



TOWNSCAPE REVIEW STEERING COMMITTEE MEETING

MINUTES

Committee Brief

Mission/Purpose:

To Guide the process of reviewing Townscape Improvement Plans for the Shire of Plantagenet that will:

- 1. Serve as an overall framework for streetscape upgrading projects.*
- 2. Lead to the enhancement of the visual and practical amenity of the area.*

Tasks/Responsibilities

The general tasks/responsibilities of the Committee are to:

- 1. Provide assistance and advice to Council staff.*
- 2. Take an active role in developing an understanding of townscape issues.*
- 3. Make recommendations to the Council regarding matters within its purview.*
- 4. Comply with relevant policies and directives.*

Meeting of the Townscape Review Steering Committee
held in the Council Chamber, Lowood Road, Mount Barker WA 6324
3:00pm Wednesday 2 February 2011

Rob Stewart
CHIEF EXECUTIVE OFFICER

Committee Members

Cr Gert Messmer; Cr Andrus Budrikis; Mr Rob Stewart (Chief Executive Officer); Mr Peter Duncan (Manager Development Services); Mr Roger Bartley; Mrs Karen McKenzie; Mr Peter Thorn; Mr George Corke; Mrs Lisa Braun

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

3:00 PM Mr Peter Thorn – Chairman, declared the meeting open.

2 RECORD OF ATTENDANCE / APOLOGIESPresent

Mr Peter Thorn	Presiding Member
Mr Roger Bartley	Deputy Presiding Member
Mr George Corke	
Mrs Karen McKenzie	
Mrs Lisa Braun	
Cr G Messmer	Councillor
Mr Peter Duncan	Manager Development Services

Officers

Mr Dominic Le Cerf	Manager Works and Services
Mr Vincent Jenkins	Planning Officer
Mrs Cobie MacLean	Administration Officer (Planning)

Apologies

Mr Rob Stewart	Chief Executive Officer
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3 CONFIRMATION OF MINUTES

Moved Cr G Messmer, seconded Mr R Bartley:

That the Minutes of the Townscape Review Steering Committee Meeting held 6 October 2010 be confirmed subject to:

Page 2: The words 'early January' in 4.6 being replaced with the words 'June/July'.

CARRIED

4 REPORTS OF COMMITTEE MEMBERS AND OFFICERS

4.1 GENERAL

4.1.1 TOWNSCAPE IMPROVEMENT - SHORT STREET

File No: N17140
Attachments: [Short Street Conceptual Design](#)
Responsible Officer: Rob Stewart
 Chief Executive Officer
Author: Peter Duncan
 Manager Development Services
Proposed Meeting Date: 2 February 2011

PURPOSE

The purpose of this report is to consider requesting the Council to include funding in its 2011/2012 Budget deliberations for the upgrading of Short Street, Mount Barker in accordance with the Townscape Improvement Suggestion Document for Mount Barker.

BACKGROUND

In December 2006 the Council's Planning Officer prepared a 'Townscape Improvement Suggestion Document' (TISD). That TISD provided a range of concept drawings for future townscape enhancements in Mount Barker based on the principles of the earlier Townscape documents.

The TISD has been considered by the Council's Townscape Review Steering Committee (TRSC) at its meetings held on 18 March 2008 and 23 June 2010. That Committee worked through the TISD and set its priorities. The 2008 priorities were conveyed to the Manager Works and Services to schedule in works for budgetary requirements. At its 23 June 2010 meeting the TRSC revised its prioritisation of works and that is as follows:

Priority No.	Financial Year	Road Section	(map no.)	Comments
1.	2010/2011	Lowood Road (south)	(8)	
1.	2010/2011	Short Street	(5)	Short St only not to include Lord Street in this priority (see priority 3)
2.	2011/2012	Langton Road (near Eaton Ave)	(2)	
2.	2011/2012	Langton Road (near Mount Barker Road)	(1)	
3.	2012/2013	Mount Barker Road (Langton to Marion)	(3)	
3.	2012/2013	Muir Street and Lord Street	(5 & 6)	

4.	2013/2014	Mount Barker Road (Marion to Montem)	(4)	
4.	2013/2014	Mondurup Street (Mitchell – west)	(7)	Revisit design. Plant trees now if possible.
-	-	Ormond Street/Hassell Street	(9)	Not a priority at this stage
-	-	Viv Skinner Park	(10)	Not a priority at this stage
-	-	Bollard/Entry statement	(11)	Not a priority at this stage

Works at Lowood Road (south) have been continuing. To date no funds have been allocated by the Council for the other priorities listed above.

FINANCIAL IMPLICATIONS

The Council will need to consider the suggested TISD priorities as part of its annual Budgetary process over the years to come.

POLICY IMPLICATIONS

There are no policy implications for this report.

STRATEGIC IMPLICATIONS

The Council's Strategic Plans at Key Result Area No. 4 includes:

- *Revise and implement the Mount Barker Improvement Plan; and*
- *Ensure that projects (such as the Lowood Road upgrade, entry statements, streetscape and Cemetery development) are focused on achieving Council objectives, are completed within budget and on time.'*

OFFICER COMMENT

Attached is an extract from the TISD showing a conceptual design for Short Street.

The Manager Works and Services has advised that Main Roads WA has approved Short Street being converted to a one way road with the traffic flow heading from east to west as shown on the conceptual design.

No costings have been prepared by the Manager Works and Services for the necessary works which will include kerbing, drainage, alterations to footpaths, brick paving, line marking, landscaping and any necessary alterations to services and so on.

The Council will need to consider the suggested townscape works as part of its 2011/2012 Budget deliberations.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

Moved Mr R Bartley, seconded Mrs K McKenzie:

That it be a recommendation to the Council:

That consideration be given in the 2011/2012 Annual Budget for the inclusion of townscape works proposed for Short Street, Mount Barker inclusive of one way (east to west) configuration.

CARRIED

4.1.2 MEMORIAL SEATING

File No: N16588
Responsible Officer: Dominic Le Cerf
Manager Works and Services
Author: Sharon Lynch
Senior Administration/Project Officer (Works
and Services)
Proposed Meeting Date: 2 February 2011

PURPOSE

The purpose of this report is to consider a new Council Policy No. I-OA-2 – Memorial Seating.

BACKGROUND

During preliminary discussions with Councillors on the 2010/2011 budget, Cr Bell asked that consideration be given in the budget to provide community seating in Lowood Road and the town centre of Mount Barker. The Manager Works and Services and the Chief Executive Officer held discussions over this item and referred the matter to the Townscape Review Steering Committee for its input and is attempting to source local timber to make the seats. At a meeting of the Townscape Review Steering Committee held on 23 June 2010 it was resolved:

'That a draft policy for the placement and maintenance of Memorial Seating be developed for the further consideration of the Townscape Review Steering Committee before it is considered by the Council.'

STATUTORY ENVIRONMENT

There are no statutory environment implications for this report.

FINANCIAL IMPLICATIONS

The Council will need to consider an appropriate administration fee for the processing of a memorial seating application.

The cost of providing and installing a memorial seat shall be borne by the applicant and upon placement/erection, the seat shall become the property of the Shire of Plantagenet. The Shire would then be required to maintain the seat. It is anticipated the seat would cost in the order of \$7,000.00 to supply and install.

POLICY IMPLICATIONS

This report aims to create a new policy.

ASSET MANAGEMENT IMPLICATIONS

Items would be recorded in the Council's asset register at purchase costs.

STRATEGIC IMPLICATIONS

The Shire of Plantagenet Strategic Plan, Key Result Area 4 – Development Services provides the following as one of its aims:

‘Encourage a sense of community and improve the quality of life for all residents of the Shire.’

OFFICER COMMENT

Provision of Seating

Sponsorship of the supply of street furniture by private individuals or families for the purpose of a memorial to a community member is a way to remember loved ones and increase the supply of street furniture for the community’s use.

It is suggested that the cost of providing and installing the memorial seat would be borne by the applicant and, upon installation, would become the property of the Shire of Plantagenet. The Shire would therefore assume responsibility for maintenance.

A particular location, may be requested by the applicant, however, final approval would rest with the Manager Works and Services.

The Council would need to reserve the right to remove or relocate the memorial seat, without referral or compensation, should the memorial seat fall into disrepair, become vandalised or pose a risk to the public.

Specifications for Memorial Seats

It is proposed that local timber could be sourced to fabricate the seats.

Consideration would need to be given to the following design characteristics if local timber could be sourced:

- Seats to be ergonomically designed to provide comfort and ease of use (including for the elderly and the very young);
- Materials would need to maximise comfort, amenity and safety;
- Design should minimise opportunities for vandalism and graffiti; and
- Fixture and fittings should be unobtrusive and tamper resistant.

Applicants could arrange with the Shire for a small memorial plaque to be attached to the seat. The Council at its meeting held on 9 November 2010 adopted a new Council Policy No. A/CA/2 Cemetery Memorials. It is proposed the material and dimension requirements for memorial seat plaques are consistent with this policy.

Application Procedure

All applications would need to be submitted in writing.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

Moved Cr G Messmer, seconded Mr G Corke:

That it be a recommendation to the Council:

That new Council Policy I-OA-2 Memorial Seating, as follows:

'OBJECTIVE

To provide an opportunity for members of the public to have memorial seating placed within the Shire as public furniture.

POLICY:

The Shire of Plantagenet will consider applications for the installation of memorial seating where:

- 1. Such memorial seating recognises former residents of the Shire of Plantagenet.**
- 2. The location sought for the placement of memorial seating does not compromise existing Council policies or development plans for long term maintenance or upgrading.**
- 3. The cost of providing and installing a memorial seat shall be borne by the applicant and upon placement/erection, the seat shall become the property of the Shire of Plantagenet.**
- 4. All formal requests are to be submitted in accordance with any guidelines developed for this purpose.**
- 5. Memorial seating will be made from local hard wood timber.**
- 6. All plaques on memorial seating shall be of the dimensions 150mm x 75mm and be affixed to the front of the seat.'**

be accepted and referred to the Council for adoption.

CARRIED

4.1.3 ENTRY STATEMENT – KENDENUP

The Manager Works and Services provided an update on this matter.

- Public meeting was held 11 January 2011.
- Meeting was well attended.
- A working group from Kendenup has been formed to provide feedback in about 3 weeks time.
- Main Roads WA (MRWA) has advised the sign must be to their standards and frangible however bush poles are an acceptable option.
- Feedback on the design will be forwarded to MRWA for their approval.
- Once approval has been received the sign will be costed and a report forwarded to the Council for their decision.
- The sign will contain the Shire logo in some form.

4.1.4 WEED MANAGEMENT

The Manager Works and Services provided an update on this matter.

- Ongoing.
- Manager Works and Services has taken the opportunity to go for a drive with Mrs Braun to look at problem areas outside the townsite.
- The Shire has engaged Barrett's Tree Lopping Service to spray weeds within Mount Barker and Kendenup.
- Gardening staff have been spraying other problem weeds.
- Manager Works and Services has received an email with a list of other problem weeds and their locations.
- Mr B Hollingworth has brought some weed problem areas to the attention of the Manager Works and Services on Tower Hill.
- Slashing and spraying of verges before Christmas cost in the order of \$30,000.00. Pulling out wattles with an excavator as they work. Trying to leave as much back slope untouched as possible unless it interferes with drainage.
- Roadside Conservation Committee very happy with our work to date.
- A large variety of weeds can now be found within the townsite.
- Weed management has a big impact on resources.

4.1.5 MOUNT BARKER HILL LOOKOUT

The Manager Works and Services provided an update on this matter.

- Mr P Thorn advised the Committee that the Mount Barker Hill Lookout upgrades were launched by Minister Terry Redman at the Australia Day breakfast.
- Manager Works and Services met with members from Rotary at the Lookout.
- Manager Works and Services is working on costings for sealing of the access road.
- There are space concerns regarding access by coaches within the lookout area. One suggestion is to use appropriate signage to stop the coaches

short of entering into the lookout area and directing them along the road around the perimeter of the Tower.

- Drainage from the lookout is to be managed to ensure it will not be discharged down the hillside.
- The 2006 design approval was subject to get the plan to fit a survey of the site. This survey has been completed however the plan has not yet been made to fit. Mr P Duncan is going to follow up with Ms Sally Malone to get a quote on getting the design to fit the survey. Once this has been completed the new plan will need to be approved by the Council. Rotary may need to fund the drawing.
- Rotary is wishing to make a metal deck and lookout area which will require less maintenance than timber.
- Rotary has approximately \$25,000.00 in funding to start the project.
- Rotary has advised that local species plant will be grown and planted in the landscaped areas.

5 NEXT MEETING

3:00pm 1 June 2011

6 MEETING CLOSURE

3:51 PM The Chairman declared the meeting closed.

CONFIRMED: CHAIRPERSON _____ **DATE:** ____/____/____