



MINUTES
NARROGIN DISTRICT TOWNSCAPE COMMITTEE MEETING

7 February 2019

Commencing at 5:30 pm

Committee Room
Shire of Narrogin
89 Earl Street
Narrogin WA 6312

SHIRE OF NARROGIN

**NOTICE OF
NARROGIN DISTRICT TOWNSCAPE COMMITTEE
MEETING**

Dear Committee Member

Pursuant to Item 10 of the meeting held 13 December 2018 an ordinary meeting of the Narrogin District Townscape Committee will be held on Thursday 7 February 2019 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 AGENDA 7 FEBRUARY 2019

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member Cr Bartron advised he would be attending the meeting after the proposed 5.30 pm starting time.

Cr Seale accepted the invitation to act as the Acting Presiding Member until Cr Bartron arrived.

The Acting Presiding Member, Cr Seale opened the meeting at 5:35 pm.

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

Committee Members (Voting)

Cr C Bartron – Presiding Member (arrived at 6.22 pm)

Cr B Seale

Mr P White – Community member

Mr N Crossley – Arts Narrogin

Mrs K Bryant – Narrogin Chamber of Commerce (left at 7.39 pm)

Vacant – Community member

Vacant – Community member (Indigenous)

Vacant – Community member (Disability)

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)

Mr T Evans – Executive Manager Technical and Rural Services (EMTRS)

Apologies

Cr M Fisher

Mr M Wray – Highbury District Community Council

Absent

Nil

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 MEETING

4.1 NARROGIN DISTRICT TOWNSCAPE COMMITTEE MEETING HELD ON 13 DECEMBER 2018

OFFICER'S RECOMMENDATION AND COMMITTEE RESOLUTION

Moved: Mr White

Seconded: Mrs Bryant

That the minutes of the Narrogin District Townscape Committee Meeting held on 13 December 2018 be confirmed, as an accurate record of the proceedings.

CARRIED: 4/0

5. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

6. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

Nil

7. MATTERS WHICH REQUIRE DECISIONS

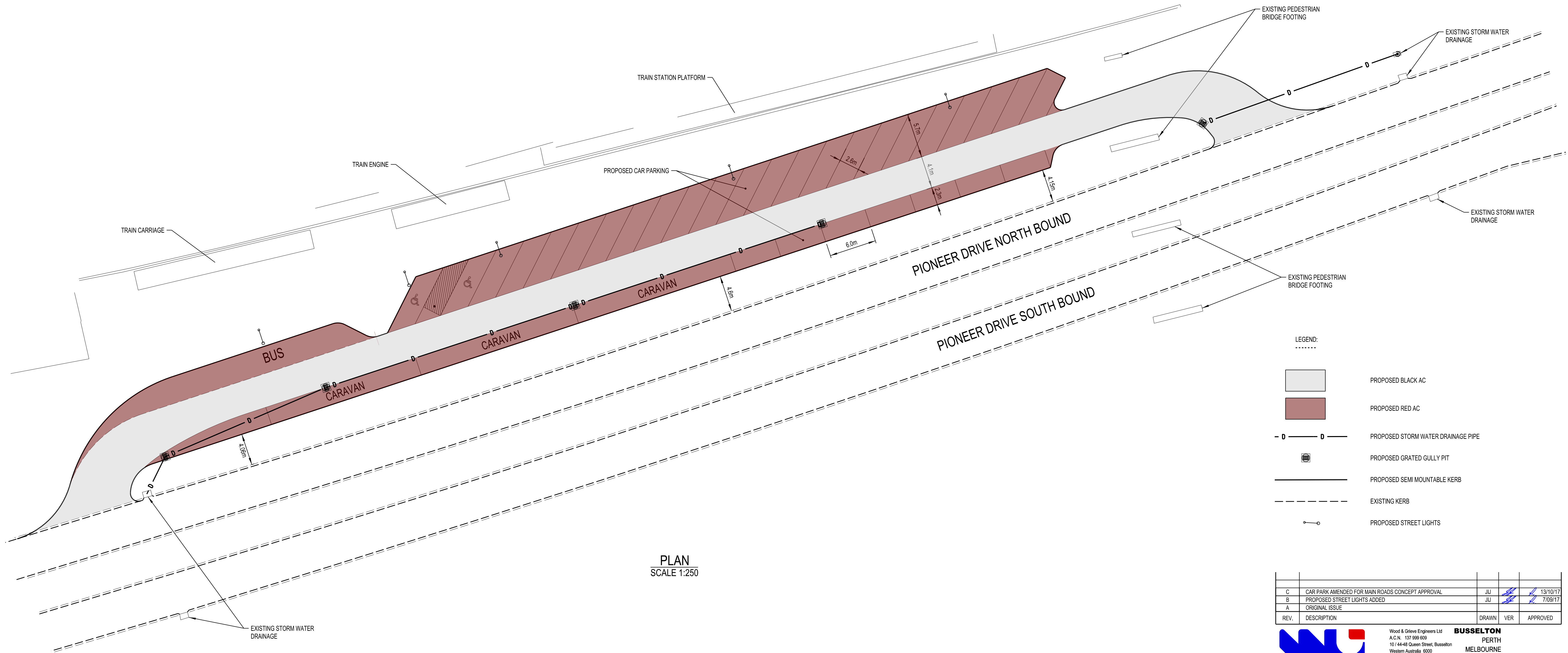
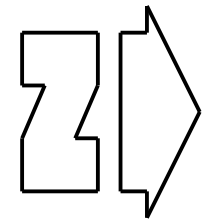
7.1 RAILWAY STATION PARKING DEVELOPMENT

Attachment – Concept Carpark Layout

An allocation of \$50K was made in the 2018/2019 Budget to cover the cost associated with laying a gravel surface and drainage, thereby creating a driveway access from Pioneer Drive, for works and trade vehicles and machinery, to the old Railway Sheds.





The EMTRS will present an overview of the proposed Railway Station Parking Development on Pioneer Drive and answer questions. The Narrogin District Townscape Committee should note that the works are proceeding in 2019.

The Presiding Member, Cr Bartron arrived at 6.22 pm



PLAN
SCALE 1:250

- LEGEND:
- PROPOSED BLACK AC
 - PROPOSED RED AC
 - PROPOSED STORM WATER DRAINAGE PIPE
 - PROPOSED GRATED GULLY PIT
 - PROPOSED SEMI MOUNTABLE KERB
 - EXISTING KERB
 - PROPOSED STREET LIGHTS

C	CAR PARK AMENDED FOR MAIN ROADS CONCEPT APPROVAL	JJJ		 13/10/17
B	PROPOSED STREET LIGHTS ADDED	JJJ		 7/09/17
A	ORIGINAL ISSUE			
REV.	DESCRIPTION	DRAWN	VER	APPROVED




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BUSSETTON
PERTH
MELBOURNE
SYDNEY
BRISBANE
ALBANY

CLIENT:
SHIRE OF NARROGIN
PROJECT:
PIONEER DRIVE CAR PARK, NARROGIN
TITLE:
CONCEPT CAR PARKING LAYOUT

PRELIMINARY

SECTION: CIVIL SERVICES	VERIFIED:  7/09/17	SCALE: A1 @ 1:250
DESIGNED: CIVIL SERVICES	APPROVED FOR TENDER:	DATUM: A.H.D.
DRAWN: J.JORDANOFF	APPROVED FOR CONSTRUCTION:	WAPC: N/A

PROJECT No.	DRAWING No.	REVISION
33516-BUS-C	R1	C

P:\33516\PROJECT DOCUMENTATION\CIVIL\DRAWINGS & DESIGN\C SKETCH.DGN

OFFICERS' RECOMMENDATION AND COMMITTEE RESOLUTION

Moved: Cr Bartron Seconded: Cr Seale

That the Narrogin District Townscape Committee note the proposed construction of a gravel carpark on Pioneer Drive to provide vehicle access to the old Railway Sheds.

CARRIED 5/0

Following the conclusion of this item, Cr Bartron assumed the Chair.

7.2 2018 SUMMARY OF ACHIEVEMENTS AND 2019 DRAFT VISION

At the meeting held on 13 December 2018, the Committee requested the Presiding Member prepare a Summary of Achievements to be delivered at this meeting.

The Presiding Member presented the following Narrogin District Townscape Committee 2018 Summary of Achievements and the 2019 Draft Vision.

2018 Summary of Achievements

Following the merger in July 2016 of the former Town of Narrogin and the former Shire of Narrogin, the Narrogin Townscape Advisory Committee was revoked and replaced with the Narrogin District Townscape Committee. The new Committee met for the first time in March 2017.

Membership to the new committee was invited from the community as well as specific organisation representation from the Narrogin Chamber of Commerce, Forrest Personnel and Arts Narrogin, with a view to have a committee with a broad representation of the arts, disability and the Indigenous community.

The new Committee membership was comprised of previous committee members together with delegates from the Narrogin Chamber of Commerce and Arts Narrogin, and two Shire of Narrogin Elected Members.

Throughout 2017 and 2018 the Committee met on thirteen occasions to review and discuss a range of proposals and projects and to make recommendations to Council drawing on their individual areas of expertise.

The most significant outcome for the Committee was the adoption in February 2017, of the 2016 Narrogin Townscape Study Review, and in March 2018 the Highbury Townscape Plan. These documents will become the guiding documents for many future projects within the Narrogin CBD and the Highbury townsite.

Other projects which have been undertaken following Committee consultation are;

- Installation of twenty colourful bin surrounds throughout the CBD;
- Review and recommend the adoption of the Street Tree Policy;
- Review and recommend the endorsement of the amended Terms of Reference for the Narrogin District Townscape Committee including the expanded membership by three Community members at large;
- Review committee position nominations and recommend to council the appointment of three Community at large committee members;
- Landscape the roundabout of the Great Southern Highway;
- Comment on the proposed Library landscape project;
- Review and recommend the 2016 Narrogin Townscape Study Review and the Highbury Townscape Plan.

2019 draft Vision for the Committee

In attempting to address the Committees desire for the Presiding Member to provide to the Committee a draft vision for the Committee for 2019, it is presumed that the word vision is interchangeable with the word achievements.

This is said on the basis that the Committee vision is already effectively set by the Council in the objectives of the Committee in the Terms of Reference.

As a reminder the Objectives are as follows:

To consider and recommend to Council proposals to improve the physical infrastructure of the Narrogin and Highbury townsites, and throughout the district with a specific focus on:

- *aesthetic presentation of the area;*
- *access and facilities for elderly and people with disabilities;*
- *designing out crime or anti-social behaviours.*

Realistic achievements that the Committee should be striving to deliver in 2019, are the following:

- Williams Road Information Bay upgrade (\$20k 2018/2019 Budget)
- Library Landscape Stage 1 (\$100k 2018/2019 Budget)
- The CBD Colour Palette and signage (\$7.5k 2018/2019 Budget)
- Development of priorities for the Councils \$10,000 for Narrogin Townscape projects
- Completion of priorities for the Councils \$5,000 for Highbury Townscape projects (\$2,740 remaining in the 2018/2019 Budget)
- Develop priorities for planting in June 2019 from the adopted Street Tree Planting Guide
- Prioritisation of projects to be considered by Council from the soon-to-be-adopted Gnarojin Park Masterplan
- Recommend to Council by 31 March 2019 projects for consideration in the 2019/2020 draft Budget for the Highbury Townscape Plan and the Narrogin Townscape Study Review.

OFFICERS' RECOMMENDATION

That the Narrogin District Townscape Committee endorse the 2019 Draft Vision, for prioritising and initiating in 2019.

COMMITTEE RESOLUTION

Moved: Cr Seale Seconded: Mr Crossley

That the Narrogin District Townscape Committee endorse the 2019 Draft Vision, for prioritising and initiating in 2019 subject to modification and or amendment.

CARRIED: 5/0

Reason for change:

The Committee wished to add some projects for consideration that have yet to be agreed, such as;

1. Overnight parking for RV's
2. History hall upgraded
3. Mackie Park design concept
4. Plant shade trees in the middle of existing carpark

7.3. PROPOSED CHANGE OF MEETING TIME

At the Meeting held on 13 December 2018, correspondence was received from the Highbury District Community Council delegate, in which the matter of the Narrogin District Townscape Committee meeting time was asked to be reviewed, with a view to starting meetings at a time later than the present 5.30 pm start. Family commitments were cited as the reason for requesting the change.

The Highbury community has not been represented at Narrogin District Townscape Committee meetings throughout 2017 and 2018, however through correspondence the Highbury District Community Council have expressed their enthusiasm to participate.

Additional correspondence has been received from the Highbury delegate proposing the Narrogin District Townscape Committee meetings commence at 6.30 pm.

OFFICERS' RECOMMENDATION AND COMMITTEE RESOLUTION

That the Narrogin District Townscape Committee support the request to change the Committee meeting starting time from 5.30 pm to 6.30 pm.

LOST: 0/4

Reason for the loss:

The motion was lost due to the absence of a mover and seconder. The consensus of the Committee was unanimous that the meeting time should remain unchanged.

8. STATUS REPORT UPDATE

The Committee are asked to review the Status Report with a view to prioritising Core Values / Projects for consideration in the 2019/2020 draft budget.

Following some discussion regarding priority projects, the Committee will present their suggestions at the next Narrogin District Townscape Committee Meeting to be held on 21 March 2019.

The ASO reported that for future meetings, individual project updates from the Status Report would be listed within the body of the Minutes at the Item entitled Status Report Update. There were no project updates submitted at this meeting.

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

Nil

10. CLOSURE OF MEETING

The Presiding Member advised he had another appointment to attend, his departure resulted in insufficient members to form a quorum and therefore declared the meeting closed at 7.52 pm.

The next meeting of the Narrogin District Townscape Committee will be held at 5.30 pm on Thursday 21 March 2019 at this same venue.



Narrogin District Townscape Committee 2016 Townscape Study Status Update Report

Core Values	Outcomes	Status	Estimated Start Date	Estimated Completion Date	Responsible officer	% Complete	Budget	Comments	Priority
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						100%		20.11.2018 - The Shire will provide 6 established Ulmus Glabra for planting by the Highbury District Community Council committee.	
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						100%		20.11.2018 - The Shire will install a coloured bin surround at the Highbury Toilets	
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 Eucky 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.	Complete	01/10/18	14/11/18	MO	100%		18.10.2018 - Egerton Street is scheduled to undergo extensive works in September and October 2018 to replace kerbing and resurface 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: 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	

Core Values	Outcomes	Status	Estimated Start Date	Estimated Completion Date	Responsible officer	% Complete	Budget	Comments	Priority
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									
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	50%	\$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 interpretive 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	Complete			MO	100%		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	
	Replace the palm trees x 2 outside Cabanas Coffee Lounge with mature specimens of <i>Pyrus calleryana</i>	Complete	01/11/18	30/11/18	MO	100%			
- Improve pedestrian amenities including shade and shelter									
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									

Core Values	Outcomes	Status	Estimated Start Date	Estimated Completion Date	Responsible officer	% Complete	Budget	Comments	Priority
Develop a signage scheme throughout the town									
<input type="checkbox"/> Parking									
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									
<input type="checkbox"/> Consolidation of the CBD									
Support the existing businesses and residents									
<input type="checkbox"/> Enhance built form and streetscape fabric									
Public Art Strategy	Seek quotes from suitably qualified agencies to develop a public art policy	In Progress	27/08/15	28/09/18	MCLC		\$15,000	27.8.2015 - MCLC gave a brief overview of a Parks and Leisure Australia seminar she attended with the ASO on 20 August 2015. 8.10.2015 - No update 3.12.2015 - MCLC reported that contact had been made with Artsource Consulting. 17.5.2018 - Artsource was engaged to develop the Shire's Public Art Strategy. 28.6.2018 - Artsource will present a draft Public Art Policy at the next Monthly Briefing Session scheduled to take place on Wednesday 11 July 2018. 18.8.2018 - Artsource provided the Shire with a final Public Art Strategy on 17 September 2018. However the MCLC suggested and requested the document be edited to improve its structure, content and style. At the time of writing the Shire is expecting a revised document to be submitted on 5 November 2018.	
Urban Art - Skatepark	Seek quotes from suitable agencies to undertake community consultation to develop artwork for a community art project at the recently extended skatepark	Complete		31/08/18	MCLC	100%		17.5.2018 - Chris Nixon the street artist contracted to install the skate park mural, visited the site during a Youth Week skate and BMX competition on 17 April 2018. A design concept will be delivered to the Shire in early May 2018. 28.6.2018 - The project has been rescheduled due to the recent bad weather. A completion date is not confirmed. 18.8.2018 - The installation of the artwork was shifted back from September to November 2018 due to a change in the artist's personal circumstances. The Council endorsed artwork concept has been rescheduled for the week commencing 12 November 2018 but is weather dependent. 20.11.2018 - The art project has been completed.	
Create a shared vision with the business community									
Reduce the number of vacant buildings									
Develop a consistent colour palette for buildings	Seek quotes from suitably qualified groups to develop a colour palette	In Progress			MCLC		\$7,000	An allocation has been made in the 2018/2019 budget. 18.8.2018 - The Shire has contracted H&H Architects to develop the CBD colour palette and style guide for the Shire and are due to commence work in November 2018.	