



A Fortunate Place

Shire of Wickepin

# Minutes

Townscape & Cultural Planning Committee  
Council Chambers, Wickepin

# 4 NOVEMBER 2020



## Notice of a Townscape and Cultural Planning Committee Meeting

Please note that the next Townscape and Cultural Planning Committee Meeting of the Shire of Wickepin will be held on Wednesday 4 November 2020 at Council Chambers, Wickepin, commencing at 9.30am.

Certification: I have perused this agenda and am aware of all recommendations made to council and support each as presented.

A handwritten signature in blue ink, appearing to read "Mark J Hook", is written over a horizontal line.

Mark J Hook  
Chief Executive Officer

30 October 2020

### Disclaimer

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## Terms of Reference

### 1. Name

Townscape and Cultural Planning Committee

### 2. Members

Cr Fran Allan  
Cr Allan Lansdell  
Cr Sarah Hyde  
Cr John Mearns  
Kym Smith  
Sue Astbury  
Ted Astbury  
Tim Cowcher  
Kevin Coxon  
Helen Warrilow

### 3. Objectives

This Committee deals with issues relating to Townscape and Cultural Planning in the Shire of Wickepin and makes recommendations to the Ordinary Council meeting.

The Townscape and Cultural Planning Committee has no delegated authority.

The main functions of the Committee are to:

1. *Receive reports from the Chief Executive Officer and appropriately delegated officers.*
2. *Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers.*
3. *Formulate recommendations to the Ordinary Council Meeting.*
4. *To represent to the Council the views of the community regarding Townscape and Cultural Planning.*
5. *To represent the Councils position in regards to Townscape and Cultural Planning to regulatory bodies and interest groups/committees.*
6. *To assist the Wickepin Council in developing a Townscape and Cultural Planning strategy.*

### 4. Scope/Jurisdiction

The Committee is appointed and empowered in accordance with the provisions of the Local Government Act 1995.

Resolutions/recommendations of the committee must first be considered and endorsed by Council prior to any action by a Committee Member or Chief Executive Officer.

### 5. Appointment of Committee Members

Council calls for written nominations for members of the Townscape and Cultural Planning Committee in October, to run in accordance with Council elections. Committee members are appointed by Council at the November Ordinary Council meeting.

### 6. Appointment of Committee Chair

A chairperson is appointed every second year at the first Townscape and Cultural Planning Committee meeting after the Local Government elections by the committee members.

### 7. Meeting Frequency

The Townscape and Cultural Planning Committee meets four times a year, on the first Wednesday of the month at 9.30am.

Meeting dates for 2020 are as follows:

Day	Date	Time
Wednesday	4 March	9.30am
Wednesday	3 June	9.30am
Wednesday	2 September	9.30am
Wednesday	4 November	9.30am

**8. Related Policies/Bylaws:** Nil.



## SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC

The Shire of Wickepin welcomes community participation during public question time. The following is a summary of procedure and a guide to completion of the required form.

- a. The person asking the question is to give their name and address prior to asking the question.
- b. Questions are to be directed through the chair, with the Presiding Member having the discretion of accepting or rejecting a question and the right to nominate a Councillor or Officer to answer.
- c. In order to provide an opportunity for the greatest portion of the gallery to take advantage of question time, questions are to be as succinct as possible. Any preamble to questions should therefore be minimal and no debating of the issue between the Gallery, Councillors or Officers is permissible.
- d. Where the Presiding Member rules that a member of the public is making a statement during public question time, then no answer is required to be given or recorded in response.
- e. Questions which are considered inappropriate; offensive or otherwise not in good faith; duplicates or variations of earlier questions; relating to the personal affairs or actions of Council members or employees; will be refused by the Presiding Member as 'out of order' and will not be recorded in the minutes.
- f. Where a member of the public submitting a question is not physically present at the meeting, those questions will be treated as an item of correspondence and will be answered in the normal course of business (and not be recorded in the minutes).
- g. Questions from members of the public that do not comply with the Rules of Question Time or do not abide by a ruling from the Presiding Member, or where the member of the public behaves in a manner in which they are disrespectful of the Presiding Member or Council, or refuse to abide by any reasonable direction from the Presiding Member, will be ruled 'out of order' and the question will not be recorded in the minutes.
- h. Answers to questions provided in good faith, however, unless reasonable prior written notice of the question is given, answers should not be relied upon as being totally comprehensive.
- i. Where a question (compliant to these rules) is raised and is unable to be answered at the meeting, the question shall be 'taken on notice' with an answer being given at the next appropriate Council Meeting.
- j. Public Question Time is set for a maximum period of 15 minutes, and will terminate earlier should no questions be forthcoming.
- k. To enable all members of the public a fair and equitable opportunity to participate in Public Question Time, each person shall be provided a maximum two minutes time limit in the first instance, in which to ask a maximum of two questions (whether these are submitted 'in writing' or 'from the floor'). A question may include a request for the tabling of documents where these are relevant to an issue before Council.
- l. Questions to be asked at the meeting will be registered, and the priority for asking questions shall be firstly 'questions on which written notice has been given prior to the meeting' (that is, prior to 12 noon on the day immediately preceding the meeting) and secondly, 'questions from the floor'.
- m. Should there be time remaining on the initial period for Public Question Time (i.e. 15 minutes) after all members of the public have posed their initial allotment of two questions, the Presiding Member will then allow members of the public to sequentially (in accordance with the register) ask a further two questions (with a two minute time limit) until the initial period for Public Question Time has expired.
- n. Any extension to the initial period for Public Question Time is to be limited to a period that will allow sufficient time for any remaining members of the public to ask their initial allotment of two questions.

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**Agenda of a Townscape and Cultural Planning Committee Meeting to be held in Council Chambers,  
Wickepin, Wednesday 4 November 2020 at 9.30am**

The Chairperson declared the meeting open at 9.32am.

## 1. Attendance, Apologies and Leave of Absence (Previously Approved)

Cr Sarah Hyde	Chairperson
Cr Fran Allan	Member
Cr Allan Lansdell	Member
Sue Astbury	Member
Ted Astbury	Member

Erika Clement	Deputy Chief Executive Officer
Michelle Hetherington	Community Development Officer
Mel Martin	Executive Support Officer

### Apologies

Mark Hook	Chief Executive Officer
Cr John Mearns	Member
Kym Smith	Member
Tim Cowcher	Member
Kevin Coxon	Member
Helen Warrilow	Member

Leave of Absence (Previously Approved)

## 2. Public Question Time

## 3. Applications for Leave of Absence/Apologies

## 4. Petitions, Memorials and Deputations

## 5. Declarations of Member's and Officer's Interest

## 6. Confirmation of Minutes

**9.36 Cr Allan Lansdell entered the meeting.**

Townscape and Cultural Planning Meeting – 2 September 2020

**Moved F Allan / Seconded Cr Lansdell**

That the minutes of the Townscape and Cultural Planning Committee meeting held 2 September 2020 be confirmed as a true and correct record.

**Carried 5/0**



## 7. Status Report

Where a resolution is formal, procedural or lost it has not been recorded (e.g. confirmation of minutes, meeting behind closed doors, lapsed, etc.).

Subject/Action	Officer	Progress	Status	Comment
Historical Sites Signage	CDO	That council purchases signage for 2 historically significant sites – to be nominated in consultation with the Wickepin History Group and that signage to be designed and manufactured to the Shire of Wickepin specifications.	○	History group members are in the process of researching information for the signs.
Historical Plaque Display	CDO	That council mount the Electricity Supply and Water Supply plaques onto timber posts similar to that used in the War Memorial and determine appropriate positioning in consultation with the Wickepin History Group.	○	In consultation with the Wickepin History Group and Manager of Works.
Directional Signage – Old Cemetery Wickepin	CDO	That council updates the directional road signage on Old Cemetery Road in accordance with council's Policy 8.1.14.	○	In consultation with Manager of Works.

If not noted, please insert numbers of items once attended to and return sheet to CEO.

○ = in progress    ✓ = completed    ✕ =superseded

## 8. Notice of Motions of Which Notice Has Been Given

## 9. Receipt of Reports & Consideration of Recommendations

## 9.1 – Community Development Officer’s Report

<b>Submission To:</b>	<b>Ordinary Council</b>
<b>Location/Address:</b>	<b>Whole Shire</b>
<b>Name of Applicant:</b>	<b>Michelle Hetherington, Community Development Officer</b>
<b>File Reference:</b>	<b>CR.MEE.206</b>
<b>Author:</b>	<b>Michelle Hetherington, Community Development Officer</b>
<b>Disclosure of any Interest:</b>	<b>Nil</b>
<b>Date of Report:</b>	<b>29 October 2020</b>

**Enclosure/Attachments:** Nil

### Summary:

#### COMMUNITY DEVELOPMENT

##### Town Team Movement

- Funds have been allocated in the adopted 2020/2021 budget for a Community Building Project. Utilising creative, playful and hands-on engagement tools with the intent of better understanding the vision, needs and desires of the wider community, the Town Team Movement will aim to energise the community, mentor and facilitate future place activation projects and events.
- DCEO & CDO meeting with David Snyder, Jimmy Murphy TTM (October 8, 2020).

Introduction and general conversation about community activities, challenges and dynamics in the Wickepin Shire, the impact of Covid and the Wickepin Art Prize being cancelled for 2020.

Other avenues to consider communications include Watershed News, Shire Instagram account, Facebook and local businesses

Discuss Workshop Dates

Discussion about local businesses, and those that may possibly be interested in participating in Town Teams ie Jeans Newsagency, Ewen’s, Hotel, Elders.

Planning/timing of events and projects to avoid harvest/seeding, school holidays, etc.

Shire mentioned it would be favourable for the project to meet again with elected members and ask for local advice regarding potential community champions to get involved and help to communicate and share the first workshop
- Town Teams – Council Forum (October 21, 2020)**

Forum presentation to Council by David Snyder from Town Teams with the aim to develop a stronger understanding of the approach to building a town team in Wickepin.

Review of the TTM community building methodology and discussion about communications and reaching local community leaders.

Facilitate the recruitment of team members plus present ideas/suggestions of how to get things moving forward in the Shire.

Engagement process and communication methods and how to successfully reach out to the residents.

Town Team Progress Update of creating a network of town teams across the Wheatbelt.

Elected members previously raised a potential idea of hosting a major regional event to attract Fringe World or Perth Festival Writers Club. TTM to scope further.

TTM currently scoping the potential of a Wheatbelt Placemaking Conference in March-April 2021 located in Dowerin. Contingent upon Lotterywest Funding. Is also keen to establish a network of Wheatbelt Town Teams and local government 'placemakers' (even if it's not an official local government title).

### **Wogolin Road Recreational Area**

- Construction drawings & specifications – including the skate park and half-court basketball have been finalised and have been delivered to the Shire by Nature Play Solutions.
- CDO, Manager of Works and CEO discussing work stages and roll-out strategy, quotes, tender.
- Research into possible funding sources/grant opportunities such as: Lotterywest, CBH, DITCRD - Community Development Grants Programme, DITRDC – Drought Communities Programme, FRRR.

### **Australia Day Branding – Grant**



- The Shire successfully applied for a \$1,000 grant from the National Australia Day Council to promote Australia Day 2021 with the message of 'Reflect. Respect. Celebrate. We're all part of the story'.
- Funds will be used to assist with printing costs that reflect the NADC Australia Day design.
- Products include: Pull up banner, feather banner, outdoor/indoor posters, vinyl banner, custom bunting, media wall, fitted tablecloth, social media selfie frame, napkins.
- CDO is now looking at round 2 grants of up to \$20,000 for a Covid Safe Event – Closing November 9, 2020.
- Funds can be used for entertainment, artists, activations, new event components and for purchasing capital expenditure items.

### **A Fortunate Life – Theatre/Cinema Event**

- With Wickepin's strong ties to the Albert Facey legacy, hosting this event is a fabulous opportunity to promote the Shire, support local cultural heritage and encourage community engagement.
- Booked for March 20, 2021 – Wickepin Town Hall.  
Waiting on confirmation from event organisers – Theatre 180 & Big Sky Entertainment.
- Planning/budget for the event, promotion, and ticketing plus pre-show drinks/nibbles. (In progress)

## Town Hall – Replace Stage Curtain & Tracking

- Burgundy velvet drapes and tracking. \$5,490 + GST has been ordered from Stagecraft.
- Funded by Shire of Wickepin - Town Hall Maintenance LPH 1
- Will be installed by December 8 2020 – in time for School Presentation on December 10.
- The existing stage drapes have deteriorated with age (installed in 1963) and the tracking is not functional. They are a focal point of the main hall area and in their current state are detracting from the character of the venue.

## Albert Facey Homestead – 20 Year Anniversary of Relocation

**ALBERT FACEY HOMESTEAD**

CELEBRATING **20** YEARS

of the RELOCATION to the WICKEPIN TOWN CENTRE



BYO picnic to enjoy on the lawn near the homestead

ACTIVITIES • ART & HISTORICAL DISPLAYS • TOOLSEUM



CDO, Linley Rose and Libby Heffernan organised an informal celebration to acknowledge the 20 year anniversary of the homestead being relocated to the Wickepin town centre. Locals of past and present and a gathering of a few of the "Facey" clan enjoyed a day of sunshine and nostalgia. Saturday, October 17, 2020.

- Picnic on the lawn area adjacent to the homestead
- Rope making, History (scavenger) Hunt, Games, Activities
- Historical Displays – Railway Building, Town Hall, Toolseum
- Art exhibit (Shire collection) - Town Hall (assisted by Lee Parker)
- Invitations sent to previous council members, Facey family, volunteers etc.
- Promotion -: Media release sent to radio, press, television & other media contacts.  
Can You Help? The West Australian. Advertisement: Have A Go News. Watershed News.
- Radio: ABC and RadioWest – Interviews with Linley Rose
- Social Media, (Lost Wickepin, Shire Facebook & Instagram) flyers and posters
- Organise signage and additional information. Covid plan and materials.

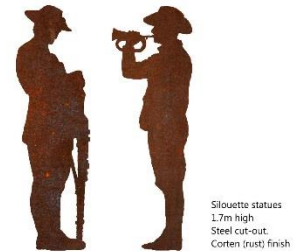


**Wickepin War Memorial – Honour Boards**

- Reviewed and reworked the grant application for ‘Saluting their Service Commemorative Program’
- 2 Stainless Steel Honour Boards plus solar lighting & 2 steel/cut-out soldier figures
- Submitted on October 29, 2020 (Round 2)



**WICKEPIN WAR MEMORIAL PARK  
[PROPOSED ADDITIONS]**

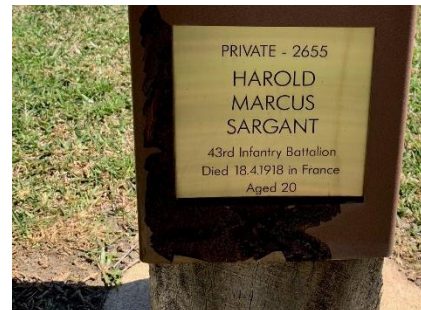
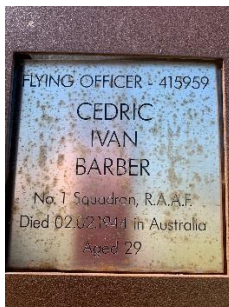


Roll of Honour Panel (x2)  
2400mm high, 1200mm wide  
High grade stainless steel  
Laser cut lettering w black steel backing  
Mounted - concrete base. Grass area - north of paving.  
Each panel with solar lighting

Silhouette statues  
1.7m high  
Steel cut-out.  
Corten (rust) finish

**Wickepin War Memorial Repair – Totems**

- Maintenance/repair is required on some of the War Memorial totem posts.
- Tarnishing on metal plaques and deterioration/flaking on wrap surfaces.
- CDO has contacted the suppliers to discuss options.  
Aiming to have these repaired/replaced in time for 2021 Anzac Day service.



**Art/Historical Artefacts Inventory & Display**

- Inventory and establishment of a permanent display area in the Town Hall (old Road Board office) for Council owned art / historical artefacts - in progress.
- Research & quotes for display system, lighting, cabinets.

**The Purple Bench Project**

- The plaque has been received from Connolly Images.  
Paint has been ordered (Dulux ‘Purple Wisdom’) Andrew to paint this month – in progress

## St Johns Ambulance – Volunteer Service

- Discussion with Ambulance and CEO regards funding of the installation of shower facilities at each of ambulance centres in the Shire. Possible ESL funding if there is a collaboration with the Fire Brigade (Wickepin).

## ECONOMIC DEVELOPMENT & TOURISM

### Astro Tourism WA

- CDO liaised with Carol Redford from AstroTourism WA in regards the Shires participation in the WA regional 'stargazing trail'.
- Consultation on AstroTourism website content and marketing/promotion. Wickepin should appear on the website before the end of October.
- Article: The West Australian Travel Section – October 8, 2020. 'Stargazing Heaven'
- Designated observing sites: Wickepin Community Centre and Lake Yealering
- Planning of 'stargazing event' for Wickepin event to engage community members with the Astrotourism Towns project. This event will provide information on astronomy, the importance of light pollution reduction, dark night sky protection for future generations and will also highlight the value of additional tourism for local businesses.
- Planning of school STEM incursion to engage local students with astronomy and light pollution.

## Stargazing Heaven

Mogens Johansen The West Australian

Thu, 8 October 2020

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Lake Yealering is an astrophotography hotspot in the Shire of Wickepin. Credit: Supplied

Regional WA is well known as one of the best places in the world to view the night sky. The low levels of light pollution makes it ideal for astrophotography and stargazing.

Carol Redford from Astrotourism WA has worked tirelessly on establishing a stargazing trail across the Wheatbelt and Mid West over the past two years and Wickepin and nearby Lake Yealering are the latest additions.

Ms Redford presented the concept The Wickepin Shire Council and they immediately saw the potential to attract more visitors to the region.

“Astrotourism has the potential to attract visitors and create jobs in our region. A night time activity such as stargazing lends itself to making sure visitors stay overnight and we see the opportunity for ventures such as farm stays and organised astrophotography field trips” says Shire President, Cr Julie Russell. “Being an Astrotourism Town contributes to the Shire Strategic Community Plan’s aim to develop and improve foreshore amenities at Lake Yealering. It’s a natural asset which can be promoted as a stargazing and astrophotography destination for visitors”.



### **Railway Dam Reserve**

CDO inspected the dam and reserve area - discussion with Manager of Works & CEO – recreational opportunities (walk trail, mountain bikes, camping) and water catchment upgrades.

The Shire of Wickepin is seeking public comment on a proposal to request the Minister for Lands amend the vesting order for Reserve 15782 (Williams Location 15727 Railway Dam Wickepin) to allow for recreational pursuits including camping.

### **Harrismith Railway Dam**

Inspection of the dam and reserve area - discussion with Manager of Works & CEO – water catchment Research funding: Community Water Supply Program – Grant.



## Signage

### TOURIST MAP – TOWN CENTRE

- CDO is looking into updating the Wickepin tourism map (shelter) on Wogolin Rd  
Some of the information is out of date and the sign is looking a bit 'tired' (cracks, fading etc)
- Design revision/update, source quotes and will be presented to Townscape for approval. CDO funding.



### HISTORICAL SITES

- History group members are in the process of researching information for the signs.  
Malyalling sports ground, Dorakin Church site, Ten Mile Tennis club, Toolibin townsite, Tincurrin Hall, Jewish Settlement
- The Townscape Committee and Council have approved the purchase of signage for 2 historically significant sites. to be nominated in consultation with the Wickepin History Group and that the signage to be designed and manufactured to the Shire of Wickepin specifications - In progress.

### HISTORICAL PLAQUES

- Council has approved the mounting of the Electricity Supply and Water Supply plaques directly onto the Wickepin Town Hall external façade.
- Appropriate positioning in consultation with the Wickepin History Group and Manager of Works.

### OLD CEMETERY

- The purchase of new directional signs for the Old Cemetery has been approved by the Townscape Committee and the Council.
- In progress – consultation with Manager of Works

### Shire of Wickepin - Website

- Updating content and photographs (explore/attractions) on the Shire of Wickepin website – work in progress



## Wide World of Wickepin – Map (pad)

- Review and update for re-print in 2020/2021 – CDO advertising budget
- Townscape committee members are invited to review and make suggestions

## Research

- Ongoing - exploration of new tourism ideas for the Shire - looking at successful projects, events and promotions in other similar regions plus collecting suggestions/ideas from the local community.

## SOCIAL MEDIA

- Social media management & posts to Facebook & Instagram (photography).  
Wickepin Shire and Wickepin Arts pages.



## SPORT & RECREATION

### FloorBall

- Consultation with SC Dorry Grzinic Dorry, DLGSC and Floorball WA
- Equipment has been purchased from Floorball Culture using funds received from DLGSCI grant.
- Organised a demo/workshop by Floorball WA on October 16, 3.30 to 5pm at the Wickepin Community Centre.
- Promotion; Social media, flyers, posters. Watershed News CDO network.
- We had a great turnout for the workshop, with positive feedback received about the session.

We are now working towards Floorball becoming a regular local activity with games/drills scheduled from November 9 til the end of school term. Monday afternoons 4 to 5pm for kids and adults at 5 to 6pm.

Floorball WA have also suggested holding an exhibition game in Wickepin early next year.



**GOVERNANCE OTHER**

- Liaison with CEO, DCEO, ESO & Manger of Works on ideas, project status and works to be undertaken in the Wickepin area.
- Assisting council staff where required.
- Attended 'Town Teams Movement' meeting (08/10/2020).
- Attended Council Forum (21/10/2020) and Town Teams Movement presentation to Council.
- Consultation with CRC, local Police, CDO network.

**Financial Implications:** Nil

**Strategic Implications:** Aligns with Strategic Community Plan 2018 -2028.

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Recommendation:**

That the report from the Community Development Officer dated 29 October, 2020 be accepted.

**Voting Requirements:** Simple majority

**Moved Cr Allan / Seconded T Astbury**

That the report from the Community Development Officer dated 29 October, 2020 be accepted.

**Carried 5/0**

## 10. Notice of Motions for the Following Meeting

## 11. Reports & Information

### CDO – Michelle Hetherington

Michelle gave an update in relation to the Wickepin War Memorial. Jason Signs will be repairing the totems free of charge and will be completed by the 2021 ANZAC Day Ceremony.

Michelle advised that she is in the process of updating the “Wide World of Wickepin” - Map. Any suggestions and amendments from Members are to be submitted to Michelle by the 17 November 2020.

9.47am – Cr Lansdell left the meeting.

### 11.1 Other matters raised by members:

#### Kym Smith

‘A community meeting was held in Yealering a few weeks ago with 19 community members attending. We had ideas put forward, then we all voted individually on the ideas.

This was the outcome for the Yealering foreshore developments going forward. The plan now is to arrange a meeting with Mark and discuss moving forward on the top 3-5 ideas.’

Lake Yealering Foreshore Development Proposals

Modern Preferential Voting System

In Order

1	Boarder: Finish area from toilets, along trees & new lights, in front of Retic Box & connect with croquet path	
2	Create walk way from caravan park behind bowling club to lake & Seal from caravan park to golf jetty	
3	New Toilet Block with Disability Access	
4	Renovate Swimming Area: Refresh the beach area with new sand	
5	Renew Boat Ramp	
6	Additional Play equipment	
7	Fence playground	
8	Marked walk trail around the entire lake	
9	Excess path through garden beds: Playground and lawn to toilets	
10	Clear dead trees from caravan park to golf club jetty	
11	Shade	
12	Replace Cream Garden Blocks to Red	
13	Viewing Tour	
14	Seal the Main Car Park	
15	Outside Shower	
17	More Seating	
17	Dredging to increase the depth	
18	Remove dirt from old swimming hole	
19	Outdoor Gym	
6	Replace Lawn	Wheatbelt nrm funding to be completed by shire
8	Water Fountain	Wheatbelt nrm funding to be completed by shire

The Yealering Progress Association are to arrange a meeting with CEO Mark Hook and the outcome will be presented at the next Townscape and Cultural Planning Committee Meeting.

9.50am – Cr Lansdell re-entered the meeting.

### Harrismith Railway Dam

Ted Astbury believes that the \$20,000.00 allocated in the budget to restore the Harrismith Railway dam as a water catchment would be better spent on purchasing large rain water tanks.

## **12. Urgent Business**

### Harrismith – Wildflower Walk Trail

Sue Astbury raised the following:

- Advised that the 'walking' sign needs to be re-erected, located near the water treatment plant.
- Advised the wildflowers along the walk trail have been damaged as a result of the clean-up carried out by the Shire employees and the walk trail is now wide enough to allow vehicle access. Sue requested that bollards be placed at all access points of the walk trail to restrict vehicles. CEO to liaise with CDO and MWS to investigate where to situate the bollards.
- Queried how often the Harrismith cemetery is tidied – CEO to liaise with MWS regarding the upkeep of the Cemetery.

## **13. Closure**

The next Townscape and Cultural Planning Committee meeting will be held in March 2021.

There being no further business the Chairperson declared the meeting closed at 10.03am.