

## 12.7 Heritage Committee Meeting Minutes 7 November 2018 and 26 February 2019

REPORT BY THE MANAGER, STRATEGIC PLANNING  
TO 20 MARCH 2019 ORDINARY MEETING  
GOV400066, DEV700020

### RECOMMENDATION

#### That Council:

1. **receive the report by the Manager, Strategic Planning on the Heritage Committee Meeting Minutes 7 November 2018 and 26 February 2019; and**
2. **note the minutes of the 7 November 2018 and 26 February 2019 Heritage Committee Meeting.**

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### Executive summary

The purpose of this report is to advise Council of the considerations of the Heritage Committee meetings held on 7 November 2018 and 26 February 2019.

### Disclosure of Interest

Nil.

### Detailed report

A copy of the minutes from the November 2018 and February 2019 meetings are attached to this report.

There was one recommendation from the Heritage Committee Meeting held on the 26 February 2019, which is discussed below.

#### **Recommendation from the Committee Meeting 26 February 2019**

The committee recommended the Terms of Reference be amended in the following way:

*Under the "Responsibilities of Committee" heading replace all words with the following -*

*The Heritage Committee will provide advice and recommendations to Council on heritage matters, particularly to:*

- *assist Council's development of heritage policies and actions;*
- *advise Council on identifying, documenting and preserving heritage items;*
- *propose programs to raise the profile of heritage;*
- *recommend to Council sources of sponsorship and funding; and*
- *bring to Council's attention trends and issues of neglect regarding heritage items.*

*Heritage Committee members will assist in achieving quality outcomes within the framework of Council's Community Plan;*

- *promote to Council the wider community's views on heritage matters;*

- *raise awareness in the community of heritage conservation;*
- *give feedback to the community, within the context of committee confidentiality requirements; and*
- *act with integrity.*

### Staff Comment

The following comment is provided in relation to the proposed changes to the Terms of Reference. It is the responsibility of Council staff to deliver the actions of the Heritage Strategy. Staff currently identify and seek grant funding in line with Council's budgeting and Operational Plan. Staff address compliance as part of an established function of Council. To ensure consistent and accurate messaging to the community, Council staff oversee communications and where appropriate engage Council's Corporate Communications Officer. The Code of Conduct covers behavioural expectations of the Heritage Committee. Accordingly, the current Terms of Reference and specifically the responsibilities of the Heritage Committee are considered appropriate.

The Heritage Committee Terms of Reference currently read:

*The Heritage Committee will:*

- *Provide insight into the complex range of heritage issues and provide recommendations as they relate to Council's activities at an operational level, including the local heritage grants; and*
- *Provide an advisory role for matters of protection and conservation of heritage items as related to Councils activities at a strategic level.*

### Community Plan implications

Theme	Looking After Our Community
Goal	Vibrant towns and villages
Strategy	Respect and enhance the historic character of our Region and heritage value of our towns

### Strategic implications

#### Council Strategies

Conducting Heritage Committee Meetings is consistent with Council's Heritage Strategy.

#### Council Policies

Not applicable.

#### Legislation

The Heritage Committee is operating under Section 355 of the Local Government Act 1993, which allows it to exercise a function of Council.

### Financial implications

Not applicable.

### Associated Risks

Not applicable.

SARAH ARMSTRONG  
MANAGER, STRATEGIC PLANNING

JULIE ROBERTSON  
DIRECTOR DEVELOPMENT

5 March 2019

*Attachments:* 1. November minutes.  
2. February minutes.

APPROVED FOR SUBMISSION:

BRAD CAM  
GENERAL MANAGER

**UNCONFIRMED HERITAGE COMMITTEE MEETING MINUTES  
FOYER MEETING ROOM  
7 NOVEMBER 2018 9.30AM**

**1. WELCOME and PRESENT**

Barbara Hickson, Peter Monaghan, Virginia Hollister, John Bentley & Cllr Holden. Staff: Sarah Armstrong.

**2. APOLOGIES**

David Mort, Chris Pearson, David Warner.

**3. CONFIRMATION OF PREVIOUS MINUTES**

Confirmation of previous meeting minutes (September), moved – Barbara Hickson, second – Peter Monaghan.

**4. MATTERS IN PROGRESS**

Matter	Responsible	Date Commenced / Matter Raised	Progress
Local Heritage Grants.	Development Directorate  Committee consideration		2018-19 Local Heritage Grants open July 2018.  16 applications received. Proposed allocation to be report to September Council.

Matter	Responsible	Date Commenced / Matter Raised	Progress
Heritage Conservation Fact Sheet.	Development Directorate	September 2016	<p>First distribution will be to landowners of heritage items, a cover letter will accompany the fact sheet.</p> <p>Distribution to all landowners within the Heritage Conservation Area will require a Community Plan Proposal to fund such a project.</p> <p>Sarah Armstrong to provide Committee with numbers of properties located within the Heritage Conservation Areas.</p>
Heritage Advisor.	Development Directorate		<p>Funded until 30 June 2019. Staff will apply for further funding (when open).</p> <p>Procurement process underway for 2018-19, closes 6/9/2018</p>
Review of the Rylstone Main Street Study	Committee Members	September 2016	OE&H Grant and budget adjustment.

Matter	Responsible	Date Commenced / Matter Raised	Progress
DCP Review – inclusion of Heritage Conservation provisions.	Development Directorate Committee Members		OE&H Grant and Council Community Plan Proposal unsuccessful.  Heritage Conservation Area Statements of Significance prepared.  Council staff have engaged the Heritage Advisor to prepare a draft of heritage conservation provisions for the DCP, draft to be provided to Council end June 2018. Staff reviewing and Heritage Committee will be engaged when appropriate.
Proposed Heritage Conservation Area for Kandos	Sub committee	June 2017	Project paused.
Heritage Near Me funding application 'Snapshot of our Heritage'	Development Directorate	May 2018.	Project Plan submitted May 2018. Council was successful, Council considering the Funding Agreement 21/11/2019.
Gulgong block signage audit	Chris Pearson, David Warner, Barbara Hickson.	July 2018	No update provided.

## 5. BUSINESS ARISING FROM THE PREVIOUS MEETING

Nil.

## 6. GENERAL BUSINESS

- 6.1 Snapshot of Our Heritage Project, funded by the Heritage Near Me funding stream by the Office of Environment and Heritage.

The committee discussed developing a flyer to be included in the Rylstone Community Capers detailing the following information –

- What's it about.

- Why is my site significant
- Bring along historic photos etc
- Share your story

The committee also discussed developing a list of proposed items, sites that may have been missed previously.

Council staff to discuss the publicity for the project and specific events with the Corporate Communications Officer.

**7. CORRESPONDENCE**

Nil.

Date of next meeting – January 2019. Generally 355 Committees do not meeting in January, this can be brought forward to December if the committee would like.

## HERITAGE COMMITTEE MEETING AGENDA

## MUDGEES – FOYER MEETING ROOM

TUESDAY 26 FEBRUARY 2019 – 9.30AM

1. WELCOME and PRESENT, Virginia Hollister, Barbara Hickson, Chris Pearson, John Bentley, Peter Monaghan, Cllr Paine, Staff: Sarah Armstrong, Krystie Baker.
2. APOLOGIES – Councillor Holden, David Mort, David Warner.
3. CONFIRMATION OF PREVIOUS MINUTES – 7 November 2018. Move – Peter Monaghan, second Virginia Hollister
4. MATTERS IN PROGRESS

Matter	Responsible	Progress / Action
Local Heritage Grants.	Development Directorate Committee consideration	2018-19 Local Heritage. Works to be completed 26/4/19.
Heritage Conservation Fact Sheet (commenced September 2016).	Development Directorate	First distribution will be to landowners of heritage items, a cover letter will accompany the fact sheet.  Distribution to all landowners within the Heritage Conservation Area will require a Community Plan Proposal to fund such a project. Staff to investigate if this can be undertaken within current budget.
Heritage Advisor.	Development Directorate	Funded until 30 June 2019. Staff will applied for OE&H grant.
Review of the Rylstone Main Street Study (commenced September 2016).	Committee Members	OE&H Grant and Council Community.



Matter	Responsible	Progress / Action
DCP Review – inclusion of Heritage Conservation provisions.	Development Directorate Committee Members	<p>OE&amp;H Grant and Council Community Plan Proposal unsuccessful.</p> <p>Heritage Conservation Area Statements of Significance prepared.</p> <p>Council staff have engaged the Heritage Advisor to prepare a draft of heritage conservation provisions for the DCP, draft to be provided to Council end June 2018.</p> <p>DP&amp;E have provided Council with draft DCP structure. Structure to be placed on public exhibition, timing? Council will amend DCP inline with structure and include heritage provisions.</p> <p>Ask Director if provisions can be viewed by the Committee.</p>
Proposed Heritage Conservation Area for Kandos (commenced June 2017).	Sub committee	Project paused.
Heritage Near Me funding application 'Snapshot of our Heritage' (commenced May 2018).	Development Directorate	Heritage Talks underway, draft Statements of Significance for Kandos / Rylstone & Gulgong areas have been completed. Photographer has been engaged.
Gulgong block signage audit (commenced July 2018).	Chris Pearson, David Warner, Barbara Hickson.	<p>Barbara Hickson provided a sheet outlining Traffic signs Gulgong CBD.</p> <p>Undertaken in overseas.</p> <p>Chris Pearson raised that fact that there are a number of poles without signs.</p>

5. BUSINESS ARISING FROM THE PREVIOUS MEETING

5.1 Nil.

6. GENERAL BUSINESS

6.1 Discuss recommendations for changes to Committee's Terms of Reference  
 Under the "Responsibilities of Committee" heading replace all words with the following:

*The Heritage Committee will provide advice and recommendations to Council on heritage matters, particularly to*

- *assist Council's development of heritage policies and actions;*
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- *propose programs to raise the profile of heritage;*
- *recommend to Council sources of sponsorship and funding; and*
- *bring to Council's attention trends and issues of neglect regarding heritage items.*

*Heritage Committee members will assist in achieving quality outcomes within the framework of Council's Community Plan;*

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- *act with integrity.*

*Recommendation motion John Bentley, second Peter Monaghan*

6.2 Simplification/clarification of signage in Gulgong

Remove all 'no parking' signs between intersections and where parking is restricted due to private driveway, pedestrian crossings etc simply have a painted hatching across the space Motion: Barbara Hickson, second Virginia Hollister.

Chris Pearson meeting with Christina Kanellaki Lane meeting 5<sup>th</sup> April 2019 in Gulgong.

*Barbara Hickson and Chris Pearson.*

6.3 Update on Community Plan Heritage Committee proposals

**Distribution of MWRC's Heritage Conservation Fact Sheet with an accompanying ancillary page** via rate notice notifications or a letter drop to the four HCA addresses and all other listed property owners; and

**Planning (viability, mapping, costing) the first stage of project to install heritage interpretation plaques** to enhance heritage walk trails within MWRC's HCAs.

Operational plan will be on public exhibition Friday 5 April 2019.

6.4 Determine arrangements for Heritage Advisor to meet Committee at least twice annually

Committee explained the importance of seeing Heritage Advisor shortly after appointment and midterm. Members of the committee to meet with Heritage Advisor at 8.30 – 9.00am in April. If there is no availability, committee are happy to try for an appointment the following visit.

6.5 Style and content of Committee's Minutes

Discussions of the format of the minutes, committee feels like the progress column doesn't form a role. Widening the column and include the word action. Committee feel minutes are inadequate and require change.

Date commenced column removed and date included in matter.  
Moved John Bentley and Virginia Hollister.

The minutes to be emailed to committee after the meeting, Staff check with Simon Jones if this can be done.

Moved Peter Monaghan, seconded Chris Pearson.

6.6 Ongoing Items for subsequent meetings;

- Process and policy for identifying additional properties/sites that could be listed in the revised 2020 LEP.
- Heritage Clauses in the DCP – (heritage advisor). Status?
- Fragile headstones in monument park (Douro street) are in a bad way – documented?

Barbara to lodge a works request, second Virginia Hollister. Krystie Baker to book appointment with Graham Hall.

- 2002 Rylstone Community Heritage Study slides deteriorating - capacity to digitise and or conserve the slides?

The scanning of the 2002 photographs within the Rylstone office are breaking down, can this be captured as part of Snapshot project? Or records department looking into capturing these?

6.7 Educate public as to rights/obligations, and awareness of conservation areas.

*Chris Pearson.*

6.8 Bringing all relevant proposed works by Council and its contractors to Planning.

*Chris Pearson.*

6. CORRESPONDENCE

Nil.

**Meeting closed 10.39am.**

Date of next meeting Tuesday 30<sup>th</sup> April 2019.

Schedule of meetings 2019 –

Tuesday 25 June  
Tuesday 20 August  
Tuesday 22 October  
Tuesday 17 December