



MINUTES
NARROGIN DISTRICT TOWNSCAPE COMMITTEE MEETING

18 October 2018

Commencing at 5:30 pm

Committee Room
Shire of Narrogin
89 Earl Street
Narrogin WA 6312

The Chief Executive Officer recommends the endorsement of these minutes at the next Meeting of Narrogin District Townscape Committee.

Signed:
(CEO)  Date **18 October 2018**

These minutes were confirmed at the Narrogin District Townscape Committee Meeting held on 13 December 2018.

Signed:
(Presiding Person at the meeting at which minutes were confirmed)

SHIRE OF NARROGIN

**NOTICE OF
NARROGIN DISTRICT TOWNSCAPE COMMITTEE
MEETING**

Dear Committee Member

Pursuant to Item 10 of the meeting held 18 October 2018 an ordinary meeting of the Narrogin District Townscape Committee will be held on Thursday 13 December 2018 in the Shire of Narrogin Committee Room, 89 Earl Street, Narrogin, commencing at 5:30 pm.



Dale Stewart
Chief Executive Officer

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Please note that meetings may be recorded for minute taking purposes.

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**NARROGIN DISTRICT TOWNSCAPE COMMITTEE MEETING
MINUTES
18 OCTOBER 2018**

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, Cr Bartron, opened the meeting open at 5:38 pm.

2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

Committee Members (Voting)

Cr C Bartron – Presiding Member

Cr B Seale (Deputy)

Mr P White – Community member

Mr N Crossley – Arts Narrogin

Staff

Mr A Awang – Executive Manager Development and Regulatory Services (EMDRS)

Ms L Bell – Administration Support Officer (ASO)

Ms S Guy – Manager Community Leisure and Culture (MCLC)

Apologies

Nil

Absent

Cr G Ballard

Mrs K Bryant – Narrogin Chamber of Commerce

Mr M Wray – Highbury District Community Council

Visitors

Nil

3. DECLARATION OF INTEREST BY COMMITTEE MEMBERS AND COUNCIL EMPLOYEES IN MATTERS INCLUDED IN THE MEETING AGENDA

Nil

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

4.1 NARROGIN DISTRICT TOWNSCAPE COMMITTEE MEETING HELD ON 16 AUGUST 2018

COMMITTEE RESOLUTION

Moved: Mr White

Seconded: Cr Seale

That the minutes of the Narrogin District Townscape Committee Meeting held on 16 August 2018 be confirmed, as an accurate record of the proceedings.

CARRIED: 4/0

4.1.1 STATUS REPORT

There was some discussion in relation to Item 5.1 Status Report in the previous Minutes (14 August 2018) and the apparent exclusion as an agenda item in this Agenda. The Presiding Member explained the difference between the Agenda Items and the Status Report and noted that the information in the Status Report represented ongoing projects rather than items which require a decision, and it would be presented at each meeting. It was noted that the Committee should go through the Status Report of the Townscape Study Review/Recommendations and develop their own list of priorities for discussion at the next Meeting, this would serve as a way of making the best use of the Committee's time at meetings. It was further noted that project updates could be provided to the Committee in between meetings.

4.1.2. HIGHBURY DISTRICT COMMUNITY COUNCIL DELEGATE

Following a discussion in regards to the absence of the Highbury District Community Council delegate, the Presiding Member requested the ASO to send a letter to the Highbury District Community Council suggesting an alternate delegate to be nominated to attend the Narrogin District Townscape Committee meetings to ensure that the Highbury community is represented at Townscape meetings.

5. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

6. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

Nil

7. MATTERS WHICH REQUIRE DECISIONS

7.1 EGERTON STREET PALMS PROPOSED REMOVAL

In accordance with the recommendations made in the 2016 Narrogin Townscape Study Review, which was adopted by Council at its Ordinary Meeting on 22 February 2017, the palms on Egerton Street (outside Cabana's Café) have been identified for removal.

Egerton Street is scheduled to undergo extensive works in September and October 2018 to replace kerbing and reseal the road. The Executive Manager Technical and Rural Services is seeking comment by the Narrogin District Townscape Committee regarding the removal of the palm trees located outside Cabanas Café. The palms are proposed to be replaced with the selected trees species *Pyrus calleryana* (mature specimens 2.5m – 3m tall) as outlined in the 2016 Townscape Study Review.

If there are no concerns with the proposal officers intend to undertake the work in November 2018 depending on availability of plant stock.

If the Committee does not support the removal of the palm trees, they are invited to comment on an alternative.

OFFICERS' RECOMMENDATION AND COMMITTEE RESOLUTION

Moved: Cr Seale

Seconded: Mr Crossley

That in relation to the proposed removal of the palm trees located on Egerton Street, outside Cabanas Café, the Narrogin District Townscape Committee supports:

1. The removal of the palm trees and the proposed replacement with selected trees species *Pyrus calleryana* (mature specimens 2.5m – 3m tall) as outlined in the 2016 Townscape Study Review; and
2. Work to be undertaken in November 2018 depending upon availability of plant stock.

CARRIED: 3/1

7.2 CLAYTON ROAD OVAL PROPOSED FENCE REPLACEMENT

The Shire's Department of Technical and Rural Services has identified the existing galvanised rail fence which goes part way around Clayton Road Oval for replacement.

The Narrogin District Townscape Committee are invited to comment on the proposed replacement of the fence with a white picket fence, (i.e. the same as Cuballing) probably made with PVC fencing products. See the link below for examples.

<http://www.hollywoodtouch.com.au/pvc-fencing.html>

The estimated cost to remove the existing fence and replace it with PVC fencing products will be approximately \$55,000.

OFFICERS' AND COMMITTEE RECOMMENDATION

Moved: Cr Seale

Seconded: Mr White

That in relation to the proposed replacement of the galvanised rail fence around Clayton Road Oval, the Narrogin District Townscape Committee recommends that Council consider in the 2019/2020 budget:

1. The removal of the existing galvanised rail fence; and
2. The installation of a new fence constructed from PVC fencing products as determined by the Executive Manager Technical and Rural Services.

LOST: 1/3

Reason for the item not being supported:

The Committee wish to view a range of other proposed projects and prioritise accordingly for budget consideration.

7.3 NARROGIN CEMETERY PROPOSED REMOVAL OF EXISTING FENCE

The Shire's Department of Technical and Rural Services have identified the existing fence that borders the cemetery along Williams Road for replacement.

It is proposed to replace the fence with a showy native hedge plants. These will be planted next to the fence on the Cemetery side and watered manually over 1-2 seasons until established whereby the fence could then be removed.

The Executive Manager Technical and Rural Services has suggested the following native plants as suitable species to use in connecting rows of up to 50m include:

- *Agonus flexuosa nana*
- *Grevillea ANZAC*
- *Grevillea superb*
- *Rysynocarpus tuberculatus* (wedding bush)
- *Chamelaucium purple pride*
- *Hakea laurina*

If the Committee does not support the suggested plant species, they are invited to comment on alternatives.

OFFICERS' RECOMMENDATION

That in relation to the proposed removal of the existing fence at the Narrogin Cemetery and the planting of the suggested species to replace the fence, the Narrogin District Townscape Committee recommends to Council that it supports:

1. The planting of the suggested species in June 2019; and
2. The removal of the existing fence after the plants are established.

COMMITTEE RECOMMENDATION

Moved: Cr Seale

Seconded: Mr Crossley

That in relation to the proposed removal of the existing fence at the Narrogin Cemetery the Narrogin District Townscape Committee recommends that Council supports the removal of the existing metal fence and the pine post and rail fence.

CARRIED: 3/1

Reason for the variation:

The Committee discussed soil suitability and expressed significant reservations regarding the survival of any plants on the fence line. They indicated a preference for the use of a product such as bollards to define the cemetery boundaries.

7.4 FUTURE MEETING DATES OF THE NARROGIN DISTRICT TOWNSCAPE COMMITTEE

The Executive Manager Development and Regulatory Services has proposed that future meetings of the Narrogin District Townscape Committee be held at two monthly intervals.

The purpose for this timeframe is to allow Shire of Narrogin officers adequate time to prepare committee Agendas and Minutes, undertake research for Townscape related proposals and projects and to effectively manage existing commitments.

OFFICERS' RECOMMENDATION

That in relation to the proposed meeting frequency the Narrogin District Townscape Committee supports the scheduled meetings to take place every two months on the second Thursday of every second month commencing at 5:30 pm.

COMMITTEE RESOLUTION

Moved: Cr Seale

Seconded: Mr White

That in relation to the proposed meeting frequency the Narrogin District Townscape Committee supports the scheduled meetings to take place every six weeks on a Thursday commencing at 5:30 pm.

CARRIED: 4/0

Reason for variation:

The Committee were dissatisfied with the proposed frequency of meetings and felt that meetings should take place more frequently to enable them adequate opportunity to discuss proposals and projects.

8. STATUS REPORT UPDATE

8.1 PROJECT UPDATES

Attachment – Narrogin District Townscape Committee Status Report

Updates for the 2019 Proposed Library landscape Design Stage 1, the proposed Memorial Park Public Toilets, the Williams Road Information Bay and McKenzie Park are included in the Status report.

8.2 PROJECT UPDATES BY MANAGER COMMUNITY LEISURE AND CULTURE

The MCLC updated the Committee on the Gnarojin Park Master Plan, the Heritage Trail, colour palette and signage Public Art Strategy and the Urban Art – Skatepark project. The updates are included in the attached Status Report.

9. GENERAL BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING

Nil

10. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 7:10 pm. The next meeting of the Narrogin District Townscape Committee will be held at 5:30 pm on Thursday 13 December 2018, at this same venue.

Notwithstanding the Committees' decision to generally conduct meetings every six weeks the above date was agreed upon based on officer workloads and commitments at the end of the year.

Townscape Status Report



Narrogin District Townscape Committee 2016 Townscape Study Status Update Report 18 October

Core Values	Outcomes	Status	Estimated Start Date	Estimated Completion Date	Responsible officer	Budget	Comments	Priority	% Complete
Highbury Townscape Plan	1. To provide the Committee with updates and outcomes for proposed future projects and those projects currently being undertaken, 2. Prioritise projects in accordance with the recommendations made within the 2017 Highbury Townscape Plan.								
Enhancement recommendations									
Town Hall and surrounds enhancement									
The ANZAC memorial needs more space and to be brought into the precinct more – rather than left isolated on the road verge.									
A better park to the west of the hall (Wilbur Park) would allow a variety of community events (such as outdoor movies) to be run and provide a space for locals to enjoy as a community hub.									
Play equipment needs to be located so tennis parents can supervise toddlers better and a separate pace and equipment for older children is needed.									
A small collection of adult outdoor gym equipment near the park would add fitness activities to the existing walk circuit being used in the town.									
Stopover bay development formalising vehicle access and parking areas to reduce the expanse of open gravel									
Additional tree planting for shade and to screen and soften less attractive areas									
Installation of a bus shelter, with the option to include information on the town and district, interpretation and/ or public artworks in the shelter									
New direction signage highlighting facilities at the Town Hall, and directions to the Tavern and General Store and any other town facilities or attractions.									
Clearer and more accessible pedestrian crossing points									
An RV waste dump point adjacent to the toilet (but not blocking access to the planned fire station).									
The adequacy of night and security lighting may also need to be considered in improvements of the bay									
Street verge improvements									
A programme of incremental street tree planting is recommended to provide shade over footpaths and help strengthen pedestrian links. Care needs to be taken when planting under overhead power lines to select lowgrowing species. The following tree species recommendations are taken from the 2016 Narrogin Townscape Study as being suitable for local conditions and in keeping with the Study's streetscape recommendations for the Shire. Burley St South Verge (under power lines) Eucalyptus newbeyi Eucalyptus tenera Eucalyptus torquata Callistemon viminalis Eucly Dwarf (cultivar of leucoxydon) North Verge (adjacent to footpath) Eucalyptus leucoxydon subsp. Leucoxydon Eucalyptus nicholii Eucalyptus sideroxydon rosea or E. tricarpa Eucalyptus scoparia									
Entry Statement upgrades.									
Local residents would also like to see the entry statements to the town upgraded, particularly on the north and south approaches.									
2016 Narrogin Townscape Study Review Status Update Report	1. To provide the Committee with updates and outcomes for proposed future projects and those projects currently being undertaken, 2. Prioritise projects in accordance with the recommendations made within the 2016 Narrogin Townscape Study Review.								
Central Precinct									
Create a central precinct incorporating the area bounded by Egerton, Federal, Fortune and Earl Streets	Egerton Street upgrade - In accordance with the recommendations made in the 2016 Narrogin Townscape Study Review, which was adopted by Council at its Ordinary Meeting on 22 February 2017, the palms on Egerton Street (outside Cabana's Café) have been identified for removal.	In Progress	01/10/18	14/11/18	MO		18,10,2018 - Egerton Street is scheduled to undergo extensive works in September and October 2018 to replace kerbing and reseal the road. The Executive Manager Technical and Rural Services is seeking comment by the Narrogin District Townscape Committee regarding the removal of the palm trees located outside Cabanas Café. The palms are proposed to be replaced with the selected trees species Pyrus calleryana (mature specimens 2.5m – 3m tall) as outlined in the 2016 Townscape Study Review. OFFICERS' RECOMMENDATION Moved: Or Seale/Seconded: Mr Crossley That in relation to the proposed removal of the palm trees located on Egerton Street, outside Cabanas Café, the Narrogin District Townscape Committee supports: 1,The removal of the palm trees and the proposed replacement with selected trees species Pyrus calleryana (mature specimens 2.5m – 3m tall) as outlined in the 2016 Townscape Study Review; and 2,Work to be undertaken in November 2018 depending upon availability of plant stock. CARRIED: 3/1		30%
Protect the important buildings and streetscapes of this precinct									
Improve pedestrian links through the precinct									
Build on the leafy green character of the CBD									
Developing a civic and cultural heart									
Build and enhance existing civic amenities									

Core Values	Outcomes	Status	Estimated Start Date	Estimated Completion Date	Responsible officer	Budget	Comments	Priority	% Complete
Gnaroin Park Master Plan	Seek quotes from suitably qualified agencies to develop a master plan for the future development and management of the Gnaroin creek area	In Progress			MCLC	\$24,248	29.3.2018 - Enlocus have been appointed to prepare a Master Plan and will undertake community consultation. The draft Plan will be presented to Council on 11 April 2018. 17.5.2018 - A site-wide draft masterplan will be developed in the next stage of the project for Shire comment before a second round of community consultations expected to take place in late July. 28.6.2018 - Enlocus will present a draft at the Monthly Briefing Session to be held on Wednesday 8 August. 18.10.2018 - The Gnaroin Park Master Plan is to be submitted to Council on 24 October 2018 for the purpose of commencing a 30 day consultation period		
2019 Proposed Library landscape Design Stage 1		In Progress			EMCCS	\$100,000	17.5.2018 - Additional comments by the Committee include - Disability access is inadequate, Disagree with the sensory garden, Trees and lawns to be included, Texture and rockworks should be visible, Not limestone. 18.10.2018 - Overall project budget has been costed ready for quoting; quotes have been sourced for timber gazebo; and the RFG for earthworks, block walls and concrete footpaths has been started and expect to be finalised ready for advertising by mid November.		
Create a central civic space in the CBD									
Increase links between eastern parkland and town centre									
Develop opportunities for cultural and community buildings									
Improve visitor experience									
Develop Rail heritage theme through the town centre with historic interpretation and street furniture									
Williams Road information bay	Seek quotes and supporting information for the existing structure to be replaced or refurbished and the area around it tidied up	Not Started	20/08/18	24/08/18	MO	\$20,000	16.5.2018 - The Manager Operations advised the work will be scheduled to take place towards the end of June 2018. 18.10.2018 - MO advised works will be scheduled to take place after Christmas.		
Heritage Trail	Develop a series of heritage plaques detailing the history of Narrogin's heritage buildings	In Progress			MCLC	\$28,015	17.5.2018 - The MCLC has consulted with a heritage consultant to develop the interpretative signage for ten cast bronze heritage plaques for installation in CBD paving. In March 2018 Notre Dame and Curtin University Medical Students participated in a project identifying CBD heritage buildings they judged (as would be tourists) which required interpretative plaques. 29.6.2018 - The information for the plaques is being proofed ready to send to the plaque makers. Ten plaques will be made this financial year and ten more next financial year. 18.8.2018 - The MCLC has requested quotes from three companies to develop CBD interpretative signage. The quotes are due on 5 November 2018. There is in total, an allocated budget for work to install up to 20 CBD heritage signs in the 2018/19 budget. This has become a large and significant heritage project and the MCLC identified it now required a considerable degree of expertise, knowledge and skill to execute the following work: 1. Plan signage locations and resolve sign styles / materials / installation options etc; 2. Research (including that for QR codes); 3. Theme/narrative development; 4. Writing of content which is descriptive and entertaining; 5. Sourcing relevant images with which to illustrate each panel; 6. Graphic design; 7. Supply of signage with all requisite installation hardware (including posts/pedestals); and 8. Installation of signage. The consultant will be required to make a recommendation to the Shire as to the type of signage and its support structure(s) (i.e. pedestals / posts etc.) to be installed and the rationale for this. It is expected a contractor will be appointed by the end of November and this project should be completed by April/May 2019.		
Relocate the visitors centre to within the newly created civic and cultural heart									
Provide access and parking suitable for large vehicles within close proximity to visitor centre									
Greening the CBD									
Build on the existing leafy character within the town	Street Tree Policy including Street Tree Planning and Recommendations 2018 report to Council recommends the priority planting of tree on the five entry roads into Narrogin				MO		29.3.2018 - Street Tree Policy was recommended to Council for endorsement by Townscape Committee. 24.10.2018 - Council endorsed the 2018 Street Tree Policy		
	Narrakine Road								
	Williams Road								
	Clayton Road								
	Great Southern Highway North								
	Great Southern Highway South								
Improve pedestrian amenities including shade and shelter	Replace the palm trees x 2 outside Cabanas Coffee Lounge with mature specimens of <i>Fyrus calleryana</i>	In Progress	01/11/18	30/11/18	MO				
McKenzie Park	Seek quotes for suitable shade shelter	In Progress	30/08/18	30/11/18	Loriann Bell	\$10,000	25.5.2017 - The Committee recommended seeking quotes from local contractors to construct the approved designs to the requested specs.		
	Research the history of the park for inclusion on a plaque or other approved installation	In Progress					29.3.2018 - The research part of this project has not progressed. A request for funds to cover the cost of the shade shelter will be made in the 2018/2019 draft budget.		
Reduce the "heat island" effect in the summer months									
Improve amenities for motorists including parking under shade									
Walkability									
Develop a consistent palette of materials and quality within the town centre									
Increased shaded pathways									
Ensuring pathways are linked to key areas									
Ensuring pathways are accessible for the whole community									
Develop a signage scheme throughout the town									
Parking									

Core Values	Outcomes	Status	Estimated Start Date	Estimated Completion Date	Responsible officer	Budget	Comments	Priority	% Complete
	Undertake an audit to assess availability and location of current parking								
	Develop a signage scheme to identify parking areas including amenities for long vehicles								
	Examine opportunities for more and better located parking								
	Increase accessibility with a 'family friendly' outcome								
	Consolidation of the CBD								