



MINUTES
NARROGIN DISTRICT TOWNSCAPE COMMITTEE MEETING

28 March 2019

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 **28 March 2019**

These minutes were confirmed at the Narrogin District Townscape Committee Meeting held on 2 May 2019.

Signed:

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

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NARROGIN DISTRICT TOWNSCAPE COMMITTEE MEETING MINUTES 28 MARCH 2019

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, Cr Bartron opened the meeting open at 5.34 pm.

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

Committee Members (Voting)

Cr C Bartron – Presiding Member

Cr B Seale

Mr P White – Community member

Mr N Crossley – Arts Narrogin

Mrs K Bryant – Narrogin Chamber of Commerce (departed 7.35 pm)

Mrs V Chadwick – Community member (Disability)

Ms G Kami – Community member

Vacant – Community member (Indigenous)

Staff

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

Mr R Powell – Acting Executive Manager Development and Regulatory Services

Ms L Bell – Administration Support Officer (ASO)

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

Apologies

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

Cr M Fisher

Absent

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 MEETING

4.1 NARROGIN DISTRICT TOWNSCAPE COMMITTEE MEETING HELD ON 7 FEBRUARY 2019

OFFICER'S RECOMMENDATION AND COMMITTEE RESOLUTION

Moved: Cr Seale

Seconded: Mr White

That the Minutes of the Narrogin District Townscape Committee Meeting held on 7 February 2019 be confirmed, as an accurate record of the proceedings.

CARRIED: 7/0

5. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

6. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

Nil

7. MATTERS WHICH REQUIRE DECISIONS

7.1 PROJECT PROPOSALS FOR THE 2019/2020 DRAFT BUDGET

Pursuant to the Minutes of the Narrogin District Townscape Committee Meeting held on 7 February 2019, Item 8 Status Report Update, the Committee are asked to present at this meeting (28 March 2019) a list of proposed projects for inclusion in the Shire of Narrogin 2019/2020 Draft Budget.

The proposed projects discussed and agreed by consensus of the Committee for inclusion in the 2019/2020 Draft Budget are:

1. \$20,000 to plant trees in existing carparks (locations yet to be identified);
2. \$20,000 to plant trees into the YMCA carpark on Clayton Road;
3. \$15,000 for a design plan for the development of the Mackie Park Mall concept;
4. Unspecified sum to pay for an assessment on the condition of the diesel locomotive at the old railway yard with a view to having it restored; and
5. Unspecified sum to construct a shelter or other protective barrier over the diesel locomotive dependant on the outcome of the assessment.

7.2 FOOTPATH PROGRAM

The Committee discussed the recently completed footpath program and noted that the paths were finished in grey cement, whereas other footpaths around Narrogin were finished in red.

COMMITTEE RESOLUTION

Moved: Cr Bartron

Seconded: Mrs Chadwick

That in relation to future concrete footpath construction around Narrogin, the Committee recommend to Council, that all future concrete footpaths should be finished to match the existing red coloured asphalt footpaths

CARRIED: 7/0

Mrs Bryant left the meeting at 7.35 pm.

7.3 UNSPENT ALLOCATED FUNDS IN THE 2018/2019 BUDGET

For Committee decision, there remains an amount of \$10,000 in the 2018/2019 Budget to spend on Narrogin townscape projects before 30 June 2019. The Committee are asked to propose a suitable project or projects for which this money can be spent on. Details of the project will be incorporated into the Townscape Status Report.

COMMITTEE RESOLUTION

Moved: Cr Bartron

Seconded: Cr Seale

That in relation to the 2018/2019 Budget allocation of \$10,000 to be spent on Narrogin townscape projects, the Committee recommend to Council that the money is spent on the purchase of tree root directors, in preparation for the proposed planting of advanced street trees in accordance with the *Street Tree Planning: Selections and Recommendations Guide 2018*.

CARRIED: 6/0

8. STATUS REPORT UPDATE

The following projects have been updated in the Townscape Status Report:

1. The Highbury Townscape Plan item has been updated with proposed projects for consideration in the 2019/2020 Draft Budget.
2. Public Art Strategy – For Committee notation, the Public Art Strategy has been made available for public comment. Comments should be addressed to the Shire of Narrogin CEO before 5 pm Monday 8 April 2019.
3. CBD Interpretive signage project - Two panel design options were presented by email to the Committee for consideration prior to the 28 March Townscape Meeting. The Committee's questions and comments were invited.

Following some discussion regarding the two option styles the Committee were unanimous with their preference for Option 2.

4. Colour palette and design guidelines – the proposed Colour Palette and Design Guidelines was presented to the Committee for discussion at the Narrogin District Townscape Committee meeting held on 28 March

The matter was discussed, the Committee made no recommendations.

5. Draft Walk Trails Masterplan – for Committee notation, the Draft Walk Trails Masterplan has been advertised for public comment. Comments should be addressed to the Shire of Narrogin CEO before 5 pm Monday 8 April. 2019.

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

9.2 STATUS REPORT ENQUIRY

Mr White sought advice in relation to the responsibility of implementing some of the items in the Status Report. Mr Powell suggested that Mr White send him an email with his specific questions, and Mr Powell will reply accordingly.

10. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 8.23 pm.

The next meeting of the Narrogin District Townscape Committee will be held at 5.30 pm on Thursday 2 May 2019 at this same venue.

Narrogin District Townscape Committee Status Update Report 28 March 2019

Core Values	Outcomes	Comments
Committee Membership	Achieve and maintain Committee membership in accordance with the Terms of Reference through a program of advertising and nominations	27-2-2019 - Council endorsed appointment of two Community members at Large. There remains only one vacancy for an indigenous representative.
Highbury Townscape Plan	<ol style="list-style-type: none"> To provide the Committee with updates and outcomes for proposed future projects and those projects currently being undertaken. 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.		20.11.2018 - The Shire will provide 6 established Ulmus Glabra for planting by the Highbury District Community Council committee. 30.11.2018 - HDCC purchased (at their cost) and planted a quantity of native shrubs around the Memorial.
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.	Install a gazebo incorporating table and seating	8.3.2019 - A request for money to cover supply and installation of a gazebo with table and chairs will be made in the 2019/2020 Draft Budget.
	Modify the hall toilets	8.3.2019 - the toilet block needs to be modified by way of an additional wall at the front and flyscreens on the rear windows to reduce the volume of windblown rubbish inside. Budget requested 2019/2020.
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.		
Miscellaneous townscape projects	Miscellaneous projects	8.3.2019 - \$5,000 for miscellaneous townscape projects in 2019/2020 financial year
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	Coloured bin surround at the public toilets	20.11.2018 - The Shire will install a coloured bin surround at the Highbury Toilets
	Install a bus shelter incorporating information board.	8.3.2019 - Request money in the 2019/202 Draft Budget for a suitable bus shelter incorporating a notice board
New direction signage highlighting facilities at the Town Hall, and directions to the Tavern and General Store and any other town facilities or attractions.	New blue directional signage	8.3.2019 - Blue signs to be requested via Shire Works Request
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).		8.3.2019 - money to be requested in the 2019/2020 Draft Budget
The adequacy of night and security lighting may also need to be considered in improvements of the bay		
	Installation of CCTV and additional lighting	8.3.2019 - Money to be requested in the 2019/2020 Draft Budget
Street verge improvements		

Core Values	Outcomes	Comments
<p>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.</p> <p>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.</p> <p>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</p>		8.3.2019 - request money in the 2019/2020 Draft Budget to undertake street tree planting around Highbury townsite.
Entry Statement upgrades.		
Local residents would also like to see the entry statements to the town upgraded, particularly on the north and south approaches.	Develop artwork design for new entry statements	
	Clear the verges of fallen trees and overgrown weed from the north and south entry statements all the way into town	8.3.2019 - Work will be requested by way of a Shire Works request, possibly requires an allocation in the 2019/2020 Draft Budget.
2016 Narrogin Townscape Study Review Status Update Report	<ol style="list-style-type: none"> To provide the Committee with updates and outcomes for proposed future projects and those projects currently being undertaken. Prioritise projects in accordance with the recommendations made within the 2016 Narrogin Townscape Study Review. 	
Central Precinct		
	Allocation made in the 2018/2019 Budget for spending on townscape projects as determined by the Narrogin District Townscape Committee.	28.3.2019 Committee Motion - that the \$10k allocation in the 2018/2019 Budget should be spent on the purchase of tree root directors in preparation for the proposed planting and retrofitting of advanced street trees in accordance with the 2018 Street Tree Planning and Recommendations Guide.
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.	<p>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.</p> <p>OFFICERS' RECOMMENDATION Moved: Cr Seale Seconded: Mr Crossley</p> <p>That in relation to the proposed removal of the palm trees located on Egerton Street, outside Cabanas Café, the Narrogin District Townscape Committee supports:</p> <ol style="list-style-type: none"> 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 Work to be undertaken in November 2018 depending upon availability of plant stock. <p>CARRIED: 3/1</p>
Protect the important buildings and streetscapes of this precinct		
Improve pedestrian links through the precinct	10 year Footpath program 2019-2029 (to be presented to Council at the OCM 23.4.2019)	28.3.2019 Committee Motion - All future footpaths constructed should be finished with colours that match the existing asphalt.
Build on the leafy green character of the CBD		Palm trees removed from Egerton Street and replaced with advanced trees Pyrus calleryana
	Retrofit advanced street trees in the YMCA Carpark	28.3.2019 - Allocation requested in the 2019/2022 Draft Budget
Developing a civic and cultural heart		
Build and enhance existing civic amenities		

Core Values	Outcomes	Comments
Gnarojin Park Master Plan	Seek quotes from suitably qualified agencies to develop a master plan for the future development and management of the Gnarojin creek area	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 Gnarojin Park Master Plan is to be submitted to Council on 24 October 2018 for the purpose of commencing a 30 day consultation period. 13.12.2018 - The Shire of Narrogin has adopted for the purpose of seeking public comment a draft Gnarojin Park Masterplan. Comments on the draft Master Plan may be submitted to Council in writing on or before Monday 17 December 2018.
2019 Proposed Library landscape Design Stage 1		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 RFQ for earthworks, block walls and concrete footpaths has been started and expect to be finalised ready for advertising by mid November. 13.12.2018 - RFQ posted on the Shire website. 17.1.2019 - Following consultation with representatives from H+H Architects regarding the proposed colour of the rendering on the new retaining wall and the existing brick wall, the consensus was warm grey tones with a recommendation to render the new wall first as it is more porous and the final rendered finish / texture will be determined by this.
Create a central civic space in the CBD		
Increase links between eastern parkland and town centre		
Develop opportunities for cultural and community buildings		
<input type="checkbox"/> Improve visitor experience		
<input type="checkbox"/> Develop Rail heritage theme through the town centre with historic interpretation and street furniture	Proposed restoration of the old diesel located at the old railway yards	28.3.2019 - Obtain a professional assessment of the condition of the diesel with a view to sourcing funds to restore it if assessed as being suitable for restoration. Additional funds may be required to construct a shelter to protect the diesel if restoration takes place.
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	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. 18.12.2018 - MO advised that the carpark was resealed 18.3.2019 - The map containing local information has been removed for updating.
Heritage Trail	Develop a series of heritage plaques detailing the history of Narrogin's heritage buildings CBD Interpretive signage project	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. 13.12.2018 - Contractor has been appointed and they will undertake a site visit in January 2019. 18.3.2019 - Two panel design options presented to the Committee prior to the 21 March Townscape Meeting. 28.3.2019 - The Townscape Committee expressed their preference for design Option 2.
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		
<input type="checkbox"/> Greening the CBD		

Core Values	Outcomes	Comments
<input type="checkbox"/> 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 trees on the five entry roads into Narrogin	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 28.3.2019 - Committee consensus - Retrofit advanced trees in existing carparks in accordance with the 2018 Street Tree Planning and Recommendations Guide
	Narrakine Road	
	Williams Road - Proposed removal of Cemetery fence	18.10.2018 - Townscape Committee recommends to remove existing fence around the Cemetery and replace with material such as bollards. Did not support planting on fenceline due to poor soil suitability. Report to OCM 27 February 2019. 27.3.2019 - OCM Resolution - That, with respect to the Narrogin Cemetery boundary fence, Council endorse the intent of removal of the fence along Williams Road and the post and rail fence along Lefroy Street, and consider including in the 2019/20 Draft Budget the sum of \$7,000 for the fence removal and installation of appropriate hedging vegetation. Notation: It was noted that Officers would seek consideration of the Townscape Committee of the merits of the proposed vegetation with drip irrigation and the proposed species.
	Clayton Road	
	Great Southern Highway North	
	Great Southern Highway South	
	Replace the palm trees x 2 outside Cabanas Coffee Lounge with mature specimens of Pyrus calleryana	
<input type="checkbox"/> Improve pedestrian amenities including shade and shelter		
McKenzie Park	Seek quotes for suitable shade shelter	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	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		
<input type="checkbox"/> Walkability		
Develop a consistent palette of materials and quality within the town centre		17.1.2019 - A consistent palette of materials will be covered in the proposed colour palette being prepared by H+H Architects. 18.3.2019 - the proposed Guideline's prepared by H+H Architects to be presented to the Committee for discussion at the 21 March 2019 Townscape meeting.
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		17.1.2019 - A signage scheme will be covered in the proposed colour palette being prepared by H+H Architects
<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		18.3.2019 - the proposed Guideline's for a colour palette have been prepared by H+H Architects and are to be presented to the Committee for discussion.
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		

Core Values	Outcomes	Comments
Public Art Strategy	Seek quotes from suitably qualified agencies to develop a public art policy. Develop a Public Art Strategy and Masterplan	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. 13.12.2018 - The revised document has been received and will be presented to Council in February 2019. 15.3.2019 - Public Art Strategy and Masterplan was advertised in the Narrogin Observer on 7 March 2019 inviting public comment.
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	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 reshcheduled 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	Develop a Colour Palette and Design Guidelines Seek quotes from suitably qualified groups to develop a colour palette. H+H Architects appointed to develop design and guidelines.	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. 13.12.2018 - H+H Architects will visit Narrogin in January 2019. 17.1.2019 - H+H met with the Committee and answered questions relating to the colour palette. 15.3.2019 - The proposal will go to the Briefing Information Session in April for Elected Members to comment and then back to Townscape for recommendation in April/May.
-END REPORT		