10.7.
- (b) **Receives** the public excluded information in Item 10.8, which would remain in public excluded and which was circulated separately.

### **Note:**

- 1. *The links for Matters for Information were circulated separately to members.*
- 2. *Hard copies of the Public Excluded items were circulated separately to members.*

## **11. 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.*

*Any written information submitted by members will be circulated via email prior to the meeting.*

## **12. CONSULTATION PROJECTS**

### **12.1. Migrant Experiences**

<https://letstalk.waimakariri.govt.nz/migrant-experiences>

### **12.2. E-Scooters**

<https://letstalk.waimakariri.govt.nz/e-scooter-trial>

Consultation runs throughout trial and closes April 2022.

## **13. BOARD FUNDING UPDATE**

### **13.1. Board Discretionary Grant**

Balance as at 30 March 2022: \$4,387.

### **13.2. General Landscaping Fund**

Balance as at 26 January 2022: \$12,710.

## **14. MEDIA ITEMS**

## **15. QUESTIONS UNDER STANDING ORDERS**

16. **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

**NEXT MEETING**

The next meeting of the Oxford-Ohoka Community Board will be held on Monday 4 May 2022 at 7pm.

**Workshop**

- *Members Forum*

**MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD VIA ZOOM ON WEDNESDAY 2 MARCH 2022 AT 7PM.**

**PRESENT**

D Nicholl (Chairperson), T Robson (Deputy Chairperson), W Doody, S Farrell, R Harpur and N Mealings.

**IN ATTENDANCE**

Mayor D Gordon.

C Brown (Manager Community and Recreation), T Tierney (Manager Planning and Regulation), T Kunkel (Governance Team Leader) and C Fowler-Jenkins (Governance Support Officer).

**1. APOLOGIES**

Moved: N Mealings

Seconded: W Doody

**THAT** an apology for absence be received and sustained from M Brown.

**CARRIED**

**2. PUBLIC FORUM**

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

**3. CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**4. CURRENT REGISTER OF INTERESTS**

Moved: D Nicholl

Seconded: T Robson

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

(a) **Received** the current Register of Interest.

**CARRIED**

**5. CONFIRMATION OF MINUTES**

**5.1. Minutes of the Oxford-Ohoka Community Board – 2 February 2022**

Moved: T Robson

Seconded: N Mealings

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

(a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 2 February 2022, as a true and accurate record.

**CARRIED**

**5.2. Matters Arising**

Nil.

## 6. DEPUTATIONS AND PRESENTATIONS

### 6.1. Mandeville Stockpile – C Brown (Manager Community and Recreation)

C Brown provided a brief background on the stockpile of soil that had been dumped at the Mandeville Sports Club (MSC). He advised that on the 23 January 2022 the Council received information that contaminated soil may have been dumped at the MSC. The Council quickly inspected the soil and decided that it would be prudent to erect a shade cloth covered fence around the pile as staff were unable to determine exactly what contaminants were in the soil.

After containing the soil, the Council employed experts in contamination testing, environmental engineers Tonkin and Taylor, who undertook an assessment of the site by taking ten soil samples. Two of the samples tested positive for containing solid asbestos material. Once it was established that the soil was contaminated, the Council proceeded to liaised with the MSC on how to deal with the matter. As part of their assessment Tonkin and Taylor provided some recommendations on what the Council should do to ensure public safety, which was the Council's main priority. The assessment report recommended that the Council could put a polymer layer around the outside of the soil pile to contain it completely, which the Council had subsequently done.

C Brown highlighted that it was important to note that asbestos was only found in two samples, and the asbestos which was found was contained within a bound substance which meant there was very little risk of it becoming airborne. The Council were therefore confident that sufficient measures had been taken to ensure public safety while the soil was at the MSC. The next step was to work with the MSC and Tonkin and Taylor on the most effective and safe way to dispose of the soil.

T Robson questioned why it had taken the Council over a month to let the Board know about the problem. C Brown noted that although the Council was made aware in late January 2022 that there may be contamination, the Tonkin and Taylor assessment report, confirming the contamination, was only received on 11 February 2022, where after the Council started liaising with the MSC on the best options of ensuring public safety. Once this was done the elected members was advised of the situation, before a press release was put out. Ideally, the Council would have liked to inform the Board sooner, however, they had to wait for the assessment report and did not want to jeopardise any future actions the Council may need to take.

T Robson further asked if the Council knew why the soil was dumped at the MSC, and by who. He also enquired if the Council would be seeking reimbursement of the cost to disposing of the soil. C Brown explained that as part of their eight years Concept Development Plan, the MSC was developing a walking and cycling track around the outside of the Domain. About five years ago some of the trees on the North Eyre Road side of the Domain were removed which had created some uneven ground in between the remaining trees. The soil was to be used to level out this area as part of the cycle and walking track. The MSC was currently investigating options for removing the soil and the cost implications.

Lastly, T Robson enquired if the polymer that was sprayed on the pile was an acrylic, and would the polymer be maintained going forward and had Environment Canterbury (ECan) been notified of the contamination. C Brown confirmed that ECan had been notified and that the Council would ensure, with the help of Tonkin and Taylor, that the polymer was being maintained to ensure public safety.

R Harpur expressed concern that the matter had not been raised at the previous MSC Delegates meeting, which he attended as the Board's representative. He questioned why the MSC, who knew the soil was being tested, had not erected public warning signs sooner. He expressed a further concern that the clubs that used the MSC

grounds were not warned of the possible contamination. C Brown could not comment on the actions of the MSC, however, he noted that the Council and the MSC only received confirmation that the soil was contaminated on 11 February 2022, so the MSC may not have known about the contamination at the time of the MSC Delegates meeting.

S Barkle suggested that it may be prudent for the MSC to request a soil report from suppliers to ensure that similar situations did not happen again. C Brown noted that the Council was working with the MSC on appropriate supply chain management processes to be followed if they need to purchase any fill on the site again.

N Mealings asked that in the interest of preventing this from happening again, could the Council advise the MSC on why resource consents were required. C Brown confirmed that the MCS would be briefed on the processes and procedures they needed to follow when moving fill.

W Doody enquired if the MSC Board was being supported by Council staff as they were going through quite a tough time regarding the soil contamination. C Brown explained that Council staff had been assisting and advising the MSC Board. He acknowledged that it was very difficult for the MSC, however, they were taking the matter very seriously and were implementing all of the right measures to get the matter resolved as swiftly as possible.

T Robson asked if Tonkin and Taylor had also tested for any other contaminated that may be contained in the soil, which may therefore be a risk to the groundwater below. C Brown replied that they had tested for heavy metals, polyromantic hydrocarbons and total petroleum hydrocarbons and had found those to be at acceptable levels.

## **7. ADJOURNED BUSINESS**

Nil.

## **8. REPORTS**

### **8.1. Application to the Oxford-Ohoka Community Board's Discretionary Grant Fund 2021/22 – T Kunkel (Governance Team Leader)**

T Kunkel spoke to the report noting that an application had been received from the Oxford Arts Trust towards the cost of purchasing an air purifier which they wanted to utilise in their large facility so they could continue their classes which they received Government funding for.

S Barkle asked if an air purifier was essential to have to enable the Trust to continue with their lessons. T Kunkel did not believe it was necessary, however, the Trust wanted to comply as much as possible with the Government guidelines and they felt this was the easiest way to ensure that their members could safely attend classes.

W Doody noted her concern about the number of people the Trust may have in their classes if the Board granted the funding for an air purifier. T Kunkel explained that even if the Trust had the air purifier they would still need to comply with the Government regulations on social distancing and number attendees at gatherings.

S Barkle questioned if there was any reason that the attendees could not be spaced out and be requested to wear masks during classes. W Doody commented that although it was a large room it was not well ventilated.

Moved: W Doody

Seconded: R Harpur

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

- (a) **Receives** report No. 220215019547.
- (b) **Approves** a grant of \$500 to the Oxford Arts Trust towards the cost of purchasing an Air Purifier Model Z3000, provided that the Trust provides the Board with additional information about room ventilation during their classes.

**CARRIED**

8.2. **Approval of the updated Oxford-Ohoka Community Plan 2020-2022 – T Kunkel (Governance Team Leader)**

T Kunkel noted the Community Plan had been updated to include the relevant information from 2021 as provided by the various departments. After the Board approved the draft plan, it would be submitted to the Council's Creative Admin Team for editing, formatting and layout. The final plan would be submitted to the Chairperson for final sign-off.

Moved: T Robson

Seconded: N Mealings

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

- (a) **Receives** report No. 220217021132.
- (b) **Approves** the updated Oxford-Ohoka Community Plan 2020-2022. (Trim 220217021114).
- (c) **Authorises** the Chairperson to approve the final version of the Oxford-Ohoka Community Plan 2020-2022, subject to any further minor editorial corrections, if required.

**CARRIED**

**9. CORRESPONDENCE**

9.1. **Letter regarding the Main Street, Oxford speed limits**

T Robson asked if the letter could be forwarded to the Council's Roading Team and if the Council could provide the Board with an explanation, as the information in the letter seemed contradictory to the information provided to the Board. T Kunkel noted she had already forwarded the letter to the Council's Roading and Transport Manager, J McBride, who was dealing with the matter. She further noted that regarding the letter about the speed limits in Main Street sent to the Council, the Mayor's office was in the process of setting up a meeting with the Board members and J McBride to discuss the matter further.

S Barkle understood that the speed limits had already been considered by the Council and they had declined that the proposed 40km/h speed limit along Main Street, Oxford. She questioned, that based on the information contained in the letter, if the Council would be willing to reconsider its previous decision. Mayor Gordon advised that he currently held the portfolio for transport for the Council so the matter would receive his full attention where after he would report back to the Board. He encouraged the Board to make a submission to the Council's 2022/23 Annual Plan on their concerns.

## 10. CHAIRPERSON'S REPORT

### 10.1. Chairperson's report for February 2022

- Attended the Ohoka Rural Drainage Advisory Group meeting, there seemed to be considerable opposition to the idea of the subdivision in Ohoka.
- Attended the North Canterbury Neighbourhood Support meeting.

Moved: R Harpur

Seconded: T Robson

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

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

**CARRIED**

## 11. MATTERS FOR INFORMATION

- 11.1. Rangiora-Ashley Community Board Meeting Minutes 9 February 2022 (Trim 2202090244)
- 11.2. Woodend-Sefton Community Board Meeting Minutes 15 February 2022 (Trim 220218022525)
- 11.3. Oxford-Ohoka Community Board Chairpersons Report for the Period January – December 2021 – Report to Council Meeting 1 February 2021 – Circulates to all Boards.
- 11.4. Woodend-Sefton Community Board Chairpersons Report for the Period January – December 2021 – Report to Council Meeting 1 February 2021 – Circulates to all Boards.
- 11.5. Rangiora-Ashley Community Board Chairpersons Report for the Period January – December 2021 – Report to Council Meeting 1 February 2021 – Circulates to all Boards.
- 11.6. Kaiapoi-Tuahwi Community Board Chairpersons Report for the Period January – December 2021 – Report to Council Meeting 1 February 2021 – Circulates to all Boards.
- 11.7. Amendments to School Variable Speed Zones – Report to Council Meeting 1 February 2022 – Circulates to the Rangiora-Ashley and Oxford-Ohoka Community Boards.
- 11.8. Stockwater Race Bylaw 2022 – Request for Adoption – Report to Council Meeting 1 February 2022 – Circulates to all Boards.
- 11.9. Wellbeing, Health and Safety Report February 2022 – Report to Council Meeting 1 February 2022 – Circulates to all Boards.
- 11.10. Ashley Gorge Water Supply Compliance – Report to Council Annual Plan Meeting 2 February 2022 – Circulates to the Oxford-Ohoka Community Board.
- 11.11. Wastewater Treatment Plant Fencing Contract Completion – Report to Utilities and Roding Committee Meeting 22 February 2022 – Circulates to all Boards.

## PUBLIC EXCLUDED REPORTS

- 11.12. Rangiora BNZ Corner Site (70 and 74 High Street) – Divestment Evaluation Panel – Report to Council Meeting 1 February 2022 – Circulates to all Boards.

Moved: T Robson

Seconded: S Barkle

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

- (a) **Receives** the information in Items.11.1 to 11.11.

- (b) **Receives** the public excluded information in Item 10.12, which would remain in public excluded and which was circulated separately.

**CARRIED**

## **12. MEMBERS' INFORMATION EXCHANGE**

### **T Robson**

- Attended an Ashley Gorge Advisory Group meeting and farewell for the Chairperson who was retiring from the Group. The Group also bid farewell to the previous camp operators.
- Fielded numerous complaints from residents about the Mandeville stockpile of soil.

### **R Harpur**

- Attended the Ohoka Rural Drainage Advisory Group meeting which voiced their opposition to the proposed Ohoka subdivision.
- Grey Power meeting did not take place due to Covid.

### **S Barkle**

- Expressed her disappointed with the time it took for the Board to be advised about the contamination at the MSC.
- Fielding many questions about the proposed Ohoka subdivision and therefore requested to be kept informed.
- Raised concern about the current high water table levels, especially in light of potential future flooding.

### **S Farrell**

- Concerned about the damage to the toilets at the Community Garden in Pearson Park which had again been vandalised.
- Noted that the Oxford Farmers Market had confirmed that they would like the EV Chargers to be available 24/7.

### **W Doody**

- Attended the Oxford Rural Drainage Advisory Group meeting. There were concerns about the amount of water that had been flowing down Mounseys Stream.
- Oxford Pool were struggling with a lack of staff and the Council may have to close the pool earlier this session.
- She expressed her appreciation for the previous operators of the Ashley Gorge Campground.

### **N Mealings**

- There had been a large amount of discussion in the community about proposed Ohoka subdivision, which she was fielding a lot of queries for.
- It had been a busy month for water related issues.
  - On 9 February 2022, before the last flood event she visited a property on Mill Road, Ohoka that had some issues with the drain and later on discussed with Council staff.
  - On 11 February 2022 she received a call from a Mandeville resident whose tank had run dry because a contractor inadvertently forgot to turn it back on.



- Rain event on 12 and 13 February 2022, she did her best to keep people informed on social media the challenges.
- 15 February the culvert bridge over the Ohoka Stream failed.
- 22 February observed the anniversary of the Canterbury earthquake.
- Attended:
  - An all Boards Briefing regarding the Council's position on the proposed Three Waters reform and their involvement in Communities 4 Local Democracy.
  - The Ohoka Rural Drainage Advisory Group meeting.
  - Audit and Risk Committee Meeting
    - The Council's Capital Works Programme was behind schedule.
  - Prevention of Drug and Alcohol Group meeting.
  - District Planning and Regulation Committee meeting
    - 59% increase between 2020 and 2021. Managed to process 96.5% of the applications within the statutory timeframes.
  - Briefing on tiny homes.
  - Waimakariri Youth Council meeting.
  - North Canterbury Youth Services Networking meeting.
  - Council meeting.

### 13. **CONSULTATION PROJECTS**

#### 13.1. **E-Scooters**

<https://letstalk.waimakariri.govt.nz/e-scooter-trial>

Consultation runs throughout trial and closes April 2022.

#### 13.2. **2022/23 Draft Annual Plan**

Link to consultation document available 4 March 2022 on the Council website.  
Consultation closes 4 April 2022.

The Board noted the consultation projects.

### 14. **BOARD FUNDING UPDATE**

#### 14.1. **Board Discretionary Grant**

Balance as at 22 February 2022: \$4,887.

#### 14.2. **General Landscaping Fund**

Balance as at 22 February 2022: \$12,710.

The Board noted the funding update.

### 15. **MEDIA ITEMS**

Nil.

### 16. **QUESTIONS UNDER STANDING ORDERS**

Nil.

17. **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

**NEXT MEETING**

The next meeting of the Oxford-Ohoka Community Board will be held at the Mandeville Sports Centre on Wednesday 6 April 2022 at 7pm.

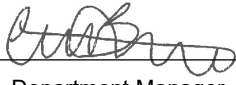
<b>Workshop</b>	
•	<i>Members Forum</i>

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 8.25pm.

CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-26-10-06 /220325044720**REPORT TO:** OXFORD OHOKA COMMUNITY BOARD**DATE OF MEETING:** 6 April 2022**AUTHOR(S):** Grant Stephens Design and Planning Team Leader**SUBJECT:** Oxford Ohoka General Landscaping Budget**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)  
Department Manager  
Chief Executive**1. SUMMARY**

1.1. The purpose of this report is to provide information to the Board on a number of potential projects for consideration of budget allocation from the Oxford Ohoka Community Board's General Landscaping Budget. In October 2021 staff undertook a workshop with the Board to identify potential projects which the Board may choose to spend their General Landscaping Budget on. At this workshop, the Board identified six projects which they were interested in pursuing further and requested a report from staff outlining the costs and considerations regarding these potential projects. Since that point, two additional projects have been identified to staff.

1.2. This report outlines these project in further detail for consideration by the board. The Oxford Ohoka General Landscaping Budget currently has \$13,150 available to be allocated during the 21/22 financial year to such projects.

1.3. Based out the information within this report, Staff are recommending allocation of budget towards the following projects;

- Ohoka Domain Flying Fox \$3,000
- Swannanoa Domain Landscaping
- Option 1: Picnic Table \$3,500
- Rodeo Shed Mandeville Domain \$1,500
- Oxford Cemetery Wildflowers \$1,500
- Oxford Community Gardens \$350
- Mandeville Village Reserve Picnic Tables \$3,000

1.4. The two other projects included within the report are recommended by staff to remain projects of interest but that additional work is required before budget can be allocated. It is recommended that should the board wish, budget could be allocated to these in the next financial year.

- Pump Track Mandeville Domain
- West Eyreton Train Platform Heritage

1.5. There is sufficient budget to allocate to those recommended with a surplus remaining of \$300. Due to the current high level of cost fluctuation we are experiencing at the moment, staff recommend that this remaining budget could be allocated as contingency to be used if required should any of the projects come in higher than expected.

- 1.6. Staff believe that the funds sought are consistent with other similar sized projects within the district and are reflective of the types of project which funds from this budget are commonly allocated towards. While staff have spoken with suppliers to provide these estimates, any project approved by the board would be implemented under Council's procurement policy so prices may vary and there is a possibility the impacts of COVID-19 may have an effect on prices and availability of products.
- 1.7. Should the Board approve budget to these projects as per the current recommendations, the whole of this financial year's budget would be allocated. The Board will get a new allocation at the start of the coming financial year.

Attachments:

- i. SWANNANOA DOMAIN DRAFT CONCEPT PLAN 2004 (160524048097)

## 2. **RECOMMENDATION**

**THAT** the Oxford Ohoka Community Board:

- (a) **Receives** Report No. 220325044720
- (b) **Notes** the Board currently has \$13,350 available to allocate to general landscape projects within the Oxford Ohoka ward from the Boards General Landscaping Budget (PJ 101052.000.5224)
- (c) **Approves** the allocation of \$3,000 towards a grant to the Ohoka Residents Association towards the completion of the Flying Fox and associated landscaping at Ohoka Domain.
- (d) **Approves** the allocation of \$3,500 towards a picnic table to be purchased and installed at Swannanoa Domain as per the Swannanoa Domain Master Plan.
- (e) **Notes** Option Two for Swannanoa Domain of planting 10 trees as per the Swannanoa Domain Master Plan and keeps this on the table for future allocation from funds when these become available in the next financial year.
- (f) **Approves** the allocation of a grant of \$1,500 towards the landscaping around the Rodeo Shed at Mandeville Domain.
- (g) **Approves** the allocation of \$1,500 towards purchasing and spreading wildflower seeds over the unmarked graves at Oxford Cemetery as per the plan within this report.
- (h) **Approves** the allocation of a grant of \$350 towards Oxford Community Gardens for the purchase of bee friendly plants/seeds and potting mix.
- (i) **Notes** there is currently \$500 allocated (October 2020) to the installation of the two picnic tables at Mandeville Village Reserve. These were going to be installed by the Residents Association however this has not been completed and no longer looks to be likely.
- (j) **Approves** the allocation of an additional 3,000 towards the installation of these picnic tables so that Greenspace Staff can engage a contractor to undertake this work.
- (k) **Notes** this leaves the Board \$300 remaining in the Oxford Ohoka Community Boards General Landscaping Budget.
- (l) **Approves** \$300 being allocated to contingency for the above projects to be used as required should any of these come in over budget at time of implementation.
- (m) **Notes** this will complete the allocation of the available budget within the Oxford Ohoka Community Boards General Landscaping Budget for the 21/22 financial year.

### 3. **BACKGROUND**

- 3.1. The General Landscaping Budget is a discretionary budget the Board can allocate towards landscape projects within their ward. There have been many varying projects that this money has been spent on over the years to enhance the landscape of the Oxford Ohoka area. Projects have included extra seating, planting, The Oaks Reserve and many more. There are no documented guidelines which stipulate exactly what the money has to be spent on however it should be for things which will enhance the landscape for the benefit of the community.
- 3.2. The table below shows some of the previous and current projects undertaken by the Board along with the budget available for allocation.

*Table 1: Oxford Ohoka General Landscaping Budget Current and Previous Projects*

Oxford Ohoka General Landscaping Budget			
Account Description	Status	Budget	Remaining
Oxford Ohoka Community Board Available Funds			
2020/21 General Landscape Budget (Carried Over)		\$2,890	\$2,890
2021/22 General Landscape Budget		\$12,710	\$9,210
Total Oxford Ohoka Community Board to Allocate			\$13,150

Current Oxford Ohoka Community Board Recent Projects			
Oxford Bike Stands	Complete	\$2,000	\$0
Main Street Seat	Complete	\$2,600	\$0
Mandeville Fence	Complete	\$3,500	\$0
The Oaks Reserve Development	In Progress	\$9,200	\$1,680
Oaks Reserve West Eyreton	In Progress (April/May)	\$5,000	\$5,000

- 3.3. The Board currently has a budget of \$13,150 available to be allocated within the 2021/22 financial year and at the request of the Board, staff undertook a workshop in October 2021 to identify potential projects which this budget could be spent on. The Board requested feedback from staff outlining the six following projects:
- Ohoka Domain Flying Fox
  - Swannanoa Domain Landscaping
  - Pump Track Mandeville Domain
  - Rodeo Shed Mandeville Domain
  - Oxford Cemetery Wildflowers
  - West Eyreton Train Platform Heritage
- 3.4. Since the workshop, two additional projects have been identified to staff by Board members and are included within this report. These are;
- Oxford Community Gardens
  - Mandeville Village Reserve Picnic Tables
- 3.5. This report is outlining these projects mentioned above in further detail for consideration by the Board for allocation of their 21/22 financial year General Landscaping Budget.

#### 4. **ISSUES AND OPTIONS**

##### **Ohoka Domain Flying Fox**

- 4.1. In 2018 The Ohoka Domain Master Plan was approved by the Oxford Ohoka Community Board. This included an area for a flying fox to be constructed in the future but the budget available did not allow for it to be constructed as part of the implementation of the plan. Since then, the Ohoka Residents Association have fundraised to cover the considerable costs of the flying fox and its installation and have engaged a contractor to do the work.
- 4.2. This contractor began work in early December and another local contractor volunteered their time to help auger the holes and scrape the soil. Unfortunately there have been additional unforeseen costs in this project and while it is almost complete, the Residents association are now needing to find the remaining funds to get this across the line. An example of this is that when assessing the site they were informed by the engineer that the poles would require more concrete due to the high water table which came at an additional cost to that originally quoted.
- 4.3. In order to reduce costs they are working with a local contractor who is doing work on another part of the domain and utilising soil dug out for a car park to help build the platform mound and bund around the flying fox. The flying fox is now almost complete with only minor works around the platform and bund required to complete. At this point the Residents Association have raised the main proportion of the funds for the implementation however have exhausted many of their funding opportunities in order to do so. The Association would therefore appreciate any support the Board could offer through their General Landscaping Budget.
- 4.4. The Residents Association believe that the remaining costs are going to be approximately \$1,500 - \$2,000. Staff are also aware that the Association were previously hoping to do some beautification with planting around the edges of the flying fox area however the focus appears to have shifted to just getting the flying fox complete and ready for children to enjoy. This is a project which has been community driven from the start, will be hugely popular to the local users and those who utilise the domain from out of town (i.e during the market) and which the Association have done significant work to find funding for.
- 4.5. Staff believe that it would be an opportune project for the Board to get behind and help support the Association to get this project completed before the winter months when work on site is too wet to achieve. Based on the material costs of the remaining work (\$1,500) and an estimation of costs for some beautification of \$1,500 (based on these being planted by the Ohoka Bush Group) Staff recommend a grant to the group of \$3,000.

##### **Swannanoa Domain**

- 4.6. At the workshop the Board requested that Staff review the draft concept plan created for Swannanoa Domain to identify if there are any elements which they could add to this reserve. This plan was created in 2004 and is attached for your reference (Trim 160524048097) Staff have reviewed the plan and identified two potential options the Board may be interested in pursuing.
- 4.7. **Option 1:** The plan identifies a picnic area beside the playground space. The Board could choose to install one or two picnic tables in this area for people wishing to have a picnic. Staff estimate the cost of a picnic table is approximately \$3,500 including installation.
- 4.8. **Option 2:** Central to the concept for the master plan is a circle of trees around the main cricket oval. These would frame the oval and provide shade to onlookers. The plan shows 18 Wellingtonia trees (Sequoia) which get quite tall but not very wide. This number could be reduced to ten if a different tree was selected with a wider diameter. Staff note that the

grass at Swannanoa Domain is prone to burn off in summer due to the harsh conditions so any tree would need to be watered regularly and selection of a drought tolerant species would be paramount. The cost of planting a tree and watering it for the first 5 years of its life is \$450 per tree. For ten trees, this would be a cost of \$4,500.

- 4.9. Staff are aware that this plan was created in 2004 and therefore if the Board chose Option 2, there would need to be some level of engagement with the current users to ensure that the trees didn't impact the overall use of the domain however do not see this preventing the ability to plant trees but more-so the exact location of the trees being planted.

### **Pump Track Mandeville Domain**

- 4.10. The Board requested staff look into the opportunity for an asphalt pump track to be created at Mandeville Domain. This could be used by children waiting for siblings while they play sport and would be an asset for play and potentially learning to ride safely. An example of such a space is shown in the image below;



- 4.11. Greenspace staff have spoken with Richard Belcher from the Mandeville Sports Club who has indicated that the club Board would be interested in hearing from those interested in this project to see if this is something that the Board would support. Should this project be approved by the Board and an area be identified, it is likely that local contractors could be engaged at reduced costs as a community project to help create this development. This could then be supported by the OOCB through their General Landscaping Budget in the form of a grant towards the project which would allow more flexibility for the group to procure work and work alongside local contractors.
- 4.12. As this project is within the Mandeville Domain, it would need to all under the management of the Mandeville Sports Club and their policies around Health and Safety and procurement ect. Staff recommend that at this stage, the Board notes this as a potential future project but does not commit funds from the 2021/22 budget. Instead, the Board can await a proposal for what this would look like and the estimated costs and consider a grant from their 22/23 budget allocation which comes available in June.

### **Rodeo Shed**

- 4.13. Greenspace staff have been made aware that the Rodeo Club are going to be building a small shed for use of their club at Mandeville Domain. This has been approved by the Mandeville Sports Club with the suggestion that some landscape planting around the shed would help improve the visual aesthetics of the shed. Construction on the shed is now mid completion with the poles and roof erected and just waiting on the sides to be built.

- 4.14. New Zealand went into the Covid Red System right at the start of the Rodeo season for Canterbury and this saw the cancellation of the Canterbury Rodeo. This has impacted the club in terms of funding and meant that the completion of the shed is now anticipated as a winter project this year. Staff have spoken with the Club who have indicated that they are hoping to plant along three sides of the shed with a mixture of native plants such as tussock and flaxes to retain the rustic look of the rodeo shed. This is a project that the Board could look to support for the club to help them get across the line with this planting and enable them to plant in the winter months (best time to plant) rather than undergo further fundraising for this landscaping work. The increase to the visual aesthetics to Rodeo users and wider reserve users will also be a positive impact.
- 4.15. Staff have looked at costings for a three meter wider native planting around three sides of the shed and believe that this would cost approximately \$1,500. This proposal is similar in type to projects previously supported by the Board for landscaping around the Swannanoa Cricket Pavilion and Ohoka Gate Keepers Lodge and would be an appropriate use of the General Landscaping Budget.
- 4.16. If approved, this would be provided to the Rodeo Club as a grant which they can use to source the plants etc to undertake this landscaping. The Club would then work with the Mandeville Sports Club to ensure that they meet any health and safety requirements they may have as the governing body.

#### **Oxford Cemetery Wildflowers**

- 4.17. During the course of work being undertaken to develop The Oaks Reserve in Oxford, Staff were made aware that there were a number of unmarked graves within the land between the existing cemetery and the reserve. Staff engaged a contractor to undertake ground penetration radar across this area to confirm this and a number of likely and possible graves were identified.
- 4.18. Greenspace staff have identified a need to undertake a master planning process for this land for any cemetery expansion in the remaining space within the fenced cemetery area which will be undertaken in the coming financial year. There are however a number of graves within the area south of this area which will in time become part of the cemetery but are currently not required for many years. Staff drew this to the attention of the Board at the October Board Meeting with the suggestion that general landscaping budget could be used to help demarcate the location of these graves in the meantime so that they are protected and respected.
- 4.19. The Board requested further information on this project with a specific interest in the idea of planting wildflowers across the areas. Staff have considered how these graves could be marked as we do not have a record of who they are and while they appear very much to be graves, without exhuming each grave could not identify with 100% certainty what it is. This prevents any type of headstone or physical marker being necessary or appropriate. Staff therefore believe that planting wildflower seeds over the areas where graves are likely located would be a great way of showing respect to any grave below while also bringing colour and vibrancy to the area at a relatively low cost. The flowers would also be pickable for other people visiting the cemetery who could use them to remember their own loved ones by placing them by their headstones in the cemetery
- 4.20. The plan below shows these sites where there are likely and possible burial marked in orange and blue. Staff recommend large swathes of flowers planted which would form big garden beds which cover these grave sites. These are shown below in purple.



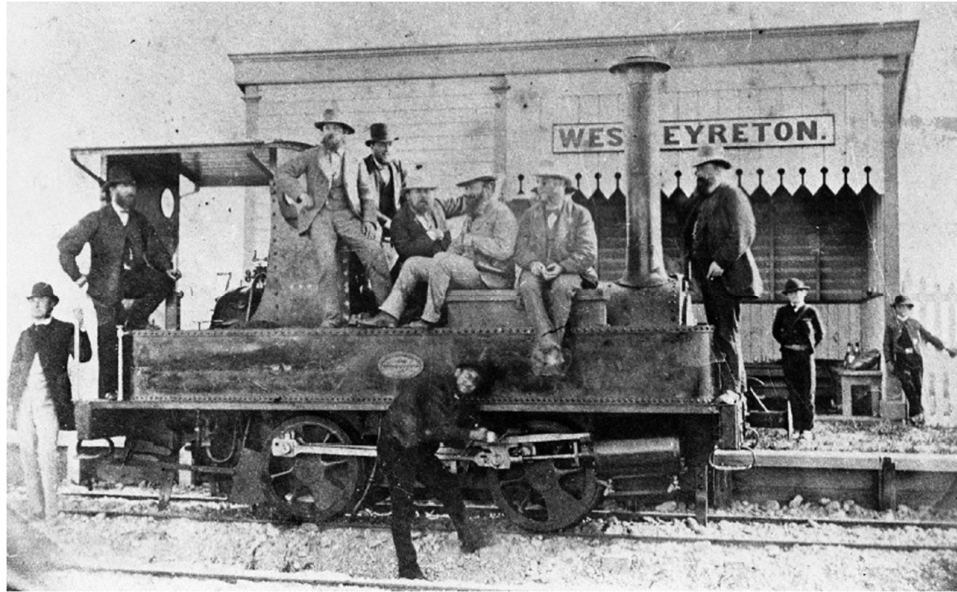


*Plan Oxford Cemetery showing location of potential unmarked graves.*

- 4.21. Staff have looked at the cost of purchasing and spreading this seed and believe that this would be approximately \$1,400. The seed mix chosen would be one with various annual flowers which will self-seed and which will have a variety of bloom periods. Staff have identified the best time to spread these seeds would be in early spring.

#### **West Eyreton Train Platform Heritage**

- 4.22. At the Boards October 2021 meeting, a deputation was made by Tim Fulton from West Eyreton regarding the state of the mound where the West Eyreton Train Platform once stood. Tim was concerned that this landmark was being eroded by time as cattle walking along North Eyre Road and that people couldn't recognise that this was the site of the old train station as pictured below.



- 4.23. The plan below shows the train track in the 1940's when the rail was in use and what the area looks like now. While the station is not shown (likely removed in the 1930's), Tim has spoken to Bernard Kingsbury from the Cust Library who has confirmed that this is the correct site.



- 4.24. Greenspace Staff visited the site and noted that while the loading platform is quite visible (located on private land) the mound identified by Tim as the old station is within the road reserve and only approximately two feet in height. As it is covered in grass and there are no other landmarks or plaques to note its importance to the history of the railway, it is easily missed and quite indistinguishable.
- 4.25. Tim's suggested solution to the Board and preference would be for a fence to be constructed around the mound to prevent cattle from walking over it. He would also like to see a plaque either on the fence or on a rock which notified people of the importance of

the site. This would form part of a larger project to commemorate important features in the area currently being investigated by the West Eyreton School as part of their 150 year celebrations. They are hoping to put plaques on a number of features and tie the learning of these into the school curriculum.

- 4.26. Staff have spoken with the Roding Team at Council to determine what would be possible on this site as the whole mound is within the Road Reserve and the bottom of the mound is approximately 1-2m from the sealed edge. The Roding team would like more opportunity to look at this and identify the best solution alongside the Greenspace Team as the current suggestion of a fence poses some challenges. A fence would prevent damage to the mound from the passing cattle but would also force walkers/horse riders out into the road to get past. Care would also need to be taken to ensure that the fence was frangible and would not cause undue risk to passing motorists. There is also the challenge that a fence would likely block the view of the mound (as it is quite low) and would make the area within difficult to maintain. This may in fact have the opposite effect of hiding the heritage feature as opposed to protecting and sharing it for others.
- 4.27. On raising these issues with Tim, it was agreed that more thought needed to go into what is done here with a secondary idea of a sign being muted. Staff therefore do not recommend budget allocation to this project at this point until more research can be done into the above and an appropriate proposal made which fits within the requirements of elements within the road corridor. Instead Staff recommend that the Board approve staff working with Tim, Bernard and the Roding team to identify the best course of action and bring this back to the Board for consideration. The Board will get their new budget allocation in July and staff advise that this project could be left on the table until that point while more information is gathered and a design made.
- 4.28. **Oxford Community Gardens**
- 4.29. During the course of writing this report Staff were notified by Board Member Shirley Farrell that she has been approached by Lee Leonard who is the co-ordinator of the Oxford Community Gardens. These gardens have been the target of ongoing vandalism with people pulling out the vegetables etc and the camera being stolen.
- 4.30. She and others in the group would like to make the raised beds into gardens with wildflowers and plants that encourage the bees and butterflies and it will be a colourful addition to the area. Lee has looked at what types of plants would be required for this and would like to plant a range of seedlings, seeds and bulbs. They would also need some additional potting mix. Lee has provided an estimated cost for this work of \$350.00
- 4.31. Staff have no concerns with the types of plants that are being proposed and have not previously determined the types of plants grown by this group. Staff are unsure if a change in plant type would reduce the vandalism of people pulling plants out but are supportive of the Community Garden group seeing if this is successful. Staff are unsure if the group still intend to plant veges amongst these other plants but see a potential opportunity for people to learn and understand pollinator friendly plants for their gardens.
- 4.32. There is a risk that a shift from food production to bee pollinator plants may cause a loss of interest as people often join community gardens for the opportunity to grow and harvest food. There would also be a potentially small loss in food security if this garden no longer harvests or teaches about food production.
- 4.33. Should the Board wish to support the group, they could allocate \$350 to this project to be given to the group in the form of a grant. This would be paid to the Oxford Menz Shed as they run the accounts and finances for the volunteers who run the community garden.



### **Mandeville Picnic Tables**

- 4.34. In October 2020 the Board allocated a budget of \$500 to the installation of two existing picnic tables in the Mandeville Village Reserve. This was to cover the material costs of concrete with the Mandeville Residents Association undertaking the work. Following a request from a Board Member as to why these have not been installed, staff have contacted James Ensor from the Association who was leading this project.
- 4.35. James expressed some concerns around a number of things including the amount of parking available, the rubbish bins being removed and that the tables won't be regularly cleaned. He expressed that at this point the Association are not interested in undertaking this work until these things are addressed. There is currently no plan to provide additional parking here and staff are unaware of any rubbish bins ever being located within the reserve or being removed. Staff also note that Council does not regularly clean any picnic tables across the region (unless specific service requests are made) although our contractor does keep a look out and will clean as required if tables are notably unclean.
- 4.36. Council therefore have no confidence that these matters will be addressed to the satisfaction of the Association in order for them to undertake this work. Staff therefore advise the Board that if the Board wants these tables to be relocated into the reserve this will require additional budget from their General Landscaping Budget. Due to the size of these tables and current high pricing for construction, Staff estimate the installation of these tables to be approximately \$3,500. Given there is already a budget of \$500, this would require allocation of \$3,000.
- 4.37. Conversely, the Board could choose not to relocate the tables into the reserve and instead leave them in their existing location. This would mean the \$500 could be returned for allocation. Staff have not confirmed with the owners of this land whether they are happy for these to stay long term but have also not received complaints.
- 4.38. The Oxford Ohoka Community Board has \$13,150 remaining in their General Landscaping Budget so have sufficient budget to allocate to this project.

### **Implications for Community Wellbeing**

There are implications on community wellbeing by the issues and options that are the subject matter of this report. The projects included are all projects which have come from the community to enhance the landscapes within the Oxford Ohoka area which would have positive impacts on community wellbeing

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

## **5. COMMUNITY VIEWS**

### **5.1. Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report as it will have no direct impact on the use of the land or waterways.

### **5.2. Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. These groups are discussed above as they pertain to each of the individual projects.

### **5.3. Wider Community**

The wider community is likely to be affected by, or have an interest in the subject matter of this report. Staff believe that the projects recommended within this report will have positive impacts on the community with few foreseeable negative impacts. Staff do not believe that there is additional need for wider consultation with the community regarding the recommended projects.

## 6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

### 6.1. **Financial Implications**

6.2. There are financial implications of the decisions sought by this report. The Oxford Ohoka Community Board currently has \$13,350 available to allocate to general landscape projects within the Oxford Ohoka ward from the Boards General Landscaping Budget (PJ 101052.000.5224)

6.3. Based on the information within this report, Staff are recommending allocation of budget towards the following projects;

- |  |         |
|--|---------|
| • Ohoka Domain Flying Fox                  | \$3,000 |
| • Swannanoa Domain Landscaping             |         |
| • Option 1: Picnic Table                   | \$3,500 |
| • Rodeo Shed Mandeville Domain             | \$1,500 |
| • Oxford Cemetery Wildflowers              | \$1,500 |
| • Oxford Community Gardens                 | \$350   |
| • Mandeville Village Reserve Picnic Tables | \$3,000 |

6.4. The two other projects included within the report are recommended by staff to remain projects of interest but that additional work is required before budget can be allocated. It is recommended that should the board wish, budget could be allocated to these in the next financial year.

- Pump Track Mandeville Domain
- West Eyreton Train Platform Heritage

6.5. There is sufficient budget to allocate to those recommended with a surplus remaining of \$300. Due to the current high level of cost fluctuation we are experiencing at the moment, staff recommend that this remaining budget could be allocated as contingency to be used if required should any of the projects come in higher than expected.

### 6.6. **Sustainability and Climate Change Impacts**

The recommendations in this report do have sustainability and/or climate change impacts. Sustainability is about more than protecting our resources, it encompasses everything from energy and material use to ensuring that our people can live healthy and fruitful lives. Reserves are incredibly important to the wellbeing of our communities as they provide the space for many to recreate, build physical and mental fitness and enjoy our outside world. Where possible staff will use local contractors and materials to reduce impacts on the environment.

There is a potential risk that the wildflowers may spread to other areas not intended which in turn may lead to increased operational costs for maintenance. Staff have spoken with the Greenspace Operations Team who have indicated that with the level of mowing around these areas, it is unlikely that any seeds would be able to get established apart from where they are intended in the unmown areas. Staff believe the added benefit to the environment and local biodiversity from bee and insect friendly wildflowers outweighs this risk.

### 6.6. **Risk Management**

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

### 6.7. **Health and Safety**

There are health and safety risks arising from the adoption/implementation of the recommendations in this report because this would lead to work being undertaken within publically accessible reserves.

There are health and safety risks arising from the adoption/implementation of the recommendations in this report because this would lead to work being undertaken. If approved, the health and safety of any contractor would be managed by the Waimakariri District Council Greenspace Team and would require contractors to be prequalified (i.e. Sitewise) and to submit appropriate health and safety plans (Site Specific Safety Plan - SSSP) along with any required Traffic Management Plans for review by the project manager prior to construction beginning on site.

If the Rodeo Shed budget is approved, the health and safety of any contractor would be managed by the Mandeville Sports Club as part of the standard agreement with Council. Greenspace Staff would recommend that the contractor to be SiteWise approved and to submit an appropriate health and safety plan (Site Specific Safety Plan - SSSP) along with any required Traffic Management Plans for review by the Mandeville Sports Club prior to construction beginning on site.

## 7. **CONTEXT**

### 7.1. **Consistency with Policy**

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

### 7.2. **Authorising Legislation**

7.3. The management of reserves is legislated through the Reserves Act 1977. Council has a lease with Mandeville Sports Club which outlines the responsibilities of both the Lessee (MSC) and the Lessor (WDC)

### 7.4. **Consistency with Community Outcomes**

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

#### ***Public spaces and facilities are plentiful, accessible and high quality***

- There is a wide variety of public places and spaces to meet people's needs. <sup>1,2,3,4</sup>
- There are wide-ranging opportunities for people to enjoy the outdoors. <sup>1,3</sup>
- The accessibility of community and recreation facilities meets the changing needs of our community. <sup>1,2,3,4</sup>

#### ***People are friendly and caring, creating a strong sense of community in our District***

- There are wide-ranging opportunities for people of different ages, abilities and cultures to participate in community life and recreational activities. <sup>1,2,3</sup>

### 7.5. **Authorising Delegations**

The Oxford-Ohoka Community Board have the delegation to approve the allocation of the Oxford-Ohoka General Landscape Budget



## Project Definition and Concept

- Swannanoa is unique in terms of other North Canterbury towns in that the origins of the name are American, as opposed to Maori (as with Ohoka, Kaiapoi, Rangiora) and that there was no significant native forest in the area.
- We intend to retain and establish existing character in terms of local history and re-informing a local identity, based on the community as it was, and as it now is. Design detailing and planting ideas can be drawn from Swannanoa, North Carolina, USA that Swannanoa, North Canterbury was named after.
- Features of that landscape are very similar to those that we encounter here in our rural landscapes: flat open plain land, flowing rivers, moving towards rolling hill country covered in grasses, and snowy mountain peaks. Moving into detail, we find that using rustic, large scale, timber structures and conifers blended with large deciduous species will give a sense of identity and character.

- To re-establish Swannanoa Domain as a rural domain with appropriate amenity facilities to ensure positive recreational experiences for the local community and visitors alike.
- To restore and enhance existing facilities, eg. Tennis Courts, Main Entrance and the Cricket Pavilion.
- Install new Rest Rooms (WDC funding, in district plan- Greg Byrnes)
- Ensure obvious access into the site and a sense of arrival.
- Establish usable recreational facilities
  - Give shade and shelter for users of the domain.
  - Retain lots of space for the Annual Fete.
  - Barbeque and picnic areas
  - Play areas; incorporating traditional equipment, eg. swings, slides, tractors etc.
  - Seating areas
  - Fitness and biking space

## Site Plan (1:1000)

## Recreation Area (1:500)

- Start of Trail
  - Please see note on site plan
- Native Gardens, based on existing planting
- New Toilet Facilities
  - Retain close to picnic & play areas
- Usable Lawn Area
  - for community hall functions.
- Community Hall
- Angle Parking
- 90° Parking
- Entrance
  - Reduce impact of tennis club entrance
  - Gates to be based on main entrance, but on a smaller scale please see Elevation A
- Tennis Club Courts
  - Addition of a new court, and extend fencing
- Small picnic area
- Wellingtonia Trees
- Play Area
  - Swings
  - Slides
  - Tractors
- Retain backboard
- Carparking
  - Continue informal parking under the trees
- Picnic Area
  - tables, barbeques etc.
- Welcome threshold
- Relocate Cricket Pavilion
  - Restore and open up as viewing pavilion for tennis
- Sports Turf

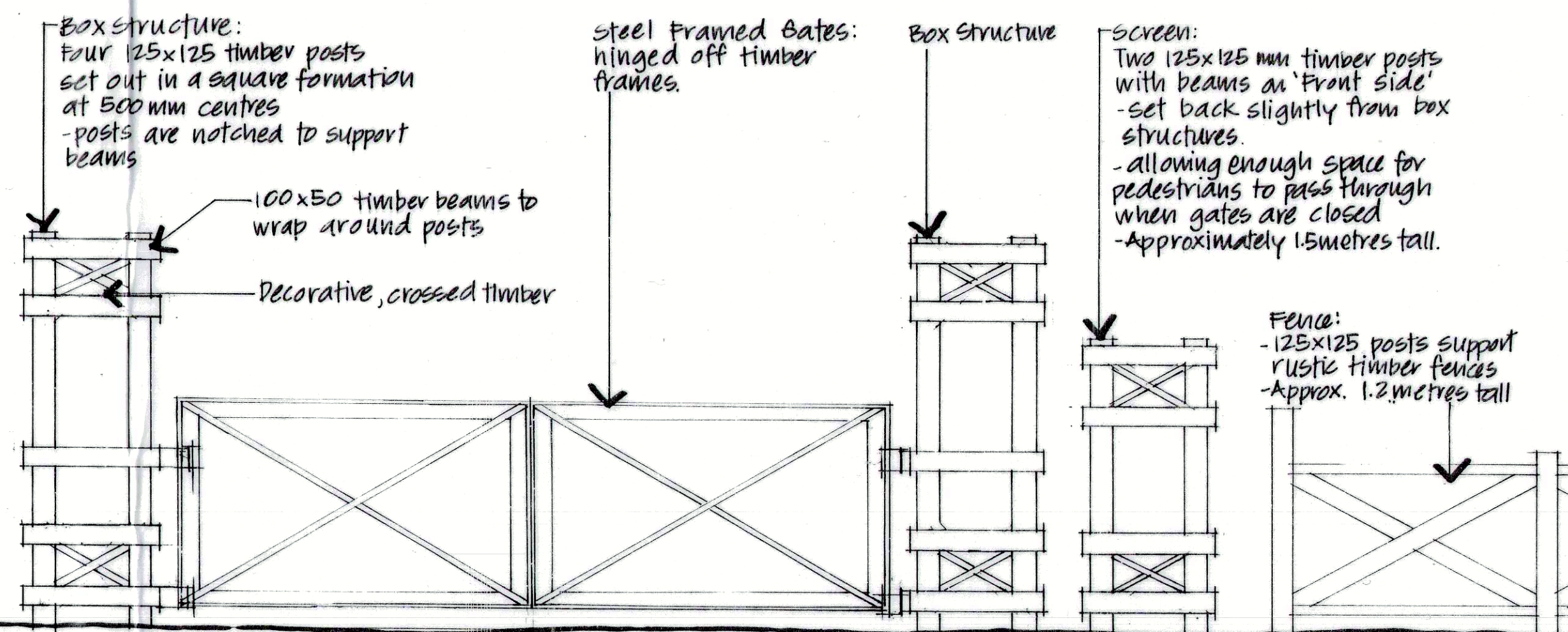
### Multi-Purpose Trails

- Install simple loop pathway around the park for running, biking, BMX, walking etc; spreading the activities, rather than restricting activities into single use areas.
- Could link to external pedestrian way

### RECREATION AREA

- please refer to enlargement

## Entrance to the Domain Elevation A (1:25)



### Woodland

- Plant Sycamores and other large woodland species.
- Incorporate large, low rolling mounds and open lawn areas

### Retain Large Field

- Large space for annual Fete with opportunities to park and exhibit, either in the field itself or amongst the surrounding trees.
- Possible removal of concrete cricket pitch.
- Retain room for cricket and rugby grounds should they be required.
- Renew sports turf and ensure its continuing maintenance
- Encase field with Sequoiadendron giganteum (Wellingtonia trees) at twenty metre centres

### Roadside Tree Planting

- Potential planting of deciduous trees at both ends of the site to give a sense of arrival, and may promote a slowing of traffic

### NOTE:

This plan remains the property of Earthwork Landscape Architects. Unauthorised copying of this plan is prohibited without permission from Earthwork Landscape Architects. It is the contractors responsibility to verify all levels, falls, scale and set out information onsite prior to commencing any works.

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CPR-04-21-25



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designing with  
**respect**  
for land and people

# Swannanoa Domain

Prepared for the Waimakariri District Council

## DRAFT CONCEPT PLAN

DRAWN: KP  
DATE: 23/11/04  
SCALE: as specified  
SHEET: 1 OF 1  
FILE: 04716



**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-26-10-06 / 220317039106**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD**DATE OF MEETING:** 6 April 2022**AUTHOR(S):** Thea Kunkel, Governance Team Leader**SUBJECT:** Application to the Oxford-Ohoka Community Board's Discretionary Grant Fund 2021/22**SIGNED BY:**  
(for Reports to Council or Committees)  
Department Manager  
Chief Executive**1 SUMMARY**

1.1. The purpose of this report is to consider an application for funding received from:

Name of Organisation	Purpose	Amount requested
Clarkville Playcentre	Towards the cost of purchasing bikes and scooters	\$376
<b>Total:</b>		<b>\$376</b>

Attachments:

- i. An application from the Clarkville Playcentre (Trim Ref: 220304031326).
- ii. Spreadsheet showing the previous two years' grants.
- iii. Board funding criteria 2021/22 (Trim Ref: 210603089866).

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

- (a) **Receives** report No. 220317039106.
- (b) **Approves** a grant of \$...... to the Clarkville Playcentre towards the cost of purchasing bikes and scooters.

**OR**

- (c) **Declines** the application from the Clarkville Play Centre.

**3 BACKGROUND**

- 3.1 The Clarkville Playcentre is seeking funding for the cost of purchasing bikes and scooters for their three to five-year-old children.
- 3.2 The current balance of the Oxford-Ohoka Community Board's Discretionary Grant Fund 2021/22 is \$4,387.



## 4 **ISSUES AND OPTIONS**

### ***Clarkville Playcentre (the Centre)***

- 4.1 The Centre is unlike any other early childhood education organisation as both children and their parents/caregivers attend. The curiosity and creativity of the Centre's tamariki are nurtured to allow them to learn about themselves and their world. The Centre currently supports 31 children and their families, with the majority coming from the Oxford Ohoka community.
- 4.2 The Centre would like to purchase some new bikes and scooters for their three to five-year-old children. These children have outgrown the Centre's current equipment, and the Centre would love for them to be able to use their newly painted car track on the court. In addition, riding bikes and scooters will assist children to develop crucial new motor skills and learn about shapes, motion, transportation, road use and lots more.
- 4.3 It is anticipated that the children attending the Centre will learn and develop essential new skills, which is a key purpose of the Centre. The community will also benefit as providing a stimulating learning environment will help the children grow into productive well-rounded individuals and members of society.
- 4.4 If this application is unsuccessful, the Centre will not be able to purchase the bikes and scooters as the Ministry of Education funding is needed to cover operational costs. No other funding has been sought for this project, and all current fundraising efforts are earmarked to cover operating costs.
- 4.5 It should be noted that over the last five years, the Board has allocated the following funding to the Centre.

March 2021	To purchase sand for their sandpit	\$210
February 2020	To purchase new tools for their carpentry area	\$312
November 2019	To purchase new puzzles	\$500
<b>Total</b>		<b>\$1,022</b>

Also, the Kaiapoi-Tuahiwi Community Board granted the Clarkville Playcentre \$420 in April 2019 to purchase a two-seater tricycle.

- 4.6 The Board may approve or decline grants per the grant guidelines.
- 4.7 There are social and cultural implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.8 The Management Team has reviewed this report.

## 5 **COMMUNITY VIEWS**

### 5.1 **Mana Whenua**

Taking into consideration the provisions of the Memorandum of Understanding between Te Ngāi Tūāhuriri Rūnanga and the Council, Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report.

### 5.2 **Groups and Organisations**

There are no other groups and organisations other than the Clarkville Playcentre likely to be affected by or to have an interest in the subject matter of this report.

### 5.2 **Wider Community**

The wider community is not likely to be affected by, or to be interested in, this report's subject matter. However, it should be noted that this project would positively impact the wellbeing of the children attending the Clarkville Playcentre.

## **6 OTHER IMPLICATIONS AND RISK MANAGEMENT**

### **6.1 Financial Implications**

The 2021/31 Long Term Plan includes budgetary provision for the Oxford-Ohoka Community Board to approve grants to community groups up to a total of \$5,820 in the 2021/22 financial year. An unspent amount of \$2,926 was carried forward from the 2020/21 financial year, thereby bringing the Discretionary Grant Fund to a total of \$8,746 for the current financial year.

The application criteria specify that grants are customarily limited to a maximum of \$500 in any one financial year (July to June), even though a group can apply up to twice a year, providing it is for different projects. Where applicable, GST values are calculated and added to appropriately registered groups if decided benefits exceed Board resolved values. The current available balance of the Oxford-Ohoka Community Board's Discretionary Grant Fund 2021/22 is \$4,387.

### **6.2 Sustainability and Climate Change Impacts**

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

### **6.3 Risk Management**

There are no risks arising from the adoption of the recommendations in this report.

### **6.4 Health and Safety**

All health and safety-related issues would fall under the auspices of the Clarkville Playcentre.

## **7 CONTEXT**

### **7.1 Consistency with Policy**

These matters are not matters of significance in terms of the Council's Significance and Engagement Policy.

### **7.2 Authorising Legislation**

Not applicable.

### **7.3 Consistency with Community Outcomes**

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

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

### **7.4 Authorising Delegations**

Community Boards have delegated authority to approve Discretionary Grant Funding.

**Groups applying for Board Discretionary Grants 2021/2022**Name of Group: Clarkville PlaycentreAddress: 9 Heywards Road, Clarkville, New Zealand 7630Contact Person within Organisation: Mishalla BateupPosition within Organisation: Treasurer and GrantsContact phone number: 027 842 0647Email: mishalla.allen1@gmail.com**Describe what the project is and what the grant funding be used for?** (Use additional pages if needed)

We would like to purchase some new bikes and scooters for our 3-5 year old children. These children have outgrown the equipment we have and we would love for them to be able to use our newly painted car track on the court.

WAIMAKARIRI  
DISTRICT COUNCIL

RECEIVED: 4 MAR 2022

To:

*Thea*What is the timeframe of the project/event date? Term 2Overall Cost of Project: \$376.00Amount Requested: \$376.00How many people will directly benefit from this project? 20 Children

Who are 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/people benefiting by community area:

Oxford-Ohoka 9 % Rangiora-Ashley 25 % Woodend-Sefton \_\_\_\_\_ % Kaiapoi-Tuahiwi 6 %

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?

If declined this will go ahead as we currently do not have the funds for this. We are running our sessions without full funding due to losing a number of families (10 children) due to the mandate. We are currently using any funds available to keep our doors open 4 days a week so our families can return when the time comes.

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

Road Safety - we have a court space painted with roundabouts, stops, and giveaway areas. We have traffic lights and road signs also for children to learn what to do. They also will build and learn on their skills riding scooters and bikes as well as furthering their communication skills

What is the benefit(s) to your organisation?

Having some more equipment for our older tamariki will be an exciting thing to help draw new people from our community to our playcentre, with older children.

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

Helping our tamariki to learn in a supportive and safe environment where they can play with their parents, siblings and others throughout the community

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?

I am a parent at Clarkville Playcentre as well as being Treasurer and Grants

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:

We have been regularly fundraising although the money raised has been going towards running costs and keeping our centre open

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:

We applied to Kaiapoi-Tuahiwi last year for bark, citrus trees and the mud kitchen  
We have recently applied again to Kaiapoi-Tuahiwi for the mud kitchen

- Enclosed ☐ Financial Balance Sheet and Income & Expenditure Statement  
(compulsory – your application cannot be processed without financial statements)  
☐ Supporting costs/quotes  
☐ 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: mbatup Date: 02/03/2022

mocka

Search Mocka

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Bodhi Balance Bike

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\$89.95

otherpay LAYBUY

In Stock In New Zealand - Ready to Ship

✓ Free Shipping

Quantity:

ADD TO CART

x2

## Light Up Wheel Scooter

\$29.00



x2



## 30cm Whirlwind Bike - Blue

★★★★★ [3 Reviews](#)

\$69.00



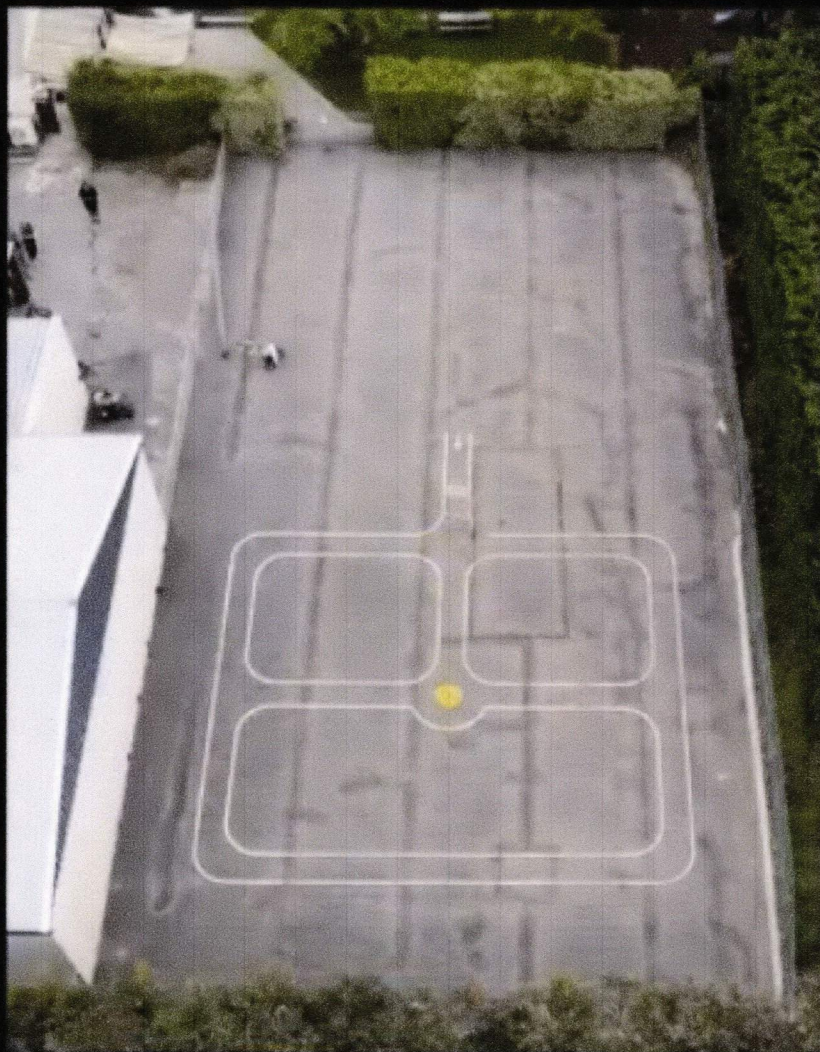
x2



\$69.00

Add to wishlist





# Balance Sheet

Clarkville Playcentre

As at 31 January 2022

	31 JAN 2022	31 AUG 2021
<b>Assets</b>		
<b>Bank</b>		
Simple Saver	8,068.94	8,061.54
Westpac 00	8,953.98	10,033.63
<b>Total Bank</b>	<b>17,022.92</b>	<b>18,095.17</b>
<b>Current Assets</b>		
Accounts Receivable	430.00	270.00
<b>Total Current Assets</b>	<b>430.00</b>	<b>270.00</b>
<b>Fixed Assets</b>		
Furniture & Fittings	10,847.06	10,847.06
Less Accumulated Depreciation on Furniture & Fittings	(4,358.00)	(4,358.00)
<b>Total Fixed Assets</b>	<b>6,489.06</b>	<b>6,489.06</b>
<b>Total Assets</b>	<b>23,941.98</b>	<b>24,854.23</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	244.20	2,073.20
Suspense	(161.87)	(161.87)
<b>Total Current Liabilities</b>	<b>82.33</b>	<b>1,911.33</b>
<b>Total Liabilities</b>	<b>82.33</b>	<b>1,911.33</b>
<b>Net Assets</b>	<b>23,859.65</b>	<b>22,942.90</b>
<b>Equity</b>		
Current Year Earnings	916.75	6,011.75
Retained Earnings	22,942.90	16,931.15
<b>Total Equity</b>	<b>23,859.65</b>	<b>22,942.90</b>



# Cash Summary

## Clarkville Playcentre For the month ended 31 October 2021 Excluding GST

	Oct 2021	Monthly Avg	Variance
<b>Income</b>			
Fundraising Receipts - term 3	390	355	9.9%▲
Fundraising Receipts - term 4	80	40	100.0%▲
Interest Income	1	1	-6.1%▼
Membership Fees	40	75	-46.7%▼
Rata Foundation Grant	1,150	575	100.0%▲
Verkerks Limited Fundraising Receipts	200	100	100.0%▲
<b>Total Income</b>	<b>1,861</b>	<b>1,146</b>	<b>62.4%▲</b>
<b>Less Operating Expenses</b>			
Centre Admin - Bank Fees	1	13	-94.2%▼
Centre Admin - Xero subscription extras	23	23	0.0%
Fundraising Expenses - Event 4	360	180	100.0%▲
Housekeeping - Cleaning products	53	27	100.0%▲
Rent / Lease / MoE Occupancy Fee	-	293	-100.0%▼
Supervision - Wages for General Sessions	2,930	2,198	33.3%▲
Utilities - Cleaners Wages	240	120	100.0%▲
Utilities - Electricity / Gas	-	220	-100.0%▼
Utilities - Lawn mowing/Gardening expenses	50	25	100.0%▲
<b>Total Operating Expenses</b>	<b>3,657</b>	<b>3,098</b>	<b>18.0%▲</b>
<b>Operating Surplus (Deficit)</b>	<b>(1,797)</b>	<b>(1,953)</b>	<b>8.0%▲</b>
<b>GST Movements</b>			
GST Inputs	-		
GST Outputs	-		
<b>Net GST Movements</b>	<b>-</b>		<b>0.0%</b>
<b>Net Cash Movement</b>	<b>(1,797)</b>	<b>(1,953)</b>	<b>8.0%▲</b>
<b>Summary</b>			
Opening Balance	15,987		
Plus Net Cash Movement	(1,797)		
Closing Balance	14,190		



## Spreadsheet of the Oxford-Ohoka Community Board Discretionary Grant for 2021/22 Financial Year

	Meeting considered	Group	Project	Amount Requested	Amount Granted	Running Balance
Oxford-Ohoka Community Board 10.139.100.2410			Carryover \$3,000 = \$8,820			\$ 8,820.00
	1-Jul	Oxford Arts Trust	Shelving, furniture	\$500	\$500	\$ 8,320.00
	1-Jul	West Eyreton Primary School	New books and lego	\$456	\$456	\$ 7,864.00
	1-Jul	Swannanoa Volunteer fire brigade	Junior crew uniforms	\$722	\$500	\$ 7,364.00
	1-Jul	Swannanoa Volunteer fire brigade	Cost of holding open day	\$539	\$500	\$ 6,864.00
	4-Aug	Nil				
	9-Sep	Meeting Cancelled				
	6-Oct	Nil				
	3-Nov	Life Education Trust	Delivery of the Healthy Harold Programme	\$500	\$500	\$ 6,364.00
	3-Nov	Mandeville Sports Club	Purchase of a Life Members Board	\$477	\$477	\$ 5,887.00
	3-Nov	Eyreton Pony Club	Towards the building of horse yards	\$500	\$500	\$ 5,387.00
	9-Dec	Oxford Community Trust	Purchase gazebos for Christmas Wonderland	\$600	\$500	\$ 4,887.00
	2-Feb	Nil				
	2-Mar	Oxford Arts Trust	Purchase an air purifier	\$500	\$500	\$ 4,387.00

## Spreadsheet for the Oxford-Ohoka Community Board Discretionary Grant for the 2020/21 Financial Year

	Meeting considered	Group	Project	Amount Requested	Amount Granted	Running Balance
Oxford-Ohoka Community Board 10.139.100.2410			\$6,670 + Carry forwards \$3,403 =			\$ 10,073.00
	8-Jul	No applications considered				
	5-Aug	Oxford Community Night Patrol	Purchasing two sets of reflective magnetic signs.	\$449	\$449	\$ 9,624.00
	2-Sep	All Together Kaiapoi	Towards entertainment at the Waimakariri Light Party	\$500	\$0	\$ 9,624.00
	7-Oct	Waimakariri Gorge Golf Club	Towards the replacement of the green's mower	\$500	\$500	\$ 9,124.00
	7-Oct	Ohoka School	Towards the cost of purchasing new high jump equipment.	\$488	\$488	\$ 8,636.00
	4-Nov	No applications considered				
	2-Dec	Swannanoa Preschool	Towards the cost of purchasing new vacuum cleaner	\$500	\$500	\$ 8,136.00
	3-Feb	Oxford Community Trust	Towards the hosting of a wellbeing networking retreat.	\$500	\$500	\$ 7,636.00
	3-Mar	Waimakariri Arts Trust	Towards the running costs associated with the Kaiapoi Art Expo and Schools' Art Expo.	\$500	\$500	\$ 7,136.00
	3-Mar	Clarkville Playcentre	Towards the cost purchasing sand for the sandpit	\$210	\$210	\$ 6,926.00
	3-Mar	Oxford Arts Trust	Towards costs of ceiling instalation	\$3,578	\$500	\$ 6,426.00
	7-Apr	Standardbred Stable to Stirrup Charitable Trust	Towards the cost of purchasing new equipment	\$562	\$500	\$ 5,926.00
	7-Apr	View Hill School	Towards the cost of purchasing a set of soccer goals for the school grounds	\$500	\$500	\$ 5,426.00
	2-Jun	Oxford Badminton Club	Towards the costs of hosting a club night for local members.	\$500	\$ 500.00	\$ 4,926.00
	2-Jun	Ohoka Cricket Club	Towards the cost of purchasing two new hessian covers.	\$500	\$ 500.00	\$ 4,426.00
	2-Jun	Oxford Rugby Club (JAB)	Towards the cost of replacing old and damaged gear.	\$500	\$ 500.00	\$ 3,926.00
	2-Jun	Swannanoa Preschool	Towards the cost of purchasing native/bicultural resources.	\$1,320	\$ 500.00	\$ 3,426.00
	2-Jun	Oxford Community Night Patrol	Purchasing of Hi-Visibility vests	\$846	\$ 500.00	\$ 2,926.00
						\$ 2,926.00

## GOVERNANCE

### Oxford-Ohoka Community Board

# Discretionary Grant Application

## 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 considers a number of factors in its 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 needs to demonstrate to the community where funding is going and what it is being spent on. This is one of the reasons the Board requires 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 where 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:	Examples (but not limited to) of what the Board can fund:
✗ Wages	✓ New equipment
✗ Debt servicing	✓ Toys/educational aids
✗ Payment for volunteers (including arrangements in kind eg petrol vouchers)	✓ Sporting equipment
✗ Stock or capital market investment	✓ Safety equipment
✗ Gambling or prize money	✓ Costs associated with events
✗ Funding of individuals (only non-profit organisations)	✓ Community training
✗ 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	

Continued over page

## Criteria for application

- Grant applications will be considered every month by the Oxford-Ohoka Community Board. Applications are recommended to be received three weeks prior to Board meeting dates for processing.
- Grant funding will not be allocated for events/projects that have already occurred.
- Generally funding grants will be a maximum of \$500 in any one financial year (July 2021 to June 2022) 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.
- Priority is to be given to groups with strong links with the Oxford-Ohoka community.
- The application should clearly state the purpose for which the money is to be used.
- The applicant should submit a 1-2 page summary 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.
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government funding.
- The Board supports 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 the Council outlining how the funds were applied, within three months after the event or completion of the project, when funds are spent. A new application will not be accepted until the Council receives the Accountability Forms for previous funding granted. The group should maintain accurate records around the grant including, but not limited to: receipts, bank 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.
- If the activity/event for which funds have been granted does not take place **or** if the group does not provide the information to enable the grant to be paid within six months of approval of the grant being notified, then in both cases the application will be regarded as closed and funds released for reallocation by the Board.

## What happens now?

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

### Post to:

Governance Team  
Waimakariri District Council  
Private Bag 1005  
Rangiora 7440

### Or hand deliver to:

- Oxford Library & Service Centre, 34 Main Street, Oxford
- Rangiora Service Centre, 215 High Street, Rangiora
- Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi

**Email:** records@wmk.govt.nz

## 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's 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 FOR DECISION**

**FILE NO and TRIM NO:** GOV-26-10-06 / 220323043334

**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD


**DATE OF MEETING:** 6 April 2022

**FROM:** Thea Kunkel, Governance Team Leader

**SUBJECT:** Ratification of the Oxford-Ohoka Community Board's submission to the Waimakariri District Council and Environmental Canterbury's Draft 2022/23 Annual Plans

**SIGNED BY:**

  
 Department Manager

  
 Chief Executive

**1 SUMMARY**

The purpose of this report is to retrospectively ratify the Oxford-Ohoka Community Board's (the Board) submissions to the Waimakariri District Council's and Environmental Canterbury's (ECan) 2022/23 Draft Annual Plan.

Attachments:

- i. The Oxford-Ohoka Community Board Submission to the Waimakariri District Council Draft Annual Plan 2022/23 (Trim Ref: 220321041661).
- ii. The Oxford-Ohoka Community Board Submission to Environmental Canterbury's Draft Annual Plan 2022/23 (Trim Ref: 220323043407).

**2 RECOMMENDATION**

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

- (a) **Receives** report No. 220323043334.
- (b) **Retrospectively ratifies** its submission to the Waimakariri District Council Draft Annual Plan 2022/23 (Trim Ref: 220321041661).
- (c) **Retrospectively ratifies** its submission to Environmental Canterbury's Draft Annual Plan 2022/23 (Trim Ref: 220323043407).

**3 BACKGROUND**

- 3.1 The submission period for the Council's draft Annual Plan 2020/21 closed on 4 April 2022, and submission period for ECan's draft Annual Plan 2020/21 closed on 3 April 2022. The Board met via Zoom to discuss the content of its submissions on Wednesday 16 March 2022, thereafter drafts were circulated to Board members for their further input. The finalised drafts submission was approved by the Chair on 31 March 2022 and lodged on 1 April 2022.

**4 ISSUES AND OPTIONS**

- 4.1 The Board's goal is to actively participate in ECan and the Council's Annual and Long Term budget processes to ensure equitable spending across the district whilst being mindful of rates affordability.

- 4.2 As part of the Annual Plan process the Board also aims to advocate to ECan and the Council on key issues and priorities for the area.
- 4.3 Public consultation on Ecan and the Council's draft Annual Plan took place from 2 March to 3 April 2022 and 4 March 2022 to 4 April 2022 respectively.
- 4.4 The Board is now asked to retrospectively ratify the attached submissions.
- 4.5 There are no social and cultural implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.6 The Management Team have reviewed this report.

## **5 COMMUNITY VIEWS**

### **5.1 Mana Whenua**

Taking into consideration the provisions of the Memorandum of Understanding between Te Ngāi Tūāhuriri Rūnanga and the Council, Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report.

### **5.2 Groups and Organisations**

There are no other groups and organisations, likely to be affected by, or have an interest in the subject matter of this report. Board members welcomed feedback from the community groups during the year and at meetings they attend to gauge the feelings of the community regarding rates and Council spending.

### **5.2 Wider Community**

The wider community is likely to be affected by, or have an interest in the subject matter of this report. A major publicity campaign has therefore been put in place by ECan and the Council, to request community feedback on the draft 2022/23 Annual Plans.

## **6 IMPLICATIONS AND RISKS**

### **6.1 Financial Implications**

Should the Council decide to implement some of the Board submission points, then there may be budget implications on the Council. The Board do not receive funding from sources other than the Council.

### **6.2 Sustainability and Climate Change Impacts**

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

### **6.3 Risk Management**

There are no risks arising from the adoption of the recommendations in this report.

### **6.4 Health and Safety**

None.

## **7 CONTEXT**

### **7.1 Consistency with Policy**

These matters are not matters of significance in terms of the Council's Significance and Engagement Policy.

### **7.2 Authorising Legislation**

The Local Government Act (2002), states that the role of a Community Board is to represent and advocate for the interests of its community.

**7.3 Consistency with Community Outcomes**

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

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

**7.4 Authorising Delegations**

The Board is required to advocate on behalf of the Community to ECan and the Council on key issues and priorities for the community area, especially through the Annual and Long Term planning and budgeting process.

TRIM Ref: 220321041661

23 March 2021

The Chief Executive  
The Waimakariri District Council

Dear Sir

**SUBMISSION ON THE WAIMAKARIRI DISTRICT COUNCIL'S DRAFT 202/23 ANNUAL PLAN**

The Chairperson respectfully requests **to be heard** regarding this submission.

The Oxford-Ohoka Community Board (the Board) wishes to thank the Council for the extensive work undertaken in preparing the draft 2022/23 Annual Plan and for the opportunity to make a submission. The Board would also like to commend the Council in maintaining a moderate rate increase, especially when compared to other local authorities.

**Key issues for Consultation**

**(a) *Funding Required to Complete the KAIAPOI COMMUNITY HUB***

Community hubs are flexible spaces that can be used for different recreation, arts and hobby activities, and social and cultural activities. The Board, therefore, believes that the proposal will benefit the whole Waimakariri community and thus supports increasing the budget as set out in Option A.

**(b) *Kaiapoi Flooding and Stormwater 'SHOVEL READY' FUND IMPROVEMENTS***

The Board supports Option A, acknowledging that this work is essential to keep the community safe during extreme weather events.

**(c) *Service Level Changes to our ROAD NETWORK***

The Board wishes to express its disappointment that Waka Kotahi chose not to fund all the Council projects submitted through the National Land Transport Programme (NLTP). The Board is concerned that the Council will have to cut projects that will help ensure the district's transport network can operate safely and effectively. As it is unclear what the impact of the work to be placed on hold would be to the road network, the Board has no choice but to support the delivery of the complete work programme identified in the 2021-31 Long Term Plan (Option B).

**Other key issues for Discussion**

**(a) *Upgrades to the RANGIORA AIRFIELD***

The Board recognises the need for the airfield's water supply to comply with the Drinking-water Standards for New Zealand and the need to upgrade its sewer network. However, the airfield is currently being operated as a recreational asset that only a limited number of residents can use. The Board, therefore, wishes to encourage the Council to investigate options to make the airfield self-funding and not reliant on ratepayers.



**(b) Ashley Gorge WATER SUPPLY**

The Board supports the work programme to ensure the Ashley Gorge water supply will meet Drinking-water Standards for New Zealand in the long term.

**(c) Protecting our SIGNIFICANT NATURAL AREAS**

The Board has been a longstanding advocate for protecting the district's natural biodiversity and therefore supports the Council's proposal to increase grants to landowners of properties that include Significant Natural Areas (SNAs). However, the Board believes that the grant funding should be subject to accountability by the landowners.

**(d) Central Government-led REFORMS**

The Board supports the Council's opposition to the Government's proposed Three Waters Reform. There was a clear message from Waimakariri residents that they did not support the proposed reform. Board members can also attest that residents in the Oxford-Ohoka Ward are not happy about the proposed loss of control over rural water supply infrastructure.

**(e) Chlorination of WATER SUPPLIES**

The Board strongly supports the Council's application to Taumata Arowai, to seek exemptions from having to use chlorine in the District's on-demand water supplies. However, the Board also notes that this only relates to urban water supplies, as rural water supplies have long been chlorinated.

**(f) Responding to Changes to the RESOURCE MANAGEMENT ACT AND NATIONAL POLICY STATEMENT ON URBAN DEVELOPMENT**

Although the Board acknowledges the need for housing, it does not support the Government amendment to the Resource Management Act, 1991 (RMA) to allow for the "densification" of Rangiora and Kaiapoi. The Board believes that the higher density will detrimentally impact the towns' "rural" character. Every town has a unique character that should be protected, and the "one rule fits all" urban planning set out in the amended RMA is therefore not supported.

The Board also wish to note its concern that the minimum off-street car parking requirements are to be removed from the operative Waimakariri District Plan in order to comply with Policy 3.38 of the National Policy Statement on Urban Development 2020 (NPSUD).

**(g) Review of Rating Policy for MĀORI LAND**

The Board backs the review of the rating policy for Maori land to stimulate regional development and to ensure greater consistency, equity and clarity around the rating of Māori land.

**(h) Capital Programme DELIVERY**

The Board recognizes the challenges that the Council is experiencing to deliver the Capital Works Programme as set out in the 2021/32 Long Term Plan. The Board, therefore, wishes to encourage the Council to make it easier for local contractors to be included in the Council's preferred service provider database and thus have access to Council contracts.

**(i) Changes to DEVELOPMENT CONTRIBUTIONS AND FEES AND CHARGES**

The Board supports the review of the Council's Development Contributions and Fees and Charges. However, in light of the lack of multi-use paths in the western part of the district, it suggested that developers of new subdivisions in this area be required to contribute towards the development of walkways and/or cycleways.

**Board Priorities for Consideration (IN NO SPECIFIC ORDER)**

**(a) Multi-use footpaths and cycleways**

**(i) Rural Areas**

Walking to school positively impacts children's mental and physical health and alertness. Although many urban school children have the option to walk to school, rural school children do not have the same opportunity due to the lack of safe walkways and/or cycleways. Multi-use paths are badly lacking in the western part of the district. The Board, therefore, wish to actively advocate for the development of multi-use paths in new subdivisions in this part of the district.

**(ii) Communities and towns**

There are numerous streets in Oxford with no footpath or, in some cases, only on one side of the road. Therefore, it is the Board's opinion that the Council should be installing footpaths on at least one side of urban roads and wherever possible on both sides.

The Board, therefore, urges that footpaths be provided in the following areas:

- Weka Street (between Park Avenue and the new subdivision and parts of Kowhai Street)
- Rata Street
- Matai Place,
- Knight Street

It should be noted that the Council do not currently provide lighting in the vast majority of its reserves, including green linkages and associated pathways. However, the Board shares the residents' concerns in Oxford regarding the lack of lighting at footpaths and therefore wish to request the Council to make funding available for the provision of appropriate lighting at green linkages and associated pathways.

The Mandeville area will continue to grow with zoning reclassifications and new subdivisions. Creating walking and cycleways, trails, and greenways would improve connectivity in these new neighbourhoods.

**(b) Skate Park in Oxford**

The Board requests that the Council upgrade and extend the Oxford Skate Park. Board members have observed high usage by both locals and visitors to the area of this facility, so the demand to warrant an upgrade and extension is considered to be present. The Board has asked for this project to be included in the Council's Annual and Long Term Plans on several occasions.

The skate park is a well-utilised Council facility in the area and is of great benefit to the district's youth. Pearson Park is currently used by skateboarders, BMX, and scooter riders, which experience considerable congestion. It is believed that an addition of a bowl similar to those at Rangiora and Kaiapoi would allow for safer use, with the older, more skilled children able to have an area in use simultaneously as the younger or less experienced children. Similarly, the addition of contoured

sealed paths would provide the younger children with a safe place to scooter without the danger of running into pedestrians.

The skate park has become a popular diversion for local youth, creating a meeting place where physical activity promotes social interaction and fitness. In addition, it is often a place where local families congregate in the evening in summer. Despite the current Oxford Skate Park being very basic, it has also been used for several skateboarding competitions and youth group activities.

**(c) *Flooding at Ashley Gorge Reserve***

The Board wishes to urge the Council to invest in drainage upgrades at the Ashley Gorge Reserve. The reserve has been suffering under severe flooding during extreme weather events, which seems to become more frequent. The garage of the house located in the reserve has been flooded on many occasions and the reserve has also sustained a lot of flood damaged. The Council is therefore requested to make funding available to elevate these problems.

**(d) *Main Street in Oxford***

The Board was disappointment at the Council's decision of 7 December 2021 to retain a 50km/h speed limit on Main Street, from Burnett Street to Bay Road in Oxford. Oxford residents have addressed the Board numerous times on the speed motorist are travelling through Oxford Township, especially heavy vehicles. The results of the public consultation that was carried out by the Council in September and October 2021 indicated that the majority of the respondents favoured the proposed 40km/h speed limit for Main Street, Oxford. Key stakeholders such as New Zealand Road Transport Association, New Zealand Trucking Association and various other organisations also did not raise any concerns about the proposed speed limits.

The Board noted that the Council's decision not to reduce the speed limit along Main Street was partially based on the estimated cost of the required traffic calming measures. However, updated information from Waka Kotahi indicates that no specific infrastructure will be required to lower the speed along Main Street. Therefore, the Board requests the Council to reconsider its position and to include the budgetary provision in the Annual Plan to implement a 40km/h speed limit for Main Street, Oxford.

In addition, the Board also wish to bring to the Council's attention the surface condition of Main Street in Oxford. The road surface has been damaged due to the number of heavy vehicles using the road daily. Therefore, the Board is requesting the Council to reconsider making budgetary provision in the Annual Plan for the resealing of Main Street, Oxford.

**(e) *Rural Heritage***

The rural landscapes are "the most common type of continuing cultural landscape", imprinted with traces of shifting production, technology, political power and economics through the ages. There has been a call from Heritage New Zealand to protect the rural landscape of New Zealand, with its distinctive and wonderful features. While the Board supports rural development to cater for the increasing population, we also have a growing concern that parts of our rural character are being lost. We believe that it is essential that the Council protects the character and integrity of the rural landscape by actively monitoring and protecting the heritage status of rural buildings such as the Horrellville Church in West Eyreton.

**(f) *Fresh Water***

It is critical for the Board that this issue is taken seriously. Our district does not have an infinite supply of fresh water and should not be using it as if we do. The Board believes the Council needs to take the initiative and implement all practicable methods to protect our waterways. Consents for land use and water pollution, directly and indirectly, need to be seriously looked at. It has not taken long to

make our waterways 'unswimmable', streams and rivers undrinkable and uninhabitable for their natural flora and fauna, it is going to take a long time to reduce this.

Land and waterway consents, wastewater infrastructure should all be scrutinised in accordance to mitigating negative impacts on our freshwater. The Council needs to do as much as we can and also support ECan in freshwater initiatives.

**(g) *Riparian planting***

The Board supports the development of a strategy for native, riparian planting along waterways and Council drains in the Board area. It is recommended that the Council investigate the development of green pathways between towns and reserves, as this is an issue that has been brought to Board members' attention by several residents living in the rural areas.


**(h) *West Eyreton Pit***

The Board is aware that the Council has recommended that staff create a plan for both the Oaks Reserve and the West Eyreton Pit, given the proximity of the two land parcels. However, there seems to be uncertainty as to the timeframe of this project. Therefore, the Board again wishes to stress its concern about the health and safety risk of the pit in its current state and therefore wishes to urge the Council to make funding available as a matter of urgency.

**(i) *Council policy on fees for to Community Facilities***

Historically, community not-for-profit organisations have been able to use Council facilities at a discounted rate and sometimes even free, depending on the circumstances. However, current Council policy requires all community groups to pay at least 50% of the standard hiring fee. This will be cost-prohibitive for many community groups and organisations and can result in the organisations' inability to host events. The Board would therefore request the Council to review this matter.

Regards



Doug Nicholl  
Chairperson of Oxford-Ohoka Community Board

Please contact: Thea Kunkel – Governance Team Leader  
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TRIM Ref: 22032304307

23 March 2022

The Chief Executive  
Environmental Canterbury  
200 Tuam Street  
**CHRISTCHURCH**, 8011

E-mail: mailroom@ecan.govt.nz

Dear Madam

**SUBMISSION ON ENVIRONMENTAL CANTERBURY'S DRAFT 2022/22 ANNUAL PLAN**

The Oxford-Ohoka Community Board (the Board) respectfully requests to be heard regarding this submission.

The Oxford-Ohoka Community Board (the Board) thank you for the opportunity to comment on the Draft Annual Plan 2022/23. However, the Board would like to raise its concern regarding the lack of detailed information in the Environment Canterbury (ECan) Consultation Document and Annual Plan.

The Board supports the Waimakariri District Council's submission on ECan's draft Annual Plan 2022/23. The Board would, however, like to raise the following concerns:

**(a) The Proposed increase in average rates**

The Board is very concerned about the unrealistic high increase in ECan proposed rates. The Board feels that the 24.1 % increase in rates is far too high for the average Waimakariri household to absorb at any one time. The extra cost will add to the financial burden of families and add to the stress and mental health issues in communities. The Board cannot see how the significant increase could be justifiable, particularly given the financial burdens brought on by Covid-19 in already vulnerable communities. The Board, therefore, requests that ECan reassesses and consider taking on debt for a more extended period and borrowing rather than expecting ratepayers to pay for everything.

**(b) Change in the bus fee structure**

The rates per (urban) property cost of the commuter service in Waimakariri is 12% more than that service in Selwyn District and 15% less than for a comparable property in Christchurch City. However, the latter enjoys a metro level of service. It is the Board's opinion that the free bus services will not be free, as the cost will be borne by ratepayers, many of whom, in the Boards area, do not have access to a bus service. The Board also do not believe that the targeted fare-free will contribute to eliminating transport greenhouse gas emissions, as the concessions are restricted to those groups most likely already use public transport. The Board would therefore not support any further ratepayer subsidisation of public transportation.

**(c) Flood recovery and protection**

The Board acknowledges the need for flood protection work. However, there is very little information in ECan's draft Annual Plan 2022/23 to justify the proposed cost-share arrangement, and without additional information, the Board cannot support the proposal.

**(d) Future funding for action in response to climate change**

The Board shares ECan's concern about climate change and agrees that we should be ready for future climate events. However, ECan's proposal seeks support for a levy for future funding without specifying any details on initiatives and/or work programmes to be implemented, and without additional information, the Board cannot support the proposal.

Thank you once again for the opportunity to comment.

Regards



Doug Nicholl  
Chairperson  
Oxford-Ohoka Community Board

Contact:

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**WAIMAKARIRI DISTRICT COUNCIL****MEMO**

**FILE NO AND TRIM NO:** CON201818-05 / 220322042180

**DATE:** 24 March 2022

**MEMO TO:** Oxford Ohoka Community Board

**FROM:** Kitty Waghorn, Solid Waste Asset Manager

**SUBJECT:** Change in Greenwaste Composting Facility

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The purpose of this memo is to inform the Oxford Ohoka Community Board about changes in where greenwaste that is deposited at Council's solid waste facilities is sent.

Waste Management NZ Ltd operate the Council's solid waste facilities and transport a range of materials to a number of processing facilities. Greenwaste had previously been composted in Southbrook until the business' consent lapsed, at which time the Council began sending facility greenwaste to Living Earth in Bromley, Christchurch.

Staff recently received approval from the Management Team to accept a proposal from Waste Management to change from transporting green waste from Southbrook RRP and Oxford transfer station to Canterbury Landscape Supplies (CLS), which is a locally operating compost plant.

Several options were presented in the report to the Management Team. Staff recommended that the proposal be accepted and that a variation to the contract be approved until 30 June 2023. This would be an overall saving to the Council of approximately \$59,240 in the remainder of the 21/22 year and during the 22/23 year, as compared to the Status Quo option.

This option would have the following additional non-financial benefits:

- Reduce direct transportation distance from Southbrook RRP by approximately 1/3: this would reduce transport emissions by an equivalent amount.
- The shorter travel time will improve on-site levels of service at Southbrook in particular, particularly in times of high site use, with the driver and truck available to assist with site operations for a longer period in the day and being able to take more trips in a day when necessary;

Canterbury Landscape Supplies has received and is currently operating within their required resource consents for the facility operations. Waste Management would be responsible for ensuring that all acceptance criteria are met at the CLS plant when they accept greenwaste at Council facilities, and deliver this material to CLS.

Although this would mean additional trucks would be going to the CLS facility, greenwaste is not removed from the Southbrook site on a daily basis and the number of truck trips have been assessed as a relatively minor increase over current traffic levels. Working off the number of loads taken from Southbrook RRP from October 2021 to February 2022:

- Greenwaste was removed from Southbrook RRP on an average of 16 days per month. This would be lower during winter and normal dry summer seasons, and the average number of truck & trailer loads from Southbrook was 1.5 trips per day, on two days 3 trips were made and on one day 4 trips were made.
- It is likely that one to two trips would be made from the Oxford transfer station per month.