Oxford-Ohoka Community Board

Agenda

Thursday 3 May 2018
7.00pm

A&P Meeting Room
Oxford Town Hall
30 Main Street
Oxford

Members:
Doug Nicholl (Chair)
Mark Brown (Deputy Chair)
Wendy Doody
James Ensom
Shirley Farrell
Kevin Felstead
John Lynn
Thomas Robson
Board Members

OXFORD-OHOKA COMMUNITY BOARD

AGENDA FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD TO BE HELD IN THE A&P MEETING ROOM, OXFORD TOWN HALL, 30 MAIN STREET, OXFORD ON THURSDAY 3 MAY 2018 AT 7PM.

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

BUSINESS

PAGES

1 APOLOGIES

2 CONFLICTS OF INTEREST

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Oxford-Ohoka Community Board – 8 March 2018

RECOMMENDATION

(a) THAT the Oxford-Ohoka Community Board:

Confirms the circulated minutes of the Oxford-Ohoka Community Board meeting, held 5 April 2018, as a true and accurate record.

4 MATTERS ARISING

5 DEPUTATIONS AND PRESENTATIONS

6 ADJOURNED BUSINESS
7 REPORTS

7.1 General Landscaping Budget – Grant Stephens (Green Space Community Engagement Officer)

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

(a) Receives report No.180328033900.
(b) Notes the list of potential future projects included within Section 3.11
(c) Notes the board currently has $11,830.00 available to allocate to general landscape projects within the Oxford-Ohoka ward.
(d) Approves the allocation of $3,000 towards a fence around the Ohoka Gate Keeper's Lodge in Ohoka Domain
(e) Approves the allocation of $3,000 towards landscaping around the cricket pavilion at Swannanoa subject to its relocation to the other side of the reserve.
(f) Approves the remaining allocation of $5,830 towards the installation of a rubbish bin and park bench by the Skate Park at Pearson Park.

7.2 Application to the Oxford-Ohoka Community Board’s Discretionary Grant Fund 2017/2018: Eyreton Pony Club – Edwina Cordwell (Governance Adviser)

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

(a) Receives report No.180416041160.
(b) Approves a grant of $________ to Eyreton Pony Club towards the cost of fencing to enclose the learner/young rider area.
   OR
(c) Declines the application from Eyreton Pony Club.

7.3 Ratification of the Board’s Submission to the Waimakariri District Council’s Long Term Plan 2018-2028 – Edwina Cordwell (Governance Adviser)

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

(a) Receives report No.18032803365.
(b) Retrospectively ratifies the Board’s submission to the Waimakariri District Council’s Long Term Plan 2018-2028 (Trim No.180328033681).
8 CORRESPONDENCE

9 CHAIRPERSON’S REPORT
9.1 Chairperson’s Report for March 2018

RECOMMENDATION
THAT the Oxford-Ohoka Community Board:
(a) Receives report No 180423043858.

10 MATTERS FOR INFORMATION
10.1 Kaiapoi Tuahiwi Community Board meeting minutes – 19 March 2018 (Trim No.180315027883).
10.2 Youth Council meeting minutes – 27 March 2018
10.3 ANZAC Day Services 2018 Report to Council 3 April 2018 (Trim No. 180321030283).

RECOMMENDATION
THAT the Oxford-Ohoka Community Board receives the information in items 10.1-10.6

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.

12 CONSULTATION PROJECTS

13 REGENERATION PROJECTS
13.1 Town Centre, Oxford
Updates on the Oxford Town Centre projects are emailed regularly to Board members. These updates can be located using the link below:
14 BOARD FUNDING UPDATE
14.1 Board Discretionary Grant
    Balance as at 26 April 2018: $2,276.19

14.2 General Landscaping Fund
    Balance as at 26 April 2018 $11,830.

15 MEDIA ITEMS

16 QUESTIONS UNDER STANDING ORDERS

17 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING
The next meeting of the Oxford-Ohoka Community Board is scheduled for Thursday 7 June 2018 commencing at 7.00pm, at the Ohoka Community Hall.

Workshop
• Members Forum
MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD
HELD IN THE WEST EYRETON HALL, 3 EARLYS ROAD, WEST EYRETON ON
THURSDAY 5 APRIL 2018 AT 7.00PM.

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

IN ATTENDANCE
S Markham (Manager, Strategy and Engagement), C Brown (Community and Greenspace
Manager), S Nichols (Governance Manager), S Morrow (Land Information Officer), Mayor
D Ayers (Mayor) and E Stubbs (Minute Secretary).

1 APOLOGIES
Nil.

2 CONFLICTS OF INTEREST
Item 7.1 D Nicholl – Applicants are business clients
Item 7.2 J Lynn – Member of Ohoka School PTA
Item 7.4 M Brown – Independent member of Mandeville Sports Club Board.

3 CONFIRMATION OF MINUTES
3.1 Minutes of the Oxford-Ohoka Community Board – 8 March 2018
Moved S Farrell seconded T Robson
(a) THAT the Oxford-Ohoka Community Board:
Confirms the circulated minutes of the Oxford-Ohoka Community
Board meeting, held 8 March 2018, as a true and accurate record.
CARRIED

4 MATTERS ARISING
Nil.

5 DEPUTATIONS AND PRESENTATIONS
5.1 C Brown introduced Rosie Oliver and Michael Sharpe (representing North
Canterbury Sports and Recreation Trust) who spoke to the Board about the
proposed Multi Use Sports Facility. C Brown outlined some of the consultation
that had occurred in regards to the proposed facility. C Brown showed a short
video of the proposed layout of the facility at the Coldstream Road site,
Rangiora. The three stage plan was outlined. Stage 1 being the Indoor Court
facility, Stage 2 Tennis Courts and Stage 3 to be the development of outdoor
fields.

M. Sharpe then showed a PowerPoint presentation, providing background
information on the community fitness centres that the Trust currently operates
in the region. The Trust also provides a primary school sports coaching
programme, swimming programme, school sports events, children’s
gymnastics and trampoline classes, as well as running an annual mountain
bike event. The benefits of a proposed multi-use indoor stadium would be
centralised resources, greater flexibility of usage options and the ability to
attract larger and higher level events to the district. Such a facility would
provide the opportunity for wider variety of sporting codes to the district, which
could include netball, basketball, volleyball, futsal, badminton, table tennis, indoor bowls, gymnastics and tumbling, korfball, dodgeball, the Olympic sport of handball and roller derby. The new sport of archery tag was also mentioned as a possible use. The proposed facility would include a fitness centre, a high performance training facility and group fitness classes. The facility could also be used by the wider community, for cultural events, corporate events and also could be a Civil Defence post emergency shelter.

J Lynn asked if the facility would have the capacity to hold tournaments. M Sharpe replied yes, with four courts it would be able to hold South Island or national tournaments. He highlighted that a major benefit was that the stadium would stop many teams having to travel to Christchurch each week to compete and ‘home’ games could be played in the district.

C Brown advised that the facility could accommodate 500 spectators in tiered seating. It would not compete with Christchurch for large tournaments, however the district was missing a facility with the 500 seat capacity. R Oliver reassured the Board that the facility would not take activities away from the communities but would enhance what was already available.

S Farrell enquired on further detail relating to seat capacity. C Brown explained around the outside on all four sides there would be permanent seating and more seating could be slid in and out as required. The permanent seating had backs and spectators would not be on court like there were at the moment.

D Nicholl referred to Stage 3 – the outdoor sports and asked what those sports would be. C Brown explained that was 10 years away and it was not known yet what sports would be required. Stage 3 had been earmarked now to ensure the multi-sports facility was in the best place for future developments of the district.

K Felstead noted there had been a number of submissions to the LTP already and asked if there was a feel of what those submissions said. C Brown advised that over 300 submissions had been received and there were more for than against at the moment, however the consultation was not over and things could change.

5.2 Chris Brown (Community and Greenspace Manager) spoke to a PowerPoint presentation to provide a General Landscaping update. He noted that that the last meeting there had been a workshop to discuss general landscaping projects for the Community and Greenspace team to investigate. He noted that a memo had been sent regarding the tidiness of the Oxford Skate Park. C Brown noted that the General Landscaping fund balance was now $11,830 due to projects coming in under budget.

S Farrell referred to the noted that the Pearson Park directional sign was completed and asked if it was up, as the Pearson Park Advisory Group (PPAG) were to have been advised in order to help with placement. C Brown had been informed that the sign was now in place.

C Brown explained that the Ohoka Gatekeepers Lodge was to be post and wire fence, 120m long with a vehicle entrance gate. The cost was $3,000. J Lynn asked if it were to be deer fenced. C Brown noted it would be the type of fence requested and would confirm.

C Brown showed a quick landscaping plan for the Swannanoa Cricket Club Pavilion. The cost proposed was $3,000. To help with ease of mowing he suggested small pavers and a concrete mow strip around the outside. There would also be planting. The club could look at paving the other side also and small modifications could be made to allow that to happen in the future.

For the Pearson Park seat and rubbish bin, staff would work with the PPAG to determine the best location. The design they had looked at with Wood’n Steel was large macrocarpa style. It would improve the visibility of teenagers
to the wider public. The project was $5,830 including rubbish bin and concrete pad.

W Doody asked if the table would have wheelchair access and C Brown advised the table could be made suitable by removing seats at one end.

C Brown noted the projects recommended under the $11,830 available in the fund were the Ohoka Gatekeepers Lodge fence, Swannanoa Cricket Club landscaping and Pearson park table and bin.

Not included was Christmas flags. There were six pairs of brackets of flags on power lines. Flags were $250 each, so $3,000 for six pairs and would last 6-12 months. K Felstead asked if they could look at flags for the following financial year.

S Farrell queried the cost of the flags as they were $97.15 from Flagmakers. C Brown advised pricing included installation of the flags.

C Brown noted that other projects discussed had been Mandeville Reserve, Oaks Reserve, Ohoka Domain – tree ring seat and Barracks Reserve Bollards.

K Felstead asked if the seat at the Ohoka Domain would be funded by the Ohoka Residents Association and J Lynn replied that funds were no longer available for the tree ring seat as the Gatekeepers Lodge group had required further funds. C Brown advised that there would be time to consider such funding in the future as that part of the development was not imminent.

J Ensor asked about the Mandeville Sports Clubs (MSC) toilets and C Brown commented if approved by Council during the Long Term Plan deliberations in May/June, that funding would be available. MSC preferred to manage that process however staff would ensure there was quality control in the design process. J Ensor asked about sewage connections and C Brown that would be part of the same process once approved.

6 ADJOURNED BUSINESS

Nil.

Board Chairperson D Nicholl, having declared a conflict of interest, moved to the gallery whilst Deputy Chair M Brown assumed the Chair during consideration of Item 7.1.

7 REPORTS

7.1 Road Naming – Hallfield Limited – S Morrow (Land Information Officer)

S Morrow spoke briefly to the report which considered naming for roads at 474 Bradleys Road, Ohoka.

M Brown referred to Road 3, and asked if it was considered a road or a cul-de-sac. It was noted that a Way could be a cul-de-sac or pedestrian only.

J Lynn noted that Road 1 went right to the boundary and asked if it would lead into another subdivision. S Morrow advised he was not aware of another subdivision. S Nichols advised that if there was future development then there would be negotiation for current road names to be continued in any new development.

S Farrell asked if any of the sections could be further subdivided and S Morrow advised he was not aware of those details.

Moved J Lynn seconded T Robson

THAT the Oxford-Ohoka Community Board:
(b) Receives report No.180315028011.

(c) Approves three names for new roads on Lot 1 DP 519569 as marked as roads 1-3 on the attached plan.
   1. Hallfield Drive
   2. Orbiter Drive.
   3. Mighty Quinn Way

   CARRIED

J Lynn commented that the names had an intriguing, and conversation piece, backstory.

W Doody was impressed with the story behind the names. She suggested that the developer install a small plaque with the story at the subdivision entrance.

7.2 Application for Oxford-Ohoka Community Board’s Discretionary Grant Fund 2017-2018 – E Cordwell (Governance Adviser)

S Nichols tabled additional information on how the grant would be spent from the Ohoka PTA Plant Sale Sub-Committee (Trim No. 180404035248).

Moved W Doody  seconded T Robson

THAT the Oxford-Ohoka Community Board:

(a) Receives report No.180321030302.

(b) Approves a grant of $500 to Ohoka School PTA Plant Sale Sub-Committee towards the costs of ‘children size’ gloves, garden tools, wheelbarrows and other items to enable children to participate in growing plants and vegetables.

CARRIED

W Doody congratulated the Ohoka School PTA Plant Sale Sub-Committee on encouraging young children to assist with the planting, commenting that it was a good fundraiser.

T Robson commented that it was great to see skills being taught at school that could stay with people for the rest of their lives.

K Felstead made the comment, if close to the end of the financial year there was still money in the account then the RSA still required funding for the time capsule at the new cenotaph. He had suggested that they apply to the fund. S Nichols noted that the Council had made clear in terms of the discretionary fund that Boards needed to ‘use it or lose it’. At the June meeting the Board could consider suitably eligible groups and allocate funds to ensure the money went into the community. J Ensor advised that the Eyreton Pony Club would be looking to complete an application.

7.3 ANZAC Day Services 2018 – E Cordwell (Governance Adviser)

S Nichols spoke briefly to the report advising that there were three services in the Oxford Ohoka Ward. For the Ohoka service there was an option to either lay a wreath as a Board or to lay a wreath alongside a Councillor. S Nichols advised that the Rangiora- Ashley Community Board would be laying a wreath at the Cust Service.

S Farrell asked what time the Ohoka service was and S Nichols advised it was at 11am.
Moved K Felstead seconded J Ensor

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

(a) **Receives** report No. 180322030871.

(b) **Appoints** Board members D Nicholl and J Lynn to attend the Ohoka ANZAC Day service on Tuesday 24 April 2018 at Ohoka Hall, Mill Road and to lay a wreath.

(c) **Appoints** Board members S Farrell and T Robson to lay a wreath on behalf of the Board at the Oxford ANZAC Day parade at 9.30am on Wednesday 25 April 2018.

(d) **Appoints** Board member M Brown to attend the Cust and West Eyreton ANZAC Day service on Wednesday 25 April 2018 at 10am and to lay a wreath at West Eyreton.

**CARRIED**

### 7.4 Mandeville Sports Club facility as a venue for Community Board meetings – E Cordwell (Governance Adviser)

S Nichols advised that in November 2017 the Board requested that staff have another look at using Mandeville Sports Club (MSC) as a venue for future Board meetings. The report was taken as read.

K Felstead advised that he wished to ask several questions, which may then result in a procedural motion being put forward. K Felstead asked if the MSC Board been formally been asked to allow exclusive use to the Board. S Nichols advised no formal letter had occurred.

K Felstead noted there were three members of the Community Board on the MSC Board (Independent, Council appointed and Community Board appointed) and commented that it was difficult to vote on the issue as members were providing conflicting advice. S Nichols commented it was not time sensitive to make a decision tonight as October was a potential timeframe for use (subject to availability). To this point, there had been informal discussion. Staff could write a formal letter seeking clarification of the Board’s requirements and report back to the Board once a response had been received from the Club.

K Felstead asked if MSC could be written to formally and with any conditions the Community Board and the Club may have outlined clearly including around exclusivity and opening of the bar. S Nichols confirmed that could be done.

S Farrell asked W Doody and M Brown, who their discussions with the MSC had been with. W Doody explained that there was a MSC Board and the Sports Club. She was a member of the MSC Board and even that Board had not been successful in holding exclusive meetings in the Club facility and had met elsewhere. She agreed the Community Board should write to the MSC Board.

M Brown advised he had been at a MSC Board meeting where exclusivity was discussed and noted there were commercial considerations such as the contract with the bar/catering company. J Ensor commented he had checked with catering staff and that there was nothing booked for the October night. He suggested the Community needed to seriously consider MSC as a venue, however would accept feedback from the MSC Board.
Moved K Felstead seconded J Lynn

THAT the Oxford-Ohoka Community Board:

(a) Lay the report on the table until a written response from the Mandeville Sports Club Board was available.

CARRIED

8 CORRESPONDENCE

Nil.

9 CHAIRPERSON’S REPORT

9.1 Chairperson’s Report for March 2018

Moved K Felstead seconded W Doody

THAT the Oxford-Ohoka Community Board:

(a) Receives report No 180327032689.

CARRIED

D Nicholl commented he was disappointed only three members attended the LTP submission meeting. He commented on foot traffic to the WDC tent at the Oxford A&P show was down and it was noted that attendance was down in general, with Easter weekend being a likely factor.

10 MATTERS FOR INFORMATION

10.1 Woodend-Sefton Community Board meeting minutes – 12 March 2018

Trim No. 180306023479.

10.2 Woodend-Sefton Community Board Extraordinary meeting minutes 26 February 2018

Trim No. 180301021894.

10.3 Rangiora-Ashley Community Board meeting minutes – 14 March 2018

Trim No. 180307023947.

10.4 Kaiapoi Tuahiwi Community Board meeting minutes – 19 February 2018

Trim No. 180214015060.

10.5 Youth Council meeting minutes – 27 February 2018

10.6 Lees Road and Barkers, Kaiapoi Road Speed Limit

Report to Council 6 March 2018 (Trim No. 180115002738).

10.7 Poyntzs Road Source Upgrade Project – Consultation

Report to Utilities and Roading Committee 20 March 2018 (Trim No. 180305022630).

10.8 Libraries Update

Report to Community and Recreation Committee 27 March 2018 (Trim No. 180316028214).

Moved W Doody seconded T Robson

THAT the Oxford-Ohoka Community Board receives the information in items 10.1-10.8.

CARRIED

11 MEMBERS’ INFORMATION EXCHANGE

11.1 J Ensor

• Advised that the new commercial complex had started at Mandeville, the hair salon was open. Cheaper fuel would be available at the fuel station and the supermarket would open on 17 April.
• Attended Waimakariri Health Advisory Group meeting.

K Felstead asked for an update on the 80km/hr speed restriction for Tram Road. S Nichols advised she would follow up.

11.2 **J Lynn**
• Gatekeepers Lodge – building to be moved Tuesday 10 April. $4,500 had been contributed to the move from the Ohoka Residents Association.
• Ohoka Residents Association had submitted to the LTP.
• Neighbourhood Watch – looking to employ another person to assist the manager in a part time role.
• Public Spaces Policy working party – attended meeting.
• Attended Oxford A&P Show.

11.3 **M Brown**
• Attended All Boards briefing and found to be informative.
• Attended Oxford A&P Show.
• MSC – assisting with funding application to RATA Foundation for new tractor.
• Attended Oxford Rural Drainage meeting.

11.4 **T Robson**
• Youth Council – attended his final meeting. There was a presentation on the Local Alcohol Bylaw. The YC were currently finalising a survey to coincide with the Youth Development Strategy.
• OPAC – Easter giveaway promotion went well with good feedback. Looking to run a similar promotion for Mothers Day and Fathers Day.
• Attended Oxford A&P Show.
• Attended Youth scholarship meeting with D Nicholl.
• Attended LTP submission meeting.

11.5 **S Farrell**
• Attended LTP submission meeting.
• Attended Audit and Risk Committee meeting.
• Attended Enshi photographic exhibition opening evening.

11.6 **K Felstead**

**Council Update**
• Considered appointing a representative of Ngai Tuahuriri Runanga to the District Planning and Regulation Committee for the purpose of contributing to decision making in formulation on the new District Plan. There was an issue around voting rights and the matter was lost.
• Submission to ECan LTP.
• Set up review panel for Liquor Ban Bylaw and Local Alcohol Policy.
• Adopted Waimakariri District Development Strategy – an important document as the corner stone for the District Plan process.
• Brought funding forward to progress reticulation extension in the Tuahiwi area and match Runanga contribution.
• Oxford Rural No.1 Scheme – sunk well and new good source found. Submit to ECan for the water take, it was a notified application with four submissions, two for and two against. One local farmer will oppose. In the process of discussion with ECan and objector to try and prevent need for hearing. In the meantime, tenders have been opened for the required pipework of 5km. Council dilemma – whether to wait for the hearing outcome or to accept tender and start pipework and run the risk of spending money for redundant pipework. Currently there is a permanent boil water notice. In the argument of cost verse health risk – Council
erred on the health side and approved opening the tender for the pipework.

J Lynn asked if putting in the pipework first was a risk that ECan would see it as a presumptive move. K Felstead commented it was a perceptive thing, there was pressure with health issues to push on. D Nicholl asked the cost of the pipework and K Felstead replied $800,000, half of which was renewing pipe so $400,000 was at risk. J Ensor asked about the temporary measure that had been proposed and K Felstead advised the cost was $125,000 for a one month solution.

- Report from the 3 Waters Manager on the 20 February storm event. Houses in the new Springbrook subdivision were threatened by flooding and Kings Mowers was badly flooded.
- Allocated ANZAC services.
- Local Government New Zealand Annual Conference – Christchurch in July. Normally Mayor and one Councillor attend. This year it was open to any Councillor who wanted to attend as there would be no travel or accommodation costs.
- Money allocated to Regeneration area.
- Poyntz Road source upgrade – put on hold.
- ENC half year report accepted.
- Report from CE regarding risk management.

11.7 W Doody
- Tabled her Councillor’s Report for April 2018 (Trim 180412039624). Which included information on;
  - LTP consultation including Oxford A&P show.
  - Pensioner Housing Road Show held in Oxford, Rangiora and Kaiapoi.
  - Confident driving course for the mature driver.
  - Big Brother, Big Sister fundraising breakfast.

12 CONSULTATION PROJECTS

Draft 2018-28 Long Term Plan
Consultation Friday 9 March to Monday 9 April 2018.
The Board noted the consultation.

13 REGENERATION PROJECTS

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

14 BOARD FUNDING UPDATE

14.1 Board Discretionary Grant
Balance as at 5 April 2018: $2,776.19
The Board noted the balance and timeframe to utilise it by the June meeting.
14.2 **General Landscaping Fund**

Balance as at 5 April 2018 $10,790.

C Brown advised there would be a report the following month, the balance was slightly more.

15 **MEDIA ITEMS**

Road naming, move of the Gatekeepers Lodge and Ohoka School children gardening project.

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 is scheduled for Thursday 3 May 2018 commencing at 7.00pm, at the Oxford Town Hall.

There being no further business, the meeting closed at 8.46pm.

CONFIRMED

________________________________________

Chairman

________________________________________

Date

**Workshop from 8.50pm to 9.30pm**

- *Update on the Public Spaces Policy (Business Zones) Advisory Group – John Lynn*

- *Draft Long Term Plan Submission, discussed and finalised.*
1. **SUMMARY**

1.1 Following a workshop with the Oxford-Ohoka Community Board, at the Board’s request staff have prepared the following report providing details for three potential projects on which the Oxford-Ohoka General Landscape Budget could be used.

These projects are:
1. Fencing around the Gate Keeper’s Lodge in Ohoka Domain (est. cost – $3000),
2. Landscaping around the Swannanoa Cricket Club pavilion (est. cost – $3000),
3. A rubbish bin and picnic table at the Skate Park in Pearson Park (est. cost – $5830)

The Board currently has a budget of $11,830 available to allocate. Therefore there is sufficient budget to meet the estimated costs of all three projects should the board approve.

Staff have not undertaken formal consultation on any of the specific projects within this report however believe all three are consistent with the type of project that this budget is commonly spent on and would provide positive benefits to the community with minimal negative impact on the surrounding environment or community.

Also included within this report is a list of other potential projects that the Board has considered and requested a list for future reference.

**Attachments:**
- Ohoka Gate Keeper’s Lodge Proposed Fence Plan (No. 180418042275)
- Swannanoa Cricket Pavilion Proposed Landscape Plan (No. 180418042278)

2. **RECOMMENDATION**

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

(a) **Receives** report No.180328033900.

(b) **Notes** the list of potential future projects included within Section 3.11

(c) **Notes** the board currently has $11830.00 available to allocate to general landscape projects within the Oxford-Ohoka ward.

(d) **Approves** the allocation of $3000 towards a fence around the Ohoka Gate Keeper’s Lodge in Ohoka Domain
(e) **Approves** the allocation of $3000 towards landscaping around the cricket pavilion at Swannanoa subject to its relocation to the other side of the reserve.

(f) **Approves** the remaining allocation of $5830 towards the installation of a rubbish bin and park bench by the Skate Park at Pearson Park.

3. **BACKGROUND**

3.1. The General Landscaping Budget is a discretionary sum 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 area. Projects have included extra seating, planting, local walkway projects, town centre enhancement etc. 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 budget is a discretionary budget that is controlled by the Board. The Board has the approval to allocate funding. Ideas for what the funding can be spent on come from Board members themselves. Board members may of course get the ideas from members of the general public, advisory groups or simply see something in the community that they feel could be enhanced or made better.

3.3. The process for spending this money is relatively simple; Once the board has an idea of a project they could spend the money on, a request is made to staff for a report on the suggested idea which is generally presented to the next meeting. Staff take the idea provided by the Board and then prepare a report for the Board’s consideration. It is up to staff to make sure that sufficient information is gathered to be able to allow the Board to make an informed decision. Information that is generally obtained relates to the costs of the project, the potential effects, benefits, risks, the levels of service or any relevant policies or legislation, consultation feedback and timing.

3.4. The board considers the report and it is up to the board to give final approval before staff can organise for any of these projects to be completed. In some instances, these projects may require a level of consultation before staff can bring a recommendation to the board or time may be required to gather the requested information. It is therefore preferential that ideas are brought to staff attention at the earliest possibility.

3.5. The total of this budget may be allocated to one project or divided between multiple projects. The budget is generally spent during the year it is allocated but at the request of the Community Board can be carried over and added to the following year’s budget. This is generally done if there is a special or specific project for which this year’s budget is not enough to fully cover the costs of completion.

3.6. In the past year the Oxford-Ohoka Community Board have allocated funds to a range of different projects. These include;

- $3200 – Pearson Park Sign
- $5000 – Mandeville Sports Club Planting
- $580 – Ashley Gorge Predator Traps

3.7. This left a balance of $10,790 to be allocated, however the Pearson Park Sign came in under budget by $1040 and the remaining funds have been transferred back into the general landscaping budget for re-allocation.

3.8. This means that there is currently $11,830.00 yet to be allocated within this financial year.
3.9. At the request of the board, Greenspace Manager Chris Brown ran a workshop at the March Board meeting which included information about the process of allocation, what had previously been spent, what is available to spend and information on some potential ideas. As a response to this workshop, the board requested a detailed report on three projects and that the other projects discussed be listed within this report for future reference. These projects are listed below;

3.10. Current Projects Under Consideration
GateKeeper’s Lodge Fencing – (Details Sec. 4.2)
Swannanoa Cricket Club landscaping – (Details Sec. 4.7)
Skate Park Rubbish Bin and Seating – (Details Sec. 4.10)

3.11. Potential Future Projects

- Christmas Decorations / Flags
  There are currently six pairs of brackets for flags on the power poles in Oxford. As there are currently no flags, staff have looked into the cost of purchasing flags for this system and estimate that this would cost approximately $250 per flag ($3000 for six pairs). These flags last between six and twelve months so would require ongoing funding also.

- Mandeville ‘Corner Reserve’
  Board members have suggested potential for picnic furniture within this reserve. At this stage staff do not recommend that furniture is installed into this reserve due to safety concerns around the reserve being used as a destination. As a thoroughfare it is fine however staff do not believe it would be advisable to encourage people (especially kids) to use the reserve space to recreate due to the close proximity of Tram Road. This may change in the future as the retail area starts to be used.

- The Oaks Reserve
  The Long Term Plan currently does not include funding towards the renovation of this reserve into a dog park which the community have previously indicated they would like to see it developed into. Investigation could be done into specific projects within the reserve which money from the general landscape budget could be used on to make it more usable for dog walking.

- Ohoka Domain Tree Ring Seat
  The Ohoka Domain Advisory Group are looking to install a seat around one of the oak trees within the reserve to protect it from potential damage due to its location within the extended carpark. There is a possibility that the Ohoka Residents Association are going to look to fund this seat which would be welcomed however if not this could be a potential project for the general landscaping budget.

- Barracks Reserve.
  The reserve is used for picnicking and parking by a number of people on a casual basis. At this point in time the Board do not see that the vandalism warrants a reduction or change to the current opportunities for use. Staff will continue to monitor the situation and look for potential options to reduce vandalism within the reserve.
4. **ISSUES AND OPTIONS**

The Oxford-Ohoka Community Board requested further information on the following projects;

4.1. **Ohoka Gate Keeper’s Lodge Fence**

In December 2017, the Oxford-Ohoka Community Board approved the Ohoka Domain Master Plan which included a site for the relocation of the Ohoka Gate Keeper’s Lodge to be relocated within the domain. This site is within the ‘horse paddock’ which is currently leased for the use of two horses until July 2018 when it comes up for renewal or reconsideration. As the building has now been relocated into this field, the advisory group, with the approval of the lease holder, have decided to relocate the front fence to a location behind the lodge which will roughly half the size of the paddock but will also ensure that the building and corresponding work is separate from the horses. This however means that the lodge is no longer ‘contained’ within a fenced off paddock and is fully accessible by the public.

Members of the Ohoka Gate Keeper’s Lodge Committee originally came to the board with a request through the Ohoka Domain Advisory Group for funds towards the general landscaping around the building once it had been relocated. However, on reflection, as they are not going to be undertaking this work in the near future and still do not have a detailed plan, it was decided to change this request to funding towards fencing around the building. This would also act as a physical barrier to warn people they are entering a space where work is being undertaken and would be removed once the building work is complete.

Staff have looked at the length of fencing required along with a vehicle entry gate and believe that approximately 110m of fencing is required around the house along with a standard vehicle entry gate. Staff estimate the cost of this fencing to be approximately $3000. The location of this fencing is included in Attachment i of this report.

Staff are supportive of this project as because the development of the lodge is a long term project this would create a physical enclosure within which materials could be hoarded and would help stop people from wondering onto a work site without proper induction.

4.2. **Swannanoa Cricket Club**

The historic pavilion at Swannanoa was relocated from Mandeville in 1924 and in 2009 was refurbished for the 125th reunion. The Cricket Club are now looking to relocate the pavilion from the western side of the domain to the eastern side of, near the new nets, and lay decking around the pavilion to provide a shady space for spectators and social functions. The Swannanoa Cricket Club have requested funding from council for $3000 towards landscaping around their relocated pavilion at Swannanoa Domain.

The club currently has applications with the Rata Foundation for the necessary funds for the relocation project and as the domain is now an attractive facility for cricketers, casual recreation and the Swannanoa Fair, further landscaping would help enhance these amenities. The club are still working on a final concept but at this stage are looking at basic planting around the clubrooms with a small paved area at the foot of the steps. On behalf of the club, staff have drafted a basic concept plan (attachment ii) and undertaken a rough cost estimation which came to approximately $3000. This is consistent with the club’s request. The club have indicated that they may be interested in adding a small paved area behind the pavilion if funds are sufficient to do so. It is possible that in order to do this, they may choose not to install the mow strip around the edge. While staff would prefer a mow strip, they would not be opposed to the funds being used for this purpose.

If approved, staff could work with the cricket club to finalise conceptual drawings for the landscaping and implementation. This would also require the provision of Health and Safety Plans to the Greenspace Manager prior to work beginning on site.
4.3. **Skate Park Rubbish Bin and Seating**

In February 2018 a CPTED (Crime Prevention Through Environmental Design) assessment was requested by the Oxford-Ohoka Community Board on the area around the Skate Park in Pearson Park, Oxford. This memo identified two elements that could be added to make the space safer and more comfortable to use. These were the installation of a rubbish bin and additional seating between the Skate Park and the proposed basketball half court.

Staff support both of these recommendations and the Board have subsequently requested a report for this project being funded through the General Landscaping Budget. Staff estimate the cost of a rubbish bin installed on site would be $1200 and a park bench installed is approximately $4000 - 4500.

If approved, Staff would work with the Pearson Park Advisory Group to select a seat and rubbish bin for the site and an appropriate location taking into account the location of the basketball court.

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

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

The Ohoka Gate Keeper’s Lodge funding request has come from a sub-committee of the Ohoka Domain Advisory Group (Ohoka Gate Keeper’s Lodge Committee) who approve the need for a fence. No other groups have been consulted regarding the fence as this is an operational project regarding the lodge relocation project and will not be a permanent fixture. The Lease holder has been included in discussion around fencing and is comfortable with the proposed arrangement.

The request for funds towards the landscaping around the Swannanoa Cricket Pavilion has come from the Swannanoa Cricket Club who are organising the relocation of the pavilion and surrounding landscaping. No other groups have been consulted regarding the landscaping as staff believe that this will have a positive impact on the users of the domain without foreseeable negative impacts on the surrounding environment or community.

At the time of writing this report the CPTED Assessment on the Pearson Park Skate Park had been sent to the Oxford-Ohoka Community Board but has not been shown to the Pearson Park Advisory Group as their next meeting is not until the end of April. Staff are happy to take the memo to the Advisory Group’s next meeting at the Board’s request. No other groups have been consulted regarding the rubbish bin or seat as staff believe that this will have a positive impact on the users of the Skate Park without foreseeable negative impacts on the surrounding environment or community.

5.2. **Wider Community**

Consultation was undertaken with the local community on the Ohoka Domain Master Plan. This included the relocation of the gate keeper’s lodge and no negative feedback was received. As this fence is part of the relocation project, will have no negative impact on the community or environment and will be removed once complete, staff do not believe further consultation is required.

No consultation has been undertaken with the wider community regarding the proposal for landscaping around the Swannanoa Cricket Pavilion as staff believe that this will have a positive impact on the users of the domain without foreseeable negative impacts on the surrounding environment or community.

No consultation has been undertaken with the wider community regarding the proposal for the rubbish bin and seat at Pearson Park as staff believe that this will have a positive impact.
on the users of the Skate Park without foreseeable negative impacts on the surrounding environment or community

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

The Oxford-Ohoka Community Board currently has a balance of $11,830.00 to allocate towards landscape projects within their ward. This is made up of the remaining $10,790 which has not been allocated as well as $1040.00 from an under-spend on the Pearson Park Multidirectional Sign.

Three projects are being recommended by staff within this report. The first, for fencing around the Ohoka Gate Keeper’s Lodge would cost an estimated $3000. The second, for $3000 towards landscaping around the Swannanoa Cricket Pavilion and the third, the remaining budget of $5830 be spent on the installation of a rubbish bin and seat at Pearson Park by the Skate Park.

If all of these are approved by the Board, this would complete the allocation of money from this budget for the rest of the financial year. The Board would then get a new budget to allocate at the start of the new financial year. Staff believe that the funds sought are consistent with those spent on other similar sized projects within the district and both options are reflective of the types of projects which funds from this budget are commonly allocated towards.

The relocation of the Gate Keeper’s Lodge and eventual removal of the horse paddock will mean that within a short period of time there will be no financial gain from the lease of the paddock, however as the approved master plan includes the removal of this paddock when implemented, this is going to happen anyway. The proposed fence will have no bearing on this financial situation. The installation of a rubbish bin in Pearson Park does have associated future costs due to the need to empty the bins regularly. Staff estimate it costs approximately $2000 per year to empty a rubbish bin. This cost would not come out of the general landscaping budget but would be met through operational budgets.

6.2. **Community Implications**

Staff believe that there are no significant negative impacts from any of the options recommended within this report on their surrounding communities. The fence at Ohoka will limit community access to the immediate area around the building but as this is currently a horse paddock and inaccessible, staff do not believe this to be a change to their current use. Staff acknowledge that there is a resident who currently leases the site who will be effected, however staff have had consistent communication with this lease holder and understand that they understand the project and are comfortable with the situation.

Staff believe that the landscaping proposed around the cricket pavilion in Swannanoa will only provide positive impacts on the community and will help ground the building and add to its visual aesthetic. The rubbish bin and seat will create a safer and more inviting space for people to use in Pearson Park which is in line with our council outcomes for the community.

6.3. **Risk Management**

Staff do not believe that there are any significant risks associated with the implementation of the recommended projects.

6.4. **Health and Safety**

All projects require work to be undertaken within Council reserves and in particular holes being dug and the use of tools and machinery. If approved, staff would require the contractor to be Sitewise approved and to submit an appropriate health and safety plan (Site Specific...
7. **CONTEXT**

7.1. **Policy**

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

7.2. **Legislation**

The Community Green Space Activity Management Plan which sits under the Reserves Management Act 1991 classifies Ohoka Domain as a Neighbourhood Reserve. These are managed in accordance with the Waimakariri District Council Neighbourhood Reserves Management Plan.

Section 9.0 of the Neighbourhood Reserves Management Act covers Buildings, Facilities and Furniture. Specifically 9.9 requires Buildings or structures, and their surrounding sites, shall be designed in accordance with CPTED guidelines. It is the view of staff that in order to meet CPTED guidelines the site should be fenced off from the public with sufficient warning in place of any dangers of entering the site.

7.3. **Community Outcomes**

**There is a safe environment for all**

- Harm to people from natural and man-made hazards is minimised.

**The community’s cultures, arts and heritage are conserved and celebrated**

- All cultures are acknowledged, respected and welcomed in the District.
- Heritage buildings and sites are protected and the cultural heritage links with our past is preserved.

**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.
- There are wide-ranging opportunities for people to enjoy the outdoors.
- The accessibility of community and recreation facilities meets the changing needs of our community.

7.4. **Delegations**

The Oxford-Ohoka Community Board have the delegation to approve the allocation of the Oxford-Ohoka General Landscape Budget.
Swannanoa Cricket Pavilion
Proposed Draft Landscaping Plan
1. **SUMMARY**

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

<table>
<thead>
<tr>
<th>Name of Organisation</th>
<th>Purpose</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eyreton Pony Club</td>
<td>Towards the cost of fencing to enclose the learner/young rider area.</td>
<td>$450</td>
</tr>
</tbody>
</table>

Total $450

Current balance is $2,276.19.

**Attachments:**

i. Application from Eyreton Pony Club (Trim No. 180411039092).
ii. Spreadsheet showing previous two years grants.
iii. Board funding criteria 2017/2018 (Trim No. 170626065542).

2. **RECOMMENDATION**

THAT the Oxford-Ohoka Community Board:

(a) Receives report No.180416041160.

(b) Approves a grant of $_______ to Eyreton Pony Club towards the cost of fencing to enclose the learner/young rider area.

OR

(c) Declines the application from Eyreton Pony Club.
3. **BACKGROUND**

3.1 The Eyreton Pony Club is seeking funds towards fencing to build a safe, enclosed learner area.

3.2 The club made a previous application (Trim No.160826086830) for this funding in September 2016 to the Oxford-Eyre Ward Advisory Board which was approved by the Board. However, the club was unable to raise the rest of the funds to progress the project within the financial year and the grant could not be claimed.

3.3 Fund raising has now successfully secured the remainder of the funds for the fencing and this new application is raised to apply for these same funds to ensure that the fencing can be installed as soon as practical.

3.4 The club area is vast and young riders are not capable of riding safely in such large open spaces. The club moved sites and needs to ensure that there is a new and safe learner area in the new location.

4. **ISSUES AND OPTIONS**

4.1. Eyreton Pony Club is seeking funds towards the cost of fencing of the learner arena to ensure the safety of young and inexperienced riders mainly 5 to 9 years old. Many learners have been put off riding given the open space and size of the area. 90% of the learners come from the Board’s community area with 10% from the Rangiara-Ashley community area. The enclosed area will also be used by visiting riding clubs and organisations. For example the Oxford Pony Club.

4.2. The total cost of the fencing is $4,180 and approximately $1,600 has been raised through Quiz Nights and a further grant of $2,000 has been secured.

4.3. If the funds were declined the project would still have to continue as it is a safety issue but would take longer to enable further funds to be secured.

4.4. Financial information has been supplied.

4.5. The Management Team have reviewed this report.

5. **COMMUNITY VIEWS**

5.1. Groups and Organisations

   Not applicable.

5.2. Wider Community

   Not applicable.

6. **IMPLICATIONS AND RISKS**

6.1. Financial Implications

   The Annual Plan for 2017/18 includes budget provision for the Oxford-Ohoka Community Board to approve grants to community groups up to a total of $5,400.

   The current balance of the fund is $2,276.19.
The application criteria specify that grants are normally limited to a maximum of $500 in any one financial year (July to June) but the group can apply up to twice in that year, providing it is for different projects.

GST is paid to appropriately registered groups where applicable above the Board resolved values.

6.2. Community Implications

The Eyreton Pony Club is active in the local and wider community.

6.3. Risk Management

The Eyreton Pony Club fencing will minimise any risks to learner riders enabling the acquisition and development of good riding skills by these young children.

6.4. Health and Safety

The fencing for the learners’ area of the Eyreton Pony Club is specifically to address safety issues.

7. CONTEXT

7.1. Policy

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

7.2. Legislation

Not applicable.

7.3. 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, abilities and cultures to participate in community life and recreational activities.

7.4. Delegations

Community Boards have delegated authority to approve such grants.

Edwina Cordwell
Governance Adviser
OXFORD-OHOKA COMMUNITY BOARD DISCRETIONARY GRANT APPLICATION

**Groups Applying for Board Discretionary Grants 2017/2018**

**Name of Group:** EYRETON PONY CLUB

**Address:** MANDEVILLE SPORTS CLUB, MANDEVILLE

**Contact Person within Organisation:** LEIGH GINNEVER

**Position within Organisation:** GRANT APPLICATIONS

**Contact phone number:** 021 2299883 Email: leigh.ginnever@oxra.co.nz

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

FENCING HAS BEEN REQUIRED TO BUILD A SAFE, ENCLOSING LEARNER/YOUNG RIDER AREA. OUR GROUNDS ARE FANTASTIC AND THIS IS NOT SAFE FOR SOME OF OUR LEARNER RIDERS WHO ARE NOT YET CAPABLE OF RIDING IN SUCH LARGE OPEN SPACES. WE HAD SUCH A FACILITY AT OUR OLD SITE AT MANDEVILLE AND THIS HAS BEEN MISSED.

THIS FUNDING WAS APPROVED BY THE BOARD AUG/SEPT 2016 REF: GOV-26-04-03/18092018158 BUT IT HAS TAKEN US UNTIL NOW TO SECURE THE REST OF THE FUNDING.

What is the timeframe of the project? IMMEDIATE

**Overall Cost of Project:** $4,180.00 **Amount Requesting:** $450.00

**How many people will directly benefit from this project?** 80 - 90

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

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

Provide estimated percentage of participants by Ward:

- Oxford-Ohoka 90%
- Rangiora-Ashley 10%
- Woodend-Sefton
- Kaiapoi-Tuahiwi

**Other (please specify):**

If this application is declined will this event/project still occur? **Yes**

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

**THIS IS A SAFETY ISSUE AND THEREFORE WILL DEFINITELY BE COMPLETED**

RECEIVED 11 APR 2018

To: Edwina
OXFORD-OHOKA COMMUNITY BOARD DISCRETIONARY GRANT APPLICATION

What are the direct benefit(s) to the participants?
Young / learner riders can be taken off the lead rein in order to further their skills. In particular in the 5y-7yr age group, it is a safety issue.

What is the benefit(s) to your organisation?
The knowledge that we can provide a safe riding environment for all riders. Many members have been put off riding at our grounds due to the wide open spaces.

What are the benefit(s) to the Oxford-Ohoka community or wider district?
The enclosed area will be used by visiting riding clubs and organisations e.g. Oxford any club.

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered?) Yes No
If yes, name of parent group

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

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied or intend to apply to for funding this project and amount applied for this project:
- Quiz Night fundraiser $1,687 approx.
- Cert Grant $2,000

Have you applied to the Oxford-Ohoka Community Board or any other Waimakariri Community Board for other project funding in the past 18 months? Yes No
If yes, please supply details:

Enclosed ✔ Financial Balance Sheet and Income & Expenditure Statement (compulsory – your application cannot be processed without financial statements)
☐ Supporting costs/quotes (not compulsory)
☐ Other supporting information

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

PLEASE NOTE - If submitting your application electronically, entering your name in the Signature box below will be accepted as your signature:
Signed: KEUMAROC Date: 11.04.2018.
Review Engagement Report

Accountant’s report to Eyreton Pony Club

We have reviewed the financial statements of Eyreton Pony Club Inc for the year ended 31 December 2016 in accordance with the Review Engagement Standards issued by the Chartered Accountants Australia & New Zealand.

A review is limited primarily to inquiries of the Club’s personnel and analytical review procedures applied to the financial data, and thus provides less assurance than an audit.

We have not performed an audit, and accordingly we do not express an audit opinion. Based on the review, nothing has come to our attention that causes us to believe that the accompanying financial statements do not give a true and fair view.
# Statement of Financial Position

**As at 31 December 2016**

## CURRENT ASSETS

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<th>2015</th>
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<tbody>
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<td>Westpac Fund Raising Account</td>
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<td>Westpac Savings Account</td>
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## FIXED ASSETS

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<td>Team Equipment</td>
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## TOTAL ASSETS

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<td><strong>180,653.04</strong></td>
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## ACCUMULATED FUNDS

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<td>Net Profit for Year</td>
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<td><strong>Total</strong></td>
<td><strong>180,653.04</strong></td>
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Chairperson: [Signature]

Treasurer: [Signature]

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TRIM: 180411039092 / GOV-26-10-05
## EYRETON PONY CLUB

### Statement of Financial Performance

For the year ended 31 December 2016

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<tr>
<th></th>
<th>2016 Year</th>
<th>2015 Year</th>
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<tr>
<td><strong>INCOME</strong></td>
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<tr>
<td>Subs</td>
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<td>Donations/Camps/fundraising</td>
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<td>Events</td>
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<td>St Trophy, SISJ, Camp Expenses</td>
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<td>Sundry</td>
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<td>Uniforms</td>
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<td>Repairs &amp; Maintenance</td>
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<td>Coach</td>
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<td>Donation</td>
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<td><strong>Total Expenses</strong></td>
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<td>57,532.12</td>
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<th>2016 Year</th>
<th>2015 Year</th>
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<tr>
<td>Operating Surplus</td>
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<td>Less Depreciation</td>
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<td><strong>Net Profit for Year</strong></td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td>38,050.20</td>
<td>18,562.08</td>
</tr>
</tbody>
</table>
It was resolved at the committee meeting of the Eyreton Pony Club held on the 4th September 2017, that the loan that was held with the Waimakairi District Council was to be paid back in full before the end of 2017.

I can confirm that the loan was repaid in full to the sum of $23,000.

Pip Wylaars
President
ERYETON PONY CLUB
THIS AGREEMENT made the 3 day of February 2016

PARTIES:
A. WAIMAKARIRI DISTRICT COUNCIL at Rangiora ("Lender")
B. EYRETON PONY CLUB ("Borrower")

AGREEMENT:
The Lender, at the request of the Borrower, has agreed to advance a loan to the Borrower according to the terms set out in the Loan Schedule and the attached Terms of Loan (together these constitute the "Agreement").

**LOAN SCHEDULE**

**LOAN DETAILS**

<table>
<thead>
<tr>
<th>Loan:</th>
<th>$23,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Availability:</td>
<td>In one sum on the Commencement Date.</td>
</tr>
<tr>
<td>Interest Rate:</td>
<td>Interest free until 3 February 2018 thereafter 6% per annum</td>
</tr>
<tr>
<td>Interest Rate Review:</td>
<td>The Interest Rate is fixed for the term of the loan.</td>
</tr>
<tr>
<td>Commencement Date:</td>
<td>3 February 2016</td>
</tr>
</tbody>
</table>

**Repayment Commencement Date:** 3 February 2018

**PAYMENTS REQUIRED**
The Borrower shall repay the Loan outstanding and pay interest at the Interest Rate on the Loan by 10 equal consecutive annual payments of $3,064 on the 3rd of February with the first payment due on 3 February 2018. Note that a full repayment schedule is at the end of this agreement.

The Borrower may repay the balance of the loan owing at any time without penalty.

**DISCLOSURE DETAILS**

<table>
<thead>
<tr>
<th>Address of Lender:</th>
<th>215 High Street, Rangiora</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address of Borrower:</td>
<td>Maidstone Race Club, 483 Mt Hutt Road, Lincoln</td>
</tr>
<tr>
<td>Amount of Credit:</td>
<td>$23,000</td>
</tr>
<tr>
<td>Cost of Credit:</td>
<td>(a) Interest: $7,642</td>
</tr>
<tr>
<td>(b) Establishment Fee: Nil</td>
<td></td>
</tr>
<tr>
<td>(c) Other: Nil</td>
<td></td>
</tr>
<tr>
<td>(d) Total cost of credit: $7,642</td>
<td></td>
</tr>
</tbody>
</table>

**Payments Required:** Refer to the payments required specified in the Loan Details (above)
A full repayment schedule is at the end of this agreement.
<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account Number</th>
<th>Current Balance</th>
<th>Money Available</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eyreton Pony Club</td>
<td></td>
<td>$13,378.84 CR</td>
<td>$13,378.84 CR</td>
<td>$0.00 CR</td>
</tr>
<tr>
<td>Non Profit Organisation</td>
<td>03-1585-00034701-000</td>
<td>$7.09 CR</td>
<td>$7.09 CR</td>
<td>$0.00 CR</td>
</tr>
<tr>
<td>Non Profit Organisation</td>
<td>03-1585-00034701-001</td>
<td>$3,303.00 CR</td>
<td>$3,303.00 CR</td>
<td>$0.00 CR</td>
</tr>
<tr>
<td>Online Saver</td>
<td>03-1585-00034701-025</td>
<td>$0.00 CR</td>
<td>$0.00 CR</td>
<td>$0.00 CR</td>
</tr>
<tr>
<td>Month considered</td>
<td>Group</td>
<td>Project</td>
<td>Amount Requested</td>
<td>Amount Granted</td>
</tr>
<tr>
<td>------------------</td>
<td>-------</td>
<td>---------</td>
<td>------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>August</td>
<td>Pegasus Residents group Inc.</td>
<td>Towards costs for activities at a Christmas event, &quot;Christmas on the Lake&quot;.</td>
<td>$500</td>
<td>$400.00</td>
</tr>
<tr>
<td>August</td>
<td>Reflections Community Trust</td>
<td>towards the costs of funding Pedalmania to be part of the Waimakariri Light Party 2016 event</td>
<td>$390</td>
<td>$390.00</td>
</tr>
<tr>
<td>September</td>
<td>Okuku Pony Club</td>
<td>Towards accommodation costs while attending the Springfield Trophy event</td>
<td>$500</td>
<td>$500.00</td>
</tr>
<tr>
<td>February</td>
<td>Woodend Bowling Club</td>
<td>towards the cost to core and solid spike the outdoor bowling green</td>
<td>$449</td>
<td>$ -</td>
</tr>
<tr>
<td>April</td>
<td>Kaiapoi Art Expo and Schools Art Expo</td>
<td></td>
<td>$300</td>
<td>$300.00</td>
</tr>
<tr>
<td>April</td>
<td>Sefton School PTA</td>
<td>towards purchase of a TV &amp; Apple Tv box</td>
<td>$500</td>
<td>$500.00</td>
</tr>
<tr>
<td>June</td>
<td>The Woodpecker Community Trust</td>
<td></td>
<td>$500</td>
<td>$600.00</td>
</tr>
<tr>
<td>September</td>
<td>Southbrook School PTA</td>
<td>Towards the costs of hiring Ethel &amp; Bethelto run a bingo fundraiser event</td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>Vision West Community Trust</td>
<td>Towards the cost of photoelectric smoke alarms in social housing</td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>Rangiora Croquet Club Inc.</td>
<td>Towards the part funding of a second set of Quadway Hoops</td>
<td>$500</td>
<td>$500.00</td>
</tr>
<tr>
<td>September</td>
<td>Okuku Pony Club</td>
<td>Towards accommodation costs while attending the Springfield Trophy event</td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>Reflections Community Trust</td>
<td>toward the cost of a dog agility display for the Waimakariri Light Party 2016</td>
<td>$350.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>November</td>
<td>Presbyterian Support Upper South Island</td>
<td>Towards the costs of establishing an outdoor garden area for the Totara Club.</td>
<td>$1,000.00</td>
<td>$500.00</td>
</tr>
</tbody>
</table>
### 2016-2017 Community Board Discretionary Grant

<table>
<thead>
<tr>
<th>Month</th>
<th>Organisation</th>
<th>Project Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>November</td>
<td>Ashley Playcentre</td>
<td>Towards the purchase of a John Deere ride-on tractor.</td>
<td>$500.00</td>
</tr>
<tr>
<td>November</td>
<td>Cust-West Eyreton Playcentre</td>
<td>Towards the purchase of a tablet, Microsoft Office programme and virus protection.</td>
<td>$500.00</td>
</tr>
<tr>
<td>November</td>
<td>Rangiora Playcentre</td>
<td>To purchase a profile holder and a non-slip entrance mat.</td>
<td>$456.21</td>
</tr>
<tr>
<td>February</td>
<td>Rangiora Playcentre</td>
<td>To purchase a profile holder and a non-slip entrance mat.</td>
<td>$380.00</td>
</tr>
<tr>
<td>February</td>
<td>Rangiora and Districts Early Records Society Inc.</td>
<td>Towards the cost of conservation framing of a sale map for the Red Lion Hotel</td>
<td>$500.00</td>
</tr>
<tr>
<td>February</td>
<td>Canterbury Justices of the Peace Association Inc.</td>
<td>Towards the cost of a pull-up banner</td>
<td>$235.75</td>
</tr>
<tr>
<td>April</td>
<td>North Canty Riding for the Disabled Inc</td>
<td>Equipment and mounting block for less able riders</td>
<td>$389.00</td>
</tr>
<tr>
<td>April</td>
<td>Kaiapoi Art Expo and Schools Art Expo</td>
<td>Towards running costs - in particular advertising - applied to all boards</td>
<td>$500.00</td>
</tr>
<tr>
<td>April</td>
<td>HomeShare Lunch Group</td>
<td>Towards entry costs for senior citizens participating in the HomeShare Lunch Group to Orana Park</td>
<td>$295.00</td>
</tr>
<tr>
<td>April</td>
<td>North CanterburyModel Railway Club Inc.</td>
<td>Towards the cost of advertising an 'open day' event 18-19 March 2017.</td>
<td>$250.00</td>
</tr>
<tr>
<td>June</td>
<td>Cust Bowling Club</td>
<td></td>
<td>$500.00</td>
</tr>
<tr>
<td>August</td>
<td>Reflections Community Trust</td>
<td>Towards the costs of hiring a clown/street performer for the Waimakariri Light Party 2016</td>
<td>$450</td>
</tr>
<tr>
<td>August</td>
<td>Vision West Community Trust</td>
<td>Towards the cost of photoelectric smoke alarms in social housing</td>
<td>$500</td>
</tr>
<tr>
<td>August</td>
<td>Big Brothers Big Sisters of North Canterbury</td>
<td>Towards entry costs to Laserstrike for children being mentored</td>
<td>$500</td>
</tr>
</tbody>
</table>

### Total

<table>
<thead>
<tr>
<th>Month</th>
<th>Organisation</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$4,850.00</td>
</tr>
<tr>
<td>Month</td>
<td>Organization</td>
<td>Purpose</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>August</td>
<td>Kaiapoi Pony Club</td>
<td>Towards training and equipment for the Springston Trophy event</td>
</tr>
<tr>
<td>September</td>
<td>Kaiapoi Community Garden Trust</td>
<td>Towards advertising costs for the Annual Spring Open Day</td>
</tr>
<tr>
<td>October</td>
<td>You Me We Us</td>
<td>towards the cost of paying for a performer and advertising for a</td>
</tr>
<tr>
<td></td>
<td>Reflections Community Trust</td>
<td>Toward the cost for Kaiapoi Photographic Club to take photos at the</td>
</tr>
<tr>
<td></td>
<td>Community Wellbeing North</td>
<td>Towards the cost of purchasing a commercial chest freezer</td>
</tr>
<tr>
<td></td>
<td>Canterbury Trust</td>
<td>Towards the cost of a pull-up banner</td>
</tr>
<tr>
<td></td>
<td>Karanga Mai Early Learning</td>
<td>Towards the cost of a new couch for breast-feeding mothers to nurse</td>
</tr>
<tr>
<td></td>
<td>Kaiapoi Toy Library</td>
<td>The purchase of board games</td>
</tr>
<tr>
<td></td>
<td>R13 Youth Development Trust</td>
<td>to enable Chair/Manager to attend a 5 day child protection programme</td>
</tr>
<tr>
<td></td>
<td>Tuahiwi Community Preschool</td>
<td>towards the creation of a bicultural themed entranceway feature</td>
</tr>
<tr>
<td>Month</td>
<td>Organisation</td>
<td>Project Details</td>
</tr>
<tr>
<td>-------</td>
<td>--------------</td>
<td>----------------</td>
</tr>
<tr>
<td>April</td>
<td>Waimakariri Arts Trust- Kaiapoi Art Expo</td>
<td>Towards running costs associated with the Kaiapoi Art Expo and Schools’ Art Expo, in particular advertising in the Kaiapoi Advocate and venue clearing costs</td>
</tr>
<tr>
<td>June</td>
<td>KHS CACTUS Programme</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>KHS CACTUS Programme</td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>Oxford Area School - Senior Netball team</td>
<td>Towards costs associated with attending the South Island Secondary Schools Netball Tournament in Nelson</td>
</tr>
<tr>
<td>July</td>
<td>Little by Little</td>
<td>Towards costs associated with a new community initiative</td>
</tr>
<tr>
<td>July</td>
<td>Oxford Play Centre</td>
<td>Towards purchase of a lawn mower</td>
</tr>
<tr>
<td>July</td>
<td>Oxford Play Centre</td>
<td>Towards purchase of a lawn mower</td>
</tr>
<tr>
<td>July/August</td>
<td>Under Our Feet Charitable Trust</td>
<td>Towards the purchase of compost and seedlings</td>
</tr>
<tr>
<td>July</td>
<td>North Canterbury Family Violence Network</td>
<td>To fund a presentation to raise family violence awareness among Oxford Area School youth</td>
</tr>
<tr>
<td>August</td>
<td>Under Our Feet Charitable Trust</td>
<td>Towards the purchase of compost and seedlings</td>
</tr>
<tr>
<td>September</td>
<td>Okuku Pony Club</td>
<td>Towards accommodation costs while attending the Springston Trophy event</td>
</tr>
<tr>
<td>September</td>
<td>Eyreton Pony Club</td>
<td>Towards the cost of fencing a learner’s area</td>
</tr>
<tr>
<td>February</td>
<td>Canterbury Justices of the Peace Association Inc.</td>
<td>Towards the cost of a pull-up banner</td>
</tr>
<tr>
<td>April</td>
<td>Oxford Community Trust- Waimak Kids Oscar</td>
<td>Towards purchase of play equipment from the Big Game Company</td>
</tr>
<tr>
<td>April</td>
<td>Arts in Oxford Printmaking Group</td>
<td>Towards the purchase of reusable equipment to make paper and sculptures</td>
</tr>
<tr>
<td>April</td>
<td>Waimakariri Arts Trust- Kaiapoi Art Expo</td>
<td>Towards running costs of the Kaiapoi Art Expo and Schools’ Art Expo, particularly promotional advertising in the Oxford Observer</td>
</tr>
<tr>
<td>Month considered</td>
<td>Group</td>
<td>Project</td>
</tr>
<tr>
<td>------------------</td>
<td>--------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>July</td>
<td>Woodend Spring Flower Show</td>
<td>Towards the purchase of new signs</td>
</tr>
<tr>
<td>August</td>
<td>Woodend Playcentre</td>
<td>Towards the cost of a First Aid Course for parents of the playcentre</td>
</tr>
<tr>
<td>September</td>
<td>Woodend Before and After School Programme</td>
<td>New sports equipment</td>
</tr>
<tr>
<td>October</td>
<td>Ashley Playcentre</td>
<td>Towards the cost of a First Aid Course for parents of the playcentre</td>
</tr>
<tr>
<td>December</td>
<td>North Canterbury Neighbourhood Support</td>
<td>to purchase name badges for the committee members</td>
</tr>
<tr>
<td>February</td>
<td>Sefton Community Newsletter</td>
<td>Towards costs associated with transition to new printing team</td>
</tr>
<tr>
<td>March</td>
<td>Pegasus Bay School PTA</td>
<td>Towards costs for senior playground</td>
</tr>
<tr>
<td>April</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>Towards venue hire and music provided for the 2016 Kaiapoi Art Expo and Schools' Art Expo</td>
</tr>
<tr>
<td>April</td>
<td>North Canterbury Riding for the Disabled</td>
<td>for three volunteers to undertake an introductory course towards their Assistant Coaches Certificate</td>
</tr>
<tr>
<td>June</td>
<td>Woodend Bowling Club Inc.</td>
<td>Towards the upgrading of covered kitchen lighting</td>
</tr>
<tr>
<td>Month</td>
<td>Organization</td>
<td>Project Description</td>
</tr>
<tr>
<td>---------</td>
<td>---------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>August</td>
<td>International Day of Older Persons Group</td>
<td>Towards costs associated with International Day of Older Persons</td>
</tr>
<tr>
<td>August</td>
<td>The Ashley Lodge No.28</td>
<td>Towards fundraising event for the replacement of defibrillators in each of the four ambulances based in Rangiora</td>
</tr>
<tr>
<td>August</td>
<td>Reflections Community Trust</td>
<td>Towards the hire of Pedalmania for the Waimakariri Light Part 2015</td>
</tr>
<tr>
<td>August</td>
<td>Rangiora Community Garden</td>
<td>Towards the purchase of materials for 3 new signs</td>
</tr>
<tr>
<td>August</td>
<td>Caring for Carers Inc</td>
<td>Towards annual venue hire and refreshments for meetings of the Rangiora Support Group</td>
</tr>
<tr>
<td>October</td>
<td>Fall Prevention Exercise Group</td>
<td>towards costs associated with establishing an exercise programme for seniors</td>
</tr>
<tr>
<td>October</td>
<td>Ashgrove School PTA - ReStyle Me</td>
<td>Towards venue hire for ‘ReStyle Me’, a fundraising event for Ashgrove School</td>
</tr>
<tr>
<td>October</td>
<td>Ashgrove School PTA – Santa’s Grotto</td>
<td>Gate signage at the Rangiora A&amp;P Showgrounds entrance for Santa’s Grotto</td>
</tr>
<tr>
<td>October</td>
<td>McAlpines North Canterbury Pipe Band (Inc)</td>
<td>towards new kilts for band members</td>
</tr>
<tr>
<td>October</td>
<td>Ashgrove School PTA – Ashgrove Twilight Gala</td>
<td>To hire deep fryers and cooking oil for the Ashgrove Twilight Gala</td>
</tr>
<tr>
<td>October</td>
<td>Rangiora Toy Library</td>
<td>towards advertising costs of a fundraising event as part of its 21st Birthday celebrations</td>
</tr>
<tr>
<td>December</td>
<td>North Canterbury Neighbourhood Support</td>
<td>towards the costs associated with running the 'Old Fashioned Family Picnic'</td>
</tr>
<tr>
<td>December</td>
<td>Rangiora Playcentre</td>
<td>to purchase a new pull up banner</td>
</tr>
<tr>
<td>Month</td>
<td>Organisation</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>February</td>
<td>Rangiora Toy Library</td>
<td>Towards the purchase of new toys, specifically, a replacement tractor</td>
</tr>
<tr>
<td>April</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>Towards the hire and installation of lighting for the 2016 Kaiapoi Art Expo and Schools’ Art Expo</td>
</tr>
<tr>
<td>April</td>
<td>North Canterbury Riding for the Disabled</td>
<td>Towards costs associated with relocating to the Millton Memorial Reserve</td>
</tr>
<tr>
<td>April</td>
<td>North Canterbury Family Violence Network</td>
<td>Towards costs of a Safety and Respect presentation and follow-up barbeque for Rnagiora High School and/or Rnagiora New Life School secondary students</td>
</tr>
<tr>
<td>June</td>
<td>Cat Care Incorporated</td>
<td>Towards the costs of a Microchipping Day</td>
</tr>
<tr>
<td>June</td>
<td>Disability, Carers and Friends Group</td>
<td>For the purchase of a trestle table and costs of catering for a Dance Social</td>
</tr>
<tr>
<td>June</td>
<td>Rangiora Croquet Club Inc.</td>
<td>For part funding one set of Quadway Hoops</td>
</tr>
<tr>
<td>June</td>
<td>The Rangiora and Districts Early Records Society Inc</td>
<td>For costs associated with set up, production and installation of four ACM vinyl signs to replace existing</td>
</tr>
<tr>
<td>June</td>
<td>Seftonian Battle Sport</td>
<td>For new sporting and Safety equipment for players, specifically 4 x trebuchets and 2 x armour</td>
</tr>
<tr>
<td>June</td>
<td>Social Services Waimakariri</td>
<td>Toward the costs of catering for a community forum event</td>
</tr>
<tr>
<td>June</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo resubmission</td>
<td>Towards the hire and installation of lighting for the 2016 Kaiapoi Art Expo and Schools’ Art Expo</td>
</tr>
<tr>
<td>June</td>
<td>Community College North Canterbury</td>
<td>For the venue hire and supplies of a youth open night</td>
</tr>
<tr>
<td>July</td>
<td>You Me We Us</td>
<td>Towards advertising of the September 4th Observance Day</td>
</tr>
<tr>
<td>Month</td>
<td>Organisation</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>---------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>August</td>
<td>Hinemoa-Kaiapoi Hockey Club</td>
<td>Towards assisting team members with the cost of travel to a tournament in Fiji</td>
</tr>
<tr>
<td>August</td>
<td>Canterbury Youth Development Programme</td>
<td>Towards providing breakfast three mornings per week for eight weeks and food for the Longest Day Challenge</td>
</tr>
<tr>
<td>September</td>
<td>Arthritis New Zealand</td>
<td>Towards venue hire and advertising associated with running self-management sessions and workshops in Kaiapoi</td>
</tr>
<tr>
<td>September</td>
<td>Kaiapoi District Historical Society Incorporated</td>
<td>Towards the cost of installing updates of PastPerfect (a museum programme) and linking four computers for volunteers to work on at the same time</td>
</tr>
<tr>
<td>November</td>
<td>You Me We Us</td>
<td>Towards the cost of advertising for Kaiapoi’s 2016 Waitangi Day celebrations</td>
</tr>
<tr>
<td>December</td>
<td>North Canterbury Neighbourhood Support</td>
<td>Towards costs associated with running the ‘Old Fashion Family Picnic’</td>
</tr>
<tr>
<td>March</td>
<td>Kaiapoi Photographic Club Inc</td>
<td>Toward printing costs for Club members involved in a photographic exhibition - &quot;Waimakariri - from the Mountains to the Sea&quot;</td>
</tr>
<tr>
<td>March</td>
<td>Satisfy Food Rescue</td>
<td>To purchase a sandwich board to identify Satisfy Food Rescue in the community</td>
</tr>
<tr>
<td>March</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>Towards the hire and installation of lighting for the 2016 Kaiapoi Art Expo and Schools’ Art Expo</td>
</tr>
<tr>
<td>March</td>
<td>You Me We Us</td>
<td>Towards advertising costs for a 'Pop Up cinema' event</td>
</tr>
<tr>
<td>Date</td>
<td>Organization</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>April</td>
<td>Social Services Waimakariri</td>
<td>towards catering costs for a community forum to discuss establishing a Community House and capacity for a Children's Team for the community</td>
</tr>
<tr>
<td>April</td>
<td>North Canterbury Family Violence Network</td>
<td>towards the costs associated with a presentation to Kaiapoi High School about family violence and a bbq to follow</td>
</tr>
<tr>
<td>November</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>Towards running costs, in particular, the music provided over the weekend for 2016 Kaiapoi Art Expo</td>
</tr>
<tr>
<td>November</td>
<td>Oxford Table Tennis</td>
<td>Towards the purchase of tables</td>
</tr>
<tr>
<td>November</td>
<td>Keep Oxford Beautiful</td>
<td>for a photo and information panel about the Oxford Historic Jail</td>
</tr>
<tr>
<td>November</td>
<td>Friends of Oxford Hospital</td>
<td>towards the purchase of a Lazy Boy recliner chair and disability aids for patients</td>
</tr>
<tr>
<td>November</td>
<td>Oxford Pony Club</td>
<td>towards the cost of running a two day show jumping course for its club members</td>
</tr>
<tr>
<td>November</td>
<td>North Canterbury Neighbourhood Support</td>
<td>towards costs associated with running the 'Old Fashion Family Picnic'</td>
</tr>
<tr>
<td>November</td>
<td>West Eyreton School</td>
<td>purchase of a banner-stand</td>
</tr>
<tr>
<td>November</td>
<td>Oxford Tennis Club</td>
<td>Towards two weather shelters for the new courts</td>
</tr>
<tr>
<td>November</td>
<td>View Hill Improvement Society</td>
<td>To purchase three alloy framed umbrellas for use at the View Hill Domain</td>
</tr>
<tr>
<td>April/May</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>towards the floral arrangements for the 2016 Kaiapoi Art Expo and Schools’ Art Expo</td>
</tr>
<tr>
<td>Date</td>
<td>Organisation</td>
<td>Purpose</td>
</tr>
<tr>
<td>----------</td>
<td>----------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>April/May</td>
<td>Oxford Community Trust</td>
<td>for stationery and art supplies for Oscar School Holiday programme</td>
</tr>
<tr>
<td></td>
<td>Oxford Area School - Senior Netball team</td>
<td>towards costs associated with attending the South Island Secondary Schools Netball Tournament in Nelson</td>
</tr>
<tr>
<td>April/May</td>
<td>Friends of Oxford Hospital</td>
<td>towards purchase of window screen blinds for patients rooms</td>
</tr>
<tr>
<td></td>
<td>Little by Little</td>
<td>towards costs associated with a new community initiative</td>
</tr>
<tr>
<td>April/May</td>
<td>Oxford Netball Club</td>
<td>for the purchase of two portable netball goals</td>
</tr>
<tr>
<td></td>
<td>Oxford O.S.C.A.R.</td>
<td>for First Aid training of staff</td>
</tr>
<tr>
<td>April/May</td>
<td>West Eyreton School</td>
<td>towards graphic design work for a banner</td>
</tr>
<tr>
<td></td>
<td>Social Services Waimakariri</td>
<td>towards costs of catering for a community forum event</td>
</tr>
<tr>
<td></td>
<td>Oxford Play Centre</td>
<td>towards purchase of a lawn mower</td>
</tr>
<tr>
<td></td>
<td>Oxford Plunket</td>
<td>for the purchase of child safety gates and new toys for the Oxford Plunket Rooms</td>
</tr>
<tr>
<td>April/May</td>
<td>Cust Netball Club</td>
<td>Towards the purchase of uniforms and equipment to enable children’s participation</td>
</tr>
<tr>
<td></td>
<td>Under Our Feet Charitable Trust</td>
<td>Towards the purchase of compost and seedlings</td>
</tr>
</tbody>
</table>


**Information to assist groups with their application**

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

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

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

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

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

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

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

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

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

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waimakariri.govt.nz
Criteria for application

- Grant applications will be considered every second month by the Oxford-Ohoka Community Board: July, September, November 2017 and February, April, June 2018. Applications are recommended to be received three weeks prior to Board meeting dates for processing.

- Generally funding grants will be a maximum of $500 in any one financial year (July 2017 to June 2018) but the group can apply up to twice in that year, providing it is for different projects.

- The grant funding is limited to projects within the Board area or primarily benefiting the residents of the ward.

- Applications will only be accepted from non-profit community-based organisations, registered charities or incorporated societies.

- The group should have strong links with the Oxford-Ohoka community.

- The applications should clearly state the purpose for which the money is to be used.

- The applicants should submit a 1-2 page balance sheet and an income and expenditure statement which shows their current financial assets and liabilities. Applications cannot be processed until financial information is received.

- Where possible, or feasible, applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Oxford-Ohoka Community Board.

- The Board support a wide range of community activities but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).

- An accountability form must be provided to Council outlining how the funds were applied, within six months of the grant being allocated, when funds are spent, or prior to a new application. A new application will not be accepted until the previous accountability form has been completed and returned. The group should maintain accurate records around the grant including, but not limited to: receipts, banks statements and invoices. In the event that funds are not spent on the project or activity applied for the recipient may be required to return the grant funding to the Council.

What happens now?

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

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

Or hand deliver to either

- Rangiora Service Centre, 215 High Street, Rangiora.
- Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi.

What happens next?

- Your application will be processed and presented to the Board at the next appropriate meeting.
- Following the meeting a letter will be sent to notify you of the Board decision and if successful an invoice and your organisation’s bank account details will be requested.
- On receipt of this information payment will be processed to your organisation’s bank account.
Groups Applying for Board Discretionary Grants 2017/2018

Name of Group: 
Address: 
Contact Person within Organisation: 
Position within Organisation: 
Contact phone number:  Email: 

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

What is the timeframe of the project?

Overall Cost of Project: $ Amount Requesting: $ 

How many people will directly benefit from this project?

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

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

Provide estimated percentage of participants by Ward:

Oxford-Ohoka % Rangiora-Ashley % Woodend-Sefton % Kaiapoi-Tuahiwi %

Other (please specify):

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

If No – what are the consequences to the community/organisation?
What are the direct benefit(s) to the participants?

What is the benefit(s) to your organisation?

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

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered?)  
Yes  No

If yes, name of parent group

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

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

Have you applied to the Oxford-Ohoka Community Board or any other Waimakariri Community Board for other project funding in the past 18 months?  
Yes  No

If yes, please supply details:

Enclosed

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

Supporting costs/quotes (not compulsory)

Other supporting information

I am authorised to sign on behalf of the group/organisation making this application.

I declare that all details contained in this application form are true and correct to the best of my knowledge.

I accept that successful applicants will be required to report back to the Community Board by completing a simple Accountability Report.

I accept that information provided in this application may be used in an official Council report available to the public.

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

Signed:  
Date:
WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO: GOV-26-10-06/180328033651
REPORT TO: Oxford-Ohoka Community Board
DATE OF MEETING: 3 May 2018
FROM: Edwina Cordwell, Governance Adviser
SUBJECT: Ratification of the Board’s Submission to the Waimakariri District Council’s Long Term Plan 2018-2028

1. SUMMARY

1.1 The purpose of this report is to retrospectively ratify the Board’s submission to the Council in relation to the Waimakariri District Council Draft Long Term Plan 2018-2028.

Attachments:


2. RECOMMENDATION

THAT the Oxford-Ohoka Community Board recommends:

   (a) Receives report No.18032803365.

   (b) Retrospectively ratifies the Board’s submission to the Waimakariri District Council’s Long Term Plan 2018-2028 (Trim No.180328033681).

3. BACKGROUND

3.1 Public consultation on the Waimakariri District Council’s Draft Long Term Plan took place from 9 March 2018 to 9 April 2018. Board members met at a workshop on 26 March 2018 to discuss the content of their submission. A first draft was circulated on 29 March 2018 for feedback by 3 April 2018 and then further discussed at the Board workshop of 5 April resulting in a final draft.

3.2 The finalised submission was approved by the Chair and submitted to the Council on 6 April 2018.

4. ISSUES AND OPTIONS

   4.1. The Board is now asked to retrospectively ratify the attached submission.

   4.2. The Management Team have reviewed this report and support the recommendations.
5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

Board members attend various community groups and have sought to ensure that these groups are aware of the Draft Long Term Plan proposals and any particular aspects that may be of relevance including the major capital projects - specifically those relating to community and recreational facilities.

5.2. **Wider Community**

As above (5.1) when attending community events or engaging with individual residents.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

Not applicable.

6.2. **Community Implications**

The Draft Long Term Plan is subject to formal and extensive public consultation and engagement.

6.3. **Risk Management**

Not applicable.

6.4. **Health and Safety**

Not applicable.

7. **CONTEXT**

7.1. **Policy**

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

7.2. **Legislation**

Not applicable.

7.3. **Community Outcomes**

- Opportunities for people to contribute to decision making.
- People have wide ranging opportunities for being informed.
- Public spaces and facilities are plentiful, accessible and high quality.

7.4. **Delegations**

Not applicable.
To: The Waimakariri District Council
Submission: Draft Long Term Plan 2018-2028
From: The Oxford-Ohoka Community Board
Contact: C/- Governance Team
Email: Governance@wmk.govt.nz

The Chairperson wishes to be heard with regard to this submission on the afternoon of Wednesday 9 May 2018.

The Oxford-Ohoka Community Board (the Board) thanks the Council for the opportunity to make a submission on the Draft Long Term Plan 2018-2028.

1. Multi-Use Sports Facility
   The Board supports the principle of such a facility and the benefits that it would bring to the district, but is extremely mindful of the impact of the proposed rate increase on those with fixed or low incomes.

2. Kerbside Collection
   The Board supports the consultation via the LTP process and that relevant households may exercise choice.

3. District Regeneration
   The Board is supportive of the proposals.

4. Community Facilities
   The Board supports the proposal for facilities in the Woodend/Pegasus area. The Board is extremely supportive of the proposals to make Council owned land available at peppercorn rent to community groups to relocate their own buildings.

   The Board strongly supports the Ohoka Domain Upgrade occurring in 2018/19 and acknowledge the Council for proceeding with this community valued project.

5. Water Management/Storm Water
   The Board is supportive of the proposals to meet drinking water standards and notes the work to find additional supplies particularly in the Board’s community
area. Members noted the challenge of constructing an equitable charging system and that currently this is ‘user pays’. Members seek consideration of contingency plans should existing water sources become polluted or dry.

The Board requests that the funding set aside in 2027/28 to divert storm water away from Mandeville and to address flooding issues be brought forward to 2018/19 as this is a significant issue NOW for the people living in the Mandeville community.

Waimakariri Water Zone/ Canterbury Land and Water Regional Plan

The Board recognises that domestic wells in rural areas are permitted as a right; however, the Board questions why every rural domestic well is permitted to draw 20,000L/day as part of this ‘right’. The Board advocates that there is need for a review regarding this level of permitted capacity use for every rural well, particularly in restricted areas such as the Eyre River Red Zone.

6. Rangiora Library Extension

There is support for an extension to the Rangiora Library but also the provision of community space. The Board would also like to see a ‘dynamic display’ space where local artists could be seen undertaking their art as a more interactive activity rather than a static display. This could encompass craft work, sculpture or other art forms.

7. Christmas Temporary Decorations

The Board has sought advice from staff as to the best way in which to secure temporary festive decorations at Christmas in the Oxford township and seeks funding for the purchase of festive flags to be attached (by Mainpower or similar) to the six power poles in Main Street, Oxford. The power poles already have the appropriate flag framework in place.

It has been estimated that the cost for six double drop flags (12) is $2,000, including installation. Flags have a lifespan of six to 12 months. The Board feel it would enhance Oxford if, at the least, decorative Christmas flags were installed at the appropriate time in the 2018/19 year. The Board would like to see festive decorations extended to other areas such as Ohoka and Mandeville from the 2019/20 year onwards.

8. Capital works

Oxford Car Parking

The Board requests that the Council seal the carpark between the butcher’s shop and the pine tree barrier in Main Street, Oxford.
The Board submitted on the matter to the Annual Plan in 2017/18 and was formally advised that ‘the Board’s request to explore the option of sealing the car park between the Butcher’s shop and the service centre in the Main Street will be considered as part of the long Term Plan 2018-2028 process’.

The car park is extensively used at all times and the current surface creates trip hazards as well as problems for those with baby buggies, walking frames, wheelchairs, mobility scooters and bicycles. The steep grade from the footpath for the road requires attention.

**Oxford Skate Park**

The Board requests that the Council implement an upgrade and extension to the Oxford Skate Park, including the installation of lights, in the 2018/19 year. The investigation/design stage of this project was requested under the Annual Plan section for consideration for provision in the 2017/18 year. The Board has 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.

In its submission to the Annual Plan 2017/18 the Pearson Park Advisory Board (PPAB) proposed an expansion of the Oxford Skate Park. The PPAB believe that the skate park is the most well utilised Council facility in the area and has been of great benefit to the youth of the district. The park is currently used by skateboarders, BMX and scooter riders, which at times, experience considerable congestion. The Board would wish to reflect the views of the Advisory Board in that the 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 at the same time as the younger or less experienced children. Similarly, the addition of contoured paths would provide the younger children with a safe place to scooter without the danger of running into pedestrians.

The existence of a larger skate park would benefit the community both as an activity for the youth and as an attraction for families outside the area. This would result in increased sales for local businesses and promote the area as a destination. Reefton Skate Park is an example of a facility built for local youth that has become an attraction, mentioned on skate boarding web sites and attracting tourists to the area. The local Oxbox group took two mini-bus loads to Reefton, (spending money on accommodation and food), and have also made trips into the Washington Way Skate Park in Christchurch.

The Skate Park has proved itself a popular diversion for local youth, creating a meeting place where physical activity is undertaken so it promotes social interaction and fitness. In summer it is often a place where local families congregate, into the evening. It has also been used for several skate boarding competitions and youth group activities, despite the current Oxford Skate Park being very basic.
9. Traffic Management and Roading

Reduced Speed Limits in the District and Oxford

The Board supports the planned District wide review of Speed Limits and notes the NZTA policies in this regard and supports the potential for a 40kph restriction for Main Street Oxford.

Mobile Speed Sensor Detectors

The Board acknowledge the purchase of speed sensor detectors in 2017/18 and would strongly encourage the Council to include in its 2018/19 budget provision for the purchase of an additional mobile speed sensor detector unit that can be utilised across the District. These signs have indicated improved driver behaviour in particular areas and contribute to general driver education and awareness.

Provision and Support for Electric Vehicle Charging Points

Members seek action to ensure that there are district wide charging points to support the move to electric vehicles and that the Council should have a proactive strategy in this regard as it is understood that it could be moving towards an electric vehicle fleet in the future. The Board notes that the Government has a contestable fund administered by the Energy Efficiency and Conservation Authority (EECA) which supports up to a maximum of 50% for project costs and that this has been secured by other local authorities such as Hutt Valley, South Taranaki, Wellington and Thames Coromandel as well as Regional Councils.

The Board would like to encourage the Council to support private enterprise that may wish to promote and install electric car charging ports in the District as such privately operated assets may assist in attracting visitors who travel through the district on the Inland Scenic Route, to the West Coast and other areas as well as our own residents. This could also provide economic benefit to smaller townships such as Oxford, Ohoka or Mandeville where visitors might stay to shop and eat whilst waiting for their vehicle to charge.

Tree Root Damage

The Board again requests that the Council prioritise the remediation of German and Browns Rock Road. The Board acknowledges the complexity of addressing the tree root damage but highlights the dangers posed by this uneven surface, especially when coming upon it in the dark. The Council has already acknowledged the dangerous surface in German Road by erecting “Uneven Surface’ signs. Other safety concerns relate to damage to vehicles, and the unstable handling of vehicles caused by the ripples and bumps in the road. The Board believes that the road needs re-sealing.

Mounseys Road, View Hill

The road requires realignment. Due to the uneven surface, mounds, hollows and a blind spot there are significant safety concerns when travelling over 60kph (current speed limit 100kph) on portions of this road.
Ashworth’s Road

Based on feedback from our community the Board requests that Ashworth’s Road be sealed in sections over a long period, to improve the safety of traffic using it. It would be appreciated if community consultation and investigation begin during 2018/19 with the first phase of sealing beginning during 2020/21 and continue in appropriate stages through to 2024/25.

Footpaths in Urban Areas

During 2018/19 the Board seek a review of the lack of footpaths on one side of the road in urban areas in the Oxford-Ohoka community ward area, having identified a number of cases such as Tui, Weka and Rata Streets in central Oxford that do not have a footpath. With our continual growth, strategies encouraging walking, increased use of mobility scooters with the growing elderly populations and ongoing general urban development it is important that the outer townships keep pace with Rangiora and Kaiapoi for basic, safe footpaths on one side of streets.

10. Environmental Landscape

Riparian Planting

The Board supports native, riparian planting along waterways in its community area. The Board would like to see the planting programmes extended, where suitable and in consultation with the rural drainage advisory groups to encourage and improve bio-diversity.

Manawhenua Values

The Board acknowledges that there are waterways in its community area that no longer support manawhenua values, and advocate for steps to be taken henceforth to address this issue through appropriate maintenance of waterways, such as the Ohoka Stream.

Glyphosate

The Board supports the research studies undertaken regarding the environmental impact of spraying with glyphosate. The Board also supports the cautious approach being taken by the Council regarding the use of Glyphosate and ongoing efforts to minimise negative impacts on waterway life, such as loss of habitat, aquatic life, planting, and trout.

Tree Plantations

The Board is aware that Canterbury is expected to experience a shortage of all types of timber. As plantations are felled not all are being replaced with similar or increased numbers of saplings, and some sites are being lost as they are converted to other uses such as dairying. Therefore, the current replanting programmes across Canterbury are inadequate to meet future need.
The Board suggests that the Council should undertake future planning in relation to this shortage and design a comprehensive replanting programme of both native forests and pine plantations to be able to meet future Waimakariri District timber needs, and potential future sources of revenue.

**School Safety**

It has been noted some schools in the Board’s area have flashing school lights such as Swannanooa. The Board requests that due to the nature of traffic volumes and flows the Oxford Area School should be considered for the 40kph ‘when children are present’ signs similar to those that have recently been installed at Ohoka School.

**Oxford Area School Pedestrian Safety**

Another safety issue identified in relation to school children is the need for footpath, kerb and channeling, with clearly denoted parking, and a clearly marked single pedestrian crossing to be installed along the west side of Bay Road, Oxford between Dohrmans Road to Church Street. This would ensure that an alternate path is always available for the public of all ages to utilise up to the Oxford Area School, although the Board acknowledges the culvert is a design complication.

**Extension of the Cycleway/Pathway – Whites Road to Bradleys Road**

Due to several new residential developments in the Ohoka area the number of young people in our community has risen. Therefore, the Board requests that the Council consider extending the footpath along Mill Road in Ohoka from Whites Road to Bradleys Road, as an extension to the existing cycleway, which runs from Whites Road to Jacksons Road, to enable children to cycle safely to Ohoka School. The Board submitted on this matter to the Annual Plan 2017/18 and was advised that the Mill Road project will be included in the draft implementation plan (of the Walking and Cycling Strategy) to feed into the Long term Plan 2018–2028’. The Board seeks assurance that this is the case and the timeframe for the construction.

Doug Nicholl  
Chair
1. **SUMMARY**

Continue to liaise with staff on matters of community interest including Environment Canterbury progress on resource consents for Canterbury Landscape Supplies.

**Wednesday 18 April**, attended meeting with other Board Chairs to discuss the youth development grant being proposed in the Long Term Plan. This report will be considered by the Council during their deliberation meetings at the end of May.

The same day also attended the quarterly meeting with the Mayor and other Board Chairs on topical issues of the time. Discussion included road safety and potential speed limit changes.

**Tuesday 24 April**, attended the Ohoka ANZAC Parade and Service, and laid a wreath on behalf of the Oxford-Ohoka Community Board in memory of all those who gave their lives in war and conflict.

**RECOMMENDATION**

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

**Receives** report No. 180423043858.

Doug Nicholl
Chairperson