

**MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD AT THE OHOKA HALL, MILL ROAD, OHOKA ON WEDNESDAY 2 APRIL 2025 AT 6.30PM.**

**PRESENT**

S Barkle (Chairperson), T Robson (Deputy Chairperson), M Brown, T Fulton, R Harpur, N Mealings, P Merrifield and M Wilson.

**IN ATTENDANCE**

G Cleary (General Manager Utilities and Rooding), D Roxborough (Strategic and Special Projects Manager), K Howat (Parks and Facilities Team Leader), J Rae (Senior Advisor – Assets and Capital), S Morrow (Rates Officer – Property Specialist), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

**1. APOLOGIES**

Moved: T Robson                      Seconded: T Fulton

**THAT** an apology for absence be received and sustained from R Harpur.

**CARRIED**

**2. PUBLIC FORUM**

**2.1. Tree shading.**

Tony Gardiner, a local truck driver asked what the rules regarding shade on the road from shelter belts was and who was responsible for any accidents caused by iced roads.

G Cleary replied that the Council sent out messaging at this time of year asking people to trim their trees especially if they were on the north side of the road, particularly on Tram Road, where the big shelter belts could shade the road for most of the day. Staff hoped that people would act on this messaging however, the Council could not force residents to cut back their trees.

S Barkle noted that it was the driver's responsibility to drive to the conditions rather than seeking redress for any accidents.

S Barkle stated that the Board would advertise on their Facebook page regarding driver safety and being aware of ice and grit on the roads during the winter months. Council did not have power to tell people that they had to trim their trees.

**3. CONFLICTS OF INTEREST**

There were no conflicts declared.

**4. CONFIRMATION OF MINUTES**

**4.1. Minutes of the Oxford-Ohoka Community Board Meeting –5 March 2025**

Moved: M Wilson                      Seconded: P Merrifield

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

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 5 March 2025, as a true and accurate record.

**CARRIED**

**4.2. Matters Arising (From Minutes)**

There were no matters arising.

5. **DEPUTATIONS AND PRESENTATIONS**

Nil.

6. **ADJOURNED BUSINESS**

Nil.

7. **REPORTS**

7.1. **Kowhai Street Reserve Lighting – J Rae (Senior Advisor – Assets and Capital) and K Howat (Parks and Facilities Team Leader)**

K Howat took the report as read and provided the Board with an overview of the three options to be considered in the report.

T Fulton queried recommendation (c) which related to the unspent budget. K Howat replied that if the Board decided to go with option three then that money would be returned to the Council budgets and would not be tagged for any specific project.

Moved: T Fulton                      Seconded: M Brown

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

- (a) **Receives** Report No. 250224030307.
- (b) **Approves** Option Three (Section 4.6.3 of this report), which is to decline to proceed with this project.
- (c) **Notes** that the budget will remain unspent and become a savings.
- (d) **Notes** that there are no recorded service requests regarding the lighting, or lack of lighting, within the Kowhai Street reserve.
- (e) **Circulates** this report to Council for their information.

**CARRIED**

N Mealings commented that there were a lot of good reasons as to why this project was being withdrawn. The reported noted that there was a risk of the community viewing the withdrawing of the project negatively and the funding being removed. However, there was also a risk that if the project went ahead, the community would view this negatively because the lighting was not dark sky compliant which was not included in the budget.

M Wilson noted that that under the crime prevention, the best practice approach was for lighting parks which she generally supported. However, the current proposal of reduced lighting due to budget constraint not best practice approach for mitigating crime.

M Brown commented that not everything the Board did needed to come from a service request, and the matter of lighting the pathway had been raised by the community.

T Fulton noted the withdrawal of the project should not be taken as preventing future dark sky lighting and/or safety in the town. It was an opportunity to look at our dark sky management practices for future lighting projects.

7.2. **Road Naming – Misco Developments Limited – S Morrow (Rates Officer – Property Specialist)**

S Morrow spoke to the report noting the purpose was for the Board to approve a new road name as part of a subdivision in Oxford.

T Robson noted that concern had been raised several times regarding this development as three years ago they had taken up the footpath and left it unsealed leaving a muddy and unsafe surface. He asked if there was anyway to ensure developers maintain entrance ways to sites in a neat and safe condition. G Cleary noted that there would be mechanisms Council could use if a developer had been tardy in reinstating footpaths and pavements.

Moved: M Wilson                      Seconded: P Merrifield

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

- (a) **Receives** Report No. 250319046989.
- (b) **Approves** the following proposed new road name for a private Right of Way shown as Road 1 on the attached plan.
  - 1. Gainsford Mews (Pvt).
- (c) **Notes** that the Board members are able to provide names of significance for assessment and possible inclusion to the Oxford-Ohoka pre-approved road naming list.

**CARRIED**

S Barkle noted that there were not very many preapproved new road names on the list of pre-approved names for Oxford and a general discussion on this followed. It was agreed that members would suggest road names they felt were significant to the area, which could include plants and trees known to thrive in certain areas within the ward. Names would be sent to staff for vetting and a report of new road names would be brought back to the Board for approval. It was also agreed that the Board would request the public to make suggestions via its facebook page.

*The meeting adjourned for a workshop on the Recreation Capital Programme from 7:01pm to 7:44pm.*

**7.3. Applications to the Oxford-Ohoka Community Board's 2024/25 Discretionary Grant Fund – K Rabe (Governance Advisor)**

K Rabe spoke to the report noting that there were two applications. The first from Oxford Taekwondo requesting funding towards hosting a tournament. The Board had received an application from Oxford Taekwondo for \$250 in October 2024 which had been omitted from the report. The second application was received from the Oxford Dementia Support Group who were seeking funding toward hiring venues to run its meetings. She had suggested to the Group that they could look at applying for two months' rent now and applying in the next financial year for the rest due to the low balance of the fund at the end of the financial year. However, the Boards criteria state that applying for funding for the same expense annually was not encouraged especially if it was an operational expense. It would also handicap the Trust who had submitted the application on behalf of the group as they did not run its own bank account. K Rabe had suggested they looked at applying to the Councils Fee Waiver Committee as an alternative option.

M Brown asked if there were any other applications that would be considered before the end of the financial year. K Rabe replied that she had received one for consideration at the May meeting.

P Merrifield noted that the application said the Oxford Dementia Support Group were supporting 30 families, however it only two appeared to be in the Boards area. K Rabe thought that they may have misunderstood the application, there were two people organising it not how many people were coming to the meetings. S Barkle agreed that the support group was based in Oxford and ran its meeting out of the Anglican Church.

Moved: S Barkle                      Seconded: M Brown

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

- (a) **Receives** report No. 250128013604.
- (b) **Approves** a grant of \$500 to the Oxford Alpine Taekwondo Club towards the cost of hosting the 2025 TUNZ South Island Taekwondo Tournament.
- (c) **Approves** a grant of \$500 to the Oxford Dementia Support Group towards the cost of hosting their monthly meetings.

**CARRIED**

N Mealings commented that the reduction of the funding requests made sense. It took into consideration previous applications and left room for the Board to have something remaining for other applications in the financial year. She noted that the Dementia Group was applying for funding not only for venue hire but also for catering costs as well. The Board could recommend that the Group went to the Fee Waiver Committee however there were other costs in the application which were not to do with venue hire. The reduced allocation also allowed the Trust the opportunity to put in an application. She noted that the Trusts previous application was returned to the Board as the event had been cancelled. Oxford Taekwondo whilst they had received funding from the Board in the past, their application noted that the event would still go ahead regardless of whether they received funding or not. This event was good for Oxford and would bring visitors into Oxford which would benefit the town economically.

7.4. **ANZAC Day Services 2025 – T Kunkel (Governance Team Leader)**

K Rabe took the report as read noting it was an annual report the Board requesting Board participation at ANZAC Day services.

Moved: N Mealings

Seconded: M Brown

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

- (a) **Receives** report No. 250319046898.
- (b) **Appoints** Board members S Barkle and M Wilson to attend the Ohoka Anzac Day Service to be held at 11am on Thursday, 24 April 2025, at Ohoka Hall, Mill Road, and to lay a wreath. Noting that the wreath will be laid in conjunction with a Council representative.
- (c) **Appoints** Board members T Robson and P Merrifield to attend the Oxford Anzac Day Service at 9am on Friday, 25 April 2025, at the Oxford Cenotaph and lay a wreath. Noting that a Council representative will also be laying a wreath.
- (d) **Appoints** Board members S Barkle and M Brown to attend the West Eyreton Anzac Day Service to be held at 11.30am on Friday, 25 April 2025, at the West Eyreton Memorial Gates, and lay a wreath. Noting that the wreath will be laid in conjunction with a Council representative.

**CARRIED**

8. **CORRESPONDENCE**

Nil.

9. **CHAIRPERSON'S REPORT**

9.1. **Chairperson's Report for March 2025**

- Swannanoa School Fair Preparation Day – Helped prepare baked goods for sale.
- Swannanoa School Fair – Full day at the fair. Gained a contact regarding the historical railway. Otherwise took some learning points for next time to get more engagement.
- Wolffs Road Footbridge Meeting – First meeting as a committee. Established the groups' purpose and elected committee positions.
- Elected Women's gathering – This was a lovely evening out and well supported by Waimakariri elected women. The group that ran this were incredible and had some wonderful ideas. They were looking to promote and encourage more women to put their hands up for next round of elections.
- Oxford – Group of community members handed over the petition they had been working on in relation to the Woodstock Quarry. They gathered over 1,700

signatures. The Board could table this at the appropriate time during Environment Court process.

- A&P Meeting – Met with other Councillors and Council staff regarding the Oxford A&P Show engagement. Discussed what would be needed and how that would fit in the space allocated.
- Water Race Advisory Group Meeting – Group discussed the maintenance schedule of assets related to these races. Also touched on the relevance of races and who actually used them. Looked at doing a survey to see what response there would be from those who currently had water races on their properties. A member of public asked at the Oxford show what the rules around taking water from the water races were.
- Oxford A&P Show – This was much more successful in terms of engagement with the public. The Community Board members all donated \$20 each to put together an Easter hamper which people could enter. While they were entering, members took the opportunity to quickly explain who they were and some of what they did. The hamper had over 130 entries so effectively engaged with over 130 people.

Some queries and comments raised were:

- Weka Street drainage upgrade may not be working as should so needed to look further into this. Have spoken to G Cleary regarding this.
- Hedges causing frost on the road. This, along with gravel, caused a potential hazard. Query was in relation to who was responsible and what could be done about hedge heights.
- Dog park fencing being too far off the boundary of the reserve and making the dog park too small.
- Annual Plan Submission Workshop – Put together submissions to Environment Canterbury and Waimakariri District Council Annual Plan submissions with the rest of the team.
- Follow up drainage pond planting and walkway planting. Seemed that planting this area was certainly a possibility and would be a great project to put towards the landscaping budget to assist the residents with the purchase and propagation of plants.
- Follow up on Oxford pump track.
- Names of significance for road names. Asked board members to email any suggestions. These would be vetted and a report presented for consideration.
- Talked to Board about possible future community engagements.

Moved: N Mealings

Seconded: M Wilson

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

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

**CARRIED**

## **10. MATTERS FOR INFORMATION**

- 10.1. Woodend-Sefton Community Board Meeting Minutes 11 March 2025.
- 10.2. Rangiora-Ashley Community Board Meeting Minutes 12 March 2025.
- 10.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 17 March 2025.
- 10.4. Submission on State Highway Speed Limit Reversals – Report to Council Meeting 4 March 2025 – Circulates to all Boards

- 10.5. Alcohol Control Bylaw 2025 – Draft for Formal Public Consultation – Report to Council Meeting 4 March 2025 – Circulates to all Boards
- 10.6. Electoral Candidate Order on Local Body Election Voting Papers – Report to Council Meeting 4 March 2025 – Circulates to all Boards
- 10.7. Health, Safety and Wellbeing Report January 2025 to Current – Report to Council Meeting 4 March 2025 – Circulates to all Boards
- 10.8. Enterprise North Canterbury's Draft Statement of Intent for the Financial Year beginning 1 July 2025 and Approved Six Month Report to Council 31 December 2024 – Report to Audit and Risk Committee Meeting 11 March 2025 – Circulates to all Boards

#### **Public Excluded**

- 10.9. Rangiora Airfield – New Lease Agreements – Report to Council Meeting 4 March 2025 – Circulates to all Boards

Moved: T Robson                      Seconded: T Fulton

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

- (a) **Receives** the information in items.10.1 to 10.8.
- (b) **Receives** the separately circulated public excluded information in item 10.9.

**CARRIED**

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

##### **P Merrifield**

- Cust Motorsport Shingle Sprint – Attended to see if there were any issues.
- Swannanoa Fair – Very busy for a while. Still difficult to engage with people.
- Wolffs Road Bridge Inaugural Meeting – Name decided, constitution set up, officials elected.
- Rangiora-Ashley Community Board Meeting – Interested to see how the Football at Cust Domain was going to work. Interestingly the Cust Domain Advisory Group appeared afterwards to have not met for 13 years.
- Oxford Museum Committee Meeting – A bit frustrating as the storage inquiry had not had any progress, he had offered to contact staff again and they would be having a meeting.
- Oxford Museum Working bee – Helped to get vehicles organised for display at the Oxford A&P Show.
- Oxford A&P Show – Great weather, good crowd, some engagement with public other than easter hamper.
- Oxford-Ohoka Community Board Submissions meeting – a number of different aspects submitted on.

##### **T Robson**

- Attended Swannanoa Fair.
- Attended Oxford A&P Show.
- Ashley Gorge Advidosry Group meeting – debrief of the Gala Day. Looked at ideas for the information pavilion which was where the money raised at the Gala was going. Discussed some of the downfalls of the Reserves increased visitor population and the impact it was having.
- Oxford Community Trust Meeting – M Brown attended the meeting to talk about Oxford Community Health Centre. It was good to have some networking going on within the community. The Trust talked about some events that the Trust ran.

- Crash at the intersection of Weld Street, Church Street and High Street in Oxford. Someone from the Church had contacted him and they were keen to see the intersection changed to a stop sign.

#### **M Wilson**

- Swannanoa Fair – Great weather and the community attendance was the best numbers seen for years.
- Cancer Society Quiz Night.
- Network of Elected Women Kat Sheppard House – Seven from North Canterbury attended. Great evening networking and sharing the highs, challenges, opportunities being involved in local government.
- Firefighters Challenge – Seen as the 'Ironman' of firefighting. Competition held by Kaiapoi Volunteer Firefighting for the first time in 25 years. Participants from Swannanoa, Cust, Rangiora and Kaiapoi as well as wider Canterbury.
- Oxford A&P Show – over 137 connections made with the community.
- Annual Plan submission workshop.
- Alcohol and Drug Harm Prevention Steering Group – Review workshop with community agencies.

#### **M Brown**

- Oxford Promotions Action Committee Annual General Meeting - went well and good progress, roles filled.
- Oxford Promotions Action Committee Monthly meeting.
- Swannanoa Fair - quiet day spoke with two residents.
- Oxford A&P Show -could not attend due to other family commitments.
- Info kiosk for West Eyreton reserve - some progress, railway iron from local railway uplifted from his property to incorporate into design.
- Tree at Oak Reserve at West Eyreton had some branches removed but work has stopped?
- Email from Oxford Soccer Club-Reference their 10-year strategic plan
  - *"the growth we've seen over the last 2 years in the junior youth has been pretty much as planned, but the senior growth, has been much higher than we anticipated. We're starting work on a new 10-year strategic plan that will outline what we would need to qualify to enter/compete at Premiership and Southern League levels. These divisions require facilities, staff and programs across all age grades so it's a 'club' growth. I'll send you a copy and maybe arrange a presentation when complete.*

#### **T Fulton**

- North Canterbury Neighbourhood Support – Presence at Swannanoa Country Fair.
- First meeting of Wolffs Road Footbridge Inc – Constitution drawn up, members elected and applied to Charity Services for charitable status.
- Met Bruce McLaren and volunteers at Rangiora Museum – Discussion about museum display and cataloguing concerns.
- Cancer Society Quiz Night – The 'Dodgy Dignitaries' had a podium placing.
- Experiencing Oxford (Oxford Promotions Action Committee) Annual Meeting – Good work done on finance review and election of officers. Executive remains largely the same with some change of responsibilities.
- Attended Inaugural Waimakariri Irrigation Ltd Excellence Awards – Congratulations Brian and Rosemary Whyte; Gilchrist Brothers Ltd (Andrew and Peter Gilchrist); Geoff and Rochelle Spark.
- View Hill School Community Day – A warmup event to encourage interest in the school's 150th celebrations later in 2026. The next Dark Sky event there was 19 July 2025.
- Oxford Health and Fitness Centre Trust meeting – Fit-out for the gym extension due to be done by mid-April; Open Day event Friday 2 May 2025. Final financing arrangements now in place.

- Oxford A&P Show – A great crowd and good public interaction at the site.
- Attended Council Meetings and Workshop.
- Attended Annual Plan drop in sessions at Rangiora and Woodend.
- Went to Boulder Copper festival at Silverstream Reserve.

### **N Mealings**

- Mandeville Sports Club Meeting – Meeting with Council staff and Mandeville Sports Club Manager.
- Greater Christchurch Partnership Briefing.
- Greater Christchurch Partnership Committee Meeting – New interim chair Craig Pauling (Environment Canterbury) appointed and discussed Greater Christchurch Transport and Joint Housing Action Plans.
- Attended open day for The Arc – A wonderful private individual, seeing an unmet need for emergency/transitional housing in the district had bought an old school site in Rangiora and renovated it with the goal of helping to fill that need. It was beautiful, and hugely needed and appreciated and would open its doors soon.
- Swannanoa Fair – Great crowd, positive engagements and a good outcome for the school. A perfect day for it.
- Council Briefing.
- Future Coasts Workshop – The Future Coasts Research Team had done a national study which included the Ashley Rakahuri River and met with staff to present their findings on coastal groundwater hazards.
- Property Portfolio Working Group.
- Relay for Life Quiz Night Event.
- Network of Elected Women Event – Attended the Annual gathering of 'NEW' run by the National Council of Women NZ. A great turnout of Waimakariri District Council Elected women in attendance.
- Oxford Landfill Petition Handover – Supported the Chair and Deputy Chair along with others to receive a petition of over 1,400 signatures opposing the proposed Woodstock Quarry/ Landfill application.
- Canterbury Biodiversity Champions Meeting – This group was convened under the Canterbury Mayoral Forum and had been working on the revitalisation of the Canterbury Biodiversity Strategy and other related topics.
- Utilities and Roading Committee Meeting.
- Attended Drop-in session with the Mayor at the Oxford Library.
- Waimakariri Environmental Networking Forum – Attended this excellent forum held by the Waimakariri Biodiversity Trust that had a broad range of attendees from local catchment groups like the Ohoka Bush, Matawai Park, and Silverstream volunteer groups, Ashley Rakahuri Rivercare Group, Keep Rangiora Beautiful, to the QE2 Trust, Rayonier Matariki Forestry, Waimakariri Irrigation Limited, and the Federated Farmers. Great speakers were well received. Some excellent collaborations would come out of this.
- Community Wellbeing North Canterbury Trust Board Meeting – As the chair and another board member's terms had come to an end, we acknowledged their outstanding commitment to Community Wellbeing North Canterbury Trust and the community and elected a new chair and deputy chair. New board members to start next month.
- Council Workshop.
- Waimakariri Youth Council Meeting – Recruitment had concluded, with new members to start in May 2025.
- Site visits for Waimakariri Tree of the year competition and subsequent judging deliberations – Six Awesome trees nominated - two at Ashley Gorge, two in Rangiora and one each in Kaiapoi and Clarkville. Winner to be announced, but all six entries would be entered into the National Competition.
- Met with Ohoka School Principal – Regarding Ohoka Community Emergency Hub launch and other topics.
- Portfolio Update.



- Oxford A&P Show – Attended the show and manned the Board tent with colleagues. Another amazing day for it, and lots of good interactions engaging with attendees.
- Council Meeting.
- Waimakariri Alcohol and Drug Harm Action Plan Review Forum – the Alcohol and Drug Harm Prevention Steering Group was reviewing its action plan and held a forum with groups in the sector to get feedback to ensure its work remains informed by best practice and relevant to our community's needs.
- Proposed District Plan was progressing. Deliberations were underway and on track to finish in June, but lots of work happening right now.

## **12. CONSULTATION PROJECTS**

### **12.1. Waimakariri District Council Draft Annual Plan 2025/26**

<https://letstalk.waimakariri.govt.nz/draft-annual-plan-2025-26>

Consultation closes Monday 21 April 2025.

### **12.2. Environment Canterbury Draft Annual Plan 2025/26**

<https://haveyoursay.ecan.govt.nz/annual-plan-2025-26>

Consultation closes Wednesday 3 April 2025.

The Board noted the consultation projects.

## **13. BOARD FUNDING UPDATE**

### **13.1. Board Discretionary Grant**

Balance as at 31 March 2025: \$2,102.

### **13.2. General Landscaping Fund**

Balance as at 31 March 2025: \$3,083.

The Board noted the funding update.

## **14. MEDIA ITEMS**

- Road conditions.
- Annual Plan consultation.
- Road naming suggestions.
- Oxford Dog Park opening.

## **15. QUESTIONS UNDER STANDING ORDERS**

Nil.

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

Nil.

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

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

In accordance with section 48(1) 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 (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is moved:

That the public is excluded from the following parts of the proceedings of this meeting.

Moved: T Robson                      Seconded: N Mealings

**17.1      Minutes of the Public Excluded Oxford-Ohoka Community Board meeting of 5 March 2025**

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:

<b>Item No.</b>	<b>Subject</b>	<b>Reason for excluding the public</b>	<b>Grounds for excluding the public-</b>
17.1	Minutes of the Public Excluded Oxford-Ohoka Community Board meeting of 5 March 2025	Good reason to withhold exists under section 7	To protect information where the making available of the information would disclose a trade secret as per LGOIMA Section 7 (2)(b(i)).

**CARRIED**

**CLOSED MEETING**

*The public excluded portion of the meeting was held from 8:45pm to 8:47pm.*

**OPEN MEETING**

**NEXT MEETING**

The next meeting of the Oxford-Ohoka Community Board is scheduled for 6.30pm, Wednesday 7 May 2025 at the Oxford Town Hall.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 8:47PM.

**CONFIRMED**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date