

# Agenda

## Oxford-Ohoka Community Board

Wednesday 4 March 2026

6.30pm

Mandeville Sports Club  
431 Mandeville Road  
Mandeville

**Members:**

Sarah Barkle (Chairperson)

Thomas Robson (Deputy Chairperson)

Mark Brown

Tim Fulton

Wayne Godfrey

Ray Harpur

Niki Mealings

Pete Merrifield

## **AGENDA CONTENTS – OXFORD-OHOKA COMMUNITY BOARD MEETING**

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**AGENDA FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD TO BE HELD AT THE MANDEVILLE SPORTS CLUB, 431 MANDEVILLE ROAD, MANDEVILLE, ON WEDNESDAY 4 MARCH 2026 AT 6.30PM.**

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RECOMMENDATIONS IN REPORTS ARE NOT TO BE CONSTRUED AS  
COUNCIL POLICY UNTIL ADOPTED BY THE COUNCIL

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**BUSINESS**

PAGES

1. **APOLOGIES**

2. **PUBLIC FORUM**

3. **CONFLICTS OF INTEREST**

4. **CONFIRMATION OF MINUTES**

4.1. **Minutes of the Oxford-Ohoka Community Board – 4 February 2026**

9-19

*RECOMMENDATION*

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

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Inaugural Oxford-Ohoka Community Board meeting, held on 4 February 2026.

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

5. **DEPUTATIONS AND PRESENTATIONS**

5.1. **Councillor McKay – Environment Canterbury**

Councillor McKay will be in attendance to discuss Environment Canterbury's 2026/27 Annual Plan.

6. **ADJOURNED BUSINESS**

Nil.

**7. REPORTS**

**7.1. Request for Approval to Install One-Lane Road Priority Controls on Perhams Road at the First Eyre Stream Ford – Shane Binder (Senior Transportation Engineer) and Joanne McBride (Roading and Transport Manager)**

20-24

*RECOMMENDATION*

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

- (a) **Receives** Report No. 250618111005.
- (b) **Approves** the following one-lane priority road control pursuant to section 2 of the Land Transport Rule: Traffic Control Devices 2004, with effect from the date of installation of appropriate signage:

Item	Road to be Controlled	Direction to remain Uncontrolled	Direction to be Controlled
1	Perhams Road at Eyre Stream ford	Westbound	Eastbound

- (c) **Circulates** this report to the Utilities and Roading Committee for information.

**7.2. Request to Approve Intersection Controls on Woodfields Road and Catherwoods Road – Nithin Puthupparambil (Transportation Engineer) and Shane Binder (Senior Transportation Engineer)**

25-30

*RECOMMENDATION*

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

- (a) **Receives** Report No. 251201228465.
- (b) **Approves** the following intersection control changes pursuant to section 2 of the Land Transport Rule: Traffic Control Devices 2004, with effect from the date of installation of appropriate signage:

Item	Road to be Controlled	Road to Remain Uncontrolled	Type of Control to be Imposed	Type of Control to be Revoked
1	Woodfields Road	Chapmans Boundary Road	Stop	-
2	Catherwoods Road	Davis Road	Stop	See Note 1

Note 1: Davis Road presently has Give Way control, while Catherwoods Road is uncontrolled.

- (c) **Notes** that staff evaluated visibility at the intersection of Powells Road at Barracks Road / Weld Street, and consider that the available visibility was appropriate for the existing intersection priority (Powells Road has Give Way control).
- (d) **Circulates** this report to the Utilities and Roading Committee for information.

7.3. **Oxford Museum Container Storage Proposal – Ken Howat (Parks and Facilities Team Leader)**

31-37

*RECOMMENDATION*

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

- (a) **Receives** Report No. 260208021464.
- (b) **Approves** the location of a 6m x 2.5m container to be used as temporary storage until 1 December 2026 for the Oxford Museum at Pearson Park, 68 Main Street, Oxford.
- (c) **Approves** that the container is reviewed 1 December 2029 and an updated lease variation request is sent to the Oxford Ohoka Community Board.
- (d) **Notes** that a longer-term storage solution should be considered by the Museum prior to the review date of December 2029, noting that containers are relocatable and not a permanent solution and do not provide temperature and humidity control.
- (e) **Notes** that the container will not be powered, and no electrical connection is proposed as part of this installation.
- (f) **Notes** that the Oxford Arts Trust and Pearson Park Advisory Group support the installation of a storage container.
- (g) **Notes** that staff working on the district-wide review of museum storage requirements, and that the Oxford Museum project be included within this work to support a coordinated long-term storage solution.
- (h) **Notes** that the Oxford Museum Committee consider engaging a qualified archivist to review current collection practices and provide guidance to ensure the museum's collections are being managed, stored, and documented appropriately.
- (i) **Notes** all costs associated with this proposal would be met by the Oxford Historical Records Society including purchase, installation, insurance and ongoing management, plus removal if required.
- (j) **Notes** that any security measures for the containers are the responsibility of the Oxford Historical Records Society and Council takes no responsibility for the container or the contents.

7.4. **West Oxford Reserve Donation Box (Oxford Lions) – Ken Howat (Parks and Facilities Team Leader)**

38-47

*RECOMMENDATION*

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

- (a) **Receives** Report No. 260216027799.
- (b) **Approves** the ongoing installation of the donation box at West-Oxford Reserve with proceeds going to the Oxford Lions. The Oxford Lions will distribute the funding into Community Based projects within Oxford.
- (c) **Notes** that the donation box should be reviewed after a period of five years from approval date (being 4<sup>th</sup> March 2031) this being through a report from staff to the Community Board outlining community benefit, amount collected and if the donation box should be granted a further tenure.
- (d) **Notes** that staff are to request that the Oxford Lions are to report back annually to the Oxford Ohoka Community Board to outline funding received and projects supported by this fund.
- (e) **Notes** that staff will prepare a short-written agreement between Council and Lions Club which will outline the purpose of the collection, how funds are to be handled and reporting expectations.

- (f) **Notes** that the Lions have allocated \$5,000 from total revenue received to December 2025, leaving an unallocated balance of \$5,000.
- (g) **Notes** that the \$5,000 that was allocated was invested in a community led project for security cameras in central Oxford.
- (h) **Notes** that there is an opportunity cost to Council in not applying donation-box revenue toward reserve maintenance, as these funds could otherwise offset the annual maintenance cost of approximately \$2,700.

## 8. **CORRESPONDENCE**

Nil.

## 9. **CHAIRPERSON'S REPORT**

### 9.1. **Chairperson's Report for February 2026**

The Chairperson will provide a verbal update.

#### *RECOMMENDATION*

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

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

## 10. **MATTERS FOR INFORMATION**

- 10.1. **Woodend-Sefton Community Board Meeting Minutes 9 February 2026.**
- 10.2. **Rangiora-Ashley Community Board Meeting Minutes 11 February 2026.**
- 10.3. **Kaiapoi-Tuahiwi Community Board Meeting Minutes 16 February 2026.**
- 10.4. **Proposed Parking and Traffic Bylaw 2026 – Drat for Formal Public Consultation Request – Report to Council Meeting 3 February 2026 – Circulates to all Boards.**
- 10.5. **Bylaw Programme Update February 2026 – Report to Council Meeting 3 February 2026 – Circulates to all Boards.**
- 10.6. **Health, Safety and Wellbeing Report October 2025 to Current – Report to Council Meeting 3 February 2026 – Circulates to all Boards.**
- 10.7. **Approval to Consult on the Draft Youth Action Plan 2026-2029 – Report to Audit and Risk Committee Meeting 17 February 2026 – Circulates to all Boards**
- 10.8. **Aquatics December Update – Report to Community and Recreation Committee Meeting 17 February 2026 – Circulates to all Boards**
- 10.9. **Libraries Update to December 2025 – Report to Community and Recreation Committee Meeting 17 February 2026 – Circulates to all Boards**

#### *RECOMMENDATION*

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

- (a) **Receives** the information in items.10.1 to 10.9.

#### **Note:**

- 1. *The links for Matters for Information were previously circulated to members as part of the relevant meeting agendas.*

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

- 11.1. **Mark Brown** 48  
(Trim: 260223061459).
- 11.2. **Tim Fulton** 49  
(Trim: 260224062670).
- 11.3. **Wayne Godfrey** 50  
(Trim: 260223061450).

*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. **Beach Users Survey 2025/26**  
<https://letstalk.waimakariri.govt.nz/beach-users-survey-2025>
- 12.2. **Parking and Traffic Bylaw**  
<https://letstalk.waimakariri.govt.nz/parking-and-traffic-bylaw-2026>  
Consultation closes on Monday 9 March 2026.
- 12.3. **Youth Action Plan**  
<https://letstalk.waimakariri.govt.nz/youth-action-plan>  
Consultation closes Wednesday 18 March 2026.

## 13. **BOARD FUNDING UPDATE**

- 13.1. **Board Discretionary Grant**  
Balance as at 28 February 2026: \$3,484.
- 13.2. **General Landscaping Fund**  
Balance as at 28 February 2026: \$14,330.

## 14. **MEDIA ITEMS**

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

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

### **NEXT MEETING**

The next meeting of the Oxford-Ohoka Community Board is scheduled for 6.30pm, Wednesday 8 April 2026 at the Ohoka Hall.

### **Workshops**

- *Members Forum*
  - *Annual Plan Submission*

**MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD AT THE WEST EYRETON HALL, 2 EARLYS ROAD, WEST EYRETON ON WEDNESDAY 4 FEBRUARY 2026 AT 6.30PM.**

**PRESENT**

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

**IN ATTENDANCE**

G Cleary (General Manager Utilities and Roading), J McBride (Roading and Transport Manager), K Straw (Civil Projects Team Leader), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

There were 33 members of the public present.

**1. APOLOGIES**

There were no apologies.

**2. PUBLIC FORUM**

**2.1. West Eyreton Residents**

West Eyreton residents raised concerns regarding antisocial behaviour and illegal dirt-bike activity in the area. While dirt bikes had not previously posed a significant issue due to the availability of suitable riding locations, over the past six months a small group had begun using both the public road and the walkway. The bikes were reported to have been travelling at speeds of up to 80 km/h. There had also been incidents of vandalism at the reserve on the corner of North Eyre Road and Poyntz Road.

The Oxford Police had become involved and had recently spoken with several youths, advising them that they were not permitted to ride on public roads. Residents discussed with Community Board member M Brown on the possibility of installing basic signage along the walkway to indicate that it was not intended for dirt-bike use.

Residents also noted that they spent considerable time maintaining the road reserve on the corner of North Eyre Road and Poyntz Road; however, vehicles had been causing damage, especially in winter by parking or doing burn-outs and other such activity which was time consuming and costly to repair. Residents had suggested that installing barriers would help prevent ongoing damage.

G Cleary advised that staff were aware of the issue and had already spoken with several residents. Staff had considered the effectiveness of signage but advised that signs were unlikely to resolve the problem, as the behaviour stemmed from non-compliance with existing road rules. He noted that requests for signage were common across the district, however in this case staff did not believe signs would be effective without ongoing enforcement. He suggested that the matter could be raised at the Council's Road Safety Coordinating Committee.

S Barkle noted that a community-camera initiative was underway across the district, enabling communities to jointly fund the installation of cameras, with footage made available to the police.

## 2.2. John Madeley – Canterbury Landscape Supplies Consent Renewal

J Madeley expressed concern regarding the Canterbury Landscape Supplies consent application for Diversion Road, noting that the company had sought a 30-year renewal of its existing consent issued five years earlier. During that period, the volume of material processed on site had increased, and the resulting odour had become increasingly offensive. Residents were notified on 7 January 2026 and given until 10 February 2026 to lodge submissions, and he noted that the Council had also been notified. He reported making more than 40 complaints to Environment Canterbury regarding the odour, but no action had been taken. J Madeley requested that the Board submit, as it had previously, in opposition to the 30 year renewal.

G Cleary advised that the Council had been notified as a courtesy and would not be submitting on this matter, explaining that its role as a regulatory authority made it unusual to submit on a consent of this nature. He added that the Council may simply have been notified as an affected party. While the Board had previously submitted on behalf of the community it had not been notified in this instance and therefore was unable to submit on this consent.

S Barkle noted that she would advise the Community Liaison Group, which monitored the current consent conditions, and that the Board would support residents where appropriate.

N Mealings observed that issues had escalated after the surrounding forestry block was logged. While residents recognised this change, it remained unclear whether the increased odour was due to logging activities or increased processing at the facility.

## 3. CONFLICTS OF INTEREST

Item 7.2 N Mealings declared a conflict of interest as she was a member of the Waimakariri Dog Training Club.

## 4. CONFIRMATION OF MINUTES

### 4.1. Minutes of the Oxford-Ohoka Community Board – 3 December 2025

Moved: T Robson      Seconded: R Harpur

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

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Inaugural Oxford-Ohoka Community Board meeting, held on 3 December 2025.

**CARRIED**

### 4.2. Matters Arising (From Minutes)

There were no matters arising.

## 5. DEPUTATIONS AND PRESENTATIONS

### 5.1. Holly Gardiner – Wright Road Dam

H Gardiner advised that she lived on South Eyre Road and had a background in resource management. She expressed concern about misinformation circulating within the community and the perceived lack of clear communication from the Council. She noted that although the Resource Consent for the Wrights Road Dam had been granted in February 2014, the public had received little information since then, aside from occasional updates from Eyre Community Environment Safety Society Inc (ECESS). Community interest had recently increased following Waimakariri Irrigation Limited (WIL) securing funding for the dam.

At the public meeting in January 2026, attendees were informed that notices relating to the dam had been placed on their Land Information Memorandum (LIM)s. Residents were advised that they would need to request a LIM, at a cost of \$300, to view this information. This had come as a surprise to many, who had expected direct notification from the Council. She also noted that while WIL had information available on its website, it had not been updated to reflect current developments. A draft evacuation plan existed, however it had been prepared in 2014 as part of the original Resource Consent and had not been updated since.

G Cleary clarified that each property in the district had a property file containing documents such as building consents, drainage plans, and service requests. He explained that the Council did not add information to a property file relating to activities occurring elsewhere. When purchasing a property, prospective buyers typically requested a LIM, which required staff to collate relevant information and identify applicable resource consents or district plan rules. He emphasised that LIMs were not automatically produced for every property, and the Council had no legal obligation to proactively update property owners about information that might later appear on a LIM. He noted that the Resource Consent had been publicly notified and was widely known. He also informed residents that specific information could be provided at the Council reception free of charge.

## 5.2. **Eyre Community Environment Safety Society Inc (ECESS)**

C Ballinger advised that ECESS had been formed in 2012 after learning of the Wrights Road Dam proposal. The Society had lobbied the New Zealand Society of Large Dams and challenged Waimakariri Irrigation Limited's (WIL) proposal, contributing to changes in legislation governing large-scale dams. The Burnt Hill storage site covered 1km<sup>2</sup>, and the dam was designed to be 12 metres high with a capacity of 8.2 million cubic metres. Its height enabled WIL to gravity-feed water to shareholders at lower cost.

She outlined evacuation considerations, flood-mapping information, and associated community risks. The dam designer had previously indicated that a breach could put 107 lives at risk, based on 2012 data that had since changed. C Ballinger also noted that in 2005 a local resident had been refused insurance due to information contained in their LIM. Although WIL's consent required the company to hold public liability insurance, residents in the flood zone had not yet received related information, raising concerns given current insurance challenges.

In response to a question from T Fulton regarding the expected form of an evacuation plan, C Ballinger stated that warning times in the event of a dam breach would depend on how quickly danger was recognised, and that communication in the area was unreliable. She noted that the consent required WIL to work directly with each resident to develop an evacuation plan, and that only two bridges were available for residents to leave the area.

## 5.3. **Brent Walton- Waimakariri Irrigation Limited (WIL)**

B Walton advised that the Wrights Road storage pond was a 120-hectare property, with approximately 100 hectares to be inundated. The site comprised two separate dams. When the irrigation scheme was established in the late 1990s and early 2000s, reliability had been a key objective. Over time, discharge consents were obtained to support climate-mitigation and environmental outcomes. Following an Environment Court hearing, a Resource Consent was granted in 2020.

He explained that the original shareholder structure required a 75% majority for approval, however the proposal received 73%, meaning it did not proceed under the initial entity. WIL, however, considered reliability essential and therefore formed a new company to progress the project. Certainty was not achieved until 19 December 2025. He acknowledged community frustration regarding limited communication.

Burnt Hill Storage operated as a standalone company closely linked to WIL. As a result of the Environment Court process, the dam was subject to two additional layers of oversight beyond what the original consent required. The consent conditions were extensive and required strict reporting. This included the review and update of emergency evacuation plans; no water could be introduced to the dam unless regulators were satisfied these plans were current. WIL was also required to maintain comprehensive insurance, including public-liability. A community liaison group would meet quarterly during construction and biannually thereafter. Public meetings were scheduled for 14–15 February 2026 (small-group sessions) and 24 February 2026.

In response to questions from S Barkle regarding insurance, B Walton confirmed that WIL was required to hold public-liability insurance, although the way such cover applied in practice was complex. Insurance experts would attend the 24 February meeting.

Regarding evacuation planning, he confirmed that an emergency evacuation plan had been prepared during the Environment Court process to the Court's satisfaction, and ongoing updates were required. He also noted that the consent required plans to be reviewed every five years, including when properties changed ownership.

In response to a query from M Brown, B Walton confirmed that trial evacuations would be required. When asked by N Mealings whether WIL would directly approach all affected residents, he stated that the method of communication was still to be determined. While mail drops had been used previously, more effective approaches might now be available, and WIL would comply with the consent's communication requirements.

## 6. ADJOURNED BUSINESS

Nil.

## 7. REPORTS

### 7.1. Proposed Oxford Minor Safety Improvements – K Straw (Civil Projects Team Leader) and J McBride (Roading and Transport Manager)

K Straw presented the report, which sought approval for the scheme design of two projects within the Roading Capital Works Programme. The first project related to improvements at the Depot Road bridge to increase driver awareness of the narrow bridge and reduce vehicle speeds on the approaches and across the structure. The second project concerned Oxford's speed management, with the initial design focused on threshold treatments at the three main township entrances. He provided an overview of the proposed works.

T Robson observed that the condition of Main Street near the Cemetery, and at the opposite end of Oxford, was poor. He considered it inefficient to undertake the upgrade without addressing those issues concurrently. J McBride advised that resurfacing at the eastern end of Oxford was already included in the sealing programme and that seal widening would be completed at the township entrance.

T Robson asked whether shifting the red slurry treatment further back from the pedestrian crossings would be more effective. K Straw responded that the treatment between the limit line and the crossing was intended to increase driver awareness of the crossing itself.

T Fulton noted feedback that campervans were pulling over near the West Oxford Reserve and slowing on the kerb. He asked whether the project addressed this issue. K Straw advised that it did not, noting that the Council generally did not install turning bays for reserves with low vehicle-turning demand.

Moved: T Robson      Seconded: M Brown

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

- (a) **Receives** Report No. 251013194306.

*AND*

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

**THAT** the Utilities and Roading Committee:

- (b) **Approves** the Scheme Plans for the Depot Road Bridge, the Oxford Urban / Rural Speed Thresholds and Oxford Pedestrian Crossings.
- (c) **Approves** the implementation of 240m of no passing lines (120m on each bridge approach) on Depot Road, between RP 730m and 850m (westbound), and RP 1215m and RP 995m (eastbound) (as per Trim: 251024203213).
- (d) **Approves** the implementation of 200m of no passing lines on Depot Road leading to the approach of the threshold, eastbound between RP 250m and RP 50m (100km/hr / 50km/hr speed threshold) as per attachment ii
- (e) **Notes** that the Depot Road bridge has a budget of \$70,000 within the 2025/26 financial year.
- (f) **Notes** that the Oxford urban / rural speed thresholds project has a budget of \$90,000 spread across the 2025/26 and 2026/27 financial years, and that it is anticipated that all line marking, and the proposed kerbed threshold will be completed in the 2025 / 26 year, with the threshold signage being installed within the 2026 / 27 year.

**CARRIED**

Moved: S Barkle      Seconded: N Mealings

**THAT** the meeting be adjourned for a workshop on Safety Improvements at Intersections on Tram Road at 8:31pm.

**CARRIED**

Moved: S Barkle      Seconded: N Mealings

**THAT** the meeting would resume at 9:08pm.

**CARRIED**

7.2. **Applications to the Oxford-Ohoka Community Board's 2025/26 Discretionary Grant Fund – K Rabe (Governance Advisor)**

K Rabe took the report as read.

There were no questions from members.

Moved: T Robson      Seconded: R Harpur

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

- (a) **Receives** report No. 260119007329.
- (b) **Approves** a grant of \$500 to the Waimakariri Dog Training Club Inc towards the purchase and installation of an electric water heater.

**CARRIED**

## 8. CORRESPONDENCE

### 8.1. Tree Removal – Adjacent to Swannanoa Tennis Court Memo

Moved: T Robson      Seconded: M Brown

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

- (a) **Receives** the memo on Tree Removal – Adjacent to Swannanoa Tennis Court (Trim: 251218243139).

**CARRIED**

## 9. CHAIRPERSON'S REPORT

### 9.1. Chairperson's Report for December 2025 and January 2026

- Attended the Oxford Christmas Parade - a lovely community event.
- Eyre Community Environmental Safety Society (ECESS) Public Meeting – Public meeting held by ECESS to inform residents about the Burnt Hill storage dam project. Concerns around insurance, information on LIMs, loss of life and who was going to hold the consent conditions to account.
- Community meeting with Nga Tahu Farms and some surrounding neighbours regarding community cameras – A productive meeting discussing the support of community cameras. These would be hooked up to local police to aid in the deterrent and prosecution of antisocial and criminal activities. Funding and installation points were discussed.
- Canterbury Landscape Supplies (CLS) meeting – There would be an onsite meeting at CLS held for the liaison group to look around the site. CLS had applied for consent to continue their operation for 30 years. Some concern about the operations continuing from some nearby residents who still have issues with smell.
- Met with the Principal of Swannanoa School – Discussed the potential addition or relocation of the road camera. Discussed the student's propagating plants and potentially assisting in planting at the Wards Road walkway.
- Meeting with the Councils Communications Team regarding Community Engagement – Met with M Cullen to discuss upcoming community events and the resources the Board may need.
- Woodstock Quarries - Waiting for the judge and commissioners to go through the information from the court case. When they had time to do this they would likely give an interim decision along with any more detail or information they may want given or clarified.

Moved: M Brown      Seconded: P Merrifield

**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 8 December 2025.
- 10.2. Kaiapoi-Tuahiwi Community Board Meeting Minutes 8 December 2025.
- 10.3. Rangiora-Ashley Community Board Meeting Minutes 10 December 2025.
- 10.4. Council Submissions to Central Government Consultations for September and October 2025 – Report to Council Meeting 2 December 2025 – Circulates to all Boards.
- 10.5. Adoption of Community Board Submissions on Resource Management Matters Policy – Report to Council Meeting 2 December 2025 – Circulates to all Boards.
- 10.6. Adoption of Elected Members Expenses Policy – Report to Council Meeting 2 December 2025 – Circulates to all Boards
- 10.7. Elected Member Pecuniary Interests Register – Report to Council Meeting 2 December 2025 – Circulates to all Boards
- 10.8. Oxford-Ohoka Community Board Chairpersons Report for Period 1 January 2025 to 30 September 2025 – Report to Council Meeting 2 December 2025 – Circulates to all Boards
- 10.9. Kaiapoi-Tuahiwi Community Board Chairpersons Report for Period 1 January 2025 to 30 September 2025 – Report to Council Meeting 2 December 2025 – Circulates to all Boards
- 10.10. Rangiora-Ashley Community Board Chairpersons Report for Period 1 January 2025 to 30 September 2025 – Report to Council Meeting 2 December 2025 – Circulates to all Boards
- 10.11. Woodend-Sefton Community Board Chairpersons Report for Period 1 January 2025 to 30 September 2025 – Report to Council Meeting 2 December 2025 – Circulates to all Boards
- 10.12. Health, Safety and Wellbeing Report October 2025 to Current – Report to Council Meeting 2 December 2025 – Circulates to all Boards
- 10.13. May 2025 Flood Recovery Progress Update and Project Update on Infrastructure Resilience Fund for 2024/25 and 2025/26 – Report to Utilities and Roading Committee Meeting 9 December 2025 – Circulates to all Boards
- 10.14. Update to Northern Pegasus Bay Advisory Group Terms of Reference – Report to Community and Recreation Committee Meeting 16 December 2025 – Circulates to all Boards
- 10.15. Arohatia te Awa Terms of Reference – Report to Community and Recreation Committee Meeting 16 December 2025 – Circulates to all Boards
- 10.16. Aquatics December Update – Report to Community and Recreation Committee Meeting 16 December 2025 – Circulates to all Boards
- 10.17. Libraries Update to December 2025 – Report to Community and Recreation Committee Meeting 16 December 2025 – Circulates to all Boards

Moved: S Barkle                      Seconded: N Mealings

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

- (a) **Receives** the information in items.10.1 to 10.17.

**CARRIED**

## 11. MEMBERS' INFORMATION EXCHANGE

### T Robson

- Woodstock Quarries Landfill – Over the last couple of months, received a number of requests for more information about this issue, it may be an idea for the Board to post another update on its Facebook page.

- West Oxford Reserve – Campers staying for long periods of time was still an issue for nearby property's, there had been a request for more signage around camping rules.
- Wheels with Wings – Great event despite the weather. Well, done to the Lions and Community Trust for organising this.
- Ashley Gorge info Kiosk – Construction was now complete, and the group was working on the information panels.
- Oxford Safety Upgrades – contacted by a local resident about how long the project was taking.

### **M Brown**

- Attended Oxford Christmas Parade.
- Attended the Oxford Christmas Carols in the Park.
- Motor bike kids doing burnouts at North Eyre Road and Pontyz Road corner and have been using public walkway on North Eyre Road at very high speed. Residents continue to be concerned about safety and damage; one resident had camera footage and had passed it on to the Police.
- Spoke with a local resident over the rehab complex in Downs Road.
- Attended a meeting at the West Eyreton Hall – there was ongoing concern about the Dam and direction of Eyre Community Environmental Safety Society (ECESS).
- Attended a public meeting at Eyrewell over installing security camera as there was illegal activity in the area.
- Received an email from a local resident about local youths on bikes/cars anti-social behavior and protection of roadside reserves on the corner of North Eyre Road and Pontyz Road.

### **P Merrifield**

- Oxford Museum Committee Meeting – Still following up on the storage solution, another building had been thrown into the mix. The old Oxford Jail had been offered to the Museum, but a storage solution needed to be sorted first.
- Eyrewell security camera meeting at Ngai Tahu lodge – The Police went through the scenario the Police would like to see happen in the Eyrewell area. It was a positive meeting and people were keen to see it progress.

### **T Fulton**

- Received feedback from a No.10 Road resident that smell from the Canterbury Landscape Supplies composting business was still an issue in the area.
- Received feedback from Eyre Community Environmental Safety Society (ECESS) members that they wanted a public hearing comparable to an update from Waimakariri Irrigation Ltd.
- Request from Karla Camble, Ngai Tahi Lodge Manager at Eyrewell, to attend a community meeting to discuss the installation of more security alarms in the area. Local Police led the meeting.
- Oxford resident Ted Dring (Waimakariri Access Group) expressed concerns about apparent staff reluctance to go ahead with red-paint approach markings at Oxford town entrances.
- Contacted by Oxford Lions about plans to develop land immediately east of West Oxford reserve for recreation. The Councils Greenspace team were aware of this interest. The Lions had mown some of the overgrown property in the meantime. Met with staff and the Lions on site, believe there was value in exploring use of this land. Some of this land was at the end of long-term leases and was unlikely to be leased again in the foreseeable future.

- Responding to vandalism of a heat pump at the Oxford Gym. Met with Council Greenspace Team on site to work out the next steps in terms of gym security. Issues with vandalism in Pearson Park were ongoing but there were more security cameras in the area than ever before and good co-operation between park users.
- Southbrook Park sports/community complex – working party involvement. Community meeting planned in February 2026 for guidance on next steps.

### **W Godfrey**

- Attended Oxford Christmas Parade.
- Eyre Community Environmental Safety Society (ECESS) – concerns about potential water storage pond/dam and flooding implications if the retention structure as well as insurance implications for residents. breached.
- Met with K Howat and R Harpur, the outgoing Mandeville Sports Board representative, learning the current situation.
- Met with K Howat about the current situation of the Ohoka Domain.

### **R Harpur**

- Waimakariri Access Group Training session coming up in March 2026.

### **N Mealings**

- Walked in Kaiapoi, Rangiora and Oxford Christmas parades pre-Christmas and sponsored a tree in the Oxford Christmas Grotto with the Mayor. Wonderful events, well supported by the community.
- Council Briefings – There was a comprehensive suite of reform legislation coming through in the form of several bills: Local Government Reform Bill, Natural Environment Bill, Planning Bill, Local Government (Infrastructure Funding) Amendment Bill, Rates Capping Bill and the Emergency Management Bill, all of which the Council was submitting to. This was in addition to the already enacted Water Services reform that the Council was working through setting up for at present. There was concern that while these bills were promoted as a way to create efficiencies and reduce costs, that they were not coordinated with one another with respect to sequencing, and there were a significant number of potentially costly unintended consequences through these bills if passed as written that will ultimately cost ratepayers much more than the status quo if not addressed.
- Resident concern with nearby CLS application to renew resource consent for 30 years. Unhappy with recent odour after surrounding forestry block was felled around CLS, and Environment Canterbury had not followed up on numerous complaints made by them and several other residents.
- Resident was concerned with a neighbor's loud activities at unsociable hours and smoke from their regular burn off fires on an undersized section.
- First Waimakariri Youth Council meeting of 2026 – They had a new Co-chair, and there were now two youth development coordinators as E Belton had returned from maternity leave and C Burgess had joined her and was sharing the role. The Waimakariri Youth Council was recruiting new members. They were particularly keen to get representation from youth aged 12 to 24 from the Oxford-Ohoka ward, as there was no one currently on the Youth Council from our ward.
- Various Mandeville Sports Club related discussions.
  - Met with W Godfrey and Council staff to talk about the Mandeville Sports Club structure and roles.
  - The Mandeville Sports Club was keen to get moving with the Boards landscape funded memorial area.

- The Mandeville Sports Clubb and Council staff were nearing finalizing a draft future concept plan to come to the Board and Community and Recreation Committee workshops prior to consultation with the community.
- Special General Meeting to be held February 18 to adopt new constitution and re-register under new Incorporated Society Act.
- Contacted by resident – raised concerns about communication to do with the Wrights Road Water Storage Dam Project.
- Ohoka Domain Working Bee – Attended the usual monthly working bee at the domain. W Godfrey took part as well and introduced himself to the group. He would be a great addition to our fantastic group of volunteers. She also raised the upcoming Annual Plan consultation for them to prepare to make a submission if required.
- Council Meeting and Workshop – Draft Traffic and Parking Bylaw 2026 approved to go out for consultation. Kintyre SMA options

## 12. **CONSULTATION PROJECTS**

Nil.

## 13. **BOARD FUNDING UPDATE**

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

Balance as at 30 January 2026: \$3,484.

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

Balance as at 30 January 2026: \$14,330.

The Board noted the funding update.

## 14. **MEDIA ITEMS**

Nil.

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

Nil.

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

Nil.

### **NEXT MEETING**

The next meeting of the Oxford-Ohoka Community Board is scheduled for 6.30pm, Wednesday 4 March 2026 at the Mandeville Community Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 9:17PM.

**CONFIRMED**-----  
Chairperson-----  
Date**Workshops (9:17pm to 9:56pm)****Refer trim:**

- *Safety Improvements at Intersections on Tram Road – Joanne McBride (Roading and Transport Manager) 20mins*
- *Community Board Plan – Kay Rabe (Governance Advisor) 10mins*
  - *Delay likely with the compilation of the Board Plan.*
  - *Proposed to bring this for approval to the April meeting.*
- *Members Forum*
  - *Support for West Oxford Reserve Expansion – Tim Fulton - Postponed*

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** RDG-03-09 / 250618111005

**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD

**DATE OF MEETING:** 4 March 2026

**AUTHOR(S):** Shane Binder, Senior Transportation Engineer  
Joanne McBride, Roading and Transport Manager

**SUBJECT:** Request for Approval to Install One-Lane Road Priority Controls on Perhams Road at the First Eyre Stream Ford

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

  
 \_\_\_\_\_  
 General Manager

  
 \_\_\_\_\_  
 Chief Executive

**1. SUMMARY**

- 1.1. This report seeks approval to assign one-lane priority road control to Perhams Road over the first Eyre Stream ford, such that eastbound traffic would have give-way control and westbound traffic would remain uncontrolled.
- 1.2. Perhams Road is a rural unsealed Local Road in the View Hill area. The latest traffic count was undertaken in January 2023 and measured an average of 51 vehicles per day and an operating (85<sup>th</sup> percentile) speed of 56.5 km/h, with 28.5% being heavy vehicles.
- 1.3. There are two quarry activities currently operating from this area which use Perhams Road.
- 1.4. Westbound forward visibility to the ford is limited by the horizontal curve approaching from the east along Lime Works Road and compounded by the vertical dip into the riverbed.
- 1.5. Council installed a concrete apron at the ford in 2009. This was constructed with 4.8 m width on the concrete roadway and steel bollards on each side delineating the drop off and narrowing the effective width. This width is sufficiently narrow that the NZTA *Traffic Control Devices Manual Part 5* defines it as a one-lane section and recommends establishing priority control.
- 1.6. Due to the location of the ford on the bend, high percentage of heavy vehicles and anticipated traffic growth, it is considered appropriate to clearly sign the traffic priority.

**2. RECOMMENDATION**

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

- (a) **Receives** Report No. 250618111005.
- (b) **Approves** the following one-lane priority road control pursuant to section 2 of the Land Transport Rule: Traffic Control Devices 2004, with effect from the date of installation of appropriate signage:

Item	Road to be Controlled	Direction to remain Uncontrolled	Direction to be Controlled
1	Perhams Road at Eyre Stream ford	Westbound	Eastbound

- (c) **Circulates** this report to the Utilities and Roading Committee for information.

### 3. **BACKGROUND**

- 3.1. Perhams Road is a rural unsealed Local Road in the View Hill area. It has three fords along its length; this report addresses the first (southern-most) ford as shown in Figure 1.



Figure 1: Area Vicinity

- 3.2. Traffic counts were last undertaken on Perhams Road 600m north of the ford in January 2023; an average of 51 vehicles per day were measured with an operating (85<sup>th</sup> percentile) speed of 56.5 km/h.
- 3.3. The Department of Conservation's Wharfedale Track starts at a carpark further north on Perhams Road. As such, while the average daily traffic is low, it is likely made up of an above-average percentage of out-of-town motorists unfamiliar with the road.
- 3.4. Council installed a concrete apron at the ford in 2009. This was constructed with 4.8m width on the concrete roadway and steel bollards on each side delineating the drop off and narrowing the effective width. The ford is shown below in Figure 2.



Figure 2: Existing Ford

- 3.5. The NZTA *Traffic Control Devices Manual Part 5* defines one-lane roads as having a trafficable width of 5.0 m or less. In these locations, give-way control for one approach is recommended to "alert drivers to a potentially dangerous head on type situation and place the responsibility onto the drivers to be prepared to stop and give way."

- 3.6. The *Manual* recommends priority be established with consideration of a number of factors including:
- the approach visibility, particularly when road users are unable to obtain a satisfactory view of oncoming traffic, either within or on the opposing (far) approach to the single lane section; and
  - avoiding the creation of a situation of 'blind priority' whereby road users with inadequate visibility for safe stopping prior to the single lane section might otherwise be encouraged to 'press on' and be unable to avoid a collision with an oncoming vehicle; and
  - approach gradients and winter icing of the roadway and any other factors that may affect the ability of road users to stop safely.

#### 4. ISSUES AND OPTIONS

- 4.1. Westbound forward visibility to the ford is limited by the horizontal curve approaching from the east along Lime Works Road and compounded by the vertical dip into the riverbed. Westbound visibility to the ford is shown below in Figure 3 and Figure 4.



Figure 3: Westbound visibility to ford at 40 m



Figure 4: Westbound visibility to ford at 85 m

- 4.2. Proposed land use changes along Perhams Road may impact the existing traffic noted above. Existing and potentially increased quarrying on land accessed via Perhams Road has the potential to increase heavy vehicle traffic over the ford.
- 4.3. The Oxford-Ohoka Community Board has the following options available to them:
- 4.4. Option One: Approve the installation of one-lane priority controls on Perhams Road at the Eyre Stream ford.

This option involves the Oxford-Ohoka Community Board approving the installation of one-lane road priority controls, consisting of signs, on Perhams Road at the Eyre Stream ford, such that eastbound traffic would have give way control and westbound traffic would remain uncontrolled.

This is the recommended option because it allows for the ford to operate with safer separation of conflicting traffic through the narrow roadway.

- 4.5. Option Two: Retain the status quo.

This option would see the Eyre Stream ford uncontrolled as at present.

This is not the recommended option because failure to implement one-lane priority controls does not address visibility concerns, which could still pose safety risks, especially given this road provides access to Department of Conservation walking tracks and unfamiliar road users will be accessing the area, alongside the high percentage of heavy vehicle use.

### **Implications for Community Wellbeing**

There are implications on community wellbeing by the issues and options that are the subject matter of this report. Setting appropriate one-lane roadway controls helps reduce the risk of harm for a crash.

- 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 not likely to be affected by, or have an interest in the subject matter of this report.

### **5.2. Groups and Organisations**

There are not groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

### **5.3. Wider Community**

The proposed actions outlined in this report are expected to have minimal impact on the wider community, and significant public interest is unlikely, as the changes being implemented are minor in nature. Consequently, public consultation with adjacent residents or the broader community has not been undertaken.

## **6. OTHER IMPLICATIONS AND RISK MANAGEMENT**

### **6.1. Financial Implications**

There are financial implications of the decisions sought by this report. There are minimal costs associated with installing intersection control, chiefly new signs and limit line pavement marking.

The costs are estimated to be \$1,000 and can be accommodated within the Road Maintenance budgets (Signs Renewal PJ 100183.000.5134).

This budget is included in the Annual Plan/Long Term Plan.

### **6.2. Sustainability and Climate Change Impacts**

The recommendations in this report are considered to be localised and minor in nature and will not have sustainability or climate change impacts.

### **6.3. Risk Management**

There are not risks arising from the adoption/implementation of the recommendations in this report.

### **6.4. Health and Safety**

There are minor health and safety risks arising from the adoption/implementation of the recommendations in this report. Physical works will be undertaken through the Road Maintenance contract. The Road Maintenance contractor has a Health and Safety Plan and a SiteWise score of 100.

## **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 2 of the Land Transport Rule: Traffic Control Devices requires a Road Controlling Authority to "authorise and, as appropriate, install or operate traffic control devices."

### 7.3. **Consistency with Community Outcomes**

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

***Social: a place where everyone can have a sense of belonging***

- Council commits to promoting health and wellbeing and minimising the risk of social harm to its communities.

***Environmental: a place that values and restores our environment***

- The natural and built environment in which people live is clean, healthy and safe.
- Our communities are able to access and enjoy natural areas and public spaces.

### 7.4. **Authorising Delegations**

As per Part 3 of the WDC *Delegations Manual*, the Community Board has the delegated authority to approve traffic control and constraint measures on streets.

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** RDG-03-09 / 251201228465

**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD

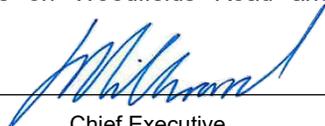
**DATE OF MEETING:** 4 March 2026

**AUTHOR(S):** Nithin Puthupparambil, Transportation Engineer  
Shane Binder, Senior Transportation Engineer

**SUBJECT:** Request to Approve Intersection Controls on Woodfields Road and Catherwoods Road.

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

  
 \_\_\_\_\_  
 General Manager

  
 \_\_\_\_\_  
 Chief Executive

**1. SUMMARY**

- 1.1. This report seeks approval from the Oxford-Ohoka Community Board to change the following intersection controls:
  - 1.1.1. Install stop control on Woodfields Road at Chapmans Boundary Road
  - 1.1.2. Remove give way control on Davis Road at Catherwoods Road and replace with a new stop control on Catherwoods Road at Davis Road. Note this would change the priority from Davis Road to Catherwoods Road.
- 1.2. A review of Woodfields Road and Chapmans Boundary Road intersection was undertaken following a service request which indicated that vehicles were failing to give way when entering Chapmans Boundary Road from Woodfields Road, resulting in near misses.
- 1.3. A lack of visibility was identified for vehicles on Woodfields Road, to oncoming traffic traveling along Chapmans Boundary Road. This lack of visibility is primarily caused by vegetation within private property.
- 1.4. A review of the Catherwoods Road and Davis Road was also undertaken following a service request which indicated that, the existing Give Way control is not appropriately aligned with the traffic environment at the intersection.
- 1.5. A lack of visibility was also identified at this intersection, to oncoming traffic traveling along Catherwoods Road. This lack of visibility is primarily caused by vegetation within private property.
- 1.6. Staff reviewed the visibility at the Powells Road / Barracks Road / Weld Street intersection following concerns raised by elected members. Visibility for drivers on the Powells Road approach was found to meet the requirements of the NZTA Traffic Control Devices Manual, with adequate sightlines to approaching traffic on both Weld Street and Barracks Road. Therefore no changes in intersection control are recommended at this intersection.

## 2. **RECOMMENDATION**

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 251201228465.
- (b) **Approves** the following intersection control changes pursuant to section 2 of the Land Transport Rule: Traffic Control Devices 2004, with effect from the date of installation of appropriate signage:

Item	Road to be Controlled	Road to Remain Uncontrolled	Type of Control to be Imposed	Type of Control to be Revoked
1	Woodfields Road	Chapmans Boundary Road	Stop	-
2	Catherwoods Road	Davis Road	Stop	See Note 1
Note 1: Davis Road presently has Give Way control, while Catherwoods Road is uncontrolled.				

- (c) **Notes** that staff evaluated visibility at the intersection of Powells Road at Barracks Road / Weld Street, and consider that the available visibility was appropriate for the existing intersection priority (Powells Road has Give Way control).
- (d) **Circulates** this report to the Utilities and Roading Committee for information.

## 3. **BACKGROUND**

- 3.1. Woodfields Road is a low-volume rural Local Road with an Average Daily Traffic (ADT) of 42 vehicles and an operating (85th percentile) speed of 77 km/h. It forms an uncontrolled crossroads with Chapmans Boundary Road, another rural Local Road with an ADT of 69 vehicles and an operating (85th percentile) speed of 78 km/h.
- 3.2. Catherwoods Road is a rural Local Road with an Average Daily Traffic (ADT) of 56 vehicles and an operating (85th percentile) speed of 80 km/h. It intersects Davis Road, a rural Local Road carrying a higher ADT of 281 vehicles and an (85th percentile) speed of 86 km/h.

## 4. **ISSUES AND OPTIONS**

- 4.1. Per the NZTA *Traffic Control Devices Manual Part 4*, give-way control is recommended as the default intersection control under normal operating circumstances.
- 4.2. Section 4.1.2 of the Manual, recommends that a stop control should be implemented at intersections “where at a point 9 m from the limit line on a controlled approach to the intersection a lack of visibility means that, at an approach speed of more than 10 km/h, a driver could not see a vehicle on an uncontrolled approach at a distance (in metres) of 1.2 times the numeric value of the speed (in km/h) exceeded by 15% of vehicles approaching on the main road.”
- 4.3. The Waka Kotahi *Guidelines for the implementation of traffic control at crossroads* (RTS 1), recommends that the use of different controls (e.g., stop control, give-way control) on opposite approaches of a crossroads should be avoided to minimise driver confusion. It is therefore considered best practice to have the same traffic control on both side streets unless other safety considerations take higher priority.

### Woodfields Road / Chapmans Boundary Road

- 4.4. A service request was lodged regarding visibility at the intersection of Woodfields Road and Chapmans Boundary Road. Staff have compiled available traffic data and site visit observations and assessed intersection visibility.

- 4.5. Staff observations of traffic movements at this intersection indicate restricted visibility for drivers on Woodfields Road to the traffic on Chapmans Boundary Road when approaching the intersection (refer Figure 1)., The available intersection sight distance does not meet the requirements for a Give Way control within a 100 km/h speed environment in the Traffic Control Devices (TCD) Manual guidance. Accordingly, installation of a Stop control on Woodfields Road is considered appropriate to ensure safe operation of the intersection.



Figure 1: Woodfields Road / Chapmans Boundary Road intersection with restricted visibility(photo taken from Woodfields Road looking south towards Chapmans Boundary Road (east approach))

- 4.6. To improve safety at this location, Stop controls are proposed to be installed on both approaches of Woodfields Road to Chapmans Boundary Road.

Catherwoods Road / Davis Road Intersection

- 4.7. A service request was lodged regarding visibility at the intersection of Catherwoods Road and Davis Road. Staff have compiled available traffic data and site visit observations and assessed intersection visibility.
- 4.8. The intersection currently has Give Way controls on both the Davis Road approaches. Staff observed traffic volumes for morning and afternoon peak periods:

Traffic from		No. Of Vehicles	
Davis Road	South approach	20 (40%)	32
	North approach	12 (24%)	
Catherwood Road	West approach	10 (20%)	18
	East approach	8 (16%)	

- 4.10. Based on these traffic volumes it is recommended to switch the intersection controls on to Catherwoods Road and make Davis Road the priority.
- 4.11. Staff observations have also identified restricted visibility for drivers on Catherwoods Road to the traffic on Davis Road when approaching the intersection (refer Figure 2).
- 4.12. The available intersection sight distance does not meet the requirements for a Give Way control within a 100 km/h speed environment in the Traffic Control Devices (TCD) Manual guidance. Accordingly, installation of a Stop control on Catherwoods Road is considered appropriate to ensure safe operation of the intersection.



Figure 2: Catherwoods Road / Davis Road intersection with restricted visibility (photo taken from Catherwoods Road looking west towards Davis Road (south approach))

- 4.13. To improve safety at this location, Stop controls are proposed to be installed on both approaches of Catherwoods Road to Davis Road.

Powells Road / Barracks Road / Weld Street Intersection

- 4.14. Concerns were raised by elected members regarding visibility at the intersection of Powells Road at Barracks Road / Weld Street. Staff have compiled available traffic data and site visit observations and assessed intersection visibility.



Figure 2: Powells Road / Barracks Road / Weld Street intersection with adequate visibility (photo taken from Powells Road looking west towards Weld Street (north approach))

- 4.15. The intersection currently has Give Way controls on Powells Road approach. Staff observations have identified adequate visibility for drivers on Powells Road to the traffic on Weld Street and Barracks Road when approaching the intersection, which meets the requirements set out in the NZTA *Traffic Control Devices Manual Part 4*. Therefore no changes to the intersection controls at this intersection are recommended.
- 4.16. The Oxford-Ohoka Community Board has the following options available to them:

4.17. Option One: Approve changes of intersection controls at the following locations

4.17.1. Install stop control on Woodfields Road at Chapmans Boundary Road

4.17.2. Remove give way control on Davis Road at Catherwoods Road and replace with a new stop control on Catherwoods Road at Davis Road; note this would change the priority from Davis Road to Catherwoods Road

This option involves Oxford-Ohoka Community Board approving the installation of Stop controls, consisting of signs and road markings, on all the above locations.

This is the recommended option because it allows:

- Improved safety by ensuring vehicles come to a complete stop where sight distance does not meet Give Way thresholds.
- Reduced risk of collisions through clearer priority and improved driver compliance, better aligning with higher volume travel patterns.

4.18. Option Two: Approve a partial installation of Stop controls

This option involves the Oxford-Ohoka Community Board approving the change of intersection controls at only one of the locations.

This is not the recommended option as it does not address identified visibility or travel pattern concerns, which could still pose safety risks and perpetuate driver confusion.

4.19. Option Three: Decline approval of any new intersection controls (retain status quo)

This option would see the current intersection controls retained.

This is not the recommended option as it does not address safety concerns at the two intersections.

**Implications for Community Wellbeing**

There are implications on community wellbeing by the issues and options that are the subject matter of this report. Setting appropriate intersection controls helps reduce the risk of harm from a crash.

4.20. 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 not groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

5.3. **Wider Community**

The proposed actions outlined in this report are expected to have minimal impact on the wider community, and significant public interest is unlikely, as the changes being implemented are minor in nature. Consequently, public consultation with adjacent residents or the broader community has not been undertaken.

## 6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

### 6.1. **Financial Implications**

There are financial implications of the decisions sought by this report. There are limited costs associated with installing intersection control, chiefly new signs and limit line pavement marking.

The costs are estimated to be \$3,700 and can be accommodated within the Road Maintenance budgets (Signs Renewal GL 100183.000.5134 & Pavement Marking GL 10.270.582.2500).

This budget is included in the Annual Plan/Long Term Plan.

### 6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do not have sustainability and/or climate change impacts as the effects of intersection control are quite localised.

### 6.3. **Risk Management**

There adoption/implementation of the recommendations in this report will help reduce the risk at the intersections where the changes are proposed..

### 6.4. **Health and Safety**

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

Physical works will be undertaken through the Road Maintenance contract. The Road Maintenance contractor has a Health and Safety Plan and a SiteWise score of 100.

## 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 2 of the Land Transport Rule: Traffic Control Devices requires a Road Controlling Authority to "authorise and, as appropriate, install or operate traffic control devices."

### 7.3. **Consistency with Community Outcomes**

The Council's community outcomes are relevant to the actions arising from the recommendations in this report. In particular, the following community outcomes are of relevance to the issue under discussion:

#### ***Social: a place where everyone can have a sense of belonging***

- Our community has equitable access to the essential infrastructure and services required to support community wellbeing.

#### ***Environmental: a place that values and restores our environment***

- The natural and built environment in which people live is clean, healthy and safe.
- Our communities are able to access and enjoy natural areas and public spaces.

#### ***Economic: a place that is supported by a resilient and innovative economy***

- Enterprises are supported and enabled to succeed.
- Infrastructure and services are sustainable, resilient, and affordable.

### 7.4. **Authorising Delegations**

Part 3 of the WDC *Delegations Manual*, gives the Community Board has the delegated authority to approve control signs on streets (e.g., Stop, Give Way, etc.).

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** GOV-26-10-06 / 260208021464

**REPORT TO:** OXFORD OHOKA COMMUNITY BOARD

**DATE OF MEETING:** 4 March 2026

**AUTHOR(S):** Ken Howat, Parks and Facilities Team Leader

**SUBJECT:** Oxford Museum Container Storage Proposal

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

  
\_\_\_\_\_  
General Manager

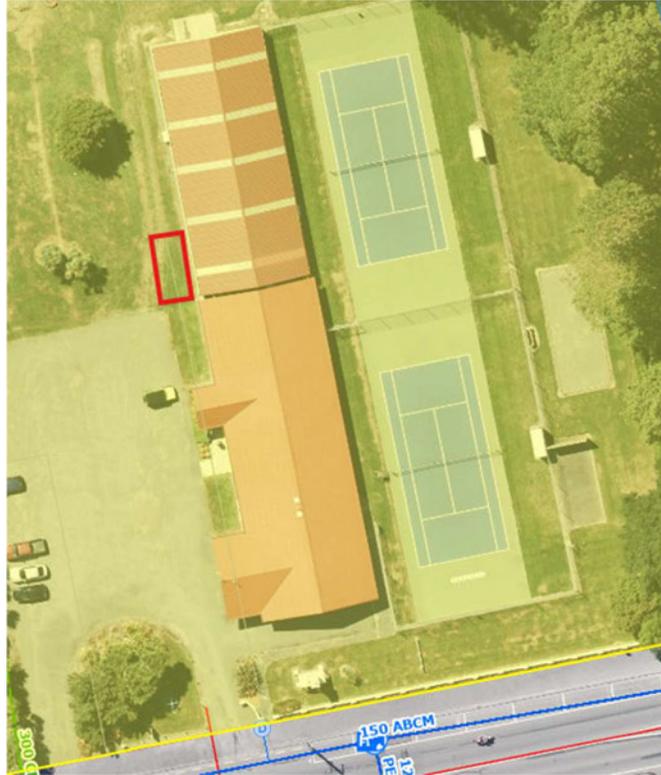
  
\_\_\_\_\_  
Chief Executive

**1. SUMMARY**

- 1.1. This purpose of this report is to seek approval from the Oxford Ohoka Community Board for the Oxford Historical Records Society to install a 12m x 2.5m storage container at Pearson Park for the Oxford Museum.
- 1.2. The Oxford Historical Records Society has approached Council staff with a proposal to locate a container adjacent to the museum building to be used as storage for museum exhibit items that do not require climate control.
- 1.3. The museum has stated that it does not have internal storage capacity, resulting in all collection items being permanently on display, limiting opportunities for conservation, exhibition planning and collection growth.
- 1.4. Due to the absence of storage space, the Oxford Museum is currently unable to accept new donations. This limitation has, at times, resulted in the museum having to decline items of significant local historical value, which could otherwise contribute meaningfully to the preservation and interpretation of Oxford's heritage.
- 1.5. Introducing dedicated storage would enable the museum to begin rotating exhibitions, allowing a broader selection of items to be displayed over time. However, as the proposed container is not climate-controlled, only robust items suitable for such conditions could be stored and rotated. Noting that a container does not fully resolve the museum's long-term storage and conservation needs.
- 1.6. Planning advice confirms the proposed storage container is considered a building under the Partially Operative District Plan. As the Oxford Museum is a cultural facility and Pearson Park is zoned Sport and Active Recreation Zone, the proposal is assessed under Rule SARZ-R11 and is a permitted activity. On this basis, a resource consent is not required whether the container is proposed as a temporary or permanent storage solution.
- 1.7. Notwithstanding this, staff recommend the Community Board approve the container for a defined term with a review date, reflecting that a shipping container is a relocatable interim solution and does not provide museum standard environmental controls. It would be worth considering that the museum also engages or contacts an archivist to review how it is currently operating alongside any capital solution in building more space.
- 1.8. A new Deed of Lease is currently being prepared for the Oxford Historical Records Society which outlines the terms and conditions for use of the land, including provisions for improvements and development and will include the following clause.

*“The Lessee shall not make any alteration or addition to the Premises including, without limitation, placing, erecting or constructing any building or structure (including, without limitation, any portable or movable thing including, without limitation, a trailer or vehicle which has the characteristic of or may be used as a building or structure—for example, a portable shed or dwelling or container) without Council’s prior written approval which may be given or withheld at Council’s absolute discretion.”*

- 1.9. The delegation for this resides with the Oxford Ohoka Community Board as the lessor representative. In supplying the information within this report and approaching staff to submit a report to the Oxford Ohoka Community Board, the Oxford Historical Records Society have fulfilled their obligation to seek approval.



Proposed Location of the Container

Attachments:

- i. Oxford Museum Request to Install Storage Container. Trim Reference: 260223062295

**2. RECOMMENDATION**

**THAT** the Oxford Ohoka Community Board:

- (a) **Receives** Report No. 260208021464.
- (b) **Approves** the location of a 6m x 2.5m container to be used as temporary storage until 1 December 2026 for the Oxford Museum at Pearson Park, 68 Main Street, Oxford.
- (c) **Approves** that the container is reviewed 1 December 2029 and an updated lease variation request is sent to the Oxford Ohoka Community Board.

- (d) **Notes** that a longer-term storage solution should be considered by the Museum prior to the review date of December 2029, noting that containers are relocatable and not a permanent solution and do not provide temperature and humidity control.
- (e) **Notes** that the container will not be powered, and no electrical connection is proposed as part of this installation.
- (f) **Notes** that the Oxford Arts Trust and Pearson Park Advisory Group support the installation of a storage container.
- (g) **Notes** that staff working on the district-wide review of museum storage requirements, and that the Oxford Museum project be included within this work to support a coordinated long-term storage solution.
- (h) **Notes** that the Oxford Museum Committee consider engaging a qualified archivist to review current collection practices and provide guidance to ensure the museum's collections are being managed, stored, and documented appropriately.
- (i) **Notes** all costs associated with this proposal would be met by the Oxford Historical Records Society including purchase, installation, insurance and ongoing management, plus removal if required.
- (j) **Notes** that any security measures for the containers are the responsibility of the Oxford Historical Records Society and Council takes no responsibility for the container or the contents.

### 3. **BACKGROUND**

- 3.1. The museum was originally built by the local community in 1980 on council-owned land behind the Jaycee Rooms in Pearson Park, 68 Main Street, Oxford. It is managed by the Oxford Historical Records Society, a volunteer organisation.
- 3.2. In 2012, the Society formally requested that Council assume ownership of the museum building. Council agreed, noting that having a single owner for both the Jaycee Rooms and the museum would provide clear advantages—particularly regarding insurance, seismic strengthening, and the ability to obtain building consent by treating the structure as one combined building. The museum serves as a vital repository of the district's rich cultural and historical heritage, preserving documents, photographs, and artefacts that reflect the lives and industries of Oxford's early settlers.
- 3.3. The museum features four display rooms, including the prominent Ray Mehrtens Room, and holds extensive searchable records on land, schools, and graves. Its exhibits cover key aspects of local heritage, including forestry, farming, and domestic life, and include rare items such as worked greenstone tools uncovered during railway construction.
- 3.4. The Oxford Historical Records Society has requested approval to place a storage container beside the Oxford Museum to house museum collection items. The museum currently has no internal storage space, meaning all items remain on permanent display. This limits opportunities for conservation, exhibition planning, and future collection growth, and has required the museum to decline new donations—including items of significant local heritage value.
- 3.5. Providing dedicated storage would enable the museum to rotate exhibits and display a wider range of items over time. However, as the proposed container is not climate-controlled, only durable objects suitable for such conditions could be stored, and the solution would not address the museum's long-term conservation needs.
- 3.6. The Oxford Historical Records Society will ensure the container blends into its surroundings by painting it to match nearby structures, adding a roof and incorporating planting around the site to soften its visual impact and integrate it into the reserve setting.

- 3.7. Staff are currently working with the Society to update its lease. As part of that document, the relevant clause is *“The Lessee shall not make any alteration or addition to the Premises including, without limitation, placing, erecting or constructing any building or structure (including, without limitation, any portable or movable thing including, without limitation, a trailer or vehicle which has the characteristic of or may be used as a building or structure—for example, a portable shed or dwelling or container) without Council’s prior written approval which may be given or withheld at Council’s absolute discretion.”*
- 3.8. Staff recommend that approval be granted for a defined term, reflecting that a shipping container is an interim, relocatable solution rather than a museum-standard storage facility.

#### 4. **ISSUES AND OPTIONS**

- 4.1. The installation of a storage container beside the Oxford Museum would provide needed storage space, however it would only be suitable for storing robust items that do not require environmental regulation. Fragile or sensitive artefacts, which need controlled conditions for preservation, could not be stored in this facility. This constraint limits the museum’s ability to rotate its full range of displays, and the Oxford Historical Records Society may want to consider longer term options for permanent, climate-controlled storage.
- 4.2. Engaging a qualified archivist would provide the museum with expert guidance to ensure its current collection management practices are sound, consistent, and in line with recognised standards. An archivist can review how items are catalogued, stored, and cared for, identifying any risks to the long-term preservation of the collection. They can also support the museum in strengthening its documentation systems, improving accessibility of information, and ensuring that collection processes meet contemporary expectations for heritage stewardship. This engagement would help the museum build confidence that its practices are appropriate and sustainable into the future.
- 4.3. **Option One: Approves the installation of a 6m x 2.5m container at Pearson Park to be used for storage for the Oxford Museum.**

Oxford Ohoka Community Board could approve the request by the Oxford Historical Records Society to install a storage container for the museum. Approval of the storage container will provide the Oxford Museum with storage space to manage its collection more effectively, support limited exhibition rotation, and accept new donations, enhancing its role as a cultural and educational asset for the community.

Staff recommend this option.

- 4.4. **Option One: Declines the installation of a 6m x 2.5m container at Pearson Park to be used for storage for the Oxford Museum.**

Oxford Ohoka Community Board could decline the request by the Oxford Historical Records Society to install a storage container for the museum. The Oxford Museum would continue to face storage constraints, limiting effective collection management and restricting future growth.

#### **Implications for Community Wellbeing**

There are implications on community wellbeing by the issues and options that are the subject matter of this report. Providing the Oxford Museum with access to dedicated storage space will have positive implications for community wellbeing. It will enable the museum to better preserve and manage its collection, support rotating exhibitions, and accept new donations of locally significant items. These improvements will enhance the museum’s role as a cultural and educational resource, fostering community pride, intergenerational learning, and a stronger connection to local heritage. A well-supported museum contributes to social cohesion and offers meaningful engagement opportunities for residents and visitors alike.

- 4.5. 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. The installation of a storage container would benefit the Oxford Historical Records Society by improving collection management and enabling rotating exhibitions. It would also allow local donors to contribute items currently declined due to space limitations.

### 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. Schools, visitors, and volunteers would gain from more varied displays and improved museum operations. Increased storage capacity would also enhance community engagement by supporting more frequent exhibition changes and deeper connection to local heritage.

## 6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

### 6.1. **Financial Implications**

There are not financial implications of the decisions sought by this report. As the Oxford Historical Records Society will cover all costs related to the proposed storage container, there are no direct financial implications for Council. This approach ensures improved facilities for community use without impacting Council budgets.

This budget is not included in the Annual Plan/Long Term Plan.

### 6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do not have sustainability and/or climate change impacts. The design limits land disturbance and overall, the project presents low environmental risk and contributes positively to sustainable community infrastructure

### 6.3. **Risk Management**

6.3.1. There are risks arising from the adoption/implementation of the recommendations in this report. Approving container-based facilities may set a precedent for similar requests on other Council reserves. Without clear design and placement guidelines, this could lead to a proliferation of container structures that may not align with the intended character, amenity, or long-term planning objectives of public open spaces. To mitigate this, each proposal should be assessed individually, with consideration given to design quality, community benefit, and alignment with reserve management principles.

6.3.2. Another risk is if the container is no longer required and the Society does not have the means to move it; the costs could refer to Council. This risk is true of all buildings or improvements placed on Council administered parks and reserves. The Council is in effect under writing the removal should the owning group default or resolve.

6.3.3. It is essential that museums operate under robust collections policies that are consistently adhered to. These policies ensure that only items of particular value, or those that are relevant to the collection's purpose and audience, are acquired. Where collection policies are not followed, there is a risk that collections grow in an uncontrolled manner, leading to increasing storage demands and associated costs.

6.3.4. The Council previously commissioned a district-wide museum strategy that supported museums to specialise and better manage their collections. This work was completed many years ago. Since that time, the operating environment has changed, and a number of district museums are now requesting additional storage space for their collections. In the absence of an updated strategic framework, there is a risk that storage pressures will continue to increase without a coordinated, sustainable approach.

6.3.5. Staff are therefore reviewing the earlier strategy work. The proposed study will include a current stocktake, identification of existing challenges, and completion of a SWOT analysis. It will also consider future options and scenarios to support a sustainable network of museums, review storage solutions and collection policies, and clarify Council's role. This work will require time to scope, fund, and complete. In the interim, the use of a container is considered a suitable short-term storage solution to manage immediate pressures while longer-term options are explored.

6.3.6. There is a risk that once the container is installed as a temporary short-term solution that it is hard to remove and becomes permanent. To mitigate this risk staff have included in the lease update ongoing reviews with the first scheduled for 2029.

#### 6.4. **Health and Safety**

There are not health and safety risks arising from the adoption/implementation of the recommendations in this report. The proposed storage container presents low health and safety risk if installed and maintained to appropriate standards. Key considerations include ensuring structural stability, safe access, and compliance with building regulations. Risks can be mitigated through proper site preparation, regular maintenance, and adherence to Council approval and consent processes.

## 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**

- Reserves Act 1977

### 7.3. **Consistency with Community Outcomes**

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

Environmental:

i. Our communities are able to access and enjoy natural areas and public spaces.  
Social:

- ii. Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.
- iii. People are able to enjoy meaningful relationships with others in their families, whanau, communities, iwi and workplaces.

### 7.4. **Authorising Delegations**

The Oxford Ohoka Community Board has delegated authority to approve the recommendations of this report.

**Subject:** FW: Storage container

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**From:** [REDACTED]  
**Sent:** Tuesday, 10 June 2025 7:01 PM  
**To:** Ken Howat <[ken.howat@wmk.govt.nz](mailto:ken.howat@wmk.govt.nz)>; Pete Merrifield <[pete.merrifield@wmk.govt.nz](mailto:pete.merrifield@wmk.govt.nz)>  
**Subject:** Re: Storage container

**Caution:** [THIS EMAIL IS FROM AN EXTERNAL SOURCE] DO NOT CLICK links or attachments unless you recognise the sender

Hi Ken

Some details for your report

We would like a storage container for the museum as we have no storage within the museum (everything we have is on display) but it also poses a problem with new donations of items as we would like to rotate different displays but we have nowhere to storage the excess items which also means we have to turn away big items because we don't have the space to put them anywhere. We are reluctant to do this as items from Oxford are an important part of history to the museum and the community.

The museum would like to place a container at the back of our main entrance, the reason we would like to there is:

- It is close to the door for easy access
- Security, down the back behind the museum isn't visible and poses a security risk for our objects/items
- Flooding behind the museum has occurred in the past which is why we don't want to store anything in that area

We will be prepared to paint and or cover the container to match the building so it blends in with the surroundings.

The Oxford museum has been running for nearly 50 years and is also one of the biggest museums in the area, we are a very popular place to visit, not just for individuals and families, but also for school and community groups.

*Kind regards*

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR INFORMATION**

**FILE NO and TRIM NO:** GOV-26-10-06 / 260216027799

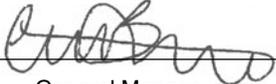
**REPORT TO:** OXFORD OHOKA COMMUNITY BOARD

**DATE OF MEETING:** 4 March 2026

**AUTHOR(S):** Ken Howat, Parks and Facilities Team Leader

**SUBJECT:** West Oxford Reserve Donation Box (Oxford Lions)

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

  
General Manager

  
Chief Executive

**1. SUMMARY**

- 1.1. The purpose of this report is to provide the Community Board with an update on the collaborative project between Council and the Oxford Lions to collect voluntary donations from freedom campers at the West Oxford Reserve.
- 1.2. This project was approved by the Community Board in September 2022 as a one-year trial. The purpose of the trial was to assess the viability and community benefits of installing a donation box at the reserve. The intention of the revenue gathered was that it would be used to enhance the reserve and support local community projects.
- 1.3. This reserve was identified as an appropriate location to pilot a donation-based initiative, given its established use and demand as a freedom-camping destination.
- 1.4. From the commencement of the project in September 2022 through to December 2025, the donation box has generated a total of \$10,000 in revenue, representing an annualised return of approximately \$3,000.
- 1.5. To date the Oxford Lions have allocated \$5,000 from the West Oxford Reserve donation-box revenue toward a community-led security camera initiative in Oxford. This is the only project that has been supported from this funding stream so far.
- 1.6. The Lions estimate that approximately one-third of freedom campers contribute the suggested \$5 per-person donation. They also report that the online payment option accounts for an estimated 20 percent of total donations received
- 1.7. A review of the project was scheduled to occur 12 months after commencement, however, this did not take place at the intended time and is now being completed.

**Attachments:**

- i. Draft West Oxford Reserve Donation Box Agreement Oxford Lions Waimakiri District Council / Trim Ref 260224062676

## 2. **RECOMMENDATION**

**THAT** the Oxford Ohoka Community Board:

- (a) **Receives** Report No. 260216027799.
- (b) **Approves** the ongoing installation of the donation box at West-Oxford Reserve with proceeds going to the Oxford Lions. The Oxford Lions will distribute the funding into Community Based projects within Oxford.
- (c) **Notes** that the donation box should be reviewed after a period of five years from approval date (being 4<sup>th</sup> March 2031) this being through a report from staff to the Community Board outlining community benefit, amount collected and if the donation box should be granted a further tenure.
- (d) **Notes** that staff are to request that the Oxford Lions are to report back annually to the Oxford Ohoka Community Board to outline funding received and projects supported by this fund.
- (e) **Notes** that staff will prepare a short-written agreement between Council and Lions Club which will outline the purpose of the collection, how funds are to be handled and reporting expectations.
- (f) **Notes** that the Lions have allocated \$5,000 from total revenue received to December 2025, leaving an unallocated balance of \$5,000.
- (g) **Notes** that the \$5,000 that was allocated was invested in a community led project for security cameras in central Oxford.
- (h) **Notes** that there is an opportunity cost to Council in not applying donation-box revenue toward reserve maintenance, as these funds could otherwise offset the annual maintenance cost of approximately \$2,700.

## 3. **BACKGROUND**

- 3.1. West Oxford Reserve Rest Stop is located just west of the Oxford township and on the banks of the Eyre River. Access to the rest stop is gained via Depot Road, on Inland Scenic Route 72. As seen on the map below, this location is perfect for freedom camping being on a popular scenic route commonly used by travellers between Kaikoura, Westland, Aoraki Mt Cook and Queenstown. It is also within a short 45-minute drive of the Christchurch International Airport



Image 1: Aerial View of West Oxford Reserve

- 3.2. The rest stop area traverses two large parcels of land which contain Depot Road, the Eyre Riverbed and the West Oxford Reserve. Ownership of the land sits with the Crown/ECAN, however the land is regularly maintained by Waimakariri District Council contractors. The current usable land within the rest stop is approximately 2.1ha. The rest stop is used for freedom camping, a rest stop for people travelling north and south on Scenic Route 72 and by local residents.
- 3.3. The reserve has historically been supported by two key community groups: Keep Oxford Beautiful (KOB) and the Oxford Lions. KOB previously contributed to the planting and ongoing maintenance of garden areas, while the Lions have supported the reserve through the provision of assets such as the day shelter. KOB has since disbanded, and the Lions remain the primary community group involved in reserve-related support activities.
- 3.4. In April 2021, Greenspace staff applied to Round 5 of the Tourism Infrastructure Fund (TIF) seeking financial support for improvements to service levels at the reserve including a new toilet, amenity planting, and the development of an additional loop track. The application was successful, with funding announced by the Government on 16 July 2021, and all associated works are now complete and operational on site.
- 3.5. The donation box provides a practical means of generating revenue from visitors with minimal administrative burden and without imposing any requirement on those who choose not to donate. Partnering with the Oxford Lions enables all funds collected to be reinvested directly into improvements at the reserve and the broader community, without incurring the typical administrative costs associated with Council-managed revenue

#### 4. **ISSUES AND OPTIONS**

- 4.1. The Oxford Ohoka Community Board has three main options available for consideration. To retain the donation box as it is, to remove the donation box, or to retain donation revenue and allocate to the reserve's maintenance costs. Alongside the consideration of the donation box, is how any funds taken are administered. At this time the Oxford Lions have been collecting this funding for the purpose of distributing it across the community.
- 4.2. **Option One** – continue with Lions having a donation box at West Oxford Reserve. Lions New Zealand (of whom Oxford Lions are affiliated to), describe themselves as:
- We are ordinary people in the community who volunteer by rolling up our sleeves to help with the needs of our community along with our 5 main causes of diabetes, vision, hunger, the environment, and childhood cancer. When funds are raised the full proceeds go to the cause as Lions Clubs do not incur administration costs. This makes us distinctly different from other charities and fund raisers. People who live in the community know their communities needs and because Lions Clubs are autonomous, decisions about community projects are made at a grass roots level. Lions projects tend to be very hands on, and we actively work alongside organisations that we support.*
- 4.3. From this is comfort for the Community Board that the intent of the Lions is community focused and they are accountable as an organisation. Lions Clubs regularly undertake community projects and have had a presence within our community for some time. By enabling the Club to collect donations at West Oxford Reserve is a direct benefit into the community. This also comes with little to no administration for staff in an ongoing capacity. The box is owned and maintained by the Lions Club, as well as any funds collected.
- 4.4. With annual revenue expected to remain at approximately \$3,000, the scale of projects able to be funded will remain modest, however donation revenue could be accumulated over multiple years to enable funding of larger scale projects.
- 4.5. The revenue generated through the donation box represents funding that could otherwise offset Council's existing costs for maintaining the West Oxford Reserve, which are currently budgeted for under the Parks maintenance contract. By not applying this revenue to maintenance activities, Council forgoes the opportunity to reduce operational expenditure or reallocate savings to other priority reserve improvements.
- 4.6. Current maintenance of the West Oxford Reserve consists of approximately six Grade 3 grass mows per year, supported by weekly toilet cleaning and periodic weed eating as required. These activities collectively cost Council around \$2,700 per year,
- 4.7. Staff are suggesting that there should be annual reports to the Oxford Ohoka Community Board from the Oxford Lions Club. This report could be verbal or written and outline funds collected and any projects supported.
- 4.8. Noting these points, staff are recommending:
- 4.9. **Option One**, that the Lions Club be enabled to continue with the donations box as it currently operates now.

Staff recommend this option.

- 4.10. **Option Two** - remove the donation box. Staff are not recommending this option as its removal does not contribute positively to the community. The box has been in place since 2022 and has not generated negative feedback or additional work for staff. The benefit of the Lions Club being able to access funding is for the community. By enabling Lions to collect funding, there may be less pressure applied to Council from community groups who need funding. At present there are a number of funding sources that have been reduced for the community to access. By enabling the donation box, Council is providing another source of funding for groups who would otherwise have no means to raise funds. Although administrative requirements are relatively light, Council still needs to periodically review allocation of funds and provide updates as required. These demands continue as long as the donation system remains in place. For this reason, staff do not recommend this option.
- 4.11. **Option Three** - continue to allow the donation box to operate at West Oxford Reserve, however, all revenue collected be retained by Council and allocated directly to the reserve's ongoing maintenance costs.

If Council were to take on responsibility for checking the donation box and collecting funds, the estimated administration cost would be approximately \$135 per visit. This is based on a 75-kilometre round trip at \$0.80 per kilometre (\$60 per visit), one hour of staff time to travel and check the box at a fully loaded rate of \$55, and a further \$20 for cash-handling and administrative processing. With weekly collections, this results in an annual cost of around \$7,020, which is more than double the current annual revenue generated by the donation box. As a result, having Council administer the collection would result in a net cost, whereas continuing with the Oxford Lions avoids these expenses entirely and ensures that all donated funds continue to be directed into community projects

#### **Implications for Community Wellbeing**

- 4.12. There are implications on community wellbeing by the issues and options that are the subject matter of this report. The project positively contributes to community wellbeing by enhancing the quality and safety of the reserve, strengthening local stewardship, and enabling the Lions to support a variety of community initiatives through the reinvestment of accumulated donation-box funds
- 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 groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. The Oxford Lions are the primary group affected, as they manage the donation-box revenue and deliver associated community projects. Other affected parties include local community organisations that may benefit from future funding support

#### **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 wider community is expected to benefit from the ongoing enhancement of the reserve and the Lions' ability to support local initiatives.

## **6. OTHER IMPLICATIONS AND RISK MANAGEMENT**

### **6.1. Financial Implications**

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

There are minimal financial risks associated with the project, as all revenue is derived from voluntary donations and no direct Council funding is required. The primary financial considerations relate to the modest and relatively stable annual income of approximately \$3,000, which may limit the scale of projects supported. Ongoing oversight by council is required to monitor allocation of funding and provided update reports as required.

This budget is not included in the Annual Plan/Long Term Plan.

### **6.2. Sustainability and Climate Change Impacts**

The recommendations in this report do have sustainability and/or climate change impacts. The project supports sustainability by enabling ongoing environmental enhancements within the reserve, including the potential for increased native planting funded through accumulated donations.

### **6.3. Risk Management**

There are risks arising from the adoption/implementation of the recommendations in this report. Key risks relate primarily to the security and handling of donation funds, including the potential for theft or vandalism. These risks are managed through the use of a secure collection box, established procedures for collecting and accounting for donations, and ongoing oversight by the Oxford Lions and Council staff.

There is a risk that funds collected may be misappropriated by the Lions Club or its members. Annual reporting to the Board provides a level of accountability and oversight; however, this risk cannot be fully eliminated. The amount of revenue collected by the Lions Club is minimal and, as a result, the potential impact of any misappropriation is also considered to be low.

In order to reduce this risk even further staff will prepare a simple written agreement or conditions of use for collecting donations on the reserve. This will outline expectations around:

- Purpose of the collection
- How funds are to be handled
- Basic reporting requirements

### **6.4. Health and Safety**

There are health and safety risks arising from the adoption/implementation of the recommendations in this report. This relates to Lions members collecting cash from the donation box and is mitigated by ensuring that this task is carried out by two people.

## **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**

- Reserves Act 1977

### 7.3. **Consistency with Community Outcomes**

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

Environmental:

- i. Our communities are able to access and enjoy natural areas and public spaces.

Social:

- ii. Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.
- iii. People are able to enjoy meaningful relationships with others in their families, whanau, communities, iwi and workplaces.

### 7.4. **Authorising Delegations**

The Oxford Ohoka Community Board have the delegation to approve the recommendations within this report.

**West Oxford Reserve Donation Box Agreement - Draft****Between:****Waimakariri District Council** ("Council")**And:****Oxford Lions Club** ("Lions")**Subject:**

Installation and operation of a donation box at West Oxford Reserve

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**1. Purpose**

The donation box at West Oxford Reserve is intended to collect voluntary contributions from visitors. Funds collected are to be used for community benefit associated with West Oxford Reserve and the wider Oxford community.

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**2. Responsibilities****2.1 Council**

The Council will:

- Approve the installation and ongoing placement of the donation box;
- Receive reporting from the Lions in accordance with this Agreement; and
- Act as the point of contact for any operational issues relating to the donation box.

**2.2 Lions**

The Lions will:

- Own, install, maintain, and secure the donation box;
- Collect, record, and bank all donations;
- Allocate funds in accordance with the purpose of this Agreement; and
- Provide reporting to the Council as required under this Agreement.

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**3. Collection and Handling of Funds**

3.1 All cash collections must be undertaken by two Lions members.

3.2 Cash must be counted, recorded, and banked promptly using appropriate controls.

3.3 Any electronic donations must be tracked and recorded by the Lions.

3.4 Any theft, vandalism, or security incident involving the donation box must be reported to the Council within two (2) business days.

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#### **4. Use of Funds**

4.1 Funds collected must be applied to projects that enhance West Oxford Reserve or support community outcomes within the Oxford area.

4.2 No administrative or management fees may be deducted by the Lions, except for unavoidable bank charges.

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#### **5. Reporting**

5.1 The Lions will provide an annual written report to the Council, which may be shared with the Oxford Ohoka Community Board.

5.2 The report will summarise:

- Total revenue collected;
  - Projects supported and amounts allocated; and
  - Any incidents, vandalism, or operational issues relating to the donation box.
- 

#### **6. Health and Safety**

6.1 The Lions will follow safe cash-handling practices, including dual-person collection and secure transport and storage of cash.

6.2 The Lions are responsible for ensuring that the donation box does not create a safety hazard for reserve users.

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#### **7. Term and Termination**

7.1 This Agreement commences on the date of signing and continues for a period of five (5) years, unless terminated earlier in accordance with this clause.

7.2 The Council may terminate this Agreement at any time by giving the Lions three (3) months' written notice.

7.3 The Lions may terminate this Agreement by giving the Council three (3) months' written notice.

7.4 Upon termination or expiry of this Agreement, the Lions must, at their own cost: (a) remove the donation box from West Oxford Reserve; (b) make good any damage to the reserve arising from the installation or removal of the donation box; and (c) provide a final written report to the Council summarising funds collected and allocated up to the date of termination.

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#### **8. Liability**

8.1 The Council's approval of the donation box constitutes permission to occupy a portion of West Oxford Reserve only and does not create any responsibility for the donation box.

8.2 The Council is not liable or responsible for any loss, damage, theft, vandalism, or interference affecting the donation box or its contents, however caused.

8.3 The Lions are solely responsible for the security, maintenance, and operation of the donation box at all times.

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**9. Indemnity**

9.1 The Lions indemnify and hold harmless the Council from and against all claims, losses, damages, costs, and expenses arising from: (a) the installation, presence, use, or removal of the donation box; and (b) any injury to persons or damage to property associated with the donation box or the Lions' activities under this Agreement.

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**10. Installation and Location**

Any damage to the reserve arising from installation, maintenance, or removal of the donation box must be remedied by the Lions at their cost.

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**11. Freedom Camping Environment**

11.1 The Lions acknowledge that West Oxford Reserve is used for freedom camping and that this may increase the risk of theft, vandalism, or damage to the donation box.

11.2 The Council may require the donation box to be relocated or removed if its presence creates safety, operational, or reputational concerns.

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**12. Immediate Removal**

12.1 Notwithstanding clause 7, the Council may require the immediate removal of the donation box where it reasonably considers that the donation box presents a safety risk or operational issue.

12.2 The Lions must comply with any such request as soon as reasonably practicable and at their own cost.

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**Signed for and on behalf of Waimakariri District Council:**

Name:

Title:

Date:

**Signed for and on behalf of Oxford Lions Club:**

Name:

Title:

Date:

## OXFORD-OHOKA COMMUNITY BOARD

### MEMBERS INFORMATION EXCHANGE

*For the month of Dec 2025 and Jan 2026*

**Member' Name: Mark Brown**

COMMUNITY INTERACTION	ISSUES RAISED	ACTION SUGGESTED
<i>i.e., Events, meetings, e-mails</i>	<i>i.e., Community Feedback and Concerns</i>	<i>i.e., call for report, refer to Council, Service Request</i>
<i>16/2/26-Oxford Promotions (OP)</i>	<i>AGM in March all roles will be vacated and concern that they will not be filled and OP will go into liquidation and events are picked up by other organisation</i>	
<i>17/22/6-Waimakarir Health Advisory Group (WHAG)</i>	<i>Went to first meeting-so many opportunities to improve services and if funding was available</i>	<i>Will update board once minutes are circulated</i>
<i>18/2/26-WDC All Board session</i>		
<i>Emails</i>	<i>From and to WDC and local resident that presented at Feb meeting over North Eyre Road</i>	
<i>19/2/26-Meeting with Tim Fulton at West Eyreton Oak Reserve</i>	<i>Placement of information Kiosk and potential placement of picnic table if approved</i>	
<i>19/2/26-Meeting with Tim Fulton at West Eyreton Pit</i>	<i>Discussed next steps to look a pit becoming a wetland reserve</i>	<i>Tim to follow up with bio-diversity team for a site visit</i>

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- \* *Members are urges to submit written information exchange in time for inclusion in the Community Board Agenda for the community's benefit.*

**OXFORD-OHOKA COMMUNITY BOARD**

**MEMBERS INFORMATION EXCHANGE**

*For the month of February 2026*

Members Name: Tim Fulton

<b>MEMBER'S DIARY</b>		<b>DISCUSSION POINTS</b>
	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
	Waimakariri-Eyre-Cust Rating District Meeting (online)	Introduction to ECan river management programme
	Meeting with Delta staff on Wolffs Bridge safety signs	
	Hurunui Water Scheme discussion (online)	Introduction to joint Hurunui DC and WDC water scheme management (in Ashley area)
	<p>Service requests:</p> <p>Cust resident, water race issues in Cust Valley</p> <p>Oxford resident – bike safety along Ashley Gorge Rd (town end)</p> <p>Ohoka resident – planning and stormwater management issues</p> <p>West Eyreton resident – query on Wolffs Rd closure for local event</p> <p>Swannanoa resident – follow up enquiry about OOCB's position on Canterbury Landscape Supplies consent.</p>	

**Other:**

- Experience Oxford meeting - Concern about the future of the group coming into next AGM
- Meeting Oak Reserve West Eyreton - Interpretative sign placement (historic display)
- Meeting Mark Brown, Oak Reserve - Discussion about pit and reserve native planting and landscaping
- Council – annual plan preparation
- Upcoming – Oxford pump track community meeting

## OXFORD-OHOKA COMMUNITY BOARD

### MEMBERS INFORMATION EXCHANGE

*For the month of Jan 2026 – Feb 2026*

**Member' Name: Wayne Godfrey**

COMMUNITY INTERACTION	ISSUES RAISED	ACTION SUGGESTED
<i>i.e, Events, meetings, e-mails</i>	<i>i.e, Community Feedback and Concerns</i>	<i>i.e, Call for report, refer to Council, Service Request</i>
28 <sup>th</sup> Jan Simon Higgs re East Eyreton Hall	Les Cherry had raised concerns about power line charges with Simon and Simon had brought this to my attention to follow up. Email WDC to understand Hall tenure and ownership Emailed Les Cherry 2 <sup>nd</sup> Feb Reply from Donald Faulkes 12 <sup>th</sup> Feb (secretary treasurer) Follow up with Niki re status of Hall	No Action Required Previous discussion has been had with Donald Faulkes about viability of the Hall, Council grant was increased in 2024 as a result of previous meetings Appears more occupancy is making Hall more financially viable Remaining line charge from Mainpower will not be resolved.
1 <sup>st</sup> Feb Ohoka Domain – working bee	Members concern about vehicle access over domain and damage to grass with the Ohoka Farmers Market	None
3 <sup>rd</sup> Feb Mill Road SMA update – Council Workshop	General information, open meeting but no participation Generally informing WDC Councillors/staff on options and background of ODP160 (PC16) SMA consent status Public meeting	None
4 <sup>th</sup> Feb Oxford Ohoka Community Board West Eyreton Hall	None	None
18 <sup>th</sup> Feb Mandeville Sports Club (All Clubs)	Reports from All Clubs (some not present) Note re grounds person role Discussion on constitution (not adopted as no quorum)	None
24 <sup>th</sup> Feb BHSL / WIL meeting	BHSL / WIL Public meeting for residents and others Establishment of Community Liaison Group	

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