

# Agenda

## Oxford-Ohoka Community Board

Wednesday 9 November 2022

7pm

A&P Room  
Oxford Town Hall  
Main Street  
Oxford

**Members:**

Thomas Robson (Chairperson)

Sarah Barkle (Deputy Chairperson)

Mark Brown

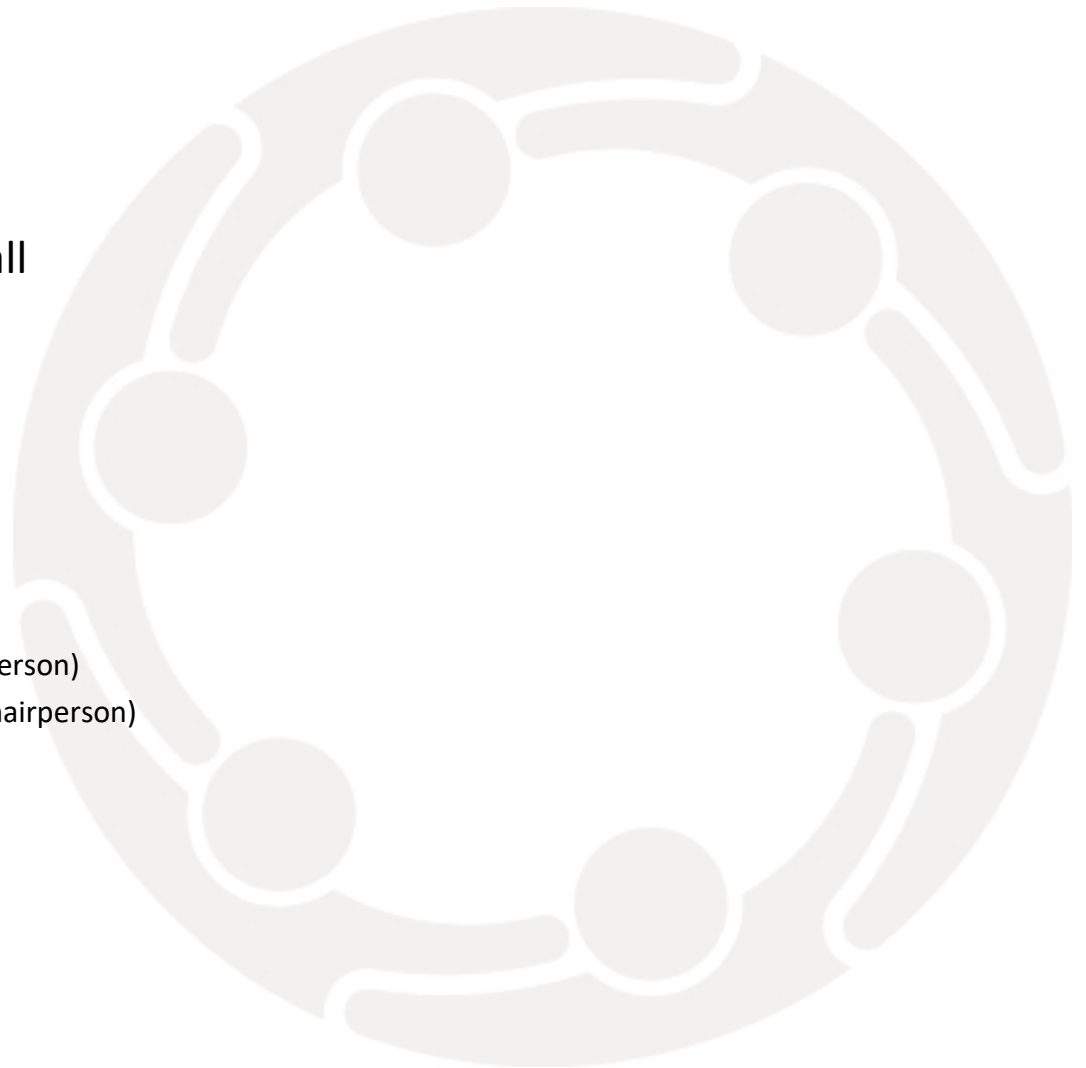
Tim Fulton

Ray Harpur

Niki Mealings

Pete Merrifield

Michelle Wilson



WAIMAKARIRI  
DISTRICT COUNCIL

**AGENDA FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD TO BE HELD IN THE A&P ROOM, OXFORD TOWN HALL, MAIN STREET, OXFORD ON WEDNESDAY 9 NOVEMBER 2022 AT 7PM.**

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

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**BUSINESS**

PAGES

1. **APOLOGIES**
2. **PUBLIC FORUM**
3. **CONFLICTS OF INTEREST**
4. **CONFIRMATION OF MINUTES**
  - 4.1. **Minutes of the Oxford-Ohoka Community Board – 27 October 2022** 9-13  
*RECOMMENDATION*  
**THAT** the Oxford-Ohoka Community Board:
    - (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 27 October 2022, as a true and accurate record.
  - 4.2. **Matters Arising**
5. **DEPUTATIONS AND PRESENTATIONS**  
Nil.
6. **ADJOURNED BUSINESS**  
Nil.

## 7. REPORTS

### 7.1. Ashley River Bridge – Approval of No-Stopping Restriction – Shane Binder (Transportation Engineer)

14-20

#### *RECOMMENDATION*

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

- (a) **Receives** Report No. 210812132935.
- (b) **Notes** that Council staff will work with the road maintenance contractor to remove vegetation and trees on the south side of the east approach to further improve visibility to the bridge.
- (c) **Notes** that other improvements proposed in the vicinity of the bridge include the following:
  - i. New guide signage to direct car parking to the holiday park.
  - ii. Removal of informal parking signage.
  - iii. Relocation of curve speed chevron sign at holiday park entry on the west approach.

*AND*

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

**THAT** the Utilities and Roading Committee:

- (d) **Approve** installation of the following no-stopping restriction on Ashley Gorge Road at the Ashley River Bridge:
  - i. For a distance from 15m west of the bridge to 25m east of the bridge railing on the north side.
  - ii. For 25m east of the bridge on the south side.

### 7.2. Approval to Proceed with Upgrading the Main Street Oxford Pedestrian Crossings – Joanne McBride (Roading and Transport Manager) and Allie Mace-Cochrane (Project Engineer)

21-29

#### *RECOMMENDATION*

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

- (a) **Receives** Report No. 220209016538.
- (b) **Approves** the design shown in Trim No.22100774577, which includes relocating the crossing outside of the Community Hall further east, updated markings (600 mm wide white crossing bars), enlarged belisha discs, and tactile pavers.
- (c) **Approves** the removal of one carpark on the northern side of Main Street, outside of the Community Hall, due to the extension of the kerb buildout when the crossing is to be relocated.
- (d) **Notes** that as there are no additional no-stopping lines to be installed and there is no change required to the Parking Schedule.
- (e) **Notes** that the current location of the eastern pedestrian crossing (outside the Community Hall) has health and safety issues due to its close proximity to Burnett Street, which prevents motorists turning left onto Main Street from aligning themselves perpendicular to the crossing, and hence, creates problems with pedestrian visibility in vehicle blind spots.

- (f) **Notes** the southern crossing point of the eastern pedestrian crossing, in its existing location, aligns with a vehicle entrance servicing the Queenette backpackers and a residential property, which also creates health and safety issues around pedestrian visibility when vehicles are reversing out onto Main Street.
- (g) **Notes** that by shifting the eastern pedestrian crossing, approximately Ten metres further east, mitigates the health and safety issues noted in Recommendation (f) and (g) by enabling motorists turning left onto Main Street, from Burnett Street, to align themselves perpendicular with the crossing, and by removing the conflict with the double vehicle entrance on the southern side.
- (h) **Notes** that each pedestrian crossing will be monitored, and any further improvements would be brought back to the board for consideration.
- (i) **Notes** that the pedestrian crossing upgrades were included in the 2022/23 Rooding Capital Works Programme which was consulted with the Community Boards and approved by Utilities and Rooding Committee, and that there is a budget allowance for this project.
- (j) **Circulates** this report to the Utilities and Rooding Committee for information.

## 8. CORRESPONDENCE

### 8.1. West Eyreton Community Hall

*RECOMMENDATION*

30

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

- (a) **Receives** the correspondence regarding the West Eyreton Community Hall.

## 9. CHAIRPERSON'S REPORT

### 9.1. Chairperson's Report for October 2022

*RECOMMENDATION*

31

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

- (a) **Receives** the report from the Oxford-Ohoka Community Board Chairperson (TRIM: 220905153098).

**10. MATTERS FOR INFORMATION**

- 10.1. Woodend-Sefton Community Board Meeting Minutes 12 September 2022.
- 10.2. Rangiora-Ashley Community Board Meeting Minutes 14 September 2022.
- 10.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 19 September 2022.
- 10.4. Three Waters Reform - Transition Support Package Agreement with Dept of Internal Affairs – Report to Council Meeting 6 September 2022 – Circulates to All Boards.
- 10.5. District Regeneration - Annual Progress Report to June 2022 – Report to Council Meeting 6 September 2022 – Circulates to All Boards.
- 10.6. July 2022 Flood Response – Emergency and Immediate Works Expenditure – Report to Council meeting 6 September 2022 – Circulates to All Boards.
- 10.7. Adoption of Policy - Briefings and Workshops – Report to Council meeting 6 September 2022 – Circulates to All Boards.
- 10.8. Summary of Discretionary Grant Accountability 1 July 2021 to 30 June 2021 – Report to Woodend-Sefton Community Board Meeting 12 September 2022 – Circulates to Oxford-Ohoka, Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards.
- 10.9. Summary of Discretionary Grant Accountability 1 July 2021 to 30 June 2022 – Report to Rangiora-Ashley Community Board Meeting 14 September 2022 – Circulates to Oxford-Ohoka, Woodend-Sefton and Kaiapoi-Tuahiwi Community Boards.
- 10.10. Summary of Discretionary Grant Accountability 1 July 2021 to 30 June 2022 – Report to Kaiapoi-Tuahiwi Community Board Meeting 19 September 2022 – Circulates to Oxford-Ohoka, Woodend-Sefton and Rangiora-Ashley Community Boards.
- 10.11. Aquatics September Update – Report to Community and Recreation Committee Meeting 20 September 2022 – Circulates to All Boards.
- 10.12. Library update to 8 September – Report to Community and Recreation Committee Meeting 20 September 2022 – Circulates to All Boards.
- 10.13. Annual Report to the Alcohol Regulatory and Licensing Authority 2022 – Report to District Planning and Regulation Committee Meeting 20 September 2022 – Circulates to All Boards
- 10.14. Analysis of Recent Reports Covering Regional Water Quality Trends and Issues – Report to Land and Water Committee Meeting 27 September 2022 – Circulates to All Boards
- 10.15. Solid Waste Services and Waste Data Update for 2021/22 – Report to Utilities and Roading Committee Meeting 27 September 2022 – Circulates to All Boards
- 10.16. 2021-2022 Flood Recovery: September Update – Report to Utilities and Roading Committee Meeting 27 September 2022 – Circulates to All Boards
- 10.17. Eastern Districts Sewer Scheme and Oxford Wastewater Treatment Plant Annual Compliance Monitoring Reports 2021 – 2022 – Report to Utilities and Roading Committee Meeting 27 September 2022 – Circulates to All Boards
- 10.18. Approval of the Transportation Procurement Strategy – Report to Council Meeting 4 October 2022 – Circulates to All Boards

- 10.19. July 2022 Flood Response – Forecast Costs and Funding Sources – Report to Council Meeting 4 October 2022 – Circulates to All Boars
- 10.20. Submissions: Water Services Entity Bill, Proposed National Policy Statement for Indigenous Biodiversity, and ME 1669 Discussion Document: Managing Wetlands in the CMA – Report to Council Meeting 4 October 2022 – Circulates to All Boards
- 10.21. Health, Safety and Wellbeing Report September 2022 – Report to Council Meeting 4 October 2022 – Circulates to All Boards
- 10.22. Council meeting schedule – Report to Council Meeting 27 October 2022 – Circulates to All Boards

*RECOMMENDATION*

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

- (a) **Receives** the information in Items.10.1 to 10.22.

**Note:**

1. *The links for Matters for Information were circulated separately to members.*

**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 October 2022: \$3,039.

13.2. **General Landscaping Fund**

Balance as at 31 October 2022: \$13,090.

**14. MEDIA ITEMS**

**15. MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

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

**RECOMMENDATION**

**THAT** the public be excluded from the following parts of the proceedings of this meeting.

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

<b>Item N°</b>	<b>Reports / Minutes of:</b>	<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
15.1	Report of Mike Kwant (Greenspace Community Projects Officer)	Ashley Gorge Reserve Advisory Group appointment of members and confirmation of current Terms of Reference	Good reason to withhold exists under Section 7	Section 48(1)(a)

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

<b>Item N°</b>	<b>Reason for protection of interests</b>	<b>Ref NZS 9202:2003 Appendix A</b>
15.1	Protection of privacy of natural persons	A2(a)

**16. QUESTIONS UNDER STANDING ORDERS**

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

**NEXT MEETING**

The next meeting of the Oxford-Ohoka Community Board is scheduled for 7pm, Wednesday 7 December 2022 at the Oxford Town Hall, Main Street, Oxford.

**Workshop**

- *Landscaping Budget – Grant Stephens (Design and Planning Team Leader)*
- *Projects of Interest – Gerard Cleary (General Manager Utilities and Roading)*
- *Members Forum*



**MINUTES FOR FIRST THE INAUGURAL MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD IN THE A&P ROOM OF THE OXFORD TOWN HALL, 34 MAIN STREET, OXFORD, ON THURSDAY, 27 OCTOBER AT 7PM.**

**PRESENT**

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

**IN ATTENDANCE**

Deputy Mayor N Atkinson

J Millward (Acting Chief Executive), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

*At the commencement of the meeting, the Acting Chief Executive, J Millward, took the Chair and welcomed the newly elected Board members to the inaugural meeting of the third term of the Oxford-Ohoka Community Board.*

**1 APOLOGIES**

There were no apologies.

**2 CONFLICTS OF INTEREST**

There were no conflicts declared.

**3 BOARD MEMBERS' DECLARATIONS**

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

The Acting Chief Executive invited the following Board members, to read and sign their declaration forms as required in terms of Clause 14 of Schedule 7 of the Local Government Act, 2002:

- Sarah Barkle
- Mark Brown
- Tim Fulton
- Ray Harpur
- Niki Mealings
- Pete Merrifield
- Thomas Robson
- Michelle Wilson



- (f) **Appoints** Board Member Thomas Robson as Deputy Chairperson of the Oxford-Ohoka Community Board for the second half of the 2022-25 triennial term to take effect from 1 May 2024 until the end of the 2022-25 triennial term in October 2025.

**CARRIED**

N Mealings believed that this was an excellent democratic solution, which integrated the needs of the entire Oxford-Ohoka Ward, which was geographically the largest in the district and that both subdivisions got a fair say in the running of the Board.

M Brown commented that last term the Board had not always considered both areas equally, and this cause a split in the Board. He believed that this was a good compromise when having two people who wanted to take on the role of Chairperson.

S Barkle noted that she valued T Robson's input and what he brought to the Board. She believed they would make a good team, working together to serve the Board's best interest. They had a good working relationship and good communication.

T Fulton understood that once you were elected to a ward you did not operate in geographical principals which meant there was no "Oxford" and no "Ohoka" and everyone worked towards the interests of the entire area.

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

J Millward took the report as read.

Moved: M Brown

Seconded: N Mealings

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

- (a) **Receives** report No 221004171453.  
 (b) **Receives** legislative material that has been circulated.

**CARRIED**

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

K Rabe spoke to the report, noting that the Standing Orders and Code of Conduct from the previous term were still operative. However, both documents would be reviewed and brought to the Board for consideration in December 2022.

Moved: T Fulton

Seconded: P Merrifield

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

- (a) **Receives** report No. 221004171389.  
 (b) **Receives** the 2022 Elected Members Code of Conduct document (Trim 190625089193).  
 (c) **Receives** the 2022 Community Board Standing Orders (Trim 201007134141).  
 (d) **Notes** that both the Code of Conduct and Standing Orders will be reviewed by the Board at its December 2022 meeting.

CARRIED

4.4 **Meeting and Workshop Dates for 2022/23 – K Rabe (Governance Advisor)**

K Rabe spoke to the report, noting the Board had opted to meet on the first Wednesday after Council. Most of the Board meetings would be held at the Oxford Town Hall and the Ohoka Hall, with the option of having meetings in West Eyreton and Mandeville during the year. She was aware there was some desire from the Board to have more than one meeting at the Mandeville Sports Centre, however, the Council had an understanding with the Centre management that any requests for Community Board meetings, which requires exclusive use with no bar/restaurant operation, would fit in with the Club's sporting events. The Centre had advised that the venue was unavailable for private meetings on Wednesdays. They had therefore agreed that the Board could meet on Tuesday 7 March 2023 and any other meeting that the Board decided they would need to be negotiated. West Eyreton Hall was available on 5 April 2023. K Rabe noted any changes to the dates or venues would require the Board to make a formal resolution to that effect.

S Barkle asked a if there was not another building at Mandeville Sports Centre that could be used such for Board meetings, as the Bowling Club. K Rabe noted that she was not aware of any other suitable building at Mandeville.

M Brown advised that the other buildings including the bowling club had limited capability for a large turnout.

Moved: T Robson

Seconded: M Brown

**THAT** the Oxford-Ohoka Community Board adjourn the meeting to go into workshop to discuss the possibility of more meetings in Mandeville.

CARRIED

Moved: T Fulton

Seconded: S Barkle

**THAT** the Oxford-Ohoka Community Board meeting reconvenes.

CARRIED

*Workshop commenced at 7:32pm and concluded at 7.53pm.*

Moved: T Robson

Seconded: S Barkle

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

- (a) **Receives** report No. 221005171711.
- (b) **Resolves** to meetings commencing at 7.00pm, at the Ohoka Community Hall, Mill Road, Ohoka and the Oxford Town Hall, Main Street Oxford on the following dates:

Date	Venue
9 November 2022	Ohoka Community Hall
7 December 2022	Oxford Town Hall
*8 February 2023	Ohoka Community Hall
3 May 2023	Ohoka Community Hall
7 June 2023	Oxford Town Hall
2 August 2023	Oxford Town Hall
6 September 2023	Ohoka Community Hall
4 October 2023	Oxford Town Hall
8 November 2023	Ohoka Community Hall
6 December 2023	Oxford Town Hall

\* Noting the February 2023 meeting is the third Wednesday of the month due to the Council budget meeting being scheduled.

- (c) **Resolves** to hold a meeting at the Mandeville Sports Centre, Mandeville Road, Swannanoa, commencing at 7.00pm, on Tuesday 7 March 2023, provided that the venue is available.
- (d) **Resolves** to hold on Tuesday 4 July 2023 meeting at Mandeville Sports Centre, Mandeville Road, Swannanoa commencing at 7pm, subject to availability.
- (e) **Resolves** to hold a meeting at the West Eyreton Hall, Earlys Road, West Eyreton, commencing at 7.00pm, on 5 April 2023, provided that the venue is available.

**CARRIED**

**5 QUESTIONS UNDER STANDING ORDERS**

Nil.

**6 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

**NEXT MEETING**

The first ordinary meeting of the Oxford-Ohoka Community Board was scheduled for 7pm, Wednesday 9 November 2022 at the Ohoka Community Hall, Mill Road, Ohoka.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 7.36PM.

**CONFIRMED**

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Chairperson

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Date

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

**FILE NO and TRIM NO:** RDG-30 / 210812132935

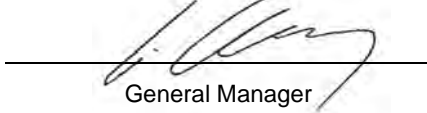
**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD

**DATE OF MEETING:** 9 November 2022

**AUTHOR(S):** Shane Binder, Transportation Engineer

**SUBJECT:** Ashley River Bridge – Approval of No-Stopping Restriction

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

  
General Manager

  
Acting Chief Executive

**1. SUMMARY**

- 1.1 This report seeks a recommendation from the Board to impose no-stopping restrictions around the Ashley River Bridge to safely allow for carparking and minimise potential for conflicts.
- 1.2 Ashley Gorge Road is a rural two-lane collector that narrows for a 105m long one-lane bridge over the Ashley River. Traffic counts at the bridge indicate that the average daily traffic volume is 572 vehicles, travelling at a mean speed of 81.7 km/hr. Westbound traffic from Glentui has priority over the one-lane bridge while eastbound traffic from Oxford has to give way.
- 1.3 Service requests and comments from residents and the Ashley Gorge Reserve Advisory Group have raised concerns around sight distance to the bridge, car parking provision along both bridge approaches, the existing give-way priority, and overall crash risk at the bridge.
- 1.4 Staff propose to rationalise parking through formal no-stopping restrictions, update signage to support these restrictions and encourage carparking at the holiday park, and work with Council's road maintenance contractor to remove vegetation on the east approach to improve visibility to the bridge. Staff are not proposing changes to the existing give-way priority for safety reasons.

Attachments:

- i. Ashley Gorge Bridge Improvements (TRIM No. 221026186136)

**2. RECOMMENDATION**

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

- (a) **Receives** Report No. 210812132935.
- (b) **Notes** that staff will work with the road maintenance contractor to remove vegetation and trees on the south side of the east approach to further improve visibility to the bridge.
- (c) **Notes** that other improvements proposed in the vicinity of the bridge include the following:
- i. New guide signage to direct car parking to the holiday park.
  - ii. Removal of informal parking signage.
  - iii. Relocation of curve speed chevron sign at holiday park entry on the west approach.

**AND**

**Recommends** that the Utilities and Roding Committee:

- (d) **Approve** installation of the following no-stopping restriction on Ashley Gorge Road at the Ashley River Bridge:
- iv. For a distance from 15m west of the bridge to 25m east of the bridge railing on the north side.
  - v. For 25m east of the bridge on the south side.

### **3. BACKGROUND**

3.1 Ashley Gorge Road is a rural two-lane collector that narrows for a 105m long one-lane bridge over the Ashley River north of Oxford. At present, westbound traffic from Glentui has priority over the one-lane bridge while eastbound traffic from Oxford has to give way. The site is shown below in Figure 1.

3.2 Figure 1: Ashley River Bridge Environs



3.3 The latest Council traffic and speed counts at the bridge indicate that the average daily traffic volume is 572 vehicles per day, travelling at a mean speed of 81.7 km/hr. The 85<sup>th</sup> percentile speed was measured at 93.5 km/hr, indicating that 15% of vehicles are travelling faster than this speed. Ashley Gorge Road presently has a posted speed limit of 100 km/hr but vehicles typically slow down for the one-lane bridge.

3.4 It is noted that Waka Kotahi has rated Ashley Gorge Road to have a Safe and Acceptable Speed (SAAS) of 60 km/hr based on its established speed limit rating process. Staff will review the speed limit for the bridge environs as part of developing the District Speed Management Plan, which needs to be in place for the next National Land Transport Programme (NLTP).

3.5 In summer months, the bridge, holiday park, and adjacent reserve are popular destinations for hiking and other recreational activities, with a high car parking demand as a result. At present, car parking for these activities is encouraged inside the holiday park and dedicated reserve behind, while a “no parking” zone has been marked on the west approach and informal “no parking” signage has been erected on both approaches by unknown parties.

- 3.6 In winter months, the east approach experiences frosty or icy road conditions on the downgrade when precipitation falls under the right conditions. This occurs with sufficient regularity that the Council's maintenance contractor has a fixed "Ice/Grit" sign to warn of these conditions.

#### 4. ISSUES AND OPTIONS

- 4.1. Service requests and comments from residents and the Ashley Gorge Reserve Advisory Group have raised the following concerns around the roadway through the gorge bridge:

- 4.1.1. Sight distance to the bridge available for westbound traffic is restricted by vegetation and the bulk of the roadside slope on the east bank. It was observed during a 2021 site visit (prior to vegetation removal works) that the sight distance to the bridge available to westbound traffic traveling downhill towards the bridge was in excess of 100m to the near (east bank) side of the bridge. The far (west bank) side of the bridge is fully visible approximately 30m upstream from the east side give-way point, as shown below in Figure 2. Forward sight distance is limited by the existing roadside bank, vegetation, and several trees growing on the south side of Ashley Gorge Road.

- 4.1.2. Figure 2: Existing Sight Distance



- 4.1.3. Stopping sight distance, the distance required to perceive a conflict and come to a complete stop, is 100m at the bridge based on prevailing mean operating speeds and the Austroads *Guide to Road Design Part 3* procedure. As noted in 34.1.1, this distance is achieved to the east end of the bridge but the west end of the bridge is visible from 30m upstream from the give-way point. As a result, westbound motorists at present have sufficient distance to avoid a head-on collision but may have to brake suddenly when sighting eastbound traffic on the one-lane bridge.
- 4.1.4. Car parking demand from the trails around Ashley Gorge is high during summer months. Trail users are encouraged to park within the holiday park but historical parking on the roadside has led to concerns around the potential for conflict. Informal "no parking" signage was installed on the roadside outside the holiday park but this does not appear to have been approved by the Council.
- 4.1.5. The existing give-way priority (in favour of westbound traffic) was evaluated against the Waka Kotahi *Traffic Control Devices Manual Part 5*, which considers the length of one-lane bridge, approach visibility, approach grades, winter driving conditions, and the potential for "blind priority" where motorists do not give way because they lack visibility for safe stopping distance. As noted in 4.1.3, the



forward sight distance to the bridge results in the potential for “blind priority” to occur for westbound traffic.

- 4.1.6. There is a concern around crash risk at the bridge. Typically, past crash history is not a good indicator of crash risk due to the random nature of crash occurrence and underreporting of incidents. In the past ten years, one crash has been recorded in the vicinity of the bridge and it was due to non-infrastructure causes (falling asleep while driving).
- 4.1.7. A more proactive analysis of the relative level of risk present on the bridge includes the narrow structure, driver speed, the car parking, the known icing issue on the east approach, and the stopping sight distance, as discussed above. Based on these conditions relative to other portions of the District roading network and design standards, staff would consider the risks are appropriate for a road of this rural character. While the one-lane bridge and approaches are constrained, widening to a standard two-lane structure is not considered an economically viable solution based on existing traffic volumes.
- 4.2. Council is proposing a number of modifications around the bridge to address the concerns that have been raised:
  - 4.2.1. Car parking is proposed to be better defined to limit parking where it is unsafe but encourage it where it is appropriate. Staff recommend prohibiting on-road parking through no-stopping restrictions for the following distances:
    - 4.2.1.1. For a distance from 10m west of the bridge to 25m east of the bridge railing on the north side
    - 4.2.1.2. For 25m east of the bridge on the south side.
  - 4.2.2. Existing road signage will be modified to delineate no-stopping restrictions on both bridge approaches (including removal of parking restriction signs that no longer apply) as well as to encourage carparking at the holiday park in the first instance.
  - 4.2.3. Staff recommend no change to the existing give-way priority as it is considered to be the safest option, given the sight distance limitations.
- 4.3. It is noted that the Council is working with the road maintenance contractor to review the south side of the east approach to the bridge. Removal of vegetation and trees between the river side and the point where the existing batter meets the roadside will improve visibility to the bridge. The Council is not intending to undertake more intensive works to regrade the roadside batters.

#### Implications for Community Wellbeing

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

These proposed improvements provide infrastructure in terms of safety improvements which provide safe access for residents within the district.

- 4.4. 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**

Staff have consulted with the Ashley Gorge Holiday Park and Ashley Gorge Reserve Advisory Group on the proposed changes. Both parties have been consulted on the proposed changes.

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

## 5.3. **Wider Community**

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report; the impacts of parking restrictions are considered to be localised only.

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

### 6.1. **Financial Implications**

There are financial implications of the decisions sought by this report. Installation of no-stopping marking and signage will be carried out through the Road Maintenance Contract and is estimated to cost approximately \$2,500. This will be covered by existing budgets.

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

The recommendations in this report are not likely to affect emissions and do not have sustainability or climate change impacts.

### 6.3 **Risk Management**

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

#### **Health and Safety**

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

## 7. **CONTEXT**

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

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

### 7.2. **Authorising Legislation**

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

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

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

#### ***There is a safe environment for all***

- Harm to people from natural and man-made hazards is minimised.
- Crime, injury and harm from road crashes, gambling, and alcohol abuse are minimised.

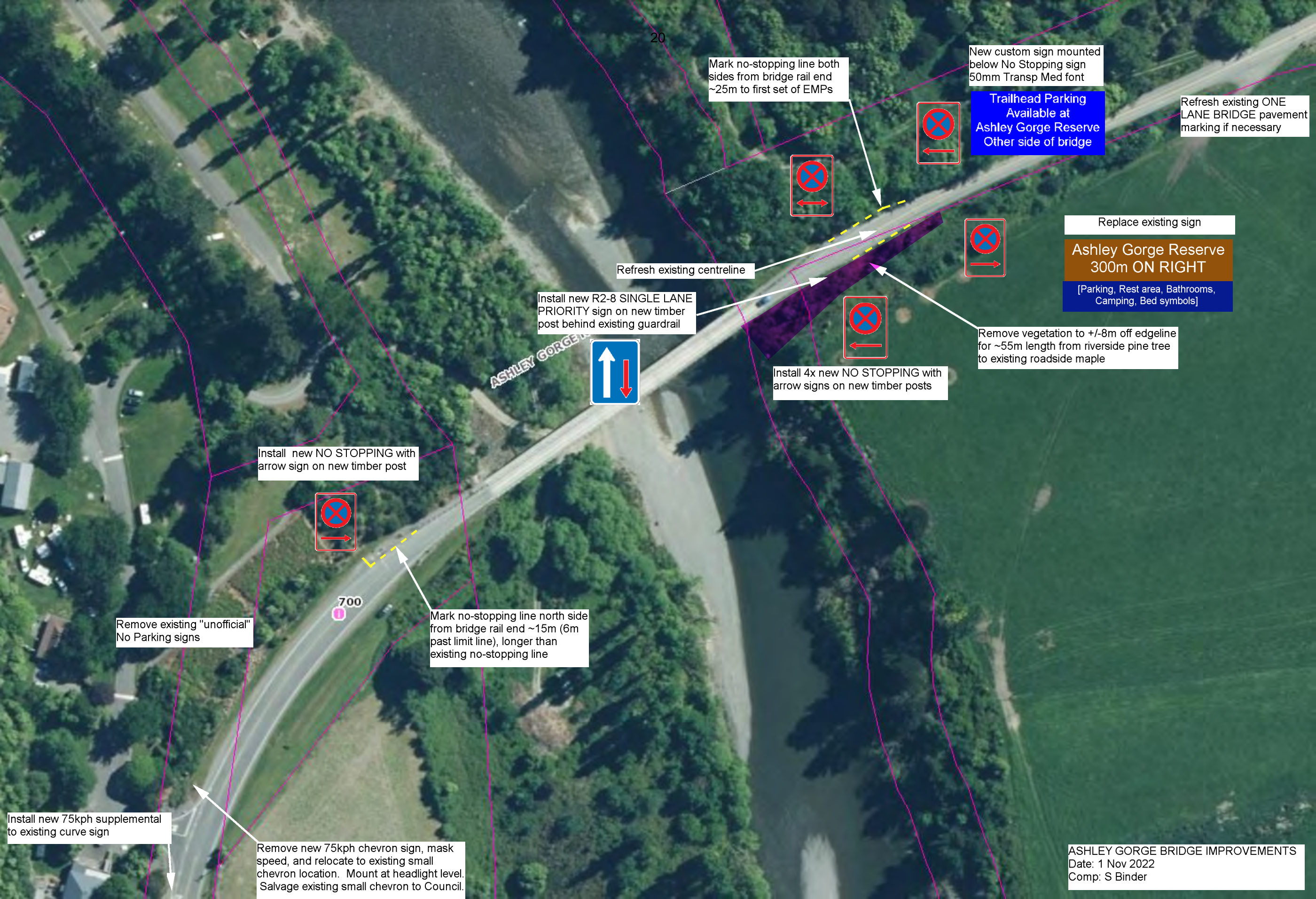
***Transport is accessible, convenient, reliable and sustainable***

- The standard of our District's roads is keeping pace with increasing traffic numbers.
- Communities in our District are well linked with each other and Christchurch is readily accessible by a range of transport modes.

**7.4. Authorising Delegations**

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

Per Part 2, the Utilities and Roading Committee is responsible for roading and transportation activities, including road safety, multimodal transportation, and traffic control.



Mark no-stopping line both sides from bridge rail end ~25m to first set of EMPs

New custom sign mounted below No Stopping sign 50mm Transp Med font

Trailhead Parking Available at Ashley Gorge Reserve Other side of bridge

Refresh existing ONE LANE BRIDGE pavement marking if necessary

Replace existing sign

Ashley Gorge Reserve 300m ON RIGHT

[Parking, Rest area, Bathrooms, Camping, Bed symbols]

Remove vegetation to +/-8m off edgeline for ~55m length from riverside pine tree to existing roadside maple

Install 4x new NO STOPPING with arrow signs on new timber posts

Refresh existing centreline

Install new R2-8 SINGLE LANE PRIORITY sign on new timber post behind existing guardrail

Install new NO STOPPING with arrow sign on new timber post

Remove existing "unofficial" No Parking signs

Mark no-stopping line north side from bridge rail end ~15m (6m past limit line), longer than existing no-stopping line

Install new 75kph supplemental to existing curve sign

Remove new 75kph chevron sign, mask speed, and relocate to existing small chevron location. Mount at headlight level. Salvage existing small chevron to Council.

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

**FILE NO and TRIM NO:** RDG-32-16-05 / 220209016538

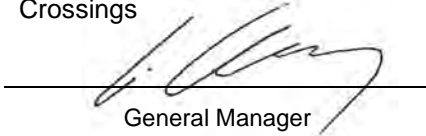
**REPORT TO:** OXFORD-OHOKA COMMUNITY BOARD

**DATE OF MEETING:** 9 November 2022

**AUTHOR(S):** Joanne McBride, Roding and Transport Manager  
Allie Mace-Cochrane, Project Engineer

**SUBJECT:** Approval to Proceed with Upgrading the Main Street Oxford Pedestrian Crossings

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

  
 General Manager

  
 Acting Chief Executive

**1. SUMMARY**

- 1.1. The purpose of this report is to obtain approval from the Oxford-Ohoka Community Board to proceed with the proposed upgrades to the three Main Street (Oxford) Pedestrian Crossings.
- 1.2. Improvements at the pedestrian crossings were suggested to the Oxford-Ohoka Community Board, following safety concerns being raised by residents.
- 1.3. A workshop was undertaken during the Oxford-Ohoka Community Board meeting on the 3<sup>rd</sup> August 2022, where the proposed design was discussed. Following this meeting, staff were to contact the Dairy and Oxford Queenette Backpackers to discuss the proposed changes. This consultation has now been completed.
- 1.4. The proposed works include remarking the pedestrian crossing bars in accordance with the new requirements of 600 mm wide bars, installing new tactile pavers where required (directional and warning studs), and installing upsized belisha disc signage. Further to this, it is proposed to shift the pedestrian crossing outside of the Town Hall further east, creating a greater offset between the crossing and the Burnett Street/Main Street intersection to improve safety for those using the crossing.
- 1.5. Staff will continue to monitor the pedestrian crossings after this work is undertaken.
- 1.6. The proposed works will be undertaken by the end of the 2022/23 financial year, with an information notice delivered to directly affected residents, businesses, and the Community Board.
- 1.7. The recommended option is to approve the proposed upgrading of the pedestrian crossings.

**Attachments:**

- i. 21/22 Minor Improvements Oxford Pedestrian Crossings (TRIM No. 221007174577).

## 2. RECOMMENDATION

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

- (a) **Receives** Report No. 220209016538.
- (b) **Approves** the design shown in Attachment i, which includes relocating the crossing outside of the Community Hall further east, updated markings (600 mm wide white crossing bars), enlarged belisha discs, and tactile pavers.
- (c) **Approves** the removal of one carpark on the northern side of Main Street, outside of the Community Hall, due to the extension of the kerb buildout when the crossing is to be relocated.
- (d) **Notes** that as there are no additional no-stopping lines to be installed and there is no change required to the Parking Schedule.
- (e) **Notes** that the current location of the eastern pedestrian crossing (outside the Community Hall) has health and safety issues due to its close proximity to Burnett Street, which prevents motorists turning left onto Main Street from aligning themselves perpendicular to the crossing, and hence, creates problems with pedestrian visibility in vehicle blind spots.
- (f) **Notes** the southern crossing point of the eastern pedestrian crossing, in its existing location, aligns with a vehicle entrance servicing the Queenette backpackers and a residential property, which also creates health and safety issues around pedestrian visibility when vehicles are reversing out onto Main Street.
- (g) **Notes** that by shifting the eastern pedestrian crossing, approximately 10 m further east, mitigates the health and safety issues noted in Recommendation (f) and (g) by enabling motorists turning left onto Main Street, from Burnett Street, to align themselves perpendicular with the crossing, and by removing the conflict with the double vehicle entrance on the southern side.
- (h) **Notes** that each pedestrian crossing will be monitored, and any further improvements would be brought back to the board for consideration.
- (i) **Notes** that the pedestrian crossing upgrades were included in the 2022/23 Roding Capital Works Programme which was consulted with the Community Boards and approved by Utilities and Roding Committee, and that there is a budget allowance for this project.
- (j) **Circulates** this report to the Utilities and Roding Committee for their information.

## 3. BACKGROUND

- 3.1. Main Street, Oxford, has three pedestrian crossings along its length. These are located outside the Town Hall (near the Burnett Street intersection), outside the FreshChoice supermarket, and outside the Main Street Bakery and Café.
- 3.2. All three pedestrian crossings have 300 mm wide pedestrian crossing bars, belisha discs, and some form of low pedestrian luminary. The pedestrian crossings outside the bakery and FreshChoice have kerb buildouts on both the northern and southern side of Main Street, whereas the crossing outside the Town Hall only has this infrastructure on the northern side.
- 3.3. There have been a number of concerns raised by residents around the safety of the pedestrian crossings, including motor vehicles parked on the yellow no-stopping lines, the close proximity of the pedestrian crossing outside the Town Hall to the Burnett Street/Main Street intersection, and generally the visibility of pedestrians to motorists.
- 3.4. The pedestrian crossing outside of the Town Hall is within 7.0 m of the Bennett Street/Main Street intersection, meaning that motor vehicles currently queue over the Burnett Street exit and turning vehicles are not necessarily aware of pedestrians on the crossing. On the southern side, the pedestrian crossing location encompasses two vehicle entrances, with

one of these servicing the Oxford Queenette Accommodation. This creates a further conflict for pedestrians, as vehicles may have reduced visibility when using the vehicle entrance (dependent on the orientation of the vehicle moving down the driveway).

- 3.5. In January 2021, new specifications were released for pedestrian crossing markings, with the white bars now required to be 600 mm wide rather than 300 mm. The wider markings are intended to increase the visibility of the crossings to motorists.
- 3.6. A workshop was undertaken with the Oxford-Ohoka Community Board during their meeting on the 3<sup>rd</sup> August 2022 on the proposed designs as shown in Attachment i. The Board were comfortable with the proposals and this enabled staff to undertake discussions with the Oxford Queenette Backpackers and the Dairy.

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

- 4.1. Three options have been considered to improve the safety and visibility of the pedestrian crossings along Main Street. These options were:
  - Installing raised pedestrian crossings;
  - Upgrading the crossing markings only; or
  - Upgrading the crossing markings and shifting the eastern pedestrian crossing.

Alongside these options, upsizing the belisha discs, illuminating the belisha discs, and red slurry were also considered. Both illuminating the belisha discs and red slurry were discounted for budget reasons at this stage; however, could be incorporated in future budgets if there are ongoing safety concerns at the crossings.

- 4.2. Installing raised pedestrian crossings was initially considered to help with speed reduction along this section of Main Street; however, these are not recommended by staff at this stage. This could be a future step if required; however, would require future budget allocation.
- 4.3. Solely upgrading the pedestrian crossing markings to 600 mm wide crossing bars is not considered to be enough to make the pedestrian crossings more visible and address the crossing location close to Burnett Street, outside of the Town Hall. As improving the safety and visibility of the pedestrian crossings was the purpose of these upgrades, this option was discounted in favour of updated markings and shifting of the pedestrian crossing, outside of the Town Hall, further east.
- 4.4. The final option that was considered was upgrading the markings to 600 mm wide crossing bars and shifting the pedestrian crossing outside of the Town Hall, further east, away from the Burnett Street/Main Street intersection.
- 4.5. One carpark would be removed on the northern side of Main Street, outside of the Town Hall, to accommodate the new crossing location. This is due to the extension of the kerb buildout, which is required to reduce the crossing distance for pedestrians. There is no spatial availability on the northern side to create another parking space; however, there are parking provisions within the Town Hall carpark and on-street parking on Bennett Street which are rarely fully utilised.
- 4.6. At this stage, the pedestrian crossing outside of the Town Hall generates the greatest safety concern, due to its close proximity to the Main Street/Burnett Street intersection and the two vehicle entrances on the southern side of the crossing. For this reason, relocating the crossing has been recommended.
- 4.7. The Oxford-Ohoka Community Board has the following options available to them:

- 4.8. Option One: Approve the Design for Upgrades to the Main Street Pedestrian Crossings
- 4.8.1. This option involves approving the design for upgrading the Main Street pedestrian crossings, as attached. Works will be programmed and completed by the end of the 2022/23 financial year.
- 4.8.2. This is the recommended option as it is addressing safety concerns raised by the Community Board and residents. The proposed design will increase the visibility of each pedestrian crossing to motorists and staff will continue to monitor the crossings for further upgrades in the future if required.
- 4.9. Option Two: Retain the Status Quo
- 4.9.1. The Oxford-Ohoka Community Board may wish to not approve the upgrades to the Main Street pedestrian crossings, as proposed, and retain the status quo.
- 4.9.2. This is not the recommended option as investigation of options has been undertaken and the proposed upgrades will help improve the visibility of the crossings.
- 4.10. Implications for Community Wellbeing
- 4.10.1. There are implications on community wellbeing by the issues and options that are the subject matter of this report. The proposed works will improve the safety of pedestrians by improving the visibility of the crossing to motorists.
- 4.11. The Management Team has reviewed this report and support the recommendations.

## 5. COMMUNITY VIEWS

### 5.1. **Mana whenua**

- 5.1.1. 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**

- 5.2.1. There are groups and organisations likely to be affected by or to have an interest in the subject matter of this report.
- 5.2.2. The Dairy and Oxford Queenette Backpackers have been spoken with and are comfortable with the proposed design of shifting the east crossing further east.

### 5.3. **Wider Community**

- 5.3.1. The wider community is likely to be affected by or to have an interest in the subject matter of this report.
- 5.3.2. The community have raised multiple safety concerns with the pedestrian crossings in their current state. The recommendations in this report will improve the visibility of the crossings and ensure pedestrians are visible to motorists.

## 6. OTHER IMPLICATIONS AND RISK MANAGEMENT

### 6.1. **Financial Implications**

- 6.1.1. There are financial implications of the decisions sought by this report. This budget is included within the Annual Plan/Long Term Plan.

There is \$33,000 allocated within the Minor Safety Budget (PJ 100185.000.5135) for the upgrade of the pedestrian crossings. The estimated cost for these works is \$44,380, which includes a 10% allowance for preliminary and general costs.



There is an additional \$25,000 available within the Minor Safety Budget, which was to be allocated towards speed signage on Main Street; however, following the results of the Council meeting on the 6<sup>th</sup> September 2022, this budget will not be utilised. Any under's and over's for projects are balanced within the Minor Safety budget area and can be balanced with the underspend in this area.

## 6.2. Sustainability and Climate Change Impacts

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

## 6.3. Risk Management

- 6.3.1. There are risks arising from the adoption/implementation of the recommendations in this report.
- 6.3.2. There is potential risk that some pedestrians do not feel safe using the pedestrian crossings once the works are completed. For this reason, the crossings will be monitored and if any further works were required these would be programmed and budget allocated.

## 6.4. Health and Safety

- 6.4.1. There are health and safety risks arising from the adoption/implementation of the recommendations in this report.
- 6.4.2. The works have been provisionally included within the Kerb and Channel Renewals 2022/23 Contract. There are standard health and safety risks associated with these works, which will be mitigated with a Site Specific Safety Plan (SSSP).

## 7. CONTEXT

### 7.1. Consistency with Policy

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

### 7.2. Authorising Legislation

- 7.2.1. The Local Government Act (2002) and Land Transport Act (1998) are relevant for this project.

### 7.3. Consistency with Community Outcomes

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

#### ***There is a safe environment for all***

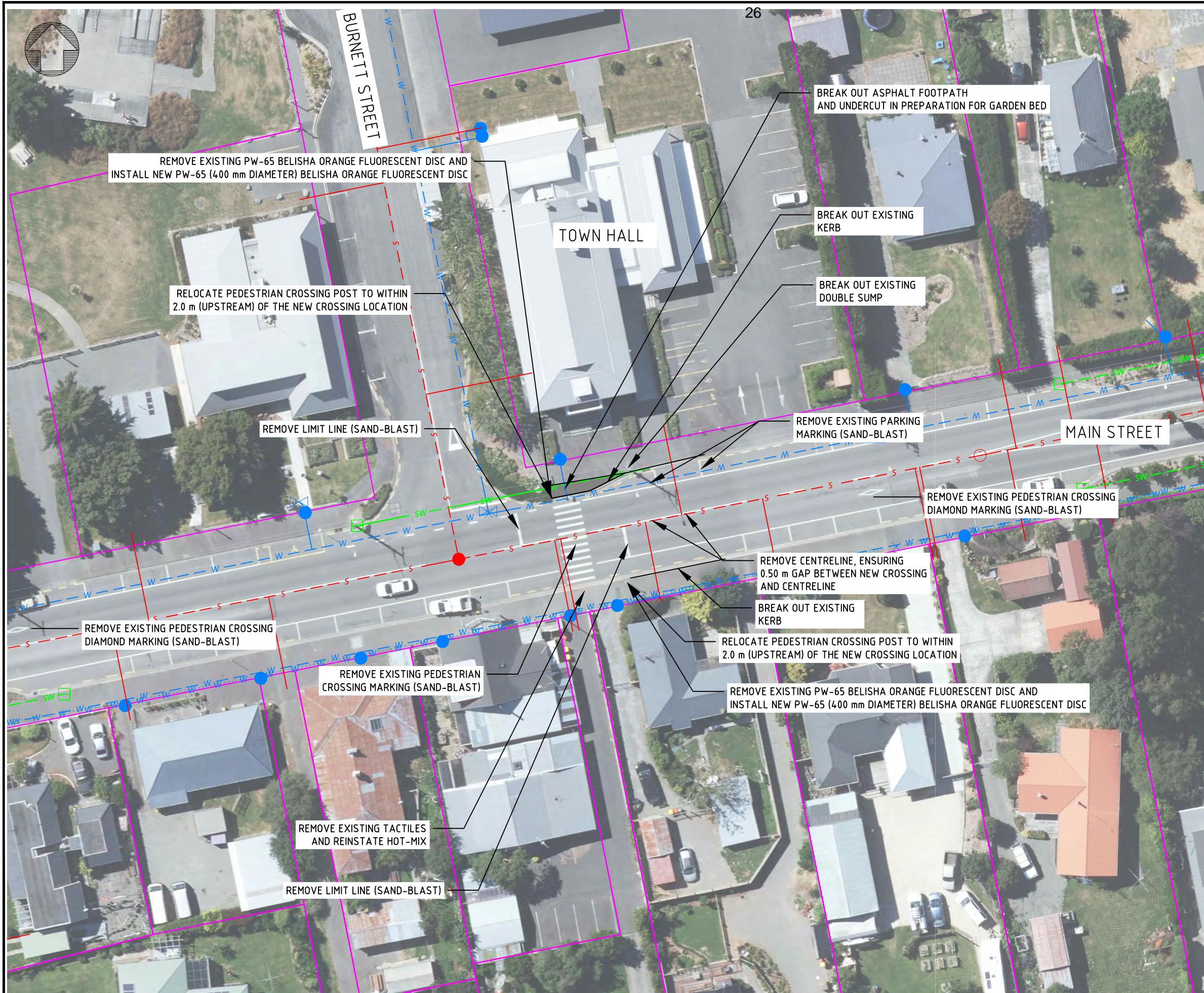
- Harm to people from natural and man-made hazards is minimised.
- Crime, injury and harm from road crashes, gambling, and alcohol abuse are minimised.

### 7.4. Authorising Delegations

- 7.4.1. The Oxford-Ohoka Community Board have the delegation to approve the recommendations within this report as follows:

Delegated authority on matters in the Community area in accordance with Council policies and guidelines in respect of the following matters –

- Approving design and location of neighbourhood improvements (in conjunction with bullet point 2)



- NOTES**
1. ALL MARKINGS TO BE IN ACCORDANCE WITH MOTSAM.
  2. ALL SIGNAGE TO BE IN ACCORDANCE WITH TRAFFIC CONTROL DEVICES (TCD) MANUAL.
  3. LOCATION AND DEPTH OF EXISTING SERVICES SHOWN IS INDICATIVE ONLY. CONTRACTOR TO CONFIRM THE LOCATION OF ALL SERVICES ON-SITE PRIOR TO COMMENCEMENT OF WORKS (NOTE. SERVICES SHOWN ON PLANS ARE WDC SERVICES ONLY).
  4. ALL CONSTRUCTION WORK IS TO BE CARRIED OUT AS PER THE WDC ENGINEERING CODE OF PRACTICE.
  5. ALL TACTILE PRODUCTS SHALL BE INSTALLED AS PER RTS-14. LOCATION TO BE CONFIRMED BY ENGINEER.
  6. CONTRACTOR TO LIAISE WITH NOMINATED SUB-CONTRACTOR (POWER JOINTING LTD.).

**LEGEND**

	EXISTING WATER MAIN
	EXISTING SEWER MAIN
	EXISTING STORMWATER MAIN
	WATER VALVE
	FIRE HYDRANT
	WATER TOBY VALVE
	SEWER MANHOLE
	EXISTING SUMP

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR TENDER	AMC	KS	SB	21/03/2022

SURVEYED	DRAWN	DESIGNED	DESIGNED CHKD	APPROVED
AMC	AMC	AMC	KS	SB

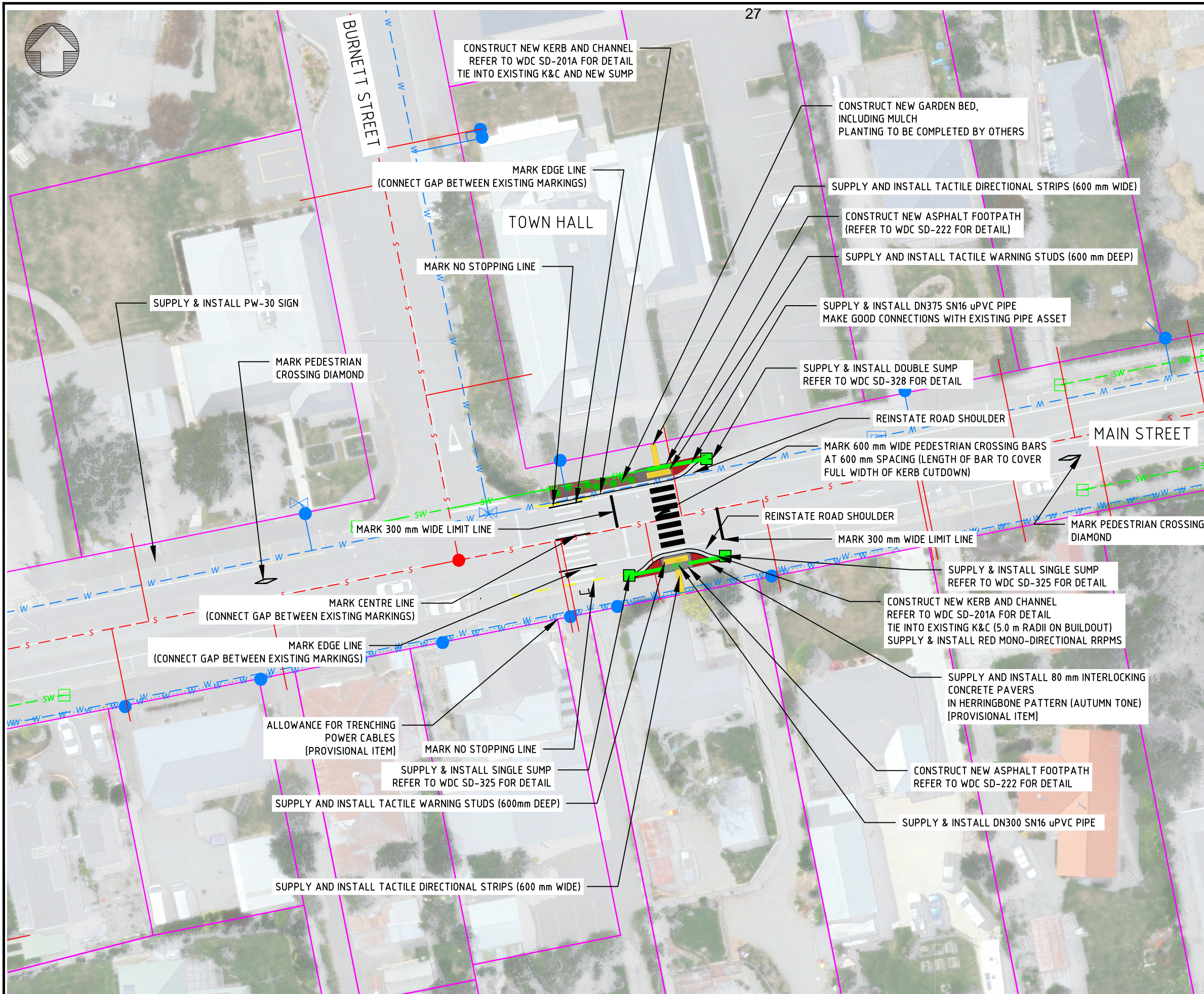
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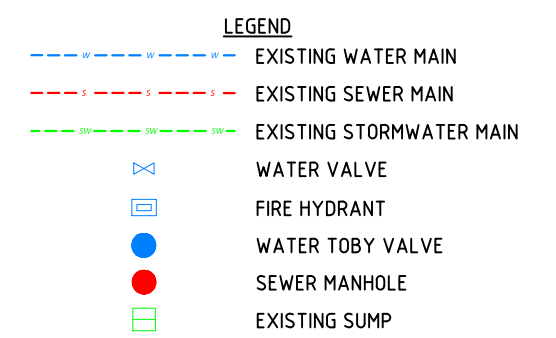
PROJECT  
**MINOR IMPROVEMENTS  
 2021/2022**

SHEET TITLE  
**MAIN STREET OXFORD  
 RP 0.328 REMOVAL**

<b>FOR TENDER</b> NOT FOR CONSTRUCTION	
DRAWING	<b>4259</b>
SHEET	REVISION
01	A



- NOTES**
1. RETAIN 10.3 m OF CARRIAGEWAY WIDTH BETWEEN KERB BUILDOUTS.
  2. ALL CONSTRUCTION INTERFACES WITH EXISTING SURFACES SHALL BE TRIMMED TO A NEAT VERTICAL FACE.
  3. KERB CUTDOWNS ARE TO BE IN ACCORDANCE WITH WDC SD-213.
  4. ALL MARKINGS TO BE IN ACCORDANCE WITH MOTSAM.
  5. ALL SIGNAGE TO BE IN ACCORDANCE WITH TRAFFIC CONTROL DEVICES (TCD) MANUAL.
  6. LOCATION AND DEPTH OF EXISTING SERVICES SHOWN IS INDICATIVE ONLY. CONTRACTOR TO CONFIRM THE LOCATION OF ALL SERVICES ON-SITE PRIOR TO COMMENCEMENT OF WORKS (NOTE. SERVICES SHOWN ON PLANS ARE WDC SERVICES ONLY).
  7. ALL CONSTRUCTION WORK IS TO BE CARRIED OUT AS PER THE WDC ENGINEERING CODE OF PRACTICE.
  8. ALL TACTILE PRODUCTS SHALL BE INSTALLED AS PER RTS-14. LOCATION TO BE CONFIRMED BY ENGINEER.
  9. CONTRACTOR TO LIAISE WITH NOMINATED SUB-CONTRACTOR (POWER JOINTING LTD.).



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR TENDER	AMC	KS	SB	21/03/2022

SURVEYED	DRAWN	DESIGNED	DESIGNED CHKD	APPROVED
AMC	KS	AMC	KS	SB

PROJECT No	PD001696
CON No	CON202238
SCALE (A3)	1:500
DATUM ORIGIN	
HORIZONTAL NZTM	GD2000
VERTICAL	



PROJECT  
**MINOR IMPROVEMENTS  
 2021/2022**

SHEET TITLE  
**MAIN STREET OXFORD  
 RP 0.328 RELOCATION**

**FOR TENDER**  
 NOT FOR CONSTRUCTION  
 DRAWING  
**4259**  
 SHEET  
 02  
 REVISION  
 A



**NOTES**

1. ALL MARKINGS TO BE IN ACCORDANCE WITH MOTSAM.
2. ALL SIGNAGE TO BE IN ACCORDANCE WITH TRAFFIC CONTROL DEVICES (TCD) MANUAL.
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**LEGEND**

- EXISTING WATER MAIN
- EXISTING SEWER MAIN
- EXISTING STORMWATER MAIN
- WATER VALVE
- FIRE HYDRANT
- WATER TOBY VALVE
- SEWER MANHOLE
- EXISTING SUMP

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR TENDER	AMC	KS	SB	21/03/2022

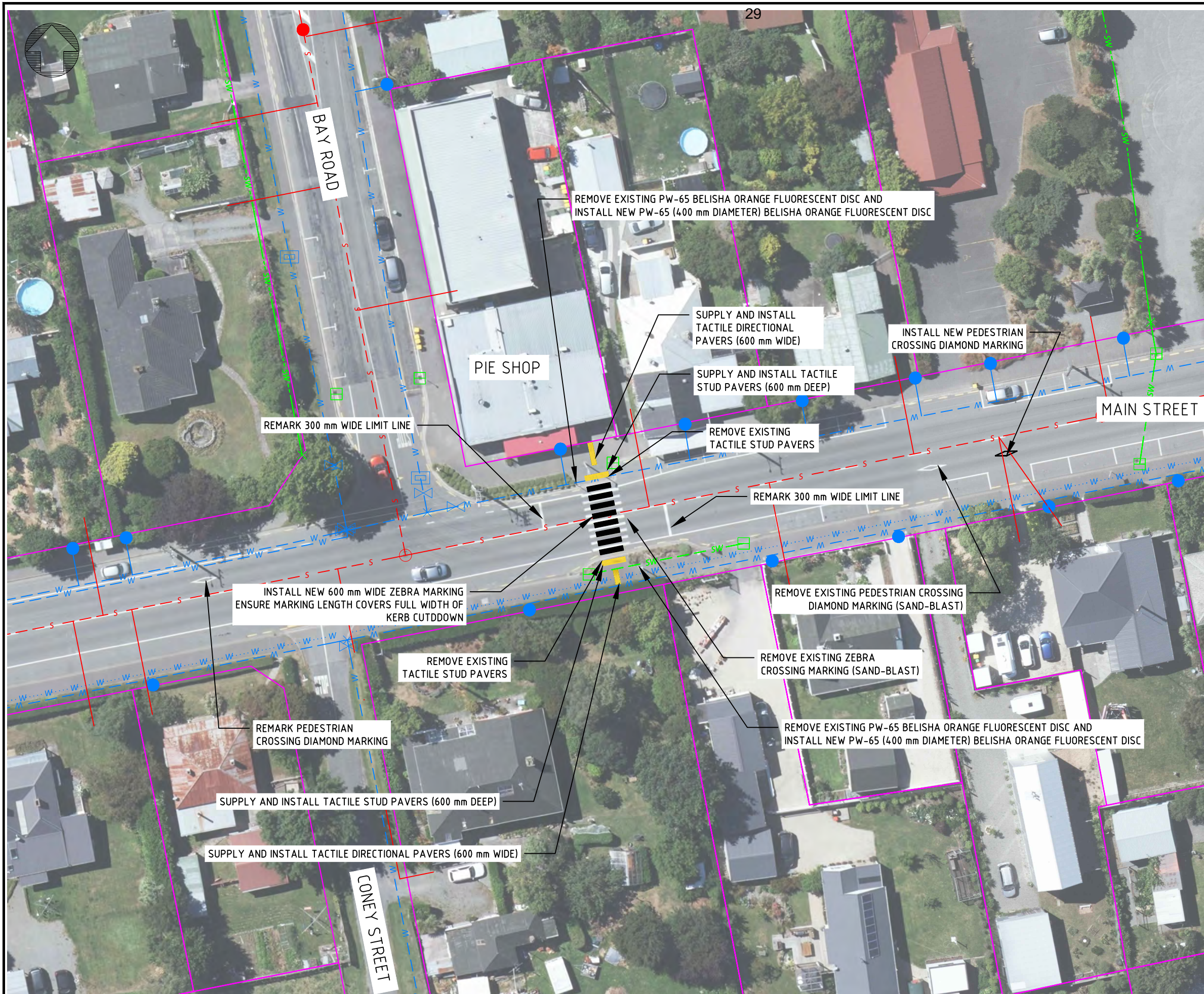
SURVEYED	AMC	14/12/2021	PROJECT No	PD001696
DRAWN	AMC	14/12/2021	CON No	CON202238
DRAWING CHKD	KS	14/12/2021	SCALE (A3)	1:500
DESIGNED	AMC	14/02/2022	DATUM ORIGIN	
DESIGNED CHKD	KS	14/03/2022	HORIZONTAL	NZTM GD2000
APPROVED	SB	21/03/2022	VERTICAL	



PROJECT	MINOR IMPROVEMENTS 2021/2022
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SHEET TITLE	MAIN STREET OXFORD RP 0.554 IMPROVEMENTS
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<b>FOR TENDER</b> NOT FOR CONSTRUCTION	
DRAWING	4259
SHEET	REVISION
03	A



- NOTES**
1. ALL MARKINGS TO BE IN ACCORDANCE WITH MOTSAM.
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**LEGEND**

	EXISTING WATER MAIN
	EXISTING SEWER MAIN
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	WATER VALVE
	FIRE HYDRANT
	WATER TOBY VALVE
	SEWER MANHOLE
	EXISTING SUMP

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR TENDER	AMC	KS	SB	21/03/2022

SURVEYED	DRAWN	DESIGNED	DESIGNED CHKD	APPROVED
AMC	KS	AMC	KS	SB

PROJECT No	CON No	SCALE (A3)	DATUM ORIGIN	HORIZONTAL	VERTICAL
PD001696	CON202238	1:500	NZTM GD2000	NZTM GD2000	NZTM GD2000



PROJECT  
**MINOR IMPROVEMENTS  
 2021/2022**

SHEET TITLE  
**MAIN STREET OXFORD  
 RP 0.826 IMPROVEMENTS**

<b>FOR TENDER</b> NOT FOR CONSTRUCTION	
DRAWING	4259
SHEET	REVISION
04	A

Hi Kay

Sorry the 5th April is booked the 4th and 6th are free if they suit.

Regards

Kevin

On Tue, Oct 25, 2022 at 9:53 AM Kay Rabe <[kay.rabe@wmk.govt.nz](mailto:kay.rabe@wmk.govt.nz)> wrote:

Good Morning Kevin

Could you please book the West Eyreton Community Hall for the 5 April 2023 Board meeting from 6pm to 9pm.

Thanks so much for your assistance with this.

Kind regards

**Kay Rabe** | Governance Advisor

Governance

Phone: 0800 965 468 (0800 WMK GOV)



**CHAIRPERSON'S REPORT***For the month of October 2022*

<b>CHAIR'S DAIRY</b>		<b>DISCUSSION POINTS</b>
<i>Date</i>	<i>Meetings/Events attended</i>	<i>Feedback/Issues Raised to be Noted</i>
18.10.2022	Oxford Community Trust AGM followed by a community volunteer dinner	This event was extremely well attended and was a great chance to recognise the hard-working volunteer's we have in our community.
12.10.2022	Ashley Gorge Advisory Group	
31.10.2022	Situational Awareness Training	

<b>ANY OTHER ITEMS OF NOTE OR INTEREST WITHIN THE COMMUNITY</b>

Thomas Robson  
**Oxford-Ohoka Community Board**