

ORDER PAPER

SANTOFT DOMAIN MANAGEMENT COMMITTEE MEETING

Date: Wednesday, 6 April 2022

Time: 6.30 pm

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
Mr Murray Spring
Ms Sandra McCuan
Cr Brian Carter
HWTM Andy Watson

For any enquiries regarding this agenda, please contact:

Ash Garstang, Governance Advisor, 0800 422 522 (ext. 848), or via email
ash.garstang@rangitikei.govt.nz

Contact:	0800 422 522 info@rangitikei.govt.nz www.rangitikei.govt.nz (06) 327 0099				
Locations:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <u>Marton</u> Head Office 46 High Street, Marton </td> <td style="width: 50%; border: none; vertical-align: top;"> <u>Bulls</u> Bulls Information Centre- Te Matapihi 4 Criterion Street, Bulls </td> </tr> <tr> <td style="border: none; vertical-align: top;"> <u>Taihape</u> Taihape Information Centre - Taihape Town hall 90 Hautapu Street (SH1), Taihape </td> <td style="border: none;"></td> </tr> </table>	<u>Marton</u> Head Office 46 High Street, Marton	<u>Bulls</u> Bulls Information Centre- Te Matapihi 4 Criterion Street, Bulls	<u>Taihape</u> Taihape Information Centre - Taihape Town hall 90 Hautapu Street (SH1), Taihape	
<u>Marton</u> Head Office 46 High Street, Marton	<u>Bulls</u> Bulls Information Centre- Te Matapihi 4 Criterion Street, Bulls				
<u>Taihape</u> Taihape Information Centre - Taihape Town hall 90 Hautapu Street (SH1), Taihape					
Postal Address:	Private Bag 1102, Marton 4741				
Fax:	(06) 327 6970				

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 April 2022 at 6.30 pm.

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AGENDA

1 Welcome

2 Apologies

3 Public Forum

No 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 with as a late item at this meeting.

6 Confirmation of Minutes

6.1 Confirmation of Minutes

Author: Ash Garstang, Governance Advisor

1. Reason for Report

- 1.1 The minutes from the Santoft Domain Management Committee meeting on 23 February 2022 are attached.

Attachments

1. **Santoft Domain Management Committee Meeting - 23 February 2022**

Recommendation

That the minutes of Santoft Domain Management Committee Meeting held on 23 February 2022 **[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.

ITEM 6.1 ATTACHMENT 1 MINUTES

UNCONFIRMED: SANTOFT DOMAIN MANAGEMENT COMMITTEE MEETING

Date: Wednesday, 23 February 2022

Time: 6.30 pm

**Venue: Town Hall, Te Matapihi
Bulls Community Centre
4 Criterion Street
Bulls**

Present Ms Heather Thorby
Mr Paul Geurtjens
Mr Gary Bennett
Ms Julie McCormick
Mr Murray Spring
Ms Sandra McCuan
Cr Brian Carter
HWTM Andy Watson

In attendance Ms Lorina Spring

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1 Welcome**2 Apologies**

Nil.

3 Public Forum

Nil.

4 Conflict of Interest Declarations

Nil.

5 Confirmation of Order of Business

Adding "Correspondence" to minutes.

6 Confirmation of Minutes

Resolved minute number 22/SDMC/001

Confirmation of Minutes.

Mr P Geurtjens/Ms J McCormick. Carried

7 Chair's Report**7.1 Chair's Report - February 2022**

1. Up until now the Chair's Report has only been verbal. I was approached by a Bulls local who reads the minutes online. He wanted to know what we were up to and requested the Chair's Report. From now on, I will do a written report and request that it is printed in the official RDC minutes.
2. Thank you to the Committee for your ongoing hard work. It is a remarkable achievement by our Santoft Community to have the mains services now on the Domain. Plus the clean up and boundary tree plantings completed.

3. My big thanks to the community, contractors and friends of the Domain for achieving the below at under \$20,000. i.e., stockwell, septic tank, 6 concrete water tanks, 2 metalled culverts + drain clean, electric power cable trenched in, new fenceline around trees, planting of 1,500 commercial pines, 92 banksia, flowering gums & stump piles ready to burn.
4. I went out to the Domain yesterday. The banksias etc are looking great and the new growth on the Spring planting is phenomenal. I measured the entranceway and took photos.
5. Earlier this week, I spoke with a local who started at the Santoft NZ Forest Service Headquarters in 1060 and worked for both the service and Ernslaw for 47 years. He was thrilled that we have reused the tanks. He undertook with me to write the history of the Santoft Forest that he was part of.
6. We now move onto the Entrance to the Domain. The current rails had to be cut & replaced after the logging operations. They are now falling down and need urgent attention. This meeting will cover the new Entrance. Thank you again to such a marvellous "Team".

Heather Thorby, Chair.

Resolved minute number 22/SDMC/002

That the Chair's Report be accepted and published in the official Santoft Domain Management Committee minutes.

Ms H Thorby/Ms J McCormick. Carried

8 Correspondence

8.1 Correspondence

Received:

1. Letter 3/2/22 from Danny Le Mar, RDC Manager Financial Services. Replied to queries:
 - a. Printout of transactions
 - b. No interest – not on term investments
 - c. Asked us to apologise on behalf of RDC RE the 2 unpaid accounts.

Outgoing:

1. Memo 10/12/21 from Chair to Alician Hanson, RDC, Cr B Carter and Paul Geurtjens. Ref Pay Laser Electrical 16991 A/C.
2. Memo 4/1/22 from Chair to Cr Carter. Advising non-payment of Turkington & Hodgson accounts October 2021.

3. Memo 3/2/22 from Chair to Cr Carter (given in person 4/2/22). Ref accounts not yet paid – follow-up Turkington/Hodgson and date of next meeting (23/2/22).
4. Memo 16/2/22 Chair to Cheryl, RDC staff and B Carter. Ref copy of documents “Offer to construction new electrical works”.

Resolved minute number 22/SDMC/003

Missing documents, slow action and unpaid accounts have necessitated instructions be put in writing. Cr Carter advised at this meeting that the two accounts Turkington/Hodgson were paid on 10 Feb 22. These accounts were delivered to RDC Marton counter on 20 Oct 21, they were approved for payment through the minutes prior and a 4 month wait for payment is unacceptable. Mayor Watson undertook to raise this matter with Mr Peter Beggs CEO.

Mr P Geurtjens/Ms J McCormick. Carried

9 Reports for Information

9.1 Santoft Domain Transactions Report

Noted.

9.2 Project Manager's Report - February 2022

Verbal report from Paul Geurtjens covering in more detail: Power supply, tanks, design drawings and entrance to the Domain.

10 Discussion Items

10.1 Power Supply

The installation of the power box is complete. Memo from Laser Electrical to be passed onto Mr Beggs CEO. Noted RDC were emailed on 26/1/22 and document was delivered to RDC again, on 16/2/22.

Power is required for cleaning and repair to 6 concrete water tanks. This has to be done in summer when drying conditions are at their best.

SDMC to apply to Powerco Community Trust Wanganui for refund form.

10.2 Tanks

Committee waiting on Power. Project Manager Paul Geurtjens has the approval for repairs, cleaning and linkage as per previous meeting. Budget approved \$6,000.

Items of Filters & pumps carried over to future meeting agenda.

10.3 Domain Building

Paul Geurtjens reported on his meeting with Mr Nathan Lee, Architectural Designer, Vision Design. The contract received and discussed at this meeting.

Initial Deposit of \$400.

Stage 1:

- a. Conceptual Discussions/Drawings. Cost estimate \$2,400 and timeframe of 6 – 8 weeks.

Stage 2:

- a. Working Drawings & Specification. Cost estimate \$8,200 and timeframe of 4 – 6 weeks.
- b. Building Consent Application. Cost estimate \$290 (doesn't include the building consent fee).

Resolved minute number 22/SDMC/004

That the contract from Vision Design be accepted.

Cr B Carter/Ms H Thorby. Carried

Resolved minute number 22/SDMC/005

That SDMC pay the \$400 deposit to Vision Design.

Mr P Geurtjens/Ms H Thorby. Carried

10.4 Plantings

Heather Thorby reported that the spring plantings are doing well. We have 4 each of Banksia, Flowering gum trees as replacements for autumn. Spray release has helped the new trees establish.

10.5 Main Entrance

1. Wooden rails require temporary support posts from our post heap.
2. The current gate & strainer will be re-used internally later when fences are established.
3. The inclusion of a granite plaque to WWII Ballot Farmers and the dates of NZ Forest Service Headquarters est 1955, Santoft School est 1955, Santoft Domain est 1968, be included in the entrance. The plaque to David Coulter will be re-sited at the entrance.
4. Cr Carter presented the RDC Design Dimensions for standard Rural Vehicle Crossing Papers.

ITEM 6.1
ATTACHMENT 1

- 5. Committee members were asked to bring their ideas & suggestions to the next meeting. Pictures, photos & estimate of cost also welcomed.

11 General Domain Discussion

Nil.

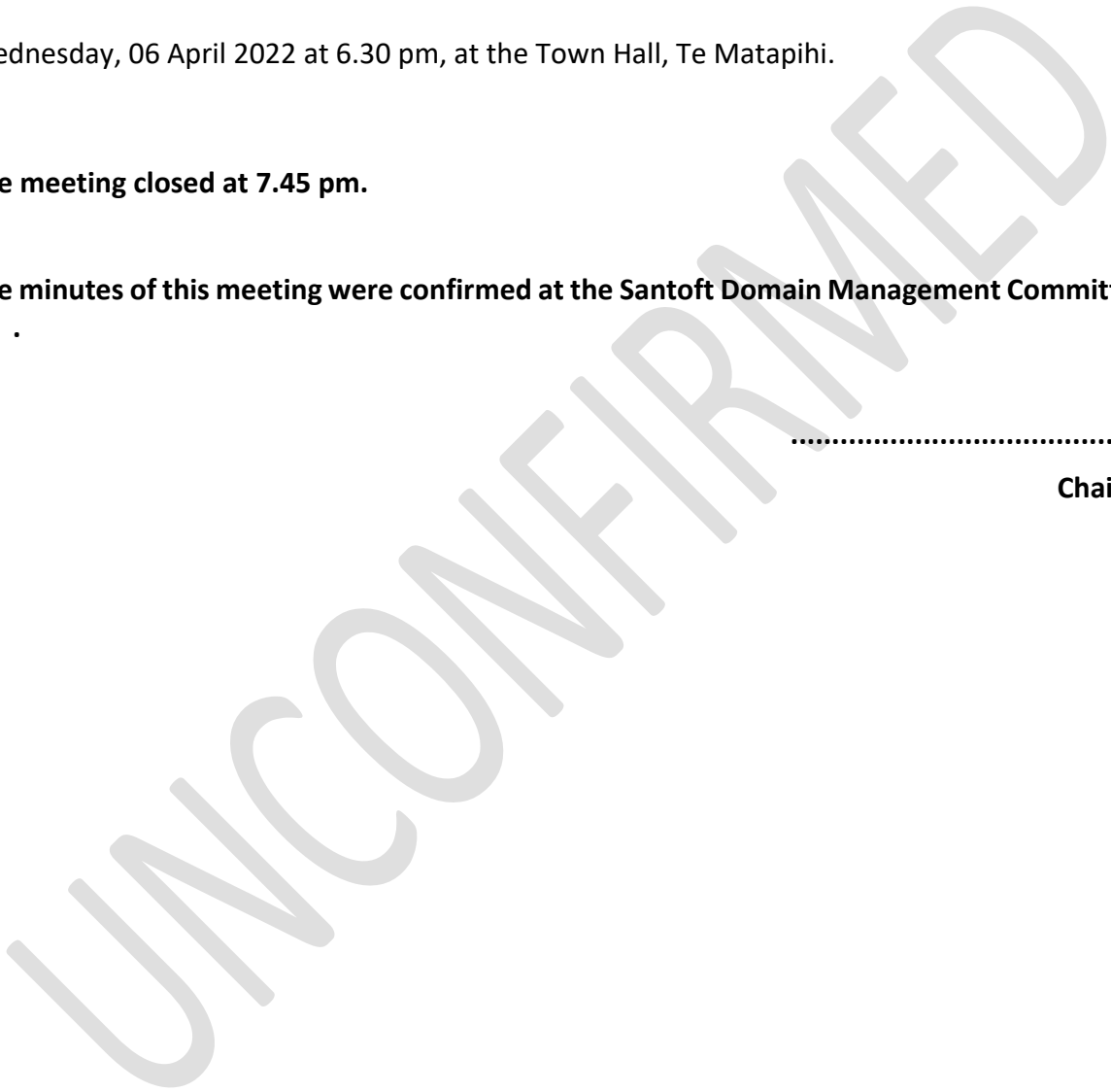
12 Next Meeting

Wednesday, 06 April 2022 at 6.30 pm, at the Town Hall, Te Matapihi.

The meeting closed at 7.45 pm.

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 the Santoft Domain Management Committee

Author: Ash Garstang, 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.

2. Decision Making Process

- 2.1 This report is for information only.

Attachments

1. [Follow-up Actions Register](#) ↓

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
1	23-Feb-22	Power: Memo from Laser Electrical has been passed onto the Chief Executive, who has passed it onto the Chief Operating Officer.	Arno Benadie	With Mr Benadie for action.	In progress
2	23-Feb-22	Contract with Vision Design: \$400 deposit from Santoft account to be paid before 15 March.	Danny Le Mar	The \$400 was paid 03 March.	Closed

8 Chair's Report

8.1 Chair's Report - April 2022

Author: Heather Thorby, Chair

1. Reason for Report

- 1.1 The Chair will provide a tabled report to the Committee.
- 1.2 Three pictures are being distributed to Committee members separately via post.

Recommendation

That the tabled 'Chair's Report – April 2022' be received.

9 Correspondence

9.1 Correspondence

Author: Heather Thorby, Chair

ITEM 9.1

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 Reports for Information

10.1 Project Manager's Report - April 2022

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 – April 2022' be received.

10.2 Santoft Domain Transactions Report

Author: Danny Le Mar, Manager Financial Services

ITEM 10.2

1. Reason for Report

- 1.1 Transactions Report to the end of February 2022.
- 1.2 The attachment does not display the \$400 paid to Vision Design 03 March 2022.

Attachments

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

Recommendation

That the Santoft Domain Transactions Report be received.

Screenshot below of Santoft transactions:

Date	Value	Balance	Detail
Opening Balance 01/07/21		-\$123,942.73	
8/07/2021	\$3,474.15	-\$123,942.73	AP Laser Electrica Payment on behalf of Santoft Domain
20/07/2021	\$6,384.38	-\$117,558.35	AP Doughty Drainag Payment for Santoft Domain INV-3499
20/07/2021	\$2,421.13	-\$115,137.22	Credit Card Jun21
20/08/2021	\$838.07	-\$114,299.15	Credit Card Aug21
28/09/2021	\$302.17	-\$113,996.98	AP Pioneer Nurseri Plants Santoft Domain
24/11/2021	\$330.00	-\$113,666.98	AP Hodgson Silvicu Santoft Domain spraying
24/11/2021	\$302.17	-\$113,364.81	AP Heather J Thorb Expense claim - plants for Santoft Domai
24/11/2021	\$120.00	-\$113,244.81	AP John Turkington Seedling for Santoft Domain
22/12/2021	\$7,454.29	-\$105,790.52	AP Laser Electrica Deposit transformer upgrade Santoft Dom
9/02/2022	\$750.00	-\$105,040.52	AP Hodgson Silvicu Santoft Domain Planting
9/02/2022	\$645.00	-\$104,395.52	AP John Turkington Tree Seedlings- Santoft Domain
Closing Balance 28/02/2022		-\$104,395.52	

11 Discussion Items

11.1 Tanks

Author: Heather Thorby, Chair

1. Reason for Report

- 1.1 This is a discussion item.

Recommendation

If needed:

11.2 Main Entrance

Author: Heather Thorby, Chair

1. Points for Discussion

- 1.1 This is a discussion item.

Recommendation

If needed:

12 General Domain Discussion

13 Meeting Closed