

## SHOREHAM COMMUNITY ASSOCIATION

### Twentieth Committee of Management Meeting

**Monday 20<sup>th</sup> May 2013 at 7.30pm in the Old School Hall, Shoreham**

#### MINUTES

**Present:** Peter Renkin (President and Chair), Gina McInnis (Secretary), Lee Collins, Peter Kelly, Linda McLeish, and Brian Alcock.

**1. Chairs introduction (Peter Renkin):**

- Welcome
- Apologies – Rob Patrick , Barb Kelly, Helen Alcock, Sue Boggan, Steve Dolman, Verity Ducos, Madeleine Machin.
- Acknowledgement of the Boonwurrung/Bunnurong First People who had prior occupation of Shoreham and the Peninsula.

**2. Confirmation of previous meeting minutes:** Nineteenth Committee of Management – 15th April 2013

Moved: Lee Seconded: Peter K.

**3. New and/or priority items for discussion?** – also an opportunity to flag any issues of interest or concern from Shoreham community members.

- News of Steve Dolman's health
- Peter Renkin as President is meeting Cr Frank Martin & Alison Leighton on Thursday 23<sup>rd</sup> May at 1.30pm at Shire's Rosebud office to submit the Shoreham Priority Project submissions officially and discuss. Invitation to others to attend & Peter K responded.
- Peter Renkin and Peter Kelly are meeting with Glen McAliese, Drainage Engineer MPS to discuss various drainage issues at Shoreham particularly on Triangle. Peter R. to invite Peter Carroll to attend also.
- Jean Downing is keen for the SCA to have regular morning teas in the hall for local people – see notes below at 6.6.

**4. Business Arising from previous minutes:**

**4.1.** Special guest event with Deborah Conway and Willie Zieger now being hosted by Madeleine Machin who is hiring the School Hall for this function on Friday 14 June. Information about costs being advertised on the Community Noticeboard of the website and up at the Post Office.

**4.2.** Committee's endorsement & adoption of the 'SCA Committee Effectiveness Goals' completed by Rob and distributed previously to members.

- All agreed to adopt the goals as distributed. Note of special thanks to Rob for leading that discussion and finalising outcomes.
- Gina requested that Standing Committee reports be sent to the Secretary by the Friday a week prior to the SCA meetings so that they can be circulated with the agenda in a timely manner to the whole committee via email. Otherwise reports should go directly to the whole committee. Moved: Lee, Seconded: Peter K.

**4.3.** Priority Project Statements completed and now used in the process of being included in the MPS Shire Council's Budgets for 2013/14 and subsequent years.

- Peter Renkin noted the SCA Committee's commitment and work getting these done is a credit to them. He said that it is unlikely that these projects will be

included in the 13/14 Council budget but there are areas where we may be able to get some action and see some results – not necessarily the full masterplan.

- Progress report from Convenors of Projects:
  - Shared Trails – Lee Collins (see Appendix A)
  - Triangle – nothing new to report (see related update in 6.4)
  - New Community Hall – nothing new to report
  - Development of Common – Peter Renkin (see Appendix B)
  - Roadside – (see related update in 6.4)
  - Old School Hall Refurbishment & Renovation (see Appendix C and President’s Report below). Committee discussion regarding \$3,000 held in trust for purchasing items for the Hall, e.g. hot water system, food warmer. Noted that we need to know what the Council will provide before deciding how to best spend those funds.

#### 4.4. Dogs, Rubbish, Signage at Foreshore

- Dept of Environment & Primary Industry that appoints the Foreshore Committee are looking at what can be done about this. The Foreshore Manager does not have a lot of authority – does not have the same powers as a ranger eg. Pt Leo.
- **Action:** Peter Renkin to report back following the next Foreshore Committee Meeting.

#### 4.5. Indigenous issues

- **Action:** Verity is to circulate a paper on the development of the Shoreham Indigenous group proposal prior to next meeting for discussion at next month’s meeting.
- Steve noted (email) that the proposed indigenous involvement focus should not proceed until we as a committee are fully briefed and satisfied that the proposals are not in conflict with the objectives of the SCA. We have a responsibility to our community to ensure that all of our activities are in accordance with our stated objectives.

### 5. Correspondence:

#### 5.1. In:

- Email (9 April) from: Carolyn Fox re: fallen tree on fence between property and foreshore
- Email (10 May) from : Carolyn Fox with thanks for response.
- Email (25 April) from Melody Dolman thanking SCA for flowers for Steve’s recovery.

#### 5.2. Out to:

- Email from Peter Renkin (9 May) to Carolyn Fox with advice as to who to contact.
- Letters dated 8th May to Cr Frank Martin & 13th May to Alison Leighton including each of the the 6 Priority Project Statements for Shoreham to be included in the Shire Council’s Budget next & following financial years.
- Email to Byron Douglas dated 13th May following Formation of Reference Group to advise MPS re Hall at meeting held on 8th May
- Email to Fiona Colquhoun dated 14th May following meeting with her on 10th
- Email to Nicola Belcher of MPS dated 16th May re inviting her to partner SCA on 5 of the Projectsher

#### 5.3. Any Other Correspondence: Nil

### 6. Standing Committees Reports:

#### 6.1. Taskforce – Leo Maher (Convenor) – progress report (see Appendix D attached)

#### 6.2. Membership – recruitment & acceptance of new members – Barb Kelly

- 3 renewals and 1 new membership

### 6.3. Finance & Budget – Monthly Financial Report - Treasurer Barb Kelly

- Gina contacted the Council to amend the Grant accountability form to delete the special guest event from these funds and the Council representative agreed to delete that from our report. There is still \$948 of the grant left.
- Monthly finance report. (See Appendix E)

### 6.4. Facilities & Project Implementation – Peter Kelly

- New CFA building looks to be going ahead – surveying has commenced. A ‘Category B’ Station is planned. The Shoreham CFA Management Group has the opportunity to suggest changes to the basic plan. Peter Renkin noted that it would be good if design/plans were made available to the public as soon as possible.
- Peter noted that the verges on Byrnes Rd appear to have been mown more thoroughly since the SCA advised the Council that this was an area that needed better maintenance.
- Peter reported that some of the taller trees on the Triangle have fallen over in recent high winds – he has been staking them back up – otherwise growth of new plants is going well.
- A planting day is planned for August depending on availability of plants. Date to be confirmed.
- Peter R. commented that some people had queried whether the planting had followed the master plan (which is on the website).
- **Action:** Peter Kelly is going to invite Simon Thorning to meet at the Triangle to discuss.

### 6.5. Strategic Planning – Rob Patrick

- Peter Renkin and Rob met and finalised Priority Project documentation, copies forwarded to Committee a few weeks ago. Peter has forwarded to MPS.
- Shared Trails advanced by Peter and Lee with Fiona. Rob absent working in WA. Outcome looks achievable, more consultation required. Rob will make further contact with Tony Walkington (Point Leo) to set up an on-site meeting on his return.
- Taskforce has progressed the PO site development. We have made comments on Keith Lodge's excellent 'appreciation' report, and now await the next step. Refer Leo's report (Appendix D).

### 6.6. Building Community – Linda McLeish/Lee Collins/Madeleine Machin

- Next Community Dinner - at this stage nothing planned for June.
- Monthly “Community Morning Tea” in Old School Hall – discussed how this could be organised as part of ‘Building Community’. Lee and Linda agreed to facilitate this. **Action:** Linda will speak to Jean Downing further about this before proceeding.
- Discussion about the possibility of having a community outing to the Mornington Peninsula Regional Gallery to see the Archibald Prize paintings (7 June – 7 July). **Action:** Peter Kelly will get Barb to enquire as to cost and possibility of making a group booking for anyone interested in going as a group – either on a bus or car pooling and possibly followed by lunch somewhere over in Mornington.

### 6.7. Media & Newsletter – Communications report — Steve Dolman

- We need to urgently address the issue of annual fees, particularly as we currently have a large number of unfinancial members.
- We have a responsibility to keep our community updated on local community issues, particularly where we are at with council in addressing various issues. Also regular updates on the post office redevelopment and general store information. In this regard the Task Force and SCA should be seen as independent of the developer and transparent in our in our transactions.

- Our website should be an important focus of our local communication with our community.

Website report — Gina McInnis (see Appendix F)

- Discussion about the need to get a group email out as soon as possible letting the community know what progress/activities the SCA committee have been working on over the recent months. **Action:** Peter Renkin to provide an update to Gina after the meeting with the Council on Thursday 23 May, which can be put onto website and incorporated into information to go to members and wider community on email.
- **Action:** Gina to put Leo's taskforce update onto website and at Post Office.
- **Action:** Gina to draft email for circulating to committee before sending out.

#### 6.8. President – Peter Renkin

- Plaque has been placed on Hall Lectern – thank you to John Lorkin. Photo of plaque to be sent to Uniting Church Parish of Southern Peninsula
- Outcome of Panel Hearing C135 into Heritage Overlay effecting 'Alavina' at 18 Beach Road – no information at this stage.
- Red Hill Ward Consultative Group meeting on 14th May 2013  
MPS projects in next year's budget include:
  - Red Hill Showground development
  - Development of Red Hill rail trail to Merricks & reserve at corner Shoreham and Point Leo Rd.
  - Development of Balnarring Common.
  - Ambulance Station – Shire interested in having one on the Westernport side of Peninsula – former CFA Main Ridge currently a possible site.
- MPS Council proposed Budget 2013/14 meeting at 4.00pm at Rosebud Shire Office on 27th June to speak to written submissions – agreed SCA to make a submission & speak to it.
- Attended ANZAC DAY celebration at Flinders & organizations laid wreaths – suggested that SCA should be officially involved in 2014. Committee agreed.
- Annual General Meeting – Sunday 21st or 28th July discussed. Committee to confirm availability on those dates. Guest Speaker: Susan McCulloch has been invited & expressed interest in accepting invitation. **Action:** Peter R will check if Susan available & book Hall.
- Contact list of SCA committee – Lee suggested it would be good to have a complete list of contacts. **Action:** Peter R. to type up and circulate.

#### 7. General Business: Nil

#### 8. Any other business

- Coming Events/Activities: Shoreham Foreshore Reserve next working bee on Sunday 26th May at 10am – 12 noon at Main Shoreham/Pines Beach.

#### 9. Next Committee meeting – Monday 17th June 2013 at 7.30pm in Old School Hall.

#### 10. Meeting closed – 9.40pm

## **Appendix A: Shared Trail Report (Lee Collins)**

Peter R and I met with Fiona Colquhoun (MPSC Team Leader Recreation Planning) on Friday the 10th May at Shoreham. The discussion lasted 1.5 hours.

Fiona explained that after consultation with the community last year an extensive Draft Roadside Equestrian & Mountain Bike Trails Strategy was published. (70 pages) Sept 2012. Public comment was sought Oct-Dec 2012. SCA has a copy of the Report.

The SCA did not contribute to either process and therefore any shared trails outlined do not reflect either in the short or long term the desired links proposed by the SCA shared trails at this stage.

Despite the above Fiona did offer some suggestions that may allow some ability i) to provide a circuit path between Shoreham and Point Leo. This could involve the fencing of the "paper" road that is the extension of Seychelles Road to the Frankston / Flinders hwy & then along Pt Leo Road. This would enable a safe and easily traversed (for walkers and trail bikes) path between Old Shoreham, Howard Street lane or Buxton Lane, Coryule estate and the highways southern verge between Pt. Leo farm and Pt Leo Rd.

Further Fiona suggested ii) that we could consider liaising with the Pt Leo and Shoreham Foreshore Committees to develop a mown shared trail between the east side of Coryule estate and Point Leo. This would be adjacent to the farm fences but on foreshore land but must not affect the dunes. Budgetary restraints in this area are of course problematic. Implementation of the previous 1997 shared trails strategy was not funded. Costs would include: fencing, grass cutting, culverts, signage, etc. Consultation with Nicola Belcher Team Leader, Traffic & Road Safety would be involved. Also Bushfire Management to be considered. Fiona recommended sending a copy of the Shared Trail Project Statement to Nicola Belcher. (Note: PR has since done this).

The challenge will be to lift the priority of the SCA's shared trails plans in view of these constraints. Obviously SCA will have to follow up this beginning discussion & lobby hard for Shared Trails.

***Lee Collins, Rob Patrick, Peter Renkin***

## **Appendix B: Common Development Project**

When Lee Collins & Peter Renkin met with Fiona Colquhoun, MPS Team Leader, Recreation Planning on Friday 10<sup>th</sup> May 2013, discussion of the 'Common Development' Project was raised.

Fiona advised that:

- a Master Plan for the Shoreham Common was now on the 2015/2016 Forward Budget Plan works program...SCA will have to lobby to get onto an earlier Plan & in order to retain this listing position (competition from other projects can displace)
- that this Project will involve capital coming from either/both external grants and/or MPS Budget once the Master Plan is approved
- consultation with stakeholders/community will occur eg. Emma Wakefield is currently coordinating a Master Plan for Flinders Project
- annual program funding may be allocated in the next budget to specific requested facilities/works on the Common – without upsetting a longer term Master Plan i.e. facilities can be re-located later in accordance with the Master Plan

***Peter Renkin***

12/5/2013

## Appendix C: Old School Hall/Community Hall Meeting

**8<sup>th</sup> May 2013 – Meeting** called by MPS staff in response to a request by Shoreham Community Association & held in the old School Hall.

Present: MPS Staff: Byron Douglas, Team Leader Recreation & Community Partnership (chair), Janet Dewhurst, Coordinator Community Halls, Jude Glenny, Recreation Project Officer  
Residents: Brian Alcock, Ann Lorkin, John Lorkin, Peter Renkin

### Matters Covered

**1. Condition of the Hall** – MPS has concluded a new contract on 1<sup>st</sup> April 2013 with Transfield for Infrastructure Maintenance that included Shire Halls

NOTE: 'maintenance' includes: re-sealing timber floors, maintaining facilities & furniture (egs. stove, fridge), painting, cleaning windows, removing cobwebs, clearing gutters/downpipes; Jobs to be listed on the maintenance program require a prior inspection & assessment. Piano re-placement is up to Shoreham people.

**"Reactive Maintenance"** eg. birds through holes in roof so that rubbish drops down cracks onto floor & stains ceiling – **PROCESS** to get onto list: ring MPS Customer Service – get a Service Reference No. – inspection etc will follow....

**"Proactive Maintenance"** – major jobs that are actioned on a 3 year cyclical basis & capital works

**2. SCA has prepared/submitted a Project Statement to Shire Council requesting budget funds allocation in 2013/14 for renovation & refurbishment of the Hall internally & externally** – new hot water service a high priority - copy to be sent to Byron by Peter (done).

**3. Remembrance Day** – Ann requested grounds preparation – advice ring Customer Service & request grass cutting etc. about 2 weeks beforehand.

**4. Current Stakeholders/Regular Users** – Flinders & District Historical Society, SCA, Red Hill Ward Consultative Group, Tai Chi, Shoreham Foreshore Reserve Committee, Manton & Stony Creeks Landcare Group, U3A, Federal & State Electoral Commissions; and **Casual Bookings** individual/family events, a Parents Group.

**5. Entitlement of FDHS** – use of Hall at various times – How to secure a booking? MPS staff to provide booking information to FDHS on request.

### 6. Formation of a Shoreham Hall Committee responsible to MPS

Two options given:

- i) Section 86 Committee – appointed by Council with delegated powers; monthly meetings with minutes
- ii) Reference or Advisory Group – meets as needed, informal, membership of interested local residents & hall users

### Meeting preferred option 2.

**7. Trust Fund now held by MPS = approx. \$3,000** (balance of revenue held by former Hall Committee – **MPS requests Reference Group** to select items for expenditure egs. kitchen fitted with lockable cupboards & sideboard, heating, hot water system to sink, more tables (on wheels), pie warmer, crockery.

**NEXT MEETING:** Wednesday 9<sup>th</sup> October 2013 at 4.00pm in the Hall - more interested members invited.

**Notes taken by Peter Renkin, SCA.**

## **Appendix D: Post Office Site Development**

As previously advised, a Planning Permit Application was submitted on 28<sup>th</sup> March and has been allocated P13/0448. Jane Lawson is the appointed planning officer.

Jane has identified three aspects of the Application requiring additional information viz:

- Verification that the mandatory height limitation has been met – to this end the owner has engaged a surveyor and a survey was done on 15<sup>th</sup> May. Should there be a need, the floor level of the shops can be dropped.
- A regulatory difficulty with the proposal for three under-croft car parks on the western side of the complex. This can easily be overcome.
- A requirement for an analysis to demonstrate compliance with the Shoreham Design Guidelines 2007. Keith Lodge (Shoreham's Architect Panel with Sally Draper & Russell Barrett) has generously provided this.

It's anticipated that amended details will go to the Shire around 24<sup>th</sup> May. All being well, the next step will be advertisement of the Application.

The Shire has submitted the Bushfire Management Plan to the responsible authority.

There have been preliminary discussions with the FDHS on the form and content of the historical record plaque or plaques that will be placed in the complex.

Debris has been removed from the site.

FORMER GENERAL STORE SITE

Nothing new to report.

***Leo Maher***

17<sup>th</sup> May 2013



## Appendix E: SCA Financial Report (Barb Kelly)

### SHOREHAM COMMUNITY ASSOCIATION INC.

FINANCIAL REPORT AS AT 20<sup>th</sup> MAY 2013

Opening balance (from 15/04/2013)				\$7,781.02
INCOME:	M/ships	80.00		7,861.02
LESS OUTGOINGS	Plaque	70.00		
	Expenses (P.Renkin)	<u>139.84</u>	209.84	
7,651.18				
Bank Balance as at 20/05/2013				<u>\$7,651.18</u>

Unpresented cheque No 28, MPS for Hall Hire 1<sup>st</sup> term for \$30.

## Appendix F: Website Update (Gina McInnis)

- Gina and Linda have been tidying up the website as well as updating where new information has been provided i.e. walking group and working bees etc.
- The website domain is due for renewal in June (\$80). Gina will organise this.
- The current website builder [4ormat.com](http://4ormat.com) has been working really well, but recently it has been changed, effecting the way information can be uploaded and displayed. It has become a lot less user-friendly and not as appropriate for an information rich website (heavy on text). Gina and Linda will be looking at alternatives which may be better for the needs of the Shoreham community and SCA. The current website builder only costs \$5 per month. We may have to spend a bit more to get something more appropriate.
- No email has been sent out to the members or the wider Shoreham community since Christmas. This is due to the following reasons:
  - We were hoping to make some major changes to the website before we sent an email directing people to it - but for the reasons explained above working on the website has become more difficult.
  - Was waiting for some 'News' that was really worth announcing in a group email.
- It would be good if the SCA could decide what information they would like announced to the community / members so that an email can go out soon - possibly an update on the Priority Projects and also the PO site. Obviously information about renewing membership is now getting urgent also.
- Any new website builder could be set up over June/July while the other website is still operating.
- Anyone interested in assisting with content, design and development of the website please put your hand up.
- Gina and Linda plan to meet on 2 June to look at options.