
MEETING NOTICE

A meeting of the
Lydham Hall Advisory Committee
will be held in the Pind
on **Tuesday 14 May 2024** at **6.30 pm**

AGENDA

1	ACKNOWLEDGEMENT OF COUNTRY	
2	APOLOGIES	
3	DISCLOSURES OF INTEREST	
4	MINUTES OF PREVIOUS MEETINGS	2
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Meredith Wallace
General Manager

Lydham Hall Advisory Committee

14/05/2024

Item No	4.1
Subject	Minutes of the Lydham Hall Advisory Committee Meeting - 27 February 2024
Report by	Joanne Butler, Executive Assistant Director City Performance
File	SF24/982

Officer Recommendation

That the Minutes of the Lydham Hall Advisory Committee meeting held on 27 February 2024 be confirmed as a true record of proceedings.

Present

Andrew Tsounis, Chairperson
Greta Werner, Councillor
Liz Barlow, Councillor
Ann Fardell, Councillor
Wesley Fairhall, Member
Anne Field, Member
Laurice Bondfield, Member

Also present

Richard Sheridan, Director City Performance
Joanne Butler, Executive Assistant Director City Performance
Tina Workman, St George Historical Society

The Chairperson opened the meeting in the Pindari Meeting Room at 6.38 pm.

1 Acknowledgement of Country

The Chairperson affirmed that Bayside Council acknowledges the traditional custodians: the Gadigal and Bidjigal people of the Eora nation, and pays respects to Elders past, present and emerging. The people of the Eora nation, their spirits and ancestors will always remain with our waterways and the land, our Mother Earth.

2 Apologies

Apologies were received from Meredith Wallace

3 Disclosures of Interest

There were no disclosures of interest.

4 Minutes of Previous Meetings

4.1 Minutes of the Lydham Hall Advisory Committee Meeting - 31 October 2023

Committee Recommendation

That the Minutes of the Lydham Hall Advisory Committee meeting held on 31 October 2023 be confirmed as a true record of proceedings with the words added:

- 7.1 add remember 'to' consider; and
- 7.4 add potential future 'immediate' maintenance needs.

4.2 Business Arising

There was no Business Arising.

Note: That Committee note that the Minutes of the Lydham Hall Advisory Committee of Tuesday 31 October 2023 were received, and the recommendations therein be adopted by the Council at its meeting of 22 November 2023.

5 Reports

5.1 Update on Lydham Hall Issues

Committee Recommendation

The Lydham Hall Advisory Committee note the requests and responses.

6 General Business

Discussion from the 'Update on Lydham Hall Issues' report and new issues were addressed. The outcomes are below:

New request - Building waste in the Attic

Council to get the dust left after the ceiling repair cleaned up.

Ongoing - Feral Cats

Council to investigate opportunities to manage the cats accessing under the house.

New request - Flooring in the Orientation Room

St George Historical Society requested that Council investigate options and consider budgeting for the remediation work on the floor.

Ongoing - Signage

St George Historical Society requested that Council investigate options and consider budgeting for a new sign.

New request - Heritage Week

St George Historical Society requested information on Council's plans for celebrating Heritage Week and opportunities for Lydham Hall to be involved.

New request - Booking / Use of the House

St George Historical Society requested that Council, when planning events, consider using Lydham Hall as a venue.

New request - Accessibility to the House

Council to look at opportunities to enable better access to the house for visitors and report back to the advisory group.

Re requested - Electrical and data upgrade to the Blue room

St George Historical Society requested that Council investigate options and consider budgeting for an Electrical and data upgrade to the Blue room.

Re requested - Electrical upgrade to the Kitchen

St George Historical Society requested that Council investigate options and consider budgeting for an Electrical upgrade to the Kitchen.

New request - Local History Room

St George Historical Society requested that Council investigate other flooring options and consider budgeting for them.

Re requested - Keys to the House

St George Historical Society requested that Council consider allocating 4 more keys to enable easier access for volunteers and other members.

Garden Tap

St George Historical Society requested that Council fix the tap on the south side at the back of the house.

7 Next Meeting

That the next meetings be held in the Pindari Meeting Room at 6.30pm on Tuesday 26 March 2024.

The Chairperson closed the meeting at 8 pm

Attachments

Nil

Lydham Hall Advisory Committee

14/05/2024

Item No 5.1
 Subject **Issues Register Update**
 Report by Richard Sheridan, Director City Performance
 File SF24/982

Summary

The purpose of the Advisory Committee is to provide advice to Council on the conservation and management of Lydham Hall building and grounds in accordance with Council’s Community Strategic Plan and Conservation Management Plan for the site as well as the terms and conditions of the Licence Agreement with St George Historical Society.

Officer Recommendation

The Lydham Hall Advisory Committee note the request and responses.

Background

Update on the issues/queries from the St George Historical Society.

Under the licence, the requirement for maintenance is described in section 68.1. The Licensee (SGHS) has all maintenance obligations except grounds and garden section 68.2. The maintenance routine that the Council provides has been previously agreed.

Licensee obligations are listed under s70.1 and Licensor obligations are under s70.2.

To track the actions and requests outside of the License agreement we have a tracking system as the requests have reached 37 and we do not want to miss anything.

Summary Actions

Active - Open and in progress	6	Hold	4	Closed	22	Noting	4
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Total requests are broken up into several tables.

Open items/Active will be reported to each meeting with a status update

Closed Items will only be reported in detail to the next meeting and then will drop off.

Council will maintain the statics on request on a financial year basis.

Active requests

Ref	Date	Requestor	Issue	Comments	Update	Note
3a	Oct-23	SGHS	Council can support you by helping to promote the opening event through our existing communications and marketing channels. I recommend that once you have created the event's collateral, you share it with Richard who will ensure our Communications team promote the event.		Open	Manager to do a meet and greet
21	Oct-23	LHAC	Bank Account. The Lydham Hall Advisory Committee requested that Council consider allowing the St George Historical Society to quarantine 50% of its existing savings into a sinking fund for potential future maintenance needs	sufficient capital for emergency	Open	Need a Strategy on how the funds are to be invested to determine the min holdings.
23	Oct-23	SGHS	<u>Electrical issues</u> - <i>For discussion and action:</i> Requirements for additional power points in rooms of little heritage significance, specifically the Local History Room and the 1970s kitchen.	As per above this matter is on hold.	Hold	Not part of the License and we need to gather more information and obtain a Business Plan.
25	Oct-23	SGHS	<u>Grants</u> - <i>For information:</i> Society has applied for a small grant (from an external organisation) for a large rug for the Local History Room. This is not a fitted floor covering and will sit above the existing bare concrete floor. It will be secured at the doors using the existing threshold strips.	The Society requested that Council investigate options and consider budgeting for the remediation work of the floor in the Orientation Room, works may include the like of sanding and refinishing the floors and potential soft coverings.	Hold	Not part of the License and we need to gather more information and obtain a Business Plan
30	Mar-24	SGHS	<u>Landscaping - Future landscaping plans</u> The Society has asked request for relevant specialists at Council to work together with them in the development of the landscape plans	Further discussion on what is the problem is with the current state	Hold	Not part of the License and we need to gather more information and obtain a Business Plan and what the function improvements are?

Ref	Date	Requestor	Issue	Comments	Update	Note
31	Mar-24	SGHS	<u>Long Term Plan</u> The Society, supported by the Lydham Hall Advisory Committee requested that Council consider developing a long term strategy for maintaining and upgrading Lydham Hall. This will enable the tailoring of plans for other interim works to align with the long term plans and the St George Historical Society to consider this when making their plans for the hall.		Open	Internal review of CMP and next steps will be progressed in alignment with strategy to be presented.
33	Mar-24	SGHS	New request - Booking / Use of the House- St George Historical Society requested that Council, when planning events, consider using Lydham Hall as a venue		Open	City Life to consider the best fit
34	Mar-24	SGHS	New request - Accessibility to the House- Council to look at opportunities to enable better access to the house for visitors and report back to the advisory group.		Hold	Not part of the License and we need to gather more information and obtain a Business Plan.
35	Mar-24	SGHS	Re requested - Electrical and data upgrade to the Blue room - The Society requested that Council investigate options and consider budgeting for an Electrical and data upgrade to the Blue room.		Open	Business Plan is required before we can progress.
36	Mar-24	SGHS	Re requested - Extra Keys to the House- St George Historical Society requested that Council consider allocating 4 more keys to enable easier access for volunteers and other members.		in progress	Coordinate additional keys and bond request

Closed requests

Ref	Date	Requestor	Issue	Comments	Update	Note
1	Oct-23	SGHS	Front Garden Trimming to Align to historic- As per your email the front garden has been tidied and the dead rose bushes and broken pots removed		Closed	Fixed
2	Oct-23	SGHS	The ramp has been inspected and it will be made safe in January, in time for the opening	Yes I was there this morning when the team came in to measure and they let me know it would be done	Closed	Fixed
3	Oct-23	SGHS	Council can support you by helping to promote the opening event through our existing communications and marketing channels. I recommend that once you have created the event's collateral, you share it with Richard who will ensure our Communications team promote the event.		Closed	Manager to do a meet and greet
4	Oct-23	SGHS	The remediation works for the ceiling are contracted to be completed in January. It is my understanding that the attic is not to be open to the public as the stairs are not compliant with current BCA standards. Therefore, the attic should only be used for storage purposes and not be open to the public	Needs rectification	Closed	Council spent a significant budget to fix
8	Oct-23	SGHS	That Council check the pest inspection schedule and ensure the recently discovered termite infestation is addressed. Discovered infected wood in Blue Room	Review for recent activity	Closed	
9	Oct-23	SGHS	That Council provide the most recent Fire Inspection Certificate for display in Lydham Hall.	Noted signage out of date	Closed	
10	Oct-23	SGHS	That Council investigate the possibility that feral cats are living under Lydham Hall and develop a plan for their management	How can we prevent occupation	Closed	Assessment is the cats are local and not feral. Manage this locally using deterrents
11	Oct-23	SGHS	That Council investigated the possibility of moving the remaining living roses from the front garden to the rose bed in the rear garden.	Noted by committee	Closed	

Ref	Date	Requestor	Issue	Comments	Update	Note
12	Oct-23	SGHS	That Council consider removal of the pots that are broken and overgrown with weeds.	Noted by committee	Closed	
13	Oct-23	SGHS	engages a specialist to investigate the current electrical infrastructure at Lydham Hall and make recommendations for improvements to bring the property up to code and facilitate the needs of the licensee.	Concerns around wiring and other potential hazards	Closed	Investigation is complete and advise has been provided.
14	Oct-23	SGHS	Electrical issues - <i>For discussion and action</i> : The museum has experienced a number of power trips. The most recent occurred 31 August. Whilst a call to Richard Sheridan resolved the problem within a few hours (the contract electrical company were contacted and they attended site) the Society would like a plan of action for this when it occurs during the weekend when it is more difficult to contact Bayside staff. Note that the electrical contractor checked all appliances and deemed them safe and suggested that we should limit turning on one appliance only at any given moment. Whilst we have adhered to this over the last month, this will not be possible once we reopen to the public.	Concerns around wiring and other potential hazards. Report on current status	Closed	Council provided the capacity of the current power
15	Oct-23	SGHS	<u>Grants</u> - <i>For approval (in advance)</i> : Society has applied for a grant for two Square terminals, as part of Bayside Council's Grant program, which includes POS terminals and cash drawers. This will record all sales (credit card and cash) for all individual items. This allows us to operate efficiently and provides auditable data for Bayside Council. One POS terminal will be permanently kept at reception desk in hallway specifically for Lydham Hall visitation. The other will be a roaming terminal for events and activities such as café, books and merchandise sales, walking tours etc. As this is a Bayside Grant, we believe it may be conditional on the Lydham Hall Advisory Committee approving	There wanted a higher cost product. Grant was reject as there is a low value alternative	Closed	<u>Society purchased</u>

Ref	Date	Requestor	Issue	Comments	Update	Note
			the 'activity' as per the last grant. As such we are seeking approval in advance of the grant determination.			
16		SGHS	Grants new floor coverings and remediation to the floor in the Orientation Room.		Noting	
17	Oct-23	LHAC	Requested that Council expedite the repairs / replacement to the ceilings in the attic and supported the request that Council discuss the planning for any works at the property within the next 5 years with the St George Historical Society	Concerns around further cracking	Closed	Minor issue relating to dust ongoing
18	Oct-23	LHAC	The Lydham Hall Advisory Committee requested that Council remember consider Lydham Hall when evaluating grant opportunities.	Refer opportunity for heritage	Closed	
19	Oct-23	LHAC	The Lydham Hall Advisory Committee requested that Council consider developing a long term strategy for maintaining and upgrading Lydham Hall. Request some plans be considered so they are grant ready	Costing for final stages CMP - Subject to grant	Noting	Need to consider the CMP and strategy for next round of grants
20	Oct-23	LHAC	Fountain. The Lydham Hall Advisory Committee requested that Council consider assisting the St George Historical Society to convert the Fountain in the grounds to a garden planter. The Fountain is in disrepair and the upkeep is onerous so it was suggested that the fountain be converted to a garden bed and, if approved, that Council staff assist by drilling drainage holes and supplying and installing the soil required.	Agreed by all, can we look at options and maybe suggest volunteers or working bee	Closed	Fountain was fixed
22	Oct-23	SGHS	<u>Electrical issues - For discussion and action:</u> The light bulbs in a couple of the rooms continuously blow out which suggests an underlying issue with the electrical cabling. This is despite minimal use of overhead lighting whilst the Society is working in the museum (as we have all windows and shutters open). This may need to be investigated.		Closed	

Ref	Date	Requestor	Issue	Comments	Update	Note
24	Oct-23	SGHS	<u>Grants</u> - <i>For information:</i> Society has applied for a grant (from an external organisation) for equipment required to operate a small 'café' for Lydham Hall. This grant covers equipment only and does not entail any changes to the (1970s) kitchen.	For noting at Advisory Committee	Closed	
26	Oct-23	SGHS	<u>Grants</u> - <i>For information:</i> Society has applied for a small grant (from an external organisation) for museum barriers to enable us to block off free access to the rooms when security is an issue or when we are low on volunteers. The barriers allow visitors to view the museum unsupervised and ensures that volunteers are able to control the flow of people. Barriers will be installed inside the rooms with a minimum 1500 x 1500 viewing section. The dining room will be partially secured to allow visitors to move through the space into the Local History Room and the 1917 kitchen	For noting at Advisory Committee	Closed	
27	Oct-23	SGHS	<u>Grants</u> - <i>For information:</i> The Society will apply for a future grant for new floors coverings in the Orientation Room. The floor in this room requires significant remediation but until this is resolved, the Society will be seeking funding for a large wool or sisal carpet to be laid on the surface. Until this is funded (and existing furniture and equipment removed), this room will be closed to the public.	For noting at Advisory Committee	Noting	Repeated in March requested budget from Council
28	Oct-23	SGHS	<u>Grants</u> - <i>For information:</i> The Society will apply for a future grant for new permanent signage for the front of the building. The existing signage is dated and has incorrect information. The design will need collaboration and agreement from Bayside Council. We are seeking approval in principle and a request to liaise with appropriate Council staff for the design and the funding application.	For noting at Advisory Committee	Noting	Repeated in March requested budget from Council

Ref	Date	Requestor	Issue	Comments	Update	Note
29	Oct-23	SGHS	<u>Opening plans</u> - <i>For information:</i> The Society has decided to postpone its opening of the museum until February 2024. The original plan to open in October was based on access being granted in May 2023. Unfortunately access was not provided until late August 2023. Whilst we had hoped to be able to have some 'soft' openings prior to Christmas, this is no longer feasible. The February opening allows us to time to clean the entire museum thoroughly; set up the displays; plan interpretive information panels for the rooms; undertake marketing and promotions; develop an exhibitions and events programme and prepare the Business Plan for Bayside Council		Closed	
32	Mar-24	SGHS	New request - Heritage Week St George Historical Society requested information on Council's plans for celebrating Heritage Week and opportunities for Lydham Hall to be involved.		Closed	Timed out
37	Mar-24	SGHS	Garden Tap - St George Historical Society requested that Council fix the tap on the south side at the back of the house.		Closed	Job completed.
38	Apr-24	SGHS	We set everything up this morning about 7.30am and all power was working. We switched everything off after testing. At 9am we switched things back on in readiness and found that the temporary power that we set up for the kitchen via the extension cords no longer worked. The rest of the museum, including the stove, was fine.	I then had a call from Rob at Modern Electrics (the contractors) who said he would come out as soon as he could. He arrived about 10.30. He checked the board and said it was a simple trip to one circuit only and he flicked the switch back on. • He then checked all our appliances and the electrical cord we were using and they were all good. The inside of the	Closed	

Ref	Date	Requestor	Issue	Comments	Update	Note
				board was dry and safe.		
39	9-Apr	St George	Requested a contract cleaner to complete a deep clean on the attic area floor and just outside the entry door, entailing vacuuming of the timber floors/crevices (with a commercial type vacuum) mopping the floor ensuring all fibres are collected.	The original contractor was asked not to clean by Tina due to the amount of dust it was created. Mater is now closed	Open	

Noted requests

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Financial Implications

- Not applicable
- Included in existing approved budget
- Additional funds required
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Community Strategic Plan

- Theme One – In 2032 Bayside will be a vibrant place
- Theme Two – In 2032 Our people will be connected in a creative City
- Theme Three – In 2032 Bayside will be green, resilient and sustainable
- Theme Four – In 2032 Bayside will be a prosperous community
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Risk Management – Risk Level Rating

- No risk
- Low risk
- Medium risk
- High risk
- Very High risk
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Community Engagement

Attachments

Nil