



MINUTES

TOWNSCAPE ADVISORY COMMITTEE MEETING

4 August 2020

Commencing at 5.30 pm

Shire of Narrogin
89 Earl Street
Narrogin WA 6312

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.

Naatj ngiyan Birdiya Gnarojin kep unna nidja Noongar Moort ngaala maya nidja boodjera baarlap djoowak karlerl koolark. Ngalak niny ngullang karnan balang Bibolman baalap borong koora wer boorda.

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

CONTENTS

	Page
1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS	5
2. RECORD OF ATTENDANCE/APOLOGIES	5
3. DECLARATION OF INTEREST BY COMMITTEE MEMBERS AND COUNCIL EMPLOYEES IN MATTERS INCLUDED IN THE MEETING AGENDA	5
4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS	6
5. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION	6
5.1 UPDATE ON COLOUR PALETTE AND SIGN GUIDE POLICY	6
6. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS	6
6.1 PRESENTATION FROM LAURA GRAY - HERITAGE CONSULTANT ON THE CONSERVATION MANAGEMENT PLAN AND ADAPTIVE REUSE STRATEGY FOR THE RAILWAY STATION AND GOODS SHED.	6
7. MATTERS WHICH REQUIRE DECISIONS	7
8. MATTERS FOR DISCUSSION AS REQUESTED BY THE PRESIDING MEMBER	7
8.1 TOWN CLOCK	7
8.2 PURPLE BENCH	9
8.3 TIDY TOWNS ENTRY	10
9. STATUS REPORT	11
10. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING	11
10.1 PLANTING ON THE CORNER OF FEDERAL STREET AND CLAYTON ROAD	11
11. CLOSURE OF MEETING	12

TOWNSCAPE ADVISORY COMMITTEE MEETING

4 August 2020

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member opened the meeting open at 5.38 pm.

2. RECORD OF ATTENDANCE/APOLOGIES

Committee Members (Voting)

Cr C Bartron (Presiding Member)

Cr J Early

Mr B O'Neill – Narrogin Chamber of Commerce

Ms B Thomas - Arts Narrogin

Mrs V Chadwick – Community Member (Disability)

Vacant – Community Member (Indigenous)

Staff (Non voting)

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

Ms L Bell – Administration Support Officer (ASO)

Apologies

Mr M Wray – Highbury District Community Council

Ms G Kami – Community Member

Ms D Broad – Community Member

Absent

Nil

Visitors

Ms L Gray - Heritage Intelligence left at 6.13 pm

Ms S Guy - Manager Community Leisure and Culture (MCLC) left at 6.13 pm

Cr B Seale - arrived at 6.38 pm

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

OFFICER'S RECOMMENDATION

Moved: Ms Thomas

Seconded: Cr Early

That the minutes of the Townscape Advisory Committee Meeting held on 16 June 2020 be confirmed, as an accurate record of the proceedings.

CARRIED: 5/0

5. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

5.1 UPDATE ON COLOUR PALETTE AND SIGN GUIDE POLICY

The Presiding Member updated the Committee with the Council's resolution on the Draft Colour Palette and Sign Guide Policy at the Ordinary Council Meeting held on 28 July 2020 noting that the wording in Objective 1.1 of the policy was amended by Council with the word 'required' replaced with the word 'encouraged'.

6. PETITIONS, DEPUTATIONS, PRESENTATIONS OR SUBMISSIONS

6.1 PRESENTATION FROM LAURA GRAY - HERITAGE CONSULTANT ON THE CONSERVATION MANAGEMENT PLAN AND ADAPTIVE REUSE STRATEGY FOR THE RAILWAY STATION AND GOODS SHED.

Heritage consultant Ms L Gray from Heritage Intelligence has been appointed by the Shire of Narrogin to develop the Conservation Management Plan and Adaptive Reuse Strategy for the Railway Station and Goods Shed and will make a presentation to the Committee.

Outcome:

Ms Gray addressed the Committee with great enthusiasm on the topic of the Conservation Management Plan and Adaptive Reuse Strategy for the Railway Station and Goods Shed. She noted that three workshops had already taken place and acknowledged that some members of the Committee had taken part in the project briefing workshops and 50 people has responded to the survey with one workshop remaining.

Ms Gray went on to describe to the Committee the process to develop both the Plan and the Strategy and highlighted the purpose of these documents in relation to future developments.

A copy of the Draft Conservation Management Plan and Adaptive Reuse Strategy for the Railway Station and Goods Shed will be made available to the Committee when it is completed around December 2020.

Ms Gray thanked the Committee and left at 6.13 pm.

7. MATTERS WHICH REQUIRE DECISIONS

There are no matters which require a decision by the Committee.

8. MATTERS FOR DISCUSSION AS REQUESTED BY THE PRESIDING MEMBER

Whilst the Administration has no items for which the Committee are requested to make a decision, the Presiding Member has requested the following items be presented to the Committee for discussion.

8.1 TOWN CLOCK

In 2017 Council endorsed the removal of the town clock and tower located on Federal Street at the corner of Mackie Park, which resulted in the removal and sale of the three dial clock face. It was noted that the tower would not be removed until such time as future capital upgrades were planned for Mackie Park so the cost to remove the tower could be incorporated into that project cost.

Cr Bartron requested that the Administration include the item of a Town Clock at the Town Hall building, in the Agenda for the Committees discussion.

To assist the Committee, the Administration sought advice from an experienced clockmaker regarding appropriate style/cost and installation of a clock on the Town Hall and sent Google images of the Federal and Fortune Street intersections to Mr Andrew Markerink of Master Clockmakers in Victoria. The images depicted the Town Hall and Mackie Park which included the old clock and tower still intact. Mr Markerink advised that the design of the Town Hall did not lend itself as a suitable location for either the two dial type or the industrial railway style clock.



1. Proposed location of two dial clock



2. Proposed location of industrial railway clock

Extracted from a phone call and emails with Mr Markerink is the following commentary:

Image 1 - Proposed location of a two dial clock - At this elevation it would require a dial diameter of approximately 1800mm. There is no place on the building that could accommodate the dial

diameter and surround needed, other than building an extension to the top of the building. A smaller dial size would not allow the observer to read the time from any reasonable distance. Mr Markerink gave an indicative cost of \$100k and recommended engaging a heritage architect or landscape architect to get their opinion as heritage approval would be required for this type of installation.

Image 2 - Proposed location of an industrial railway style clock - The double sided clock would attach to one of the arch pillars and is a good idea for a shop front or railway station where the industrial application is appropriate but does not fit the town hall's design. Alternately, this style of clock could be installed on another building which is owned by the Shire or elevated in a prominent location on Federal Street.

Mr Markerink provided an indicative cost for a two dial clock itself at \$8,000 - \$10,000, the cost of design and construction of a tower is additional and it was further recommended to appoint a heritage architect or landscape designer to work in consultation with a clockmaker to develop a suitable design and location.

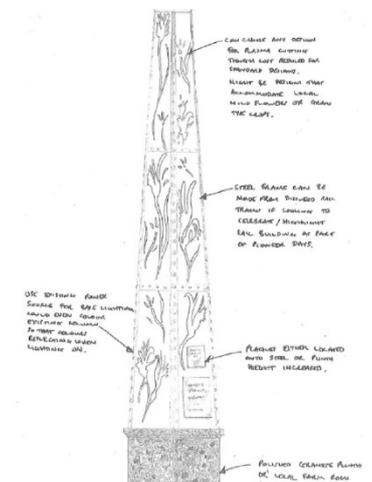
Mr Markerink, whilst unaware of the history of Narrogin's town clock and remaining tower, noted that the location and structure of the existing free standing clock tower on Federal Street was ideal for a three dial clock suggesting that Mackie Park represented a good location also. He went on to say that modern clocks are operated by GPS and are very reliable providing around ten years of service without the need for servicing or maintenance. Motors may be required to be replaced after about 10 years at approximately \$800.



1. Rotary Pioneer Clock Federal Street



2. Concept design by David Coates 2017



3. Concept design by David Coates 2017

In February 2017 Council adopted the 2016 Townscape Study Review, in which the author proposed (Page 26) that

“The clock tower should be removed and the intersection of Egerton and Federal Streets be paved to create a town square that can be used for civic and community events”.

At that same meeting, the Administration requested the Council support a recommendation on the removal of the clock and tower and included images of a design concept by local artisan David Coates to repurpose the clock tower which had previously been rejected by the

Townscape Committee citing that "the proposed design is not in keeping with the Narrogin Townscape Study review of the site". Council endorsed the following recommendation:

"Authorise the removal of the existing town clock and tower as recommended by the Townscape Advisory Committee and the Draft 2016 Townscape Study Review located on the corner of Federal and Fortune Streets in conjunction with future capital upgrades identified in the location to minimise the additional expense to ratepayers. The expense for removal of the clock be added to the budget of the future capital upgrades'.

It is noted that no Budget exists for this work at present.

The Committee members are requested to consider if the installation of a clock is desired, and if so, provide feedback to the Administration with regards to a proposed location and style and an approximate cost for consideration by Council, noting that it is contrary to a previous Townscape recommendation and Council decision and this would need to be rescinded first.

Outcome:

After some discussion by the Committee members on the merits of a town clock and various proposed locations, and taking into account the previous resolution by Council that endorsed the removal of the clock, the Committee members present were in agreement that they did not support the installation of a town clock at this time.

8.2 PURPLE BENCH

The Administration has received correspondence from the Women's Council for Domestic and Family Violence Services WA (WCDFVWA) with an invitation to the Shire of Narrogin to sponsor a Purple Bench by way of purchase and installation of a bench. The Purple Bench project serves as a reminder to victims that support is available and honours the victims who have been killed as a result of domestic and family violence.

The Australian Institute of Health and Welfare (AIHW) reports that in Australia one woman is killed every nine days and one man is killed every 29 days by a current or former partner. During the 2019 / 2020 financial year, 15 people were killed as a result of domestic and family violence in Western Australia.

In 2015, the first ever purple bench was installed to mark the 25th anniversary of the murder of Barb Baillie by her husband in Nova Scotia, Canada. Purple was chosen as it is associated worldwide with the Domestic Violence awareness movement. Since its inception, many thousands of benches have been installed worldwide. The purple benches honour the victims of domestic violence, provide information on how to get help when experiencing domestic violence and give the community an opportunity to rest and reflect.



1. Proposed location Williams Road



2. Purple Bench

The Administration consulted with the Women's Refuge seeking their support for the project and sought their comment regarding a suitable location. While they did not support the proposed initial location on the corner of Dalglish Street and Williams Road, outside the Refuge, citing they did not wish to draw attention to the location of the facility, they were supportive of the proposed alternate location at the western entry to the Narrogin Hospital on the verge on Williams Road, beneath a Jacaranda tree.

The Administration considered both the above locations for the installation of a Purple Bench for the following reasons:

- The distance along Williams Road from the Caravan Park into Narrogin is more than one kilometre;
- Located on this stretch of road is the Caravan Park, two motels, an aged care facility, the Women's Refuge, a primary school and a supermarket;
- Williams Road has a relatively steep incline when travelling north; and
- There are no street benches situated between the Caravan Park and Memorial Park.

There are three options suggested by the projects coordinator for obtaining a Purple Bench. These are:

1. Purchase ready made from the recommended supplier;
2. Engage a local contractor for the construction; or
3. Renovate an existing bench or benches in the approved colour.

The Administration is proposing to obtain a Purple Bench which is made of cast and extruded aluminium and powder coated at cost of \$1,703 from the recommended supplier Exteria, of which the cost can be accommodated in the 2020/2021 Budget.

The Committee members are requested to provide the Administration with feedback regarding the preferred option for obtaining the Purple Bench and a proposed location.

Outcome:

The Committee members discussed the proposal and were unanimous in their support of the Administration's proposal to purchase a Purple Bench and install it on Williams Road at the western entry to the Narrogin Hospital.

8.3 TIDY TOWNS ENTRY

The Administration was pleased to report that the Shire of Narrogin will be submitting an entry for consideration in the Keep Australia Beautiful Tidy Towns 2020 competition. Each year, entry into the awards is open to all regional and remote communities, no matter how big or how small. There are seven categories and an overall state award. Tidy Towns is about people getting together to provide a place where visitors are delighted to come, and locals want to stay, and it's about reducing litter, water and energy consumption, celebrating culture and heritage and protecting Western Australia's precious natural environment.

Currently several members of the Administration team are working together to draft a submission for each of the seven categories:

- General Appearance;
- Community Action and Wellbeing;

- Heritage and Culture;
- Litter Prevention and Waste Management;
- Young Legends;
- Environmental Sustainability; and
- Environmental Action.

Outcome:

The members of the Committee were pleased to learn of the Shire's submission in the 2020 Tidy Towns competition, acknowledging that it had been some years since the last entry. There were some questions about the old signs acknowledging the former Town of Narrogin participation and achievements in previous years, the EMTRS showed the Committee a new Tidy Towns Entrant sign, which will be installed at four of Narrogin's entry roads. The members noted that a great deal of work had been done in and around Narrogin, and we should be proud of this.

9. STATUS REPORT

The Status Report has been updated and attached.

Outcome:

The Presiding Member noted that the Status Report was easier to read and thanked the Administration for the work undertaken to achieve this.

The EMTRS provided a verbal update on the tree planting in carparks and on Williams Road, Clayton Road, these will be recorded in the Status Report.

10. NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PERSON PRESIDING OR BY DECISION OF THE MEETING

10.1 PLANTING ON THE CORNER OF FEDERAL STREET AND CLAYTON ROAD

The EMTRS reported that following a site visit on Friday 24 July 2020 with the Presiding Member and the ASO, and later with the MCLC, the corner of Clayton Road and Federal Street was identified for landscaping and a future art installation.

There was some discussion by the Committee members regarding ownership of this parcel of land, it was suggested that the Shire does not own this, but rather it has been vested to the Shire.

The EMTRS will obtain clarification of ownership and approved use of the land and report back to the Committee at the next meeting.



11. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 7.49 pm

The next Meeting of the Townscape Advisory Committee is scheduled for 5.30 pm on Tuesday 15 September 2020, at this same venue.

An Outlook Calendar notification will be emailed to the Committee prior to the next meeting.

The Administration will embed a copy of the Agenda into the Outlook Calendar notification, and email the update to the Committee.

Townscape Status Report



Townscape Study Review 2016 Recommendation	Outcome	% Complete	Estimated Completion Date	Status	Status update 4 August 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	Postponed due to COVID-19. To recommence in 20/21
	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%	30/06/21	Deferred to next FY	Highbury District Community Council supported the request, but it did not pass the Council Budget Workshop for inclusion in the 20/21 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%	30/06/21	Deferred to next FY	Highbury District Community Council supported the request, but it did not pass the Council Budget Workshop for inclusion in the 20/21 Budget
	An RV waste dump point adjacent to the toilet (but not blocking access to the planned fire station).	0%	30/06/21	Deferred to next FY	Highbury District Community Council supported the request, but it did not pass the Council Budget Workshop for inclusion in the 20/21 Budget
Entry Statement upgrades.					
	Local residents would also like to see the entry statements to the town upgraded, particularly on the north and south approaches.	0%	30/06/21	Deferred to next FY	Highbury District Community Council supported the request, but it did not pass the Council Budget Workshop for inclusion in the 20/21 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 District Community Council reconvened Monday 27 July 2020.
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. EDIT: This is the last component of the carpark upgrade.
Developing a civic and cultural heart					
Build and enhance existing civic amenities					
	Create a central civic space in the CBD	0%	30/06/20	On Hold	On hold pending Dome development.
	Pioneer Drive - develop northern roundabout	5%		In Progress	In principal an installation in the Kipling St Roundabout should be quite achievable. The final design and location will need to be approved by Main Roads. Basically if an object is proposed within the clear zone it needs to be a proven frangible structure however the centre of the area, outside the clear zone, would be suitable for an art structure. There would be other considerations such as earthworks, obstruction to drainage etc.
Improve visitor experience					
	Develop Rail heritage theme through the town centre with historic interpretation and street furniture	0%	31/08/19	On Hold	On hold pending further advice from the CEO.

Townscape Study Review 2016 Recommendation	Outcome	% Complete	Estimated Completion Date	Status	Status update 4 August 2020
Williams Road Information Bay	Visitor Information boards - design content for visitor information bay board	50%	30/06/20	In Progress	A copy of the proof will be circulated to the Committee at the meeting 4 August 2020.
	Smith Street toilet upgrade	0%	30/06/21	In Progress	Committee recommended that the future of the toilets should be advertised for public comment. This will be presented for Council's consideration at the OCM 28 July 2020. EDIT: Council resolved the following: That with respect to the future of Lot 103 Smith Street - Public Toilet, Council approve the advertising of the following three proposals for community comment for a period of 30 days, with the community responses referred to the Townscape Advisory Committee for further discussion; 1. Refurbish the existing ablutions; 2. Demolish and replace the existing ablutions; or 3. Demolish the existing Smith Street ablutions and upgrade another ablution facility within the Central Business District.
	Foxes Lair - design and installation of trial direction markers.	75%	12/08/20	In Progress	Doug expects to have the installation of the markers completed in the next couple of weeks.
▣ 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	In Progress	\$20k requested, awaiting outcome of the 20/21 Draft Budget. EDIT: The Budget was adopted, trees to be ordered and planted in 2020.
	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.
Improve amenities for motorists including parking under shade	Tree planting in carparks	0%	30/06/21	Not Started	Plant trees in William Kennedy Way carpark, awaiting outcome of the 20/21 Draft Budget. EDIT: The Budget was adopted. To be planted in 20/21 budget.
▣ Walkability					
	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	100%	30/06/20	Complete	This is addressed in the Colour Palette Draft Policy and presented to Council at OCM on 28 July 2020 for consideration. EDIT: Adopted by Council at OCM 28 July 2020.
▣ Consolidation of the CBD					
▣ Enhance built form and streetscape fabric					
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.	100%	30/06/20	Complete	Presented for Council's consideration at OCM on 28 July 2020. EDIT: Adopted as a Policy by Council at OCM 28 July 2020. Matching funding also approved for eligible property owners to apply for.
-END REPORT					