

ORDER PAPER

SANTOFT DOMAIN MANAGEMENT COMMITTEE MEETING

Date: Wednesday, 9 April 2025
Time: 6.30pm
Venue: Ohakea Room, 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 Ohakea Room, Te Matapihi, Bulls Community Centre, 4 Criterion Street, Bulls on Wednesday, 9 April 2025 at 6.30pm.

Order Of Business

1	Welcome.....	4
2	Apologies	4
3	Public Forum	4
4	Conflict of Interest Declarations.....	4
5	Confirmation of Order of Business	4
6	Confirmation of Minutes	5
6.1	Confirmation of Minutes	5
7	Chair's Report	12
7.1	Chair's Report - April 2025	12
8	Reports for Information.....	13
8.1	Santoft Domain Transactions Report	13
8.2	Project Manager's Report - April 2025.....	15
9	Meeting Closed.	16

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 19 June 2024** are attached.

Attachments

1. **Santoft Domain Management Committee Meeting - 19 June 2024**

Recommendation

That the minutes of Santoft Domain Management Committee Meeting held on 19 June 2024 [**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



RANGITIKEI
DISTRICT COUNCIL
Making this place home.

UNCONFIRMED SANTOFT DOMAIN MANAGEMENT COMMITTEE MEETING

Date: Wednesday, 19 June 2024

Time: 6.30pm

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
Mr Matthew Holden

In attendance

Cr Paul Sharland
Ms Gaylene Prince, Group Manager - Community
Mrs Deb Haworth, Minute Taker

Order of Business

1	Welcome.....	3
2	Apologies	3
3	Public Forum	3
4	Conflict of Interest Declarations.....	3
5	Confirmation of Order of Business	3
6	Confirmation of Minutes	3
7	Chair's Report	3
7.1	Chair's Report - March 2024.....	3
8	Reports for Information.....	4
8.1	Santoft Domain: Reserves Act 1977 classification vs. District Plan zoning.....	4
8.2	Resource Consent and Building Consent	4
8.3	Santoft Domain Transactions Report	4
8.4	Draft Signs and Public Places Bylaw 2024	5
9	Discussion Items	5

1 Welcome

The meeting opened at 6.32pm

2 Apologies

No apologies received.

3 Public Forum

There was no Public Forum.

4 Conflict of Interest Declarations

There were no conflicts of interest declared.

5 Confirmation of Order of Business

There was no change to the order of business.

Cr Paul Sharland arrived at 6.35pm

6 Confirmation of Minutes

Cr Carter noted Cr Sharland attended and spoke in this meeting but was not recorded as in attendance.

Resolved minute number 24/SDMC/007

That the minutes of Santoft Domain Management Committee Meeting held on 6 March 2024 **as amended** 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.

Mr P Geurtjens/Mr M Holden. Carried

7 Chair's Report

7.1 Chair's Report - March 2024

Ms Thorby read her report to the committee. There was discussion between the Committee members about this report and the ongoing process for the Resource Consent and Building Consent.

Ms Prince is to address this in the Reports For Information – Santoft Domain: Reserves At 1977 Classification vs District Plan zone section of the meeting

ACTION: The Committee is to invite Councillors to the site after the building has started

Resolved minute number 24/SDMC/008

That the tabled 'Chair's Report – March 2024' be received

Ms H Thorby/Mr M Holden. Carried

8 Reports for Information

8.1 Santoft Domain: Reserves Act 1977 classification vs. District Plan zoning

Ms Prince went over some of the Reserves Act terms and the difference between that the District Plan. In essence, the Reserve Act governs land and the District Plan, buildings. She noted the areas in italics through the Report to correct perception or update information.

Ms Prince noted that any new buildings would be held to the same process.

Recommendation

That the report 'Santoft Domain: Reserves Act 1977 classification vs District Plan zoning' to Santoft Domain Management Committee on 19th June 2024 be received.

8.2 Resource Consent and Building Consent

Mr Geurtjens presented his Project Managers Report.

Mr Geurtjens noted Council require the Building Consent to be on site and it is 400 to 500 pages.

ACTION: Mayor Watson offered to ask Staff to print the Building Consent off.

Resolved minute number 24/SDMC/009

That the report 'Project Managers Report' be received.

Mr P Geurtjens/Ms S McCuan. Carried

Resolved minute number 24/SDMC/010

ACTION: Mayor Watson to speak to the Council CE to facilitate the Building consent

Ms H Thorby/Ms J McCormick. Carried

8.3 Santoft Domain Transactions Report

Ms Thorby presented the Invoices to be paid:

ITEM 6.1

ATTACHMENT 1

Rangitikei District Council \$2380.00. Ms Thorby questioned it's validity as there wasn't a Council logo displayed.

ACTION: Ms Thorby will liaise with Kezia to confirm it is a Council invoice.

Premiere Planning \$2242.50

Mayor Watson reminded the Committee they could apply to Council for consideration of their costs, after the invoices are paid

Resolved minute number 24/SDMC/011

That the Santoft Domain Transactions Report be received.

Ms J McCormick/Ms S McCuan. Carried

Resolved minute number 24/SDMC/012

That the Building Consent Invoice from Council be paid as soon as it is provided to the Committee

Ms H Thorby/Mr M Holden. Carried

8.4 Draft Signs and Public Places Bylaw 2024

Cr Carter commented if any signage was required, the Committee only have to apply, they would receive a Yes or No, then could address those specifically

Resolved minute number 24/SDMC/013

That the report Draft Signs and Public Places Bylaw 2024 be received.

Ms H Thorby/Mr M Holden. Carried

9 Discussion Items

Site visit

The Chief Executive has been invited by the Committee to the site for a cup of tea but had not responded to date. Mayor spoke to this being an interim role and extremely busy right now.

Cr Sharland suggested all the Councillors be invited out to see and appreciate what is being done, when there is some progress on the build.

Additional Vehicle Crossing

This is required for stock movement.

The Council has undertaken to do all the work required, not just tar sealing but any preparation required

Finances

Mr Geurtjens has put together a list for the major items required to complete the building.

ACTION: A letter is to be sent to the Santoft Domain Incorporated Society with this list of requirements to complete the building.

Fencing Shelter Belt

The cost of this will be a separate application to the Duddings Lake Trust

Mayor Watson reminded the Committee the closing date for applications to the Duddings Lake Trust is 30 June 2024

Time Capsule

Ms Thorby suggested a Time Capsule with a brief history of the Domain including pictures could be prepared and buried at the building site.

Plant Collection

Jean Stephens Plant collection is now at the Domain, thanks to everyone.

The meeting closed at 8pm.

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

.....
Chairperson

ITEM 7.1

7 Chair's Report

7.1 Chair's Report - April 2025

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 –April 2025' be received

8 Reports for Information

8.1 Santoft Domain Transactions Report

Author: Lorraine Bergen, Manager Financial Services

1. Reason for Report

1.1 Transactions Report as of 25 March 25

Attachments:

1. SDMC - Transactions Report [↓](#)

Recommendation

That the Santoft Domain Transactions Report be received.

Santoft Domain - Transactions
(4410199502)

As at 25 March 2025

Date	Value	Balance	Detail
Opening Balance		-92,034.89	
27/02/2024	1,198.26	-90,836.63	AP Rangitikei District Council - Consent Payment RM240007 - PO150274
28/02/2024	1,950.00	-88,886.63	AP Premier Planning PO 150564/01 Building site visit- report
21/03/2024	-3,100.00	-91,986.63	GLASGOW A MISCELLANEOUS
13/06/2024	100.75	-91,885.88	AP Geurtjens P M Santoft domain Final Landscaping Design
7/06/2024	1,950.00	-89,935.88	AP Premier Planning PO152001 Prepare AEE addendums/revisions - Liaise with RDC
7/06/2024	2,069.57	-87,866.31	AP Rangitikei District Council - RM240010 Planning costs/fees - PO152012
30/06/2024	-2,531.00	-90,397.31	Interest allowed on special funds
8/07/2024	10,461.23	-79,936.08	AP Rangitikei District Council - BC230158 Building Consent - PO152282
9/07/2024	1,808.00	-78,128.08	AP Vision Architecture - Stage 2C of Design Agreement PO152354
12/07/2024	203.48	-77,924.60	AP Rangitikei District Council - BC230158 2x printed consent PO152388
21/08/2024	1,400.00	-76,524.60	AP Core Fire Safety Paymt Inv 1792 dated 25.6.2024
20/03/2025	509.37	-76,015.23	AP Farm Chemical Spraying of Santoft Domain

Closing
Balance

-
\$76,015.23

8.2 Project Manager's Report - April 2025

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 2025' be received.

9 Meeting Closed.