



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 Chambers, Lowood Road, Mount Barker WA 6324
3.00 pm Wednesday 23 June 2010

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

3:00pm Mr John Fathers, Deputy Chief Executive Officer assumed the Chair and declared the meeting open.

Mr J Fathers called for nominations for the position of Presiding Member.

Mr R Bartley nominated Mr P Thorn for the position of Presiding Member. Mr P Thorn accepted the position of Presiding Member.

Mr J Fathers congratulated Mr P Thorn.

Mr J Fathers then called for nominations for the position of Deputy Presiding Member.

Mr P Thorn nominated Mr R Bartley for the position of Deputy Presiding Member. Mr R Bartley accepted the position of Deputy Presiding Member.

Mr J Fathers congratulated Mr R Bartley.

2 RECORD OF ATTENDANCE/APOLOGIES

Present

Members

| | | |
|---------------|------------------------------|----------------|
| Mr P Thorn | Presiding Member | |
| Mr R Bartley | Deputy Presiding Member | |
| Cr G Messmer | Councillor | |
| Cr A Budrikis | Councillor | Arrived 3:07pm |
| Mr G Corke | | |
| Ms K McKenzie | | |
| Mrs L Braun | | |
| Mr P Duncan | Manager Development Services | |

Officers

| | | |
|---------------|-----------------------------------|-------------|
| Mr J Fathers | Deputy Chief Executive Officer | Left 3:05pm |
| Mr V Jenkins | Planning Officer | |
| Mr D Le Cerf | Manager Works and Services | |
| Mrs C MacLean | Administration Officer (Planning) | |

Apologies

| | |
|--------------|-------------------------|
| Mr R Stewart | Chief Executive Officer |
|--------------|-------------------------|

Guests

| | |
|---------------|--|
| Cr K Clements | Shire President |
| Mr R Graham | Mount Barker Community Resource Centre |

3 CONFIRMATION OF MINUTES

Moved Mr R Bartley, seconded Ms K McKenzie:

That the Minutes of the Townscape Review Steering Committee Meeting held 7 October 2009 be confirmed.

CARRIED

4 REPORTS OF COMMITTEE MEMBERS AND OFFICERS

4.1 GENERAL

4.1.1 MOUNT BARKER COMMUNITY RESOURCE CENTRE

Mr Rob Graham representing the Mount Barker Community Resource Centre provided the Committee with a briefing on the status of the project. The landscaping to be used will be in accordance with the 'Suggested Plant Species' list as set out in the Shire of Plantagenet – Mount Barker Townscape Plan Review by Michael Tooby and Associates – August 2002.

The Resource Centre representatives will meet with Peter Thorn and Michael Tooby to discuss landscaping.

A handout presented by Mr Graham during his briefing has been attached to these minutes.

4.1.2 KENDENUP ENTRY STATEMENT

| | |
|-------------------------------|--|
| File No: | N15013 |
| Attachments: | <u>Cranbrook Entry Statement</u> |
| Responsible Officer: | Dominic Le Cerf Manager Works and Services |
| Author: | Sharon Lynch Senior Administration/Project Officer (Works and Services) |
| Proposed Meeting Date: | 23 June 2010 |

PURPOSE

The purpose of this report is to consider a concept for a new Kendenup Entry Statement.

BACKGROUND

The Council is considering the installation of an entry statement for Albany Highway, Kendenup. Main Roads WA has approved an application to erect an entry statement at the Albany Highway and Beverley Road intersection. The feature will consist of a wooden structure, similar to those used by the Shire of Cranbrook. The post dimensions for the statements will be approximately 300mm in diameter. The structure will be placed on a raised garden bed and will be offset a minimum of 6.5m from Albany Highway and Beverley Road. A photograph of the Cranbrook entry statement is attached.

STATUTORY ENVIRONMENT

There are no statutory environment implications for this report.

FINANCIAL IMPLICATIONS

The new entry statement will cost in the order of \$5,000.00 and is being funded from the Royalties for Regions and will be funded budget item 21211.0137.

POLICY IMPLICATIONS

There are no policy implications for this report.

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

An entry statement is an optional element of landscape work which defines the entry to a townsite. Entry statements can be constructed simply, using vegetation and pavement. More elaborate forms may also include either one or a combination of

fences, walls, gates, fountains, statues, special night and effects lighting and artworks. Often, identification signage is incorporated into entry statements.

The construction of entry statements at the intersection of Beverley Road and Albany Highway will enhance the entry into Kendenup and will aid tourists in the region.

The concept which has been approved by Main Roads WA is to include a photo on the statement, similar to those that are existing at the entrance to the Cranbrook townsite.

The statements will be constructed as per the attached document.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the Townscape Review Steering Committee identify two photos within the Kendenup area to be displayed on the entry statement to enhance the intersection of Beverley Road and Albany Highway.

COMMITTEE DECISION

Moved Cr A Budrikis, seconded Ms K McKenzie:

That the Townscape Review Steering Committee request the Manager Works and Services to investigate:

- 1. Photographs and alternatives for the design in consultation with the Kendenup community.**
- 2. Further the installation of a street light at the corner of Albany Highway and Beverley Road, be investigated.**

CARRIED

4.1.3 MEETING SCHEDULE

File No: N14850
Responsible Officer: Rob Stewart
Chief Executive Officer
Author: Peter Duncan
Manager Development Services
Proposed Meeting Date: 23 June 2010

PURPOSE

The purpose of this report is to set the meeting schedule for the Townscape Review Steering Committee.

BACKGROUND

On the Committee Meeting held on 7 October 2009 the Committee set the meeting dates for 2010/2011 as follows:

3 February 2010
2 June 2010
6 October 2010
2 February 2011
1 June 2011
5 October 2011

FINANCIAL IMPLICATIONS

There are no financial implications for this report.

STRATEGIC IMPLICATIONS

There are no strategic implications for this report.

EXTERNAL CONSULTATION

This Schedule of meeting dates was discussed with the Committee in October 2009.

OFFICER COMMENT

This meeting being held on 23 June 2010 is a departure from the Schedule but it is considered the schedule as previously agreed be followed.

OFFICER RECOMMENDATION/COMMITTEE DECISION

Moved Cr G Messmer, seconded Cr A Budrikis:

That the schedule of meeting dates for the Townscape Review Steering Committee as set out below be followed:

**6 October 2010
2 February 2011
1 June 2011
5 October 2011**

CARRIED

4.1.4 MEMORIAL SEATING

File No: N15014
Responsible Officer: Dominic Le Cerf
Manager Works and Services
Author: Sharon Lynch
Senior Administration/Project Officer (Works
and Services)
Proposed Meeting Date: 23 June 2010

PURPOSE

The purpose of this report is to explore a proposal for the installation of memorial seating within the Shire of Plantagenet.

BACKGROUND

In 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 have referred the matter to the Townscape Review Steering Committee for its input.

STATUTORY ENVIRONMENT

There are no statutory environment implications for this report.

FINANCIAL IMPLICATIONS

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

A memorial seat would cost in the order of \$3,500.00 to supply.

POLICY IMPLICATIONS

If progressed this could lead to the preparation of a new Council policy.

ASSET MANAGEMENT IMPLICATIONS

This report relates to the acquisition of seating. Items would be recorded in the Council's asset register at purchase cost.

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.

The cost of providing and installing the memorial seat it is suggested would be borne by the applicant and upon installation of the memorial seat it would become the property of the Shire of Plantagenet.

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

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 the public would be able to select from a range of custom designed seating. This seating will reflect the character or theme for a particular area.

In selecting the range of seating the following would need to be considered:

- 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; and
- Design should minimise opportunities for vandalism and graffiti.

A small memorial plaque could be provided by the applicant for attachment to the seat, with materials and dimension requirements for the plaque to be provided.

Application Procedure

All applications would need to be submitted in writing.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION/COMMITTEE DECISION

Moved Mr R Bartley, seconded Cr G Messmer:

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.

CARRIED

4.1.5 TOWNSCAPE IMPROVEMENT SUGGESTION DOCUMENT - DECEMBER 2006 - PRIORITISATION

File No: N14849
Responsible Officer: Rob Stewart
 Chief Executive Officer
Author: Peter Duncan
 Manager Development Services
Proposed Meeting Date: 23 June 2010

PURPOSE

The purpose of this report is to confirm the prioritisation of the Townscape Improvement Suggestion Document (TISD) as per the Minutes of the Townscape Review Steering Committee on 18 March 2008.

BACKGROUND

The Committee at its meeting held on 18 March 2008 worked through the TISD – December 2006 and set its priorities for work. This was to allow the Manager Works and Services to place requests and work out a schedule for upcoming budgetary requirements.

The Committee agreed that the best process to prioritise work would be to work from the centre of the town outwards.

The priorities agreed to by the Committee were as follows:

| Priority No. | Financial Year | Road Section | (map no.) | Comments |
|--------------|----------------|---------------------------------------|-----------|--|
| 1. | 2008/2009 | Lowood Road (south) | (8) | |
| 1. | 2008/2009 | Short Street | (5) | Short St only not to include Lord Street in this priority (see priority 3) |
| 2. | 2009/2010 | Langton Road (near Eaton Ave) | (2) | |
| 2. | 2009/2010 | Langton Road (near Mount Barker Road) | (1) | |
| 3. | 2010/2011 | Mount Barker Road (Langton to Marion) | (3) | |
| 3. | 2010/2011 | Muir Street and Lord Street | (5 & 6) | |
| 4. | 2011/2012 | Mount Barker Road (Marion to Montem) | (4) | |
| 4. | 2011/2012 | 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 |
|---|---|-------------------------|------|------------------------------|

FINANCIAL IMPLICATIONS

The full Council will need to consider priorities as part of its annual Budgetary process.

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

It is considered the same list of priorities be agreed but the financial years would need to be updated accordingly.

OFFICER RECOMMENDATION

That the prioritisation of roads be redated as follows and a report be presented to the Council:

| 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 |

COMMITTEE DECISION

Moved Cr A Budrikis, seconded Cr G Messmer:

That:

1. The prioritisation of roads in the Mount Barker townsite be redated as follows and a report be presented to the Council:

| 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 |

2. The Council be requested to consider funding alternatives for the preparation of similar townscape improvements plans for each of the rural villages of Kendenup, Porongurup, Narrikup and Rocky Gully.

CARRIED

5 NEXT MEETING

3:00pm 6 October 2010

6 MEETING CLOSURE

4:15pm The Chairman declared the meeting closed.

CONFIRMED: CHAIRPERSON _____ DATE: ____ / ____ / ____