

## AGENDA

General Members Meeting  
Linville Hall 40 George Street Linville

**Sunday 26 July 9am to 10.30am**

**Appropriate social distancing measures will be in place.**

**Morning tea will be available from 10.30am after the conclusion of the meeting.**

Welcome

Apologies

Minutes of the previous Member's Meeting 22 March 2020

Action Items from Previous Meeting

Change to Object in Linville Progress Constitution to allow for submission for Tax Deductible Gift Recipient status

President's Report - verbal

Treasurer's Report - tabled

Marketing and Planning Officer's Report - Verbal

Special Business/Strategic Plan Projects

Hall and Grounds Upgrade Project  
Community Garden Project (attached)  
Heritage Festival Project (attached)  
Linville Lights Project

Other Business

Papers for Information  
Linville Progress Association Inc. Strategic Plan  
Community Garden Briefing Paper  
Heritage Festival Briefing Paper

Next General Member's Meeting Sunday 11 October 2020 9am to 10.30am. Morning Tea to follow.

Linville Hall Committee Inc.  
General Meeting of Members 22 March 2020

President: Gail Bawden Secretary: Gail Bawden  
Treasurer: Belinda Bowie Planning & Marketing Officer: Carolyn Barker AM

**Meeting opened;** 10.18am.

Present: Gail Bawden, Belinda Bowie, Carolyn Barker AM, Alan Kirby, Pat Dewhurst, Robert Connor, Bob Cooper. It was determined that there was a quorum present.

**Apologies:** Deborah Johnston-Booker, Lee Plant, Cheryl Jeffrey, Paul Squire, Leah Squire, Joshua Squire, Jeff Rae, Cheryl Andersen, Linda Anderson, Jane Dean, Kathleen Daniel, Wayne Carlson, Todd Greenwald, Dan Thomas, Brad Love, David Cargill, Gail Rae.

**Minutes of previous minutes:**

The Minutes from 23 February 2020 meeting were reviewed and moved to be accepted by Gail Bawden seconded by Robert Connor.

**Follow up Actions from Previous Minutes:**

Bunnings will supply more paint next week to finish. Thanks to Rob, Paul and Alan for painting this week.

1. Hall booking for April 2020. Secretary to contact church group to confirm if booking will be confirmed.
2. Market date now officially changed to first Sunday morning of the month. COVID 19 impacts for public gatherings to be assessed.
3. Hall Doors completed. Thanks to Rob and Allan.
4. Sunset Tax and Accounting will help Association set up tax deductible gift recipient status Pro Bono after audited financial statements have been completed and submitted to Office of Fair Trading.
5. Anzac day gatherings have been cancelled Australia wide. Belinda advised flag would still be lowered to half-mast at 6am on Anzac Day. The ABC is promoting that Australians stand at their gate for a minute of silence in respect for those who served and lost their lives in war.
6. Agreed that David Metcalf by paid \$50 to mow and slash difficult areas of the Hall Grounds.
7. Hall working bee to be re-scheduled until after COVID restrictions are lifted.
8. The Strategic goals in the Linville Strategic Plan will be operationalized. Project reports will be given at the next member's meeting.

**President's report:** Recommendation made, as Pandemic situation is changing every day, that activities are cancelled for next six weeks, then assess. This would include all meetings in the Hall, Darts nights and Markets.

Regardless the Management Committee Meetings consisting of the duly elected President/Secretary, Treasurer and Marketing and Planning Officer will occur monthly (by electronic means in the first instance). General Members Meetings will now take place four times a year.

Office of Fair Trading require General Meetings to be held at least four times per year.

Majority voted in agreement to separate administration of Association activities from Members Meetings to allow for efficiency and forward movement.

### **Correspondence received**

1. New Urban Utilities bill received \$117.82.
2. Bunnings email advised can collect additional paint for Hall next week.
3. Invite for a representative from committee to attend Toogoolawah high School Active Citizens launch meeting 22nd April. Discussion followed with decision made to wait and see how the Pandemic is affecting gatherings and school attendance.
4. Email from Brad Love about positives for area and working together with community in area.
5. Previous insurer's renewal invoice received. A new insurer's quote was also obtained. Decision to insure with Dan Hall from Outback Insurance. Cover to be organised from 25/03/2020 to 25/03/2021 and the previous insurer's offer to renew will be cancelled from 24/3/2020.

### **Special Resolution**

Change of Association name to Linville Progress Association as agreed by Members at a previous meeting. Office of Fair Trading require three name options and they will confirm one name and inform the President. Three names were determined. Over 75% of members supported submission of those three names.

### **Treasurers report:**

Linville Hall Committee Inc.

MARCH 2020 FINANCIAL REPORT

Bank balance at 29/02/2020 **\$5565.31**

### **Income March**

Games Night \$164.95

March Market \$66.45

BBQ Stall \$70.00

Recycling \$118.40

**Total Income \$419.80**

**\$5985.11**

Sunset Tax & Accounting \$242.00

Webmere Pty Ltd (Public Liability) \$600.00

Somerset Regional Council \$393.86

Urban Utilities \$514.21

**Total deductions \$1750.07**

**Closing balance as at 21/03/2020 \$4235.04**

Treasurer's Report moved to be accepted by Belinda Bowie, seconded by Robert Connor.

### **Strategic Plan update:**

Plan as distributed previously overviewed and seven strategic goals discussed. Project groups to be established with Management Committee Members to Chair and interested members to join the project team that interests them. Project Report updates to be given at future Members Meetings. Carolyn moved to have Strategic Plan sent to Somerset Regional Council under the new President's signature for their information. Seconded by Belinda Bowie.

### **Other Business:**

1. Hall Mower at Alan's residence as he is repairing it. Parts to be sourced from Esk and reimbursement made on the submission of a receipt. Thanks to Alan and Pat for mowing and whipper snipping last week.
2. New Zero Turn Mower quote presented to meeting. At a total cost of \$5,958 all agreed to go ahead with application for Council Grant. Also discussed seeking another Grant for a garden shed

and community garden design/ layout from a professional horticultural group. Carolyn Barker recommended that she head for project committee/working committee for community garden. All in agreement voted to move forward with quotes and grant applications.

3. Receipts for donations are separate monies and, if received on market days, must be receipted as such not included in market BBQ money.

4. Discussion about alterations had been cut into the fabric of the front of building by the previous President. This alteration had not been previously approved. Heated discussion from the floor, then Alan Kirby left meeting abruptly.

A recommendation was made that

No additions or alterations to the building is to be done inside or outside the Hall without prior approval of the Management Committee. A vote followed and majority were in favour.

5. Suggestions and discussions followed regarding who has Hall keys, if there was a key register, the process donation receipts and Hall security.

6. A volunteer Hall Grounds mowing roster discussed (especially needed in Summer). Robert Connor to co-ordinate.

7. Discussion on kitchen upgrade planning. Confirmation that the plans and costs will be submitted to Gambling Benefit Fund for their next round.

8. Belinda Bowie advised the usual Anzac Day activities carried out by Hall Committee will not occur. Anzac spirit is strong in the town and district, so to honour the service, proposal made by Belinda for her to be in town at 6am, lower the flag to half-mast and play the Last Post. Agreement that wreaths would be made available from Hall for anyone who wants to lay a wreath at that time. Belinda will return at 12 noon to raise flag. No morning tea, but 6am driveway tribute encouraged.

9. Mention made to gather historic documents over the next 12 months, suggestion of an additional Project to be created to gather information from committee members and residents, as a number of descendants of original families still live in area.

Next General Members Meeting date is tentatively set for 17th May 2020 but will be subject to government restrictions.

Meeting closed at 11.30 am.

## **Heritage Festival 21/22 November 2020 Briefing Paper**

### **Strategic Objective 2,5**

#### **Overview**

On 21 November 2020 Linville will celebrate a significant milestone, that being, the 110th anniversary of the steam train terminus in Linville.

Early last century the railway station, railway yards, railway turntable, and surrounding infrastructure was built to accommodate a significant commercial rail operation that transported livestock and forestry throughout the Brisbane Valley to Brisbane. For decades throughout the 1900s Linville was a thriving railway town with a big wide main street that allowed bullocks and drays to turn around after picking up or delivering goods. It is known to have been the second largest railway yards in Queensland.

While the railway was decommissioned some time ago, there are some original out buildings, the railway station building itself, some old rail carriages (managed by a number of different groups) and a physical rail trail where the railway lines themselves used to be.

There is a large black and white photograph displayed in the Linville Pub, taken 110 years ago with residents, visitors and prominent citizens of the day proudly standing in front of the new Railway Station building with the steam train in the background.

That photo and the significant anniversary in 2020 was the impetus for the creation of the inaugural Linville Heritage Festival which is scheduled on the weekend of the exact opening 110 years ago.

#### **The Concept**

The idea for a Heritage Festival was conceived by the owners of the Linville Hotel Leah and Paul Squires. They have asked that the Linville Progress Association, other business owners in Linville and Moore and motivated residents to form a Heritage Festival Events Committee to bring the concept to life.

The initiative would then become an annual event, such that for two days over one weekend in late November, Linville would host a heritage themed festival to celebrate the Village, it's surroundings, it's rail and settler history and it's current aspirations.

The Hotel will present a range of activities at their venue and on their grounds. They have a very engaged following and a vast social media presence. This will mean that, through their innovative promotion, the visitor and tourist inflow into Linville on either or both days of the Festival is likely be considerable.

There is a significant opportunity for Linville Progress to support the event and to offer activities and mini events that contribute to the whole of village approach and to support fund raising initiatives.

#### **Event Objectives**

- To conceptualise and stage a whole of village major annual weekend event that will attract visitors and tourists to Linville and district.
- To style the Village with outdoor seating under the verandah's of commercial buildings and the Hall and in public areas to create an inclusive and charming ambience.
- To include programmed Heritage style activities throughout the weekend such as a 'soap box' monologue by an actor on a street corner, horse and dray rides down the Main Street and opening of the Railway Museum to the general public.
- To use the Festival as a platform for the official opening of Stage One of the Linville Hall Community Garden.

- To incorporate staged and programmed Australian themed musician and band performances at various venues throughout the Village.

### **Linville Progress Association Support**

At its meeting on 5 May 2020, the Linville Progress Management Committee agreed to formally support the Heritage Festival, participate in its planning and have a seat on the working committee for this whole of village event.

### **Proposed Coordinating Committee**

Leah Squires Owner Linville Hotel

Carolyn Barker Linville Progress Management Committee Representative

Owner/Owner Representative Linville

Sawmill

Deb Johnston-Booker Owner Old Church Gallery Moore

Representative Rail Trail Ambassador

Resident Representative

Representative local cycling group or club

Gail Rae-Owner Linville General Store

### **Proposed Linville Progress Events**

While there will be scheduled 'whole of village' events including the historic photo re-enactment, activities and entertainment at the Pub, the opening of the Linville Railway Station Museum for the weekend (hopefully), Horse and Dray rides, and other events that may be proposed in due course, Linville Progress will support the Festival with its own activities as follows:

### **Saturday 21 November 2020**

Heritage Cake Stall in the Hall

10am to 3pm

Tea and Scones in the Hall

10am to 11.30am (pre book)

Official Opening Community Garden

2pm to 3pm in Hall grounds

Find Raising Raffle in the Hall

10am to 3pm

Live Music in the Hall/Australian Balladeer

### **Sunday 22 November 2020**

Bush BBQ Breakfast and Bush Poet in the Hall 7.30am to 9.30am (pre book)

Live Music in the Hall between Poetry.

### **Linville Progress Fundraising Opportunities**

- 'Heritage Raffle' including items that reflect the theme of the Festival
- Heritage Cake Stall with volunteers providing cakes and slices which are well presented and keep to the theme. Recipes included.
- Morning Tea and Scones (ticketed event) for a fixed price

- BBQ Bush Breakfast (ticketed event)
- Request for Donations - Community Garden

### **Insurance**

After determining how the Hall

Insurance covers the Management Committee, Linville Progress members and volunteers and the public from a Public Liability and Public Indemnity perspective, quotes will be obtained for any additional insurance coverage that might be needed.

### **Toilets**

Somerset Council will be approached to provide additional toilets. Additional portable toilets can be located in the Hall Grounds or next to the current public toilets.

### **Summary**

As at the writing of this briefing paper, it is assumed that Australian and State Government domestic visitation restrictions will be lifted by November 2020 so that the Festival can have ample time to be marketed. Planning will be undertaken on that basis.

Compiled by Carolyn Barker

Management Committee Member- Marketing and Planning Officer  
Linville Progress Association Inc.

20 June 2020

## **Linville Community Garden Project Committee Briefing Paper Strategic Goals 1,2 7**

### **Overview**

With a renewed focus on sourcing local foods, backyard gardening, food safety, better nutrition, neighbour socialisation and physical health and mental wellbeing, community gardens are being created in a wider variety of places and spaces across Australia to underpin closer community cohesion.

Community Gardens can be found on Local Council and State Government land, in school grounds, on private land and on Community Group land holdings.

It is within that context that the Linville Progress Association Inc. has endorsed a Community Garden Project to create a planned garden and green space where people can garden together, and visitors can be attracted to the Village to discover and explore its local environment. That environment will be located on the private half acre grounds of the Hall and will be nestled in nature, abundant with bird life and central to the community.

Community Gardens may be primarily ornamental or exclusively for food production while others have additional objectives. All Community gardens at their core, however, are about planting ideas, growing skills, food creation and nurturing local leadership and self-esteem.

### **Community Garden Objectives**

- To create a well-planned, enticing space that attracts residents and visitors through its seasonal plantings, changing displays and educational demonstrations and community integration.
- To create a multi-purpose space that becomes known as the 'food basket' for the Village through the provision of garden plots for local residents as well as a central fruit and vegetable garden for the Hall itself.
- To design the garden so that, on completion and roll out, it can accommodate an outdoor education centre, a herbary, a market place for small batch producers and a meeting place for members, residents and visitors.
- To fund the Garden's creation and development by way of Grant funding, private fund raising and in kind contributions.

### **Member's Briefing**

The garden concept as designed by professional community garden consultants and horticulturalist will be on the Agenda at the General Meeting of Members at its 26 July 2020 meeting. Members can review the plans, ask questions and make suggestions. The Community Garden will 'grow' as funds and are secured. It is anticipated that its development and roll out will take three years.

Space for individual plots for residents will be built into the design and layout. A set of operating rules and procedures will guide the maintenance of those plots. A larger central garden will grow produce that the Hall can distribute or sell.

### **Garden Plans and Designs**



A professional community garden design company has created a master plan of the layout and flow of the space (**attached**). While specific garden inclusions may change with the project's development over time, the overall infrastructure will not noticeably change once agreed. It is envisaged that the Garden will be built over three stages to allow for fund raising for the next staged component and for the space to 'settle into itself'.

The following hard and soft scape elements will be or have been considered.

- *Paths*—to accommodate pedestrian and equipment circulation
- *Residents Plots*—managed by individuals and the group
- *Accessible Plots*—designed for ease of access to those with limited mobility
- *Other Plantings*—plantings other than vegetable plots, like herb or curry gardens
- *Donated/Named Gardens*—demonstration gardens or 'welcome' gardens within layout
- *Fruit Trees*—providing shade and food for people and wildlife
- *Gathering Main and Secondary Spaces*—open space used for social activities
- *Shade Structures*—sufficient tree shade and/or manmade structures
- *Seating* - including movable tables, chairs, benches and picnic tables
- *Sheds/buildings*—to provide storage, and potting space
- *Compost Areas or Bins*—for managing organic matter

## **Governance**

The Linville Progress Association Inc. will govern this project through the creation of a Community Garden Sub Committee. The Sub Committee Project Leader will always be a paid up member of the Progress Association and will report to the Management Committee by way of a written report to that committee. The Sub Committee will also provide reports to General Members Meetings and at the AGM.

The operation of the garden will be based on model rules for Australian Community Garden Management

## **Timing by Stages**

**Stage 1** - New Septic, overall layout determined, temporary pathways, boardwalk and garden shed erected. Citrus grove planted. Six community plots completed. Initial seating options incorporated. Garden Launch.

**November 2020**

**Stage 2** - Market Garden Square created incorporating pizza oven. Seating and shade incorporated. More permanent pathways created. Herbery and curry garden completed

**November 2021**

**Stage 3** - Outdoor education space created, 'Six Senses' garden created, Extensive deck for outdoor catering built. Flexible demonstration spaces incorporated.

**November 2022**

## **Opening/Launch Date Stage 1**

Linville Heritage Festival Weekend 21/22 November 2020. A gardening personality to be invited to officially open garden.

### **How success will be measured**

- Number Residents' plots maintained/year
- Visitation Statistics increase/year
- Education programs delivered/year
- Donation Income targets met/year

### **Summary**

This project will self-generate income when it is fully developed. It will employ local residents and will aim to have a full time professional gardener who will work with the Management Committee to deliver annual performance indicators and to be a gardening educator and mentor for the community.

It is envisaged that a permanent Fruit and Vegetable 'Road side' stall will be created and the Gardens will host a successful monthly Farmer's Market by November 2023.

### **Attached**

Stage 1 Garden Concept  
Community Garden Master Plan

Carolyn Barker AM Linville Progress. Association Inc.  
Management Committee member  
Document created 1 May 2020

# Linville Community Hall Gardens - Stage 1

approx Scale 35mm : 5metre





# Linville Community Hall Gardens concept plan

approx Scale 35mm : 5metre



Jam hedge -  
Feijoa  
Dwarf mulberry  
Cherry guava

gate

3 x 25m long structure