

Agenda

Oxford-Ohoka Community Board

Wednesday 3 December 2025

6.30pm

Ohoka Hall
Mill Road
Ohoka

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

<u>Item Number</u>	<u>Item Topic</u>	<u>Page numbers</u>
5	Confirmation of Minutes	
5.1	Inaugural Minutes of 5 November 2025	
5.2	Minutes of 5 November 2025	
8	Reports	
8.1	Oxford Agricultural and Pastoral (A&P) Showgrounds Stormwater Improvements	
8.2	Applications to the Oxford-Ohoka Community Board's 2025/26 Discretionary Grant Fund	
8.3	Appointments to Advisory Groups and Outside Organisations	
12	Members information Exchange	
12.1	Mark Brown	

AGENDA FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD TO BE HELD AT THE OHOKA HALL, MILL ROAD, OHOKA ON WEDNESDAY 3 DECEMBER 2025 AT 6.30PM.

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

BUSINESS

PAGES

1. APOLOGIES

2. PUBLIC FORUM

3. CONFLICTS OF INTEREST

4. BOARD MEMBERS DECLARATION

The Waimakariri District Council adheres to the following legislation with regard to the swearing in of elected members:

Local Government Act 2002 - Schedule 7 – Clause 14: Declaration by Member

- (1) A person may not act as a member of a local authority until:
 - (a) that person has, at a meeting of the local authority following the election of that person, made an oral declaration in the form set out in subclause (3); and
 - (b) a written version of the declaration has been attested as provided under subclause (2).
- (2) The written declaration must be signed by the member and witnessed by:
 - (a) the chairperson; or
 - (b) the mayor; or
 - (c) a member of the local authority; or
 - (d) the chief executive of the local authority; or
 - (e) in the absence of the chief executive, some other officer appointed by the chief executive.
- (3) The form of the declaration must consist of the following elements:
Declaration by mayor or member.

“I, [Full Legal Name], declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of the Kaiapoi-Woodend Ward, the powers, authorities, and duties vested in or imposed upon me as Member of the Oxford-Ohoka Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.
Dated at: [place, date]
Signature:
Signed in the presence of: [mayor or chairperson or member or chief executive of local authority]”.

The Chief Executive, or an appointed representative, will invite the Board members to read and sign declaration forms:

Wayne Godfrey

5. CONFIRMATION OF MINUTES

5.1. Minutes of the Inaugural Oxford-Ohoka Community Board – 5 November 2025

10-14

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 5 November 2025.

5.2. Minutes of the Oxford-Ohoka Community Board – 5 November 2025

15-22

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

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

5.3. Matters Arising (From Minutes)

6. DEPUTATIONS AND PRESENTATIONS

Nil.

7. ADJOURNED BUSINESS

Nil.

8. REPORTS

8.1. Oxford Agricultural and Pastoral (A&P) Showgrounds Stormwater Improvements – Mark Henwood (Project Engineer) and Jason Recker (Stormwater and Waterways Manager)

23-43

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 250930185420.

AND

THAT the Oxford-Ohoka Community Board recommends:

THAT the Utilities and Roothing Committee:

- (b) **Approves** the proposed solution to construct a bund along the northern and eastern boundaries of Oxford Agricultural and Pastoral (A&P) Showgrounds, along with swales improvements. This includes piping the 1-in-5-year flow through 53 and 53A Burnett Street from Oxford A&P Showgrounds to Burnett Street.
- (c) **Notes** that the secondary flow path will be altered to convey stormwater into Pearson Park during storm events larger than a 1-in-5-year event. Stormwater modelling indicates no additional impacts from diverting the flow into Pearson Park.
- (d) **Notes** that this project is intended to mitigate flooding issues experienced during larger storm events by residents downstream of Oxford A&P Showgrounds including at 189 High Street.
- (e) **Notes** that this is the second stage of a two-stage improvement process, following the previously approved and constructed upgrades at Church Street Reserve. This was signalled as part of that approval process.
- (f) **Notes** that this project is estimated to cost \$562,000 to be funded from the Burnett Street Capacity Upgrades (P.J. 102397.000.5123) capital budget which has an allowance of \$680,600 which is allowed for in the 2026/27 financial year, and that this is proposed to be publicly tendered.

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

44-51

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 251028203668.

- (b) **Approves** a grant of \$.....to the Oxford Dark Sky Group towards the cost of proceeding with phase II for the accreditation for a Dark Sky Reserve.

OR

- (c) **Declines** the application from the Oxford Dark Sky Group.

- (d) **Approves** a grant of \$.....to Te Koromiko Swannanoa Home and School Inc. towards the purchase of tournament balls for netball, basketball, soccer and rugby.

OR

- (e) **Declines** the application from the Te Koromiko Swannanoa Home and School Inc.

8.3. **Appointments to Advisory Groups and Outside Organisations – Kay Rabe (Governance Advisor)**

52-92

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 250923180431.
- (b) **Approves** the appointment of Board Memberas a Board representative and liaison person to the Waimakariri Health Advisory Group.
- (c) **Approves** the appointment of Board Memberas a Board representative and liaison person, to Grey Power North Canterbury Group.
- (d) **Approves** the appointment of Board Memberas a Board representative and liaison person to the Waimakariri Access Group.
- (e) **Approves** the appointment of Board Member as a Board representative and liaison person, to the Oxford Historical Records Society Inc Committee.
- (f) **Approves** the appointment of Board Member as a Board representative and liaison person to the Landmark Committee.
- (g) **Approves** the appointment of Board Member as a Board representative and liaison person, to the Ohoka Residents' Association.
- (h) **Approves** the appointment of Board Member as Board representative and liaison person to the Experience Oxford Committee (previously Oxford Promotions Action Committee).
- (i) **Approves** the appointment of Board Member as Board representative and liaison person to the Oxford Dark Sky Group.
- (j) **Approves** the appointment of Board Member as a Board representative and liaison person, to Ohoka Domain Advisory Group.
- (k) **Approves** the appointment of Board Member as Board representative and liaison person, to the Ashley Gorge Advisory Group.
- (l) **Approves** the appointment of Board Members and as Board representatives and liaison persons, to the Pearson Park Advisory Group.
- (m) **Approves** the appointment of Board Membersas the Board representative and liaison person, to the Mandeville Sports Centre.
- (n) **Approves** the appointment of Board Member as Board representative and liaison person to the Water Race Advisory Group.
- (o) **Approves** the appointment of Board Member as Board representative and liaison person, to the Ashley River Water Supply Scheme Advisory Group.
- (p) **Approves** the appointment of Board Member as a Board representative and liaison person to the Ohoka Rural Drainage Advisory Group.
- (q) **Approves** the appointment of Board Memberas a Board representative and liaison person to the Oxford Rural Drainage Advisory Group.

9. CORRESPONDENCE

Nil.

10. CHAIRPERSON'S REPORT

10.1. Chairperson's Report for November 2025

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.

11. MATTERS FOR INFORMATION

11.1. Approval of Subdivision Contribution Programme for 2025/26 – Report to Council Meeting 4 November 2025 – Circulates to all Boards

11.2. Health, Safety and Wellbeing Report September 2025 to Current – Report to Council Meeting 4 November 2025 – Circulates to all Boards.

11.3. Annual Report and Audited Accounts for Enterprise North Canterbury for the Year Ended 30 June 2025, and Promotion of Waimakariri District Business Plan Report to June 2025 – Report to the Audit and Risk Committee Meeting 18 November 2025 – Circulates to all Boards

11.4. Annual Report for Te Kōhaka o Tūhaitara Trust for the Year Ended 30 June 2025 – Report to Report to the Audit and Risk Committee Meeting 18 November 2025 – Circulates to all Boards

11.5. Eastern District Sewer Scheme and Oxford Sewer Scheme Annual Compliance Reports 2024/25 – Report to Utilities and Roading Committee Meeting 25 November 2025 – Circulates to all Boards

11.6. Drinking Water Quality and Compliance Annual Report 2024-2025 – Report to Utilities and Roading Committee Meeting 25 November 2025 – Circulates to all Boards

11.7. Herbicide Update and Usage by Council and Contractors in 2024/2025 – Report to Utilities and Roading Committee Meeting 25 November 2025 – Circulates to all Boards

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the information in items.11.1 to 11.7.

Note:

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

12. MEMBERS' INFORMATION EXCHANGE

12.1. Mark Brown

93

(Trim: 251124222755).

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.

13. CONSULTATION PROJECTS

Nil.

14. BOARD FUNDING UPDATE

14.1. Board Discretionary Grant

Balance as at 30 November 2025: \$4,274.

14.2. General Landscaping Fund

Balance as at 30 November 2025: \$14,330, carry forward to be calculated.

15. MEDIA ITEMS

16. QUESTIONS UNDER STANDING ORDERS

17. URGENT GENERAL BUSINESS UNDER STANDING ORDERS

18. MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

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

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is moved:

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

- 17.1 Confirmation of Public Excluded Minutes of Oxford-Ohoka Community Board meeting of 5 November 2025

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public.
17.1	Confirmation of Public Excluded Minutes of Oxford-Ohoka Community Board meeting of 5 November 2025	Good reason to withhold exists under section 7	To protect the privacy of natural persons, including that of deceased natural persons as per LGOIMA Section 7 (2)(a).

CLOSED MEETING

Refer to Public Excluded Agenda (separate document).

OPEN MEETING

NEXT MEETING

The next meeting of the Oxford-Ohoka Community Board is scheduled for 6.30pm, Wednesday 4 February 2026 at the West Eyreton Hall.

Workshops

- *Landscaping Budget – Ken Howat (Parks and Facilities Team Leader) 20mins*
- *Community Board Plan – Kay Rabe (Governance Advisor) 10mins*
- *Members Forum*
 - *Upcoming Shows and Events Planning – Sarah Barkle*
 - *Queries Spreadsheet*

MINUTES OF THE INAUGURAL MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD IN THE A&P ROOM OF THE OXFORD TOWN HALL, 34 MAIN STREET, OXFORD, ON WEDNESDAY 5 NOVEMBER AT 6.36PM.

PRESENT

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

IN ATTENDANCE

J Millward (Chief Executive) and K Rabe (Governance Advisor).

There was one member of public present.

At the commencement of the meeting, the Chief Executive, J Millward, took the Chair and welcomed the newly elected Board members to the inaugural meeting of the fourth term of the Oxford-Ohoka Community Board. He extended Mayor Gordon and G Cleary's apologies for not being able to attend the Board's inaugural meeting.

1 APOLOGIES

Moved: M Brown

Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives and sustained** a request for leave of W Godfrey.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts declared.

3 BOARD MEMBERS' DECLARATIONS

The Chief Executive invited elected members to read and sign their declarations as required in terms of Schedule 7 of the Local Government Act, 2002, which was witnessed and signed by the Chief Executive.

Declaration by Community Board members:

I, (name), declare that I will faithfully and impartially, and according to the best of my skill and judgement, execute and perform, in the best interests of the Woodend-Sefton community, the powers, authorities, and duties vested in or imposed upon me as Member of the Woodend-Sefton Community Board by virtue of the Local Government Act 2002, the Local Government Official Information and Meetings Act 1987, or any other Act.

Dated at: Rangiora on 29 October 2025

Signature:

Signed in the presence of:

[J Millward]

The Community Board members who read the oath were Sarah Barkle, Mark Brown, Tim Fulton, Ray Harpur, Niki Mealings, Pete Merrifield and T Robson.

4. REPORTS

4.1 Appointment of Chairperson and Deputy Chairperson – K Rabe (Governance Advisor)

J Millward introduced the report and explained the process for electing the Chairperson and Deputy Chairperson. He then called for nominations for Chairperson.

There were no questions from elected members.

Moved: M Brown

Seconded: None

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No: 250702119817.
- (b) **Resolves** to call for nominations of Chairperson and Deputy Chairperson and uses System (A) for voting in the event of more than one member being nominated.
- (c)(i) **Appoints** Board Member Thomas Robson as Chairperson of the Oxford-Ohoka Community Board for the first half of the 2025-28 triennial term to take immediate effect from 5 November 2022 until 30 April 2026.
- (c)(ii) **Appoints** Board Member Sarah Barkle as Chairperson of the Oxford-Ohoka Community Board for the second half of the 2025-28 triennial term to take effect from 1 May 2026 until the end of the 2025-28 triennial term in October 2025.

LAPSED

Moved: P Merrifield

Seconded: R Harpur

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No: 250702119817.
- (b) **Resolves** to call for nominations of Chairperson and Deputy Chairperson and uses System (A) for voting in the event of more than one member being nominated.
- (c) **Appoints** Board Member Sarah Barkle as Chairperson of the Oxford-Ohoka Community Board to take immediate effect from 5 November 2025 until the end of the 2025-28 triennial term, in October 2028.
- (d) **Notes** remuneration will be appropriately adjusted for the Chairperson from 6 November 2025.

CARRIED

Moved: M Brown

Seconded: None

THAT the Oxford-Ohoka Community Board:

- (e) **Appoints** Board Member Thomas Robson as Chairperson of the Oxford-Ohoka Community Board to take immediate effect from 5 November 2025 until the end of the 2025-28 triennial term, in October 2028.

LAPSED

The Chief Executive vacated the Chair in favour of the elected Chairperson, S Barkle.

S Barkle thanked the Board for electing her as Chairperson, whereafter she called for nominations for the position of Deputy Chairperson.

Moved: R Harpur

Seconded: N Mealings

THAT the Oxford-Ohoka Community Board:

- (f) **Appoints** Board Member Thomas Robson as Deputy Chairperson of the Oxford-Ohoka Community Board to take immediate effect from 5 November 2025 until the end of the 2025-2028 triennial term.

CARRIED

3.1 **Local Government Act - First Meeting following the Triennial General Election Requirements** – J Millward (Acting Chief Executive)

J Millward noted that report outlined legislation which members need to be aware of. Members have been provided with copies of various legislation that may have the most impact on Community Boards as part of their induction packs.

There were no questions from elected members.

Moved: M Brown

Seconded: N Mealings

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No 250805144092.
- (b) **Receives** legislative material that has been circulated.

CARRIED

3.2 **Code of Conduct – S Nichols (Governance Manager)**

K Rabe spoke to the report, noting that under legislation, the Board was required to have a Code of Conduct and Standing Orders in place from its inaugural meeting. The Standing Orders provided guidance for the conduct of Board meetings. The Council's Standing Orders had been adapted to better meet the needs of Community Boards. However, the Government, through the Local Government (Systems Improvements) Amendment Bill, was proposing to introduce standardised Codes of Conduct and Standing Orders for all councils. As a result, it was anticipated that the Board's Code of Conduct and Standing Orders would need to be reviewed once further details of the proposed Bill become available early in the new year.

There were no questions from elected members.

Moved: N Mealings

Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 250702119851.
- (b) **Receives** the 2025 Elected Members Code of Conduct document (Trim 230918145779).

- (c) **Receives** the 2025 Community Board Standing Orders (Trim 251013193983).
- (d) **Notes** that both the Code of Conduct and Standing Orders will be reviewed by the Board at either its March or April 2026 meeting.

CARRIED

3.3 Meeting and Workshop Dates from October 2025 to December 2026 – K Rabe
(Governance Advisor)

K. Rabe took the report as read and noted that two upcoming meetings had been scheduled at alternative venues:

- The meeting on 6 May 2026 would be held at the Mandeville Sports Centre.
- The meeting on 7 October 2026 had been moved to the West Eyreton Community Hall.

N Mealings requested that the Board consider rescheduling the meeting to be held at the Mandeville Sports Centre to June 2026, due to Councillors' commitments with the Annual Plan submissions hearings during May 2026. She noted it would be more practical to have the Board meeting and the Annual Plan submissions hearings at the same venue. Additionally, she proposed that an extra meeting be held at the Mandeville Sports Centre in March 2026.

In response to a query regarding the possibility of holding a meeting at the Swannanoa Hall, K Rabe advised that staff had previously investigated this option. However, the venue lacked the necessary furniture to support a formal Board meeting.

Moved: S Barkle

Seconded: N Mealing

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 250702119897.
- (b) **Resolves** to meetings commencing at 6.30pm, at the Ohoka Community Hall, Mill Road, Ohoka, Oxford Town Hall, Main Street Oxford, West Eyreton Community Hall, 40 Earlys Road, Cust and Mandeville Sports Centre, 405 Mandeville Road, Swannanoa on the following dates:

Date	Venue
5 November 2025	Oxford Town Hall
3 December 2025	Ohoka Community Hall
4 February 2026	West Eyreton Community Hall
4 March 2026	Mandeville Sports Centre
8 April 2026	Ohoka Community Hall
6 May 2026	Oxford Town Hall
3 June 2026	Mandeville Sports Centre
8 July 2026	Oxford Town Hall
5 August 2026	Mandeville Sports Centre
2 September 2026	Ohoka Community Hall
7 October 2026	West Eyreton Community Hall
4 November 2026	Ohoka Community Hall

Date	Venue
2 December 2023	Oxford Town Hall

CARRIED

4 QUESTIONS UNDER STANDING ORDERS

Nil.

5 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

NEXT MEETING

The next ordinary meeting of the Oxford-Ohoka Community Board was scheduled for 7.03pm, Wednesday 5 November 2025 at the oxford Town Hall, 56 Main Street, Oxford.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 7.03PM.

CONFIRMED

Chairperson

Date

MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD IN THE A&P ROOM OF THE OXFORD TOWN HALL, 34 MAIN STREET, OXFORD, ON WEDNESDAY 5 NOVEMBER AT 7.03PM.

PRESENT

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

IN ATTENDANCE

J Millward (Chief Executive) and K Rabe (Governance Advisor).

There was one member of public present.

1. APOLOGIES

Moved: M Brown

Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Receives and sustained** a request for leave of W Godfrey.

CARRIED

2. PUBLIC FORUM

There were no members of the public present for the Public Forum.

3. CONFLICTS OF INTEREST

There were no conflicts declared.

4. CONFIRMATION OF MINUTES

Nil.

5. DEPUTATIONS AND PRESENTATIONS

5.1 Oxford Medical Centre – Mark Brown

M Brown, Chairman of the Oxford Health Charitable Trust provided an update on the development of the new Oxford Medical Centre. The following items were discussed:

- Property Acquisition: The purchase of 80 Wells Street, Oxford had been completed, with settlement scheduled for 12 December 2025. The existing house on the property would be fenced off and rented out.
- Community Engagement: Feedback was being sought from local community groups and organisations during October and November 2025 to ensure the new facility supports equitable healthcare for all.
- Project Team: A Project and Liaison Manager, architects, planners, and quantity surveyors had been engaged. Following analysis of community feedback, a concept plan was expected by February 2026, enabling planners to liaise with Council staff regarding resource consent requirements. Ideas under consideration included undercover parking for mobility scooters, dedicated parking for parents with young

children and the elderly, and a unique outdoor covered waiting area reflecting the Centre's rural setting.

- Operational Goals: The Centre was anticipated to open in late 2027 or early 2028, expanding capacity from approximately 4,500 to 6,500 patients annually. No staffing shortages were expected, as the current practice was a recognised training facility for general practitioners and nurse practitioners.
- Governance: A new Board member has been appointed, pending reference checks.
- Funding and Promotion: Initial donations had been received. Promotion of the project would occur via Facebook, the Observer, and the North Canterbury News.
- Council Involvement: The Trust had its own funding and did not expect financial support from the Council; however, it would work with the Council on consent processes.

S Barkle endorsed the outdoor waiting area and M Brown agreed, noting that some patients were reluctant to wait in an enclosed area with other sick people. A potential idea was to have some static toys and things kids could twirl around.

The Chairperson thanked M Brown for his update.

6. **ADJOURNED BUSINESS**

Nil.

7. **REPORTS**

7.1 **Electric Vehicle Charger Upgrade – Clarification on Additional Car Park Marking** – G Maxwell (Business and Project Advisor)

G. Maxwell presented a report providing an update on the implementation of the Electric Vehicle (EV) charger upgrade at Pearson Park and sought approval to mark a fourth car park for EV charging.

P Merrifield raised a concern regarding the availability of EV charging stations during the Sunday Market held at Pearson Park, noting that the area was not accessible at that time. G Maxwell confirm that the Farmers Market's licence to operate allowed the use of the car park from 9:00am to 2:00pm every Sunday, during which time the EV charging stations would be unavailable.

T Fulton queried whether information about the additional EV charging stations would be shared with the Pearson Park Advisory Group and other user groups. G Maxwell responded that the Council's Communications and Engagement Team would release this information at the appropriate time.

S. Barkle noted that it was interesting to learn that Oxford was the most utilised EV charging stations in the Waimakariri District.

N Mealings asked whether any feedback had been received from EV users regarding the limited access to charging stations on Sundays. G Maxwell advised that no formal complaints had been received; however, residents had commented on the high usage of the station on Sunday afternoons.

Moved: N Mealings

Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 251022200905.

- (b) **Notes** that the Oxford-Ohoka Community Board approved Meridian's Electric Vehicle Changer Upgrade work, at the Board's meeting in March 2024.
- (c) **Approves** Option One (section 4.2) to undertake the ground marking of a fourth car park at Pearson Park for Electric Vehicle charging, as part of Meridian's planned Electric Vehicle Charger upgrade works prior to February 2026, noting that this Option is consistent with Council's original agreement with Meridian to provide land to enable Electric Vehicle charging infrastructure in Oxford, whilst Meridian fund the installation, upgrades, maintenance and insurance associated with the infrastructure.
- (d) **Notes** that staff will continue to monitor usage patterns to assess future infrastructure needs and provide appropriate updates to the Community Board.

CARRIED

N. Mealings acknowledged that, despite the EV charging stations at Pearson Park being unavailable on Sunday mornings due to the Farmers Market, it remained the most popular EV charging site in the Waimakariri District. She expressed support for the upgrade of the transformer and the addition of a fourth EV car park.

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

K Rabe presented the report, noting that the requested funding amount exceeded amount usually allocated to organisations. She highlighted that the market would be held in Tuahiwi, and that only an estimated 20% of the people attending/ participating in the market would be from the Oxford-Ohoka Ward. It was further noted that applications had been sent to all Community Boards, with Oxford-Ohoka being the first to consider the request.

S Barkle queried whether there was any information on the number of children and young people who would benefit from the market. K Rabe responded that no specific data was provided, but given the intention to offer free stalls, it was likely that stallholders would attend from across the Waimakariri District and potentially beyond.

S Barkle noted that Ngāi Tahu was based at Tuahiwi, and iwi members residing within the Oxford-Ohoka Ward typically attend events and learning opportunities at Tuahiwi. She, therefore, suggested that supporting the application would support iwi within the Oxford-Ohoka Ward.

T Fulton observed a disconnect between the Council's ward-based structure and Ngāi Tahu's approach to managing iwi affairs and suggested that the application should be considered in a broader district context. He proposed that the funding criteria may need to be reviewed to better reflect such considerations in future.

M Brown noted that funding decisions ultimately rest with the Board, and while the Board's Discretionary Grant criteria served as a guide, the Board retained discretion to support initiatives that may not fully align with current guidelines.

Moved: S Barkle

Seconded M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 250925182568.

- (b) **Approves** a grant of \$600 to the Noaia Charitable Trust towards the cost of equipment hire and promotion for its Community Market to be held in Tuahiwi in early December 2025.

CARRIED

M Brown noted that approving this allocation would send a positive message to iwi and the wider community, acknowledging the significant presence of iwi working within the Oxford-Ohoka Ward's farming district.

S Barkle advised that the Board currently had \$5,384 available for allocation in the 2025/26 financial year, and that approving \$600 for this application would still leave sufficient funds to allocate through to the end of June 2026.

J Millward commented that he was unfamiliar with Noaia Trust and suggested it may have been helpful if the Board was provided with the Trust's deed it would have a clearer understanding of its aims and purposes. He also noted that, based on the Trust's Profit and Loss Statement provided, it appeared to have substantial funds available, however wages and running expenses would need to be factored into this balance.

8. **CORRESPONDENCE**

Nil.

9. **CHAIRPERSON'S REPORT**

9.1 **Chairperson's Report for October 2025**

S Barkle provided an update on the Environment Court proceedings regarding Woodstock Quarries, noting that expert conferencing had been completed. She and T Robson, as Board representatives, would focus on supporting areas not necessarily covered by expert witnesses but important to the community. Court proceedings are still scheduled to begin the week of November 17th.

T Fulton raised concerns regarding feedback he had received about the waiting list for pensioner housing in Oxford, noting that three units were currently vacant. A general discussion followed, with concerns expressed about new residents moving into the Waimakariri District and being allocated units ahead of those already on the waiting list. J Millward agreed to investigate the matter, acknowledging that allocations may be influenced by specific criteria or individual circumstances.

S Barkle provided an update on the Environment Court proceedings regarding the Woodstock Quarry, noting that expert conferencing had been completed. She and T Robson, as Board representatives, would focus on supporting areas not covered by expert witnesses, including the afterlife of the quarry, transport routes, and the potential impact on school traffic during pick-up and drop-off times. She acknowledged that while some technical aspects of the application had been modified, she did not believe these changes significantly altered the overall proposal.

Moved: T Fulton

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 Minor Amendments to the Northern Pegasus Bay Bylaw – Report to Council Meeting 2 September 2025 – Circulates to all Boards.
- 10.2 Amendments to Standing Orders for Council, Committees, Sub-Committees, Joint Committees and Hearing Panels – Report to Council Meeting 2 September 2025 – Circulates to all Boards.
- 10.3 Health, Safety and Wellbeing Report July 2025 to Current – Report to Council Meeting 2 September 2025 – Circulates to all Boards.
- 10.4 Proposed Amendments to Roding and Stockwater Bylaw and Policies for Consistency with District Plan Decisions – Report to Council Meeting 30 September 2025 – Circulates to all Boards.
- 10.5 Council Submissions to Central Government Consultations for August and September 2025 – Report to Council Meeting 30 September 2025 – Circulates to all Boards.
- 10.6 Wolffs Road Footbridge Society Incorporated Memorandum of Understanding – Report to Council Meeting 30 September 2025 – Circulates to the Oxford-Ohoka Community Board.
- 10.7 Health, Safety and Wellbeing Report August 2025 to Current – Report to Council Meeting 30 September 2025 – Circulates to the Kaiapoi-Tuahiwi Community Board.
- 10.8 Appointment of Portfolio Holders – Report to Council Meeting 29 October 2025 – Circulates to all Boards.
- 10.9 Council Meeting Schedule November 2025 – December 2026 – Report to Council Meeting 29 October 2025 – Circulates to all Boards.
- 10.10 Approval of the Welcoming Waimakariri Plan for Public Consultation – Report to the Community and Recreation Committee Meeting 16 September 2025 – Circulates to all Boards.
- 10.11 Analysis of Youth Action Plan Early Engagement Responses – Report to Community and Recreation Committee Meeting 16 September 2025 – Circulates to all Boards.
- 10.12 Aquatics September Update – Report to Community and Recreation Committee Meeting 16 September 2025 – Circulates to all Boards.
- 10.13 Libraries Update to September 2025 – Report to Community and Recreation Committee Meeting 16 September 2025 – Circulates to all Boards.
- 10.14 Avian Botulism Management 2024/25 and a Bird Deterrent Proposal – Report to Utilities and Roding Committee Meeting 16 September 2025 – Circulates to all Boards.
- 10.15 Accountability Reporting for Waimakariri Biodiversity Trust Funding 2024/25 – Report to Utilities and Roding Committee Meeting 16 September 2025 – Circulates to all Boards.
- 10.16 May 2025 Flood Recovery Progress Update and Project Update on Infrastructure Resilience Fund for 2024/25 and 2025/26 – Report to Utilities and Roding Committee Meeting 16 September 2025 – Circulates to all Boards.

Moved: S Barkle

Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the information in items.10.1 to 10.16.

CARRIED

11. **MEMBERS' INFORMATION EXCHANGE**

Mark Brown

- Attended the Eyre Environmental Safety Society (AESS):
 - originally formed by neighbours of the Wrights Road Pond which was now being considered as a dam. The Group was fighting this proposal. Given that the old members of the Group had relocated to other areas it was agreed that a public meeting be held to recruit new members. Part of the conditions of the consent was that a Community Liaison Group be formed which was originally AESS so it was important to find sufficient members to keep the group going.
 - Another condition was that the Council needed to be represented; however, it was not clear whether it would be an elected member of staff. M Brown believed the AESS would be writing to the Board requesting a Board representative.
 - A further consent condition gave Burnt Hill consent to build and operate the dam and evacuate the flood zone which stretches from Royce Road right down to a long way down South Day Road. This was a huge concern for residents and was already affecting property prices and impacting on insurance costs.

Tim Fulton

- He was appointed as the Council representative to Waimakariri Irrigation Limited and was the Council Portfolio holder for Drainage.
- Mandeville North Station sign to be installed at the corner of Bradleys and Chamber Roads where the rail embankment was situated. As a matter of interest, the plantation behind the site was called the Mandeville North Station Reserve.
- Oxford Trust was working with the Council to install a sign for the East Oxford Station located on its land.
- Commended the Council on the refurbishment of the West Eyreton Community Hall.
- Concern regarding semi-permanent homes camping at West Oxford Reserve which now seemed to be moving to Barracks Reserve. Community and Greenspace Teams were working on this matter and trying to determine genuine needs. Concern that there seemed to be a spread of people freedom camping in Cust and Ohoka Domain.

Ray Harpur

- The new Bocca Courts were commissioned on Saturday 1 November 2025. Bocca had become an international sport and played from a wheelchair. Canterbury had historically done very well at the sport and are currently looking at representing New Zealand internationally. MainPower Stadium had put aside an area specifically for this sport.

Niki Mealings

- N Mealings spoke of resident's concerns relating to freedom camping. 'No camping' signs were to be put up and the community team were doing welfare checks to ensure that anyone living out of their vehicles who were not just tourists traveling round the country were offered assistance.

Pete Merrifield

- Update on the storage for Oxford Museum which may now be overtaken by the possibility of a 1925 jail being located on site instead.
- Attended a GreyPower meeting:
 - He took the opportunity to promote Cust, Oxford and Mandeville.
 - There were also two interesting presentations on the process of referring hip replacements and people suffering with dementia.

Thomas Robson

- Working with Oxford Tennis Club and the Council regarding charges for the use of JCs Room toilet and kitchens.
- Oxford Community Trust – working on progressing the bike track and had the New Zealand Police and the Department of Internal Affairs speak at the last meeting.
- Ashley Gorge Reserve:
 - The wind event caused the park to close for cleanup.
 - Information Kiosk soon to get underway with a donation of posts and concrete.

12. CONSULTATION PROJECTS**12.1 Allin Drive and Pegasus View Park Play Spaces**

<https://letstalk.waimakariri.govt.nz/allin-drive-and-pegasus-view-reserves>

Consultation closes Wednesday 12 November 2025.

The Board noted the consultation projects.

13. BOARD FUNDING UPDATE**13.1 Board Discretionary Grant**

Balance as at 30 October 2025 was \$4,874.

13.2 General Landscaping Fund

Balance as at 30 October 2025 was \$14,330.

The Board noted the Board Funding update

14. MEDIA ITEMS

Nil.

15. QUESTIONS UNDER STANDING ORDERS

Nil.

16. URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

17. MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

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

Moved: M Brown

Seconded: P Merrifield

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it was moved:

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

17.1 Ashley Gorge Reserve Advisory Group appointment of members and confirmation of current Terms of Reference

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

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
17.1	Ashley Gorge Reserve Advisory Group appointment of members and confirmation of current Terms of Reference	Good reason to withhold exists under section 7	To protect information where the making available of the information would disclose a trade secret as per LGOIMA Section 7 (2)(b(i)).

CARRIED

CLOSED MEETING

The public-excluded portion of the meeting was held from 7.07pm to 8.27PM.

OPEN MEETING

18. NEXT MEETING

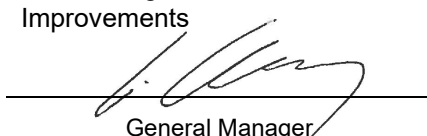
The next meeting of the Oxford-Ohoka Community Board was scheduled for 6.30pm, Wednesday 3 December 2025 at the Ohoka Community Hall.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 8.28PM.

CONFIRMED

Chairperson

Date

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** DRA-20-42-08 / 250930185420**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD**DATE OF MEETING:** 3 December 2025**AUTHOR(S):** Mark Henwood, Project Engineer
Jason Recker, Stormwater and Waterways Manager**SUBJECT:** Oxford Agricultural and Pastoral (A&P) Showgrounds Stormwater Improvements**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
pp Chief Executive**1. SUMMARY**

- 1.1. This report seeks endorsement from the Oxford-Ohoka Community Board and approval from the Utilities and Roding Committee to proceed with the construction of the Oxford Agricultural and Pastoral (A&P) Showgrounds Stormwater Improvements prior to going to market.
- 1.2. This project follows the first stage of works completed in Church Street Reserve in 2024, which involved upgrading the drainage system around this area to address some drainage issues. This stage was intended as the starting point, with further works recommended to the upstream catchment. This report focuses on those upstream works.
- 1.3. This project aims to reduce overland flow and flooding experienced downstream of the Oxford A&P Showgrounds by installing a pipe sized for the 1-in-5-year event through an existing drainage easement to Burnett Street, constructing a bund within the Showgrounds to retain flow from larger storm events, and redirecting any overflow from the catchment into Pearson Park.
- 1.4. The affected land users – including the Oxford A&P Showgrounds, Oxford Cricket Club, Oxford Football Club, and private property owners at 53 & 53A Burnett Street – have been consulted and are agreeable to the proposed works.

Attachments:

- i. Burnett Street Capacity Upgrades Scheme Plan – TRIM 251113216669
- ii. Burnett Street Capacity Upgrades - Oxford A&P Stormwater Improvements Presentation Rev 5 – TRIM 251001185864

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

- (a) **Receives** Report No. 250930185420.

AND**THAT** the Oxford-Ohoka Community Board recommends:**THAT** the Utilities and Roding Committee:

- (b) **Approves** the proposed solution to construct a bund along the northern and eastern boundaries of Oxford Agricultural and Pastoral (A&P) Showgrounds, along with swales improvements. This includes piping the 1-in-5-year flow through 53 and 53A Burnett Street from Oxford A&P Showgrounds to Burnett Street.
- (c) **Notes** that the secondary flow path will be altered to convey stormwater into Pearson Park during storm events larger than a 1-in-5-year event. Stormwater modelling indicates no additional impacts from diverting the flow into Pearson Park.
- (d) **Notes** that this project is intended to mitigate flooding issues experienced during larger storm events by residents downstream of Oxford A&P Showgrounds including at 189 High Street.
- (e) **Notes** that this is the second stage of a two-stage improvement process, following the previously approved and constructed upgrades at Church Street Reserve. This was signalled as part of that approval process.
- (f) **Notes** that this project is estimated to cost \$562,000 to be funded from the Burnett Street Capacity Upgrades (P.J. 102397.000.5123) capital budget which has an allowance of \$680,600 which is allowed for in the 2026/27 financial year, and that this is proposed to be publicly tendered.

3. **BACKGROUND**

- 3.1. The need for an upgrade at Oxford A&P Showgrounds was identified following flooding and ponding outside a number of properties on High Street, Burnett Street and Church Street. At least 30 service requests were lodged between 14/08/2017 and 12/07/2022 along High Street. Additionally, there has been more than 10 flooding related service requests received along Burnett Street during the same period. Evidence supports that overland flows from the Oxford A&P Showgrounds are discharging through residential properties during storm events (see Figure 1).



- 3.2. Previous works included refurbishing of existing soak pits and installing additional soak pits near affected properties on High Street. Anecdotal evidence suggests these improvements have helped during short-duration storm events; however, it is apparent from rain events experienced since that time that issues persist during longer-duration storms.
- 3.3. The works proposed in this report follow on from the 2024 stormwater upgrade at Church Street Reserve and, together, will help divert overland flows away from private properties. The Church Street Reserve works were an initial step to divert flows away from private properties near the reserve but were not designed to manage the larger catchment flows affecting properties on the east side of Burnett Street, Oxford. The Oxford A&P Showgrounds works will reduce the overall flow reaching this area, providing a more comprehensive long-term solution. "When the Oxford-Ohoka Community Board and the Utilities and Roading Committee approved the Church Street works in November 2023, they noted that additional works within the A&P Showgrounds would be completed in the future.
- 3.4. The proposed solution has been developed in consultation with Oxford A&P Association, Oxford Football Club, Oxford Cricket Club, Waimakariri District Council Greenspace, Pearson Park Advisory Group and the residents of 53 and 53A Burnett Street. Design iterations have been undertaken to achieve an outcome that is acceptable to the Oxford A&P Association.
- 3.5. WDC staff have been in consultation with A&P Showgrounds representatives, beginning with a site visit in August 2023 to review the concept design. Since then, two meetings have been held at the Council offices (in October 2024 and December 2024) with A&P Showgrounds representatives. Through this consultation, WDC staff have refined the initial concept design based on feedback received, including the addition of several soak pits and efforts to minimise the impact of the bund and swale works on the showgrounds.
- 3.6. Following consultation, design drawings were delivered in March 2025 to the Oxford A&P Association outlining the proposed alterations to Oxford A&P Showgrounds. Upon review, the Oxford A&P Association expressed support for the proposal, which aims to mitigate flooding during large storm events affecting downstream properties.
- 3.7. The proposed works will include the following (refer Attachments i & ii):
 - Constructing a bund along the northern and eastern boundaries of the Oxford A&P Showgrounds.
 - Regrading and reshaping of existing swales within the showgrounds.
 - Installing an inlet wingwall structure and a new DN450 pipe through 53 and 53A Burnett Street and connecting the pipe into the existing stormwater infrastructure. A DN300 orifice plate will be installed on the inlet to restrict flow into Church Street Reserve, with removal anticipated following downstream upgrades.
 - Minor localised lowering works at Reids Lane footpath near southern end of eastern Oxford A&P Showgrounds shelter belt.
 - Remove the existing DN300 pipe and Supply and installing a new DN450 under Church Street entrance to Oxford A&P Showgrounds, with wingwalls.
 - Constructing soak pits
 - Trimming tree branches along the shelter belt as required to form bund
 - Removing and reinstatement of the wire fence to complete bund works
 - Planting of the bund, including topsoil and grass seeding.
- 3.8. These works will improve drainage by conveying the secondary flows from the Oxford A&P Showgrounds away from private properties and into Pearson Drain during storm events of greater than 1-in-5-year intensity. This is expected to mitigate overland flow through residential properties downstream of the Oxford A&P Showgrounds and address the flooding issues experienced at 189 High Street.

- 3.9. The key milestone dates for this project are outlined in Table 1.

Table 1: Key Milestones and Dates

Key Milestone	Start	Complete
Community Board Recommendation to U&R Committee to Approve Concept Design	Dec 2025	Dec 2025
U&R Committee Approval of Concept Design	Dec 2025	Dec 2025
Consent Approval	Dec 2025	Feb 2026
Tender	Apr 2026	Jun 2026
Construction	Oct 2026	Dec 2026
Project Complete		Feb 2027

- 3.10. The proposed pipe through 53 and 53A Burnett Street will be installed within an existing two-metre-wide drainage easement over these properties. No changes to the easement are proposed.
- 3.11. Stormwater modelling has been undertaken to assess the potential impacts of diverting the overland flow into Pearson Park. The results indicate no overflow into Pearson Park in the 1-in-5-year storm event and no additional impacts to properties in the 1-in-50-year storm event from the proposed works.

4. **ISSUES AND OPTIONS**

4.1. **Option 1 – Proceed with Oxford A&P Showgrounds Stormwater Improvements.**

This option involves retaining stormwater in larger storm events within the Oxford A&P Showgrounds before overflowing into Pearson Park. Secondary flows will be conveyed away from the residential properties and into Pearson Park. It is proposed to tender this contract in the 2025/26 financial year, with construction scheduled for the 2026/27 financial year.

4.2. **Option 2 – Do not proceed with Oxford A&P Showgrounds Stormwater Improvements.**

This option is not recommended, as secondary flows during large storm events would continue to affect residential properties along the northern and eastern boundaries of the Oxford A&P Showgrounds and downstream areas. Extensive stakeholder consultation has shaped the current design to meet flood mitigation goals while minimising disruption to existing land use.

5. **IMPLICATIONS FOR COMMUNITY WELLBEING**

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

Social – Altering the secondary flow path provides benefit to the residents downstream of the Oxford A&P Showgrounds by reducing flood risk.

Economic – The proposed infrastructure improvements are designed to be sustainable, resilient, and affordable.

Environmental – The project supports district resilience and the ability to respond to and recover from natural disasters and the effects of climate change.

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

6. **COMMUNITY VIEWS**

6.1. **Mana whenua**

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

6.2. **Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

- The following community groups and organisations have been consulted regarding this proposal, with support being generally provided, and relevant access agreements signed where required:
 - Oxford A&P association
 - Oxford Cricket Club
 - Oxford Football Club
 - Pearson Park Advisory Group
 - The residents of 53 and 53A Burnett Street

6.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report.

A review of the service requests received during recent flood events within the applicable area has been completed, and discussions have been held with some residents in the affected areas.

7. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

7.1. **Financial Implications**

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

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

- Burnett Street Capacity Upgrades (P.J. 102397.000.5123)
 - \$52,400 2025/26
 - \$628,200 2026/27
- The Engineer's Estimate including professional fees is \$562,000 outlined in Table 2.

Table 2: Forecast Expenditure

Item	PJ 102397.000.5123
Total Budget ^a	\$680,600
Other project commitments ^b	\$118,000
Construction Estimate ^c	\$370,000
20% Project Contingency ^d	\$74,000
Total Construction Estimate^e (=c+d)	\$444,000
Total Forecast Expenditure ^f (= b+e)	\$562,000
Remaining Budget ^g (= a - f)	\$118,600

7.2. Sustainability and Climate Change Impacts

The recommendations in this report do have sustainability and/or climate change impacts. It is recommended to divert secondary flows away from residential properties. With heavy rainfall events predicted to become more frequent in the future, this will help mitigate overland flow through private properties and reduce the risk of flooding.

7.3. Community Implication

The recommended approach would benefit the community by reducing the impact of storm events in the catchment and the risk of secondary flow through residential properties.

7.4. Risk Management

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

- There is a risk that, during the interim period before the upgrade is implemented, secondary flows may continue to pass through residential properties during significant rainfall events.
- Standard construction risks apply and are partially mitigated by including a 20% overall project contingency within the cost estimates.
- Project-specific risks are documented in the project's risk register.

7.5. Health and Safety

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

- A Safety in Design process will be undertaken as part of the detailed design phase to identify and mitigate risks associated with construction, ongoing maintenance and the end user safety.
- A site-specific safety plan will be required from the successful contractor prior to commencement of works.

8. **CONTEXT**

8.1. **Consistency with Policy**

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

8.2. **Authorising Legislation**

The Local Government Act is relevant in this matter.

8.3. **Consistency with Community Outcomes**

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

Environmental

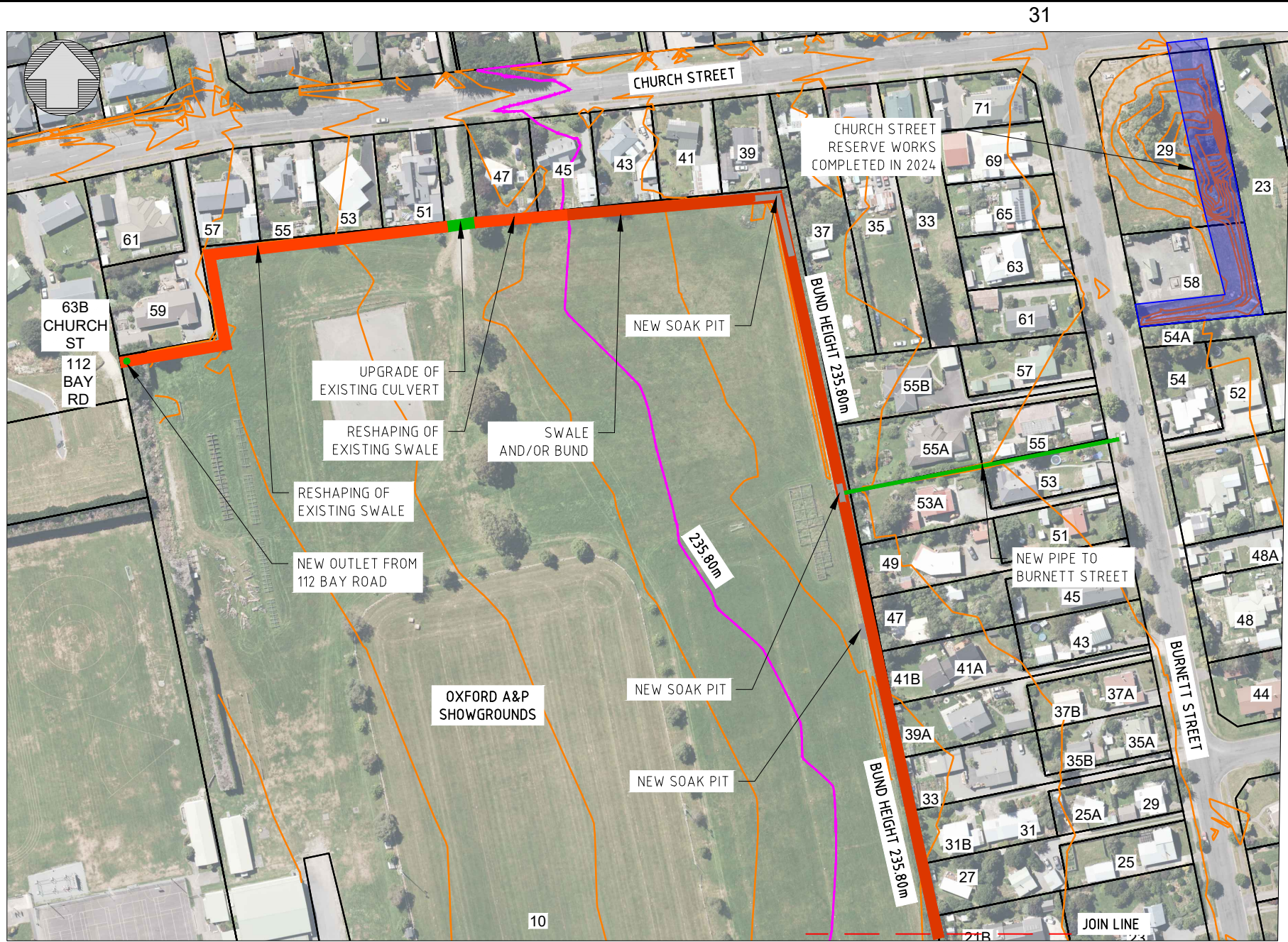
- Our district is resilient and able to quickly respond to and recover from natural disasters and the effects of climate change.
- The natural and built environment in which people live is clean, healthy and safe.

Economic

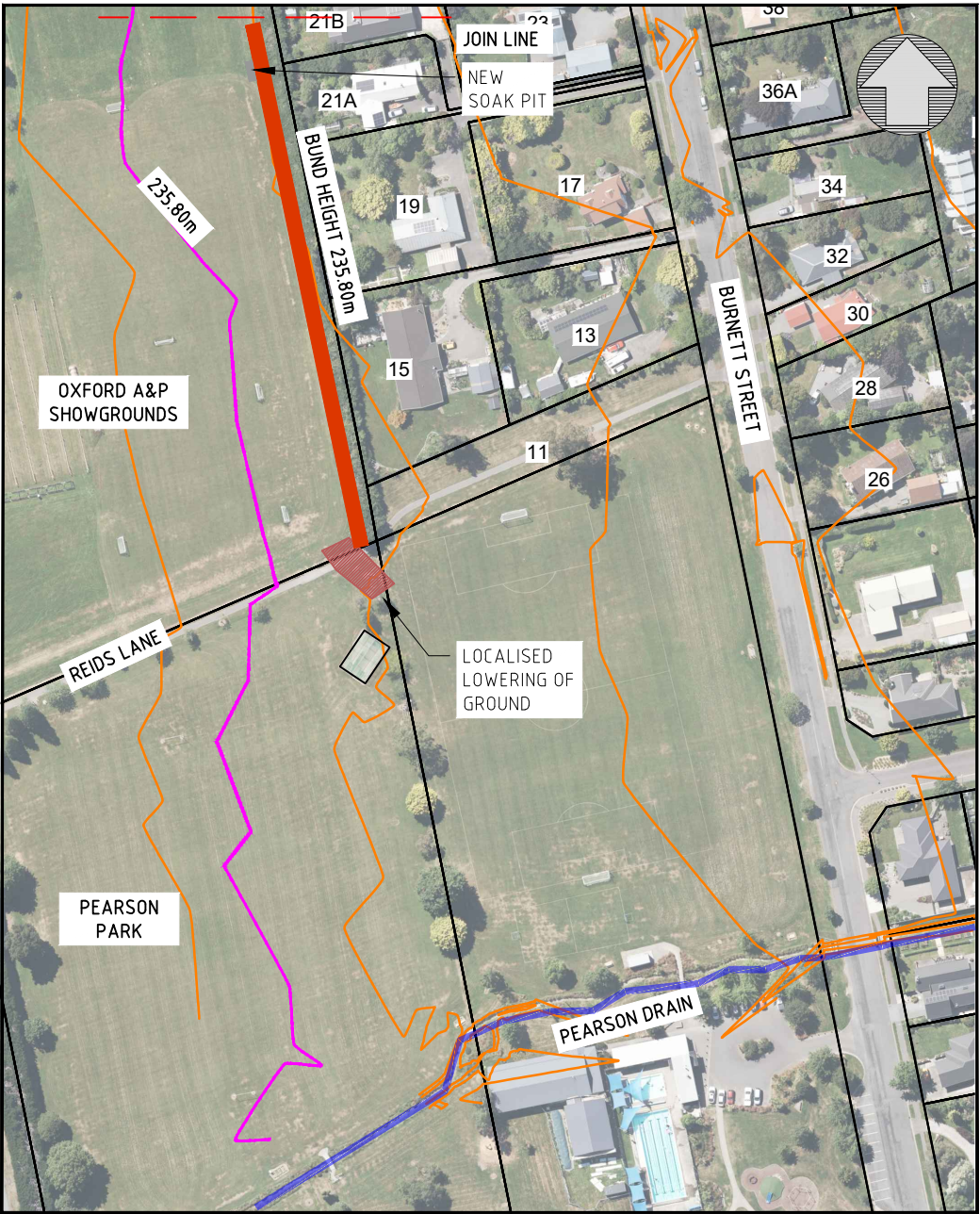
- Infrastructure services are sustainable resilient and affordable.

8.4. **Authorising Delegations**

The Utilities and Roading Committee is responsible for activities related to land drainage waterways and stormwater.



OXFORD A&P STORMWATER IMPROVEMENTS OVERVIEW
SCALE 1:2000



REV	REVISION DETAILS	DRN	CHK	APP	DATE

SURVEYED	RR	09/2022	PROJECT No	PD002082
DRAWN	MH	22/10/2025	CON No	----
DRAWING CHKD	SF		SCALE (A3)	
DESIGNED	MH	22/10/2025		AS SHOWN
DESIGNED CHKD			DATE ISSUED	
APPROVED				---/---/2020



PROJECT	BURNETT STREET CAPACITY UPGRADES
---------	-------------------------------------

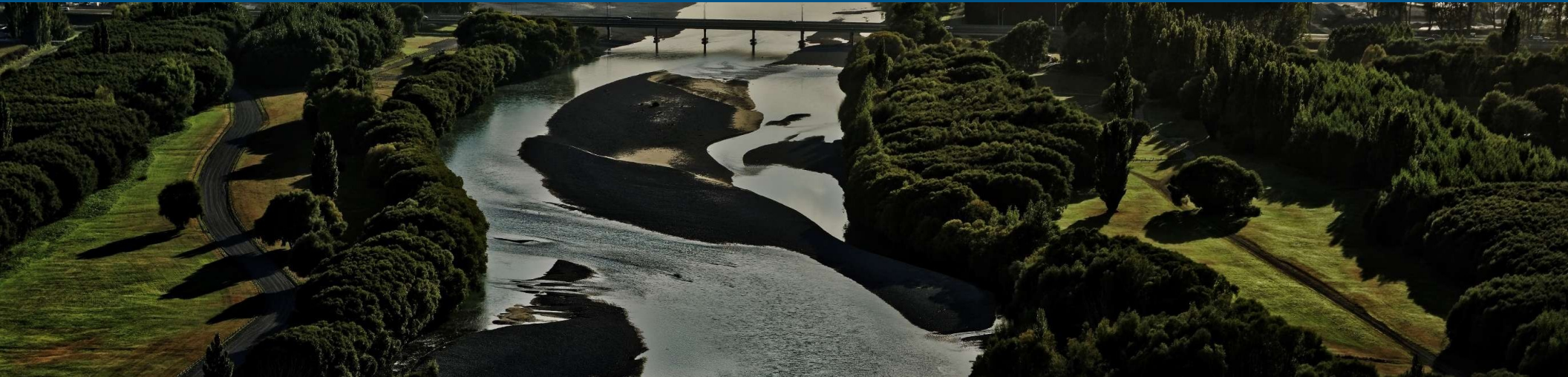
SHEET TITLE	SCHEME PLAN
-------------	-------------

FOR INFORMATION NOT FOR CONSTRUCTION	
DRAWING	
SHEET	REVISION
01	A



Burnett Street Capacity Upgrades Oxford A&P Stormwater Improvements

March 2025



CHAINAGE 0 – 90 MINOR SHAPING WORKS



At CH 15 Looking West



At CH 20 Looking East

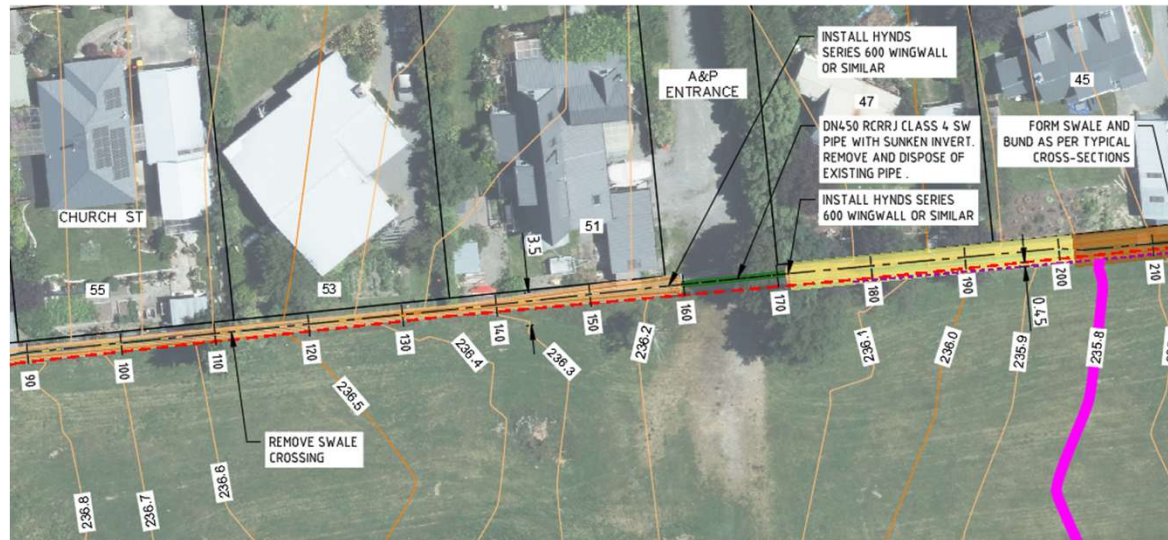


At CH 40 Looking North



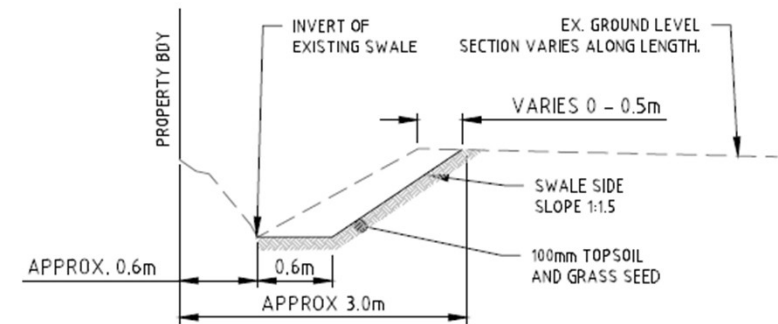
At CH 80 Looking West

CHAINAGE 90 – 160 MINOR SHAPING WORKS



ADDITIONAL DN300 TO BE INSTALLED
UNDER ENTRANCE WAY

CHAINAGE 173 – 202 TYPICAL SECTION 1



At CH 80 Looking East

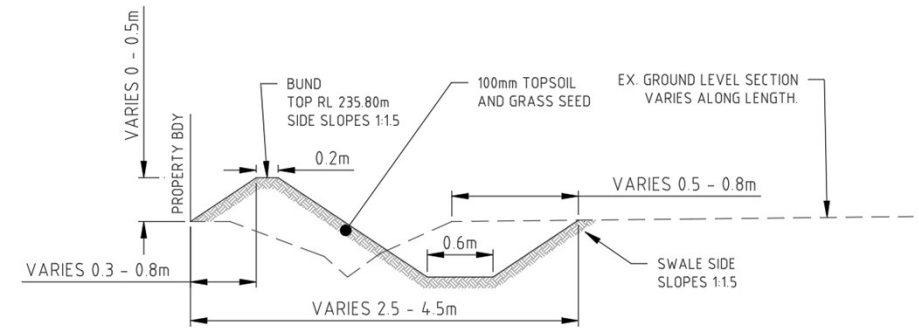
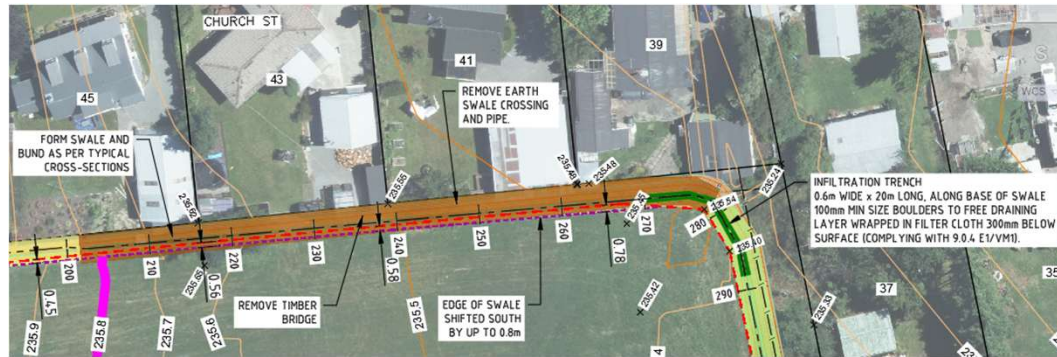


At CH 150 Looking East



At CH 195 Looking West

CHAINAGE 202 – 280 TYPICAL SECTION 2



At CH 200 Looking East

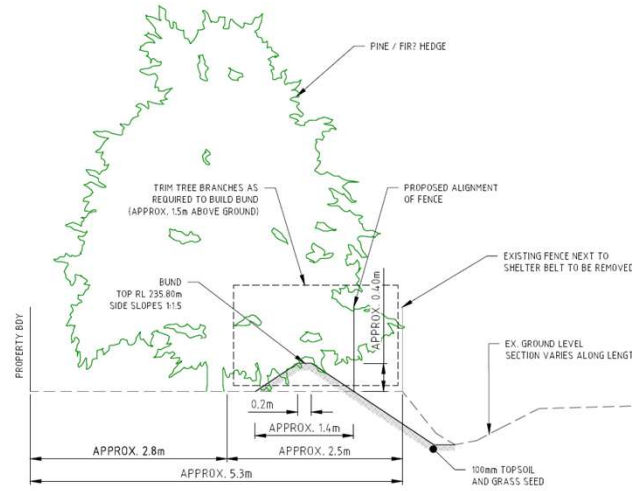
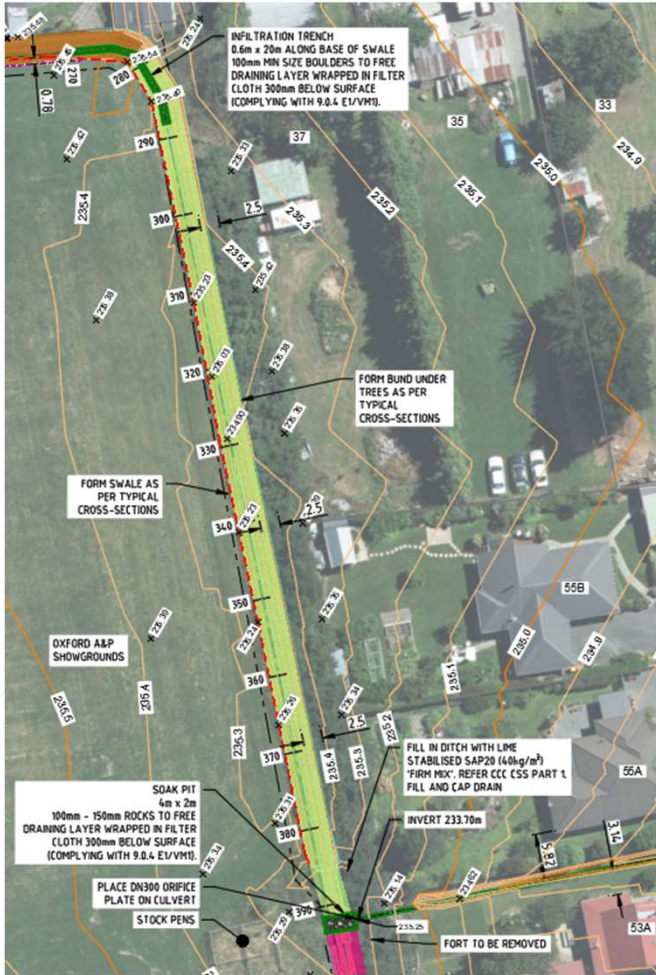


At CH 280 Looking East



At CH 290 Looking North

CHAINAGE 280 – 393 TYPICAL SECTION 3



At CH 300 Looking South

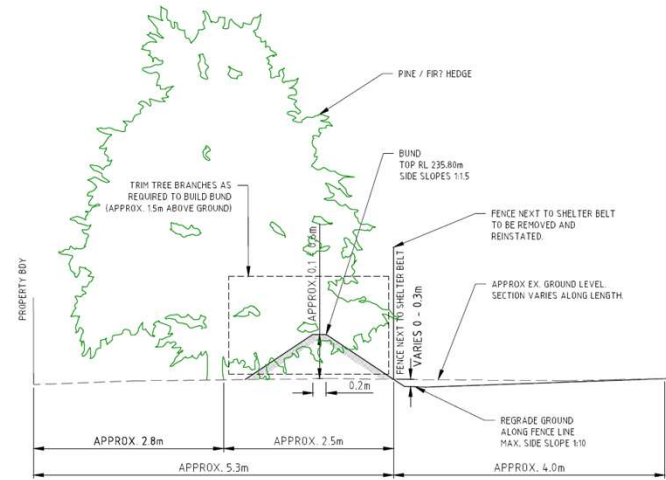
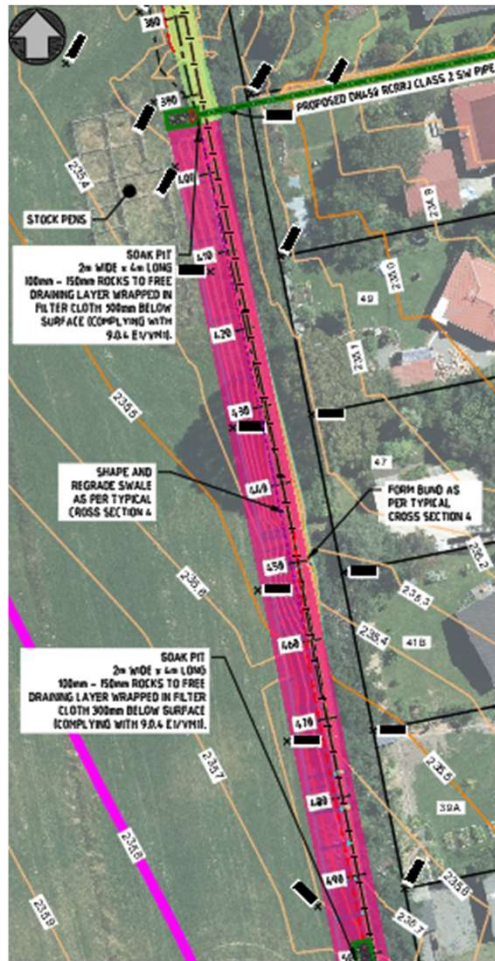


At CH 390 Looking North



At CH 390 Looking East

CHAINAGE 393 – 502 TYPICAL SECTION 4

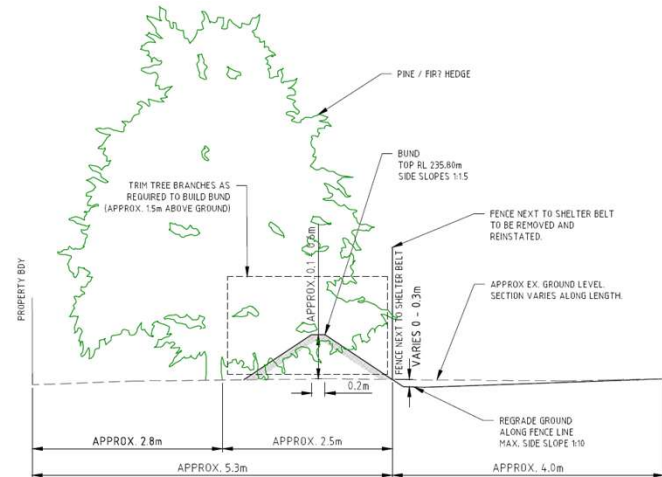
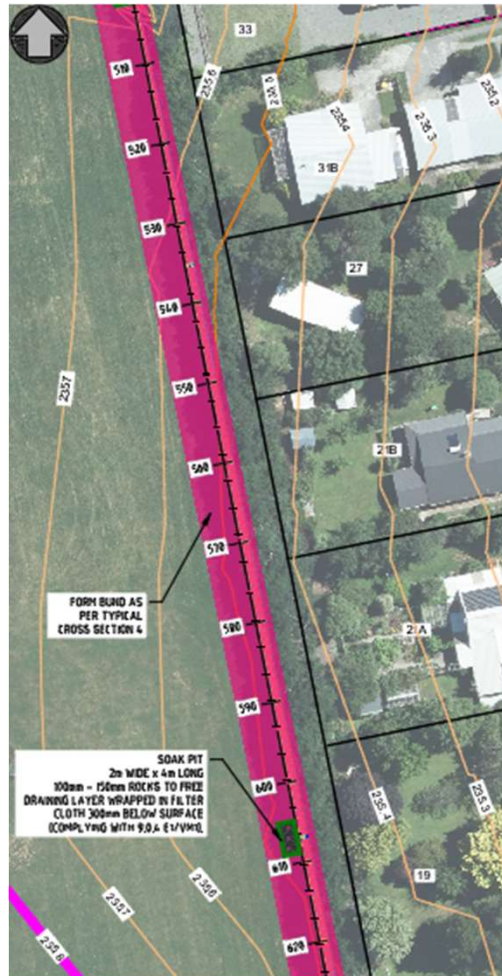


At CH 385 Looking South



At CH 490 Looking North

CHAINAGE 502 – 627 TYPICAL SECTION 4

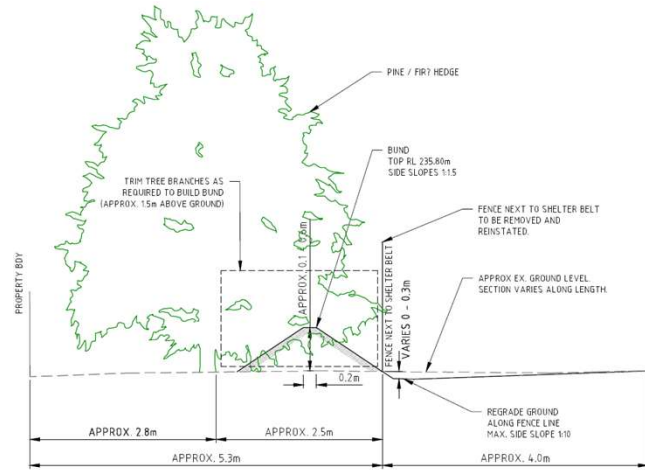
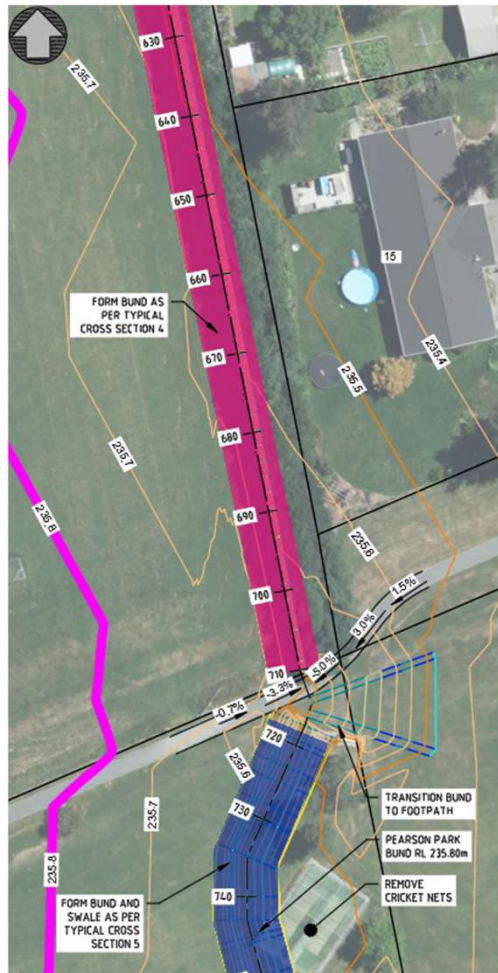


At CH 580 Looking North



At CH 580 Looking South

CHAINAGE 627 – 710 TYPICAL SECTION 4



At CH 640 Looking North



At CH 700 Looking North



At CH 730 Looking North

Ponding Areas – Oxford A&P



Flooding in Oxford A&P Showgrounds adjacent to
21A Burnett Street 12/07/2022

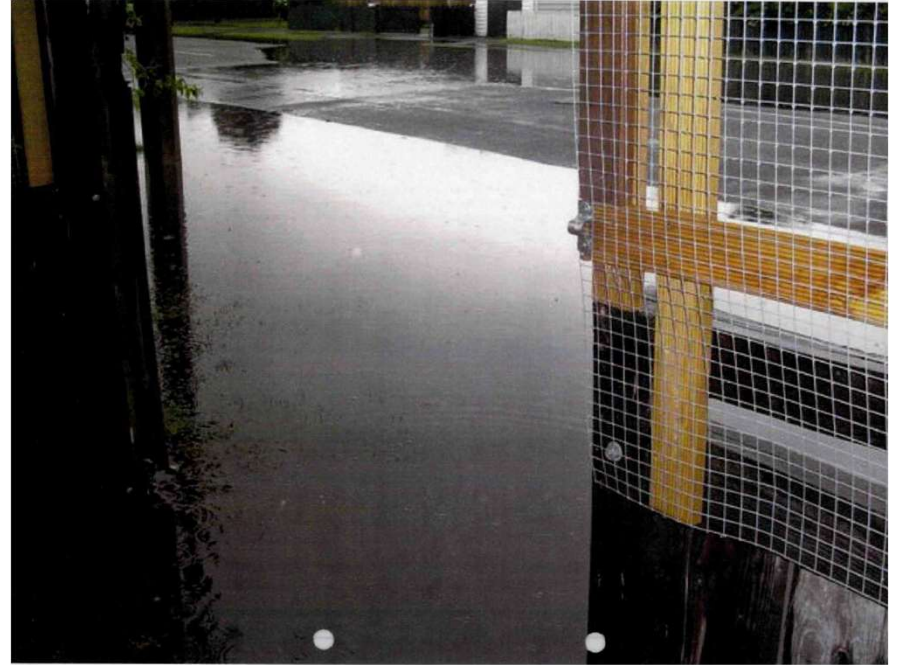


Flooding 21A Burnett Street 12/07/2022

Ponding Areas – 189 High Street



Looking towards 189 High Street

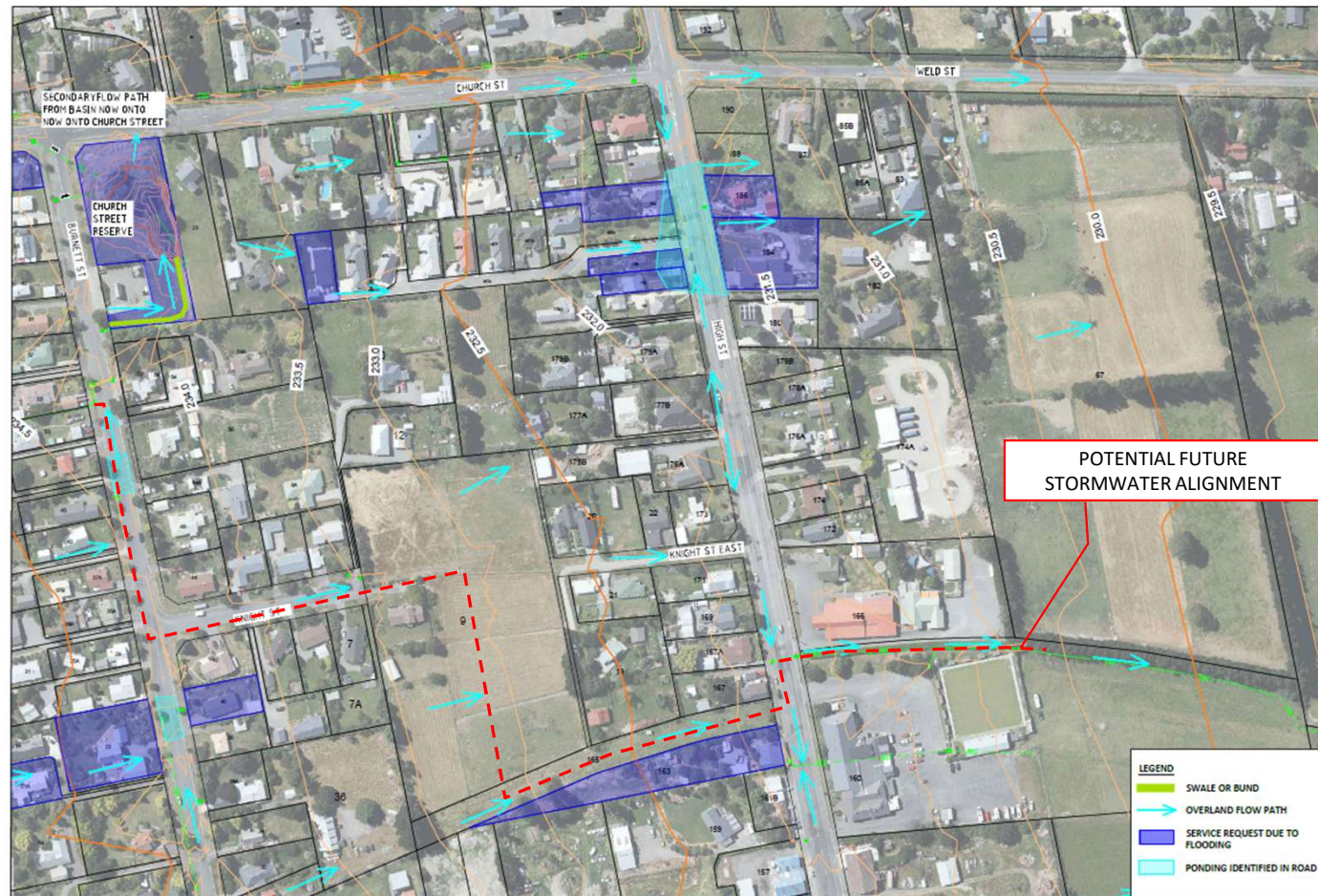


Outside 186 High Street

Overview of Stormwater Runoff from Oxford A&P & Service Requests - Sheet 1



Overview of Stormwater Runoff from Oxford A&P & Service Requests - Sheet 2



WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-26-10-06 / 250923180431**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD**DATE OF MEETING:** 3 December 2025**AUTHOR(S):** Kay Rabe, Governance Adviser**SUBJECT:** Appointments to Advisory Groups and Outside Organisations**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
pp Chief Executive**1. SUMMARY**

- 1.1 The purpose of this report is to consider appointments of Oxford-Ohoka Community Board (the Board) representatives (or liaison people) to Advisory or Working Groups and Outside Organisations within the community for the 2025-2028 electoral term.

Attachments

- (i) List of Advisory Groups, Working Groups and Outside Organisations.

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

- (a) **Receives** Report No. 250923180431.
- (b) **Approves** the appointment of Board Memberas a Board representative and liaison person to the Waimakariri Health Advisory Group.
- (c) **Approves** the appointment of Board Memberas a Board representative and liaison person, to Grey Power North Canterbury Group.
- (d) **Approves** the appointment of Board Memberas a Board representative and liaison person to the Waimakariri Access Group.
- (e) **Approves** the appointment of Board Member as a Board representative and liaison person, to the Oxford Historical Records Society Inc Committee.
- (f) **Approves** the appointment of Board Member as a Board representative and liaison person to the Landmark Committee.
- (g) **Approves** the appointment of Board Member as a Board representative and liaison person, to the Ohoka Residents' Association.
- (h) **Approves** the appointment of Board Member as Board representative and liaison person to the Experience Oxford Committee (previously Oxford Promotions Action Committee).
- (i) **Approves** the appointment of Board Member as Board representative and liaison person to the Oxford Dark Sky Group.
- (j) **Approves** the appointment of Board Member as a Board representative and liaison person, to Ohoka Domain Advisory Group.

- (k) **Approves** the appointment of Board Member as Board representative and liaison person, to the Ashley Gorge Advisory Group.
- (l) **Approves** the appointment of Board Members and as Board representatives and liaison persons, to the Pearson Park Advisory Group.
- (m) **Approves** the appointment of Board Membersas the Board representative and liaison person, to the Mandeville Sports Centre.
- (n) **Approves** the appointment of Board Member as Board representative and liaison person to the Water Race Advisory Group.
- (o) **Approves** the appointment of Board Member as Board representative and liaison person, to the Ashley River Water Supply Scheme Advisory Group.
- (p) **Approves** the appointment of Board Member as a Board representative and liaison person to the Ohoka Rural Drainage Advisory Group.
- (q) **Approves** the appointment of Board Memberas a Board representative and liaison person to the Oxford Rural Drainage Advisory Group.

3. **BACKGROUND**

- 3.1 Appointments to outside Committees, Advisory Groups, and Organisations were deemed to be discharged following the 11 October 2025 elections. Therefore, at the beginning of each electoral term, Board members are appointed to various outside Advisory Groups, and organisations to continue strong relationships between the Community Boards and organisations.
- 3.2 At the meeting held on 4 November 2025, the Council authorised the Community Boards to appoint representatives to various outside organisations and/or groups.

4. **ISSUES AND OPTIONS**

- 4.1 Many community groups and organisations have a long association with the Council and Community Boards. Board members appointed to these groups and organisations will be expected to act as a liaison between these organisations and the Board. Board members will therefore be expected to attend meetings and other functions of these organisations regularly and to report relevant feedback or information back to the Board on the activities and concerns of the groups. Board members will also be expected to convey matters that may interest the groups, such as the Council's Annual and Long-Term Plan consultations and possible Discretionary Grant funding.
- 4.2 Board representatives are not considered executive members of the groups/organisations and generally do not hold voting rights at their meetings (often due to the groups' constitutional rules).
- 4.3 It should be noted that the Community Board had previously appointed representatives to the North Canterbury Neighbourhood Support (NCNS). However, following a request from NCNS to limit representation from both the Community Board and Council, it was agreed that only a Council representative would be appointed moving forward.
- 4.4 The Council has appointed Councillor Mealings as the Council representative to the Mandeville Sports Centre; it is suggested that Councillor Mealings also represented the Board. In addition, the Council appointed Community Board member W Godfrey to the Canterbury Regional Councils – Biosecurity Advisory Group (Northern).

- 4.5 The Council has an advisory group for each of the six rural drainage areas in the district. These groups' representation is also reviewed following each triennial election. A Board representative needs to be appointed to the rural drainage groups within the Board's geographical area, for the Oxford-Ohoka Community Board, it will be the Water Race Advisory Group, the Ashley River Water Supply Scheme Advisory Group, the Ohoka Rural Drainage Advisory Group and the Oxford Rural Drainage Advisory Group.
- 4.6 Many of the groups/organisations' meetings are held ad-hoc on a quarterly or 'when required' basis. The Waimakariri Health Advisory Group meets in the evening on the first Tuesday of every other month. GreyPower North Canterbury meets in the afternoon on the first Tuesday of the month. The Waimakariri Access Group meets in the mornings on the second Thursday of each month. The various drainage advisory groups meet three times a year in the evening. Some groups/organisations meet monthly, while others may meet on an 'as required basis'. Some groups wish Board representatives to attend regularly, while others are happy with AGM and six-monthly attendance to keep in touch. The required commitment should therefore be considered when appointing representatives to organisations.
- 4.7 This report does not preclude various community groups seeking a Board appointment as a liaison person if they so wish to request, or further groups being endorsed during the term. These will be handled on an 'as required' basis.
- 4.8 **Implications for Community Wellbeing**
There are no implications for community wellbeing from the issues and options that are the subject matter of this report.
- 4.9 The Management Team has reviewed this report and supports 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**
Many community groups and organisations have a long association with the Oxford-Ohoka Community Board. The Board actively works with community groups and organisations to improve the community.
- 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.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

- 6.1. **Financial Implications**
- 6.1.1. There are financial implications of the decisions sought by this report. Representing the Board on outside Advisory Groups and Organisations are covered through the Council's existing Operational Budgets.
- 6.1.2 No additional remuneration is provided for representing the Board on outside Advisory Groups and Organisations, as that is considered part of an elected member's regular duty.
- 6.2. **Sustainability and Climate Change Impacts**
The recommendations in this report do not have sustainability and/or climate change impacts.
- 6.3. **Risk Management**
There are no risks arising from the adoption/implementation of the recommendations in this report.

6.4. Health and Safety

There are no health and safety risks arising from the adoption/implementation of the recommendations in this report.

7. CONTEXT**7.1. Consistency with Policy**

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

7.2. Authorising Legislation

Local Government Act 2002 – schedule 7, part 1, clauses 30 and 31.

7.3. Consistency with Community Outcomes

There are wide-ranging opportunities for people to contribute to the decision-making by public organisations that affect our District.

7.4. Authorising Delegations

Council Delegation SD-M1041.

OXFORD-OHOKA COMMUNITY BOARD				
ORGANISATION / GROUP	DATE	TIME	VENUE	COUNCIL APPOINTMENTS
Waimakariri Health Advisory Group <i>The WHAG was established in 2004, and members currently represent a cross-section of 12 health sectors and two Primary Health Organisations. Their role is to provide advice to the Waimakariri District Council on health issues, to serve as a forum for discussing health needs, and to advance shared solutions and approaches across the district.</i>	Meets on the 1 st Tuesday of every other month	6pm	Rangiora Heath Hub	Councillor T Bartle
GreyPower North Canterbury <i>Grey Power is an advocacy organisation promoting the welfare and wellbeing of all citizens aged 50-plus. GreyPower is dedicated to the welfare, interests and concerns of the many people over 50 years old and is a neutral but assertive voice of influence in the political arena, with no party-political affiliation.</i>	Meets on the 1 st Tuesday of the month	1.30pm	Rangiora RSA	
Waimakariri Access Group <i>WAG advises and advocates for a more accessible and inclusive environment in Waimakariri, including working with Council staff to improve accessibility and remove barriers. Made up of people with lived experience of many different types of disability, disability advocates, people working with those with disabilities, and elected members. Every year, the group usually runs a training morning for Council staff and elected members to raise awareness. Elected members are full members and have voting rights within the group. WAG Facebook page gives a good overview https://www.facebook.com/WaimakaririAccess</i>	Meets on the 2 nd Thursday of the month	10.30am	Rangiora Service Centre	Councillor S Powell
Oxford Historical Records Society <i>The Oxford Historical Records Society works to preserve Oxford's unique character and historical treasures, including stories, documents, photos, and buildings.</i>	Meets on the 2 nd Thursday of the Month	10.30AM	The Oxford Museum	Councillor W Doody

OXFORD-OHOKA COMMUNITY BOARD				
ORGANISATION / GROUP	DATE	TIME	VENUE	COUNCIL APPOINTMENTS
Oxford Landmarks Team <i>Under the programme, buildings, sites and locations that meet set criteria are presented with a plaque recognising heritage status, and the Landmarks Team members research the history of nominated buildings on behalf of the programme.</i>	Meets when required			
Experience Oxford Committee <i>This Committee was previously the Oxford Promotion Action Committee (OPAC). This local community organisation works with its business members and partners to run visitor events that showcase the town and host local business functions. OPAC also advocates for and promotes the town of Oxford.</i>	Third Monday of the month	7pm	Oxford Workingman's Club	Councillor J Goldsworthy
Ohoka Residents' Association <i>ORA was formed by a group of residents in the Ohoka community who came together to address issues in their local area and to act as a voice for their community.</i>	Meets when required			
Ashley Gorge Reserve Advisory Group <i>The Ashley Gorge Reserve Advisory Group provides local input into the ongoing operational management of the Ashley Gorge Reserve and implementation of the management plan.</i>	Third Monday of the month	5.30pm	At the reserve	
Ohoka Domain Advisory Group <i>The Ohoka Domain Advisory Group provides local input into the ongoing management and the redevelopment of the Ohoka Domain situated at 493C Mill Road, Ohoka.</i>	Meets when required			

OXFORD-OHOKA COMMUNITY BOARD				
ORGANISATION / GROUP	DATE	TIME	VENUE	COUNCIL APPOINTMENTS
Pearson Park Advisory Group <i>The Pearson Park Advisory Group provides local input into the ongoing management of Pearson Park, situated at 56 Main Street/7 Burnett Street, Oxford.</i>	Every couple of months on a Tuesday	7pm	JCs Room at Pearson Park	
Manderville Sports Centre <i>The Mandeville Sports Centre (MSC) is a large public park in Mandeville, where several sports and leisure clubs are based. The MSC often host some events for the greater community to attend.</i>				
Oxford Dark Sky Group <i>The Oxford Dark Sky Group is a group of interested parties working to achieve dark sky park status for the 11,350-hectare Oxford Forest Conservation area through the International Dark Sky Association.</i>	Meets three times a year, usually virtually			
Ashley River Water Supply Scheme <i>The Council, through its 16 water supply schemes, supplies water to about 85% of the district's population. Of the 16 water supply schemes that the Council operates, seven are urban on-demand schemes and nine are restricted supplies.</i>	Meets February/ May/ September			Councillor T Fulton
Ohoka Rural Drainage Advisory Group <i>The groups provide local knowledge and input into the Council's management of rural water races and drainage. They provide the Council with advice on maintenance and development and make recommendations on annual budgets and the monitoring of maintenance works. The groups typically cover the district's rural areas, where drainage rates are collected for maintenance and capital projects.</i>	Meets February/ May/ September	7pm	Rakahuri Committee Room	Councillor N Mealings

OXFORD-OHOKA COMMUNITY BOARD				
ORGANISATION / GROUP	DATE	TIME	VENUE	COUNCIL APPOINTMENTS
Oxford Rural Drainage Advisory Group <i>The groups provide local knowledge and input into the Council's management of rural water races and drainage. They provide the Council with advice on maintenance and development and make recommendations on annual budgets and the monitoring of maintenance works. The groups typically cover the rural areas of the district, where drainage rates are collected for maintenance and capital projects.</i>	Meets February /May/ September	7pm	Oxford Town Hall	Councillor T Fulton
Water Race Advisory Group <i>The group provides local knowledge and input into the Council's management of water races. They provide the Council with advice on maintenance and development and make recommendations on annual budgets and the monitoring of maintenance works.</i>	Meets February/ May/ September	7.30pm	Oxford Town Hall	Councillor T Fulton

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-26-10-06 / 251028203668**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD**DATE OF MEETING:** 3 December 2025**AUTHOR(S):** Kay Rabe, Governance Advisor**SUBJECT:** Applications to the Oxford-Ohoka Community Board's 2025/26 Discretionary Grant Fund**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
pp Chief Executive**1. SUMMARY**

1.1 The purpose of this report is to consider two applications for funding received from:

Name of Organisation	Purpose	Amount requested (excluding GST)	Does the application comply with the Discretionary Grant Fund Criteria
Oxford Dark Sky Group	Towards the cost of proceeding with phase II for the accreditation for a Dark Sky Reserve	\$440	This application complies with the criteria
Te Koromiko Swannanoa Home and School Inc	Purchase of sports tournament balls	\$495	This application complies with the criteria
Total		\$935	

Attachments:

- i. An application from the Oxford Dark Sky Group (Trim 251028203612).
- ii. An application from Te Koromiko Swannanoa Home and School Inc (Trim 251111214803).
- iii. A spreadsheet showing the grants for the previous two years.
- iv. Board funding criteria 2024/25 (Trim: 210603089866).

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

- (a) **Receives** report No. 251028203668.
- (b) **Approves** a grant of \$.....to the Oxford Dark Sky Group towards the cost of proceeding with phase II for the accreditation for a Dark Sky Reserve.

OR

- (c) **Declines** the application from the Oxford Dark Sky Group.

- (d) **Approves** a grant of \$.....to Te Koromiko Swannanoa Home and School Inc. towards the purchase of tournament balls for netball, basketball, soccer and rugby.

OR

- (e) **Declines** the application from the Te Koromiko Swannanoa Home and School Inc.

3. **BACKGROUND**

- 3.1 The ***Oxford Dark Sky Group*** is seeking funding towards the cost of submitting its intention of proceeding with phase II for the accreditation for a Dark Sky Reserve.
- 3.2 ***Te Koromiko Swannanoa Home and School Inc*** seeks funding assistance to purchase tournament balls for netball, basketball, soccer and rugby.
- 3.3 The current balance of the Oxford-Ohoka Community Board's 2025/26 Discretionary Grant Fund is \$4,274.

4. **ISSUES AND OPTIONS**

Oxford Dark Sky Group (the Group)

4.1 Information provided by the Group:

- 4.1.1 The Oxford Dark Sky Group was established in 2023 with the goal of achieving Dark Sky accreditation for the Oxford area. The Group comprises of representatives from the Department of Conservation, Waimakariri District Council, the Community Board, the local medical clinic, local schools, and other stakeholders. Oxford's location, being relatively sparsely populated and distant from major urban centres, provides exceptional conditions for stargazing. The Milky Way and Magellanic Clouds are visible to the naked eye, making the area ideal for a Dark Sky initiative.
- 4.1.2 The Group is seeking funding to formally commence Phase II of the Dark Sky Reserve accreditation process and submit its intention to proceed. While the initiative is expected to benefit many people in the future, the primary anticipated benefit is increased tourism in the Oxford area. Additional benefits include improved human health, preservation of wildlife and ecosystems, and strengthened cultural identity. The main direct beneficiaries will be residents of the Oxford-Ohoka Ward, with wider economic benefits flowing to the district. The application fee is US\$250 which equates to approximately NZ\$440.
- 4.1.3 If this application is unsuccessful, the Group will need to seek alternative funding sources, which could delay the process and increase costs. The total cost of achieving accreditation is approximately \$2,500, with remaining funds to be sourced from organisations such as the Oxford Lions Club, Fresh Choice, and other fundraising initiatives.
- 4.1.5 The Group has received the following funding from the Board in the last five years, and all Accountability Forms were received:

Date	Project	Funding
July 2025	To purchase of a Dark Sky light metre	\$381
September 2023	Purchase of Dark Sky light metre	\$500
Total		\$881

4.2 Council Evaluation:

- 4.2.1 The application complies with the Board's Discretionary Grant Application Criteria, as it is from a non-profit organisation, and the funding requested of \$440 and all the beneficiaries will be from the Oxford-Ohoka Ward.
- 4.2.2. However, the Board allocated \$381 to the Group in July 2025, which makes a total of \$821, slightly more than the Board's maximum \$750 allocation per organisation. However, the application meets the threshold for \$1,000 per financial year for any one organisation. The Group as advised that the cost of the application is scheduled to rise in 2026 and therefore the Group would prefer to submit its application prior to January 2026. The current criteria allow for a Group to apply twice within a financial year providing the funding is for a different project.

Swannanoa Home and School Incorporated (the Committee)

4.3 Information provided by the Committee:

- 4.3.1 Swannanoa School is a semi-rural primary school catering for approximately 340 students from years one to eight. The active school provides many opportunities to engage in sports, physical education, adventure-based learning, and education outside the classroom. Approximately 80% of the students are from the Oxford-Ohoka Ward.
- 4.3.2 The Swannanoa School Committee is a group of dedicated parents who raise funds, coordinate school projects, and support new families. All funds raised by the Committee are directed toward resources that benefit students.
- 4.3.3 The school's sports teams regularly represent the Waimakariri District in various sporting codes. The Committee is seeking funding assistance to purchase sports balls for netball, basketball, soccer, and rugby tournaments. This initiative will directly benefit approximately 200 participants, all from the Oxford-Ohoka Ward. Access to high-quality, tournament-standard balls will help students develop proper technique, improve performance, and build confidence. Reliable equipment will also encourage participation in outdoor activities, fostering teamwork, leadership skills, and overall wellbeing, including mental health.
- 4.3.4 The cost of purchasing the required balls is estimated at \$495 and no other fund raising has been carried out to support this initiative. If this application is declined the initiative will still proceed; however, purchasing will need to be delayed as currently all resources and fundraising is going towards heating the school swimming pool. The Committee has received the following funding from the Board in the last five years, and all Accountability Forms were received:

Date	Project	Funding
December 2024	Purchase of Picnic tables	\$380
May 2024	Purchase of Picnic tables	\$750
June 2023	Purchase of Kapa Haka uniforms	\$500
June 2023	Purchase of football T-shirts	\$500
Total		\$2,130

4.4 Council Evaluation:

- 4.4.1 The application complies with the Board's Discretionary Grant Application Criteria, as it is from a non-profit group which supports the school with fundraising, and the funding requested of \$495 complies with the Board's general limit of \$750 per financial year. It is also estimated that most of the beneficiaries will be from the Oxford-Ohoka Ward.

- 4.4.2 However, the Board's Discretionary Grant Application Criteria requires funding committees and/or similar community-based groups associated with schools to proof significant community benefit and proof that the Ministry of Education does not fund the activity. This information was not provided and should be taken into consideration.
- 4.5 The Board may approve or decline grants as per the grant guidelines.
- 4.6 **Implications for Community Wellbeing:**
There are social and environmental benefits for the community, as community and sport events encourage family and community participation, which reduces isolation and is beneficial to overall wellbeing.
- 4.7 The current balance of the Oxford-Ohoka Community Board's 2025/26 Discretionary Grant fund is \$4,274. If the applications were granted, the balance would be \$3,339 for the rest of the 2025/26 financial year which ends on 30 June 2025.
- 4.8 The Management Team has reviewed this report.

5. **COMMUNITY VIEWS**

5.1 **Mana Whenua**

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

5.2 **Groups and Organisations**

No other groups or organisations are likely to be affected by or to have an interest in the subject matter of this report.

5.3 **Wider Community**

The wider Oxford community will likely be affected by or interested in the report's subject, as the Oxford Dark Sky initiative could impact tourism and the area's economic growth. While the Swannanoa community would benefit from having its student base involved in outdoor activities which in turn will improve mental and physical wellbeing.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1 **Financial Implications**

6.1.1 The 2025/26 Annual Plan included a budget provision of \$6,470 for the Board to approve grants to community groups during the 2025/26 financial year (July 2025 to June 2026).

6.1.2 Currently, the Board's 2025/26 Discretionary Grant Fund total is \$4,274, and if the application is approved, the Board's discretionary grant fund will have \$3,339 remaining for allocation for the rest of the 2025/26 financial year.

6.1.3 The application criteria specify that grants are customarily limited to \$750 per application, with a maximum of \$1,000 per financial year. However, groups can apply twice a year, provided the applications are for different projects. Where applicable, GST values are calculated and added to the appropriately registered groups if the decided benefits exceed the Board-resolved values.

6.2 **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

There are no risks associated with the adoption and implementation of the recommendations in this report.

6.4 **Health and Safety**

All health and safety-related issues will fall under the auspices of the groups applying for funding.

7. **CONTEXT**

7.1 **Consistency with Policy**

These matters are not matters of significance in terms of the Council's Significance and Engagement Policy.

7.2 **Authorising Legislation**

Not applicable.

7.3 **Consistency with Community Outcomes**

People are friendly and caring, creating a strong sense of community in our District.

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

7.4 **Authorising Delegations**

Community Boards have delegated authority to approve Discretionary Grant Funding.

What happens now?

Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) by posting to Private Bag 1005, Rangiora 7440, New Zealand, or hand delivering to your local Service Centre, or emailing to: IM@wmk.govt.nz

What happens next?

- Your application will be processed and presented to the Board at the next appropriate meeting.
- Following the meeting a letter will be sent to notify you of the Board's decision and if successful an invoice and your organisation's bank account details will be requested. This information is required within 10 days of the Board decision.
- On receipt of this information payment will be processed to your organisation's bank account.

Groups applying for Board Discretionary Grants 2025/2026

Name of group: Oxford Dark Sky

Address: [REDACTED]

Contact person within organisation: [REDACTED]

Position within organisation: President

Contact phone number: [REDACTED] Email: oxford.darksky@gmail.com

Describe your project or event and what the grant funding will specifically be used for. (Use additional pages if needed)

In order to formally begin the process of Dark Sky Reserve (phase II) accreditation, we need to submit our intention along with the payment of an application fee of US\$250 (ca. NZ\$440).

What is the timeframe of the project/event? 2025-2027

Overall cost of project/event: \$2500 Amount requested: \$440

How many people will directly benefit from this project? The region

Who are the people benefiting from this project? (You can tick more than one box)

☐ People with disabilities (mental or physical) ☐ Cultural/ethnic minorities ☒ District

☒ Preschool ☒ School/youth ☒ Adults ☒ Older adults ☒ Whole community/ward

Provide estimated percentage of participants/people benefiting by community area:

Oxford-Ohoka 100% Rangiora-Ashley _____% Woodend-Sefton _____% Kaiapoi-Tuahiwi _____%

Other (please specify): _____

What are the direct benefit(s) to the participants? 58

None, other than wanting to complete the project. We are volunteers.

What is the benefit(s) to your organisation?

None, other than wanting to complete the project. We are registered (NZBN 9429051800727) and a Charity (CC62757).

What are the benefits, economic or otherwise, to the Oxford-Ohoka community or wider district?

Darker skies mean a better environment, ecosystems, increased tourism.

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered)? ☐ Yes ☒ No

If yes, name of parent group: _____

What is the relationship between your group and the parent group?

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied to, or intend to apply to for funding this project and the amount applied for.

The Oxford Lions, Fresh Choice.

What other Council funding sources have you applied to, or intend to apply to for funding this project and the amount applied for i.e other Community Boards, Annual or Long Term Plan, Community Grants and Enterprise North Canterbury.

None

Have you applied to the Oxford-Ohoka Community Board or any other Waimakariri Community Board for other project funding in the past 18 months? ☒ Yes ☐ No

If yes, please supply details:

We applied and were granted funding to buy a second SQM-L light metre which is being used for the fieldwork to collect the data needed to complete the application for Dark Sky Reserve.

If this application is declined, will this event/project still occur? ☒ Yes ☐ No

If No, what are the consequences to the community/organisation?

If we dont receive funding, we may take longer to raise funds necessary.

- Enclosed ☒ Financial Information (*compulsory – your application cannot be processed without financial statements*)
- ☒ Bank Statement (*Bank Statements will remain confidential*)
- ☒ Supporting costs, quotes or event budgets
- ☐ Other supporting information

- ☒ I am authorised to sign on behalf of the group/organisation making this application.
- ☒ I declare that all details contained in this application form are true and correct to the best of my knowledge.
- ☒ I accept that successful applicants will be required to report back to the Community Board by completing an Accountability Report.
- ☒ I accept that information provided in this application may be used in an official Council report available to the public.

PLEASE NOTE: A signature is not required if you submit this form electronically. By entering your name in the signature box you are giving your authority to this application.

Signed:  Date: 27/10/2025

Oxford Dark Sky Incorporated (50194413)
NZBN 9429051800727
CC62757

**Statement of income & expenditure
for the year ended 31 December**

Income	2024
	\$
Starting bank balance	0
Subscriptions	0
Advertising	0
Donations	1,653.38
Entry fees from annual show	0
General fundraising	140.00
Interest	0
Total income	1,793.38
Expenses	2024
	\$
Administration costs, memberships	223.75
Bank fees	0
Cost of annual show	0
Instructor fee	0
Insurance	0
Postage	0
Printing	0
Rates	0
Total expenses	223.75
Net surplus/(loss)	1,569.63

Oxford Dark Sky Incorporated (50194413)
NZBN 9429051800727
CC62757

**Statement of income & expenditure
for the year ended 31 December**

Assets	2024
	\$
Cash on hand	0
Net surplus (from above)	1,569.63
Land and buildings	0
Sporting equipment	0
Clubroom equipment	0
Sundry equipment*	400.00
Total assets	1,969.63
Liabilities	2024
	\$
Accrued expenses	0
Creditors	0
Total liabilities	0
Net assets (liabilities)	1,969.63
Accumulated funds as at 31 December	1,969.63

*Light metre, torches, headlamps, storage box, keys all in used condition; estimated total value \$400, to be depreciated over 2 years



DarkSky

Who we are

What we do

Get involved



What we do

International Dark Sky Places

All Dark Sky Places

Dark Sky Place types

How much does it cost to apply to become certified as an International Dark Sky Place?

There is a one-time fee of \$250 U.S. to begin the application process. DarkSky International does not charge any additional fees to apply for or maintain the certification.



What we do > International Dark Sky Places

Apply for Dark Sky Place certification

The main hub for what you need to know about applying for International Dark Sky Place certification.



Observing the Milky Way at Namib Nature Reserve. Photo by Matthew Hodgson (www.alpha-lyrae.co.uk).

What we do
International Dark Sky Places
All Dark Sky Places
Dark Sky Place types
Nocturnal conservation
Dark Sky Places FAQ
Developments
Apply

The **International Dark Sky Places Program** is a conservation-based program rooted in grassroots advocacy to protect dark skies and the nocturnal environment. The program is structured around a rigorous set of guidelines to ensure that each certified place participates in actions and stewardship that improve the quality of the nightscape environment.

Share ▾

Skip below to:

[How certification works](#)

[Eligibility requirements](#)

- [Sanctuaries](#)
- [Reserves](#)
- [Parks](#)
- [Communities](#)
- [Urban Night Sky Places](#)

[Program guidelines](#)

Maintaining a certification in good standing

FAQ

Apply



Neon night. Alpes Azur Mercantour International Dark Sky Reserve, France. (Photo: Anthony Turpaud)

How certification works

The certification process is modeled on other conservation and environmental certification programs, such as the **UNESCO World Heritage Sites** and **Biosphere Reserves**.

Similarly, the International Dark Sky Place certification functions more as an award and provides international recognition for the applicant’s efforts, as it does not carry any legal or regulatory authority from DarkSky International itself. Participating in the program is voluntary, and sites are nominated rather than being selected by DarkSky. With this program, DarkSky seeks to commemorate the efforts of communities and places around the world that demonstrate the best practices for protecting night skies and the nocturnal environment.

Dark Sky Place certification almost always begins with a small group of individuals who organize to seek formal protection of their nightscape. Interested applicants establish a connection with DarkSky staff to confirm they are a quality candidate. Once approved, the applicant and DarkSky staff work together to complete the written application that meets all

Once a nomination is deemed to be complete by DarkSky International staff, it is submitted to the external **Dark Sky Places Committee (DSPC)** for the final review and endorsement. The committee is made up of leading experts in the field, such as scientists, past applicants, and nonprofit professionals. The committee judges the quality of the application and assesses whether the nomination will be awarded the official certification.



Eligibility requirements

We offer five categories under the certification program. Candidates are qualified based on management, location, nighttime public access, resources, and night sky quality. The five certifications are grouped into two categories:

1. Conservation approach

These pristine *dark* areas provide visitors access to the natural, cultural, and historical resource that is the night sky. Typical nighttime conditions characterizing the site must be consistent with or exceed the following criteria:

1. The Milky Way is readily visible to the unaided eye.
2. There are no nearby artificial light sources yielding significant glare.
3. Any light domes present are dim, restricted in extent, and close to the horizon.

Certification types

- International Dark Sky Sanctuaries
- International Dark Sky Reserves

- International Dark Sky Parks

2. Built environments

While these sites do not necessarily provide *dark* skies, they do provide genuine nighttime experiences that are brought about with the use of effective lighting policies and community-friendly lighting. These certifications award Places for their dedication to using light only when it is necessary and creating an environment where people can feel safe in a public space at night. These actions further reduce excessive and wasteful light pollution from seeping into nearby protected areas that depend on natural darkness.

Certification types

- International Dark Sky Communities
- Urban Night Sky Places

Use this chart to determine whether a site is eligible for one of our certifications.

A breakdown of the main eligibility criteria for each place category is provided below. More detail can be found within the respective Guidelines document.



International Dark Sky Sanctuaries

A public or private land possessing an exceptional or distinguished quality of starry nights and nocturnal environment, and that is specifically protected for its scientific, natural, or educational value, its cultural heritage, and/or public enjoyment. A Sanctuary differs from an International Dark Sky Park or Reserve in that it is typically situated in a very remote location with few (if any) nearby threats to the quality of its dark night skies and does not

67
otherwise meet the requirements for designation as a Park or Reserve.

[View all Dark Sky Sanctuaries](#)

Eligibility criteria

Management — May be publicly or privately owned, but the applicant must demonstrate how the site is legally protected ([see FAQ below](#)).

Nighttime public access — The Sanctuary must provide the opportunity for public nighttime access ([see FAQ below](#)), with or without supervision. A portion of designated land may meet this requirement, or access may be available for a fraction of the length of the night. In some cases, such as when working with areas that protect endangered wildlife, archaeological sites, or other sensitive resources, this requirement may be waived or adjusted to meet important conservation goals.

Night sky quality — The Sanctuary must provide an exceptional dark sky resource where the night sky brightness at the zenith is routinely equal to or darker than (greater than) 21.5 magnitudes per square arcsecond in the visual band and where significant light domes are *not* present toward the local horizon in any direction.

[Learn how to monitor, interpret, and record night sky quality.](#)

Resources — The typical geographic isolation of Sanctuaries significantly limits opportunities for public outreach, so these sites are specifically designed to increase awareness of these fragile sites and promote their long-term conservation. Sanctuaries lack infrastructure (e.g., visitor centers, lofty accommodations) that may be found in a Park and are not adjacent to major roadways or commercial transportation. Instead, Sanctuaries are expected to provide ample external communications and educational opportunities to interact with its visitors.



International Dark Sky Reserves

A combination of public or private lands of substantial size (at least 700 square kilometers, or about 173,000 acres) possessing an exceptional or distinguished quality of starry nights and nocturnal environment, and which is specifically protected for its scientific, natural, or educational value, its cultural heritage, and/or public enjoyment. The Reserve is formed through a partnership of landowners and/or administrators that recognize the value of the natural nighttime environment through regulations, formal agreements, and long-term planning.

The Reserve consists of two regions:

1. A “core” area meeting the minimum criteria for sky quality and natural darkness
2. A “peripheral” or “buffer” area that supports dark sky values in the core and receives similar benefits

Eligibility criteria — Core

Management — May be publicly or privately owned, but the applicant must demonstrate how the site is legally protected.

Nighttime public access — The core must provide the opportunity for public nighttime access, with or without supervision. A portion of designated land may meet this requirement, or access may be available for a fraction of the length of the night.

Night sky quality — Cores are, by their nature, situated in proximity to gateway communities, which may impact areas of the core’s night sky quality. To meet DarkSky’s definition of *dark* skies, the core must demonstrate that the Milky Way is visible on a typical night. These conditions correspond approximately to a visual-band zenith luminance of 21.2 magnitudes per square arcsecond or greater and a naked eye limiting magnitude (NELM) of +6.

Learn how to monitor, interpret, and record night sky quality.

Location — The core zone boundaries must be drawn according to, and consistent with, the following principles:

1. A core area does not have a minimum area requirement but must provide sufficient area to meet the outreach and public access requirements described in the Guidelines.
2. The proposed core area boundary may take any shape and may follow logical or natural geographic features.
3. The core need not be a single, contiguous piece land; up to three cores may be

defined, but this approach must be justified in the application document.

- 4. If the core includes a publicly protected area, such as a national or regional park, it must strive to fully encompass the boundaries of that area.

Resources — The core must be able and willing to commit to regular outreach efforts, external communications to educate both visitors and periphery communities about dark skies and light pollution, and meeting the 67%, 90%, and 100% lighting compliance rate timeline. It is strongly recommended for the Reserve to build a steering committee of key partners to organize efforts at the landscape scale.

Eligibility criteria — Periphery

Management — At least 80% of the total population *and* 80% of the land area within the proposed peripheral area must participate in the Reserve efforts. This includes communities; regional governmental areas such as counties, districts, and municipalities; and publicly and privately owned managed areas. Participation includes adopting a quality comprehensive Lighting Management Plan or Policy (LMP) that applies to all private and public landowners within the area of protection.

Nighttime public access — The emphasis for public access is focused on the *dark* core area, but other areas throughout the Reserve are welcome to encourage nighttime viewing experiences.

Night sky quality — There are no night sky requirements for the periphery. However, the Reserve should plan on monitoring night sky quality throughout the periphery to assess changes in this resource, especially with community participation to further protect the core area with its lighting choices.

Location — The peripheral zone boundaries must be drawn according to, and consistent with, the following principles:

- 1. The proposed peripheral zone boundary must be singular and contiguous, and must completely enclose the core zone. It may take any shape and may follow logical or natural geographic features.
- 2. The peripheral area (including the core) must encompass a minimum of 700 square kilometers (270 square miles or 173,000 acres), roughly equivalent to a circle of 15-km (9.3-mi) radius, or a land area sufficient to mitigate 80% of current and expected future light pollution threats to the core.
- 3. Large areas of open water, such as oceans, bays, and larger lakes, do not count toward

the 700-square-kilometer / 80% requirement.

4. The boundaries of neither core nor periphery must be arbitrarily drawn to omit areas that would increase the difficulty of achieving the Reserve status, but must instead embrace these areas as an opportunity for improvement.

Resources — Participating communities must have a program, through education, economic incentives, permitting, or regulation, to encourage all new outdoor lighting fixtures to conform to the relevant regulation or guidelines for night sky friendly lighting.

Communities must have a number of examples of conforming lighting installations proportional to the size of the population they serve, both on roadways *and* on different private sites.

Those entities interested in applying as a Reserve must identify the core and periphery areas in their inquiry, and must provide detailed maps showing the boundaries of these proposed areas. Inquiries that need additional guidance in selecting these areas and partners are encouraged to reach out to DarkSky Program staff with some preliminary suggestions as to where and how they want to build the Reserve.



International Dark Sky Parks

A land possessing an exceptional or distinguished quality of starry nights and nocturnal environment, and which is specifically protected for its scientific, natural, or educational value, its cultural heritage, and/or for public enjoyment. The land may be publicly or privately owned, provided that the landowner(s) consent to the right of permanent, ongoing public access to specific areas included in the DarkSky certification.

Eligibility criteria

Management — May be publicly or privately owned, but the applicant must demonstrate how the site is legally protected.

Nighttime public access — The Park must provide the opportunity for public nighttime

access, with or without supervision. A portion of designated land may meet this requirement, or access may be available for a fraction of the length of the night.

Night sky quality — Parks may be situated in proximity to gateway communities, which may impact areas of the Park's night sky quality. To meet DarkSky's definition of *dark* skies, the site must demonstrate that the Milky Way is visible on a typical night. These conditions correspond approximately to a visual-band zenith luminance of 21.2 magnitudes per square arcsecond or greater and a naked eye limiting magnitude (NELM) of +6.

Learn how to monitor, interpret, and record night sky quality.

Resources — The Park must be able and willing to commit to regular outreach efforts — external communications to educate the public about dark skies and light pollution — and provide at least one leadership example in the restoration of dark skies.

How to determine whether a site should apply as a Park or a Sanctuary — Parks and Sanctuaries differ not only in night sky quality but also in the resources and experiences they provide to their visitors. Some Parks may have pristinely dark skies and offer magnificent views of the stars, yet they still have the infrastructure and resources to provide outreach events and quality lighting retrofit projects. Sanctuaries typically lack those resources due to their remote location. Instead, they provide a more authentic dark and quiet experience — like that which humans encountered before the presence of modern amenities.



International Dark Sky Communities

A town, city, municipality, or other legally organized community (such as urban neighborhoods and subdivisions) that has shown exceptional dedication to the preservation of the night sky through the implementation and enforcement of quality lighting policies, dark sky education, and citizen support of the ideal of dark skies.

Eligibility criteria

Management – The Community will coordinate with the local level of authority to write and adopt a **lighting policy**. Unincorporated or otherwise informally organized communities are eligible for Community status if their governing jurisdictions enact public policy consistent with the requirements of the Community Guidelines and which are legally binding in at least the territory of the community.

Nighttime public access – Outreach events are made available to both residents and visitors to the Community.

Night sky quality – There are no night sky quality requirements for a Community. However, the Community will still participate in monitoring night sky quality to assess changes in this resource and as a way to further drive community engagement.

Resources

The Community demonstrates its commitment to dark skies and quality lighting by:

1. **Retrofitting all publicly owned lighting within five years**
2. Encouraging residents and businesses to participate in the dark sky movement with the use of, for example, flyers, events, informative websites, public service announcements, and funding of lighting upgrades
3. Providing examples of success in light pollution control with private lighting or new development
4. Presenting opportunities to learn about and engage with the night sky



Urban Night Sky Places

A municipal park, open space, observing site, or other similar property (hereafter, "Place") near or surrounded by large urban environs and whose planning and design actively promote an authentic nighttime experience in the midst of significant artificial light. By virtue of their characteristics, these sites do not qualify for designation within any other International Dark Sky Place category. However, they are worthy of recognition for their efforts to educate the public on the benefits of proper outdoor lighting that ensures public safety while minimizing

potential harm to the natural nighttime environment.

Eligibility criteria

Management — May be publicly or privately owned. Additionally, the managing agency of the Place should be readily identifiable to visitors.

Location — All of the following must be met to be considered as a quality Urban Night Sky Place candidate:

1. An eligible Place must be located within the boundaries of or the region enclosed by a perimeter extending 50 km (31 mi) beyond the edge of the continuously built area of a municipality with a permanent population of 10,000 or more people within its territorial jurisdiction.
2. The *specific* urban community that is impacting the Place's night sky quality must be easily identified, most notably through the use of nighttime horizon photography demonstrating visible light domes.
3. The geographic situation and/or landscaping of the place must be sufficient to mitigate the effects of any glare or light trespass from outdoor lighting on immediately adjacent properties. If external sources of light cause glare and impact nighttime visibility within the Place, the applicant will be directed to collaborate with the owner of the source to make changes that improve the nightscape.
4. The entire land area owned by the management agency must be included in the Urban Night Sky Place application. Portions of a site will not be accepted.

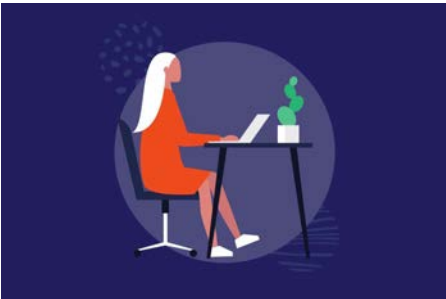
Nighttime public access — The Place must provide the opportunity for public nighttime access, with or without supervision. A portion of designated land may meet this requirement, or access may be available for a fraction of the length of the night.

Night sky quality — The Place's nighttime sky does not meet DarkSky's definition of *dark* skies and does not meet the night sky quality cutoff to apply as an International Dark Sky Park. While there is no minimum night sky requirement for Urban Night Sky Place candidates, sites must demonstrate that they provide a quality nighttime experience to their visitors.

Resources

1. The place and/or its partner organizations must engage visitors with direct interpretation of the value of natural

2. The Place must commit to 100% dark sky friendly lighting. If the site does not have any existing fixtures, they may supplement this requirement with additional examples of outreach and education.



Program guidelines

Each certification category has its own set of Guidelines (see table below) with the complete set of rules and requirements to establish and ensure night sky conservation for each of the five International Dark Sky Place categories.

The Checklists, also provided via the table below, are supplementary documents to help applicants address the requirements and organize the materials needed for a complete application.

International Dark Sky Sanctuaries	Guidelines (PDF)	Checklist (PDF)
International Dark Sky Reserves	Guidelines (PDF)	Checklist (PDF)
International Dark Sky Parks	Guidelines (PDF)	Checklist (PDF)
International Dark Sky Communities	Guidelines (PDF)	Checklist (PDF)
Urban Night Sky Places	Guidelines (PDF)	Checklist (PDF)

Additional resources for applicants

- Sample Lighting Management Plan (PDF)
Royal Astronomical Society of Canada
Guidelines for Outdoor Lighting (PDF)
How to conduct a night sky quality survey



Application process

The entire process takes, on average, one to three years from initial inquiry to the certification. The process can be broken down into three major phases, outlined in this [graphic](#).

Because a site's conditions and challenges can vary widely, there is no "template" for applications. However, examples of successful past applications can be used as models to follow and are available on the [Communities](#), [Parks](#), [Reserves](#), [Sanctuaries](#), and [Urban Night Sky Places](#) pages.

Phase 1: Initial inquiry

Average timeline: 45 days

This phase establishes the site's intentions to apply to the program and creates a relationship with DarkSky Places program staff. It is strongly suggested that an inquiry be submitted early on in the application process so that DarkSky staff can track progress and guide your efforts throughout development. Having a file in DarkSky's management system will also enable access and support from our global [Advocate Network](#). Sites are not considered active applicants in the International Dark Sky Places program until they submit the pre-application inquiry, pass the eligibility check by DarkSky staff, and submit the one-time application fee.

Step 1: Review International Dark Sky Place materials. DarkSky provides information on everything regarding what makes a quality candidate, the expectations and benefits from applying to the program, and guides on how to complete the technical requirements of the application.

Step 2: Make contact with the site's administration and garner broad community support. If you are interested in applying as an International Dark Sky Community, make contact with your mayor and council, let them know you are interested in obtaining this

designated for the city, and ask for their support. Part of that will involve assessing current city ordinances concerning outdoor lighting and making sure they are in compliance with industry best practices and are “dark sky friendly.” For non-Community applicants, the same applies to the superintendent, board, management agency, or owner of the site.

All applications will need a formal nomination from a **DarkSky member** in good standing and letters demonstrating broad community support. Begin reaching out to, for example, local officials, businesses, and nonprofits who may write letters endorsing the idea of becoming an International Dark Sky Place. Search the **Advocates page** for nearby Delegates and **Chapters** who could offer support during the application process.

Step 3: Fill out the pre-application inquiry form. Follow the link at the bottom of this page to submit a pre-application inquiry form.

The inquiry form will need to contain all of the following:

1. A clear idea of which certification you are seeking
2. Detailed map(s) showing the proposed site or community boundaries and other relevant information (such as identifying the management agency, restricted areas, and conservation easements for private properties) with a legend
3. A description of the nighttime experience, such as visible stars, the Milky Way, and any light domes on the horizon
4. A description of dark sky actions taken thus far, if applicable

Note — If the site sits at the cusp of one of the eligibility criteria, DarkSky staff may request more information and materials to continue their assessment.

Step 4: DarkSky staff complete the eligibility check and provide further direction. The Dark Sky Places Program Associate will respond within 30 days with their assessment of the eligibility check. They may request additional information to confirm the site is a quality candidate for the program. In addition, they will explain all of the requirements of the selected place category to ensure that the applicant is fully aware of the program expectations.

Step 5: Submit the application fee. Once both DarkSky staff and the applicant understand the scope of the project, DarkSky staff will then invite the applicant to formally apply to work on their application through the

International Dark Sky Places program by requesting the submission of the non-refundable application fee.

Phase 2: Formal application

Average timeline: one to three years, depending on certification type. Sanctuaries, Parks, and Urban Night Sky Place applications can be more straightforward, while Communities and Reserve applications require more time to allocate the necessary components.

This phase comprises the bulk of the efforts as the applicant works to accumulate the necessary information to compile a complete application. Certain requirements, such as outreach and night sky monitoring efforts, take time to gather enough evidence to meet the expectations of those provisions. The more detailed your application, the better to prove to the Dark Sky Places Committee that you understand the goals and purpose behind the certification. Applicants are encouraged to only provide information as requested in the Guidelines, but supporting information may be provided in an appendix.

Application components

While some aspects of the five certifications guidelines vary, each applicant is responsible for completing the four primary actions that lead to dark sky conservation:

- 1. Lighting policy
- 2. Dark sky friendly retrofits
- 3. Outreach and education (here’s a guide: A Review of 2020-2021 Annual Reports)
- 4. Monitoring the night sky (here’s a guide: How to conduct a sky quality survey)

Staff assistance

DarkSky staff will work closely with the applicant as they gather all the necessary evidence in support of the certification (as outlined in the Guidelines). Applicants are encouraged to reach out to DarkSky staff at any time to ask for assistance on how to complete one of the required tasks, review portions of the application as they are drafted, request Zoom meetings for brainstorming sessions and providing updates, and request evaluations of complete application drafts.

Submitting and editing draft applications

Once the draft application is complete, the applicant will send the document to the Dark Sky Places Program Associate for review. Emailed applications should have both the name of the site and the certification type (or abbreviation) in the document’s filename. Additionally, applications must be digital and

78
text-searchable. Hard copies and scanned documents are not accepted. Larger documents may be submitted using WeTransfer, Google Drive, Box, or other similar electronic file transfer services. Applications are reviewed by DarkSky staff on a rolling basis and in the order in which they are received.

Most applications go through three major rounds of revisions with DarkSky staff. The review process provides feedback directing the applicant to add information to clarify or bolster existing sections, as well as noting any missing requirements.

Notify DarkSky of impending final nomination submission

It's important to notify DarkSky staff *at least 45 days before* submitting your final draft in order to be assigned to the Dark Sky Places Committee's next review cycle. The number of review cycles throughout a year is determined by: 1) the number of completed applications; 2) the number of complex and novel applications that need additional consideration; and 3) the number of applications the Committee can review in a given cycle. When the intent to submit is received, the Dark Sky Places Program Associate will communicate the next upcoming deadline and instructions for providing the final application package.

Once a cycle's roster is full, additional applications will be added to the next cycle. *Note:* An application will not be considered complete until it has passed at least one full round of revisions with DarkSky staff and has successfully met all of the requested modifications.

Phase 3: Final review and certification

Average timeline: 90 to 150 days

The final phase of the application process involves a rigorous review by the Dark Sky Places Committee. They will assess whether the standards and expectations of the program are met in the application. Once endorsed, the applicant will work with DarkSky staff to plan the upcoming announcement of certification.

1. Final staff review

The final application is reviewed by the DarkSky staff to ensure that it meets all requirements. The application is cleaned of all remaining minor errors, to be presented in its best format. Successful applications are provided on DarkSky's website for all to see, and the document should reflect the dedication and commitment from the team behind years of effort that result in dark sky protection and celebration.

2. Review by the Dark Sky Places Committee

After final review by DarkSky staff, the application is provided to the Dark Sky Places Committee with a group of other nominations for their assessment.

The Committee's review takes about two months; for example, if the application is considered complete by DarkSky staff in April, applicants can expect to hear the Committee's feedback in June. DarkSky staff will communicate an updated timeline to the applicant during this portion of the process.

3. Response

After the Committee has reviewed the application, DarkSky staff will inform the applicant of one of three outcomes:

1. Full endorsement of the application as-is
2. Conditional endorsement with requested modifications
3. Rejection, if the application fails to meet the Program's standards

If the application is conditionally endorsed, the applicant may resubmit their application to DarkSky staff with the requested modifications at any time for a second review by the Dark Sky Places Committee. If the application is rejected, the applicant may be eligible for submitting an updated application in the future, but it will be placed at the back of the International Dark Sky Place applicant pipeline for additional reviews and guidance.

Certification

Finally, once the application is fully endorsed by the Dark Sky Places Committee, the certification announcement will be coordinated with DarkSky staff. DarkSky will publish an announcement highlighting the efforts of the newly certified Place with quotes from key partners in the application process and DarkSky staff. DarkSky will also create a new page on our website with the site's information, including contact information, location, the completed application, and future annual reports, as well as any media to help promote events and accomplishments of the new Dark Sky Place.



Maintaining a certification in good standing

The International Dark Sky Place certification is not awarded in perpetuity. Instead, it is subject to regular review by DarkSky staff.

Revocation of the certification may occur if the minimum program requirements are not maintained. Disqualifying actions include not providing outreach efforts, night sky monitoring efforts, or regular nighttime public access, or permitting new development with non-compliant lighting. Additional information on DarkSky's policy may be found in any of the Certification Guidelines under "Reassessment of IDSP Designations."

Certified Places maintain DarkSky's mission and values by committing to the following actions:

1. Monitor and record night sky quality.
2. Make progress in retrofitting existing lighting to be dark sky friendly, and encourage private owners of light fixtures within your site's boundaries to follow best practices.
3. Continue to host outreach efforts that meet the minimum standards of your specific certification category, and aim to reach new audiences over time.
4. Coordinate your plans to think outward, and collaborate with other communities, protected areas, and dark sky advocacy groups to join the dark sky movement and do their part to celebrate and protect our night sky.
5. Save documentation of these efforts and provide them in your **IDSP Annual Report**.

What happens now?

81

Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) by posting to Private Bag 1005, Rangiora 7440, New Zealand, or hand delivering to your local Service Centre, or emailing to: IM@wmk.govt.nz

What happens next?

- Your application will be processed and presented to the Board at the next appropriate meeting.
- Following the meeting a letter will be sent to notify you of the Board's decision and if successful an invoice and your organisation's bank account details will be requested. This information is required within 10 days of the Board decision.
- On receipt of this information payment will be processed to your organisation's bank account.

Groups applying for Board Discretionary Grants 2025/2026

Name of group: Te Koromiko Swannanoa Home and School Inc

Address: 1305 Tram Road, Swannanoa

Contact person within organisation: [REDACTED]

Position within organisation: Grants co-ordinator

Contact phone number: [REDACTED] Email: grants@swannanoa.school.nz

Describe your project or event and what the grant funding will specifically be used for. *(Use additional pages if needed)*

We respectfully request a grant to cover the cost of purchasing tournament balls for: netball, basketball, soccer and rugby for the tamariki of our school.

What is the timeframe of the project/event? Jan 2026

Overall cost of project/event: \$495.00 Amount requested: \$495.00

How many people will directly benefit from this project? 200

Who are the people benefiting from this project? *(You can tick more than one box)*

- ☐ People with disabilities (mental or physical) ☐ Cultural/ethnic minorities ☐ District
☐ Preschool ☒ School/youth ☐ Adults ☐ Older adults ☐ Whole community/ward

Provide estimated percentage of participants/people benefiting by community area:

Oxford-Ohoka 100% Rangiora-Ashley _____% Woodend-Sefton _____% Kaiapoi-Tuahiwi _____%

Other (please specify): _____

What are the direct benefit(s) to the participants?

82

The direct benefits to participants include improved skills and performance through access to high-quality, tournament-standard balls, which help students develop proper technique and confidence. Reliable equipment encourages wider participation, promotes fair and safe play, and builds teamwork and leadership skills. Students take pride in using quality gear that reflects community support, enhancing enjoyment and motivation.

What is the benefit(s) to your organisation?

On behalf of the Te Koromiko Swannanoa School Home and School, this project will strengthen our ability to support student wellbeing and active participation in sport. Providing quality equipment enhances the school's sports program and ensures we can continue to offer positive, inclusive opportunities for all students.

What are the benefits, economic or otherwise, to the Oxford-Ohoka community or wider district?

Our goal is to foster a love of sports into our tamariki and our school community. Improved sporting opportunities can also increase attendance at local games and events, providing small economic benefits to local businesses through greater community engagement. Most importantly, the project fosters pride and a sense of belonging within the district.

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered)? ☐ Yes ☒ No

If yes, name of parent group: _____

What is the relationship between your group and the parent group?

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied to, or intend to apply to for funding this project and the amount applied for.

None.

What other Council funding sources have you applied to, or intend to apply to for funding this project and the amount applied for i.e other Community Boards, Annual or Long Term Plan, Community Grants and Enterprise North Canterbury.

none.

Have you applied to the Oxford-Ohoka Community Board or any other Waimakariri Community Board for other project funding in the past 18 months? ☒ Yes ☐ No

If yes, please supply details:

We have received funding for our outdoor seating on two occasions.

83

If this application is declined, will this event/project still occur? ☒ Yes ☐ No

If No, what are the consequences to the community/organisation?

It will not be immediately but if declined we will search for other ways of funding. Currently all resources are going into fundraising to heat our school swimming pool.

Enclosed ☒ Financial Information (*compulsory – your application cannot be processed without financial statements*)
☒ Bank Statement (*Bank Statements will remain confidential*)
☒ Supporting costs, quotes or event budgets
☐ Other supporting information

- ☒ I am authorised to sign on behalf of the group/organisation making this application.
- ☒ I declare that all details contained in this application form are true and correct to the best of my knowledge.
- ☒ I accept that successful applicants will be required to report back to the Community Board by completing an Accountability Report.
- ☒ I accept that information provided in this application may be used in an official Council report available to the public.

PLEASE NOTE: A signature is not required if you submit this form electronically. By entering your name in the signature box you are giving your authority to this application.

Signed: 

Date: 24/10/2025



Te Koromiko Swannanoa Home and School

Tram Road

Swannanoa

November 11, 2025

Oxford - Ohoka Community Board

High Street

Rangiora

Dear Community Board Members,

Please find our enclosed proposal on behalf of Te Koromiko Swannanoa Home and School Committee to apply for a community grant to purchase new tournament balls for our primary school sports teams. Our students regularly represent the school at local and regional competitions, and having quality equipment makes a big difference to their confidence and performance.

This support would help ensure our teams are well-prepared and proud to represent our community. We greatly appreciate any assistance you can provide to help us give our young athletes the best possible experience.

Thank you for considering our application and for supporting local schools like ours. We look forward to hearing your response. Please don't hesitate to contact me if you require any further information or if you have any feedback.

Sincerely,

[Redacted Signature]

Te Koromiko Swannanoa Home and School Committee

Grants Co-ordinator

Sales Quotation

GRAY-NICOLLS SPORTS Pty Ltd

PO Box 107081

Auckland Airport, Manakau

New Zealand

T: 0800 899 900 | F: 0800 535 853

www.gnsports.com

Attention:
Club: Te Koromiko Swannanoa School
Address:
Address:
City: North Canterbury
Phone:

Date: 14/10/25
Quote Number: 3457
Customer Ref: TSS
Valid Until: 1/04/26

We are pleased to quote you the following:

Item	Quantity	Description	Unit Price	Total Price
1	5	Rugby Balls	\$ 25.00	\$ 125.00
2	5	Soccer balls	\$ 25.00	\$ 125.00
3	5	Netballs	\$ 25.00	\$ 125.00
4	4	Basketballs	\$ 30.00	\$ 120.00
5	0		\$ -	\$ -
6	0		\$ -	\$ -
7	0		\$ -	\$ -
8	0		\$ -	\$ -
9	0		\$ -	\$ -
10	0		\$ -	\$ -
11	0		\$ -	\$ -
12	0		\$ -	\$ -
13	0		\$ -	\$ -
14	0		\$ -	\$ -
15	0		\$ -	\$ -
16	0		\$ -	\$ -
17	0		\$ -	\$ -
Subtotal			\$	495.00
GST			\$	74.25
Total			\$	569.25

For more information please contact:

Regan Finch

✉ reganfinch@gnsports.com

☎ 027 222 3370

Annual Performance Report

Organisation name	Swannanoa Home and School Incorporated 86
For the year ended	31st December 2024

Statement of cash received and cash paid

	Note	Current year \$	Last year \$
Opening balance in bank account(s) - at the start of the financial year		86,547	109,330
Plus cash received from operating activities			
Donations, koha, bequests and other fundraising		108,306	64,678
General grants received		750	-
Service delivery grants/contracts		-	-
Membership fees and subscriptions	2	-	-
Sale of goods or services (commercial activities)		11,821	18,332
Interest or dividends received		1,826	1,871
Other cash received		-	-
Total		122,704	84,881
Less cash paid for operating activities			
Fundraising costs		35,689	28,012
Employee remuneration and other employee related costs		-	-
Volunteer related costs		-	-
Costs related to sale of goods or services (commercial activities)	3	3,208	4,293
Other costs related to delivery of entity objectives		-	-
Grants and donations paid		104,260	75,308
Other cash paid		51	51
Total		143,209	107,664
Total GST paid or refunded in the financial year		-	-
Cash surplus or (deficit) from operating activities		- 20,505	- 22,783
Plus cash received from other activities			
Sale of investments		-	-
Sale of other assets	4	-	-
Cash received from loans and borrowings		-	-
Total		-	-
Less cash paid for other activities			
Purchase of investments		-	-
Purchase of other assets	5	-	-
Repayment of loans and borrowings		-	-
Total		-	-
Cash surplus or (deficit) from other activities		-	-
Income tax paid or refunded (if applicable)		-	-
Increase/(decrease) in cash		- 20,505	- 22,783
Closing balance in bank account(s) - at the end of the financial year		66,042	86,547
Represented by:			
Closing balance of bank account(s)		66,042	86,547
Balance invested in term deposit(s)		-	-
Cash on hand		-	-
Total cash balances held		66,042	86,547

Annual Performance Report

Organisation name	Swannanoa Home and School Incorporated 87
For the year ended	31st December 2024

Note 1 - Accounting policies

Basis of preparation

This performance report is prepared in accordance with the XRB's Tier 4 (NFP) Standard. The entity is permitted by law to apply this standard and has elected to do so. All transactions included in the Statement of Cash Received and Cash Paid and related notes to the Performance Report have been reported on a cash basis.

Treatment of GST

All amounts are recorded on a GST inclusive basis

Note 2 - Analysis of cash received from operating activities

Category	Analysis	Current year	Last year
Donations, koha, bequests and other fundraising	Community Fair Related Activities	106,301	61,043
	150th Celebration		335
	Christmas Cake Raffle		1,110
	Heifers Auctioned		2,050
	Sundry	2,005	140
Total		108,306	64,678

Category	Analysis	Current year	Last year
General grants received	Picnic benches	750	
Total		750	-

Category	Analysis	Current year	Last year
Service delivery grants/contracts			
Total		-	-

Category	Analysis	Current year	Last year
Membership fees and subscriptions			
Total		-	-

Category	Analysis	Current year	Last year
Sale of goods or services (commercial activities)	Friday Lunches	7,049	8,294
	School Coffee Sales	1,460	5,183
	Quiz and Disco	3,312	3,978
	Drive in Movie	-	877
Total		11,821	18,332

Annual Performance Report

Organisation name	Swannanoa Home and School Incorporated 88
For the year ended	31st December 2024

Note 3 - Analysis cash paid for operating activities

Category	Analysis	Current year	Last year
Fundraising costs	Community Fair & Related Expenses	35,689	27,847
	Sundry		165
Total		35,689	28,012

Category	Analysis	Current year	Last year
Employee remuneration and other employee related costs			
Total		-	-

Category	Analysis	Current year	Last year
Volunteer related costs			
Total		-	-

Category	Analysis	Current year	Last year
Costs related to sale of goods or services (commercial activities)	Lunch order expense	912	1,123
	Disco expense	1,166	1,232
	School Coffee Sales	1,130	1,938
Total		3,208	4,293

Category	Analysis	Current year	Last year
Other costs related to delivery of entity objectives			
Total		-	-

Spreadsheet Showing Oxford-Ohoka Community Board Discretionary Grant for the 2025/26 Financial Year

	Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
Oxford-Ohoka Community Board 10.139.100.2410		Carried forward 2024/25 = 285	2025/26 \$6,470	#SPILL!			\$ 6,755.00
	2-Jul	Ohoka Rugby Club Year 6	Playing uniforms		\$750	\$ 500.00	\$6,255
	2-Jul	Oxford Dark Sky	Purchase of Dark Sky Measure & traveling costs	31-Jul-25	\$713	\$381	\$5,874
	6-Aug	Ohoka Netball Club	Towards the purchase of uniforms		\$750	\$ 500.00	\$5,374
	12-Aug	Waimakariri Kennel Club	Funds from 6 April 2023 returned as not spent			\$500	\$5,874
	3-Sep	West Eyreton Friends of the School Committee	towards High-visibility safety vests		\$500	\$500	\$5,374
	3-Sep	North Canterbury Pony Club	Towards the purchase of ribbons and rosetts	Declined	\$750	\$0	\$5,384
	3-Sep	North Canterbury Kennel Association	Towards paint for Club rooms		750	\$500	\$4,874
	5-Nov	Noaia Charitable Trust	Community market for equipment and promotion		\$1,000	\$600	\$4,274
	3-Dec	Oxford Dark Sky	Phase 2 of Dark Sky Reserve accerditation		\$440		
	3-Dec	Swannanoa Home and school Inc	Purchase of sports balls		\$495		

Spreadsheet Showing Oxford-Ohoka Community Board Discretionary Grant for the 2024/25 Financial Year

	Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
Oxford-Ohoka Community Board 10.139.100.2410			2024/25 \$6,330				\$ 6,330.00
	3-Jul	Ohoka School Aims Games Basketball Team	towards costs to travel to Turanga for the Games	27-Aug-24	\$1,000	\$ 300.00	\$6,030
	3-Jul	Oxford Museum/Oxford Historical Records Society	Towards duble sided teardrop flag	18-Sept-24	\$398	\$398	\$5,632
	3-Jul	Ohoka Rugby Club Under 11	towards attending the NZ Junior Rugby Festival	16-Dec-24	\$1,000	\$500	\$5,132
	3-Jul	View Hill School	Towards hosting a Dark Sky event	9-Jul-25	\$700	\$500	\$4,632
	7-Aug	Oxford Football Club	Purchase of field marking paint	24-Jan-25	\$1,000	\$500	\$4,132
	7-Aug	Oxford Community Trust	towards catering costs for Day Out event	event cancelled, funds returned	\$750	\$500	\$4,132
	4-Sept	Lees Valley House Holders	towards the purchase of two AEDs	18-Dec-24	\$3,724	\$500	\$3,632
	2-Oct	North Canterbury Inclusive Sports Festival	Host the festival at Mainpower	Funds not claimed	\$500	\$150	\$3,482
	2-Oct	Oxford Alpine Taekwondo	Towards safety gear for members	22-Apr-25	\$750	\$250	\$3,232
	7-Nov	Oxford 24-7 Youth Work	Tag Archary	20-Dec-24	\$750	\$750	\$2,482
	4-Dec	Swannanoa Home and School	Picnic Tables	26-Feb-25	\$750	\$380	\$2,102
	5-Feb	Silverstream Reserve Volunteer Group and Down by the River	Donation for Musicians		\$750	Declined	\$2,102
	5-Mar	Swannanoa Cricket Club	Plantings	not going	\$1,000		
	2-Apr	Oxford Alpine Taekwondo	Hosting 2025 TUNZ South Island Taekwondo Tournament		\$1,000	\$500	\$1,602
	2-Apr	Oxford Dementia Support Group	Hall hire and advertising		\$980	\$500	\$1,102
	7-May	Oxford Pony Club	NZPCA Conference	27.06.2025 only used \$467	\$640	\$600	\$502
	7-May	Ohoka Rugby Club Year 6	Playing uniforms	laid on table for 2025/26	\$750		
	7-May	Waimakariri Dog Training Club	towards compitition ribbons	4-Aug-25	\$500	\$ 500.00	\$2
		Inclusive sports				\$ 150.00	\$152
		Oxford Pony Club				\$ 133.00	\$285

GOVERNANCE

Oxford-Ohoka Community Board Discretionary Grant Application

Information to assist groups with their application

The purpose of the Board discretionary grants is to assist projects that enhance community group capacity and/or increase participation in activities.

When assessing grant applications the Board considers a number of factors in its decision making. These include, but are not limited to; type of project, time frame, benefits to the community and costs. The more information you as a group can provide on the project and benefits to participants the better informed the Board is. You are welcome to include a cover letter as part of your application. The decision to grant funds is the sole discretion of the Board.

The Board cannot accept applications from individuals. All funding is paid to community-based project groups, non-profit community organisations, registered charities or incorporated societies. Council funding is publicly accountable therefore the Board needs to demonstrate to the community where funding is going and what it is being spent on.

The Board encourages applicants, where practically possible, to consider using local businesses or suppliers for any services or goods they require in their application. The Board acknowledges that this may result in a higher quote.

It would be helpful to the Board to receive a project summary that includes costs, and shows the areas where funds will be spent, fund raising the group has undertaken towards the project, and other sources of funding that have been accessed. Please note that your application will not be processed if the required financial information is not provided. The Board reserve the right to request additional information.

Examples (but not limited to) of what the Board cannot fund:	Examples (but not limited to) of what the Board can fund:
✗ Wages	✓ New equipment/materials
✗ Debt servicing	✓ Toys/educational aids
✗ Payment for volunteers (including arrangements in kind eg petrol vouchers)	✓ Sporting equipment
✗ Stock or capital market investment	✓ Safety equipment
✗ Gambling or prize money	✓ Costs associated with events
✗ Funding of individuals (only non-profit organisations)	✓ Community training
✗ Payment of any legal expenditure or associated costs	
✗ Purchase of land and buildings	
✗ Activities or initiatives where the primary purpose is to promote, commercial or profit-oriented interests	
✗ Payment of fines, court costs or mediation costs, IRD penalties	

- The Board supports a wide range of community activities. However, an application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- The Board will consider grant applications every month. Applications must be received at least four weeks before Board meeting dates to be processed on time.
- Applications will only be accepted from community-based project groups, not-for-profit organisations, registered charities or incorporated societies. No application from an individual which benefits only one person will be accepted.
- Applications from Funding Committees and/or similar community-based groups associated with schools will be considered only if significant community benefit has been shown and proof is provided that the Ministry of Education does not fund the activity. However, schools themselves are not considered non-profit community-based organisations.
- Grant funding will not be allocated for events/projects that have already occurred, i.e. retrospectively.
- The grant funding is limited to projects primarily within the Board area or benefiting the residents of the ward.
- Grants are generally limited to \$750 with a maximum of \$1,000 in any financial year (July to June). However, a group may apply twice a year, provided it is for different projects. The Board will only consider granting more than \$750 in exceptional circumstances and will provide detailed reasons for exceeding the present limit.
- The application should clearly state the purpose for which the funds will be used. It should be noted that the board will not fund ongoing or annual operating expenditure associated with the administration or running of the applicant's club organisation or club.
- Organisations predominately funded by the Central Government must provide supporting evidence that the requested grant will not be spent on projects that the Central Government should/do fund.
- The applicant should submit relevant financial information to prove they can deliver the project. Financial information should include a balance sheet/profit and loss and, at least, a bank statement to enable the Board to make an informed decision.
- Applicants must declare any other funding sources for the proposed project for which funding is being sought, especially Council community grants, other Community Boards grants, and Enterprise North Canterbury funding.
- If the group does not provide the information to enable the grant to be paid within three months of approval of the grant being notified, the application will be regarded as closed, and funds will be released for reallocation by the Board.
- If funds are not spent on the specific project applied for within six months of the date of the event/project, the recipient will be required to return the funding to the Council.
- The Council must receive an Accountability Form within 20 working days after the event, completion of the project, or when the funds were spent outlining how the funds were applied. Relevant proof of purchase, such as receipts, bank statements, or invoices, must accompany the Accountability Form, and photos of the event or purchase are encouraged.
- Where possible, Boards request permission to use these photos on their Facebook page, the Council website, or other social media to encourage other community groups' participation.
- No new application will be accepted until the Board receives the Accountability Form and relevant documentation for previous funding granted.

OXFORD-OHOKA COMMUNITY BOARD

MEMBERS INFORMATION EXCHANGE

For the month of November 2025

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>
Initial Mandeville Garage Sale Trail- 23 properties -most reported that it was a good event		
Phone call from concerned ratepayer	Sale of a property in West Eyreton for use of a rehab centre – quite a lot of community concern and meeting being planned at West Eyreton Hall	Referred them to Tim Fulton
Inspected West Eyreton Oak Reserve	With Tim Fulton checked condition of Oak Reserve after final tree trunk removed replanting has happened, but grass remediation not done-	Follow up needed on grass remediation-refer to WDC
Inspected West Eyreton Oak Reserve-water race	With Tim Fulton inspected water race-has narrowed in parts and some banks fallen in-need to find out what plan is to maintain this waterway--	Follow up needed on waterway/race maintenance-refer to WDC
Inspected West Eyreton Oak Reserve	With Tim Fulton-looked at weeds in planted area-need to understand the programme for weed control--	Folllow up needed on weed control programme-refer to WDC
Local resident chat	With Tim Fulton asked if we knew anything about a bus shelter going in at the hall-we advised we had not heard anything	
Oxford Promotions	Special meeting to update constitution	
Oxford Promotions	General meeting-upcoming events, 11/12-Oxford Late night Shopping, 14/12-Oxford Christmas parade, Oxford Carols in the Park 24/12	
West Eyreton Oak Reserve	Working with Tim Fulton to complete the West Eyreton Oak Reserve Info kiosk	
West Eyreton Tennis Club Building	Update needed on future of West Eyreton Tennis Club building	WDC to advise update
RC255365-I Browns Road Swannanoa-for noting	TO AMEND CONDITIONS OF QUARRY CONSENT RC175217 IN RELATION TO SITE PLAN, VOLUME, ACCESSWAY AND BOUNDARY SETBACKS	