



**RANGITIKEI**  
DISTRICT COUNCIL  
*Making this place home.*

# ORDER PAPER

## SANTOFT DOMAIN MANAGEMENT COMMITTEE MEETING

**Date:** Wednesday, 7 September 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](mailto:ash.garstang@rangitikei.govt.nz)

<b>Contact:</b>	0800 422 522  (06) 327 0099  <a href="mailto:info@rangitikei.govt.nz">info@rangitikei.govt.nz</a>  <a href="http://www.rangitikei.govt.nz">www.rangitikei.govt.nz</a>				
<b>Locations:</b>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>Marton</u>            Head Office            46 High Street            Marton         </td> <td style="width: 50%; vertical-align: top;"> <u>Bulls</u>            Bulls Information Centre            Te Matapihi            4 Criterion Street            Bulls         </td> </tr> <tr> <td style="vertical-align: top;"> <u>Taihape</u>            Taihape Information Centre            102 Hautapu Street (SH1)            Taihape         </td> <td></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 102 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 102 Hautapu Street (SH1) Taihape					
<b>Postal Address:</b>	Private Bag 1102, Marton 4741				
<b>Fax:</b>	(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, 7 September 2022 at 6.30 pm.**

## **Order Of Business**

<b>1</b>	<b>Welcome .....</b>	<b>4</b>
<b>2</b>	<b>Apologies .....</b>	<b>4</b>
<b>3</b>	<b>Public Forum .....</b>	<b>4</b>
<b>4</b>	<b>Conflict of Interest Declarations .....</b>	<b>4</b>
<b>5</b>	<b>Confirmation of Order of Business .....</b>	<b>4</b>
<b>6</b>	<b>Confirmation of Minutes .....</b>	<b>5</b>
6.1	Confirmation of Minutes.....	5
<b>7</b>	<b>Follow-up Action Items from Previous Meetings .....</b>	<b>12</b>
7.1	Follow-up Action Items from Santoft Domain Management Committee .....	12
<b>8</b>	<b>Reports for Information .....</b>	<b>14</b>
8.1	Santoft Domain Transactions Report .....	14
8.2	Project Manager's Report - September 2022.....	16
<b>9</b>	<b>Discussion Items.....</b>	<b>17</b>
9.1	Finalising the Building Plans.....	17
9.2	Lease.....	17
9.3	Mr A. Sanson's Planting Discussion Paper.....	18
9.4	Signage.....	18
<b>10</b>	<b>Next Meeting .....</b>	<b>19</b>
<b>11</b>	<b>Meeting Closed .....</b>	<b>19</b>

## **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 held on 27 July 2022 are attached.

#### Attachments

1. **Santoft Domain Management Committee Meeting - 27 July 2022**

#### Recommendation

That the minutes of Santoft Domain Management Committee Meeting held on 27 July 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.

# MINUTES

ITEM 6.1

ATTACHMENT 1



**RANGITIKEI**  
DISTRICT COUNCIL  
*Making this place home.*

## **UNCONFIRMED: SANTOFT DOMAIN MANAGEMENT COMMITTEE MEETING**

**Date: Wednesday, 27 July 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  
Ms Sandra McCuan  
Cr Brian Carter  
HWTM Andy Watson

In attendance Mr Peter Beggs, Chief Executive

**Order of Business**

<b>1</b>	<b>Welcome</b> .....	<b>3</b>
<b>2</b>	<b>Apologies</b> .....	<b>3</b>
<b>3</b>	<b>Conflict of Interest Declarations</b> .....	<b>3</b>
<b>4</b>	<b>Confirmation of Order of Business</b> .....	<b>3</b>
<b>5</b>	<b>Confirmation of Minutes</b> .....	<b>3</b>
<b>6</b>	<b>Follow-up Action Items from Previous Meetings</b> .....	<b>3</b>
	6.1 Follow-up Action Items from Santoft Domain Management Committee .....	3
<b>7</b>	<b>Chair's Report</b> .....	<b>4</b>
	7.1 Chair's Report - July 2022.....	4
<b>8</b>	<b>Correspondence</b> .....	<b>4</b>
	8.1 Correspondence.....	4
<b>9</b>	<b>Reports for Information</b> .....	<b>4</b>
	9.1 Project Manager's Report - July 2022 .....	4
	9.2 Santoft Domain Transactions Report .....	5
<b>10</b>	<b>Discussion Items</b> .....	<b>5</b>
	10.1 The Jene Stevens Collection.....	5
	10.2 Destination Rangitikei – Management Plan .....	6
<b>11</b>	<b>Next Meeting</b> .....	<b>6</b>

## 1 Welcome

The meeting began at 6.30 pm.

## 2 Apologies

Resolved minute number **22/SDMC/015**

That the apology for Murray Spring be accepted.

Mr P Geurtjens/Ms S McCuan. Carried

## 3 Conflict of Interest Declarations

Nil.

## 4 Confirmation of Order of Business

Item 10.3 Destination Rangitikei moved to the end of the meeting.

## 5 Confirmation of Minutes

Resolved minute number **22/SDMC/016**

That the minutes of 06 April 2022 be taken as read.

Ms H Thorby/Ms J McCormick. Carried

## 6 Follow-up Action Items from Previous Meetings

### 6.1 Follow-up Action Items from Santoft Domain Management Committee

Grazing Returns Lease: SMDC are responsible for setting the Lease & Conditions. RDC Staff have been informed. The meeting previously requested that both Income & Expenditure were shown in the Financial Transactions Report. From our Records the last two Rent Invoices covered were 21/11/2019 (1/07/19 to 31/10/19) and 27/05/2020 (01/11/2019 to 30/06/2020). This is showing that there are 2 years of Grazing Rent that has not been invoiced. The amount of Rental has not changed in 7 years. RDC Staff to check their Records and bring this Invoice up to date.

Resolved minute number **22/SDMC/017**

That RDC Staff follow up missing Invoices and also apologise to Mr Alex Glasgow for the lateness of Invoice Accounts. The SDMC wishes to include in the Lease Access to the Domain by Committee and



their development contractors. The RDC Staff to send our Committee a copy of the current Lease Agreement.

Ms H Thorby/Cr B Carter. Carried

## 7 Chair's Report

### 7.1 Chair's Report - July 2022

Report included in Item 11.3 Jean Stevens Collection. Chair thanked CEO Peter Beggs for attending this meeting.

## 8 Correspondence

### 8.1 Correspondence

Nil.

## 9 Reports for Information

### 9.1 Project Manager's Report - July 2022

- (1) Power to Domain has been actioned. Genesis carrying out the works order.
- (2) Tanks ready to fill. The 2 stock water tanks will be filled from the new stock water well.
- (3) Pinus Radiata backup planting will be done by end of July.
- (4) Domain Entrance – awaiting pricing from suppliers. Prince from Roadrunners for laser cutting came under \$400.
- (5) Drawings, Plans plus designer/engineer/fine engineer provisionally around \$25,000. A copy of Plans to be sent to M Holden for Estimated cost.
- (6) Consent Fees RDC the Committee to apply for exemptions to the Council meeting.

**Resolved minute number 22/SDMC/018**

That the verbal 'Project Manager's Report – July 2022' be received.

Mr P Geurtjens/Ms S McCuan. Carried

**Resolved minute number 22/SDMC/019**

That the Committee approves a budget of \$5,000 for the Entrance to the Domain, sign railing, stonework.

Mr P Geurtjens/Mr G Bennett. Carried

## 9.2 Santoft Domain Transactions Report

One Account for payment; being the copying of the Architecture full plans.

The Committee noted again, that Income & Expenditure be included in the Santoft Domain Transactions Report at each meeting.

**Resolved minute number 22/SDMC/020**

That the Transactions Report be received.

Ms J McCormick/Mr G Bennett. Carried

**Resolved minute number 22/SDMC/021**

That the Marton Printery Ltd Invoice totalling \$432 paid by H Thorby, be reimbursed.

Mr P Geurtjens/Ms S McCuan. Carried

## 10 Discussion Items

### 10.1 The Jene Stevens Collection

H Thorby (Chair) reported on the chance to include Plant material on the Domain from the Jean Stevens collection. Contact with the family has been positive and the Stevens Bros Nursery was a major part of Bulls and our story. Jean specialised in hybridising Bearded Iris, Leucadendrons, Proteas and others in the Proteaceae Family. These plants thrive in sandy, free draining soils and windy conditions – just what the Domain has!

Jean Stevens was world renown. Hybridised 391 Iris in her lifetime, founded the NZ Iris Society. Her awards covered Royal Horticultural Society in England, American In's Society, Chelsea Flower Show, visited South Africa, was guest speaker at the American Society's annual convention and honorary judge. Jean was elected an Associate of honour of the Royal New Zealand Institute of Horticulture.

The Queen Mother having Jean's book on Irises, visited her in 1966 at Bastia Hill, Wanganui.

The collection of her Plant work is contained in the Te Papa Herbarium and a small collection at the Basic Reserve, Wanganui. So we are privileged to set in place a 'live' collection on the Santoft Domain.

**Resolved minute number 22/SDMC/022**

That H Thorby's Report on the Jean Stevens Collection be received and the gift accepted.

Cr B Carter/Mr G Bennett. Carried

**Resolved minute number 22/SDMC/023**

That the SDMC accept the offer of plants/cuttings from the Jean Stevens Collection.

Ms H Thorby/Ms S McCuan. Carried

**10.2 Destination Rangitikei – Management Plan**

CEO Peter Beggs noted that SDMC hasn't been included in the Parks, Reserves Review. Committee expressed a wish to be involved in future RDC Plans, and participation.

**Resolved minute number 22/SDMC/024**

That the Plan be received.

Ms J McCormick/Ms S McCuan. Carried

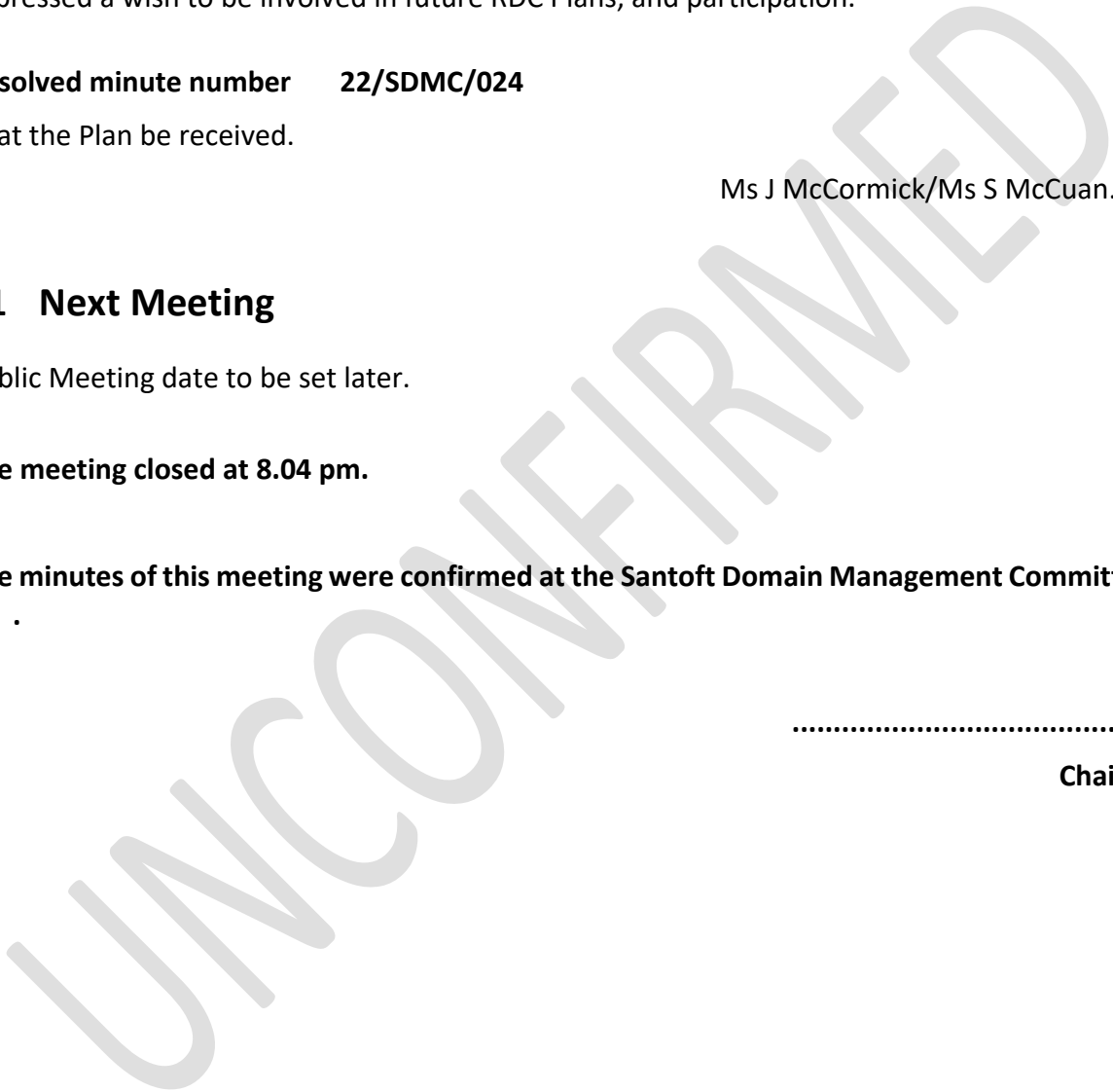
**11 Next Meeting**

Public Meeting date to be set later.

**The meeting closed at 8.04 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 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.

#### 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	6-Apr-22	<p>Regarding the Financial Transactions Report: The Committee wishes to see when the 'grazing returns' come in.</p> <p><b>Update 27 Jul 22:</b> SMDC are responsible for setting the Lease &amp; Conditions. RDC Staff have been informed. The meeting previously requested that both Income &amp; Expenditure were shown in the Financial Transactions Report. From our Records the last two Rent Invoices covered were 21/11/2019 (1/07/19 to 31/10/19) and 27/05/2020 (01/11/2019 to 30/06/2020). This is showing that there are 2 years of Grazing Rent that has not been invoiced. The amount of Rental has not changed in 7 years. RDC Staff to check their Records and bring this Invoice up to date.</p> <p><b>Resolution 22/SDMC/017:</b> That RDC Staff follow up missing Invoices and also apologise to Mr Alex Glasgow for the lateness of Invoice Accounts. The SDMC wishes to include in the Lease Access to the Domain by Committee and their development contractors. The RDC Staff to send our Committee a copy of the current Lease Agreement.</p>	Sam Zhang	<p>An annual invoice had been raised but has since been credited back, as staff are going to review the annual rent due to the increase of planting (and a decrease in the area of land suitable for grazing). This will be revised and invoiced before the year end. Once invoiced and paid, it will be reported within the Financial Transactions Report.</p> <p><b>Update Aug 22:</b> Both the late invoiced rent for the 21/22 FY and the incorrectly coded 20/21 FY rent have now been reflected in the 21/22 FY.</p> <p>Ms Sheryl Srhoj has left a copy of the lease agreement with customer services for Ms Thorby's pick-up.</p>	Closed, subject to any comment from the Committee

ITEM 8.1

## 8 Reports for Information

### 8.1 Santoft Domain Transactions Report

Author: Sam Zhang, Manager - Financial Services

#### 1. Reason for Report

1.1 Attached is the current Transactions Report.

#### Attachments:

1. Transactions Report [↓](#)

#### Recommendation

That the Santoft Domain Transactions Report be received.

**Rangitikei District Council****Transactions for: 4410199502. Rural -Santoft Dom. Reserve (Year To Date - June)****21/22 Financial Year**

Opening balance 01 July 2021			-\$127,417.00	
Transaction Date		Value	Balance	Transaction Details
8/07/2021	\$91,001.00	\$3,474.15	-\$123,942.85	AP Laser Electrica Payment on behalf of Santoft Domain
20/07/2021	\$271,001.00	\$6,384.38	-\$117,558.47	AP Doughty Drainag Payment for Santoft Domain INV-3499
20/07/2021	13524-	\$2,421.13	-\$115,137.34	Credit Card Jun21
20/08/2021	13526-	\$838.07	-\$114,299.27	Credit Card Aug21
28/09/2021	\$170,001.00	\$302.17	-\$113,997.10	AP Pioneer Nurseri Plants Santoft Domain
24/11/2021	\$644,001.00	\$330.00	-\$113,667.10	AP Hodgson Silvicu Santoft Domain spraying
24/11/2021	\$644,001.00	\$302.17	-\$113,364.93	AP Heather J Thorb Expense claim - plants for Santoft Domai
24/11/2021	\$644,001.00	\$120.00	-\$113,244.93	AP John Turkington Seedling for Santoft Domain
22/12/2021	\$297,001.00	\$7,454.29	-\$105,790.64	AP Laser Electrica Deposit transformer upgrade Santoft Dom
9/02/2022	\$533,001.00	\$750.00	-\$105,040.64	AP Hodgson Silvicu Santoft Domain Planting
9/02/2022	\$533,001.00	\$645.00	-\$104,395.64	AP John Turkington Tree Seedlings- Santoft Domain
2/03/2022	\$234,001.00	\$400.00	-\$103,995.64	AP Vision Architec 139068/01 Deposit per Design Agreement
13/04/2022	\$958,001.00	\$878.95	-\$103,116.69	AP Helden Farm P & Tank cleaning Santoft Domain
13/04/2022	\$958,001.00	\$395.00	-\$102,721.69	AP Tank Clean Clean 6 water tanks
28/06/2022	\$80,001.00	\$1,416.45	-\$101,305.24	AP Helden Farm P & Repair and sealing of tank at Santoft Do
30/06/2022	BB317	-\$3,100.00	-\$104,405.24	GLASGOW A MISCELLANEOUS (from 2090110601)
30/06/2022	BB316-	-\$3,100.00	-\$107,505.24	2022 EOFY Accrual (GLASGOW A MISCELLANEOUS)
Closing balance 30 June 2022			-\$107,505.24	

Balance reported previously

**22/23 Financial Year**

Opening balance 01 July 2022			-\$107,505.24	
Transaction Date		Value	Balance	Transaction Details
24/08/2022	515001	375.65	-\$107,129.59	AP Heather J Thorb Printing A1 plans at Marton Printery
Closing balance 30 June 2022			-\$107,129.59	

**ITEM 8.2**

**8.2 Project Manager's Report - September 2022**

**Author: Paul Geurtjens, Project Manager**

**1. Reason for Report**

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

**Recommendation**

That the verbal 'Project Manager's Report – September 2022' be received.



## **9 Discussion Items**

### **9.1 Finalising the Building Plans**

**Author:** Heather Thorby, Chair

#### **1. Reason for Report**

- 1.1 This is a discussion item.

#### **Recommendation**

If needed:

### **9.2 Lease**

**Author:** Heather Thorby, Chair

#### **1. Reason for Report**

- 1.1 This is a discussion item.

#### **Recommendation**

If needed:

**9.3 Mr A. Sanson's Planting Discussion Paper**

**Author:** Heather Thorby, Chair

**1. Reason for Report**

- 1.1 This is a discussion item about a planting plan written by the former manager for Parks and Reserves (RDC).

**Recommendation**

If needed:

**9.4 Signage**

**Author:** Heather Thorby, Chair

**1. Reason for Report**

- 1.1 This is a discussion item.

**Recommendation**

If needed:

## **10 Next Meeting**

The next meeting date will be set by the Chair at a later stage.

## **11 Meeting Closed**