



A Fortunate Place

Shire of Wickepin

Minutes

Townscape & Cultural Planning Committee
Council Chambers, Wickepin

7 September 2022



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 7 September 2022 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 "Noel Mason".

Noel Mason
Acting Chief Executive Officer

01 September 2022

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Terms of Reference

1. Name

Townscape and Cultural Planning Committee

2. Members

Fran Allan
John Mearns
Libby Heffernan
Kym Smith
Annika Miller
Lee-Ann Mullan
Tracey Hodgson
Kevin Coxon
Veronica Stacey

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 2022 are as follows:

Day	Date	Time
Wednesday	2 March	9.30am
Wednesday	1 June	9.30am
Wednesday	7 September	9.30am
Wednesday	2 November	9.30am

8. Related Policies/Bylaws: Nil.

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 7 September 2022 at 9.30am**

The Chairperson declared the meeting open at 9.31am.

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

John Mearns	Chairperson
Fran Allan	Councillor
Libby Heffernan	Member
Lee-Ann Mullan	Member
Kevin Coxon	Member
Veronica Stacey	Member
Annika Miller	Member

Noel Mason	Acting Chief Executive Officer
Mel Martin	Executive Support Officer
Graeme Hedditch	Manager Works and Services
Lorraine Hedditch	Community Development Officer

Apologies

Kym Smith	Member
Tracey Hodgson	Member

Leave of Absence (Previously Approved)

2. Public Question Time

9.32am Annika Miller entered the meeting.

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

5. Declarations of Members' and Officers' Interest

6. Confirmation of Minutes

Townscape and Cultural Planning Meeting –1 June 2022

Moved Cr F Allan / Seconded A Miller

That the minutes of the Townscape and Cultural Planning Committee held on 1 June 2022 be confirmed as a true and correct record.

Carried 7/0

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
Information Board – Tank Road	CEO	That the Information board on Tank Road be restored and placed in the Wickepin Townsite.	✓	Awaiting installation of sign.
Information Bay – Electric Signage	CEO	That the CEO pursue media content for the Shire of Wickepin.	○	Council resolution 160322-14 That the CEO pursue media content for the Shire of Wickepin and bring costings back to council for consideration. RFQ has been advertised for upgrade of the Wickepin Information Bay.
Recreational Boating Facility Scheme	CEO	That council reapply for funding under the Recreational Boating Facility Scheme for design drawings of the boat ramp replacement outlined in the Yealering concept plan.	✓	Funding opens in June 2022.
Lake Yealering Croquet Club	CEO	That table and chairs be purchased for the Lake Yealering Croquet Club.	○	Council resolution 160322-16 That table and chairs for the Lake Yealering croquet park be placed in the 2022/23 budget deliberations.
Street Art Wickepin Police Station – Eastern Wall	CEO	That the Townscape & Cultural Planning Committee recommend Council to authorise a mural on the Eastern side of the Wickepin Police Station and for Council to budget \$1,900 towards the mural.	✓	Council resolution 150622-09 That Council authorise a mural on the eastern side of the Wickepin Police Station and for Council to budget \$1,900

				towards the mural in the 2022/23 budget.
Old Playground from Albert Facey Homestead Park	CEO	That the Townscape & Cultural Planning Committee recommend Council to remove the old playground from the Facey Homestead Park, relocate the bin to the North West corner and improve the landscaping under the tree.	✓	Council resolution 150622-10 That Council remove the old playground from the Facey Homestead Park, relocate the bin to the northwest corner and improve the landscaping under the tree.
Heritage Yarling Trail	CEO	That the Townscape & Cultural Planning Committee recommend Council to place in the 2022/23 budget estimates to have the Heritage Yarling Trail between the 2 bridges and behind the Railway Station down to the reflection chair concreted.	✓	Council resolution 150622-11 That Council place \$10,000 in the 2022/23 budget estimates to concrete the Heritage Yarling Trail between the 2 bridges and behind the Railway Station down to the reflection chair in red concrete.
Mural on CRC Wall	CEO	That the Townscape & Cultural Planning Committee recommend Council to place in the 2022/23 budget estimates \$3,500 for a mural on the CRC Wall using James Giddy's design.	✓	Council resolution 150622-12 That council place \$3,500 in the 2022/23 budget estimates for a banksia prionotes mural by James Giddy on the CRC wall.
Limestone Wall – Bowling Club	CEO	That the Townscape & Cultural Planning Committee request Council to place in the 2022/23 budget estimates \$9,000 to continue the limestone wall along the Bowling Club.	✓	Not approved in 22/23 Budget.

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

10. Notice of Motions for the Following Meeting

11. Reports & Information

11.1 Construction of the skate park and ¾ basketball court at Wogolin Road recreation area.

For the Townscape and Cultural Planning Committee information.

Summary:

Council called tenders closing 8th July 2022 for the construction of the skate park and ¾ basketball court at Wogolin road recreation area.

Comments:

The tender specifications were detailed in 40 pages of requirements including drawings.

Tenders were received from 2 companies and are summarised as follows.

Phase 3 Landscape Constructions Pty Ltd

As per specifications: \$617,192.77 Incl GST

Convic Pty Ltd

As per specifications: \$837,895.40 Incl GST

The cost overrun, budget (\$415,000) to actual determined that Shire was not in a position to accept any tender for RFT 16 2021/2022.

Resolution No 170822-04

Moved Cr Mearns /Seconded Cr Corke

That Council not accept a tender for the RFT 16 2021/2022 for the Skate Park ¾ Basketball Court at Wogolin Road Recreation area.

Carried 6/0

In light of the tender prices received, alternate options were discussed, so that the Shire can plan a way forward.

Nature Play, Simone Marsh, confirmed that pricing across the country has escalated to extreme amounts, questioning many of the value for money equations. They have offered a design/construct option, though at that price, tenders would have to be called.

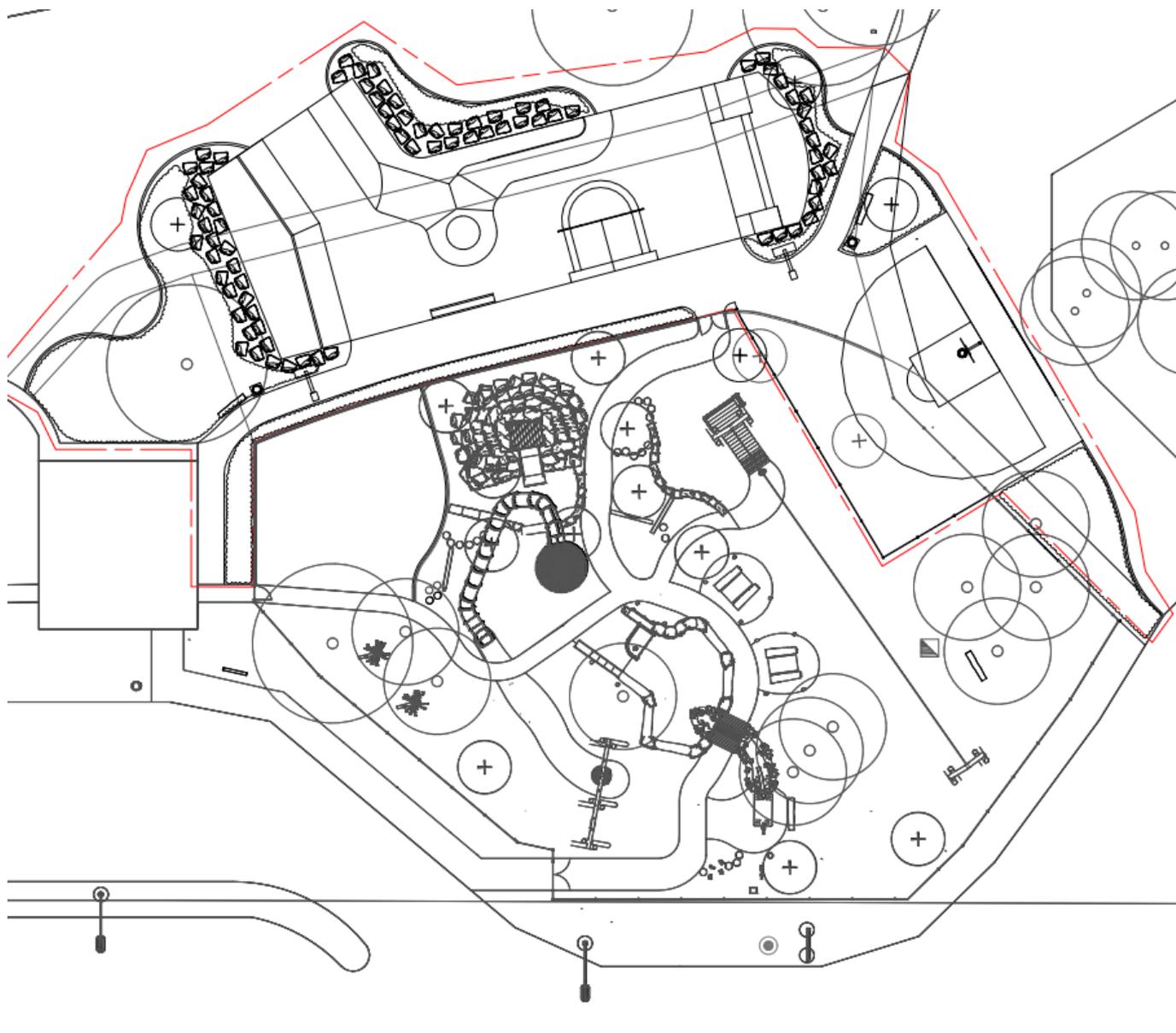
There is an argument from the skate designers that if you restrict the facility space, size and form, you ultimately end up with a skate park that limits the skill sets of the users, therefore the purpose

of the park may need to be reconsidered. Is it a park for all ages, or is it a younger age facility, aiming at providing limited age appropriate difficulties?

Knowing that the skate park/basketball court also acts as a “traffic stopper” in addition to its local use purpose; is an important element of this discussion. In the role of traffic stopper, what age group are you targeting? If so, a limited skill set skate park may be highly suitable to purpose; it may not be the place were a child graduates skills over time to the point of high end skill set.

Secondly, merging the two spaces could allow the basketball court to be used for skateboards and scooters when not in use. The basketball section should also be positioned not to require any additional work.

Staff will soon be looking to see if an option exists to do the work in-house, or some hybrid combination of such is possible.



Acting CEO Noel Mason advised that he will schedule a meeting with Nature Play to see how the Shire can assist to help reduce costs. The outcome will then be taken to Council for their consideration.

11.2 Wickepin Caravan Park and CBH Accommodation Concept Designs

For the Townscape and Cultural Planning Committee information.

Wickepin Caravan Park Revised Concept Design

Shire organised concept designs for the Wickepin Caravan Park and an area suitable for CBH seasonal workers accommodation. The Office of Regional Architecture (ORA) were requested to design around the following parameters;

For the Caravan Park:

REVISED BRIEF AS AT 13-07-2022 – Wickepin Caravan Park Lot 1

- Provide 4-6 'drive through' caravan sites, with additional 'reverse in' sites as space permits, with usual services
- Provide new campers alfresco kitchen and covered dining area located west of the existing ablution block
- Provide hard and soft landscaping
- Provide staged expansion on existing accommodation provision at the current CP location
- Retain the existing ablution facilities and refurbish the block, with the addition of a 'family-friendly' bathroom
- Close the Wogolin Road entrance and provide carefully considered new main entrance off Fisher Street, mindful of Moss Parade intersection issues
- Provide 4 self-contained cabins (with ensuite bathrooms)
- Retain the caretakers residence for a Manager or to rent on the open market, reduce current garden, fence and shed provision to 'win back' area for Caravan Park, and reduce maintenance
- Council to consider management of long-term Caravan Park residents as part of Management Plan, assign suitably screened area of park for same.

The proposed sketch design plan generally meets those parameters. For Council consideration.



WICKEPIN CARAVAN PARK REDEVELOPMENT CONCEPT PLAN - REV A. REFER BRIEF DATED 13/07/2022

The CEO was requested to consider the purchase of Lot 90 which sits alongside the current entrance.

It has been suggested that the additional land opens the way for the CBH Accommodation to be housed on the entrance/Lot 90 half acre, or that the entrance can be maintained and the 3 accommodation units out of the way. From the CBH sketch, it doesn't appear likely this all that is proposed can fit into a half acre.

ORA will now proceed to a Quantity Surveyor's price estimate – so that shire can be shovel ready for this project if additional community infrastructure funding becomes available.

Wickepin CBH Accommodation Revised Concept Design

The July meeting design parameters were;

For the CBH Seasonal Accommodation:

CBH SEASONAL WORKERS ACCOMMODATION – Portions of Lot 40 & Lot 3

- Elected members agreed the nominated site was suitable for the proposed use, all things considered. This includes management of the facility in conjunction with the Caravan Park.
- Subdivide, amalgamate and re-zone the nominated site to suit Workers Accommodation use.
- Provide suitable perimeter screening and layout of facilities so as not to compromise the Moss Parade single residential area, the Caravan Park, and the Shire Administration Officers

The design sketch meets the brief provided.

Of note and during discussion at the Council meeting, alternate configurations may keep the common room and kitchen away from CEO residence, replacing “future accommodation”. Keep the future expansion area free of buildings, (as open parkland), reduces the size and scope in the first instance.

Council decided at this point to shelve the proposal until CBH indicate that they are ready to proceed. Whilst they have indicated that they may deal with accommodation issue in the not too distant future, at this point, Shire has other priorities.

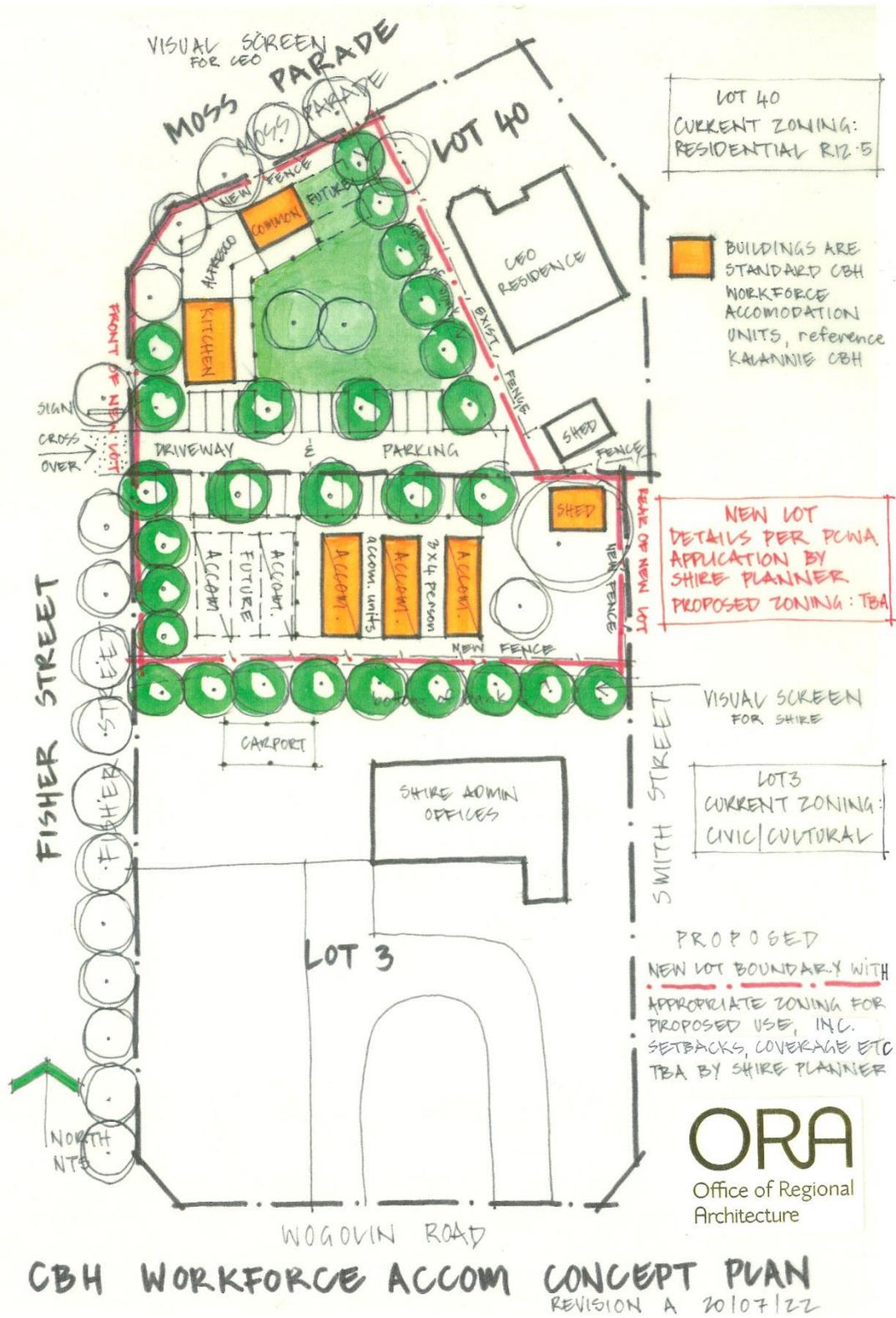
Email received from Committee Chairman, Cr John Mearns, which outlines design changes that could be considered that impact both concept plans;

I am following up on my idea at this month's Council Forum discussion on the concept plans for our Caravan Park upgrade & expansion where I suggested making the area behind council & adjacent to CEO house a part of that design

I feel that also allows the potential of placing the prospective CBH accommodation, long discussed, at the West side of the existing park, far less obtrusive to the residents including CEO's house.

Townscape could adopt this concept addition & champion it if deemed of worth to our town.

For Committee discussion:



Acting CEO Noel Mason advised that once Council receive the QA a plan going forward will be made.

11.3 Quote RFQ 15 - 2021/22 Master Plan for Wickepin Information & Rest Bay

Summary:

Council considered Quotes for the development of a Master Plan for the Wickepin Information & Rest Bay. Again, such projects have to be designed and be shovel ready to attract funding. Shire is preparing the required information to allow public consultation.

In this instance, the information is for the Townscape and Cultural Planning Committee information prior to the Consultancy commencing.

Background:

The Community Development Officer (CDO), Mrs Karen Langford raised the matter of a master plan for the Wickepin Information & Rest Bay in March 2022 in discussions at the Townscape Committee. It was again listed in her CDO reports to Council in April and May 2022.



The previous CEO, Mark Hook called quotes closing on the 30th June 2022 for the development of a Master Plan for the Wickepin Information & Rest Bay.

Comments:

The RFQ was lodged with the Tenderlink on the 3rd May 2022 with a closing on 30th June 2022. Quotes were received from 3 companies and the accepted quote is as follows;

Plan E Pty Ltd - Landscape Architects

As per specifications:

\$16,159.00 Incl GST

The purpose of seeking Master Plan was to have a completed design suitable for public presentation/consultation and so that quantity estimates could be completed for the scope of works.

Financial Implications:

The Budget 2022/23 has been amended to include a provision for this work to take place. See Budget adoption papers.

Resolution No 170822-05

Moved Cr Mearns /Seconded Cr Astbury

That Council accept the quote from Plan E Landscape Pty Ltd under RFQ 15 2021/2022 for the development of a Master Plan for the Wickepin Information & Rest Bay.

Carried 6/0

Acting CEO Noel Mason advised that he will schedule a meeting with MWS Graeme Hedditch and Main Roads to discuss the Master Plan.

11.4 Approved Budget items applicable to Townscape and Cultural Planning Committee activities for 2022/2023.

For Committee consideration.

5632	Town Improvements TownScape Projects		-	3,000		12,800
	Police Wall Mural	21			1,900	
	CRC Wall Mural	21			4,400	
	Retaining Wall Yealering Bowling Club	21			-	
	Heritage Trails Pathways	21				
	Croquet /Club Yealering Table and Chairs	21			3,500	
	Other - History Signs	21			3,000	

Libby Heffernan gave a brief update regarding the history signs and their background.

11.5 Other matters raised by members

11.5.1 Annika Miller



1. Do the shire have a succession plan for the regeneration of trees along the creek line between the arts and craft and the new troll bridge. The shire sprays along the creek line so there is no sign of the trees self-seeding.

MWS Graeme Hedditch advised that spraying is to reduce fire risk and to create a clear path to reduce snake risk during the warmer months. MWS advised that due to such a wet season the need to spray has increased.

MWS also advised that he is currently waiting on a phone call in relation to revegetation.

Veronica Stacey also suggested contacting Wheatbelt NRM to see if they could support the revegetation process.

2. The garden bed opposite Ewen Rural Services currently has natives, which seem to be replaced often. Is it possible to continue on the red and white roses like opposite CRC and Pub?

MWS Graeme Hedditch will investigate.

3. An update on where we are at with the Skatepark/Basketball Court. I know it was discussed at last council meeting and needed adjusting in order to try and reduce the costings. Also don't think Townscape was ever provided with a copy of the readjusted concept plan that Karen did

(think it was flipped east to west from Lee's original). Is it possible to be provided with that new concept plan? (Refer to item 11.1)

11.5.2 John Mearns

1. Discuss ideas for tizzing up our main street/town for Xmas 2022. Decorations etc. for our main street.

Libby Heffernan will discuss ideas with The Shedders regarding decorating the water tower at the Wogolin Road Recreation Area and will report back at the next Townscape and Cultural Planning Committee Meeting.

MWS Graeme Hedditch will work with the outside staff and conduct an audit to see what Christmas decorations are stored at the Depot. MWS will also investigate lighting options to be placed at the Wogolin Road Recreation Area.

2. Now the area around the Town Rail Dam has been re-zoned Public space, where do we see our part, if any in developing its tourist potential for Wickepin?

Acting CEO Noel Mason advised that Council will first place a sign stating "Enter at Own Risk" to minimise the risk to Council. A plan will then need to be establish to put forward to Council.

3. Wickepin Town Hall – I suggest painting the name Wickepin on the front of the Wickepin Town Hall?



The idea was not supported by the Committee.

Cr Mearns also took the opportunity to welcome MWS Graeme Hedditch and CDO Lorraine Hedditch to the Shire of Wickepin.

11.5.3 Other

Albert Facey Homestead Park Area

- Libby requested the area beneath the large tree be cleaned up and maintained. Libby stated that the removal of the old playground has opened the area up nicely.
- Lee-Anne Mullan requested a status update for the new location of the old playground.

MWS advised the area beneath the large tree will be cleaned and maintained.

Acting CEO advised the location of the old playground will be discussed at the September Forum session and any ideas for the Albert Facey Park area will be discussed.

Website

Can the following be added to the Shire Website page:

- Wogolin Road Recreation Area
- Lake Yealering

ESO to liaise with CDO and update the Shire Webpage.

Signage

- Replace the Lake Yealering blue and white sign on the Williams - Kondinin Road
- Remove the leaning sign post on the William - Kondinin Road at the railway line intersection
- Harrismith and Malyalling signs have been erected
- Wickepin Town sign at the intersection of William - Kondinin Road/Pingelly Road to be raised for easier viewing.

MWS will investigate and action accordingly.

Libby Heffernan will meet with MWS to discuss the Wickepin Town sign and will report back at the next Townscape and Cultural Planning Committee Meeting.

Thank You

Libby took the opportunity to thank the Shire of Wickepin for removing the dead trees along the Town Hall and for placing the Butler plaque in the footpath in front of Elders Wickepin.

Upcoming Events

- Bus Bee - Saturday 17 September 2022 @ 9.00am
- Australian Baroque – Space Music– Saturday 29 April 2023 and running during the school term - will incorporate the Wickepin and Yealering Primary Schools

ESO to liaise with CDO and advertise/promote the upcoming events.

12. Urgent Business

13. Closure

The next Townscape and Cultural Planning Committee meeting will be held on Wednesday 2 November 2022 commencing at 9.30am.

There being no further business the Chairperson declared the meeting closed at 11.01am.