

ORDER PAPER

SANTOFT DOMAIN MANAGEMENT COMMITTEE MEETING

Date: Wednesday, 27 August 2025

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

For any enquiries regarding this agenda, please contact:

Kezia Spence, Governance Advisor, 0800 422 522 (ext. 917), or via email

kezia.spence@rangitikei.govt.nz

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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, 27 August 2025 at 6.30pm.

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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 9 April 2025** are attached.

Attachments

1. **Santoft Domain Management Committee Meeting - 9 April 2025**

Recommendation

That the minutes of Santoft Domain Management Committee Meeting held on 9 April 2025 [**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, 9 April 2025
Time: 6.30pm
Venue: Ohakea Room, 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
Mr Matthew Holden
Cr Brian Carter
Cr Paul Sharland

Order of Business

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1 Welcome / Prayer

2 Apologies

Resolved minute number 25/SDMC/001

That the apologies be received from His Worship the Mayor.

Mr G Bennett/Cr B Carter. Carried

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.

6 Confirmation of Minutes

Amendments:

- Page 11 Dudding Lake Trust be amended to "The JBS Duddings Trust"
- Closing date for JBS Dudding Trust Applications is 30 June 2025
- Time capsule is not being "buried" at the building site
- The Jean Stevens plant collection is not on the Domain land.
- Written reports to be sent out with the agenda/order paper each time, and update at the meeting

Resolved minute number 25/SDMC/002

That the minutes of Santoft Domain Management Committee Meeting held on 19 June 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.

Ms J McCormick/Mr G Bennett. Carried

7 Chair's Report

7.1 Chair's Report - April 2025

Verbal report given.

8 Reports for Information

8.1 Santoft Domain Transactions Report

Mayor Watson previously reminded the committee that they could apply to Council for consideration of their costs after the invoices were paid.

Resolved minute number 25/SDMC/003

That the Domain weed spray account from Farm Chemical Supplies 2020 Ltd of \$585.77 be paid.

Ms J McCormick/Mr M Holden. Carried

Resolved minute number 25/SDMC/004

That the Santoft Domain Management Committee apply in writing to the Rangitikei District Council for consideration of the costs listed below:

27/02/24 \$1,198.26 RDC Consent Payment RM240007 – PO150274
07/06/24 \$2,069.57 RDC RM240010 Planning Costs and Fees – PO152012
08/07/24 \$10,461.23 RDC BC230158 Building Consent PO152282
12/07/24 \$203.48 RDC BC230158 2x printed consents PO152388

Mr P Geurtjens/Ms J McCormick. Carried

8.2 Project Manager's Report - April 2025

P Geurtjens provided a tabled report.

Items arising

- 1) Painting of concrete water tanks
- 2) The effluent field must be fenced in. Approximately 265 metres of conventional farm fence, approximate cost \$7,500.

As this is part of the compliance costs Santoft Domain Management Committee will fund. The Santoft Domain Management Committee to request grant from the Santoft Domain Incorporated to cover the cost

3) Building costs increase by around \$8,000 to date.

4) Toilets and cisterns

Only four stainless steel units in NZ currently.

Two have been reserved for Santoft Domain.

The committee thanked P Geurtjens for his work and look forward to the developments on site. Noted are the conditions under the Health & Safety Act and the need to sign in with the Project Manager. The Domain is closed to the public.

Resolved minute number 25/SDMC/005

That the committee approve the tanks to be painted mid – grey at an approximate cost of \$2,000 +GST, prior to the building wall erected.

Mr P Geurtjens/Mr G Bennett. Carried

Resolved minute number 25/SDMC/006

That the Project Managers Report be received.

Cr P Sharland/Ms J McCormick. Carried

8.3 Future Planning

Resolved minute number 25/SDMC/007

That Santoft Domain Management Committee request details on providing an application to the Annual RDC Plan covering future driveway, carpark and vehicle crossings.

Ms J McCormick/Mr M Holden. Carried

The meeting closed at 7.35pm

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

.....
Chairperson

7 Chair's Report

7.1 Chair's Report - August 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 –August 2025' be received

ITEM 8.1

8 Reports for Information

8.1 Santoft Domain Transactions Report

Author: Lorraine Bergen, Manager Financial Services

1. Reason for Report

- 1.1 Transactions Report for the period ending 30 June 2025.
- 1.2 It is an interim report pending any end of year adjustments and end of year annual audit.

Attachments:

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

Recommendation

That the Santoft Domain Transactions Report be received.

Santoft Domain - Transactions (4410199502)			*Interim Report For the Period 20 March 2025 to 30 June 2025
Date	Value	Balance	Detail
Opening Balance		\$76,015.23	
4/04/2025	-3,100.00	-79,115.23	GLASGOW A MISCELLANEOUS
6/03/2025	49.83	-79,065.40	AP Genesis Energy PO 156719 Power Santoft toilet Block
2/04/2025	45.61	-79,019.79	AP Genesis Energy PO 156720 Power Santoft toilet Block
11/04/2025	31.90	-78,987.89	AP Genesis Energy PO 1542232 Toilet shower block sant
4/05/2025	53.99	-78,933.90	AP Genesis Energy PO 157278 Power Santoft toilet Block
5/05/2025	1,930.00	-77,003.90	AP Andrew Davey Pa PO 157310 Waterblast & concrete prime & paint water tan
12/05/2025	1,026.00	-75,977.90	AP Vision Architec PO 157422 Payment for Santoft Domain Management Committ
5/05/2025	1,002.43	-74,975.47	AP Rangitikei Dist PO 157309 Santoft Domain Building Consent
Closing Balance		\$ 74,975.47	

* Pending end of year final adjustments.

ITEM 8.2

8.2 Project Manager's Report - August 2025

Author: Paul Geurtjens, Project Manager

1. Reason for Report

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

2. Wastewater System Annual Inspection

2.1 Correspondence attached – Wastewater System Annual Inspection

Attachments

1. Wastewater System Annual Inspection [↓](#)

Recommendation

That the verbal 'Project Manager's Report – August 2025' be received.

From: Pio Rowe
Subject: RE: {Spam?} Re: Santoft Domain Wastewater System
Date: 4 Aug 2025 at 10:27:11 AM
To: Paul Geurtjens

Mōrena Paul,

Thank you for your reply.

Once you have a pointed another drainlayer and have a service agreement, could you please forward a copy of that to Council Building Team.

If the building is being used and hence the wastewater system, there should be a service agreement in place for routine maintenance.

Please let me know if you have any questions.

Ngā mihi,

I Pio Rowe I Pou Whakahaere Pūtere Hāpori - Community Project Manager
I 46 High Street, Private Bag 1102, Marton 4741 I www.rangitikei.govt.nz I
I 06 327 0099 I MB: 027 286 9144



From: Paul Geurtjens <>
Sent: Friday, 1 August 2025 1:33 pm
To: Pio Rowe <Pio.Rowe@rangitikei.govt.nz>
Subject: {Spam?} Re: Santoft Domain Wastewater System

Hi Pio

Thankyou for yr email

Doughty Drainage Ltd assisted with the design over 2 years ago and helped with it's installation as it is a community but Robert Doughty has officially retired so is not available for inspections etc going forward The Santoft Domain Management Committee can hire another local Drainlayer to undertake these services
Cheers

Sent from my iPhone

On 1 Aug 2025, at 9:41 AM, Pio Rowe <Pio.Rowe@rangitikei.govt.nz> wrote:

Mōrena Paul,

I hope you are doing well.

I called Heather to discuss the new wastewater system annual inspections and Heather asked to get in touch with you.

I'm not sure if you are aware that the new wastewater system needs to comply with the Regional Councils rules which states, regular (annual) inspections of the septic tank and LAA is mandatory under the Service Contract between the homeowner and system supplier.

This means it is mandatory for Doughty Drainage Ltd to undertake the annual inspections of the onsite wastewater system and copies of the inspection sheets need to be supplied to Rangitikei District Council after each inspection.

Please let me know if you have any questions regarding this email.

Ngā mihi,

ITEM 8.2

ATTACHMENT 1

I Pio Rowe I Pou Whakahaere Pūtere Hāpori - Community Project Manager
I 46 High Street, Private Bag 1102, Marton 4741 I www.rangitikei.govt.nz I
I 06 327 0099 I MB: 027 286 9144

<image001.jpg>

From: Paul Geurtjens <>
Sent: Tuesday, 29 July 2025 3:26 pm
To: Pio Rowe <Pio.Rowe@rangitikei.govt.nz>
Subject: {Spam?} Re: URGENT: Santoft Domain Insurance

Hi Pio
Thankyou for yr email
I have talked to the builder today and he believes he will b finished or nearly finished by that time but we still may not have received a code of compliance so we request one month extension
Cheers Paul

Sent from my iPhone

On 28 Jul 2025, at 8:05 AM, Pio Rowe <Pio.Rowe@rangitikei.govt.nz> wrote:

Mōrena Paul,

Could you please reply to the email below as soon as you can, so we action the insurance if need be.

Ngā mihi,

I Pio Rowe I Pou Whakahaere Pūtere Hāpori - Community Project Manager
I 46 High Street, Private Bag 1102, Marton 4741 I www.rangitikei.govt.nz I
I 06 327 0099 I MB: 027 286 9144

<image001.jpg>

From: Pio Rowe <Pio.Rowe@rangitikei.govt.nz>
Sent: Tuesday, 22 July 2025 1:32 pm
To: Paul Geurtjens <>
Subject: Santoft Domain Insurance

Kia ora Paul,

The Insurer has followed up to see if you will require an extension for the Santoft Domain contract works cover that is due to expire 31/08/2025.

If you do require an extension, please provide the following details:

1. The date to which the policy should be extended
2. The reason for the extension request

Please let me know as soon as possible so I can extend the insurance.

Ngā mihi,

I Pio Rowe I Pou Whakahaere Pūtere Hāpori - Community Project Manager
I 46 High Street, Private Bag 1102, Marton 4741 I www.rangitikei.govt.nz I
I 06 327 0099 I MB: 027 286 9144

9 Meeting Closed.

