

# Agenda

## Oxford-Ohoka Community Board

Wednesday 4 February 2026  
6.30pm

West Eyehton Hall  
2 Earlys Road  
West Eyehton

**Members:**

Sarah Barkle (Chairperson)  
Thomas Robson (Deputy Chairperson)  
Mark Brown  
Tim Fulton  
Wayne Godfrey  
Ray Harpur  
Niki Mealings  
Pete Merrifield

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Board Members  
**OXFORD-OHOKA COMMUNITY BOARD**

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

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

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**BUSINESS**

	PAGES
1. <b><u>APOLOGIES</u></b>	
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3. <b><u>CONFLICTS OF INTEREST</u></b>	
4. <b><u>CONFIRMATION OF MINUTES</u></b>	
4.1. <b><u>Minutes of the Oxford-Ohoka Community Board – 3 December 2025</u></b>	8-16
	<i>RECOMMENDATION</i>
	<b>THAT</b> the Oxford-Ohoka Community Board:
(a)	<b>Confirms</b> , as a true and accurate record, the circulated Minutes of the Inaugural Oxford-Ohoka Community Board meeting, held on 3 December 2025.
4.2. <b><u>Matters Arising (From Minutes)</u></b>	
5. <b><u>DEPUTATIONS AND PRESENTATIONS</u></b>	
5.1. <b><u>Holly Gardiner</u></b>	
	Holly Gardiner will be in attendance to discuss communication concerns.
5.2. <b><u>Brent Walton- Waimakariri Irrigation Limited</u></b>	
	Brent Walton from Waimakariri Irrigation Limited will be in attendance to update the Board on the status of the proposed dam.
6. <b><u>ADJOURNED BUSINESS</u></b>	
	Nil.

## 7. REPORTS

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

17-41

#### *RECOMMENDATION*

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

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

**AND**

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

**THAT** the Utilities and Roading Committee:

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

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

42-57

#### *RECOMMENDATION*

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

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

**OR**

- (c) **Declines** the application from the Waimakariri Dog Training Club.

## 8. CORRESPONDENCE

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

58-59

#### *RECOMMENDATION*

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

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

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

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

The Chairperson will provide a verbal update.

#### *RECOMMENDATION*

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

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

## 10. **MATTERS FOR INFORMATION**

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

**10.16. *Aquatics December Update – Report to Community and Recreation Committee Meeting 16 December 2025 – Circulates to all Boards***

**10.17. *Libraries Update to December 2025 – Report to Community and Recreation Committee Meeting 16 December 2025 – Circulates to all Boards***

***RECOMMENDATION***

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

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

***Note:***

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

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

**11.1. *Mark Brown***

60

(Trim: 260126012425).

**11.2. *Pete Merrifield***

61

(Trim: 260126012286).

**11.3. *Tim Fulton***

62-63

(Trim: 260121009637).

**11.4. *Wayne Godfrey***

64

(Trim: 260126012702).

*The purpose of this exchange is to provide a short update to other members in relation to activities/meetings that have been attended or to provide general Board related information.*

*Any written information submitted by members will be circulated via email prior to the meeting.*

**12. *CONSULTATION PROJECTS***

Nil.

**13. *BOARD FUNDING UPDATE***

**13.1. *Board Discretionary Grant***

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

**13.2. *General Landscaping Fund***

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

**14. *MEDIA ITEMS***

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

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

### **NEXT MEETING**

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

#### **Workshops**

- *Safety Improvements at Intersections on Tram Road– Joanne McBride (Roading and Transport Manager) 20mins*
- *Community Board Plan – Kay Rabe (Governance Advisor) 10mins*
- *Members Forum*
  - *Support for West Oxford Reserve Expansion – Tim Fulton*

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

**PRESENT**

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

**IN ATTENDANCE**

Councillor McLaren

G Cleary (General Manager Utilities and Roading Committee), K Simpson (3 Waters Manager), J Recker (Stormwater and Waterways Manager), K Howat (Parks and Facilities Team Leader), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

There was one member of the public present.

**1. APOLOGIES**

There were no apologies.

**2. PUBLIC FORUM**

There were no members of the public present for the public forum.

**3. CONFLICTS OF INTEREST**

T Robson declared a conflict on item 8.2 as he is a member of the Dark Sky Group.

**4. BOARD MEMBER DECLARATION**

*The Chairperson invited Wayne Godfrey to read and sign his declaration as required in terms of Schedule 7 of the Local Government Act, 2002, which was witnessed and signed by the Chairperson.*

**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 Oxford-Ohoka community, 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: Ohoka on 3 December 2025

Signature:

Signed in the presence of:

[S Barkle]

## **5. CONFIRMATION OF MINUTES**

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

**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.

## CARRIED

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

Moved: P Merrifield      Seconded: T Fulton

**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.

## CARRIED

### 5.3. **Matters Arising (From Minutes)**

There were no matters arising.

## **6. DEPUTATIONS AND PRESENTATIONS**

Nil.

## **7. ADJOURNED BUSINESS**

Nil.

## 8. REPORTS

## 8.1. **Oxford Agricultural and Pastoral (A&P) Showgrounds Stormwater Improvements – M Henwood (Project Engineer) and J Recker (Stormwater and Waterways Manager)**

J Recker spoke to the report which sought a recommendation to the Utilities and Roading Committee to approve the proposed stormwater improvements solution at the Oxford A&P Showgrounds. These works followed the 2024 upgrades completed at the Church Street Reserve. The project focused on reducing flooding and flow the effected properties on High, Burnett and Church Streets.

T Fulton asked for an explanation on an earlier suggestion to put the pipe through private properties. J Recker explained that there was a drainage easement between properties 53a and 53 Burnett Street. Staff were currently upgrading the unformed channel by installing a 450mm pipe in the channel.

T Robson raised concern regarding the downstream impacts of this work, especially in Church Street. K Simpson explained the main flow went through a 450mm pipe, before heading north at Burnett Street into the old gravel pit on the corner of Burnett and Church Streets. He noted water would be attenuated within the A&P showgrounds where proposed soakpits would utilise discharge to ground. The water would pond in the A&P showgrounds during heavy rain events prior to any surface flow running into Pearson Drain.

Moved: T Robson      Seconded: T Fulton

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

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

AND

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

**THAT** the Utilities and Roading 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.

**CARRIED**

Moved: T Robson

Seconded: N Mealings

**THAT** the meeting be adjourned for a workshop on the General Landscaping budget and an update from J Hogg on crime cameras at 6:43pm.

**CARRIED**

Moved: T Robson

Seconded: N Mealings

**THAT** the meeting would resume at 7:28pm.

**CARRIED**

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

K Rabe spoke to the report noting there were two applications, one from the Oxford Dark Sky Group towards the process of applying for phase two for the accreditation of a dark sky reserve. The second application was from the Swannanoa Home and School Group towards the purchase of tournament balls for netball, basketball, soccer and rugby.

Moved: M Brown      Seconded: T Fulton

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

- (a) **Receives** report No. 251028203668.
- (b) **Approves** a grant of \$440 to the Oxford Dark Sky Group towards the cost of proceeding with phase II for the accreditation for a Dark Sky Reserve.

**CARRIED**

T Fulton noted that the Group had applied twice, once in 2023 and again in 2024. Both applications were to purchase picnic tables. K Rabe explained that the first application was for tables in the front of the school for students to do homework outside. The second was a table for families using the a new bike track.

Moved: T Fulton      Seconded: W Godfrey

(c) **Approves** a grant of \$350 to Te Koromiko Swannanoa Home and School Inc. towards the purchase of tournament balls for netball, basketball, soccer and rugby.

**CARRIED**

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

Moved: T Robson      Seconded: P Merrifield

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

- (a) **Receives** Report No. 250923180431.
- (b) **Approves** the appointment of Board Member M Brown as a Board representative and liaison person to the Waimakariri Health Advisory Group.
- (c) **Approves** the appointment of Board Member P Merrifield as a Board representative and liaison person, to Grey Power North Canterbury Group.
- (d) **Approves** the appointment of Board Member R Harpur as a Board representative and liaison person to the Waimakariri Access Group.
- (e) **Approves** the appointment of Board Member P Merrifield as a Board representative and liaison person, to the Oxford Historical Records Society Inc Committee.
- (f) **Approves** the appointment of Board Member T Fulton as a Board representative and liaison person to the Landmark Committee.
- (g) **Approves** the appointment of Board Member S Barkle as a Board representative and liaison person, to the Ohoka Residents' Association.
- (h) **Approves** the appointment of Board Member M Brown as Board representative and liaison person to the Experience Oxford Committee (previously Oxford Promotions Action Committee).
- (i) **Approves** the appointment of Board Member T Robson as Board representative and liaison person to the Oxford Dark Sky Group.
- (j) **Approves** the appointment of Board Member W Godfrey as a Board representative and liaison person, to Ohoka Domain Advisory Group.
- (k) **Approves** the appointment of Board Member T Robson as Board representative and liaison person, to the Ashley Gorge Advisory Group.
- (l) **Approves** the appointment of Board Members T Robson and P Merrifield as Board representatives and liaison persons, to the Pearson Park Advisory Group.
- (m) **Approves** the appointment of Board Member S Barkle as Board representative and liaison person to the Water Race Advisory Group.
- (n) **Approves** the appointment of Board Member W Godfrey as the Board representative and liaison person, to the Mandeville Sports Centre.
- (o) **Approves** the appointment of Board Member M Brown as a Board representative and liaison person to the Oxford Rural Drainage Advisory Group.
- (p) **Approves** the appointment of Board Member S Barkle as a Board representative and liaison person to the Ohoka Rural Drainage Advisory Group.

**CARRIED**

## 9. CORRESPONDENCE

Nil.

## 10. CHAIRPERSON'S REPORT

### 10.1. Chairperson's Report for November 2025

- Mandeville North Railway Sign – There had been a lot of positive feedback in relation to the railway signs that were being installed across the ward. The signs had ignited interest in the ward's history as well as informing people of the actual existence of the railway. There had been concern about the placement of the sign on the loading bay in Mandeville (Mandeville North) sign. The concern was that sign made it difficult for trucks to use the loading ramp. There had been a meeting onsite with suggestions on alternative locations. The current location was fitting however if the sign actually stopped people from using the loading ramp then the location may need to be discussed further.
- Ohoka-Mandeville Drainage Board Meeting – Group met with staff to discuss the Mandeville Resurgence project. There was a lot of discussion around stage 1A and whether it should be undertaken. Staff were recommending that it should, however some members of the group had not been in support. Flooding in the area had been a long standing issue and was one that needed addressing. The long term project, in her opinion, needed a lot more groundwork research before actioning any decisions or options.
- Woodstock Quarries Ltd (WQL) – The majority of this month had been spent working on the WQL court case. She provided updates as the case evolved over the week. Whilst it did not look like the community would be successful in opposing the landfill, it had certainly made a difference by being involved. Going forward, it would be important to establish a respectful relationship with the new owners. The communications she had so far would indicate that they would be keen on this also.
- Waimakariri Irrigation Limited (WIL) Storage Dam – She had communications from residents about their concern on the renewed momentum on the storage dam. Information could be found on the Waimakariri Irrigation Limited website. This had already been through its due process through the Environment Court and rulings made. Some feedback had been, concerns over the knowledge of this on LIMs, and not knowing of the dam's existence prior to buying a property in the vicinity and how that would impact insurance, why properties some 20km away were having it noted on their property files. She had further meetings on this matter coming up.
- Wolffs Road Footbridge Meeting – Met with the committee to discuss the Memorandum of Understanding – this was parked due to Chris Brown not being able to attend the meeting. Discussed a future fundraising event at the Vintage Market on January 25<sup>th</sup>, 2026. The group had secured initial funding from a Mainpower fund.
- Odyssey House Rehab Centre – Some concerned residents in relation to the proposal of a rehab centre for women in Browns Road. May be a case of informing residents about the proposal, what it was about, the restrictions around it and the reassurance of everyone's safety. She would be attending the upcoming public meeting. This was a meeting organised by the residents.
- Sites for Oxford A&P Show and Swannanoa Fair – Sites had been booked for both the A&P Show and the Swannanoa School Fair.

- Ohoka Drain and Vehicles – Had a member of public contact her in regard to an incident they saw at the Farmers market. Someone had gone to make a U-turn on the road and ended up with their front wheels in the ditch. The person had mentioned that the tall grass made it difficult to see there was a ditch in existence and had driven straight into it, effectively leaving them unable to get out again. Parking in general was quite ad hoc on market day. With the popularity of the market this may be something that needs to be looked into in the future. It was such a wonderful event, it would be a shame to see anything reduce its capacity or ability to run due to parking/traffic issues.

Moved: P Merrifield

## Seconded: N Mealings

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

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

## CARRIED

## **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

Moved: M Brown

Seconded: T Robson

THAT the Oxford-Ohoka Community Board:

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

## CARRIED

## 12. MEMBERS' INFORMATION EXCHANGE

R Harpur

- Waimakariri Access Group Meeting – discussed what was happening at Waikuku Beach, showing there was a need for firm surfaces for wheelchairs. Ensuring picnic tables were accessible as well as accessible toilets available. There was a general lack of accessible information on the Council website which needed to be investigated. A Claasens had put together a Welcoming Waimakariri report which looked at bridging the gap between the newcomers to the area and existing residents.

- Mandeville Sports Club Meeting – health and safety was discussed with most clubs now having their policies in place. There was some discussion around the \$5,000 that was given to the Sports Centre for its landscaping project.
- Ohoka Mandeville Drainage Advisory Group meeting – discussion around Mandeville Resurgence scheme. Reporting on the Ohoka Stream loop which was full of willows.

### **T Fulton**

- Ohoka-Mandeville Drainage Advisory Group meeting.
- Responded to residents' concerns around the Council approving Odyssey house opening a residential care facility in West Eyehton. He noted social media feedback initially showed concern with people saying it was a residential care facility with criteria and restrictions on how it was run.
- Mandeville railway signs, there was a good response from the public. He acknowledged the work the Delta contractors had done.
- Wolffs Road Bridge, it was thrilling to receive \$5,000 from a MainPower community fund. It was a nice signal for future fundraising efforts.
- Requests from the community for a sports and recreation facility in Oxford.

### **T Robson**

- Ashley Gorge Advisory Group had their end of year breakup – discussed the kiosk progress.
- Attended Oxford Promotion Action Committee meeting.
- Attended Woodstock quarry hearing.

### **N Mealings**

- Several people had either in person or via email, text, or phone contacted her to express their thanks for the handling of the freedom camping issue at the Ohoka Domain. Since the signs went up, the issue had been addressed.
- There was concern about traffic management during the Ohoka Farmers Market- particularly on busy market days.
- A resident had expressed concern that a neighbor had impeded legal access in the road reserve by fencing off part of Main Race Road.
- A resident had concerns about material from a neighbor's property blowing across Depot Road during wind events.
- She had been approached by two community halls, a domain advisory group and the Mandeville Sports Centre to find out how they could access/draw down their Council grants.
- Discussed next steps for the Mandeville Resurgence Upgrade project. Still some details to be ironed out as to phasing.
- Attended the Ohoka Garden Tour – Brilliant day, fabulous gardens, a great fete and a successful day overall.
- Council Workshop – Discussed options for relocation of the Cust Rural Recycling Centre. There were issues with the Council owned sites in Cust and surrounds. If a suitable location could not be found around Cust or West Eyehton, it would likely be placed at the Oxford Transfer Station but be more readily accessible than the current service.
- Mandeville Sports Club Board Meeting – The Board was keen to progress with the memorial area near the clubrooms (this was an Oxford-Ohoka Community Board landscaping fund project). A new 'Park Run' type run club has been established at Mandeville on Saturday mornings.
- An Oxford resident emailed looking for nitrate data for the Oxford Rural 1 water supply.
- Attended View Hill School's Community Emergency Hub opening during their school pet day.
- EnviroSchools Celebration at Environment Canterbury – View Hill School had a delegation with a cool project.

**P Merrifield**

- Oxford Museum Committee were still looking at a storage container and the jail if it could be located somewhere.

**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.

The Board noted the funding update.

**15. MEDIA ITEMS**

Nil.

**16. QUESTIONS UNDER STANDING ORDERS**

Nil.

**17. URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

**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:

Moved: M Brown      Seconded T Robson

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

18.1 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
18.1	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 <b>LGOIMA Section 7 (2)(a)</b> .

CARRIED

**CLOSED MEETING**

*The public excluded portion went from 8:42pm to 8:43pm*

**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 Eyeoton Hall.

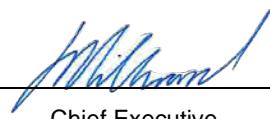
THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 9:15PM.

**CONFIRMED**-----  
Chairperson-----  
Date

UNCONFIRMED

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** RDG-32-16-09 / 251013194306**REPORT TO:** OXFORD–OHOKA COMMUNITY BOARD**DATE OF MEETING:** 4 February 2026**AUTHOR(S):**  
Kieran Straw – Civil Project Team Leader  
Joanne McBride – Roading and Transport Manager**SUBJECT:** Proposed Oxford Minor Safety Improvements**ENDORSED BY:**(for Reports to Council,  
Committees or Boards)

General Manager



Chief Executive

**1. SUMMARY**

- 1.1. This report is seeking the Community Boards approval for the scheme designs for minor safety improvements proposed in Oxford at the following locations:
  - Depot Road Bridge
  - Depot Road (entry to Oxford township from the west)
  - Oxford Road (entry to Oxford township from the east)
  - High Street (entry to Oxford township from Ashley Gorge)
- 1.2. These projects have previously been approved as part of the Roading Minor Safety Improvement Programme for 2025/26, with these specific areas of concern being raised by the Board and the Waimakariri Access Group.
- 1.3. The proposed works include threshold treatments, signage, delineation and road marking improvements to provide clearer guidance for motorists, and reinforce speed limits within the Oxford Township, and the approaches to the Depot Road Bridge.
- 1.4. Reducing vehicle speeds on the approach to the Depot Road bridge is intended to help reduce the likelihood of accidents on (or near) the bridge
- 1.5. Reducing vehicle speeds at the speed thresholds on approach to the Oxford Town seeks to improve pedestrian safety and risk to residents posed by traffic exceeding the posted speed limit.

**Attachments:**

- i. Depot Road Bridge – Plan of Works (Trim No. 251024203213)
- ii. Oxford Speed Thresholds (Eastern Entrance) – Plan of Works (Trim No. 251111214477)
- iii. Oxford Speed Thresholds (Western Entrance) – Plan of Works (Tim No. 251204231242)
- iv. Oxford Speed Thresholds (Northern Entrance) – Plan of Works (Trim No. 251204231245)
- v. Oxford Pedestrian Crossings – Plan of Works (Trim No. 260122010799)

## 2. RECOMMENDATION

**THAT** the Oxford Ohoka Community Board:

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

**AND**

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

**THAT** the Utilities and Roading Committee:

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

## 3. BACKGROUND

### 3.1. Depot Road Bridge

The Depot Road bridge is a 150m long single lane bridge located 900m west of Oxford with a 100km/hr posted speed limit.

Since 2015 there has been ten recorded accidents on, or near, the Depot Road bridge including one fatality.

The accident history suggests that speed is a contributing factor for at least five of the recorded accidents, along with delineation during hours of darkness.

Of particular note is that the majority of the accidents occurred west-bound (exiting Oxford), and three accidents occurred upon exiting the bridge with drivers failing to navigate a gentle right hand bend west of the bridge.

Council staff are planning on requesting future funding through NZTA and the Long Term Plan to upgrade the vehicle barriers on this bridge. The planned barrier replacements are compatible with the scope of works recommended within this report and will not require re-work in conjunction with the barrier installation.

### 3.2. Oxford Urban / Rural Speed Thresholds

Main Street in Oxford is subject to a 50km/hr speed limit and has an ADT of 4,054 vehicles per day (measured at site 0396A, near Harewood Road intersection).

At this site, the median vehicle speed is 48.6km/hr. The town centre is slightly to the east of the traffic count site.

There have been past requests to consider reducing the posted speed limit through the town centre. Council has previously considered these requests and had elected to not make any changes at the time. Vehicle speeds through the town centre remain a concern, particularly for the elderly and those with visibility or mobility issues.

The Waimakariri Access Group has expressed concern regarding this, and the reinforcing of the speed limits at the existing speed thresholds is seen as an effective way to reinforce to motorists the need to reduce speed upon entry to Oxford township.

3.3. Both projects have been included within the Minor Safety Improvement Programme, which was presented to all Community Boards ahead of being approved by the Utilities and Roading Committee in July 2025.

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

##### 4.1. Depot Road Bridge

The works included within Attachment i of this report seek to reinforce messaging to motorists approaching the bridge of the hazard, and in turn reduce the vehicle speeds on approach. The works includes additional line marking, and delineation to aid nighttime drivers navigating the bridge.

All works proposed complies with NZTA's guidance, and the Traffic Control Devices. The proposed works includes the following key features:

- Supply & Installation of new electronic advanced warning signage (radar activated when an approaching vehicle is detected).
- Widening of the edge lines on each approach to the bridge.
- Installation of edge lines across the length of the bridge (ATLM).
- Installation of RRPM, and reflectors across the length of the bridge.
- Seal widening on the bend immediately upon exit of the bridge (westbound) to allow for improved road marking and room for recovery by an errant vehicle.

##### 4.2. Oxford Urban / Rural Speed Thresholds

The works included within Attachment ii to iv of this report seek to reinforce the existing posted speed limits through the township. The works includes additional line marking, signage and kerb works.

All works proposed complies with NZTA's guidance, and the Traffic Control Devices. The proposed works include:

###### Oxford Road (Eastern approach)

- Installation of kerb quadrants with landscaping at the existing 50km/hr threshold
- Replacing the existing "50" signage with new, larger signs with green backing board and "Oxford" destination signage.
- Installation of red slurry with "50" painted on the road surface

###### Depot Road (Western approach)

- Replacing the existing "50" signage with new, larger signs with green backing board and "Oxford" destination signage.
- Installation of red slurry with "50" painted on the road surface

## High Street (Northern approach)

- Installation of new edge lines from the existing 70 / 100 threshold to the existing 70 / 50 threshold to reduce lane width to 3.0m, including diagonal shoulder markings within the urban area.
- Replacing the existing “50” signage with new, larger signs (but without green backing board and “Oxford” destination signage).
- Installation of red slurry with “50” painted on the road surface

To further reinforce the speed limit along the length of Main Street, the conspicuity of the three existing pedestrian crossings is proposed to also install red slurry, along with shark-tooth markings on the approach. The use of red slurry on approach to pedestrian crossings is approved by NZTA.

### 4.3. The Board have the following options:

#### 4.3.1 Approve the recommendations of this report.

This option would see the works proposed at both the Depot Road bridge, and the existing speed thresholds to Oxford Township to be completed as per the attachments of this report.

This is the recommended option as all works complies with NZTA guidance and requirements, and contributes towards a safer roading network, minimising harm and maintenance cost.

Both projects have been requested by the Community, and both endorsed by the previous Board, and approved by the Utilities and Roading Committee.

#### 4.3.2 Decline the recommendations of this report.

This option would see the works withdrawn from the programme. This option is not recommended as both projects are aimed at improving safety, have been requested by the community, and both projects were previously endorsed by the Community Board, and approved by the Utilities and Roading Committee.

Failing to proceed with these projects results in a higher residual risk to the Community at sites where there is known speed concerns.

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

The planned works is aiming to reduce vehicle speeds and increase driver awareness, thereby reducing harm caused by road accidents.

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

## 5. COMMUNITY VIEWS

### 5.1. **Mana whenua**

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

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

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

The Waimakariri Access Group who have requested works to reduce vehicle speeds will be interested in the project as reducing vehicle speeds provides a safer environment for their members to be able to cross Main Street safely. Feedback from the Group included support for the red slurry at the speed thresholds to be included within the scope of works as a high priority.

The inclusion of the treatments at the pedestrian crossing was added following their concerns that there was no supporting treatments along the length of the Main Street between the thresholds. Feedback from the Group was against the use of red slurry at the pedestrian crossings, however this was clarified to relate to a previous trial that installed red slurry directly on the pedestrian crossings, under the white stripes. There is no proposal to carry out this treatment.

Threshold signage has been discussed with the Heavy Haulage Association, and post foundations will be specified to allow for ease of removal to accommodate over dimension loads.

### 5.3. **Wider Community**

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report.

## 6. OTHER IMPLICATIONS AND RISK MANAGEMENT

### 6.1. **Financial Implications**

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

The Engineers Estimate for the Depot Road Bridge Signage & Delineation Improvements is \$69,737, against a budget of \$70,000, and is within the available budget.

The Engineers Estimate for the Oxford Speed Threshold Treatments is \$85,625, against a budget of \$90,000 (over two years),

These budgets are included in the Annual Plan/Long Term Plan.

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

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

### 6.3. **Risk Management**

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

There is a risk that the proposed improvements may not result in reduced speeds. This risk is considered to be low, given the proposed changes are an improvement and meet current best design practice.

The proposed works includes the addition of red slurry to be installed at the Oxford Road threshold. This portion of carriageway is programmed for a pavement rehabilitation and may not be suitable for a red slurry to be applied until the site has had adequate curing time. This portion of works may be deferred to the following year.

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

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

Works proposed is reducing the potential for harm associated with inattentive and speeding drivers on the road network.

## 7. CONTEXT

### 7.1. **Consistency with Policy**

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

### 7.2. **Authorising Legislation**

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

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

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

#### Social

*A place where everyone can have a sense of belonging...*

- Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.
- Council commits to promoting health and wellbeing and minimizing the risk of social harm to its communities.
- Our community groups are sustainable and able to get the support they need to succeed.
- Our community has equitable access to the essential infrastructure and services required to support community wellbeing.

#### Economic

*...and is supported by a resilient and innovative economy.*

- Infrastructure and services are sustainable, resilient, and affordable.
- Our district readily adapts to innovation and emerging technologies that support its transition to a circular economy.

### 7.4. **Authorising Delegations**

The Oxford-Ohoka Community Board has the delegated authority to maintain an overview of services provided by the Council such as road works, water supply, sewerage, stormwater drainage, parks, recreational facilities, community activities, and traffic management projects within the community.

The Utilities and Roading Committee has responsibility for Roading and Transportation (including road safety, multimodal transportation and traffic control).



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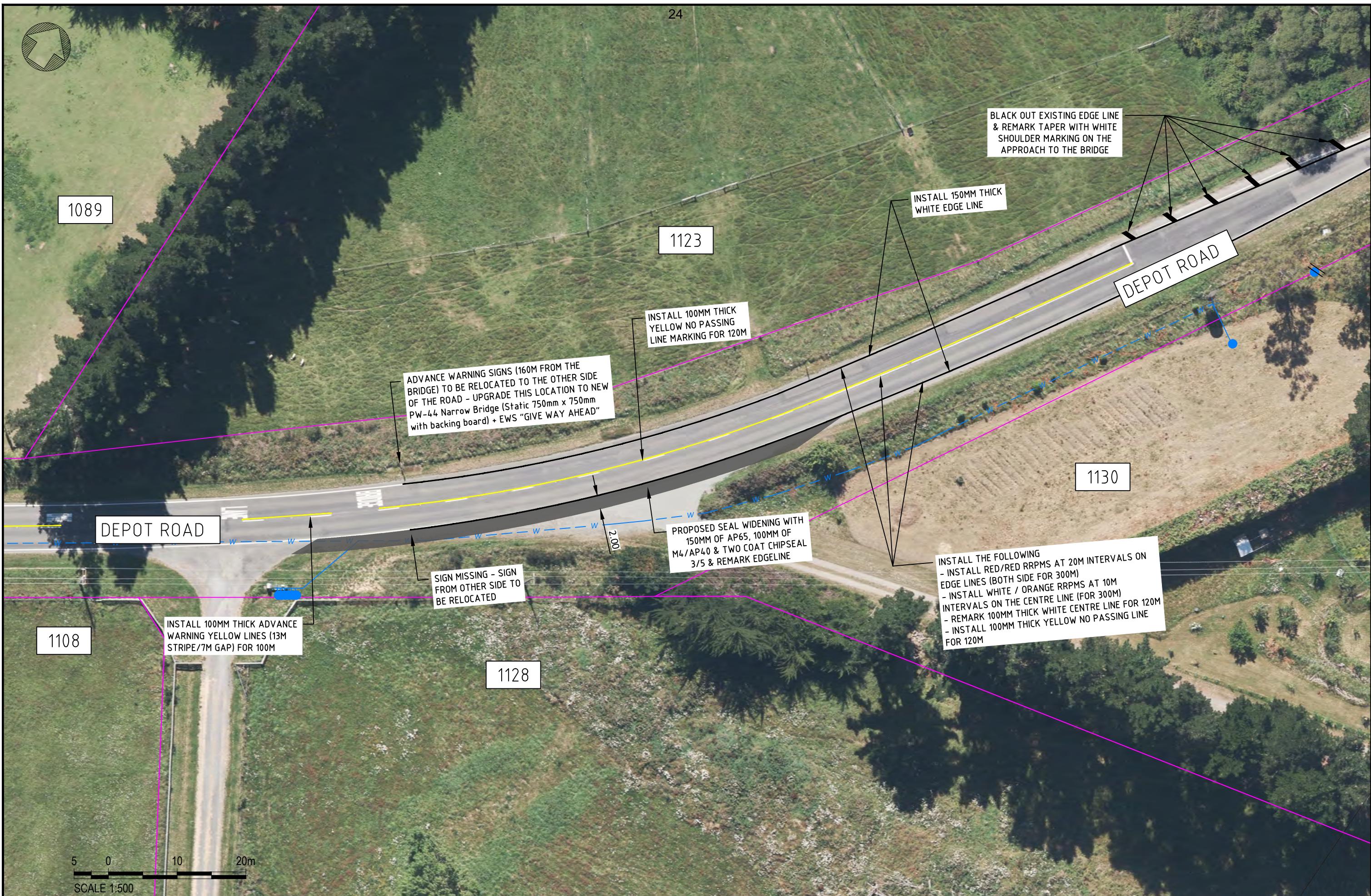
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APPROVED	--	11/2025	VERTICAL	NZVD 2016



PROJECT  
MINOR IMPROVEMENT WORKS  
2025 - 2026  
ROADSIDE HAZARD IMPROVEMENTS

SHEET TITLE  
DEPOT ROAD BRIDGE  
SIGNAGES & LINE MARKING  
IMPROVEMENTS

FOR TENDER  
NOT FOR CONSTRUCTION  
DRAWING  
4666  
SHEET 1  
REVISION A



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PROJECT  
MINOR IMPROVEMENT WORKS  
2025 - 2026  
ROADSIDE HAZARD IMPROVEMENTS

SHEET TITLE  
DEPOT ROAD BRIDGE  
SIGNAGES & LINE MARKING  
IMPROVEMENTS

FOR TENDER  
NOT FOR CONSTRUCTION  
DRAWING  
4666  
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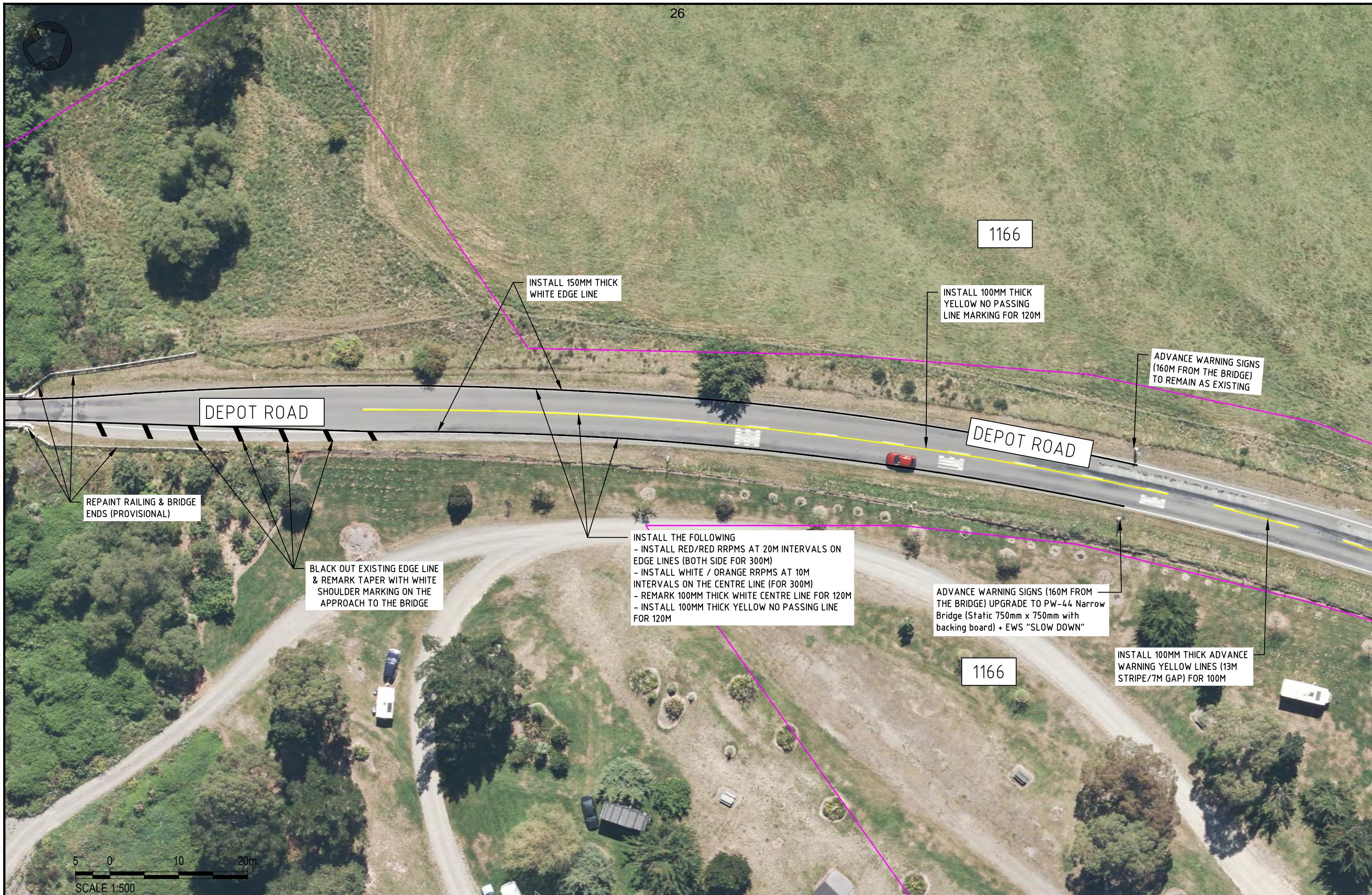
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PROJECT	MINOR IMPROVEMENT WORKS 2025 - 2026 ROADSIDE HAZARD IMPROVEMENTS
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FOR TENDER NOT FOR CONSTRUCTION
DRAWING 4666
SHEET 3 REVISION A

FOR TENDER NOT FOR CONSTRUCTION
DRAWING 4666
SHEET 3 REVISION A



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PROJECT
MINOR IMPROVEMENT WORKS 2025 - 2026 ROADSIDE HAZARD IMPROVEMENTS

SHEET TITLE
DEPOT ROAD BRIDGE SIGNAGES & LINE MARKING IMPROVEMENTS

FOR TENDER NOT FOR CONSTRUCTION
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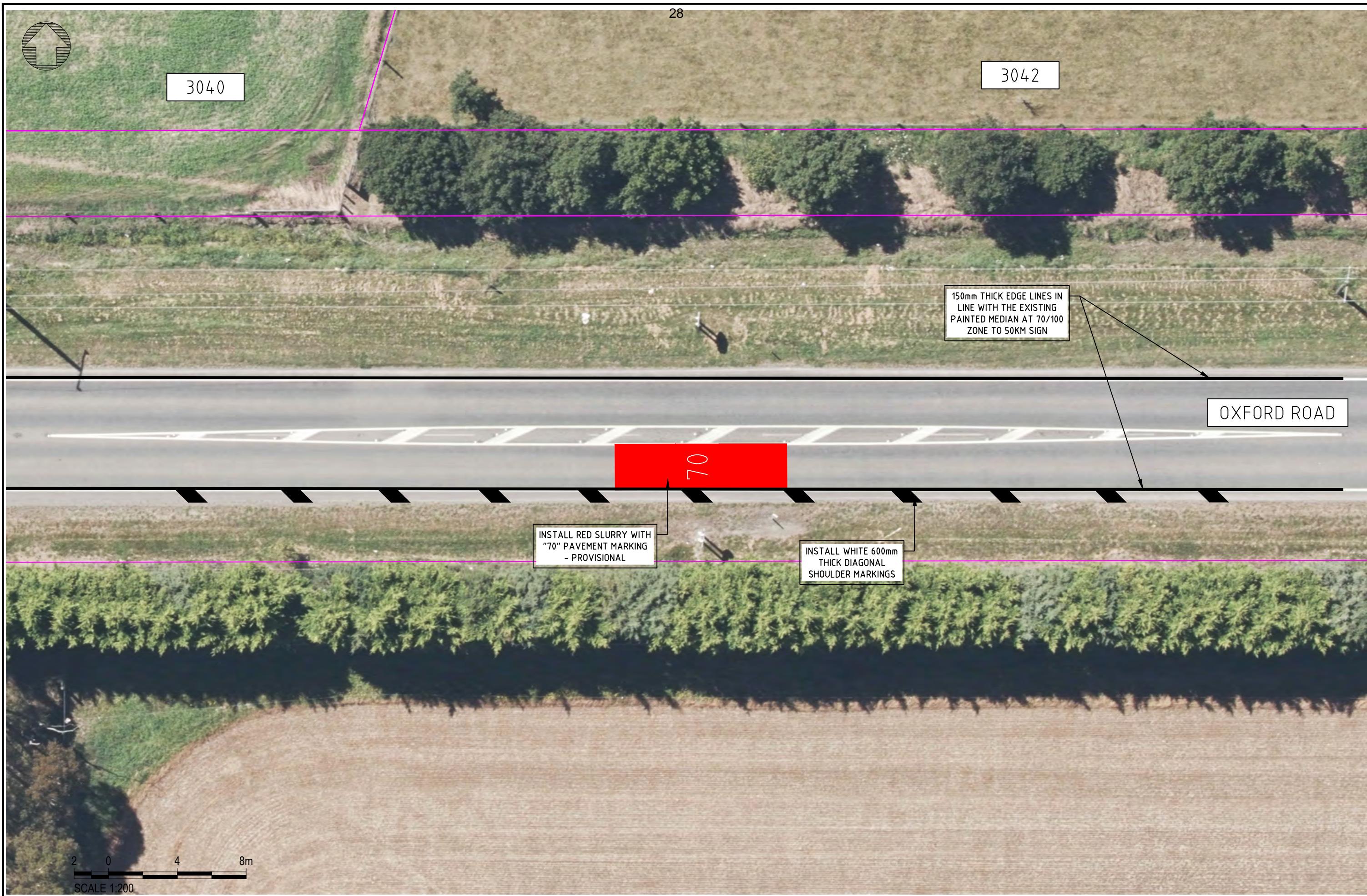
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PROJECT  
MINOR IMPROVEMENT WORKS  
2025 - 2026  
ROADSIDE HAZARD IMPROVEMENTS

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DEPOT ROAD BRIDGE  
SIGNAGES & LINE MARKING  
IMPROVEMENTS

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SHEET 5 REVISION A



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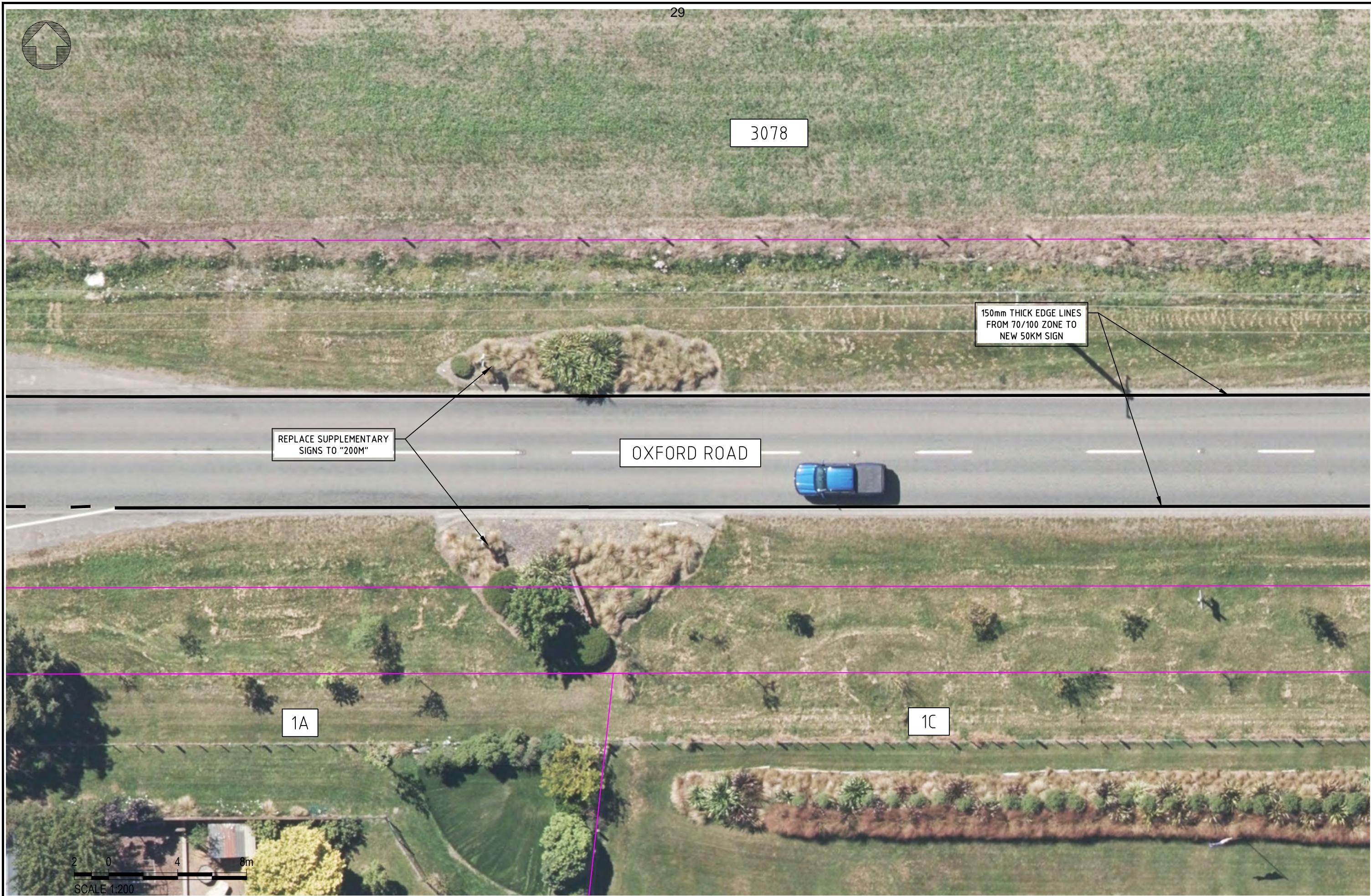
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OXFORD SPEED TREATMENTS

SHEET TITLE  
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NOT FOR CONSTRUCTION  
DRAWING  
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SHEET 1  
REVISION A



3078



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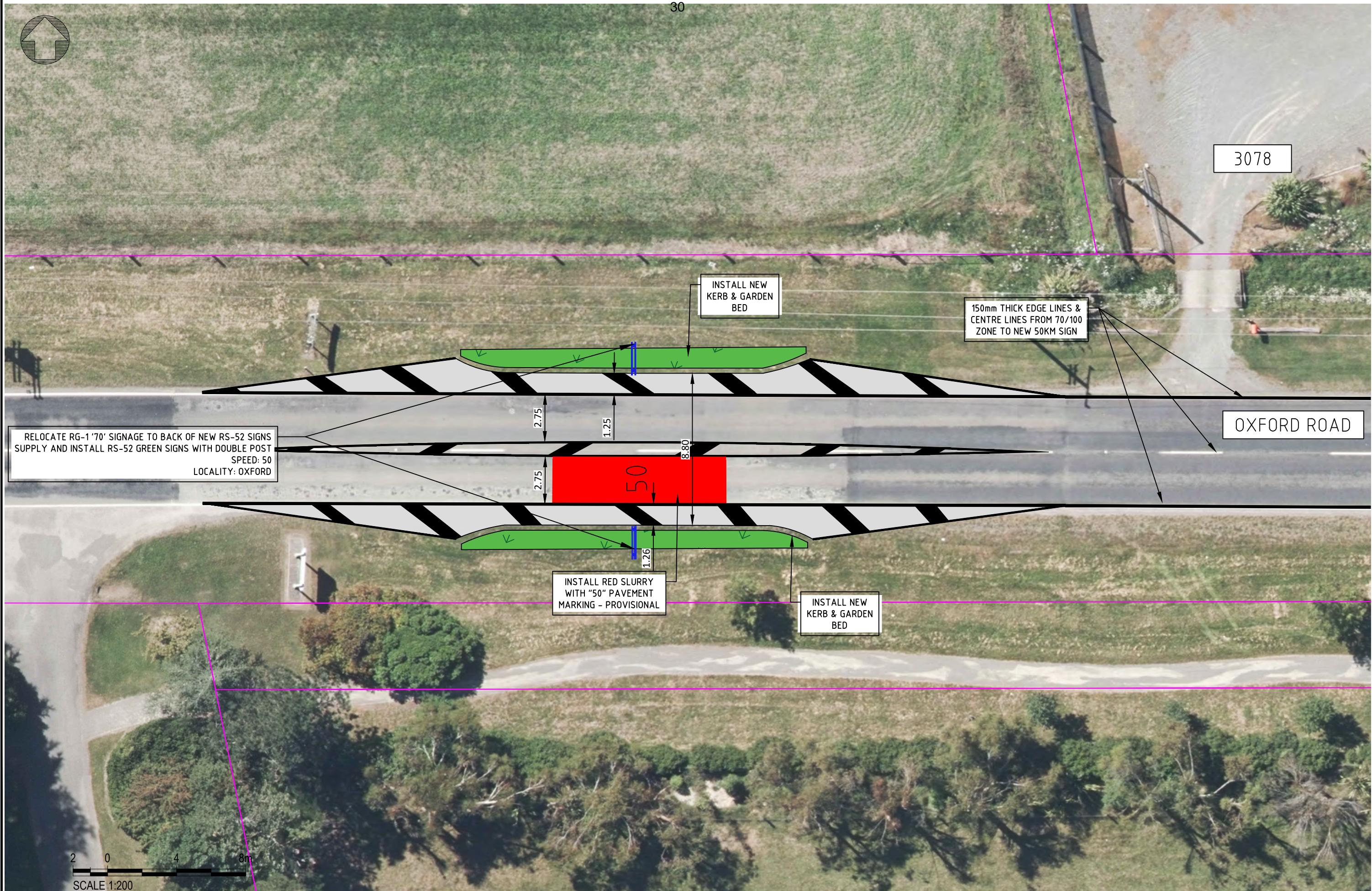
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OXFORD SPEED TREATMENTS

SHEET TITLE  
EAST SIDE - 50km/hr ADVANCE WARNING

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NOT FOR CONSTRUCTION  
DRAWING  
4676  
SHEET  
2  
REVISION  
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3078



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PROJECT  
MINOR IMPROVEMENTS 2025 - 2026  
OXFORD SPEED TREATMENTS

SHEET TITLE  
EAST SIDE - 50km/hr SIGN

FOR APPROVAL  
NOT FOR CONSTRUCTION  
DRAWING  
4676  
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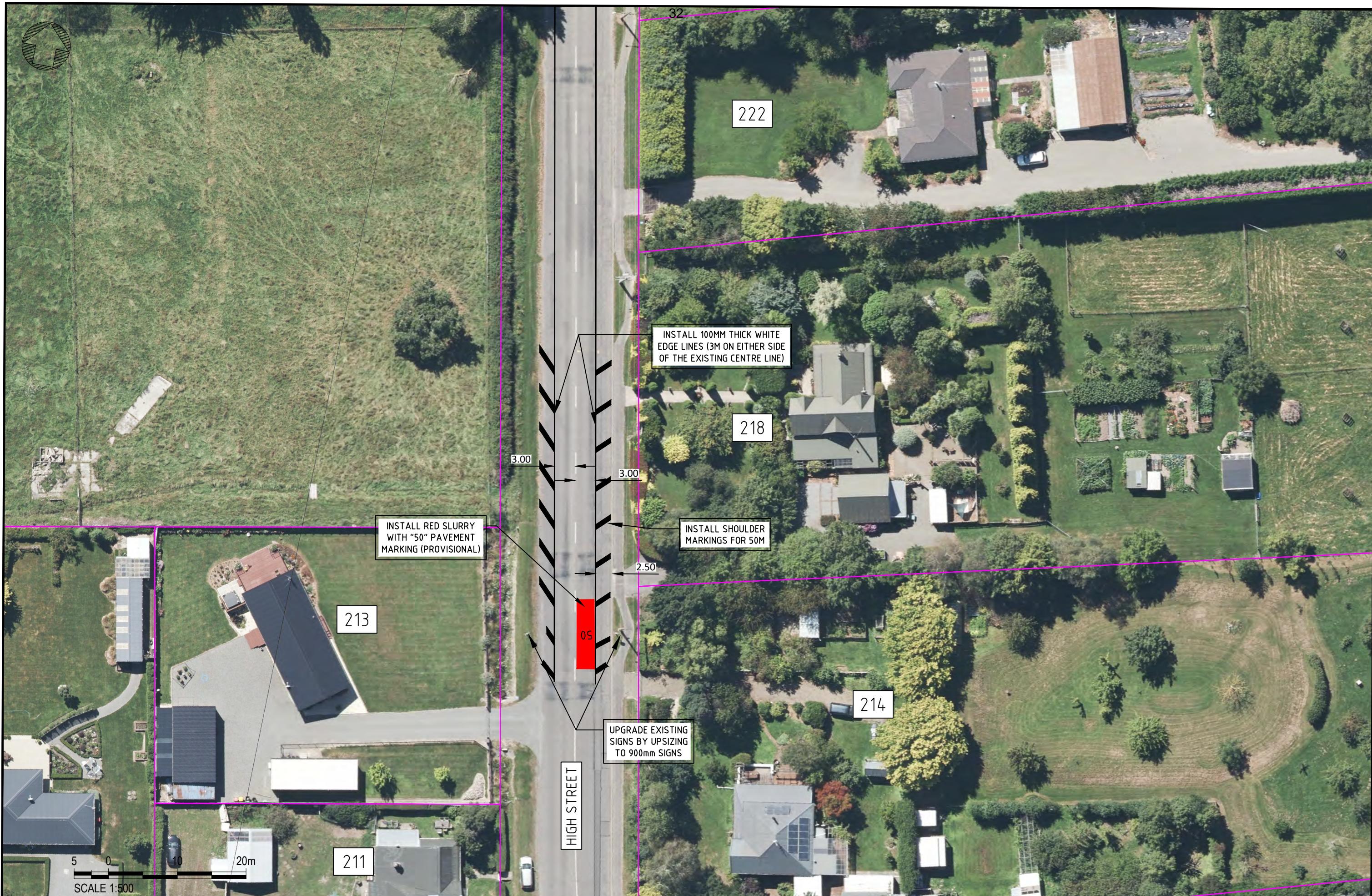
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PROJECT  
MINOR IMPROVEMENTS 2025 - 2026  
OXFORD SPEED TREATMENTS

SHEET TITLE  
EAST SIDE - EXISTING MARKINGS

FOR APPROVAL  
NOT FOR CONSTRUCTION  
DRAWING  
4676  
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PROJECT  
MINOR IMPROVEMENTS 2025 - 2026  
OXFORD SPEED TREATMENTS

SHEET TITLE  
NORTH SIDE IMPROVEMENTS  
HIGH ST/QUEEN ST INTERSECTION

FOR APPROVAL  
NOT FOR CONSTRUCTION  
DRAWING  
4680  
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PROJECT  
MINOR IMPROVEMENTS 2025 - 2026  
OXFORD SPEED TREATMENTS

SHEET TITLE  
NORTH SIDE IMPROVEMENTS  
HIGH STREET

FOR APPROVAL  
NOT FOR CONSTRUCTION  
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4680  
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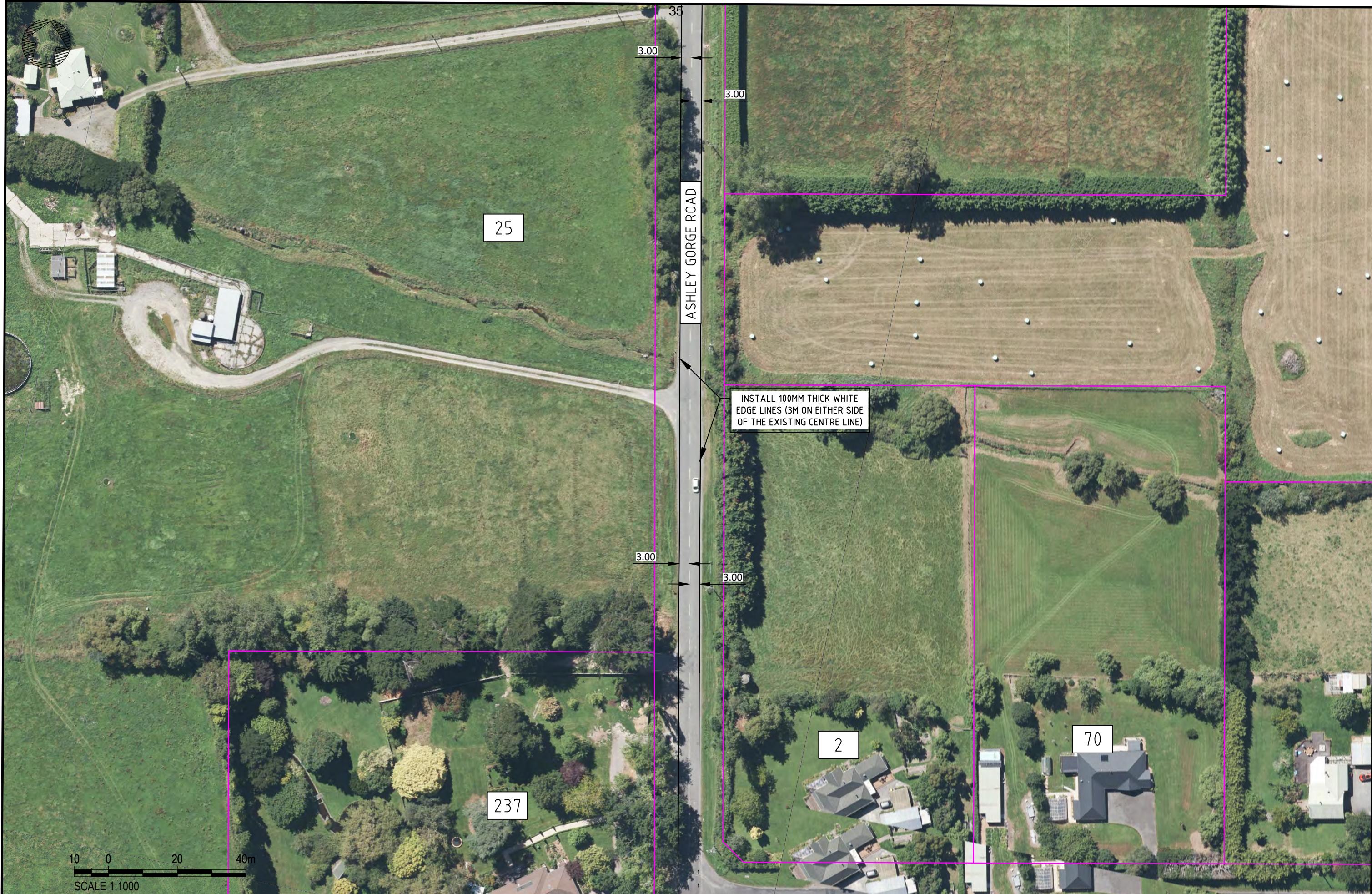
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PROJECT  
MINOR IMPROVEMENTS 2025 - 2026  
OXFORD SPEED TREATMENTS

SHEET TITLE  
NORTH SIDE IMPROVEMENTS  
HIGH ST/VICTORIA ST INTERSECTION

FOR APPROVAL  
NOT FOR CONSTRUCTION  
DRAWING  
4680  
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REVISION  
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PROJECT  
MINOR IMPROVEMENTS 2025 - 2026  
OXFORD SPEED TREATMENTS

SHEET TITLE  
NORTH SIDE IMPROVEMENTS  
ASHLEY GORGE ROAD / VICTORIA ST  
INTERSECTION

FOR APPROVAL  
NOT FOR CONSTRUCTION  
DRAWING 4680  
SHEET 4 REVISION A



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PROJECT  
MINOR IMPROVEMENTS 2025 - 2026  
OXFORD SPEED TREATMENTS

SHEET TITLE  
NORTH SIDE IMPROVEMENTS  
ASHLEY GORGE ROAD

<b>FOR APPROVAL</b>	
NOT FOR CONSTRUCTION	
DRAWING	4680
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REVISION A	



REV	REVISION DETAILS	DRN	CHK	APP	DATE
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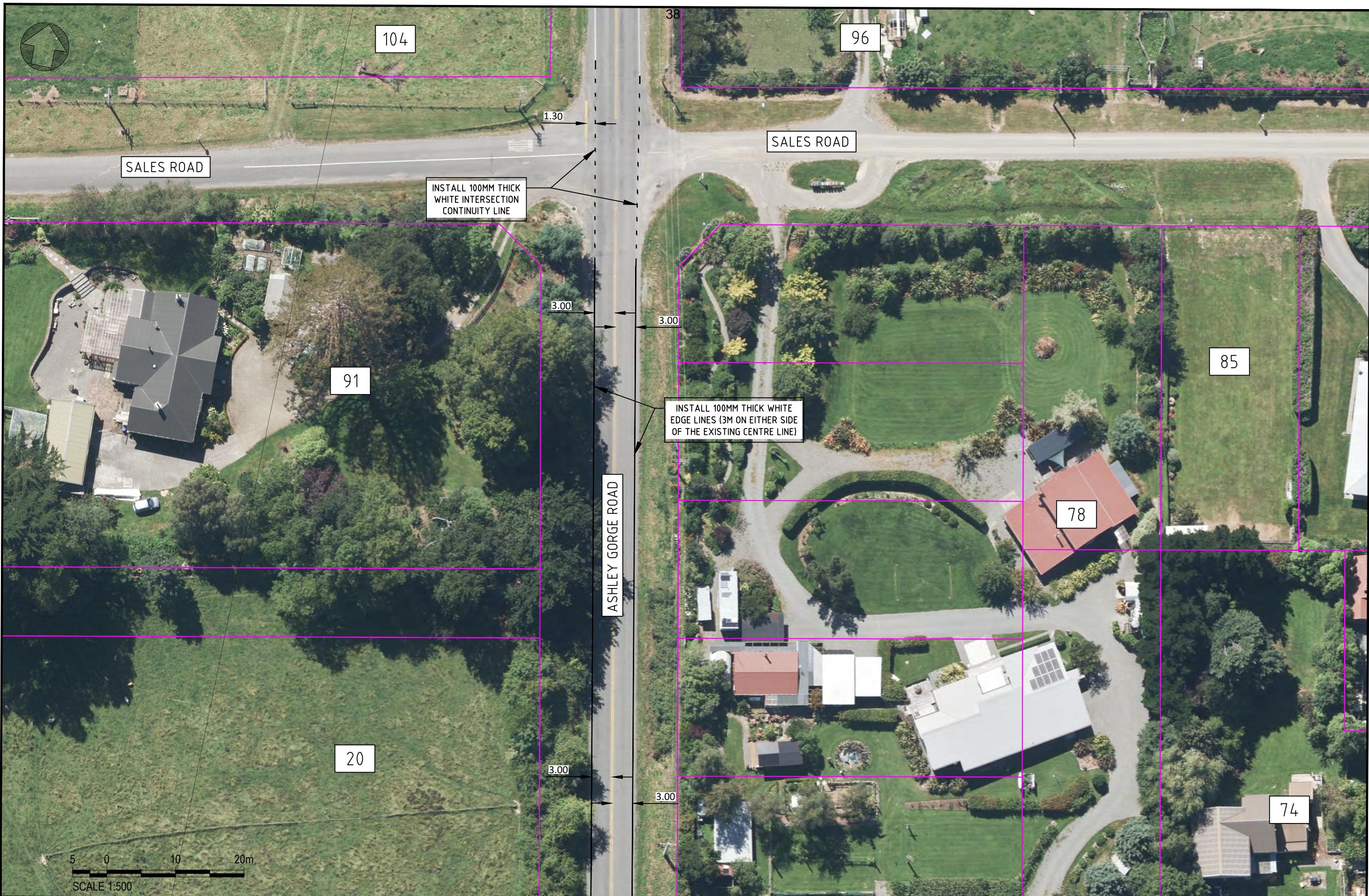
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APPROVED	SB	1/-/2025	VERTICAL	NZVD 2020



PROJECT  
MINOR IMPROVEMENTS 2025 - 2026  
OXFORD SPEED TREATMENTS

SHEET TITLE  
NORTH SIDE IMPROVEMENTS  
ASHLEY GORGE RD / SOMERSET DR  
INTERSECTION

**FOR APPROVAL**  
NOT FOR CONSTRUCTION  
DRAWING 4680  
SHEET 1 REVISION A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	SS	KS	--	28/11/2025

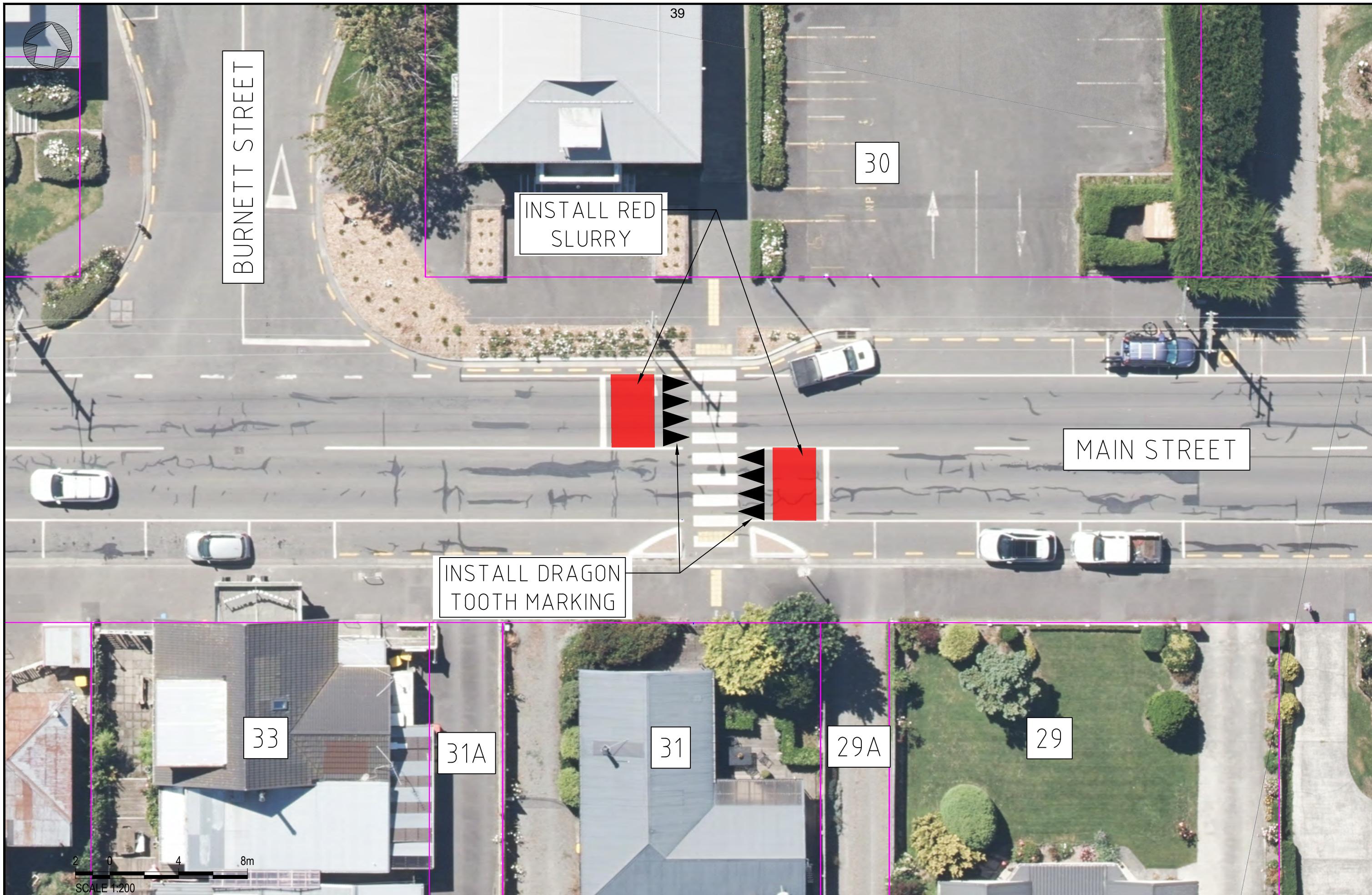
SURVEYED	NA	NA	PROJECT No	PD001696
DRAWN	SS	25/11/2025	CON No	CON20---
DRAWING CHKD	KS	28/11/2025	SCALE (A3)	1:500
DESIGNED	SS	25/11/2025	DATUM ORIGIN	
DESIGNED CHKD	KS	28/11/2025	HORIZONTAL NZTM GD2000	
APPROVED	SB	28/11/2025	VERTICAL	NZVD 2016



PROJECT  
MINOR IMPROVEMENTS 2025 - 2026  
OXFORD SPEED TREATMENTS

SHEET TITLE  
NORTH SIDE IMPROVEMENTS  
ASHLEY GORGE ROAD / SALES ROAD  
INTERSECTION

FOR APPROVAL  
NOT FOR CONSTRUCTION  
DRAWING 4680  
SHEET 7 REVISION A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	SS	KS	--	13/11/2025

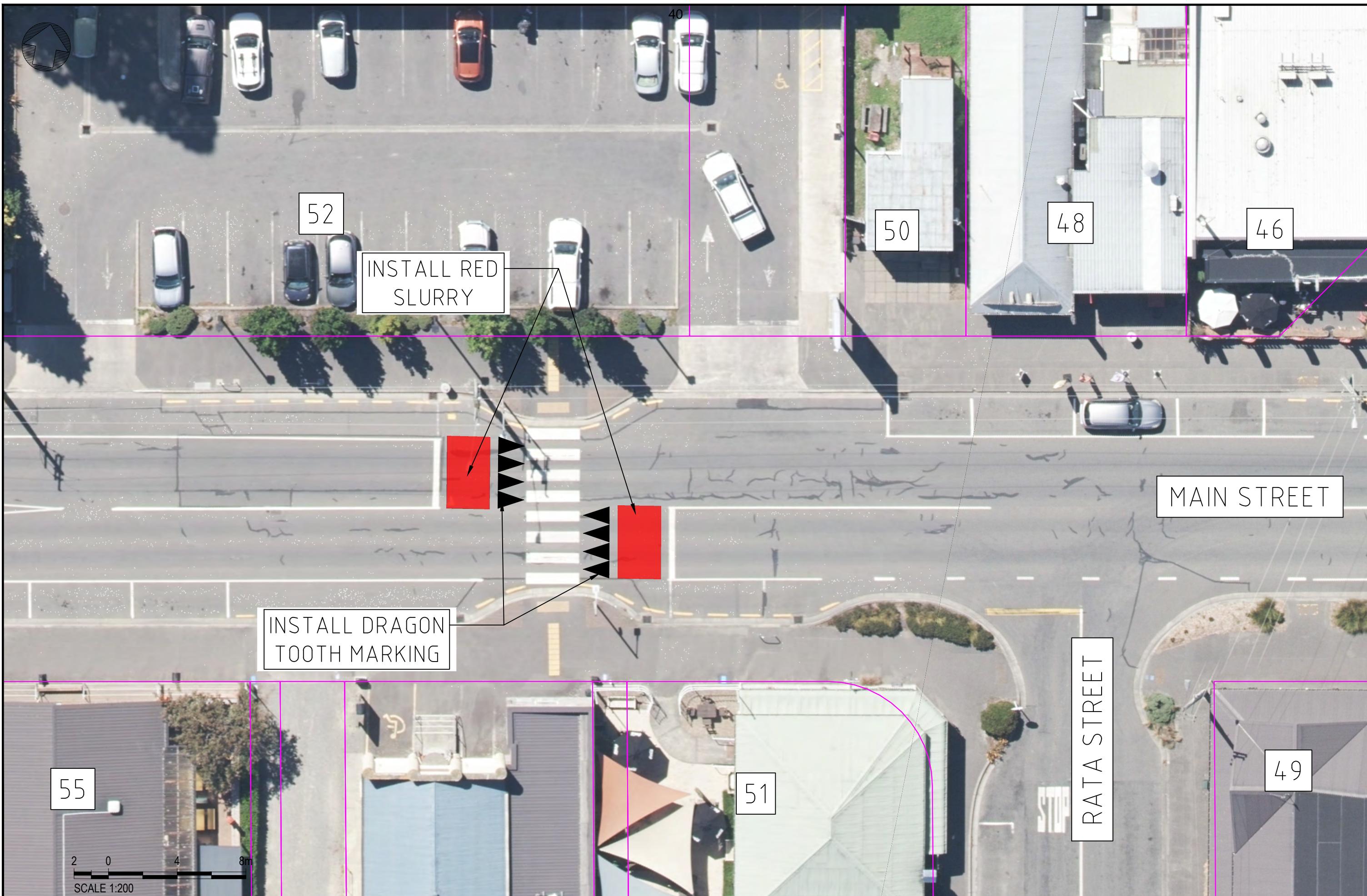
SURVEYED	NA	NA	PROJECT No	PD001696
DRAWN	SS	08/11/2025	CON No	CON20---
DRAWING CHKD	KS	13/11/2025	SCALE (A3)	1:200
DESIGNED	SS	08/11/2025	DATUM ORIGIN	
DESIGNED CHKD	KS	13/11/2025	HORIZONTAL NZTM GD2000	
APPROVED	SB	13/11/2025	VERTICAL	NZVD 2016



PROJECT  
MINOR IMPROVEMENTS 2025 - 2026  
OXFORD SPEED TREATMENTS

SHEET TITLE  
MAIN ST - BURNETT ST INTERSECTION  
DRAWING  
4703  
SHEET 1 REVISION A

**FOR APPROVAL**  
NOT FOR CONSTRUCTION  
DRAWING  
4703  
SHEET 1 REVISION A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	SS	KS	--	13/11/2025

SURVEYED	NA	NA	PROJECT No	PD001696
DRAWN	SS	08/11/2025	CON No	CON20---
DRAWING CHKD	KS	13/11/2025	SCALE (A3)	1:200
DESIGNED	SS	08/11/2025	DATUM ORIGIN	
DESIGNED CHKD	KS	13/11/2025	HORIZONTAL NZTM GD2000	
APPROVED	SB	13/11/2025	VERTICAL	NZVD 2016



PROJECT  
MINOR IMPROVEMENTS 2025 - 2026  
OXFORD SPEED TREATMENTS

SHEET TITLE  
MAIN ST - RATA ST INTERSECTION

FOR APPROVAL  
NOT FOR CONSTRUCTION  
DRAWING  
4703  
SHEET  
2  
REVISION  
A



SURVEYED	NA	NA	PROJECT No	PD001696
DRAWN	SS	08/11/2025	CON No	CON20----
DRAWING CHKD	KS	13/11/2025	SCALE (A3)	1:200
DESIGNED	SS	08/11/2025	DATUM ORIGIN	
DESIGNED CHKD	KS	13/11/2025	HORIZONTAL NZTM	GD2000
APPROVED	SS	/11/2025	VERTICAL	NZVD 2014

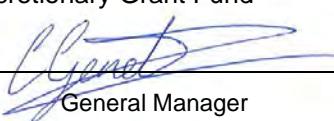


# PROJECT MINOR IMPROVEMENTS 2025 - 2026

## OXFORD SPEED TREATMENTS

SHEET TITLE  
MAIN ST - BAY RD INTERSECTION

<b>FOR APPROVAL</b>	
NOT FOR CONSTRUCTION	
DRAWING	4703
SHEET	REVISION
3	A

**WAIMAKIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-26-10-06 / 260119007329**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD**DATE OF MEETING:** 4 February 2026**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  
Chief Executive**1. SUMMARY**

1.1 The purpose of this report is to consider an application for funding received from:

Name of Organisation	Purpose	Amount requested (excluding GST)	Does the application comply with the Discretionary Grant Fund Criteria
Waimakariri Dog Training Club Inc	Towards the purchase and installation of an electric water heater	\$500-\$750	This application complies with the criteria
<b>Total</b>		<b>\$500-\$750</b>	

Attachments:

- i. An application from the Waimakariri Dog Training Club Inc (Trim 260116007175).
- iii. A spreadsheet showing the Discretionary Grant Grants for the previous two years.
- iv. Board Discretionary Grant Funding Criteria for the 2025/26 financial year (Trim: 210603089866).

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

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

**OR**

- (c) **Declines** the application from the Waimakariri Dog Training Club.

### 3. BACKGROUND

- 3.1 The **Waimakariri Dog Training Club Inc** is seeking funding towards the purchase and installation of an electric water heater for their shed.
- 3.2 This application does comply with the Board Discretionary Grant Funding Criteria.
- 3.3 The current balance of the Oxford-Ohoka Community Board's 2025/26 Discretionary Grant Fund is \$3,484.

### 4. ISSUES AND OPTIONS

#### ***Waimakariri Dog Training Club (the Club)***

##### 4.1 Information provided by the Club:

- 4.1.1 The Club is recognised as one of the South Island's leading dog agility training organisations and operates its training sessions at the Mandeville Sports Club. Dog agility training promotes strong bonds and effective partnerships between owners and their dogs, and the Club attracts participants of all ages who share a common interest in canine activities. The Club hosts five competitions annually. While its membership currently stands at 40, these events draw competitors and their dogs from across the South Island and are open to participants from all demographic groups. The sport provides clear benefits, including improved fitness for both owners and dogs and the promotion of responsible dog ownership.
- 4.1.2 The Club is seeking funding support to purchase and install an electric hot water system in its equipment shed. After several years of fundraising, the Club successfully acquired the shed, which now serves as both storage for agility equipment and an informal gathering space. However, due to limited financial resources and rising operational costs, the Club has been unable to complete the remaining fit-out work. The outstanding tasks include purchasing and installing a hot water heater, which would enable the provision of tea and coffee facilities for members and visitors.
- 4.1.3 The proposed installation would benefit the Club's 40 current members, prospective members, and visitors attending competitions at the Mandeville Sports Club grounds. Regular participants come from across the district, with approximately 60% residing in the Oxford-Ohoka Ward, 20% in the Rangiora-Ashley Ward, and 20% in the Kaiapoi-Woodend Ward. Access to hot beverage facilities would enhance social interaction, support interclub engagement on competition days, and foster a more welcoming environment for new members.
- 4.1.4 As a small organisation, the Club has limited fundraising capacity, particularly given the ongoing costs associated with hosting competitions and maintaining and upgrading agility equipment. Should this application be unsuccessful, the Club intends to proceed with the purchase and installation of the hot water system; however, this would be delayed until sufficient funds are available.

##### 4.2 Council Evaluation:

- 4.2.1 The application complies with the Board's Discretionary Grant Application Criteria, as it is from a local sports club. Also, the required amount of between \$500 to \$750 is in line with the Board's per-application funding limit, and the project would primarily benefit the residents of the Oxford-Ohoka Ward. The attached quote for the water heater is \$999.90 which does not include installation costs.
- 4.2.2 The financial information provided by the Club indicates a large balance in the bank which would easily cover the purchase of the water heater. Therefore staff queried the balance in the Club's account and were told that the funds in the account had been tagged for building a concrete ramp along the full length of the shed extending three metres from the building. Further information on the broader project is included in 4.2.3 below for members information.

4.2.3 The following additional information was provided for the Board's consideration.

*"The largest project involves constructing a concrete ramp or pad along the full length of the shed (approximately 22 metres), extending by approximately three metres from the building. The current ramp, made of dirt and gravel with rubber mats, poses safety concerns.*

*Its steep gradient and lack of traction make it particularly hazardous in wet or frosty conditions. Given the nature of the Club's sport, it regularly moves heavy equipment, including manually pushed trailers, making the existing ramp unsuitable. As expected, this is a significant and costly project, and the Club is actively working to save towards its completion.*

*Ideally, the Club would also like to install a partial roof over the concrete ramp to improve safety by providing a dry surface and shelter for competitors from rain or sun. Additionally, it is awaiting guidance from its governing body regarding potential changes to the tyre jump. The Club is required to have two, and any move to a new, safer design would likely require purchasing equipment from overseas."*

4.2.4 The Club has applied successfully for funding as follows, and all Accountability Forms have been received:

Date	Project	Funding
May 2025	Competition ribbons	\$500
September 2023	Measuring wheels	\$500
February 2023	Gazebos	\$500
July 2022	BBQ	\$500
<b>Total</b>		<b>\$2,000</b>

4.3 The Board may approve or decline grants as per the grant guidelines.

4.4 **Implications for Community Wellbeing:**

There are social and cultural implications: supporting recreational initiatives encourages social interaction, reduces isolation, and improves physical activity, which, in turn, enhances mental and physical wellbeing.

4.5 The current balance of the Oxford-Ohoka Community Board's 2025/26 Discretionary Grant fund is \$3,484. If the Board opted to grant \$750, the remaining balance would be \$2,734 for the financial year.

4.6 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 community will likely be affected by or interested in the report's subject, as sports and community events provide opportunities for social interaction, improve mental wellbeing, and boost people's self-confidence.

## 6. OTHER IMPLICATIONS AND RISK MANAGEMENT

### 6.1 **Financial Implications**

- 6.1.1 The Council's 2025-26 Annual Plan includes a budget provision of \$6,470 for the Oxford-Ohoka Community Board to approve grants to community groups for the 2025/26 financial year (July 2025 to June 2026).
- 6.1.2 Currently, the Board's 2025/26 Discretionary Grant Fund total is \$3,484, and if the application is approved, the Board's Discretionary Grant Fund will have \$2,734 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 adopting and implementing the recommendations in this report.

### 6.4 **Health and Safety**

All health and safety-related issues will be the responsibility of the organisations and groups that have applied 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: Waimakariri Dog Training Club Inc

Address: Mandeville Sports Club, Mandeville

Contact person within organisation:

Vice President

Position within organisation:

Contact phone number:

Email:

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

WDTC for years fund raised to get an equipment shed built when we moved to MSC. Back in 2021 we finally managed to have our shed built by Totalspan, after many years of saving and fund raising. Sadly with all the expenses of updating our agility equipment which has been forced onto us by our governing body and the cost of running shows throughout the year, we haven't been able to Please see additional page

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

Overall cost of project/event: \$999.90 (Heater) Amount requested: \$500 or \$750

How many people will directly benefit from this project? 60 + competitors

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 60 % Rangiora-Ashley 20 % Woodend-Sefton 5 % Kaiapoi-Tuahiwi 15 %

Other (please specify): Also all our competitors that travel to our shows.

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

The Water Heater would mean that we would have the facility to offer Hot Beverages etc. ~~etc.~~

What is the benefit(s) to your organisation?

The benefit is that it would also help with the socializing of people enjoying a tea/coffee together. We would be able to accommodate our competitors with this luxury also, especially on the cold winter days.

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

As we <sup>also</sup> run young dog classes and encourage new members to join and come along, it's also good to offer a friendly welcoming place to come and socialize and what a great way over a coffee.

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.

✓

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.

✓

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:

Last financial year applied for \$500 toward our Show Rib. You very kindly gave us the \$500, which was so appreciated.

As we are a small club it is already so hard to raise money for equipment or updates to equipment that a governing body makes. So improvement to our shed always last and are deemed as a luxury.

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

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

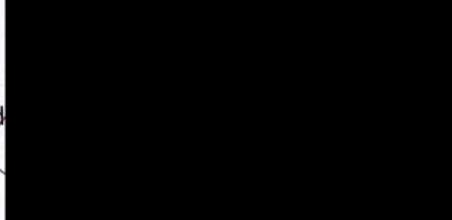
Yes it will still go ahead, but it will have to be delayed.

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.

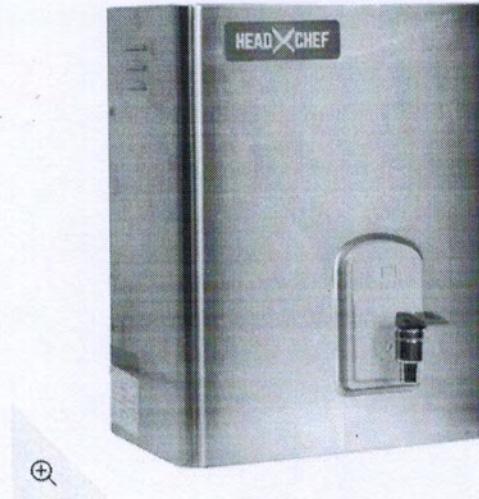
**PLEASE NOTE:** A signature is not required if you submit this form electronically. By entering your name in the signature box you are giving your authority to this application.

Signed



Date: 17/11/2026

finish the other works to make our shed complete. We have a few jobs still to do, but the one that would make the biggest impact for our club, would be to have a Electric Water Heater installed.



[SPECS](#) [SHIPPING](#) [DOWNLOADS](#)

In busy staffrooms, cafeterias, and other shared spaces, this 10L Electric Digital Water Boiler provides reliable access to hot water whenever you need it. Equipped with a powerful 2000W heating element, this electric hot water boiler supplies water at a steady temperature of 92°C, making it perfect for cleaning tasks, washing up, or simply making beverages throughout the day. The clear LED activity indicator provides you with visual feedback during operation, while its compact footprint allows this programmable water boiler to fit seamlessly into most spaces, without taking up too much counter space. Wall-mounted for ease of use and encased within a durable stainless steel housing, this 10L digital water boiler combines style and practicality into one convenient unit, making it an essential addition to your workspace.

Electric Digital Water Boiler includes the following features and benefits:

Dimensions (WDH): 350 x 320 x 460mm

Stainless steel housing

Clear LED activity indicator

Plated tap

Wall mountable

With a 15A plug

Water filter should be installed as chlorine and other chemicals can build up and interfere with internal components

Capacity: 10L

Power: 2000W

Voltage: 230V

Frequency: 50Hz

Protection: IPX4

Water pressure: 0.02/0.8MPa

Temperature: 92 degrees Celcius

Weight: 3kg

Head Chef

## 10L Electric Digital Water Boiler

SKU: BUWA2050

★★★★★ 2

**\$999.90** incl GST

or 4 fortnightly payments of \$249.98 with

[ADD TO CART](#)

**Nationwide Delivery**

> 3-5 Business Days\*

Delivering To:

Auckland Central 1010

**\$25.00** with NZ Post

**Click & Collect**

Auckland

Hamilton

Christchurch

Dunedin

Pickup in 3-5

Timaru

Pickup in 3-5

Available

In Store Available

\*All shipping time frames are estimates only and do not apply to large items or rural deliveries. Items containing larger items or rural deliveries may incur additional shipping fees. We may contact you to advise if your delivery is delayed or if there is an issue with your delivery. You will be notified by the carrier of additional delivery charges if applicable.

### Statement Transactions Report for Waimakariri Dog Training Club Incorporated

Printed By [REDACTED] Report Date 16/01/2026 Report Time 03:44:09 PM Page 1 of 1

Account Number	[REDACTED]		Statement Opening Balance as at	09/01/2026	\$ 23,594.45			
			Statement Closing Balance as at	16/01/2026	\$ 24,234.45			
Account Name	Waimakariri Dog			Net Movement	\$ 640.00			
<b>Other Party Name</b> <b>MTS Particulars</b> <b>Analysis Code</b> <b>Reference</b> <b>TC</b> <b>Debit</b> <b>Credit</b> <b>Date</b> <b>Balance</b>								
BANKS R M	BP	Banks R	Subs	50	\$ 80.00		10/01/2026	\$ 23,674.45
Hall R J	DC	Miniah Hall	Subs	50	\$ 60.00		11/01/2026	\$ 23,734.45
MISS H T KOESSLER	DC	Koessler	Subs	50	\$ 80.00		12/01/2026	
Mealings V	DC	Mealings	Subs	50	\$ 80.00		12/01/2026	\$ 23,894.45
MCGUSTY R P	BP	McGusty	Subs	50	\$ 80.00		13/01/2026	
Webster S J	DC	S Webster	Mchughs Subs	dog kyla	50	\$ 100.00	13/01/2026	\$ 24,074.45
ARMITAGE&CORM	BP	Cormack		Subs	50	\$ 80.00	14/01/2026	\$ 24,154.45
GREENALL,KARI	BP	K Greenall		Subs	50	\$ 80.00	15/01/2026	\$ 24,234.45
				<b>TOTAL</b>	<b>\$ 0.00</b>	<b>\$ 640.00</b>		

# Statement of Financial Performance

Waimakariri Dog Training Club (Inc)  
For the year ended 31 December 2024

'How was it funded?' and 'What did it cost?'

	NOTES	2024	2023
<b>Revenue</b>			
Revenue from championship shows and ribbon trials	1	26,858	25,800
Donations, fundraising and other similar revenue	1	2,843	4,035
Fees, subscriptions and other revenue from members	1	5,660	4,540
Interest, dividends and other investment revenue	1	315	301
Other revenue	1	60	541
<b>Total Revenue</b>		<b>35,737</b>	<b>35,217</b>
<b>Expenses</b>			
Costs related to championship shows and ribbon trials	1	25,748	21,055
Costs related to accessories and uniforms	2	28	—
Other expenses	2	15,460	15,006
<b>Total Expenses</b>		<b>41,236</b>	<b>36,061</b>
<b>Surplus/(Deficit) for the Year</b>		<b>(5,499)</b>	<b>(844)</b>

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

# Statement of Financial Position

**Waimakariri Dog Training Club (Inc)**  
As at 31 December 2024

'What the entity owns?' and 'What the entity owes?'

	NOTES	31 DEC 2024	31 DEC 2023
<b>Assets</b>			
<b>Current Assets</b>			
Bank accounts and cash	4	15,244	18,431
Inventory	4		28
<b>Total Current Assets</b>		<b>15,244</b>	<b>18,459</b>
<b>Non-Current Assets</b>			
Property, Plant and Equipment	6	21,037	19,753
Intangibles	14	33,370	35,333
<b>Total Non-Current Assets</b>		<b>54,407</b>	<b>55,086</b>
<b>Total Assets</b>		<b>69,651</b>	<b>73,545</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Show Income and Expenditure in Advance	5	3,864	2,259
<b>Total Current Liabilities</b>		<b>3,864</b>	<b>2,259</b>
<b>Total Liabilities</b>		<b>3,864</b>	<b>2,259</b>
<b>Total Assets less Total Liabilities (Net Assets)</b>		<b>65,787</b>	<b>71,286</b>
<b>Accumulated Funds</b>			
Accumulated surpluses or (deficits)	7	65,787	71,286
<b>Total Accumulated Funds</b>		<b>65,787</b>	<b>71,286</b>

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

**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
<b>Oxford-Ohoka Community Board 10.139.100.2410</b>	Carried forward 2024/25 = 285	2025/26 \$6,470				\$ 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
	6-Aug	Ohoka Netball Club	Towards the purchase of uniforms	28-Nov-25	\$750	\$ 500.00
	12-Aug	<i>Funds from 6 April 2023 returned as not spent</i>			\$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
	3-Sep	North Canterbury Kennel Association	Towards paint for Club rooms	23-Dec-25	750	\$500
	5-Nov	Noaia Charitable Trust	Community market for equipment and promotion		\$1,000	\$600
	3-Dec	Oxford Dark Sky	Phase 2 of Dark Sky Reserve accreditation		\$440	\$440
	3-Dec	Swannanoa Home and school Inc	Purchase of sports balls		\$495	\$350
	4-Feb	Waimakariri Dog Training Club Inc	Purchase of a water heater		\$500 - \$750	

**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
		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 double 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 Archery	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 competition 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.

**WAIMAKARIRI DISTRICT COUNCIL****MEMO****FILE NO AND TRIM NO:** CON2025118-02 / 251218243139**DATE:** 13<sup>th</sup> January 2026**MEMO TO:** OXFORD-OHOKA COMMUNITY BOARD**FROM:** Srinath Srinivasan – Project Engineer  
Kieran Straw – Civil Project Team Leader  
Grant MacLeod – Community Greenspace Manager**SUBJECT:** Tree Removal – Adjacent to Swannanoa Tennis Court

The purpose of this memo is to inform the Board of the planned works to remove one established Douglas Fir tree, and the potential removal of one established Atlas Cedar tree located within the Swannanoa Domain, adjacent to the tennis courts.

**Background**

The Swannanoa Tennis Courts have been programmed for renewal this financial year within the annual greenspace parks and reserves renewals programme for 2025 / 26.

An assessment of the existing condition has indicated that a large portion of the existing court damage is the result of tree roots (on the Northeastern quadrant of the court). These roots have pushed up the seal causing surface ponding, and tripping hazards.

**Proposed Works**

To help ensure that the resurfaced court surface meets its intended design life, and minimises ongoing damage and maintenance costs, the proposed work includes trenching along the northern, and western edge of the tennis courts to install a root barrier to help protect the courts from future damage caused by tree roots.

Significant roots from the Douglas Fir are visible immediately adjacent to the court, and following discussions with the Councils Tree Maintenance Contractor, it was determined that it is likely trimming this root to install the root guard will result in the de-stabilisation and / or death of this particular tree.

The extent of the tree roots on the second tree, the Atlas Cedar, remains unknown at this time, however it is expected that due to the size of the tree, that significant roots may be encountered during the installation of the root guard. The impact of the root guard installation on this tree will not be known until the excavation is open.

Once the root guard installation, and subsequent tree removal is complete, Plexipave Ltd will establish on site to complete the court preparation. Following a curing period, resurfacing of the entire court surface with a specialist court surfacing product will be completed.

**Replacement Tree(s)**

It is acknowledged that removal of the tree(s) as required to protect the tennis court will require the planting of replacement trees within the Domain. The exact location and species of the replacement trees is yet to be confirmed, however this will be co-ordinated in conjunction with an upcoming playground upgrade for the Domain. Co-ordinating the tree replacement with this project will ensure that appropriate location and species will be selected for the neighbouring assets reducing the likelihood of further damage in the future.

### Timing

The current timeline for the works is as follows:

- Installation of Root Guard, and removal of up to two existing trees: Week commencing 19<sup>th</sup> January
- Pre-resurfacing repairs of the existing asphalt surface: Week commencing 26<sup>th</sup> January
- Resurfacing of the entire court surface with Plexi-pave: Week commencing 9<sup>th</sup> March
- Planned Playground upgrade including replacement trees within the Swannanoa Domain (Design): FY 2026/2027
- Planned Playground upgrade including replacement trees within the Swannanoa Domain (Construction): FY 2027/2028

# OXFORD-OHOKA COMMUNITY BOARD

## MEMBERS INFORMATION EXCHANGE

*For the month of December 2025 and January 2026*

**Members' 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>
14/12/25- Attended Oxford Christmas Parade (from the sidelines)-spoke with a few people	None	
24/12/25-Attended the Oxford Christmas Carols in the Park	None	
10/1/26-Motor bike kids doing burnouts at North Eyre Road and Pontyz Road Corner plus they have been using public walkway on North Eyre Road and very high speed-	Residents continue to be concerned about safety and damage; one resident has camera footage and has given to the Police	<i>I will be chatting with residents about their thoughts on having some security cameras</i>
18/1/26-Talk with a local resident over the rehab complex in Downs Road	How will conditions of consent be checked?	<i>Raise at public meeting that will be coming up</i>
19/1/26-EESS meeting at West Eyreton Hall	Ongoing concern about the Dam and direction of EESS	<i>Encouraged EESS to request time to present to OOCB</i>
20/1/26-Public Meeting at Eyrewell over installing security cameras	Illegal activity in area	<i>None-local community project</i>
26/1/26-email from local resident	Local youths on bikes/cars-anti social behaviour and protection of roadside reserve cnr North Eyre/Pontyz Road	<i>Attend OOCB meeting-public forum section and talk about issues/concern</i>

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

# OXFORD-OHOKA COMMUNITY BOARD

## MEMBERS INFORMATION EXCHANGE

*For the month of January 2026*

**Members' Name:** Pete Merrifield

COMMUNITY INTERACTION	ISSUES RAISED	ACTION SUGGESTED
<i>i.e, Events, meetings, e-mails</i>	<i>i.e, Community Feedback and Concerns</i>	<i>i.e, Call for report, refer to Council, Service Request</i>
<i>Oxford Museum Committee meeting</i>	<i>I'm still following up on a storage solution, another building has been thrown into the mix. Old Oxford Jail has been offered to the museum but storage solution needs to be sorted first.</i>	<i>Storage issue to be raised at O-OCB meeting February</i>
<i>Eyrewell security camera meeting at Ngai Tahu lodge</i>	<i>Jono (police) went through the scenario the police would like to see happen in the Eyrewell area. Positive meeting, good atmosphere and people keen to see it progress.</i>	<i>Build on the network that is being established around Oxford</i>

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# OXFORD-OHOKA COMMUNITY BOARD

## MEMBERS INFORMATION EXCHANGE

*For the month of January 2026*

**Member' Name: Tim Fulton**

COMMUNITY INTERACTION	ISSUES RAISED	ACTION SUGGESTED
<i>i.e, Events, meetings, e-mails</i>	<i>i.e, Community Feedback and Concerns</i>	<i>i.e, Call for report, refer to Council, Service Request</i>
<i>Received feedback from No. 10 Road resident John Madeley that smell from the Canterbury Landscape Supplies composting business is still an issue in the area</i>		<i>Suggest liaison with ECan councillors for Ecan compliance follow up</i>
<i>Received feedback from ECESS members (the Wrights Rd dam community group) that they wanted a public hearing comparable to an update from Waimakariri Irrigation Ltd</i>		<i>OOCB chair noted ECESS position and explained OOCB meeting process</i>
<i>Request from Karla Gamble, Ngai Tahu Lodge manager at Eyrewell to attend a community meeting to discuss installation of more security alarms in the area. Local Police led this meeting.</i>		<i>Attended meeting</i>
<i>Oxford resident Ted Dring (Waimakariri Access Group) expressed concerns about apparent staff reluctance to go ahead with red-paint approach markings at Oxford town entrances. Forwarded recent correspondence</i>		<i>Is there a delay and why?</i>

COMMUNITY INTERACTION	ISSUES RAISED	ACTION SUGGESTED
<i>i.e, Events, meetings, e-mails</i>	<i>i.e, Community Feedback and Concerns</i>	<i>i.e, Call for report, refer to Council, Service Request</i>
<i>Oxford Lions in touch about plans to develop land immediately east of West Oxford reserve for recreation. Greenspace team aware of this interest. Lions have mown some of this overgrown property in the meantime</i>		<i>I have met Lions members on site – as well as Ken Howat – and I believe there is value in exploring use of this land. Some of this land is at the end of long term leases and is unlikely to be leased again in the foreseeable future</i>
<i>Responding to vandalism of a heat pump at Oxford gym. Met with Greenspace team on site work out next steps in terms of gym security</i>		<i>Issues with vandalism in Pearson park are ongoing but there are more security cameras in the area than ever before and good co-operation between park users</i>
<i>Other: Southbrook Park sports/community complex – working party involvement</i>		<i>Community meeting planned mid-February for guidance on next steps</i>
<i>Council briefings</i>		

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# OXFORD-OHOKA COMMUNITY BOARD

## MEMBERS INFORMATION EXCHANGE

*For the month of December 2025 – January 2026*

**Member' Name: Wayne Godfrey**

COMMUNITY INTERACTION	ISSUES RAISED	ACTION SUGGESTED
<i>i.e, Events, meetings, e-mails</i>	<i>i.e, Community Feedback and Concerns</i>	<i>i.e, Call for report, refer to Council, Service Request</i>
<i>14<sup>th</sup> Dec Christmas parade Oxford</i>	<i>None</i>	<i>None</i>
<i>19<sup>th</sup> Jan ECESS</i>	<i>Concerns about potential water storage pond/dam and flooding implications if the retention structures breach. Insurance implications for residents</i>	<i>Other Board members present do just learning the state of the consenting parties and community concerns</i>
<i>22<sup>nd</sup> Jan Ray Harpur and WDC Ken Howat Outgoing Mandeville Sports board rep Leaning from Ray the current situation etc</i>	<i>None</i>	<i>Emails Jill Borland, Richard Belcher, Niki Mealings General information requests</i>
<i>22<sup>nd</sup> Jan WDC Ken Howat Ohoka Domain learning the current situation</i>	<i>None</i>	<i>Emails as above</i>

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