



Minutes

of the

Thames Community Board

Extra Ordinary Meeting

Date 20 July 2015
Venue Council Chamber
515 Mackay Street
Thames

Present

S Peters (Chairperson) GR Simpson SA Goudie
DR Connors PL French

In Attendance

Name	Item(s)
Greg Hampton (Area Manager Thames/Coromandel-Colville)	All Items
Larissa Doherty (Community Co-ordinator Thames)	All Items
Simon Stephens (Programme Manager)	All Items

Meeting Commenced 13.05

Adjournments and Absences

Adjournment	Start	Finish	Reason
Nil			

Absences	Start	Finish	Item
PL French	13.05	13.09	2.1 (part)
PL French	13.12	13.13	2.1 (part)
SA Goudie	14.15	14.17	2.1 (part)

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1 Meeting Conduct

1.1 Apologies

Resolved

That the Thames Community Board:

1. Receives apologies from Lester Yates and Craig Cassidy for non-attendance and Peter French for lateness.

Moved/Seconded By: Goudie/Simpson

1.2 Public Forum

No one wished to speak in public forum.

1.3 Items not on the Agenda

No items not on the agenda.

1.4 Conflict of Interest

No conflicts of interest declared.

2 Reports

2.1 Thames Indoor Sports Facility Project - Fundraising update & procurement recommendations

To update the Thames Community Board regarding Milestone 3 (Resource Consent and Fundraising), provide an updated Milestone 4 plan and obtain the following outcomes:

1. Provide an update on Milestone 3 deliverables;
2. Obtain TCB approval to proceed with Milestone 4 - Detailed design and proceed to tender for construction of the Thames Indoor Sports facility;
3. Confirm the preferred procurement plan for detailed design and construction;

Key Discussion Points

- The extra ordinary meeting was called to be able to meet the 5 August 2015 Council meeting order paper deadlines.
- The fundraising update and two Milestone Four procurement options were tabled.
- Completion of Milestone Four will bring the project to the point of either committing to construction or not progressing the project any further and will take six months to complete.
- Formation of the Thames Sport and Education Trust to be added to Milestone Four as was omitted in error.
- Awaiting outcome of the funding application that has been lodged with Trust Waikato.

Resolved

That the Thames Community Board:

1. Receives the 'Thames Indoor Sports Facility Project - Fundraising update and Procurement Recommendations' report dated 6 July 2015.
2. Endorses progression of the project to Milestone 4 as follows:
 - Establish formal arrangements with Thames Sport and Education Trust
 - Finalisation of legal agreements with Ministry of Education
 - Obtain written confirmation Ngati Maru do not oppose the location including documentation and conditions of support.
 - Contractor selection and Memorandum of Understanding
 - Prepare briefing documentation, undertake Expression of Interest process based on weighted criteria
 - Shortlist Expression of Interest contractors, prepare documentation and undertake Request for Proposal process based on Gross Maximum Pricing and declare rates and margins
 - Gross Maximum Pricing review and negotiation, contractor selection and establish Memorandum of Understanding for Early Contractor Involvement
 - Council approval to enter Memorandum of Understanding with contractor
 - Detailed design and Fixed Price Lump Sum contract documentation
 - Detailed design and documentation including input and estimating by contractor plus design build proposals by sub-contractors
 - Final pricing by contractor and competitive tender of sub-contractors/suppliers

- End stage report to Thames Community Board confirming contract within budget and to include recommendation for contract award
 - End stage report to Council confirming contract within budget and to include recommendation for contract award
3. Approves the staff recommended procurement plan of Option B 'Build-only Design-endorsement model' for Milestone 4, with an estimated budget of \$209,000
 4. Recommends that Council endorses the decision to progress to Milestone 4 using the Build-only Design endorsement model

Moved/Seconded By: Goudie/French

Meeting Closed at 14.20

The foregoing Minutes were certified as being a true and correct record of the meeting of the Thames Community Board held on 20 July 2015.

Chairperson _____ **Date** _____