

Oxford-Ohoka Community Board

Agenda

Wednesday 4 August 2021

7pm

**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 COMMUNITY HALL, MILL ROAD, OHOKA ON WEDNESDAY 4 AUGUST 2021 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 – 7 July 2021

7- 18

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 7 July 2021, as a true and accurate record.

4.2 Matters Arising

5 DEPUTATIONS AND PRESENTATIONS

Nil.

6 ADJOURNED BUSINESS

Nil.

7 REPORTS

7.1 Approval to Consult on the Waimakariri District Cycle Network Plan and Infrastructure Prioritisation Programme – Don Young (Senior Engineering Advisor) and Allie Mace-Cochrane (Graduate Engineer)

19 - 47

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

THAT the Council:

- (a) **Receives** Report No. 210720118252.
- (b) **Approves** consultation being carried out on the Cycle Network Plan (Attachment i) and proposed infrastructure prioritisation programme shown in Attachment ii, and as per Section 4.4.1, noting that the recreational paths are for information only due to different funding requirements.
- (c) **Notes** that the proposed infrastructure prioritisation programme is based on the joint budget allocation, by Council and Waka Kotahi, of \$4,700,000 across ten years, with the amount varying from year to year.
- (d) **Notes** that pre-engagement will be carried out in October, with district-wide consultation occurring from the start of November to the start of December.
- (e) **Notes** that the results of the public consultation and final proposals will be presented to the Community Boards and then Council for approval.
- (f) **Notes** that the plan and prioritisation routes will be reviewed every three years.
- (g) **Circulates** this report to the Utilities & Roading Committee and Community & Recreation Committee for their information, noting that the decision was requested from Council rather than the Utilities & Roading Committee to ensure timeframes are met.

7.2 **Proposed Oxford Health and Fitness Centre Building Extension – Pearson Park, Oxford – Grant Reburn (Parks and Recreation Operations Team Leader)**

48 - 52

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 210720118477
- (b) **Approves** a variation of lease to Oxford Health and Fitness Centre Trust of approximately 153 square metres to allow a building extension in Pearson Park, Oxford.
- (c) **Notes** staff will be consulting with the Pearson Park Advisory Group regarding the proposed building extension.

7.3 **E-scooter trial in the Waimakariri District – Vanessa Thompson (Business and Centres Advisor) and Simon Hart (Business and Centres Manager)**

53 - 66

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receive** Report No. 210623101009.
- (b) **Notes** that the Town Centres Strategies Implementation Programme Working Group was appointed by Council as the steering group for this project in October 2020. They have pre-approved the preferred supplier and endorsed a six month e-scooter trial plus the trial conditions outlined at clauses 4.4 to 4.6.
- (c) **Notes** that on 4 May 2021 Council approved 'in principle' a six month

trial of up to 400 hire e-scooters in the Waimakariri district by the preferred supplier, noting that details of any trial parameters would be brought back to Council at a later date for consideration toward formal approval.

- (d) **Notes** that the preferred supplier will only operate the trial if they continue to have a business presence in Canterbury, however staff may progress conversations with alternative providers to gauge their interest in a trial opportunity should the preferred supplier no longer be available.
- (e) **Notes** the proposed trial period of six months from Oct/Nov 2021 to Mar/Apr 2022.
- (f) **Notes** that the 400 e-scooters will be distributed across the townships of Rangiora, Kaiapoi, Woodend and Pegasus.
- (g) **Notes** the proposed geo-fencing restrictions identifying the 'no-go', 'preferred parking', 'no parking', 'speed restriction' and 'special access' zones for the e-scooters outlined at clause 4.4.6.
- (h) **Notes** that some key safety considerations for the trial are identified at clause 4.5.
- (i) **Notes** the preferred supplier will be responsible for covering the trial's infrastructure and operational costs and no significant financial contribution is required from Council.
- (j) **Notes** that at the conclusion of the trial, a full report will be brought back to the Community Boards and Council providing feedback about the trial including relevant qualitative and quantitative data related to e-scooter use and community perceptions.
- (k) **Notes** that the concluding trial report may include a staff recommendation to continue the e-scooter trial on a semi-permanent basis via the issuing of annual operating licences to commercial supplier/s, but that any such recommendation will be subject to Community Board feedback and the approval of Council.

7.4 **Summary of Discretionary Grant Accountability 1 July 2020 to 30 June 2021 – Thea Kunkel (Governance Team Leader)**

67 - 89

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 210720118631.
- (b) **Notes** that the Board distributed \$7,147 of its Discretionary Grant allocation for the 2020/21 financial year, and an amount of \$2,926 was carried forward to the 2021/22 financial year, thereby bringing the Discretionary Grant Fund to a total of \$8,746 for current financial year.
- (c) **Circulates** a copy of this report to all other Community Boards.

8 CORRESPONDENCE

Nil.

9 CHAIRPERSON'S REPORT

9.1 Chairpersons Report for July 2021

RECOMMENDATION

90

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 210727122200.

10 MATTERS FOR INFORMATION

10.1 Rangiora-Ashley Community Board Meeting Minutes 14 July 2021 (Trim210715115743)

10.2 Woodend-Sefton Community Board Meeting Minutes 12 July 2021 (Trim210715115798)

10.3 Kaiapoi-Tuahiwi Community Board Meeting Minutes 19 July 2021 (Trim 2107221198330)

10.4 May 2021 Flood Event and Emergency Works Update (Trim 210625103046) – Report to Council meeting 6 July 2021 – Circulates to all Boards.

10.5 Setting of Speed Limits Rule 2021 Consultation (Trim 210624102345) – Report to Council meeting 6 July 2021 – Circulates to all Boards.

10.6 May 2021 Flood Event and Emergency Works Update – Report to Council Meeting 6 July 2021 – Circulates to all Boards.

10.7 Enterprise North Canterbury Approved Statement of Intent beginning 1 July 2021, Approved Enterprise North Canterbury Business Plan 2020/21 and the draft promotion of Waimakariri District Business Plan for 2021/20 – Report to Audit and Risk Committee Meeting 20 July 2021 – Circulates to all Boards.

10.8 Zone Implementation Programme Addendum Capital Works Programme – 2020/21 – Report to Land and Water Committee 20 July 2021 – Circulates to all Boards.

10.9 Wetland Area in the Lineside Road – Bramleys Road area – update on wetland definition and land owner concerns – Report to Land and Water Committee Meeting 20 July 2021 – Circulates to all Boards.

10.10 North-East Rangiora Development Area Roding projects Statement of Proposal for Special Consultative Procedure for Targeted Rate and Appointment of Hearing Panel – Report to Utilities and Roding Committee 20 July 2021 – Circulates to the Rangiora-Ashley Community Board.

PUBLIC EXCLUDED REPORT

10.11 Public Excluded Report to Council meeting 6 July 2021 – Circulates to all Boards.

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the information in Items 10.1-10.10.
- (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. *Hard copies of the Public Excluded item was 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

12.1 Stockwater Races

<https://letstalk.waimakariri.govt.nz/let-s-talk-about-stockwater-races>

Consultation closes Tuesday 7 September 2021.

12.2 North East Development Area

<https://letstalk.waimakariri.govt.nz/northeast-development-area>

Consultation closes Tuesday 24 August 2021.

13 BOARD FUNDING UPDATE

13.1 Board Discretionary Grant

Balance as at 31 July 2021: \$6,790.

13.2 General Landscaping Fund

Balance as at 31 July 2021: \$12,710.

14 MEDIA ITEMS

15 QUESTIONS UNDER STANDING ORDERS

16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Workshop

- *Members Forum*

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board is scheduled for Thursday 9 September commencing at 7.00pm at the West Eyreton Hall.

**MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD
IN THE OXFORD TOWN HALL, MAIN STREET, OXFORD ON WEDNESDAY
7 JULY 2021 AT 7PM.**

PRESENT

D Nicholl (Chairperson), T Robson (Deputy Chairperson), S Farrell, N Mealings, M Brown, R Harpur, W Doody and S Barkle.

IN ATTENDANCE

T Tierney (Manager Planning and Regulation), K Simpson (Three Waters Manager), L Hurley (Project Planning and Quality Team Leader), K Straw (Civil Projects Team Leader), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer)

1 APOLOGIES

There were no apologies.

2 PUBLIC FORUM

2.1 Scott Baker – Oxford Resident

S Baker spoke to the Board regarding the correspondence he had sent (refer item 8 of the agenda) raising his concern about the lack of visibility of pedestrians during the winter months in the rural areas, particularly in regard to children waiting for school buses or walking the school bus routes of the district.

His aim was to start a conversation around pedestrian safety and raise the awareness of the dangers of wearing dark clothing when out walking, as they became invisible to motorists, especially in the shadow of shelter belts,. He had sent letters to the Rangiora High School and the Oxford Area School requesting them to raise awareness of this problem with the students and had received a positive response from Rangiora High School but had heard nothing from the Oxford Area School. He noted that it was only by bringing this matter out for discussion and conversation that change could be achieved.

S Farrell commented that she had raised this matter with Mayor Gordon and Councillor Mealings which had resulted in a plan of raising road safety awareness over the next few months.

W Doody noted that she was on the Road Safety Committee and asked if S Baker would speak to the Committee so as to get buy in from other stakeholders. S Baker agreed to speak at the next Road Safety Committee meeting.

T Robson noted that it was very disappointing that the Oxford Area School had not responded to S Baker, as the school had a reputation of being proactive. He commented that when he was at school, students catching the school bus were issued screen printed high visibility (hi-vis) vests which had to be worn when catching the bus. He commented that it would be helpful if the Council could investigate if this initiative was still in practice and if not, whether the Council could partner with schools to provide hi-vis vests as a safety initiative for students catching buses especially during the winter months.

S Barkle commented that at Swannanoa they were trying to bring in the wearing of hi-vis vests for the students traveling to school. They were also investigating getting local businesses involved by sponsoring the hi-vis vests with local business logos. A further idea was for high school students to design

appropriate reflective outer clothing that they would feel comfortable to wear in public, as it was acknowledged that the student's buy-in was needed to actually wear what was provided.

N Mealings noted that in the photo attached to the letter (refer Item 8 of the agenda) it was very difficult to see the student and wondered if students were picked up at designated spots or if buses picked up students in front of their homes. S Baker responded that there were designated routes and locations. N Mealings suggested that the school, or whoever designated where the bus routes were, should review the locations of the bus stops. She noted that most teenagers would not wear something that they did not want to wear, however perhaps there could be a reflective sign installed at the stops where students congregated to alert motorists.

M Brown suggested that letters be sent directly to the School Boards rather than the Schools as that was where this sort of decision or action would originate. He also suggested getting the Youth Council involved as students were more likely to respond to other young people.

S Farrell noted that the Council's Roading Team had secured a number of hi-vis vests and water bottles with 'be safe be seen' which she thought was a good catch phrase. S Farrell also noted that even in daylight, horse riders and dog walkers were difficult to see when in the shadow of a hedge and wondered if pony clubs gave tuition on road safety and in particular on visibility while near roads. M Brown commented that having being a part of Equestrian New Zealand, a set of guidelines which included the wearing of highly visible clothing was available to all equestrian facilities, however, at the end of the day children had to rely on parents to buy them their gear and to lead by example in regards to safety around roads.

The Chairperson thanked S Baker for his presentation and for raising awareness and concern for his community.

3 CONFLICTS OF INTEREST

There were no conflicts of interest recorded.

4 CONFIRMATION OF MINUTES

4.1 Minutes of the Oxford-Ohoka Community Board – 9 June 2021

Moved: M Brown

Seconded: S Barkle

THAT the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 9 June 2021, as a true and accurate record.

CARRIED

4.2 Matters Arising

M Brown noted that at the June 2021 Board meeting the Board had approved \$3,500 to the Mandeville Sports Club from its General Landscaping Budget. He enquired what the normal timeframe for payment of a grant was as Mandeville Sports Club had no formal acknowledgement of the grant which had been approved four weeks ago. K Rabe noted that normally a letter would be sent out within a week of the meeting. Staff would investigate the matter further.

S Farrell noted regarding the proposed town entrances speed limit review, there seemed to be confusion regarding the requested 40km/h speed reduction, noting that mention had been made of the requirement of a \$450,000 budget that would be required to achieve this outcome. S Farrell

requested an update from the Councillors on the outcome of the report and the Councils consideration on the matter. N Mealings noted that the Council revised the recommendation in relation to Oxford Main Street, shortening the length to be reduced to 40km/h with road treatments to slow traffic. This would incur extra cost to achieve however \$450,000 was only an estimated cost. S Farrell noted that it would be up to the community now to submit to the Council.

5 **DEPUTATIONS AND PRESENTATIONS**

There were no deputations or presentations.

6 **ADJOURNED BUSINESS**

Nil.

7 **REPORTS**

7.1 **Oxford-Ohoka Community Board's 2021/22 Discretionary Grant Fund and 2021/22 General landscaping Fund – T Kunkel (Governance Team Leader)**

K Rabe spoke to the report noting that this was an annual report at the start of every financial year to confirm the Board's funding budgets for the following financial year. A workshop with Greenspace staff would be held in August 2021 to ascertain what landscaping projects the Board wanted to put forward for the 2021/22 financial year and a definitive figure for the Landscaping budget would be available, once all invoices for the previous year had been paid, and the carry forward of the 2020/21 budget was determined.

M Brown commented that the Board approved funding to the West Eyreton community to do some landscaping on the reserve in West Eyreton. A site meeting had been held with Greenspace staff, the Cust West Eyreton Garden Club and West Eyerton Hall Committee. Staff were to produce a planting plan, but as yet no plan or any further communication had been received. K Rabe would follow up and come back to the Board regarding the status of this project.

S Barkle noted that there was a group that had wished to apply to the Discretionary Grant Fund earlier in the year, however, due to the delay in receiving quotes for their project, the application now had to be considered in the new financial year. This would impact on the ability for the group to apply for further funding during the year and enquired if there was anything the Board could do to mitigate this issue. K Rabe noted that groups were allowed to apply twice during a financial year as long as it was not for the same project.

Moved: S Farrell

Seconded: T Robson

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 210623101620.
- (b) **Notes** that the Board's General Landscaping Budget allocated by the Council for 2021/22 is \$12,710 with a carry forward for the 2020/21 financial year still to be determined due to outstanding invoices being processed.
- (c) **Notes** that the Board's Discretionary Grant Funding allocated by the Council for 2021/22 is \$5,820 and that an amount of \$2,926 was carried forward from the 2020/21 budget.

- (d) **Approves** the Board's 2021/22 Discretionary Grant Fund Application Criteria and Application Form (Trim No. 210603089944).
- (e) **Approves** the Board's 2021/22 Discretionary Grant Accountability Form (Trim No. 210603089980).
- (f) **Approves** that Discretionary Grant Fund applications be considered at each meeting during the 2021/22 financial year (July 2021 to June 2022).

CARRIED

7.2 Application to the Oxford-Ohoka Community Board's Discretionary Grant Fund 2020/21 – T Kunkel (Governance Team Leader)

N Mealings noted that the Swannanoa Volunteer Fire Brigade had submitted two applications for different projects and while she understood that a group could apply twice a financial year, she could not recall seeing two within the same meeting and enquired if that was able to be done. K Rabe noted that this was unusual however, there was no rule disallowing the submission of two applications to the same meeting. The disadvantage of doing this would be the inability to apply again within the current financial year. S Barkle explained that the Board were encouraging groups to apply for funding at the end of the 2020/21 financial year which this group had done however the quotes were delayed which meant that the applications had to be submitted during the current financial year. If the applications had been submitted to the June meeting as intended it would have allowed the group to request funding again during the 2021/22 financial year.

S Farrell noted that the Oxford Arts Trust had stated in their application that if the application for funding was unsuccessful the ceramic workshops would not happen, however she knew that Creative New Zealand had funded Oxford Arts Trust almost \$7,000. W Doody noted that they had been granted \$7,000 for tutors to run the workshops, and therefore could not cover the cost of shelving.

It was agreed that the grants would be moved separately.

Moved: W Doody Seconded: T Robson

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 210622100456.
- (b) **Approves** a grant of \$500 to the Oxford Arts Trust towards to cost of purchasing shelving, cupboards and furniture.

CARRIED

M Brown commented that the Ministry of Education did not fund the Library and therefore there was no reason not to assist the school in this instance.

Moved: M Brown Seconded: S Barkle

THAT the Oxford-Ohoka Community Board:

- (c) **Approves** a grant of \$454.87 to the West Eyreton Primary School towards the cost of purchasing new books and Lego for their community school library.

CARRIED

T Robson enquired if the Swannanoa Volunteer Fire Brigade would be able to raise the shortfall if the Board only granted \$500 towards the proposed projects. K Rabe noted that in their application they had indicated that if funding was not received one of the project would not proceed.

S Barkle stated that the Swannanoa Volunteer Fire Brigade was entirely run by volunteers and they did a fantastic job supporting the community and their remit had recently been increased to include traffic accidents and she believed the group was a worthy one.

W Doody was supportive of the open day project stating this would be a community event and would help educate the community on the dangers of fire in the home.

M Brown noted that there were rules on how much funding was allowed to be granted, no matter if the groups were worthy or requested more funding than was allowed.

Moved: M Brown Seconded: S Barkle

THAT the Oxford-Ohoka Community Board:

- (d) **Approves** a grant of \$500 to the Swannanoa Volunteer Fire Brigade towards the cost of purchasing uniforms for their junior crew.
- (e) **Approves** a grant of \$500 to the Swannanoa Volunteer Fire Brigade towards the cost of hosting an open day.

CARRIED

8 CORRESPONDENCE

8.1 Stock Water Race Bylaw Consultation

L Hurley and K Simpson spoke to the Memorandum giving a brief overview of the amendments and the special public consultation to be carried out during July and August 2021. The Board was invited to submit on this matter if it so chose.

S Barkle enquired on the process followed if someone was misusing the water race. K Simpson answered that there was no formal compliance testing, however, if a complaint was received staff would follow up. S Barkle also asked if any information on water races were given to new property owners who had a water race on their property. K Simpson answered that currently no information, other than what was recorded on the LIM, was given to property owners but that this was a good question and staff would look into following this up.

W Doody noted that some water races had been closed and enquired if staff knew what happened to these and did owners know that they should be left open to assist with drainage of the land. K Simpson explained that owners were required to inform the Council if they wanted to fill in a water race, however, staff again relied on the community letting the Council know if a water race had been filled in.

T Robson noted that the rural area had unreliable internet connection and enquired if there were other methods that the community could feedback to the Council on this matter. L Hurley stated that every property owner who had a water race on their property would receive a letter and information on the submission process which included a 'Lets Talk' pamphlet and the opportunity to respond 'manually'.

8.2 Stockwater Main Race Tree Removal

K Simpson tabled a further memorandum informing the Board of maintenance being carried out on the main irrigation/stockwater race located at 1237 Thongcaster Road. Normally this would not be brought to the Board's attention as it was normal maintenance by the Council, however, the Council had received a concerns that a stand of mature redwoods would be included in the work and it was decided to inform the Board in the event they received other such queries from members of the public.

The work to be carried out was the trimming or removal of trees near the above water race. Staff noted that the work to be carried out was not in the vicinity of the redwood trees however if required the contractor had been informed to request an arborist's assistance if there was any concerns regarding any of the redwoods. The contractor was due to start work on Monday 12 July 2021.

T Robson noted that this was a popular recreation area and requested that staff insure that the site was left in a safe manner over the weekends so as to not endanger members of the public.

In response to questions regarding the specified distance of trees in relation to water races, K Simpson stated that this depended when the trees were planted and noted that the bylaw was fairly recent, leading to different distances at times.

8.3 S Baker's email re road safety

S Farrell enquired if the Board could encourage stakeholders to run a campaign on social media and other platforms to raise awareness of pedestrian visibility.

M Brown was not supportive of this as he stated that campaigns were only effective until the public got bored with them. He noted that what had to change was society's habits which the Council could not do.

Moved: M Brown Seconded: S Farrell

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the memorandum on the Stock Water Race Bylaw – Proposed Consultation (Trim 210622100703).
- (b) **Receives** the email regarding road safety (Trim 210623101086).
- (c) **Receives** the tabled memorandum on Stockwater Main Race – Tree Removal (Trim 210630105852).

CARRIED

9 CHAIRPERSON'S REPORT

9.1 Chairpersons Report for June 2021

- Attended a seminar on the Future of Local Government – very pleased with the turn out to the event and that most delegates were of the same opinion that Central Government should not take over Local Government's role and that local knowledge was a better option than directives from Wellington.
- Attended a meeting on the Three Waters Reform.

Moved: W Doody Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the verbal report from the Oxford-Ohoka Community Board Chairperson for June 2021.

CARRIED

10 **MATTERS FOR INFORMATION**

- 10.1 Rangiora-Ashley Community Board Meeting Minutes 9 June 2021 (Trim 210604090612)
- 10.2 Woodend-Sefton Community Board Meeting Minutes 14 June 2021 (Trim 210614095394)
- 10.3 Kaiapoi-Tuahiwi Community Board Meeting Minutes 21 June 2021 (Trim 210621099597)
- 10.4 Report back on Attendance to the 2021 Local Government New Zealand's Community Board Conference (Trim 210518078892) – Report to Oxford-Ohoka Community Board meeting 9 June 2021 – Circulates to all Boards.
- 10.5 Report Back on Attendance to the 2021 Local Government New Zealand's Community Board Conference (Trim 21052604267) – Report to Rangiora-Ashley Community Board meeting 9 June 2021 – Circulates to all Boards.
- 10.6 Updates to the Parking Bylaw 201 (Trim 210526084423) – Report to District Planning and Regulation Committee Meeting 15 June 2021 – Circulates to all Boards.
- 10.7 Approval of the 2021/22 Rooding Capital Works Programme (Trim 210603089971) – Report to Utilities and Rooding Committee Meeting 15 June 2021 – Circulates to all Boards.
- 10.8 Naming on new Reserves in the Regeneration Area (Trim 210610093078) – Report to Kaiapoi-Tuahiwi Community Board meeting 21 June 2021 – Circulates to all Boards.
- 10.9 Library Update to June 5 2021 (Trim 210610093078) – Report to Community and Recreation Committee Meeting 22 June 2021 – Circulates to all Boards.
- 10.10 Final Utilities and Rooding Activity Management Plans (Trim 210514077226) – Report to Council Meeting 22 June 2021 – Circulates to all Boards.

PUBLIC EXCLUDED REPORT

- 10.11 Locky Dock Bikes Stands in the Waimakariri District (Trim 2104210664209) – Report to Council meeting 1 June 2021 – Circulates to all Boards.

Moved: M Brown

Seconded: N Mealings

THAT the Oxford-Ohoka Community Board receives the information in Items 10.1-10.11.

CARRIED

11 **MEMBERS' INFORMATION EXCHANGE**

S Farrell

- The Oaks Walkway – there had been some tree stumps removed from the front area and the installation of bollards.
- Attended a Museum meeting and they were investigating the installation of a heat pump.
- Councillor Doody and herself had an informal discussion on the future zoning of the area at Ashley Industrial.

M Brown

- Requested staff follow up on the query he had on Tram Road traffic island from the previous meeting.
- Attended an Oxford Promotions Association meeting – the Christmas lights project was looking successful.
- Contractors down at the West Eyreton Headworks running pipes through the road connecting up the Poyntzs Road scheme.

- With the bad weather over the last week and there was a lot of black ice around resulting in the accidents on Tram Road South Eyre Road the next day. The community was concerned regarding the gritting of the roads and the timing of the work being done. He requested a presentation from the Traffic and Roading team regarding the grit programme.

N Mealings agreed that there was a lot of conversations on this matter and Alistair Grey, Communications and Engagement Manager was investigating the procedure so that the Council could inform the public on locations and times of gritting.

T Tierney noted that the issue had arisen at the Management Team Operations meeting on Monday 5 July and G Cleary had updated the Team, noting that Council needed to do further education on this matter as there was quite a lot of misinformation on gritting roads and the perceived danger that it could cause. The underlying message was that you had to drive to the conditions and the conditions required slowing down.

R Harpur

- Attended the Mandeville Sports Centre Delegates Meeting – discussed the performance of the fundraiser and so far they had not been able to come up with any funds.
- Attended the Grey Power meeting – had a guest speaker, the CEO of Retirement Villages from Wellington, talking about retirement villages which was very enlightening.
- Had an approach from the Mandeville Residents Association regarding the five roads work being carried out in Mc Hugh's Road and No 10 Road, he understood it was well underway. The Mandeville Residents Association had noted that it was historically McHugh's Road that was the main through road at the intersection and No 10 Road was historically a logging road, however was now predominantly used by residents of West Eyreton. The thought was that McHugh's Road and No 10 Road should be the dominant roads going through and that give ways should be set up on the other three roads at the intersection.

S Barkle

- Work started on the five roads intersection – received a lot of feedback on that which had mostly been positive.
- Attended the cycle networks meeting – expressed concern about the rural areas and the connections between our communities. The Board should be encouraging community groups to make submissions during the public consultation so that the Council could be made more aware that there was a need for more walking and cycling paths to connect rural communities.
- Plenty of media regarding the Spark copper network being shut down.

T Robson

- Had a residents approaching him regarding the poor condition of Main Street with lots of potholes and bumps which created a lot of noise at night for residents in the vicinity. He also noted that during rain events a number of properties in the Oxford area that the shingle from peoples drive ways washed out onto the road which was dangerous and enquired if staff could investigate a solution for this problem.
- Attended the Walking and Cycling Strategy Steering Group meeting.
- Attended a Community Trust Meeting – this time of year was always busy for the Trust as there was a sector of the community that were struggling. The Youth coordinator that was employed had the Oxbox events going which were going well.
- Advised that the first Pearson Park meeting, in a long while would be held end of the month.

N Mealings

- Social/Affordable Housing Working Group - Looking at issues, options, opportunities and challenges in the Social Housing space in the district. Interestingly, by 2048 projected population over 65 to be at 31% of Waimakariri District population. (Currently at 20%).
- District Planning and Regulation Committee Meeting - Appointed Tracey Tierney as a local Civil Defence controller and updated the 2019 Parking Bylaw.
- Climate Change Coordination Group - Discussed possible governance arrangements for climate change and sustainability going forward.
- Welcome Bag review workshop - Met with Community Team and key stakeholders to workshop a sustainable future for the 'Welcome to Waimakariri' bags for new residents.
- Climate Change and Local Government forum.
- Greater Christchurch Partnership Committee meeting - Matters discussed included GCP's Passenger Transport Operating Model and Infrastructure Strategy review submissions to central government.
- Council Meeting - Formally adopted the Long Term Plan- Audit New Zealand's opinion was unmodified (meaning that they agreed with the work done, and no need to make changes- a rare feat!) Average rates rise at 4.3% after changes from submissions requests.
- Held Waimak Lifestyle Block Group meeting - Making a community based Civil Defence plan: Speakers included Brennan Wiremu. from Waimakariri District Council Civil Defence, Cat H. from Neighbourhood Support talking about NC Gets Ready, and Tracey H. from Animal Evacuation.
- Attended drop in session at Oxford Library with the mayor - Several residents took up the opportunity to discuss questions/concerns on a one on one basis.
- Greater Christchurch Partnership Partner Council workshop - Held at Turanga in Christchurch, elected members all four partner councils came together to discuss strategic matters in the region- this meeting particularly focussed on GC 2050 urban form/spatial planning considerations.
- Welcome Bag follow up meeting - Further discussion on who/how bags are packed, local customisation and funding.
- Staff Sustainability Champions meeting - This group works toward socialising sustainability in the organisation through events, initiatives and working toward positive changes in day to day council business.
- Future for Local Government Review forum - Hosted by the Review Panel chaired by Jim Palmer at UC's Ngaio Marsh Theatre, attended by CE's and elected officials throughout Canterbury. Was an opportunity to discuss future trends and emerging and opportunities, Local Government's strengths, and how that might shape Local Government's role in the future.
- Blessing of Stadium Waimakariri - Stadium completed and handed over to council 28 June, therefore it was confirmed by Runanga to be appropriate to hold the blessing asap. There will be an official opening.
- Council Meeting - Notable discussion- Oxford speed limits included for consultation.

W Doody

- Attended a Fee Exemption Sub Committee Meeting.
- Council Meeting.
- Indoor Court Stadium Team – hopefully opening 8 August 2021.
- Oxford Rural Drainage Advisory Group Meeting.
- Council Briefing.
- Oxford Arts Trust meeting.
- Greenspace Team and Chris Brown Catch up.
- Fee Waiver Committee.
- Social Housing group Meeting.

- Oxford Gym Meeting – wanting to build an extension onto their gym that would be running alongside the pool, they had their plans with Council currently. It would need to go to the Pearson Park Advisory Group for sign off.
- Meeting with Grant Macleod – Mandeville Sports Centre.
- Property Acquisition and Disposal Committee Meeting.
- Community and Recreation Committee Meeting.
- Council Photo.
- Zoom Meeting.
- Met with Greenspace Team, Chris Brown and Grant Macleod regarding the Oxford Gym Project.
- Alcohol Training.
- Webinar regarding 3 Waters.
- Indoor Court Stadium Opening Planning.
- Zoom Meeting 3 Waters Discussion.

12 CONSULTATION PROJECTS

12.1 Aqua Play Park Proposal in Kaiapoi

<https://letstalk.waimakariri.govt.nz/aqua-play-park-proposal-in-kaiapoi>

Consultation closes Wednesday 14 July 2021.

13 BOARD FUNDING UPDATE

13.1 Board Discretionary Grant

Balance as at 1 July 2021: \$8,746.

13.2 General Landscaping Fund

Balance as at 1 July 2021: \$12,710.

14 MEDIA ITEMS

Nil.

15 QUESTIONS UNDER STANDING ORDERS

There were no questions under standing orders.

16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

There was no urgent general business under standing orders.

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board is scheduled for Wednesday 4 August commencing at 7.00pm at the Ohoka Community Hall.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 8.42pm.

CONFIRMED

Chairperson

Workshop
(8.42 – 9.15pm)

- *Cycle Network Plan – K Straw (Civil Projects Team Leader)*
Members to send feedback to Governance staff to collate and forward to the Project Delivery Unit.

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO: RDG-32-86 / 210720118252


REPORT TO: All Community Boards

DATE OF MEETING: 4th August 2021 (Oxford-Ohoka)
9th August (Woodend-Sefton)
11th August (Rangiora-Ashley)
16th August (Kaiapoi-Tuahiwi)

AUTHOR(S): Don Young – Senior Engineering Advisor
Allie Mace-Cochrane – Graduate Engineer

SUBJECT: Approval to Consult on the Waimakariri District Cycle Network Plan and Infrastructure Prioritisation Programme

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


Department Manager


pp Chief Executive

1. SUMMARY

- 1.1 The purpose of this report is to seek approval from the Community Boards to consult on the Waimakariri District Cycle Network Plan and associated infrastructure prioritisation programme.
- 1.2 The reason for developing the Waimakariri Cycle Network Plan is to deliver upon the actions which have been agreed and endorsed in the Waimakariri Walking & Cycling Strategy 2017-2022. This strategy has a vision that “Waimakariri residents choose to walk and cycle, and that the environment is friendly, safe and accessible for walkers and cyclists”.
- 1.3 The Cycle Network Plan is intended to provide a future network where individuals of different abilities are catered for and are subsequently more inclined to use active modes. It is also intended to provide direction for Council to implement cycle infrastructure in future years and ensures there is an underlying connected network for the basis of decision making.
- 1.4 In recent years, the Waimakariri District has seen a greater uptake of cycling due to the development of the Passchendaele Path and Rangiora to Woodend Path, amongst other cycle infrastructure. Recently, the Christchurch Northern Corridor (CNC) has been developed, improving accessibility to Christchurch and the Waimakariri District for a far greater range of cycling abilities and has been complimented with the opening of the path connecting the CNC to Kaiapoi. Once the Kaiapoi Town link is finished, there will be a complete link formed between Rangiora and Christchurch.
- 1.5 All Boards were briefed during their respective July meetings on the Cycle Network Plan and subsequent prioritisation programme. The key concerns and recommendations made by the Boards are noted in Section 4.

- 1.6. The recommended option is to approve public consultation on all of the proposed cycle routes and prioritisations. This will enable engagement with both the public and key stakeholders to get their opinions on the proposed plan.

Attachments:

- i. Proposed Network Plan (TRIM No. 210722119967)
- ii. Option 1 – Prioritisation Table (TRIM No. 210721119442)

2. **RECOMMENDATION**

THAT the Community Board recommends:

THAT the Council:

- (a) **Receives** Report No. 210720118252;
- (b) **Approves** consultation being carried out on the Cycle Network Plan (Attachment i) and proposed infrastructure prioritisation programme shown in Attachment ii, and as per Section 4.4.1, noting that the recreational paths are for information only due to different funding requirements;
- (c) **Notes** that the proposed infrastructure prioritisation programme is based on the joint budget allocation, by Council and Waka Kotahi, of \$4,700,000 across ten years, with the amount varying from year to year;
- (d) **Notes** that pre-engagement will be carried out in October, with district-wide consultation occurring from the start of November to the start of December;
- (e) **Notes** that the results of the public consultation and final proposals will be presented to the Community Boards and then Council for approval;
- (f) **Notes** that the plan and prioritisation routes will be reviewed every three years;
- (g) **Circulates** this report to the Utilities & Roding Committee and Community & Recreation Committee for their information, noting that the decision was requested from Council rather than the Utilities & Roding Committee to ensure timeframes are met.

3. **BACKGROUND**

- 3.1 The Waimakariri District Council have committed to improving multi-modal transport options throughout the District. The intention is to provide safe and accessible facilities which encourage active movements within the community.
- 3.2 The Cycle Network Plan has been derived to deliver upon the actions which were agreed and endorsed in the Waimakariri Walking and Cycling Strategy 2017-2022. The vision of this strategy is “Waimakariri residents choose to walk and cycle, and that the environment is friendly, safe and accessible for walkers and cyclists”. Overall, the aim of the strategy is to encourage walking and cycling, both for recreational and commuter travel. This policy was developed with alignment to Regional Transport Plans and other national/regional policy documents.
- 3.3 Intra-district cycling has been increasing with the addition of the Passchendaele Path, Rangiora to Woodend Path, and other rural paths. These facilities cater for a far greater range of cyclist levels as they provide improved comfort and safety, compared to cycling alongside motor vehicles. With the recent addition of the Christchurch Northern Corridor Path, and subsequently the Main North Road and Kaiapoi Town cycleways, it can be expected that there will be an increase in inter-district trips. These paths provide significantly improved connections between Christchurch City and the Waimakariri District. Furthermore, the introduction of electric bikes, more commonly known as E-bikes, has made both of these areas more accessible for a wider range of users travelling either way. These routes are now seen as commuter routes for many during the weekdays and more

recreational users on the weekend. It is therefore paramount that further facilities are planned for in the District to cater for the increased levels of cyclists.

- 3.4 Further to this, Waka Kotahi has been working on Great Rides throughout New Zealand, which specifically look to connect urban centres for touring cyclists. In 2018, the Waimakariri District Mayor, in conjunction with other mayors, signed a Memorandum of Understanding to encourage the development of this cohesive network. The Hurunui Heartland Ride was developed from this, with approval recently being granted to extend the Kaikoura to Amberley Ride through to Christchurch. This will therefore extend a pre-approved alignment (Marshmans Road, Fawcetts Road, Cones Road, Ashley Street, Ivory Street, Victoria Street, Percival Street, Passchendaele Path, Kaiapoi Town cycleway, and the Main North Road shared path) through Waimakariri, further increasing cyclist numbers throughout the District.
- 3.5 The culmination of all these factors requires far greater planning to be put into the cycle network within the district. The Cycle Network Plan is intended to provide a connected and cohesive network, which will inform decisions around the provision of infrastructure in the future.
- 3.6 The walking aspect of this plan has greater focus on pedestrian movements across roads rather than along. This is generated from the fact that most urban centres have a substantial footpath network but often lack infrastructure to access across roads. In rural areas, including rural towns, there may be no adequate footpath structure and therefore rural shared paths have a greater feature in these areas. Pedestrian refuge islands will be implemented alongside the majority of the cycle network developments within the urban centres.
- 3.7 The basis of the Cycle Network Plan is on a grading systems used by Waka Kotahi. This system aligns with the New Zealand Government's cycle training grades and reflects the type of user which can be expected on parts of the network. The grading system is detailed as follows:
 - Grade 1: Novice Cyclists
 - Grade 2: Basic Competence Cyclists
 - Grade 3: Advanced Cyclists
- 3.8 Associated facility types, which can be expected for each grade of cyclist, are shown in Figures 1 to 6.
 - a. Figure 1 shows a facility which could be expected for a Grade 1 cyclist, noting that retrofitting this facility into an urban area, with increased density of driveway accesses, comes with many safety concerns and is therefore not recommended.
 - b. Figures 2 to 4 show facilities which would correlate to a Grade 2 cyclist.
 - c. Figures 5 and 6 show facilities which would correlate to a Grade 3 cyclist.



Figure 1. Rural shared path on Rangiora Woodend Road.



Figure 2. Neighbourhood greenway in Christchurch.



Figure 3. On-road lane with traffic buffer in Christchurch.



Figure 4. Rural shared path on North Eyre Road.



Figure 5. On-road cycle lane on Ivory Street.



Figure 6. Shoulder widening.

- 3.9 The Cycle Network Plan and associated network construction priorities will be reviewed every three years, in conjunction with the Waka Kotahi funding and Council's Long Term Plan cycle, to ensure that the needs of the community will be best met.
- 3.10 Currently, \$4,700,000 is budgeted for walking and cycling infrastructure within the District across ten years, noting that this is co-funded with Waka Kotahi with a 51% subsidy and that the yearly value varies each year. There is a focus of this funding towards commuter routes and connections to key destinations, particularly in urban areas.
- 3.11 Strictly recreational paths are shown on the maps in Attachment i for information only, as these are funded through differing budgets from the joint Council and Waka Kotahi budget. The reason for including these is to show connections between recreational trails were considered as part of the Cycle Network Plan.
- 3.12 The Walking and Cycling Working Group was re-established in late 2020 to provide community input into the updating of the Waimakariri District Council's Walking & Cycling Strategy Action Plan. This includes:
 - a. Identification of issue relating to walking & cycling
 - b. Contributing to decision relating to the prioritisation of projects

- c. Discussing related issues with appropriate stakeholders
- d. Making recommendations to the Utilities & Roading Committee.

3.13 The Walking and Cycling Working Group consists of the following representatives:

- Walking advocate
- Cycling advocate
- Representative of Waimakariri Access Group
- Representative from the Age Friendly Advisory Group
- Two Council representatives
- One representative from each Community Board
- Youth Council Representative
- School Representative
- New Zealand Police representative
- Staff representatives from Road Safety, Policy & Strategy, Greenspaces & Communications
- Enterprise North Canterbury representative
- ECan representative
- Oxford Promotions Action Committee representative
- Kaiapoi Promotions Association representative
- Rangiora Promotions Association representative

3.14. This group was provided with the draft Network Plan and asked to provide feedback, priorities, and ideas for the Cycle Network Plan via the “Bang the Table” platform.

3.15. Staff then met again with the Working Group in June 2021 to provide the proposed Network Plan and the prioritisation programme staff had developed based on the Working Groups feedback, before taking the presentation to all Boards as a workshop at each meeting in July 2021.

3.16. The workshop presented to each Community Board included maps that demonstrated the overall goal of the District-wide Network Plan, as well as a prioritised list of sites to be achieved within the first 10 years of the programme.

3.17. The prioritisation of the network was based off four key questions highlighted below, in which a route required one ‘yes’ answer to be added to the short-list.

- Is it a critical link?
- Does it close a gap in the existing network?
- Does it extend the existing network to a key destination?
- Does it address a key issue?

From here, staff assigned potential facility types and developed six per metre rates for different facility types based on figures from relevant construction projects (e.g., Kaiapoi Town cycleway).

4. ISSUES AND OPTIONS

4.1. Each of the community boards provided feedback during their respective workshops, and were encouraged to submit feedback following the workshops directly to staff for inclusion within this report.

- 4.2. None of the community boards submitted feedback following the workshops, however, a summary of feedback from the workshops themselves is outlined for each community board below:

4.2.1. Oxford-Ohoka Community Board Feedback

- Dangers of forcing horses closer to the live lane with the implementation of the rural shared (walking & cycling) path.
- The priority given to the High Street/Harewood Road circuit was too far in the future.
- It was requested that a section of Bradleys Road, from Hallfield Drive to Main Drain Road, was reinstated on the Network Plan.
- The ambitious nature of the overall Cycle Network Plan, and concerns that this would take too long to deliver. They felt that the Network Plan should be showing only realistically achievable projects.
- The lack of clarity around which side of the road infrastructure will be located on.
- The cost of the Tram Road facility.

4.2.2. Woodend-Sefton Community Board Feedback

- There was significant concern that a link, on the eastern side of State Highway 1 between Pegasus and Woodend did not exist on the plan and that this had not been seen as a priority. It was suggested that this should have the greatest priority of any link in the Board's ward area.
- The importance of access to high schools, as a large proportion of the Community is zoned for Kaiapoi High School and there was no safe route for them currently.
- Look at providing a lower level of service on some routes and improving these in the future to allow for more of the network to be completed sooner.
- Ensuring the developer of the Rangiora North-East development provides a path which connects Kippenberger Avenue to the Mainpower Stadium Sports Facility.
- Consideration of reducing priority in other areas of the district to enable the major routes to be developed.

4.2.3. Rangiora-Ashley Community Board Feedback

- There was significant concern that the remainder of the north-south Grade 2 route along King Street did not feature in the ten year Prioritisation Programme.
- The Grade 3 shown on Percival Street, Ivory Street & Ashley Street may be more challenging than we had anticipated, with specific mention of the "S" bend between Lilybrook shopping centre, and Ivory Street. The Board shared significant concern about directing cyclists along this route.
- The Earlys Rd unsealed path extension can be terminated at Springbank Rd
- The proposed Grade 3 facility on Mill Road is unnecessary. Although Mill Rd is a high speed environment, there are very few vehicles which use it. This funding would be better spend on cycle facilities within the main road through Cust Village.

4.2.4. Kaiapoi-Tuahiwi Community Board Feedback

- Include recreational linkages between Tuahiwi Road and Arohatia te awa.
- A consensus that the prioritisation programme provided for the briefing best fitted the network.

- Look at providing a lower level of service on some routes and improving these in the future to allow for more of the network to be completed sooner.

4.3. Council Staff have reviewed the feedback made by the Boards and provide the following commentary below.

4.3.1. Oxford-Ohoka Community Board Feedback

- It is perceived that the number of horses using these paths would be relatively low; therefore, staff will allow use of these rural pathways by horses. If this use were to become of concern to the community, in terms of maintenance, etc., staff will review alternative options.
- The Board can recommend to Council that the High Street and Harewood Road circuit be moved to year one to three in the Priority Programme; however, noting that this will result in the Tram Road link being pushed back to year four to six in the programme.
- The Cycle Network Plan is intended to be ambitious, as its use is to provide direction for cycle infrastructure development across the District for years to come. What is designated in the plan is aspirational for Council, but without this direction, cycle infrastructure development may occur on an ad-hoc basis rather than as a result of an informed decision.
- Of further note, with the request of a lower speed environment down Main Street, and if there is a favourable response for this during consultation, staff will look to bring forward the budget for cycle infrastructure along this stretch.
- Current thoughts by staff are that the facilities will be provided on the western side of High Street and the northern side of Harewood Road; therefore, avoiding any need to cross sides. At this stage, generic facility types have been considered for the facilities; however, these will be considered in greater detail during the design phase. At this stage the Cycle Network Plan is intended to be a high-level direction for the Districts cycle infrastructure in the future, and details pertaining to sides of roads and exact facilities are not necessarily decided.
- The costs proposed for each potential facility have been based of a generic rate for a similar facility that has been implemented. Exact costs will be determined during the detailed design phase.
- Staff have not yet spoken to the A&P committee regarding a path through the A&P land. It is noted that this needs to take place prior to any public consultation.

4.3.2. Woodend-Sefton Community Board Feedback

- A link between Pegasus and Woodend has now been included in the Network Plan and prioritised in the ten year programme. This link has received a low priority in the ten year programme due to the uncertainties surrounding the work being completed by Waka Kotahi along State Highway 1 and the potential for the Woodend Bypass in the future. This link is also relatively high-cost, due to the requirement for a small pedestrian footbridge and piping of a substantial drain, and therefore it would be unsuitable for Council to fund this project if Waka Kotahi were then going to construct the bypass, resulting in this infrastructure being removed. If Waka Kotahi were to advance their works, then Council Staff would look to bring this budget forward and implement infrastructure which best fits around Waka Kotahi's proposal.
- Staff have been working with individuals who develop the Outline Development Plan maps to ensure cycle linkages are included within these and that the Cycle Network Plan routes are also shown.

- Once detailed design is completed for each link, staff will investigate options to stage the works, meaning that an initial lower level of service may be provided, with this being upgraded in the future. This will be reviewed on a case-by-case basis for each link.

4.3.3. Rangiora-Ashley Community Board Feedback

- The intersection at the Lilybrook shops has been reviewed and an altered high level estimate for this route has been included within the Prioritisation Programme.
- The intention of the inclusion of work on the Ashley/Ivory/Percival route within the programme is not to direct cyclists down here, but instead make it safe for the cyclists that do use it. Currently, there are cycle lanes along some of this route, with substantial gaps in-between, making it unsafe for cyclists in these areas. Staff believe that this discrepancy needs remedying in the near future due to safety concerns.
- Staff are in agreement with the Board that the King St / Enverton Dr / River Road link is an important part of the north/south cycle network through Rangiora. However the issue is when this can be afforded, given other priorities.
- The Board can recommend to Council that the remainder of the Rangiora Town link is moved into the priority programme; however, noting that this will remove funding from other routes within this Board's ward area and subsequently other parts of the district due to the high cost of this path. Otherwise, staff will look to prioritise this route as soon as funding becomes available. A further option may be to look at a lower level of service initially along King Street, noting that there will be some areas which would need to be upgraded once funding became available (i.e., the stretch of King Street between Queen Street and High Street due to its narrow nature).

4.3.4. Kaiapoi-Tuahivi Community Board Feedback

- The missing linkages have been included within the Cycle Network Plan Maps.

4.4. The Board has the following options available to them:

4.4.1. Option One: Recommend Approval to Consult on the Current Cycle Network Plan and Prioritised Routes

This option involves recommending the approval of this report and authorisation granted to staff to undertake consultation on all of the proposed routes and prioritisations, once approved by Council.

This is the recommended option because staff have made amendments, based on the Community Boards feedback, prioritisation programme at a level which best fits with the budget currently provided by Council, noting that in some instances additional budget may potentially need to be asked for.

4.4.2. Option Two: Recommend Approval to Consult for an Amended Cycle Network Plan and Prioritised Routes

This option recommends approving an amended scope to the proposed Cycle Network Plan and subsequent facility prioritisation outlined in this report, and authorising staff to undertake consultation, once approved by Council.

This is not the recommended option because staff have best allocated the network, based on feedback received by the Boards, somewhat within Council's yearly walking and cycling infrastructure budget. If additional links or higher cost links are to be added into, or shifted within the Prioritisation Programme, either additional budget will need to be allocated by Council, or links within the ward area and/or across the network will need to be removed from the Prioritisation

Programme. There are also very few routes in the Prioritisation Programme which would be suitable for an initial lower level of service.

4.4.3. Option Three: Recommend Declining Consultation for the Proposed Cycle Network Plan and Prioritisations

This option recommends declining this report and asking staff to re-evaluate the Cycle Network Plan and Prioritisation Programme.

This is not the recommended option because staff completed briefings with the Boards asking for feedback on the Cycle Network Plan and Prioritisation Programme, and have since incorporated this feedback into both where possible. Declining consultation at this stage would also cause delays to this plan development and may push it outside of the 2021/2022 financial year.

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

The addition of cycleways and shared paths provides infrastructure which encourages a greater uptake of walking and cycling, both for commuters and recreation. An uptake in walking and cycling also contributes to improved health and wellbeing of members within the community. Further to this, including infrastructure which caters for a wide range of skill levels encourages less confident cyclists, who may have otherwise chosen to travel via motor vehicle, to use the provided facilities.

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

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are likely to be affected by, or have an interest in the subject matter of this report.

There was a request from iwi to include a cycling link through Tuahiwi, which would join with the Rangiora to Woodend shared path. This has been included within the Cycle Network Plan and also includes an additional length which links to the Arohatia te awa path along the banks of the Cam River.

Once approval is received from Council, consultation documentation will be made available to Te Ngāi Tūāhuriri.

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.

Once approval is received from Council, consultation documentation will be made available to the key stakeholders.

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.

The Waimakariri Walking and Cycling Strategy 2017-2022 was developed following consultation with the public. The Cycle Network Plan has been developed based on this strategy and provides the public further opportunity to provide feedback on routes throughout the network.

Public consultation for this project includes three different phases; pre-engagement, engagement, and targeted engagement, noting that this consultation period will begin once approval from Council has been granted.

The pre-engagement phase is intended to socialise the idea of the cycle network plan to the public.

During the engagement phase, staff will be asking the public for feedback on the route recommendations and prioritisation. This will be done through mapping tools, videos, visual displays, online tools, and information/drop-in sessions. There will also be an opportunity for the public to provide feedback on the level of investment from Council.

Once the plan is adopted, targeted consultation will occur as the prioritisation programme is fulfilled. This will include consultation with affected residents during the design phase specifically detailing what the cycle infrastructure will look like, the added amenity to the area, and the subsequent impacts to residents. The communication will continue during the construction phase to ensure residents remain up to date on any design changes or problems incurred.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are financial implications of the decisions sought by this report.

There is \$50,000 allocated within PJ 101229.000.5135 for the Professional Fees associated with internal staff time and consultation documents within the 2021 / 2022 year. This is included within the \$4,700,000 allocated for the next ten years in the Long Term Plan to implement this project from 2022/2023.

6.2. Sustainability and Climate Change Impacts

The recommendations in this report do have sustainability and/or climate change impacts.

Creating a safe and accessible cycle network, which comes with improving infrastructure, increases the uptake of cycling for both recreational and commuter cyclists. This results in a subsequent decrease in the number of people using single occupancy vehicles, particularly for shorter trips. This comes with many benefits, including the reduction of greenhouse gas emissions.

6.3 Risk Management

The recommendations in this report do carry the risk that the proposed Cycle Network Plan does not meet the expectations of the community. Further to this, the infrastructure may not be able to be delivered in the time frames expected and additional investment may be required to deliver the programme of works.

6.3. Health and Safety

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

These risks are associated with the potential for changes in alert level for COVID-19. If this were to occur, staff involved with consultation will follow guidelines prescribed by the New Zealand Government. This may require alternative methods of consultation to be sought or consultation to be delayed for a period of time. This will be managed as it occurs.

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

Section 52 of the Local Government Act 2002 outlines the role of the Community Board and is therefore the relevant authorising legislation.

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, and reflect cultural identity

- 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

Core utility services are sustainable, resilient, affordable; and provided in a timely manner

- Climate change considerations are incorporated into all infrastructure decision-making processes

There is a strong sense of community within our District

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

There are wide ranging opportunities for people to contribute to the decision making that affects our District

- The Council takes account of the views across the community including mana whenua

Transport is accessible, convenient, reliable and sustainable

- The standard of our District's transportation system is keeping pace with increasing traffic numbers
- Communities in our District are well linked with each other and Christchurch is readily accessible by a range of transport modes

7.4. Authorising Delegations

The Community Boards are responsible for considering any matters of interest or concern within their ward area and making a recommendation to Council.

The decision making rests with Council as this is a significant issue which will set the framework for the Cycle Network in the future.

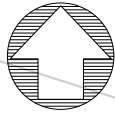
Print Out No.1

Proposed District Network Plan

These maps show the overall district network plan, and includes all current facilities, plus required infrastructure to complete the network plan)

Each route is graded into three categories, described in the table below:

	<u>Treatment Options Urban Areas</u>	<u>Treatment Options Rural Areas</u>
Grade 1 This grade is the highest level of comfort, and is suitable to Novice users. There is little conflict with motor vehicles along the route. These are typically “arterial” cycle routes, and are installed as critical links between our main towns.	<ul style="list-style-type: none"> Generally not applicable to retro-fit within urban streets 	<ul style="list-style-type: none"> 2.5m or greater (3.0m desirable) shared path with an asphalt surface
Grade 2 This grade is suitable for users with basic competence skills. Users will be riding on the road adjacent to live traffic, although there will additional measures in place to protect the vulnerable users.	<ul style="list-style-type: none"> Separated cycle path Neighbourhood Greenways On Road cycle lane with traffic buffers and intersection improvements 	<ul style="list-style-type: none"> Unsealed shared path (less than 2.5m wide)
Grade 3 This grade is suitable for users with advanced skills and confidence to mix with traffic.	<ul style="list-style-type: none"> On-road cycle lanes 	<ul style="list-style-type: none"> Sealed shoulder widening
Recreational Trails These trails are aimed at leisure users, and may be considered an “off-road” trail (ie suitable for mountain biking)	Trails shown in the network plan are existing recreational trails only. Potential recreation trails are not included within this programme.	



33

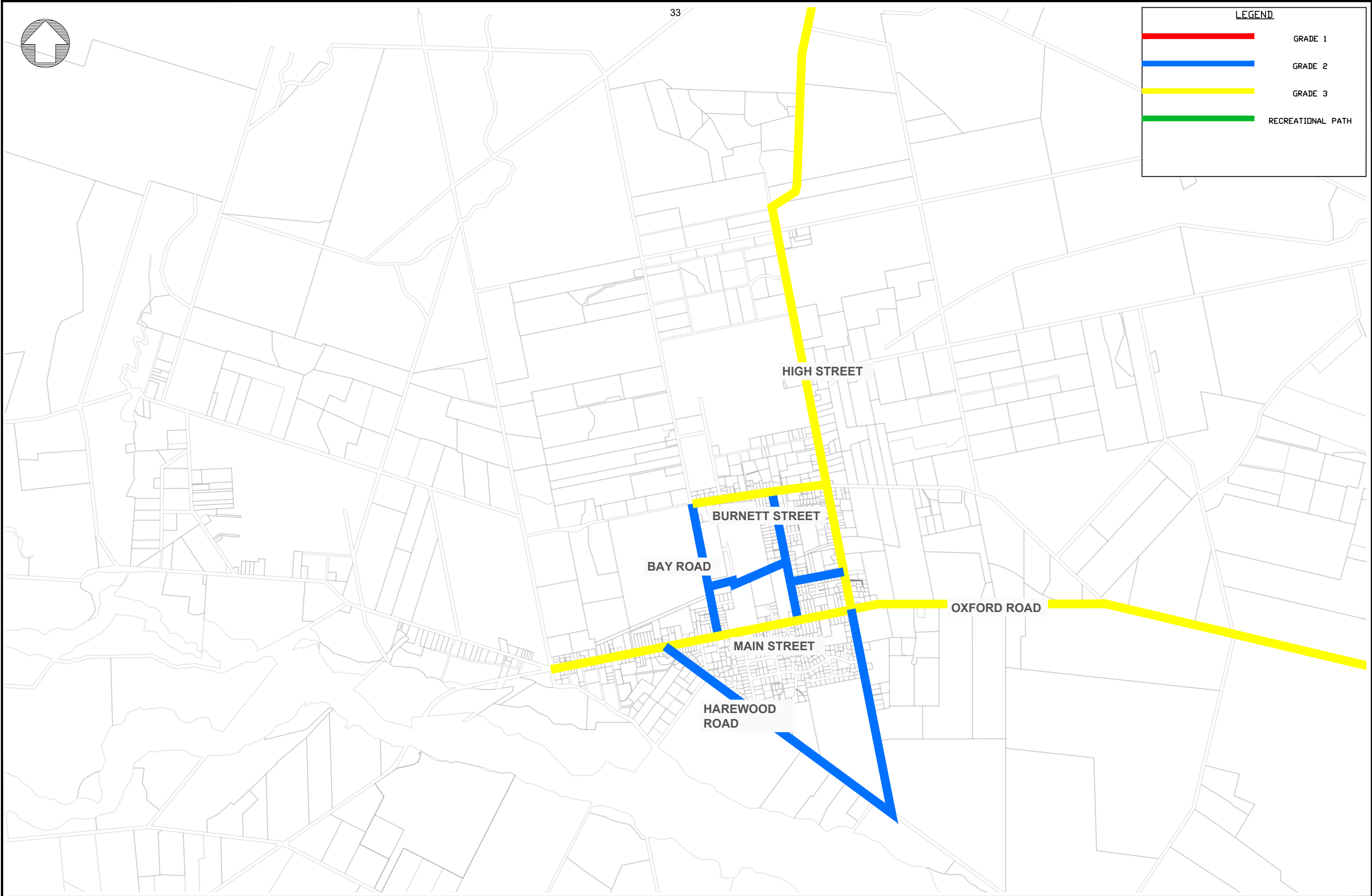
LEGEND

GRADE 1

GRADE 2

GRADE 3

RECREATIONAL PATH



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

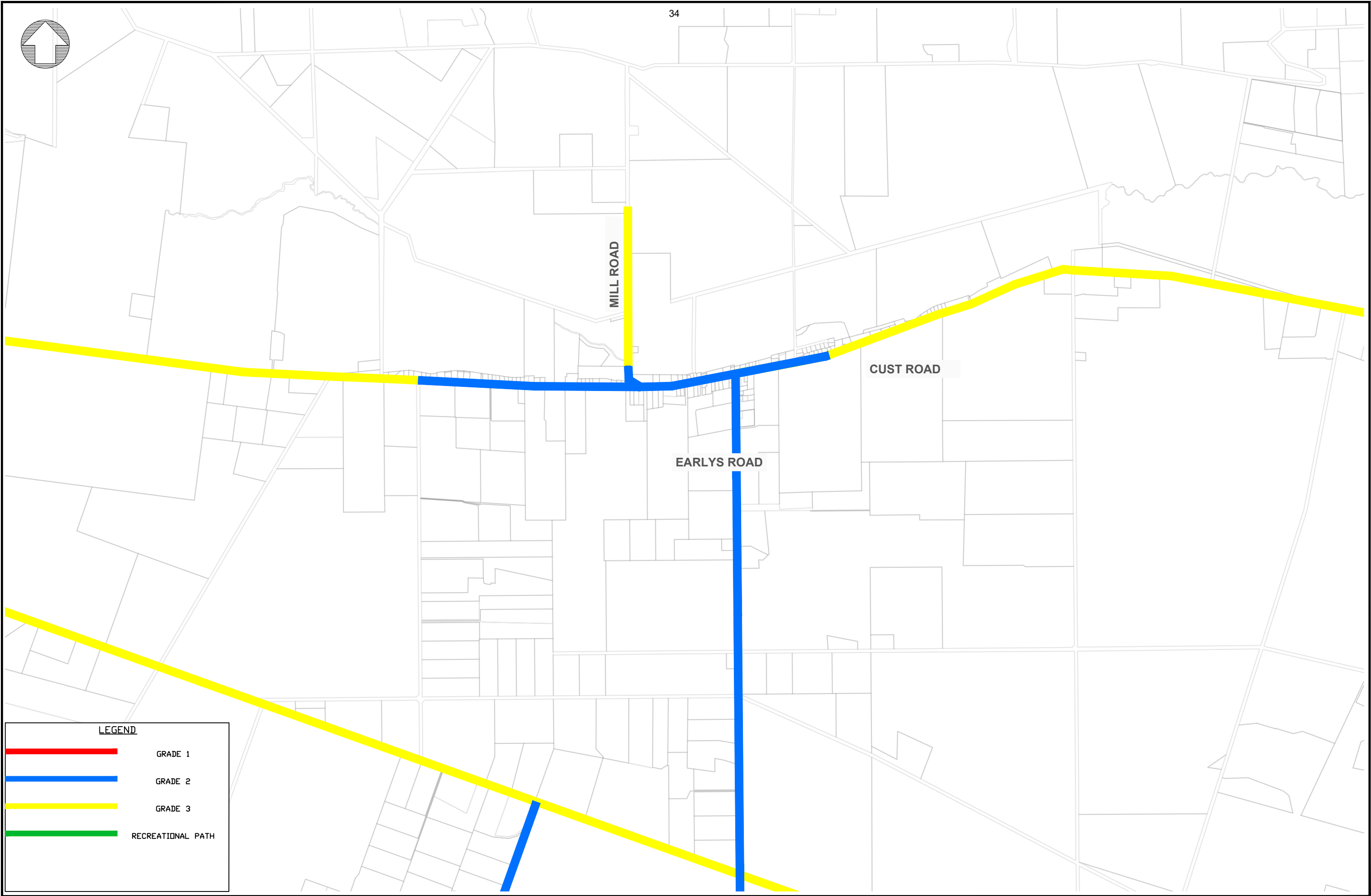
SURVEYED		PROJECT No	PD001583
DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT
WALKING AND CYCLING NETWORK PLAN

SHEET TITLE
OXFORD (PROPOSED NETWORK PLAN)

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
01	A



LEGEND

GRADE 1

GRADE 2

GRADE 3

RECREATIONAL PATH

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

SURVEYED		PROJECT No	PD001583
DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



WAIMAKARIRI
DISTRICT COUNCIL

PROJECT

WALKING AND CYCLING NETWORK PLAN

SHEET TITLE

CUST
(PROPOSED NETWORK PLAN)

FOR INFORMATION

NOT FOR CONSTRUCTION

DRAWING

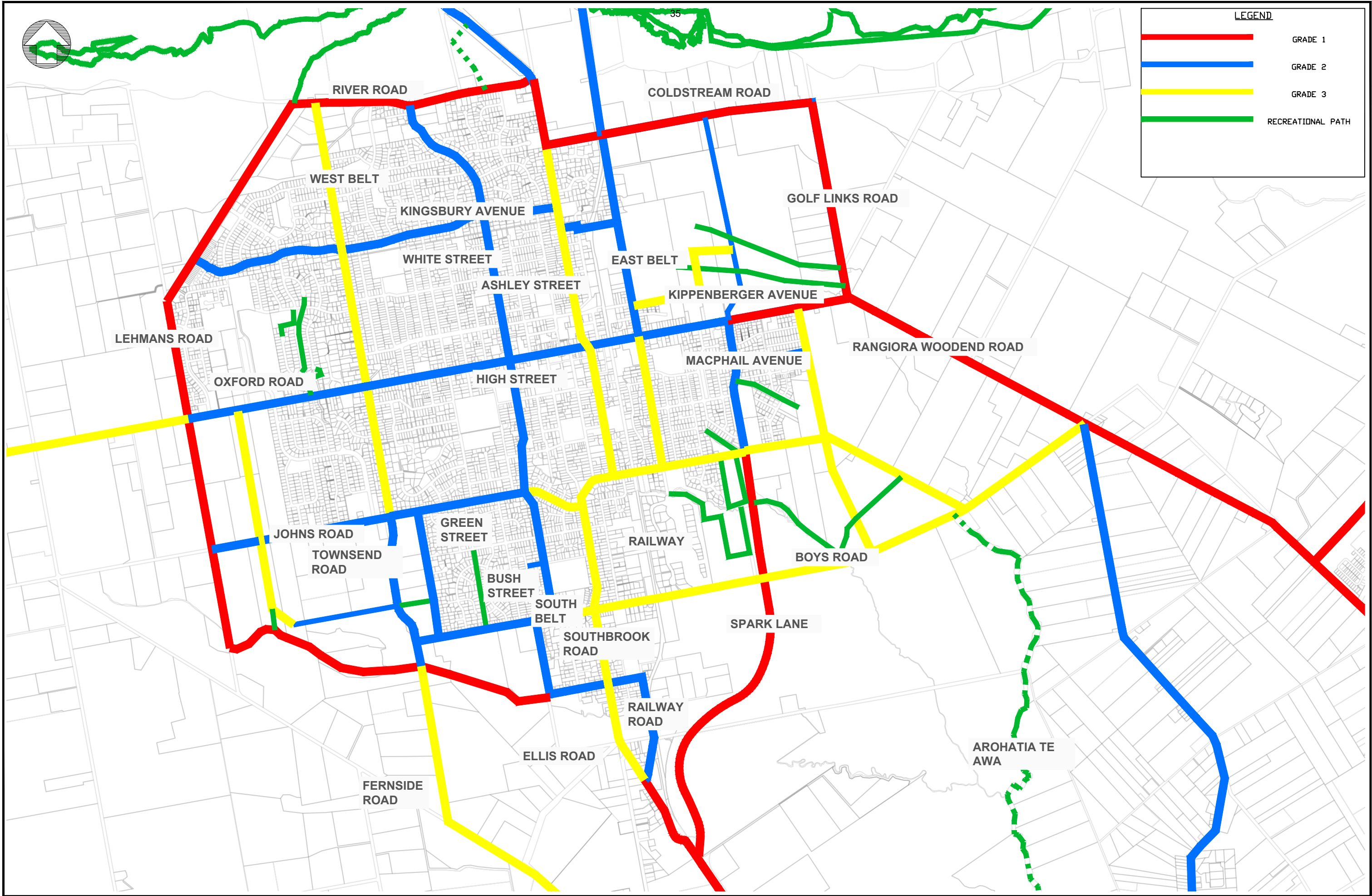
4221

SHEET

02

REVISION

A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

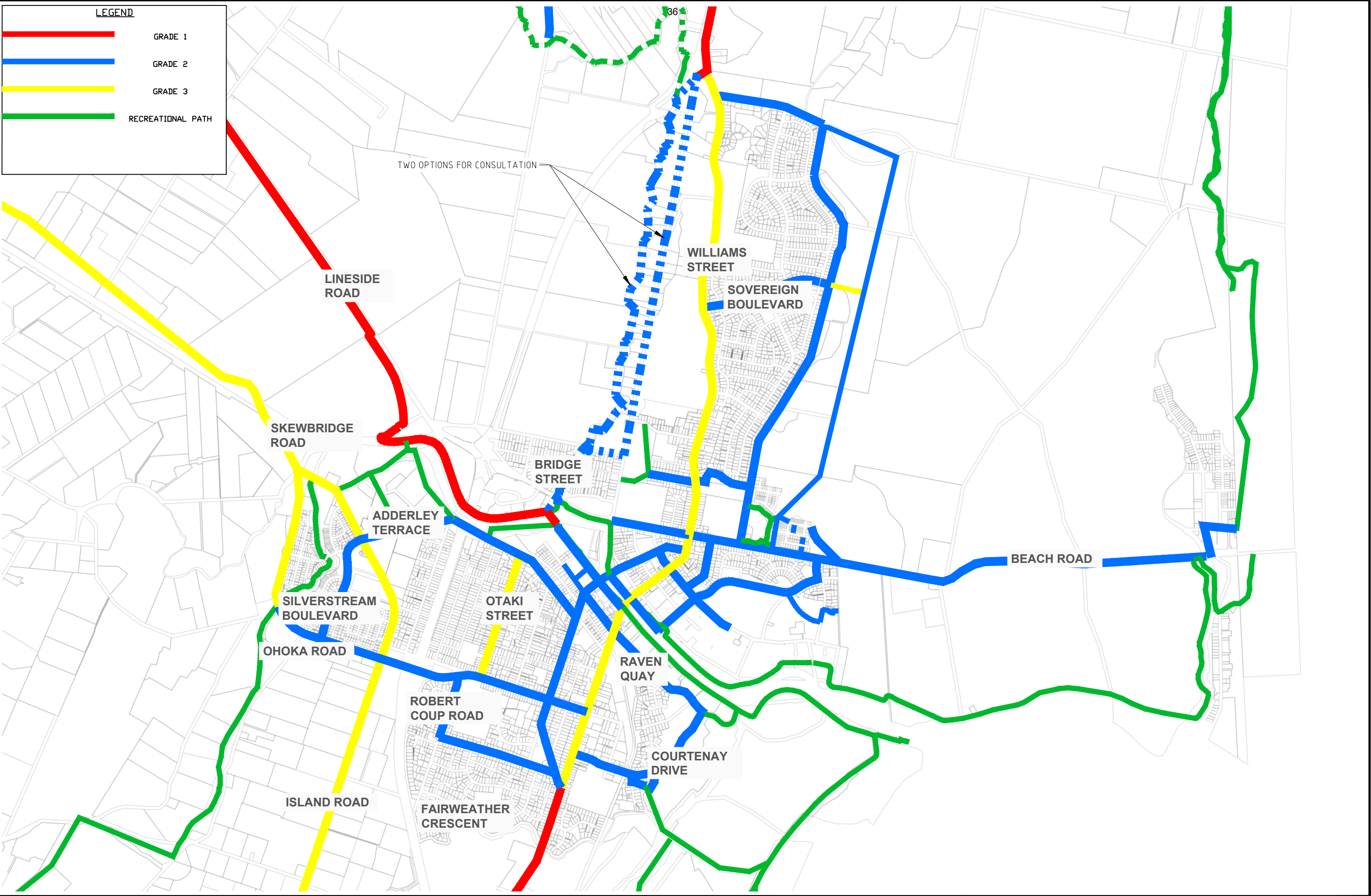
SURVEYED		PROJECT No	PD001583
DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT
WALKING AND CYCLING NETWORK PLAN

SHEET TITLE
RANGIORA (PROPOSED NETWORK PLAN)

FOR INFORMATION NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
03	A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

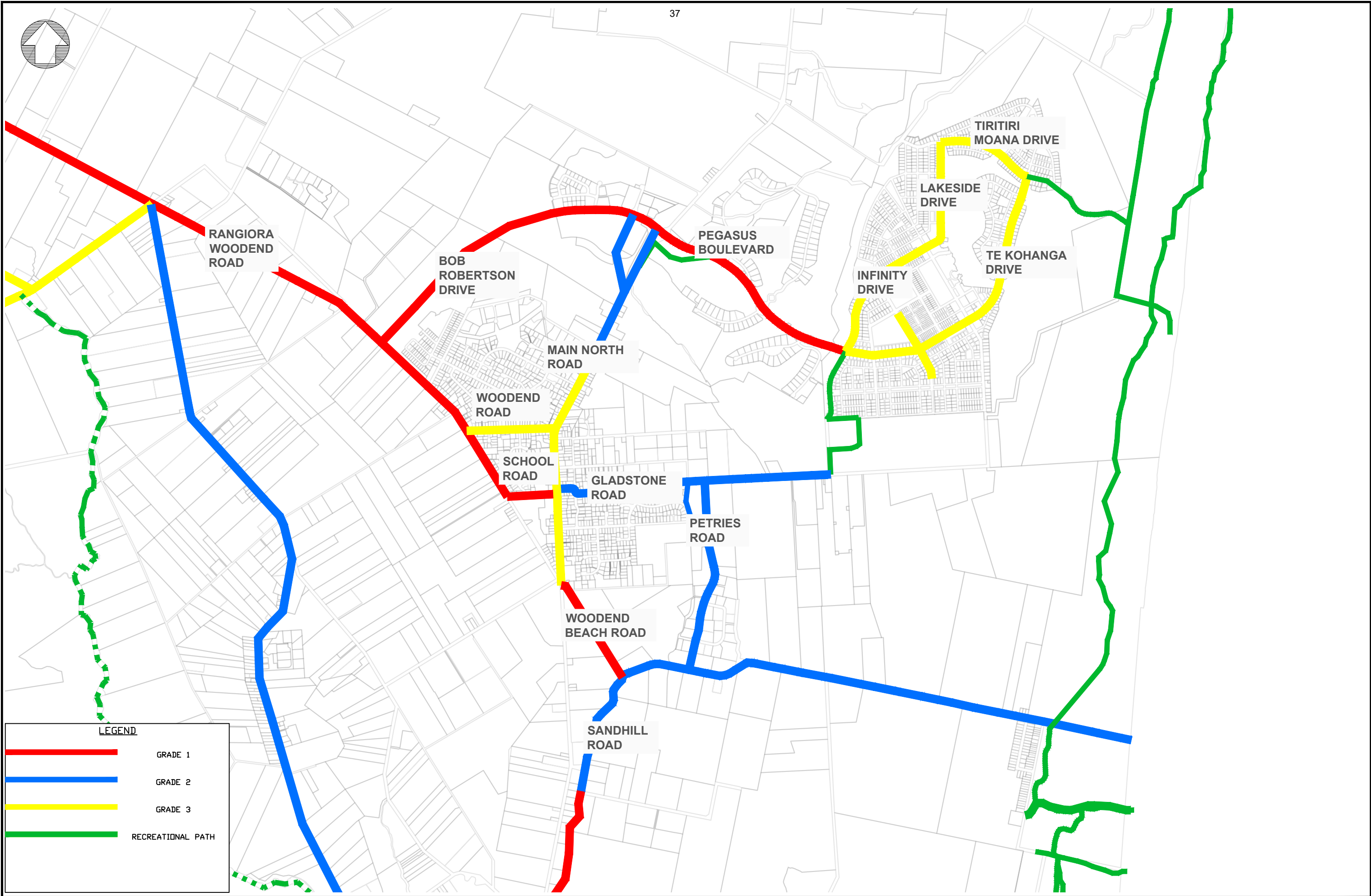
SURVEYED		PROJECT No	PD001583
DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT
WALKING AND CYCLING NETWORK PLAN

SHEET TITLE
KAIAPOI (PROPOSED NETWORK PLAN)

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
04	A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

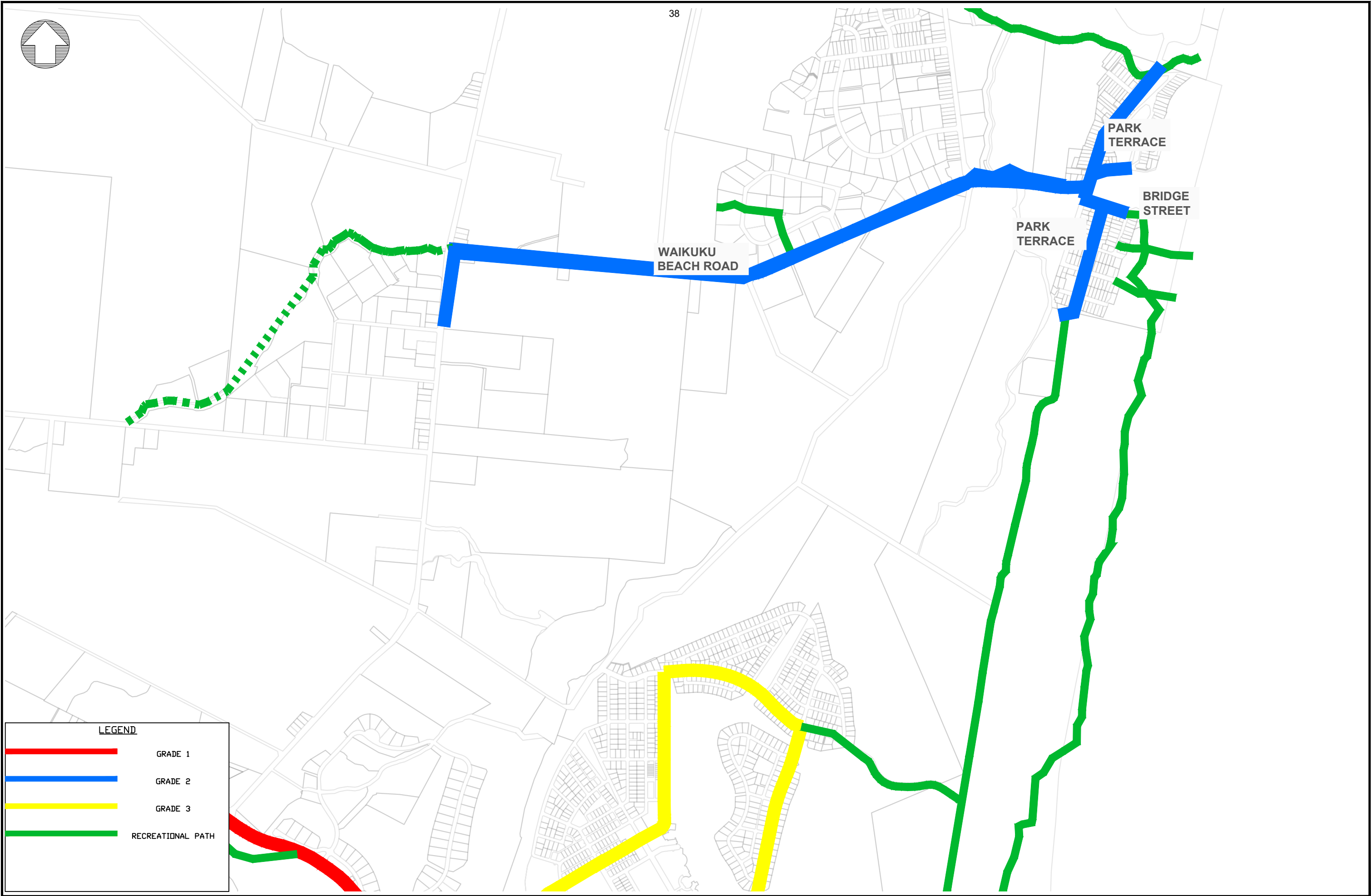
SURVEYED		PROJECT No	PD001583
DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT
WALKING AND CYCLING NETWORK PLAN

SHEET TITLE
WOODEND/PEGASUS (PROPOSED NETWORK PLAN)

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
05	A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

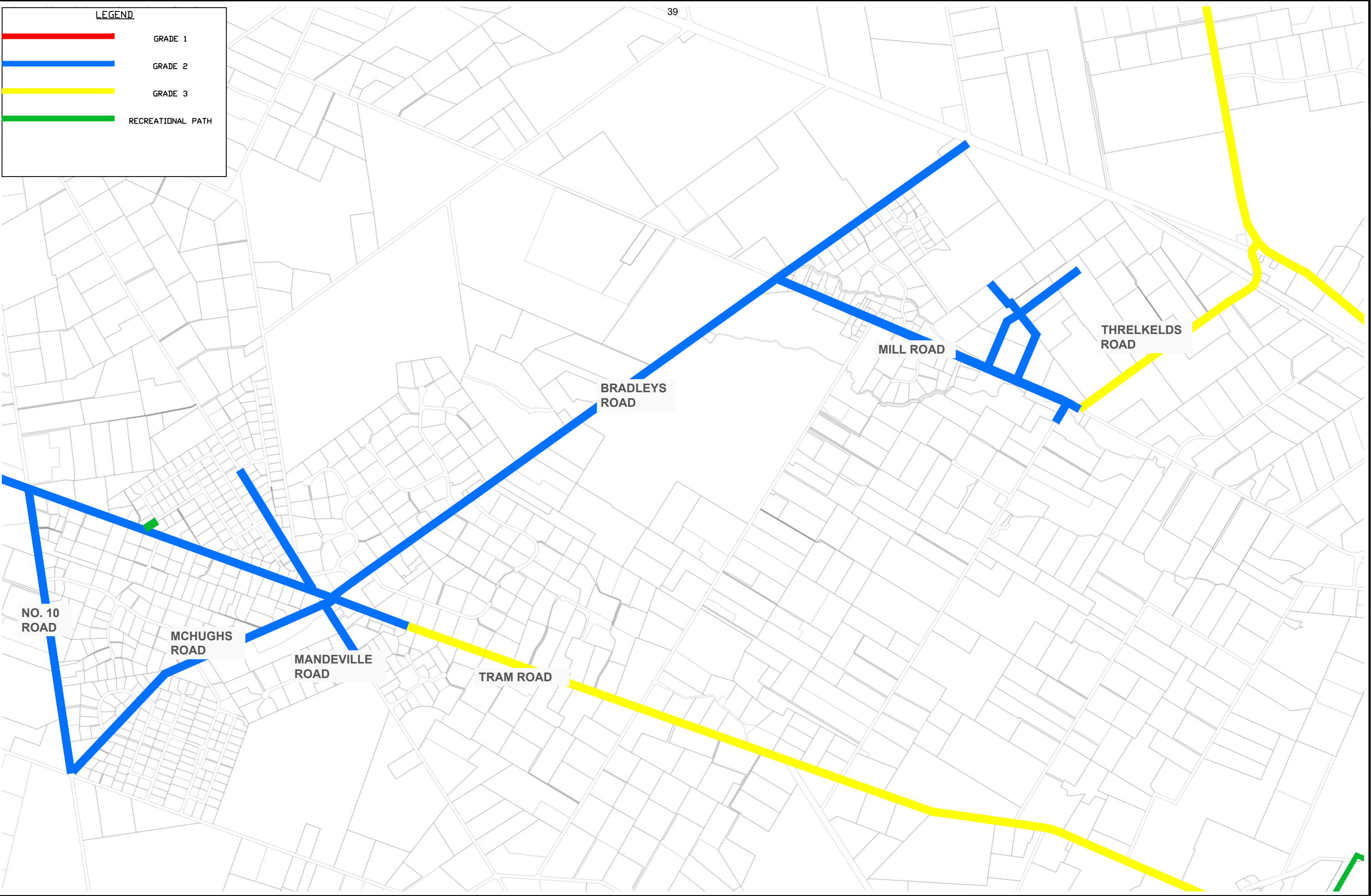
SURVEYED		PROJECT No	PD001583
DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT
WALKING AND CYCLING NETWORK PLAN

SHEET TITLE
WAIKUKU BEACH (PROPOSED NETWORK PLAN)

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
06	A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

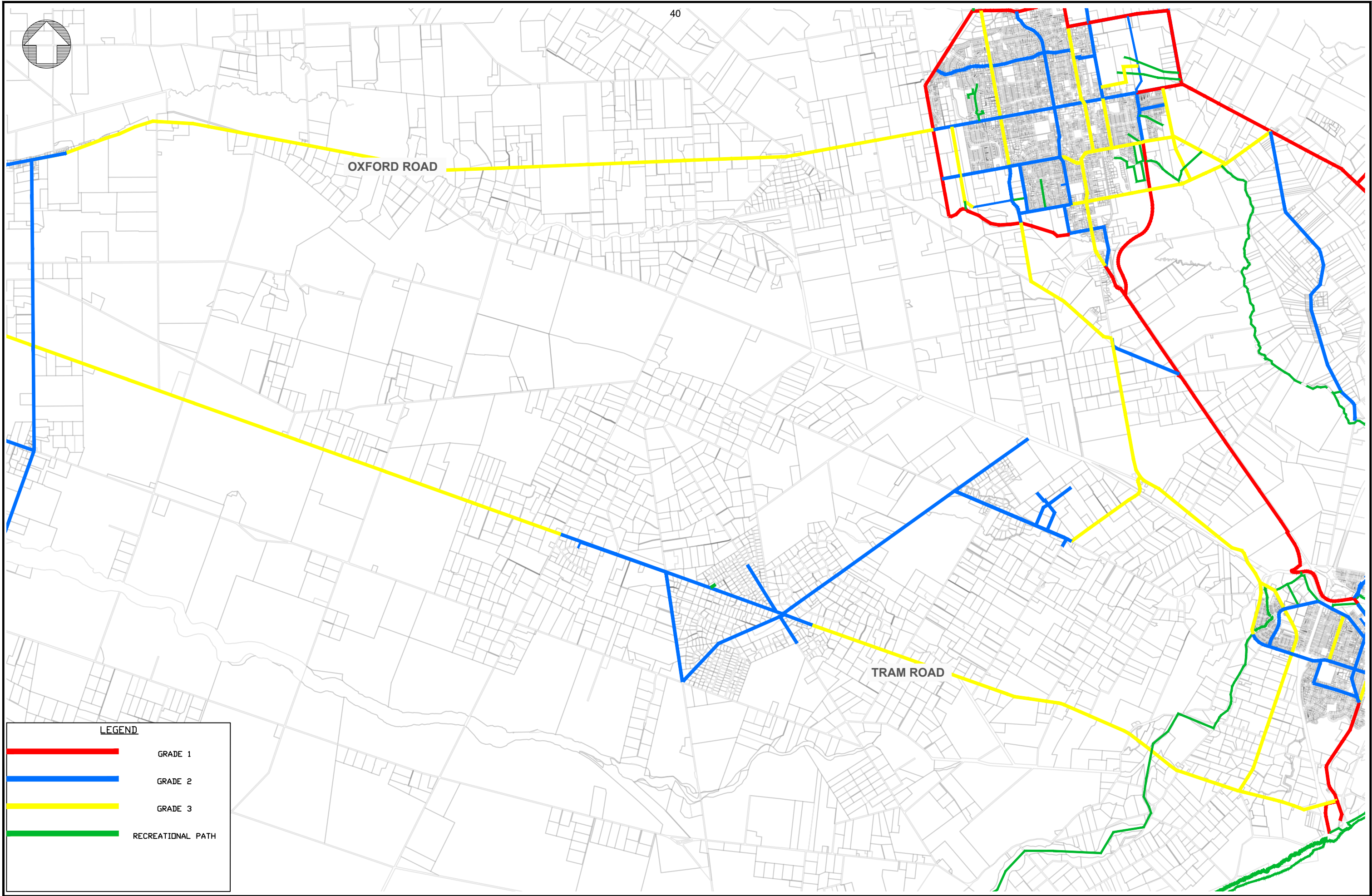
SURVEYED		PROJECT No	PD001583
DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT
WALKING AND CYCLING NETWORK PLAN

SHEET TITLE
OHOKA/MANDEVILLE (PROPOSED NETWORK PLAN)

FOR INFORMATION NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
07	A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

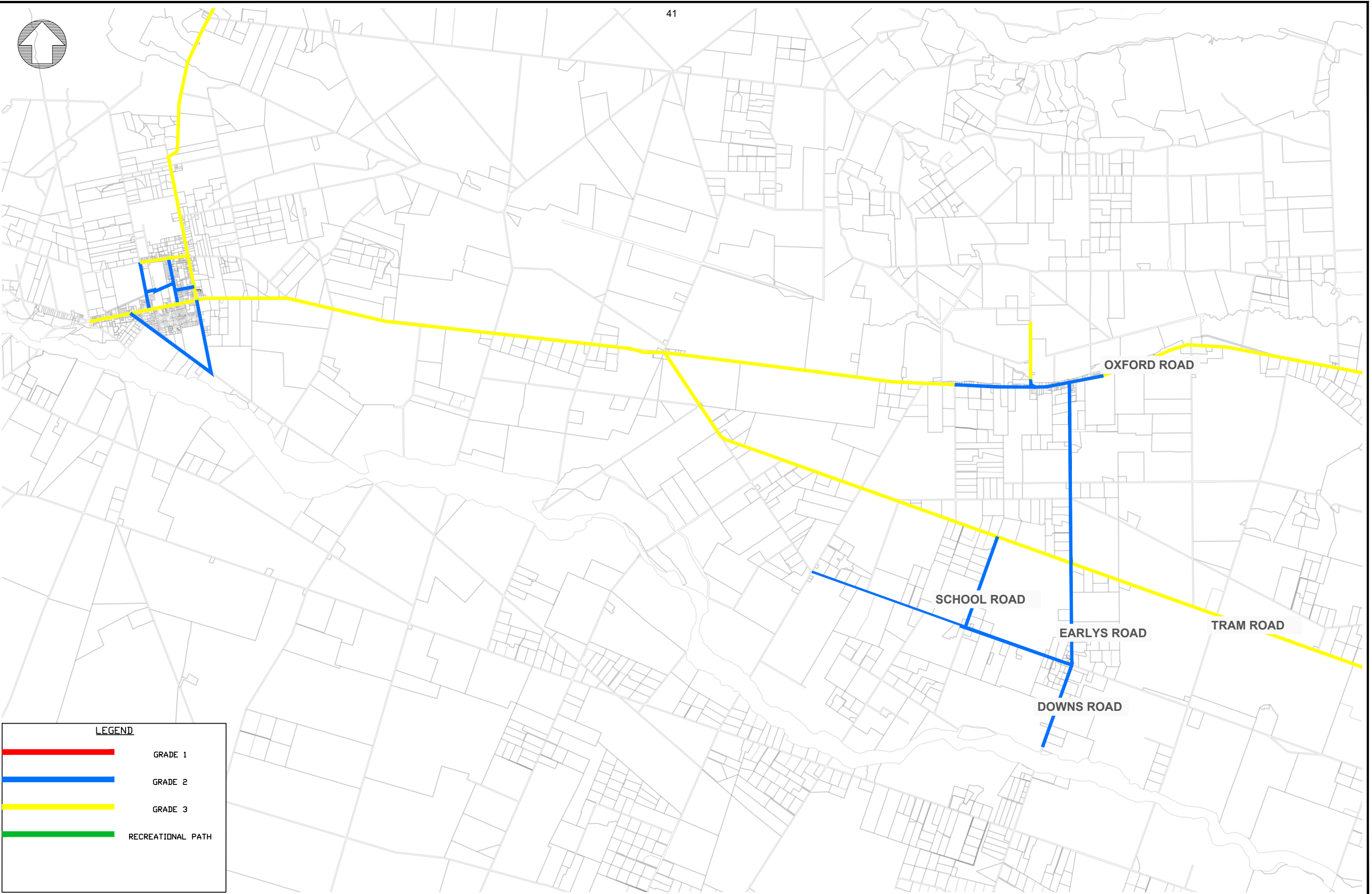
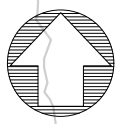
SURVEYED		PROJECT No	PD001583
DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT
WALKING AND CYCLING NETWORK PLAN

SHEET TITLE
TRAM/OXFORD RD TO EARLYS RD (PROPOSED NETWORK PLAN)

FOR INFORMATION NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
08	A



LEGEND

GRADE 1

GRADE 2

GRADE 3

RECREATIONAL PATH

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

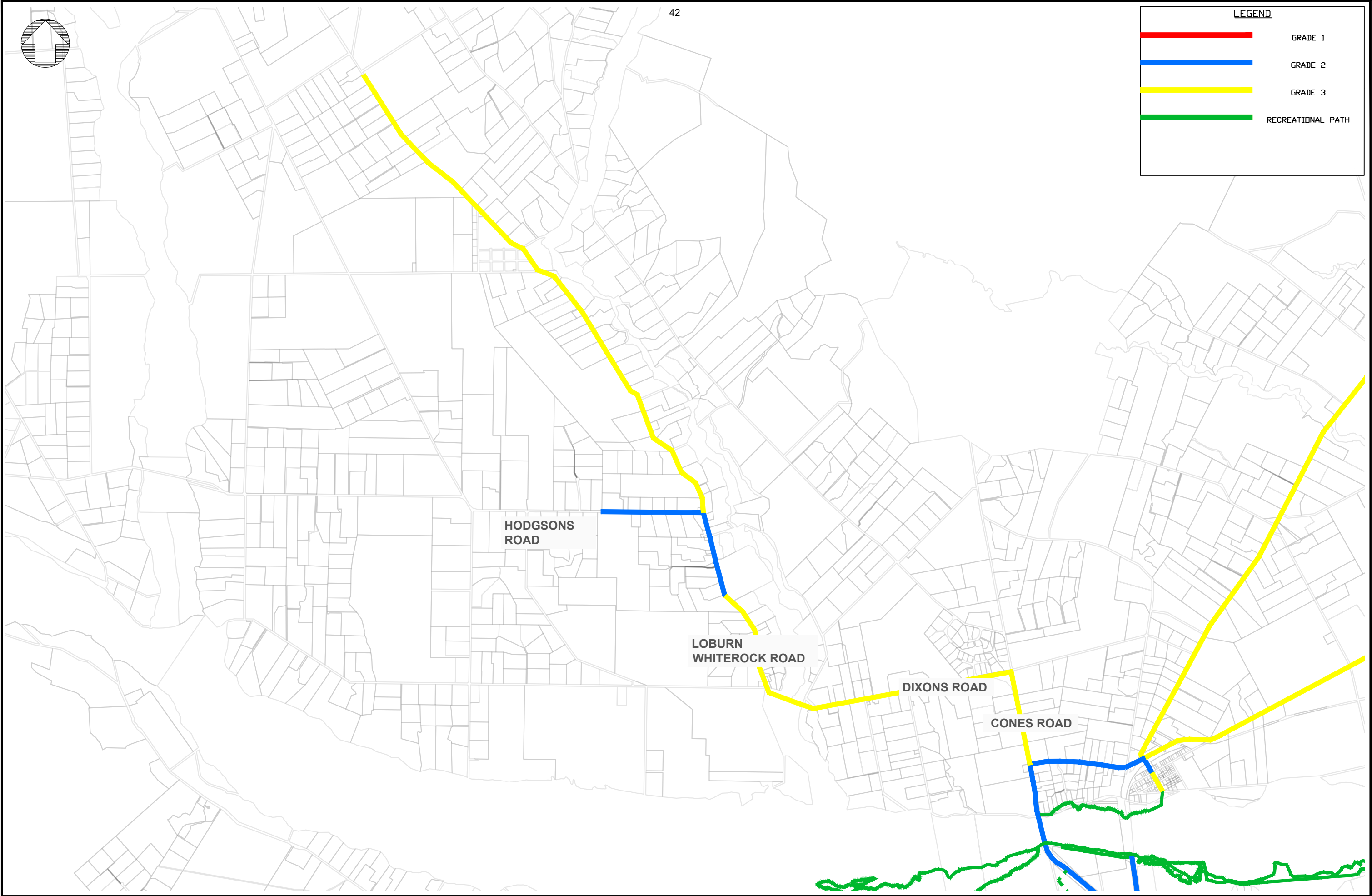
SURVEYED		PROJECT No	PD001583
DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	

WAIMAKARIRI
DISTRICT COUNCIL

PROJECT
WALKING AND CYCLING NETWORK PLAN

SHEET TITLE
TRAM/OXFORD RD TO OXFORD (PROPOSED NETWORK PLAN)

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
09	A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

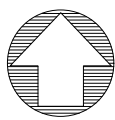
SURVEYED		PROJECT No	PD001583
DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT
WALKING AND CYCLING NETWORK PLAN

SHEET TITLE
LOBURN (PROPOSED NETWORK PLAN)

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
10	A



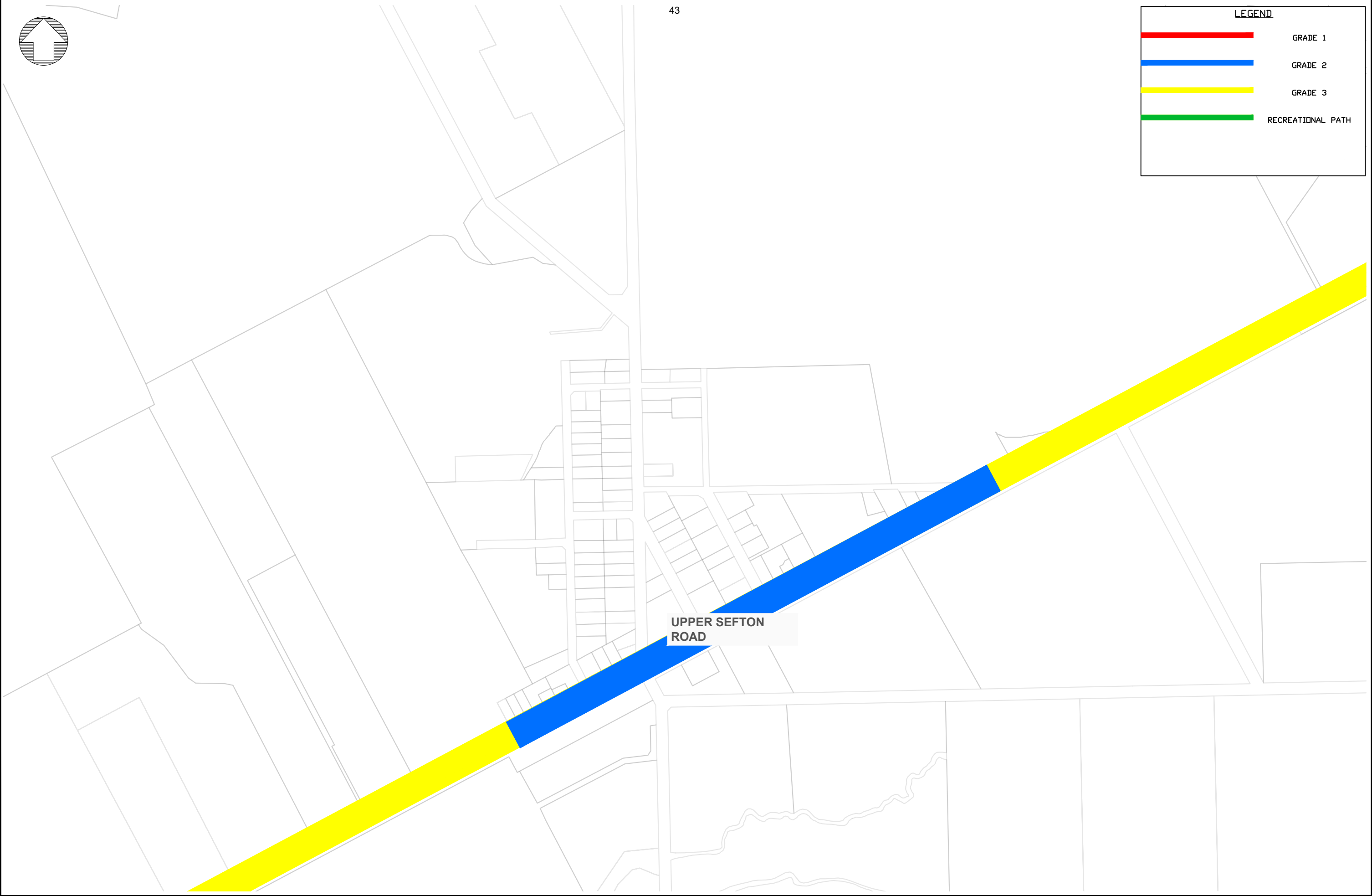
LEGEND

GRADE 1

GRADE 2

GRADE 3

RECREATIONAL PATH



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

SURVEYED		PROJECT No	PD001583
DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	

WAIMAKARIRI
DISTRICT COUNCIL

PROJECT

WALKING AND CYCLING NETWORK PLAN

SHEET TITLE

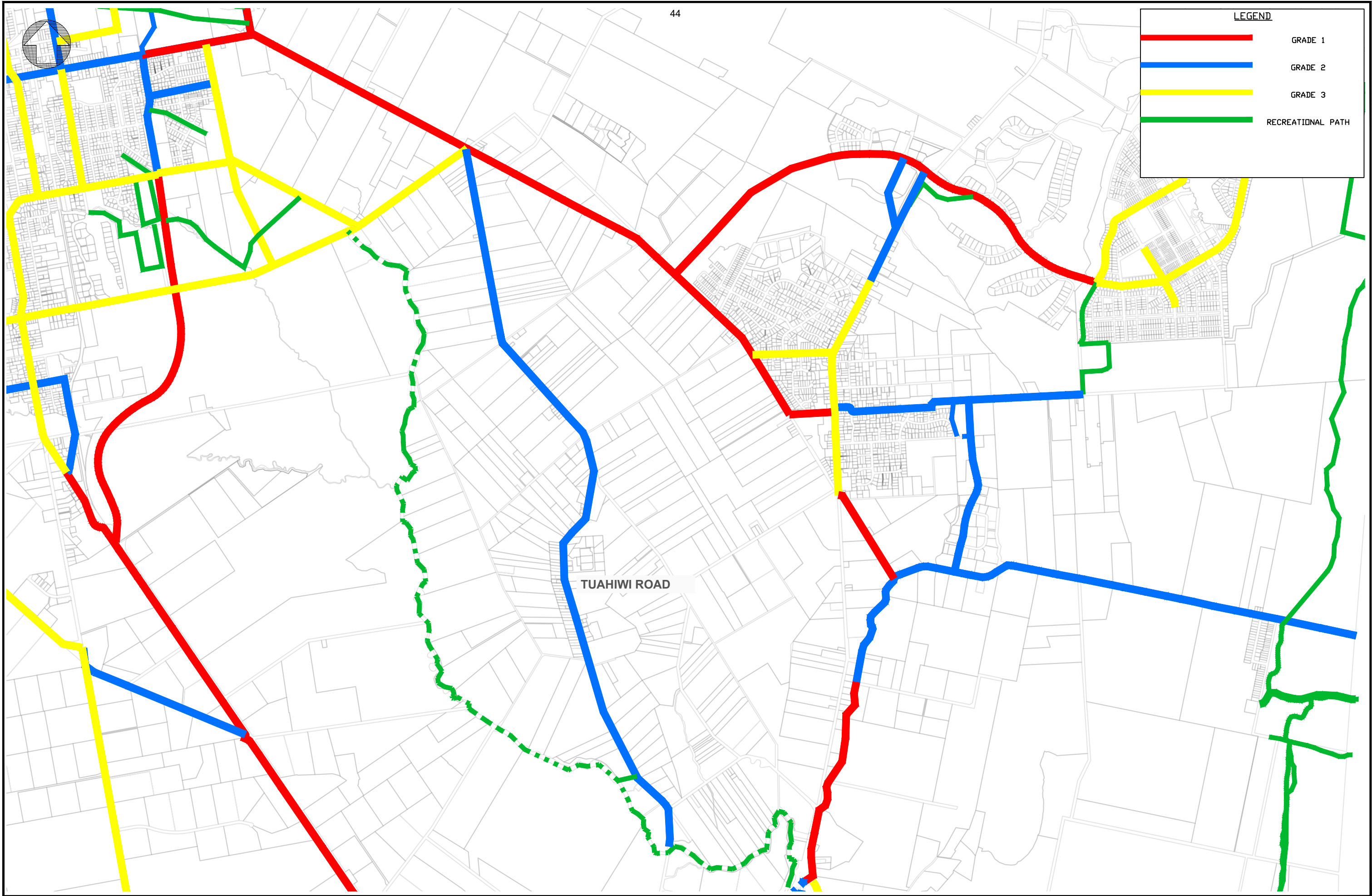
SEFTON
(PROPOSED NETWORK PLAN)

FOR INFORMATION

NOT FOR CONSTRUCTION

DRAWING4221

SHEET11REVISIONA



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

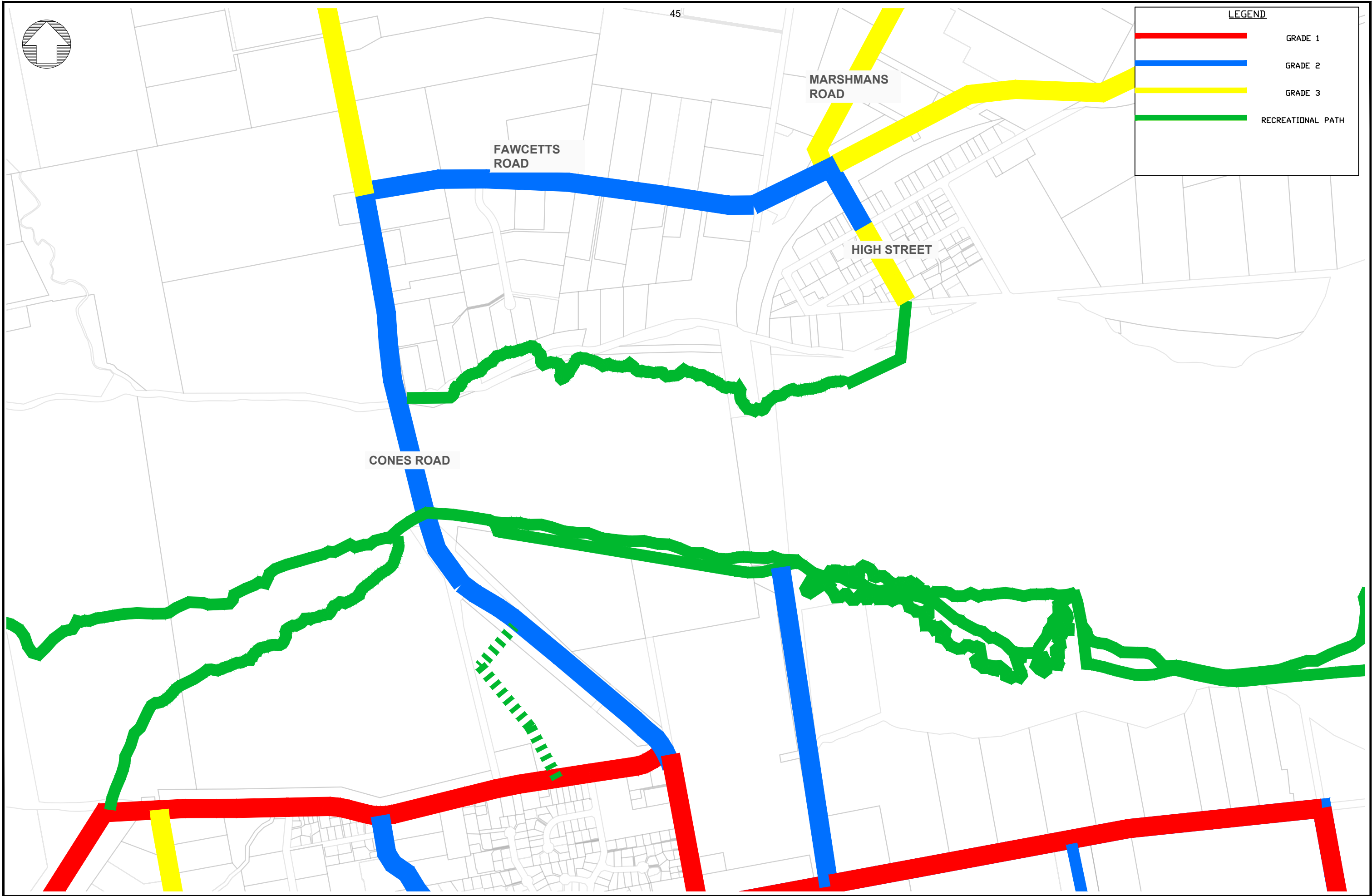
SURVEYED		PROJECT No	PD001583
DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT
WALKING AND CYCLING NETWORK PLAN

SHEET TITLE
TUAHIWI (PROPOSED NETWORK PLAN)

FOR INFORMATION NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
12	A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

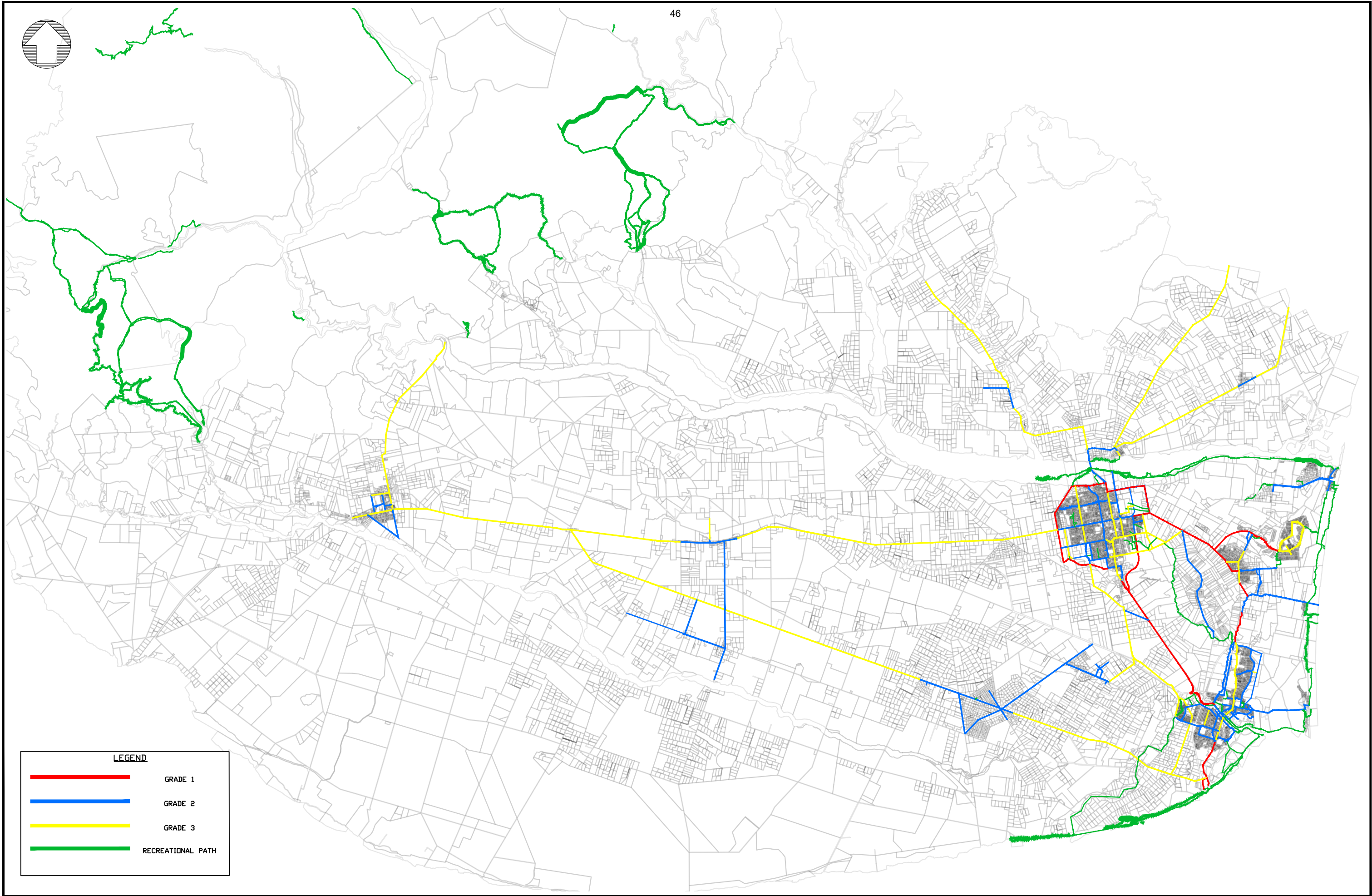
SURVEYED		PROJECT No	PD001583
DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT
WALKING AND CYCLING NETWORK PLAN

SHEET TITLE
ASHLEY (PROPOSED NETWORK PLAN)

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
13	A



LEGEND

—	GRADE 1
—	GRADE 2
—	GRADE 3
—	RECREATIONAL PATH

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR COMMUNITY BOARD	AMC	KS	---	JUL 2021

SURVEYED		PROJECT No	PD001583
DRAWN	MB	CON No	
DRAWING CHKD		SCALE (A3) NOT TO SCALE	
DESIGNED		DATUM ORIGIN	
DESIGNED CHKD		HORIZONTAL NZTM GD2000	
APPROVED		VERTICAL	



PROJECT	WALKING AND CYCLING NETWORK PLAN
---------	----------------------------------

SHEET TITLE	DISTRICT WIDE (PROPOSED NETWORK PLAN)
-------------	--

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4221
SHEET	REVISION
14	A

Table 1. Prioritisation for Option One.

	Link	High-Level Estimate
Priority 1 (Year 1-3)	Tram Road (Mandeville to Swannanoa School path)	\$290,000
	Ashley Street/Ivory Street/Percival Street	\$490,000
	Railway Road/Torlesse Street/Coronation Street/Ellis Road	\$950,000
TOTAL		\$1,730,000
Priority 2 (Year 4-6)	Harewood Road (High Street to Main Street)	\$100,000
	High Street (Main Street to Harewood Road)	\$160,000
	Earlys Road (end of current facility to Springbank Road)	\$40,000
	Mandeville Road (McHughs Road to Mandeville Sports Ground)	\$70,000
	Tuahiwi Road (urban limits)	\$30,000
	Williams Street North	\$420,000
	Sandhill Road (Williams Street to Woodend Beach Road)	\$700,000
TOTAL		\$1,520,000
Priority 3 (Year 7-10)	Main Street (urban limits)	\$250,000
	Cust Road (Mill Road to east of Earlys Road)	\$400,000
	Old North Road/Ranfurly Street/Walker Street	\$950,000
	Woodend to Pegasus (SH1)	\$450,000
TOTAL		\$2,050,000

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** CPR-04-21-26/21072011847**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD**DATE OF MEETING:** 4 August 2021**AUTHOR(S):** Grant Reburn, Parks and Recreation Operations Team Leader**SUBJECT:** Proposed Oxford Health and Fitness Centre Building Extension – Pearson Park, Oxford**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)_____
Department Manager_____
pp Chief Executive**1. SUMMARY**

1.1 This report is requesting that the Board approve a variation of the lease to the Oxford Health and Fitness Centre Trust to allow for a proposed building extension to its existing building in Pearson Park.

1.2 The trust has a lease until 2040 over the current site. The proposed extension of approximately 153 square metres has been requested to allow additional room for fitness equipment, fitness classes and personal training. The demand for use of the fitness centre has been consistently increasing over the past few years and the extension if granted will help meet this demand for additional facility capacity.

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

- (a) **Receives** Report No. 210720118477
- (b) **Approves** a variation of lease to Oxford Health and Fitness Centre Trust of approximately 153 square metres to allow a building extension in Pearson Park, Oxford.
- (c) **Notes** staff will be consulting with the Pearson Park Advisory Group regarding the proposed building extension.

3. BACKGROUND

3.1 The Oxford Health and Fitness Centre was built in 2011 in Pearson Park and has been a popular facility for the local community since opening.

3.2 The Oxford Health and Fitness Centre Trust that owns the building has requested approval for an extension to accommodate additional fitness equipment. This will also allow the Trust to offer a larger space at the facility for individual's fitness use along with class space to meet increasing demand.

3.3 The extension is approximately 153 square metres and will see the building extended to the south outside their current lease area as shown in Figures 1 and 2.

3.4 Staff see an extension of this building adding to the recreational opportunities provided for in Pearson Park. It will provide benefits to individual users health and wellbeing and be a positive additional development for the wider community.

- 3.5 The building extension will benefit the Oxford Pool by shading it from the North – West wind due to its orientation.



Figure 1 – Fitness Centre with proposed extension as shaded

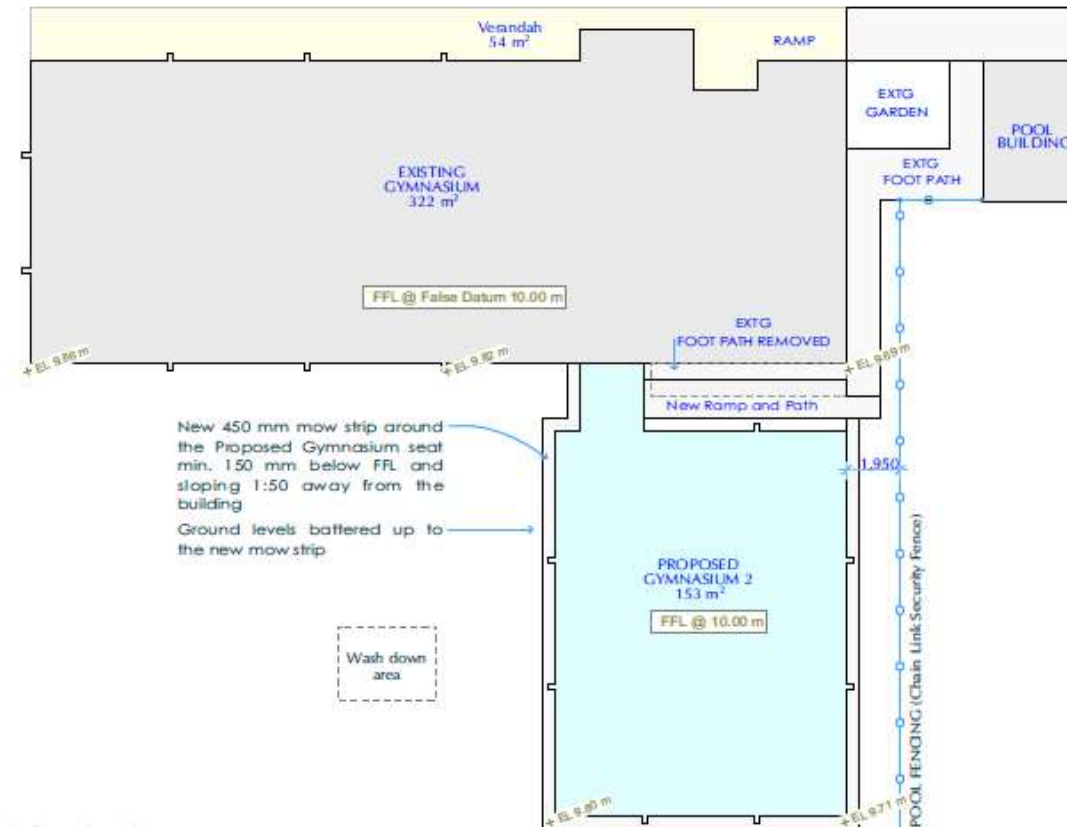


Figure 2

4. **ISSUES AND OPTIONS**

- 4.1. If the lease variation is not granted the Fitness Centre would not be able to extend its building as proposed in Figure 1 which would impact on its ability to meet increasing demand to deliver services to the community. This may also impact on its ability to meet operational costs.
- 4.2. The proposed extension will potentially allow the trust to increase its revenue, offsetting its operating costs and future proofing the facility. The demand for more use and capacity at any given time is increasing and the building extension will meet this demand now and in the future.
- 4.3. The proposed building extension will provide additional purpose built spaces which will alleviate potential health and safety issues by allowing additional room for equipment to be set up and used. It will also allow a greater area for classes and personal training to take place.
- 4.4. The building extension will have an added benefit of providing additional shelter from the north-west wind to the adjacent outdoor Oxford Pool.
- 4.5. The current lease expires in 2040 so there is still sufficient time remaining on the lease to consider allowing an extension of this value to the building for the uses already agreed to.
- 4.6. A variation to allow an extension to the lease area would not attract any additional rental which is currently set at \$1 per annum if requested.

5. **Implications for Community Wellbeing**

There are arguably implications on community wellbeing through the issues and options that are the subject matter of this report. The proposed extension will potentially improve the level of service that the fitness centre can provide to the community which could impact positively on the wellbeing of users.

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

6. **COMMUNITY VIEWS**

6.1. **Mana whenua**

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

6.2. **Groups and Organisations**

The Pearson Park Advisory Group will be considering this proposal at their meeting on 27 July. Members of the Advisory Group have shown support for this proposal in past discussions. The outcome of the PPAG decision will be conveyed to the Board at the meeting on 4 August.

6.3. **Wider Community**

The wider community is unlikely to have great deal of interest in the subject matter of this report. The extension may however have an impact on the degree of service and the capacity of the facility available to the community for health and fitness use which will be of interest to some members of the community.

7. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

7.1. **Financial Implications**

There are not financial implications for Council in relation to this report. The Trust who own the building are seeking funding from the Rata Foundation toward the estimated \$220,000 cost of the extension. Staff do not foresee any operational expenditure being required for Council in relation to the extension. The only financial risk could be if the Trust goes defunct in which case Council may end up bearing some cost.

7.2. **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

There is a potential financial risk for Council arising from the adoption of the recommendations in this report. Should the extension proceed and the Trust wind up at any stage Council may need to take over ownership of the facility and arrange for the continued operation or alternatively close down the operation.

Health and Safety

The perceived health and safety risks arising from the adoption/implementation of the recommendations in this report would be as follows. The physical construction work associated with the building extension. Council will mitigate risks around this work on the park through the Trust providing a Health and Safety Plan before any physical work commences. In relation to a larger building being on the reserve and if there are any related CPTED (crime prevention through environmental design) implications staff are satisfied that the proposed extension will not increase any risk.

8. **CONTEXT**

8.1. **Consistency with Policy**

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

In terms of Councils Sport and Recreation Reserves Management Plan alterations need to be of a scale that is appropriate to the reserve and materials and colours should contribute to the amenity and character of the reserve. This proposal is considered to be consistent and in accordance with the policies in the plan. The associated lease for the building is also in line with the Management Plan policies.

With regard to the Pearson Park Concept Plan the extension of the fitness centre was not anticipated at the time the plan was adopted. However the proposal does not detract from the aims of the concept plan which were mainly around enhancing the amenity in Pearson Park.

Consistency with Community Outcomes

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

Public Spaces are Plentiful Accessible and High Quality

8.2. **Authorising Legislation**

- Reserves Act 1977
- Resource Management Act 1991

With regard to the Building Consent for the building addition the Trust may request that the consent costs be waived. Council currently waives consent costs for community and recreation groups when undertaking work on the buildings they occupy on reserve land.

The existing plans do not point to any additional need for water usage in the building however if this was requested these services would not be currently available as it is tied in with the Oxford Pool and would require an upgrade of the water mains. Should this still be considered necessary any cost would need to be borne by the Trust.

8.3. **Authorising Delegations**

The Oxford – Ohoka Community Board has delegated authority to approve this report.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION****FILE NO and TRIM NO:** 210623101009 / TRIM Number**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD**DATE OF MEETING:** 4 August 2021**AUTHOR(S):** Vanessa Thompson – Business and Centres Advisor and Simon Hart – Business and Centres Manager on behalf of the Town Centre Strategies Implementation Programme Working Group**SUBJECT:** E-scooter trial in the Waimakariri District**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
Department Manager
Chief Executive**1. SUMMARY**

- 1.1 The purpose of this report is to seek feedback from the Community Boards about a potential six month trial of hire e-scooters in Rangiora, Kaiapoi, Woodend and Pegasus.
- 1.2 This report includes an outline of the key trial parameters including general operational, safety and evaluation/reporting considerations.
- 1.3 Select engagement was undertaken with the Waimakariri Access Group, Age Friendly Waimakariri and the Youth Council so their concerns could be reflected in the trial planning. As a result some geo-fencing restrictions around scooter access are proposed to mitigate any perceived safety issues.
- 1.4 This report will be updated to reflect relevant Community Board feedback and will form the basis of documentation under which Council may opt to formally approve a six month trial of e-scooters in the Waimakariri district across part of 2021 and 2022.
- 1.5 The trial presents an opportunity to explore the impact of commercial hire e-scooters and to assess whether there is a place for this technology in the district as an alternative transport solution, and one that helps alleviate pressure on town centre car parking.
- 1.6 The presence of more e-scooters in the district (from increased private ownership or through the presence of a sanctioned/non-sanctioned commercial supplier) is likely to occur in the future, especially as e-scooters become more affordable. Council should be taking a proactive approach in managing the presence of this technology and its suppliers to help control the impact on our communities and public spaces.
- 1.7 Future government decisions around Waka Kotahi's Accessible Streets package and its proposed land transport rule changes (to improve safety and accessibility for road/footpath users) may provide more controls to help regulate e-scooter use within the district.

Attachments:

- i. 210630106123 E-Scooter Preferred Parking Sites

2. RECOMMENDATION**THAT** the Community Boards:

- (a) **Receive** Report No. 210623101009;

- (b) **Notes** that the Town Centres Strategies Implementation Programme Working Group was appointed by Council as the steering group for this project in October 2020. They have pre-approved the preferred supplier and endorsed a six month e-scooter trial plus the trial conditions outlined at clauses 4.4 to 4.6;
- (c) **Notes** that on 4 May 2021 Council approved 'in principle' a six month trial of up to 400 hire e-scooters in the Waimakariri district by the preferred supplier, noting that details of any trial parameters would be brought back to Council at a later date for consideration toward formal approval;
- (d) **Notes** that the preferred supplier will only operate the trial if they continue to have a business presence in Canterbury, however staff may progress conversations with alternative providers to gauge their interest in a trial opportunity should the preferred supplier no longer be available;
- (e) **Notes** the proposed trial period of six months from Oct/Nov 2021 to Mar/Apr 2022;
- (f) **Notes** that the 400 e-scooters will be distributed across the townships of Rangiora, Kaiapoi, Woodend and Pegasus;
- (g) **Notes** the proposed geo-fencing restrictions identifying the 'no-go', 'preferred parking', 'no parking', 'speed restriction' and 'special access' zones for the e-scooters outlined at clause 4.4.6;
- (h) **Notes** that some key safety considerations for the trial are identified at clause 4.5;
- (i) **Notes** the preferred supplier will be responsible for covering the trial's infrastructure and operational costs and no significant financial contribution is required from Council;
- (j) **Notes** that at the conclusion of the trial, a full report will be brought back to the Community Boards and Council providing feedback about the trial including relevant qualitative and quantitative data related to e-scooter use and community perceptions;
- (k) **Notes** that the concluding trial report may include a staff recommendation to continue the e-scooter trial on a semi-permanent basis via the issuing of annual operating licences to commercial supplier/s, but that any such recommendation will be subject to Community Board feedback and the approval of Council;

3. **BACKGROUND**

- 3.1 In late November 2019, staff received a request from the Kaiapoi Promotions Association to trial fifty hire e-scooters at their Kaiapoi Christmas Carnival and Santa Parade in early December. At the time, the Management Team declined approval given the very short notice period and the number of considerations that would need to be worked through.
- 3.2 Staff submitted an application to Waka Kotahi's 'Innovating Streets for People' fund on 3 July 2020 to undertake a trial of e-scooters/e-bikes in Rangiora and Kaiapoi. The intention was to progress an action in the Rangiora Town Centre Strategy Blueprint to 2030+, to further Council's commitment to sustainability in relation to transport as well as support the Kaiapoi Promotions Associations' earlier request. Staff were unsuccessful with the application.
- 3.3 The Rangiora Town Centre Strategy Blueprint to 2030+ was adopted by Council on 7 July 2020. The idea of alternative transport modes for the district was imbedded as Major Project 9 which outlined an action over the short to long term: *work with providers and partners to facilitate the use of alternative transport modes, including future transport technologies, through provision of an appropriate built environment and regulatory framework.*
- 3.4 At a Council briefing on Tuesday 27 October 2020, Councillors approved staff continuing to progress an e-scooter trial with oversight from the Town Centres Strategies Implementation Programme Working Group (TCSIPWG) to work through a range of trial

parameters before any formal report was brought back to Council. The intention was to complete a trial of e-scooters in the Waimakariri District for a six month period from October 2020 to March 2021.

- 3.5 At the approval of the TCSIPWG, a formal Request for Proposal (RFP) process was undertaken across late December 2020 to 12 February 2021 to canvas interest from commercial suppliers. An RFP document was released to five providers: Flamingo, Lime/Jump, Neuron, Bean and Lava. Only one proposal was received by the submission deadline date.
- 3.6 Staff and TCSIPWG members assessed the proposal in late February 2021 according to the RFP evaluation criteria. The commercial supplier was deemed a suitable provider and met all the pre-condition requirements. Staff were approved to continue conversations with the preferred supplier to outline some key considerations before the full trial parameters were brought back to Council for formal approval.
- 3.7 Staff conversed with Selwyn District Council (SDC) in late 2020 regarding their trial of hire e-scooters in the Selwyn District. SDC approved a trial of both Lava and Lime scooters in 2019 covering a period from 12 December 2019 to 31 July 2020, which included Prebbleton, Lincoln, Rolleston, Izone Drive and Burnham. SDC opted to operate the trial under a 'no cost' model to the commercial supplier so the Council could use the trial as an opportunity to collect data. SDC's trial was deemed successful, with only a small number of complaints being received – all resolved to the Council's satisfaction. In total, 300 e-scooters operated successfully throughout the trial's duration, 100 for Lava and 200 for Lime. Data collected throughout the trial illustrated an ongoing and continued growth for e-scooter popularity until the March to May 2020 Covid 19 lockdown period which affected subsequent uptake. In total, 22,000 e-scooter trips occurred in Selwyn throughout the trial's duration. Following the trial, Selwyn District Council issued yearlong permits to both Lava and Lime (which expire 31 July 2021) to operate hire e-scooters in the district under a fee paying model.
- 3.8 On 4 May 2021 Council approved 'in principle' a district trial of up to 400 e-scooters noting that under this scenario the preferred supplier would cover all trial infrastructure and operational costs and there would be no expectation of a significant financial contribution by Council.
- 3.9 In May and June staff engaged with the Waimakariri Access and Age Friendly Groups as well as the Youth Council so their feedback could be considered and reflected (where appropriate) in any trial planning. Their feedback is included in the issues/options section of this report.

4. ISSUES AND OPTIONS

4.1. *Legislation and Controls*

- 4.1.1. Under current legislation, e-scooters are permitted to travel on foot paths and the road. E-scooters can travel on shared paths and cycle paths if permitted by a road controlling authority but are not allowed to travel in cycle lanes (on the road).
- 4.1.2. Council has no current mechanism for preventing commercial hire e-scooter companies conducting their business activities in the district without Council permission. While the Parking Bylaw 2019 (clause 7) provides an ability to issue penalties and infringement notices for e-scooter parking that causes pedestrian obstruction or obstacles, Council cannot restrict the full operation of an e-scooter business within the bylaw as it currently stands. Staff would need to explore any available mechanisms for controlling commercial hire e-scooter businesses accessing public land through proposed Bylaw changes.
- 4.1.3. In March 2020, Waka Kotahi (NZ Transport Agency) undertook the 'Accessible Streets' public consultation which proposed (effecting e-scooters) to limit speed to

15km per hour on footpaths, and to allow e-scooters access to cycle lanes and cycle paths. The Government's decision on the Accessible Streets proposed legislation changes has not yet been determined and is expected sometime in 2021. However, any decision in line with Waka Kotahi's original proposed changes will help local authorities in placing some controls around the ways e-scooters access public spaces (especially footpaths) within the district.

- 4.1.4. It is worth noting that the presence of more e-scooters is likely to arrive in the Waimakariri district in some form (whether via increased private ownership as e-scooters become more affordable or through the presence of a commercial supplier/s) within the foreseeable future. It is recommended that Council take a proactive approach to manage the potential presence of more e-scooters on our roads and streets, and to work with companies to create an environment which better plans for and manages the impact on our communities.

4.2. **Commercial E-Scooter Supplier**

- 4.2.1. The preferred supplier has indicated they will only operate the trial in the Waimakariri District if they have existing operations in Canterbury. If they are no longer operating in Greater Christchurch in late 2021, there is the possibility of contacting alternative providers and scheduling the trial for a later date. Two other commercial suppliers have signalled their interest in the trial opportunity, although they both failed to submit a proposal by the RFP submission deadline.

4.3. **Community Engagement**

- 4.3.1. Selective engagement was conducted with the Access and Age Friendly groups plus the local youth council in order to consider their feedback in any trial parameters that might be put forward to Council for approval. Key commentary included:

Waimakariri Access Group:

- General concern about the trial, the full group is not likely to support it.
- Worried about general safety issues, i.e. low vision community members who may not be steady on their feet intermingling with e-scooters on footpaths and the possibility of someone stepping out from a shop and getting hit.
- Concern about e-scooter riders crossing at the Pegasus/Ravenswood roundabout due to perceived/real safety issues.
- Concern about the width of some existing footpaths, multiple items already on the footpaths (signage, wheelie bins, pedestrians etc.) and the stability/smoothness of the ground on existing paths.
- The need to inform the public adequately if an e-scooter trial is confirmed.

Age Friendly Waimakariri:

- The group are not supportive of the trial in general; one member questioned why we are even doing the trial and that we should let e-scooter use evolve naturally through private ownership and look at other alternative shared transport schemes like rental e-cars etc.
- Concern over the presence of e-scooters in High Street, which they group think should not be allowed.
- Concerns about e-scooters riders not concentrating, wearing headphones etc. and not paying enough attention to their environment.

Youth Council:

- There was some trepidation from a couple of members about e-scooters accessing the busiest parts of High Street due to the number of people/things already competing in the street.
- If e-scooters are allowed down High Street, then consider restricting speed to mitigate any safety risks.
- Suggestion that e-scooters should not be allowed in busy school areas due to potential footpath congestion issues.

4.3.2. Where appropriate and possible, some of the engagement feedback concerns have been addressed in sections 4.4.6 and 4.5 of this report, which relate to geo-fencing restrictions in relation to e-scooter access and general health and safety measures associated with the trial.

4.4. **Proposed Trial Parameters**

- 4.4.1. The proposed trial timeframe is intended to cover Oct/Nov 2021 to Mar/Apr 2022 under the preferred supplier partnership and 'no rent' model applied by Council. This means Council can use the trial as an opportunity to collect data and assess the future viability of semi-permanent commercial e-scooter operations within the district before applying any commercial rent scenario for third party access to public land.
- 4.4.2. The preferred supplier has worked with staff to assemble a distribution list of the locations for the placement of 400 e-scooters across the district, spread amongst Rangiora, Kaiapoi, Woodend and Pegasus. Approximately 50 in Rangiora, 32 in Kaiapoi, 12 in Woodend and 20 in Pegasus. From 2-6 e-scooters will be placed at each location. The locations/e-scooters will be updated periodically throughout the trial depending on use/trip patterns to ensure the majority of locations are concentrated in high usage areas.
- 4.4.3. Riders must download an App from either the Apple App or Google Play stores to access the e-scooters. The App provides a way for users to sign up, complete training courses, find and unlock e-scooters, report problems and contact customer support.
- 4.4.4. Typical e-scooter hire hours are between 5am-7am and 9pm. However, some scooters will be available for public hire 24/7 depending on whether they need overnight charging or not, i.e. are not removed from the street.
- 4.4.5. For general users a \$1 flat unlocking fee plus 38 cents per minute of riding time, will apply. Students, gold card and community services ID/card holders are entitled to a riding fee of 30c per minute with no unlocking fee.
- 4.4.6. Geo-fencing enables a range of controls or restrictions to be applied to e-scooter use linked to mobile phone GPS technology, i.e. the rider's cellphone. Geo-fencing restrictions will be applied to respond to some of the engagement safety concerns and any control mechanisms identified by staff. The following table includes the proposed geo-fenced restrictions:

Area	Coverage	Apply a no-go zone	Apply preferred parking zone	Apply a no-parking zone	Apply speed restrictions	Special Access Areas	Notes
	RANGIROA						

Rangiora	Outside the natural town boundary	Y					E-scooter access primarily contained within the natural town boundary
Rangiora Airfield	Merton Road, Fernside	Y					This is outside the natural town boundary so should automatically be excluded
High Street	Between Durham and Ivory/Ashley	Y					High pedestrian area
High Street	High Street between King and Durham				Y – 15km		High pedestrian area
Conway Lane	Between High Street and the Service Lane			Y	Y – 15km		High pedestrian area
Good Street	Between High Street and the Service Lane				Y – 15km		High pedestrian area
Mini laneways to High Street	Excludes Good Street and Conway Lane			Y	Y- 15km		High pedestrian area
Service Lane	Entire footpath area				Y – 15km		High pedestrian area
215 High Street and 139 Percival Street	Council Service Centre and Rangiora Library				Y – 15km		High pedestrian area
Alfred Street	Between Percival and Victoria Streets				Y – 15km		High pedestrian area
Railway tracks	Rangiora wide			Y			Where roads intersect within the streets
BNZ Corner (70 High Street)	Western side of the site		Y				See attachment i
215 High Street (Rangiora Service Centre)	Designated section on the paved area		Y				See attachment i

Passchendaele Memorial Cycle Path	Entire path					Y	To allow e-scooter access between Rangiora and Kaiapoi
Rangiora-Woodend Cycle Path	Entire path					Y	To allow e-scooter access between Rangiora and Woodend
KAIAPOI							
Kaipoi	Outside the natural town boundary	Y					Scooter access contained within the natural town boundary
Pines Beach, Kairaki Beach and Waikuku Beach	Entire settlements and access roads	Y					Scooter access contained to the Kaiapoi township
Kaipoi Marine Poontoons/Wharf	Entire areas	Y					Not suitable for access
Banks of the Kaipoi River	Area in immediate proximity to the Kaipoi River			Y			Not suitable for parking
Stopbanks	Pathways (and generally)			Y			Not suitable for parking
Williams Street	Between Hilton and Sewell Streets				Y – 15km		High pedestrian area
176 Williams Street (Ruataniwha Kaiapoi Civic Centre)	Adjacent to river facing side of the building		Y				See attachment i
1 Tom Ayers Drive (Paris for the Weekend Café site)	Designated area adjacent to the roadside		Y				See attachment i
WOODEND							
Woodend	Outside the natural town boundary	Y					Scooter access contained within the natural town boundary
Main North Road - North	Main North Road (from Chinnerys Road intersection)	Y					E-Scooters will be restricted due to limited road shoulder access on this section of

							Main North Road (SH1)
Main North Road - South	Main North Road (from Rangiora Woodend Road intersection)	Y					E-Scooters will be restricted south on Main North Road past Rangiora Woodend Road
School Road	Designated area in front of the Council owned toilet block		Y				See attachment i
51 Main North Road	Designated area on the lawn in front of The Woodend Tavern		Y				See attachment i
PEGASUS							
Pegasus	Outside the natural town boundary	Y					Scooter access contained within the natural town boundary
Pegasus Boulevard	West at the intersection with Maplesham Drive and Te Haunui Lane	Y – initial six week period					Primarily contain scooters to the Pegasus township/Pegasus Golf and Sports club vicinity
Pegasus Boulevard Roundabout		Y – initial six week period					E-Scooters will be restricted access past the Main North Road/Pegasus Boulevard roundabout for six weeks but then made accessible for the remainder of the trial, i.e. once the community are familiar with using the scooters.
67 Pegasus Main Street	Designate section on		Y				See attachment i

	the paved area						
Gladstone Road	Entire Road					Y	To accommodate Woodend/Pegasus access
Tiritiri Moana Drive	Entire Road to beach area carpark					Y	To provide access to the beach

4.4.7. The performance of the geo-fenced restrictions will be monitored by staff over the course of the trial and can be amended as needed based on any operational/safety considerations and community or elected member feedback.

4.5. **Safety considerations:**

- E-scooter model: The model includes an electronic front brake with an anti-lock braking system, a 1.5W LED headlight, red tail light, reflectors on the mainframe and a manual back brake. A warning bell is also fitted which can easily and safely be operated while riding. Each scooter will be equipped with a device that allows them to report back to the preferred supplier's mainframe platform. The device will measure: location, speed, status, the battery charge plus more. The device will also alert the supplier if the scooter falls over or detects tampering.
- Age Restriction: Users will only be able to create a user account (on the App) if they are over 18 years of age.
- Helmets: Helmets are not legally required for e-scooter riders. However, free helmets will be provided by the preferred supplier at the rider's request on receipt of the postage fee.
- Preferred Parking Locations: While the e-scooters can be parked anywhere (except in the designated 'no parking' zones) preferred parking areas have been identified in Rangiora, Kaiapoi, Woodend and Pegasus for riders who wish to park in preselected locations. These sites will be visible via the App.
- Correct Parking Behaviour: E-scooter users are required to take a photo of their parked e-scooter and upload it to the preferred provider's mainframe platform before they can finish their riding experience. The photo is then assessed by their staff as 'acceptable' or 'unacceptable'. Unacceptable ratings include e-scooters that have been parked: blocking a footpath, emergency utilities, general entrances, or if the e-scooter is not fully observable in the photo; or where the quality of parking cannot be determined properly. If a user parks an e-scooter inappropriately, then they are required to complete an in-App training video providing more parking training. Users who continue to violate parking rules will have their accounts suspended or cancelled.
- Staff: The preferred provider proposes to employ 20 locals to act as staff. The local staff are responsible for deploying scooters in the morning to their locations (between the hours of 5am-7am) and then collecting any scooters that need charging after 9pm each night. The staff will make themselves available to assist with any emergency/imminent safety operational issues that might require a quick response. The preferred provider will also be leveraging their Christchurch employees (Safety Ambassadors) to respond to any operational issues that may arise which are not resolved by local staff. In general there will be a two hour

response timeframe to resolve any urgent issues, this is the standard response time of the preferred provider's other Council contracts across New Zealand.

- Accidents/Incidents: App users can report any health and safety matters/incidents from the home page of the app, or they can contact the preferred provider's customer support team directly. All incidents reported during the trial will be shared with Council.
- Complaints: All complainants will primarily be directed to the preferred provider's customer support centre. They will respond to all queries or complaints promptly, or within a maximum timeframe of 24 hours. However, all Council referred/escalated complaints will be responded to within 12 hours (except emergency issues, which are two hours). A record of all complaints and response actions will be provided to Council staff on request.
- Code of Practice: Throughout the trial, the preferred supplier will be required to adhere to the Waimakariri District Council's 'code of practice' for e-scooter trading operations within the district. The code of practice will form part of the trading permit documentation that is issued by Council.

4.6. ***Evaluation and Reporting:***

4.6.1. The following things will be monitored/measured throughout the trial:

- Total number of scooter rides and average trip duration for the district
- Trips per township
- % utilisation of scooters of available trip time
- Demographics of users
- Most popular trips (highest utilisation areas)
- Weekly reporting of incidents, investigations and any corrective measures
- Any operator software, hardware or operational issues
- Complaints received via the preferred supplier or the Waimakariri District Council and the respective response times/actions

4.6.2. Some key indicators of a successful trial will include:

- Trial is free of any serious health and safety incidents
- Any complaints received are resolved in a timely and satisfactory manner
- Replacement of car trips
- The majority of public perception is positive towards e-scooters post trial
- General desire by the majority public to retain e-scooters in the district

4.6.3. Staff will complete a report following the trial providing a comprehensive assessment based on data collected from the preferred provider's mainframe platform (which staff will have access to), general trial observations by staff and any other anecdotal/community feedback received during the trial. Any concluding report may include a recommendation to continue hire scooters in the district on a semi-permanent basis via the issuing of annual operating licence/s to selected providers, depending on the assessment findings.

Implications for Community Wellbeing

There are implications on community wellbeing by the issues and options that are the subject matter of this report. The scooter trial does pose more risk for elderly or physically impaired community members by nature of the competing use of footpath space. The geo-

fencing restrictions tabulated at clause 4.4.6 attempt to address some of the engagement concerns previously raised by directly affected community groups (clause 4.3).

- 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. Staff have pre-engaged with the Waimakariri Access Group, Age Friendly Waimakariri and Youth Council to gather some initial feedback so this can be considered as part of any trial framework that is put in place. The geo-fencing restrictions at clause 4.4.6 attempt to address some of the listed concerns (clause 4.3).

Of interest, neither CCC nor SDC conducted any significant engagement with directly affected groups before launching trials in their districts (CCC = 3 months and SDC = six months trials).

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. However, widespread community engagement will not be undertaken in the lead up to the trial. A communication campaign will be formalised with the Communications and Engagement Unit and designed to notify the general public about the trial in the month long lead up to its commencement.

Select engagement with some high risk groups was undertaken and has provided appropriate feedback from which to reference a range of safety considerations within the trial parameters

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are no financial implications of the decisions sought by this report. Under a 400 scooter trial scenario, the preferred supplier will cover the bulk of the trial's infrastructure and operational costs. Council will cover external communication and marketing costs in relation to the trial, however this will be a nominal spend.

6.2. Sustainability and Climate Change Impacts

The recommendations in this report do have sustainability and/or climate change impacts. There is the potential for scooters to replace some vehicle trips over the course of the trial resulting in less transport emissions over the trial period.

6.3 Risk Management

There are risks arising from the adoption/implementation of the recommendations in this report. Council may be subject to criticism/blame if there are any serious scooter related accidents/incidents regardless of whether these might be due to the preferred supplier and/or scooter driver error. The likelihood of an accident occurring is moderate, and the impact in terms of injury could range from minor to severe. In managing these risks staff will employ a range of mitigating factors such as:

- Ensuring the preferred supplier and their infrastructure is competent (as managed and assessed through any RFP process)
- Conducting select engagement with some high risk community groups to ensure their concerns (where appropriate) are reflected in the trial planning
- Implementing scooter access/use restrictions (utilising geo-fencing technology)

- Monitoring operational matters throughout the trial in close partnership with the preferred supplier and amending things as necessary to respond to any risks/safety issues as they arise
- Ensuring an adequate amount of public communications/marketing in relation to the trial. Council will collaborate with the preferred supplier on marketing and communications about the trial to ensure the trial is robust, and is subsequently monitored and reported on effectively. We will work to ensure the communication is positive, factual and that it celebrates the opportunities of having e-scooters in our district.
- Working with the Council's risk unit to identify key risks and outlining ways to eliminate, isolate or minimise these.

Health and Safety

There are health and safety risks arising from the adoption/implementation of the recommendations in this report in terms of Council's Health & Safety policies or processes.

Council's 'Manage Contractor Health & Safety' obligations take effect meaning Council will seek to maintain an effective working relationship with the preferred supplier to ensure the effective health and safety management of their staff working as part of the trial.

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

Land Transport Act 1988

Land Transport Management Act 2003

7.3. Consistency with Community Outcomes

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

There is a safe environment for all

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

Transport is accessible, convenient, reliable and sustainable

- Communities in our District are well linked with each other and Christchurch is readily accessible by a range of transport modes.

Businesses in the District are diverse, adaptable and growing

- There are growing numbers of businesses and employment opportunities in our District.

7.4. Authorising Delegations

Community Boards are delegated to provide community views to Council to better inform decision making.

E-SCOOTER PREFERRED PARKING SITES

RANGIORA

70 High Street (BNZ Corner)



215 High Street (Rangiora Service Centre)



KAIAPOI

176 Williams Street (Kaiapoi Civic Centre)



1 Tom Ayers Drive (in front of public carpark)



WOODEND

9 School Road



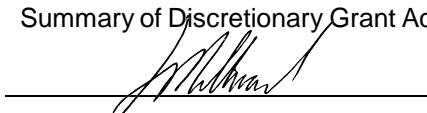
51 Main North Road



PEGASUS

2 Barnes Street



WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION****FILE NO and TRIM NO:** GOV-26-08-06 / 210720118631**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD**DATE OF MEETING:** 4 August 2021**AUTHOR(S):** Thea Künkel, Governance Team Leader**SUBJECT:** Summary of Discretionary Grant Accountability 1 July 2020 to 30 June 2021**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
Department Manager
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 2020/21 financial year, including accountability forms received to date.

Attachments:

- i. Accountability Form from Oxford Community Night Patrol (Trim Ref: 210225032233).
- ii. Accountability Form from Waimakariri Gorge Golf Club (Trim Ref: 210216025744)
- iii. Accountability Form from Ohoka School (Trim Ref: 210505071237)
- iv. Accountability Form from Swannanoa Preschool (Trim Ref: 210303122023)
- v. Accountability Form from Oxford Community Trust (Trim Ref: 210617097701)
- vi. Accountability Form from Oxford Arts Trust (Trim Ref: 210526084863)

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

- (a) **Receives** Report No. 210720118631.
- (b) **Notes** that the Board distributed \$7,147 of its Discretionary Grant allocation for the 2020/21 financial year, and an amount of \$2,926 was carried forward to the 2021/22 financial year, thereby bringing the Discretionary Grant Fund to a total of \$8,746 for current financial year.
- (c) **Circulates** a copy of this report to all other Community Boards.

3. BACKGROUND

- 3.1. The Council allocate the Board a set amount of funds to distribute, by application, to non-profit groups, registered charities and incorporated societies who have strong links to, and benefit, the communities of the Oxford-Ohoka Ward.
- 3.2. The 2020/21 Discretionary Grant Fund approved by the Council for the Board was \$6,670. Due to Covid-19 national lockdown the Board did not receive as many applications as usual and was therefore unable award all its 2019/20 Discretionary Grant funding. An amount of \$3,403 was therefore, carried forward from the 2019/20 financial year, thereby bringing the Discretionary Grant Fund to a total of \$10,073 for the 2020/21 financial year.

4. **ISSUES AND OPTIONS**

4.1. By 30 June 2020 the Board had considered 16 applications, of which 15 were approved and one declined.

4.2. The applications were as follows:

Group	Project	Amount granted	Month funds granted	Comments
Oxford Community Night Patrol	Purchasing two sets of reflective magnetic signs.	\$449	August 2020	Invoice paid 1 September 2020 Accountability received 25 February 2021
All Together Kaiapoi	Towards the cost of an event commemorating 10-years since the Canterbury Earthquake	Nil	September 2020	DECLINED
Waimakariri Gorge Golf Club	Towards the replacement of the green's mower	\$500	October 2020	Invoice paid 20 October 2021 Accountability received 15 February 2021
Ohoka School	Towards the cost of purchasing new high jump equipment.	\$488	October 2020	Invoice received 15 October 2020 Accountability received 5 May 2021
Swannanoa Preschool	Towards the cost of purchasing new vacuum cleaner	\$500	December 2020	Invoice paid 3 March 2021 Accountability received 3 June 2021
Oxford Community Trust	Towards the hosting of a wellbeing networking retreat.	\$500	February 2021	Invoice paid 10 February 2021 Accountability received 17 June 2021
Waimakariri Arts Trust	Towards the running costs associated with the Kaiapoi Art Expo and Schools' Art Expo.	\$500	March 2021	Invoice paid 21 April 2021 Awaiting accountability
Clarkville Playcentre	Towards the cost purchasing sand for the sandpit.	\$210	March 2021	Invoice paid 16 March 2021 Awaiting accountability
Oxford Arts Trust	Towards costs of ceiling installation	\$500	March 2021	Invoice paid 28 April 2021 Accountability received 26 June 2021
Standardbred Stable to Stirrup Charitable Trust	Towards the cost of purchasing new equipment	\$500	April 2021	Invoice paid 28 April 2021 Awaiting accountability

Group	Project	Amount granted	Month funds granted	Comments
View Hill School	Towards the cost of purchasing a set of soccer goals for the school grounds	\$500	April 2021	Invoice paid 12 May 2021 Awaiting accountability
Oxford Badminton Club	Towards the costs of hosting a club night for local members.	\$500	June 2021	Invoice requested 16 June 2021 Awaiting Invoice from the Club to enable payment.
Ohoka Cricket Club	Towards the cost of purchasing two new hessian covers.	\$250	June 2021	Invoice paid 22 June 2021 Awaiting accountability
Oxford Rugby Club (JAB)	Towards the cost of replacing old and damaged gear.	\$500	June 2021	Invoice paid 29 June 2021 Awaiting accountability
Swannanoa Preschool	Towards the cost of purchasing native/bicultural resources.	\$500	June 2021	Invoice paid 22 June 2021 Awaiting accountability
Oxford Community Night Patrol	Purchasing of Hi-Visibility vests	\$500	June 2021	Invoice paid 15 June 2021 Awaiting accountability

- 4.3. As at 30 June 2020, six Accountability Forms had been received. Reminder letters were sent to the groups in April 2021 and again in June 2021. However, groups have six months within which to return their Accountability Forms from event/purchase occurring.
- 4.4. One application from "All Together Kaiapoi" towards the cost of an event commemorating 10-years since the Canterbury Earthquake was declined. The Board believed that priority should be given to groups with strong links to the Oxford-Ohoka community and that grant funding should be limited to projects within the Board's area.
- 4.5. The Oxford Community Night Patrol requested funding to purchase two sets of reflective magnetic signs to identify patrollers using private vehicles. The Oxford Night Patrol are volunteers who patrol Oxford Township and surrounding rural areas. The reflective magnetic signage is used every Friday and Saturday night. Signs are attached to vehicle doors of volunteer members on patrol. The signage provides assurance to the community and assists the local Police by being "eyes and ears" for the district.
- 4.6. The Waimakariri Gorge Golf Club is a non-profit organisation that sought funding to purchase a new greens mower. The Club is a popular draw-card to the Waimakariri District and visitors frequently stay and shop locally as well as play golf. The Club currently has 200+ members and hosts more than 500 annual visitors from across the district and from further away. The greens mower had been purchased and has proved to be an excellent resource to improve the course that will entice more visitors to the Club and the surrounding area.
- 4.7. Ohoka School requested funding to purchase new high jump athletics equipment, as it did not have enough equipment to run concurrent high jump training. The new equipment arrived just in time for the School's annual athletics day, which allowed 170 students to take part in the event. The fit for purpose equipment will assist the students in reaching their full potential in the field of high jump.

- 4.8. The Swannanoa Preschool is a Not for Profit community-based preschool which main sources of funding is through Early Childhood Education (ECE) funding from the Ministry of Education and fees charged for attendance. All monies received go back into the Preschool and are spent on such things as resources for the children, upkeep of the building and grounds, wages for the staff and anything else that directly benefits the Preschool. The Board granted funding to the Preschool towards the cost of a new wet/dry vacuum cleaner that will enable the Preschool to ensure high-quality education in a safe and caring environment.
- 4.9. The Oxford Community Trust hosted a Wellbeing Retreat for community workers who were feeling overburdened by the increased work and stress of assisting the community through the Covid lockdown and its aftermath. Activities included a guest speaker, Zumba, Salta horses, painting lessons, flax weaving, cooking with Jo Seager and archery. All these activities were presented with a wellbeing perspective.
- 4.10. The Arts in Oxford Centre is operated as a not-for profit Charitable Trust and its staff are all volunteers. The workroom at the Arts in Oxford Centre which is being used for tutoring workshops had a high pitched roof with no ceiling or insulation and the temperature in the workroom is therefore very variable. The Board granted funding towards the cost of installing a ceiling with insulation in the Trust's current workroom, which will allow the Trust to host more workshops with the funding that it received from the Council's Creative Communities Scheme.
- 4.11. All funding was paid to non-profit community based organisations, registered charities or incorporated societies. The grant funding was allocated to projects within the Board area or primarily benefiting the residents of the Ward.
- 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 the Board's community.
- 4.13. 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 no groups and organisations likely to be affected by, or to 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 to achieve community based programmes during the previous financial year.

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. However it should be noted that 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**

There are financial implications of the decisions sought by this report. The Council's 2021/31 Long Term Plan includes budgetary provision for the Oxford-Ohoka Community Board to approve grants to community groups up to a total of \$5,820 in the 2021/22 financial year. An amount of \$2,926 was carried forward from the 2020/21 financial year, thereby bringing the Discretionary Grant Fund to a total of \$8,746 for current financial year.

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

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 the adoption/implementation of 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.

Thea Künkel
Governance Team Leader

OXFORD-OHOKA COMMUNITY BOARD

Accountability Form for 2020/2021 Discretionary Grant Recipients

WAIMAKARIRI
DISTRICT COUNCIL

RECEIVED 25 FEB 2021

To:

Mlea

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 COMMUNITY NIGHT PATROLDate: 15 September 2020Amount allocated: \$ 449-00Purpose for grant: Purchase 2 sets of reflective magnetic signs for vehicles

Please give details of how money was spent:

2 sets reflective magnetic signs were purchased from local supplier -

\$

(Motivation Design, 104 Main North Road, Woodend)

\$

2 sets @ \$224.25 per set

\$

448-50

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:

The reflective magnetic signage is used every Friday and Saturday night. Signs are attached to vehicle doors of volunteer members of the Oxford Community Night Patrol who patrol the Oxford township and rural surrounds at weekends. Their presence gives assurance to the community and assists the local Police by being "eyes and ears" for the district. The signage provides credibility to the volunteers at night, and gives an element of safety as they are immediately recognisable. The direct benefit is to 25 or more volunteers who use the signs, with added benefit to the whole community of reduced vandalism, graffiti, and unruly behaviour.

(Use additional pages if necessary)

Continued over page

Two authorised signatories to complete the details below:

Date: 4-10-20

First contact name: [REDACTED]

Signature: [Signature]

Position: Coordinator

Phone: [REDACTED]

Address: [REDACTED]
[REDACTED]

Date: 17-02-2021

Second contact: [REDACTED]

Signature: [Signature]

Position: Oxford Police Constable.

Phone: [REDACTED]

Address: [REDACTED]
[REDACTED]

Return to:

Governance Team

Waimakariri District Council

Private Bag 1005

Rangiora 7440

Email: Com.Board@wmk.govt.nz



Oxford Community Night Patrol
C/- Patrick Campbell
15 Perth Street
Oxford 7430

Payment No.: 126453
Date: 9 Sep 2020
Creditor Id: 22450

Page : 1 of 1

Remittance Advice

Date	Reference	Amount
1 Sep 2020	1 SEPTEMBER 2020	449.00
Payment Amount:NZD:		\$449.00

The Total Amount has been transferred direct to your bank account


Bank Name: 389002
Bank Account: 091490700
Amount: \$449.00
Payment No.: 126453
Date: 9 Sep 2020
Fax Number:



Accredited as an international 'Safe Community'
by the World Health Organisation Collaborating Centre on Community Safety.

Our Reference: GOV-26-10-05 / 200811102782
Purchase Order: P0027807

12 August 2020

Patrick Campbell
Coordinator
Oxford Community Night Patrol


Dear Patrick,

OXFORD OHOKA COMMUNITY BOARD FUNDING APPLICATION

On behalf of the Oxford-Ohoka Community Board I wish to advise that your application for grant funding from the Oxford-Ohoka Community Board Discretionary Fund has been successful.

At its meeting of 5 August 2020 the Board passed the following resolution:

Approves a grant of \$449 to the Oxford Community Night Patrol towards the cost of purchasing two sets of reflective magnetic signs.

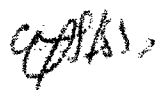
Receiving funds is not dependent on when you purchase the items requested, as payment is made to the organisation directly, not the supplier. I would encourage you to send in an invoice as soon practically possible to get your project/event underway.

To receive the grant please invoice the Waimakariri District Council for the above amount and include the organisation's bank account details. Please quote the Purchase Order number above and if your group is GST registered please invoice for the above value plus GST and include the GST number on the invoice.

Also enclosed is a grant accountability form which must be returned to the Council within six months of receiving the above funding or earlier if another application is to be considered by the Board. The Board welcomes feedback on funds granted and would like to see any photos you have of the event/project included with the accountability form.

The Board wishes your organisation well in future endeavours.

Yours sincerely



Emma Stubbs
Governance Support Officer

Two authorised signatories to complete the details below:

Date: 14 / 1 / 2021

First contact name: [REDACTED]

Signature: [Signature]

Position: Vice President

Phone: [REDACTED]

Address: [REDACTED]

Date: 15 / 1 / 2021

Second contact: [REDACTED]

Signature: [Signature]

Position: Secretary

Phone: [REDACTED]

Address: [REDACTED]

Return to:

Governance Team

Waimakariri District Council

Private Bag 1005

Rangiora 7440

Email: Com.Board@wr



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: Waimakariri Golf Club

Date: 14 / 1 / 2021 Amount allocated: \$ 500-00

Purpose for grant: Assist purchase of greens mower.

Please give details of how money was spent:

<u>partial payment of mower.</u>	\$ <u>500-00</u>
<u> </u>	\$ <u> </u>
<u> </u>	\$ <u> </u>

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:

Mower has been purchased + is now in regular use providing an excellent resource for the upkeep of the putting greens.
 Thankyou very much for your donation

(Use additional pages if necessary)

Continued over page

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: OHOKA SCHOOL

Date: _____ Amount allocated: \$ 9488.00

Purpose for grant: PURCHASE OF NEW HIGH JUMP EQUIPMENT

Please give details of how money was spent:

<u>SET OF HIGH JUMP STANDS</u>	\$ <u>8488.43</u>
_____	\$ _____
_____	\$ _____

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:

THE HIGH JUMP STANDS ARRIVED JUST IN TIME FOR OUR ANNUAL ATHLETICS DAY WHICH WAS VERY EXCITING. WE HAVE 170 STUDENTS AT THE SCHOOL WHO TOOK PART IN THE EVENT. THE STANDS ARE VERY GOOD QUALITY AND WILL LAST THE SCHOOL FOR MANY YEARS TO COME.

(Use additional pages if necessary)

Continued over page

Two authorised signatories to complete the details below:

Date: 4th May 2021

First contact name: LEIGH GUNNICKER

Signature: h Gunnicker

Position: SPORTS CO-ORDINATOR

Phone: 021 2299883

Address: 71, MILLCROFT LANE
OHOKA, RD 2 KAIAPOI

Date: 4 May 2021

Second contact: SANDRA EADSON

Signature: S Eadson

Position: Office Manager

Phone: 03 312 6840

Address: 10 261 JACKSONS Rd
Ohoka. 7692.

Return to:

Governance Team

Waimakariri District Council

Private Bag 1005

Rangiora 7440

Email: Com.Board@wmk.govt.nz



OHOKA SCHOOL
JACKSONS ROAD
RD2 KAIAPOI

QUOTATION

Quotation Number	010611
Date	13/05/2020
Our Code	OHOKA SC
Your Reference	Leigh
Page	1
Salesperson	LYN

GST #: 88 099 966

Product Code	Description	Quantity	Unit Price	Disc %	Line Total
HJSTD-BS2	STEEL TUBE HIGH JUMP STANDS PAIR	1.00	\$347.81		\$347.81
63062	HIGH JUMP FLEXI BAR	1.00	\$26.91		\$26.91
455590	FREIGHT	1.00	\$50.00		\$50.00

Please pay within 14 days of invoice. Payment can be made to our bank 010877008403600 ANZ ChCh

Thank you for your custom. As we are a small business cashflow is very important to us. Please make payment within 7 days. Payment can be made to [REDACTED]

Sub-Total	\$424.72
GST	\$63.71
Total	\$488.43

Transaction: Batch Payment



Reconciled 2 Nov 2020 [View Details](#)



Print Batch PDF

Send Remittance

Options ▾

Payment Date **Particulars** To appear on your bank statement
30 Oct 2020 Reimb insura nce high jum p stands

To	Ref	Particulars To appear on contact's bank statement	Due Date	Payment NZD
Amy Parish	Reimb		30 Oct 2020	51.41
Crombie Lockwood	I02920031	Choka School	4 Nov 2020	2,835.53
THE SPORT SHOP RANGIORA	016539		30 Oct 2020	488.43

Total **3,375.37**

Cancel



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: Swannanoa Preschool Inc

Date: 21/7/2021 Amount allocated: \$ 500

Purpose for grant: Commercial Vacuum Cleaner

Please give details of how money was spent:

Vacuum Cleaner \$ 500

\$ _____

\$ _____

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:

We purchased a commercial vacuum cleaner to enable us to ensure our premises are cleaned to a high standard + ensure our Health & Safety needs are met.

(Use additional pages if necessary)

Continued over page

Two authorised signatories to complete the details below:

Date: 21/07/21
First contact name: [REDACTED]
Signature: J. Robson
Position: Centre Manager
Phone: 03 312 6198
Address: 1303 Tram Road

Date: 21/7/21
Second contact: [REDACTED]
Signature: P. Fitzgerald
Position: Office Manager
Phone: 03-312 6198
Address: 1303 Tram Road

Return to:

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

Two authorised signatories to complete the details below:

Date: 14 June 2021

First contact name: [REDACTED]

Signature: [Signature]

Position: Event Co-ordinator

Phone: [REDACTED]

Address: Main Street, Oxford

Date: 14 June 2021

Second contact: [REDACTED]

Signature: [Signature]

Position: Oxford Trust Manager

Phone: [REDACTED]

Address: Main Street, Oxford

Return to:

Governance Team

Waimakariri District Council

Private Bag 1005

Rangiora 7440

Email: Com.Board@wmk.govt.nz

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: 24 May 2021

Amount allocated: \$ \$500 +gst

Purpose for grant: Install a ceiling with insulation in our current workroom

Please give details of how money was spent:

Insulation batts and ceiling paint

\$ \$580.20

\$ _____

\$ _____

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:

We appreciate funding for the insulation batts and paint for our workroom ceiling to control temperature so that our workshop participants will benefit, enjoy their creative experience and be more comfortable.

We will have a lot more workshops as we received funding from the Council Creative Communities Scheme. Workshops include various adult ceramics workshops, printmaking, ceramics for youth and life drawing. The Arts In Oxford Gallery papermaking group, who make paper in the workshop once a month, will also benefit from these improvements.

(Use additional pages if necessary)

Continued over page

Two authorised signatories to complete the details below

Date: 25 May 2021

First contact name:

Signature:

Position: Chair Oxford Arts Trust

Phone:

Address:

Date: 25 May 2021

Second contact:

Signature:

Position: Project Manager

Phone:

Address:

Return to:

Governance Team

Waimakariri District Council

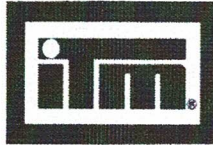
Private Bag 1005

Rangiora 7440

Email: Com.Board@wmk.govt.nz

Hampton & Co. Limited

151 Ferry Road
 P O Box 1956
 CHRISTCHURCH 8140
 Ph:03 374 3333 Fax:03 374 3330

**ESTIMATE**

No: 26404
 Gst No: 63-378-356
 DATE: 22/04/2021

BRETT DE THIER - CASH SALE

Cust No: DETHIER

SALESPERSON: CL

Order No:

DELIVERY: BRETT DE THIER - CASH SALE

Our Ref:

ADDRESS: ARTS IN OXFORD GALLERY

Page: 1

72 Main Rd, Oxford, rear carpk

Areta 021.252.5604

Bret 021.142.5946

CODE	DESCRIPTION	QTY	Nett	TOTAL
	Delivery between 10 - 4pm please phone morning of delivery			
BATTS3.6CEILING R3.6 CEILING BATTS 7.4m2		6.00	59.98	359.88
TRADEX10LSHEEN	TRADEX-101tr ULTRA LOW SHEEN	1.00	94.64	94.64
FR399	FREIGHT CHARGES	1.00	50.00	50.00
BANKDETAILS	BNZ 02-0842-0176782-00	1.00		
	artsinxfordgallery@gmail.com			
	delivered to Oxford Thursday 20th May			
	Many thanks Carolyn			
	021.252.5604 ARETA			

ESTIMATE

Pricing estimate is based on the current market rates as of the date shown.

All prices in this estimate are GST exclusive

Hamptons ITM will endeavour to hold prices within this estimate but we are not always able to do so and where costs change before or during the project, Hamptons ITM may pass these increases on during the project.

This Estimate is valid for 30 days from the date shown and is subject to confirmation with Hamptons ITM after 30 days.

The cost of delivery for this project has not been included in the estimate. Our standard Terms & Conditions of Trade apply & are available on request from Hampton's Office.

For acceptance of this estimate please sign & return via Fax/Mail/Email.

SIGNED:

DATE:

14 '5' 2021

Chair, Oxford Arts Trust.

NET amount	\$504.52
GST amount	\$75.68
Total	\$580.20

with thanks!

CHAIRPERSON'S REPORT

For the month of July 2021

CHAIR'S DAIRY		DISCUSSION POINTS
<i>Date</i>	<i>Events attended</i>	<i>Community Feedback/Issues Raised</i>
13 July	Attended a meeting regarding the Representation Review with Council and Board chairs.	The only proposed change was to the Rangiora-Ashley Community Board. The plan is to have five Board members to represent Rangiora urban and two instead of three to represent Ashley.
15 July	Attended the monthly meeting of NCNS committee.	
22 July	Attended a meeting with CDHB representatives to discuss health hub at Rangiora.	There will be a Health Hub established providing 24-hour /7 day service in Rangiora, from around mid-2023. The Oxford Medical Centre will probably get more floor space and the hospital may get refurbished.

Doug Nicholl
Chairperson
Oxford-Ohoka Community Board