



Donnybrook Townscape Committee Meeting Minutes

Held on

Wednesday 14 June 2017

Commencing at 4.00pm

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

Ben Rose
Chief Executive Officer

21 April 2017

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



DONNYBROOK TOWNSCAPE COMMITTEE MINUTES

14 JUNE 2017

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SHIRE OF DONNYBROOK BALINGUP

DONNYBROOK TOWNSCAPE MEETING MINUTES

Held in the Seniors Room, Donnybrook Community Library,
Emerald Street, Donnybrook on Wednesday 14 June 2017,
commencing at 4.00pm

MEMBERS PRESENT

COUNCILLORS	SHIRE OFFICERS	COMMUNITY
Cr Logiudice Cr Bailey Cr Dilley Cr Tan	D Morgan – Manager Works and Services B Wallin – Principal Planner	

PUBLIC GALLERY

June Scott
Jim Gerde

APOLOGIES

M Hickman B Rose – Chief Executive Officer

1. PUBLIC QUESTION TIME

Questions taken with notice prior to the Donnybrook Townscape Committee Meeting:

June Scott

Can you please advise why after years and years of need the Donnybrook Arboreta remains un-maintained un-loved and dis-respected and possibly un-safe?

The arboreta is a sister arboreta to Nannup whom maintain theirs. Donnybrook's arboretum is an entry point and place to visit for our growing visitor numbers. The more things, sites a visitor has to engage in the longer they stay the more likely they are to put their hand in their pocket and spend. It is an economic as well as aesthetic consideration to improve the arboreta park.

The park has an existing replica timber spot mill lacking interpretation, picnic tables and chairs that are unsafe with concrete blocks above the ground making them unstable, the tables are also located within the fall zone of branches, neither shire mapping nor any display of a proud shire to welcome to set the tone of our shire for visitors.

The historic 1896 steam traction engine has sunk in the ground and is degrading further, the timber jinker, of which a limited number exist is rotting away in the weather.

Lottery west was positive, should the parkland be upgraded but there was a need for a concept plan from shire. This has been asked for many years with the same negative response given for years and years by shire, inclusive of via the townscape shire representatives.

It appears Friends of the Arboreta whom shire refers to as the go to group are not an active functioning group.

On this agenda, again signage for the area is mentioned, awaiting the independent shire funded local tourism organisation (LTO) and the local Business Chamber for signage design, (the wait has been for years) yet our shire has the capacity and ability to take the lead and re-direct signage to consistent mapping and information signage, with an opening for future input from the LTO and Business Chamber.

Chief Executive Officer

The Shire has only limited resources and capacity to invest in this infrastructure. Investment in this infrastructure/asset has not been identified as a high priority for the community through recent rounds of community consultation (Strategic Community Plan).

June Scott

Why is shire not acting as a leader in this matter? Please note the awareness Main Roads WA have re-installed bollards they removed and DFES has acted to control the fire hazard on the north side. My questions relate to the southern side only.

Chief Executive Officer

The Shire has only limited resources and capacity to invest in this infrastructure. Investment in this infrastructure/asset has not been identified as a high priority for the community through recent rounds of community consultation (Strategic Community Plan).

June Scott

Is the townscape committee and shire management in general aware that the installation of Public Outdoor Ping Pong trending POPP tables? if installed in the Donnybrook Railway Heritage Precinct as part of an activation concept plan would complement the historic use of the location as Tennis Court's?

Chief Executive Officer

Shire staff are aware of the POPP concept. The assertion that installation of Public Outdoor Ping Pong will complement the historic use of the area is subjective, however, is worthy of further investigation as part of a broader place-making review of the Shire's townsites.

June Scott

Can the industrial businesses be accountable for a portion of landscaping on the northern entry to town via gardens as buffers on their own land, to hide the storage of mining drill rigs etc. to assist shire's action to improve the northern entrance to Donnybrook as per today's agenda item?

Chief Executive Officer

This would have to be on a voluntary basis only, as the Shire/State Government have only limited powers to 'enforce' particular actions on private land.

June Scott

Are NSW Spotty gums the most appropriate choice of trees for the northern entrance?

- Are they compatible with the underground services?*
- Are there examples of aged trees in the Donnybrook arboreta?*
- Are they a maintenance cost effective tree as they age?*

Chief Executive Officer

NSW Spotted Gums have been recommended as part of a mixed planting approach as they meet a variety of criteria/considerations (highlighted in the question).

June Scott

Did shire advise Chaz Newman in writing he was accepted as a member of the Donnybrook Townscape Committee?

Chief Executive Officer

Yes.

Questions taken without notice at the Donnybrook Townscape Committee Meeting:

Jim Gerde

What is being done about the reserve near the Vibe station (corner Victory Lane and South Western Highway)? The current use of the site by trucks is dragging mud and dust onto the highway.

Principal Planner

An item will be considered in the draft budget for the upgrading of the reserve.

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 Donnybrook Townscape Committee Meeting

Moved: Cr Tan

Seconded: Cr Bailey

That the Minutes of the Donnybrook Townscape Committee Meeting held on 12 April 2017 be confirmed as a true and accurate record.

Carried 4/0

5. REPORTS OF OFFICERS

5.1 *Principal Planner*

5.1.1 LANDSCAPE IMPROVEMENT FOR NORTHERN END OF DONNYBROOK TOWNSITE

File Ref: TP07/1
Author: Bob Wallin)
Report Date: 21 April 2017
Attachments: 5.1.1(1) – Location Plan
 5.1.1(2) – Description and Example of Proposed Trees

Background

The northern approach to Donnybrook is characterised by industrial activities that provide a less than appealing image of what the town has to offer and has potential to be improved to lift streetscape presentation and provide a better image of the town.

This proposal seeks support of the townscape committee to allocate funding for street tree planting along the South Western Highway between the southern end of the Arboretum and the northern side of the golf course entrance road) (Attachment 5.1.1(1)). This equals a stretch of approximately 400m.

It is not possible to plant trees within the verge north of the arboretum towards the Meldene Estate entrance due to the narrow road reserve width.

This proposal aligns with the Donnybrook Townscape Development Plan (2012-2017). The Donnybrook Townscape Development Plan was originally adopted by Council in 2006 and was reviewed in 2011 and 2014.

The intent of the plan is to guide:

“...development and improving pedestrian and movement systems built form, landscape and cultural identity in Donnybrook.”

The plan divides the townsite into 5 precincts. Each precinct has a theme and set of recommendations and actions to meet the guiding principles of the plan mentioned above.

One of the opportunities of the plan for the northern precinct is to improve the entrance to town by providing an informal landscaped entry statement.

It is proposed to plant Illawarra Flame trees and Spotted Gums at a density of 1 tree per 10m (Attachment 5.1.1(2)). The project will require a planting of 80 trees in a two stage approach; Stage 1 = 55 trees, Stage 2 = 25 trees. The cost of the project is estimated at \$17,428:

Description	Stage 1	Stage 2
Trees and Soil	\$ 3,575	\$ 1,625

Labour	\$ 6,270	\$ 2,850
Equipment (Loader, truck and ute's)	\$ 2,136	\$ 972
TOTAL	\$11,981	\$ 5,447

The ideal time to start the project is immediately to make the most of the cool and wet weather.

Maintenance (watering and pruning) will be required for first two years and is estimated to cost \$7,800 per annum until the trees are established. It is noted that ongoing maintenance beyond the first two years will be absorbed into existing landscaping maintenance budgets as existing trees and landscaping areas within the shire mature and no longer required intensive maintenance.

There is presently \$7,000 unallocated in the 2016/17 Townscape budget and \$5,221 remaining from an original budget of \$10,000 set aside for Christmas lights that were purchased last season. This equates to a budget of \$12,221 from the 2016/17 Financial Year. The remaining \$5,207 and ongoing maintenance of the trees will be identified in the 2017/18 Townscape budget.

Policy/Statutory/Voting implications

The proposal is consistent with the intent of the Donnybrook Townscape Development Plan 2012-2017.

Strategic Implications

The Shire's Strategic Plan states that Council will work with the Townscape Committees to develop and maintain Town Centres / streetscapes. This proposal aligns with this vision.

Financial Implications

The estimated cost of purchasing and planting the trees will be \$17,428. In addition to this, maintenance of \$15,600 will be required for watering and pruning over the first two years. The first stage costs will be a total of \$12,221. Maintenance over the first two years is calculated at 6 hours per week over summer. It is noted that ongoing maintenance beyond the first two years will be absorbed into existing landscaping maintenance budgets as existing trees and landscaping areas within the shire mature and no longer required intensive maintenance.

Committee's Recommended Resolution (Officer's Recommended Resolution)

Moved: Cr Dilley

Seconded: Cr Tan

The Donnybrook Townscape Committee recommends that Council:

- 1) Allocate \$12,221 from the Donnybrook Townscape budget, consisting of \$7,000 of unallocated money and \$5,221 from unspent Christmas light funds to enable the purchase and planting of street trees for the northern entrance to the Donnybrook townsite in accordance with the first stage of the staging plan.**

- 2) Instruct the Chief Executive Officer to implement Point 1 subject to review of the tree selection regarding size and invasiveness.**

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 June 2017 (Attachment 6.1).

6.2 *Donnybrook CCTV Project*

The Manager for Works and Services provided an update on the status of the CCTV project. The Shire recently called for quotes and received one submission which was in excess of the budget allocation. Shire Officers, in discussion with local police, have redefined the scope and are currently seeking new quotes for the CCTV project.

6.3 *Proposed Capital Works Projects for 2017/18*

Manager Works and Services provided update on the proposed Capital Works projects scheduled for the Donnybrook townsite.

The committee requested a copy of the Collins Street report be made available at the next Townscape Committee Meeting.

6.4 *Resignation*

Mr John Thomson has submitted his resignation from the Donnybrook Townscape Committee. Mr Thomson's resignation was accepted by the Shire Chief Executive Officer under Regulation 4 of the *Local Government (Administration) Regulations 1996*. The committee acknowledged the contribution made by Mr John Thomson.

6.5 *Arboretum Steam Mill*

The Steam Mill, a piece of local history for tourists and visitors to enjoy, is located at the Arboretum and has fallen into a state of disrepair.

Committee's Recommended Resolution

Moved: Cr Bailey

Seconded: Cr Dilley

The Donnybrook Townscape Committee recommends Council to instruct the Chief Executive Officer to investigate grant options for the preservation of the Arboretum Steam Mill.

Carried 4/0

7. CLOSURE OF MEETING

The Shire President advised that the date for the next Donnybrook Townscape Committee Meeting will be held at 4.00pm on Wednesday, 9 August 2017 at the Seniors Room, Donnybrook Community Library.

The Chairperson declared the meeting closed at 4.50pm.

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 8 JUNE 2017

Action	Assigned To	Comments/ Status
Collins Street Local Development Plan	MWS	The 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. Waiting on designs from the Tourism Association and Chamber of Commerce.
Review of Moveable Signage on Donnybrook Main Street	PP	Amendment No.4 has been granted final approval by Minister for Planning subject to modifications. Once gazetted, local business owners along the main street will be notified of the new requirements.
Outdoor Ping Pong Table	PP	Ongoing project.
Reserve (Corner Victory Lane and South Western Highway)	PP	Informal discussion has started with adjoining land owners.
Public Toilet near Railway Station	PP	To investigate any Heritage Issues.
Community Garden	PP	A draft lease document has been prepared and is with the community garden group to consider as part of application to Department of Lands. Staff will be meeting with committee regarding design options in June.
Request to Relocate the Transportable Skate Park to Kirup	PP	Agenda item presented to the February 2017 Townscape Committee Meeting. Applicant advised of the decision.
Model Train Set	PP	Advice has been provided regarding grant applications

Action	Assigned To	Comments/ Status
Arboretum Steam Mill	PP	Committee's recommendation for Council to instruct the Chief Executive Officer to investigate grant options for the preservation of the Arboretum Steam Mill to go to the June 2017 Meeting.