



# Howard Park Recreation Reserve Management Committee Meeting

**MINUTES**  
**Monday 7/02/2022**

Meeting held commencing 5:15pm  
at Howard Hall, Howard Park Recreation Reserve  
325 Whitewood Road, Howard Springs

**Nicky McMaster, Manager Communications and Engagement**



## Howard Park Reserve Committee Meeting

**Meeting at Howard Hall, Howard Park Reserve  
on Monday, 7 February 2022 at 5:15pm**

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### 1 Opening of Meeting

5:20 pm

### 2 Attendees

Mathew Salter	Litchfield Council North Ward Councillor (Chair)
Gerry Wood	Resident
Maxine Way	Howard Springs Volunteer Fire Brigade
Fletcher Austin	Resident
Nicky McMaster	Litchfield Council Manager Communications and Engagement

### 3 Apologies and Leave of Absence

Sarah Thomas	Litchfield Council Reserves and Community Programs Officer
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### 4 Acknowledgement of traditional ownership

The Chair acknowledged the traditional custodians of this land on which we met. The Chair paid our respects to the Elders past, present and future for their continuing custodianship of the land and the children of this land across generations.

### 5 Disclosures of Interest

The Chair asked that any member of the Committee who may have a conflict of interest, or a possible conflict of interest regarding any item of business to be discussed at the Committee meeting should declare the conflict of interest to enable the Committee to manage the conflict in accordance with its obligations under the Local Government Act.

Nil

## 6 Confirmation of Minutes

That the Committee confirm the minutes of the meeting held on Monday 6 December 2021

Moved: Maxine Way

Seconded: Gerry Wood

## 7 Business Arising from the Minutes

That the Committee receives and notes the Action List.

Meeting Date	Action	Responsible	Notes	Status
11/4/2017  18/10/2021  7/02/2022	Leases – NTPFES and Scouts	Council  Maxine  Gerry	Leases provided and requiring signatures. Following up.  Maxine to follow up with NTPFES - Maxine has passed the leases on, and they are awaiting further advice  Gerry to follow up with Scouts - Gerry has passed it on, and they are awaiting further advise from the head office  No response – need to revisit	Ongoing
17/6/2021  18/10/2021	Pedestrian Access to Reserve	Council and Committee members	Gerard's figures from ADG on costs for walkway. Plans provided and discussed. Plans not correct – Rodney to assess. Council to determine whether funding is available for this project.  Invite Rodney to the next meeting to walk through the planned proposal and obtain feedback.  Rodney to investigate options, plans and estimates of costs and report back to the next meeting if possible	Ongoing



Meeting Date	Action	Responsible	Notes	Status
7/02/2022			<p>Council spoke with contact.</p> <p>Letter to be sent asking for dates and more variety and increase stalls. Engage in rural local businesses (invite freds pass markets)</p> <p>Suggest to contact sponsors for lights etc.</p> <p>Send draft letter to committee for approval.</p> <p>Two events, May and August.</p> <p>Send letters for confirmation.</p>	
18/10/2021	Whitewood Hall Refurbishment Discussion	Council	Report to Council meeting to get appetite for investigating the refurbishment	Ongoing
7/02/2022			Further discussions needed.	
09/12/2021	Fertilise trees	Gerry Wood	Gerry advised that he will fertilise the reserve trees when the rain comes in consistently.	
7/02/2022			Trees fertilised	
7/02/2022	Masterplan		Identify the need for a masterplan. Investigations to take place on how this can be achieved.	

## 8 General Business

### 8.1 Monthly Finance Report

## 9 Other Business

- The urgent need for clarity on leases and reserve responsibilities
- Keys to be checked, Whitewood Hall keys issued haven't worked
- Facility needs more promotion, tie it in with pop up markets, open day.

10 Next Meeting

Monday 4 April 2022 at 5:15pm Howard Hall, Howard Park Recreation Reserve.

11 Close of Meeting

6:20pm

CONFIRMED