MINUTES OF
ASSOCIATION COMMITTEE MEETING

Community Land Management Act 2021

Members of Prince Henry Community Association
DP 270427
Anzac Parade, Little Bay NSW 2036

The Meeting will be held on Wednesday, 14 October 2026
Located in the Frangipani Room in the Coast Centre for Seniors,
Curie Ave, Little Bay NSW 2036

Commenced at 6:00PM

Present	Apologies	In Attendance
Susan Graham **Michael McIntosh** **John Pearson** **Leonard Ryan** **Linda Mearing** **Georgina Ryan** **Pavlos Totsis** **Jennifer Elliot** (acting for Michelle Morgan)	**Michelle Morgan**	**Maria Strugarevic** (Lot 30) **Sharon Paull** (Lot 7) **Ian Williams** (Lot 5) **Ira Williams** (Lot 5) **Janet Bergin** (Lot 52,53,57,58,59) **Kerry Russo** (Lot 13) (left at 7.05 pm) **Elisa & Andew Dawson** (Lot 19) **Helen Wells** (Acumen Strata) **Sean D'Souza** (Acumen Strata) **Vincent Wan** (Acumen Strata)
Chairperson: John Pearson		

1. **Declaration of Interest**

   Pursuant to Clause 16 of Schedule 2 of the Community Land Management Act 2021 the meeting notes any declaration by a member of the committee of any direct or indirect pecuniary interest and/or conflicts of interest in relation to a matter being considered at this meeting and resolve how that declaration shall be accommodated at the meeting.

   NOTE: Those present confirmed they had nothing to declare.

2. **Minutes**

   Resolved that the minutes of the Association Committee Meeting held 26 August 2026 be confirmed as a true and accurate account of that meeting.

3. **Financial**

   Report: That the financial accounts ending 30 September 2026 be tabled and received.

4. **Capital Works Fund Plan**

   Noted that the Association Committee received an update regarding the Capital Works Fund Plan tender. Documents have been collated and an invitation to tender to be finalised presented to 3 consultants. Acumen liaise with the office bearers and issue.

5. Matters from Prior Meeting

Noted that an update relating to the matters raised in the prior meeting be provided:

(a) **Bays & Beaches Precinct Meetings**

Noted that the Bays & Beaches Precinct meetings for the 2026 year will be held on the following dates:

Meeting Date	Committee Member to attend
Wednesday, 21 October 2026	Leonard Ryan
Wednesday, 25 November 2026	Pavlos Totsis

6. Sub-Committee Reports

Resolved that the Association Committee Members provide the following updates:

a. **Architect Compliance/Liaison**

i. Lot 2 / 62 Gubbuteh Road: The Managing Agent advised that a meeting had been held 14 October 2026 between the applicants and Lahznimmo architects to review their application. Currently awaiting confirmation from the property owner.

This matter was previously considered at the committee meetings held 16 February 2026, 8 April 2026, 10 June 2026, and 26 August 2026.
NOTE: A meeting was held 14 October 2026 with the applicants and Lahznimmo Architects. It is anticipated that the applicant will present a revised proposal for committee consideration.

ii. Lot 75 / 2 McMaster Place: Noted completed works appeared like-for-like to prior external appearance, and so no application or approval was deemed necessary.
NOTE: Works have been completed – no further action required.

iii. Lot 40 / 9 Pine Avenue: Noted secondary fencing had been installed to raise the existing boundary fencing height. At the time of the meeting, a formal application remained pending.
NOTE: It is anticipated that, in addition to additional approval from PHCA, approval will be required from Council and Heritage NSW. It was noted that Acumen Strata and office bearers to finalise communication to Pine Cottage to raise these concerns.

b. **Council Site Meetings | Items Ongoing**

i. Site meeting with Council – 10 June 2026
PHCA to follow up with Council re various outstanding issues relating to the 10 June 2026 minutes.

Daniel Merrick, Community Consultation Officer and PHCA liaison person at Council has requested PHCA to nominate a date for a subsequent meeting with Council. It's important that PHCA thoroughly reviews all outstanding issues and submits its requirements to Council before arranging a further meeting.
NOTE: The Office Bearers will identify the items that are outstanding with Council.

c. **Randwick City Council | Southern Coastal Walkway**

Randwick City Council has established a Southern Coastal Walkway Working Group to bring stakeholders together to help shape the coastal walkway. AC member, Michael Macintosh, was nominated to represent PHCA. Michael attended the inaugural meeting on 9 September 2026.
NOTE: Michael McIntosh addressed the meeting, and advised the primary concerns identified by the Golf Club delegates is in relation to liability and maintenance of the walkway.

d. **Landscaping Liaison**

i. The Managing Agent provided a summary of landscaping easements to the sub-committee for reference.
ii. The existing contractor (Gardens in Mind) has been asked to provide an updated proposal for PHCA landscaping works, including new details of scope of works, pricings, insurances and business registration. Insurance and business registration details have been received, with the updated proposal expected in the near future.
NOTE: Acumen was instructed to follow up Gardens In Mind in writing and request that the proposal be provided within the next two weeks

e. **Website/Marketing**
i. Three existing sponsors have re-signed and paid for sponsorship.
ii. A newsletter is overdue and will be drafted in the coming weeks.
iii. Input from Association Committee members is encouraged. All new ideas welcome. Members must be prepared to participate in progressing their ideas.
NOTE: McCartney Oval plaque: The plaque details have been finalised and location determined (adjacent to the Cap and Bat sculpture) – Council will produce and install the plaque shortly in McCartney Oval to replace the stolen sign which was originally located outside the Oval in Jenner Street.

f. **Site Monitoring**
i. **Parking notices available for Committee use:** Copies of parking by-law breach notices were handed to Association Committee members present. It's important for each Association Committee member to monitor breaches and provide appropriate reports to Acumen for follow up.

ii. **Lot 116 / 12 Gubbuteh Road – Appearance:** An on-site meeting with the PHCA Chairperson and Treasurer will be arranged when an accurate summary of comparable breaches was finalised. The lot owner advised on 9 September that an on-site meeting would be welcomed.
NOTE: Acumen was instructed to provide a summary of comparable breaches across PHCA.

iii. **Lot 16 / 50 Gubbuteh Road – Appearance:** A breach notice was issued on 26 June to the Deposited Plan managing agent. The hoop has not been removed, and an additional notice was issued on 7 October.
NOTE: Acumen were asked to follow up a response from the lot managing agent.

iv. **Lot 19 / DP286162 5 Gubbuteh Road:** PHCA has been advised of water ingress at 5 Gubbuteh Road, from the adjacent laneway. MJP Plumbing report advises this is due to inadequate stormwater drainage. The property owner has advised the allegedly inadequate drainage may be a PHCA responsibility to address due to applicable easements.

NOTE: The property owner was advised to appoint a consultant to determine the precise cause/source of the issue. It should then be possible to determine responsibility, eg: Sydney Water, Council, Strata Scheme, Neighbourhood Association, etc. The Secretary will provide the details of a consultant to Acumen to be relayed to the owners of lot 19.

v. **Lot 21 Signage opposite 5-23 Gubbuteh Rd:** Heavily deteriorated signage near 5-23 Gubbuteh Road requires replacement.
NOTE: Crown Lands has taken responsibility for this issue and confirmed the replacement process has commenced. Acumen was requested to follow up in a month's time.

vi. **Lot 7 SP79613 (Cardita) – Tree Pruning:** Council has advised that a contractor has been appointed to undertake required pruning works of the large *Banksia integrifolia,* to be completed within the next 4-6 weeks. Acumen to liaise with the strata scheme managing agent and advise the Association Committee when the works have been completed.

g. **Prince Henry Telecommunications**

Michelle Morgan to provide an update on PHCA Sub Committee initiative to source providers for audit and mapping of telecom 'black spots' within the PHCA area.
NOTE: Michelle Morgan was unable to attend so update was deferred.

h. **Nurses Walk Tree Removal | Tree Removal Site Wide**

Trees have recently been removed from Nurses Walk without advising PHCA and without adequate removal of the root base. Council has advised that the trees were deceased, they were located on Crown Land, and no information is available regarding replacement of the trees.

Acumen to contact Council and Crown Land to request that PHCA is included in the loop whenever tree removal is contemplated anywhere on the Prince Henry site. Acumen to contact Council and Crown Land to request:

- appropriate root base removal
- trees to be replaced in same location following root base removal
- replacement tree species to be carefully considered
- a timeline for the works

Because several of the existing species have died and had to be removed, it may be necessary for an arborist to be contracted to determine whether replacing like for like is appropriate or whether an alternative species, sympathetic to the heritage value and practical needs of the walkway, would be a better option.

It's been noted that several deceased trees throughout the site have been removed but the root base remains. In some locations, replacement trees have been planted adjacent to the intended tree location, which could contradict the Master Plan's intention for the allowance of through views. Acumen to contact Council to request as above.
NOTE: Michael McIntosh suggested that Council install a sculpture in the location of one of the tree stumps referencing the nurses. It was agreed that Michael McIntosh prepare a draft letter including potential design features to Council for the Association Committee to review and, once agreed, to present to Council and Crown Lands on behalf of PHCA.

7. Lot 46 / 2-6 Brodie Ave – Line Marking Application

Noted that the Association Committee receive an update regarding the application submitted by PHHTNA (Lot 46, 2-6 Brodie Avenue, Little Bay) in relation to line marking and the possible installation of parking inhibitors and regulatory signage within the car park area at the southern end of the museum along Brodie Lane, and provide instructions accordingly.
NOTE: Resolved that the Committee approved the Line Markings. Signage was also approved subject to the style is in keeping with the lots located within the heritage arear (See motion #9). Parking inhibitors were not included in the submission. Acumen to advise the WAF applicant that the proposed works were approved by the Association Committee.

8. Lot 36 / 2 Murra Murra Place – Works Application

Noted that the Association Committee received the proposed design in relation to the works at 2 Murra Murra Place, for consideration and review, and provide any comments or feedback regarding the proposed design and works.

NOTE: The formal works application form is yet to be received. An Architect review will be required. The Managing Agent is to write to the NA to remind them that an application is required, and that the Architect is to review and approve the proposed works prior to consideration by PHCA. It was further noted the application may require a DA and Council approval, which will be determined by the Architect.

9. PHCA Traffic & Parking Signage

Noted that the Association Committee considered design guidelines to ensure consistent no parking signage across subsidiary schemes within the Community Association.

NOTE:

- East Village Committee (SP86466) - Len Ryan is to provide a proposed wording of the parking signs, the CA will have the Architect review and propose a standard signage design to be mandated across the Prince Henry site as each strata/neighbourhood scheme replaces its resident parking signage.
  NOTE: Existing resident parking signage can remain until strata/neighbourhood schemes consider replacement is necessary.
- Millard Drive - The Committee agreed to obtain a quotation – Jen Elliott, the nominated strata scheme Proxy for Lot 7, will prepare a plan of where the yellow lines are to be applied to be provided to Acumen to acquire a quotation.

10. Fleming Street Yellow Line Marking

Noted that following removal of 'No Stopping signs', the PHCA received a direction from Council to determine the appropriate yellow line markings in Fleming Street, considering submissions from Coastal Quarter Lot 127 and East Village Lots 52, 53, 57, 58, 59.

NOTE: The matter was with Randwick Council for consideration. It was agreed that Acumen to write to Randwick Council providing the two proposals for Fleming Street parking road markings and request that they select the most appropriate proposal and commission the work.

11. Censure of Acumen Strata

The PHCA **resolved** to formally censure Acumen Strata Management Pty Ltd in relation to the ongoing and unacceptable lack of communication, including unanswered emails and unreturned phone calls, and the limited action taken over several months in relation to matters requiring attention, with these issues having deteriorated further in recent times.

Helen Wells (Acumen Strata) addressed the meeting and advised that the meeting with the office bearers had been arranged for next week 21 October 2026 to review the issues raised and agree on a suitable way forward.

12. Next Meeting Date

Resolved that the Association Committee confirms the dates, times and location meetings for the ensuing year as follows:

Meeting Date	Meeting Location
6 PM Wednesday, 9 December 2026	Frangipani Room, Coast Centre for Seniors, Little Bay NSW 2036
6 PM Wednesday, 10 February 2027	Frangipani Room, Coast Centre for Seniors, Little Bay NSW 2036
6 PM Wednesday, 10 March 2027 (AGM)	Frangipani Room, Coast Centre for Seniors, Little Bay NSW 2036
10 March 2027 immediately following the AGM	Frangipani Room, Coast Centre for Seniors, Little Bay NSW 2036

Closure: There being no further business, the Chairperson declared the meeting closed at **7:36 PM.**