Oxford-Ohoka Community Board

Agenda

Thursday 8 November 2018

7.00pm

Ohoka Community Hall
Mill Road
Ohoka

Members:
Doug Nicholl (Chair)
Mark Brown (Deputy Chair)
Wendy Doody
James Ensor
Shirley Farrell
Kevin Felstead
John Lynn
Thomas Robson
AGENDA FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD TO BE HELD IN THE OHOKA COMMUNITY HALL, MILL ROAD, OHOKA ON THURSDAY 8 NOVEMBER 2018 AT 7PM.

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 – 3 October 2018

RECOMMENDATION

(a) THAT the Oxford-Ohoka Community Board:

Confirms the circulated minutes of the Oxford-Ohoka Community Board meeting, held 3 October 2018, as a true and accurate record.

4 MATTERS ARISING

5 DEPUTATIONS AND PRESENTATIONS

6 ADJOURNED BUSINESS

7 REPORTS

7.1 Service Request Information – Maree Harris (Customer Services Manager)

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

(a) Receives report No. 181025125373.

(b) Notes that all Boards will receive quarterly reports.

(c) Notes the importance of ensuring service requests are lodged in the Technology One computer system to enable effective response management and monitoring.
7.2 **Applications to the Oxford-Ohoka Community Board’s Discretionary Grant Fund 2018/2019 – Edwina Cordwell (Governance Team Leader)**

**RECOMMENDATION**

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

(a) **Receives** report No. 181018122624.

(b) **Approves** a grant of $________ to Eyreton Pony Club towards the cost of trees to be planted at the pony club grounds at Mandeville Sports Centre.

OR

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

(d) **Approves** a grant of $________ to Clarkville Playcentre towards the cost of new puzzles to enhance learning and development.

OR

(e) **Declines** the application from Clarkville Playcentre.

(f) **Approves** a grant of $________ to Oxford Community Trust towards the cost of 30 young people visiting Quail Island as part of a holiday programme on 14 December 2018.

OR

(g) **Declines** the application from Oxford Community Trust.

7.3 **Meeting Dates from February 2019 to October 2019 – Edwina Cordwell (Governance Team Leader)**

**RECOMMENDATION**

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

(a) **Receives** report No. 181018122399.

(b) **Resolves** to hold Board meetings at the following venues, commencing at 7.00pm on the following dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Venue</th>
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<tbody>
<tr>
<td>Thursday 7 February</td>
<td>Ohoka</td>
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<tr>
<td>Thursday 7 March</td>
<td>Oxford Town Hall</td>
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<tr>
<td>Thursday 4 April</td>
<td>Ohoka or Mandeville Sports Centre subject to availability and may require a date change to Wednesday 3 April</td>
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<tr>
<td>Thursday 9 May</td>
<td>West Eyreton</td>
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<td>Thursday 6 June</td>
<td>Ohoka</td>
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<tr>
<td>Thursday 4 July</td>
<td>Oxford Town Hall</td>
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<td>Thursday 8 August</td>
<td>Ohoka</td>
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<td>Thursday 5 September</td>
<td>West Eyreton</td>
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7.4 Submissions on the Draft Zone Implementation Programme Addendum and Greater Christchurch Element of the Draft Regional Public Transport Strategy – Edwina Cordwell (Governance Adviser)

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

(a) Receives report No. 181017121825.

(b) Notes the Board’s submissions to the Draft Zone Implementation Programme Addendum and Greater Christchurch Element of the Draft Regional Public Transport Strategy.

8 CORRESPONDENCE

9 CHAIRPERSON’S REPORT

9.1 Chairperson’s Report for October 2018

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

(a) Receives report No 1801030127018.

10 MATTERS FOR INFORMATION

10.1 Rangiora-Ashley Community Board meeting minutes – 10 October 2018 (Trim No. 181003114872).

10.2 Kaiapoi - Tuahiti Community Board meeting minutes - 17 September 2018 (Trim No.180911104350).

10.3 Kaiapoi - Tuahiti Community Board meeting minutes – 15 October 2018 (Trim No.181010118122).

10.4 Woodend-Sefton Community Board meeting minutes – 10 September 2018 (Trim No.180905101421).

10.5 Woodend-Sefton Community Board meeting minutes – 8 October 2018 (Trim No. 181003114663).


10.7 Review of Water Supply Bylaw 2012 – report to Utilities and Roading Committee 16 October 2018 (Trim No 180910103408).


RECOMMENDATION

THAT the Oxford-Ohoka Community Board receives the information in items 10.1-10.8
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
Oxford Footpaths
Consultation closes Friday 9 November 2018.
https://www.waimakariri.govt.nz/have-a-say/lets-talk/consultations/oxford-footpaths

13 BOARD FUNDING UPDATE
13.1 Board Discretionary Grant
Balance as at 31 October 2018: $3,020.

13.2 General Landscaping Fund
Balance as at 31 October 2018: $9,508.

14 MEDIA ITEMS

15 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED
Section 48, Local Government Official Information and Meetings Act 1987

RECOMMENDATION
THAT the public be excluded from the following parts of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution, are as follows:

<table>
<thead>
<tr>
<th>Item No</th>
<th>Minutes/Report of:</th>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under section 48(1) for the passing of this resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.1</td>
<td>Chris Brown (Community and Greenspace Manager)</td>
<td>Pearson Park Advisory Group – Appointment of New Member.</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
</tbody>
</table>
This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

<table>
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<tr>
<th>Item No</th>
<th>Reason for protection of interests</th>
<th>Ref NZS 9202:2003 Appendix A</th>
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<tr>
<td>15.1</td>
<td>Protection of privacy of natural persons</td>
<td>A2(a)</td>
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**CLOSE MEETING**

See Public Excluded Agenda (blue papers)

**OPEN MEETING**

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 6 December 2018 commencing at 7.00pm, in the Oxford Town Hall.

**Workshop**

- Members Forum

**Briefing**

(Note a briefing is public excluded)

- Mandeville – Potential use of Reserve Land
  Nick Harrison (Regulation Manager) and Chris Brown (Community and Greenspace Manager)
MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD
HELD IN THE MANDEVILLE SPORTS CLUB, 431 MANDEVILLE ROAD, SWANNANOA
ON WEDNESDAY 3 OCTOBER 2018 AT 7.00PM.

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

IN ATTENDANCE
S Markham (Manager, Strategy and Engagement), C Brown (Green Space Manager), J McBride (Roading and Transport Manager), Owen Davies (Drainage Asset Manager), Libica Hurley (Technical Administrator), D Ayers (Mayor), E Cordwell (Governance Adviser) and E Stubbs (Minute Secretary).

Sixteen members of the public were present in the gallery for Item 5.1.

1 APOLOGIES
Moved W Doody seconded J Lynn
An apology was received and sustained from M Brown for absence. CARRIED

2 CONFLICTS OF INTEREST
Item 7.4 – K Felstead as a member of the Oxford Community Men’s Shed Trust.
Item 5.2 - J Ensor as Chair of the Mandeville Residents’ Association.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Oxford-Ohoka Community Board – 6 September 2018

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

(a) Amends the circulated minutes of the Oxford-Ohoka Community Board meeting, held 6 September 2018, Page 13, Paragraph 3 should read ‘staff should not be asked to park on the roadside at night.’

(b) Confirms the circulated minutes of the Oxford-Ohoka Community Board meeting, held 6 September 2018, as a true and accurate record. CARRIED

4 MATTERS ARISING

J Lynn advised that the Ohoka Gatekeeper’s Lodge Committee would be putting in a request for landscaping funding. They had been granted $3,000 for fencing and had only utilised $1,222 with $1,778 remaining which they would like to spend on landscaping around the lodge. C Brown advised there would be a report to the following meeting regarding the landscaping fund, where that request would be noted.

5 DEPUTATIONS AND PRESENTATIONS

5.1 Tracy Doe (Co-ordinator) and Cat Hannah (Secretary/treasurer) presented an overview of the work of North Canterbury Neighbourhood Support Inc.
(NCNS). T Doe spoke to a handout (Trim 181011118531) advising that Neighbourhood Support (NS) was a network of organisations that assists neighbourhoods and communities to be safer and to reduce crime, be prepared for emergencies, increase community connectedness and enhance well-being. She advised that there are 64 affiliated NS networks operating throughout New Zealand. Between them they provided information, resources and support to over 15,000 neighbourhood groups, who in turn connected with over 170,000 households nationwide. NS worked closely with NZ Police and Civil Defence, as well as many other community organisations. They had Memorandum of Understandings with NZ Police, Civil Defence and Community Patrol.

T Doe advised that NCNS could help local government by promoting a community-led approach so that local communities were able to develop a NS model that works best for their circumstances and location. NCNS maintained a comprehensive membership database with email and text ability and were able to provide helpful and critical information to communities when required. This was done via the platform of North Canterbury ‘GetsReady’, which was developed in response to the Christchurch earthquakes and was based on the NS network model. ‘GetsReady’ enabled localised, up-to-date and relevant information to be sent to households, including in the event of an emergency. It could, for example, pinpoint households that may be vulnerable in an emergency situation (e.g. a person who requires an electric ventilator) and match them with other households nearby who have the skills and resources to assist (e.g. emergency generator.) T Doe advised that with ‘GetsReady’ geographical areas could be targeted with information so the right people were getting the right information. Any person in a household irrespective of ownership of that address could sign up to ‘GetsReady’ to receive the information. T Doe highlighted that NS only disseminated credible information given direct from their working partners and councils. In addition ‘GetsReady’ could work collaboratively with the whole of Canterbury Region, show maps interactively of where members were and be accessed anywhere at any time as it was cloud based.

T Doe commented that they had recently completed an exercise with Civil Defence to showcase how NS would work in an emergency and see how they would fit. It was shown in the exercise that NS would sit across the whole programme – community, intelligence and welfare. T Doe advised that NS did not currently receive funding from Waimakariri District Council. An example in the Waimakariri District where there had been collaboration with Police was following of spate of trailer thefts in Kaiapoi.

T Doe provided statistics on the membership which is spread across the region. Membership was growing, in 2016 there were 98 streets engaged, there were now 560. T Doe highlighted the benefits of connected communities including that they were happier and healthier, could work together to find solutions to local issues and were prepared for emergencies.

T Doe provided an overview of how local government was involved with NS in NZ commenting that City and District Councils were an important partner for NS. 39% of the local Councils in NZ financially support NS groups. These statistics were a conservative estimate as not all groups specified where their grant income came from in their Charities Services’ returns, and the statistics do not take into account the remaining 27% of NSNZ affiliated groups who were not registered charities. T Doe advised that Council support enabled NS organisations to provide sustainable services in local communities. It was used for a variety of purposes, such as operational costs, running events and setting up and supporting the ‘GetsReady’ software.

T Doe advised that Selwyn District Council had adopted NS within their welfare team and had incorporated it into its Civil Defence organisation and response processes. In the Port Hills fires ‘GetsReady’ had been able to work across Selwyn and Christchurch and assisted with movement of stock.
Questions
S Farrell asked what 1,322 member households represented as a percentage of households in the Waimakariri. T Doe advised she could get that information. C Hannah noted they were getting 5-6 signups per day over the previous two weeks through organic growth.

S Farrell noted that WDC did not fund NCNS and asked if the Council had been approached. T Doe replied they had applied through the LTP and Annual Plan and been declined.

J Lynn asked how people could connect with GetsReady and T Doe replied through the website www.northcanterbury.getsready.net.

D Nicholl asked if the statistics referred to total households or total people and T Doe replied it was total people as people were not always together in the same household during an emergency.

D Nicholl asked if NS was aware they could apply for a Community Board Discretionary fund to a maximum of $500.

T Robson referred to the social isolation in rural areas especially the elderly and asked if NS was a platform that could help. T Doe commented that some street groups organised a barbeque once a year which was a good opportunity to create social connections. It was certainly possible in rural areas. C Hannah commented that Community Connector was a program in the Hurunui helping with social isolation in the rural community and NSNC was working closely with that group.

W Doody referred to the Port Hills fires and asked how quickly ‘GetsReady’ was able to get information out to people. T Doe replied that within 15 minutes those in Selwyn, Banks Peninsula and Christchurch registered on ‘GetsReady’ all knew where they could go and what was happening.

5.2 Louise Douglas (Mandeville Residents’ Association, MRA) introduced a number of speakers who wished to raise concerns regarding local issues.

MRA member (Mike) (Trim 181017121608)
M spoke to a number of photographs regarding his concerns around flooding and drainage. He advised that since 2014 flooding had been a regular occurrence at San Dona and other locations in the area. He had been at that location for 7 years. He referred to a BECA report regarding flooding remediation for Siena Place. He believed there were issues with routing the water to Bradleys Road as planned, as it was not possible to make water run up hill. There was two feet of water sitting in the drain that was stagnant and attracting mosquitos. He believed the Council’s service was poor and asked for the short term measures to be fixed properly.

O Davies commented that there was a meeting to discuss these and other complex issues with the MRA at the Council Offices on Monday 8 October.

Ian Shrimpton (Trim 181011118534 and 181017121608)
I Shrimpton advised that he lived in Wetherfield Lane, Mandeville. He highlighted key observations and outcomes alongside photo records taken during the 2014 rain event.

- The water sheeted from an overflow across 50 metres of No 10 Rd.
- During the preceding 6 years, there had never been a puddle at No. 26.
- The flooding went from nothing to inundation in 90 minutes and stopped 45mm short of entering the house.
- The access lane was wrecked with the repair quote from Isaacs, commissioned by the Insurers, at $33,000
• The stock water race on two sides of the property did not breach.

I Shrimpton advised that post flooding the WDC engineers ordered waste water holding tanks to have their lid mount to be extended as they had flooded. He believed staff had randomly selected properties and randomly decided who would have to bear the cost. His flooding issues had been identified as owner responsibility. In addition he had been advised that the titles of all flood affected properties would have their titles amended noting the tanks as being too low. I Shrimpton advised that his property had been ticked as code compliant in 2001 and noted that after much protest the decision to amend the titles was reversed. After the photos were viewed by the WDC engineers they had decided to cover the cost at his property.

I Shrimpton commented that it had now been assessed that the cause of the flooding was caused by mis-management of stormwater by the WDC which he believed included inept approval of new developments and zero policing of owner modifications to existing water races.

I Shrimpton asked if the Board could guarantee residents would see remedial work within 12 months and would they bring funding forward to allow this to happen.

Rosina Rouse and Tom McBrearty (Trim 181011118533)

R Rouse advised that they were speaking on behalf of the Eyre District Environmental Association Incorporated (EDEAI) and the MRA and apologised for Noel Fraser, Chairperson of the EDEAI not being able to attend the meeting.

R Rouse expressed concern about the high level of Nitrate in their water (private well). When tested it was 11.2mg/L, the maximum allowable value (MAV) was 11.3. As levels fluctuated, the MAV was likely to have been breached, making the water unsafe to drink. R Rouse advised they had been very concerned for their safety, and had researched options. Personally they had installed a reverse-osmosis filtration system for their drinking water and had been pleased with the results.

R Rouse advised that they were aware of elevated nitrate levels in their neighbours’ private wells. They did not know how widespread the problems with high nitrates were within the Waimakariri but they did know that a major problem existed and that it appeared to be up to individuals to do their own research and provide their own solutions. She commented that there appeared to be no plan in place for action to take when nitrate levels were high or when the MAV was breached (in private wells), although maintenance of high-quality drinking water was a First Order Priority in the Canterbury Water Management Strategy. They were concerned that in the Draft ZIPA the recommended nitrate limit for private water supply wells was 5.65mg/L and asked how that was to be achieved and what was the timeframe.

They had two questions;

• In the Waimakariri District, how are wells with high Nitrate levels, adversely affecting the supply of safe drinking water, identified, what education is provided about the dangers of high nitrate levels, and what plans have been, are, or will be, put in place to address compromised water supplies, and ensure supply of safe quality drinking water?

• At an earlier Community Board meeting EDEAI and MRA requested a Staff Report into the feasibility, timeframe required, and cost of providing a safe supply of potable water to the potentially affected residents of the district. Has this been completed and provided?
T McBrearty spoke of the decision by WDC to grant the Canterbury Landscape Supplies revised Land Use Resource Consent on 21 September 2018. He noted that the MRA, the EDEAI and possibly the Community Board were not consulted. Those groups had understood that a WDC decision would be made once ECAn had made their decision. They also understood that the Commissioners appointed by ECAn for the Hearing, were appointed by WDC to make a decision on WDC’s behalf.

T McBrearty noted the members of the EDEAI and MRA had put in a huge amount of time and energy because they were deeply concerned about CLS’s operation and its impact on the environment and their lives. It had come at personal cost and expense.

Residents were stunned at when, and how, the decision to grant the Resource Consent has been made and signed off. They believed some of the assumptions were incorrect including:

- that ‘mature compost is safe and will not produce an offensive odour’ - a very large amount of this ‘mature compost’ went anaerobic and had to be moved off the site following Mediation.
- the area was sparsely populated - had been proven to be incorrect at the Hearing.

T McBrearty commented that the way the Consent had been granted had undermined the confidence of many residents in WDC and was certain to impact on their willingness to engage with the WDC in the future. He noted that the groups had followed all requirements and procedures and asked how else the voice of the people could be heard. T McBrearty suggested the next step may be to formally advise media.

They had two questions;

- Would WDC please explain to the members of the (EDEAI), the (MRA) and the Community Board, how this decision was made?
- Could a special meeting be requested to follow up on their concerns?

Graeme Chisnall and a further MRA member

G Chisnall spoke regarding car parking issues at Mandeville. He noted that the new commercial complex had been very successful which had contributed to parking issues. The parking on Mandeville Road obstructed visibility at the entrance. Trimming trees on Mandeville Road could help alleviate that issue. In addition there was potential for car parking for staff in an area from the end of the Childcare centre to Mandeville Road. There was good lighting in this location.

Another concern was the narrowness of the parking spaces themselves and some cars were getting damaged. A truck had also hit the fence.

Also of concern was people not adhering to the 80km/hr speed limit on Tram Road outside the shopping area. Enforcement was required.

G Chisnall noted that the Council had tidied up the reserve well, however it was already being damaged by tyre marks.

Questions

D Nicholl advised that Council staff were aware of parking issues and that the Board was expecting feedback shortly on this. A carpark behind the preschool for staff was something to consider. E Cordwell noted that the issue of car parking had been raised the previous month by J Ensor and that it was a live issue being followed up by staff.
S Farrell referred to the discharge to air CLS consent and asked if ECan had made a decision. E Cordwell reminded members that this was subject to an appeal to the Environment Court. S Markham commented that the matters raised this evening were with regard to a new application to WDC and that staff were obliged to process this as a wholly new application within statutory timeframes. The application was related to storage of materials rather than composting.

S Farrell spoke to the gallery and asked if the Mandeville residents felt short changed by not being consulted and T McBrearty replied categorically yes. S Farrell asked if the community was involved in the decision and T McBrearty replied no.

J Ensor commented that there was no guarantee of what was in the material going on site and noted that there were a number of issues including swales that had not been addressed before approval was given.

S Farrell commented that the Resource Management Act was not a well written document and asked if the community felt that if the RMA was different they could have been more involved in consultation. D Nicholls countered that this was not a decision the Board could make. S Farrell asked if the Council could look at those shortcomings and make a submission to central government to change the legislation. S Markham explained that there was ongoing dialogue between the Council and central government regarding the RMA. It was hoped that the proposed amendments to the RMA being presented to Parliament shortly might reduce or remove some of the restrictions on public consultation.

J Ensor asked if the Board could request a staff report on how the decision was made and why the community was not consulted.

6 ADJOURNED BUSINESS

There was no adjourned business.

7 REPORTS

7.1 Safety Barrier for Meyer Place Footpath – Joanne McBride (Roading and Transport Manager)

J McBride spoke to the report noting that it was to seek further guidance from the Board regarding installation of a safety barrier alongside the footpath in Meyer Place. Previously the Board had agreed to approve the installation of a stainless steel rail, since then the adjacent business use had changed and a set of steps had been installed. If the handrail was installed along the full length, the steps would require removal. Another option would be to incorporate the steps into the design at a cost of $2,000 which did not include a kick rail. There were two options for a kick rail; stainless steel or timber.

K Felstead asked about a further possible modification which J McBride commented would potentially cause issues as it was not a continuous handrail. The current steps were rusted and staff had allowed for a replacement in the costing to bring the steps up to the required standard.

J Lynn asked who had installed the steps and J McBride stated that it was the property owner. J Lynn asked whether the removal of the steps would affect the business and it was advised that the property owner believed the steps were required in order to ensure customers could easily access the business.

W Doody requested that there be assurance that merchandise would not be on the footpath blocking access, in particular at delivery times. J McBride advised it was a policy issue and there could be a discussion with the business owner regarding expectations around that.
W Doody asked if the kick rail was compliant with needs from the Access Group and J McBride replied yes.

T Robson asked about the financial implications and the possibility of requesting the business owner paying the extra cost of accommodating the steps. J McBride advised that when the footpath was put in there were no stairs, this had changed last year with the new business.

T Robson asked how steps affected parking and why had that changed. J McBride referred to the photo, highlighting that there was a clear, marked area for pedestrians to walk and the stairs would not cause any problems.

K Felstead asked if the recommendation was approved how long the installation would take as it had been three years already. J McBride replied she could speak to contractors the following day to request the work to be undertaken.

J Lynn asked if the owner had been asked if they were prepared to contribute and J McBride replied yes and it had not been well received.

There was some discussion over the type of kick rail.

Moved S Farrell seconded J Ensor

THAT the Oxford - Ohoka Community Board:

(a) Receives report No 180921109526;
(b) Approves the installation of a barrier/fence along the raised footpath on the west side of Meyer Place including steps, associated handrail and stainless steel kick rail with an additional cost to be advised.
(c) Circulates this report to the Utilities and Roading Committee.

CARRIED

S Farrell commented that she entirely supported the recommendation, a barrier was required and the kick board would assist mobility scooters.

J Ensor was pleased to see the recommendation proceed.

K Felstead supported the recommendation commenting it had taken way too long, he wished to see it completed quickly following the meeting. He understood the business owner not wanting to contribute as it was currently compliant with the Building Code and there was no legal requirement.

7.2 Oxford Football Club temporary Storage Container at Pearson Park – Tori Stableford (Greenspace Landscape Architect)

C Brown spoke to the report noting that the purpose was to seek a decision in relation to the Oxford Football Club (OFC) requesting a storage facility. Currently they were using the old bowling green storage. The Club felt the storage was too far from the playing fields, and in addition it could not act as a central meeting point. In the future they were looking for a club room type facility and the container was a short term solution.

C Brown advised that the Club had raised $10,000 themselves to install the container and footpath construction. This would cover all costs aside from the provision of some plants for landscaping. There had been discussions around the visual treatment of the container and the club would be required to paint it and clad it in wood. While the container was temporary in nature there was a risk it could be permanent. However the club was looking at two longer term options for a club room, firstly moving a building from Oxford Area School to the site (which would require consultation with the Board) and a further idea that was currently being investigated by the Oxford Rugby Club was a sporting hub with the OFC being part of the development.
C Brown advised that the suggested licence to occupy was for three years only. The Sports and Recreation Reserve Management Plan allowed the licence as an activity for sport and recreation. C Brown noted that the OFC would like service connections however that was believed to be cost prohibitive due to the location of sewers.

C Brown advised that the request had already been presented to the Pearson Park Advisory Group who had approved it as a temporary situation.

S Farrell asked if the container required a building permit. C Brown replied no it did not require a building consent. S Farrell asked if the structure would be 10m from the drain and C Brown replied it would and that staff would be in contact with other departments within Council to ensure compliance.

S Farrell asked about the foundations due to wet ground conditions and C Brown replied that it was the responsibility of the club to provide a suitable solution.

W Doody asked if the three year licence to occupy was inflexible. C Brown replied under the Sports and Recreation Reserve Management Plan the Board could issue an extension based on the progression of other projects.

Moved K Felstead seconded T Robson
THAT the Oxford - Ohoka Community Board:
(a) Receives report No. 180920109138.
(b) Approves a licence to occupy 15m² for the Oxford Football Club for the purpose of installing a 20 Ft container to be used for temporary storage and an after game meeting area as identified on the attached plan (Trim 180920109181).
(c) Approves the licence to occupy having standard conditions as well as the following:
   ▪ A cost of one dollar per year, if requested,
   ▪ A three year licence term,
   ▪ No additional structures associated with the temporary container are to be constructed without prior approval.
   ▪ No service connections made unless prior approval from Council.
   ▪ Container to be sufficiently painted, clad and landscaped in order to mitigate visual effects
   ▪ All maintenance of the container and associated landscaping will be the responsibility of the Oxford Football club
   ▪ Security will be the responsibility of the Oxford Football Club
(d) Notes that the Pearson Park Advisory Group support the placement of a container within Pearson Park by the Oxford Football club.

CARRIED

K Felstead supported the recommendation. He was aware OFC had been looking for storage and club rooms for some time and he was pleased something was underway. He would also like to see a Sport Hub.

T Robson concurred with K Felstead.
7.3 Proposed Closure of Stockwater Race R8-1 – Owen Davies (Drainage Asset Manager) and Libica Hurley (Technical Administrator)

Owen Davies advised that the reason to request closure of the race was that the stock water was no longer required. The closure was not significant in terms of the overall scheme and represented 0.4% of the total 800km length. Closing the race had no financial implications as all properties involved had access to another part of the scheme and therefore the closure would not impact rates.

D Nicholl asked if the water race also functioned as a stormwater drain and whether any filling in of the race after closure would cause problems in this regard. O Davies replied that it may do but generally when a race was closed, in order to fill it in the person would need to speak to the Council and be advised by drainage staff. The report and recommendations had assumed part of the race would be filled in. S Farrell suggested it was important to ascertain whether it was a natural watercourse or not and agreed that the process of filling in needed to be managed carefully.

J Ensor referred to old drains that had been converted to irrigation races in the past and built to a certain depth to alleviate rough drainage. He suggested there needed to be an investigation before filling in and referred to the issues in Mandeville. He asked if there was a report on the likely effects of filling in. O Davies commented that staff took the requests to fill in races seriously and there were good analytical tools available such as flood hazard plans. Staff had assessed this race carefully and did not believe there was an issue. There was a secondary process farmers needed to go through before filling in a race by coming back to Council and at that point staff could examine the request to fill in on its merits. He did not support the need for a further report at this point. He confirmed that he understood the concern but reassured the Board there were checks and balances in place.

J Ensor noted high ground water pressure when the Eyre River was flooding and asked how this would affect the race. O Davies did not believe there would be an effect, currently there was high groundwater in the district however the race was dry. J Ensor commented there was no water in the Eyre River at the moment. O Davies advised the race was part of another system and it was only cutting off a bypass of the race system.

T Robson asked if the advice from ECan, that they preferred no closure of stockwater races due to the benefits of nitrate dilution by the scheme, was relevant. O Davies commented that the overall stockwater race system was vast and 'leaky' providing a recharging effect. ECan took the view that augmenting groundwater diluted nitrate loads and the stockwater system helped that effect. Council staff viewed the stockwater as a utility and had a resource consent to take water from the Waimakariri River only for stockwater or irrigation, it did not include the use for groundwater recharge. If a group of farmers had no more need for the stockwater system, but it was retained and rates were continued to be charged, there would be an understandable backlash. In addition maintenance was required to be carried out by the property the race went through.

S Farrell asked if the race could be closed for a number of years to see what happened with natural flow before farmers were allowed to fill in. O Davies replied that this could be considered. The view at the moment was that if it was shown not be creating any flooding issue staff would allow the race to be filled in.

K Felstead asked about consultation with the other property owners affected and asked if they were aware it could affect their Farm Environment Plan. L Hurley replied that although affected property owners had given consent with
the application they were also provided with further opportunities to provide feedback.

W Doody noted that the piece of land had been used for stockwater for a long time and asked if Heritage New Zealand were happy with the closure. L Hurley noted the archaeologist advised that there was very little heritage left in that area as all the structures were modified including the first part of the race close to Warren Road. It was recommended it be recorded before it was filled in.

Moved S Farrell seconded W Doody

THAT the Oxford - Ohoka Community Board recommends:

THAT the Utilities and Roading Committee:

(a) Receives report no. 180919108570.

(b) Approves the closure of Stockwater Race R8-1.

(c) Notes that, following the closure of R8-1, Council staff will discuss maintenance arrangements and possible filling in of sections of the race with the affected property owners.

(d) Notes that, following approval to close R8-1, the Council may be required to apply for an Archaeological Authority as per requirements of Heritage New Zealand Pouhere Toanga Act 2014, in order to authorise earthworks associated with possible filling in of sections.

CARRIED

K Felstead supported the recommendation and was comfortable as it was a short piece of race. He shared the concerns regarding flooding after filling in the race however stated that was a secondary issue as the race would be filled in under staff control.

J Ensor referred to the issue of fencing off and was confident in the drainage team and that there would be a good outcome.

W Doody noted the due diligence of the farmer as he had the race fenced.

7.4 Applications to the Oxford – Ohoka Community Board’s Discretionary Grant Fund 2018/2019 – Edwina Cordwell (Governance Adviser)

E Cordwell spoke briefly to the report.

S Farrell asked if the Board should consider a grant of $700 to the Waimakariri Gorge Golf Club. E Cordwell advised that the Board’s criteria stated a maximum grant of $500 although the groups could apply twice in a year. S Markham commented that the Board could find themselves setting a difficult precedence if they did not stick to the maximum, as over time the amount asked for by groups could increase.

THAT the Oxford-Ohoka Community Board:

(a) Receives report No. 180919108409.

(b) Approves a grant of $500 to Oxford Playcentre towards the cost of a vacuum cleaner.

(c) Approves a grant of $500 to Oxford Community Men’s Shed Trust towards the cost of the Spring into Oxford event.

(d) Approves a grant of $500 to Coastguard North Canterbury towards the cost of a replacement Coastguard Rescue vessel.

(e) Approves a grant of $343 to Oxford Community Garden (Oxford Men’s Shed Trust) towards the cost of fertiliser and other gardening items for
approves a grant of $500 to Waimakariri Gorge Golf Club towards the cost of a UV water purifying system.

CARRIED

K Felstead sat back from the table and took no part in the discussion or decision.
J Lynn believed all the applications were warranted and worthwhile. He did not agree with going over the $500 guideline as keeping it at $500 would allow more groups to receive a portion.
S Farrell concurred with J Lynn.

8 CORRESPONDENCE

There was no correspondence.

9 CHAIRPERSON’S REPORT

9.1 Chairperson’s Report for September 2018

Moved T Robson seconded W Doody
THAT the Oxford-Ohoka Community Board:
(a) Receives report No 180925110894.

CARRIED

10 MATTERS FOR INFORMATION

10.1 Rangiora-Ashley Community Board meeting minutes – 12 September 2018 (Trim No. 18905101297).
10.2 Woodend-Sefton Community Board meeting minutes – 13 August 2018 (Trim No. 180905101421).
10.3 Youth Council meeting minutes – 31 July 2018.
10.4 Community Facilities – user applications for exemption from fees – report to Community and Recreation Committee 18 September 2018 (Trim No 180907102652).
10.5 Capital Projects Report for the period ended 30 June 2018 – report to Audit & Risk Committee 18 September 2018 (Trim No 180906101922).
10.6 Library Update to 31 August 2018 – report to Community and Recreation Committee 18 September 2018 (Trim No 180906102191).

Moved J Ensor seconded J Lynn
THAT the Oxford-Ohoka Community Board receives the information in items 10.1-10.6

CARRIED

S F

11 MEMBERS’ INFORMATION EXCHANGE

11.1 J Ensor

- Attended Draft Zone Implementation Programme Addendum (ZIPA) meeting – concerned with issues involved. The upcoming workshop regarding a Board submission to the ZIPA was noted.

11.2 J Lynn

- Attended North Canterbury Neighbourhood Support (NCNS) Meeting, commented there was good engagement with the Hurunui and
Kaikoura District Councils compared to reluctance from the Waimakariri District Council and suggested the Council should rethink that.

- Attended All Boards briefing.
- Commented the Ohoka School 150th celebrations had gone extremely well.

11.3 S Farrell

- Believed the Council should fund NCNS and noted the deputation from NCNS to all Boards to prompt that debate. It was noted that there had been concerns regarding the previous application for Council funding as to the confidence in the organisation. It was clear that this had greatly improved and that any future application would be very credible well received. The concerns around social isolation in general were noted.
- Attended Oxford Museum meeting where the potential for installing security cameras at the entrance had been mentioned.
- Noted personal inconvenience arising from a communications failure as regards her attendance at a Council Briefing to which Oxford-Ohoka Board members had also been invited. Staff apologised on behalf of the organisation.
- Attended ZIPA meeting and found the information useful.
- Attended Pearson Park Advisory Group meeting. The half court construction had started. Believed the Council’s tender process was poor with contractors using further subcontractors.

11.4 T Robson

- Attended All Boards’ Briefing.
- Attended Pearson Park Advisory Group meeting.
- Attended OPAC meeting. Concerns raised by some members of the community around education and safety at pedestrian crossings.

11.5 K Felstead

Provided an update of the Council meeting from earlier in the week

- Delay to refresh of Waimakariri Zone Committee members.
- Rangiora-Woodend Road, Gressons Road, Boys Road and Northbrook Road Speed Limit Review
- Review of the Local Alcohol Policy 2018
- District Road network extension of contract with SICON.

11.6 W Doody

Tabled Councillor’s report Trim 181011118532, noted

- Oxford Rural No1 to be completed end of November.
- Thanked staff for continuing to advertise in the Bulletin and the Northern Outlook the upcoming JP signings.

S Markham asked how the Bulletin was running under the ownership. W Doody replied it was looking good and included community information.

J Ensor asked about the new well for the water scheme and K Felstead advised that the consent had been issued by ECan.

12 CONSULTATION PROJECTS

Draft Reserves Master Plan - Regeneration
Consultation closes Friday 5 October 2018.
https://www.waimakariri.govt.nz/have-a-say/lets-talk/consultations/draft-reserves-master-plan-regeneration

**Canterbury Regional Public Transport Plan**
Consultation closes Sunday 14 October 2018.
https://haveyoursay.ecan.govt.nz/connect-canterbury

**Waimakariri Water Zone Committee Draft Zone Implementation Programme (ZIPA)**
Consultation closes Friday 12 October 2018.
https://haveyoursay.ecan.govt.nz/waimakariri-water-zone-committee-draft-zipa

13 **BOARD FUNDING UPDATE**

13.1 **Board Discretionary Grant**  
Balance as at 25 September 2018: $5,520.

13.2 **General Landscaping Fund**  
Balance as at 25 September 2018 – $9,508.

14 **MEDIA ITEMS**

15 **QUESTIONS UNDER STANDING ORDERS**

16 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

**NEXT MEETING**

The next meeting of the Oxford-Ohoka Community Board is scheduled for Thursday 8 November 2018 commencing at 7.00pm, in the Ohoka Hall.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 9.15pm.

CONFIRMED

__________________________
Chairperson

__________________________
Date
Workshop

- Members Forum - 9.15pm to 10.30pm

Discussion of a range of matters including RMA processes.
1. **SUMMARY**

1.1 This report provides Board members with information about the numbers and types of requests for service received by the Council for the Oxford-Ohoka Community Board area.

1.2 There is also a comparison with the total requests received for the District.

**Attachment**

i. Service Request Information data (181025125381)

2. **RECOMMENDATION**

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

(a) **Receives** report No. 181025125373.

(b) **Notes** that all Boards will receive quarterly reports.

(c) **Notes** the importance of ensuring service requests are lodged in the Technology One computer system to enable effective response management and monitoring.

3. **BACKGROUND**

3.1 Reports have been prepared to inform the Board about the number and types of ‘Requests for Service’ received by the Council for the respective Board areas. These are drawn from the ‘Technology One’ computer system as the key mechanism for managing response to and monitoring of service requests. The activity report will be presented quarterly in future, with the annual totals being made available with the 4th quarter reports.

3.2 This first report contains the graphs below illustrating:

(a) the request activity for the final quarter of 2017/18 compared with the corresponding quarter from the previous year;

(b) the percentage of requests completed inside target for the Oxford-Ohoka Board for the 2017/18 year, compared with the result for the total District;
(c) the percentage of requests completed inside target for the Oxford-Ohoka Board for the 2017/18 year, compared with the result for the other Community Board areas;

(d) the request activity for the first quarter of 2018/19 compared with the corresponding quarter from the previous year.

4. ISSUES AND OPTIONS

4.1. In most cases the number of requests is reasonably consistent from year to year. The exception in the quarter 1 reports reflects the rain storms in July/August 2017.

4.2. As this is the first reporting on service requests that has been made available to the Boards, feedback is welcomed. A Customer Services representative will be available at the next Combined Boards meeting to discuss this reporting format or other service request issues.

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

5. COMMUNITY VIEWS

5.1. Groups and Organisations

Views have not been sought, but feedback on the reports is welcomed.

5.2. Wider Community

Service request issues raised by the community are responded to and complaints (and compliments) are recorded in the service request system and reported on.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications

There are no direct financial implications arising from this report.

6.2. Community Implications

Responding to Requests for Service are an ongoing council activity to ensure continuity of service delivery.

6.3. Risk Management

Service requests responsiveness minimises risks of inconvenience and discontinuity in Council service delivery.

6.4. Health and Safety

Health and safety requirements and procedures are ‘part and parcel’ of responding to service requests.

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

Local Government Act 2002

7.3. Community Outcomes

Service delivery related outcomes provide the context for service request response

7.4. Delegations

The terms of reference for the Oxford Ohoka Community Board apply.

Maree Harris
Customer Services Manager
Service Requests Received - Oxford-Ohoka Board Area
Quarter 4 - 2017/18 vs. Quarter 4 - 2016/17

- Animal Control: 138 vs. 133
- Building: 22 vs. 28
- Civil Defence: 1 vs. 1
- Complaint about Council: 1 vs. 3
- Complainant: 3 vs. 2
- Council Property: 11 vs. 2
- Drainage: 3 vs. 21
- Dust: 68 vs. 33
- Environmental Services: 3 vs. 8
- Noise: 38 vs. 21
- Online Service Requests: 1 vs. 5
- Parking: 7 vs. 5
- Parks & Greenspace: 37 vs. 48
- Planning Administration: 9 vs. 34
- Recycling: 13 vs. 13
- Refuse / Rubbish: 2 vs. 2
- Reading: 62 vs. 183
- Sewer: 10 vs. 7
- Water: 73 vs. 62

Quarter 4 - 2016/2017: Blue
Quarter 4 - 2017/2018: Green

TRIM: 181025125381
% Service Requests Completed Inside Target
Oxford-Ohoka Board Area compared to Total District FY 2017/18

- Oxford-Ohoka: 80.82%
- Total: 81.78%
% Service Requests Completed Inside Target - Board Areas compared to Total District FY 2017/18

- Kaiapoi-Tuahiwi: 82.45% 81.78%
- Oxford-Ohoka: 80.81% 81.78%
- Rangiora-Ashley: 81.98% 81.78%
- Woodend-Sefton: 81.39% 81.78%

Legend:
- Blue: Percent of SRs Inside Target
- Orange: Percent of SRs Inside Target - Total
Service Requests Received - Oxford-Ohoka Board Area
Quarter 1 - 2018/19 vs. Quarter 1 - 2017/18

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<tr>
<th>Category</th>
<th>Quarter 1 - 2017/2018</th>
<th>Quarter 1 - 2018/2019</th>
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</thead>
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<td>Administration / Enquiries</td>
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<tr>
<td>Animal Control</td>
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<td>111</td>
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<tr>
<td>Building</td>
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<td>14</td>
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<tr>
<td>Business and Centres</td>
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<tr>
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<td>Water</td>
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</table>

TRIM: 181025125381
1. **SUMMARY**

1.1. The purpose of this report is to consider three applications 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 trees to be planted at the pony club grounds at Mandeville Sports Centre.</td>
<td>$450</td>
</tr>
<tr>
<td>Clarkville Playcentre</td>
<td>Towards the cost of new puzzles to enhance learning and development.</td>
<td>$500</td>
</tr>
<tr>
<td>Oxford Community Trust</td>
<td>Towards the cost of 30 young people visiting Quail Island as part of a holiday programme on 14 December 2018.</td>
<td>$500*</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$1,450</strong></td>
</tr>
</tbody>
</table>

Current balance is $3,020.

Note: The Oxford Community Trust's application seeks the full funds for the trip of $719.70. The Board’s criteria define a maximum grant of $500 and this figure has been used in the preparation of this report.

Attachments:

i. Application from Eyreton Pony Club (Trim No. 181018122192).
ii. Application from Clarkville Playcentre (Trim No. 181010117870).
iii. Application from Oxford Community Trust (Trim No. 180926111758).
iv. Spreadsheet showing previous two years grants.
v. Board funding criteria 2018/2019 (Trim No. 180621068982).
2. **RECOMMENDATION**

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

(a) **Receives** report No. 181018122624.

(b) **Approves** a grant of $________ to Eyreton Pony Club towards the cost of trees to be planted at the pony club grounds at Mandeville Sports Centre.

**OR**

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

(d) **Approves** a grant of $________ to Clarkville Playcentre towards the cost of new puzzles to enhance learning and development.

**OR**

(e) **Declines** the application from Clarkville Playcentre.

(f) **Approves** a grant of $________ to Oxford Community Trust towards the cost of 30 young people visiting Quail Island as part of a holiday programme on 14 December 2018.

**OR**

(g) **Declines** the application from Oxford Community Trust.

3. **BACKGROUND**

3.1 **Eyreton Pony Club** is seeking funds towards the cost of trees to create shade around the club’s new grounds at the Mandeville Sports Centre.

3.2 **Clarkville Playcentre** is seeking funds towards puzzles to re-equip its current puzzle area and stimulate learning and development.

3.3 **Oxford Community Trust** is seeking funds to enable a group of 30 youngsters to visit Quail Island for fishing, general enjoyment and activities as part of its Christmas Holiday Programme.

4. **ISSUES AND OPTIONS**

4.1. **Eyreton Pony Club** has 90 members with 80% from the Board’s community area.

4.2. The club seeks to plant trees to provide shading for the new club grounds at the Mandeville Sports Centre and which are also used by other clubs from Oxford, Kaiapoi and Rangiora as well as many casual users and dog walkers. Costs for 135 trees are sought with details of the proposed tree species included in the application.

4.3. The club received funds towards fencing in May 2018. Accountability Forms and financial information has been provided. The planting project will still proceed but on a slower scale if funds are declined.

4.4. **Clarkville Playcentre** supports 34 children and 27 families with approximately 75% from the Board’s community area.

4.5. The club wishes to revamp its existing tired puzzle area to provide new enjoyment and learning opportunities to the children. Some puzzles are over 20 years old.
4.6. Puzzles are an important learning tool for toddlers and young children providing mental learning benefits, cognitive skills, problem solving, fine motor development, hand eye coordination and a sense of esteem and achievement.

4.7. Quotations have been supplied of an assortment of puzzles from two local small enterprises. The project will not proceed if funds are declined. Financial information has been supplied.

4.8. Oxford Community Trust wishes to take 30 of its holiday programme youngsters to Quail Island for a fun day out exploring and fishing over the Christmas holiday, all of whom are from the Board’s community area.

4.9. The cost of the transfer to Quail Island is $420 and the hand lines are $299.70. The Trust has applied for funding for both these elements which is in excess of the Board’s grant criteria of $500. A potential grant allocation of $500 has been used throughout this report.

4.10. The fun day out would be an experience for the youngsters that they might not achieve otherwise enabling them to learn new things and visit new places. The trip will not go ahead if funds are declined.

4.11. The trust received funding in June 2018 towards the cost of a heat pump for the A and P building. All financial information and Accountability Forms have been received.

4.12. The Management Team have reviewed this report.

5. COMMUNITY VIEWS

5.1. Groups and Organisations
   Not applicable.

   Wider Community
   Not applicable.

6. IMPLICATIONS AND RISKS

6.1. Financial Implications
   The Annual Plan for 2018/19 includes budget provision for the Oxford-Ohoka Community Board to approve grants to community groups up to a total of $6,520.

   The current balance of the fund is $3,020.

   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.

   Oxford Community Trust has applied for $719.70 which is above the Board’s grant maximum. A figure of $500 has been used throughout this report.

6.2. Community Implications
   No applicable.

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
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 Team Leader
Groups Applying for Board Discretionary Grants 2018/2019

Name of Group: EYRETON PONY CLUB

Address: MANDEVILLE SPORTS CLUB, 431 MANDEVILLE ROAD

Contact Person within Organisation: LEIGH GINNET

Position within Organisation: GRANT APPLICATIONS

Contact phone number: 021 2299 883 Email: leigh.ginnet@xtra.co.nz

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

THE FUNDING WILL BE USED TO PURCHASE TREES TO BE PLANTED AT OUR GROUNDS AT MANDEVILLE SPORTS CLUB. OUR GROUNDS ARE RELATIVELY NEW TO US AND ARE IN NEED OF TREES FOR BOTH LANDSCAPING, AESTHETICS AND SHADE AND SHELTER. WE PLAN TO PLANT THEM IN THE AREA THAT WILL SHELTER OUR FUTURE ARENA.

Our grounds are used by not only our pony club but also Oxford, Kaiapoi and Rangiora. Furthermore there are numerous casual ground users as well as footwalkers.

What is the timeframe of the project/event date? DECEMBER 2018

Overall Cost of Project: $450.00 Amount Requesting: $450.00

How many people will directly benefit from this project? 90

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

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

Provide estimated percentage of participants/people benefiting by community area:

Oxford-Ohoka 80% Rangiora-Ashley 10% Woodend-Seton % Kaiapoi-Tuahiwi 10%

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?

"The trees will provide shade in future years. However, the planting of trees at our currently tree-less grounds will improve the environment generally. Trees make everyone feel better!"

What is the benefit(s) to your organisation?

"Trees will improve the environment at our grounds. They will continue to do so for many years to come."

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

"Mandeville Sports Club was many users, not only riders from Etetton, Oxford, Rangiora and Waimakariri but cyclists and dog walkers from the surrounding area."

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

- Yes
- No

If yes, name of parent group

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

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

"No other funding applied for this tree planting. However, Etetton purchased 10 trees last year for planting at the grounds. There has also been plantings made around the clubhouse and these plants were donated by a club member."

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:

"In April 2018 we re-applied for funding for the construction of the learner rider area. This funding had originally been allocated in Sept 2018, however it took sometime to raise remaining funds."

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

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

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

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

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

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

Signed: [Signature]  Date: 17.10.2018
ORDER CONFIRMATION

Invoice to
Eyreton Pony Club

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<tr>
<th>Description</th>
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<td>$135.00</td>
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</tbody>
</table>

Sub total
GST
TOTAL $450.00
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 2017 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.

PROSSER QUIRKE & CO
Chartered Accountants
Rangiora
# Annual Financial Report Eyreton Pony Club
## 01.01.2017 - 31.12.2017

## INCOME

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subs</td>
<td>6969.00</td>
</tr>
<tr>
<td>Donations/camps/fundraising</td>
<td>5704.23</td>
</tr>
<tr>
<td>Events</td>
<td>26195.40</td>
</tr>
<tr>
<td>Interest Received</td>
<td>52.85</td>
</tr>
<tr>
<td>Grants</td>
<td>15768.75</td>
</tr>
<tr>
<td>Ground Users</td>
<td>7920.00</td>
</tr>
<tr>
<td>Sundry</td>
<td>981.00</td>
</tr>
<tr>
<td>Uniform</td>
<td>957.99</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>64549.22</strong></td>
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</table>

## EXPENSES

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Admin</td>
<td>301.07</td>
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<tr>
<td>Certificate Fees</td>
<td>270.00</td>
</tr>
<tr>
<td>Event Fees</td>
<td>3821.00</td>
</tr>
<tr>
<td>Event Expenses</td>
<td>9642.26</td>
</tr>
<tr>
<td>Fundraising Costs</td>
<td>500.00</td>
</tr>
<tr>
<td>Rally Costs</td>
<td>260.00</td>
</tr>
<tr>
<td>Audit Fees</td>
<td>690.00</td>
</tr>
<tr>
<td>Affiliation Fees/Levies</td>
<td>7982.51</td>
</tr>
<tr>
<td>St Trophy, SISI, Camp Expenses</td>
<td>2731.89</td>
</tr>
<tr>
<td>Sundry</td>
<td>739.94</td>
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<tr>
<td>Uniforms</td>
<td>792.93</td>
</tr>
<tr>
<td>Repairs &amp; Maintenance - club room</td>
<td>2257.52</td>
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<tr>
<td>Coach</td>
<td>9569.00</td>
</tr>
<tr>
<td>Loan Repayment</td>
<td>23000.00</td>
</tr>
<tr>
<td>Arena and Jumps</td>
<td>6235.85</td>
</tr>
<tr>
<td>Insurance</td>
<td>421.55</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>69215.52</strong></td>
</tr>
</tbody>
</table>

## Operating Deficit

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Profit for Year</td>
<td><strong>8202.33</strong></td>
</tr>
</tbody>
</table>

## Capital Equipment

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td><strong>91100.54</strong></td>
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</table>

## Cash Result

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td><strong>-95766.84</strong></td>
</tr>
</tbody>
</table>

## Net Profit for Year

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td><strong>-4666.30</strong></td>
</tr>
</tbody>
</table>
## Statement of Financial Position
### As at 31 December 2017

<table>
<thead>
<tr>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CURRENT ASSETS</strong></td>
<td></td>
</tr>
<tr>
<td>18,092.10</td>
<td>21,400.00</td>
</tr>
<tr>
<td>7.09</td>
<td>7.09</td>
</tr>
<tr>
<td>3,212.65</td>
<td>3,298.93</td>
</tr>
<tr>
<td>950.00</td>
<td>950.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>Total</strong></td>
</tr>
<tr>
<td>22,261.84</td>
<td>25,656.02</td>
</tr>
</tbody>
</table>

| **FIXED ASSETS** |               |
| 19,743.54       | 111,417.89    |
| 100,338.11      | 86,707.71     |
| 259.35          | 259.35        |
| **Total**       | **Total**     |
| 120,341.00      | 198,384.95    |

| **TOTAL ASSETS** |               |
| 142,602.84      | 224,040.97    |

| **ACCUMULATED FUNDS** |               |
| 154,532.52       | 157,444.44    |
| 2,911.92         | 25,181.57     |
| **Total**        | **Total**     |
| 157,444.44       | 182,626.01    |
OXFORD-OHOKA COMMUNITY BOARD DISCRETIONARY GRANT APPLICATION

Groups Applying for Board Discretionary Grants 2018/2019

Name of Group: Clarkville Playcentre.
Address: 9 Heynards Rd, Clarkville, Kaiapoi
Contact Person within Organisation: Aisha Cook
Position within Organisation: Grants Officer
Contact phone number: 02102988898 Email: clarkville@playcentre.org.nz.

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

Please see additional attached paper. Also included is quotes and our cash summary and balance sheets for the last 12 months.

What is the timeframe of the project/event date? As soon as possible

Overall Cost of Project: $500 Amount Requesting: $500

How many people will directly benefit from this project? 34 children

Who are the range of people benefiting from this project? (You can tick more than one box)
- People with disabilities (mental or physical)
- Cultural/ethnic minorities
- District
- Preschool
- School/youth
- Older adults
- Whole community/ward

Provide estimated percentage of participants/people benefiting by community area:

Oxford-Ohoka 75%  Rangiora-Ashley 10%  Woodend-Sefton 5%  Kaiapoi-Tuahiwi 10%

Other (please specify):

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

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

The children will have to wait until we receive a grant in order for us to afford this project. In the meantime our puzzle area will continue to not be utilised. An area we know is great for children learning and development as expressed in our attached description.
What are the direct benefit(s) to the participants?

A well utilised puzzle area. Important for helping develop cognitive skills, problem solving skills, fine motor skills, hand eye co-ordination, self esteem, communication skills.

What is the benefit(s) to your organisation?

It is important for us to continue to improve areas of our play centre not only for our current children but also our future families. Having modern learning equipment is an attraction to visitors and potential families of playcentre.

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

We are a village helping raise the future generation of the area and New Zealand. Investing in their learning equipment helps to shape their future.

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

Yes ☐ No ☑

If yes, name of parent group


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


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

No other fundraising has been made towards this particular project. We have not applied for this project grant anywhere else.

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

☑ 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:

Akane Aisha Cook
Grants Officer
Clarkville Playcentre

5/10/2018
We are applying for this grant in the hope that we can revamp our very tired looking puzzle area.

From early childhood right through to adulthood people love to play with puzzles. They challenge our thinking and exercise our minds. Puzzles are an important educational learning tool for toddlers and young children as they provide many skills, mental learning benefits and opportunities such as cognitive skills, problem solving skills, fine motor development, hand-eye co-ordination, self esteem (sense of achievement).

Our plan is to sort through our puzzles that we have (some being 20+ years old) and do away with any that have broken and/or missing pieces, which is a lot of them. We would then purchase a decent range of puzzles to support all our ages of learning. We currently dont have many that support from 0-2, puzzles with knob handles are great for this, also puzzles that have big simple pieces.

I have attached two quotes for an assortment of puzzles that we think would be perfect for all our kids. One quote is from the local toy world and the other is a small New Zealand business run by a stay at home Mother. Supporting these small and local businesses is very important to us.

The puzzles we have asked to be quoted are very educational and support all different age groups encouraging learning and communication. Some of the puzzles have been made from renewable resources and contain natural inks and dyes which is great for the future of our environment and our childrens wellbeing. We cant wait for the day this important area of learning is utilised by our children more.

Thanks for taking the time to read our application.
# Balance Sheet

Clarkville Playcentre  
As at 31 August 2018

<table>
<thead>
<tr>
<th>Assets</th>
<th>31 Aug 2018</th>
<th>31 Aug 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bank</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Simple Saver</td>
<td>8,010</td>
<td>2,710</td>
</tr>
<tr>
<td>Westpac 00</td>
<td>7,864</td>
<td>4,623</td>
</tr>
<tr>
<td><strong>Total Bank</strong></td>
<td>15,874</td>
<td>7,333</td>
</tr>
<tr>
<td><strong>Fixed Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furniture &amp; Fittings</td>
<td>3,000</td>
<td></td>
</tr>
<tr>
<td>Office Equipment</td>
<td>76</td>
<td></td>
</tr>
<tr>
<td><strong>Total Fixed Assets</strong></td>
<td>3,076</td>
<td></td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>18,950</td>
<td>7,333</td>
</tr>
</tbody>
</table>

| Liabilities |             |             |
| **Current Liabilities** |             |             |
| Historical Adjustment | 2,594       | 2,594       |
| Suspense | 70          |             |
| **Total Current Liabilities** | 2,664       | 2,594       |
| **Total Liabilities** | 2,664       | 2,594       |
| **Net Assets** | 16,286      | 4,739       |

| Equity |             |             |
| **Current Year Earnings** | 11,547      | (3,246)     |
| Retained Earnings | 4,739       | 7,985       |
| **Total Equity** | 16,286      | 4,739       |
# Cash Summary

## Clarkville Playcentre

For the 12 months ended 31 August 2018

Excluding GST

<table>
<thead>
<tr>
<th>Income</th>
<th>Aug 2018</th>
<th>Aug 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>COGS Grant 2018</td>
<td>1,500</td>
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<tr>
<td>Donations from the Public</td>
<td>5</td>
<td>300</td>
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<tr>
<td>Fundraising Receipts - Centre Hireage (incl SPACE Hireage)</td>
<td>1,017</td>
<td>170</td>
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<tr>
<td>Fundraising Receipts - Event 1</td>
<td>2,539</td>
<td>2,075</td>
</tr>
<tr>
<td>Fundraising Receipts - Event 2</td>
<td>1,051</td>
<td>854</td>
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<tr>
<td>Fundraising Receipts - Event 3</td>
<td>659</td>
<td></td>
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<tr>
<td>Fundraising Receipts - Event 4</td>
<td>22</td>
<td></td>
</tr>
<tr>
<td>Grant - Funding Body 1</td>
<td>352</td>
<td>1,500</td>
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<tr>
<td>Grant - Funding Body 2</td>
<td>1,713</td>
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<tr>
<td>Grant - Funding Body 3</td>
<td>1,382</td>
<td></td>
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<tr>
<td>Grant - Lions Foundation</td>
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<tr>
<td>Interest Income</td>
<td>5</td>
<td>9</td>
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<tr>
<td>Members Donations</td>
<td>-</td>
<td>10</td>
</tr>
<tr>
<td>Members Receipts for Goods/Activities</td>
<td>-</td>
<td>17</td>
</tr>
<tr>
<td>Membership Fees</td>
<td>1,835</td>
<td>1,989</td>
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<tr>
<td>MoE ECE Funding Subsidy</td>
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<tr>
<td>Rata Foundation Grant</td>
<td>1,118</td>
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<tr>
<td>The Southern Trust Grant</td>
<td>4,000</td>
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</tr>
<tr>
<td>Verkerks Limited Fundraising Receipts</td>
<td>300</td>
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Total Income: 50,946

<table>
<thead>
<tr>
<th>Less Operating Expenses</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Affiliation Levies on MoE Funding</td>
<td>15,224</td>
<td>12,042</td>
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<tr>
<td>Centre Activities - Family/Whaanau Fun Day</td>
<td>24</td>
<td></td>
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<tr>
<td>Centre Admin - Auditor/Reviewer Fees</td>
<td>-</td>
<td>575</td>
</tr>
<tr>
<td>Centre Admin - Bank Fees</td>
<td>60</td>
<td>71</td>
</tr>
<tr>
<td>Centre Admin - Other Expenses</td>
<td>38</td>
<td>51</td>
</tr>
<tr>
<td>Centre Admin - Printing</td>
<td>610</td>
<td>586</td>
</tr>
<tr>
<td>Centre Admin - Stationery</td>
<td>363</td>
<td>774</td>
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<tr>
<td>Education/Training - First Aid Training Courses</td>
<td>1,343</td>
<td>130</td>
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<tr>
<td>Equipment - Collage supplies/materials</td>
<td>70</td>
<td>79</td>
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<tr>
<td>Equipment - Consumable Supplies for Children's Play (Flour, salt, etc)</td>
<td>30</td>
<td>104</td>
</tr>
<tr>
<td>Equipment - Family Play items</td>
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<td>30</td>
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<tr>
<td>Equipment - Other supplies/resources</td>
<td>-</td>
<td>392</td>
</tr>
<tr>
<td>Equipment - Painting supplies/materials</td>
<td>88</td>
<td>160</td>
</tr>
<tr>
<td>Equipment - Puzzles</td>
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<td>14</td>
</tr>
<tr>
<td>Equipment - Sand resources</td>
<td>18</td>
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<tr>
<td>Fundraising Expenses - Event 1</td>
<td>1,512</td>
<td>1,253</td>
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<tr>
<td>Housekeeping - Biscuits/Cofee/Milo/Tea/etc</td>
<td>19</td>
<td>60</td>
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<tr>
<td>Housekeeping - Cleaning products</td>
<td>197</td>
<td>354</td>
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<tr>
<td>Housekeeping - First Aid Kit supplies</td>
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<td>37</td>
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<tr>
<td>Category</td>
<td>Aug 2018</td>
<td>Aug 2017</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>Other Expenses - Gifts</td>
<td>25</td>
<td>50</td>
</tr>
<tr>
<td>Property/Maintenance - Carpet/Mats/Safety Surfacing</td>
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<td>95</td>
</tr>
<tr>
<td>Property/Maintenance - General Repairs and Maintenance to the Building</td>
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<td>105</td>
</tr>
<tr>
<td>Property/Maintenance - Project 1</td>
<td>500</td>
<td>-</td>
</tr>
<tr>
<td>Property/Maintenance - Project 2</td>
<td>306</td>
<td>-</td>
</tr>
<tr>
<td>Rent / Lease / MoE Occupancy Fee</td>
<td>585</td>
<td>585</td>
</tr>
<tr>
<td>Supervision - Wages for General Sessions</td>
<td>14,485</td>
<td>14,717</td>
</tr>
<tr>
<td>Utilities - Cleaners Wages</td>
<td>2,252</td>
<td>2,022</td>
</tr>
<tr>
<td>Utilities - Electricity / Gas</td>
<td>1,649</td>
<td>1,733</td>
</tr>
<tr>
<td>Utilities - Insurance</td>
<td>-</td>
<td>700</td>
</tr>
<tr>
<td>Suspense</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Operating Expenses</td>
<td>39,329</td>
<td>36,718</td>
</tr>
<tr>
<td>Operating Surplus (Deficit)</td>
<td>11,617</td>
<td>(3,246)</td>
</tr>
<tr>
<td>Plus Non Operating Movements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furniture &amp; Fittings</td>
<td>(3,000)</td>
<td>-</td>
</tr>
<tr>
<td>Office Equipment</td>
<td>(76)</td>
<td>-</td>
</tr>
<tr>
<td>Total Non Operating Movements</td>
<td>(3,076)</td>
<td>-</td>
</tr>
<tr>
<td>GST Movements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GST Inputs</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>GST Outputs</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Net GST Movements</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Net Cash Movement</td>
<td>8,542</td>
<td>(3,246)</td>
</tr>
</tbody>
</table>

**Summary**

<table>
<thead>
<tr>
<th></th>
<th>Aug 2018</th>
<th>Aug 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance</td>
<td>7,333</td>
<td>10,579</td>
</tr>
<tr>
<td>Plus Net Cash Movement</td>
<td>8,542</td>
<td>(3,246)</td>
</tr>
<tr>
<td>Closing Balance</td>
<td>15,874</td>
<td>7,333</td>
</tr>
</tbody>
</table>
Price: $14.99

Update Cart

PROMO CODE

VISA  MasterCard  AMERICAN EXPRESS  Q  PCLi  LAYBUY

Subtotal  $96.93

Order Total  $96.93
### ORDER FORM

**Company:** Clarkville Playcentre, 9 Heywards Road, Clarkville

**Date:** 1 Oct 2018  
**Expiry:** 31 Oct 2018  
**Quote Number:** QU-0002  
**GST Number:** 111-146-411

**Customer:** Little & Loved Ltd  
**Attention:** Zoe Salmen & Ben  
**Senior:** PO Box 238  
**Mangawhai:** 0540  
**Phone:** 09 4315091

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount NZD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grimm’s Conical Tower Large</td>
<td>1.00</td>
<td>65.00</td>
<td>65.00</td>
</tr>
<tr>
<td>Tri And Build Up Peg Board</td>
<td>1.00</td>
<td>35.00</td>
<td>35.00</td>
</tr>
<tr>
<td>Djeco World’s Animal Puzzle</td>
<td>1.00</td>
<td>33.00</td>
<td>33.00</td>
</tr>
<tr>
<td>Mud Puddy Search &amp; Find Puzzle</td>
<td>1.00</td>
<td>29.95</td>
<td>29.95</td>
</tr>
<tr>
<td>George Luck Rainbow Puzzle Cat</td>
<td>1.00</td>
<td>12.90</td>
<td>12.90</td>
</tr>
<tr>
<td>George Luck Layer Puzzle Chicken &amp; Friends</td>
<td>1.00</td>
<td>18.90</td>
<td>18.90</td>
</tr>
<tr>
<td>George Luck Layer Puzzle Asian Animals</td>
<td>1.00</td>
<td>39.90</td>
<td>39.90</td>
</tr>
<tr>
<td>Classic World Geometric Blocks</td>
<td>1.00</td>
<td>34.95</td>
<td>34.95</td>
</tr>
<tr>
<td>Petit Collage Floor Puzzle</td>
<td>2.00</td>
<td>29.95</td>
<td>59.90</td>
</tr>
<tr>
<td>Hape Colour &amp; Shape Sorter</td>
<td>1.00</td>
<td>19.90</td>
<td>19.90</td>
</tr>
<tr>
<td>Hape Chunky ABC Puzzle</td>
<td>1.00</td>
<td>26.95</td>
<td>26.95</td>
</tr>
<tr>
<td>Hape Chunky 123 Puzzle</td>
<td>1.00</td>
<td>26.95</td>
<td>26.95</td>
</tr>
</tbody>
</table>

**Subtotal** 403.30

**TOTAL NZD** 403.30
Clarkville Playcentre
9 Heywards Road RD2
KAIAPOI 7692

06 October 2018

RE: Clarkville Playcentre – Application for new puzzle equipment.

On behalf of Clarkville Playcentre, I attach our completed Oxford-Ohoka Community Board Discretionary Grant Application.

Clarkville Playcentre is a small whanau-led playcentre set in a rural environment. We currently have approximately 27 families attend our centre with 34 children ranging in ages from 0-6. Clarkville Playcentre sits under the umbrella of Canterbury Playcentre Association(CPA) which is an incorporated society. Operating costs for our centre come from bulk funding, fundraising and grants. Our centre is open from 9am-12pm Monday to Thursday and we actively encourage new whana to join our centre.

A grant from the Oxford-Ohoka Community Board towards the funding for new puzzles will benefit all the whanau who attend our centre, creating a stimulating and positive environment for all our tamariki.

Attached to the application please find:

1. Signed and completed application form.
2. Description of our plan.
3. Income and Expenditure statement.
4. Quotes – for the requested items from Toy world (Rangiora) and Little and Loved (Small NZ business).

If you have any questions please do not hesitate to contact me.

We greatly appreciate this opportunity and thank you for taking the time to consider our application.

Kind Regards
Aisha Cook
Grants Officer
Clarkville Playcentre
Mobile: 02102988898 Email: clarkvilleplaycentre@gmail.com
**Groups Applying for Board Discretionary Grants 2018/2019**

**Name of Group:** Oxford Community Trust

**Address:** 37 Main Street Oxford 7430

**Contact Person within Organisation:** Julia Graham

**Position within Organisation:** Youth Worker

**Contact phone number:** 021995942  **Email:** julia@oxfordtrust.co.nz

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

"On Friday 14/12/18 we would like to take our holiday programme group to Arial Island for a fun day out, to do some fishing & exploring.

What is the timeframe of the project/event date? **14/12/18**

**Overall Cost of Project:** $719.70  **Amount Requesting:** $719.70

**How many people will directly benefit from this project?** 100

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

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

Provide estimated percentage of participants/people benefiting by community area:

- Oxford-Ohoka 100%
- Rangiora-Ashley %
- Woodend-Sefton %
- Kaiapoi-Tuahiwi %

Other (please specify): 

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

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

"We would have to look at doing something different."
What are the direct benefit(s) to the participants?

They get to have an experience out of the area that many have never had a chance to do. Parents can continue to work.

What is the benefit(s) to your organisation?

A fun holiday programme with different activities that children want to come to.

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

A fun, safe, well run holiday programme offering diverse experiences. Also, parents can continue to work over the holidays.

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

Yes [ ] No [x]

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:

What 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 [x] No [ ]

If yes, please supply details:

20/6/18 Contribution towards local pump 663.27
15/8/17 Big Games for holiday programme 500.00

Enclosed

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

Supporting costs/quotes

Other supporting information

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

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

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

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

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

Signed: David B McPherson

Date: 26/9/18
Waimak Kids Oscar

GST NO: 98-267-077

Transfer to Quail Island on Friday 14th December

30 People @ $14 each $420.00

Amount due $420.00

Our bank account number for direct credit payments is 02-0832-0015555-00

Thank you for choosing to travel with Black Cat Group.
We look forward to hosting you next time.
10-09-2018

Julia

021995942

**Quote:**

Hand-line Spratt 10  RRP $9.99

X30  @ $9.99

Total: $299.70

Any questions or queries please contact via email or call the store 03 313 1313

Kind Regards,

Katie Thomas

North Canterbury Hunting & Fishing
343B Flaxton Road,
Rangiora 7400
P. 03 313 1313
E. katie@nchuntingandfishing.co.nz
# Oxford Community Trust

## Statement of Financial Performance

For The Year Ended 30th June 2017

<table>
<thead>
<tr>
<th>2016 ($)</th>
<th>INCOME</th>
<th>Notes Ref:</th>
<th>2017 ($)</th>
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<tr>
<td>4,563</td>
<td>MSD (OSCAR) Grant</td>
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<td>40,000</td>
<td>COGS Grant</td>
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<td>18,070</td>
<td>WDC Council Grant</td>
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<td>50,000</td>
<td>Lotteries Grant</td>
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<td>40,000</td>
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<td>1,562</td>
<td>Other Grants</td>
<td>6c,d,e</td>
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<td>40,000</td>
<td>Rata Foundation Donation</td>
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<tr>
<td>12,952</td>
<td>Red Cross Funding Donation</td>
<td>6b</td>
<td>9,774</td>
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<td></td>
<td>United Way Donation</td>
<td></td>
<td>10,000</td>
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<td>2,084</td>
<td>Other Donations</td>
<td>6f &amp; 7</td>
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<tr>
<td><strong>Total Funders Income</strong></td>
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<td><strong>Other Income</strong></td>
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<td>28</td>
<td>Bequest</td>
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<td>Rent Received</td>
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<td>Mini Bus Income</td>
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<td>17,346</td>
<td>OSCAR Holiday Prog Income</td>
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<td>Youth Events Income</td>
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<td>Equipment Hire Income</td>
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<td>Small Donations</td>
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<td>11,746</td>
<td>Miscellaneous Income</td>
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<td>Profit on Asset Disposal</td>
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<td><strong>Total Other Income</strong></td>
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<td><strong>TOTAL INCOME</strong></td>
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<td>Rent and Building Repairs</td>
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<td>Insurance</td>
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<td>5,925</td>
<td>Utilities (phone/power/etc)</td>
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<td>Activities &amp; Events</td>
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<td>Family Support</td>
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<td>Bank Charges</td>
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<td>Training &amp; Subscriptions</td>
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<td>Gifts &amp; Donations</td>
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**SURPLUS / (DEFICIT) FOR YEAR**

(14,078) 9,716
Oxford Community Trust
Statement of Financial Position
As at 30th June 2017

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<tr>
<th>2016 ($)</th>
<th>ASSETS</th>
<th>Notes Ref:</th>
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<td>GST Refund Due</td>
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<td>(1,795)</td>
<td>Less Accum Dep'n Buildings</td>
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<td>Vehicles</td>
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<td>(10,627)</td>
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<td>Equipment</td>
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<td>(7,291)</td>
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<td><strong>TOTAL ASSETS</strong></td>
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<td><strong>Less LIABILITIES</strong></td>
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<td><strong>Current Liabilities</strong></td>
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<td>Accounts Payable</td>
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<td>659</td>
<td>Julia Ealam KWB Mastercard</td>
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<td><strong>Total Current Liabilities</strong></td>
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<td><strong>Other Current Liabilities</strong></td>
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<td>Lotteries Grant</td>
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<td>9,774</td>
<td>Red Cross Don holdover to Next Fin Yr</td>
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<td>6b</td>
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<td>710</td>
<td>WDC UDrive Driver Trng h/o to next Fin Yr</td>
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<td>6c</td>
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<td>250</td>
<td>OxfordOhokaBoard h/o to next Fin Yr</td>
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<td>6d</td>
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<td>1,138</td>
<td>WDC Creative Communities h/o to next Fin Yr</td>
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<td>794</td>
<td>Southern Trust Donation h/o to next Fin Yr</td>
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<td>3,927</td>
<td>Family Violence Donations held on behalf</td>
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<td>-</td>
<td>IGYB / NC Migrant Project Donations held on behalf</td>
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<td>Vanuatu Donations held on behalf</td>
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<td><strong>22,144</strong></td>
<td><strong>Total Other Current Liabilities</strong></td>
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<td><strong>NET ASSETS</strong></td>
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<td><strong>157,659</strong></td>
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TRUSTEE'S FUNDS

| 54,830 | Remaining Skurr Bequest | | 54,266 |
| 93,113 | General Reserves | | 103,392 |
| **147,943** | **TOTAL TRUSTEE'S FUNDS** | | **157,659** |

TRUSTEE'S SIGNATURES:

David McPherson (Chair)
Marlee Felstead (Treasurer)
<table>
<thead>
<tr>
<th>Month</th>
<th>Group</th>
<th>Project</th>
<th>Amount Requested</th>
<th>Amount Granted</th>
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<td>August</td>
<td>Reflections Community Trust</td>
<td>towards costs of a sign for the 2017 Waimakariri Light Party</td>
<td>$234</td>
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<tr>
<td>August</td>
<td>SIIG You Me We Us</td>
<td>towards the costs of Welcome bags</td>
<td>lie on table</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>SIIG You Me We Us</td>
<td>towards the costs of Welcome bags</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>September</td>
<td>Pegasus Residents Association</td>
<td>towards the costs of Christmas on the Lake</td>
<td>$500</td>
<td>$500</td>
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<tr>
<td>March</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>towards running costs in particular advertising in NC News and provision of music</td>
<td>$500</td>
<td>$300</td>
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<tr>
<td>June</td>
<td>Sefton Community Newsletter</td>
<td>towards the cost of delivery of newsletter</td>
<td>$385</td>
<td>$500</td>
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<td></td>
<td></td>
<td>Total for grants allocated: $2,034  Total unallocated: $1,135.97</td>
<td></td>
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</tr>
<tr>
<td>July</td>
<td>Rotary Club of Rangiora</td>
<td>Towards the costs of building a Fitness Trail/Circuit of up to 12 stations along the Rakahuri Trail.</td>
<td>$500</td>
<td>$500</td>
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<td>July</td>
<td>Southbrook School Parent Teacher Association</td>
<td>Towards the costs of a cordless scanner for the school library.</td>
<td>$500</td>
<td>$500</td>
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<tr>
<td>August</td>
<td>North Canterbury Musical Society</td>
<td>Towards the costs of signage for Costume hire service</td>
<td>$350</td>
<td>$350</td>
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<td>August</td>
<td>Reflections Community Trust</td>
<td>Towards the costs of Children's Magic Theatre - light festival 31 October 2017</td>
<td>$300</td>
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<td>towards afternoon tea to celebrate International Day of older persons</td>
<td>$350</td>
<td>$350</td>
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<td>October</td>
<td>Kidsfirst Kindergartens Bush Street</td>
<td>Towards costs of replacing books and purchase of new large books for group stories</td>
<td>$300</td>
<td>lie on table</td>
</tr>
<tr>
<td>Month</td>
<td>Organization</td>
<td>Description</td>
<td>Amount 1</td>
<td>Amount 2</td>
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<td>-------------------------------------</td>
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<tr>
<td>November</td>
<td>Kidsfirst Kindergartens Bush Street</td>
<td>Towards costs of replacing books and purchase of new large books for group stories</td>
<td>$ 300</td>
<td>$ 300</td>
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<td>December</td>
<td>Rangiora Croquet Club</td>
<td>Towards costs of a new dishwasher</td>
<td>$ 500</td>
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<td>December</td>
<td>SeniorNet North Canterbury</td>
<td>Towards promotion of courses and workshops</td>
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<td>$ 500</td>
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<td>December</td>
<td>Lions Club Rangiora</td>
<td>Towards the costs of two shelters for the Millton Memorial Dog Park</td>
<td>$ 500</td>
<td>$ 500</td>
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<td>December</td>
<td>Loburn School</td>
<td>Towards the costs of Year 8 participating in the William Pike Challenge Award</td>
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<td>Presbyterian Support</td>
<td>Towards the costs of Suicide Prevention Event 28 February 2018</td>
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<td>Trinity Methodist Mainly Music</td>
<td>Towards the costs of creating lockable storage room for sound and musical equipment</td>
<td>$ 500</td>
<td>$ 500</td>
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<td>February</td>
<td>Cust Bowling Club Inc</td>
<td>To purchase a second hand mower</td>
<td>$ 500</td>
<td>$ 500</td>
</tr>
<tr>
<td>April</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>Towards the costs of the Kaiapoi Arts Expo and Schools Expo particularly advertising in the Northern Outlook</td>
<td>$ 500</td>
<td>$ 500</td>
</tr>
<tr>
<td>June</td>
<td>Rangiora Districts Early Records Society Inc</td>
<td>Replace scanner</td>
<td>$ 500</td>
<td>$ 500</td>
</tr>
<tr>
<td>June</td>
<td>Okuku Pony Club</td>
<td>Coaching training</td>
<td>$ 500</td>
<td>$ 500</td>
</tr>
<tr>
<td>June</td>
<td>McAlpines Canterbury Pipe Band</td>
<td>Towards the costs of new flashes for the band uniforms</td>
<td>$ 500</td>
<td>$ 500</td>
</tr>
<tr>
<td>June</td>
<td>North Canterbury Athletics Club</td>
<td>Towards the costs of club singlets for 7 to 14 year olds</td>
<td>$ 427</td>
<td>$ 427</td>
</tr>
<tr>
<td>June</td>
<td>Rangiora Playcentre</td>
<td>Towards the costs of sensory and touch based play materials</td>
<td>$ 500</td>
<td>$ 500</td>
</tr>
<tr>
<td>June</td>
<td>Ashley Playcentre</td>
<td>Towards the cost of ink cartridges</td>
<td>$ 500</td>
<td>$ 500</td>
</tr>
<tr>
<td>June</td>
<td>North Canterbury Academy of music</td>
<td>Towards the end of year concert</td>
<td>$ 500</td>
<td>$ 500</td>
</tr>
<tr>
<td>June</td>
<td>Friends of Rangiora Town Hall</td>
<td>Towards the costs of auditorium CCTV and backstage screen to assist with productions</td>
<td>$ 500</td>
<td>$ 500</td>
</tr>
<tr>
<td>June</td>
<td>North Canterbury Academy of Music</td>
<td>Towards the costs of replacement drum kit</td>
<td>$ 420</td>
<td>$ 420</td>
</tr>
<tr>
<td>Month</td>
<td>Organisation</td>
<td>Description</td>
<td>Amounts</td>
<td>Status</td>
</tr>
<tr>
<td>-------</td>
<td>--------------</td>
<td>------------------------------------------------------------------------------</td>
<td>---------------</td>
<td>--------</td>
</tr>
<tr>
<td>July</td>
<td>Kaiapoi Cricket Club</td>
<td>Towards costs of signage to promote the Cricket Club’s 150th Jubilee in late September 2017</td>
<td>$600 / $200</td>
<td></td>
</tr>
<tr>
<td>July</td>
<td>Reflections Community Trust</td>
<td>Towards the costs of pre and post event advertising for the Waimakariri Light Party 2017</td>
<td>$460 / $460</td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>Kaiapoi Borough School</td>
<td>Sports equipment</td>
<td>$500 / declined</td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>Kaiapoi Riverside Bowls</td>
<td>towards the cost of a new set of bowls</td>
<td>$420 / $400</td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>Kaiapoi Community Watch</td>
<td>towards the cost of uniforms</td>
<td>$500 / $500</td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>You Me We Us</td>
<td>towards the cost of the Spring Festival</td>
<td>$500 / $500</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>Kaiapoi Pony Club</td>
<td>costs of events and coaching to improve the skill of young riders</td>
<td>$500 / declined</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>Clarkville Play Centre</td>
<td>towards the costs of indoor tents and tunnels</td>
<td>$317 / declined</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>Pines Karaki Beach Association Inc</td>
<td>towards the costs of a celebration to mark the opening of the new hall</td>
<td>$500 / $500</td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>towards the running costs of Kaiapoi Art Expo and Schools Art Expo in particular advertising in the Kaiapoi Advocate, venue hire and set up costs</td>
<td>$500 / $500</td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>Clarkville play centre</td>
<td>towards the costs of playdough equipment and wooden puzzles</td>
<td>$442 / declined</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>KYDz (YouMeWeUs Youth Group)</td>
<td>towards advertising and promotion of 'KYDz Mud Fest’ event</td>
<td>$300 / $300</td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>Karanga Mai Early Learning Centre</td>
<td>towards the costs of a new heavy duty washing machine</td>
<td>$439 / $439</td>
<td></td>
</tr>
</tbody>
</table>

Total for grants allocated: $3,799   Total unallocated: $1,161

<table>
<thead>
<tr>
<th>Month</th>
<th>Organisation</th>
<th>Description</th>
<th>Amounts</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>Waimakariri Gorge Golf Club</td>
<td>Towards costs of tree replacement following the September/October 2013 storm, taking place between winter 2017 and winter 2018</td>
<td>$500 / $500</td>
<td></td>
</tr>
</tbody>
</table>

Total for grants allocated: $10,347   Total unallocated: $1,917.04
<table>
<thead>
<tr>
<th>Month</th>
<th>Organization</th>
<th>Project Description</th>
<th>Amount Requested</th>
<th>Amount Allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>SIIG You Me We Us</td>
<td>Welcome bags</td>
<td></td>
<td>lie on table</td>
</tr>
<tr>
<td>September</td>
<td>SIIG You Me We Us</td>
<td>Welcome bags</td>
<td>$500</td>
<td>declined</td>
</tr>
<tr>
<td>October</td>
<td>Oxford ICONZ (Boys and Girls Brigade)</td>
<td>Towards paint-balling supplies</td>
<td>$550</td>
<td>$500</td>
</tr>
<tr>
<td>October</td>
<td>Oxford Night Patrol Group</td>
<td>Towards the cost of reflective magnetic signs to identify patrollers using private vehicles</td>
<td>$239</td>
<td>$239</td>
</tr>
<tr>
<td>October</td>
<td>Oxford Community Mens Shed</td>
<td>Towards costs of the Spring into Oxford event</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>December</td>
<td>West Eyreton School</td>
<td>towards the cost of books focussing on healthy eating for the school library</td>
<td>$385</td>
<td>$385</td>
</tr>
<tr>
<td>March</td>
<td>Waimakariri Arts Trust - Kaiapoi Art Expo</td>
<td>promotional advertising in the Oxford Observer and Oxford Bulletin</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>April</td>
<td>Ohoka School PTA plant sale sub committee</td>
<td>towards the costs of ‘children size’ gloves, garden tools, wheelbarrows and other items.</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>May</td>
<td>Eyreton PonyClub</td>
<td>Fencing to enclose learner rider area</td>
<td>$450</td>
<td>$500</td>
</tr>
<tr>
<td>June</td>
<td>Oxford Community Trust</td>
<td>towards the cost of a heat pump for the A&amp;P Building</td>
<td>$500</td>
<td>$663</td>
</tr>
<tr>
<td>June</td>
<td>Christchurch Western Riding Association</td>
<td>towards the cost of gravel for the entranceway</td>
<td>$500</td>
<td>$663</td>
</tr>
<tr>
<td>June</td>
<td>RSA</td>
<td>bronze cap -time capsule</td>
<td>$450</td>
<td>$450</td>
</tr>
</tbody>
</table>

Total for grants allocated: $5,400  Total unallocated: $0
**Information to assist groups with their application**

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

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

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

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

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

<table>
<thead>
<tr>
<th>Examples (but not limited to) of what the Board cannot fund:</th>
<th>Examples (but not limited to) of what the Board can fund:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✗ Wages</td>
<td>✓ New equipment</td>
</tr>
<tr>
<td>✗ Debt servicing</td>
<td>✓ Toys/educational aids</td>
</tr>
<tr>
<td>✗ Payment for volunteers (including arrangements in kind eg petrol vouchers)</td>
<td>✓ Sporting equipment</td>
</tr>
<tr>
<td>✗ Stock or capital market investment</td>
<td>✓ Safety equipment</td>
</tr>
<tr>
<td>✗ Gambling or prize money</td>
<td>✓ Costs associated with events</td>
</tr>
<tr>
<td>✗ Funding of individuals (only non-profit organisations)</td>
<td>✓ Community training</td>
</tr>
<tr>
<td>✗ Payment of any legal expenditure or associated costs</td>
<td></td>
</tr>
<tr>
<td>✗ Purchase of land and buildings</td>
<td></td>
</tr>
<tr>
<td>✗ Activities or initiatives where the primary purpose is to promote, commercial or profit-oriented interests</td>
<td></td>
</tr>
<tr>
<td>✗ Payment of fines, court costs or mediation costs, IRD penalties</td>
<td></td>
</tr>
</tbody>
</table>
Criteria for application

• Grant applications will be considered every month by the Oxford-Ohoka Community Board. Applications are recommended to be received three weeks prior to Board meeting dates for processing.

• Generally funding grants will be a maximum of $500 in any one financial year (July 2018 to June 2019) 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 application should clearly state the purpose for which the money is to be used.

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

• An accountability form must be provided to the Council outlining how the funds were applied, within 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.

• If the activity/event for which funds have been granted does not take place or if the group does not provide the information to enable the grant to be paid within six months of approval of the grant being notified, then in both cases the application will be regarded as closed and funds released for reallocation by the Board.

What happens now?

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

Governance Team
Waimakariri District Council
Private Bag 1005
Rangiora 7440
Email: records@wmk.govt.nz

Or hand deliver to:
• Oxford Library & Service Centre, 34 Main Street, Oxford
• Rangiora Service Centre, 215 High Street, Rangiora
• Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi

What happens next?

• Your application will be processed and presented to the Board at the next appropriate meeting.

• Following the meeting a letter will be sent to notify you of the Board’s decision and if successful an invoice and your organisation’s bank account details will be requested.

• On receipt of this information payment will be processed to your organisation’s bank account.
1. SUMMARY

1.1. The purpose of this report is to adopt the meeting dates for the period from February 2019 to October 2019 given that there will be an election on 12 October 2019. These dates are based on meeting each month on the first Thursday following the Council meeting.

1.2. Due to the distance across the Oxford-Ohoka ward it is recommended three regular venues be used to enable ease of access to residents and establish a pattern for the community; being West Eyreton, Oxford and Ohoka. Mandeville Sports Centre has also been used for a meeting in 2017 and 2018.

2. RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

(a) Receives report No. 181018122399.

(b) Resolves to hold Board meetings at the following venues, commencing at 7.00pm on the following dates:

- Thursday 7 February: Ohoka
- Thursday 7 March: Oxford Town Hall
- Thursday 4 April: Ohoka or Mandeville Sports Centre subject to availability and may require a date change to Wednesday 3 April
- Thursday 9 May: West Eyreton
- Thursday 6 June: Ohoka
- Thursday 4 July: Oxford Town Hall
- Thursday 8 August: Ohoka
- Thursday 5 September: West Eyreton

3. BACKGROUND

3.1 Community Board meeting dates are set for the triennial term on an annual basis.
4. **ISSUES AND OPTIONS**

4.1. All scheduled meetings are advertised and operate under the Local Government Official Information and Meetings Act 1987 (LGOIMA).

4.2. Since the start of the triennial term 2016-19 term the Community Board has met on the first Thursday after the Council meet each month at 7pm in West Eyreton, Ohoka, Oxford, and Mandeville. It is recommended that this pattern continue for 2019 as it dovetails with other Council, Committee and Community Board meetings. In past years, the Board has not met in January and this is recommended to continue.

4.3. Briefings and workshops are generally held after the Board meeting where possible, however if a significant timeframe is anticipated a separate meeting at a mutually agreed time will be scheduled.

4.4. The meeting date and venue schedule does not preclude additional meetings or workshops on other dates. Occasional meetings occurring in other areas of the community, should there be topical items of interest on the agenda, are feasible and can be conducive to greater accessibility for the public to observe democracy and transparency.

4.5. A report was presented to the Board at its 6 April 2017 meeting that evaluated 19 venues within the Board’s community area. Staff recommended the West Eyreton Hall and Oxford Town Hall for the balance of the 2017 schedule of Oxford-Ohoka Community Board meetings. The Board chose to add Ohoka Community Hall and Mandeville Sports Centre to the meeting venue list for 2017 and again in 2018.

4.6. It should be noted that any booking of the Mandeville Sports Centre must be on an exclusive use basis and, as occurred in 2018, may necessitate a change of meeting date/time if it were to be considered. There is also a charge for the use of non-Council facilities such as the Ohoka Community Hall.

4.7. It has been noted that when a Community Board utilises many venues, the community can be confused by these frequent changes in venue and it is not always beneficial to the community, hence the recommendation to maintain regular patterns of well-known local venues.

4.8. Therefore it is recommended that meetings occur at West Eyreton Hall, Oxford Town Hall, and Ohoka Community Hall and/or Ohoka Domain Pavilion as the most appropriate facilities, with Mandeville Sports Centre as an option for one meeting.

4.9. In the event of insufficient business for any one month, the Board may wish to hold a workshop on topical matters, in consultation with the Chairperson. It is the responsibility of the Chairperson to cancel any meeting, in consultation with Council staff.

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

5. **COMMUNITY VIEWS**

5.1. **Groups and Organisations**

The established pattern of the Community Board meetings has generally worked well for members, taking into account other community commitments. Other Community Board meetings start either at 4.00pm or 7.00pm.
5.2. **Wider Community**

Community views were not sought. Staff are not aware of any adverse comments from the public on meeting times.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

All meetings are serviced from existing Council budgets. Meeting venues are generally Council owned assets and are not charged. The remuneration payable to the Community Board members is based on an annual sum set by the Remuneration Authority.

Neither Ohoka Community Hall nor Mandeville Sports Centre are Council owned assets. There will therefore be a charge to utilise these spaces that would be paid from the Board’s operational budget.

6.2. **Community Implications**

The Board should balance true accessibility with stability in its choice of community venues, noting that meeting agendas/reports are not locality driven.

6.3. **Risk Management**

The need for exclusive use of the Mandeville Sports Centre to prevent any potential alcohol consumption on the premise during a Board meeting.

6.4. **Health and Safety**

As above.

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**

Local Government Act 2002 schedule 7 clause 19.

**Community Outcomes**

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

7.3. **Delegations**

The Board has the delegated authority to set its meeting dates.

Edwina Cordwell
Governance Team Leader
1. **SUMMARY**

1.1 This report enables the Board to note its recent submissions on the Draft Zone Implementation Programme Addendum (ZIPA) and the Greater Christchurch Element of the Draft Regional Public Transport Strategy (RPTS).

**Attachments:**

i. Oxford-Ohoka Community Board Submission ZIPA (Trim 181009117408).

ii. Oxford-Ohoka Community Board Submission RPTS (Trim 181009117241).

2. **RECOMMENDATION**

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

(a) **Receives** report No. 181017121825.

(b) **Notes** the Board's submissions to the Draft Zone Implementation Programme Addendum and Greater Christchurch Element of the Draft Regional Public Transport Strategy.

3. **BACKGROUND**

3.1 Consultation closed on the Draft ZIPA on Friday 12 October.

3.2 Consultation closed on the Draft RPTS on Sunday 14 October.

4. **ISSUES AND OPTIONS**

4.1. The Board met on Thursday 4 October to develop its submissions on both of these proposals.

4.2. An initial draft for each was developed and circulated for comments. Further drafts were compiled, leading to final approval by the Chair of both submissions on Thursday 11 October.

4.3. 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**
Not applicable.

6.2. **Community Implications**
Not applicable.

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**
The Council makes known its views on significant proposals by others affecting the District's wellbeing.

7.4. **Delegations**
The Board has delegated authority to make such submissions.

Edwina Cordwell

Governance Adviser
To: Waimakariri Water Zone Committee (Environment Canterbury)

Submission: Draft Zone Implementation Programme Addendum

From: Oxford-Ohoka Community Board

Contact: Doug Nicholl (Chairperson) doug.nicholl@wmk.govt.nz
        Edwina Cordwell (Governance Adviser) com.board@wmk.govt.nz

The Oxford-Ohoka Community Board wishes to formally acknowledge the extensive detailed and sustained work of the Waimakariri Water Zone Committee, its partners and other technical advisers in the development of the programme, and this addendum.

The Board offers the following comments.

Improved education for private well owners

The Board would wish to see an education and advertising campaign targeting private well owners. Many wells may only have been tested at a consenting stage and owners may be unaware of the need for testing and any associated actions to maintain good quality water. A ‘handy hints’ guide.

‘When was the last time you tested your water?’

Not all owners may understand septic tanks and private well operations and would welcome further information and advice. The Board suggests that the Flyer previously distributed by Environment Canterbury could be used as the basis for this but on a more regular and sustained basis.

Pace of change and impact on farmers’ well-being

The Board affirms that ‘do nothing’ is not an option and agrees that water management and protection is essential for a healthy, successful future. However, the environmental and ecological protection measures taken must be done so in a balanced way that respects the needs of people living in our community. The pace of implementation must take into account the situation of individual farmers, working with them and through doing so ensuring both their economic viability and personal well-being. The Board is aware of suicide rates in our rural communities and are concerned for the well-being of farmers/property owners and would like to see steps taken to provide assistance and exemptions.

The Board is also concerned as to the ‘knock on effect’ of any economic consequence for farmers on contractors and other local businesses serving the farming community.

Silverstream and other nitrate ‘hot spots’

The Board notes that there are specific hot spots/areas of higher concentrations of nitrates within its own community area and urges that these are prioritised and targeted action taken. The Board is not supportive of a single approach across the District as this would potentially penalise or add further constraints to areas that did not require such stringent actions or enforcement. The Board also seeks on going monitoring of ‘hot spots’ and that innovative ways are used to address the issues.
New ‘hot spots’ or contributing activities

It is important for the Water Zone Committee/Environment Canterbury to incorporate information and updated modelling of the potential consequences of new resource consent for activities that are approved in the future.

The Board and community is greatly concerned that even those activities which are deemed acceptable under various legislative provisions such as the RMA or District Plan may still have the potential to impact adversely on waterways, whether deliberate or accidental.

Modelling and re-modelling

The Board is aware that extensive modelling has been used to predict various elements of the ZIPA in order to formulate targets and actions. Over time these models should be updated on the basis of accrued actual data from monitoring activities. This will result in new predictions increasingly predicated on data and a more accurate sense of the issues to be addressed. A dynamic plan becoming more evidence based over time. The Board seeks assurance that this re modelling will take place and that the programme and actions will be responsive to any observed changes – negative or positive in the waterways on an ongoing and sustained basis.

The Board supports Farm Management Plans and notes that there will also be innovation in farming technology that will potentially reduce or even eliminate new nitrate concentrations. These need to be widely publicised with proactive engagement from the Committee/Environment and incorporated into the forecasting methodologies.

Bio-diversity Advisory Service

The Board is supportive of this proposal and notes that there may be farm workers such as Share Milkers who whilst not being the land owner may be passionate about the environment and wish to contribute improve the land with the consent of the owner.

Improved education on incentives to plant land including sourcing of free plants, other plant schemes that may be available, native water plantings and other advice would be extremely useful.

Minimal flows/irrigation

The Board notes that there is a tension between achieving minimum flow levels to disperse or dilute nutrients and the need to ‘take water’ for irrigation purposes. The impact of reduced irrigation on the economic viability of farms is not explored in the ZIPA and the consequences of this target are unclear.

Targets

It is further suggested that the 10 targets for the ZIPA should be clearly identified in the early part of the document and that any economic targets should be included as a further appendix.

Doug Nicholl

Chairperson: Oxford-Ohoka Community Board
To: Public Transport Joint Committee (Environment Canterbury)
Submission: Greater Christchurch Elements of the Draft Regional Public Transport Strategy
From: Oxford-Ohoka Community Board
Contacts: Doug Nicholl (Chairperson): doug.nicholl@wmk.govt.nz
          Edwina Cordwell (Governance Adviser): com.board@wmk.govt.nz

The Oxford-Ohoka Community Board thanks the Committee/Environment Canterbury for the opportunity to submit.

The Board is supportive of the need for a high level strategy and the principles embodied within the document. However, the Board looks forward to the Network Review in 2019 and the detail being more specific especially with regard to innovation.

Specific points are as follows:

- The Board supports the continuation of current school services.
- The need for Park and Ride facilities to underpin and encourage more uptake of bus usage.
- The importance of reliability and frequency of services.
- Well presented, clean modern buses.
- Bus priority lanes to improve access to the Christchurch CBD.
- Innovation such as an Uber style service in the future for the outer populations and settlements.

Doug Nicholl
Chairperson: Oxford-Ohoka Community Board
1. **SUMMARY**

**17 October**

Youth Development Grant Committee application assessment meeting. The Committee comprises the four Board Chairs and Caitlin Tipping from the Youth Council. A grant of $3,000 was awarded.

**24 October**

Informal meeting to discuss increasing our effectiveness as a Board.

**7 November**

Community Service Awards ceremony.

**RECOMMENDATION**

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

**Receives** report No. 181030127018.

Doug Nicholl
Chairperson