



RANGITIKEI
DISTRICT COUNCIL
Making this place home.

ORDER PAPER

SANTOFT DOMAIN MANAGEMENT COMMITTEE MEETING

Date: Wednesday, 6 March 2024

Time: 6.30pm

Venue: Town Hall, Te Matapihi
Bulls Community Centre
4 Criterion Street
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 Town Hall, Te Matapihi, Bulls Community Centre, 4 Criterion Street, Bulls on Wednesday, 6 March 2024 at .

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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 14 December 2023** are attached.

Attachments

1. **Santoft Domain Management Committee Meeting - 14 December 2023**

Recommendation

That the minutes of Santoft Domain Management Committee Meeting held on 14 December 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

ITEM 6.1

ATTACHMENT 1



RANGITIKEI
DISTRICT COUNCIL
Making this place home.

UNCONFIRMED: SANTOFT DOMAIN MANAGEMENT COMMITTEE MEETING

Date: Thursday, 14 December 2023

Time: 6.30pm

**Venue: Ohakea Room, Te Matapihi
Bulls Community Centre
4 Criterion Street
Bulls**

Present Ms Sandra McCuan
Ms Heather Thorby
Mr Paul Geurtjens
Mr Matthew Holden
Mr Gary Bennett
Cr Brian Carter
HWTM Andy Watson

In attendance Ms Gaylene Prince, Group Manager- Community

Order of Business

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11 **Open Meeting** 6

ITEM 6.1 ATTACHMENT 1

Unconfirmed

1 Welcome

2 Apologies

Resolved minute number **23/SDMC/009**

Apologies received from Julie McCormick.

Mr P Geurtjens/Ms S McCuan. Carried

3 Public Forum

There was no public forum.

4 Conflict of Interest Declarations

Matthew Holden declared a conflict of interest as he is an applicant in the Building Tender Process.

Resolved minute number **23/SDMC/010**

The committee noted this conflict of interest.

Ms H Thorby/Ms S McCuan. Carried

5 Confirmation of Order of Business

Several members raised that their Order Papers had not been received by today. Hard copy printouts had been previously requested by M Holden and H Thorby.

6 Confirmation of Minutes

Resolved minute number **23/SDMC/011**

That the minutes of Santoft Domain Management Committee Meeting held on 19 July 2023 **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 S McCuan/Mr M Holden. Carried

7 Chair's Report

7.1 Chair's Report - December 2023

I wish to acknowledge the work of this committee over the past 6 years in the setting up of facilities on the Domain, which has now culminated in the Building submitted to RDC for Building Consent.

All costs to date have been met by this committee. The Architect Plans, Geotech Report, Engineers and Fire Reports. In addition a new Power Transformer and mains power connection on site. Also provided by SDMC on site services (water and septic tanks, stockwell, culverts).

As the RDC Terms of Reference for the SDMC do not allow this committee to apply for Grants and Funding from charities the community has had to form the Santoft Domain Incorporated Society.

This society successfully applied to the JBS Duddings Trust in May, and was awarded a grant on 30 November 2023. The Building Consent had been RDC since April 2023, when in early December 2023 we were advised that Santoft Domain now needs a Resource Consent.

To access Trust Funding we have to comply with their conditions. One of which is that all consents be in place. The Dudding deadline is 29 February 2024. I have advised the Public Trustee of the need for a Resource Consent only received in December 2023. At no time in the last 6 years have the SDMC been advised of a change in Activity Status in the Santoft Domain. The Domain has always been for "Recreational Purposes," if this changed- who changed it and when? The community is completely unaware of any status change.

The SDMC has addressed the RDC Council Meeting on 3 occasions. Supported by Development Plans and update on progress. We appreciate the support by fellow councillors in making this domain functional for our community.

Resolved minute number 23/SDMC/012

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

Ms H Thorby/Mr P Geurtjens. Carried

8 Reports for Information

8.1 Project Manager's Report - December 2023

Project Manager- Paul Geurtjens- Progress on Building Consent Application

- i) The Horizons Drainage Report was also provided to the RDC Building Department. The Project Manager was then advised that the Domain now requires a Resource Consent

Gaylene Prince addressed the meeting. Her discussions with G Pointon covered the legal position of the Domain.

From its creation in 1963 as a Recreational Reserve owned by the Crown. In 1985 was deemed a Local Reserve with Rangitikei County Council and in 1989 under Local Government Act changes came under the Rangitikei District Council as a Recreational Reserve.

The introduction of Resource Consents wasn't established until the 1990's. There was never an activity category given to the Domain during the change to the Resource Consent Act.

Through this SDMC, we need to apply to the RDC for a Resource Consent. Paul Geurtjens undertook to collect the forms tomorrow 15 Dec.

The committee noted that one of the conditions of the JBS Duddings Trust is that "All resource consents have been approved." The deadline to comply is 29 February 2024. Relevant RDC staff need to be aware of this, and not put our Grant in Jeopardy.

Resolved minute number 23/SDMC/013

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

Mr P Geurtjens/Ms S McCuan. Carried

Resolved minute number 23/SDMC/014

That the SDMC apply to RDC for Resource Consent for the Domain.

Mr P Geurtjens/Ms S McCuan. Carried

9 Public Excluded

Matthew Holden was asked to vacate the room as there is a conflict of interest at 7.08pm.

The meeting went into public excluded session 7.10pm

Resolution to Exclude the Public

Resolved minute number 23/SDMC/015

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

1. Report on Tenders

The general subject matter 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 of the *Local Government Official Information and Meetings Act 1987* for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
0.0 - Report on Tenders	s7(2)(h) - Commercial Activities	s48(1)(a)(i)

This resolution is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interests protected by Section 6 or Section 7 of the Act

which would be prejudiced by the holding or the whole or the relevant part of the proceedings of the meeting in public as specified above.

Ms H Thorby/Ms S McCuan. Carried

10 Open Meeting

The meeting went into open session 7.25pm.

Resolved minute number **23/SDMC/016**

That the public excluded meeting move into an open meeting, and the below recommendations be confirmed in the open meeting:

22/RDC/016

Cr B Carter/Mr G Bennett. Carried

8.1 Project Manager's Report - December 2023- Cont.

The SDMC understands that the Building Consent has been completed, but needs to await the Resource Consent for final sign off.

Resolved minute number **23/SDMC/017**

The expected start date of the Domain Building be 1st May 2024

Mr P Geurtjens/Ms H Thorby. Carried

Resolved minute number **23/SDMC/018**

That upon confirmation by Council, the Project Manager notify the unsuccessful Tenders.

Ms H Thorby/Ms S McCuan. Carried

Resolved minute number **23/SDMC/019**

That the Health and Safety requirements be met by and signed off by the Project Manager.

Mr P Geurtjens/Mr M Holden. Carried

8.2 Lease of the Domain

Mr G Pointon had prepared a Draft Lease for the Santoft Domain Incorporated Committee to discuss.

Based on other leases, both Cr Carter and Mayor Watson passed on \$6 cash- to possibly cover the first 6 years of lease! It was accepted on behalf of the SDMC to be passed onto the Society.

ITEM 6.1 ATTACHMENT 1

The meeting closed at 7.35pm.

Next meeting- notified as required.

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

.....
Chairperson

Unconfirmed

7 Chair's Report

7.1 Chair's Report - March 2024

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 – March 2024' be received

ITEM 8.1

8 Reports for Information

8.1 Project Manager's Report - March 2024

Author: Paul Geurtjens, Project Manager

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 – March 2024' be received.

8.2 Santoft Domain Transactions Report

Author: Lorraine Bergen, Manager Financial Services

1. Reason for Report

- 1.1 Transactions Report to the end of January 2024.
- 1.2 Noting that the recent Resource Consent Transaction is not included.

Attachments:

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

Recommendation

That the Santoft Domain Transactions Report be received.

Santoft Domain - Transactions (4410199502)

Date	Value		Details
Opening Balance		-101,305.12	
1/07/2022	3,100.00	-104,405.12	2022 EOFY Accrual (GLASGOW A MISCELLANEOUS)
4/08/2022	-3,100.00	-107,505.12	GLASGOW A MISCELLANEOUS
24/08/2022	375.65	-107,129.47	AP Heather J Thorb Printing A1 plans at Marton Printery
8/09/2022	2,000.00	-105,129.47	AP Vision Architec 142042/01 Stage 1A Santoft Domain Design Proposal
21/09/2022	356.5	-104,772.97	AP Roadrunner Manu Payment for Santoft Domain
23/01/2023	-3,100.00	-107,872.97	GLASGOW A MISCELLANEOUS
7/02/2023	40.78	-107,832.19	AP Genesis Energy 144420/03 Toilet shower block santoft road
23/12/2022	7,800.01	-100,032.18	AP Cameron Gibson 144417/01 Geotechnical Investigation and liquefaction
28/03/2023	8,490.00	-91,542.18	AP Vision Architec 145281/01 Santoft- Per Stage 2A + 2B Design Agreement
19/04/2023	1,500.00	-90,042.18	AP StructD Limited Building consent & Documation
19/04/2023	8,490.00	-81,552.18	AP Vision Architec Design Agreement
2/04/2023	1,500.00	-80,052.18	AP Objective Corpo 145685/01 Santoft domain management committee
3/05/2023	-8,490.00	-88,542.18	AP Vision Architec Double payment invoice 985
13/06/2023	7,454.29	-81,087.89	AP Laser Electrica 146592/01 Santoft domain management committee
30/06/2023	-3,450.00	-84,537.89	Interest allowed on special funds
30/06/2023	-7,497.00	-92,034.89	Interest allowed adjustment for previous years up to 6/2023
Closing Balance		-92,034.89	

8.3 Santoft Domain Management Committee Finance

Author: Heather Thorby, Chair

1. Reason for Report

1.1 For the committee to discuss:

1.1.1 Cost of compliance

1.1.2 Cost of fencing to build.

1.2 Domain leases

1.2.1 Grazing

Recommendation

That the 'Santoft Domain Management Committee Finance' be received.

ITEM 8.4

8.4 Building Consent

Author: Heather Thorby, Chair

1. Reason for Report

- 1.1 For the committee to discuss the 'Building Consent'

Recommendation

That the 'Building Consent' report be received.

8.5 Environmental Impact Report

Author: Heather Thorby, Chair

1. Reason for Report

- 1.1 For the committee to discuss the 'Environmental Impact Report'

Recommendation

That the 'Environmental Impact Report' be received.

8.6 Resource Consent

Author: Heather Thorby, Chair

1. Reason for Report

- 1.1 For the committee to discuss the 'Resource Consent'

Recommendation

That the 'Resource Consent' report be received.

Recommendation

That the committee requests Rangitikei District Council has a no more surprises policy on further compliance requirements.

8.7 Santoft Domain Management Committee Working Bee

Author: Heather Thorby, Chair

ITEM 8.7

1. Reason for Report

1.1 For the committee to discuss a working bee to clean up ground on the fenced off build site.

1.1.1 Fencing

1.1.2 Access for grazier and builder to site

1.1.3 Health and safety protocols.

Recommendation

That the 'Santoft Domain Management Committee Working Bee' be received.

9 Discussion Items

9.1 Miscellaneous

Author: Heather Thorby, Chair

1. Reason for Report

- 1.1 Security
- 1.2 Safety
- 1.3 Publicity

Recommendation

If needed:

ITEM 9.1

10 Public Excluded

Resolution to Exclude the Public

The meeting went into public excluded session [enter time](#)

Recommendation

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

1 Santoft Domain Management Committee Meeting - 14 December 2023

The general subject matter 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 of the *Local Government Official Information and Meetings Act 1987* for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48 for the passing of this resolution
10.1 - Santoft Domain Management Committee Meeting - 14 December 2023	To consider the minutes relating to matters that were the subject of discussion at the 14 December meeting.	S48(1)(a)

This resolution is made in reliance on Section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interests protected by Section 6 or Section 7 of the Act which would be prejudiced by the holding or the whole or the relevant part of the proceedings of the meeting in public as specified above.

11 Open Meeting