

A Fortunate Place

Shire of Wickepin

Minutes

Townscape & Cultural Planning Committee
Council Chambers, Wickepin

2 June 2021



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 2 June 2021 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

27 May 2021

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Terms of Reference

1. Name

Townscape and Cultural Planning Committee

2. Members

Cr Fran Allan
Cr Allan Lansdell
Cr John Mearns
Kym Smith
Sue Astbury
Ted Astbury
Tim Cowcher
Kevin Coxon
Annika Miller

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 Council's 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 2021 are as follows:

Day	Date	Time
Wednesday	3 March	9.30am
Wednesday	2 June	9.30am
Wednesday	1 September	9.30am
Wednesday	3 November	9.30am

8. Related Policies/Bylaws: Nil.

**SHIRE OF WICKEPIN
QUESTIONS FROM THE PUBLIC**

Any member of the public wishing to participate in Public Question Time during Council or Committee meetings is welcome to do so; however, Council requires your name, address and written questions to be provided to the meeting secretary.

NAME:

SIGNATURE:

ADDRESS:

TELEPHONE:

MEETING/DATE:

NAME OF ORGANISATION REPRESENTING (if applicable):

QUESTION:

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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**Minutes of a Townscape and Cultural Planning Committee Meeting held in Council Chambers,
Wickepin, Wednesday 2 June 2021 at 9.30am**

As there was no Chairperson the CEO declared the meeting open at 9.39am.

CEO Mark Hook welcomed and introduced Sam Dalmasson to the Shire of Wickepin as the new Community Development Officer.

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

Fran Allan	Councillor
Allan Lansdell	Councillor
John Mearns	Councillor
Sue Astbury	Member
Annika Miller	Member

Mark Hook	Chief Executive Officer
Sam Dalmasson	Community Development Officer
Mel Martin	Executive Support Officer

Apologies

Kym Smith	Member
Ted Astbury	Member
Kevin Coxon	Member

Leave of Absence (Previously Approved)

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

4.1 Election of Chairperson

The CEO called for nominations for Chairperson.

Kym Smith nominated Sue Astbury, Sue declined the nomination.

As there were no more nominations for Chairperson, CEO Mr Mark Hook remain as Chairperson for this meeting and that a Chairperson be elected at the next Townscape meeting.

5. Declarations of Members' and Officers' Interest

6. Confirmation of Minutes

Moved Cr F Allan / Seconded S Astbury

That the minutes of the Townscape and Cultural Planning Committee held on 3 March 2021 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.	✓	Signs ordered. Waiting on History Group to advise placement of Jerusalem Settlement sign. The Jerusalem sign has arrived and are still waiting on the Tincurrin sign.
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.	✓	Signs installed.

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 Recommendation

Cr John Mearns – Ignite Wicky

Cr Mearns gave a brief report on a recent Ignite Wicky meeting he attended. Ignite Wicky intend to host a large event in Wickepin, preferably in October and aim to have over 1000 attendees. The event will incorporate a sundowner and potentially coincide with the Wogolin Road Recreation area opening.

10. Notice of Motions for the Following Meeting

11. Reports & Information

11.1.01 – Proposed Gazebo at Facey Homestead

Submission To:	Townscape & Cultural Planning Committee
Location/Address:	Wogolin Road
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	CR.MEE.206
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	18 May 2021

Enclosure/Attachments:

Summary:

The Townscape Committee are being requested to support the construction of a Gazebo near the Albert Facey Homestead.

Background:

The CEO has received the following letter from Caroline Coates.

Proposal as requested by Gulae Russel
To Caroline C17.3.21

for idea of Pavilion / Rotunda, as
suitable for Haul Spinnings
Poets
Artists
Lecturers,
etc eg Weddings.

Here with 2 examples

could be locally produced and
designed to be tailored to suit
Facey Hse,

with garden landscaped to accommodate
audience.

Pavilion should have one side at
least providing wind shield, seating
bench style round walls.

eg Northam Arts Festival where
Cambridge Don Poet John Kinsella etc
gave poetry performances.

Caroline - 98881870

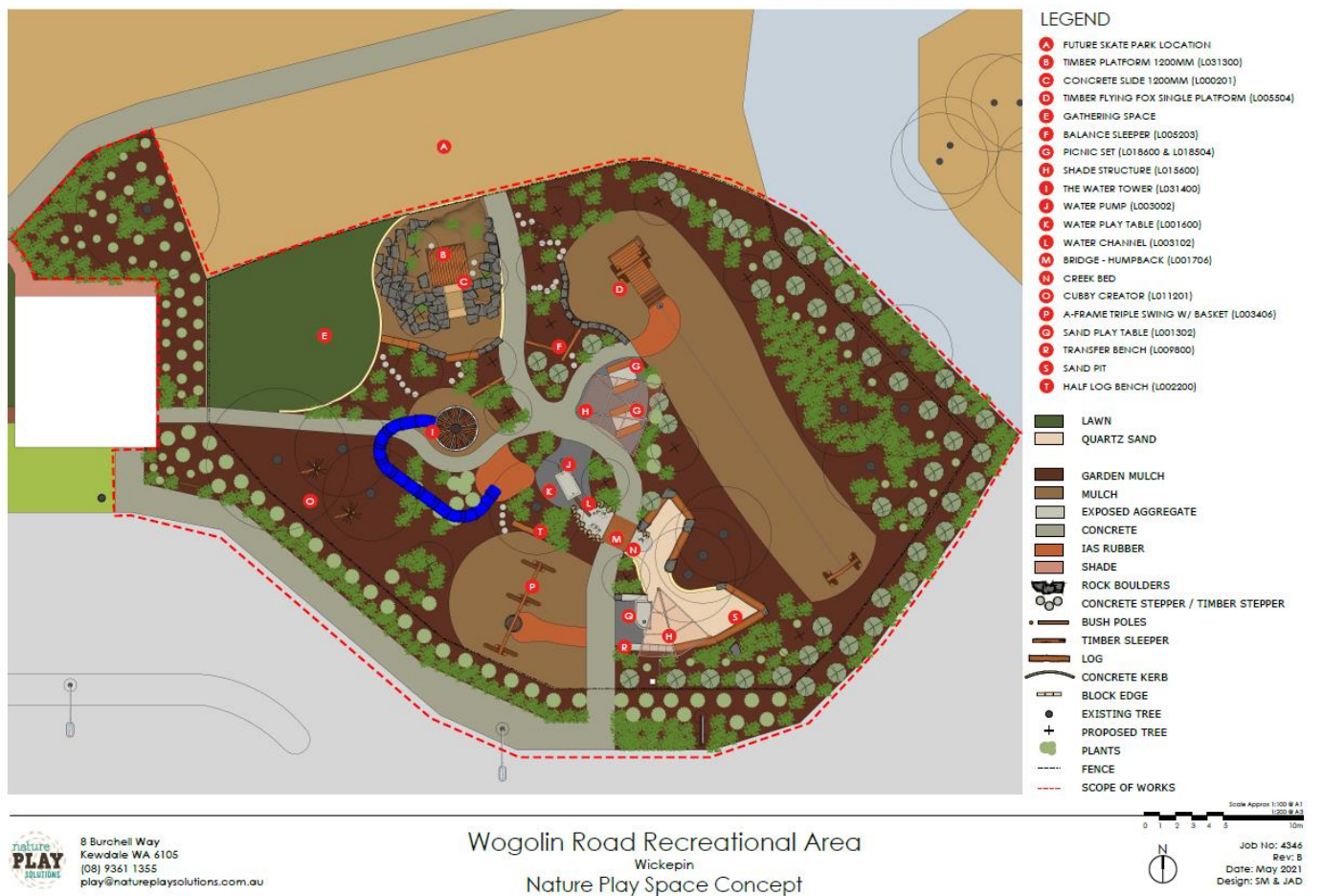
Pavilion Proposal For Facey Homestead

Can be used for Arts, Festivals Community or
private gatherings



Comments:

The area on the east side of the public toilets will be redesigned shortly with the Wogolin Road Recreational Area as shown below and this will include areas for a gathering place (item E).



The Townscape Committee will also need to decide on a new location for the Blue Tree as this will need to be removed for the Wogolin Recreation Area.

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Recommendations:

That the Townscape Committee receive the letter.

Voting Requirements: Simple majority.

Moved Cr J Mearns / Seconded A Miller

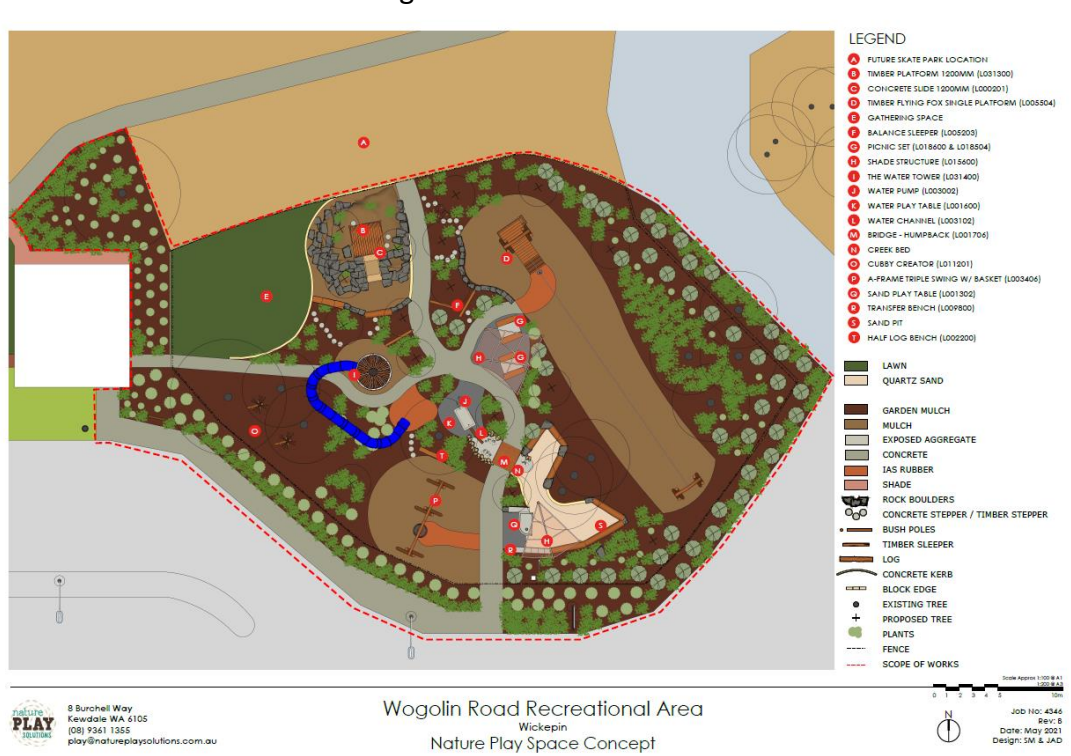
That the Townscape Committee receive the letter.

Carried 5/0

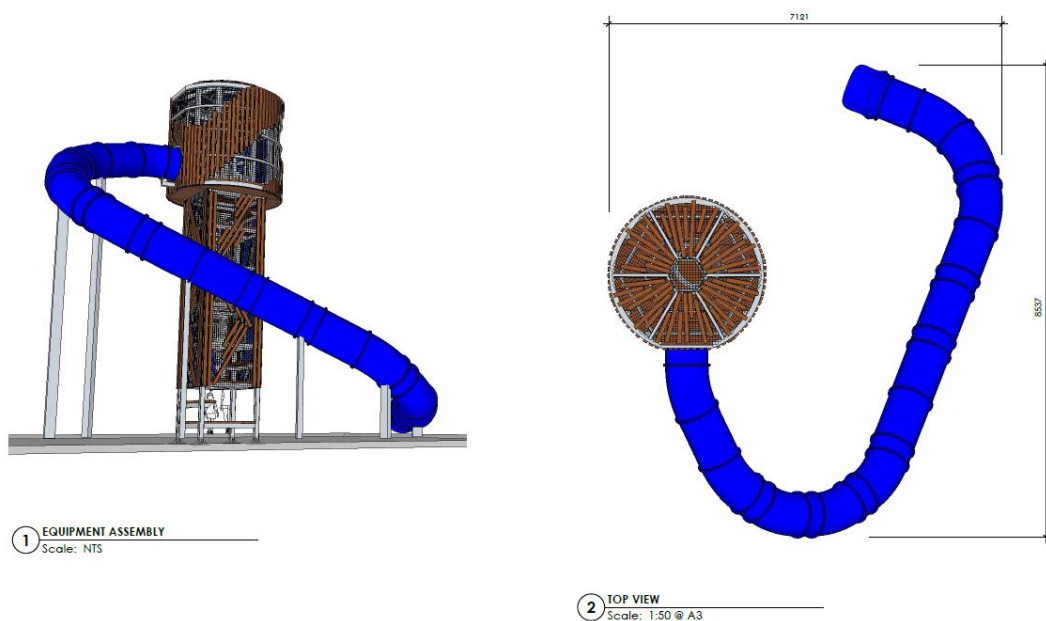
11.1 Other matters raised by members

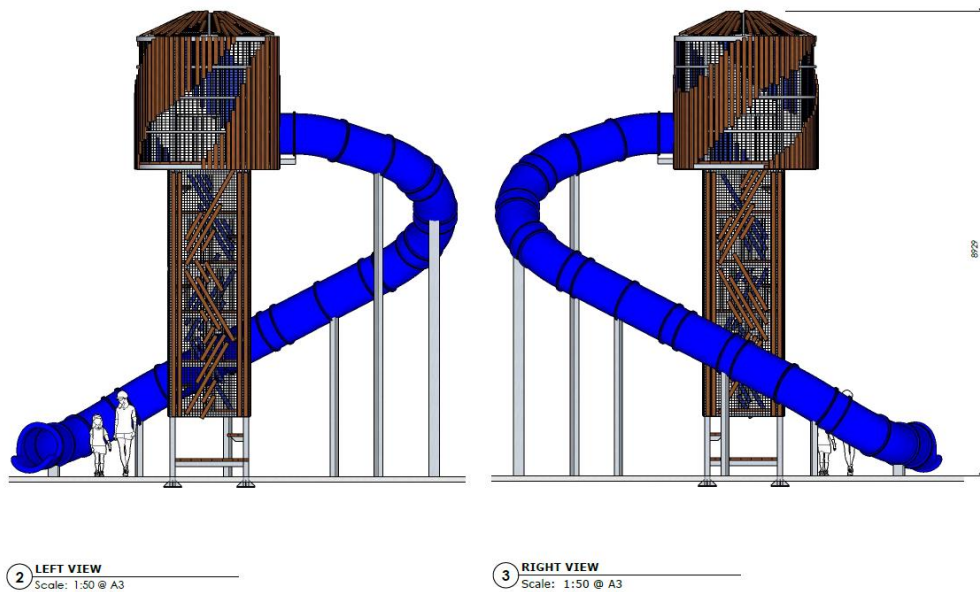
Wogolin Road Recreational Area

The CEO, DCEO and Manager of Works held an onsite meeting with representatives from Natureplay to discuss the construction of the Wogolin Road Recreational Area. Following is the redesign of the area due to the Skate Park not being part of this stage of construction. Following is the amended design for the Wogolin Recreational Area. The proposed schedule for the Wogolin Recreational area is that construction has started on all the equipment, they will be ready for installation end of July 2021, and then there will be around an eight to ten weeks installation.



WATER TOWER L031400



WATER TOWER L031400**War Memorial Upgrade**

At the February 2021 council meeting, council resolved the following:

Resolution No 170221-11**Moved Cr W Astbury / Seconded Cr Mearns**

1. That Council authorise the CEO signing the letter of agreement for the Department of Veterans Affairs Saluting Their Service Commemorative grants Program – 2020-2021.

2. That Council budget \$33,978 in the 2021/2022 Budget Estimates for the Saluting Their Service project as outlined in the Department of Veterans Affairs Saluting Their Service Commemorative grants Program–2020-2021 at the Wickepin War Memorial.

Carried 6/0

On Friday 9 April, 2021, an email was received from Darren West MLC confirming their election pledge of \$24,000 for the upgrade of the Wickepin War Memorial – Honour Roll Project.

Total cost of the project is \$33,978. A grant of \$10,000 has been received from the Department of Veterans Affairs Saluting Their Service Commemorative Grants Program 2020-2021 which means the project will be entirely funded by grant monies and Council will no longer need to budget \$33,978 in the 2021/22 budget estimates.

Stefie Green will manage the upgrade project, in consultation with the CDO.

Kym Smith

Lake Yealering Croquet Club sign needs replacing.

**Moved A Miller / Seconded Cr A Lansdell**

That the Lake Yealering Croquet Club sign be put in the budget estimates to be replaced.

Carried 5/0

CEO will contact Kym Smith to locate original photos.

Sue Astbury – Harrismith Entrance Sign

Sue advised that the Harrismith Townsite entrance sign on the North side of the railway line needs to be replaced.

Sue also stated that it is good to see the Harrismith Hall in use.

CEO – Mark Hook

CEO asked if anyone knew the whereabouts of The Fence Road sign that is situated on Fence Road. Sue Astbury thought it may have went missing when the Road was upgraded. Sue will continue to investigate and see if she can locate the sign.

Cr Fran Allan – Yealering Lake

Cr Allan gave a brief report regarding feedback she has received in relation to Yealering Lake. Residents in Yealering are happy with Lake Yealering however there have been some concerns that the wall on the far side of the lake is crumbling. CEO advised that he has not been notified of any structural damage.

Cr Allan Lansdell – Wickepin Winter Weekend

Cr Lansdell is concerned that Wickepin may not be able to accommodate all attendees for the Wickepin Winter Wonderland weekend.

CEO advised that the Caravan Park House is vacant and the sports oval will be able to accommodate all attendees. CEO advised the only concern would be the number of people allowed in the Hall which currently has a maximum capacity of 200.

Cr Lansdell also commended the work that has been carried out at the Wickepin Golf course. However he believes the trees/shrubs around town need to be maintained better. He also stated that the 3 trees near the Wickepin Town Hall have died and asked if they could be removed. CEO advised he will assess the trees and remove if necessary.

Cr John Mearns

Cr Mearns raised concerns in relation to the information board and asked if it could be replaced and relocated to the Wickepin Townsite.

Moved Cr J Mearns / Seconded Cr A Lansdell

That the Information board on Tank Road be restored and placed in the Wickepin Townsite.

Carried 5/0

Sam Dalmasson

Sam addressed the Committee and looks forward to working with them in the future.

12. Urgent Business

13. Closure

The next Townscape and Cultural Planning Committee meeting will be held on Wednesday 1 September 2021 commencing at 9.30am.

There being no further business the Chairperson declared the meeting closed at 11.05am.