



Donnybrook Townscape Committee Meeting Minutes

Held on

Wednesday 1 February 2017

Commencing at 4.02pm

In the Seniors Room, Donnybrook Community Library
Emerald Street, Donnybrook

A handwritten signature in black ink, appearing to read "BGR" followed by a flourish.

Ben Rose
Chief Executive Officer

2 February 2017

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.



DONNYBROOK TOWNSCAPE COMMITTEE MEETING MINUTES

1 FEBRUARY 2017

TABLE OF CONTENTS

1.	PUBLIC QUESTION TIME.....	3
2.	DECLARATION OF FINANCIAL INTEREST.....	4
3.	PETITIONS/DEPUTATIONS/PRESENTATIONS.....	5
4.	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	5
4.1	<i>Donnybrook Townscape Committee Meeting</i>	5
5.	REPORTS OF OFFICERS.....	5
5.1	<i>Principal Planner</i>	5
5.1.1	SUBJECT: REQUEST FOR DONNYBROOK COMMUNITY GARDEN SITE....	5
5.1.2	SUBJECT: REQUEST TO RELOCATE THE OLD DONNYBROOK SKATE PARK TO KIRUP.....	7
5.2	<i>Manager Works and Services</i>	9
6.	OTHER BUSINESS.....	9
7.	CLOSURE OF MEETING.....	10

SHIRE OF DONNYBROOK-BALINGUP

DONNYBROOK TOWNSCAPE MEETING MINUTES

**Held in the Seniors Room, Donnybrook Community Library,
Emerald Street, Donnybrook on Wednesday 1 February 2017,
commencing at 4.02pm**

The Chairperson, Cr Logiudice and Deputy Chair, Cr Tan were apologies for the meeting. Bob Wallin, Principal Planner declared the meeting open at 4.02pm and called for nominations for Presiding Officer in compliance with Section 5.14 of the *Local Government Act 1995*.

Cr Bailey nominated Cr Dilley to the position of Presiding Officer. Cr Dilley accepted the nomination. In the absence of any further nominations the Principal Planner duly declared Cr Dilley elected as the Presiding Officer of the Committee for the February meeting.

Cr Dilley took the chair.

MEMBERS PRESENT

COUNCILLORS	SHIRE OFFICERS	COMMUNITY
Cr Bailey	D Morgan – Manager Works & Services	J Thomson
Cr Dilley	B Wallin – Principal Planner	M Hickman

PUBLIC GALLERY

J Scott

C Allen

APOLOGIES

Cr Logiudice

Cr Tan

C Newman

B Rose – Chief Executive Officer

1. PUBLIC QUESTION TIME

Questions taken without notice:

June Scott

Has the installation of the brown and white Gnomesville Tourism sign progressed? Please find attached photograph of the Lowden Crossroads junction current directional signage, located opposite shire's Mosedale Park. The Shire of Dardanup has installed Brown and white tourism directional signage, of a similar size to the current green and white signs at Lowden Crossroads.

Principal Planner

I will research this to confirm advice received from Main Roads WA and provide a response in writing.

June Scott

Is there any guide or other to present consistent tourism directional signage within the Shire of Donnybrook Balingup? If not can there be? Tourism WA have a guide associated with Main Roads requirements and other. It shows directional signage to services as Blue and White and Tourism business's etc. and other as Brown and White. Winery's with Cellar Door appear to fall into the Tourism category not the service category.

Not to bring attention to any winery or other, it was noticed Oakway directional sign is Blue and White where as others are brown and white.

Principal Planner

This matter can be investigated.

June Scott

Some directional and standard tourism signage is still present at a few locations for operations that no longer exist. Is it possible to review if the signage is in need of removal? The northern entrance winery promotion signage has Byramagou still present, I'm not sure of the requirements to keep signage if a property that is named as such but not trading, or if it should be operating as a tourism business to keep signage active. The Goldfields Orchard has been closed for a long time, the signage has some graffiti. A company was/is operating selling cider outside, but doesn't appear to open to the public, that being Custard & Co. who provide product to various Pork and Apple events, inclusive of the east coast. The Goldfields is a feature of the Donnybrook landscape, but the Tourism signage identifies a business trading that you can visit, on following the signage tourists are met with a closed shop, so it doesn't provide a good visitor experience.

Principal Planner

An audit can be undertaken to investigate this matter.

June Scott

There is no directional signage at the Collie junction to Donnybrook, I'm not sure if this would be a question for an Ordinary Council Meeting, but is it possible for our shire to deal with Collie and have a directional sign installed to Donnybrook? The Bunbury Drives Trails encourages movement from Bunbury to Collie to Donnybrook; people entering into the south west from Albany Highway feeds find no directional signage at Collie to Donnybrook. It is a prominent traffic feed to Donnybrook.

Principal Planner

This can be taken into account during the planning process.

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

Colin Allen from Allens Traffic Management Pty Ltd attended the meeting to discuss Item 6.5 – Events Parking.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 *Donnybrook Townscape Committee Meeting*

Moved: Cr Bailey

Seconded: J Thomson

That the Minutes of the Donnybrook Townscape Committee Meeting held on 14 December 2016 be confirmed as a true and accurate record.

Carried 4/0

5. REPORTS OF OFFICERS

5.1 *Principal Planner*

5.1.1	SUBJECT:	REQUEST FOR DONNYBROOK COMMUNITY GARDEN SITE
	Location:	Lot 51 Reserve Street, Donnybrook and Reserve 17521 (Egan Park)
	Applicants:	Donnybrook Community Garden Inc.
	Reserve:	Parks and Recreation
	File Ref:	A162
	Author:	Bob Wallin (Principal Planner)
	Report Date:	16 January 2017
	Attachments:	5.1.1 - Location Plan

Background

The Donnybrook Community Garden Inc. presented to the Townscape Committee at its meeting on 14 September 2016 outlining its preferred site (Corner Irishtown Road and South Western Highway) as well as providing a concept sketch.

Research has indicated that there are a number of constraints to this site including:

- Need to amend vesting order (currently can only be used as “Caravan Park”);
- Lack of services (water source, toilets, power, parking...);
- High visibility of the site; and
- Distance from town.

A new alternative site is suggested.

The preferred site includes portion of Lot 51 Reserve Street, Donnybrook (see Attachment 5.1.1 – Location Plan) and Reserve 17521. The proposal is to use the rear portion of Egan Park.

The Donnybrook Community Garden Inc. now seeks Council support to use this site.

The subject land is reserved “Parks and Recreation” under Local Planning Scheme No.7 (LPS7). The proposed use is consistent with the intent of the reserve.

Reserve 17521 is vested with the Shire for the purpose of “Recreation” and Lot 51 is owned freehold. The proposed use is consistent with the management order.

The suggested site is well located for the use and is close to required services. The site will not impact adversely on other uses.

Comment

The proposed site is vacant and low lying. It is not suitable for the extension of the “transit park” without significant amounts of fill.

There is limited potential for land use conflict.

The site is generally screened and will not impact on streetscape and landscape values.

The proposal is consistent with the visions and objectives outlined in the Strategic Community Plan. Objective 3 states:

“A healthy, safe and inclusive community enjoying a high quality of life.”

A community garden encapsulates this objective.

Establishing a community garden at the site does not preclude future changes or other uses occurring on the site over time. Community gardens do not require significant infrastructure. Further, any earth works or improvements can easily be removed with little cost or effort.

Community gardens have some potential to look disordered or have an organic arrangement and appearance. In this case, there is potential to have a design that provides an attractive formal screening element that can lift the appearance of the locality.

Council has the power to lease and sub –lease Reserve 17521. It is noted that the proposed site is located outside the lease area boundary used by the Country Club.

Policy/Statutory Implications

The proposed use is consistent with the Parks and Recreation Reservation.

Financial Implications

N/A

Strategic Implications

Outcome 2.8 – Our townsites are attractive, well presented and maintained.

Outcome 3.5 – Our volunteers and community organisations are supported and acknowledged

Outcome 3.9 – Existing community spirit and pride is maintained.

Outcome 3.10 – The community has access to appropriate services and facilities to enhance their health and well-being.

Outcome 3.11 – Attract and retain young families.

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

Moved: Cr Bailey

Seconded: J Thomson

The Committee resolve to recommend that Council:

- 1) Seek community and Government Agencies comment and feedback on the location of the proposed Community Garden site at Egan Park; and**
- 2) Instruct the Chief Executive Officer to:
 - a. Undertake actions to implement point 1 above;**
 - b. Report to Council with a recommendation; and**
 - c. Investigate leasing arrangements.****

Carried 4/0

5.1.2	SUBJECT:	REQUEST TO RELOCATE THE OLD DONNYBROOK SKATE PARK TO KIRUP
	Location:	Kirup
	Applicants:	Kirup Progress Association Committee
	Reserve:	23890
	File Ref:	A2928
	Author:	Bob Wallin (Principal Planner)
	Report Date:	16 January 2017
	Attachments:	5.1.2(1) - Site Plan 5.1.2(2) - Construction Details.

Background

The Kirup Progress Association Committee at its meeting on 6 July 2016 resolved to request the Donnybrook Townscape Committee to consider relocating the old skate park to Kirup.

Council at its meeting 28th September 2016 resolved to:

- “1) Advise the Kirup Progress Association that at this stage it does not have any available budget to repair and relocate the transportable skate park to Kirup; and*
- 2) Instruct the Chief Executive Officer to undertake research into other uses of the existing transportable skate park that could provide a fun recreational asset and recreational activity to Kirup such as a pump track and report back to the Kirup Progress Association Committee.”*

Since this time, the Kirup Progress Association has:

- a) Identified a site for a 20m x 6m concrete slab for a skate park;
- b) Identified the cost of providing the slab, approximately \$7,000.00, and ways of self-funding the construction.

A site plan and sketch of construction details are shown in Attachment 5.1.2. The construction will accord with recommended standards for skate parks.

The existing skate park infrastructure (ramps and rails) will require relocation to Kirup as well as some minor maintenance works. Minor maintenance works include fixing a number of plates that smooth the transition of the ramp from the ground and re-painting to remove graffiti and lift the presentation. The minor works are intended to be completed by volunteers.

The Kirup Progress Association is undertaking fund raising and investigating grant funding opportunities for the construction of the slab. Options available include:

- a) The shire's Community Grants Program;
- b) Community Sporting and Recreation Facilities Fund (Sports and Recreation) funding;
- c) Regional Grants Program (Community Chest); and
- d) Lotterywest.

This item is presented to request the relocation of the skate infrastructure (ramps). This element of the project will cost approximately \$2,000.00.

Comment

The Donnybrook Townscape Budget currently has \$7,000.00 set aside for unspecified purposes.

This project will provide an additional recreational facility to the Kirup townsite and has potential to be well used and enjoyed.

The site is suitably distant from noise sensitive land uses (houses) while still benefiting from passive surveillance.

The skate park would benefit from some shade tree planting nearby to provide places for resting and shade for users.

Policy/Statutory Implications

N/A

Financial Implications

The relocation of the skate park will cost approximately \$2,000.00. Funding for this part of the project is available through the Donnybrook Townscape Budget.

Strategic Implications

Outcome 2.8 – Our townsites are attractive, well presented and maintained.

Outcome 4.7 – Maintain and enhance Shire assets.

Outcome 3.6 – Existing community spirit and pride is maintained.

Outcome 3.11 – Attract and retain young families.

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

Moved: Cr Bailey

Seconded: M Hickman

The Committee recommends that Council:

- 1) Set aside up to \$2,000.00 from the 2016/17 Donnybrook Townscape Budget to relocate the transportable skate park to Kirup;**
- 2) Undertake the relocation works when funding for the base slab has been secured and the works completed;**
- 3) Advise the Kirup Progress Association to liaise with the Shire’s Works and Services Manager prior to commencing construction work of the base slab to confirm construction standards and the detailed location.**

Carried 4/0

5.2 Manager Works and Services

Nil

6. OTHER BUSINESS

6.1 Update on Action Items List

Shire staff provided a status update on the Action Items list as at 1 February 2017 (Attachment 6.1 – Action Items List).

6.2 Line Marking

The Shire received a request from the Donnybrook Chamber of Commerce to line mark caravan parking bays in the existing truck and caravan parking area next to the public toilets.

The cost of this is not significant and can be accommodated within the existing budget, however the committee needs to consider, if undertaken, that it restricts truck parking options within the area.

Manager Works and Services and Shire Rangers to identify suitable options to better manage caravan parking consistent with existing signage and respond to the Donnybrook Chamber of Commerce.

6.3 Proposed Improvements to Old Caravan Park Site

Shire staff have identified an opportunity to utilise the old road and subgrade materials that will be removed as part of Main Roads WA Highway Works Project within Donnybrook to fill the verge area in the old caravan park site just south of Marmion Street.

The intent is to use the material to fill the low section between the edge of the Highway and the internal track. A few small planted trees/shrubs may need to be removed, however the intent is, once filled, to spread lawn seed at the start of winter along with some new trees to

improve the area, and make the area more practical for some of the possible uses that are being discussed.

The committee had no objections to the works proceeding as outlined.

6.4 Meldene Estate Footpath

The Department of Transport has advised that the Shire's application to the 2017/18 Regional Bicycle Network Local Governments Grants Program for the Meldene Estate Link was unsuccessful. This year a total of \$1,450,000 was applied for with only \$630,000 available to be allocated (due to pre-committed projects awarded in 2016/17 for 2017/18 construction).

Applications for the 2018/19 grants program will open in June 2017, with confirmation of the exact dates to be advised in the coming months.

The Committee noted the advice.

6.5 Events Parking

Colin Allen from Allens Traffic Management Pty Ltd haD written to the Shire regarding traffic management at local events (Attachment 6.5) and have requested these issues be discussed at the Donnybrook Townscape Committee.

Manager Works and Services to coordinate a meeting with Shire staff, Colin Allen - Allens Traffic Management, and the major Shire event organisers to discuss the traffic management issues raised by Mr Allen.

7. CLOSURE OF MEETING

The Shire President advised that the date of the next Donnybrook Townscape Committee Meeting will be held at 4.00pm on Wednesday, 12 April 2017 at the Seniors Room, Donnybrook Community Library.

The Chairperson declared the meeting closed at 4.40pm.

These Minutes were confirmed as a true and accurate record at the Donnybrook Townscape Committee Meeting held on _____.		
Shire President		Presiding Member

DONNYBROOK TOWNSCAPE COMMITTEE - ACTION ITEMS AS AT 1 FEBRUARY 2017

Action	Assigned To	Comments/ Status
Collins Street Local Development Plan	MWS	Shire has applied for blackspot funding in 2017/18 to install additional paths, improve pedestrian crossing, and improve street lighting.
Arboretum Signage	PP	Draft sign provided to committee members for feedback prior to finalising the design.
Review of Moveable Signage on Donnybrook Main Street	PP	Waiting on finalisation of Amendment 4 to LPS7 which is with the Minister for Planning.
Outdoor Ping Pong Table	PP	Ongoing project.
Men in Sheds	MDES	Agenda Item being prepared for February 2017 OCM.
Reserve (Corner Victory Lane and South Western Highway)	PP	Shire representatives to meet with Brookfield Rail and adjacent business owners to discuss future use of the informal parking area. Meeting to be scheduled.
Public Toilet near Railway Station	PP	To investigate any Heritage Issues.
Community Garden	PP	Agenda item presented to the February 2017 Townscape Committee Meeting. Seeking public comment.
Request to Relocate the Transportable Skate Park to Kirup	PP	Agenda item presented to the February 2017 Townscape Committee Meeting.
Disable Parking Bay	PP	Applicant requested to provide additional info supporting request, nothing further has been provided.
Footpath to Meldene Estate	MWS	Grant application unsuccessful. Awaiting next grant funding round.
Model Train Set	PP	Consultation continuing.