

Santoft Domain Management Committee



Agenda

Date: Tuesday, 23 March 2021 – 6.00pm

Venue: Santoft Domain (main gate entrance) - Santoft Road, Bulls

Please note: Please RSVP attendance to Heather Thorby on 06 3221508, if it is wet on the morning of the meeting please ring Heather to discuss an alternative venue.

Chair

Heather Thorby

Deputy Chair

Paul Geurtjens

Membership

Gary Bennett, Julie McCormick,

Sandra McCuan, Murray Spring,

His Worship the Mayor, Andy Watson and Councillor Brian Carter

The quorum for the Santoft Domain Management Committee is 4 including 1 Elected Member

Council's Standing Orders (adopted 31 October 2019) 11.2 provide: The quorum for Council committees and sub-committees is as for Council, i.e. half the number of members if the number of members (including vacancies) is even or a majority if the number of members is odd.

Purpose of the Committee:

- The Domain Management Committee exists to progress the development and improvement of the Santoft Domain. It is the Chairperson's role to ensure that the issues facing the Committee, therefore the Domain, are brought to Council's attention through the correct avenues.
- It is the role of the Chairperson to ensure that meetings are productive and correct processes are followed, including verifying that a quorum exists at the start of each meeting and is maintained. The Chairperson has the right, through a report, to direct the attention of a meeting to any matter which is on the agenda or which falls within the responsibilities of that meeting.
- Should the Chairperson wish to include an item in the agenda, it is to be sent to the Governance Administrator not less than two weeks prior to the meeting. It is the decision of the Chief Executive that the item is appropriate and that adequate time is afforded for staff to collate relevant information for comment.
- Should a Committee member or a member of the community wish to include an item in the agenda, this is to be discussed first with the Chairperson.
- The role of a Committee member is to engage in productive discussion during meetings and provide input for the development of the Domain on behalf of Council.
- Committee members should bring to the Chairperson's attention any issues identified through the community that should be discussed at a Committee meeting and potentially referred onto Council for further discussion.

1.	Apologies
2.	<p>Confirmation of Minutes</p> <p>The Minutes from the meeting held on 11 November 2020 are attached.</p> <p><u>Recommendation:</u></p> <p>That the Minutes of the Santoft Domain Management Committee meeting held on 11 November 2020 {as amended/ without amendment} be taken as read and verified as an accurate and correct record of the meeting.</p>
3.	<p>Chair's Report</p> <p>A verbal report will be provided at the meeting.</p> <p><u>Recommendation:</u></p> <p>That the verbal 'Chairs Report' to the 23 March 2021 Santoft Domain Management Committee be received</p>
4.	<p>Transactions in Reserve Account for 7 months ending 31 January 2021</p> <p>An extract is attached.</p> <p><u>Recommendation:</u></p> <p>That the 'Transactions in Reserve Account for 7 months ending 31 January 2021' to the Santoft Domain Management Committee be received.</p>
5.	<p>Questions raised for Chief Executive Peter Beggs' response</p> <p>A memorandum is attached. Answers to these questions were emailed from the CE to the Chair of the committee 16 March 21. Answers to be discussed in the meeting.</p> <p><u>Recommendation:</u></p> <p>That the 'Questions raised for Chief Executive Peter Beggs' response' to the Santoft Domain Management Committee be received.</p>
6.	<p>Spraying</p> <p>A verbal update will be provided.</p>
7.	<p>Power and Water at the Domain</p> <p>A verbal update will be provided.</p>
8.	General Domain Discussion
9.	Future Items for the Agenda
10.	<p>Next meeting</p> <p>Wednesday 16 June 2021 – 6.00pm</p>



Santoft Domain Management Committee

Minutes

Date: Wednesday 11 November 2020 – 6:00 pm

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

Chair

Heather Thorby

Deputy Chair

Paul Geurtjens

Membership

Gary Bennett, Julie McCormick,
Sandra McCuan, Murray Spring,
His Worship the Mayor, Andy Watson

Present: Heather Thorby
Paul Geurtjens
Julie McCormick
Sandra McCuan
Murray Spring
Cr Brian Carter

In attendance: George Forster, Policy Analyst

1.	Apologies That the apologies of Mayor Andy Watson be received and Ms McCuan for lateness. Mr Geurtjens/Cr Carter. Carried
2.	Confirmation of minutes <u>Resolution:</u> That the Minutes of the Santoft Domain Management Committee meeting held on 9 September 2020 (as amended) be taken as read and verified as an accurate and correct record of the meeting. <ul style="list-style-type: none">Item 10: The Committee met on 22nd September 2020 to have a planning session on the service facilities at the Domain. Ms Thorby/Ms McCormick. Carried
3.	Chair's Report The chair provided the following update: <ul style="list-style-type: none">Meeting on 22 September put together final items (project Plan) to go to Council in December

	<ul style="list-style-type: none"> • Contact with Brian Douaghty • Happy to see bank account is just under \$130,000 • Sad to receive Jane Dunn resignation <p><u>Resolution:</u> That the verbal 'Chairs Report' to the 11 November 2020 Santoft Domain Management Committee be received.</p> <p style="text-align: right;">Ms Thorby/Mr Spring. Carried</p>
4.	<p>Council Decisions on Recommendations from the Committee</p> <p>The Committee noted the commentary in the agenda.</p>
5.	<p>Questions put at Previous Meeting for Council Advice or Action</p> <p>The Committee noted the commentary in the agenda.</p>
6.	<p>Santoft Domain Floating Fund options</p> <p>Mr Geurtjens spoke to the item informing the Committee of the report that had gone to the Finance/Performance Committee meeting and the resolution was what they had come back with.</p> <p><u>Resolution:</u> That the Santoft Domain Management Committee agree to have a Credit Card for the Committee to purchase goods and services related to the Santoft Domain upgrade.</p> <p style="text-align: right;">Mr Geurtjens/Ms Thorby. Carried</p>
7.	<p>Financial Extract</p> <p>Mr Geurtjens submitted an invoice for spray that was purchased to spray the lupin. Mr Geurtjens wanted to thank Farmlands for discounting the spray.</p> <p><u>Resolution:</u></p> <ol style="list-style-type: none"> 1. That the 'Financial Extract' to the 11 November 2020 Santoft Domain Management Committee be received. <p style="text-align: right;">Ms McCormick/Mr Spring. Carried</p> <ol style="list-style-type: none"> 2. That Helden Farm invoice of \$399.98 for spray be paid. <p style="text-align: right;">Ms Thorby/Ms McCormick. Carried</p>
8.	<p>Finalising Development Plan for Santoft Domain</p> <p>The proposal is to present the Domain Plan to Council on 17 December 2020. Cr Carter suggested that the final plan be emailed out to Committee members for them to have a final check.</p> <p>George to notify Carol of agenda item "Santoft Development Plan presentation to Council" for 17 December 2020 Council meeting on the Santoft Domain Management Committee presenting the Santoft Domain Development Plan.</p> <p><u>Resolution:</u> That Heather and Paul put together the final report for the presentation of the Development Plan to Council.</p> <p style="text-align: right;">Ms McCuan/Ms McCormick. Carried</p>
9.	<p>Spraying</p>

	Lupin has all been sprayed. Mr Geurtjens invoice to be paid.
10.	Power and Water at the Domain Nil
11.	Late Items Working bee at some stage to clear the trees. Ms Thorby to make calls to organise some people to get it tidied up.
12.	Future Items for the Agenda
13.	Next meeting The Committee noted the commentary in the agenda.

UNCONFIRMED

Santoft Domain Management Committee

Transactions in Reserve Account for 7 months ending 31 January 2021

<i>Opening Balance 01/07/2020</i>		129,545.66	
<i>Revenue</i>			
<i>Rent</i>	<u> </u>	-	
<i>Interest on Reserve Funds</i>			
<i>Less: Expenses</i>			
	<u>347.81</u>	347.81	11/11/2020 AP Helden Farm P & Conquest herbicide
<i>Closing Balance 31/01/2021</i>		<u>129,197.85</u>	

Recommendation

That the 'Transactions in Reserve Account for 7 months ending 31 January 2021' to the Santoft Domain Management Committee be received.

Memorandum

To: Santoft Domain Management Committee Meeting

From: Chief Executive Peter Beggs

Date: 15 March 2021

Subject: Questions raised for Chief Executive Peter Beggs' response

File: 3-CT-18-1

I thank you for the questions asked of me by email on March 10, 2021. I have submitted my responses directly to Paul Geurtjens, and copy these below for the Committee's information.

Email 10/3/21 to Peter Beggs from Paul Geurtjens (Peter Beggs response shown in *italics*):

Hi Peter

Now that we have had the green light to continue the development of the Santoft Domain, a few questions have been raised that need clarification before we proceed any further.

1. Firstly, can you clarify whether current insurances held by council cover the Santoft Domain eg. Public liability or do we need to obtain specific cover. Obviously any contractors will have their own insurances including Public Liability.

The work can be covered by the Council's Material Damage policy under the Contract Works sublimit of \$1million. We will make note on the policy and advise the insurers accordingly of the works.

However, the contractor does still need to have their own liability policy in the event they cause third party property damage during the event of the works. The extent of this cover would be dependent on the worst case scenario i.e. are there any significant pipe works near the works site that could be damaged, and what would the cost be to remedy this, or are there any buildings nearby that could be affected in any way. This is for you to arrange with the contractor.

Please can you advise effective dates of the works so we can update the insurance appropriately.

2. When a contractor is required for a one off job and he or she is not registered with council can we as the Domain committee still employ them eg Crane Tank Relocator.

Council registered contractors: All contractors directly employed by the Domain Committee are required to be pre-qualified by Council, with all new pre-qualifications going through SiteWise. An alternative you may wish to consider is to employ an overall project co-ordinator who is pre-qualified by Council and who then manages all sub-contractors

consistent with their health and safety plan. If you need help with this, please let me know and I will put you in contact with the right person in Council.

3. Do you have any recommendations on the following items

Public access to the Domain will be prohibited while all construction is in progress and sign posted accordingly.

Public access to the Domain will be prohibited during construction; usual contractor practice is to restrict access to a worksite with screened fencing and appropriate signage. Once the Domain Committee advise us of the dates involved we will do public comms advising of the closure period. Council would be happy to do a 'good news story' around the project mentioning the need to restrict access to enable some of the work to be carried out, followed by further comms around the closure dates.

All authorised work can only sanctioned and passed at committee.

Yes, as long as they have a quorum present at the meeting.

The committee will keep Alex Glasgow, who currently leases the property, informed on all progress on the development as he will continue to lease the Domain under the current agreement.

Agreed

Given the work being done on the Domain, I am considering appointing a Council Project Manager to be your principal point of contact with Council. Let me check availability and I will get back to you.

Peter Beggs
Chief Executive