

MEETING NOTICE

A meeting of the
Lydham Hall Advisory Committee
will be held in the Pindari Meeting Room
Level 1 Rockdale Town Hall
444 – 446 Princes Highway, Rockdale
on **Tuesday 16 July 2024 at 6.30 pm**

AGENDA

1	ACKNOWLEDGEMENT OF COUNTRY	
2	APOLOGIES	
3	DISCLOSURES OF INTEREST	
4	MINUTES OF PREVIOUS MEETINGS	2
4.1	Minutes of the Lydham Hall Advisory Committee Meeting - 14 May 2024	2
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Meredith Wallace
General Manager

Lydham Hall Advisory Committee

16/07/2024

Item No	4.1
Subject	Minutes of the Lydham Hall Advisory Committee Meeting - 14 May 2024
Report by	Joanne Butler, Corporate Planner
File	SF24/982

Officer Recommendation

That the Minutes of the Lydham Hall Advisory Committee meeting held on 14 May 2024 be confirmed as a true record of proceedings.

Summary of Substantial Recommendations

There were no Substantial Recommendations identified.

Present

Councillor Andrew Tsounis, Chairperson
Councillor Greta Werner
Councillor Liz Barlow
Councillor Ann Fardell
Wesley Fairhall, St George Historical Society
Laurice Bondfield, St George Historical Society
Anne Field, St George Historical Society

Also present

Richard Sheridan, Director City Performance
Lorraine Olmedo, Manager Communications & Engagement
Joanne Butler, Executive Assistant Director City Performance
Tina Workman, St George Historical Society

The Chairperson opened the meeting in the Pindari Meeting Room at 6.35 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, General Manager

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 - 27 February 2024

Committee Recommendation

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

4.2 Business Arising

Note: That Committee note that the Minutes of the Lydham Hall Advisory Committee of Tuesday 27 February 2024 were received and the recommendations therein be adopted by the Council at its meeting of 27 March 2024.

5 Reports

5.1 Issues Register Update

Committee Recommendation

The Lydham Hall Advisory Committee:

- 1 Noted the request and responses.
- 2 Supports the St George Historical Society applying, under the lease to, remediate the floor in the Orientation Room as per point 25 in the Issues register.

6 General Business

6.1 Lydham Hall Business Plan 2024-2025

Wesley Fairhall briefed the Committee on the tabled Business Plan.

The Committee discussed the high priority issues highlighted by the St George Historical Society and recommended that the Business Plan be reviewed by relevant stakeholders in Council for feedback to ensure the plan is comprehensive.

The feedback from Council stakeholders to be considered by the committee at its next meeting to finalise the plan and then prioritise projects.

7 Next Meeting

That the next meeting be held in the Pindari Meeting Room at 6.30 pm on Tuesday 16 July 2024.

The Chairperson closed the meeting at 7.45 pm.

Attachments

St George Historical Society - Lydham Hall Business Plan Summary of Objectives [↓](#)



LYDHAM HALL

Historic House & Museum



BUSINESS PLAN

2024-2025

Plan prepared by the St George Historical Society March 2024

Lydham Hall Business Plan (Short and Long Term)
Prepared by the St George Historical Society March 2024

Introduction

As part of the License Agreement with Bayside Council for Lydham Hall Museum, the St George Historical Society is required to develop a Business Plan for Lydham Hall Historic House Museum in consultation with Bayside Council, with the assistance of, and through the Lydham Hall Advisory Committee.

The aim of the plan is to:

1. Support the long-term vision & aspirations of the Council's Community Strategic Plan
2. Reflect and support the implementation of the Lydham Hall Conservation Management Plan
3. Provide planning objectives for review by the Lydham Hall Advisory Committee whose role it is to assist with the business planning process and advise and recommend to Council for consideration budget allocations for capital and ongoing maintenance (*Item 5, Lydham Hall Advisory Committee Terms of Reference*)

Specifically, the Business Plan aims to determine those activities which require capital expenditure in the 4 priorities identified by the Society Executive. Those 4 priority areas are:

- Maintenance
- Conservation
- Activation
- Education

The following objectives have been determined based on requirements of the site that align with Bayside Councils Community Strategic Plan 2032 (BCCSP) and the recommendations included in the Lydham Hall Conservation Management Plan 2020 (CMP).

The objectives included as part of this Business Plan are both of a short term and long term nature. In the compilation of this Plan, it was decided to take a more comprehensive and global view of what was required for the site that went beyond the next financial year. This allows the Society and Bayside Council to approach funding in a more rational manner that can schedule activities required to attain funding with early stage planning (for the works and for funding). Those items noted as 'Stage 1: Planning' are objectives that, whilst long term, require early planning works to commence.

This summary document is intended as a discussion document for the Lydham Hall Advisory Committee at their quarterly meeting prior to Bayside Council budget formulation. It is intended that Business Planning is a Committee activity and not one that the St George Historical Society would complete in isolation. [SGHS]

SUMMARY OF BUSINESS PLANNING OBJECTIVES

Business Planning Objectives	SGHS Priority areas	CMP Recomm.	Bayside Strategic Plan
<p>1. Upgrade the commercial facilities to ensure a safe environment for volunteers, a quality experience for visitors, an increase in income opportunities and the ability to share facilities with other community groups.</p> <p>1.1. Electrical upgrade to the working kitchen with the addition of a new sub-board and two additional circuits</p> <p>1.2. Electrical and data upgrade to the Local History Room for computer and internet</p> <p>1.3. New shed for storage of equipment and furniture. Stage 1: Planning</p> <p>1.4. Kitchen plans to be resurrected for the construction of new kitchen suitable for purpose. Stage 1: Planning</p> <p>1.5. Landscape masterplan for whole site Stage 1: Planning</p>	<p>Maintenance</p> <p>Activation</p>	<p>11.6</p> <p>11.7</p>	<p>1.1.1</p> <p>1.1.4</p> <p>1.1.5</p> <p>1.2.1</p> <p>1.2.2</p> <p>1.2.4</p> <p>1.3.1</p> <p>1.3.2</p> <p>2.1.2</p> <p>2.3.1</p> <p>3.3.1</p> <p>3.3.3</p>
<p>2. Present the museum as a well maintained, accessible and usable place that reflects on Council's commitment to heritage and obligations for maintenance of a State listed Heritage site.</p> <p>2.1. New floor finishes to <i>Local History Room</i> and to <i>Orientation Room</i> to cover bare concrete and damaged floors</p> <p>2.2. Interior wall and ceiling surfaces painted throughout</p> <p>2.3. Upgrade broken and brittle internal lighting fixtures in <i>Hallway, Bedroom</i> and <i>Orientation Room</i></p>	<p>Maintenance</p> <p>Conservation</p>	<p>11.4</p> <p>11.5</p> <p>11.6</p> <p>11.7</p>	<p>1.1.1</p> <p>1.1.5</p> <p>1.2.1</p> <p>1.2.2</p> <p>1.2.4</p> <p>1.3.1</p> <p>1.3.2</p> <p>2.1.1</p> <p>2.1.2</p> <p>2.1.4</p> <p>2.3.1</p> <p>2.3.2</p> <p>2.3.3</p>

<p>2.4. Paint fascia to 1912 extension to stop further deterioration to exterior of building</p> <p>2.5. Exterior signage upgrades to street signage, façade signage and garden orientation/education</p> <p>2.6. Continuation of the conservation works to attic to be resumed. Stage 1: Planning</p> <p>2.7. Continuation of the conservation works to the structural integrity of the 1912 addition and floors to be resumed Stage 1: Planning</p> <p>2.8. Improved and accessible paths of travel across the site as part of the landscape masterplan (item 1.5)</p>			
<p>3. Manage the museum in a professional capacity as determined by contemporary museum practices.</p> <p>3.1. Seek to appoint a museum curator (2-3 days contract) to Lydham Hall with an events, identity and exhibitions focus</p> <p>3.2. Address and rectify current humidity levels throughout the museum with dehumidifiers</p> <p>3.3. Connect with local organisations, other historical societies, local libraries, and in particular with Bayside Councils George Hanna Museum, to share resources and travel exhibitions between venues (pending rectification of the <i>Orientation Room</i>)</p> <p>3.4. With the assistance of Bayside Council, commence planning (Stage 1) for Pavilion construction.</p>	<p>Conservation Activation Education</p>	<p>11.2 11.6</p>	<p>1.1.1 1.1.4 1.1.5 1.2.2 1.2.4 1.3.1 1.3.2 2.1.1 2.1.2 2.1.4 2.3.1 2.3.2 2.3.3 2.4.2</p>

<p>4. Activate the museum to increase awareness and visitation through exhibitions and cultural events (pending rectification to current kitchen and <i>Orientation Room</i>)</p> <p>4.1. Development of a short term and long term program for exhibitions and yearly events</p> <p>4.2. Production of a contemporary publication on Lydham Hall for resale</p> <p>4.3. Production of a childrens brochure for general visitors and school groups</p> <p>4.4. The introduction of two prize giving events – the Christina Stead Short Story Prize (2025) and the Lydham Hall Art Prize (2026).</p>	<p>Activation Education</p>	<p>11.3</p>	<p>1.1.1 1.1.5 1.2.4 1.3.1 2.1.4 2.3.1</p>
<p>5. Explore the income potential of the museum and grounds through income focused events and sensitive commercial hire</p> <p>5.1. Develop a strategic pricing structure for events held at the museum and in the grounds</p> <p>5.2. Promote the use of the museum for commercial hire for low impact events that make use of the <i>Orientation Room</i>, the gardens and the verandah</p> <p>5.3. Continue to seek grant funding for specific acquisitions of equipment, exhibitions and events.</p>	<p>Activation</p>	<p>11.3</p>	<p>1.1.1 1.1.5 1.2.4 1.3.1 2.1.1 2.1.2 2.1.4 2.3.1 2.3.2 2.3.3</p>

REFERENCE: CONSERVATION MANAGEMENT PLAN RECOMMENDATIONS

The following are a summary of the recommendations as listed in the Lydham Hall Conservation Management Plan as completed by David Scobie Architects for Bayside Council.

11. Recommendations

The following Recommendations provide a concise summary of actions Prepared for implementation by Council. They are intended to offer a clear path towards retention of the cultural heritage significance of the property with a set of sustainable uses to be managed by Council through shared Stakeholders.

11.1 Use

- The Lydham Hall house, specific late Victorian contents and garden setting are to remain the focal point for local & cultural history interpretation;
- Lydham Hall presents a case study for the life and works of Christina Stead with her novels and narratives having the capacity of bring the site to life;
- Lydham Hall and environs are to be interpreted through a range of Cultural events related to the significance of the site and local history;
- Works to the streetscape and garden setting required for improving the Access to the house and property should be carried out in a suitable sequence.

11.2 Interpretation

- A Museum curator with experience in the decorative arts and furniture of the Late Victorian period, should be appointed to review and propose a rationalised display of the Holbeach collection and the local Attic collection, consistent with the guidelines on significance assessment, access and cultural events.

11.3 Management

- The CMP is to be reviewed by Council and then exhibited in accord with Council Policy for public comment;
- The formal Planning and Development process is to produce consent for the proposed Conservation Works;
- The formal Planning and Development process is to produce consent for the proposed Pavilion extension;
- The Lydham Hall Management Committee, subject to a review to ensure that the constitution and membership is appropriate and consistent with the Local Government Act, is to be supported as the preferred custodian and site manager through increased support given to stakeholder and member recruitment and training;
- The Lydham Hall Management Committee is to arrange to visit the case study venues and other comparable heritage sites to determine the various management and operational opportunities which could be implemented at Lydham Hall;
- Following adaptation of the former caretaker's extension, the attic collection can be relocated to this fully accessible location;
- An events curator is to be appointed to assist the Lydham Hall Management Committee in liaising with additional stakeholders to broaden the number and breadth of interest of events;
- The cultural events should reflect the significance of Lydham Hall, the cultural stakeholders within the Bayside Local Government Area and correspond with festival periods across the decorative, creative and performing arts including literature, heritage, music, poetry, gardening, food, visual art, reading and creative writing.

11.4 Setting & curtilage

- The planning strategy based on the relevant clauses within Rockdale DCP 4.1.1 is to be pursued. The objectives and controls should ensure that views to Botany Bay are protected from the rear of Lydham Hall and that views to and from Lydham Hall will not be adversely impacted by development of the properties within the vicinity.
- The strategy should also include appropriate mitigation measures including the use of appropriate materials, colours and planting.

11.5 Conservation Works

- The schedule of Conservation works to the building should be carried out in a suitable sequence by experienced Contractors under supervision;

11.6 Maintenance

- The Maintenance plan should be adopted and enacted within the appropriate Department and funded to a level suitable for being carried out

11.7 New building works

- In order to add sustaining uses and accommodate the collections in an accessible location, a refurbishment of the former and redundant Caretaker's residence is to be considered.


11.8 Fire & security


- A comprehensive and non-invasive fire protection and security system is to be installed and integrated with the Conservation Works.


REFERENCE: BAYSIDE STRATEGIC PLAN OBJECTIVES

The following are screenshots from the Bayside 2032 | Community Strategic Plan 2018–2032.

Theme One In 2032 Bayside will be a vibrant place Neighbours, visitors, and businesses interact in dynamic urban environments. People are proud of living and working in Bayside. Built forms are sympathetic to the natural landscape and make our area a great place to live.		
COMMUNITY OUTCOMES	STRATEGIES (Council's role)	WHO CAN HELP
1.1 Bayside's places are accessible to all	1.1.1 Create spaces, places and interactions that are safe, accessible, and engaging (Deliver) 1.1.2 Improve availability of parking for residents (Deliver, Advocate) 1.1.3 Promote the provision of affordable housing for those who need it (Partner, Advocate) 1.1.4 Provide safe, accessible open space with a range of active and passive recreation opportunities to match Bayside's growing community (Deliver, Partner) 1.1.5 Welcome visitors and tourists to Bayside (Partner)	▶ Community ▶ Council ▶ Developers ▶ Local businesses ▶ NSW Police Force ▶ Sporting groups and associations ▶ State government agencies
1.2 Bayside's places are dynamic and connected	1.2.1 Create green and welcoming streetscapes (Deliver) 1.2.2 Ensure public buildings are well maintained as important community hubs with the opportunity for shared and multiple use of facilities (Deliver, Advocate) 1.2.3 Facilitate greater connectivity through active transport (Deliver, Partner, Advocate) 1.2.4 Support and deliver cultural and arts facilities, programs, events, and opportunities (Deliver, Partner, Advocate)	▶ Council ▶ Community ▶ Historical/heritage associations ▶ Local businesses
1.3 Bayside's places are people focussed	1.3.1 Activate local areas and town centres with facilities valued by the community (Deliver, Partner) 1.3.2 Create and maintain vibrant, visually appealing, and welcoming places with their own village atmosphere and sense of identity (Deliver, Partner, Advocate) 1.3.3 Promote innovative and well-designed local developments which incorporate open space and put people first (Deliver, Partner, Advocate)	▶ Community ▶ Council ▶ Developers ▶ Local businesses
1.4 Bayside's transport system works	1.4.1 Promote adequate, accessible, reliable public transport for ease of travel to work and leisure (Advocate) 1.4.2 Promote Bayside as a 30-minute City where residents do not have to travel for more than 30 minutes to work (Advocate) 1.4.3 Support an effective and efficient local road network through investment in maintenance and reduced traffic issues in Bayside (Deliver, Partner, Advocate)	▶ Council ▶ Transport for NSW

In 2032 our people will be connected in a creative City 		
Theme Two		
Knowledge sharing and collaboration ensure that we have the expertise and relationships to lead with integrity, adapt to change, connect vulnerable people to community, build resilience and effectively respond in times of adversity and stress. Our strong connections help our diverse community to feel equally valued.		
COMMUNITY OUTCOMES	STRATEGIES (Council's role)	WHO CAN HELP
2.1 Bayside celebrates and respects our diverse community	2.1.1 Reflect and celebrate cultural diversity in Bayside's activities (Deliver, Partner) 2.1.2 Support cultural and arts events that reflect and involve community (Deliver, Partner) 2.1.3 Treat community members with dignity and respect (Deliver, Partner, Advocate) 2.1.4 Value, respect and celebrate Bayside's shared heritage and history (Deliver, Partner, Advocate)	<ul style="list-style-type: none"> ▶ Aboriginal Elders and organisations ▶ Community ▶ Council ▶ Historical/heritage associations ▶ Local businesses ▶ State government agencies
2.2 Bayside utilises and benefits from technology	2.2.1 Harness technological changes and ensure benefits are shared across Bayside (Deliver, Advocate) 2.2.2 Promote smart use of technologies to make life better (Advocate) 2.2.3 Provide accessible information and services online and through social media (Deliver)	<ul style="list-style-type: none"> ▶ Community ▶ Council ▶ Local businesses ▶ National Broadband Network (NBN)
2.3 The community feels valued and supported	2.3.1 Engage and communicate with all community members (Deliver) 2.3.2 Promote access to active recreation, health care and education services to support a healthy community (Deliver, Partner, Advocate) 2.3.3 Provide services and facilities which ensure all community members feel a sense of belonging, including children, families, young people, and seniors (Deliver, Advocate) 2.3.4 Value and acknowledge our pets, and welcome them across Bayside (Deliver, Advocate) 2.3.5 Work with our partners to ensure flexible care/support arrangements for seniors, children, people with disabilities and vulnerable members of our community are available across Bayside (Partner, Advocate)	<ul style="list-style-type: none"> ▶ Aboriginal elders and organisations ▶ Community ▶ Council ▶ South Eastern Sydney Local Health District ▶ Schools ▶ Sporting groups and associations ▶ State government agencies
2.4 The community is united and proud to live in Bayside	2.4.1 Develop and support community connections and networks which enhance resilience (Partner, Advocate) 2.4.2 Develop and support emerging community leadership (Partner) 2.4.3 Ensure Council's decisions reflect community objectives and desires (Deliver) 2.4.4 Engage effectively with community and provide information in a timely manner (Deliver) 2.4.5 Foster a sense of community pride in and satisfaction with Bayside (Deliver, Partner, Advocate) 2.4.6 Support community to play their part and imagine the future together (Partner, Advocate)	<ul style="list-style-type: none"> ▶ Community ▶ Council ▶ Local businesses ▶ Schools

In 2032 Bayside will be green, resilient, and sustainable 		
Theme Three		
Our natural assets and biodiversity are protected and enhanced through collaborative partnerships, to benefit a healthy environment now and in the future. The community is resilient, and confident in its ability to work together to thrive, adapt and recover from risks and climate events. Energy, resources, and waste are managed sustainably.		
COMMUNITY OUTCOMES	STRATEGIES (Council's role)	WHO CAN HELP
3.1 Bayside is resilient to economic, social, and environmental impacts	3.1.1 Build community capacity and resilience to prepare for, cope with, adapt to and recover from economic, social, and environmental impacts (Deliver, Partner, Advocate) 3.1.2 Engage with community to provide an appropriate response to threats and adverse events (Deliver, Partner) 3.1.3 Promote education about climate change so that the community understands the potential impacts (Deliver, Partner, Advocate) 3.1.4 Support and promote local climate and resilience leadership and initiatives (Partner, Advocate)	<ul style="list-style-type: none"> ▶ Commonwealth government agencies ▶ Community ▶ Council ▶ State government agencies
3.2 Bayside's use of renewable energy is increasing	3.2.1 Promote and facilitate emerging transport technologies for greener transportation and to meet the community's changing needs (Partner, Advocate) 3.2.2 Promote the use of renewable energy through community education (Deliver, Partner, Advocate) 3.2.3 Prioritise renewable energy use by Council where possible to reduce greenhouse gas emissions, and report publicly on benefits (Deliver, Advocate)	<ul style="list-style-type: none"> ▶ Community ▶ Council ▶ State government agencies
3.3 Bayside's waterways and green corridors are regenerated and preserved	3.3.1 Capture and reuse rainwater at Council facilities where feasible (Deliver) 3.3.2 Enhance and extend green grid corridors (Deliver, Partner, Advocate) 3.3.3 Increase Bayside's tree canopy (Deliver) 3.3.4 Involve community in the preservation of natural areas (Deliver, Partner) 3.3.5 Respect, manage and protect the natural environment and biodiversity (Deliver, Partner)	<ul style="list-style-type: none"> ▶ Community ▶ Council ▶ NSW Environmental Protection Authority (EPA) ▶ Volunteers
3.4 Bayside's waste is well managed	3.4.1 Address illegal dumping proactively (Deliver, Partner, Advocate) 3.4.2 Educate the community on sustainable waste management and recycling practices (Deliver, Partner) 3.4.3 Promote a circular economy by encouraging and/or implementing avoidance, reuse, rehome, repair, recycling, recovery solutions before landfilling (Deliver, Partner, Advocate)	<ul style="list-style-type: none"> ▶ Community ▶ Council ▶ Sydney Regional Illegal Dumping (RID)

In 2032 Bayside will be a prosperous community 		
Theme Four		
Business innovation, technology, flourishing urban spaces and efficient transport attract diverse business, skilled employees and generate home-based business. Growth in services to the local community generate employment support, a thriving community, and livelihoods. Council is viable across its quadruple bottom line: social, environmental, economic, and civic leadership.		
COMMUNITY OUTCOMES	STRATEGIES (Council's role)	WHO CAN HELP
4.1 Bayside generates diverse local employment and business opportunities	4.1.1 Encourage and support improved employment outcomes for First Nations peoples (Deliver, Partner, Advocate) 4.1.2 Monitor socio-economic outcomes and work with partners to identify actions Council can support (Partner) 4.1.3 Support innovative and new and emerging businesses to locate in Bayside (Partner, Advocate) 4.1.4 Support local apprenticeships and cadetships, as a major employer (Deliver, Advocate)	► Council ► Local businesses ► NSW Department of Planning and Environment
4.2 Bayside recognises and leverages opportunities for economic development	4.2.1 Support major employers to partner with local small business (Advocate) 4.2.2 Take advantage of Bayside's position as an international hub for transport and logistics related business (Advocate) 4.2.3 Preserve industrial lands and employment lands and partner with major employers to support local jobs (Deliver, Partner) 4.2.4 Encourage participation from creative industries and entrepreneurial businesses (Advocate) 4.2.5 Ensure local Plans and regulations have kept pace with the sharing economy (Deliver)	► Business Enterprise Centre Australia (BEC) ► Local Chambers of Commerce and Industry ► Council ► Local businesses ► NSW Department of Planning and Environment ► NSW Ports ► Sydney Airport
4.3 Council is financially sustainable and well governed	4.3.1 Ensure Council decision making is transparent, and data driven (Deliver) 4.3.2 Foster a customer centric culture (Deliver) 4.3.3 Invest in a skilled and dynamic workforce to meet future challenges, meet accountability and compliance requirements, and deliver Council's quadruple bottom line: social, environmental, economic, and civic leadership (Deliver) 4.3.4 Manage Council assets to meet community expectations within available resources (Deliver) 4.3.5 Manage Council finances for the long-term benefit of the community and to prioritise infrastructure funding commitments (Deliver) 4.3.6 Plan for growth and development so the benefits of prosperity are shared (Deliver)	► Council

Lydham Hall Advisory Committee

16/07/2024

Item No	5.1
Subject	Internal Council Consultation on Business Plan
Report by	Richard Sheridan, Director City Performance
File	SF24/3297

Summary

The Business Plan provided will be the long term strategic that will inform future projects relating to the Museum.

With the limited amount of information available Council has provided their feedback where they can on the process required to commence reviewing the project outlined in the plan.

There is a process that is articulated in the License to commence the planning process for individual projects and contained in these reports is the relevant information to assist the committee.

Officer Recommendation

- 1 That the St George Heritage Society Provide a reference guide for all the rooms in Lydham Hall for interpretation and compliance with CMP.
 - 2 That the Committee notes the feedback provided on the Business Plan.
-

Background

In the 14 May 2024 Committee under general business, we minute the following action.

“The Committee discussed the high priority issues highlighted by the St George Historical Society and recommended that the Business Plan be reviewed by relevant stakeholders in Council for feedback to ensure the plan is comprehensive.”

The Licensee is responsible under the license s70.1 (f) “developing a business plan for the museum in consultation with licensor through the advisory committee”.

Committee members will note there are relevant clauses in the license that are impacted by the business plan is. For example, Clauses 24, 25, 37 and 67.

Committee notes that agree license fee of \$37,500 was discounted by 100% on the basis that the Licensee will invest surplus into property improvements or maintenance and an application for subsidy is submitted on an annual basis.

Process

Following the consultation process on the business plan Licensee may want to commence the projects in the plan.

The business plan is not an approval to proceed with work and relevant approvals are still required as outlined in the License agreement.

The License agreement will require them to work with Property Services for all requests that are considered Alternation or Requiring Approval. The items that are considered general maintenance.

Funding

The business plan is to be funded by Licensee.

Consultation on plan

Feedback was provided from City Infrastructure, City Planning and City Projects team.

In providing feedback I have summarised the considerations without repeating the elements of CMP. For any request to proceed all elements will need to be considered by Council.

In obtaining the feedback there was a consistent concern around the description of rooms and we will recommend to committee to provide a museum layout, so the naming conventions are consistent with CMP or easily translated.

Sub items Item 1	Project type (license)	Considerations	Responsible
1.1 Electrical upgrade to the working kitchen with the addition of a new sub-board and two additional circuits;	Alteration	The new sub board and additional circuits within the 1978/79 kitchen would likely be deemed suitable work given the plan to upgrade this kitchen and the 1978/79 kitchen being classified as little significance. Subject to meeting the DA assessment for Conservation Policy 7, Heritage and other planning assessments.	SGHS
1.2 Electrical and data upgrade to the Local History Room for computer and internet;	Alteration	Need further information on the project including location and work to be undertaken. Local History room is not reference in CMP.	SGHS
1.3 New shed for storage of equipment and furniture.	Alteration	No objection for new shed for storage of equipment provided the shed footprint is minimal and does not impact any item with exceptional or high heritage significance or require any ground excavations works below 300mm. Subject to meeting the DA assessment and review of landscape masterplan to ensure suitability and consideration of the heritage nature of the site.	SGHS

Sub items Item 1	Project type (license)	Considerations	Responsible
1.4 Kitchen plans to be resurrected for the construction of new kitchen suitable for purpose:	Alteration	The caretaker addition (1978) houses the kitchen and is of little historical significance and therefore with the correct approvals it would be expected that a kitchen refurbishment would be able to be facilitated. Subject to architectural design, referrals and approvals and grant funding.	SGHS
Landscape masterplan for whole site.	Operational	The CMP clearly states that there is a clear opportunity to reconsider the garden spaces in terms of spaces and planting more consistent with the appropriate era.	SGHS
2.1 New floor finishes to Local History Room and to Orientation Room to cover bare concrete and damaged floors.	Alteration	There needs to be more information before an assessment can be accurately made. Generally, what is the damage and structural implications?	SGHS Specifications and plans to be provided for referral and assessment
2.2 Interior wall and ceiling surfaces painted throughout:	Maintenance	The Licensee must obtain the Licensor's written approval as to the colour and type of paint to be used to paint the Premises.	SGHS/Council
2.3 Upgrade broken and brittle internal lighting fixtures in Hallway, Bedroom and Orientation Room;	Alteration	This item request upgrade to lighting. Property advice is to maintain the existing lights in good working condition as per license.	SGHS
2.4 Paint fascia to 1912 extension to stop further deterioration to exterior of building.	Maintenance	The Licensee must obtain the Licensor's written approval as to the colour and type of paint to be used to paint the Premises	
2.5 Exterior signage upgrades to street signage, façade signage and garden orientation / education	Maintenance	No issues – Review of Scale, design and placement to be provided. May require referral and approvals depending on location and scale.	SGHS
2.6 Continuation to the conservation works to attic to be resumed	Alteration	The conditions of the attic rooms have been stabilised by the Stage 1 and 2 works completed by City Projects. As the staircase is not compliant with the BCA and adaptation would damage the heritage significance these works require approval	SGHS

Sub items Item 1	Project type (license)	Considerations	Responsible
2.7 Continuation of the conservation works to the structural integrity of the 1912 additional and floors to be resumed:	Alteration	A structural review has been undertaken by Sherrard & Assoc. The report identified the key areas of concern are the damaged kitchen (1917) floor, the subsidence and movement crack repairs and the replacement of stabilised external paving. Underpinning will be required in the southwestern corner. The CMP identified this work as a high priority.	Council
2.8 Improved and accessible paths of travel across the site as part of the landscape masterplan;	Alteration	Given the heritage status an appropriate accessible entry path would be through the northern landscaped garden to the rear garden with the entry to house from the eastern veranda. Restoration of the door thresholds or threshold ramps to and from the verandas would be required to provide compliant access. The CMP the construction of new pathways and landscape works as low priority.	SGHS – Including funding.
3.1 Curator	Day to Day Operations	Nil	SGHS
3.2 Humidity Levels	Day to Day Operations	Nil	SGHS
3.3 Connect Local museums	Day to Day Operations	Nil	SGHS
3.4. With the assistance of Bayside Council, commence planning (Stage 1) for Pavilion construction.		Stages 3 and 4 (pavilion and pathways etc) were originally considered to be optimisation works rather than conservation works. The Pavilion is mentioned in the CMP as Long-Term Planning Project. The works will require approvals from the Heritage Office	Council Long Term Financial Position is not able to fund this but will advocate for grants.

Item 4 Is related to Activation and there was no feedback on this.

Item 5 Is related to Income opportunities and there was no feedback on this.

Financial Implications

- Not applicable
- Included in existing approved budget
- Additional funds required

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
-

Risk Management – Risk Level Rating

- No risk
- Low risk
- Medium risk
- High risk
- Very High risk
-

Community Engagement

Nil

Attachments

Nil

Lydham Hall Advisory Committee

16/07/2024

Item No 5.2
 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 38 and we do not want to miss anything.

Summary Actions

Active - Open and in progress	5	Hold	0	Closed	32	Noting	0
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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
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.
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
40	Jun-24	SGHS	New request – keys provided only access only facilitate access to the house museum and not the side gate.		Open	Property Services working on this
41	Jun-24	SGHS	There are at least 2 keys remaining in the possession of parties no longer requiring independent access to the premises. It would be logical to return the keys		Open	Confirmation of the committee. Members have access to Keys.

Closed requests since last meeting

11 Request were closed off as the Business Plan will replace the items that were on hold and that will become the document to monitor progress.

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		Open	Manager to do a meet and greet

Ref	Date	Requestor	Issue	Comments	Update	Note
			with Richard who will ensure our Communications team promote the event.			
16		SGHS	Grants new floor coverings and remediation to the floor in the Orientation Room.		Noting	Included in Business Plan
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 consider so they are grant ready	Costing for final stages CMP - Subject to grant	Noting	Included in Business Plan
27	Oct-23	SGHS	<u>Grants - For information:</u> 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	Included in Business Plan
28	Oct-23	SGHS	<u>Grants - For information:</u> 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	Included in Business Plan
23	Oct-23	SGHS	<u>Electrical issues - For discussion and action:</u> 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	Included in Business Plan

Ref	Date	Requestor	Issue	Comments	Update	Note
25	Oct-23	SGHS	<u>Grants - For information:</u> 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	Included in 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	Included in Business Plan
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

Financial Implications

- Not applicable
- Included in existing approved budget
- Additional funds required

Community Strategic Plan

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- | | |
|--|--------------------------|
| Theme One – In 2032 Bayside will be a vibrant place | <input type="checkbox"/> |
| Theme Two – In 2032 Our people will be connected in a creative City | <input type="checkbox"/> |
| Theme Three – In 2032 Bayside will be green, resilient and sustainable | <input type="checkbox"/> |
| Theme Four – In 2032 Bayside will be a prosperous community | <input type="checkbox"/> |
-

Risk Management – Risk Level Rating

- | | |
|----------------|--------------------------|
| No risk | <input type="checkbox"/> |
| Low risk | <input type="checkbox"/> |
| Medium risk | <input type="checkbox"/> |
| High risk | <input type="checkbox"/> |
| Very High risk | <input type="checkbox"/> |
-

Community Engagement

Attachments

Nil

Lydham Hall Advisory Committee

16/07/2024

Item No 5.3
Subject **End of Year Report**
Report by Richard Sheridan, Director City Performance
File SF24/982

Summary

The St George Historical Society will table an End of Year report for discussion.

Officer Recommendation

That the Lydham Hall Advisory Committee receive and note the tabled report

Background

n/a

Financial Implications

- Not applicable
- Included in existing approved budget
- Additional funds required

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

Risk Management – Risk Level Rating

- No risk
- Low risk
- Medium risk
- High risk
- Very High risk

Community Engagement

Not applicable

Attachments

Nil