

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 Roothing 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**

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 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 being 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 25th, 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 Eyreton. 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 Eyreton, 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 LGOIMA Section 7 (2)(a) .

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 Eyreton Hall.

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

CONFIRMED



Chairperson

4 February 2026

Date