



# **MINUTES of Bundarra School of Arts Hall and Community Consultative s355 Committee Meeting**

**For the Meeting of 16 April 2025 at 6:30pm  
Agenda issued 11 April 2025**

**Attachments:**

1. Council Report - 2<sup>nd</sup> Bundarra Community Meeting Session dated 25 March 2025
2. Meeting Notes - 2<sup>nd</sup> Bundarra Community Meeting Session dated 25 March 2025
3. Bundarra Schedule of Works as at 16 April 2025

**Attendance at Meeting:**

**Committee Members:**

Peter Gregory  
Rodney Hargrave  
Jennifer Dezius  
Theresa Layton  
John Layton  
Shannon Lee Johnson  
Jackie Stibbard  
Rebecca McLean  
Matthew Monk  
Angela Iskov

**Councillors:**

Leanne Doran  
Jen Philp  
Adam Blakester – Meeting Facilitator

**Staff:**

Toni Averay - General Manager  
Mick Raby - Director Infrastructure & Development  
Emily Sims - Senior Strategic Planner

**Apologies:**

Jeffrey Dezius  
Lindsay Groth  
Kylie Jarman

**Visitors and guests**

Alison Bayliss  
Bruce McLean  
Ken Miller  
Deb Cook

## AGENDA

1.	WELCOME, ACKNOWLEDGEMENT AND INTRODUCTIONS/REINTRODUCTIONS .....	3
2.	FORMAL APPOINTMENT OF CHAIR, OFFICE HOLDERS AND COMMITTEE MEMBERS .....	3
3.	INTRODUCTION AND DISCUSSION OF PREVIOUS COMMITTEE TERMS OF REFERENCE .....	3
4.	ANY QUESTIONS ARISING FROM: .....	3
5.	LAST MEETING ACTION ITEM UPDATES .....	4
6.	BUNDARRA SCHEDULE OF WORKS (STANDING ITEM) .....	4
7.	PRESENTATION OF DRAFT URALLA SHIRE HOUSING STRATEGY .....	5
8.	COUNCIL UPDATES (STANDING ITEM) .....	5
9.	CHECK-IN REGARDING COMMUNITY NEEDS, PRIORITIES AND OPPORTUNITIES .....	5
10.	CURRENT FUNDING OPPORTUNITIES FOR THE COMMITTEE .....	5
11.	OTHER BUSINESS .....	5
12.	NEXT STEPS .....	5
13.	NEW ACTIONS ARISING FROM THESE MINUTES. ....	5

**1. Welcome, Acknowledgement and Introductions/Reintroductions**

- Attendees were confirmed.
- Apologies were recorded.
- The Bundarra Community Email Distribution List was updated.

**2. Formal Appointment of Chair, Office Holders and Committee Members**

- Vacant Committee Positions were discussed:
  - a. Chairperson
  - b. Secretary
  - c. Treasurer
  - d. Hall Bookings Officer
- Committee members were offered the time to read the previous Committee's ToR. Numerous Members had not yet seen this. It was agreed to defer the election of above positions until the next meeting in May.
- A decision to have future meetings start at 6:00pm, to limit meetings to a 1.5hr duration, and seek to move towards 1hr meetings once process is practiced, was also agreed.
- It was also agreed to re-send via email a copy of ToR to all Committee members.

**ACTION: Circulate ToR via email to all members.**

- Question – re procedure of the meeting  
In the absence of a Chair being appointed, Clr Blakester discussed alternative chairing options, and proposed to facilitate this meeting, like was done for the previous Information Sessions.

**3. Introduction and Discussion of previous Committee Terms of Reference**

- It was agreed to bring back questions and suggested changes to next meeting.
- Question asked whether the meeting was open to visitors. It was confirmed that the Committee meetings are open to other interested community members, however only the Committee Members have a vote on formal decisions made.

**4. Any Questions Arising from:**

- Attachment 1 – Report to Council Ordinary Meeting held 25 March 2025
  - Attachment 2 – Draft Notes from the second Information Session held on 12 March 2025
1. *Question – What happened with the previous Committee's decision to prioritise the footpath from Aged Care to Sports facility?*  
MR discussed the relevant grant being rejected – now a new opportunity has arisen (see Agenda Item 5).
  2. *RTC money raised is it committed? Does the RTC money need to be leveraged, eg, matched \$ for \$?*  
Clr Doran – no.  
Clr Blakester – The funds are held in a restricted reserve.

3. *Question – Caravan Park update requested.*

Update by Peter Gregory (Town Ganger)

There was a wide-ranging discussion regarding the operations and procedures.

There is active engagement with the remaining two campers who have stayed longer than the maximum 14-day period.

**ACTIONS:** Check signage is accurate and complete with formal notifications and details, eg, the Ranger details.  
Develop Terms & Conditions on a receipt to be issued at time of payment.  
Can we accommodate paying clients for longer than 14 days if it makes sense to do so, eg, short-term workers staying in town? Question to be put to Acting Director Corporate & Community.

5. **Last Meeting Action Item Updates**

Last Meeting Actions as at 16 April 2025 was discussed.

*Question - Can we do a four-year plan of priorities for Bundarra?*

MR Yes.

**ACTION:** Set-aside time in next meeting agenda to discuss four-year plan.

There was considerable discussion regarding the immediate funding opportunity to identify a priority section of 200m of standard width footpath from the Strong Country Communities Fund, with a purpose which supports the community being active.

Four sections of footpath were considered, being:

1. Grace Munro to sports club
2. School to pub
3. Pre-school to main street
4. Store to skatepark

The Committee, in a consensus decision, decided to recommend to Council, that the available footpath funding for Bundarra be allocated to a footpath from Grace Munro towards the Sports Club.

**RECOMMENDATION TO COUNCIL:**

**That the available footpath funding for Bundarra be allocated to a footpath from Grace Munro towards the Sports Club.**

*It was noted that the other footpath priorities would be kept in mind for future funding.*

**ACTION:** MR to bring the draft Pedestrian and Mobility Plan (PAMP) to the Committee.

6. **Bundarra Schedule of Works (Standing Item)**

Bundarra Schedule of Works as at 16 April 2025 was presented.

There was discussion regarding speeding issues and the traffic counter. MR confirmed that average and maximum speeds are also recorded. Further, ideas to manage speeding are the responsibility of the Uralla Shire Traffic Committee.

*Question - Can we get a copy of the traffic data and speeds and timing?*

**ACTION:** MR yes - via email.

## 7. Presentation of Draft Uralla Shire Housing Strategy

Emily Sims – Senior Strategic Planner, Uralla Shire Council presented an overview of the Draft Strategy and responded to questions.

## 8. Council Updates (Standing Item)

There was no discussion regarding the Council Update items as at 16 April 2025 as presented.

## 9. Check-in regarding Community Needs, Priorities and Opportunities

There was no discussion regarding the items as at 16 April 2025 as presented.

## 10. Current Funding Opportunities for the Committee

Current Funding Opportunities as presented were noted.

## 11. Other Business

Nil.

## 12. Next Steps

The Committee agreed to hold the next meeting on Wednesday 14 May 2025, from 6:00 – 7:30pm at the Bundarra School of Arts Hall.

## 13. New Actions Arising from these Minutes.

Actions Arising from This Meeting:	Who	Status
<b>ToR</b> <ul style="list-style-type: none"> <li>Circulate Bundarra School of Arts Hall and Community Consultative Committee Terms of Reference via email to all members</li> </ul>	ESO	Complete Emailed 28/4/25
<b>Bundarra Caravan Park</b> <ul style="list-style-type: none"> <li>Check signage is accurate and complete with formal notifications and details, e.g. the Ranger details.</li> <li>Develop Terms &amp; Conditions on a receipt to be issued at time of payment.</li> <li>Can we accommodate paying clients for longer than 14 days if it makes sense to do so? Question to be put to ADCC.</li> </ul>	ADCC	
<b>Four Year Plan of Priorities</b> <ul style="list-style-type: none"> <li>MR to bring the draft PAMP to the Committee</li> <li>Set-aside time in next meeting agenda to discuss four-year plan</li> </ul>	MR AB	

Actions Arising from This Meeting:	Who	Status
<b>Traffic Safety</b> <ul style="list-style-type: none"> <li>Email copy of the traffic data and speeds and timing.</li> </ul>	MR	
<b>Footpaths</b> <ul style="list-style-type: none"> <li>Advise Council that the Committee's recommendation regarding the available footpath funding for Bundarra is that it be allocated to joining Grace Munro with the Bundarra Sports Club</li> </ul>	MR	
<b>Report to Council</b> <ul style="list-style-type: none"> <li>That the Meeting Agenda and Draft Minutes be advised to Council at the May Ordinary Meeting</li> </ul>	MR	