



Heritage Committee

Date of meeting: 6 March 2025
Location: Council Chambers
Time: 5:00PM

MINUTES

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HERITAGE COMMITTEE

1. AGENDA

Meeting Date: 6 March 2025

1. AGENDA

Minutes of the Meeting of the Heritage Committee held in the Council Chambers, Windsor, on 6 March 2025 commencing at 5pm.

ATTENDANCE

Present: Councillor Danielle Wheeler Hawkesbury City Council - (Chairperson)
Councillor Shane Djuric, Hawkesbury City Council
Councillor Mary Lyons-Buckett, Hawkesbury City Council
Councillor Jill Reardon, Hawkesbury City Council
Councillor Nathan Zamprogno, Hawkesbury City Council
Mr Graham Edds, Community Representative
Ms Jan Barkley-Jack, Community Representative
Ms Carol Roberts, Community Representative
Dr Cheryl Ballantyne, Community Representative
Ms Michelle Nichols, Community Representative
Ms Venecia Wilson, Community Representative
Mr Carl Robinson, Community Representative
Mr Richard Holdforth, Community Representative

Apologies: Ms Erin Wilkins, Community Representative
Ms Deborah Hallam, Community Representative
Mr Michael Edwards, Community Representative

In Attendance: Mr Andrew Kearns, Hawkesbury City Council
Mr Christopher Reeves, Hawkesbury City Council
Ms Vandana Saini, Hawkesbury City Council
Ms Jessica Vaughan, Hawkesbury City Council

Member	6/03/2025
Councillor Danielle Wheeler	✓
Councillor Shane Djuric	✓
Councillor Mary Lyons-Buckett	✓
Councillor Jill Reardon	✓
Councillor Nathan Zamprogno	✓
Ms Jan Barkley-Jack	✓
Dr Cheryl Ballantyne	✓
Ms Deborah Hallam	A
Ms Michelle Nichols	✓
Ms Carol Roberts	✓
Ms Erin Wilkins	A
Ms Venecia Wilson	✓
Mr Michael Edwards	A
Mr Graham Edds	✓
Mr Richard Holdforth	✓
Mr Carl Robinson	✓

Key: A = Formal Apology ✓= Present X = Absent - no apology

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APOLOGIES

Apologies from Ms Erin Wilkins, Ms Deborah Hallam and Mr Michael Edwards were noted.

DECLARATION OF INTERESTS

Councillor Daniellie Wheeler declared an interest in Items 3.1.3. and 3.1.4.

Councillor Shane Djuric declared an interest in Item 3.1.4.

Mr Graham Edds declared an interest in Items 3.1.3. and 3.1.4.

Dr Cheryl Ballantyne declared an interest in Item 3.1.4.

Ms Carol Roberts declared an interest in Item 3.1.4.

HERITAGE COMMITTEE

1. AGENDA

Meeting Date: 6 March 2025

2. CONFIRMATION OF MINUTES

The Committee resolved on the Motion of Councillor Jill Reardon seconded by Councillor Mary Lyons-Buckett, that the Minutes from the previous meeting held on Thursday, 1 August 2024 be confirmed with the following amendments:

Item 3.1.1. – HC Windsor Bridge Replacement Project Working Group Progress Update.

Dr Cheryl Ballantyne advised that dot point 8 under 1. be updated to highlight that the Chair of Engineers Australia had advised that the historic bridge is not eligible for a historic marker because there is not enough of the old bridge remaining. There is a draft application for it to be included on the Engineers Australia website as an item of Engineering Heritage Interest.

General Business – D. Australiana Pioneer Village Heritage Study Progress

Mr Graham Edds advised that the Conservation Management Plan prepared was completed and submitted to Council in December 2021. A request by Council staff at a meeting in August 2023 asked if permission would be granted for Hawkesbury City Council staff to make amendments. This request was denied but agreed to look at requested revision on a cost basis. No further contact to the consultants has been made to date

Flagged as an item for the next Heritage Committee Meeting on 1 May 2025. Also to be include in a separate Item for discussion at a future Heritage Committee Meeting.

HERITAGE COMMITTEE
3. REPORTS FOR DETERMINATION
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3. REPORTS FOR DETERMINATION

3.1.1. HC-Election of Chairperson - (95498, 80242)

Directorate: City Planning

OFFICER'S RECOMMENDATION

That a Chairperson of the Heritage Committee for the period from March 2025 to March 2026 be determined.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Shane Djuric and seconded by Councillor Mary Lyons-Buckett.

The Manager Strategic Planning, Mr Andrew Kearns, called for nominations for the position of Chairperson for the Heritage Committee. One nomination was received being:

Councillor Danielle Wheeler	Nominated by Councillor Shane Djuric
	Seconded by Councillor Mary Lyons-Buckett

The Manager Strategic Planning, Andrew Kearns, declared Councillor Danielle Wheeler as the Chair of the Heritage Committee, Hawkesbury City Council for the period of March 2025 to March 2026 Term.

Councillor Danielle Wheeler assumed the Chair of the Heritage Committee.

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3. REPORTS FOR DETERMINATION
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3.1.2. Heritage Committee Constitution and Council Code of Conduct - (95498, 80242)

Directorate: City Planning

OFFICER'S RECOMMENDATION

That the Heritage Committee receive the Heritage Committee Constitution and Council Code of Conduct.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Mary Lyons-Buckett and seconded by Ms Michelle Nichols.

That the Heritage Committee receive the Heritage Committee Constitution and Council Code of Conduct.

HERITAGE COMMITTEE
3. REPORTS FOR DETERMINATION
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3.1.3. Update on Hawkesbury Heritage Projects - (95498, 80242)

Previous Item: 3.1.2 Heritage (2 May 2024)

Directorate: City Planning

Councillor Danielle Wheeler declared a pecuniary interest being that her principal place of residence is part of the slab barn study. Councillor Danielle Wheeler left the Chamber for point 2 and did not take part in the discussion or voting on the matter. Councillor Mary Lyons-Buckett took over as Chair for discussion on point 2.

Mr Graham Edds declared a pecuniary interest in Item 3.1.3. point 2 being a member of the consultancy team undertaking the study. Mr Graham Edds left the Chamber for point 2 and did not take part in the discussion or voting on the matter.

Mr Graham Edds also declared a less than significant non pecuniary interest in point 4 being that his wife provided National Trust Listing material.

OFFICER'S RECOMMENDATION

That the Heritage Committee:

1. Note the current status of the 2024/2025 Local Heritage Assistance Fund.
2. Note the current public exhibition of the Hawkesbury Timber Slab Barns and Outbuildings Update Study.
3. Note the advice from Council's Heritage Advisor on the Windsor Toll House and Tebbutts Barn.
4. Note the advice on progress with the proposed State Heritage Listing of 394 George Street, Windsor.
5. Note the overview of the recent Dr. Rex Stubbs Commemorative History Symposium.

A PROCEDURAL MOTION was moved by Councillor Mary Lyons-Buckett that this item be dealt with in seriatim.

MOTION:

MOVED on the motion of Councillor Mary Lyons-Buckett and seconded by Councillor Nathan Zamprogno.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Mary Lyons-Buckett. and seconded by Mr Graham Edds.

1. That
 - a) The committee recommends Council pursue additional Heritage funding from the NSW Government through further advocacy.

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- b) Council approaches the Federal Member Susan Templeman MP seeking additional funding for heritage through the Federal Government, due to the high level of significance of Heritage Items in the Hawkesbury Local Government Area.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Jill Reardon and seconded by Ms Jan Barkley-Jack.

- 2. Note the current public exhibition of the Hawkesbury Timber Slab Barns and Outbuildings Update Study.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Venecia Wilson and seconded by Councillor Jill Reardon.

- 3. That
 - a) Council conduct make safe work on the Windsor Toll House as soon as possible.
 - b) The Heritage Committee discuss options for the Windsor Toll House for both conservation and use at the next Heritage Committee Meeting.

RESOLVED on the motion of Mr Graham Edds and seconded by Ms Venecia Wilson.

- c) That the Committee is disgusted by the state of Tebbutts Barn and recommends that Council undertakes immediate conservation work for this building, particularly the correct storage for the materials onsite and acts consistent with their leading role in the conservation of Hawkesbury's Timber Slab Barns.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Jill Reardon and seconded by Dr Cheryl Ballantyne.

- 4. Note the advice on progress with the proposed State Heritage Listing of 394 George Street, Windsor.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Nathan Zamprogno and seconded by Councillor Jill Reardon.

- 5. Note the overview of the recent Dr. Rex Stubbs Commemorative History Symposium.

Councillor Mary Lyons-Buckett left the meeting at 6:22pm.

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3. REPORTS FOR DETERMINATION
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3.1.4. Hawkesbury Potential Heritage Items Project - (95498, 80242)

Previous Item: 3.1.3 Heritage (1 August 2024)

Directorate: City Planning

Councillor Danielle Wheeler declared a pecuniary interest in Item 3.1.4 being that her principal place of residence is part of this study. Councillor Danielle Wheeler left the Chamber and did not take part in the discussion or voting on the matter. Councillor Nathan Zamprogno took over as Chair.

Councillor Shane Djuric declared a significant non-pecuniary interest in Item 3.1.4. being that he has a long term association with a business that operates out of a building mentioned in the report. Councillor Shane Djuric left the Chamber and did not take part in the discussion or voting on the matter.

Dr Cheryl Ballantyne declared a significant non -pecuniary interest in Item 3.1.4 being that her home is on the list of potential heritage items. Dr Cheryl Ballantyne left the Chamber and did not take part in the discussion or voting on the matter.

Ms Carol Roberts declared a pecuniary interest in Item 3.1.4. being that her principal place of residence is part of the study. Ms Carol Roberts left the Chamber and did not take part in the discussion or voting on the matter.

Mr Graham Edds declared a less than significant non pecuniary interest in point 4 being that his wife provided National Trust Listing material.

OFFICER'S RECOMMENDATION

That the Heritage Committee note the current status of the Potential Heritage Items Project.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Jill Reardon and seconded by Ms Michelle Nichols.

That the Heritage Committee note the current status of the Potential Heritage Items Project.

HERITAGE COMMITTEE

4. GENERAL BUSINESS

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4. GENERAL BUSINESS

A. McQuade Park

Councillor Nathan Zamprogno advised that recent communication issued by Council highlighted that twenty four mature trees are to be removed from McQuade Park due to being dangerous.

A series of questions were taken on notice with respect to the removal of trees from McQuade Park.

#	Question	Response
1	What is the timeline for the trees to be replaced once removed?	
2	Will the siteline view to St Matthews be considered when and if replanting is to take place?	
3	Historical species collection to be considered? Will they save trees for wildlife hollows?	
4	Arborist to be chosen?	

B. Stage 1A Liveability Project - Windsor

Ms Venecia Wilson raised issues associated with Stage 1A of the Liveability Project (Thompson Square) in Windsor. It was noted by Ms Venecia Wilson that a member of the Liveability Team was not present to answer questions or speak on the matter.

Ms Venecia Wilson advised that business owners are not aware of what is happening and the Heritage Committee are not aware either.

Chair to request more information and more on Heritage oversight.

A request was made for Council Staff to organise a zoom meeting for the Liveability Team to provide an update on the Liveability Project.

C. Thompson Square Fence

Dr Cheryl Ballantyne advised that the local community raised concerns back in 2023 regarding the Thompson Square Fence. It is a State listed item and needs to be consulted on and discussed further.

A question was taken on notice with respect to Thompson Square Fence.

#	Question	Response
1	When are the works likely to start and finish on the Thompson Square Fence?	

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D. Reinstate Working Groups

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Dr Cheryl Ballantyne and seconded by Councillor Reardon.

That the following Working Groups reporting to the Heritage Committee be reinstated:

1. Windsor Bridge Artefacts Working Group

Previous members plus Carol Roberts as a new member.

2. **Heritage Listings Working Group** – to assist with heritage listings and assist the Senior Heritage Officer to compile new Heritage listings.

Members of the Working Group are below:

- Graham Edds
- Jan Barkley-Jack
- Carl Robinson
- Michelle Nichols
- Michael Edwards
- Councillor Danielle Wheeler
- Richard Holdforth
- Deborah Hallam

2. Heritage Awards Working Group

Members of the Working Group are below:

- Venecia Wilson
- Carol Roberts
- Michael Edwards
- Councillor Jill Reardon

A request was made for the Heritage Committee to be consulted regarding activation in Heritage precincts, including Windsor. The Heritage Committee requested a briefing on activation from Council's Liveability Team.

E. Thomas James Bridge – North Road

Ms Jan Barkley-Jack requested a report to come to a future Heritage Committee meeting advising where the work associated with the Thomas James Bridge is up to and the schedule for further work.

The Chair is to request information.

F. Convict Trail Project

Councillor Jill Reardon advised that the Mayor asked her to bring to the Committee information about the Convict Trail Project. The Mayor attended a Community Strategic Forum meeting where Elizabeth Roberts who is the Secretary of the Convict Trail Project advised that two parts of the Convict Trail, one part in Hornsby and one part in the Central Coast, have deteriorated badly and it is in a World Heritage Area. The Convict Trail Path in the Hawkesbury the Committee would like looked at and potential funding.

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The Committee asked Council to contact Elizabeth Roberts and ask for further information about our section and how to proceed.

G. Storage of Historic Fabric

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Graham Edds and seconded by Dr Cheryl Ballantyne.

That the Committee recommends that Council allocates funding to create a repository and associated open area for the storage of moveable items of historic significance within the Hawkesbury Local Government Area, such as the Former Windsor Bridge Artifacts. It is noted that money has been set aside to re-pallet the Former Windsor Bridge Artifacts, which are currently being stored in the open at Council's Wilberforce Depot, onto plastic pallets, so they do not remain on deteriorating wooden pallets.

H. Windsor Toll House

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Graham Edds and seconded by Ms Carol Roberts.

That the Committee recommends that Council seek funding assistance from the Federal and State Governments.

I. Windsor Train Station

Heritage Committee recommends that Council contact City Rail requesting that they fix the hole in the roof of the main historic station building.

The below items are to be discussed at a future Heritage Committee meeting

#	Question	Response
1	Question was raised in terms of the review of the Local Environmental Plan (LEP) and DCP and to provide the Committee with an update on the Heritage Sections. Agreed that the heritage sections would be circulated prior to the next meeting.	

Questions were also asked regarding:

#	Question	Response
1	Windsor Bridge Signage has faded and the community cannot read it anymore. Who is responsible for fixing?	

The next Heritage Committee meeting is proposed to be held on Thursday, 1 May 2025 at 5pm.

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4. GENERAL BUSINESS
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The meeting terminated at 7:21pm.



Heritage Committee Meeting

End of Minutes

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