



# Balingup Townscape Committee Meeting Minutes

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Held on

Wednesday 14 June 2017

Commencing at 8.30am

In the Community Centre, Balingup

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**Ben Rose**  
**Chief Executive Officer**

**20 June 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 contain recommendations which have not yet been adopted by Council.

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## **BALINGUP TOWNSCAPE COMMITTEE MEETING MINUTES**

**14 JUNE 2017**

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# SHIRE OF DONNYBROOK/BALINGUP

## BALINGUP TOWNSCAPE MEETING MINUTES

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Held in the Balingup Community Centre  
Wednesday, 14 June 2017 at 8.30am

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### MEMBERS PRESENT

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#### COUNCILLORS

Cr Bailey  
Cr Mills

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#### SHIRE OFFICERS

B Wallin – Principal Planner  
D Morgan – Manager Works & Services

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#### COMMUNITY

H Christensen  
W Ayers  
P Hicks  
N King  
G McMullen

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### PUBLIC GALLERY

E Horton

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### APOLOGIES

D Cortis

R Benson

A Cullen – Team Leader, Horticulturalist

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### 1. PUBLIC QUESTION TIME

Nil

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### 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

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### 3. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil



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<b>5.1.2</b>	<b>UPDATE ON WORKS PROGRAM</b>
<b>Location:</b>	<b>Shire of Donnybrook Balingup</b>
<b>Applicants:</b>	<b>Administration</b>
<b>Zone:</b>	<b>N/A</b>
<b>File Ref:</b>	<b>WRK 04/4</b>
<b>Author:</b>	<b>Damien Morgan, Manager Works and Services</b>
<b>Report Date:</b>	<b>8 June 2017</b>
<b>Attachments:</b>	<b>Nil</b>

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Manager Works and Services provided a status update on the Works Program for Balingup.

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<b>5.1.3</b>	<b>BALINGUP CAR PARK UPGRADE (RAILWAY RESERVE)</b>
<b>Location:</b>	<b>Balingup</b>
<b>Applicants:</b>	<b>Balingup Townscape Committee</b>
<b>Zone:</b>	<b>NB/A</b>
<b>File Ref:</b>	<b>TP 07/7</b>
<b>Author:</b>	<b>Manager Works and Services</b>
<b>Report Date:</b>	<b>7 June 2017</b>
<b>Attachment:</b>	<b>5.1.3(1) - Revised Concept Car Park Plan 5.1.3(2) - Email from The Packing Shed</b>

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## **Background**

The existing gravel car park adjacent to the Balingup War Memorial Gardens and “Packing Shed” causes frequent maintenance issues for the Shire due to an increase in the use of this parking area. A concept plan for the sealing of the car park was presented to Balingup Townscape Committee at its meeting held on 14 December 2016.

Shire Officers now seek Committee endorsement for the revised concept design proposal to have the sealing project considered within the 2017/18 Council budget, and secure legal public access rights to the car park from the “Packing Shed” driveway.

## **Comment**

Since presenting the concept plan to the December meeting, officers have been consulting with the owners of the Packing Shed in relation to securing public access rights to the car park via their driveway.

From this process the owners of the Packing Shed have agreed to an easement to formalise the existing public access from South Western Highway (Attachment 5.1.3(2)), and support the car park upgrade.

The car park upgrade will consist of sealing approximately 725m<sup>2</sup> with two coat chip seal, a 200m<sup>2</sup> gravel hard-stand area and associated line marking. It is intended that storm water drainage will be via overland flow into the Balingup War Memorial Gardens.

Depending on the final surface selection the project is estimated to cost approximately \$50,000, and will utilise the \$14,000 private contribution previously paid by the owners of the "Packing Shed".

### **Consultation**

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

Officers have consulted with the owners of the Packing Shed.

### **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**

If supported a budget allocation of \$50,000 will be included in the draft 2017/18 Budget to complete these works. Approximately \$36,000 will be sourced from Shire funds, and \$14,000 from private contributions.

### **Strategic Implications**

Outcome 2.8, Our town sites are attractive, well presented and maintained.

Outcome 3.2, Quality community and recreational facilities that are well used by all ages and abilities.

Outcome 3.8, Maintain a safe and friendly community environment.

Outcome 3.9, Existing community spirit and pride is maintained

Outcome 4.1, An informed, engaged and involved community that actively participates.

Outcome 4.7, Maintain and enhance Shire assets.

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

**Moved: Cr Bailey**

**Seconded: W Ayers**

**That the Balingup Townscape Committee recommends Council support the upgrade of the car park located adjacent to the Balingup War Memorial Gardens and existing driveway within Lot 121 South West Highway as per the Balingup Car Park Design Plan dated June 2017 and requests Council:**

1. Consider this project within the 2017/18 Annual Budget, with a funding allocation of \$50,000 for the works. \$36,000 being sourced from Shire Funds and \$14,000 from private contributions; and
2. Instruct the Chief Executive Officer to secure an easement for public access within Lot 121 South West Highway as shown on the Balingup Car Park Design Plan dated June 2017.

Carried 7/0

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## 5.2 *Principal Planner*

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### 5.2.1

### BALINGUP TOWNSCAPE DEVELOPMENT PLAN

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<b>Location:</b>	<b>Balingup Townscape Committee</b>
<b>Applicants:</b>	<b>Balingup Townscape Committee</b>
<b>Zone:</b>	<b>N/A</b>
<b>File Ref:</b>	<b>TP07/1</b>
<b>Author:</b>	<b>Bob Wallin</b>
<b>Report Date:</b>	<b>7 June 2017</b>
<b>Attachments:</b>	<b>5.2.1(1) - Balingup Village Green Master Plan</b> <b>5.2.1(2) – Summary Status Review of Balingup Townscape Development Plan (as at 2016)</b> <b>5.2.1(3) – 2012-2017 Balingup Townscape Development Plan</b>

## Background

The Balingup Townscape Development Plan (2012-2017) is a five year plan by which the Balingup Townscape Committee and Council plan, prioritise and implement Townscape Development projects in Balingup.

The document undergoes an annual update and a 5-yearly review; the five year review is identified to take place during 2017. The purpose of the five year review is to revisit the projects that have been completed over the past five years and provide opportunity to consider entirely new projects that will benefit townscape outcomes for Balingup.

A key part of the plan relates to the Balingup Village Green Master Plan (Attachment 5.31.3(1)). The plan identified the following areas as essential for the improvement of the Balingup Townscape:

- Tree Planting
- Village Green Development
- Playground Equipment
- Balingup Brook
- Signage
- Birdwood Park
- Entry Statements

- Forrest Street Upgrade
- Walkways/Footpaths Trails
- Shire Depot
- Flora and Fauna

Since the start of this plan, significant works have been undertaken to improve townscape presentation as outlined in the 2016 Annual Review (Attachment 5.1.3(2)).

In terms of actions, the following needs to be established:

- a) An agreed process;
- b) Identify some key projects or areas of priority. This can be started by the committee and elaborated on by public comment;
- c) Review comments and establish specific projects and priorities, acknowledging cost constraints.

Before going further, it is beneficial to understand a few points:

### **1. Why have a plan?**

A good place to start thinking about this plan is to understand its purpose. Having a Townscape Development Plan provides:

- a) Opportunities to provide a clear vision for the town;
- b) Potential to co-ordinate and focus activity towards the big picture rather than ad-hoc projects; and
- c) Identify priorities so that limited resources are effectively used.

### **2. Where to start?**

A good place to start is to look at the areas identified for improvement in the existing plan. This has already been listed. It is suggested that the focus be limited to a few areas (perhaps a maximum of five) and allocate one area to each year based on priority.

It is then possible to identify specific projects under each area heading so to focus activity and provide an easy measure for implementation and to judge the success of the project.

### **3. When and how to get public comment?**

Once feedback and suggestions from the Townscape Committee has been collected and collated, it is suggested that a survey be advertised and circulated. The survey can be undertaken digitally using "Survey Monkey". Survey Monkey is an online provider that is free and can be prepared and analysed by Shire staff.

Details of the survey can be placed at key locations throughout Balingup to maximise participation.

## **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 Shire's Strategic Community Plan.

## **Financial Implications**

Initial costs for the review will be in relation to advertising in the local paper (approximately \$180) and obtaining an annual subscription fee of \$300 for Survey Monkey. This will enable the survey to be conducted without the need for paper, collection points and collation. Project costs for works will be estimates only and will need to be considered as part of the wider budget review process.

## **Officer's Recommended Resolution**

**Moved:**

**Seconded:**

**That:**

- 1. The Balingup Townscape Committee reviews the current 2012-2017 Balingup Townscape Development Plan and provides a list of project priorities for the next five years to the Chief Executive Officer within 30 days; and**
- 2. That upon receipt of the proposed projects the Chief Executive Officer conducts a survey to obtain public comment on the draft 2017-2022 Balingup Townscape Development Plan.**

## **Committee's Recommended Resolution**

**Moved: Cr Bailey**

**Seconded: G Mc Mullen**

**The Balingup Townscape Committee recommend Council request the Chief Executive Officer to review and reformat the Balingup Townscape Development Plan to provide a flexible, principle driven document to guide future projects within the Balingup Townsite.**

**Carried 7/0**

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## **6. OTHER BUSINESS**

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### **6.1 2016/17 Townscape Projects**

The Manager for Works and Services provided a status update on the 2016/17 budgeted projects for the Balingup Townscape Committee. The Balingup Townscape expenditure report identified a total of \$8,641 in unallocated funds. The Committee discussed opportunities for the remaining funds.

**Committee Resolution**

**Moved: W Ayers**

**Seconded: N King**

**The Committee allocate \$5,000 from the remaining 2016/17 Balingup Townscape budget to the purchase and installation of Heritage Trail Signage around the Balingup townsite.**

**Carried 7/0**

**6.2 Southern Approach to Balingup**

Main Roads WA has scheduled works on the southern approach to Balingup during 2018/19 Financial Year. Manager Works and Services discussed the Shire's plans to upgrade Southampton Road at the same time. The upgrade will be dependent on obtaining Regional Road Group funding; a grant application is being prepared.

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**7. CLOSURE OF MEETING**

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The Chairperson advised that the date of the next Balingup Townscape Committee Meeting will be Wednesday, 9 August 2017 commencing at 8.30am in the Community Centre, Balingup.

The Chairperson declared the meeting closed 9.27pm.

<b>These Minutes were confirmed as a true and accurate record at the Balingup Townscape Committee Meeting held on _____.</b>		
<b>Shire President</b>		<b>Presiding Member</b>

## ATTACHMENT 5.1.1

<b>BALINGUP TOWNSCAPE - PROJECT MAINTENANCE REPORT- JUNE 2017</b>					
<b>Ref No.</b>	<b>Request Date</b>	<b>Location/Item</b>	<b>Problem/Request</b>	<b>Contact</b>	<b>Comment</b>
	30/06/2014	Koolyir Mia Park	Design and install sign	Peter Hicks/Mrs Hill	Peter advised Mrs Hill had completed the sign, however had request some modifications. Peter to resolve and install. Peter to request she invoice the Shire for the works (PO all ready provided) by 21/6/17.
	5/04/2016	Balingup Sporting Oval	Wattles at rear of ovals	Shire	Limited budgets and safety concerns restrict any further works on the embankment at the oval. Committee noted this and will undertake further volunteer work, with Shire to provide some roundup
	14/12/2016	Balingup Hall	Clean up south side of building	MWS	Completed
	2/02/2017	Balingup Shire Depot	Clean up gutters of Depot building of weed growth.	MWS	Completed
	2/02/2017	Balingup Townsite	Spraying of Blackberry along Brook walk and North Side of Creek	MWS	Completed
	14/06/2017	Balingup Brook	Shire to provide more plant protector bags and bamboo sticks. Team Leader P&G co-ordinating	MWS	In process
	12/04/2017	Timber Walk Bridge	Rotted timber handrail	MWS	Completed