MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD
HELD IN THE OHOKA COMMUNITY HALL, MILL ROAD, OHOKA ON THURSDAY
8 NOVEMBER 2018 AT 7.05PM.

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

IN ATTENDANCE
S Markham (Manager Strategy & Engagement), Maree Harris (Customer Services Manager), C Roxburgh (Water Asset Manager), C Brown (Community and Recreation Manager), E Cordwell (Governance Team Leader), and E Stubbs (Governance Support Officer).

Seven members of the public were present in the gallery.

1 APOLOGIES
There were no apologies.

2 CONFLICTS OF INTEREST
Item 7.2 f & g T Robson as a member of the Oxford Community Trust.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Oxford-Ohoka Community Board – 3 October 2018
Moved J Ensor seconded J Lynn
THAT the Oxford-Ohoka Community Board:
(a) Amends the minutes of the Oxford-Ohoka Community Board 7 June 2018, the name of the Mandeville Residents Association member in Item 5.2 should be Mike Tyree.
(b) Confirms the circulated minutes of the Oxford-Ohoka Community Board meeting, held 3 October 2018, as a true and accurate record.

CARRIED

4 MATTERS ARISING
D Nicholls asked if the safety barrier at Meyer Place had been installed. S Farrell advised it had not, E Cordwell would follow up with the Roading Manager.

J Lynn referred to the $1,500 funding for the Gatekeepers Lodge which was outstanding. C Brown advised it would be addressed in an upcoming General Landscaping report.

Item 7.1 was taken at this time. Note that the minutes have been recorded in accordance with the order of the agenda as circulated.
DEPUTATIONS AND PRESENTATIONS

Jill Falloon and Barbara Chambers spoke to the Board regarding concerns over the local water supply.

J Falloon advised the Board that the rates for water in her area had recently increased by $600. A local subdivision she did not want, had not sold, and therefore in her view there were 86 households who had to pay another $600 to compensate for this. She felt that cost should go back to the developer rather than the residents. She asked when that extra $600 would come off the rates. J Falloon also asked how much water a month their property was allocated and if they went over would they be charged and if they went under would they be refunded.

J Falloon advised that they had recently had a restrictor put on their supply. When they moved into the property they did not have a restrictor. Under the new system it meant they could not have a shower, washing machine or tap going at the same time. As they had a small header tank it was not enough to keep the flow going. She requested that the restrictor be removed. She did not believe they should have to pay for a new header tank to be installed. She asked who she could talk to get the problems resolved.

E Cordwell advised she had noted the key concerns and invited C Roxburgh (Water Asset Manager) to address these after the deputation of B Chambers.

B Chalmers had concerns about the amount of chlorine going into the water supply. She lived close to the pumping station and advised that she could smell the chorine. She asked what chlorine levels were used in the system.

B Chalmers referred to an elderly rural neighbour who she believed had been forced to connect to a water scheme. She believed the costs were excessive and that it was morally wrong for the Council to force that connection particularly as she was not rural-residential. She understood that the lady in question used to have her own well and water supply which she was no longer able to use. She believed the elderly resident had been treated badly. J Lynn noted that the lady in question had a free water supply for several years and B Chalmers commented that rural residents did have free supply.

S Farrell asked who owned the well. Some historical information was provided. The land had been donated to Council many years ago for a well, the well had not been used by the Council but was used by the house.

D Nicholl commented it was difficult to look at the issue without the resident present as the information provided was hearsay.

C Roxburgh was invited to the table to speak to the points raised in the deputations.

C Roxburgh noted that he had previously discussed the issues raised by J Falloon with her in May 2017. He outlined the reasons for the water supply upgrade work in Ohoka. The old Ohoka well did not comply with the Drinking Water Standards 2015. Council therefore had an obligation to upgrade the supply regardless of any subdivision. While it was not possible to make the developer pay for upgrades already required by the scheme, the requirement for a new well for the subdivision meant costs could be offset to upgrade the existing scheme.

When consultation occurred with the community it had been on the basis that the developer would pay part of the cost. While the upgrade had occurred, the development had not happened immediately which meant the scheme was required to pay interest. C Roxburgh acknowledged it was a significant increase to the rates however the upgrade was required with or without the subdivision. He noted there were other schemes, which did not have developments to help fund the upgrades which had increases of over $1,000 annually. Those increases were not a good situation, however the Council had no choice but to comply with the National Drinking Water Standards.

With regard to removing the restrictor C Roxburgh advised the restrictors were required in order to ensure everyone received water. Without the restrictors bigger
pipes and pumps would be required for the scheme which would be an additional cost. The restrictors allowed for 13l/minute. The scheme had been on restrictors for 30 years and it may be that a previous owner had illegally removed the restrictor at the property. Some properties had two unit restrictors which provided less flow with lower rating. A tank was an option to allow water to build up during the day.

S Farrell asked about the possibility of a tank and J Lynn advised it was possible for anyone to put in a tank at their own expense.

S Markham acknowledged there were significant issues specific to a situation. He suggested a meeting be held with C Roxburgh and J Falloon with D Nicholl as Board Chair to attend the meeting on behalf of the Board. There was an appreciation that C Roxburgh was bound by constraints of what he could or could not offer.

C Roxburgh advised B Chalmers that the volume of chlorine was about 0.5ppm which was relatively low for the Waimakariri District. Larger schemes or river sourced water had volumes up to 1.2ppm. The maximum was 5ppm and the minimum was 0.2ppm. The reason for 0.5ppm was that the system was not perfectly flat all of the time and 0.5ppm allowed room for error. Christchurch used 0.15ppm, however they were using chlorine for issues at source. In restrictor schemes issues could occur at tanks on properties thus requiring chlorine to the furthest point of the scheme.

C Roxburgh advised that the only source of the chlorine smell could be from the Chlorine room at the headworks. It was asked why there was now a stronger chlorine smell at tap and C Roxburgh replied that the actual amount of chlorine in the system was less as better quality water consumed less chlorine, it did not mean there was more chlorine going in.

S Markham noted that the discussion was about a particular situation which may be better addressed at a one on one meeting.

K Felstead thanked the members of the public for attending. The Board was not able to resolve the concerns tonight however the Chair could attend a follow-up meeting and report back to the Board which would ensure the discussion continued and was reported back.

6 ADJOURNED BUSINESS

There was no adjourned business.

7 REPORTS

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

M Harris advised that the report looked at service request activity to give the Board a feel for what was happening and how it compared to other areas of the district. The information presented was basic data as more detailed analysis could take some time. She welcomed feedback on what the Board would like to see in future reports.

W Doody suggested it would be helpful to have some breakdown on animal control – were reports related to dogs or stock on road? M Harris replied it was predominantly lost and found dogs. An example was that per month there could be up to 6 requests for animals other than dogs.

J Lynn referred to high roading service requests the previous quarter and asked was it localised or spread across the district. M Harris replied they were all spread across the Ward area. Many of the requests were for potholes.

J Lynn asked if these were Snap/Send/Solve requests. M Harris replied some were and the usage of the App was slowly increasing. The largest proportion
was over the phone, but people also emailed. Council staff and contractors were a large user of Snap/Send/Solve.

J Lynn asked regarding the water service requests was that flooding or drinking water supply? M Harris replied that flooding came under the drainage category. J Lynn noted the upcoming deputation regarding water supply and asked if water service requests were localised to Ohoka or did they come from across the district. M Harris advised the location and issues ranged and included low pressure, no water or enquiry to connect.

J Ensor appreciated the information and commented on areas he would like further breakdown on including;

- Dog bites
- Drainage – road flooding or around houses?
- Greenspace parks – was it mowing or how they were being used?
- Roading – broken signs or road damage?
- Roading/sewer/water in smaller schemes.

M Harris commented while there was a lot of information that could be provided there needed to be a balance. She was happy to sit down with members and go through in more depth and noted that she was at Oxford every second Friday.

J Ensor noted that the actual targets were not recorded and M Harris advised that was because the target days to deliver varied depended on the request. For example a Stop sign down was 24 hours.

J Ensor asked if the 177 drainage requests were rural or urban and M Harris replied they were a mix.

S Farrell asked why the Oxford-Ohoka ward roading requests did not meet the same target as the rest of the district – was it due to them being further distant? M Harris replied no, it could be related to the type of request. Service requests were not signed off until completed.

T Robson asked if there were surveys of service request satisfaction – while they were being signed off by Council did residents feel they had been completed to the expectation of the requester. M Harris replied that there were no specific surveys. She had spoken to their ‘mystery shopper’ who had undertaken a similar exercise. S Markham advised that Council completed a global council survey periodically which included questions around customer satisfaction and responsiveness. S Markham advised that he could provide the latest survey results in which 600 persons were sampled and rigorously selected. A ward breakdown could be completed but the sampling error increased.

M Harris advised that if Board members were aware of people not satisfied she would be keen to hear of that so she could follow through. It was better to be aware of that early as it easier to follow-up and resolve. The key was to get an issue logged in the system. S Markham noted that the Utilities and Roading team had a live display of service requests as a reminder of responsiveness and improve ability to handle peaks. There was an organisational priority this year around service request reporting.

K Felstead asked if staff were called direct regarding an issue would that be logged. S Markham advised that was the expectation however it may not be. He suggested if ringing staff directly that they ask that a service request be entered. Having that information allowed a build-up of information and history and provided an accurate picture of where issues may arise. There was a further step to link into the geographic information system to provide a geographic display which was of operation value to see a pattern of service
requests and potentially stay ‘ahead of the game’, for example it may show where an asset was aging faster than expected.

M Brown asked when a service was logged online was there an algorithm to prioritise requests. M Harris replied no, during the day staff monitored requests as they came through. At night it was suggested that urgent requests be phoned through. The response time was generally good for urgent requests.

Moved W Doody seconded M Brown

THAT the Oxford - Ohoka Community Board:

(c) Receives report No. 181025125373.
(d) Notes that all Boards will receive quarterly reports.
(e) Notes the importance of ensuring service requests are lodged in the Technology One computer system to enable effective response management and monitoring

CARRIED

7.2 Applications to the Oxford-Ohoka Community Board’s Discretionary Grant Fund 2018/2019 – Edwina Cordwell (Governance Team Leader)

E Cordwell spoke briefly to the report.

She advised in response to a query that the cost of the Quail Island trip was for the 30 young people.

The Board decided to consider each application in turn.

Eyreton Pony Club

M Brown, as a member of the Mandeville Sports Club Board (MSCB) expressed concern that a club was proposing to plant trees without signoff from the Sports Club Board who had control over the grounds. He supported planting, however believed written support from the MSCB was required. D Nicholl suggested the application could be left on the table until written support was received. J Ensor agreed that support was required from the MSCB, however was concerned that the requirement might cause a delay to the project if the application was left on the table. W Doody advised that the MSCB was aware of the request. S Markham confirmed that approval of the body responsible for the ground needed to be documented.

Moved S Farrell seconded J Ensor

THAT the Oxford - Ohoka Community Board:

(a) Receives report No. 181018122624.
(b) Approves a grant of $450 to Eyreton Pony Club towards the cost of trees to be planted at the pony club grounds at Mandeville Sports Centre subject to approval of the Mandeville Sports Centre Board.

CARRIED

J Ensor commented that the trees were required due to the recent shift of the pony club to the bare site.

Clarkville Playcentre

The Chair gave approval for representatives of Clarkville Playcentre to provide a brief update to the application. Aisha Cook explained they were aware the Playcentre was in the Kaiapoi Tuahiwi Ward however 50% of those attending
were from the Oxford Ohoka Ward, 30% from Kaiapoi Tuahiwi and 20% from the rest of the district. It was advised that the Kaiapoi Tuahiwi Community Board had declined an application from the Playcentre four times in the past.

Moved J Lynn seconded J Ensor

THAT the Oxford - Ohoka Community Board:

(c) **Approves** a grant of $500 to Clarkville Playcentre towards the cost of new puzzles to enhance learning and development.

CARRIED

J Lynn commented that while the Playcentre was outside of the Oxford-Ohoka Ward area, 50% of the participants came from their Ward. He was more than happy to support a program for children.

Oxford Community Trust

E Cordwell noted that the grant amount requested was over the normal grant criteria. She had included $500 in the report which would cover the total cost for the ferry and ten fishing lines. It was assumed that a reduced number of fishing lines would not prevent the initiative as children could share lines.

Moved K Felstead seconded W Doody

THAT the Oxford - Ohoka Community Board:

(d) **Approves** a grant of $500 to Oxford Community Trust towards the cost of 30 young people visiting Quail Island as part of a holiday programme on 14 December 2018.

CARRIED

T Robson sat back from the table and took no part in discussion

K Felstead was happy to support the Trust.

W Doody commented the Trust did a lot of good work in the community and was well respected.

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

E Cordwell spoke briefly to the report. She noted to be fair to all boards there were no meetings in October 2019 prior to elections. She had provisionally booked Mandeville Sports Club for 3 April 2019, in order to get exclusive use that meeting date was required to be a Wednesday.

W Doody asked if the Ohoka meetings would be in the Community Hall or Domain Pavilion. E Cordwell replied that they could be held in the Domain Pavilion if it was assessed as a suitable venue for meetings (size of hall and suitable furniture).

W Doody commented that the W Eyreton Hall was extremely cold for winter meetings.

J Ensor asked if a second meeting could be held at Mandeville.

Moved J Ensor seconded S Farrell

THAT the Oxford - Ohoka Community Board:

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

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

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

E Cordwell advised that staff would confirm dates subject to availability.
K Felstead commented two meetings at Mandeville evened out the venues so that two meetings could be held at each over the year.

7.4 Submissions on the Draft Zone Implementation Programme Addendum and Greater Christchurch Element of the Draft Regional Public Transport Strategy – Edwina Cordwell (Governance Adviser)

E Cordwell noted the report ensured the Board’s submissions were in the public record.

Moved T Robson       seconded M Brown

THAT the Oxford-Ohoka Community Board:
(a) Receives report No. 181017121825.
(b) Notes the Board’s submissions to the Draft Zone Implementation Programme Addendum and Greater Christchurch Element of the Draft Regional Public Transport Strategy.

CARRIED

8 CORRESPONDENCE

W Doody commented that those awarded Community Service Awards were very deserving recipients.

9 CHAIRPERSON’S REPORT

9.1 Chairperson’s Report for October 2018

D Nicholls advised that the Youth Development Grant had been awarded to two students setting up a Waimakariri Student Army starting in Kaiapoi High School. The two students, Artemis and Carli were very community minded young women.

D Nicholls commented the Community Service Awards had been a very successful evening.

The recipients from the Oxford-Ohoka Ward were noted, it was suggested the Board should be more active to encourage nominations from the ward.

Moved W Doody     seconded M Brown

THAT the Oxford-Ohoka Community Board:
(a) Receives report No 1801030127018.
W Doody commented that those awarded Community Service Awards were very deserving recipients.

10 MATTERS FOR INFORMATION

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

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

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

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

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


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


Moved M Brown seconded T Robson

THAT the Oxford-Ohoka Community Board receives the information in items 10.1-10.8

CARRIED

11 MEMBERS’ INFORMATION EXCHANGE

J Enson
- Woman’s Institute Ohoka – looking at putting seat in Reserve.
- Raised car parking at Mandeville Shopping Centre was still an issue.
- Raised concerns regarding nitrate levels in wells.

J Lynn
- Attended Neighbourhood Support AGM. There were new members and a new Chair and W Doody had moved to Deputy Chair.
- Attended Rangiora A&P show to promote GetsReady alongside NZ Police. Was surprised at the lack of awareness of the campaign.
- Attended Ohoka Gatekeepers Lodge meeting – the money held over from the previous year was discussed. Rata had granted $20,000 for the renovation work. Initially weather tightness, painting and spouting would be completed. A public open day was being planned.

S Farrell
- Attended Oxford Museum Community meeting. Renovations were continuing. Issues with the engineering design meant the building would not be open to nearly December rather than October. They had decided not to advance the alarm system until everything was in place.
M Brown

- Attended Swannanoa Cricket Club meeting. The pavilion work was continuing with final renovations after which they would do the landscaping with the General Landscaping funds awarded.
- West Eyreton No2 well – piping going in.
- Noted upcoming meetings with Council staff and West Eyreton and Summerhill schemes in November and December.
- Noted correspondence regarding Downs Road (Trim 181107130789).

T Robson

- Attended Oxford Area School prize giving.
- Attended Ashley Gorge Advisory Group meeting. Track progress was going well and tracks had held up well over winter. A new series of trapping was underway with schools.
- Attended OPAC meeting.

W Doody

- Congratulated C Brown for his new role as Manager Community and Recreation and huge thankyou to C Sargison for his work over the last 13 years and the many projects progressed especially following the earthquakes including the West Eyreton Archway.
- Thanked K Felstead for his work in putting together the citations for the Community Service Awards

Tabled her Councillor’s Report (Trim No 181114134254). Points noted were:
- The changes in staffing within Community and Greenspace.
- Multi Use Sports Facility – more internal detailed design refinements.
- Request to re-establish Oxford rifle range at the Pearson Park Pavilion.
- Aquatic Facilities – Oxford Community Aquatic Centre on target to open end of November. There have been improvements to accessibility.
- Continued improvements to accessibility.
- Oxford Rural No.1 Water Supply – progressing well.
- Solid and Hazardous and Waste Working Party – a number of bins have been ordered.
- Community Service Awards

K Felstead

Council Meeting 6 November

- Presentation from Pegasus Golf Club – exciting plans including PGA deal and hotel accommodation.
- Adopted Kaiapoi Town Centre Plan.
- Discussion regarding carryover budget adjustments – slow getting projects over the line – management were working on that.
- Reallocation of foopath maintenance – Burnt Hill and Harewood, approved by Council. NZTA had confirmed subsidy for footpaths which they had not provided in the past.
- Discussion of roading subdivision contribution. Council set aside funds each year for seal extensions. 50% cost share arrangement with property owners for sealing.
- Hearing panel appointed for Rangiora Bus Shelter.
- Confirm submission to Draft Regional Public Transport Plan.
- Confirm meeting dates
12 CONSULTATION PROJECTS

Oxford Footpaths
Consultation closes Friday 9 November 2018.
https://www.waimakariri.govt.nz/have-a-say/lets-talk/consultations/oxford-footpaths

13 BOARD FUNDING UPDATE

13.1 Board Discretionary Grant
Balance as at 31 October 2018: $3,177.

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

14 MEDIA ITEMS

15 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987

Moved W Doody seconded K Felstead

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

CARRIED

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

<table>
<thead>
<tr>
<th>Item No</th>
<th>Minutes/Report of:</th>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under section 48(1) for the passing of this resolution</th>
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<tbody>
<tr>
<td>15.1</td>
<td>Chris Brown (Community and Greenspace Manager)</td>
<td>Pearson Park Advisory Group – Appointment of New Member.</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
</tr>
</tbody>
</table>

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:
<table>
<thead>
<tr>
<th>Item No</th>
<th>Reason for protection of interests</th>
<th>Ref NZS 9202:2003 Appendix A</th>
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<tr>
<td>15.1</td>
<td>Protection of privacy of natural persons</td>
<td>A2(a)</td>
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**CLOSE MEETING**

See Public Excluded Agenda (blue papers)

**OPEN MEETING**

16 **QUESTIONS UNDER STANDING ORDERS**

17 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

**NEXT MEETING**

The next meeting of the Oxford-Ohoka Community Board is scheduled for Thursday 6 December 2018 commencing at 7.00pm, in the Oxford Town Hall.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 9.17pm.

CONFIRMED

__________________________
Chairperson

__________________________
Date

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**Workshop**

- *Members Forum*
Briefing
(Note a briefing is public excluded)

- Mandeville – Potential use of Reserve Land
  Nick Harrison (Regulation Manager) and Chris Brown (Community and Greenspace Manager)