MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD
HELD IN THE A&P MEETING ROOM, OXFORD TOWN HALL, MAIN STREET, OXFORD ON THURSDAY 8 FEBRUARY 2018 AT 7.00PM.

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

IN ATTENDANCE
S Markham (Manager, Strategy and Engagement), E Cordwell (Governance Advisor), G Stephens (Green Space Community Engagement Officer), M Ball (Property Officer), R Garcia (Online & Social Media Coordinator), Mayor D Ayers (Mayor) and E Stubbs (Minute Secretary).

1 APOLOGIES
Nil.

2 CONFLICTS OF INTEREST
Item 7.3d T Robson as a member of the Ashley Gorge Reserve Advisory Group
Item 7.3c M Brown as a member of the Mandeville Sports Club Committee
W Doody advised the Board that she is the appointed Councillor to the Mandeville Sports Club Committee.

3 CONFIRMATION OF MINUTES
3.1 Minutes of the Oxford-Ohoka Community Board – 7 December 2017
Moved S Farrell seconded J Lynn
(a) THAT the Oxford-Ohoka Community Board:
Confirms the circulated minutes of the Oxford-Ohoka Community Board meeting, held 7 December 2017, as a true and accurate record.
CARRIED

4 MATTERS ARISING
J Lynn asked if there would be an update on Canterbury Landscape’s Resource Consent application to Environment Canterbury (Ecan). E Cordwell advised that the consent application was to be notified with a hearing currently scheduled to take place between Tuesday 6 March and Friday 9 March. The consultant independent planner was now working on the Board’s submission and S Nichols would keep the Board informed. An email would be circulated with further details including an update on whether there had been any associated resource consent application lodged with WDC.

5 DEPUTATIONS AND PRESENTATIONS
Nil.

6 ADJOURNED BUSINESS
Nil.
7 REPORTS

7.1 Classification of Reserve 1651, 470 Woodstock Road, Oxford – Monese Ball (Property Officer)

M Ball spoke to the report noting that it was in relation to 470 Woodstock Road also known as the old racecourse domain. Staff had identified that when the use changed to dispersal and treatment of sewerage the type of classification of the reserve was not changed and as such, it still had a public recreation reserve classification. This was historic and needed to be rectified. Staff had spoken to the Department of Conservation who supported the reclassification.

W Doody asked if anything else would be affected and M Ball noted that it had not been used as a public domain since 1994. The reclassification suggested was a technical issue. A third irrigator may be installed in the future.

S Farrell asked about the possible removal of trees in the future and M Ball replied that this would only be as they reached maturity, but was still to be decided. It was with the forestry portfolio.

J Lynn asked if there would be public consultation as part of the reclassification process and M Ball replied yes. If any concerns were raised by the public these would be referred to the Board prior to any decision being made. It was also proposed to seek an easement for the sewer line and this would also form part of the consultation.

Moved M Brown seconded J Lynn

THAT the Oxford-Ohoka Community Board:
(a) Receives report No. 180109001167
(b) Recommends that the Council:
   Approves under the Reserves Act 1977 to classify the reserve described in the schedule as Local Purpose (Sewerage and Plantation) reserve, subject to the provisions of the Act.

Canterbury Land District – Waimakariri District

Schedule

<table>
<thead>
<tr>
<th>Area (Ha)</th>
<th>Description</th>
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<tr>
<td>87.4120</td>
<td>Reserve 1651 (New Zealand Gazette 1878 page 1670)</td>
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(c) Notes that a subsequent report will be presented should any objections be received following public advertising.

CARRIED

7.2 Property Lease/Licence Renewals 01 January 2018 to 31 December 2018 – Monese Ball (Property Officer)

M Ball noted that each year a report was submitted to the Community Boards on Lease and licence renewals in the Board’s community area. Those highlighted in the attached spreadsheet were due for renewal this year. Many were old gravel reserve areas with simple grazing licences. There was potential for disposal of those blocks as surplus land.
S Farrell commented on the lease of 90 High Street commenting that she believed the lease had been made shorter due to the dog park proposal. M Ball advised the lease was not on automatic renewal and it could be on a month-by-month basis until the future of the land was confirmed.

J Lynn noted the leased horse paddock land at Ohoka Domain and expressed concern the tenants did not appear to have been given notice prior to the upcoming development at the domain. M Ball advised that the contracts had a three-month termination clause. She would follow up with staff.

J Lynn noted that the lease costings were not included. S Markham advised that that information was available and could be provided. M Ball noted that staff were considering the possibility of a policy regarding fee structure.

Moved K Felstead seconded W Doody

THAT the Oxford-Ohoka Community Board:

(a) Receives report No. 180119004348
(b) Notes the upcoming renewals, status and nature of the lease/licence agreements.

CARRIED

K Felstead suggested it would be difficult to change the District Plan to allow for disposal of two-hectare blocks.

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

G Stephens spoke briefly to the report. The original request for funding from the Ashley Gorge Advisory Group (AGAG) included shingle but this had now been found/donated from elsewhere so that only the request for financial support for bait traps was outstanding.

As regards Mandeville Sports Club request for a grant for landscaping, S Farrell was very supportive but felt that the report lacked detail on what was actually to be planted and would like to see a more extensive cost breakdown. J Lynn also agreed that more information would be helpful in making any decision. S Farrell noted that the Discretionary Grant applications required greater detail. In addition, she noted that AGAG had asked for funding for 10 traps and the report stated that the funding would enable 20 traps to be installed. G Stephens advised that he had clarified this with AGAG and that the funding sought was for 10 possum traps and 10 rat/stoat/hedgehog traps – 20 in all.

With regard to MSC, a breakdown of costs had been requested however, this had not been available in time for the agenda. He believed $5000 was an appropriate figure; it would not cover the complete planting plan, including the irrigation required. General Landscaping Projects are assessed, overseen and managed via the Council’s Greenspace Unit and there is significant oversight and accountability in the process.

W Doody acknowledged that there was a desire to know more about the detailed planting plan and advised that the MSC Board would not be meeting for another fortnight. She confirmed that there was a large amount of planting required and that reasonable sized trees were needed in order to help alleviate community concern over the removal of large trees and due to damage by rabbits. The trees would provide beautification of the area, which included a walking track for everyone to use.

S Farrell noted that there should be no rush as planting would not be carried out over the summer months.
The Board was advised that it could consider approving the project subject to staff approval and professional confirmation of the plan/cost breakdown and which could also be circulated to the Board. S Markham commented that the Greenspace Manager was responsible for making such judgments and that it would allow the process to continue in order to meet planting season requirements.

S Farrell reiterated that she would like to see the cost breakdown.

J Ensor did not believe the protracted discussion and decision making was helpful. The MSC had held a meeting in December 2017 with residents concerned about the removal of trees. J Ensor provided details on costings/spacing/distances and pre-planting and maintenance requirements for the MSC proposal. He asked G Stephens for his initial views on the costings and G Stephens commented that although he did not have the information before hand, it was in line with what was expected, as there was a lot of planting required.

M Brown commented that if the Board was to have criteria for the grant, this needed to be provided up-front in order to give confidence to groups applying.

K Felstead reminded the Board that General Landscaping was not a contestable fund.

K Felstead thanked J Ensor and suggested that the details be provided to the Greenspace Manager.

K Felstead noted that there was a further $11,000 in the budget and asked if there were any other projects in the pipeline. G Stephens replied there were none that came to mind. K Felstead commented that the Board needed to make progress to spend the funds within the financial year. A number of projects were raised;

- Landscaping at the Gatekeeper’s lodge.
- A seat around a tree at Ohoka Domain.
- Upgrade of railway siding signs – which the Board had previously understood would come out of a separate budget, and the upgrade had not yet occurred.
- Landscaping at Swannanoa Cricket Club.

S Markham commented that G Stephens and R Garcia could look at proactive communications to the larger community groups/advisory groups in the ward including what sort of information was needed to assist the Greenspace Unit in their assessment of potential landscaping projects.

K Felstead noted that he was fully supportive of the Staff Recommendation commenting that he did not believe the Board required too much detail as all potential and approved projects were assessed and overseen by the Greenspace team. Advisory Groups and other major groups would usually approach Greenspace directly and that the ‘route’ taken for the MSC and Ashley Gorge Advisory Group projects was unusual.

Moved T Robson  seconded S Farrell

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

(a) **Receives** report No. 180126007040

(b) **Notes** that to date the Board has a budget of $16,370.00 available to allocate from its 2017/2018 General Landscaping Budget towards landscaping projects within the Oxford Ohoka Ward. This is made up of the annual plan allocation of $11,920.00 and a carry-over from the previous financial year of $4450.00
(c) Approves the allocation of $5000.00 to the Mandeville Sports Club Inc. for use in reinstating boundary plantings for shelter and improving the aesthetic presentation of the public park, subject to the provision of a cost breakdown by the Mandeville Sports Club to be approved by the Council’s Greenspace Manager and the Chair and for members to be advised of this.

CARRIED

J Ensor abstain

Moved K Felstead seconded W Doody

THAT the Oxford-Ohoka Community Board:

(d) Approves the allocation of $580.00 to the Ashley Gorge Advisory Group to be spent on the purchase of 20 predator traps.

CARRIED

K Felstead commented that he was more than happy to support, it had been a good presentation and was a good project.

W Doody was pleased to support the AGAG, the trapping required a lot of volunteers and was already proving successful.

7.4 Poyntzs Road Water Supply Source Upgrade – Consultation – Colin Roxburgh (Water Asset Manager) and Mark Andrews (Civil Engineer)

This report was withdrawn. The Board was advised that further consultation and exploration of options was being undertaken.

8 CORRESPONDENCE

Moved J Lynn seconded M Brown

THAT the Oxford-Ohoka Community Board:

Draft Stormwater Drainage Bylaw

(a) Notes the letter of support from the Board to the Draft Stormwater Drainage Bylaw 2018 (Trim 171206132500).

(b) Receives the acknowledgement of letter of support to the Draft Stormwater Drainage Bylaw 2018 (Trim 180122004948).

CARRIED

9 CHAIRPERSON’S REPORT

Nil.

10 MATTERS FOR INFORMATION

10.1 Woodend-Setton Community Board meeting minutes – 11 December 2017 (Trim No. 171205131874).

10.2 Rangiora-Ashley Community Board meeting minutes – 8 November 2017 (Trim No. 171108121421).

10.3 Rangiora-Ashley Community Board meeting minutes – 13 December 2017 (Trim No. 171127128450).
10.4 Kaiapoi-Tuahiwi Community Board meeting minutes – 20 November 2017 (Trim No. 171116125128)

10.5 Kaiapoi-Tuahiwi Community Board meeting minutes – 18 December 2017 (Trim No. 171218137118)


Moved J Ensor seconded M Brown

THAT the Oxford-Ohoka Community Board receives the information in items 10.1-10.7

11 MEMBERS’ INFORMATION EXCHANGE

11.1 J Ensor

- Advised he had been active and busy attending eight meetings and activities.

11.2 J Lynn

- Attended Public Spaces Domain Policy Advisory Group meeting. A second draft had been completed. The policy considered the location/rules regarding ‘sandwich boards’, buskers, collectors, food stalls etc. A third draft would be completed which would go to Council for approval prior to public consultation.
- Gatehouse Lodge – good relationship with Council, funding had been approved. They were looking to have foundations in and move the building in March.
- Provision of Broadband in Ohoka was progressing.

11.3 S Farrell

- Attended Oxford Museum meeting. The building had been classified as ‘low use’ so did not need earthquake strengthening. They were looking to improve secure attachment of furniture.
- Attended Ohoka Domain meeting. No compromise could be reached so there was status quo with the alternative plan.
- Attended Mandeville Residents’ Association meeting.

11.4 T Robson

- Met with new Youth Development Coordinator Sam Redwood.

11.5 M Brown

- Mandeville Sports Club - Vision Café concept.
- Attended meeting the previous evening with West Eyreton Ward Advisory Group (WEWAG). There was concern around the Poyntz Road water supply source upgrade. Further consultation and exploration of alternative options was now being progressed.

11.6 K Felstead

- Acknowledged Neville Falconer receiving QSM for broadcasting.
- Acknowledged the passing of Murray Binnie, he had been the Council’s Drainage Manager before retiring; he developed and supported the Te Reo and Waiaita programmes at the Council.
- Acknowledged the swearing in of Kirstyn Barnett to the Council.
LTP
Council had not provided funding for the Oxford High Street Reserve and Management plan in the next 10 years. He suggested that the Board could consider this when developing its submission to the LTP. K Felstead commented that not much new money had been approved for the ward. The Multi Use Sports Facility was in the Draft LTP for consultation. The potential average rate rise across the district was 4.4%. This was an average and some areas such as the Oxford township could be higher due to upgrade of the sewer plant. The LTP consultation was 9 March – 9 April 2018.

S Markham advised that on 7 March there was an All Boards Briefing where the CE would outline the key aspects of the Draft LTP. The communications team were working on an engagement program.

11.7 W Doody

LTP
Waste Minimisation – The Hearing Committee had recommended that there be an ‘opt in/opt out’ system which she believed was the fair approach to accommodate those who did not want bins. It would be a user pays system. Welcomed feedback on the proposed Multi Use Sports Facility. Another set of toilets for Mandeville Sports Club was included. Toilets in the West Oxford Reserve were planned for the ‘longer’ LTP.

- Noted the new car seat recycling programme.
- Noted results of ‘Love Food Hate Waste’ – national waste audit of food left behind in households. The statistics were very disappointing.
- Noted Oxford Rural No. 1 on a boil water notice. The new well had been drilled with water at 33L/s. It needed to go through a public consultation process with ECan, the speed it progressed depended on submissions.
- Attended Waimakariri Accessibility Group meeting.

D Nicholl advised that K Ward (Community Board Advocate) had resigned due to health reasons prior to Christmas and suggested that a letter be sent to Karyn from the Board thanking her for her services.

12 CONSULTATION PROJECTS
Nil.

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

S Farrell raised a query regarding the decorating and lighting of Oxford Main Street at Christmas. The Oxford Promotions Association had made a submission to the Draft Annual Plan two years ago regarding flags in Main Street Oxford. They had received a reply that staff would be consulting with all Promotions Associations about decorations but nothing had occurred.

Lights had been put up on the flag poles in Oxford but they were ineffective and could only be seen at night. K Felstead agreed that lighting in poles was not very good.
S Farrell noted the flags in Rangiora and asked if they had been provided by Council. S Markham advised that Kaiapoi Promotions Association (KPA) and the Rangiora Promotions Association (RPA) had both established a targeted rate for decorations through the businesses in those centres. Staff would provide an update regarding who was responsible for what and what was budgeted for.

13.2 New Arterial Road, Kaiapoi

Regular updates on the progress of the new Arterial Road will be posted on the Council’s website. There are also links to intersection layout plans for each of the new intersections. The updates can be located using the link below:


There was some discussion around the new arterial road in Kaiapoi. Including the surface, flow of traffic and speed limit. K Felstead advised that an upgrade of Skewbridge was included in the LTP.

14 BOARD FUNDING UPDATE

14.1 Board Discretionary Grant

Balance as at 8 February 2018: $3276.19

15 MEDIA ITEMS

S Markham introduced R Garcia to the Board as their new media liaison. R Garcia was also resident of the ward.

R Garcia advised that as soon as the agenda was available prior to the meeting, there would be an update on the Council’s website highlighting the matters the Board were considering and once the meeting had happened advising of the main decisions. R Garcia would not attend every meeting, however when there were ‘bigger’ items of public interest then he would attend and liaise with media. He would work proactively to gain media interest. R Garcia would liaise with D Nicholl and Governance staff noting that it was a good opportunity to get involved and share the valuable work the Board was doing.

S Markham commented that R Garcia could work with Greenspace to get a message to advisory and appropriate community groups regarding General Landscape Budget proposals and for these to go to the Greenspace team. S Farrell asked about distributing the information through Chatter, which went to a number of voluntary organizations. S Markham commented that there needed to be a balance and R Garcia suggested a targeted message strategy to different parties they wanted to engage.

W Doody noted the Board’s presence at the upcoming Oxford A&P Show. S Markham noted that the Draft LTP would be out for consultation at that time.

E Cordwell advised that at the March meeting there would be a report recommending adoption of Community Board Standing Orders. The Council had already approved its own Standing Orders. The new document was nearly identical in content however was organized to be more readable.

S Farrell asked if they could be tweaked. E Cordwell advised that minor tweaks were possible and could be discussed. It was good to have consistency between Community Boards and Council.
16 QUESTIONS UNDER STANDING ORDERS

17 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

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

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 8.40pm.

CONFIRMED

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Chairperson

__________________________
Date