MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD
HELD IN THE WEST EYRETON HALL, 3 EARLYS ROAD, WEST EYRETON ON
THURSDAY 5 OCTOBER 2017 AT 7.03PM.

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

IN ATTENDANCE
S Markham (Manager, Strategy and Engagement), C Brown (Community Green Space Manager), B Rice (Senior Transport Engineer), G Stevenson (Utilities Projects Team Leader), M Ball (Property Officer), K Graham (Journey Planner/Road Safety Co-ordinator), V Caseley (District Plan Manager), G Stephens (Green Space Community Engagement Officer), K Ward (Community Board Advocate) and E Stubbs (Minutes Secretary).

The Chair welcomed 48 members of the public who were in attendance.

1 APOLOGIES
Moved J Lynn Seconded J Ensor
Apologies were received and sustained from K Felstead and M Brown for absence.

CARRIED

2 CONFLICTS OF INTEREST
Item 5.1 W Doody as a member of the Solid Waste Working Party.
Item 12.2 W Doody as a Councillor.

3 CONFIRMATION OF MINUTES
3.1 Minutes of the Oxford-Ohoka Community Board – 7 September 2017

Moved J Ensor seconded S Farrell

THAT the Oxford-Ohoka Community Board:

(a) Amends the minutes of the Oxford-Ohoka Community Board meeting held on 7 September 2017, Page 3, G Tisnall should be G Chisnall and Page 3, paragraphs two and three should refer to Number 10 Road not Diversion Road.

(b) Confirms the circulated minutes of the Oxford-Ohoka Community Board meeting, held 7 September 2017, as a true and accurate record.

4 MATTERS ARISING
Nil.

5 DEPUTATIONS AND PRESENTATIONS
5.1 Kirstyn Barnett, Chair of the Cust Community Network (CCN), spoke to the Board regarding their group and their Rural Recycling Project survey. She apologised for the absence of the secretary, Yolande Lawrence. She noted
that the CCN arose out of a Vision Café held during the last electoral term, and that their membership now crossed the common boundary between the Oxford-Ohoka Community Board (OOCB), and the Rangiora-Ashley Community Board (RACB). A comparable deputation to the RACB had been made in September 2017. The main aim of the group was to develop amenity services in the Cust area, for example they organised the Winter Gala. Their Facebook page had 500 likes. K Barnett acknowledged the work of the past Chair, Maria Cassia.

The Rural Recycling project is an initiative to make recycling more easily accessible to those in the area who wished to use such a service. A Facebook survey has indicated 98% of local residents supported rural recycling. K Waghorn, Solid Waste Asset Manager, has advised CCN that around 100 people regularly recycle at the Southbrook and Oxford centres and that there are funds for a trial of the project to be undertaken in 2018. The CCN would oversee the recycling centre and provide advice to the community to minimise contamination.

The CCN believes that the Cust Domain is ideal as a potential location for the proposed recycling centre. There is an area next to the toilet block that is screened, imperceptible to residents and sheltered which will moderate the issue of wind-blown rubbish. Freedom campers are allowed to camp in the domain.

K Barnett advised they would be presenting to the Council’s Solid Waste Working Party in November 2017 to seek funding approval and requested support from the Board for the trial to be undertaken.

D Nicholl queried how freedom campers would be prevented from putting rubbish in with the recycling. K Barnett noted that contamination could and does occur and that the aim would be to keep contamination below 15% with pro-active community education and signage. CCN would monitor the site however, there would inevitably be some contamination.

S Farrell asked whether the site would be manned, and who would maintain its orderliness. K Barnett replied it would be an unmanned drop-off. However, CCN was committed to doing a regular visual check and to ensure that it was tidy. The trial would ascertain if that was sufficient monitoring.

J Lynn sought clarification to confirm there was no recycling currently in Cust and asked for further details about the recycling drop-off. K Barnett replied there was no recycling outside the urban area. The recycling would go into the ‘mixed recycling’ stream. Vandalism remained a possibility.

5.2 Emma Gillard, Oxford business owner, spoke to the Board regarding Agenda Item 7.1. Approval to remove three All Day Parking Spaces. Ms Gillard noted that there had been a recent review by WDC staff of the safety and visibility issues around the parking spaces in Oxford. E Gillard commented that she had been troubled to learn that there was the potential to lose three more carparks in the town centre particularly as the previous installation of the pedestrian crossing had already resulted in one to two carparks being lost. E Gillard believed that removing additional parking spaces would be detrimental to businesses in the vicinity.

Since learning of the results of the review she has taken notes of the use of car parking in Oxford.

Ms Gillard provided the Board with her observations:

- The two carparks directly opposite her shop often had three cars parked there.
- In addition the carparks were often taken up by business owners and employees.
E Gillard did not believe it was her place to suggest that employers request staff park further away but had noted the 60min parking restrictions in Meyer Place. She suggested parking restrictions could be considered and enforced along Main Street from around Bay Road to the Oxford Town Hall.

She noted that the review was for safety purposes and affirmed her support of such an approach. However, she challenged the safety of many intersections in Oxford; due to ongoing hazards road users needed to exercise caution and common-sense.

E Gillard expressed her concerns regarding the effect of losing such proximate carparks would have on her business. She had observed potential customers unable to find a park outside her shop, were likely to drive past, and away. Businesses are struggling in Oxford and so making them as accessible as possible was important. She noted that while there was ample parking by the ‘big tree’ and Jaycee building, the location of those was not always perceived as convenient.

S Farrell inquired if any other businesses had raised concerns about the loss of car parks. E Gillard was unable to comment.

J Lynn asked how the parking limits could be enforced. E Gillard suggested that observations of repeat offenders could be phoned through to the Council.

J Ensor commented on 5-10minute parking restrictions in Nelson, and asked how well E Gillard believed that would work for her shop. E Gillard commented that it would be better to have the carparks still useable than totally removed.

S Farrell suggested another option from the review findings could be to remove fewer carparks. E Gillard responded positively stating anything was better than losing all three parking spaces.

*Item 7.1 was taken at this time.*

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### 6 ADJOURNED BUSINESS

#### 6.1 Oxford Public Toilet Mural – C Brown (Community Green Space Manager)

C Brown spoke to the report noting that it lay on the table from the 3 August 2017 meeting pending the establishment of the Arts in Public Places Policy. The report had sought a decision on the installation of a mural on the Oxford Town Centre Toilets. The Board had requested an update on the matter and staff continued to recommend that the Board should continue to defer the matter until the Arts in Public Places Policy was operational. The formation of the Trust was part of the Long Term Plan (LTP) process.

C Brown noted that following completion of the Oxford Service Centre (OSC) the landscape design for this area had been approached holistically. An oversight had resulted in the inclusion of climbing plants on the section of wall previously proposed for a mural but this could be rectified in due course and plants transferred to another area. Alternatively, a mural could still be painted on another section of the toilet block.

S Farrell expressed concern regarding the proposed mural design advanced by Keep Oxford Beautiful (KOB). She would prefer something more compatible with the natural environment now the new OSC and surrounding area has been completed. She asked if this could be communicated to KOB.

W Doody suggested waiting until the Art In Public Places Policy was established. T Robson advocated that KOB should not be placed in an ambiguous position that could continue indefinitely. C Brown advised that if the decision was deferred until the Art in Public Places Policy was approved,
then the associated new Trust may be given authority to approve any such mural installation.

Moved W Doody seconded S Farrell

THAT the Oxford-Ohoka Community Board:

(a) Receives report No 170713072891.
(b) Notes that during the May 2016 Oxford Eyre Ward Advisory Board meeting a resolution was passed deferring making a decision on a proposed mural being installed on the Oxford Town Centre Toilets until the Art in Public Places Policy was operational.
(c) Notes that the Art in Public Places Policy if approved would require the establishment of a Trust to manage requests for public art and this will be considered by Council during the Long Term Plan process.
(d) Continues to defer making a decision on the proposed mural for the Oxford Public Toilets until the Arts in Public Places Policy is operational.

CARRIED

Moved S Farrell seconded J Ensor

THAT the Oxford-Ohoka Community Board:

(e) Write to the Keep Oxford Beautiful Committee advising their logo is not deemed appropriate for the main street toilets as a mural. Once the Art In Public Places Policy is in place, public consultation with the Oxford Community will take place for an appropriate mural which visitors to Oxford and locals will enjoy.

CARRIED

W Doody against

7 REPORTS

7.1 Approval to remove 3 x all day parking spaces – Oxford Town Centre – K Stevenson (Roading Manager) and K Graham (Journey Planner/Road Safety Co-ordinator)

K Graham highlighted that the report recommended the removal of three carparks outside Fresh Choice, and otherwise would take it as read.

D Nicholl commented that it did not appear to be a popular decision. K Graham advised that the report and recommendation came about due to feedback from the community regarding safety concerns, including visibility on exiting the supermarket and also from a specific briefing with the Board. She noted that whilst there was only space allocated for two carparks, often three cars were parked there. Speed surveys down Main Street had shown speed was not a major concern.

J Lynn asked if stopping people exiting from the supermarket’s carpark and turning right would facilitate visibility. K Graham commented that the pedestrian crossing was to the left and to prevent a right turn required physical infrastructure; she would not recommend that as a solution.

J Ensor asked if restricted parking (for example, 5 minute) was a workable solution, and if so could it be trialled? It would still enable older people and less mobile people to be dropped off and picked up. There had been no serious accident on the crossing. K Graham replied whilst the idea was a workable one, the challenge was the enforcement of a 5 minute rule. Currently there was insufficient resources to police restrictions in Oxford regularly. However, the idea also did not negate the safety concerns of the community.
A parking restriction change could not be trialled as parking restrictions changes needed to go through a bylaw review process, otherwise they would not be legally enforceable.

Moved J Ensor seconded D Nicholl

THAT the Oxford-Ohoka Community Board:

(a) **Receives** report No. 170719074874.

AND

**Recommends** to the Council that it:

(b) **Trials** a 5-10 minute parking restriction on the three parking spaces for six months.

W Doody expressed concern and advised that the Board required further information before making such a recommendation to the Council.

*The meeting adjourned at 7.40pm for a workshop, resuming at 7.47pm.*

**AMENDMENT**

Moved W Doody seconded J Lynn

THAT the Oxford-Ohoka Community Board:

(a) **Receives** report No. 170719074874.

(b) **Lies** the report on the table pending further information.

CARRIED

**7.2 Tram Road Speed Limit Review – B Rice (Senior Transport Engineer) and C Sexton (Intern Engineer)**

B Rice commented that the Board would recall the recent community feedback regarding speed limit reductions across the Mandeville area. Included in that feedback was some community support for a reduction in speed limit on Tram Road. It was noted at the time that the speed limit on Tram Road would be considered at a later date once the design for the commercial area was confirmed and a safety audit carried out. The final design had not been confirmed, however the recommendation from the safety audit was that there should be a reduction in speed limit along that section of Tram Road.

B Rice noted that due to the nature of the road purely installing 80km/hr signs on that section of Tram Road may not have significant impact and that threshold treatments would need to be included at either end; for example, narrowing lanes.

The report sought the Board’s approval to consult on an 80km/hr speed limit.

S Farrell reminded the Board that at its July 2017 meeting K Stevenson, Roading Manager, had said a review of Tram Road speed limits would be considered further once the detailed design for the Mandeville commercial area was completed; she noted that Board members had not seen that plan. She queried whether the proposed 80km/hr speed limit would need reconsideration, as well as alteration to where the reduced speed came into force, if the Board authorised the consultation without the design for the commercial area being appended into the plan as presented.
B Rice stated it was unlikely as the initial point for speed reduction would be unchanged, regardless of the final intersection design. S Farrell asked whether the consultation should be deferred until the design was complete. B Rice responded that the probable outcome was that the design could be accommodated within the proposed 80km/hr speed limit corridor.

J Ensor commented that the Mandeville Residents’ Association (MRA) remained concerned about the entrance/exit to the business park and road and vehicle safety. They were concerned the proposed 80km/hr may be still too fast. He proposed the decision be deferred until the design was complete.

J Lynn asked why there was a 500m lead in from one direction and a 300m lead in from the other and whether this was sufficient to reduce speed. B Rice commented that staff had spent a long time reviewing and analysing the options. If the limit was extended too far then people forget they are in an 80km/hr zone and start to speed up. The proposed speed reduction area was concentrated where there were more driveways and a more urban environment.

T Robson queried the process going forward and whether the matter would return to the Board. B Rice advised that the Board would be kept informed.

J Ensor was concerned about slip lanes, accidents and wanted to see the full design. B Rice said that reducing the accident potential was the impetus for the speed reduction.

Moved J Ensor seconded S Farrell

THAT the Oxford-Ohoka Community Board:

(a) Receives report No. 170913099302.
(b) Lies the report on the table.

CARRIED

Item 12.2 was taken at this time.

7.3 Eyeleton Domain Draft Master Plan – G Stephens (Green Space Community Engagement Officer)

G Stephens spoke to the report seeking the Board’s support to submit the Eyeleton Domain Draft Master Plan to Council for approval. If approved by Council, there would be a further public consultation and report back to the Board.

G Stephens advised the Eyeleton Domain was approximately three hectares and was currently used by equestrians. There has been ongoing discussion with the community regarding other recreational and neighbourhood use of the space. A ‘Let’s Talk’ campaign was initiated in order to get feedback and the Eyeleton Domain Draft Master Plan developed.

G Stephens outlined the proposed key elements of the Plan including:

- A new entrance way and signage for the equestrian area off Harris Road.
- A fence with gates at regular intervals to more easily segregate the equestrian area from a ‘kick-a-ball’ and playground picnic area.
- Signage in general to assist with the shared use and activities taking place in the reserve/domain area.
The cost of implementing the plan is estimated to be approximately $145,000 and this would need to be considered by the Council as part of the Long Term Plan (LTP).

There would not be any further consultation with the community until after LTP deliberations, so as not to raise expectations.

S Farrell asked if there would be more seating in the Neighbourhood Reserve section. G Stephens responded that such features would be incorporated in the more detailed plan phase.

A letter had been sent to residents, including Les Cherry, a long-term resident of the area whose family had donated the land to the community, advising of the process.

J Lynn queried the lease arrangements. C Brown advised there was no current lease. The Reserve Management Plan (if approved) would allow for a lease to be created given that the Plan itself was subject to significant formal scrutiny and due process.

C Brown advised that there was to be an additional formal workshop with the Board regarding the overall Parks and Reserves Management Plan and proposed new Levels of Service in preparation for the LTP. The Board’s formal comments and feedback were being sought including gaps in provisions for level of service. Although the Eyreton Domain would be included the Board would also get a contextual understanding of all the other projects identified for inclusion and their potential priorities.

J Ensor commented on the facilities of the Eyreton Pony Club at Mandeville and asked if it was a duplication of service. C Brown advised that the Council had not put money into the arenas that were established at the Eyreton Domain and that the equestrian group had a large following that were not members of the Pony Club. Feedback to recent Annual Plans had included comments regarding bridleways and areas for the public to ride horses.

There was an adjournment from 8.55 to 8.57 pm.

Moved T Robson seconded S Farrell

THAT the Oxford-Ohoka Community Board:

(a) Receives report No 170919101092.

(b) Notes that staff have undertaken initial consultation with the community through a feedback flyer (attachment ii), and following approval from the Oxford-Ohoka Community Board, used the results of this feedback to guide the design of the Draft Master Plan for Eyreton Domain (included as attachment i).

(c) Notes that staff have sent a letter (attachment iii) to those who provided feedback advising them that a master plan would be created with two separate spaces, one for equestrian and one for neighbourhood park type activities, and informing them of the process going forward.

(d) Notes that the current estimated cost to implement the proposed master plan is $145,000.

(e) Supports staff submitting the Eyreton Domain Draft Master Plan to Council for funding consideration as part of the 2018 - 2028 Long Term Plan (Trim No. 170919101074).

(f) Notes that if funding is approved, the plan would be subject to a process of further public consultation before a more detailed concept plan was prepared. This would then be presented back to the Oxford-Ohoka Community Board for approval prior to being implemented.

CARRIED
7.4 **Ohoka Domain Draft Master Plan – G Stephens (Green Space Community Engagement Officer)**

G Stephens spoke to the report seeking the Board’s support to take the Ohoka Domain Draft Master Plan to the public for consultation. Following that, the results of consultation and any changes would be brought back to the Board to seek its support to submit the Plan to Council for funding consideration as part of the LTP.

G Stephens advised that the main Domain would be linked to the Ohoka Bush and that there is space included for the Ohoka Gatekeeper’s Lodge and car parking.

Consultation in June 2017 with the Ohoka community and users of the Ohoka Domain highlighted two main areas of interest:

- the future of the Ohoka Farmers Market in the domain
- associated car parking issues.

In terms of the Farmers Market consultation feedback highlighted dual community perspectives. Some wanted the market to move to a different site as it had grown too big, others wanted the market to stay and the issues to be addressed. Staff believed that the market should remain in its current location which was a notable factor of its success. In addition, staff believed there were positive social outcomes from the market and issues arising from it could be addressed.

The main issue identified was parking. Solutions to address this were discussed in detail within the report. At this stage staff have proceeded with the installation of stabilisation matting as the preferred option within the concept plan, as it is aesthetically pleasing and addresses the damage issues. A trial of the matting is currently underway.

G Stephens outlined the elements in the Master Plan including:

- the horse paddock returning to the domain
- a line of poplars to be removed
- Ohoka Bush to be extended and organically flow into the main Domain
- space set aside for the Gatekeepers Lodge
- a playground extension
- ground stabilisation matting
- a new vehicle entrance off Whites Road to remove the need to drive past the playground and to assist with relocation of the Lodge.
- the existing BMX track would remain
- the tennis court would remain.

G Stephens commented that the draft plan had been presented to the Ohoka Domain Advisory Group and they were supportive of the current proposal with minor changes. Staff were now ready to take it to the community for further consultation. The cost was in the region of $270,000 for which there was no allocated funding, and would need to be considered by Council through the LTP.

W Doody queried if the Ohoka Lodge museum was included in the $270,000 and G Stephens replied it was not.
J Lynn asked if there was any way the Whites Road entranceway could be fast-tracked and would the Board’s General Landscaping Budget cover it. C Brown advised that the General Landscaping Budget would be insufficient and that it would also need to be considered for a future funding allocation.

J Lynn requested a breakdown of the $270,000 and C Brown agreed to provide this.

D Nicholl asked if the grass area behind the pavilion needed resurfacing. C Brown advised that was not budgeted for. This could be addressed if the area was considered as a sports ground in the future.

J Lynn queried if there was a Resource Consent in place to operate the market and if the market should be charged for damage repairs. C Brown advised this issue has been raised previously.

S Farrell asked about the conditions of the lease, and whether the market was required to make a booking. C Brown replied they did need to make a booking, it was not a licence to occupy. In practice a regular booking was not made, however Health and Safety plans were provided. There was both a commercial element and a community event element to the Ohoka Farmer’s Market.

S Markham advised that in terms of use for the market, any issues would be identified through the consultation. These would be incorporated into any plan going forward. C Brown agreed that any issues would need to be resolved. The Resource Consent would be a starting point and also for the Market’s use of the building which needs to be addressed in a more formal agreement.

J Ensor asked if the $275,000 cost would reflect in the rates. C Brown advised that this would form part of the Council’s consideration of the overall LTP process.

J Ensor commented that he had concerns around traffic management and if that would be addressed. C Brown commented that was of concern for the roading unit, however the scale of activity on market days slowed traffic, therefore reducing risk.

J Ensor asked if the seat donated by the Women’s Institute would be installed and G Stephens advised there was room to add a seat.

J Ensor queried the possibility of moving the market’s location. C Brown advised that a change of location may deter people from attending and may cause the market to cease operating. The market’s activity did need to be managed, however as it had reached its maximum number of stalls it could not get any bigger.

J Lynn queried when the planned Pavilion remediation and earthquake strengthening work would be finished. C Brown advised that G Barnard would provide an update. J Lynn commented it would be detrimental for the market if repairs occurred over the summer. C Brown advised that there could be some flexibility; for example request that work not be carried out on a Friday.

J Ensor requested clarity on the type of work planned for the Pavilion. C Brown advised they were not major changes, mainly roof replacement and cosmetic enhancement.

Moved J Lynn seconded T Robson

THAT the Oxford-Ohoka Community Board:

(a) Receives report No: 170921102179.

(b) Notes that staff have undertaken initial consultation with the community through a feedback flyer (attachment ii) and two ‘drop in’ stations and used the results of this feedback to guide the design of the Draft Master
Plan for Ohoka Domain, included as attachment i.

(c) **Notes** that the current estimated cost to implement the proposed master plan is $275,000.

(d) **Approves** staff undertaking public consultation on the Ohoka Domain Draft Master Plan and presenting the results of this consultation and any changes made to the next Board Meeting, to seek support in submitting the Ohoka Domain Draft Master Plan to Council for funding consideration as part of the 2018 - 2028 Long Term Plan.

CARRIED

7.5 **Classification of Reserve 2953 – M Ball (Property Officer)**

M Ball and G Stevenson spoke to the report, noting that this would be presented to the Council for a decision. The reports sought approval to classify the whole of the reserve as ‘local purpose’. Currently it was part gravel reserve and had been used for forestry until the windstorm of 2013 destroyed much of the trees. In 2009 a corner of the reserve had been re-designated ‘local purpose’.

Moved J Lynn seconded S Farrell

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

(a) **Receives** report 170919101431; with plan 170926103871;

(b) **Supports** the reclassification of Reserve 2953 to a Utility Reserve;

(c) **Approves** a report being submitted to Council to obtain approval under Delegated Authority and subsequent to the advertising and subject to there being no objections to the proposal, the Minister be asked to gazette the classification.

CARRIED


C Brown spoke to the report advising that the group’s purpose would be to establish a Public Domain Policy and activities undertaken in those areas; for example hawkers and buskers. A representative was being sought from each Community Board to participate in the Reference Group.

J Lynn and T Robson indicated their interest in the requested appointment.

Moved W Doody seconded T Robson

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

(a) **Receives** report No. 170920101797.

(b) **Approves** Board member J Lynn to represent the Oxford-Ohoka Community Board on the Draft Public Domain Policy Review Reference Group.

CARRIED
7.7 **Appointee request from Swannanoa Cricket Club Domain Development Group – Karyn Ward (Community Board Advocate)**

K Ward introduced the report.

J Ensor expressed an interest in being the Board’s appointee advising that he had had significant past involvement with the Swannanoa Domain group, including assisting with electricity, irrigation and planting.

Moved S Farrell seconded W Doody

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

(c) **Receives** report No. 170922102675.

(d) **Approves** the appointment of Board Member J Ensor as a Board representative and liaison person, to the Swannanoa Cricket Club Domain Development Group.

On being put to the meeting this motion was CARRIED.

However, the Chairperson then advised the Board that M Brown, who had given his apologies for the meeting, had also expressed his interest in the appointment to the Chair via email.

On receipt of this new information and under **Standing Orders 3.9.17 Revocation or alteration of resolution at same meeting** a further motion was moved and seconded.

Moved D Nicholl seconded J Lynn

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

(e) **Receives** report No. 170922102675.

(f) **Approves** the appointment of Board Member M Brown as a Board representative and liaison person, to the Swannanoa Cricket Club Domain Development Group.

The Board noted that Member Brown was not present and therefore unable to address the Board regarding his interest in the appointment.

Staff advice was sought and an Amendment was moved and seconded as follows:

**Amendment:**

Moved W Doody seconded J Lynn

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

(g) **Receives** report No. 170922102675.

(h) **Lies** the report on the table due to absentee members.

CARRIED

7.8 **Applications for Oxford-Ohoka Community Board Discretionary Grant 2017-2018 – K Ward (Community Board Advocate)**

J Lynn asked why the Oxford Night Patrol Group had only requested one set of signs. W Doody responded they could only drive one car at a time and also
noted that the Board could not award more funds than the application requested.

J Lynn queried the Oxford Communities Families Trust minimal charge for the paintball equipment loan. T Robson advised that he understood that the Boys Brigade used the equipment more than anyone else.

S Farrell queried whether the Oxford Community Men’s Shed Trust application met the grant’s criteria. Additional information had been provided by the Men’s Shed and was tabled which clarified the purpose for which the funds were being sought. TRIM No. 171101118165.

Moved S Farrell seconded J Ensor
THAT the Oxford-Ohoka Community Board:
(a) **Receives** report No. 170920101664.
(b) **Approves** a grant of $500 to Oxford Communities Families Trust (Oxford ICONZ) towards the costs of paint-balling supplies.
(c) **Approves** a grant of $239.05 to Oxford Night Patrol Group towards the costs of reflective magnetic signs to identify patrollers using private vehicles.

CARRIED

Moved S Farrell seconded W Doody
(d) **Approves** a grant of $500 to Oxford Community Men’s Shed Trust towards the costs of the Spring into Oxford event.

CARRIED

7.9 **LGNZ Young Elected Members Retreat – K Ward (Community Board Advocate)**

K Ward introduced the report and outlined the proposed activity being run by LGNZ.

Moved J Ensor seconded J Lynn
THAT the Oxford-Ohoka Community Board:
(a) **Receives** report No. 170925102999.
(b) **Approves** Board Member, Thomas Robson, to attend the LGNZ Young Elected Members Retreat, 9 to 11 November 2017 being held in the Selwyn District.
(c) **Notes** that any member attending a conference is requested to write a report on the Retreat, sharing ideas and knowledge gained, and the report is included in the Board’s December 2017 agenda.

CARRIED

J Ensor commented it was an excellent event that encouraged youth.

7.10 **Ratification of the Oxford-Ohoka Community Board’s Submission to the Waimakariri District Council regarding the Draft Waimakariri”**
Accessibility Strategy: “Towards an Inclusive Environment” – E Cordwell (Governance Adviser)

K Ward advised she would take the report as read.

Moved J Lynn seconded T Robson

THAT the Oxford-Ohoka Community Board:
(a) Receives report No. 170830094004.
(b) Ratifies the Board’s Submission to the Waimakariri District Council regarding the Draft Waimakariri Accessibility Strategy: “Towards an Inclusive Environment” (Trim 170830093927).

CARRIED

8 CORRESPONDENCE

Moved S Farrell seconded T Robson

THAT the Oxford-Ohoka Community Board:

CARRIED

9 CHAIRPERSON’S REPORT

9.1 Chairperson’s Report for September 2017

Moved S Farrell seconded J Lynn

THAT the Oxford-Ohoka Community Board:
(a) Receives report No 170829093224.

CARRIED

10 MATTERS FOR INFORMATION

10.1 Woodend Sefton Community Board meeting minutes – 14 August 2017 (Trim No. 170822090257)
10.2 Kaiapoi Tuahiwi Community Board meeting minutes – 21 August 2017 (Trim No. 170818089346)
10.3 Capital Projects Report for the period ended 30 June 2017 – Report to Audit and Risk Committee 19 September 2017 (Trim No. 17090609337)
10.4 Changes to Kaiapoi (West) Speed Limits – Report to Council 5 September 2017 (Trim No. 170822090290)
10.5 West Eyreton and Summerhill Backup Source Options – Report to Council 5 September 2017 (Trim No. 170627066208)

Moved T Robson seconded S Farrell

THAT the Oxford-Ohoka Community Board receives the information in items 10.1-10.5.

CARRIED
11 MEMBERS’ INFORMATION EXCHANGE

11.1 J Ensor
- Concerned that the third lane on the motorway be only for express use.
- Had attended Mandeville Residents Association (MRA).
  - MRA had concerns regarding flooding and effects of local business operation continue.
- Mandeville Sports Centre (MSC).
  - the Pegasus toilets had proven unsuitable for relocation to MSC. This project would now need to be taken to the LTP.
- Attended All Boards Briefing.
- Congratulated staff on the new Oxford Service Centre.

11.2 S Farrell
- Attended Oxford Historical Society meeting.
- Attended MRA.
  - MRA plan to submit regarding the ECan notified resource consent for Canterbury Landscaping.
- Attended Spring into Oxford event.

11.3 T Robson
- Attended Youth Council.
  - the possibility of presenting to the Community Boards was discussed.
- Attended Spring into Oxford event.

11.4 M Brown (tabled due to absence)
- Had met with West Eyreton School’s Principal, and written to Swannanoa School regarding the availability and criteria of the Board’s Discretionary Grant.
- Written to three Pony Clubs; Oxford, View Hill and Kaiapoi, reminding them of the opportunity to apply for the Board’s Discretionary Grant.
- Communicated with Oxford Rural Drainage Advisory Group about possible changes coming up with a second well and Poyntzs Road scheme being merged with that at West Eyreton.
- Lodged two Service Requests for pot holes and road reflectors.
- Requested an update on maintenance of the West Eyreton tennis club building.

11.5 W Doody
- Tabled her report.
- Noted upcoming Passchendaele commemoration at Kaiapoi.
- Noted the asbestos found in Courtney Drive and the decision to kerb and channel rather than have a swale, and the financial implications of that.
- Noted the Malaysian Ministerial Delegation’s visit to better understand community support and development in the Waimakariri District.
- Attended a general museum meeting in Cheviot.

12 CONSULTATION PROJECTS

12.1 District Plan Review
Consultation closes 5pm, 27 October 2017.
The upcoming workshop to discuss this matter, 12 October 2017, was noted.

Moved S Farrell seconded J Ensor

THAT the Oxford-Ohoka Community Board:

(a) Resolves that they wish to submit on the District Plan Review Consultation.

CARRIED

12.2 **Canterbury Landscape Supplies Ltd.**

Consultation closes 5pm, 26 October 2017.


V Caseley advised that she may be able to answer some of the Board’s questions and would provide an update on the process.

S Farrell asked if the Council could object to the Resource Consent for the composting activity lodged with Environment Canterbury (ECan). V Caseley advised that for ECan consultations Board members were usually recommended to lodge a submission as individuals, but the Board could also submit as an entity in its own right.

V Caseley explained that the Council was involved through planning officer reports, as the operation also required a consent from WDC that dealt with those matters as related to the District Plan. Due to the nature of the business activity of the applicant, there may be cross over effects between Council and ECan responsibilities. Therefore the Council could not make a submission, but the Board could.

D Nicholl asked if the Board made a submission, did it need to be prepared and presented by a lawyer. V Caseley advised that this would not be necessary.

- Anyone could make a submission, but may seek assistance from an independent person with expertise in resource management.
- There were some legal requirements to be met under the Resource Management Act (RMA).
- A lawyer was not needed at the hearing.
- The submission should be broad enough to cover the area(s) that the submitter specifically wanted to comment on at the hearing.
- At a hearing the applicant would firstly present their evidence, then those submitters in support of the application, followed by those in opposition, finally ECan (or Council officers according to the hearing body) submitted their report.
- By presenting to the Hearing a submitter could answer any potential questions from the Hearing panel.

D Nicholl confirmed that a spokesperson could be nominated by the Board.

T Robson asked about the communication between ECan and WDC as the consent applications were quite closely linked. V Caseley said they were not in day to day contact. The last contact had been last Wednesday or Thursday when ECan had advised formally that its consent should be publicly notified. The resource consent application to WDC was still subject to further assessment and information and a decision as to whether it met the criteria for public notification had not yet been taken.
V Caseley advised that the RMA required decision makers, where consent applications were linked, to make such decisions at the same time.

J Lynn queried when decisions could be made on the application to WDC and V Caseley replied this had to follow a defined legal process. When all the information was available the first thing to consider was whether the effects were ‘more than minor’, if they were it would be publically notified. If not, the application process could be non-notified.

J Lynn commented that this application had generated a lot of community interest and asked if the land use consent had been held up due to a lack of information. V Caseley advised the reason the application was on hold was due to consideration of using independent processing officers, and legal advice had been sought.

J Lynn noted that there had been concern raised about trucks still accessing site and asked if that had been followed up. V Caseley advised that following the September OOCB meeting there had been a site inspection and that complaints formally lodged, were followed up.

S Markham advised that the RMA process was very prescriptive and the Council needed to be careful to adhere to that otherwise there was potential for Judicial Review. He appreciated that it could appear confusing as to how the process fitted together in this instance however that was the nature of the legislation and the relevant responsibilities of the territorial authorities involved.

J Ensor spoke of residents’ concerns with regard to possible water contamination issues.

S Farrell queried the process going forward if the Board resolved to submit on the ECan consent application. S Markham advised that the Council would engage an independent planner to assist the Board as it was not appropriate for a WDC planner to participate in the process.

Moved J Lynn seconded J Ensor

THAT the Oxford-Ohoka Community Board:

(a) Resolves that they will submit on the ECan consent applications in relation to Canterbury Landscape Supplies Ltd, Diversion Road operation.

AND

(b) Notes that any elected member may choose to submit on this matter as a private individual.

CARRIED

W Doody abstain

There was a break of two minutes to allow members of the public to depart.

Item 7.3 was taken at this time.

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 Markham advised there would be a workshop on the Oxford Town Centre at the November meeting.

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:


14 **BOARD FUNDING UPDATE**

14.1 **Board Discretionary Grant**

Balance as at 5 October 2017: $4,900.

15 **MEDIA ITEMS**

M McIlraith, Communications and Engagement Manager, has assigned a staff member from his team to liaise with D Nicholl and assist the Board with media matters.

16 **QUESTIONS UNDER STANDING ORDERS**

Nil.

17 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

**NEXT MEETING**

The next meeting of the Oxford-Ohoka Community Board is scheduled for Thursday 9 November 2017 commencing at 7.00pm, at Oxford Town Hall.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 10.15pm

CONFIRMED

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Chairperson

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Date