

# Oxford-Ohoka Community Board

## Agenda

**Wednesday 7 September 2022**

**7.00pm**

**Ohoka Community Hall  
Mill Road  
Ohoka**

**Members:**

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

**AGENDA FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD TO BE HELD IN THE OHOKA HALL, MILL ROAD, OHOKA ON WEDNESDAY 7 SEPTEMBER 2022 AT 7PM.**

---

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

---

**BUSINESS**

PAGES

1. **APOLOGIES**
2. **PUBLIC FORUM**
3. **CONFLICTS OF INTEREST**
4. **CONFIRMATION OF MINUTES**
  - 4.1. **Minutes of the Oxford-Ohoka Community Board – 3 August 2022** 7-19  
*RECOMMENDATION*  
**THAT** the Oxford-Ohoka Community Board:
    - (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 3 August 2022, as a true and accurate record.
  - 4.2. **Matters Arising**
5. **DEPUTATIONS AND PRESENTATIONS**  
Nil.
6. **ADJOURNED BUSINESS**  
Nil.

## 7. REPORTS

### 7.1. Randall Watson Sculpture- Ohoka Domain – Martin McGregor (Senior Advisor Community and Greenspace) and Tori Stableford (Landscape Architect, Greenspace)

20-25

#### *RECOMMENDATION*

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

- (a) **Receives** Report No. 220824145562.
- (b) **Notes** that the proposed location of the sculpture has been agreed between the Waimakariri Public Arts Trust, Ohoka Domain Advisory Group and Greenspace.
- (c) **Notes** that Greenspace will undertake the instillation of the sculpture, WAPT will own and maintain the sculpture.
- (d) **Approves** the location as shown in attachments for the instillation of the Randall Watson sculpture in Ohoka Domain.
- (e) **Notes** that it is the responsibility of the Waimakariri Public Arts Trust (WPAT) to meet the costs of instillation of the art work. One of the avenues they may take to meet this cost could be an approach to the Oxford–Ohoka Community Board for assistance through the General Landscaping Budget.

### 7.2. Keep Oxford Beautiful Proposal to Donate Park Benches within The Oaks Reserve, Oxford – Grant Stephens (Greenspace Design and Planning Team Leader)

26-28

#### *RECOMMENDATION*

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

- (a) **Receives** Report No. 220825147195.
- (b) **Approves** the installation of three park benches in The Oaks Reserve.
- (c) **Notes** that this approval is subject to the approval of Greenspace that the proposed seats are of a durable and sufficient quality for use within a public reserve. If this is not the case, Staff will work with KOB and if required come back to the Board with further information.
- (d) **Thanks** Keep Oxford Beautiful for the generous donation of these public benches and their work to enhance The Oaks Reserve, Oxford.

### 7.3. West Oxford Reserve Donations Box Proposal – Grant Stephens (Greenspace Design and Planning Team Leader)

29-34

#### *RECOMMENDATION*

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

- (a) **Receives** Report No. 220825147115.
- (b) **Approves** the installation of a donations box at West Oxford Reserve with donations received going to the Oxford Lions.
- (c) **Notes** that in return for the funds raised, the Oxford Lions will continue developing, enhancing and maintaining elements within the reserve alongside Keep Oxford Beautiful and supporting the local community.
- (d) **Notes** that this will initially be undertaken for a trial period of one year

with a review to identify the overall success of this proposal and opportunities to utilise it in other areas within the district.

- (e) **Notes** that the Oxford Lions will be required to provide an account to Greenspace Staff about the funds raised and how these have been utilised in the reserve and local community.
- (f) **Notes** that approval of this proposal is subject to ongoing dialogue with The Lions and Environment Canterbury and also Keep Oxford Beautiful to ascertain if they are supportive of this proposal. Should any issues arise with this process which require a change in direction or outcome, this would be brought back to the Board for notification or further decision making.

7.4. **Potential Road Names for the Oxford-Ohoka Ward – Thea Kunkel (Governance Team Leader)**

35-43

*RECOMMENDATION*

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

- (a) **Receives** report No. 220622106769.
- (b) **Approves** the Master List of Pre-approved Oxford-Ohoka Road Names for future use (Trim 220622106923), noting it will be reviewed and potentially added to on an annual basis.

7.5. **Application to the Oxford-Ohoka Community Board’s Discretionary Grant Fund 2022/23– Thea Kunkel (Governance Team Leader)**

44-75

*RECOMMENDATION*

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

- (a) **Receives** report No. 220801130022.
- (b) **Approves** a grant of \$..... to the Oxford IFG Adventure towards the cost of running their ICONZ for Girls Programme.

**OR**

- (c) **Declines** the application from the Oxford IFG Adventure.
- (d) **Approves** a grant of \$..... to the Oxford Arts Trust towards the purchase of a sensor floodlight for its rear carpark.

**OR**

- (e) **Declines** the application from the Oxford Arts Trust.
- (f) **Approves** a grant of \$..... to the Canterbury Endurance and Trail Riding Club towards the cost of hosting an Endurance and Trail Riding event.

**OR**

- (g) **Declines** the application from the Canterbury Endurance and Trail Riding Club.

7.6. **Summary of Discretionary Grant Accountability 1 July 2021 to 30 June 2022 – Thea Kunkel (Governance Team Leader)**

*RECOMMENDATION*

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

- (a) **Receives** Report No. 220708116526.
- (b) **Notes** that of the \$8,820 allocated to the Board for the 2021/22 financial year, \$8,271 was distributed for events and projects within the community.
- (c) **Notes** that the remaining \$549 was carried forward to the 2022/23 financial and added to the 2022/23 allocation of \$5,990, bringing the current financial year's total to \$6,539.
- (d) **Circulates** a copy of this report to all other Community Boards for information.

**8. CORRESPONDENCE**

Nil.

**9. CHAIRPERSON'S REPORT**

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

**10. MATTERS FOR INFORMATION**

- 10.1. Woodend-Sefton Community Board Meeting Minutes 8 August 2022.
- 10.2. Rangiora-Ashley Community Board Meeting Minutes 10 July 2022.
- 10.3. Kaiapoi-Tuahivi Community Board Meeting Minutes 15 August 2022.
- 10.4. Consultation; Conservation Reform Discussion Document & Exposure Drafts of Amendments to NPS Freshwater 2020 and NES Freshwater 2020 – Report to Council Meeting 2 August 2022 – circulates to all Boards.
- 10.5. Health Safety and Wellbeing Report July 2022 – Report to Council meeting 2 August 2022 – Circulates to all Boards.
- 10.6. Annual Report on Dog Control 2021/22 – report to District Planning and Regulation Committee meeting 23 August 2022 – circulates to all Boards.
- 10.7. West Eyreton Rifle Club – Feasibility Report – Report to Community and Recreation Committee Meeting 16 August 2022 – Circulates to Oxford-Ohoka Community Board.
- 10.8. Library Update to 4 August 2022 – Report to Community and Recreation Committee Meeting 16 August 2022 – Circulates to all boards.
- 10.9. Waka Kotahi Procedural Audit Report May 2022 – Report to Utilities and Roothing Committee Meeting 23 August 2022 – circulates to all boards.
- 10.10. 2021-2022 Flood Events – Service Requests and Further Investigations Update – Report to Utilities and Roothing Committee Meeting 23 August 2022 – circulates to all boards.

**Public Excluded**

- 10.11. CWMS Zone Committee 2022 Membership Refresh Appointments – Report to Council Public Excluded Meeting 2 August 2022 – Circulates to all boards.

*RECOMMENDATION*

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

- (a) **Receives** the information in Items.10.1 to 10.10.
- (b) **Receives** the public excluded information in Item.10.11, which would remain in public excluded and which was circulated separately.

**Note:**

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

**11. MEMBERS' INFORMATION EXCHANGE**

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

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

**12. CONSULTATION PROJECTS**

Nil.

**13. BOARD FUNDING UPDATE**

**13.1. Board Discretionary Grant**

Balance as at 31 August 2022: \$4,539.

**13.2. General Landscaping Fund**

Balance as at 31 August 2022: \$13,090.

**14. MEDIA ITEMS**

**15. QUESTIONS UNDER STANDING ORDERS**

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

This is the final meeting of the Oxford-Ohoka Community Board for the 2019-2022 electoral term.

The new Oxford-Ohoka Community Board will be sworn into office late October 2022, with standard meetings resuming from mid-November 2022. Further Information will be advertised and listed on the Council's website.

**Workshop**

- *Members Forum*
  - *Consent Use Application – 131 Main Street, Oxford*

**MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD TO BE HELD IN THE OHOKA HALL, MILL ROAD, OHOKA ON WEDNSDAY 3 AUGUST 2022 AT 7PM.**

**PRESENT**

D Nicholl (Chairperson), T Robson (Deputy Chairperson), S Barkle, and N Mealings.

**IN ATTENDANCE**

J Millward (Acting Chief Executive) (Virtually), T Tierney (General Manager Planning, Regulation and Environment), J McBride (Roading Manager), G Stephens (Design and Planning Team Leader), A Coker (Community Facilities Team Leader), A Mace-Cochrane (Graduate Engineer), T Kunkel (Governance Team Leader) and A Connor (Governance Support Officer).

A Schulte from CavellLeitch attend the meeting virtually, and a member of the public was present at the meeting.

1. **APOLOGIES**

Moved: T Robson

Seconded: S Barkle

**THAT** apologies for absence be received and sustained from M Brown, S Farrell, R Harpur and W Doody.

**CARRIED**

2. **PUBLIC FORUM**

2.1 **Brent Arp – Ohoka Resident**

B Arp explained that a lot of flooding occurred down Wilson Drive, Ohoka. The water flowing down the road would get so high that residents could not drive to their homes and would have to park at the bottom of the Wilson Drive and use a four wheel drive vehicle to access their properties. Property owners had spoken to the Mayor as well as the Rural Drainage Advisory Group, however, the problems had not been resolved.

N Mealings noted she had spoken to Council staff regarding the flooding of Wilson Drive and they were going to undertake CCTV surveillance to determine what would need to be done. D Nicholl advised he would visit Wilson Drive in the following days to discuss the ongoing issue with B Arp.

3. **CONFLICTS OF INTEREST**

Item 7.5 - T Tierney noted as a member of the Regulation Team she would not take part in the discussion about the Board's submission to private Plan Change 31

#### 4. **CONFIRMATION OF MINUTES**

##### 4.1. **Minutes of the Oxford-Ohoka Community Board meeting held on 6 July 2022**

Moved: N Mealings                      Seconded: S Barkle

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

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 6 July 2022, as a true and accurate record.

**CARRIED**

##### 4.2. **Minutes of the Oxford-Ohoka Community Board meeting held on 20 July 2022**

Moved: T Robson                      Seconded: D Nicholl

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

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 20 July 2022, as a true and accurate record.

**CARRIED**

##### 4.3. **Matters Arising (FROM MINUTES)**

T Kunkel advised there were only two matters outstanding that the Board had previously requested information on, which would hopefully be provided before the next Board meeting.

#### **PUBLIC EXCLUDED MINUTES**

*(These Minutes were considered in the public excluded portion of the meeting)*

##### 4.4. **Minutes of the public excluded portion of the Oxford-Ohoka Community Board meeting held on 20 July 2022**

#### 5. **DEPUTATIONS AND PRESENTATIONS**

##### 5.1 **Relocation of the West Eyreton Rifle Club – A Coker**

A Coker explained the West Eyreton Rifle Club previously occupied the Cust Community Centre. The shooting activity took place within the centre by utilising the main hall area with fixed targets being underneath the stage where the bullet traps were located. The nature of this operation resulted in a build-up of lead exposure and contamination to the bullet trap area and half the main hall. Due to contamination and the multi-use nature of the Cust Community Centre the Club had to relocate.

A Coker noted that the first option was to relocate the Club to the Pearson Park Pavilion, which was previously used by the Oxford Small-bore Rifle Club. It was made redundant for seismic assessments and the rifle range had since been upgraded to meet the seismic standards. The key benefit of this option was that the base structure for the range was already in place. The second option would be construction of a new purpose build facility. However, at an estimated cost of \$1 million Council staff believed this option was not viable with the Club's current membership numbers.



A Coker had been in contact with the Oxford School and other groups that currently use Pearson Park Pavilion to work through the logistics. He had also inspected the structure itself to ensure the Club would not have the same problems that occurred at the Cust Community Centre. The West Eyreton Rifle Club were happy to fundraise for the costs of the work that needed to be done and wanted to use local contractors.

In response to a question by N Mealings, A Coker confirmed remediation of the lead had been done at the Cust Community Centre and the Centre was now at a level that complied with Ministry of Health regulations.

N Mealings then sought clarity on the cost of upgrading the Pearson Park Pavilion to meet regulations would be. A Coker noted that upgrades were required to bring the space up to current compliance requirements as stipulated by Target Shooting New Zealand at an estimate cost of around \$12,000.

T Robson questioned what upgrades would need to be done. A Coker advised that the following upgrading would be needed:

- Casted concrete slab, to encapsulate the lead still sitting and to provide a sealed surface
- Install Mechanical Ventilation
- Seal/Paint the existing blockwork walls
- Install LED Lighting to Range
- Safety Systems for when they were shooting
- Build a storage area
- Either pull the old traps from the Cust Community Centre or install new traps.

## 6. **ADJOURNED BUSINESS**

Nil.

## 7. **REPORTS**

### 7.1. **Main Street, Oxford – Endorsement to Seek Approval for a 40km/h Speed Limit – J McBride (Roding and Transport Manager) and A Mace-Cochrane (Graduate Engineer)**

J McBride stated the newly implemented Setting of Speed Limits Rule 2022 from Waka Kotahi was more permissive than the previous, with respect to implementing lower speeds without the need for significant investment in infrastructure. Hence, it provided an opportunity to progress the speed limit changes the community and the Board had been seeking. She noted that a Speed Management Plan would be developed and implemented ahead of the 2024/27 Long Term Plan process. However, in the interim the Council could apply to the Director of Waka Kotahi for the change in the speed limit along Main Street, Oxford. Budget had been allowed for signage and markings within the Roding Minor Safety Programme that was approved by the Utilities and Roding Committee in July 2022.

T Robson questioned if the proposed change in speed limits would have to be submitted to the Council for approval. J McBride confirmed that the Council was delegated to change speed limits.

T Robson enquired if making the request to Waka Kotahi committed the Board or the Council to implement any significant changes to Main Street, Oxford in the future. J McBride answered that the Council would submit a formal written request to Waka Kotahi that outlined the previous consultation. The request would not commit either the Board or the Council to make any infrastructure changes. The Council would however need to monitor speeds across the district. If there was a large disconnect found between the posted speed and the mean speed infrastructure changes may need to be looked at and budgeted for then.

Moved: T Robson

Seconded: N Mealings

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

(a) **Receives** Report No. 220719123144.

**RECOMMENDS THAT** the Council:

(b) **Receives** Report No. 220719123144.

(c) **Approves** an application being submitted to the Director at Waka Kotahi under section 2.6 of the Setting of Speed Limits Rule 2022, requesting approval to proceed with the implementation of a 40km/h speed limit on Main Street, Oxford, between Burnett Street and Bay Road.

(d) **Notes** that consultation on a 40km/h speed limit on Main Street, Oxford (between Burnett Street and Bay Road) was undertaken in 2021 and this was supported by 54% of respondents, with the remaining 46% of respondents opposed to the change.

(e) **Notes** that Meyer Place, Coney Street and Redwood Place would need to be included within the 40km/h speed limit area as they were not sufficient length to hold their own speed limit, and speeds on these roads were very low due to their nature.

**CARRIED**

T Robson commended all the work done by S Farrell to achieve this change in the speed limit, noting that this was a great outcome for the community.

N Mealings also credited S Farrell for her dedication to having this speed limit implemented and thanked J McBride and her team for their hard work as this change was greatly wanted by the community.

*At this time Item 7.4 was taken, however the Minutes have been recorded in the order of the Agenda.*

7.2. **Adoption of the Waimakariri District Walking and Cycling Network Plan and Infrastructure Prioritisation Programme – J McBride (Roading and Transport Manager) and A Mace-Cochrane (Graduate Engineer)**

A Mace-Cochrane took the report as read.

S Barkle sought clarity on when the projects in priority one would be implemented. A Mace-Cochrane confirmed that priority one projects were scheduled for implementation in the 2023/24 financial year.

S Barkle noted that rural school children do not have the option, due to the lack of safe walkways and/or cycleways, to walk to schools. Currently students who lived within the 3.2 kilometre bus exclusion zones had to be dropped off and collected from school as there was no public transport or other safe alternative. She questioned if the development of pathways in the bus exclusion zones was on the Council's radar. J McBride noted they were not but she would take the feedback into consideration.

Moved: T Robson

Seconded: D Nicholl

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

- (a) **Receives** Report No. 220628109399.
- (b) **Notes** that formal submissions from the Oxford-Ohoka and Woodend-Sefton Community Boards had been taken into account with the recommendations below.
- (c) **Notes** that any further feedback from the Board from this meeting would be included for the Council's consideration.

**RECOMMENDS THAT** the Council:

- (d) **Receives** Report No. 220628109399 (v2).
- (e) **Adopts** the recommended Walking and Cycling Network Plan (TRIM No. 220725126302).
- (f) **Adopts** the amended Walking and Cycling Network Plan prioritisation programme (TRIM No. 220726126399).
- (g) **Notes** the following additions were recommended to the draft Walking and Cycling Plan based on community and Community Board submissions:
  - a. **North Eyre Road** (between No. 10 Road and Earlys Road).
  - b. **North Eyre Road** (between Poyntzs Road and Tram Road).
  - c. **Two Chain Road** (between Pattersons Road and North Eyre Road).
  - d. **Pattersons Road** (between Two Chain Road and Wards Road).
  - e. **Wards Road** (between Makybe Drive and Pattersons Road).
  - f. **Whites Road** (between Mill Road, Ohoka, and Tram Road).
  - g. **Tram Road** (upgrade of level of service between Whites Road and Mandeville Town).
  - h. **Easterbrook Road** (from Cust River – bridge from Bradleys Road to Fernside Road).

- i. **Fernside Road** (between Easterbrook Road and Townsend Road).
  - j. **Townsend Road** (upgrade of level of service between Fernside Road and the South Brook).
  - k. **Mill Road, Ohoka** (between Threlkelds Road and Christmas Road).
  - l. **Christmas Road** (between Mill Road, Ohoka, and Butchers Road).
  - m. **Butchers Road** (between Christmas Road and Ohoka Road).
  - n. **Bramleys Road** (between Tuahiwi Road and Lineside Road).
  - o. **Greens Road** (between Tuahiwi Road and Church Bush Road).
  - p. **Church Bush Road** (between Greens Road and Tuahiwi Road).
  - q. **Te Pouapatuki Road** (between Greens Road and Rangiora Woodend Road).
  - r. **State Highway One** (between Gressons Road and Pegasus Boulevard).
  - s. **Bridge Street** (between Reserve Road and the beach access).
  - t. **Domain Terrace** (between Park Terrace and the campground access).
  - u. **Waikuku Beach Domain** (between Domain Terrace and Reserve Road).
  - v. **Cones Road** (between Dixons Road and Carrs Road).
  - w. **Carrs Road** (between Cones Road and Station Road).
  - x. **Station Road** (between Carrs Road and Loburn Whiterock Road).
  - y. **Hodgsons Road** (between Swamp Road and 110 Hodgsons Road).
  - z. **Loburn Whiterock Road** (upgrade level of service between Loburn Domain and Dixons Road).
- (h) **Recommends** that staff re-instate the Walking and Cycling Reference Group under new Terms of Reference, which staff would draft and bring back to Council in a separate report.
- (i) **Notes** that there was a budget of \$490,000 within PJ101229.000.5135 for the 2022/23 financial year, of which, \$40,000 was allocated towards the design of walking and cycling infrastructure within the priority one group, and \$450,000 towards the construction of a footpath in Tuahiwi.
- (j) **Notes** that there was a budget of \$660,000 within PJ101229.000.5135 for construction of walking and cycling infrastructure in the 2023/24 financial year.
- (k) **Notes** that the prioritisation programme associate with the Walking and Cycling Network Plan would follow and be considered as part of the next Annual Plan.
- (l) **Notes** that the Walking and Cycling Network Plan sets a strategic framework, and would require further costing and prioritisation through the Long Term Plan process.
- (m) **Notes** that consultation for the two options in Kaiapoi, completing of the Kaiapoi to Woodend link, would be consulted on during the design phase of the Sandhill Road portion.

- (n) **Notes** that 82% of survey respondents support an increase of funding to deliver the Network Plan, and that staff would take a separate submission to the Long Term Plan to seek additional funding.
- (o) **Notes** that consideration of funding opportunities to advance the implementation of the plan was also being explored through the 'Better Off' funding stream, as part of the Three Waters Reform.
- (p) **Notes** that staff were exploring the opportunity to apply for funding through the Climate Emergency Response Fund, which may be used to for additional modal change projects, or to fund cycle ways that qualify under this additional fund.
- (q) **Notes** that the plan and prioritisation of routes would be reviewed internally (in conjunction with Community Boards and the Council) every three years and publicly consulted upon every six years.

**CARRIED**

T Robson commended staff on the thorough consultation process undertaken, and was glad to see such a large number of submissions.

7.3. **Application to Oxford-Ohoka Community Board's Discretionary Grant Fund 2022/23 – T Kunkel (Governance Team Leader)**

T Kunkel took the report as read and there were no questions from Board members.

Moved: S Barkle                      Seconded: N Mealings

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

- (a) **Receives** report No. 220628109375.
- (b) **Approves** a grant of \$500 to the Oxford Football Club Incorporated towards the replacement of its playing kit for the junior teams.

**CARRIED**

7.4. **Ratification of the Oxford-Ohoka Community Board's Submission to the Council's Walking and Cycling Network Plan – T Kunkel (Governance Team Leader)**

T Kunkel took the report as read and there were no questions from Board members.

Moved: T Robson                      Seconded: S Barkle

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

- (a) **Receives** report No. 220629109961.
- (b) **Retrospectively ratifies** its submission to the Council's Walking and Cycling Network Plan (Trim Ref: 220623107276).

**CARRIED**

7.5. **Approval of the Oxford-Ohoka Community Board's Submission on Private Plan Change 31 (RCP031) – Rolleston Industrial Developments Limited – T Kunkel (Governance Team Leader)**

J Millward spoke to the report noting it was an outcome of the Board meeting held on 20 July 2022, which requested staff to prepare the Board's submission in opposition to Private Plan Change 31. Due to the technical nature of the submission, staff were assisted by an independent lawyer, Andrew Schulte, in drafting the objection, which had been circulated to members. He noted that on 20 August 2022 the Council resolved to submit in opposition to Private Plan Change 31 and as a result of this decision the Council would have to delegate decision on the proposed plan change to independent commissioners.

A Schulte note that all the concerns raised by members were included in the draft submission that was circulated to members before the meeting. However, the Board would have an opportunity to submit further evidence to support its submission at the hearing. Subsequent to discussion, it was agreed that members would submit any additional information or amendments to A Schulte for inclusion in the final document.

Moved: T Robson

Seconded: S Barkle

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

- (a) **Receives** report No 220720123597.
- (b) **Approves** the Board's submission (Trim 220729129517) to Private Plan Change 31 (RCP031)
- (c) **Authorises** the Chairperson of the Board to make any minor amendments to the final submission, if required, prior to the lodgement of the submission to the Waimakariri District Council on Friday 5 August 2022.

**CARRIED**

The Chairperson thanked A Schulte for his advice and work done in assisting the Board in drafting its submission.

**8. CORRESPONDENCE**

8.1. **Letter from Oxford Area School about their 150 Year Anniversary**

The Chairperson tabled a letter received from Oxford Area School inviting Board members to attend their 150 year anniversary to be held on 21 and 22 October 2022.

Moved: D Nicholl

Seconded: N Mealings

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

- (a) **Receives** the correspondence from Oxford Area School (Trim 220817141317).

**CARRIED**

## 9. CHAIRPERSON'S REPORT

### 9.1. Chair's Diary for July 2022

- Attended three meetings regarding Plan Change 31.
- Attended a special meeting of the Ohoka Rural Drainage Advisory Group regarding making a submission to Plan Change 31.

Moved: N Mealings

Seconded: S Barkle

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

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

**CARRIED**

## 10. MATTERS FOR INFORMATION

- 10.1. Woodend-Sefton Community Board Meeting Minutes 11 July 2022.
- 10.2. Kaiapoi-Tuahiwi Community Board Meeting Minutes 18 July 2022.
- 10.3. Waimakariri District Climate Change Scenario Technical Report – Report to Council Meeting 5 July 2022 – Circulates to all Boards.
- 10.4. Health, Safety and Wellbeing Report July 2022 – Report to Council Meeting 5 July 2022 – Circulates to all Boards.
- 10.5. Elected Member Remuneration 2022/23 – report to Council Meeting 12 July 2022 – Circulates to all Boards.
- 10.6. Enterprise North Canterbury Approved Statement of Intent beginning 1 July 2022; Updated Enterprise North Canterbury Business Plan and Budget 2022/23; and Promotion of Waimakariri District Plan – Report to Audit and Risk Committee Meeting 19 July 2022 – Circulates to all Boards.
- 10.7. Annual Report and audited accounts for Enterprise North Canterbury for the year end 30 June 2021 – Report to Audit and Risk Committee Meeting 19 July 2022 – Circulates to all Boards.
- 10.8. Annual Report to Te Kohaka o Tuhaitara Trust for the year ended 30 June 2021 – Report to Audit and Risk Committee Meeting 19 July 2022 – Circulates to all Boards.
- 10.9. Proposed Roding Capital Works Programme for 2022/23 – Report to Utilities and Roding Committee Meeting 19 July 2022 – Circulates to all Boards.
- 10.10. Wastewater Treatment Plant Compliance Reporting – Report to Utilities and Roding Committee Meeting 19 July 2022 – Circulates to all Boards.
- 10.11. May 2021, December 2021 and February 2022 Flood Events – Service Requests Update – Report to Utilities and Roding Committee Meeting 19 July 2022 – Circulates to all Boards.

Moved: T Robson

Seconded: S Barkle

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

- (a) **Receives** the information in Items.10.1 to 10.11.

**CARRIED**

## 11. **MEMBERS' INFORMATION EXCHANGE**

### **S Barkle**

- Attended a Waimakariri Health Advisory Group Meeting – New Health Hub eta was December 2023. Discussed setting up wellbeing initiatives for the community. Steps in progress to set up emergency and transitional housing.
- Received many questions regarding drainage, mainly concerning Stockwater races and the associated culverts and who maintains them.

### **T Robson**

- Attended the Ashley Gorge Reserve Advisory Group Meeting – Had new members and the group were reviewing their terms of reference. They were looked into getting a gas barbeque rather than an electrical one because of the cost of installing power.
- Attended a Pearson Park Advisory Group Meeting – The Menz Shed were looking at putting in a storage shed. Discussed installing lights and were investigating options that would not interfere with the blackout. The Drain had been overflowing and was causing surrounding business to flood resulting in them needing to close.

### **S Farrell**

- Attended the Pearson Park Advisory Group Meeting.
- There was major flooding in Oxford some of which could have been prevented with drain clearing.
- Attended Oxford Historical Society Meeting,

### **R Harpur**

- Mandeville had seen severe flooding this month including in Millfield, Roscrea, San Dona and Bradleys Road.
- There had been two accidents in the past fortnight at the McHughs Road and Tram Road intersection.
- North Canterbury Rugby held all ten of its finals at Mandeville Sports Centre. There had been a large number of supporters and was a fantastic event.

### **N Mealings**

- Attended the Waimakariri Economic Development Strategy Workshop.
- Attended the Abbeyfield Waimakariri Annual General Meeting.
- Visited Dorothy Scott with the Acting Chief Executive and the Mayor to follow up on the drainage issue she spoke to the Board about previously.
- Attended the OPAC Mix and Mingle Event – Were looking into new promotion methods.
- Community and Recreation Committee Meeting – Deputation from Brent Cairns regarding the Kaiapoi Food Forests and establishing other food forests in the district. There was a report about Art Strategy for the Waimakariri District for which the Council received a \$32,000 grant from Creative Communities as a part of Covid recovery.
- Attended a planting day with Sustainable Coastlines.
- Oxford Community Trust - The We've got your back campaign was starting up.
- Council Meeting – Accepted the Plan Change 31 submission.



**12. CONSULTATION PROJECTS**

Nil.

**13. BOARD FUNDING UPDATE****13.1. Board Discretionary Grant**

Carryover from 2021/22: \$549.  
Allocation for 2022/23: \$5,990.  
Balance as at 31 July 2022: \$5,039.

**13.2. General Landscaping Budget**

Carryover from 2021/22: 2,203.  
Allocation for 2022/23: \$13,090.  
Balance as at 31 July 2022: \$15,293.

The Board noted the funding update.

**14. MEDIA ITEMS**

Nil.

*At this time Oxford-Ohoka Community Board went into workshop to discuss the General Landscaping Budget for 2022/23 and Pedestrian Crossings on Main Street, Oxford, however the Minutes have been recorded in the order of the Agenda.*

**15. MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

*Section 48, Local Government Official Information and Meetings Act 1987*

Moved: T Robson

Seconded: S Barkle

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

**CARRIED**

The general subject of the matter to be considered while the public was excluded, the reason for passing this resolution in relation to the 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, was as follows:

Item N <sup>o</sup>	Reports / Minutes of:	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
15.1	Minutes of the Public Excluded portion of the Oxford-Ohoka Community Board Meeting held on 20 July 2022	Confirmation of Minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)

This resolution was 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 was as follows:

Item N <sup>o</sup>	Reason for protection of interests	Ref NZS 9202:2003 Appendix A
15.1	Protection of privacy of natural persons	A2(a)

**CLOSED MEETING**

*The public excluded portion of the meeting occurred from 9.05pm to 9.12pm.*

**Resolution to Resume in open meeting**

**15.1 Confirmation of the Minutes of the Public Excluded portion of the Oxford-Ohoka Community Board Meeting held on 20 July 2022**

Resolves that the Minutes remain public excluded.

**OPEN MEETING**

**16. QUESTIONS UNDER STANDING ORDERS**

Nil.

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

Nil.

**NEXT MEETING**

The next meeting of the Oxford-Ohoka Community Board would be held at the Ohoka Hall on Wednesday 7 September 2022 at 7pm.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 9.18pm.

**Workshop (8.07pm – 8.40pm)**

- *General Landscaping Update*
  - It was agreed the members would send their suggestions through and a list would be compiled for the new board to take into consideration.
- *Pedestrian Crossings on Main Street, Oxford*
  - Three pedestrian crossings along Main Street, Oxford would be updated.

CONFIRMED

-----  
Chairperson

-----  
Date

UNCONFIRMED

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** CPR-04-20/220824145562

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

**DATE OF MEETING:** 7<sup>th</sup> September 2022

**AUTHOR(S):** Martin McGregor - Senior Advisor Community and Greenspace  
Tori Stableford - Landscape Architect, Greenspace

**SUBJECT:** Randall Watson Sculpture- Ohoka Domain

**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)

  
General Manager

  
Acting Chief Executive

**1. SUMMARY**

- 1.1. The purpose of this report is to seek approval from the Oxford-Ohoka Community Board on behalf of the Waimakariri Public Arts Trust (WPAT) to approve the location of a Randall Watson Sculpture in the Ohoka Domain.
- 1.2. The sculpture has been gifted to WPAT by the late Christopher Marshall, a well-known Arts patron and long-time of resident of Ohoka. The sculpture will be installed by Greenspace and owned and maintained by WPAT.
- 1.3. The proposed location has been approved by the Waimakariri Public Arts Trust and has been identified through consultation with the Ohoka Domain Advisory Group (ODAG)

Attachments:

- i. Photo of sculpture and location Trim ref: 220825146881

**2. RECOMMENDATION**

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

- (a) **Receives** Report No. 220824145562.
- (b) **Notes** that the proposed location of the sculpture has been agreed between the Waimakariri Public Arts Trust, Ohoka Domain Advisory Group and Greenspace.
- (c) **Notes** that Greenspace will undertake the instillation of the sculpture, WAPT will own and maintain the sculpture.
- (d) **Approves** the location as shown in attachments for the instillation of the Randall Watson sculpture in Ohoka Domain.
- (e) **Notes** that it is the responsibility of the Waimakariri Public Arts Trust (WPAT) to meet the costs of instillation of the art work. One of the avenues they may take to meet this cost could be an approach to the Oxford–Ohoka Community Board for assistance through the General Landscaping Budget.

**3. BACKGROUND**

- 3.1. WPAT have been gifted a Randall Watson Sculpture for display in a public space by the late Christopher Marshall. WAPT have accepted the gift and selected the site in Ohoka to

recognise the role Christopher Marshall played in his local Community of Ohoka and the contribution he made to the arts.

- 3.2. Christopher Marshall was a long-time resident in Ohoka and passed away in March of this year. Throughout his life Christopher made a significant contribution to the arts in particular music. Christopher is widely recognised as significant contributor to classical music through the establishment of the Christopher's Classics concert series which was started from his Ohoka home in 1987. Christopher contributed significantly both financially and as a volunteer to the promotion and development of Classical music and young musicians in New Zealand. In 2020 Christopher was awarded a Queens Services Medal for Services to Music.
- 3.3. The Randall Watson Sculpture named: 'The Gathering' has been on display at Christopher Marshalls residents for number of years. Activated by the force of the wind, The Gathering spins on its axis and the smaller fin/blade at eye level also spins. Watson's sculptures offer the potential for unpredictable movement, resulting in varied interactions with people who pass by. Watson, who has developed a body of kinetic sculptures, describes his method of working with 'invisibles' like wind and gravity as 'a dance'.
- 3.4. The Ohoka Domain was chosen by the WPAT due to its high profile and idyllic setting making it well suited to the displaying of public art.
- 3.5. The purposes of Waimakariri Public Arts Trust is to promote art and culture in the Waimakariri District, raise funds to enable the commission of art works, educate the public about art and artists, and support arts projects and events in the community. WPAT manage projects from their inception, to installation and beyond into ongoing care and maintenance.

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

- 4.1. In late August staff have met with Jackie Watson of WPAT and Edward Hamilton of the the Ohoka Domain Advisory Group (ODAG) on site to determine the best location for the proposed sculpture, The factors discussed as contributing to the best location were visibility and aesthetics in the Domain, Health and Safety, and ongoing mowing requirements around the sculpture.
- 4.2. An initial location discussed at the onsite meeting was the small grass space at the entrance to the Domain, adjacent to the play space. Although staff agreed that this location would be very visible, staff had concerns around the sculpture appearing as part of the play space and therefore children wanting to climb on and interact with the sculpture. Were this to occur the sculpture could potentially become a Health and Safety risk to children due to sharp edges and moving parts, and fall risks given that there would not be a safety surface provided beneath the sculpture. Staff considered that there may also be risk of the sculpture being damaged if children were to touch and interact with it when this is not an intention of the design.
- 4.3. Other locations around the Domain were then discussed with members of the ODAG suggesting a preference for the sculpture not to be placed internally of the path that runs around the perimeter of the Domain due to ongoing mowing difficulties.
- 4.4. The area of the proposed sculpture location shown in Attachment i, was suggested by Jackie Watson of WPAT as being a location identified earlier by other ODAG members. This area was identified due to the existing seat located in the area which could be used by viewers towards the sculpture. As mentioned earlier in the report members of the ODAG prefer that the sculpture is not placed internally of the existing Domain footpath which means that the sculpture cannot be placed in front of the seat, however there is an opportunity for the sculpture to be placed close by to the seat and still be in association with it, creating a contemplative space.

- 4.5. Staff, ODAG members and WPAT member Jackie Watson supported this location and discussed the merits of it. The space behind the seat where the sculpture would be located is a small grass space bordered by attractive boundary planting of tree species in varied height and seasonal interest, providing an appropriate backdrop to the sculpture. Further to this ODAG members advised that there are plans for low grasses and shrubs to be planted within the border, further enhancing and integrating the sculpture in to the landscape of the Domain.
- 4.6. The location shown is Attachment I would easily be seen in the Domain due to its proximity to the external footpath and would also receive enough wind to activate the kinetic movement of the sculpture meaning the sculpture can be viewed to its full potential.
- 4.7. As the Art work is situated in a public place there is the risk that it may be subject to vandalism and/or graffiti. The sculpture is not expected to attract a significant amount of graffiti or vandalism in the proposed location and given the robust construction of the sculpture it is not anticipated to present a regular or significant issue.
- 4.1. Once the Art work is installed, ownership of the sculpture will be retained by WPAT. WPAT will therefore be responsible for any associated maintenance/operational costs. This will include cleaning/repairing any vandalism as required or deemed necessary.
- 4.1. All artwork has a lifespan and can slowly degrade over time especially when in an outdoor public space. There is a risk that in time, the sculpture may deteriorate and require restoration. Council staff recommend a revolving five year review period for this sculpture as an opportunity to identify any outstanding issues as well as to formally review the state of sculpture and determine whether a restoration or removal may be required. This would be done in conjunction with WPAT, Greenspace Staff and the Community Board with the any decision resting with the Board.

### **Implications for Community Wellbeing**

There are implications on community wellbeing by the issues and options that are the subject matter of this report.

Art in public places contributes to the cultural wellbeing of the community. Art creates a sense of place and reflects our history and culture in a unique way. Public art works create conversation and reflection amongst the community and contribute to the diversity of our public spaces.

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

## **5. COMMUNITY VIEWS**

### **5.1. Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report.

As Greenspace are seeking permission on behalf of WPAT, no correspondence has been entered with Te Ngāi Tūāhuriri hapū with regards to the location of this sculpture.

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

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

- Ohoka Domain Advisory Group.
- Waimakariri Public Arts Trust.
- Ohoka Residents Association.

- Ohoka Farmers Market.

### 5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. Given that the sculpture is being proposed for a high profile public space it may generate some community interest. It is anticipated that the sculpture will add value to this space and as it will recognise a distinguished member of the community, receive a positive response from interested members of the community.

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

### 6.1. **Financial Implications**

There are financial implications of the decisions sought by this report. Greenspace will work with the WPAT regarding the responsibility of instillation costs. An allowance of \$1500 should be budgeted for the installation of the sculpture.

The responsibility of the cost of instillation sits with WPAT. It should be noted that WAPT may approach the Oxford-Ohoka Community Board for assistance in meeting these costs through the general landscaping budget.

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

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

### 6.3 **Risk Management**

There are / are risks arising from the adoption/implementation of the recommendations in this report.

- It is possible that members of the community may not like the sculpture or it's location. One important outcome from public art is the stimulation of conversation and opinion and an appreciation for the role Art can play in our public spaces. It is hoped that this sculpture will generate conversation regarding Art however given its location and size it is unlikely to generate significant negative opinion or dislike where the location or instillation will need to be revisited.
- With any public Art there is a risk of vandalism. This may mean that from time to time the Art work may need to be repaired or cleaned to maintain its condition. It is thought for this sculpture in this location it is likely to have a low risk of frequent vandalism.
- All art work has a life span and when exposed to the elements and can degrade over time. It is recommended that Council and WPAC assess the condition of the art work and its location every five years to ensure it continues to add value to the setting and serve its purpose.
- There is a low risk that changes to the park or its environment may mean that the Art work is required to be shifted or removed. Should this occur then WPAT should consult with the Community Board around other possible locations for the sculpture.

### 6.3 **Health and Safety**

There are health and safety risks arising from the adoption/implementation of the recommendations in this report.

- Being located in a public space there is a risk that children or youth could interact with the Art work due to it having a number of moving parts. The art work has been located away from the playground areas and is highly visible to assist in ensuring the risk of this occurring is reduced.
- Instillation of the Art piece will be carried out by the Greenspace Unit to ensure that it is installed using the appropriate health and safety guidelines and does not present an ongoing risk to the public.

## 7. **CONTEXT**

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

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

### 7.2. **Authorising Legislation**

Local Government Act.

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

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

The community's cultures, arts and heritage are conserved, developed and celebrated

- Public places and spaces provide opportunities for cultural expression and integrated arts.

Public spaces and facilities are plentiful, accessible and high quality, and reflect cultural identity

- Public spaces express the unique visual identity of our District.

The distinctive character of our takiwā – towns, villages and rural areas is maintained, developed and celebrated

- Our rural areas retain their amenity and character
- Public spaces reflect the distinct narratives, character and cultural identity of our takiwā.

### 7.4. **Authorising Delegations**

The Oxford-Ohoka Community Board have the delegation to approve the recommendations contained within this report.





**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** GOV-26-10-06/220825147195

**REPORT TO:** OXFORD OHOKA COMMUNITY BOARD

**DATE OF MEETING:** 7 September 2022

**AUTHOR(S):** Grant Stephens – Greenspace Design and Planning Team Leader

**SUBJECT:** Keep Oxford Beautiful Proposal to Donate Park Benches within The Oaks Reserve, Oxford

**ENDORSED BY:**  
(for Reports to Council, Committees or Boards)

  
General Manager

  
Acting Chief Executive

---

**1. SUMMARY**

- 1.1. The purpose of this report is to seek approval for Keep Oxford Beautiful to install three park benches at The Oaks Reserve Oxford. Keep Oxford Beautiful have recently been undertaking beautification work within The Oaks Reserve in Oxford since it was developed last year into a more open, publically accessible reserve. This includes such things as planting of spring bulbs and some rhododendrons.
- 1.2. These seats would be installed at no cost to the Council in locations recommended by Keep Oxford Beautiful, supported by Greenspace and approved on site by interested Board Members at time of installation.

**2. RECOMMENDATION**

**THAT** the Oxford Ohoka Community Board:

- (a) **Receives** Report No. 220825147195.
- (b) **Approves** the installation of three park benches in The Oaks Reserve.
- (c) **Notes** that this approval is subject to the approval of Greenspace that the proposed seats are of a durable and sufficient quality for use within a public reserve. If this is not the case, Staff will work with KOB and if required come back to the Board with further information.
- (d) **Thanks** Keep Oxford Beautiful for the generous donation of these public benches and their work to enhance The Oaks Reserve, Oxford.

**3. BACKGROUND**

- 3.1. Keep Oxford Beautiful have recently been undertaking beautification work within The Oaks Reserve in Oxford since it was developed last year into a more open, publically accessible reserve. This includes such things as planting of spring bulbs and some rhododendrons.
- 3.2. The group have now sourced three park benches which they would like to install within The Oaks Reserve and are seeking approval from the Board to do this. The following report provides information about this proposal

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

- 4.1. While there is future budget for a rural township of leash dog exercising area at The Oaks, there is no associated budget for park benches within the wider reserve. The Board has previously allocated budget to The Oaks however this has been mainly spent on making the site accessible. This donation of three public benches would enable the further enhancement of the reserve at no cost to the Council or ratepayer and is very generous.
- 4.2. Staff have spoken with KOB and ascertained that they would like to place one seat amongst the rhododendrons, one over against the fenceline by the council yard in the dog park area and the third near the end of the daffodil pathway looking towards the cemetery and the hills. They would also be happy to confirm the exact locations on site with any Board Members interested at time of installation. Staff see no issues from these locations and would be happy to coordinate a pre-installation meeting at the reserve with KOB and interested Board Members to agree on the exact location and direction faced of the seats.
- 4.3. At time of writing this report Staff have not yet been provided with an image of the seats to be provided so would recommend that any approval be subject to the approval of Greenspace that the proposed seats are of a durable and sufficient quality for use within a public reserve. If this is not the case, Staff will work with KOB and if required come back to the Board with further information.
- 4.4. It is understood that the seats will be concreted in place and if approved, any installation will need to wait until the ground underfoot is of a suitable firmness to undertake this work. Staff will work with KOB to ensure that this is done in a safe and appropriate manner. Following installation, the seats will be captured as Greenspace Assets and be put on the Greenspace Asset Database for maintenance and future renewal.
- 4.5. **Implications for Community Wellbeing**
- 4.6. There are implications on community wellbeing by the issues and options that are the subject matter of this report. The provision of three seats within The Oaks Reserve Oxford is very generous and would provide opportunities for visitors to sit and enjoy the space. This is also a great example of Council working with our community to enhance and develop our spaces through community led initiatives which helps give a feeling of ownership and value to these groups and users of the space.
- 4.7. The Management Team has reviewed this report and support the recommendations.

#### 5. **COMMUNITY VIEWS**

##### 5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report.

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

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

This is a proposal from Keep Oxford Beautiful and thus they have a vested interest in the result of any decision made. KOB have been working already within this reserve and are trying to enhance it as a beautiful space for people to enjoy and use. No other groups have been spoken to or identified as interested parties.

##### 5.3. **Wider Community**

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report. The provision of three seats is in accordance with the use of this space and overall nature of the site. Staff do not see any negative impacts from their provision and therefore Staff do not believe that there is a need for consultation regarding this matter.

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

### 6.1. **Financial Implications**

There are no current financial implications of the decisions sought by this report. It is understood that Keep Oxford Beautiful intend to supply and install these seats at no cost to Council.

There will be minor ongoing costs of maintenance and future renewal of these seats however these should be able to be met by current operational budgets.

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

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

### 6.3 **Risk Management**

The only risk identified with this proposal by staff is that the seats proposed are not sufficient for public use. Greenspace staff will work with the group to ensure they are durable and robust and should this not be the case will look for alternatives or come back to the Board with an update at that point.

### 6.3 **Health and Safety**

There are health and safety risks arising from the adoption/implementation of the recommendations in this report because this would lead to work being undertaken within a publically accessible reserve. If approved, the health and safety of any contractor would be managed by the Waimakariri District Council Greenspace Team who would work with the group to ensure this was done in a safe and appropriate manner including appropriate health and safety plans (Site Specific Safety Plan - SSSP) along with any required Traffic Management Plans for review by the project manager prior to construction beginning on site.

## 7. **CONTEXT**

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

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

### 7.2. **Authorising Legislation**

This project falls under the Reserves Act 1977.

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

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

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

- There is a wide variety of public places and spaces to meet people's needs.
- There are wide-ranging opportunities for people to enjoy the outdoors.
- The accessibility of community and recreation facilities meets the changing needs of our community.

### 7.4. **Authorising Delegations**

The Oxford Ohoka Community Board have the delegation to approve the recommendations within this report

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-26-10-06/CPR-04-22-03/220825147115**REPORT TO:** OXFORD OHOKA COMMUNITY BOARD**DATE OF MEETING:** 7 September 2022**AUTHOR(S):** Grant Stephens – Greenspace Design and Planning Team Leader**SUBJECT:** West Oxford Reserve Donations Box Proposal**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)

  
General Manager


  
Acting Chief Executive
**1. SUMMARY**

- 1.1. The purpose of this report is to seek approval to install a donations box at West Oxford Reserve. Greenspace Staff have been conversing with The Oxford Lions around opportunities to seek donations from freedom campers and use these to put back into our community and enhance our spaces such as West Oxford Reserve. This reserve was identified as an opportunity to trial this with the potential to add a donations box at the entrance. This would be collected and utilised by The Lions within the reserve and wider community. This report discusses the potential benefits and challenges of undertaking such a trial at West Oxford Reserve.
- 1.2. A donation box would allow revenue to be gained from tourists without significant administrative requirements and without preventing users from the reserve who may not wish (or be unable) to pay a donation. By partnering with the Lions on this, Council have a vessel for this money to go straight back into the further development of this reserve and the wider community without the normal administrative costs to Council. It is unknown how much revenue would be gained annually from this donations box and staff recommend that this would be undertaken for a period of one year with a requirement for the Lions to record the amount received and give an account of how these funds have been utilised within the reserve and community. Should the value received be significant, Staff would review this process and how any profits should be allocated

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

- (a) **Receives** Report No. 220825147115.
- (b) **Approves** the installation of a donations box at West Oxford Reserve with donations received going to the Oxford Lions.
- (c) **Notes** that in return for the funds raised, the Oxford Lions will continue developing, enhancing and maintaining elements within the reserve alongside Keep Oxford Beautiful and supporting the local community.
- (d) **Notes** that this will initially be undertaken for a trial period of one year with a review to identify the overall success of this proposal and opportunities to utilise it in other areas within the district.
- (e) **Notes** that the Oxford Lions will be required to provide an account to Greenspace Staff about the funds raised and how these have been utilised in the reserve and local community.

- (f) **Notes** that approval of this proposal is subject to ongoing dialogue with The Lions and Environment Canterbury and also Keep Oxford Beautiful to ascertain if they are supportive of this proposal. Should any issues arise with this process which require a change in direction or outcome, this would be brought back to the Board for notification or further decision making.

### 3. **BACKGROUND**

- 3.1. West Oxford Reserve Rest Stop is located just west of the Oxford township and on the banks of the Eyre River. Access to the rest stop is gained via Depot Road, on Inland Scenic Route 72. As seen on the map below, this location is perfect for freedom camping being on a popular scenic route commonly used by travellers between Kaikoura, Westland, Aoraki Mt Cook and Queenstown. It is also within a short 45 minute drive of the Christchurch International Airport.



Image 1: Aerial View of West Oxford Reserve

- 3.2. The rest stop area traverses two large parcels of land which contain Depot Road, the Eyre River bed and the West Oxford Reserve. Ownership of the land sits with the Crown/ECAN, however the land is regularly maintained by Waimakariri District Council contractors. The current usable land within the rest stop is approximately 2.1ha. The rest stop is used for freedom camping, a rest stop for people travelling north and south on Scenic Route 72 and by local residents.
- 3.3. This reserve has been the focus of two community groups within the Oxford area, Keep Oxford Beautiful (KOB) and The Oxford Lions (The Lions). KOB have contributed to planting and maintaining much of the gardens while The Lions have supported the reserve through the provision of items such as the day shelter. In April 2021, Greenspace staff submitted an application to Round 5 of the TIF requesting financial support towards half the costs of improving the service levels within this reserve – namely a new toilet, amenity planting and an additional loop track. project. This application was successful in receiving funding with an announcement made by Government on the 16th July and this work is now complete and operational on site.

- 3.4. Greenspace Staff have been conversing with The Lions around opportunities to take advantage of freedom campers as an opportunity to put back into our community and further develop our spaces such as West Oxford Reserve. This reserve was identified as an opportunity to trial this with the potential to add a donations box at the entrance which would be collected and utilised by The Lions within the reserve and wider community. This report discusses the potential benefits and challenges of undertaking such a trial at West Oxford Reserve.

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

##### **Location:**

- 4.1. Increasing numbers of tourists are using the location as a rest stop as they follow the inland route between Kaikoura and Queenstown to travel both North and South. This site is ideal for freedom camping and stop overs with a large area for caravans and busses interspersed with trees and plantings which enhance privacy and help block some road noise.
- 4.2. Council Staff recognise that this is a popular destination and that there is a potential for revenue gain through donations from visitors. While this reserve is managed and maintained as a public reserve by Waimakariri District Council, this reserve is owned by Environment Canterbury for flood control purposes. ECAN were supportive of the recent development and use of this space for freedom camping however have not been consulted at this point regarding their view on the addition of a donations box.
- 4.3. Staff recommend that any approval of this project be subject to ongoing dialogue with ECAN and The Lions to ascertain if they are supportive of this proposal. Should any issues arise with this process which require a change in direction or outcome, this would be brought back to the Board for notification or further decision making.

##### **Revenue:**

- 4.4. Currently this area is a well-used location for freedom campers and thus has an existing use which supports the potential for revenue gain. Many international tourists in particular but also increasingly local tourists are used to paying for freedom camping spots overseas and thus this is a potential which is not currently being realised in our reserves
- 4.5. A donation box would allow revenue to be gained from these tourists without significant administrative requirements and without preventing users from the reserve who may not wish (or be unable) to pay a donation. By partnering with the Lions on this, Council have a vessel for this money to go straight back into the further development of this reserve and the wider community without the normal administrative costs to Council.
- 4.6. It is unknown how much revenue would be gained annually from this donations box and staff recommend that this would be undertaken for a period of one year with a requirement for the Lions to record the amount received and give an account of how these funds have been utilised within the reserve and community. Should the value received be significant, Staff would review this process and how any profits should be allocated. It is also worth noting that ECAN may wish to have a percentage of this profit as the land owners.

##### **Return:**

- 4.8. Staff believe that the return to Council (and the wider community and rate payer) of this proposal is positive. Any funds raised are profits which have previously not been realised and do not have significant ongoing costs to Council associated. The majority of the administrative time and cost would sit with The Lions with staff time required only to review and support them in this process.
- 4.9. Staff have spoken to The Lions about what they hope to undertake in return for these donations and these include projects to develop the reserve further such as seating, planting and a future footpath link back to Oxford Township. These are items currently not budgeted for within Council budgets currently and would be of benefit to the users of the reserve and Oxford locals.

- 4.10. Staff would also recommend that a bank account be written on the donations box as many prefer to pay electronically now and this would reduce the risk of larger sums of cash being stolen.
- 4.11. Staff looked at the potential for The Lions to undertake other work such as wider maintenance and potential stocking of toilet paper etc to the facilities. These have been discounted as they currently sit within existing contracts and many require specialisation or specialist gear such as arboriculture or lawn mowing. The cleaning and provision of our public toilets is undertaken on such a frequent basis due to expected levels of service that this would be a burden to the club. This would also have a risk of failure to meet levels being met by discontent from users.
- 4.12. There is also a non-monetary return from increased use and partnership in this space by the Lions. Regular maintenance and visits by this group would add passive surveillance and any issues arising within the reserve can be fed back quickly to Council staff. It is not envisioned that The Lions would act as rangers or move people on but sometimes it is helpful for greenspace staff to be given information about people overstaying the seven day limit or erecting more permanent structures.

#### **Relationships:**

- 4.13. The Lions are also keen to continue building relationships with local organisations such as OPAC and KOB. This revenue would provide a great opportunity for the Lions and KOB to work together within the reserve to both maintain and increase the planting. While staff have not consulted with KOB or the wider community, staff would recommend that any approval be subject to discussions with KOB (who have a strong link to this reserve) and The Lions to ascertain if they are supportive of this proposal. Should any issues arise with this process which cannot be resolved internally, this would be brought back to the Board for notification or further decision making.
- 4.14. Staff see this as a positive opportunity for both groups/organisations.

#### **Cost:**

- 4.15. The main cost associated with this project is the provision of the donation box which will need to be both strong and robust to prevent theft. There is a potential that Greenspace Staff may have one in storage which could be utilised, otherwise staff would work with the Lions to support them to source and install an appropriate collector. One option to consider would be that this be paid for using existing Greenspace budgets with expenditure returned to cover this from initial donations received. Should a new one be required, there is the potential that this could be constructed by the local Mens Shed.
- 4.16. Staff see the long term ongoing potential benefits of this to the reserve and wider community as significantly higher than the associated costs of purchasing and installing the donations box.

#### **Implications for Community Wellbeing**

- 4.17. There are implications on community wellbeing by the issues and options that are the subject matter of this report. The provision of a donations box does not prevent the reserve being used by anyone however does provide a currently missed opportunity to gain revenue for the future enhancement of the reserve and wider community. There are also synergies associated where community groups such as The Lions and KOB can work together towards a greater good within the reserve. The ongoing cleanliness and state of the reserve being enhanced not only makes it more attractive to users but is one of the principles of Crime Prevention Through Environmental Design (CPTED) Furthermore, the additional infrastructure and landscaping will help provide a more enjoyable and user friendly experience for visitors.
- 4.18. The Management Team has reviewed this report and support the recommendations.



## 5. **COMMUNITY VIEWS**

### 5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report.

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

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

The most significant of these is ECAN who own the land. Council staff have not approached ECAN regarding this proposal but recommend that any approval be subject to consultation with ECAN. KOB and The Lions are the other two groups who would be impacted by this proposal due to the fact both have existing relationships with projects within this space. The Lions are committed to working alongside and developing ongoing relationships with KOB and some of the funds raised could be utilised to support the planting endeavours of KOB.

### 5.3. **Wider Community**

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report. There is no intention that this would be a charge for use of this space but rather a voluntary donation by users towards its upkeep and the local community. Therefore there should be little to no negative impact on the local community. Rather, this will provide an opportunity for the enhancement of their space with no cost to the local ratepayer. While the community have been given an opportunity to provide feedback on the proposal, Staff do not believe that there is a need for consultation regarding this matter.

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

### 6.1. **Financial Implications**

There are financial implications of the decisions sought by this report. Staff currently do not have an understanding of the potential revenue gains from a donation box such as this. There is a potential that if this is successful that this could be rolled out across a number of freedom camping locations within the district. This would help towards the ongoing provision and maintenance of these spaces. For this reason, staff are recommending a trial at West Oxford Reserve to be reviewed after one year to ascertain the success and viability of such a proposal in other areas. There is minimal cost associated (donations box and potentially some signage) which should be able to be covered in the long term by the donations received.

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

The recommendations in this report do have sustainability and/or climate change impacts. Sustainability relates to more than just the use of fossil fuels and carbon emissions. It also includes ensuring that our landscapes, resources and environments are protected and cared for to enable future generations to enjoy them. Furthermore, creating safe areas for freedom camping allows people to enjoy touring our country with a smaller overall impact on the environment than those using more traditional accommodation methods.

This opportunity for users to contribute to the ongoing provision and maintenance of this reserve enables the above benefits. The money will also be used to add planting within this space which has a direct effect on the local habitats and ecosystems. Creating a site that is better developed, high quality and well maintained will also reduce the risk of anti-social behaviour. This will have a positive effect for visitors to the site, especially those using it as a freedom camping destination. Feeling safe while freedom camping at night often relates to the presentation of the site. If unkempt it can appear unsafe which will reduce use.

Many visitors come to New Zealand to experience the clean green image which is promoted internationally. To stay true to this image it is essential that well used rest stop areas that are used for freedom camping by visitors be well maintained. This proposal will enable The Lions and KOB to continue enhancing and maintaining this site.

### 6.3 Risk Management

The major risk to this project is the theft of the donations and subsequent inability to use these for the betterment of the reserve and community. For this reason, any donations box will need to be assessed and agreed upon by the Greenspace Operations Team and the Lions will be required to provide reporting of donations and outcomes from this as well as a robust procedure for the collection and accounting of these donations.

### 6.3 Health and Safety

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

## 7. CONTEXT

### 7.1. Consistency with Policy

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

### 7.2. Authorising Legislation

This project falls under the Reserves Act 1977.

### 7.3. Consistency with Community Outcomes

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

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

- There is a wide variety of public places and spaces to meet people's needs.
- There are wide-ranging opportunities for people to enjoy the outdoors.
- The accessibility of community and recreation facilities meets the changing needs of our community.

### 7.4. Authorising Delegations

The Oxford Ohoka Community Board have the delegation to approve the recommendations within this report

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** GOV-26-11-06 / 220622106769

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

**DATE OF MEETING:** 7 September 2022

**AUTHOR(S):** Thea Kunkel, Governance Team Leader

**SUBJECT:** Potential Road Names for the Oxford-Ohoka Ward

**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)

 General Manager

 Acting Chief Executive

**1. SUMMARY**

1.1 The purpose of this report is to approve the Master List of Pre-approved road names for future use in the Oxford-Ohoka Ward area.

Attachments:

- i. Waimakariri District Council policy for road naming (S-CP4505).
- ii. List of Pre-approved Oxford-Ohoka Ward Names (Trim: 220622106923).

**2. RECOMMENDATION**

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

- (a) **Receives** report No. 220622106769.
- (b) **Approves** the Master List of Pre-approved Oxford-Ohoka Road Names for future use (Trim 220622106923), noting it will be reviewed and potentially added to on an annual basis.

**3. BACKGROUND**

3.1 The Waimakariri District Council is responsible for naming (and renaming) roads within its boundaries. Roads are named to reflect the local area's identity and ensure ease of identification for the Council, the public and key public and private services such as emergency, postal and courier services.

3.2 The Council's four Community Boards have the delegated authority to name new streets and roads and alter existing street names within their respective wards.

**4. ISSUES AND OPTIONS**

4.1 A Master List of Pre-approved Road names has been compiled for the Oxford-Ohoka Ward to assist developers when submitting requests for road names within the Ward area with names that reflect local significance.

4.2 Potential road names will remain on the pre-approved list until they are either allocated to a road or removed as the result of a list review. In addition, from time to time, a road name may no longer need to be in use as two or more roads may be joined into one road or a road may be permanently closed. In both cases, the road name(s) may be returned to the list.

- 4.3 In terms of the Council's Naming of Roads and Streets (including private roads) Policy, the following factors have to be taken into account in selecting the road names for the pre-approved list:
- (a) The proposed name has local historical, cultural, environmental or geographical significance
  - (b) Maori names of local significance chosen in conjunction with local iwi representatives to ensure appropriateness of meaning and correct spelling.
  - (c) Significant and well known or previously well-known names of farms, properties or run holdings.
  - (d) Names of local residents who have achieved prominence in their chosen fields such as arts, sport, commerce, science, politics, local government, military, or who have been long term residents.
- 4.4 It should be noted that the Policy is scheduled for review within the next 12 to 18 months, at which time Māori names of local significance could be included in conjunction with local iwi representatives. The Pre-Approved Road and Reserves Name Lists will also be submitted to the Community Boards for review in the first quarter of 2023, following the Local Body Elections.
- 4.5 The Council's Land Information Officer has confirmed that names included in the pre-approved list are not the same or similar to a street or road already in existence in the District, as they should be distinct enough not to cause confusion for emergency services.
- 4.6 Once the names are approved for the Master List of Pre-Approved Oxford-Ohoka Road and Reserve Names, the staff will distribute the updated list to developers to enable them to choose future road names within the Board's area. The updated list will also be displayed on the Council's website under the Oxford-Ohoka Community Board page.
- 4.6 It should be noted that the rights of a subdivision developer to promote preferred road names for the subdivision may be taken into consideration, however, the final decision regarding road names will be made by the Community Boards.
- 4.7 There are no significant implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.8 The Management Team has reviewed this report.

## 5. **COMMUNITY VIEWS**

### 5.1 **Mana whenua**

Taking into consideration the provisions of the Memorandum of Understanding between Te Ngāi Tūāhuriri Rūnanga and the Council, Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report. However, any Maori names to be included in a pre-approved list shall be chosen in conjunction with Mana whenua and local iwi representatives to ensure the appropriateness of meaning and correct spelling.

### 5.2 **Groups and Organisations**

Community groups and organisations are not likely to be affected by or be interested in this report's subject matter.

### 5.3 **Wider Community**

The wider community is not likely to be affected by or be interested in this report's subject matter. However, proposed names have local, historical or cultural significance to the area.

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

### **6.1 Financial Implications**

There are no financial implications to the decisions sought by this report. Developers are responsible for the cost of road name signs as per the Policy.

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

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

### **6.3 Risk Management**

There are minimal risks arising from the adoption/implementation of the recommendations in this report, with low risk to correct spelling of names.

### **6.4 Health and Safety**

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

## **7. CONTEXT**

### **7.1 Consistency with Policy**

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

### **7.2 Authorising Legislation**

Local Government Act 1974 section 319 (1) (j).

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

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

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

### **7.4 Authorising Delegations**

The Oxford-Ohoka Community Board has the delegated power on behalf of the Council to approve the naming of new roads within its Ward area. However, any Maori names to be included in the List of Pre-approved Road names for the Oxford-Ohoka Ward shall be chosen in conjunction with Mana whenua and local iwi representatives to ensure the appropriateness of meaning and correct spelling.

## POLICY

---

### *Roads and Streets*

---

## NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY

### 1 Introduction

The Waimakariri District Council is responsible for naming (and renaming) roads within its boundaries. Roads are named to reflect the identity of the local area and to ensure ease of identification for the Council, the public and key public and private services such as emergency, postal and courier services.

### 2 Policy Context

This policy applies where proposed roads and other vehicular accesses are being created either through subdivision development or the formation of existing unformed legal roads and to the naming of existing unnamed roads/vehicular accesses both public and private. This policy should form part of any subdivision design and approval process reference material.

### 3 Policy Objective

This policy specifies Council's requirements for the naming of roads and vehicle accesses throughout the District to provide a consistent and comprehensive approach to naming of roads in the District.

The Waimakariri District Council is responsible for the naming of roads by the *Local Government Act 1974* section 319(j).

### 4 Policy Statement

- 4.1 The Council's four Community Boards have the delegated authority for the naming of new streets and roads and altering existing street names within their respective wards.
- 4.2 Re-naming of streets and roads will only be undertaken if the Council considers the change will result in a clear benefit to the community.
- 4.3 Where a street is named for the first time or a street name is altered then the District Land Registrar, the Chief Surveyor, NZ Fire Service, Telecom, MainPower, valuation service provider, NZ Police, Civil Defence, and the Canterbury Regional Council shall be informed of the new name or change.
- 4.4 Where an existing street is extended, the street extension will be the same name as that of the existing street.
- 4.5 All new private roads in the Waimakariri District shall be named in consultation with the applicant, and at the applicant's expense, and relevant road signs shall be suitably annotated "*Private Road*".  
  
All private roads that are to be named, are to have a minimum of four lots with access from the private road.
- 4.6 A new street or road shall not be named the same or similar to a street or road already in existence in the District.
- 4.7 Council's 'List of Approved but Unallocated Road Names'

The list of unallocated potential road names for the Waimakariri District is maintained by Customer Services. Names approved for addition to the List of Approved but Unallocated

## **POLICY**

---

### ***Roads and Streets***

---

#### **NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY**

Road Names will remain there until they are either allocated to a road or removed as the result of a review of the list.

From time to time a road name may no longer need to be used as two or more roads may be jointed into one road or a road may be permanently closed. In both of these cases, the road name(s) may be put back on the list for potential reallocation, usually for a new or renamed road in the same general area.

The list of Approved but Unallocated Road Names will be reviewed by the Community Boards every six years.

#### **4.8 Naming of streets in new subdivisions:**

The rights of the subdivision developer to promote preferred road names for the subdivision will be taken into consideration, but the decision regarding road names will be made by the Community Boards by applying the clauses of this policy.

#### **4.9 Approval Criteria and Weighting**

The following factors shall be taken into account when selecting street, road or private road names in the Waimakariri District:

- (a) The proposed name has local historical, cultural, environmental or geographical significance - e.g. Torlesse, Boys, Ashley, Cam.
- (b) Maori names of local significance chosen in conjunction with local iwi representatives to ensure appropriateness of meaning and correct spelling.
- (c) Significant and well known or previously well known names of farms, properties or run holdings – e.g. Coldstream, Carleton.
- (d) Names of local residents who have achieved prominence in their chosen fields such as arts, sport, commerce, science, politics, local government, military, etc (e.g. Kippenberger, Kirk), or who have been long term residents.

## POLICY

### Roads and Streets

#### NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY

##### 4.10 Road Type

The road type should be one that most accurately reflects the type of roadway that is being named. The list below should be used where appropriate, however, this list is not exclusive – refer to AS/NZS 4819:2011.

*Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Alley	Aly	Usually narrow roadway in a city or town.	√	√	
Arcade	Arc	Covered walkway with shops along the sides.			√
Avenue	Ave	Broad roadway, usually planted on each side with trees.	√		
Boulevard	Blvd	Wide roadway, well paved, usually ornamented with trees and grass plots.	√		
Circle	Cir	Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle.		√	
Close	Cl	Short enclosed roadway.		√	
Court	Crt	Short enclosed roadway, usually surrounded by buildings.		√	
Crescent	Cres	Crescent shaped roadway, especially where both ends join the same thoroughfare.	√		
Drive	Dr	Wide main roadway without many cross-streets	√		
Esplanade	Esp	Level roadway along the seaside, lake, or a river.	√		
Glade	Gld	Roadway usually in a valley of trees.	√	√	
Green	Grn	Roadway often leading to a grassed public recreation area		√	
Grove	Grv	Roadway that features a group of trees standing together.		√	
Highway	Hwy	Main thoroughfare between major destinations.	√		
Lane	Lane	Narrow roadway between walls, buildings or a narrow country roadway.	√	√	√
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare.	√		
Mall	Mall	Wide walkway, usually with shops along the sides.			√
Mews	Mews	Roadway in a group of houses.		√	
Parade	Pde	Public roadway or promenade that has good pedestrian facilities along the side.	√		
Place	Pl	Short, sometimes narrow, enclosed roadway.		√	
Promenade	Prom	Wide, flat walkway, usually along the water's edge.			√
Quay	Qy	Roadway alongside or projecting into water.	√	√	
Rise	Rise	Roadway going to a higher place or position.	√	√	
Road	Rd	Open roadway primarily for vehicles.	√		
Square	Sq	Roadway which generally forms a square shape, or an area of roadway bounded by four sides.	√	√	
Steps	Stps	Walkway consisting mainly of steps.			√
Street	St	Public roadway in an urban area, especially where paved and with footpaths and buildings along one or both sides.	√		
Terrace	Tce	Roadway on a hilly area that is mainly flat.	√	√	



**POLICY**

**Roads and Streets**

**NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY**

Road Type Cont...	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Track	Trk	Walkway in natural setting.			√
Walk	Walk	Thoroughfare for pedestrians.			√
Way	Way	Short enclosed roadway.		√	√
Wharf	Whrf	A roadway on a wharf or pier.	√	√	√

*\*AS/NZS 4819:2011 Appendix B, Road Types – New Zealand*

**5 Links to other policies and community outcomes**

This policy should be read in conjunction with:

- 5.1 *Local Government Act 1974 s319(j).*
- 5.2 AS/NZS 4819:2011 Geographic information – Rural and urban addressing.
- 5.3 Community Outcome:

*There are wide ranging opportunities for people to contribute to the decision-making by public organisations that affects our District.*

- *Public organisations make information about their plans and activities readily available*
- *Public organisations make every effort to accommodate the views of people who contribute to consultations*

- 5.4 Waimakariri District Council, District Plan, Chapter 38, Road Names.

**6 Adopted by and date**

This Policy was approved by the Council's Resource Management and Regulation Committee and subsequently adopted by the Council on 2 April 2013.

**7 Review**

Review every six years or sooner on request.

## Master List of Pre-approved Oxford-Ohoka Road Names

**Updated 6 July 2022**

Potential Road Names	History
<b>Ancall</b>	Alfred Ancall was one of the first to see the 'magnificent bush and birds' as it was in 1856 and lived here for 63 years. Alfred Ancall carted timber from Oxford to Kaiapoi and Saltwater Creek as a lad of 14 years. He also managed Plaskett Mill and was also a butcher in the early days of Oxford.
<b>Burrows</b>	<del>"The first Canterbury mudfish was described by W J Philipps in 1926, from a specimen sent to him by Mr A. Burrows, a farmer from Oxford, North Canterbury. The mudfish were sent to him "alive in a tin box together with a quantity of damp earth, sent by parcel post on a journey lasting over thirty hours, and arrived alive and extremely active."</del> There's already a street named Burrows Lane (pvt).
<b>Crowe</b>	Thomas Crowe arrived in Oxford in 1860 and commenced dairy farming. Followed that occupation till he was 80 years old (41 years)
<b>Dell</b>	Signed the Women's Suffrage Petition Ohoka
<b>Ffitch</b>	Henry Ffitch served on the Oxford Road Board for 4 years and was Chairman of the Kiri Kiri School Committee for 5 years
<b>Frahm</b>	Is a name associated with the area for many years. A Creek was named Frahm's Creek in the early 1860's, still runs through Rowes property to Main Drain.
<b>Gainsford</b>	Mrs R H Gainsford was the first President on the Women's Christian Temperance Union which was formed on 11 September 1911. Robert Henry Gainsford was Clerk, Surveyor, and Treasurer of the Oxford Road Board, appointed in 1901.
<b>Hitchcox</b>	Signed the Women's Suffrage Petition Oxford.
<b>Humphries</b>	Signed the Women's Suffrage Petition Clarkville.
<b>Kenrick</b>	Harry Kenrick was the first Chairman of Oxford Road Board. He started up a commercial sawmill with steam-driven saws. The first timber built house was Mr Kenricks.
<b>Malland</b>	Signed the Women's Suffrage Petition Ohoka
<b>Mann</b>	Mrs J Mann died in 1914 and was the first woman to arrive at the Oxford settlement in 1860. We still have Jeanette (Mann) Wells living in Oxford on the same block of land that her family owned many years ago.
<b>McCormack</b>	James McCormack was the treasurer and collector to the Waimakariri-Ashley Supply Board, joined the Board in 1895
<b>Paget</b>	<del>William Paget built the West Oxford Hotel in 1878. (Commercial Hotel) Also owned the livery stables. John Paget worked on the roads and his property was destroyed in the 1898 fire. A Mr Paget also owned the land which is now Tawera Lane. A Paget Drive in Woodend.</del>
<b>Pachnatz</b>	F Pachnatz lived in Oxford and was a soldier in 1896. He is also named in the Oxford – the First 100 years as a Platelayer Marcia Patchnatz gave many hours of service to the library in Oxford from 1947-1949 and again from 1957-1991
<b>Redfern</b>	<del>Salathiel: operated an accommodation house and store in 1861. 1863 was granted one of the two first publican's licences. A Redfern Lane in Mandeville.</del>

Potential Road Names	History
Rees	Mr Howard Rees came to Oxford about 1860, built his house and surgery and dispensary on Main Street, West Oxford. Was Registrar of Births, Marriages and Deaths for Oxford in 1867. <b>No name the same, but sounds similar to Reeves.</b>
Reeves	<del>T H Reeves purchased 250 acres around the township in 1851 before the arrival of the first four ships. He with his partner Mr Hill, settled and they were some of the first comers to Oxford. Felled and cut with handsaws sufficient timber to build their homes, two storeyed house of six rooms and a two roomed house. First to cut timber in any quantity from the Oxford forest. A Reeves Road in Rangiora.</del>
Robertson	Elsie and Norman Robertson produced the Bulletin from 1961 – 1978. <b>A Robertsons Road in Balcairn.</b>
Sides	Signed the Women's Suffrage Petition Ohoka.
Skurr	Janice Skurr was the Mayor of Waimakariri District Council 1995-2001 <b>(On Rangiora-Ashley Road Name List).</b>
Stevenson	Rev N. J. Stevenson first produced the Bulletin from 1942 to 1946
Stopps	Agnes Stopps, Formed the Ohoka Women's Institute
Walls	Collin Atholwood Stewart Walls, [1902-1992] purchased land and a bake house on Mill Road Ohoka in 1923, when he was 21 years of age. From there he baked bread and did some deliveries with his motorcycle and side car. In 1927 he built a new brick bake house which still stands today. Many of Colin's descendants still live in Ohoka and the wider North Canterbury area
Volkman	In 1900 Mr B Volkman was in the Cust Mounted Rifles. As a Surgeon-Sergeant.
Zimmerman	Mr and Mrs Zimmerman, produced the Bulletin from 1946 to 1960.

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** GOV-26-10-06 / 220801130022

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

**DATE OF MEETING:** 7 September 2022

**AUTHOR(S):** Thea Kunkel, Governance Team Leader

**SUBJECT:** Application to the Oxford-Ohoka Community Board's Discretionary Grant Fund, 2022/23

**SIGNED BY:**  
(for Reports to Council or Committees)

  
General Manager

  
Acting Chief Executive

**1 SUMMARY**

1.1. The purpose of this report is to consider three applications for funding received from:

Name of Organisation	Purpose	Amount requested
Oxford IFG Adventure	Towards the cost of running the ICONZ for Girls Programme.	\$500
Oxford Arts Trust	Towards a sensor floodlight for its rear carpark.	\$500
Canterbury Endurance and Trail Riding Club	Towards the cost of hosting an Endurance and Trail Riding event	\$500
<b>Total:</b>		<b>\$1,500</b>

**Attachments:**

- i. An application from the Oxford IFG Adventure (Trim Ref: 220721124500).
- ii. An application from the Oxford Arts Trust (Trim Ref: 220804133392).
- iii. An application from the Canterbury Endurance and Trail Riding Club (Trim Ref: 220826147270).
- iv. Spreadsheet showing the previous two years' grants.
- v. Board funding criteria 2022/23 (Trim Ref: 210603089866).

**2 RECOMMENDATION**

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

- (a) **Receives** report No. 220801130022.
- (b) **Approves** a grant of \$..... to the Oxford IFG Adventure towards the cost of running their ICONZ for Girls Programme.

**OR**

- (c) **Declines** the application from the Oxford IFG Adventure.

- (d) **Approves** a grant of \$..... to the Oxford Arts Trust towards the purchase of a sensor floodlight for its rear carpark.

**OR**

- (e) **Declines** the application from the Oxford Arts Trust.

- (f) **Approves** a grant of \$..... to the Canterbury Endurance and Trail Riding Club towards the cost of hosting an Endurance and Trail Riding event.

**OR**

- (g) **Declines** the application from the Canterbury Endurance and Trail Riding Club.

### **3 BACKGROUND**

- 3.1 The Oxford IFG Adventure is seeking funding for running an ICONZ programme.
- 3.2 The Oxford Arts Trust is seeking funding to purchase and install a sensor floodlight at its rear carpark.
- 3.3 The Canterbury Endurance and Trail Riding Club is seeking funding to host an Endurance and Trail Riding event on 24 and 25 September 2022.
- 3.4 The current balance of the Oxford-Ohoka Community Board's Discretionary Grant Fund 2022/23 is \$5,039.00.

### **4 ISSUES AND OPTIONS**

#### ***Oxford IFG Adventure (IFG)***

- 4.1 The ICONZ Challenge for Girls is a fun-filled, adventure-packed programme for girls in years seven to nine, established in 20210. The programme focus on giving young women a wide range of action, fun, games, life skills, leadership and competition. They aim to grow their girls into young women of character. ICONZ relates to the International Girls and Boys Brigades that is a programme operated by local groups.
- 4.2 Although run separately, the programme falls under the auspice of the Oxford Baptist Church and involves creative bi-weekly activities within a balanced program that is both skills and values-based. This group is run on an entirely voluntary basis.
- 4.3 The IFG is an affordable and valuable program for kids in Oxford that brings community members together. Funding will allow IFG to continue to offer ICONZ Challenge for Girls Programme without the pressure on the organisation's finances and to rebuild attendees/volunteer numbers after the disruptions of Covid-19. IFG is part of the Oxford Communities Families Trust, which oversees their financial management and reporting as their governing body.
- 4.4 It is estimated that the total cost of running the programme would be \$2,700, and the programme will proceed if this application is unsuccessful. However, IFG will not be able to run the same quality programme with limited resources. This is the IFG's first application to the Board for funding.

#### ***Oxford Arts Trust (the Trust)***

- 4.5 The Arts in Oxford Centre is a not-for-profit Charitable Trust run by volunteers. The Oxford Arts Gallery provides a facility for developing art, artistic skills and appreciation, as well as encouraging community participation and involvement in creative events, workshops, projects and exhibitions.
- 4.6 Visitors to the Gallery have raised health and safety concerns when attending night functions, workshops or classes due to the lack of sufficient lighting in its rear carpark. These concerns include tripping/falling, walking through puddles, and feeling unease in the dark carpark. The Trust would therefore like to install a sensor floodlight at the rear of the Gallery building to provide better lighting for the carpark.
- 4.7 This project will benefit all visitors to the Gallery especially in the evenings and during winter months. The improved lighting will reduce anxiety and improve navigation of potential hazards as well as maintaining and improving this asset for future use.

- 4.8 Previous funding provided to the Trust in the last five years is listed below and all Accountability Forms have been received.

Date	Project	Amount
April 2017	Towards the cost of reusable equipment to make paper and sculptures	\$491
February 2020	Towards ceiling installation	Withdrawn
March 2021	Towards ceiling installation	\$500
July 2021	Towards shelving and furniture	\$500
March 2022	Purchase air purifier	\$500
<b>Total</b>		<b>\$1,941</b>

#### ***Canterbury Endurance and Trail Riding Club (the Club)***

- 4.9 The Club organises endurance and competitive trail rides for people with their own horses during the months from September to April. The Club will be hosting an Endurance and Trail Riding event for riders of all ages on 24 and 25 September 2022. The event will be held on the country roads of View Hill/Oxford, with the View Hill Domain as the ride base.
- 4.10 Endurance riding is where the horse and rider complete a marked course within a minimum and maximum time. Competitive trail riding, more commonly known as CTR, is where the horse and rider complete a marked course in an optimum time. The goal is to complete the marked course as close to the optimum time as possible.
- 4.11 Due to regulatory changes around Traffic Management, running these events has become very costly to the Club. It is estimated that the total cost of hosting the event would be approximately \$3,300, and the event will proceed if this application is unsuccessful. However, a grant will be beneficial in assisting in covering veterinary fees, food for the volunteers, and Traffic Management. This is the Club's first application to the Board for funding.
- 4.12 The Board may approve or decline grants per the grant guidelines.
- 4.13 There are social and cultural implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.14 The Management Team has reviewed this report.

## **5 COMMUNITY VIEWS**

### **5.1 Mana Whenua**

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

### **5.2 Groups and Organisations**

There are no other groups and organisations other than those which have applied likely to be affected by or interested in this report's subject matter.

### **5.2 Wider Community**

The wider community is not likely to be affected by, or interested in, this report's subject matter. However, it should be noted that the projects would positively impact the wellbeing of Oxford and the surrounding community.

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

### **6.1 Financial Implications**

The Annual Plan for 2022/23 includes budget provision for the Oxford-Ohoka Community Board to approve grants to community groups up to \$5,990. An amount of \$549 was carried forward from the 2021/22 financial year, bringing the Discretionary Grant Fund to a total of \$6,539 for this financial year.

The application criteria specify that grants are customarily limited to a maximum of \$500 in any financial year (July to June), even though a group can apply up to twice a year, providing it is for different projects. Where applicable, GST values are calculated and added to appropriately registered groups if decided benefits exceed Board resolved values. The current available balance of the Oxford-Ohoka Community Board's Discretionary Grant Fund 2022/23 is \$5,039.

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

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

### **6.3 Risk Management**

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

### **6.4 Health and Safety**

All health and safety-related issues would fall under the auspices of Oxford IFG Adventure, the Oxford Arts Trust and the Canterbury Endurance and Trail Riding Club.

## **7 CONTEXT**

### **7.1 Consistency with Policy**

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

### **7.2 Authorising Legislation**

Not applicable.

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

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

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

### **7.4 Authorising Delegations**

Community Boards have delegated authority to approve Discretionary Grant Funding.

**Groups applying for Board Discretionary Grants 2022/2023**Name of Group: Oxford IFG AdventureAddress: [REDACTED]Contact Person within Organisation: Iain [REDACTED]Position within Organisation: ICONZ Co-ordinatorContact phone number: [REDACTED]Email: [REDACTED]**Describe what the project is and what the grant funding be used for?** *(Use additional pages if needed)*

ICONZ for Girls is an adventure group for girls in school years 4-6. It involves creative bi-weekly activities within a balanced program that is both skills and values based. We aim to grow our girls into young women of character. This group is run on a completely voluntary basis.

(Please see attached document for more)

What is the timeframe of the project/event date? 12 MonthsOverall Cost of Project: \$2700Amount Requested: \$500How many people will directly benefit from this project? 15+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 95 %    Rangiora-Ashley 5 %    Woodend-Sefton \_\_\_\_\_ %    Kaiapoi-Tuahiwi \_\_\_\_\_ %

Other (please specify): \_\_\_\_\_

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

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

Yes would still operate; however we would not be able to run the program to a high standard, and would have to limit resources.

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

IFG is an affordable and valuable program for kids in our community. Participants are challenged, grow in character and learn new skills. It brings community members together.



What is the benefit(s) to your organisation?

49

Funding will allow us to continue to offer a quality program to the community without pressure on finances and to rebuild attendees/volunteer numbers after the disruptions of COVID. . .

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

Same as above... connection.

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered?)  Yes  NoIf yes, name of parent group: Oxford Community Families Trust

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

The Trust is the governing body and oversees our financial management and reporting.

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

Have not applied for other funding.

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:

Signed: Iain FroudDate: 21/7/2022

**Describe what the project is and what the grant funding be used for?**

...

Our group has been running for 12 years and had a break over Covid during which the leaders finished up. Prior to Covid we had over 20 kids attending. However, we are now rebuilding the numbers and the leadership team. Due to outside commitments, our current leaders are prepared to run IFG fortnightly at present, which has meant that the subs that those attending pay cover little more than the national subs at \$75 per person along with badges the kids receive as they complete projects. As such the group has financially been running on reserves which are reducing when needing to purchase resources to run the programme.

With this grant, we would purchase art, craft and painting supplies to use over the year especially during the winter months when we cannot get outside. It would allow us to keep the subs at an affordable \$3 per night for the families of the kids attending. This is particularly true for solo parents and families whose finances have been disrupted due to COVID over the last two years. It would allow us to be able to continue to run the group at a high standard allowing us to continue to attract new kids which will build up numbers. We aim to move back a weekly programme as the disruption of COVID reduces in 2023 and beyond.

<b>Oxford Community Families Trust Budget</b>								
<b>1st April 2022 - 31st March 2023</b>								
	RevivalStore	24/7 Youth	ICONZ Adv	IFG Adv	Com. Van	Paintball	Trust	Total Balance
Balance as at 1st April 2021	\$1,354.79	\$4,379.53	\$1,548.64	\$1,677.79	\$1,195.79	\$486.32	\$69.23	\$10,712.09
<b>Income</b>								
Fees/Charges		\$22,026.05	\$300.00	\$800.00	\$1,900.00	\$500.00	\$1,250.00	\$26,776.05
Uniform				\$150.00				\$150.00
Grants		\$2,500.00						\$2,500.00
Fundraising								\$0.00
Grants - COGS			\$2,000.00		\$1,000.00			\$3,000.00
Grants - Lotteries		\$10,000.00						\$10,000.00
Trust - OCT								
Donations	\$500.00							\$500.00
<b>Total Income</b>	<b>\$500.00</b>	<b>\$34,526.05</b>	<b>\$2,300.00</b>	<b>\$950.00</b>	<b>\$2,900.00</b>	<b>\$500.00</b>	<b>\$1,250.00</b>	<b>\$42,926.05</b>
<b>Expenses</b>								\$0.00
ACC		\$81.79						\$81.79
Admin/Photocopy								\$0.00
Accountant/Audit	\$200.00	\$250.00	\$250.00	\$250.00	\$200.00	\$100.00	\$1,600.00	\$2,850.00
Advertising								\$0.00
Badges/Uniform		\$200.00	\$350.00	\$560.00				\$1,110.00
Catering								\$0.00
Consumables		\$1,500.00	\$100.00	\$100.00	\$1,600.00			\$3,300.00
Equipment								\$0.00
Insurance					\$1,076.16			\$1,076.16
Gifts								\$0.00
Program Costs	\$36.00		\$800.00	\$800.00		\$350.00		\$1,986.00
Kiwisaver		\$798.34						\$798.34
Refreshments		\$100.00						\$100.00
Rite Journey		\$650.00						\$650.00
Subscriptions		\$3,721.40	\$400.00	\$900.00				\$5,021.40
Training		\$900.00						\$900.00
Transport	\$25.00	\$400.00	\$150.00	\$100.00				\$675.00
Volunteer	\$250.00							\$250.00
Wages		\$26,611.20						\$26,611.20
<b>Total Expenses</b>	<b>\$511.00</b>	<b>\$35,212.73</b>	<b>\$2,050.00</b>	<b>\$2,710.00</b>	<b>\$2,876.16</b>	<b>\$450.00</b>	<b>\$1,600.00</b>	<b>\$45,409.89</b>
<b>Expected Balance at 31st March 2021</b>								
	\$1,343.79	\$3,692.84	\$1,798.64	-\$82.21	\$1,219.63	\$536.32	-\$280.77	\$8,228.24
<b>Expecred Profit/Loss</b>	<b>-\$11.00</b>	<b>-\$686.69</b>	<b>\$250.00</b>	<b>-\$1,760.00</b>	<b>\$23.84</b>	<b>\$50.00</b>	<b>-\$350.00</b>	<b>-\$2,483.85</b>

Note: The 24-7 Budget runs from Jan-Dec based upon the school year. Therefore the opening/closing balance of 16k shows mid-way point of income/expenses for the year.

# Profit and Loss

## Oxford Community Families Trust For the period 1 April 2021 to 1 April 2022

Ministry is IFG Adventure.

1 APR 2021-1 APR  
2022

---

### Trading Income

Fees Received	378.00
Grants Received - COGS	1,250.00
<b>Total Trading Income</b>	<b>1,628.00</b>

---

**Gross Profit** 1,628.00

### Operating Expenses

Badges/Uniform	256.85
Consumables	99.39
Equipment	379.80
Program Costs	1,501.11
Transport	10.80
<b>Total Operating Expenses</b>	<b>2,247.95</b>

---

**Net Profit** (619.95)

53  
**Groups applying for Board Discretionary Grants 2022/2023**

Name of Group: Oxford Arts Trust

Address: [REDACTED]

Contact Person within Organisation: Areta [REDACTED]

Position within Organisation: Chair, Oxford Arts Trust

Contact phone number: [REDACTED] Email: [REDACTED]

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

A Sensor Floodlight for rear of Oxford Gallery building lighting rear car park. Oxford Gallery ask for funding assistance to improve lighting, health & safety, and security of our carpark area especially benefiting night class participants. This is in response to feedback especially during winter evening classes from students about hindered visibility in the carpark at night on return to vehicles. Roddus Electrical have supplied a quotation for \$864.20 and Oxford

What is the timeframe of the project/event date? 2022. Will be actioned on approval

Overall Cost of Project: \$864.20 incl gst Amount Requested: \$500.00 +gst

How many people will directly benefit from this project? 6880 yr

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): Visitor data includes Waimakariri, Christchurch, Selwyn & NZ tourists

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

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

Users to rear gallery carpark have hindered visibility at night. They have reported Health and Safety concerns especially about tripping or walking into puddles at night. Though not currently reported, people may start feeling unsafe in the darkened carpark.

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

Health and Safety is improved in the carpark at night for participants. We can also improve personal security for users of the gallery carpark at night.

Potential hazards are reduced. People feel safer.

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

A community asset is maintained and improved for future use.

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?

n/a

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:

None.  
It is difficult to fund capital expenditure and maintenance.

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:

Early 2022 we received \$500 towards the purchase of a Large Room Air Purifier. OAT used own funds to purchase the seconded purifier.

- 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: 

Date: 31 July 2022



Oxford Arts Trust  
 Oxford Arts Center  
 Main St  
 Oxford 7430

## QUOTATION

GST Reg. Number: 43 989 219  
 Quotation No.:00006055  
 Date:4/08/2022  
 Order No.:Arts Center

QTY	DESCRIPTION	PRICE	DISC	AMOUNT
1	Quote to install floodlight for back carpark on sensor. LEDFLOOD30W4K/BK EUROTECH 30W LED FLOODLIGHT 4K IP65	\$98.40	10%	\$88.56
1	Starview Hockey Stick 1500 mm Small Pipe	\$45.64	10%	\$41.08
1	pipe clamp	\$20.00		\$20.00
2	Conduit 20mm Grey (4mt)	\$33.50	30%	\$46.90
1	Saddles and fixings	\$10.00		\$10.00
1	M20 cablemate gland cw locknut	\$4.07	20%	\$3.26
1	Junct/box 25mm 1 way grey	\$7.69	20%	\$6.15
12	1.0mm TPS twin + earth	\$3.17		\$38.04
1	Simx Sensor PIR 360deg 3head WH LHT0179	\$195.78	10%	\$176.20
2	Solid elbow 20mm grey	\$4.78	30%	\$6.69
1	certificate of complience	\$15.00		\$15.00
1	Administration/Travel	\$30.00		\$30.00
3	Strip connector 20A 10W Orange	\$1.20		\$3.60
3.5	Labour Hours	\$76.00		\$266.00
		GST:		\$112.72
		TOTAL:		\$864.20

This Quote Valid For 60 Days From Above date

We appreciate your business.

# The Oxford Arts Trust

## Statement of Service Performance

### "What did we do?" and "When did we do it?"

### For the Year Ended 31st March 2022

#### Oxford Arts Trust board members at 31 March 2022

- Areta Wilkinson. Chair/Trustee
- Bret de Thier. Trustee
- Miranda Brown. Trustee
- Mark Adams. Trustee
- Ilona Warren. Trustee

Charlotte Davis resigned 7/03/2022



*Arts in Oxford Gallery main gallery space*

At the 31<sup>st</sup> March 2022 Arts in Oxford Gallery...

Over the last year our gallery has been a platform for over **100** creatives not including practitioners supplying our retail section. This number does not include a myriad of artists who contribute to our public program of workshops, talks and demonstrations. In addition, we now have **33** registered volunteers of whom around **30** are actively assisting operations.

Visual art promotion and education was delivered in a number of ways. Outputs that demonstrate our service are (see Table 1): **8** new exhibitions showcasing **100** artists from Oxford area, Canterbury and New Zealand; gallery assistants engaged and informing visitors to the gallery; Public programming included **16** workshops (excluding group days) for adults and **4** workshops for youth, and **6** gallery talks delivered by experienced practitioners.

*Arts in Oxford* continues to rely heavily on volunteers for gallery operations and governance. To provide pastoral support for our volunteer team, OAT has maintained the Administrator Coordinator from the 1 March 2019 up to 20 hours a month thanks to the Rata Foundation.



### Description and Quantification of the entity's Outputs

Quantitative Data	Year ending 31 Mar 2022 # Impacted by Covid-19 Lockdown	Year ending 31 Mar 2021 # Impacted by Covid-19 Lockdown	Year ending 31 Mar 2020
Oxford Arts Trust Volunteers	36	34	32
Total Gallery Visitor Numbers (inc schools)	4364#	5421#	7793
School Children Visitor Numbers	130	8	188
Exhibitions	6	8	12
Artists exhibiting (solo + group shows)	100	102	105
Artists suppliers (retail & exhibitions)	n/a	n/a	n/a
School children exhibiting	13	7	16
Workshop Participants	222	1398 *	n/a
Artist Talks or lectures	6	5	4
Artists in Residence	1	6	-

\* No's exceptionally elevated due to the nature of the Open House Project with most visitors having a go at making something



TABLE 1. Activity Summary 1 April 2020 – 31 March 2022

<b>Exhibition Programme at 31 Mar 2022</b> <i>Nb Covid-19. Gallery Closed: 2 weeks Sept 2021 3 weeks March 2022</i>	<b>Project Dates</b>	<b># Artists</b>	<b>Description</b>
<b>Main Gallery</b>			
Henry Turner: Heaven Drawings	18 Mar - 2 May 2021	1	Emerging local artist
Folio: Oxford Area School	6 May - 20 Jun 2021	13	Year 11, 12. 13 students who have achieved excellence in NCEA Art
Nigel Borell: Haumanu Hauora	24 Jun - 15 Aug 2021	1	Matariki Artist in Residence. Sponsored by Te Puni Kokiri
INSIDEART Creativity Knows No Bounds. Work From Canterbury Prisons	19 Aug - 3 Oct 2021	58 entries	<i>exhibition of work by artists of Christchurch Men's, Christchurch Women's and Rolleston Prisons. Collaboration with Dept of Corrections.</i>
Open House Printmakers: New Work	7-24 Oct 2021	7	local artist group
Oxford Papermakers: Waiaraki Eyre River Project	4-28 Nov 2021	7	local artist group. Local environments.
Summer Show #7: A Sense of Wellbeing	2 Dec - 30 Jan	12+	Group Show
Philip Trusstum: What Are You Doing!	10 Feb - 5 May 2022	1	Senior established artist. Gallery Patron
<i>Cancelled due to Covid-19: North Canterbury Wearable Arts exhibition 7 Oct-28 Nov 2021</i>			
<b>Total Artists</b>		<b>100</b>	
<b>Total Exhibitions</b>		<b>8</b>	

Note re evidence: All exhibitions are promoted on our website artists listed in exhibition catalogue and artwork consignment notes



TABLE 2: Public Programming Data

Public Programme Year Ending 31 March 2021 <i>Nb Covid-19. Gallery Closed 23 Mar - 21 May</i>			Participant Nos		
Activity	Date	Activity	Workshop Participants	Artist Talk	Event eg forum
Workshop	20, 27, 27 May. 3, 10,17 Jun	Life Drawing	14		
Workshop	1 Jul	Te Reo	10		
Workshop	8 Jul	Te Reo	10		
Workshop	15 Jul	Te Reo	10		
Workshop	29 Jul	Te Reo	10		
Workshop	5 Aug	Te Reo	10		
Workshop	12 Aug	Te Reo	10		
Workshop	26 Aug	Te Reo	10		
Workshop	2 Sep	Te Reo	10		
Workshop	9 Sep	Te Reo	10		
Workshop	16 Sep	Te Reo	10		
Workshop	4 Oct	Ceramics - Primary School	10		
Workshop	19 July	Ceramics - Intermediate	9		
Workshop	11 Oct	Ceramics - Intermediate to Secondary School	11		
Workshop	17 Oct	Printmaking Youth	7		
Workshop	13 Oct	Printmaking Adult	4		
Workshop	23 Oct	Ceramics Adult	9		
Workshop	6 Nov	Ceramics Adult	11		
Group Day	Apr	Papermaking Group	7		
Group Day	May	Papermaking Group	9		
Group Day	June	Papermaking Group	7		
Group Day	Jul	Papermaking Group + total participants	9	83	176
Group Day	Aug	Papermaking Group	7		
Group Day	Oct	Papermaking Group	8		
Group Day	Nov	Papermaking Group	7		
Group Day	Dec	Papermaking Group	7		
Group Day	Feb	Papermaking Group	7		
Talk Artist	20 Mar	Henry Turner		?	
Talk Artist	10 Aug	Nigel Borell. Oxford Gallery		6	
Talk Curators	14 Jul	Nigel Borell. Dunedin Public Art Gallery/ Ox Gallery		60	
Talk Curators	16 Jul	Nigel Borell. The Arts Centre/ Ox Gallery		35	
Talk Curators	23 Jul	Nigel Borell. Christchurch Art Gallery/ Ox Gallery		41	
Workshop/Wananga	3 Jul	Nigel Borell	7		
Workshop/Wananga	19 Jul	Nigel Borell	2		
Talk Artist	14 Aug	Nigel Borell Closing		27	
		<b>TOTALS</b>	<b>222</b>	<b>252</b>	<b>176</b>

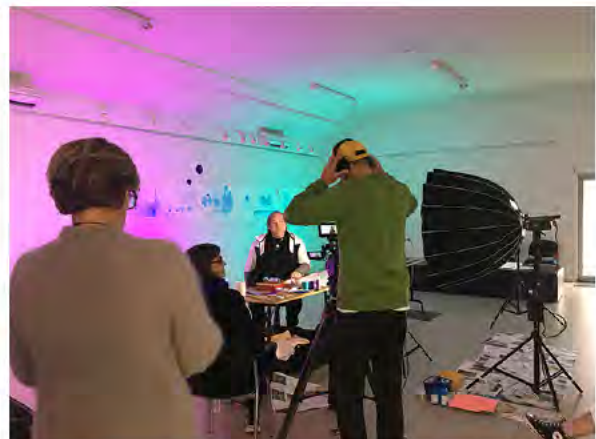
Note re evidence: Workshops are publicly promoted and have a registration sheet Group Days take a roll open workshops documented through visitor nos and photographs

## Highlights

**Nigel Borell: Haumanu Hauora. Matariki Artist in Residence 24 June – 15 August 2021**  
Sponsored by Te Puni Kokiri

Nigel Borell (Pirirākau, Ngāi Te Rangi) was until recently Curator Māori Arts leading **Toi Tu Toi Ora: Contemporary Māori Art** the largest exhibition in the 132-year history of Auckland Art Gallery Toi o Tāmaki (AAG) featuring over 300 artworks by 110 Māori artists. Borell is recognised by the arts sector for his contribution of Kaupapa Māori to the fields of visual arts, curation, art education, and critical writing about Māori art. His creative knowledge has been formed as a painter. As our Matariki Artist in Residence, Borell explored Māori creation narratives - ideas about the land, people and cosmological ties through an evolving painting installation over the duration of the Matariki Artist Residency in Oxford. Borell facilitated invitational wānanga with Māori art practitioners sharing mātauranga Māori knowledge with artists and presented his curatorial perspectives on this with Oxford, Christchurch and Dunedin audiences. Rangiora based Te Reo tutor Desray Lithgow (Ngai Tai & Tuwharetoa iwi) facilitated 10 language sessions to encourage new learners at the gallery.

- 654 Overall Visitation to Gallery for Haumanu Hauora (impacted by Covid-19)
- 35 Attendees to opening 26 Jun
- 7 Attendees to Creation Narrative Wānanga #1 held 3 Aug - Puamiria Parata-Goodall (Ngai Tahu), Nigel Borell, Kiri Jarden CCC (Ngai Tahu), Leisa Aumua (Ngai Tahu), Jo Petrie CCC (Nga Puhī), Jennifer Rendall (Ngai Tahu), Areta Wilkinson (Ngai Tahu), Miranda Brown (OAT).
- 6 Attendees to Artist talk at Arts in Oxford Gallery 10 Aug
- 4 Wānanga of curators @ DPAG Dunedin 13 Jul - Lucy Hammond, Vicki Lenihan (Ngai Tahu), Puipui Turei (Whanganui), Mya Morrison-Middleton (Ngai Tahu), Maddison Kelly (Ngai Tahu).
- 60 Attendees to Curator talk at DPAG Dunedin 14 Jul
- 35 Attendees to Curator talk at The Arts Centre, Christchurch 16 Jul
- 2 Wānanga #2 Nigel Borell, Leisa Aumua (Ngai Tahu) & Paula Rigby (Ngai Tahu) re making te Kupenga a Taramainuku. Monday 19 July in Chch.
- 10 Weekly Te Reo enrolments with tutor Desray Lithgow (Tuwharetoa) from 1 July to 21 October. Interrupted by lockdown.
- 5 Networking. Visit with Maia Abraham (Tuhoē) Maori curator Tūranga Chch Library at gallery. Visit with Philip Trusttum, gallery patron 23 July at gallery. Visit with Christchurch Art Gallery curators Melanie Oliver & Nathan Pohio (Ngai Tahu) at gallery.
- 27 Attendees to Closing of Haumanu Hauora at Arts in Oxford 14 Aug
- 41 Attendees to Nigel Borell Curators talk @ Christchurch Art Gallery 15 Aug
- 2 Art Foundation interview 16 July. Nigel Borell & Areta Wilkinson
- 2 Promotions in ARTBEAT in the May and June 2021 Issues
- 17 New artworks comprising the Haumanu Hauora installation



**INSIDEART Creativity Knows No Bounds. 19 Aug - 3 Oct 2021**

Work by artists of Christchurch Men's, Christchurch Women's and Rolleston Prisons.  
In collaboration with Department of Corrections Ara Poutama Aotearoa.

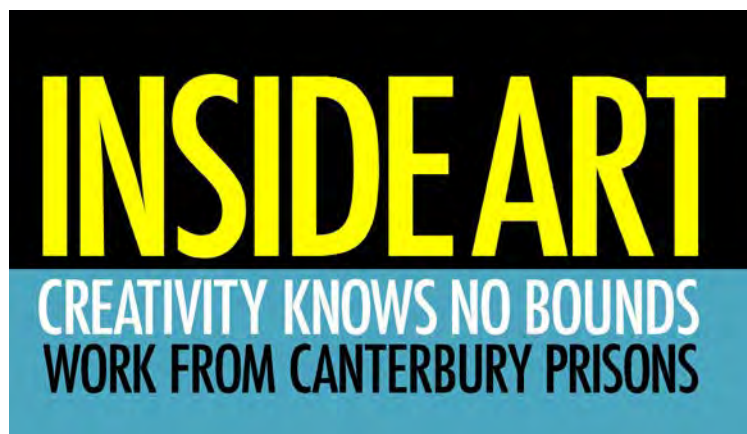
The exhibition is the first time that artists from across Canterbury Prisons have shared a public gallery space.

Artists were encouraged to use the mediums available to them; some were limited to paper and pen and others extended to paint, metal, carvings, wool and other materials. The resulting collection of over 50 art pieces is bold, strong, bright and meaningful.



Corrections' Education Tutor, Elaine Drumm says "Art evokes emotion in both the artist and the audience, and it strengthens the connection between mind and body," she says. "It gives both the artist and the audience an escape from reality. Especially within in a prison environment, art enables people to remove themselves from the confines of the prison, express their emotions through art and reconnect with what's happening in the world outside the wire."

The charity Canterbury West Coast Air Rescue was chosen by artists at Christchurch Men's Prison as thanks for their significant contribution to the community; a service several of the men or their whānau have benefitted from. A donation of \$3045.97 was made from Artist's sales.



**FOLIO: Oxford Area School 6 May - 20 June 2021**

Oxford Area School students who have achieved Excellence in their 2020 NCEA Art studies.  
In association with Oxford Area School

Arts in Oxford Gallery presented the artwork of thirteen NCEA artists in FOLIO, in this annual exhibition of our vibrant visual arts programme. These Oxford Area School students have achieved Excellence in their 2020 NCEA Art studies. FOLIO brings student work to a wider audience that it would otherwise reach.

The exhibition FOLIO is an important community link between school and the creative industries, that brings student work to a wider audience that it would otherwise reach. Charlotte Davis, International Director and Head of Department Art for OAS speaks proudly of all the 2020 art students and the extra effort they had to bring with the disruption of Covid-19 saying,

“Gaining Excellence in the External Examination for NCEA, Visual Art requires an incredible amount of hard work and determination by students. They must have a high level of personal organisation, have an ability to be creative and take risks, develop their skills and extend and refine their concepts through critical thinking. Having the opportunity to display their efforts in the annual Folio exhibition at the Arts in Oxford Gallery, allows students the chance to experience how the Arts are viewed and valued in society. By witnessing first-hand the community sharing and celebrating in their success, students can truly appreciate the value in what they have achieved.

FOLIO Artists are: Year 13 Donna Coster; Year 12 Adam Norton, Luke Sayer, Lauren Morris, Harrison Lee; Year 11 Francesca Curtis, Alex Eginton Abbott, Zara Frahm, Cailey Hollard, Sophie Lafleur, Ashleigh Lawler, Aaliyah Lovatt, and Bailey Pike.

**Visitor Book Selected Comments Year 1 April 2020 – 31 March 2022**

- 09/04/2021 R. Robinson, Dunedin, “What a jewel of an art gallery, very impressive”.  
13/05/2021 M. Chisnall, Oxford, “Wonderful to see excellence in student work. So worthwhile”.  
17/06/2021 M Gilbert, Amberley, “Superb, Exciting, Wonderful”  
18/07/2021 G. Anderson, Christchurch, “A lovely, varied and interesting gallery”.  
13/08/2021 Moore Whanau, Omaia, “Ya all got it going on, yeah”  
23/09/2021 A. Bakemore, Motueka, “Interesting & beautiful work”  
23/10/2021 Snowdons, West Melton, “Very interesting, loved the art”.  
27/11/2021 K. Macaulay, Golden Bay, “Beautiful talent, loved the variety”.  
12/12/2021 M. Rolfe, Rangiora, “Very high standard”.  
22/01/2022 McFerrons, Christchurch, “Fantastic, lovely display of talent”.  
27/02/2022 D. Booth, Oxford “Very poignant for the season”

# Oxford Arts Trust

72 Main Street  
Oxford  
7430

## Balance Sheet

As of March 2022

23/05/2022  
9:13:12 am

---

Assets		
Current Assets		
Cash On Hand		
Cheque Account - 01	\$2,386.40	
Deposit Account - 06	\$24,385.33	
Debit Card Account - 05	\$2,097.24	
Float	\$150.00	
Petty Cash	\$98.70	
Total Cash On Hand	<u>\$29,117.67</u>	
Total Current Assets		<u>\$29,117.67</u>
Other Assets		
Deposits Paid	<u>\$50.70</u>	
Total Other Assets		<u>\$50.70</u>
Fixed Assets		
Store Equipment		
Store Equip. at Cost	<u>\$2,690.00</u>	
Total Store Equipment		<u>\$2,690.00</u>
Total Fixed Assets		<u>\$2,690.00</u>
Building Stage 1		\$12,063.46
Building Stage 2		\$42,609.95
Kiln Shed		\$2,956.52
Office Equipment		\$781.74
Gallery Equipment		\$1,092.44
Workshop equipment		<u>\$94.78</u>
Total Assets		<u>\$91,457.26</u>
Liabilities		
Current Liabilities		
Trade Creditors	\$2,811.97	
GST		
GST Collected	\$81,333.53	
GST Paid	-\$62,790.45	
GST Payments/Refunds	<u>-\$18,923.61</u>	
Total GST		<u>-\$380.53</u>
Grants		
MainPower Grant	\$500.00	
Oxford B&I League Grant 2020	\$500.00	
Total Current Liabilities		<u>\$3,431.44</u>
Total Liabilities		<u>\$3,431.44</u>
Net Assets		<u>\$88,025.82</u>
Equity		
Retained Earnings		\$81,284.56
Current Year Earnings		\$5,917.65
Historical Balancing		<u>\$823.61</u>
Total Equity		<u>\$88,025.82</u>

# Oxford Arts Trust

72 Main Street  
Oxford  
7430

## Profit & Loss Statement

April 2021 through March 2022

23/05/2022

9:12:22 am

---

Income		
Sales		
Sales on Behalf	\$38,704.06	
Miscellaneous Sales	\$44.79	
Grants		
WDC Grants	\$5,900.00	
RATA Grant	\$15,000.00	
Creative Communities Grant	\$7,500.00	
Te Puni Kokiri Grant	\$10,000.00	
Ohoka Board Grant	\$1,000.00	
IRD ReSurgence Fund	\$11,466.43	
Donations		
Donation Box	\$1,648.50	
Total Income		<u>\$91,263.78</u>
Cost of Sales		
Remittance to Artist	\$23,613.08	
Freight of Artwork	-\$13.91	
Total Cost of Sales		<u>\$23,599.17</u>
Gross Profit		<u>\$67,664.61</u>
Expenses		
General & Administrative Exp		
Accounting Fees	\$1,044.44	
Audit fees	\$332.00	
Administation Costs	\$21,615.40	
Computer Expenses	\$2,735.66	
Bank Charges	\$439.18	
Eftpos/Card Charges	\$921.84	
Dues & Subscriptions	\$40.00	
Office Supplies	\$2,525.67	
Life drawing expenses	\$13.55	
Gallery equipment & supplies	\$5,234.54	
Workshop equipment	\$100.00	
Life drawing models	\$550.00	
Repairs and Maintenance	\$2,450.99	
Volunteer Expenses	\$414.69	
Advertising & Promotion Exp		
Advertising	\$2,811.23	
Exhibition Openings	\$273.25	
Promotions	\$265.84	
Workshop expenses		
Artist's Services - Talks/Demo	\$4,502.78	
Workshop materials	\$111.88	
Tutor Fees & Accomodation	\$6,464.35	
Operating Expenses		
Electricity	\$1,366.23	
Postage & Packaging	\$205.57	
Telephone and Internet	\$2,174.64	
Alarm monitoring	\$566.35	
Website	\$482.62	
Insurance	\$4,159.75	
Total Expenses		<u>\$61,802.45</u>
Operating Profit		<u>\$5,862.16</u>
Other Income		
Interest Income	\$55.49	
Total Other Income		<u>\$55.49</u>



---

Other Expenses

Net Profit / (Loss)

\$5,917.65

**Oxford Arts Trust**

72 Main Street  
Oxford

**Grants & Finance Report**

Report Date  
06.06.2022

Period Date

Job Name	Income	Expense	Net Profit (Loss)	Start Date	Finish Date	Notes
<b>Grants 2021/22</b>	<b>\$26,395.00</b>	<b>\$12,765.10</b>	<b>\$13,629.90</b>			
WDCC Youth Ceramics 2021	\$2,000.00	\$1,397.66	\$602.34	31/03/2022		
WDCC Adult Ceramics 2021	\$1,500.00	\$989.29	\$510.71	31/03/2022		
Rata Grant 07/10/21	\$15,000.00	\$9,717.87	\$5,282.13	30/09/2022		
<b>Grants 2022/23</b>						
WDCC Life Drawing 2022	\$2,090.00	\$660.28	\$1,429.72	30/06/2022		
Te Puni Kokiri 2022	\$4,000.00		\$4,000.00	19/11/2022		
WDCC Adult Ceramics 2022	\$1,805.00		\$1,805.00	8/11/2022		
<b>Account</b>	<b>Current Balance</b>	<b>Trade Creditors</b>	<b>Grants Unspent</b>	<b>GST Liability</b>	<b>Working Balance</b>	<b>Notes</b>
<b>Cash On Hand</b>	<b>\$34,691.97</b>	<b>529.58</b>	<b>\$13,629.90</b>	<b>\$368.06</b>	<b>\$20,164.43</b>	
Cheque Account - 01	\$3,149.51					
Deposit Account - 06	\$28,456.70					
Debit Card Account - 05	\$2,698.81					
Online ticket Sales - p7	\$138.25					
Floot	\$150.00					
Petty Cash	\$98.70					

**Groups applying for Board Discretionary Grants 2022/2023**Name of Group: Canterbury Endurance & Trail Riding Club (Non-Profit Organisation)Address: [REDACTED]Contact Person within Organisation: Marga [REDACTED]Position within Organisation: President / TreasurerContact phone number: [REDACTED]Email: [REDACTED]**Describe what the project is and what the grant funding be used for?** (Use additional pages if needed)

An Endurance & Trail Riding event for riders of all ages, either living locally or coming from across the South Island. The event is due to be held around the country roads of View Hill/Oxford, with the View Hill Domain as the ride base. The grant funding would be used towards the running of the event, in particular Traffic Management and/or veterinary fees and food for the volunteers.

What is the timeframe of the project/event date? 24 and 25 September - View Hill DomainOverall Cost of Project: approximately \$3300 Amount Requested: \$500How many people will directly benefit from this project? around 60

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 \_\_\_\_\_%    Rangiora-Ashley \_\_\_\_\_%    Woodend-Sefton \_\_\_\_\_%    Kaiapoi-Tuahiwi \_\_\_\_\_%

Other (please specify): This event attracts local riders, as well as riders from outside the community.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?

Being able to safely participate and enjoy the country roads around View Hill/Oxford.

What is the benefit(s) to your organisation?

68

Due to regulatory changes around Traffic Management, the running of these events has become very costly to the club. The grant will be a huge benefit to help cover these costs.

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

Offer a "rural feel" type event for young and old. Attract local riders, as well as riders from outside the area. Keep the community and riders safe on the roads.

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

If yes, name of parent group: \_\_\_\_\_

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

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

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

If yes, please supply details:

- Enclosed  Financial Balance Sheet and Income & Expenditure Statement  
(*compulsory – your application cannot be processed without financial statements*)
- Supporting costs/quotes
- 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: Marga MarshallDate: 25/08/22

**Ride Breakdown View Hill - 24/25 September 2022 - APPROXIMATE**

<b>Entries</b>	53		
Entries		\$ 3,075.00	
Traffic Management			-\$ 1,000.00
View Hill Domain Ground Fee			-\$ 120.00
Vet Fees (Saturday + Sunday)			-\$ 600.00
Food / BBQ for crew and helpers			-\$ 300.00
Day Secretary			-\$ 100.00
Start/Finish			-\$ 75.00
Check Point on Course			-\$ 75.00
ESNZ Ride Levies			-\$ 595.00
ESNZ Casual Memberships			-\$ 225.00
Toilet Cleaning			-\$ 218.50
		<b>\$ 3,075.00</b>	<b>-\$ 3,308.50</b>
<b>Total Loss</b>			<b>-\$ 233.50</b>

<b>CANTERBURY ENDURANCE AND TRAIL RIDING CLUB INCORPORATED</b>			
<i>Financial Statement through to 30 April 2022</i>			
<i>Prepared by Marga Marshall, May 2022</i>			
	<b>2021/2022</b>		<b>2020/2021</b>
<b>Opening Balance CETRC Account</b>	\$ 3,866.84	<b>Opening Balance CETRC Account</b>	\$ 5,548.52
<b>Opening Balance Bonus Saver</b>	\$ 6,612.42	<b>Opening Balance Bonus Saver</b>	\$ 6,544.63
<b>Opening Balance FEI Account</b>	\$ 1,532.66	<b>Opening Balance FEI Account</b>	\$ 1,532.66
<b>Total Opening Balance as at 1 May 2021</b>	<b>\$ 12,011.92</b>	<b>Total Opening Balance as at 1 May 2020</b>	<b>\$ 13,625.81</b>
<b>Deposits</b>		<b>Deposits</b>	
Interest Received	\$ 3.89	Interest Received	\$ 6.07
Subscriptions (Club Membership)	\$ 1,330.00	Subscriptions (Club Membership)	\$ 1,065.00
Club Shirt Sales	\$ 156.00	Club Shirt Sales	\$ 422.00
Officials Course	\$ 80.00	Toft Sponsorship Received for FEI Ride Cust	\$ 1,000.00
Kiwi Gaming Grant for Toilets	\$ 10,000.00	Waimakariri DC Refund	\$ 122.68
Donations received	\$ 200.00	Bank Statement Fee Rebate	\$ 4.50
Sale of old Port-a-Loos	\$ 800.00	Subscriptions (2021/2022 Season)	\$ 30.00
Sponsorship of Rugs & Garlands for Canterbury Champs	\$ 1,155.00		
<b>Entries:</b>		<b>Entries:</b>	
WS1 - Birch Hill - 30 May 21 (refund of entry fees rec'd during 2020/2021 season)	-\$ 170.00	Covid Classic Birch Hill - 19 July 20	\$ 1,555.00
WS2 - Birch Hill - 4 July 21	\$ 1,630.00	Hororata - 12/13 September 20	\$ 3,355.00
Hororata - 25/26 Sep 21	\$ 3,075.00	Seafield - 24/25 October 20	\$ 3,810.00
Seafield - 23/24 Oct 21	\$ 4,070.00	Cust - 12/13 Dec 21	\$ 4,680.00
Mt Torlesse - 11/12 Dec 21	\$ 4,570.00	Mt Torlesse - 20/21 Feb 21	\$ 4,200.00
Cust - 26/27 Mar 22	\$ 3,530.00	WS1 - Birch Hill (2021/2022 Season)	\$ 170.00
<b>Total Entries</b>	<b>\$ 16,705.00</b>	<b>Total Entries</b>	<b>\$ 17,770.00</b>
<b>Total Deposits</b>	<b>\$ 30,429.89</b>	<b>Total Deposits</b>	<b>\$ 20,420.25</b>
<b>Withdrawals</b>		<b>Withdrawals</b>	
Ride Expenses (gazebos, stethoscopes, pillows, containers, food covers)	-\$ 513.04	Ride Expenses (Hand Sanitiser, Bib Bags, Staples)	-\$ 197.89
Ground / Access Fees / Water Supply / Room Hire	-\$ 650.61	Ground / Access Fees (Cust)	-\$ 645.70
Vet Fees	-\$ 4,660.00	Vet Fees	-\$ 4,850.00
Traffic Management	-\$ 3,320.65	Traffic Management	-\$ 241.50
Food / Catering (incl AGM platters)	-\$ 1,270.15	Food / Catering	-\$ 1,618.80
Certificates / Ribbons / Prizes	-\$ 2,640.65	Certificates / Ribbons / Prizes	-\$ 1,259.61
Thank You Gifts (incl leaving gift for Ursula)	-\$ 880.60	Thank You Gifts	-\$ 722.98
Port-a-Loo Cleaning / Chemicals	-\$ 983.57	Port-a-Loo Hire / Cleaning	-\$ 484.00
Trailer Maintenance (Insurance, Rego, WOF, new tyre, parts)	-\$ 1,120.00	Trailer (Insurance, Rego, WOF)	-\$ 716.95
Start/Finish + Checkpoint on Course	-\$ 525.00	Checkpoint on Course	-\$ 250.00
Day Secretary (MTA Vouchers for Wendy)	-\$ 575.00	Domain Name Registration	-\$ 206.43
New Toilets + Toilet Trailer	-\$ 9,999.26	Web Hosting	-\$ 750.00
Rugs & Garlands for Canterbury Champs	-\$ 899.90	Club Shirts	-\$ 1,013.19
ESNZ Club Affiliation Fees	-\$ 775.00	ESNZ Club Affiliation Fees	-\$ 1,025.00
ESNZ Membership Dave (Tech Wiz)	-\$ 60.00	ESNZ Membership Dave (Tech Wiz)	-\$ 60.00
ESNZ Ride Levies	-\$ 3,713.00	ESNZ Ride Levies	-\$ 4,315.00
ESNZ Casual Memberships	-\$ 1,695.00	ESNZ Casual Memberships	-\$ 2,370.00
Sponsorship / Subsidy (Junior Camp)	-\$ 500.00	Sponsorship (rugs for SI, NI and National Champs)	-\$ 450.00
Office Supplies (Microsoft 365 \$119, Folders, Envelopes, Stamps)	-\$ 221.24	Office Supplies (Office 365, Envelopes, Stamps)	-\$ 197.09
Audit Review	-\$ 100.00	Audit Review	-\$ 100.00
Officials Course (travel + thank you gift for Heidi, room hire)	-\$ 306.44	ESNZ Casual Memberships previous season	-\$ 560.00
Travel Subsidy (ESNZ AGM Wellington)	-\$ 506.40		
Paper Statement Fees	-\$ 9.00		
<b>Total Withdrawals</b>	<b>-\$ 35,924.51</b>	<b>Total Withdrawals</b>	<b>-\$ 22,034.14</b>
<b>Total Closing Balance as at 30 April 2022</b>	<b>\$ 6,517.30</b>	<b>Total Closing Balance as at 30 April 2021</b>	<b>\$ 12,011.92</b>
<b>Closing Balance CETRC Account</b>	\$ 850.59	<b>Closing Balance CETRC Account</b>	\$ 3,866.84
<b>Closing Balance Bonus Saver</b>	\$ 5,666.71	<b>Closing Balance Bonus Saver</b>	\$ 6,612.42
<b>Closing Balance FEI Account</b>	\$ -	<b>Closing Balance FEI Account</b>	\$ 1,532.66
<b>Total Closing Balance as at 30 April 2022</b>	<b>\$ 6,517.30</b>	<b>Total Closing Balance as at 30 April 2021</b>	<b>\$ 12,011.92</b>

## Spreadsheet Showing Previous Years Discretionary Grants 2022/23 Financial Year

Meeting considered	Group	Project	Amount Requested	Amount Granted	Running Balance
		2022/23 \$5,990 + Carryover \$ = \$			\$5,990 + \$549 = 6539
Jul	Swannanoa Volunteer fire brigade	Purchase a BBQ	\$999	\$500	\$ 6,039.00
Jul	Waimakariri Dog Training Club Inc.	Towards the cost of purchasing a new BBQ.	\$500	\$500	\$ 5,539.00
Jul	Oxford Senior Citizens Club	Towards the cost of hiring transport during the year.	\$500	\$500	\$ 5,039.00
Jul	Declined Tasman Young Farmers Region	Towards the cost of hosting a Hauora Health and Wellbeing Event	\$500	Declined	
Aug	Oxford Football Club	Towards the cost of uniforms for junior teams	\$500	\$500	\$ 4,539.00
Sep	Oxford Arts Trust	Sensor Flood Lights for Oxford Gallery	\$500		
Sep	Oxford IFG Adventure	towards running ICONZ for girls programme	\$500		
Sep	Canterbury Endurance & Trail Riding Club	Towards hosting an edurance and trail riding event	\$500		

## Spreadsheet Showing Previous Years Discretionary Grants 2021/22 Financial Year

Meeting considered	Group	Project	Amount Requested	Amount Granted	Running Balance	Meeting considered	Group	Project	Amount Requested	Amount Granted	Running Balance
		2021/22 \$5,820 + Carryover \$3,000 = \$8,820			\$ 8,820.00						
						2-Feb	Nil				
1-Jul	Oxford Arts Trust	Shelving, furniture	\$500	\$500	\$ 8,320.00						
						2-Mar	Oxford Arts Trust	Purchase an air purifier	\$500	\$500	\$ 4,387.00
1-Jul	West Eyreton Primary School	New books and lego	\$456	\$456	\$ 7,864.00						
						6-Apr	Clarkville Playcentre	Purchase bikes and scooters	\$376	\$376	\$ 4,011.00
1-Jul	Swannanoa Volunteer fire brigade	Junior crew uniforms	\$722	\$500	\$ 7,364.00						
						1-Jun	Standardbred Stable to Stirrup Charitable Trust	Ground membership renewal	\$400	\$ 400.00	\$ 3,611.00
1-Jul	Swannanoa Volunteer fire brigade	Cost of holding open day	\$539	\$500	\$ 6,864.00						
						1-Jun	Cancelled Tasman Young Farmers	Community Ball	\$500		
4-Aug	Nil										
9-Sep	Meeting Cancelled										
						1-Jun	Standardbred Stable to Stirrup	uniforms	\$500	\$ 500.00	\$ 3,111.00
6-Oct	Nil										
						1-Jun	Swannanoa Home and School	kappa haka uniforms	\$500	\$ 500.00	\$ 2,611.00
3-Nov	Life Education Trust	Delivery of the Healthy Harold Programme	\$500	\$500	\$ 6,364.00						
						1-Jun	Swannanoa Home and School	football tshirts	\$500	\$ 500.00	\$ 2,111.00
3-Nov	Mandeville Sports Club	Purchase of a Life Members Board	\$477	\$477	\$ 5,887.00						
						1-Jun	Oxford Historical Records Society	securing medal display cabinets	\$697	\$ 697.00	\$ 1,414.00
3-Nov	Eyreton Pony Club	Towards the building of horse yards	\$500	\$500	\$ 5,387.00						
						1-Jun	Oxford Promotions Action Co	Te Papa Matariki Activity Book	\$404	\$ 404.00	\$ 1,010.00
9-Dec	Oxford Community Trust	Purchase gazebos for Christmas Wonderland	\$600	\$500	\$ 4,887.00						
						1-Jun	Swannanoa Preschool	storage for nursery	\$ 461.00	\$ 461.00	\$ 549.00



## GOVERNANCE

### Oxford-Ohoka Community Board

# Discretionary Grant Application

#### Information to assist groups with their application

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

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

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

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

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

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

Continued over page

## Criteria for application

- Grant applications will be considered every month by the Oxford-Ohoka Community Board. Applications are recommended to be received three weeks prior to Board meeting dates for processing.
- Grant funding will not be allocated for events/projects that have already occurred.
- Generally funding grants will be a maximum of \$500 in any one financial year (July 2022 to June 2023) but the group can apply up to twice in that year, providing it is for different projects.
- The grant funding is limited to projects within the Board area or primarily benefiting the residents of the ward.
- Applications will only be accepted from non-profit community-based organisations, registered charities or incorporated societies.
- Priority is to be given to groups with strong links with the Oxford-Ohoka community.
- The application should clearly state the purpose for which the money is to be used.
- The applicant should submit a 1-2 page summary balance sheet and an income and expenditure statement which shows their current financial assets and liabilities. Applications cannot be processed until financial information is received.
- Where possible, or feasible, applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Oxford-Ohoka Community Board.
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government funding.
- The Board supports a wide range of community activities but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- An Accountability Form must be provided to the Council outlining how the funds were applied, within three months after the event or completion of the project, when funds are spent. A new application will not be accepted until the Council receives the Accountability Forms for previous funding granted. The group should maintain accurate records around the grant including, but not limited to: receipts, 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:

### Post to:

Governance Team  
Waimakariri District Council  
Private Bag 1005  
Rangiora 7440

### Or hand deliver to:

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

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

## What happens next?

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

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR INFORMATION**

**FILE NO and TRIM NO:** GOV-26-10-06 / 220708116526

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

**DATE OF MEETING:** 7 September 2022

**AUTHOR(S):** Thea Kunkel, Governance Team Leader

**SUBJECT:** Summary of Discretionary Grant Accountability 1 July 2021 to 30 June 2022

**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)

  
General Manager

  
Acting Chief Executive

**1. SUMMARY**

1.1 The purpose of this report is to update the Oxford-Ohoka Community Board on the Board's Discretionary Grant applications for the 2021/22 financial year, including the Accountability Forms received to date.

**Attachments:**

- i. Accountability Form from the Oxford Arts Trust (Trim Ref: 220704113326).
- ii. Accountability Form from West Eyreton Primary School (Trim Ref: 211209197090)
- iii. Accountability Form from the Swannanoa Volunteer Fire Brigade (Trim Ref: 220630111181)
- iv. Accountability Form from the Life Education Trust (Trim Ref: 220705113450)
- v. Accountability Form from the Oxford Arts Trust (Trim Ref: 220621105581)
- vi. Accountability Form from Clarkville Playcentre (Trim Ref: 220531092126)
- vii. Accountability Form from Oxford Historical Records Society (Trim Ref: 220822143774)
- viii. Accountability Form from Oxford Promotions Action Committee Inc. (Trim Ref: 220804133391)

**2. RECOMMENDATION**

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

- (a) **Receives** Report No. 220708116526.
- (b) **Notes** that of the \$8,820 allocated to the Board for the 2021/22 financial year, \$8,271 was distributed for events and projects within the community.
- (c) **Notes** that the remaining \$549 was carried forward to the 2022/23 financial and added to the 2022/23 allocation of \$5,990, bringing the current financial year's total to \$6,539.
- (d) **Circulates** a copy of this report to all other Community Boards for information.

**3. BACKGROUND**

3.1. The Council allocates the Oxford-Ohoka Community Board a set amount of funds to distribute, by application, to non-profit groups, registered charities and incorporated societies that have strong links to and benefit the communities of the Oxford-Ohoka Ward.

- 3.2. The allocation for the 2020/21 financial year was \$8,820. This amount was higher than the council allocation due to previous carry-over funding and reduced number of applications being received primarily related to Covid-19 lockdown impacts on community and social activity in the ward.

#### 4. ISSUES AND OPTIONS

- 4.1. By 30 June 2022, the Board had considered 18 applications, of which 17 were approved. There were no declined applications. One application was withdrawn because the event was cancelled due to Covid restrictions.

- 4.2. The applications were as follows:

Group	Project	Amount granted	Month funds granted	Comments
Oxford Arts Trust	Shelving and furniture	\$500	July 2021	Invoice paid: 20 August 2021  Accountability received 11 February 2022
West Eyreton Primary School	New books and Lego	\$456	July 2021	Invoice paid: 20 August 2021  Accountability received 9 December 2021
Swannanoa Volunteer Fire Brigade	Junior Crew Uniforms	\$500	July 2021	Invoice paid: 20 August 2021  Accountability received 30 June 2022
Swannanoa Volunteer Fire Brigade	Cost of hosting an Open Day	\$500	July 2021	Invoice paid: 20 August 2021  Accountability received 30 June 2022
Life Education Trust	Healthy Harold Programme	\$500	November 2021	Invoice paid: 20 December 2021  Accountability received 4 July 2022
Mandeville Sports Club	Life Membership Board	\$477	November 2021	Awaiting invoice
Eyreton Pony Club	Building horse yards	\$500	November 2021	Invoice paid: 20 December 2021  Awaiting Accountability
Oxford Community Trust	Gazebo for Christmas Wonderland	\$500	December 2021	Invoice paid: 20 January 2022  Awaiting Accountability
Oxford Arts Trust	Air purifier	\$500	March 2022	Invoice paid: 20 April 2022  Accountability received 21 June 2022
Clarkville Playcentre	Bikes and scooters	\$376	April 2022	Invoice paid: 13 April 2022

Group	Project	Amount granted	Month funds granted	Comments
				Accountability received 31 May 2022
Standard Stable to Stirrup Charitable Trust	Ground Membership renewal	\$400	June 2022	Invoice paid: 21 June 2022 Awaiting Accountability
Standard Stable to Stirrup Charitable Trust	Riders Uniforms	\$500	June 2022	Invoice paid: 21 June 2022 Awaiting Accountability
Tasman Young Farmers	Community Ball	-	-	<b>Withdrawn</b>
Swannanoa Home and School	Kappa Haka Uniforms	\$500	June 2022	Awaiting Invoice
Swannanoa Home and School	Football Shirts	\$500	June 2022	Awaiting Invoice
Oxford Historical Records Society	Security for Medal cabinets	\$697	June 2022	Invoice paid: 14 June 2022 Accountability received 22 August 2022
Oxford Promotions Action Committee	Te Papa Matariki Activity Book	\$404	June 2022	Invoice paid: 14 June 2022 Accountability received 4 August 2022
Swannanoa Preschool	Storage for nursery	\$461	June 2022	Invoice paid: 30 June 2022 Awaiting invoice

- 4.3. As of 30 June 2020, nine Accountability Forms had been received. Reminder letters were regularly sent to the groups, with the last being sent in July 2022. Eight Accountability Forms are outstanding, however, seven applications were only granted in June 2022, and groups had six months to return their Accountability Forms from the date of the event/purchase occurring.
- 4.4. The Mandeville Sports Club was granted funding to purchase a Life Members Board and to have the names of the three members who were instrumental in setting up the Club added. However, the people they wished to honour declined to have their names inscribed on the Board, as they believed they had been celebrated enough. The Club was therefore granted permission in May 2022 to spend the remainder of the funds on engraving a plaque with the members' names on it.
- 4.5. Oxford Arts Trust received funding for new shelving and cupboards, which the Trust advises has assisted in improving their ceramics workshop facility with space-saving cabinets, kiln shelving and props. Their Ceramics Public Program commenced in October 2021 with classes for adults and youth. These were successful with the enthusiastic participation of 29 adults, 21 youths, one tutor and three volunteer helpers and are to be continued in 2022. The Trust also highlighted that appropriate storage was necessary for health and safety with safeguarding materials. The Oxford Arts Trust also received funding to purchase an air purifier. The purifier has been sufficient to process the air of all the public areas of Oxford Gallery and was utilised daily. The device is an added defence against Covid for staff, participants and volunteers.

- 4.6. West Eyreton Primary School used the funds they were allocated to update resources in their community library. The purchased books focus on mental health and are used as reference books for teachers and parents in the community. In addition, the Lego blocks were used to encourage more people to visit the library.
- 4.7. The Swannanoa Volunteer Fire Brigade was granted funding for two projects and, as a result, purchased each child in the junior brigade crew a hoodie with the brigade logo and their name. The Brigade also held a thriving community open day with attendance estimated at over 1,000 people. Funds for the open day costs included barbeque items for the sausage sizzle to feed all visitors.
- 4.8. The Life Education Trust requested funding assistance in delivering the Healthy Harold Programme in Waimakariri. While Covid heavily impacted the Trust's onsite visits over the past 12 months, the Trust was still able to reach approximately 1,500 primary and intermediate school children within Waimakariri.
- 4.9. The Clarkville Playcentre were overwhelmed with what they were able to purchase with the funding granted by the Board. They have advised that the bikes and scooters have benefitted around ten students across different families. The tamariki have been able to practise road safety and learn road rules. The bikes have also helped to encourage sharing, build communication skills, and improve balance while promoting physical exercise.
- 4.10. The Oxford Museum houses several WW1 and WW2 medals, many on loan from families in the community, in a medal cabinet. However, this cabinet was made of fragile glass, which could have been easily broken. The Oxford Historical Records Society, therefore, used the Board funding to make the cabinet more secure by adding acrylic panels which was installed by volunteers. By securing the cabinet, there is less risk of theft and the loss of these valuable artefacts and less chance of the glass accidentally breaking, which could cause injury or related damage.
- 4.11. The Oxford Promotions Action Committee held an event at the Oxford Town Hall to celebrate Matariki. Celebrations included poi and star-making, stick games and colouring with the Te Papa Matariki Activity Book, which the Board helped fund. The activity book was a valuable tool for learning about Maori culture, stars, stores, food, land and family. Up to 200 participants attended the celebrations, and the remaining books will be available for future celebrations.
- 4.12. There are implications on community wellbeing by the issues and options that are the subject matter of this report as the funding allocated to community groups and for community events increased the general feeling of wellbeing within various communities.
- 4.13. The Management Team has reviewed this report and supports the recommendations.

## 5. **COMMUNITY VIEWS**

### 5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report.

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

No groups and organisations are likely to be affected by or have an interest in the subject matter of this report. However, it should be noted that the Board's Discretionary Grant fund assisted community groups and organisations in achieving community-based programmes.

### 5.3. **Wider Community**

The wider community is not likely to be affected by or be interested in this report's subject matter. However, the funding allocated to community groups and for community events increased the general feeling of wellbeing within the Board's community.

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

### 6.1. **Financial Implications**

The 2021/31 Long Term Plan includes budgetary provision for the Oxford-Ohoka Community Board to approve grants to community groups up to \$5,820 in the 2021/22 financial year. An unspent amount of \$3,000 was carried forward from the 2020/21 financial year, thereby bringing the Discretionary Grant Fund to \$8,820 for the 2021/22 financial year.

The Board allocated \$8,271 of this funding to community groups and organisations during the 2021/22 financial year, with the remaining \$549 being carried forward to the 2022/23 financial year and added to the 2022/23 allocation of \$5,990, bringing the current financial year's a total to \$6,539.

Groups must complete and return an Accountability Form to be eligible for future funding.

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

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

### 6.3. **Risk Management**

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

### 6.4. **Health and Safety**

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

## 7. **CONTEXT**

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

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

### 7.2. **Authorising Legislation**

Not applicable.

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

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

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

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

### 7.4. **Authorising Delegations**

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

## OXFORD-OHOKA COMMUNITY BOARD

# Accountability Form for 2020/2021 Discretionary Grant Recipients

### For funding provided during the period July 2020 – June 2021

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

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

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

Name of group: Oxford Arts Trust

Date: 7/02/21

Amount allocated: \$ 500.00 + gst

Purpose for grant: Shelving and cupboards

Please give details of how money was spent:

Storage cabinet & fastenings. McAlpines Rangiora

\$ 107.60 inc gst

Kiln shelf and props. Cobcraft Manufacturing Ltd

\$ 201.55 inc gst

Shelving materials. Hampton & Co Ltd

\$ 334.08 inc gst

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

Thanks to this grant Oxford Gallery has helped improve our ceramics workshop facility with space saving cupboards, kiln shelving & props. Our ceramics public program commenced Oct 2021 with classes for adults & youth (detailed reports are in our Waimakariri District Creative Communities Report). The inaugural classes were successful with enthusiastic participation (29 Adults, 21 youth, 1 tutor & 3 volunteer helpers) to be continued in 2022. A set up for a new workshop activity is a costly initial outlay. Appropriate storage is important for health & safety reasons, safeguarding materials that need careful handling. OAT thank the Community Board for this funding support. We apologise for the lateness of this report Covid-19 impacting on progress.

(Use additional pages if necessary)

Continued over page



Two authorised signatories to complete the details below:

Date: 7 February 2022

First contact name: Areta [Redacted]

Signature: [Handwritten Signature]

Position: [Redacted]

Phone: [Redacted]

Address: [Redacted]

Date: 7 February 2022

Second contact: Alice [Redacted]

Signature: [Handwritten Signature]

Position: [Redacted]

Phone: [Redacted]

Address: [Redacted]

**Return to:**

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





Waimakariri District Council  
 215 High Street  
 Private Bag 1005  
 Rangiora 7440, New Zealand  
 Phone 0800 965 468

## OXFORD-OHOKA COMMUNITY BOARD

# Oxford-Ohoka Community Board Accountability Form for 2021/2022 Discretionary Grant Recipients

For funding provided during the period July 2021 - June 2022

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

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

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

Name of group: WEST EYRETON PRIMARY SCHOOL

Date: 29th November 2021 Amount allocated: \$ 454.47

Purpose for grant: For our community library to purchase lego blocks and reference books.

Please give details of how money was spent:

Lego Block \$ \$283

Library Books \$ 168.81

\$ 451.81

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

This fund has been used to update resources in our community library. The books that we have purchased are being used as reference books for teachers and parents in our community. The books are around the subjects of mental health issues, grief, differences etc. They are books that are specific and relatable to children. We have made these books available to the parents in our community as well.

(Additional page attached to the email)



(Use additional pages if necessary)

Continued over page

Funding application continued.

We were lucky enough to be donated a new Lego Table, so we have now purchased Lego blocks to be used. This lego is a great way to encourage more people to visit our library, they often then leave with a reading book as well as time with the lego blocks.

Two authorised signatories to complete the details below:

Date: 29th Nov 2021

First contact name: Pip [redacted]

Signature: *P. Wyatt*

Position: Librarian

Phone: [redacted]

[redacted]: [redacted].nz

Address: \_\_\_\_\_

\_\_\_\_\_

Date: 29/11/2021

Second contact: Carol [redacted]

Signature: *C. Brettridge*

Position: [redacted]

Phone: [redacted]

Email: [redacted]

Address: [redacted]

\_\_\_\_\_

**Return to:**

**Governance Team**

Waimakariri District Council  
Private Bag 1005 Rangiora 7440

OR

com.board@wmk.govt.nz



**OXFORD-OHOKA COMMUNITY BOARD****Oxford-Ohoka Community Board****Accountability Form for 2021/2022  
Discretionary Grant Recipients****For funding provided during the period July 2021 – June 2022**

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

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

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

Name of group: Swannanoa Volunteer Fire Brigade

Date: 24 June 2022 Amount allocated: \$ 1,000

Purpose for grant: To buy uniforms for junior crew (hoodies for kids), and a Community Open Day

Please give details of how money was spent:

Purchase of hoodies for the children of the brigade \$ 500.00

Purchase of sausages, onions, bread, cakes for the open day \$ 500.00

\$

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

Each child in the brigade received a hoodie with brigade logo and their name (see pic attached).

The Brigade held a successful community open day, along with bouncy castle, bbq, colouring competition and attendance is estimated at over 1,000 people!

(Use additional pages if necessary)

Continued over page



Two authorised signatories to complete the details below

Date: 24 June 2022

First contact name: Peter [REDACTED]

Signature: [Signature]

Position: Brigade Controller

Phone: [REDACTED]

Email: [REDACTED]

Address: [REDACTED]

Date: 30<sup>th</sup> June 2022

Second contact: Kaylene [REDACTED]

Signature: [Signature]

Position: Treasurer

Phone: [REDACTED]

Email: [REDACTED]

Address: [REDACTED]

Return to:

**Governance Team**  
Waimakariri District Council  
Private Bag 1005 Rangiora 7440

OR

[com.board@wmk.govt.nz](mailto:com.board@wmk.govt.nz)



**OXFORD-OHOKA COMMUNITY BOARD****Oxford-Ohoka Community Board****Accountability Form for 2021/2022  
Discretionary Grant Recipients****For funding provided during the period July 2021 – June 2022**

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

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

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

Name of group: Life Education Trust Canterbury

Date: 4/7/22 Amount allocated: \$ 500

Purpose for grant: To run our Healthy Harold programme in the Oxford/Ohoka area.

Please give details of how money was spent:

Operating costs of our North Canterbury Educator \$ 500

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

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

Over the past 12 months Life Education Trust Canterbury has been able to reach approximately 1,500 primary and intermediate school children within Waimakariri. We have visited 10 separate schools.

COVID heavily impacted our 'children taught' figures with the traffic light settings and schools being hesitant until they understood the new restrictions. The good news is that none of the schools cancelled they just pushed the booking further down the line meaning that we are very

(Use additional pages if necessary)

Continued over page

Two authorised signatories to complete the details below:

Date:

First contact name:

Signature: 

Position:

Phone:

Email:

Address:

Date:

Second contact:

Signature: 

Position:

Phone:

Email:

Address:

**Return to:**

**Governance Team**  
Waimakariri District Council  
Private Bag 1005 Rangiora 7440

OR

com.board@wmk.govt.nz

and  
nutrition to  
kiwi kids

**LIFE**  
**EDUCATION**

*Thank You!*



## OXFORD-OHOKA COMMUNITY BOARD

### Oxford-Ohoka Community Board

# Accountability Form for 2021/2022 Discretionary Grant Recipients

#### For funding provided during the period July 2021 – June 2022

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

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

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

Name of group:

Date:  Amount allocated: \$

Purpose for grant:

Please give details of how money was spent:

\$

\$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

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

The Large Room Air Purifier is sufficient to process the volume of all the public areas of Oxford Gallery. At Orange Setting since purchase the device has been utilised on a daily basis during trading hours, all on-site meetings and all workshops (Life Drawing & Youth Ceramic classes). The device is an added defence against Covid-19 for our staff, participants and visitors. OAT are very grateful for the contribution for this purchase.

(Use additional pages if necessary)

Continued over page

Two authorised signatories to complete the details below:

Date: 11 June 2022

First contact name: Dr Areta [redacted]

Signature: \_\_\_\_\_

Position: Chair, Oxford Arts Trust

Phone: [redacted]

Email: [redacted]

Address: [redacted]



Date: 16 June 2022

Second contact: Miranda [redacted]

Signature: \_\_\_\_\_

Position: Trustee, Oxford Arts Trust

Phone: [redacted]

Email: [redacted]

Address: [redacted]

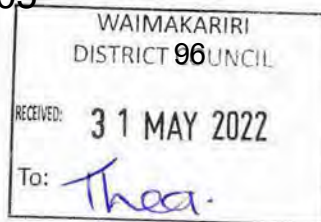


**Return to:**

**Governance Team**  
Waimakariri District Council  
Private Bag 1005 Rangiora 7440

OR

com.board@wmk.govt.nz



Waimakariri District Council  
215 High Street  
Private Bag 1005  
Rangiora 7440, New Zealand  
Phone 0800 965 468

## OXFORD-OHOKA COMMUNITY BOARD

### Oxford-Ohoka Community Board

# Accountability Form for 2021/2022 Discretionary Grant Recipients

#### For funding provided during the period July 2021 – June 2022

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

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

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

Name of group: Clarkville Playcentre

Date: 28 May 2022

Amount allocated: \$ 376.00

Purpose for grant: Bigger bikes, balance bikes and scooters for our older tamariki

Please give details of how money was spent:

Balance Bikes from Mocka	\$ <u>249.49</u>
Bikes from Kmart	\$ <u>138.00</u>
Scooters from Kmart	\$ <u>36.00</u>

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

Our tamariki and our centre whanau's were overwhelmed with what we were able to get with the money you kindly granted our centre. The bikes and scooters have benefitted around 10 students across different families. The kids have been able to practise road safety and learn road rules. It has promoted physical exercise and helped to encourage sharing, built upon their communication skills, as well as helped them to improve their skills with bike, scooter and balance bike riding.


(Use additional pages if necessary)

Continued over page



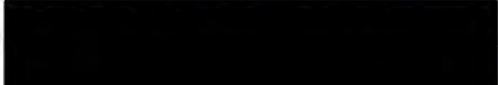
Two authorised signatories to complete the details below:

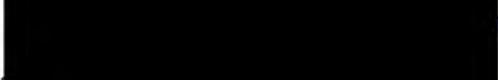
Date: 30/05/2022


First contact name: Mishalka 

Signature: M Bateup


Position: Treasurer / Grants

Phone: 

Email:  am


Address: 

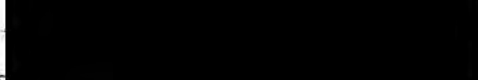
Date: 28/05/2022


Second contact: 

Signature: K Eersu

Position: Secretary

Phone: 

Email: 

Address: 

**Return to:**

**Governance Team**

Waimakariri District Council

Private Bag 1005 Rangiora 7440

OR

com.board@wmk.govt.nz

Due to supply issues we weren't able to purchase the exact scooters and balance bikes we originally requested. We were able to get others at a similar cost though. Many Thanks for your generous donation 😊



**OXFORD-OHOKA COMMUNITY BOARD****Oxford-Ohoka Community Board****Accountability Form for 2022/2023  
Discretionary Grant Recipients****For funding provided during the period July 2022 – June 2023**

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

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

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

Name of group: Oxford Historical Records Soc Inc

Date: June 2022

Amount allocated: \$ 697

Purpose for grant: Securing our Medal Cabinets with polycarb panels

Please give details of how money was spent:

<u>Polycarb panels from Larsen Art n Sign Kaiapoi</u>	\$ <u>697.00</u>
---	------------------

<u> </u>	\$ <u> </u>
----------	-------------

<u> </u>	\$ <u> </u>
----------	-------------

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

**We now have a more secure cabinet protecting our precious War Medals**

*(Use additional pages if necessary)*

*Continued over page*

Two authorised signatories to complete the details below:

Date: 14 August 2022

First contact name: Allan [REDACTED]

X Signature: *AA Thompson*

Position: Chairperson

Phone: [REDACTED]

Email: [REDACTED]

Address: [REDACTED]

Date: 14 August 2022

Second contact: Voila [REDACTED]

Signature: *Brown*

Position: Secretary

Phone: [REDACTED]

Email: [REDACTED]

Address: [REDACTED]

**Return to:**

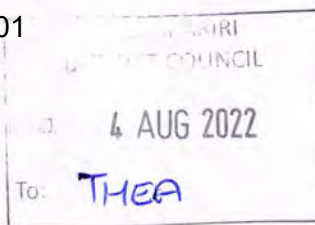
**Governance Team**

Waimakariri District Council  
Private Bag 1005 Rangiora 7440

OR

com.board@wmk.govt.nz

101



Waimakariri District Council  
215 High Street  
Private Bag 1005  
Rangiora 7440, New Zealand  
Phone 0800 965 468

## OXFORD-OHOKA COMMUNITY BOARD

### Oxford-Ohoka Community Board

# Accountability Form for 2022/2023 Discretionary Grant Recipients

For funding provided during the period July 2022 – June 2023

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

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

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

Name of group: Oxford Promotions Action Committee Inc

Date: 6 July 2022

Amount allocated: \$ \$404.00

Purpose for grant: Produce Matariki booklets for the Matariki Event on Friday, 24 June 2022

Please give details of how money was spent:

Warehouse Stationery - print 250 books

\$ 320.00

The Warehouse - Crayons, Pencils, Felts

\$ 85.90 = \$405.90

\$ \_\_\_\_\_

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

A Matariki Event was held in the Oxford Town Hall. As well as poi and star making, Maori stick games etc the Te Papa Matariki Activity book was available for those attending to either colour in and/or take them home. This book is a valuable tool to learn about Maori culture, stars, stores, food, land, family. While we didn't take a head count we believe there was up to 200 participants in the 4 hours and approx 75 books given out. The remainder will be used for next year.

(Use additional pages if necessary)

Continued over page

Two authorised signatories to complete the details below. <sup>102</sup>

Date: 27/7/22

Date: 27/7/22

First contact name: Daniela [REDACTED]

Second contact: CASSANDRA [REDACTED]

Signature: [Signature]

Signature: [Signature]

Position: Chairperson

Position: Secretary

Phone: [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

Email: [REDACTED]

Address: [REDACTED]

Address: [REDACTED]

**Return to:**

**Governance Team**

OR

com.board@wmk.govt.nz

Waimakariri District Council

Private Bag 1005 Rangiora 7440

