

Agenda

Oxford-Ohoka Community Board

Wednesday 3 September 2025

6.30pm

Ohoka Hall
Mill Road
Ohoka

Members:

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



WAIMAKARIRI
DISTRICT COUNCIL

AGENDA CONTENTS – OXFORD-OHOKA COMMUNITY BOARD MEETING

<u>Item Number</u>	<u>Item Topic</u>	<u>Page numbers</u>
4	Confirmation of Minutes	
4.1	Minutes of 6 August 2025	9-20
4.3	Workshop Notes of 6 August 2025	21
7	Reports	
7.1	School Variable Speed Limits Proposal	22-35
7.2	Meridian Access to Land to Install a New Power Transformer to Support the EV Charger Upgrade at Pearson Park Carpark	36-41
7.3	Representation of the Oxford-Ohoka Community Board in the Section 274 Party to the Woodstock Quarries Limited Appeal to the Environment Court	42-44
7.4	Application to the Oxford-Ohoka Community Board's 2025/26 Discretionary Grant Fund	45-78
7.5	Summary of Discretionary Grant Accountability 1 July 2024 to 30 June 2025	79-84

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

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

BUSINESS

PAGES

1. **APOLOGIES**

2. **PUBLIC FORUM**

3. **CONFLICTS OF INTEREST**

4. **CONFIRMATION OF MINUTES**

4.1. **Minutes of the Oxford-Ohoka Community Board Meeting – 6 August 2025**

9-20

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 6 August 2025, as a true and accurate record.

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

4.3. **Notes of the Oxford-Ohoka Community Board Workshop – 6 August 2025**

21

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the notes of the Oxford-Ohoka Community Board Workshop held on 6 August 2025.

5. **DEPUTATIONS AND PRESENTATIONS**

5.1. **Dave McPherson – Pearson Park Advisory Group**

D McPherson will be in attendance to discuss installing a roof over the outdoor stage at Pearson Park.

6. **ADJOURNED BUSINESS**

Nil.

7. **REPORTS**

7.1. **School Variable Speed Limits Proposal – Peter Daly (Road Safety Coordinator/Journey Planner) and Joanne McBride (Roading and Transport Manager)**

22-35

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 250821155069.

AND

THAT the Oxford Ohoka Community Board recommends:

THAT the In-coming Council:

- (b) **Receives** Report No. 250821155069.

- (c) **Approves** the following Variable Speed Limits for the schools in the Oxford-Ohoka Community Board area:

School and location of Proposed Variable Speed Limit	School Category	Proposed Variable Speed Limit	Time Zone	Signage Type
Ohoka School <u>Jacksons Road</u> <i>From 40m south of Mill Road to 115m north of Birchdale Place (RP 2.171 to RP 2.775)</i>	2	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Static signs
Oxford Area School <u>Bay Road</u> <i>From 100m south of Bush Road to 20m north of Dohrmans Road. (RP 0.720 to RP 0.200)</i> And; <u>Showgate Drive</u> <i>The full length from Bay Road to the end.</i>	1	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Static signs
Swannanoa School <u>Tram Road</u> <i>From 150m west of the school access (driveway) to 300m east of the access. (RP 13.432 to RP 12.994)</i>	2	60km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Existing electronic signs
View Hill School <u>Bay Road</u> <i>For a distance of 270m to the west and 270m to the east of the school gate. (RP 4.789 to RP 5.173)</i>	2	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Electronic signs

West Eyreton School <u>North Eyre Road</u> <i>For 120m west of School Road to 350m east of School Road.</i> <i>(RP 16.682 to 16.200)</i> And <u>School Road</u> <i>From 85m north of North Eyre Road to 230m south of North Eyre Road.</i> <i>(RP 1.672 to RP 1.349)</i>	2	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Static signs
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- (d) **Notes** that the National Speed Limit Register (NSLR) will only be updated to include the variable speed limits following approval by Council to implement the changes.
- (e) **Notes** that the Land Transport Rule: Setting of Speed Limits 2024 does not require a cost benefit calculation or public consultation when setting variable speed limits outside schools.
- (f) **Notes** that key stakeholders including the Police and NZ Transport Agency will be notified prior to the variable speed limits being implemented.
- (g) **Notes** that at the time of writing this report, co-funding for the installation of the variable speed signs has been requested but not yet approved. Staff will provide an update to the In-coming Council when the report is presented.

7.2. **Meridian Access to Land to Install a New Power Transformer to Support the EV Charger Upgrade at Pearson Park Carpark – Vanessa Thompson (Senior Advisor Business and Centres)**

36-41

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 250717130768.
- (b) **Approves** the granting of an easement to Mainpower for access to approx. 31sqm of land to install a new power transformer and underground cabling in the location indicated by Figure 1 adjacent to Pearson Park carpark.
- (c) **Notes** that on 5 March 2025, the Oxford-Ohoka Community Board approved the upgrade to the higher capacity 240kW DC charger and Meridian's proposed extension (reset) to the Access Licence term.
- (d) **Notes** that all costs associated with the DC EV charger upgrade and new transformer unit including underground cabling will be covered by Meridian (with support from Mainpower).
- (e) **Notes** that any easement right granted will be assigned to Mainpower as they will own the new power transformer and cabling.
- (f) **Notes** that Meridian are proposing to complete the upgrades toward the end of the year.

7.3. **Representation of the Oxford-Ohoka Community Board in the Section 274 Party to the Woodstock Quarries Limited Appeal to the Environment Court – Thea Kunkel (Governance Team Leader)**

42-44

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 250820153748.
- (b) **Authorises and endorses** Board members Sarah Barkle and/or Thomas Robson to continue to represent the Board in Environment Court matters between 10 October and 16 November 2025 regarding the Appeal of Woodstock Quarries Limited v Canterbury Regional Council and others.
- (c) **Notes** the new 2025-2028 Oxford-Ohoka Community Board will be briefed on matters as part of induction, post-election, and formally consider ongoing representation at the Environment Court in early November, ahead of the scheduled Court hearing on 17 November 2025.

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

45-78

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 250724135561.
- (b) **Approves** a grant of \$.....to the West Eyreton Friends of the School Committee towards the purchase of high-visibility safety vests for students.
OR
- (c) **Declines** the application from the West Eyreton Friends of the School Committee.
- (d) **Approves** a grant of \$.....to North Canterbury Pony Club towards the purchase of ribbons and rosettes for the South Island Show Jump Champs.
OR
- (e) **Declines** the application from North Canterbury Pony Club.
- (f) **Approves** a grant of \$.....to North Canterbury Kennel Association towards the purchase of paint for the clubrooms at Mandeville Sports Club.
OR
- (g) **Declines** the application from the North Canterbury Kennel Association.

7.5. **Summary of Discretionary Grant Accountability 1 July 2024 to 30 June 2025 – Kay Rabe (Governance Advisor)**

79-84

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 250624113416.
- (b) **Notes** that of the \$6,330 allocated to the Board for the 2024/25 financial year, \$6,328 was distributed for events and projects within the community.
- (c) **Notes** that the remaining \$285 was carried forward to the next financial year for a total of \$6,755 for the 2025/26 financial year.
- (d) **Circulates** a copy of this report to all other Community Boards for information.

8. CORRESPONDENCE

Nil.

9. CHAIRPERSON'S REPORT

9.1. Chairperson's Report for August 2025

The Chairperson will provide a verbal update.

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

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

10. MATTERS FOR INFORMATION

- 10.1. Woodend-Sefton Community Board Meeting Minutes 11 August 2025.
- 10.2. Rangiora-Ashley Community Board Meeting Minutes 13 August 2025.
- 10.3. Kaipoi-Tuahiwi Community Board Meeting Minutes 18 August 2025.
- 10.4. Wastewater Bylaw 2015 Review – Report to Council Meeting 5 August 2025 – Circulates to all Boards
- 10.5. Council Submissions to Central Government Consultations for May, June and July 2025 – Report to Council Meeting 5 August 2025 – Circulates to all Boards
- 10.6. Elected Member Remuneration 2025/26 – Report to Council Meeting 5 August 2025 – Circulates to all Boards
- 10.7. Health, Safety and Wellbeing Report June 2025 to Current – Report to Council Meeting 5 August 2025 – Circulates to all Boards.
- 10.8. Enterprise North Canterbury (ENC) 2025/26 Approved Statement of Intent (SOI) and Associated Annual Business Plan – Report to Audit and Risk Committee Meeting 12 August 2025 – Circulates to all Boards.
- 10.9. Private Well Study Results for 2024 – Report to Utilities and Roading Committee Meeting 19 August 2025 – Circulates to all Boards.
- 10.10. Annual Report to the Alcohol Regulatory and Licensing Authority 2024/25 – Report to the District Planning and Regulation Committee Meeting 19 August 2025 – Circulates to all Boards.
- 10.11. Northern Pegasus Bay Bylaw Update August 2025 – Report to Community and Recreation Committee Meeting 26 August 2025 – Circulates to all Boards.
- 10.12. Aquatics August Report – Report to Community and Recreation Committee Meeting 26 August 2025 – Circulates to all Boards.
- 10.13. Libraries Update to August 2025 – Report to Community and Recreation Committee Meeting 26 August 2025 – Circulates to all Boards.

RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (b) **Receives** the information in items.10.1 to 10.13.

Note:

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

11. MEMBERS' INFORMATION EXCHANGE

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 31 August 2025: \$5,384.

13.2. General Landscaping Fund

Balance as at 31 August 2025: \$14,330, carry forward to be calculated.

14. MEDIA ITEMS

15. QUESTIONS UNDER STANDING ORDERS

16. URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

This is the final meeting of the Oxford-Ohoka Community Board for the 2022-2025 electoral term.

The new Oxford-Ohoka Community Board will be sworn into office late October 2025, with standard meetings resuming from mid-November 2025. Further Information will be advertised and listed on the Council's website.

Workshop

- *Members Forum*

MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD AT THE MANDEVILLE SPORTS CLUB, 431 MANDEVILLE ROAD, SWANNANOA ON WEDNESDAY 6 AUGUST 2025 AT 6.30PM.

PRESENT

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

IN ATTENDANCE

G Cleary (General Manager Utilities and Roading), G Stephens (Design and Planning Team Leader), K Howat (Parks and Facilities Team Leader) and K Rabe (Governance Advisor).
Councillor B Cairns and Board Member K Barnett.

There were 17 members of the public present.

1. APOLOGIES

There were no apologies.

2. PUBLIC FORUM

2.1. Shirley Boys High School Students – Kane Arona and Jack Cockburn

K Arona and J Cockburn spoke to the letter sent to the Board in July 2025 (Refer to Item 8 of the agenda). Students had raised safety concerns regarding the Tram Road intersection. K Arona advised that he had spoken to the Council's Senior Transportation Engineer, S Binder, who had advised that the Council had funding set aside to build a roundabout at the intersection; however, to proceed, this would need a funding contribution from the New Zealand Transport Agency (NZTA).

K Arona noted that he also intended to send a letter to the Waimakariri Member of Parliament, the Hon. Matt Doocey, to request his support for the installation of the roundabout.

S Barkle thanked K Arona and J Cockburn for their interest and presentation, commending them on following through with an issue and directing their concerns in the right place. She noted that the Board has advocated for and is supportive of safety improvements at this intersection and others along Tram Road. S Barkle acknowledged sending a letter to Hon. Matt Doocey and to Waka Kotahi would be a well-directed next steps, as without funding support, the Council may not be able to proceed with the proposed roundabout.

2.2. Ohoka Residents Association – AJ Lowe

AJ Lowe, a representative of the Ohoka Residents Association, thanked the Board, especially S Barkle and T Robson, for their work in opposing Plan Change 31.

2.3. Ian Shrimpton – Weatherfield Lane

I Shrimpton raised his concern regarding the stockwater race on the border of his property. He noticed that the stockwater race was either dry or flooded, which caused challenges for neighbouring properties whose berms were periodically flooded.

S Barkle noted that the stock water race was managed by Waimakariri Irrigation Ltd (WIL). She explained that the excess flow could be when water had been ordered up stream and not fully utilised, causing more water downstream. The best place to contact would be WIL as they would likely know why variation in flow was happening. S Barkle would bring the issue up at the next Water Race Advisory meeting. G Cleary also offered to follow up on this matter on behalf of the resident.

2.4. **Valarie and Tim Parrott – Ashworths Road, Ohoka**

Concern was raised regarding the maintenance of drains on private property. V Parrott noted that there were several streams on private land, which the Council may not be aware of, which caused flooding due to inadequate maintenance of the drainage of minor streams.

G Cleary requested that the residents email him the details of the stream concerned and offered to follow up and liaise with residents on this matter. S Barkle commented that she was on the Ohoka Rural Drainage Advisory Group and would raise the matter with them as well.

2.5. **Lyn and John King – Redfern Lane, Swannanoa**

Concern was raised at the lack of information regarding Stage 1 of the Mandeville Resurgence Project.

G Cleary noted that the design work was currently underway, and funding for the project had been allocated in the 2025/26 financial year. Once the design work had been completed, the Council would be contacting residents with an update and a possible timeline for the work.

S Barkle expressed the Board's understanding of resident's situation and that the Board would continue to support and advocate for residents in this particular area to ensure some work is carried out.

2.6. **Mike Tyree**

M Tyree raised concerns regarding the process of the Proposed District Plan (PDP), noting that he and 21 other property owners had been advised when purchasing their properties that they would be able to subdivide after seven years. However, this was not the case according to the PDP. Residents had paid to have the area surveyed and had requested a change in the zoning.

G Cleary, S Barkle and N Mealings explained the District Plan process; and understood the disappointment that some people, including himself, would feel with some of the decisions.

2.7. **Lindsey Eason – Clear View Lane, Swannanoa**

L Eason spoke to his tabled letter (Trim Ref: 25080714586), which raised concerns regarding the uncompleted drainage work carried out in Clear View Lane, Swannanoa.

G Cleary stated that he was unaware of any further work schedule for this area; however, he would follow up and advise the residents.

2.8. **Louise Rietveld – Mandeville Domain Shelterbelt Replacement**

L Rietveld raised various concerns regarding the Mandeville Domain Entrance Shelterbelt Replacement Plan, such as the topping of the hedge, the light spillage from the sports fields and the lack of irrigation for new plantings. These were addressed during the consideration of Item 7.1.

3. **CONFLICTS OF INTEREST**

Item 7.2 – T Robson declared a conflict of interest as he was a member of the Pearson Park Advisory Group.

4. **CONFIRMATION OF MINUTES**

4.1. **Minutes of the Oxford-Ohoka Community Board Meeting – 4 June 2025**

Moved: M Wilson

Seconded: P Merrifield

THAT the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 2 July 2025, as a true and accurate record.

CARRIED

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

There were no matters arising.

5. **DEPUTATIONS AND PRESENTATIONS**

5.1. **Brent Cairns – Food Forest**

B Cairns tabled his draft design (Trim Ref: 250807145800) for the proposed Oxford Food Forest and requested the Board's support of this initiative. He explained that the horseshoe design around the food forest was intended to include traditional medical plants, which would act as a windbreak for the rest of the forest.

B Cairns noted that a new food forest had been established at Pines/Karaki Beach and had a very successful launch with the community getting involved. Northbrook Reserve in Rangiora was scheduled to launch soon.

In response to T Robson's query, B Cairns confirmed that the community would be involved, and currently, Jo Ealam was the driving force behind the initiative.

The Board requested that Council staff investigate location options and designs and bring a report on this matter back to the Board for a decision.

6. **ADJOURNED BUSINESS**

Nil.

The meeting adjourned for a workshop at 7.31pm and resumed at 8.08pm.

7. **REPORTS**

7.1. **Mandeville Domain Entrance Shelterbelt Replacement Plan – G Stephens (Design and Planning Team Leader)**

G Stephens presented the report, which sought approval to consult on the proposed Mandeville Domain Entrance Shelterbelt Replacement Plan. The large Old Man Pines had reached their end of life and were now becoming a risk both to members of the Mandeville Sports Club and the residents in the vicinity. The intention was to manage this in a two-phase approach with the removal of the trees and replanting with natives to form a shelterbelt. The current hedge would be topped to make it safer during wind events. Once the new plantings were established and had reached the desirable height, the current hedging could be removed and replanted to act as a screen to neighbouring properties if desired.

Regarding the light spillage from the sports fields, G Stephens explained that the trees had to be removed due to health and safety reasons; as such, the proposed removal of the trees did not fall under the auspices of the Board. If residents were concerned about light spillage, this should be dealt with via enforcement, who would test and work with the Club to adjust the lights if necessary.

G Stephens stressed that the Board was only requested to approve the Proposed Mandeville Domain Entrance Shelterbelt Replacement Plan, which included consultation regarding the type of replacement plantings required. He acknowledged the concern relating to irrigation of new plantings, advising that this would be the responsibility of the Club. However, the Council would continue to work with the Club to ensure that appropriate irrigation could be achieved.

T Fulton raised concerns about what planting could be sources for such an arid environment, noting that it would be challenging to source native trees that would grow to the required height.

R Harpur agreed with the comments made by T Fulton and suggested that staff work with the original arborist to get advice on the best plants for the area.

N Mealings raised concerns that currently there was no waterpipe in the area where the new plantings would be planted. G Stephens assured her that the Council would assist the Club to achieve the desired outcome to ensure the plantings had adequate water.

M Brown asked if the stumps of the trees would be ground out, and G Stephens replied that the Council usually did not grind stumps, which was a costly procedure. Replacement trees would be planted between the stumps. To make the project as cost-effective as possible, the timber would be sold, and any remaining debris would be chipped and used in gardens and reserves throughout the district.

T Fulton queried what would happen if the new trees did not reach the required height to block the lights, and G Stephens replied that the Council could not retain dangerous trees to block lights for neighbours.

Moved: T Robson

Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 250718132334.
- (b) **Approves** the Proposed Mandeville Domain Entrance Shelterbelt Replacement Plan (Trim:250721132924).
- (c) **Approves** the implementation of Stage 1 of the Proposed Mandeville Domain Entrance Shelterbelt Replacement Plan, which includes the removal of the old man pines, replanting with native screening plants and the height reduction of the Arizona hedge.
- (d) **Notes** that stage one removal of trees is estimated at \$35,000 to be funded from the existing Street, Reserve and Cemetery Tree Maintenance Contract (GL 10.533.100.2500), which is included in the Annual Plan/Long Term Plan.
- (e) **Notes that** the tree replacement is estimated to cost \$30,000. At present, there is not a line item for this replanting, and it should be put forward to the annual plan to have it planted in Spring 2026.

- (f) **Notes** that, as an alternative to the above, the Oxford Ohoka Community Board may wish to utilise the existing capital tree planting budget (100303.000.5224). This has \$12,960 for the Oxford Ohoka Ward, so its use would mean no other planting can be done during the year across the Ward.
- (g) **Approves** a review period of five years from the time of planting before any decision is made regarding the implementation of Stage 2 and the removal of the Arizonica hedge. Once the native species are of an appropriate size, Staff will work with the neighbours and the MSCB to confirm this and approach the Board/Council for approval and budget to undertake Stage 2 if this is deemed necessary.
- (h) **Notes** that staff have engaged with the Mandeville Sports Club Board and adjoining landowners, and they are supportive of this proposal.
- (i) **Notes** that if approved, staff will continue to work with the Mandeville Sports Club Board and adjoining landowners to keep them informed and up to date with the timeframes and logistics regarding these works.

CARRIED

7.2. **Pearson Park Pump Track Consultation – K Howat (Parks and Facilities Team Leader)**

Having previously declared a Conflict of Interest; T Robson sat back from the table and took no part in the discussion or decision on this item.

K Howat presented the report, which sought approval to undertake consultation on the location for the proposed pump track in Pearson Park in Oxford. This was a community initiative funded by Bike Oxford and the community to provide a formalised high-end asphalt pump track.

S Barkle questioned whether the informal dirt bike track was still an option, and K Howat confirmed that it was. However, this was a separate matter and would be reported on if it came to fruition.

P Merrifield sought clarification on recommendations (c) and (e), which looked to be similar. K Howat agreed that it was a duplication and requested that recommendation (e) be removed.

S Barkle stated that the Farmers Market operated at the park which may impact on the area being considered and also noted that this was the vehicle access for the Gym. S Barkle also expressed concern regarding the practicality of dealing with two such similar requests concurrently and the public perception and understanding regarding these two initiatives. She believed that a full explanation should go out with the consultation which explained the difference between the two proposals.

M Brown noted that the Farmers Market had a formalised lease on an area of Pearson Park and queried if this had been taken into consideration. K Howat stated he was unsure of how much of the park the lease covered, however would confirm prior to consultation.

Moved: T Fulton

Seconded: N Mealings

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 250410063642.
- (b) **Approves** that Council staff undertake consultation with user groups and residents to gather feedback on the proposed location for a community-funded pump track at Pearson Park.

- (c) **Notes** that the Oxford-Ohoka Community Board has the delegation to allocate Pearson Park land for a bike pump track; however, Council will have to consider the acceptance of the asset as this has a level of service and ongoing financial implications.
- (d) **Notes** that a subsequent report will be brought back to the Community Board, detailing the consultation results.
- (e) **Notes** Bike Oxfords preference is for Council to maintain, depreciate and renew the asset once it is built.
- (f) **Notes** that Council approval will be required to accept the proposed pump track as a gifted asset from Bike Oxford.
- (g) **Notes** that the Pearson Park Advisory Group supports the proposal.
- (h) **Notes** that the exact location and size of the proposed community-funded pump track are yet to be determined and will be confirmed once the final design is completed.

CARRIED

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

K Rabe took the report as read, noting that it was common for sports groups to seek funding for the purchase of uniforms and equipment.

S Barkle raised the concern about the limited amount of funding available and the increase in requests for the maximum funding. She believed that the new Board would need to review the criteria to either tighten the requirements or to change the maximum allocated at one time.

Moved: T Fulton

Seconded: N Mealing

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 250707122837.
- (b) **Approves** a grant of \$500 to the Ohoka Netball Club to purchase new uniforms for the players.

CARRIED

8. CORRESPONDENCE

8.1. **Letter from Shirley Boys High School Students regarding Tram Road Safety Concerns**

The following correspondence was tabled:

- Memo regarding a complaint on unruly dogs (Trim 250730139538)
- Letter from Lindsay Eason regarding flooding issues in Clear View Lane (Trim 250807145786).

Moved: T Robson

Seconded: M Brown

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the correspondence.

CARRIED

9. CHAIRPERSON'S REPORT

9.1. Chairperson's Report for July 2025

- 16 July – Wolffs Bridge Committee Meeting.
Attending a meeting where they looked at the draft Memorandum of Understanding and made a few minor changes. Looked at some more fundraising ideas. Awaiting bank accounts and incorporated society status.
- 23 July – Meeting with Mayor and Chairs.
Catch up on what other Community Boards discussed, and end-of-term dinner rather than Christmas dinner this year.
- Attended All Boards Session.
- 25 July – Meeting about Woodstock Quarry (WQL).
Met with some people regarding WQL to ascertain if their expertise could be used as part of our evidence.
- 29 July – Proposed District Plan Drop-in in Oxford.
Attended the Oxford PDP drop-in to assist with public concerns.
- 30 July – Wolffs Road Bridge meeting with Council Staff.
Completed the final draft of the MOU. Discussed health and safety documents and the different territorial authorities in the area.
- Other:
 - New Zealand Police – possible restructure. It had been announced that there may be some restructuring of the policing system. This could potentially leave outlying rural communities under-resourced with longer wait times for police during emergencies, as they would be travelling from further afield – although the New Zealand Police do not believe this would be the case. This was something that the Board were likely to need to advocate on. At this stage, the New Zealand Police was undergoing internal conversations; it was then expected that public consultation would occur. Mayor Gordon was going to organise a letter on behalf of all of the major stakeholders in the rural sector to allow them to voice their concerns. The hope was that these might be considered during decision-making times.
 - Woodstock Quarry Ltd- We have engaged some witnesses and a planner to assist with the Board's case. We have received the two councils' evidence and were now formulating the Boards. Submissions were to be lodged by Friday 15 August 2025.
 - Resurgence: These channels were still running reasonably high.

Moved: S Barkle

Seconded: M Wilson

THAT the Oxford-Ohoka Community Board:

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

CARRIED

10. MATTERS FOR INFORMATION

- 10.1. Woodend-Sefton Community Board Meeting Minutes 14 July 2025.
- 10.2. Rangiora-Ashley Community Board Meeting Minutes 9 July 2025.
- 10.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 21 July 2025.
- 10.4. May 2025 Flood Event Response and Recovery – Expenditure and Funding Sources – Report to Council Meeting 1 July 2025 – Circulates to all Boards
- 10.5. Adoption of Alcohol Control Bylaw – Report to Council Meeting 1 July 2025 – Circulates to all Boards
- 10.6. Libraries Update to 3 July 2025 – Report to Community and Recreation Committee Meeting 15 July 2025 – Circulates to all Boards
- 10.7. Aquatics July Report – Report to Community and Recreation Committee Meeting 15 July 2025 – Circulates to all Boards
- 10.8. Youth Action Plan Early Engagement Update – Report to Community and Recreation Committee Meeting 15 July 2025 – Circulates to all Boards.
- 10.9. Approval to Install No-Stopping Restrictions on Flaxton Road at Camwell Park – Report to Utilities and Roading Committee Meeting 15 July 2025 – Circulates to Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards.
- 10.10. Project Update Under Infrastructure Resilience Fund 2024/25 and May 2025 Flood Recovery Progress Update – Report to Utilities and Roading Committee Meeting 15 July 2025 – Circulates to all Boards.

Moved: P Merrifield

Seconded: T Fulton

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** the information in Items 10.1 to 10.10.

CARRIED

11. MEMBERS' INFORMATION EXCHANGE

11.1. Tim Fulton

- Attended:
 - North Canterbury Neighbourhood Support meeting.
 - National Freshwater Policy Reform – DairyNZ webinar.
 - Council Briefing.
 - Tender Opening – Springbank Mill community meeting in Cust.
 - Community Networking meeting in Kaiapoi.
 - Tim Kenneth site visit – roadside verge issues, Ashley Gorge Road.
 - Dan's Mayoral drop-in – Swannanoa.
- Tony Banks site visit – roadside sign issues, Butchers Road in Ohoka.
- Utilities and Roading, Community and Recreation Committee meetings and briefing.
- Local Government New Zealand (LGNZ)
- District Plan public drop-in Rangiora.

- Oxford Promotion Association Committee (OPAC) – Special meeting, constitutional changes, Oxford Council workshop.
- Tender opening, All Boards, Rangiora District Plan public drop-in, Kaiapoi.
- Oxford Health and Fitness Centre Trust Meeting, Oxford.
- District Plan public drop-in, Oxford.
- Wolffs Bridge meeting Rangiora.

11.2. **Pete Merrifield**

- Oxford-Ohoka Community Board meeting.
- Utilities and Roothing Committee meeting.
- Wolffs Road Footbridge meeting - Still working through setup and liaising with Council.
- Oxford Museum Committee meeting – It was becoming frustrating trying to assist the Committee organise a storage unit on site. He had contacted the Mayor, but so far no response
- All Boards Session - Speed zone update for around schools. Policy on Board presentations to Hearings, there is now a \$40,000 fund! Election 2025 update
- Grey Power meeting
- Working on Museum storage option.

11.3. **Michelle Wilson**

- Kaiapoi Art Expo – Great event as always, celebrating local artists. High standard of school entries.
- Ohoka Residents' Association – Unable to attend due to the changed date and a meeting clash. AGM would be on 10 September 2025.
- All Boards Session – speed zones outside schools and pre-election information.
- Alcohol and Drug Harm Prevention Steering Group – Discussion re Local Alcohol Policy Submission, Youth Survey results, Stronger Communities event well attended and regular Community Forums to gather feedback.

11.4. **Ray Harpur**

- Discussions with Oxford Pharmacy were ongoing, and parking nearby was still an issue.
- Waimakariri District Council were undertaking a review of carparking in 2026. Council had requested feedback. Waimakariri Accessibility Group (WAG) were aware that many improvements could be made, including:
 - More car parking in the Blake Street carpark.
 - More mobility parks in Rangiora.
 - Improvements to existing mobility parks.
 - More spaces needed around bus stops.
- The Youth Council requested that a Community Board member attend their meetings in the new term.
- The question was raised around the painting of red 50k signage on the road entrance to Oxford.
- Inclusive Sports Day was the best so far, with around 65 attendees. A free BBQ was held with donations from New World and Woolworths.

- Waimakariri Access Group AGM 15 August at 10:30am in Council chambers. It was noted:
 - No. 1 bus route stopped at Wrights Road in South Kaiapoi. The northbound stop was right beside a ditch just north of the Challenge Petrol Station. Could this be changed.
 - ECAN had just signed off on a new bus service from Waimak to West Melton and Darfield.
 - Nowhere to park or charge electric wheelchairs at the libraries.
- Concern at the dropping of #G services from October, as many devices (including pacemakers) rely on this service.
- All Boards Session – Attended, election protocols discussed, and School speed zones were outlined.

11.5 **Niki Mealings**

- Property Portfolio Working Group meeting.
- Inclusive Sports Festival – another awesome event with its largest turnout to date. All attendees had a great day.
- Biodiversity Portfolio projects update
- Attended drop-in at Mandeville Sports Club.
- Council Briefing / Workshop
- Attended Drop-in at West Eyreton – drop-in session with the Mayor held at West Eyreton Hall.
- Attended Drop-in at Swannanoa - drop-in session with the Mayor held at Swannanoa Hall.
- Kaiapoi Art Expo – attended opening night – was a great success.
- Utilities and Roading Committee meeting.
- Community and Recreation Committee meeting
- Attended Local Government New Zealand (LGNZ) conference
- Mandeville Sports Club and Board meeting – attended the All Clubs meeting and the board meeting following it. Mandeville Sports Club concept plan was under development and discussion about the trees.
- Canterbury CC Champions meeting
- District Plan Drop-in – attended the Drop-in session at Rangiora.
- Oxford Promotion Association Committee AGM and general meeting.
- Council workshop.
- Ohoka Residents Association meeting
- Alcohol and Drug Harm Prevention meeting
- All Boards Session
- Community Wellbeing North Canterbury Trust board meeting
- District Plan Drop-in at Oxford
- Waimakariri Youth Council meeting – youth features Expo to be held on 12 August from 4 to 8 pm at MainPower Stadium.
- Meeting with year 13 Rangiora High School students – Had a panel discussion with students about their various social action policy impact projects.
- Ohoka Bush working Bee – took part in the usual monthly working bee held every first Sunday of the month at the Ohoka Domain. Come and join us.
- Council meeting
- Arohatia Te Awa meeting – last meeting of the triennium.

11.6 **Thomas Robson**

- Ashley Gorge Advisory Group meeting – discussed the pavilion.
- Met with the New Zealand Police to discuss the proposed changes to police services.

11.7 **Mark Brown**

- Retail jingle promoted and resulted in an increase in Oxford retail.
- Rural Drainage Group meeting.
- District Plan drop-in – disappointing numbers.

12. **CONSULTATION PROJECTS**

12.1. **Canterbury Street Reserve Playspace Renewal**

<https://letstalk.waimakariri.govt.nz/canterbury-street-reserve-playspace-renewal>

Consultation Closed on 6 August 2025.

12.2. **Waimakariri Play and Public Spaces Survey**

<https://letstalk.waimakariri.govt.nz/waimakariri-play-public-spaces-survey>

Survey closed on 10 August 2025.

The Board noted the consultation projects.

13. **BOARD FUNDING UPDATE**

13.1. **Board Discretionary Grant**

Balance as at 31 July 2025: \$5,874.

13.2. **General Landscaping Fund**

Balance as at 31 July 2025: \$14,330, carry forward to be calculated.

The Board noted the funding update

14. **MEDIA ITEMS**

Nil.

15. **QUESTIONS UNDER STANDING ORDERS**

Nil.

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

Nil

NEXT MEETING

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

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 9.17PM.

CONFIRMED

Chairperson

Date

Workshop

(7.31pm to 8.08pm)

- *School Speed Zone Planning - Individual School Proposals – Peter Daly (Road Safety Coordinator) and Joanne McBride (Roading and Transport Manager) – (See Trim Ref: 250811147492)*

NOTES OF A WORKSHOP OF THE OXFORD-OHOKA COMMUNITY BOARD WORKSHOP HELD IN THE MANDEVILLE SPORTS CLUB, MANDEVILLE ROAD, SWANNANOA, ON WEDNESDAY, 5 AUGUST 2025, AT 7.31PM.

PRESENT

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

IN ATTENDANCE

G Cleary (General Manager Utilities and Roothing), J McBride (Roothing and Transport Manager), P Daley (Road Safety Coordinator), K Rabe (Governance Advisor).

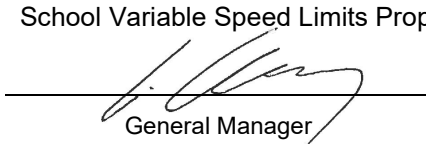
1. Waimakariri School Seed Zones and Signage – Setting of Speed Limits Rule 2024 – J McBride (Roothing and Transport Manager) and P Daley (Road Safety Coordinator)

Presentation: Trim Ref: 250811147492

Questions/Issues:

- *What was the difference in cost between static and electronic signs?*
Currently, staff only have an estimated cost; however, once the number of electronic signs required was known, the Council would proceed to tender. Static signs cost approximately \$1,300, which included installation, and the electronic signs could cost anywhere between \$15,000 to \$20,000. Ongoing maintenance cost would be estimated at approximately \$1,200 for electronic signage.
- *Who manages the electronic signs regarding changing times?*
The school would be able to change the time displayed on the signs during the school day if required, and the Council would be able to turn off the signs remotely if necessary.
- *Will static signs be erected on both sides of the road?*
No, static signs would mostly only be on the display for oncoming traffic.
- *What was the life span of electronic signs, and how old were the Swannanoa signs?*
The life span was usually between 15 and 20 years. The Swannanoa signs were approximately 15 years old and would need to be upgraded. Maintenance and replacement of the signs would be on an annual programme.
- *Thought that speed limit changes were being reduced to either 30 or 60km per hour?*
Rural schools had the option of 60km or less, depending on the road environment. Each school was assessed on its location to achieve a balance.
- *What about signage that said “40km/h when children were present”?*
Those signs were not enforceable and would be removed.
- *What about West Eyreton School with a bend close to the school?*
The rules were precise, and signage could not be placed outside the maximum distance from the school gates. The curve should slow traffic anyway, hopefully making the sign clearly visible to motorists.

THERE BEING NO FURTHER BUSINESS, THE WORKSHOP CLOSED AT 8.08 PM.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** RDG-31 / 250821155069**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD**DATE OF MEETING:** 3 September 2025**AUTHOR(S):** Peter Daly, Road Safety Coordinator/Journey Planner
Joanne McBride, Roding and Transport Manager**SUBJECT:** School Variable Speed Limits Proposal**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1. This report seeks a recommendation to the incoming Council on the implement of variable speed limits (VSL) outside of schools within the Boards area.
- 1.2. All Road Controlling Authorities (RCA's) are required to take all reasonable steps to implement Variable Speed Limits (VSL's) at school gates by 30 June 2026.
- 1.3. This requirement was put in place through the Land Transport Rule: Setting of Speed Limits 2024, which came into effect on 30 October 2024.
- 1.4. There are 27 schools within the Waimakariri District, and five (5) of these schools are within the Oxford-Ohoka Community Board area.
- 1.5. Staff have reviewed and met with each school, then considered how the Rule should be implemented around each of the schools in the district.
- 1.6. The new Land Transport Rule: Setting of Speed Limits 2024, allows for either static or electronic signs to be implemented outside of schools. Electronic signs must be used where there is a need to use the variable speed limit for periods up to 10 minutes during the school day (e.g., there is school activity across two sides of a road during the day).
- 1.7. All schools are categorised as either:
 - Category One School – Generally urban and in a 50km/h area. There is activity on roads around the school. These schools are required to have a 30km/h variable speed limit. The school variable speed zone can be put in place for a distance of up to 150m either side of the active school gate(s).
 - Category Two – Generally more rural in nature, and in areas of higher speed limits. These schools are required to have a variable speed limit of 60km/h **or less**, dependent on the roadside activity level. The school variable speed zone can be put in place for a distance of up to 300m either side of the active school gate(s).
- 1.8. It is proposed to implement uniform variable speed time zones across the district as follows:
 - Morning – 8.20am to 9.20am (1 hour)
 - Afternoon – 2.30pm to 3.30pm (1 hour)

This allows for consistency across the district and will mean drivers can expect the same conditions outside all schools at the same time of day, during the school term. The variable speed limits would not apply during the school holidays, or on other days where children are not present e.g. teacher-only days.

- 1.9. All speed limits once approved and uploaded into the National Speed Limit Register (NSLR), will be legally enforceable.
- 1.10. A balanced approach has been taken when recommending the mix of electronic and static signs, with higher risk areas and schools which have a higher level of roadside activity being recommended for electronic signs, or where school activity is regularly occurring across a road.
- 1.11. A workshop was held with the Oxford-Ohoka Community Board on 6th August 2025, where staff presented the process for reviewing and initial thinking around variable speed limits for the schools within the Ward area. There has been one change since the workshop, and this has been to update the proposal to include electronic signs at View Hill School, rather than static signage. This is due to the winding nature of the approach road and reduced visibility in the area around the school.

Attachments:

- i. Proposal for the schools in the Oxford Ohoka Community Board area (TRIM No. 250821155079).

2. **RECOMMENDATION**

THAT the Oxford Ohoka Community Board:

- (a) **Receives** Report No. 250821155069.

AND

THAT the Oxford Ohoka Community Board recommends:

THAT the In-coming Council:

- (b) **Approves** the following Variable Speed Limits for the schools in the Oxford-Ohoka Community Board area:

School and location of Proposed Variable Speed Limit	School Category	Proposed Variable Speed Limit	Time Zone	Signage Type
Ohoka School <u>Jacksons Road</u> <i>From 40m south of Mill Road to 115m north of Birchdale Place (RP 2.171 to RP 2.775)</i>	2	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Static signs
Oxford Area School <u>Bay Road</u> <i>From 100m south of Bush Road to 20m north of Dohrmans Road. (RP 0.720 to RP 0.200)</i> And; <u>Showgate Drive</u>	1	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Static signs

<i>The full length from Bay Road to the end.</i>				
Swannanoa School <u>Tram Road</u> <i>From 150m west of the school access (driveway) to 300m east of the access.</i> <i>(RP 13.432 to RP 12.994)</i>	2	60km/h	Morning – 8.20am to 9.20am. Afternoon 2.30pm – to 3.30pm	Existing electronic signs
View Hill School <u>Bay Road</u> <i>For a distance of 270m to the west and 270m to the east of the school gate.</i> <i>(RP 4.789 to RP 5.173)</i>	2	30km/h	Morning – 8.20am to 9.20am. Afternoon 2.30pm – to 3.30pm	Electronic signs
West Eyreton School <u>North Eyre Road</u> <i>For 120m west of School Road to 350m east of School Road.</i> <i>(RP 16.682 to 16.200)</i> And <u>School Road</u> <i>From 85m north of North Eyre Road to 230m south of North Eyre Road.</i> <i>(RP 1.672 to RP 1.349)</i>	2	30km/h	Morning – 8.20am to 9.20am. Afternoon 2.30pm – to 3.30pm	Static signs

- (c) **Notes** that the National Speed Limit Register (NSLR) will only be updated to include the variable speed limits following approval by Council to implement the changes.
- (d) **Notes** that the Land Transport Rule: Setting of Speed Limits 2024 does not require a cost benefit calculation or public consultation when setting variable speed limits outside schools.
- (e) **Notes** that key stakeholders including the Police and NZ Transport Agency will be notified prior to the variable speed limits being implemented.
- (f) **Notes** that at the time of writing this report, co-funding for the installation of the variable speed signs has been requested but not yet approved. Staff will provide an update to the In-coming Council when the report is presented.

3. **BACKGROUND**

- 3.1. When the Land Transport Rule: Setting of Speed Limits 2024 was introduced, it placed requirements on Road Controlling Authorities (RCA's) to implement variable speed limits (VSL) for all school within its jurisdiction before 30 June 2026.
- 3.2. When the new Rule was introduced, accompanying guidelines were provided by NZ Transport Agency, outlining requirements as to how the new Rule was to be implemented.
- 3.3. Requirements included
- Council having to consult with each school as to their specific requirements.
 - Times of Variable Speed Limit application.
 - Signage specifications for those Variable Speed Limit's

- Extent of the Variable Speed Limit's, relevant to the active school gates of each school.
- 3.4. There are 27 individual school in the Waimakariri District. By Community Board area this equates to:
- Oxford Ohoka Community Board has five (5) schools.
 - Kaiapoi Tuahiwi Community Board has six (6) schools.
 - Woodend Sefton Community Board has three (3) schools.
 - Rangiora Ashley Community Board has thirteen (13) schools.
- 3.5. Each Community Board has been briefed via a workshop on the proposal for the schools in their area. Feedback from each Community Board has been considered, and amendments to the proposal made as appropriate.

4. ISSUES AND OPTIONS

- 4.1. Staff workshopped the proposal for schools with the Oxford-Ohoka Community Board's area on the proposed Variable Speed Limit outside schools.
- 4.2. To establish a recommendation regarding signage, staff considered
- a) How the school uses the roads outside their gates.
 - b) The speed and volume of traffic on the various roads.
 - c) Which signs (static or electronic) to use to implement the required Variable Speed Limits.
 - d) What times those Variable Speed Limits need to be in force.
- 4.3. During workshops with Council and the Community Boards, there has been a desire expressed to standardise the Variable Speed Limit zone times across all schools was identified, to reduce complexity facing drivers. This was preferred to having bespoke zone times for each school, based on their individual needs.
- Schools each have individual start and finish times, and various pick up and drop off congestion needs. A further complication is that two schools have different finish times on some days of the week, mostly focused on schools' sports requirements.
- 4.4. For this reason, it is proposed to standardise the variable speed limit implementation times across all schools in the district to:
- Mornings: 8.20 a.m. – 9.20 a.m. (60 minutes)
 - Afternoons: 2.30 p.m. – 3.30 p.m. (60 minutes)
- 4.5. Feedback from the Oxford-Ohoka Community Board was generally supportive with the following specific items discussed as follows
- a) Further consideration of the area of the variable speed limit for West Eyreton School. The northern and western extents appeared to be short. Staff have reviewed the proposed signage locations, and this is largely due to the locations of the existing 80km/h / 100km/h speed limit change on North Eyre Road and School Road. The variable school signage must be located wholly within a speed zone and cannot traverse a speed limit change area, otherwise this would render the variable speed area unenforceable (i.e., we cannot have an 80/100 speed limit change inside a variable 30km/h school speed area).

Therefore, the signs on North Eyre Rd and School Road have had to be located within the 80km/h area and cannot be pushed out to the full 300m length from the school gate, without going through a full speed limit consultation process. This could be considered in the future as part of a wider review.

- b) Swannanoa School proposed variable speed limit at 60km/h as there is little school activity on the road. The existing signage to be retained at this time, however, is likely to be due for replacement in the next 2 to 3 years, at which time they would be upgraded with controllable signs (using a cloud-based system).
- c) View Hill School being in a location where there is limited visibility. The school would prefer electronic signs. The operating speed is lower due to the curvature in the road. Further consideration has been given to this school and the associated risk, and given the visibility issues, staff have updated these to electronic signs.

4.6. The following variable speed limits are proposed:

School and location of Proposed Variable Speed Limit	School Category	Proposed Variable Speed Limit	Time Zone	Signage Type
Ohoka School <u>Jacksons Road</u> <i>From 40m south of Mill Road to 115m north of Birchdale Place (RP 2.171 to RP 2.775)</i>	2	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Static signs
Oxford Area School <u>Bay Road</u> <i>From 100m south of Bush Road to 20m north of Dohrmans Road. (RP 0.720 to RP 0.200)</i> And; <u>Showgate Drive</u> <i>The full length from Bay Road to the end.</i>	1	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Static signs
Swannanoa School <u>Tram Road</u> <i>From 150m west of the school access (driveway) to 300m east of the access. (RP 13.432 to RP 12.994)</i>	2	60km/h	Morning – 8.20am to 9.20am. Afternoon 2.30pm – to 3.30pm	Existing electronic signs

View Hill School <u>Bay Road</u> <i>For a distance of 270m to the west and 270m to the east of the school gate.</i> <i>(RP 4.789 to RP 5.173)</i>	2	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Electronic signs
West Eyreton School <u>North Eyre Road</u> <i>For 120m west of School Road to 350m east of School Road.</i> <i>(RP 16.682 to 16.200)</i> And <u>School Road</u> <i>From 85m north of North Eyre Road to 230m south of North Eyre Road.</i> <i>RP 1.672 to RP 1.349</i>	2	30km/h	Morning – 8.20am to 9.20am. Afternoon – 2.30pm to 3.30pm	Static signs

4.7. The Oxford-Ohoka Community Board has the following options available to them:

4.8. Option One: Recommend to the In-coming Council the proposed Variable Speed Limits outsides Schools in the Ward Area

Option One is to recommend to Council to approve this report and proceed with the implementation of the proposed variable speed limits outside schools in the ward area.

The implementation of these variable speed limits outside schools is a requirement of the Land Transport Rule: Setting of Speed Limits 2024 and is intended to improve safety for outside of the school gate. The proposal as outlined would ensure consistency in speeds and variable speed time zones across the district.

This is the recommended option because it allows staff to progress implementation of variable school limits outside schools and ensures compliance with the Land Transport Rule: Setting of Speed Limits 2024.

4.9. Option Two: Adopt an Amended Scope for the proposed Variable Speed Limits outsides Schools in the Ward Area

Option Two would see the Community Board recommend an amended motion to Council which changes the scope or timing of the variable speed limits.

This is not the recommended option as careful consideration has been given to the detail around the school variable speed zones and times, to ensure compliance with the Land Transport Rule: Setting of Speed Limits 2024.

4.10. Option Three: Retain the Status Quo and do not implement Variable Speed Limits Outside School

Option Three would result in the Community Board recommending to the Council that the report recommendations are declined and the status quo retained outside schools.

This is not the recommended option because this would result in Council as the Road Controlling Authority not complying with the Land Transport Rule: Setting of Speed Limits 2024.

The Rule requires all Road Controlling Authorities to have taken all practicable measures to implement variable speed limits outside of schools by 30 June 2026.

Implications for Community Wellbeing

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

Lower speeds around schools improve safety and reduce the risk of death and serious injury. Children are among the most vulnerable of pedestrians due to their limited abilities and lack of experience. Their abilities can vary according to their age. Pedestrian injury occurs among all age groups, with children accounting for the highest percentage of hospitalisations.

- 4.11. 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 beyond the effect on the general motoring public.

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.

School communities and Boards of Trustees are in support of this proposal, as confirmed by each of the school principals consulted. Most principals want electronic signage to be used at their schools.

5.3. Wider Community

The wider community is going to be affected by, or to have an interest in the subject matter of this report. Consideration of how the implementation of variable speed limits outside schools will take place has factored in the effect on the motoring public, and how that will influence compliance.

A communications plan will be developed to support the implementation of variable speeds outside of schools around the district.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

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

The estimated cost per sign based is:

- Electronic signs estimated cost - Approximately \$15,000 installed per sign depending on equipment choices (data connections, remote control capacity).
- Static signs estimated to cost - Approximately \$1,500 per sign.

The estimated to cost implement signage across the district is \$1,200,000 for which the budget is included in the Annual Plan/Long Term Plan. This is included in PJ 102724.000.5133 with budget of \$1,000,000 in 2025/26 and \$240,000 in 2026/27.

Co-funding for the installation of the variable speed signs has been requested from NZ Transport Agency, however at the time of writing this report, has not yet approved. Staff will provide an update to the In-coming Council on the funding decision when the report is presented. Subsidy of 51% is anticipated through the National Land Transport Programme (NLTP).

A competitive tender process will be used to procure the supply and installation of the variable speed limit signs.

6.2. Sustainability and Climate Change Impacts

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

Providing safer low speed areas around can encourage walking & cycling which has sustainability and health benefits.

6.3. Risk Management

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

There is a risk that schools, parents or the public may not support the variable speed limits or had alternate preferences for speed limits or signage. Staff will continue to work closely with the schools to ensure they are well informed of progress in terms of the proposed changes, and work with the Communications Team to develop a Communications Plan to support the roll out of the new variable speed limits.

6.4. Health and Safety

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

Lower speeds around schools improve safety and reduce the risk of death and serious injury. Children are among the most vulnerable of pedestrians due to their limited abilities and lack of experience. Their abilities can vary according to their age. Pedestrian injury occurs among all age groups, with children accounting for the highest percentage of hospitalisations.

The physical works associated with implementation of installation of signage will be competitively tendered and the successful contractor will be required to meet minimum SiteWise requirements.

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

Land Transport Rule: Setting of Speed Limits 2024

7.3. Consistency with Community Outcomes

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

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

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

Environmental: a place that values and restores our environment

- People are supported to participate in improving the health and sustainability of our environment.
- The natural and built environment in which people live is clean, healthy and safe.
- Our communities are able to access and enjoy natural areas and public spaces.

7.4. **Authorising Delegations**

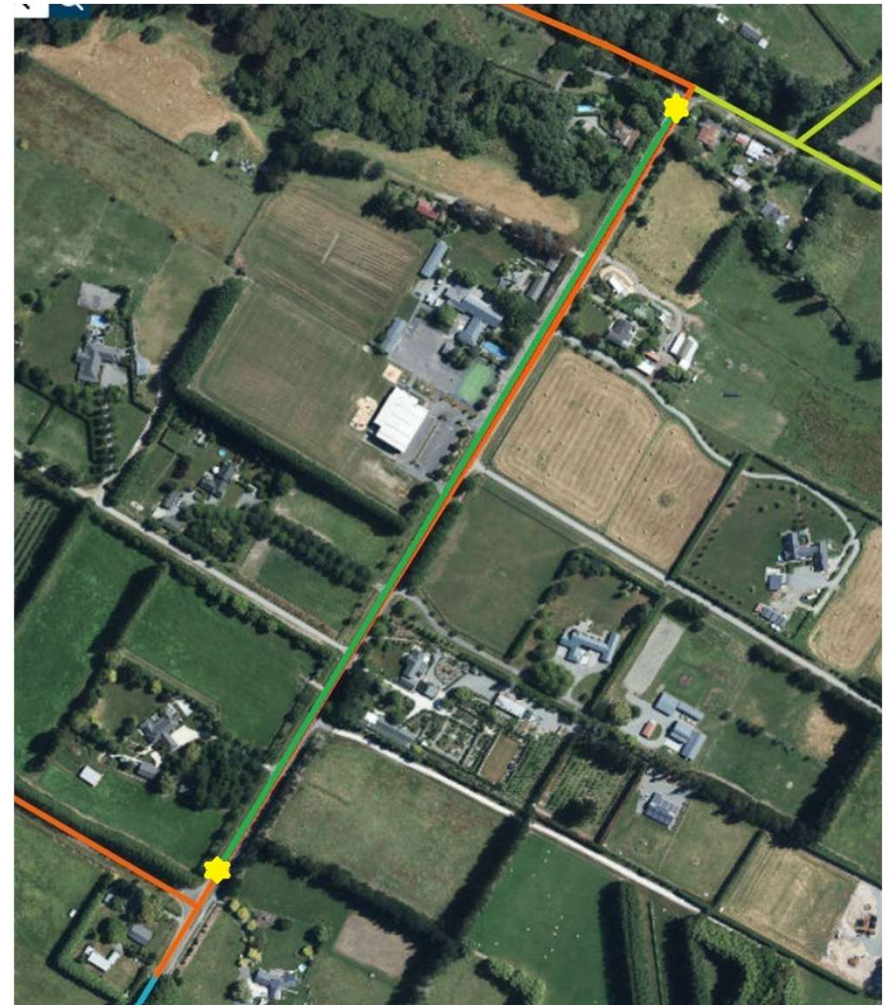
As per Part 3 of the Waimakariri District Council's *Delegations Manual*, the Oxford-Ohoka Community Board has the delegated authority to maintaining an overview of services provided by the Council such as road works, water supply, sewerage, stormwater drainage, parks, recreational facilities, community activities, and traffic management projects within the community.

The setting of speed limits is required to be carried out by Council resolution.

Ohoka School

Considerations:

- Category 2 school, existing 60km/h speed area.
- Proposed VSL 30km/h.
- Parking on western side of the road.
- Static signage proposed (refer yellow stars).



Oxford Area School

Considerations:

- Category 1 school, existing 50km/h speed area.
- VSL 30km/h required.
- Parents park on both sides of the road for drop off / pick up.
- School gate located on Showgate Drive
- Static signage is proposed (refer yellow stars).



Swannanoa School

Considerations:

- Category 2 school, existing 100km/h speed area.
- VSL 60km/h proposed.
- Large off-road pick-up & drop-off area.
- Retain existing VSL 60km/h (refer white stars).
- Some across road school activity during the day. 10 minute activations required.



View Hill School

Considerations:

- Category 2 school, existing 100km/h speed area,
- Proposed 30km/h VSL, using electronic signage (refer white stars).



West Eyreton School

Considerations:

- Category 2 school, existing 80km/h speed area.
- Proposed 30km/h VSL.
- Gates on North Eyre Road and School Road.
- Static signs are proposed due to lower traffic volumes (refer yellow stars).



WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** BAC-03-80-04 / 250717130768**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD**DATE OF MEETING:** 3 September 2025**AUTHOR(S):** Vanessa Thompson, Senior Advisor Business and Centres**SUBJECT:** Meridian access to land to install a new power transformer to support the EV Charger upgrade at Pearson Park carpark**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1. This report seeks approval from the Oxford-Ohoka Community Board for Mainpower to access 31sqm (approx.) of land adjacent to Pearson Park carpark in Oxford to install a new power transformer and underground cabling to support the upgrade of an existing Meridian owned EV charger in the carpark (Figure 1). The fee simple land title (CB25B/1262) is owned by Waimakariri District Council but is managed as reserve under the Sports and Recreation Reserves Management Plan.



Figure 1 & 2 – proposed install (easement) site for the transformer and underground cabling (left), plus a representation of the type of transformer (right).

- 1.2. Early this year, Meridian approached Council with a request to upgrade their existing 22kW AC (3G conversant charger) to a high-capacity DC fast charger (1 x 240 kW) and to upgrade the accompanying electrical supply to handle the new capacity. 3G is being phased out by network providers on 31 December 2025 meaning the old charger will no longer work after this date. All costs associated with the upgrade will be covered by Meridian.
- 1.3. At a meeting on 5 March 2025, the Oxford-Ohoka Community Board approved the upgrade to the higher capacity fast charger and Meridian's proposed extension to the Meridian Access Licence contract Operational Term due to the high installation costs.
- 1.4. Recently, Meridian approached Council with a request to access some additional land (approx. 31sqm) adjacent to Pearson Park carpark to install a new power transformer to support the higher-capacity 240 kW EV charger (image 1) and associated underground cabling. Access to this land has been approved by the Greenspace Unit, subject to Community Board approval.

- 1.5. Meridian (via Mainpower) is proposing to complete the charger upgrade and installation of the new power transformer toward the end of the year.

2. **RECOMMENDATION**

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 250717130768.
- (b) **Approves** the granting of an easement to Mainpower for access to approx. 31sqm of land to install a new power transformer and underground cabling in the location indicated by Figure 1 adjacent to Pearson Park carpark.
- (c) **Notes** that on 5 March 2025, the Oxford-Ohoka Community Board approved the upgrade to the higher capacity 240kW DC charger and Meridian's proposed extension (reset) to the Access Licence term.
- (d) **Notes** that all costs associated with the DC EV charger upgrade and new transformer unit including underground cabling will be covered by Meridian (with support from Mainpower).
- (e) **Notes** that any easement right granted will be assigned to Mainpower as they will own the new power transformer and cabling.
- (f) **Notes** that Meridian are proposing to complete the upgrades toward the end of the year.

3. **BACKGROUND**

- 3.1. On 7 July 2020, Council approved the formation of a Waimakariri District Council partnership agreement (Meridian Access Licence, trim 210316043731) with Meridian Energy for the provision of private EV charging stations on public land in Oxford.
- 3.2. 1 x 22kW AC charger and 1 x 50kW DC charger were installed in Pearson Park (Oxford) carpark. The live commencement dates for the AC charger were 11 November 2022 and the DC charger 21 June 2023.
- 3.3. Early this year, Meridian Energy approached Council with a request to upgrade their existing 22kW AC charger to a high-capacity DC fast charger (1 x 240 kW) and to upgrade the accompanying electrical supply to handle the new capacity. 3G is being phased out by network providers on 31 December 2025 meaning the old charger will no longer work after this date. The higher capacity unit confers considerable benefits for those needing fast charging when travelling on Inland Scenic Route 72 between the east and west coasts. It also positions Oxford as an attractive and viable township to visit for those with EV vehicles. All costs associated with the upgrade (approx. \$150,000-\$200,000 or more according to Mainpower) will be covered by Meridian (with Mainpower support). Meridian is proposing to complete the charger upgrade and installation of the new power transformer toward the end of the year.
- 3.4. At the time of the proposed upgrade, Meridian also requested that the Access Licence term for the chargers (up to a maximum 15-years) be reset to year 0 when the 240kW DC charger is installed, due to the high installation costs for the transformer and new unit. At a meeting on 5 March 2025, the Oxford-Ohoka Community Board approved the upgrade to the higher capacity DC charger and Meridian's proposed extension (reset) to the Access Licence term.
- 3.5. Recently, Meridian approached Council with a request to access additional land (approx. 31sqm) adjacent to Pearson Park carpark to install the new power transformer to support the power needs of the 240 kW EV charger (Figure 1 & 2). Access to this land has been approved by the Greenspace Unit, subject to Community Board approval.

- 3.6. At a Property Portfolio Working Group meeting on 7 August the working group recommended that the decision around land access be progressed to the Oxford-Ohoka Community Board who have jurisdiction to grant leases and licences over reserves land.

4. **ISSUES AND OPTIONS**

- 4.1. In supporting Mainpower's land access to the 31sqm (approx.) parcel the following options are available:

4.2. **Option 1 – Offer land access rights free of charge to Mainpower through an easement - RECOMMENDED**

This option includes granting an easement (for a maximum of 33 years in accordance with our Sports and Recreation Reserves Management Plan) to Mainpower so they can install their power transformer and underground cabling on the 31sqm (Figure 1) section of land adjacent to Pearson Park carpark in Oxford.

Staff are recommending that Meridian and Mainpower are not charged fees for the land access rights. The reasons being:

- The no fee approach is in alignment with the existing Access Licence where Meridian has previously been granted land access free of charge (for the maximum 15-year licence term) in exchange for covering all EV charger installation costs. This recognises the low return on the charges in the first 10-15 years of operation due to the EV network in New Zealand being at a nascent stage. For example, the total amount of Kilowatts used for charging activity at the Oxford site in 2024 was 12,075 kW (across 745 charges). It's likely the total annual return to Meridian was low (under \$10k profit) based on their on/off peak and fixed daily rates.
- Historically, Council recognised there was some value in negotiating the Access Licence arrangement with Meridian as it was desirous of an EV charger outcome on public land without covering any of the installation or operational costs. 50% Government match funding was available around that time and open to the public and private sectors, but there was not available budget at Council. Meridian secured funding through the Energy Efficiency & Conservation Authority (EECA) to set up new EV charging posts in Waimakariri District as part of their national charging network.
- This approach is in line with how we currently manage easements for Mainpower through our joint Memorandum of Understanding arrangement for power infrastructure related installs. Mainpower is not generally charged a land access fee for easement rights.
- If Council was to request a financial return from Mainpower for land access to the 31sqm, Meridian may choose to forego the upgrade to the higher capacity 240kW DC model due to the high installation costs and because the land charge makes the upgrade financially unviable, i.e., Mainpower would expect Meridian to pay for any land access charge. They may opt to replace the 22kw charger with a similar capacity model conversant with 4G when 3G phases out at the end of the year. Meaning the community and visitors to Oxford would miss out on the benefits of the high capacity 240kW DC fast charger, as an attraction point for those travelling between the east and west coast via State Highway 72 (Inland Scenic Route).

Pro's:

- All installation costs including Council's easement related legal costs would be covered by Meridian, as per the Access Licence terms.
- The easement would be in Mainpower's name (not Meridians) as the transformer will be owned by Mainpower. It can be managed administratively as part of the arrangements under the existing MOU agreement with Mainpower.
- The community has access to a 240kW DC super-fast charger to support Oxford as a destination town, and for viable EV travel between the east and west coast on the Inland Scenic Route 72.

- The Oxford charging site is the most patronised of Council's public charging sites securing 745 charges per annum (14.3 per week average) across 2024, so a super-fast charger at this site would likely be welcomed and well patronised.
- While the transformer is specifically rated for the capacity of the EV chargers, it would be possible to supply another small connection (1ph 63A or 2ph 32A) from the transformer if applied for through Mainpower's new connection process (for a fee). That extra capacity would be enough to power a standard house, or to support recreational events at Pearson Park, i.e., support the power needs of a rock band etc.
- The land access has been approved by the Greenspace Unit, subject to Oxford-Ohoka Community Board approval.
- There are no future plans to build over or develop the area of land proposed for the easement.
- The transformer (size 4.2 x 3.5 metres) could be painted with a mural – like the nationwide Chorus box murals project – to improve the aesthetics of the unit from the roadside and for pedestrians.

Con's:

- The transformer would stay on the site for up to 33 years (maximum tenure permissible under the Council's Sport and Recreation Reserve Management Plan) under the standard easement terms or until Mainpower chooses to remove it. This means the Council could not develop or build over the land during that timeframe.
- No land rent would be returnable in this scenario if aligning with the current Meridian Access Licence terms and MOU with Mainpower.

- 4.3. This option is recommended because: 1) the community and visitors have access to higher performing EV charging facilities in Oxford supporting the location as a viable EV travel destination along Inland Scenic Route 72, 2) it costs Council noting in direct costs, and 3) it is consistent with the approach for managing Mainpower based infrastructure on public land in accordance with the existing MOU between Mainpower and Council.

4.4. **Option 2 – Do Nothing**

Council would decline Meridian and Mainpower's access to the proposed 31sqm additional land parcel adjacent to Pearson Park carpark for the purpose of installing the new power transformer (Figure 1).

Pro's:

- There would be little involvement from Council with the upgrade as Meridian would likely swap the old 22kW AC charger conversant with 3G to a similar capacity model conversant with 4G if the land access is not approved, i.e., because the installation of the 240kW DC fast charger would not be possible. No additional land would be required as the current power capacity to the site would be sufficient for similar capacity chargers, and there would be minimal administrative requirements as the maintenance work would be completed within the terms of the existing Access Licence.
- The land (of approx. 31sqm) would not be tied up in an easement granting long-term (33-years) access rights to Mainpower.

Con's:

There are no direct costs to Council for the new transformer install and all easement drafting costs would be covered by Meridian. Therefore, Council would lose the opportunity for higher-capacity power infrastructure at the site (that it hasn't had to directly pay for) that could be reconfigured to support other event or community activity in the future.

- The community would not have access to a 240kW DC super-fast charger for increased viability of EV travel between the east and west coast on the Inland Scenic Route 72.
- The Oxford charging site is the most patronised of Council's public charging sites securing 745 charges per annum (14.3 per week average) across 2024, meaning it would likely benefit from super-fast charging infrastructure.

This option is not recommended because it means Council misses out on enabling increased services to the community at no direct cost over the long-term through the installation of higher performing EV charging facilities and increased power supply at the site which might support other community uses in the future.

Implications for Community Wellbeing

There are implications on community wellbeing by the issues and options that are the subject matter of this report. The availability of a 240kW DC fast charger at Pearson Park carpark (replacing the 22kW AC slow charger) will likely be welcomed by those in the community with EV, as it means they can charge their vehicles faster making destination travel more accessible.

- 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. Any local business/group/traveller that uses the existing EV chargers will likely welcome the upgrades as it means they can charge their vehicles faster.

5.3. Wider Community

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. The availability of a 240kW DC fast charger at Pearson Park carpark (replacing the 22kW AC slow charger) will likely be welcomed by those in the community with EV, as it means they can charge their vehicles faster making destination EV travel more accessible.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are no financial implications of the decisions sought by this report.

All EV Charger upgrades will be covered by Meridian (alongside Mainpower) - the cost to purchase and install the 240kW DC Charger unit and the new transformer infrastructure plus network connection costs. Meridian is also contractually obligated to cover the Council's costs for the drafting of any easements, i.e., legal fees.

6.2. Sustainability and Climate Change Impacts

The recommendations in this report do have sustainability and/or climate change impacts. The availability of DC fast chargers at Council carparks may be perceived as a positive move and help raise awareness of / make more attractive the proposition of transitioning from petrol to EV vehicles for some in the community.

6.3. Risk Management

There are risks arising from the adoption/implementation of the recommended Option 1 – Offer land access rights free of charge to Mainpower through an easement.

Land Use:

- **Risk:** Council will be unable to access that 31sqm of land during the tenure of the easement. Up to a maximum 33 years as per the policy within the Sport and Recreation Reserve Management Plan.
- **Mitigation:** The Greenspace Unit have signed off on the land use. It's unlikely that that specific piece of land will be required for any other purpose in the future, given that the adjacent carpark should remain intact for community use over the long-term.

Perception:

- **Risk:** Council would be offering land access to Mainpower free of charge for something primarily triggered by a commercial outcome.
- **Mitigation:**
 - o The approach – not charging for land access – is in alignment with the current MOU agreement for easements with Mainpower.
 - o Messaging around the install can highlight that the higher capacity chargers confer considerable community benefits for those with EV vehicles seeking to visit Oxford and/or travel along the Inland Scenic Route 72.
 - o The new transformer may provide for/support other community opportunities at the site in the future such as events and activities that require power supply.

6.4. **Health and Safety**

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

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

Local Government Act 2002

Reserves Management Act 1977

7.3. **Consistency with Community Outcomes**

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

- People are supported to participate in improving the health and sustainability of our environment.
- Our district transitions towards a reduced carbon and waste district.
- 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 Community Boards have the jurisdiction to grant new leases and licences on reserves land. Title CB25B/1262 is situated on fee simple land adjacent to Pearson Park carpark. That area is managed as a reserve in accordance with the Sport and Recreation Reserve Activity Management Plan.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-26-10-06 / 250820153748**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD**DATE OF MEETING:** 3 September 2025**AUTHOR(S):** Thea Kunkel, Governance Team Leader**SUBJECT:** Representation of the Oxford-Ohoka Community Board in the Section 274 Party to the Woodstock Quarries Limited Appeal to the Environment Court**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)_____
General Manager
Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is to seek approval for Board members Sarah Barkle and Thomas Robson to continue to represent the Board in the Environment Court proceedings, regarding the Appeal of Woodstock Quarries Limited v Canterbury Regional Council and others, until the matter can be considered by the newly elected Oxford-Ohoka Community Board after the Local Body elections in October 2025.

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

- (a) **Receives** Report No. 250820153748.
- (b) **Authorises and endorses** Board members Sarah Barkle and/or Thomas Robson to continue to represent the Board in Environment Court matters between 10 October and 16 November 2025 regarding the Appeal of Woodstock Quarries Limited v Canterbury Regional Council and others.
- (c) **Notes** the new 2025-2028 Oxford-Ohoka Community Board will be briefed on matters as part of induction, post-election, and formally consider ongoing representation at the Environment Court in early November, ahead of the scheduled Court hearing on 17 November 2025.

3. BACKGROUND

- 3.1. The Board was involved in an initial submission, objecting to a landfill and quarry operation in the area, based on community feedback at the time. The Board followed the process through to the hearing stage, speaking on behalf of a large sector of the community, conveying their objection to the consent application.
- 3.2. As a result of the Resource Management Act consenting and hearing process, the application by Woodstock Quarries Ltd was declined by an Independent Hearings Panel. Woodstock Quarries appealed the decision and requested mediation.
- 3.3. On 6 August 2025, the Board agreed to participate in the Appeal proceedings of Woodstock Quarries Limited v Canterbury Regional Council and others before the Environment Court in the Appeal against a decision to decline Resource Consent to undertake quarry and landfill activities at 513 Trig Road, Woodstock.

- 3.4. In the notice to the Environment Court signalling its interest, the Board included that it did not support the matter proceeding to mediation. That decision was based on the costs of engaging in the process, which was unlikely to result in a mediated outcome, given the level of opposition to the proposal.

4. ISSUES AND OPTIONS

- 4.1. The Board, as a section 274 interested party to the appeal by Woodstock Quarry Limited against the decision to decline its application to convert the quarry to a landfill over time, submitted evidence on Friday, 15 August 2025.
- 4.2. The appellant's reply evidence is due on Friday, 29 August 2025, and their landscape reply evidence is due on Friday, 6 September 2025.
- 4.3. The Court has directed expert conferencing, and the parties are to advise whether an Environment Court Commissioner is required to facilitate conferencing and to prepare expert conferencing agendas by Friday, 12 September 2025. Expert conferencing is expected to be concluded by Friday, 10 October 2025. The hearing has been set down for the week beginning Monday, 17 November 2025.
- 4.4. The 2025 Local Body elections take place on 11 October 2025, and the Community Board's inauguration meeting is likely to be scheduled for 30 October 2025. The incoming Community Boards can only convene to consider business after the members have taken their oaths at the inauguration meetings. Therefore, for the 12 working days from the date of the 2025 Local Body elections to the inauguration meetings, there will be no active Board to make formal decisions.
- 4.5. It is unlikely that the Environment Court procedures will be halted during this time, given the hearing is scheduled to commence on 17 November 2025. As a section 274 interested party, the Board needs to be able to respond to any demands from the Environment Court during this time without delay.
- 4.6. Board member Barkle, supported by Board member Robson have been deeply involved in the preparation of submission, liaison with a planning advisor and court information to date. Staff believe the Court will not require any representative to be present from 10 October until 17 November, however staff seek endorsement of the current Community Board for Sarah Barkle and/or Thomas Robson to be available to answer any query from the Court or continue with any preparation material until the new Oxford-Ohoka Community Board has been sworn in and able to act in a formal capacity. The Board is therefore requested to authorise and endorse Board members Sarah Barkle and/or Thomas Robson (who are both standing for re-election) to continue to represent the Community Board for Environment Court matters specifically related to the Woodstock Quarry Ltd appeal, should it be required, until the situation can be revisited at the Boards first ordinary meeting which is anticipated to be scheduled for early November.
- 4.7. **Implications for Community Wellbeing**
There are implications to community wellbeing from the issues and options that are the subject matter of this report, as a core role of the Community Board is to advocate for the community interests, which impact community wellbeing.
- 4.8. The Management Team has reviewed this report.

5. COMMUNITY VIEWS

- 5.1. **Mana whenua**
There are no implications for community wellbeing by the issues and options that are the subject matter of this report.
- 5.2. **Groups and Organisations**
There are groups and organisations likely to have an interest in the subject matter of this report. The Woodstock Quarries appeal is of high public interest.

5.3. **Wider Community**

The wider Oxford community is likely to have an interest in the subject matter of this report as the Woodstock Quarries appeal is of high public interest.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. **Financial Implications**

There are no financial implications due to the information contained in this report.

6.2. **Sustainability and Climate Change Impacts**

The information in this report does not have sustainability and/or climate change impacts.

6.3. **Risk Management**

There are no risks arising from the information contained in this report. The recommended option seeks to reduce risks by enabling decision-making on whether or not to attend mediation.

6.4. **Health and Safety**

No health and safety risks are arising from the information contained in this report.

7. CONTEXT

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

Local Government Act 2002.
Resource Management Act 1991.

7.3. **Consistency with Community Outcomes**

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

7.4. **Authorising Delegations**

As a separate entity under legislation, a Community Board has the right to submit independently to public submission processes.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-26-10-06 / 250724135561**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD**DATE OF MEETING:** 3 September 2025**AUTHOR(S):** Kay Rabe, Governance Advisor**SUBJECT:** Applications to the Oxford-Ohoka Community Board's 2025/26 Discretionary Grant Fund**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)_____
General Manager

Chief Executive**1. SUMMARY**

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

Name of Organisation	Purpose	Amount requested (excluding GST)	Does the application comply with the Discretionary Grant Fund Criteria
West Eyreton Friends of the School Committee	Towards the purchase of high-visibility safety vests	\$500	This application complies with the criteria.
North Canterbury Pony Club	Towards the purchase of ribbons and rosettes	\$750	The application complies with the criteria.
North Canterbury Kennel Association	Towards the purchase of paint for clubrooms	\$750	The application complies with the Criteria
Total		\$2,000	

Attachments:

- i. An application from the West Eyreton Friends of the School Committee (Trim 250723134961).
- ii. An application from the North Canterbury Pony Club (Trim Ref: 250729138401).
- iii. An application from the North Canterbury Kennel Association (Trim Ref: 250813149611).
- iv. Correspondence to the Waimakariri Kennel Association (Trim Ref: 250731140653).
- iii. A spreadsheet showing the grants for the previous two years.
- iv. Board funding criteria 2025/26 (Trim: 210603089866).

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

- (a) **Receives** report No. 250724135561.
- (b) **Approves** a grant of \$.....to the West Eyreton Friends of the School Committee towards the purchase of high-visibility safety vests for students.
OR
- (c) **Declines** the application from the West Eyreton Friends of the School Committee.

- (d) **Approves** a grant of \$.....to North Canterbury Pony Club towards the purchase of ribbons and rosettes for the South Island Show Jump Champs.
OR
- (e) **Declines** the application from North Canterbury Pony Club.
- (f) **Approves** a grant of \$.....to North Canterbury Kennel Association towards the purchase of paint for the clubrooms at Mandeville Sports Club.
OR
- (g) **Declines** the application from the North Canterbury Kennel Association.

3. **BACKGROUND**

- 3.1 The ***West Eyreton Friends of the School Committee*** is seeking funding to purchase high-visibility safety vests for students who catch the school bus.
- 3.2 The ***North Canterbury Pony Club*** is seeking funding to purchase ribbons and rosettes for the South Island Jump Champs, which they will be hosting in January 2026.
- 3.3 The ***North Canterbury Kennel Association*** is seeking funding to paint the outside of the clubrooms at Mandeville to deter graffiti.
- 3.4 The current balance of the Oxford-Ohoka Community Board's 2025/26 Discretionary Grant Fund is \$5,384.

4. **ISSUES AND OPTIONS**

West Eyreton Friends of the School Committee (FOTS)

4.1 Information provided by FOTS:

- 4.1.1 The West Eyreton School was established in 1872 and is a rural, co-educational, whole primary state school with 200 students. School buildings have been added to as the roll has grown. The community has embraced the school, and this has become a focal point for the community with a lot of community involvement.
- 4.1.2 FOTS are seeking funding to provide students who catch the school bus with high-visibility safety vests. As the West Eyreton School is located in a rural environment, students regularly travel on roads heavily used by logging lorries, milk tankers and other large vehicles in areas that are not well lit. Ensuring that students are visible, particularly during early morning and late afternoon pick-up and drop-off, encourages drivers, especially those operating large vehicles such as logging trucks and milk tankers, to exercise greater caution, creating safer roads for all.
- 4.1.3 Approximately 100 students from the Oxford-Ohoka Ward catch the school bus. Ensuring that students are more visible to motorists reduces the risks of accidents and injury, which benefits the whole Waimakariri District and provides peace of mind to family and school staff.
- 4.1.4 It is estimated that the vests will cost approximately \$795; however, through fundraising, FOTS has already raised \$295 and is, therefore, requesting assistance with the remaining \$500 required. If this application is unsuccessful, parents would be requested to self-fund the vests, which may mean those who need them most will not have them.

4.2 Council Evaluation:

- 4.2.1 The application complies with the Board's Discretionary Grant Application Criteria, as it is from a committee dedicated to raising funds for the West Eyreton School, and the project will primarily benefit players from the Oxford Ohoka Ward. The funding requested of \$500 is less than the Board's general limit of \$750 per financial year.
- 4.2.2 The following funding requests have been considered previously, and all the Accountability Forms were received:

Date	Project	Amount
September 2023	Shade Sail for play area	Withdrawn
December 2022	Bark for the play area	Declined
July 2021	Books for the library and Lego	\$456

North Canterbury Pony Club (the Club)

4.3 Information provided by the Club:

- 4.3.1 The Club is made up of various affiliated pony clubs in North Canterbury, such as the Belfast, Eyreton, Kaiapoi, Okuku, Oxford, Rangiora and View Hill Pony Clubs. The Club will be hosting the South Island Show Jump Champs in January 2026 at the Mandeville Sports Club. The event is the largest pony club team event in the South Island, with approximately 20 teams competing and attracting riders from Southland to Nelson. The event is expected to attract more than 800 people from across the South Island.
- 4.3.2 The Club is seeking funding to purchase ribbons and rosettes to be awarded to riders in the jumping classes at the South Island Show Jump Champs. These prizes recognise and celebrate the young people working hard to achieve their goals. Although it is estimated that only 15% of participants are from the Oxford-Ohoka Ward there is expected to be significant economic benefit to the area.
- 4.3.3 The anticipated cost of hosting the event is approximately \$16,800, while the cost of ribbons and rosettes is \$750, which is the amount that the Club is requesting from the Board. The Club is affiliated with the New Zealand Pony Clubs Association, which binds them to the Association's constitution and rules. Teams will be required to pay a fee to enter the competition, which will help cover the costs of hosting the event.
- 4.3.4 The Club has applied to the Kiwi Gaming Trust for funding to cover the cost of an on-site staffed St John's ambulance for the event. Donations and sponsorships will also be sourced from local businesses. The Club has also submitted a funding application for \$1,000 to the Rangiora-Ashley Community Board towards the cost of hiring portable toilets for the event. The hosting of the event will proceed if the application is unsuccessful.

4.4 Council Evaluation:

- 4.4.1 The application complies with the Board's Discretionary Grant Application Criteria, as the Club is a not-for-profit organisation, and the funding requested of \$750 is in line with the Board's general limit per financial year.
- 4.4.2 The Board's Discretionary Grant Application Criteria indicate that *grant funding will be limited to projects primarily within the Board area or benefiting the residents of the ward*. Although it is acknowledged that the South Island Show Jump Champs will economically benefit the whole Waimakariri District, only 15% of the Club members reside in the Ward.

- 4.4.3 The Club previously received the following funding from Community Boards, and Accountability Forms have been received:

Date	Board	Project	Amount
December 2023	Kaiapoi-Tuahiwi	Towards St John Services	\$750
April 2024	Oxford-Ohoka	Towards St John Services	\$500
July 2024	Woodend-Sefton	Towards St John Services	\$200
July 2024	Rangiora-Ashley	Towards a cross-country course for the Springston Trophy	\$1,000
Total			\$2,450

- 4.4.4 In addition, the Community Boards also granted \$3,350 in the last five years to the various pony clubs associated with the North Canterbury Pony Club.

North Canterbury Kennel Association (the Association)

4.5 Information provided by the Association:

- 4.5.1 Established in 1958, the Association has proudly supported the purebred dog population north of the Waimakariri District, since its inception. For many years, its home base was at the Swannanoa Domain, joining the Mandeville Sports Centre (MSC) right at the turn of the century and hosting its first weekend of three All Breeds Championship Dog Show at the MSC over Easter 2001. The Association is affiliated with the New Zealand Kennel Club and runs some of the most successful (and memorable) All Breeds Championship Shows in the South Island. The Easter shows attract one of the highest entries in New Zealand, second only to Canterbury KA Shows in the South Island, and the NZKC National Dog Show.
- 4.5.2 The Association, in conjunction with Waimakariri Kennel Association (WKA), purchased a relocatable building that was set up alongside the squash courts at the MSC. The area was further enhanced after the Archery Club joined as a user of the dog arena, and at this point, the toilet and shower block were added. Waimakariri Dog Training Club also joined MSC, and in conjunction with them, a large shed was built for storage.
- 4.5.3 In April 2023, the WKA successfully applied for \$500 in funding to paint the outside of their clubrooms to deter graffiti by vandals. However, in July, the Association raised a concern with staff that, although the Board had allocated funding, the painting had not been completed. The Board's Discretionary Grant Application Criteria state, *"In the event that funds are not spent on the project or activity applied for within 12 months of the date of the event/project, the recipient will be required to return the grant funding to the Council."* Staff, therefore, contacted the WKA and requested that the funding be returned (see attached letter).
- 4.5.4 Subsequently, the Association has decided to complete this project and is, therefore, seeing \$750 towards the purchase of paint for the outside of their clubrooms. The benefit of keeping the clubrooms neat will be for all who visit, especially during events and competitions, and enhancing the grounds of the MSC. Repainting the clubrooms will also protect the building and will be part of general maintenance. This project would benefit all sectors of the community, especially those involved in dog shows and events.
- 4.5.5 The cost of the project is estimated at \$2,000. If this application is unsuccessful, the Association will be unable to repaint the clubrooms, which would impact the MSC, which has been pressuring the Associations to tidy up their clubrooms. Funds are raised by catering three shows hosted at the MSC each year. This is the first time that the Association has applied to the Board for funding.

4.6 Council Evaluation:

4.6.1 The application complies with the Board's Discretionary Grant Application Criteria, as the Association is a not-for-profit organisation, and the funding requested of \$750 is in line with the Board's general limit per financial year.

4.6.2 The Board's Discretionary Grant Application Criteria indicate that *grant funding will be limited to projects primarily within the Board area or benefiting the residents of the ward*. Although it is acknowledged that the All-Breeds Championship Shows will economically benefit the whole Waimakariri District, only 40% of the Association's members reside in the Ward.

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

4.8 Implications for Community Wellbeing:

There are social and cultural implications, as student safety is of concern to the community. Also, sports events allow people to socialise and interact with others, decreasing feelings of isolation and improving a sense of wellbeing.

4.9 The current balance of the Oxford-Ohoka Community Board's 2025/26 Discretionary Grant fund is \$5,384. If all the applications are granted, the balance would be \$3,384 for the rest of the 2025/26 financial year.

4.5 The Management Team has reviewed this report.

5. COMMUNITY VIEWS

5.1 **Mana Whenua**

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

5.2 **Groups and Organisations**

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

5.3 **Wider Community**

The wider Oxford community will likely be affected by or interested in the report's subject, as student safety is of concern to the community. Also, community and sports events which encourage physical activity and social interaction improve community wellbeing and reduce isolation.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1 **Financial Implications**

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

6.1.2 Currently, the Board's 2025/26 Discretionary Grant Fund total is \$5,384, and if all the applications are approved, the balance of the Board's discretionary grant fund will be \$3,384 for the rest of the 2025/26 financial year.

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

6.2 **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

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

6.4 **Health and Safety**

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

7. **CONTEXT**

7.1 **Consistency with Policy**

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

7.2 **Authorising Legislation**

Not applicable.

7.3 **Consistency with Community Outcomes**

People are friendly and caring, creating a strong sense of community in our District.
There are wide-ranging opportunities for people of different ages and cultures to participate in community life and recreational activities.

7.4 **Authorising Delegations**

Community Boards have delegated authority to approve Discretionary Grant Funding.

What happens now?

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

What happens next?

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

Groups applying for Board Discretionary Grants 2025/2026

Name of group: West Eyreton Friends of the School Committee

Address: [REDACTED]

Contact person within organisation: [REDACTED]

Position within organisation: Chairperson

Contact phone number: [REDACTED]

Email: fots@westeyreton.school.nz

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

We are applying for grant funding to purchase high-visibility safety vests for our school bus pupils. Our rural location means our learners regularly travel on roads that are also heavily used by logging lorries, milk tankers, and other large vehicles. Ensuring our pupils are visible particularly during early morning and late afternoon pick-up and drop-off times is essential for their safety. These vests will help drivers identify children quickly, reducing the risk of accidents and supporting safer practices around school bus stops. This simple yet effective measure will provide added protection and peace of mind for both whānau and our school community.

What is the timeframe of the project/event? Immediate

Overall cost of project/event: \$795

Amount requested: \$500

How many people will directly benefit from this project? 100 pupils

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

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

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

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

Other (please specify): _____

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

The direct benefits to our learners is that our school bus pupils will have increased visibility and enhanced personal safety when travelling to and from school. Wearing high-visibility vests will help ensure that they are clearly seen by drivers of large vehicles such as logging lorries and milk tankers, especially during low-light times of the day.

What is the benefit(s) to your organisation?

The safety vests will support the schools commitment to student wellbeing and enhancing overall health and safety practices. By proactively addressing the risks associated with rural road travel, we are demonstrating a duty of care to our pupils and their whānau.

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

This project contributes to the wider Oxford-Ohoka community by promoting road safety for all users, particularly in areas where school buses operate. Increased visibility of children at bus stops encourages drivers especially those operating large vehicles such as logging lorries and milk tankers to exercise greater caution, creating safer roads for all

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

If yes, name of parent group: West Eyreton Friends of the School Committee

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

We are a parent group that supports fundraising, community projects and initiatives within the school.

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.

We have already fund raised \$295 towards this project, so the \$500 we are requesting will enable us to order the safety vests.

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.

Nothing.

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:

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

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

We will ask parents to self-fund the vests and the children that need them most won't have them.

- 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:

17/7/25.



Statement number 15



Account balance(s) as at 03 May 2025

(Account(s) held with Kiwibank Limited)

Account	Account Number	Balance
WEST EYRETON FRIENDS OF THE SCHOOL	[REDACTED]	\$23.48
WEST EYRETON FRIENDS OF THE SCHOOL	[REDACTED]	\$426.42
WEST EYRETON FRIENDS OF THE SCHOOL	[REDACTED]	\$20,159.63

Receiving your statements by post?

Help us to be more sustainable by changing your statement delivery method to electronic. You can easily switch to electronic statements in the statement vault in internet banking. Please take a minute to provide or update your email address, under 'Settings', at the same time. Ka nui te mihi / Many thanks.

Balance Sheet

West Eyreton Friends of the School As at 31 December 2024

31 DEC 2024

Assets

Bank

Now-00 (Cheque)	724.45
Petty Cash	6.10
Savings Account	17,966.95
Total Bank	18,697.50

Current Assets

Inventory	543.13
Withholding tax paid	2.11
Total Current Assets	545.24

Fixed Assets

Equipment	2,001.11
Total Fixed Assets	2,001.11

Total Assets

21,243.85

Liabilities

Current Liabilities

Accounts Payable	57.04
Rounding	(0.04)
Total Current Liabilities	57.00

Total Liabilities

57.00

Net Assets

21,186.85

Equity

Current Year Earnings	6,908.11
Retained Earnings	14,278.74
Total Equity	21,186.85

Profit and Loss

West Eyreton Friends of the School For the year ended 31 December 2024

	2024	2023	2022	2021	TOTAL
Trading Income					
2nd Hand Uniforms	-	(10.00)	10.00	-	-
Apple Sales	-	-	373.50	-	373.50
BBQ	-	-	-	214.00	214.00
Card Bingo	-	-	502.00	493.00	995.00
Cheese Roll Fundraiser	2,569.46	-	-	-	2,569.46
Coast to Coast	3,674.00	3,174.00	-	1,390.91	8,238.91
Cookie Dough	1,662.00	-	-	-	1,662.00
Discos	1,862.36	3,350.90	-	1,356.05	6,569.31
Donations received	1,000.00	500.00	-	-	1,500.00
Family Photo Fundraiser	-	1,193.00	930.00	-	2,123.00
Garden Stall	-	-	16.00	237.70	253.70
Hair braiding	-	-	-	189.00	189.00
Hot Cross Buns	-	1,713.94	2,479.50	-	4,193.44
Interest Income	195.32	23.76	12.62	-	231.70
Lion's - Catering	-	-	1,225.00	-	1,225.00
Lunch Online Commissions	-	46.01	296.83	-	342.84
Matariki	1,584.58	-	1,539.32	-	3,123.90
Other Revenue	-	617.74	-	-	617.74
Oxman	-	1,975.00	2,250.00	-	4,225.00
Pepper & Me Fundraiser	-	-	820.00	-	820.00
Pet Day/ Agricultural Day	2,964.62	2,110.23	3,313.99	-	8,388.84
Pie Fundraiser	-	3,170.00	4,462.50	-	7,632.50
Quiz nights	-	-	(60.00)	60.00	-
Raffle to Ride Tickets/Cafe	665.14	577.71	-	-	1,242.85
Sausage Sizzles	-	421.64	387.39	755.27	1,564.30
Tim Fulton Books	-	45.00	-	8.11	53.11
Triathlons	-	-	448.00	415.38	863.38
Tuck Shop	1,690.14	6,452.99	-	-	8,143.13
Total Trading Income	17,867.62	25,361.92	19,006.65	5,119.42	67,355.61
Cost of Sales					
Fundraising costs	4,121.67	7,586.20	9,312.58	-	21,020.45
Pet Day Costs	82.58	-	-	-	82.58
Tuck Shop Costs	723.16	2,631.11	-	-	3,354.27
Total Cost of Sales	4,927.41	10,217.31	9,312.58	-	24,457.30
Gross Profit	12,940.21	15,144.61	9,694.07	5,119.42	42,898.31
Operating Expenses					
150th Jubilee Donations	-	-	3,786.52	-	3,786.52
Bank Fees	-	-	10.00	-	10.00
Community Directory Costs	-	-	137.86	-	137.86

	2024	2023	2022	2021	TOTAL
Consulting & Accounting	462.30	434.70	221.53	-	1,118.53
Donations made to West Eyreton School	5,467.58	7,611.55	3,076.20	-	16,155.33
Entertainment	-	170.00	222.00	-	392.00
Freight & Courier	-	-	9.00	-	9.00
General Expenses	102.22	-	-	-	102.22
Total Operating Expenses	6,032.10	8,216.25	7,463.11	-	21,711.46
Net Profit	6,908.11	6,928.36	2,230.96	5,119.42	21,186.85

1. Note 1

Funds to be carried forward for major Well-being Project as voted and approved at 2023 AGM

2. Note 2

Funds to be carried forward for major Well-being Project as voted and approved at 2024 AGM

What happens now?

58

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: North Canterbury Pony Club

Address: [REDACTED]

Contact person within organisation: [REDACTED]

Position within organisation: committee member

Contact phone number: [REDACTED] Email: [REDACTED]

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

North Canterbury Pony Club are hosting the South Island Show Jump Champs to be held in Jan 2026. Youth riders aged 12-17 represent their pony club in a jumping competition. Teams from Nelson to Southland attend this annual event to be held at Eyreton Pony Club. With approximately 20 teams entering along with supporters, spectators, officials, judges and volunteers there are a large number of people attending. Anticipated to be over 800 from all over the South Island. We are asking for assistance with funding for ribbons and rosettes for the jumping classes. These prizes recognise and celebrate the young people working hard and achieving their goals.

What is the timeframe of the project/event? 10/11 january 2026

Overall cost of project/event: \$16,800 Amount requested: \$750

How many people will directly benefit from this project? 800

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 15% Rangiora-Ashley 20% Woodend-Sefton 15% Kaiapoi-Tuahiwi 10%

Other (please specify): 40% south island

What are the direct benefit(s) to the participants? 59

This funding will assist the committee to provide ribbons and rosettes to acknowledge the hard work the young people have been doing and celebrate their achievements as individuals and as a team. These prizes are coveted by all.

What is the benefit(s) to your organisation?

This will assist us to provide the coveted prizes to the hard working young people who compete in this event.

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

This event attracts a large number of people into the Oxford-Ohoka area. Attendance is anticipated to exceed 800 including riders, their management, support teams, judges, officials and volunteers from across the South Island. The region will benefit economically through these people supporting accommodation, restaurants, retail and leisure activities.

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

If yes, name of parent group: NZPCA (New Zealand Pony Club Association)

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

North Canterbury Pony Club is affiliated to the New Zealand Pony Clubs Association.
As an affiliated club, North Canterbury Pony Club is deemed to have
subscribed to and be bound by the New Zealand Pony Club Association's constitution and rules.

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.

This event requires teams to pay an entry fee to contribute to the running of the event. We have applied to Kiwi Gaming for funding of an ambulance to ensure the health and safety of all attendees over the event. (Cost is \$3,036)
We are also looking to receive donations from the local community to support this event.

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.

We intend to apply to the Rangiora-Ashley Community Board to assist with funding of the hire of portable toilets for the event.

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:

If this application is declined, will this event/project still occur? ⁶⁰ ☒ Yes ☐ No

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

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

[Redacted Signature]

Date: 23/07/2025

NZPCA South Island Show Jump Championships Hosted by North Canterbury Pony Club 10-11 January 2026



What is South Island Show Jump Championships?

SISJC is a Pony Club teams show jumping competition held every January and open to all Pony Clubs in the South Island to Enter. Teams from Southland to Nelson compete for the coveted title.

Teams consist of two riders in senior, intermediate and junior levels, with each rider and their mount jumping 4 rounds over two days.

Prizes to the individual riders are given after each round with their points going towards their team competition.

This event is the largest pony club teams show jumping event in the South Island with approximately 20 teams of young riders entering. North canterbury pony club is made up of 7 branches including Belfast, Rangiora, Eyreton, Okuku, Kaiapoi, Oxford and View hill which enter and host this event.

Venue 2026: Eyreton Pony Club Grounds known as Mandeville Sports Grounds

Since the event coincides with the summer holidays, attendance is anticipated to exceed 800 people, including riders, their management and support teams, judges, officials, and volunteers from across the South Island. Given North Canterbury's active equestrian community, additional spectators are also expected to watch the event over the two days of competition. This special event celebrates young people working hard and striving to achieve their goals.

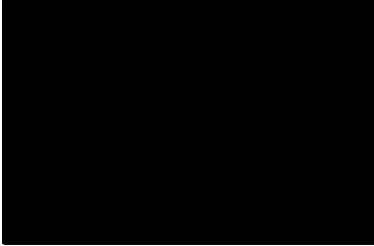
With the substantial number of people converging on the north canterbury region for this event, the region will benefit through: Accommodation
Restaurants Retail Leisure activities and tourism.



Oxford- Ohoka Community Board Resolution

It was agreed at the committee meeting held on the 22nd July 2025 of the North Canterbury Pony Club South Island Show Jumps Championships to apply to The Oxford-Ohoka Community Board for a donation to cover the costs of ribbons. The committee authorises L [REDACTED] Cox to apply on behalf of the society.

I certify that this is a true and correct record of a resolution passed at this meeting.



North Canterbury Pony Club South Island Show Jump Champs

Financial – 

NORTH CANTERBURY PONY CLUB

TREASURER'S REPORT FOR THE YEAR ENDING 31 DECEMBER 2024

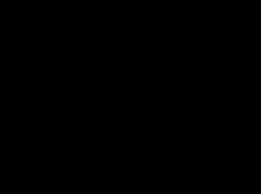
I am pleased to present my report for the year ending 31 December 2024. The accounts have been reviewed by Michelle Fayen of A1 Calculations and I thank her very much for her services.

Funds held as at 31st December 2024 were \$4,435 in the cheque account and \$22,302 in the online saver account. These amounts are shown on the Statement of Financial Position. Funds are obtained through back number levies from branch events, NCPC team events and occasionally grants applied for.

With reference to the Statement of Financial Performance the accounts reflect a \$15,519 surplus of income over expenditure, including non-cash transactions such as the depreciation expense.

- Income from back number levies was \$5,089 and \$640 from caravan hire.
- Certificate examinations cost the club a net amount of \$698.
- Champs day had a net profit of \$528.
- Windsor teams show jumping had a net profit of \$2,259.
- And of course Springston trophy with a net profit of \$11,220 in total. We also now have new cross country fences worth \$57,000.

I move this report for adoption. Thank you.



7th April 2025



NORTH CANTERBURY PONY CLUB**STATEMENT OF FINANCIAL PERFORMANCE****For the year ended 31 December 2024**

INCOME	2024	2023
	\$	\$
Back Number Levies	5,089	3,724
Caravan & Back Number Hire	640	970
Certificate Examinations	845	80
Certificate Training	0	0
Certificates & Badges	195	0
Coaching Courses	0	0
Donations & Grants	0	200
Events - Amberley Cup	0	0
Events - NCPC Champs	1,190	160
Events - NCPC Games Day	0	0
Events - Springston Trophy 2024	72,857	53,500
Events - Windsor Teams Show Jumping	2,806	2,026
Events - Windsor Teams SJ Refunds 2022	0	-1,717
Fundraising	0	0
Interest	737	330
NZPCA Membership Fees	0	0
	84,359	59,273
LESS EXPENDITURE		
Administration	0	0
Bank Charges	0	0
Caravan	671	81
Certificate Examinations	1,543	1,924
Certificates & Badges	750	0
Coaching Courses	317	777
Donations	0	400
Events - Amberley Cup	0	0
Events - NCPC Champs	662	677
Events - NCPC Games Day	0	0
Events - Springston Trophy 2024	58,029	107
Events - Springston Trophy Team 2023	0	200
Events - Windsor Teams Show Jumping	547	662
Honorariums	0	0
Insurance	564	529
NZPCA Conference	1,042	3,594
NZPCA Membership Fees	0	0
Ribbons & Prizes	0	0
Springston Trophy	0	0
St John	0	0
Sundry	559	127
Depreciation Expense	4,156	1,980
Loss on Sale of Generator	0	0
	68,840	11,058

NORTH CANTERBURY PONY CLUB
STATEMENT OF FINANCIAL POSITION
As at 31 December 2024

	2024 \$	2023 \$
Current Assets		
Westpac Cheque Account	4,435	20,228
Westpac On Line Saver Account	22,302	5,834
Caravan Money	0	0
	<hr/> 26,737	<hr/> 26,062
Fixed Assets		
Fixed Assets as per Register	70,662	55,818
	<hr/> 70,662	<hr/> 55,818
Total Assets	<hr/> 97,399	<hr/> 81,880
Represented By:		
Opening Balance	81,880	33,665
Surplus (Deficit) for year	15,519	48,215
	<hr/> 97,399	<hr/> 81,880

Motion: "That the financial report be accepted".

Moved: Kay **Seconded:** Debs **CARRIED**

Head Coach Report:

What another busy year it has been.

I have written everything in sections hoping this will be more factual for everyone.

Rallies:

They by all accounts have been well supported. Each branch giving its own flavour catering for all youth. We have and are seeing the ebbs and flows with small branches holding onto members and senior riders as they drop off with age and stage.

Senior Rallies:

Have been slow last year fitting in the busy calendar. About to restart them with a swift good old kick and crank them along. Intention is to combine with CHCH for the most part to be able to cover C+ and up now

What happens now?

68

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: NORTH CANTERBURY KENNEL ASSN

Address: [REDACTED]

Contact person within organisation: [REDACTED]

Position within organisation: [REDACTED]

Contact phone number: [REDACTED]

Email: [REDACTED]

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

Our building on the Mandeville Sports Club grounds has been severely "grafittied" by vandals. A grant would go towards the cost of painting in a dark colour to put off the vandals using it again as a palatte

What is the timeframe of the project/event? ASAP

Overall cost of project/event: \$2000

Amount requested: \$750

How many people will directly benefit from this project? 500

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 40% Rangiora-Ashley 40% Woodend-Sefton 5% Kaiapoi-Tuahiwi 5%

Other (please specify): CHRISTCHURCH 10%

What are the direct benefit(s) to the participants? 69

MSC has requested that the building be painting to fix the grafitti

What is the benefit(s) to your organisation?

A building returned to a tidy appearance after vandale wrote graffitti over it

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

Pleasing our landlord, the MSC, as well as keeping the building in good repair and up to the standards expected by MSC

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.

At every one of our three shows each year we do public catering to raise funds

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.

Nil

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:

If this application is declined, will this event/project still occur? ⁷⁰ ☐ Yes ☒ No

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

The building will have to continue to look tatty

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: 5/08/2025

**North Canterbury Kennel Assn
Statement of Financial Performance
For the year ending 31 May 2024**

2023 \$	Income	2024 \$
	Show Income	
36,191	Championship Show Income	26,976
	Sponsorship	1,495
	Other income	
40	Subscriptions	110
232	Interest Earned - Cheque Account	198
	Interest Earned - Savings Account	500
93	Waimak share Ins. Etc.	
15	Sundry	
36,571	Total Income	29,280
	Expenditure	
	Show Expenditure	
25,775	Total Championship Show Expenses	22,760
	Administration Expenditure	
1,068	Dogs NZ Annual Sub +Conference etc.	1,434
50	Audit Fee	50
186	FMG Insurance	109
	AGM and Committee Dinners	291
	ACOD Committee costs	336
228	Depreciation	494
27,306	Total expenditure	25,473
9,264	Net Surplus / (Deficit)	3,807

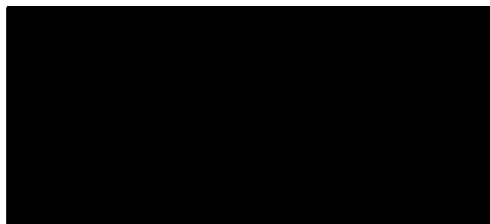
**North Canterbury Kennel Assn
Statement of Financial Position
As at 31 May 2023**

2023		2024
\$		\$
	Assets	
	Current Assets	
19,829	ANZ Bank	8,322
3,801	ANZ Bank Savings	15,706
<u>23,630</u>		<u>24,028</u>
15,543	Fixed assets	18,951
<u>39,173</u>	Total Assets	<u>42,980</u>
-	Liabilities	-
	Equity	
29,909	Accumulated Funds	39,173
9,264	Net surplus/(Deficit)	3,807
<u>39,173</u>	Closing Equity	<u>42,980</u>

I have reviewed all transactions through the bank accounts for this entity, I am satisfied that all transactions are relevant to the activity of the club and the financial statements fairly reflect the performance and the position of the club

I am not a member of this club.

Accounts reviewed by:



**North Canterbury Kennel Assn
Fixed Asset Register
As at 31 May 2023**

	Opening	Rate	Method	Depn	Closing 2023	Opening	Purchases	Depn	Disposals	Closing 2024
Equipment	2,046	10%	SL	- 205	1,842	1,842	-	205		1,637
Shelving	234	10%	SL	- 23	210	210	-	23		187
Half share of Building		1.50%	SL		8,614	8,614	-	129		8,484
1/2 Share shed		1.50%	SL		4,478	4,478	-	67		4,411
Scales		17.50%	SL		399	399	-	70		329
Show Ramps (23/24)		9%	SL				1,520	-		1,520
Tables - Petware 23/24		9%	SL				2,179	-		2,179
Trestle Tables 2023/24		9%	SL				204	-		204
	2,280			- 228	15,543	15,543	3,903	- 494		18,951

Bank Statements as at 31 May 2024

Serious Saver

Account name NORTH CANTERBURY KENNEL ASSOCIATION
 Account number [REDACTED]
 Statement number [REDACTED]
 Statement period 08 May 2024 - 07 Jun 2024

Date	Transaction type and details	Withdrawals	Deposits	Balance
08 May	Opening balance			15,646.62
31 May	CREDIT INTEREST:		59.80	15,706.42
	Standard interest	\$16.61		
	Premium interest	\$43.19		
04 Jun	AP NORTH CANTERBURY SAVINGS		20.00	15,726.42
	Totals at end of page	\$0.00	\$79.80	\$15,726.42
	Totals at end of period	\$0.00	\$79.80	\$15,726.42

Business Premium Current Account

Account name NORTH CANTERBURY KENNEL ASSOCIATION
 Account number [REDACTED]
 Statement number 00474
 Statement period 07 May 2024 - 07 Jun 2024

Date	Transaction type and details	Withdrawals	Deposits	Balance
07 May	Opening balance			8,304.77
31 May	GROSS CREDIT INTEREST PAID		17.28	8,322.05
04 Jun	AP NORTH CANTERBURY SAVINGS	20.00		8,302.05
04 Jun	BP Dogs NZ	480.00		7,822.05
	Dogs NZ Annual Fee ACOD			
	Totals at end of page	\$500.00	\$17.28	\$7,822.05
	Totals at end of period	\$500.00	\$17.28	\$7,822.05

→/creditor

Oxford-Ohoka Community Board

34 Main Street, Oxford
Private Bag 1005, Rangiora 7440

Gov-26-10-04 / 250731140653

31 July 2025

Waimakariri Kennel Club
Martin Hewitt
martinhewitt@xtra.co.nz

Good Morning Martin

In April 2023 the Association applied to the Oxford-Ohoka Community Board for funding towards the paint to repaint the Club rooms. The Board granted you \$500 towards this initiative and requested that an accountability form be provided with feedback on how the money was spent.

The following is an extract from the Application form:

- An Accountability Form must be provided to the Council 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, banks statements or invoices must be included with the Accountability Form and photos of the event or purchase is encouraged.
- Where possible Boards request permission to utilise these photos on its Facebook page, the Council website or other social media, to encourage other community groups' participation.
- *In the event that funds are not spent on the project or activity applied for within 12 months of the date of the event/project, the recipient will be required to return the grant funding to the Council.*
- *If the activity/event for which funds have been granted does not take place or if the group does not provide the information to enable the grant to be paid within six months of approval of the grant being notified, then in both cases the application will be regarded as closed and funds released for reallocation by the Board.*

We have noted that no accountability form has yet been received and have received a complaint from the North Canterbury Kennel Association that this project has not occurred, however the funds were paid to you on 10 July 2023. Given the conditions that the funds were allocated the Board now requests that the funds be returned so that they may be reallocated to a group who needs the funds and who will utilise them.

If you have any further queries or concerns please contact me.

Thank you for your assistance with this matter.

Kind regards



Kay Rabe
Governance Adviser.

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
	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	\$5,874
6-Aug	Ohoka Netball Club	Towards the purchase of uniforms		\$750	\$ 500.00	\$5,384
3-Sept	West Eyreton Friends of the School Committee	towards High-visibility safety vests		\$500		
3-Sept	North Canterbury Pony Club	Towards the purchase of ribbons and rosetts		\$750		
3-Sept	North Canterbury Kennel Association	Towards paint for Club rooms		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
Oxford-Ohoka Community Board 10.139.100.2410			2024/25 \$6,330				\$ 6,330.00
	3-Jul	Ohoka School Aims Games Basketball Team	towards costs to travel to Turanga for the Games	27-Aug-24	\$1,000	\$ 300.00	\$6,030
	3-Jul	Oxford Museum/Oxford Historical Records Society	Towards duble sided teardrop flag	18-Sept-24	\$398	\$398	\$5,632
	3-Jul	Ohoka Rugby Club Under 11	towards attending the NZ Junior Rugby Festival	16-Dec-24	\$1,000	\$500	\$5,132
	3-Jul	View Hill School	Towards hosting a Dark Sky event	9-Jul-25	\$700	\$500	\$4,632
	7-Aug	Oxford Football Club	Purchase of field marking paint	24-Jan-25	\$1,000	\$500	\$4,132
	7-Aug	Oxford Community Trust	towards catering costs for Day Out event	event cancelled, funds returned	\$750	\$500	\$4,132
	4-Sept	Lees Valley House Holders	towards the purchase of two AEDs	18-Dec-24	\$3,724	\$500	\$3,632
	2-Oct	North Canterbury Inclusive Sports Festival	Host the festival at Mainpower	Funds not claimed	\$500	\$150	\$3,482
	2-Oct	Oxford Alpine Taekwondo	Towards safety gear for members	22-Apr-25	\$750	\$250	\$3,232
	7-Nov	Oxford 24-7 Youth Work	Tag Archary	20-Dec-24	\$750	\$750	\$2,482
	4-Dec	Swannanoa Home and School	Picnic Tables	26-Feb-25	\$750	\$380	\$2,102
	5-Feb	Silverstream Reserve Volunteer Group and Down by the River	Donation for Musicians		\$750	Declined	\$2,102
	5-Mar	Swannanoa Cricket Club	Plantings	not going	\$1,000		
	2-Apr	Oxford Alpine Taekwondo	Hosting 2025 TUNZ South Island Taekwondo Tournament		\$1,000	\$500	\$1,602
	2-Apr	Oxford Dementia Support Group	Hall hire and advertising		\$980	\$500	\$1,102
	7-May	Oxford Pony Club	NZPCA Conference	27.06.2025 only used \$467	\$640	\$600	\$502
	7-May	Ohoka Rugby Club Year 6	Playing uniforms	laid on table for 2025/26	\$750		
	7-May	Waimakariri Dog Training Club	towards compitition ribbons	4-Aug-25	\$500	\$ 500.00	\$2
		Inclusive sports				\$ 150.00	\$152
		Oxford Pony Club				\$ 133.00	\$285

GOVERNANCE

Oxford-Ohoka Community Board Discretionary Grant Application

Information to assist groups with their application

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

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

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

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

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

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

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

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO and TRIM NO: GOV-26-10-06 / 250624113416

REPORT TO: OXFORD-OHOKA COMMUNITY BOARD

DATE OF MEETING: 3 September 2025

AUTHOR(S): Kay Rabe, Governance Adviser

SUBJECT: Summary of Discretionary Grant Accountability 1 July 2024 to 30 June 2025

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

General Manager

Chief Executive

1. SUMMARY

- 1.1 The purpose of this report is to update the Oxford-Ohoka Community Board (the Board) on the Discretionary Grant applications granted during the 2024/25 financial year, including the Accountability Forms received to date.
- 1.2 As at 30 June 2025, the Board had considered 17 grant applications, of which 15 were approved, one declined, and one left to lie on the table. One of the approved grants was returned because the event was cancelled, and another grant was not uplifted.

Attachments:

- i. All Accountability forms for the 2024/25 Financial Year (Trim Ref: 250814150335).

2. RECOMMENDATION

THAT the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 250624113416.
- (b) **Notes** that of the \$6,330 allocated to the Board for the 2024/25 financial year, \$6,328 was distributed for events and projects within the community.
- (c) **Notes** that the remaining \$285 was carried forward to the next financial year for a total of \$6,755 for the 2025/26 financial year.
- (d) **Circulates** a copy of this report to all other Community Boards for information.

3. BACKGROUND

- 3.1. The Council allocates the Board a set amount of funds to distribute, by application, to non-profit groups, registered charities and incorporated societies that have strong links to and benefit the communities of the Oxford-Ohoka Ward.
- 3.2. In keeping with the Council's Sustainability Policy, the attachments (Trim Ref: 250814150335) have been uploaded to the web and can be accessed through the Community Board page.
- 3.3. Staff periodically advertise the Discretionary Grant through the Community Notice Board page in the Northern Outlook and Chatter. Application Forms are also available on the Council website, from Service Centres, or by contacting the Council.

4. ISSUES AND OPTIONS

4.1. The applications were as follows:

Group	Project	Amount granted	Month funds granted	Comments
Ohoka School Aims Games Basketball Team	Towards the cost of travel to Turanga for the National Games	\$300	July 2024	Invoice paid: 26 August 2024 Accountability Form: received: 27 August 2024
Oxford Museum/Oxford Historical Records Society	Towards a double-sided teardrop flag	\$398	July 2024	Invoice paid: 10 July 2024 Accountability Form: received: 18 September 2024
Ohoka Rugby Club under 11	Towards attending the NZ Junior Rugby Festival	\$500	July 2024	Invoice paid: 3 February 2025 Accountability Form: received: 16 December 2024
View Hill School	Towards hosting a Dark Sky Event	\$500	July 2024	Invoice paid: 22 July 2024 Accountability Form: received: 9 July 2025
Oxford Football Club	Towards line painting on the field	\$500	August 2024	Invoice paid: 8 October 2024 Accountability Form: received: 24 January 2025
Oxford Community Trust	Towards catering for service providers' retreat	(\$500)	August 2024	<i>Event cancelled and funds returned</i>
Lees Valley House Holders	Towards the purchase of AEDs	\$500	September 2024	Invoice paid: 18 December 2024 Accountability Form: received: 18 December 2024
North Canterbury Inclusive Sports Festival	Towards hosting the festival	(\$150)	October 2024	<i>Funds not uplifted</i>
Oxford Alpine Taekwondo	Towards safety gear	\$250	October 2024	Invoice paid: 18 December 2024 Accountability Form: received 22 April 2025.

Group	Project	Amount granted	Month funds granted	Comments
Oxford 24-7 Youth Work	Towards the purchase of Tag Archery	\$750	November 2024	Invoice paid: 18 December 2024 Accountability Form: received: 20 December 2024
Swannanoa Home and School	Towards the purchase of picnic tables	\$380	December 2024	Invoice paid: 18 December 2024 Accountability Form received: 26 February 2025
Silverstream Reserve Volunteer Group and Down by the River	Towards donations for Musicians	Declined	February 2025	<i>Considered to be wages which the Discretionary Grant funding does not cover.</i>
Oxford Alpine Taekwondo	Hosting 2025 TUNZ South Island Taekwondo Tournament	\$500	April 2025	Invoice paid: 19 May 2025 Awaiting Accountability Form
Oxford dementia Support Group	Hall hire costs and advertising	\$500	April 2025	Invoice paid: 28 April 2025 Awaiting Accountability Form
Oxford Pony Club	Towards registration costs to attend the NZPCA Conference	\$600	May 2025	Invoice received: 10 July 2025 Accountability Form received: 10 July 2025
Ohoka Rugby Club Year 6	Towards playing uniforms	\$-	May 2025	Left to lie on the table until the following financial year
Waimakariri Dog Training Club	Towards the cost of competition ribbons	\$500	May 2025	Invoice paid: 21 July 2025 Accountability Form received: 4 August 2025

- 4.2. As of 21 August 2025, ten Accountability Forms had been received, and reminder letters were sent to groups in December 2024, April 2025 and July 2025. However, two Accountability Forms from the Oxford Dementia Support Group and Oxford Alpine Taekwondo are still outstanding. Oxford Community Trust returned the discretionary grant due to the cancellation of its event, and North Canterbury Inclusive Festival failed to uplift the funds allocated. One application was declined as the Board believed that the payment for musicians did not meet the Discretionary Grant Funding Criteria. The Oxford Rugby Club application was left to lie on the table for consideration in the 2025/26 financial year.
- 4.3. Ohoka School Girls (year 7/8) basketball team applied for funding for travel costs to Tauranga to attend the AIMS Games in 2024. The funding allowed for travelling costs to be kept as low as possible for each player.
- 4.4 The Oxford Museum/Oxford Historical Records Society requested funding to purchase a double-sided tear-drop flag to assist with promotion. The old flag was over 20 years old and very faded, whereas the new flag is bright red and much more visible to foot traffic.

- 4.5 Ohoka Rugby Club requested funds towards transport costs to attend the New Zealand Junior Rugby festival.

- 4.6 View Hill School requested funding to host a Take Back the Night fundraising event. The funds received were imperative to the success of the event, as they supported the school in setting up its hugely successful event. This was the first event of this type, and it is hoped to make this an annual fundraising event. The school raised \$3,500 and thanked the Board for its support. Many locals of all ages enjoyed the night, as well as visitors from China who came along to enjoy the night sky.



- 4.7 Oxford Football Incorporated requested funding towards pitch marking paint for Pearson Park.

- 4.8 The Lees Valley Householders Group requested funding toward the purchase of a defibrillator for Lees Valley for the north end of Lees Valley. This community asset could save lives in an isolated area and will be accessible to the general public at all times. Locals will be aware of the location, which will enable a quicker response time to any emergency.



- 4.9 Oxford Alpine Taekwondo requested funds towards the purchase of safety gear for club members and registration for the Blenheim Olympic Tournament. This activity assists movement, physical and mental activity, which promotes wellbeing, confidence, discipline and self-defence.

- 4.10 24-7 Youth requested funding towards purchasing an archery tag kit, which included 12 bows and 30 arrows, for use by various community groups and to hire out to help generate funds for the Trust.



- 4.11 Swannanoa Home and School Committee requested funding towards picnic tables near the pump track to allow riders and their families to socialise together and feel a sense of community cohesiveness. This area has become a very popular hangout for many in the community. The Rangiora MenzShed made the picnic tables.

- 4.12 The Oxford Pony Club – New Zealand requested assistance to send two of its coaches to the New Zealand Pony Club Association conference held in Christchurch. The Board allocated \$600 towards this initiative; however, the conference registration finally came to \$493, with the Club returning the remaining funds. The Coaches learnt valuable skills to share with other club members.

- 4.13 The Waimakariri Dog Training Club requested funding to purchase ribbons for its June Championship Agility Show. The total cost of the ribbons was \$1,289.64, with the grant of \$500 from the Board significantly reducing the cost. The Club had approximately 1,300 entries for the show, which was a very successful event. The Club thanks the Board for its support.



4.14 **Implications for Community Wellbeing**

The issues and options that are the subject matter of this report have social and cultural implications for community wellbeing, as the funding allocated to community groups and for community events enhances community wellbeing within various communities.

4.15 The Management Team has reviewed this report and supports the recommendations.

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 groups or organisations are likely to be affected by or have an interest in this report's subject matter. However, it should be noted that the Board's Discretionary Grant fund assisted community groups and organisations in achieving community-based programmes.

5.3. **Wider Community**

The wider community is unlikely to be affected by or interested in this report's subject matter. However, the funding allocated to community groups and for community events increased the general feeling of wellbeing within the Board's community.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

6.1.1 The Council's 2024/25 Annual Plan included budgetary provision of \$6,330 for the Board to approve grants to community groups in the 2024/25 financial year. The Board spent its entire allocation for the 2023/24 financial year; hence, the Discretionary Grant Fund for the 2024/25 financial year was only \$6,330.

6.1.2 The Board allocated \$6,045 of this funding to community groups and organisations during the 2024/25 financial year; the remaining \$285 was carried forward to the next financial year for a total of \$6,755 for the 2025/26 financial year.

6.1.3 Groups must complete and return an Accountability Form to be eligible for future funding.

6.2. **Sustainability and Climate Change Impacts**

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

6.3. **Risk Management**

There are no risks arising from adopting the recommendations in this report.

6.4. **Health and Safety**

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

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

Not applicable.

7.3. Consistency with Community Outcomes

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

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

It is a delegation of the Board to distribute this fund as per clause 12 of the delegations to Community Boards, S-DM 1041.