MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD IN THE OHOKA COMMUNITY HALL, MILL ROAD, OHOKA ON THURSDAY 7 JUNE 2018 AT 7.00PM.

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

IN ATTENDANCE
S Nichols (Governance Manager), S Markham (Manager Strategy & Engagement), G Wilson (Earthquake Prone Buildings), M Harris (Customer Services Manager), Mayor D Ayers and E Stubbs (Minute Secretary).

The meeting adjourned for a workshop from 7.08pm to 7.14pm.
The meeting adjourned for a briefing from 7.25pm to 7.35pm.

1 APOLOGIES
Nil.

2 CONFLICTS OF INTEREST
Item 8.4a - T Robson.

3 CONFIRMATION OF MINUTES
3.1 Minutes of the Oxford-Ohoka Community Board – 3 May 2018
Moved W Doody seconded T Robson
(a) THAT the Oxford-Ohoka Community Board:
   Confirms the circulated minutes of the Oxford-Ohoka Community Board meeting, held 3 May 2018, as a true and accurate record.
   CARRIED

4 MATTERS ARISING
J Lynn requested an update on the Butchers Road Resource Consent process. S Nichols advised the process had been put on hold by the land owner and staff were awaiting further information.

5 DEPUTATIONS AND PRESENTATIONS
Nil.

6 ADJOURNED BUSINESS
6.1 Mandeville Sports Club facility as a venue for Community Board meetings – E Cordwell (Governance Adviser)
   S Nichols spoke to the report, which had not changed in the intervening time. In April, S Nichols had written formally to the Mandeville Sports Club Board (MSCB) asking about availability, indicating that October could be a month of interest based on previous discussions. S Nichols noted the reply from the MSCB was included in the
agenda. The Club advised 4 October 2018 was not available as there was already a scheduled meeting. To enable the facility to be used for a Community Board meeting the Board could consider changing the October meeting to another date or leave the meetings as scheduled. The Club had provided two potential available dates, Wednesday 3 October and Monday 15 October.

The meeting adjourned for a workshop from 7.08pm to 7.14pm.

Moved K Felstead seconded J Ensor

THAT the Oxford-Ohoka Community Board:

(a) **Notes** the reply from the Mandeville Sports Club Board (Trim No.180529059313).

(b) **Receives** report No. 180320029482.

(c) **Resolves** to hold its future 2018 Board meetings at the following venues commencing at 7.00pm on the following dates.

- Thursday 5 July – West Eyreton Hall
- Thursday 9 August – Ohoka
- Thursday 6 September – Oxford Town Hall (A&P Room)
- Wednesday 3 October – Mandeville Sports Club
- Thursday 8 November – Ohoka
- Thursday 6 December – Oxford Town Hall (A&P Room)

**CARRIED**

S Nichols confirmed that staff would make the necessary arrangements for the meeting with the Mandeville Sports Club.

7 **MATTERS REFERRED**

7.1 **Road Naming – Waimakariri District Council – S Morrow (Land Information Officer)**

M Harris spoke to the report noting that it was in regards to naming of the new arterial road near Silverstream subdivision, which was on the Community Board ward boundary. At the May meeting of the Kaiapoi-Tuahiwi Community Board the Board had resolved to name the road Ohoka Road and change the name to Skewbridge at the bridge. Kaiapoi-Tuahiwi Community Board recognised that the affected roads were on the ward boundary of the Oxford-Ohoka and so had referred the recommendations to the Oxford-Ohoka Community Board for confirmation.

There was some confusion over the changes to be made and further detail was provided. It was noted that not having the changes recommended by Kaiapoi-Tuahiwi Community Board displayed on an alternative map was confusing.

D Nicholl asked how the changes would fit in with house numbers. M Harris replied that there was not a lot of property access from the roads in question. There was no need to change addresses. S Nichols commented the recommendation created the least disruption.

Moved K Felstead seconded S Farrell

THAT the Oxford-Ohoka Community Board:

(a) **Receives** report No. 180509050654.

(b) **Notes** extract from the unconfirmed Minutes of the Kaiapoi-Tuahiwi Community Board 21 May 2018 Meeting (Trim No. 180529059332).
(c) **Confirms** the recommendations from the Kaiapoi-Tuahiwi Community Board meeting 21 May 2018:

- **Approves** the road name for the New Arterial Road in west Kaiapoi from the Ohoka Road off-ramp to the centre of Mill Road intersection to be Ohoka Road.
- **Approves** the name of the road from Mill Road intersection west to the Skewbridge, to be known as Skewbridge Road.

**CARRIED**

Against W Doody

K Felstead commented that the changes had been raised by the Kaiapoi-Tuahiwi Community Board and they made sense.

S Farrell concurred with K Felstead.

J Lynn believed that having a road changing from Ohoka Road to Skewbridge Road to Flaxton Road along different sections was not ideal.

W Doody did not like the timing, and believed that the report should have gone to both Board’s before the recommendation from Kaiapoi-Tuahiwi Community Board so that there could have been more ‘to and fro’ discussion.

*The meeting adjourned for a briefing from 7.25pm to 7.35pm.*

8 **REPORTS**

8.1 **Approval to install cattle stops in Carleton Road – A Petrie (Road Compliance Engineer) and J McBride (Roading and Transport Manager)**

S Nichols took the report as read. It was noted that there was no cost to the Council, the proposal created greater road safety, and with the presence of Mycoplasma Bovis it was important to prevent cattle straying.

Moved M Brown seconded W Doody

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

- **Receives** report No. 180517054232.
- **Approves** the construction of two cattle stops and associated fences and gates on Carleton Road at the locations shown on the attached plan (Doc. 180517054315) for the purpose of enabling the safe and efficient movement of cows across Carleton Road while at the same time keeping the road accessible and safe for road users.
- **Approves** the attached Draft Licence to Occupy Agreement (Doc. 180517054320).
- **Notes** that all costs associated with the construction and the maintenance of the cattle stops, fences and gates will be met by the property owner.
- **Notes** that the property owner will be required to remove the cattle stops, fences and gates if and when they cease dairy farming operations or if they change their method of operation that does not require the regular movement of cows across Carleton Road.
- **Circulates** this report to the Utilities & Roading Committee.

**CARRIED**
8.2 Building (Earthquake Prone Buildings) Amendment Act 2016 – G Wilson (Building Inspector) and L Beckingsale (Policy Analyst)

G Wilson spoke to a handout ‘Earthquake Prone and Priority Buildings’ (Trim No 180620068323) and provided an overview of where the process was going. He commented on the new legislation - The Building (Earthquake Prone Buildings) Amendment Bill 2016. Waimakariri was included in areas classified as ‘High Risk’ (with a seismic Hazard co-efficient >0.30).

Building owners within Waimakariri had 15 years to get their building up to a minimum of 34% of the new building code or demolish. A change with the new legislation was identifying individual elements rather than the building as a whole.

G Wilson commented on the process for effected business owners, which involved one on one discussions with effected business owners to allow engagement, discussion and hear concerns. Property owners would then receive a formal letter with the Council’s position.

G Wilson outlined requirements around ‘priority buildings’. Public consultation was required to identify priority buildings. The length of time for those buildings to be strengthened was less. There were very few unreinforced masonry (URM) buildings in the District that met the criteria, in particular there were none in the Oxford-Ohoka Ward. G Wilson noted the three plans included in the report showing priority routes in Rangiora and Kaiapoi. There would be public consultation on those routes in August/September 2018. The routes did not limit emergency access however, they were high volume pedestrian areas.

In the district there were nine URM buildings meeting criteria and G Wilson believed seven of those would be made above code within the next few years and noted that building owners had been outstanding in making the financial commitment. A building consent had been issued for strengthening of the old Kaiapoi BNZ building.

G Wilson commented that the Waimakariri District was significantly further ahead than most other Councils in New Zealand in relation to the new legislation as they had committed to carrying out assessments, including for every hall in the district. Any building identified as earthquake prone had to have a plaque to allow an informed decision for people to enter.

J Lynn referred to the Kaiapoi Mill noting it had Category 1 heritage. G Wilson advised that it had been well constructed in the 1880’s and there was a proposed plan to strengthen it to 67% of code.

S Farrell asked about the Jaycee Rooms in Oxford which were low use. G Wilson advised there was a paper going to the Council shortly. Elements of the rooms were below 34%. There was provision in the legislation for low use buildings to not require strengthening. The Council had made a commitment for all community buildings to be 67% of code or better.

J Ensor asked about the old hospital in Rangiora. G Wilson noted it was not a priority building and it was well above 34%. He noted that while the threshold was 34%, there were commercial factors including insurance and tenant confidence that was driving building owners to increase strengthening to over 67%.

J Ensor asked if any schools were in the low range. G Wilson advised that there were none that were URM and less than 34%. The Ministry of Education were going through Canterbury on a building by building case.

G Wilson noted that the Council was going through its own buildings with engineers to ensure the ‘little’ things were completed such as proper securing of lights and heaters.

K Felstead asked about Oxford Hospital and G Wilson advised that it was not earthquake prone. G Wilson noted that he believed the Cust Bell required addressing and was working with engineers.
S Farrell asked about churches in the district. G Wilson commented that timber churches were fine. There were only a couple of missing detailed engineering reports for churches in Rangiora.

S Markham approved of the approach outlined in the report commenting it had been an extraordinary commitment from G Wilson over a number of years working with building owners to get the district to the shape it was in. Small communities around New Zealand were challenged by their stock of older buildings. While there was a long lead time to requirements, tenants would not move into buildings less than 90% of code.

Moved K Felstead seconded W Doody

THAT the Oxford-Ohoka Community Board:

(a) Receives report No: 180514052613.
(b) Notes consultation with affected property owners is being undertaken.

CARRIED

8.3 Application to the Oxford-Ohoka Community Board’s Discretionary Grant Fund 2017/2018 - Oxford RSA – E Cordwell (Governance Adviser)

S Nichols spoke briefly to the report.

Moved W Doody seconded M Brown

THAT the Oxford-Ohoka Community Board:

(a) Receives report No.180418042006.
(b) Approves a grant of $449 to Oxford RSA towards the costs of a bronze cap/plaque to seal the Oxford Cenotaph time capsule.

CARRIED

8.4 Applications to the Oxford-Ohoka Community Board’s Discretionary Grant Fund 2017/2018 – E Cordwell (Governance Adviser)

S Nichols spoke to the report drawing attention to the $326 that would be left in the Discretionary Grant balance if both applications were approved. Options for that funding was to carry over unspent funds to the following year or to split the funds between both groups to spend the full allocation this financial year.

The application from the Christchurch Western Riding Association would also benefit other clubs who used the Mandeville Sports Centre.

J Lynn commented that the funds requested by both groups would not cover the costs of what they were trying to do and asked if the groups would be covering some of the funds as well. S Nichols commented that it was not unusual for projects to exceed the $500 funding cap and that grants from the Board were a contribution. There would be other fundraising.

J Lynn asked how did the Board know the job would be completed if there was still funds to raise. S Nichols explained that groups were required to complete an accountability form, reporting back to Council staff, who updated the Board six monthly. If the project could not be completed funds were returned. The requirements were laid out in the grant criteria.

J Lynn asked about the driveway repairs as it had not been completed with the sealing of North Eyre Road. S Nichols was not sure why that area had not been completed. J Ensor commented on the survey at the location.

Moved S Farrell seconded K Felstead
THAT the Oxford-Ohoka Community Board:

(a) Receives report No. 180517054235.
(b) Approves a grant of $663.27 to Oxford Community Trust towards the costs of a heat pump for the Oxford A & P building.
(c) Approves a grant of $663.27 to Christchurch Western Riding Association towards the cost of shingle to improve the driveway entrance to Mandeville Sports Centre.

S Farrell commented that all the Council community buildings that had wooden floors were well booked up and the Oxford A&P building was being used as a community building by OxBox and Yoga at present. It needed maintenance on it to meet Health & Safety standards.

8.5 **Allocation of the balance of the Oxford-Ohoka Community Board’s 2017/18 Discretionary Grant Fund – E Cordwell (Governance Adviser)**

S Nichols noted the zero-balance remaining in the Discretionary Grant Fund following the previous reports.

Moved J Ensor seconded T Robson

THAT the Oxford-Ohoka Community Board:

(a) Receives report No. 180522056319.

CARRIED

9 **CORRESPONDENCE**

Nil.

10 **CHAIRPERSON’S REPORT**

10.1 **Chairperson’s Report for May 2018**

Moved W Doody seconded M Brown

THAT the Oxford-Ohoka Community Board:

(b) Receives report No 180524057199.

CARRIED

W Doody thanked D Nicholl for the voluntary work he undertook to complete the fencing around the Gate Keepers Lodge in the Ohoka Domain.

11 **MATTERS FOR INFORMATION**

11.1 **Rangiora-Ashley Community Board meeting minutes – 11 April 2018** (Trim No. 180404035432).

11.2 **Rangiora-Ashley Road and Reserve Naming Committee meeting minutes – 4 April 2018** (Trim No. 1801409037877).

11.3 **Rangiora-Ashley Community Board meeting minutes – 16 May 2018** (Trim No. 180515052911).

11.4 **Kaiapoi Tuahiwi Community Board meeting minutes – 16 April 2018** (Trim No. 180410038481).
11.5 **Woodend-Sefton Community Board meeting minutes – 9 April 2018** (Trim No. 180327032677).

11.6 **Youth Council meeting minutes** – 1 May 2018


11.9 **Register of Interests Policy** Report to Council 1 May 2018 (Trim No. 18041902965).

11.10 **Capital Projects Report for the period ended 31 March 2018** Report to Audit and Risk Committee 22 May 2018 (Trim No. 18042404711).

11.11 **Libraries Update** Report to Community and Recreation Committee 22 May 2018 (Trim No. 180511051846).


11.14 **Funding and Budget Options Kaiapoi River Dredging Proposals** Report to Council 29 May 2018 (Trim No. 180514052211).


11.16 **Siena/Sillano Drainage Works** Report to Council 1 May 2018 (Trim No. 180419042535).

Moved J Ensor  seconded M Brown

THAT the Oxford-Ohoka Community Board receives the information in items 11.1-11.16.

**CARRIED**

### 12 MEMBERS’ INFORMATION EXCHANGE

**J Ensor**

- Attended a portion of the Long Term Plan Council meetings and was impressed with the staff reports and debate. Noted approved work to relieve serious flooding issues.

**J Lynn**

- Attended annual Drainage Board session at the Council.
- Attended Neighbourhood Support Meeting.
- Gatekeepers Lodge – were receiving advice from Historic Places Trust in terms of renovation, including how to approach Health and Safety.

**T Robson**

- Ashley Gorge Reserve Advisory Group – contractor selected for the Log Cabin. Trapping had slowed over winter, a number of possums, stoats, rats and hedgehogs had been trapped.
- Council approved the Youth Development Grant in the Long Term Plan.
- The Youth Development Strategy was under review and the Youth Council had developed a survey as part of that. T Robson encouraged responses.
S Farrell

- Attended the annual Drainage meeting.
- Attended Oxford Museum meeting and was pleased to see the new entrance going ahead.

M Brown

- Attended Mandeville Sports Centre Board meeting.
- Noted new well head at West Eyreton was unfenced and requested staff follow up.

D Nicholl noted that the Board was well represented at the annual Drainage meeting.

K Felstead

Commented on the Council meeting

- Disposal of Lots remaining after realignment at Ashley Street/Red Lion corner, Rangiora.
- Settlement pattern for Greater Christchurch Partnership. Spread of Rangiora and Kaiapoi population – was the start of a long process.
- Draft Business 1&2 Public Spaces – set out where signage/concessions food, smokefree outside dining etc.
- Submission to Productivity Commissioner low emissions economy.
- Bin ownership – there will be a choice. Recommend that the Contractor own bins initially and at the end of the contract the ownership goes to the Council.
- Transfer Stations – operation and maintenance up for renewal.

S Farrell asked how the Board submission had been received in the Long Term Plan process. K Felstead noted the minutes would be available shortly. All the drainage work in Mandeville had been approved, with some early works in the 10-year plan and some later. Decisions would be formally signed off by the Council on 19 June.

J Ensor noted the Siena/Sillano Drainage Works report and commented there had been good progress.

D Ayers commented that there was money in the budget some time ago for Mandeville drainage in a 10 year program which was ongoing.

K Felstead noted there was funding to address flooding issues in Station Road, Oxford.

S Nichols advised that K Simpson would be attending the August Board meeting to provide an update on water related matters including where they were at with the flooding program.

K Felstead noted the 4.7% average rate increase across the district.

W Doody

Tabled her Councilor’s Report (Trim No 180620068322). Points noted were

- Recent refurbishment of Carleton Historic Railway Sign.
- Improvements at Swannanoa Domain.
- North Canterbury Swim Club success.
- Continued improvements to accessibility.
- The Papers Past website.
- Driver licensing for migrants.
- Tender approved for Heritage Pavilion at Ashley Gorge.
- Retirement of Ken Stevenson, Roading Manager.

13 CONSULTATION PROJECTS

Alcohol in our District

Consultation closes Monday 11 June 2018.
S Nichols noted that based on feedback the Board would not be making a formal submission however that did not preclude members making their own submission.

14 **REGENERATION PROJECTS**

14.1 **Town Centre, Oxford**

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


15 **BOARD FUNDING UPDATE**

15.1 **Board Discretionary Grant**

Balance as at 7 June 2018: $0.

15.2 **General Landscaping Fund**

Balance as at 7 June 2018 - $0.

New allocation from the Council 1 July 2018.

S Nichols noted that both funds now had a zero balance. The allocations would be confirmed with a report to the Board in July.

16 **MEDIA ITEMS**

Funding grants to groups to be celebrated.

17 **QUESTIONS UNDER STANDING ORDERS**

Nil.

18 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

**NEXT MEETING**

The next meeting of the Oxford-Ohoka Community Board is scheduled for Thursday 5 July 2018 commencing at 7.00pm, at the West Eyreton Hall.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 8.47pm.

CONFIRMED

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Chairperson

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Date