



Balingup Townscape Committee Meeting Minutes

Held on

Wednesday, 13 April 2016

Commencing at 8.30am

In the Community Centre, Balingup

Greg Harris
A/Chief Executive Officer

14 April 2016

DISCLAIMER

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

Please note these minutes may contain recommendations which have not yet been adopted by Council.



BALINGUP TOWNSCAPE COMMITTEE MEETING MINUTES

13 April 2016

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SHIRE OF DONNYBROOK/BALINGUP

BALINGUP TOWNSCAPE MEETING MINUTES

Held in the Balingup Community Centre
Wednesday, 13 April 2016 at 8.30am

MEMBERS PRESENT

COUNCILLORS	SHIRE OFFICERS	COMMUNITY
Cr Bailey	D Morgan – Manager Works & Services	W Ayers
Cr Mills	A Cullen – Team Leader, Horticulturalist	R Benson
	R Jones – Works Supervisor	P Hicks
		N King
		D Cortis
		G McMullen

PUBLIC GALLERY

Nil

APOLOGIES

J Attwood – CEO
H Christensen

1. PUBLIC QUESTION TIME

Nil

2. DECLARATION OF FINANCIAL INTEREST

Division 6: Sub-Division 1 of the *Local Government Act 1995*. Care should be taken by all Committee members to ensure that a financial interest is declared and that they refrain from voting on any matter which is considered may come within the ambit of the Act.

Nil

3. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 *Balingup Townscape Committee Meeting*

Moved: N King

Seconded: W Ayers

That the Minutes of the Balingup Townscape Committee Meeting held on 4 February 2016 be confirmed as a true and accurate record.

Carried 8/0

5. REPORTS OF OFFICERS

5.1 *Manager Works & Services*

5.1.1	SUBJECT:	BALINGUP TOWNSITE MAINTENANCE ISSUES
	Location:	Balingup Townsite
	Applicants:	Shire Donnybrook-Balingup
	Zone:	N/A
	File Ref:	TP07/1
	Author:	Damien Morgan, Manager Works & Services
	Report Date:	5 April 2016
	Attachments:	5.1.1 – Maintenance Report

Background

Maintenance Issues as outlined in the Project Maintenance Report were discussed.

(Officer's Recommended Resolution) Committee's Decision

Moved: N King

Seconded: P Hicks

That the Maintenance Issues Report be received, with any new items raised at the Balingup Townscape Committee meeting included.

Carried 8/0

5.1.2	SUBJECT:	UPDATE ON WORKS PROGRAM
	Location:	Shire of Donnybrook/Balingup
	Applicants:	Administration
	Zone:	N/A
	File Ref:	WRK 04/4
	Author:	Damien Morgan, Manager Works & Services
	Report Date:	5 April 2016
	Attachments:	Nil

Damien Morgan, Manager Works and Services provided an update on the Works Program for Balingup.

5.1.3 SUBJECT: BUDGET PRIORITIES FOR COUNCIL CONSIDERATION IN 2016/17 FINANCIAL YEAR

Location: Balingup Townscape Committee
Applicants: Balingup Townscape Committee
Zone: N/A
File Ref: FNC 04/1
Author: Damien Morgan, Manager Works and Services
Report Date: 5th April 2016
Attachment: Nil

Background

The Balingup Townscape Committee is required to develop a list of priority ranked projects for recommendation and consideration by the whole Council during the formation of the 2016/17 Financial Year budget.

Comment

Previously, the Townscape Committee Budget has been accepted and approved by the Council. A priority ranking is required because typically, not all budget requests are approved. The 15/16 endorsed Townscape Committee priority list is outlined below:

Priority	Project	Estimated Cost
1.	20 brackets for Scarecrows on Main Street.	\$5,000
2.	Fence along Balingup Brook (North of town).	\$7,500
3.	Establish new path for above.	\$5,000
4.	Upgrade planter boxes and investigate median strip entry statement for installation. Auto-reticulation for planter boxes.	\$10,000
5.	New path installation left over Koolyir Mia Bridge.	\$5,000
6.	Plant trees opposite the school on the reserve.	\$1,500
7.	Solar lighting; general enhancement of trees, bridges and entry to town.	\$1,500

Other possible considerations for inclusion in the 16/17 budget are:

- Forrest Street – parking and road upgrade (development & costing of detailed concept plans)
- Boardwalk connection to Balingup Brook Bridge (development & costing of detailed concept plans)

- Identified planting of Street Trees
- Replacement of trees along Balingup Brook
- Priority Walkways

It is understood that most of the current 15/16 budget allocation of \$36,700, was committed to:

- Replacement and lifting of the Balingup Brook pedestrian bridge (\$29,200); and
- Installation of brackets for the annual erection of scarecrows (\$5,000).

Delays in these projects have resulted in only \$3,281.25 being expended from the 2015/16 budget which is comprised of the purchase of timber decking for the pedestrian bridge; purchase, delivery and installation of mulch for street trees; and the re-erection of the southern entry picket fence.

The committee should identify projects it intends to carry over, along with new project for Councils consideration.

Consultation

The Balingup Townscape Committee is formally constituted by the Council and authorised to make recommendations for approval by the Council.

Policy/Statutory/Voting Implications

Policy

Consistent with Council policy.

Statutory

Consistent with Council's formal budget process.

Voting

A simple majority is required for recommended items in priority order.

Financial Implications

The Council typically approves an annual amount in the vicinity of \$25,000 for the setting of priorities by the Balingup Townscape Committee.

From time to time, part of this annual budget is carried over where approved projects cannot be delivered within the budgeted period.

The Council will assess the impact of the Balingup Townscape Committee's priority recommendations on the budget during its overall consideration of the full budget consistent with the 10-Year Financial Plan.

Strategic Implications

Funding forms the basis of the Works Program for the financial year and approved projects will ensure delivery.

**(Officer’s Recommended Resolution)
Committee’s Decision**

Moved: N King

Seconded: G McMullen

The Committee resolved to:

- 1. Agree to the following draft list and to provide the Shire with a formal list within seven (7) working days of the meeting for funding approval in preparation of the Shire of Donnybrook-Balingup Budget for the 2016/17 Financial Year; and**

Priority	Project (Denote C/O if carryover)	Estimated Cost
1.	Carried Over: Lift the Foot Bridge	\$25,000
2.	Bridge Path (concept) to marry in with the raised bridge	\$5,000
3.	Tree and removal along Balingup Brook (transit Park)	\$5,000

- 2. Complete the following projects before the end of the 2015/16 Financial Year:**
 - a) Brackets for Scarecrows on Main Street**
 - b) Plant trees on ‘old’ Fire Shed Site**
 - c) New path for Koolyir Mia Bridge**
 - d) Complete decking of the Balingup Pedestrian Bridge**

Carried 8/0

** 9.30 – Wendy Ayers left the meeting.

5.1.4	SUBJECT:	BALINGUP TOWNSCAPE DEVELOPMENT PLAN
	File Ref:	TP07/1
	Author:	Bob Wallin)
	Report Date:	25 February 2016
	Attachments:	5.1.4(1) - Review of Balingup Townscape Development Plan
		5.1.4(2) - Balingup Village Green Master Plan

Background

The Balingup Townscape Development Plan requires an annual update and a 5 yearly review (due 2017).

The purpose of this report is to undertake an update of the plan to understand the level of progress completed and to see if uncompleted tasks are still relevant and what priority should be assigned to them.

There is also opportunity to start thinking about what items, projects and initiatives could be included in the 5 yearly review.

Attachment 5.1.4(1) provides a summary of the status of outstanding tasks as well as details on completed projects. Comments were sought from the Townscape Committee Members to confirm factual correctness as well as priorities and focusing on uncompleted tasks and the summary was updated.

A key part of the plan relates to the Balingup Village Green Master Plan (Attachment 5.1.4(2)). Could you please give attention to which elements of this plan require updating or review to ensure that it is up to date and still reflects relevant aspirations for the town?

Consultation

This is an annual review and no specific consultation is required. It is noted that next year, the 5-year review will involve a public consultation process.

Policy/Statutory/Voting implications

N/A

Strategic Implications

The Shire's Strategic Plan states that Council will work with the Townscape Committees to develop and maintain town centres / streetscapes and encourage the use of native plants in beautification programs. The preparation of a comprehensive Development Plan will guide future projects within the Balingup townsite, consistent with the Strategic Plan.

Financial Implications

Project costs are estimated.

(Officer's Recommended Resolution) Committee's Decision

Moved: N King

Seconded: G McMullen

- 1. Balingup Townscape Committee agree to update the modified Balingup Townscape Development Plan;**
- 2. That the updated Balingup Townscape Development Plan be presented to the Council for adoption.**

Carried 7/0

6. OTHER BUSINESS

Committee's Decision

Moved: N King

Seconded: G McMullen

That the replacement of the Balingup Pedestrian Bridge decking be completed by the end of the 2015/16 Financial Year.

Carried 6/1

Committee's Recommended Resolution

Moved: N King

Seconded: G McMullen

That the Committee reallocates the \$1,000 set aside for installing a fence along Balingup Brook to engaging an artist to paint a mural at the Balingup Skate Park.

Carried 7/0

7. CLOSURE OF MEETING

The Chairperson advised that the date of the next Balingup Townscape Committee Meeting will be Wednesday, 8th June 2016 commencing at 8.30am in the Community Centre, Balingup.

The Chairperson declared the meeting closed at 10.24am.