



# UNCONFIRMED 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

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## 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

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### 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 sib-

- 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
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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** \_\_\_\_\_