



TOWNSCAPE ADVISORY COMMITTEE MEETING MINUTES

5 MAY 2020

Commencing at 5:30 pm

Skype for Business
Shire of Narrogin
89 Earl Street
Narrogin WA 6312

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

Signed:
(CEO)

Date **5 May 2020**

These minutes were confirmed at the Townscape Advisory Committee Meeting held on 16 June 2020.

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

Acknowledgement of Noongar People

The Shire of Narrogin acknowledges the Noongar people as traditional custodians of this land and their continuing connection to land and community. We pay our respect to them, to their culture and to their Elders past and present.

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Alternative formats are also available upon request, including large print, electronic format (disk or emailed), audio or Braille

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

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TOWNSCAPE ADVISORY COMMITTEE MEETING

5 MAY 2020

1. OFFICIAL OPENING

The Presiding Member declared the meeting open at 5.56 pm.

2. RECORD OF ATTENDANCE/APOLOGIES

Committee Members (Voting)

Cr C Bartron (Presiding Member)	via Skype for Business
Cr J Early	via Skype for Business
Mr B O'Neill – Narrogin Chamber of Commerce	via Skype for Business
Mrs V Chadwick– Community Member (Disability)	via Skype for Business
Ms D Broad – Community Member	via Skype for Business
Vacant – Community Member (Indigenous)	via Skype for Business

Staff (Non voting)

Mr T Evans – Executive Manager Technical and Rural Services (EMTRS)	via Skype for Business
Ms L Bell – Administration Support Officer (ASO)	via Skype for Business

Apologies

Ms B Thomas – Arts Narrogin
Mr M Wray – Highbury District Community Council

Absent

Ms G Kami – Community Member

Visitors

Cr B Seale – left at 6.57 pm	via Skype for Business
Ms S Guy – Manager Community Leisure and Culture (MCLC)	via Skype for Business

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 OF THE TOWNSCAPE ADVISORY COMMITTEE

OFFICER'S RECOMMENDATION AND COMMITTEE RESOLUTION

Moved: Cr Early

Seconded: Mrs V Chadwick

That the minutes of the Townscape Advisory Committee Meeting held on 31 March 2020 be confirmed, as an accurate record of the proceedings.

CARRIED 5/0

5. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

6. PETITIONS, DEPUTATIONS, PRESENTATIONS

Nil

7. MATTERS WHICH REQUIRE DECISION

Nil

8. MATTERS FOR DISCUSSION AS REQUESTED BY THE PERSON PRESIDING

Whilst the Administration had no items for which the Committee were requested to make a decision, the Presiding Member requested the following list of items to be discussed by the Committee members.

8.1 VERGE PLANTING

In keeping with the purpose and application of the Shire's Street Tree Policy (*see attached*) adopted in July 2019, the Committee were invited to discuss initiatives that encourage residents to submit applications to the Shire for verge planting.

The members of the Committee discussed the development of gardens on verges and sought advice from the Administration in relation to existing Shire policies or guidelines. The EMTRS reported the Shire did not have any specific guidelines for verge development, but noted that residents could submit development proposals to the Shire for approval prior to any planting or development as per the Street Tree Policy.

Outcome: The EMTRS will look at verge development policies from other Shire's and report back to the Committee at a later date.

The Administration will actively promote the opportunity for residents to request trees for street tree planting on the Shire's website and Facebook page.

8.2 THE NORTHERN ROUNDABOUT

The Northern roundabout is located on the Great Southern Highway at the Kipling Street and Clayton Road intersection and is identified as one of 15 sites in Narrogin as a possible location for a public art installation in accordance with the Council adopted Public Art Strategy and Masterplan 2019 (Public Art Strategy).

The Presiding Member sought to engage the Committee members in an informed discussion regarding a public art installation on the Northern roundabout and invited the Committee Members to read the documents linked below prior to the meeting.

[Public Art Strategy and Masterplan 2019](#)

[Roundabouts](#)

[Design Principles and Procedure](#)

[Design Guidance](#)

[Clear Zones](#)

Note well: Any installations require the approval of Main Roads WA (MRWA), compliance with the Shire's Community Engagement Policy, and any required funds to be considered in Council's Budget deliberations.

Post script: The EMTRS clarified that; installations of structural artwork on MRWA assets will require MRWA approval; and grant funding may be considered.

The MCLC was invited by the CEO to attend the meeting and to provide advice to the Committee in relation to art installations on roundabouts using the guiding principles of the Public Art Strategy.

The MCLC highlighted several points in the Public Art Strategy noting the focus on themes and the importance of developing partnerships with stakeholders such as MRWA.

The MCLC provided the Committee with updates on current art projects;

- Grant application submitted for \$28,000 to extend the mosaic artwork from the entrance of the Narrogin Lesser Hall (Reception Centre) to the front of Arts Narrogin office;
- Mural on Telstra building – Telstra have approved a mural on the wall of the building in the Narrogin CBD; and
- Money has been requested in the 2020/2021 Draft Budget for two public art installations.

Outcome: The EMTRS will contact MRWA and other Shires and towns, seeking information regarding the processes required prior to the installation of art on roundabouts, (roundabouts in Bunbury, Mandurah and Katanning were noted as examples), and report back to the Committee at a later date.

8.3 REBOUND AND RECOVERY PROJECTS

The Shire is currently developing strategies to deal with the social and economic impact following the restrictions imposed during the COVID-19 crisis. This includes a public campaign seeking community feedback for projects which will support the recovery. The Committee

members were invited to discuss and suggest proposals which address the recovery needs of not for profits and the business sector.

Members of the Committee noted that recent work undertaken at the Railway Station had been well received by the community generally, and agreed by consensus that the Administration give consideration to directing some COVID-19 recovery funds to this project, thereby providing work for local contractors and creating opportunities for not for profits.

9. STATUS REPORT UPDATE

The Status Report is attached.

Updates were provided to the Committee on the following projects and have been included in the Report:

- Develop a consistent colour palette for buildings;
- New blue directional signage (Highbury);
- Install a gazebo incorporating table and seating (Highbury);
- Investigate the feasibility of a Mountain Bike and Pump Trail; and
- Smith Street toilet upgrade.

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

There was no new business.

11. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Person declared the meeting closed at 7.26 pm.

The next meeting of the Townscape Advisory Committee will be held at 5.30 pm on Tuesday 16 June 2020.

The Administration will provide written advice to the Committee members beforehand advising whether the meeting will take place via Skype for Business, or in the Committee Room at 89 Earl Street, Narrogin.

13.3 Street Trees

Statutory context	Shire of Narrogin Public Places and Local Government Property Local Law 2016	
Corporate context	Delegation 11.3 – Public Places and Local Government Property Local Law 2016	
History	Adopted	24 October 2018
	Formerly	Policy 15.3
	Last reviewed	24 July 2019

Policy Statement

Purpose

1. To manage the planting, maintenance and care of street trees in public places and on local government property, in particular but not limited to road reserves, within the town sites of Narrogin and Highbury.
2. Trees are a valuable community asset, enhancing both the built and the natural environment of the Shire. They contribute to the well-being of the community and through their longevity serve as a cultural link through generations.
3. The Shire of Narrogin recognises these values and is committed to the protection and maintenance of trees whilst maintaining its obligations to provide a safe environment.

Application

1. Area of Application

This policy applies to –

- a) Narrogin townsite, and
- b) Highbury townsite

2. Tree Protection

- a) All trees on land under the care and control of the Shire of Narrogin will be protected in accordance with relevant local laws, regulations and acts and these guidelines.
- b) Significant trees on Shire and public property will be recorded in the *Street Tree Planning: Selections and Recommendations Guide 2018*.
- c) For development applications, retention of mature trees or trees of significance on public property may be included as a condition of approval.
- d) Trees on private property are the responsibility of the land owner.

3. Tree Removal

- a) Authorisation:
Removal of any tree on Shire of Narrogin controlled property can only be given by the Executive Manager, Technical and Rural Services (EMTRS), or the Chief Executive Officer (CEO). Disputes may be subject to formal referral to Council. Applications for tree removal must be in writing stating the reason why the tree should be removed.
- b) Replacement:
In most instances of tree removal and where practicable, a replacement tree will be planted in a suitable location at the discretion of the EMTRS with reference to the *Street Tree Planning: Selections and Recommendations Guide 2018*.
- c) Removal not justified:
Tree removal will not be justified by any of the following reasons:
 - i) Tree obscuring commercial advertising signs
 - ii) The growth of the tree is obstructing views
 - iii) Tree litter/leaf fall/debris
 - iv) Tree casting unwanted shade

- v) Resident requests an alternate species
 - vi) A perceived danger a tree might fall in a storm
- d) Removal justified:
Tree removal may be justified by any of the following reasons:
- i) The tree is dead or dying and remedial techniques are not possible
 - ii) The tree is causing damage to property, infrastructure or public utilities and the cost of remedial works outweighs the value of the tree
 - iii) Where, subsequent to a risk assessment undertaken by the Shire of Narrogin, the tree presents an immediate danger to the public

4. Tree Planting and Replacement

- a) The Shire shall be responsible for the planting and replacement of all street trees, trees in parks and trees on land under the care and control of the Shire of Narrogin.
- b) Trees will be chosen from the approved species list in the *Street Tree Planning: Selections and Recommendations Guide 2018*, by the EMTRS.
- c) Trees under power lines whether new or replacement planting, will only be low growth species as listed in the *Street Tree Planning: Selections and Recommendations Guide 2018*, with the aim of reducing pruning costs and making better use of the Shire's resources.
- d) Well established trees will continue to be pruned as required, unless they are deemed as an unsuitable species by EMTRS whereby they may be removed.
- e) All tree planting near assets such as footpaths, roads, fences, installations such as electricity, water and other utilities where root invasion may cause damage to such asset will include the installation of root guards, to reduce or eliminate damage to other assets and property
- f) Trees should be planted in winter, preferably June and July
- g) Local native species will be used when planting in rural or bushland areas.

5. Street Tree Pruning and Maintenance

- a) Pruning and maintenance of trees will be undertaken by the Shire of Narrogin in an annual program which gives priority to under powerline pruning, the Central Business District (CBD), parks and other significant public spaces, and attends to other trees on an as needs basis.
- b) Tree pruning will only be authorised to be undertaken by personnel approved by the Shire of Narrogin who have suitable training and practical experience in arboricultural techniques. Trees under powerlines will be pruned to meet clearance requirements as directed by Western Power or other electrical utilities of the day.
- c) Pruning will not be carried out for purposes such as to improve views, reduction of leaf fall debris, to provide visual access to commercial signs reduction of shade or other reasons that may detract from the natural amenity and purpose of the tree or where pruning will affect the health and structural integrity of the tree.
- d) The Shire of Narrogin may water new tree planting through the first two years on an as needs basis. Should a resident wish to water and care for a new street tree that is directly in front of or adjoining their property then the EMTRS may approve this.

6. Development Requests

- a) Where tree removal is approved in a development plan at the request of private land owners or commercial developers, the full cost of the tree removal including stump grinding and site remediation will be met by the applicant. All attempts must be made to retain healthy suitable trees in the first instance.
- b) Where the relocation of a crossover or a request for vehicular access requires tree removal the applicant must meet the cost of the tree removal as in 6(a). All attempts must be made to retain healthy suitable trees including finding an alternative location for a crossover so as to retain a tree.
- c) Where trees are indicated for removal on a streetscape plan, landscape plan or works program approved by the Shire, an equal number of trees may be planted in other suitable sites at the discretion of the EMTRS.

- d) All trees to be provided as a result of development requests will be chosen with reference to the *Street Tree Planning: Selections and Recommendations Guide 2018* and authorised by the EMTRS.

7. Public Awareness & Community Responsibility

- a) The Shire of Narrogin will encourage property owners to retain trees on private property, particularly where they contribute to the skyline or streetscape.
Residents wishing to extend garden planting onto their verge must seek permission from the Shire, ensuring thoroughfare is retained, and site lines are not hindered. The applicant will supply plan/design to the EMTRS for approval. The maintenance of verge plantings will be by the private land owner. The Shire reserves the right to remove the verge planting at any time due to disputes, the planting representing a hazard or at the discretion of the EMTRS.
- b) Businesses, schools and government organisations will be encouraged to develop and maintain appropriate plantings particularly on the street front verge. The maintenance of verge plantings will be by the private land owner. The Shire reserves the right to remove the verge planting at any time due to disputes, the planting representing a hazard or at the discretion of the EMTRS.
- c) Residents will be encouraged to monitor the needs of newly planted trees adjacent to their property and provide additional watering when required.
- d) Disputes between neighbours over trees that are not under the jurisdiction of the Shire will not be entered into, unless the tree presents a hazard, whereby the Local Government Act 1995 will be referred to.
- e) Annual street tree planting will be undertaken by the Shire. Residents will be able to request street trees to be planted on their verge by contacting the Shire. The tree species will be determined by the Shire of Narrogin with reference to the *Street Tree Planning: Selections and Recommendations Guide 2018*.

– End of Policy

Notes

Abbreviations

- EMTRS – Executive Manager, Technical and Rural Services
CEO – Chief Executive Officer
CBD – Central Business District

Townscape Status Report

Townscape Study Review 2016 Recommendation	Outcome	% Complete	Estimated Completion Date	Status	Status update 5.5.2020
▣ 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					
	Highbury Tennis Club - resurfacing of tennis courts	50%	30/06/20	In Progress	Purchase order has been raised, project to be completed by 30 June 2020
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	50%	18/04/20	In Progress	Purchase order has been raised, building application is awaiting approval. Completion expected by 18 April 2020. Edit: Contractor is scheduled to begin installation next week.
	Modify the hall toilets	50%	30/06/20	In Progress	Contractor has been appointed. Completion expected by 30 June 2020.
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.		0%	30/06/20	Not Started	Highbury Council supported the Budget request, Awaiting Council's resolution regarding the 20/21 Draft Budget
▣ 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		0%		Not Started	
	Install a bus shelter incorporating information board.	0%	30/06/20	Not Started	Highbury Council supported the Budget request, Awaiting Council's resolution regarding the 20/21 Draft Budget
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	50%	30/06/20	In Progress	ASO ordered signage and will arrange installation for Highbury Hall and Highbury Tennis Club for corner Great Southern Highway and Burley St. Edit: the signs have been delivered to the depot.
An RV waste dump point adjacent to the toilet (but not blocking access to the planned fire station).		0%	30/06/20	Not Started	Highbury Council supported the Budget request, Awaiting Council's resolution regarding the 20/21 Draft Budget
▣ Street verge improvements					
▣ 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	0%	30/06/20	Not Started	Highbury Council supported the Budget request, Awaiting Council's resolution regarding the 20/21 Draft Budget
	Clear the verges of fallen trees and overgrown weed from the north and south entry statements all the way into town	0%	30/06/20	Not Started	Highbury Council is suspended due to COVID-19.
▣ 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					
	Plant advanced street trees in the YMCA Carpark	0%	30/06/21	Not Started	Awaiting outcome of the 20/21 Draft Budget generally in early August
▣ Developing a civic and cultural heart					
▣ Build and enhance existing civic amenities					
	Skatepark improvements landscaping, shades and furniture.	0%	30/06/20	Cancelled	Project has been cancelled insufficient resources past 18/19 financial year. Carry over funds were not requested in 19/20 financial year.
Create a central civic space in the CBD	Mackie Park redevelopment proposal	0%	30/06/20	Not Started	Due to anticipated Dome redevelopment of the Hordern Hotel, the Committee is requested to provide feedback.
Increase links between eastern parkland and town centre	Pioneer Drive -proposed planting	90%	30/05/20	In Progress	Plants have been ordered, expect to be planted by end of May
	Pioneer Drive- enhance existing pedestrian links	0%		Not Started	

Townscape Study Review 2016 Recommendation	Outcome	% Complete	Estimated Completion Date	Status	Status update 5.5.2020
	Pioneer Drive - develop northern roundabout	0%		Not Started	
	Pioneer Drive - landscaping at Federal St and Clayton Road intersection.	0%		Not Started	
Develop opportunities for cultural and community buildings					
- Improve visitor experience					
- 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	0%	31/08/19	On Hold	On hold pending further advice from the CEO.
Heritage Trail	CBD Interpretive signage Develop a series of heritage plaques detailing the history of Narrogin's heritage buildings	50%	30/06/20	In Progress	Anticipated completion in April or May 2020
Williams Road Information Bay	Visitor Information boards - design content for visitor information bay board	50%	30/06/20	In Progress	Design work for information boards is hindered due to staff layoffs/COVID-19. A local photographer has accepted the invitation to provide images depicting the points of interest. The final selection of suitable images is expected to be completed in a couple of weeks.
	Smith Street toilet upgrade	0%	30/06/21	Deferred to next FY	The Administration is corresponding with Coles. Edit: Charter Hall (CH) own the supermarket building and land. Coles do not wish to purchase the land or maintain the toilets. Committee are requested to consider the future of the Smith St toilets (demolish and rebuild on Smith St site; or demolish and build other prefab/bespoke elsewhere; or spend the money to upgrade the Museum toilets) and make a recommendation to Council.
	Foxes Lair - design and installation of trial direction markers.	50%	30/06/21	In Progress	Doug Sawkins reported installation is continuing as time permits.
Relocate the visitors centre to within the newly created civic and cultural heart					
- Greening the CBD					
	10 year Street and park tree planting program	0%	30/06/21	Not Started	The EMTRS to facilitate in 2020.
	Clayton Road, Williams Road and William Kennedy Way carpark tree planting	0%	30/06/21	Not Started	Awaiting outcome of the 20/21 Draft Budget generally in early August
- Improve pedestrian amenities including shade and shelter					
	McKenzie Park - Research the history of the park for inclusion on a plaque or other approved installation	0%	30/06/21	In Progress	This will be addressed in the Naming the Parks project currently being undertaken by the ASO
Improve amenities for motorists including parking under shade					
		0%	30/06/21	Not Started	Awaiting outcome of the 20/21 Draft Budget generally in early August
- Walkability					
Develop a consistent palette of materials and quality within the town centre					
		50%	30/06/20	In Progress	Presented to Council at OCM 28 April 2020 for consideration.
Increased shaded pathways					
		5%	30/06/21	In Progress	To be considered as part of the 10 year Street and park Tree planting program
Develop a signage scheme throughout the town					
		50%	30/06/20	In Progress	Presented to Council at OCM 28 April 2020 for consideration.
- Parking					
Undertake an audit to assess availability and location of current parking					
		0%		Not Started	
- Consolidation of the CBD					
Support the existing businesses and residents					
	Investigate the feasibility of a Mountain Bike and Pump Trail	50%	30/06/21	In Progress	Presented to Council at OCM 28 April 2020 for consideration. Edit: Council supported the Shire of Narrogin Draft Pump Track & Mountain Bike Trail Feasibility Study 2019.
- Enhance built form and streetscape fabric					
Create a shared vision with the business community					
		0%		Not Started	

Townscape Study Review 2016 Recommendation	Outcome	% Complete	Estimated Completion Date	Status	Status update 5.5.2020
Reduce the number of vacant buildings		0%		Not Started	
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.	50%	30/06/20	In Progress	Presented to Council at OCM 28 April 2020 for consideration. Edit: Council Supported the Draft Policy for the purposes of public advertising, any submissions received shall be presented to the Council for its further consideration. Chief Executive Officer to formulate and implement a funding application process including guidelines, selection criteria and application form, consistent with the concepts in this report, for the consideration and approval of the Townscape Advisory Committee, subject to all applications being determined by the Council.
-END REPORT					