

ORDER PAPER

SANTOFT DOMAIN MANAGEMENT COMMITTEE MEETING

Date: Wednesday, 19 July 2023

Time: 6.30pm

Venue: Santoft Room
Te Matapihi
Bulls

Chair: Ms Heather Thorby

Deputy Chair: Mr Paul Geurtjens

Membership: Mr Gary Bennett
Ms Julie McCormick
Ms Sandra McCuan
Mr Matthew Holden
Cr Brian Carter
HWTM Andy Watson

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Notice is hereby given that a Santoft Domain Management Committee Meeting of the Rangitīkei District Council will be held in the Santoft Domain , Bulls on Wednesday, 19 July 2023 at 6.30pm.

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AGENDA

1 Welcome

2 Apologies

3 Public Forum

4 Conflict of Interest Declarations

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of items on this agenda.

5 Confirmation of Order of Business

That, taking into account the explanation provided why the item is not on the meeting agenda and why the discussion of the item cannot be delayed until a subsequent meeting, [enter item number](#) be dealt as a late item at this meeting.

6 Confirmation of Minutes

6.1 Confirmation of Minutes

Author: Kezia Spence, Governance Advisor

1. Reason for Report

- 1.1 The minutes from **Santoft Domain Management Committee Meeting held on 1 February 2023** are attached.

Attachments

1. **Santoft Domain Management Committee Meeting - 1 February 2023**

Recommendation

That the minutes of Santoft Domain Management Committee Meeting held on 1 February 2023 [**as amended/without amendment**] be taken as read and verified as an accurate and correct record of the meeting, and that the electronic signature of the Chair of this Committee be added to the official minutes document as a formal record.

MINUTES



UNCONFIRMED: SANTOFT DOMAIN MANAGEMENT COMMITTEE MEETING

Date: Wednesday, 1 February 2023
Time: 6.30pm
Venue: Ohakea Room, Te Matapihi
Bulls Community Centre
4 Criterion Street
Bulls

Present

- Ms Heather Thorby
- Mr Paul Geurtjens
- Mr Gary Bennett
- Ms Julie McCormick
- Ms Sandra McCuan
- Mr Matthew Holden
- Cr Jarrod Calkin
- Cr Brian Carter
- HWTM Andy Watson
- Mr Peter Beggs
- Mr Greg Smith

In attendance

Order of Business

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1 Welcome / Prayer

Chair noted 100% turnout and was delighted to welcome Cr Calkin and CEO Beggs and Greg Smith.

2 Apologies

Nil.

3 Public Forum

Nil.

4 Conflict of Interest Declarations

Nil.

5 Confirmation of Order of Business

Inclusion under General Business, Formation of Incorporated Society

6 Confirmation of Minutes

AMENDMENT

23/SDMC/001

Moved amendment of 30/11/22 Paul Geurtjens advised the costs being Engineer \$2,850 and Fire Compliance being \$1,500.

Cr B Carter/Mr P Geurtjens. Carried

Resolved minute number **23/SDMC/002**

That the minutes of Santoft Domain Management Committee Meeting held on 30 November 2022 **without amendment** be taken as read and verified as an accurate and correct record of the meeting, and that the electronic signature of the Chair of this Committee be added to the official minutes document as a formal record.

Ms J McCormick/Ms S McCuan. Carried

7 Follow-up Action Items from Previous Meetings

7.1 Follow-up Action Items from Santoft Domain Management Committee

Noted, no further action required.

8 Chair's Report

8.1 Chair's Report - February 2023

No formal report presented.

Chairman did take the opportunity to address the CEO, Mayor and Councillors present. Noted was the compliance costs associated with the new facilities building being totally borne by the Santoft Domain when the RDC is the owner of the projected asset. This facility is for public and the lower Rangitikei Rural community recreational use.

The SDMC will proceed with a submission to RDC's Annual Plan in March.

9 Correspondence

9.1 Correspondence

Nil.

10 Reports for Information

10.1 Project Manager's Report - February 2023

Project Manager Paul Geurtjens – the lupin has been sprayed.

- a) Paul tabled The Report "Liquefaction Assessment by CGW Consulting Engineers."

The on-site work visit had not been advised to Paul. He received a phone call from outside the Domain gate, that there were cattle and the staff were concerned they might "charge at them." Paul went out to the Domain and put the cattle into an adjacent paddock, instructing the staff to open the gate before they departed.

Upon reviewing the Final Report several errors were made. The Domain address and the photo showing where samples were taken were not of the Santoft Domain.

The account has been received, the Chairman advised RDC to not pay the account and contacted CGW requesting an accurate report.

The SDMC to request in writing any relief of Council consenting costs for the facilities building from RDC.

- b) Paul's conversation with Engineer/Architect advised that we go for new floating slab not 3 meter piles

ITEM 6.1 ATTACHMENT 1

- c) The fire engineers concern was with the access to 25 tonne vehicles Paul advised of the heavy vehicles already accessing this site. Chairman will supply photos.
- d) Boxes to protect tank taps is underway by M Holden.

Resolved minute number 23/SDMC/003

That the verbal 'Project Manager's Report – February 2023' be received.

Ms S McCuan/Mr M Holden. Carried

11 Discussion Items

11.1 Layout Plan

Three draft plans presented. The resulting discussions the committee decided to hold ideas and table drafts for stage II development. The decision made to concentrate on the Facilities Building in the meantime.

11.2 Long Term Funding

The committee to submit for consideration a presentation to the RDC Long Term Plan in March 2023.

A one page document for distribution to councillors ahead of the presentation to Council.

Council representatives suggested we invite Councillors to the Domain, ahead of our submission.

11.3 Formation of an Incorporate Society

Julie McCormick reported on process setting up a constitution. This body to support funding the Santoft Domain developments. Council representatives offered to run this through their legal expertise.

Next meeting will be set as required.

The meeting closed at 8.05pm.

The minutes of this meeting were confirmed at the Santoft Domain Management Committee held on .

.....Chairperson

7 Follow-up Action Items from Previous Meetings

7.1 Follow-up Action Items from Santoft Domain Management Committee

Author: Kezia Spence, Governance Advisor

1. Reason for Report

- 1.1 On the list attached are items raised by the Santoft Domain Management Committee. Items indicate who is responsible for each follow up, and a brief status comment.

Attachments:

1. Follow- up Action Items [↓](#)

Recommendation

That the report 'Follow-up Action Items from the Santoft Domain Management Committee' be received.

Current Follow-up Actions

Item	From Meeting Date	Details	Person Assigned	Status Comments	Status
	7-Sep-22	As per resolution 22/SDMC/030 : That Mr A. Sanson's Draft Development Plan Discussion document of 20 July 2018 be abandoned as it is no longer relevant to the Santoft Domain Management Committee Plans.	Ash Garstang / Murray Phillips	The resolution has been forwarded onto Murray Phillips, for him to advise Thrive of this. If the committee has further action to advise, it is requested this be passed on to staff	Closed.

8 Chair's Report

8.1 Chair's Report - July 2023

Author: Heather Thorby, Chair

1. Reason for Report

- 1.1 The Chair will provide a tabled report to the Committee.

Recommendation

That the tabled 'Chair's Report – July 2023' be received

9 Reports for Information

9.1 Project Manager's Report - July 2023

Author: Paul Geurtjens, Project Manager

ITEM 9.1

1. Reason for Report

1.1 The Project Manager will provide a verbal update to the Committee.

Recommendation

That the verbal 'Project Manager's Report – July 2023' be received.

9.2 Santoft Domain Transactions Report

Author: Douglas Law, Finance Manager

1. Reason for Report

1.1 Transactions Report to the end of June 2023.

Attachments:

1. **SDMC - Transactions Report** [↓](#)

Recommendation

That the Santoft Domain Transactions Report be received.

Santoft Transaction (4410199502)

Transaction Date	Value		Details
Balance		-101,305.24	
30/06/2022	-3,100.00	-104,405.24	GLASGOW A MISCELLANEOUS Previous years
01/07/2022	-3,100.00	-107,505.24	GLASGOW A MISCELLANEOUS Previous years
24/08/2022	375.65	-107,129.59	AP Heather J Thorb Printing A1 plans at Marton Printery
8/09/2022	2,000.00	-105,129.59	AP Vision Architec 142042/01 Stage 1A Santoft Domain Design Proposal
21/09/2022	356.50	-104,773.09	AP Roadrunner Manu Payment for Santoft Domain
23/12/2022	7,800.01	-96,973.08	AP Cameron Gibson 144417/01 Geotechnical Investigation and liquefaction
23/01/2023	-3,100.00	-100,073.08	GLASGOW A MISCELLANEOUS
7/02/2023	40.78	-100,032.30	AP Genesis Energy 144420/03 Toilet shower block santoft road
28/03/2023	8,490.00	-91,542.30	AP Vision Architec 145281/01 Santoft- Per Stage 2A + 2B Design Agreement
2/04/2023	1,500.00	-90,042.30	AP Objective Corpo 145685/01 Santoft domain management committee
19/04/2023	1,500.00	-88,542.30	AP StructD Limited Building consent & Documation
13/06/2023	7,454.29	-81,088.01	AP Laser Electrica 146592/01 Santoft domain management committee
30/06/2023	-4,300.21	-85,388.22	Interest allowed on special funds
Closing Balance		-85,388.22	

10 Discussion Items

10.1 Correspondence

Author: Heather Thorby, Chair

1. Reason for Report

- 1.1 The Chair will confirm what received and outgoing correspondence has taken place with Council staff, since the previous meeting.

Recommendation

That the report 'Correspondence' be received.

10.2 Discussion Items

Author: Heather Thorby, Chair

ITEM 10.2

1. Reason for Report

1.1 The Chair requested the below items be included as discussion items for the order paper.

1.1.1 Tenders for the building

1.1.2 Future Management of the Santoft Domain

Recommendation

If needed:

11 Meeting Closed.