



Heritage Committee Meeting

Date of meeting: 28 October 2021
Location: By audio-visual link
Time: 5:00 p.m.

BUSINESS PAPER

HERITAGE COMMITTEE

Table of Contents

Meeting Date: 28 October 2021

AGENDA

- **WELCOME**
- **APOLOGIES**
- **DECLARATION OF INTERESTS**
- **SECTION 1 - Confirmation of Minutes**
- **SECTION 2 - Reports for Determination**

HERITAGE COMMITTEE

Table of Contents

Meeting Date: 28 October 2021

HERITAGE COMMITTEE

Table of Contents

Meeting Date: 28 October 2021

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE
	SECTION 1 - Confirmation of Minutes	3
	ROC - Heritage Committee Minutes - 22 July 2021 - (95496, 80242, 124414)	3
	SECTION 3 - Reports for Determination	19
ITEM: 1	HC - Wayfinding and Signage Strategy - Heritage Signage - (80242, 95498, 124414)	19
ITEM: 2	HC - Hawkesbury Local Heritage Assistance Fund 2021/2022 - Minor Maintenance/Conservation Works to Heritage Listed Properties within the Hawkesbury Local Government Area - (95498, 124414)	22

HERITAGE COMMITTEE

Table of Contents

Meeting Date: 28 October 2021

Heritage Committee

Section 1

Confirmation of minutes

HERITAGE COMMITTEE

SECTION 1 - Confirmation of Minutes

Meeting Date: 28 October 2021

HERITAGE COMMITTEE
SECTION 1 - Confirmation of Minutes
Meeting Date: 28 October 2021

SECTION 1 - Confirmation of Minutes

ROC - Heritage Committee Minutes - 22 July 2021 - (95496, 80242, 124414)

Minutes of the Meeting of the Heritage Committee held by Audio-Visual Link, on 22 July 2021, commencing at 5:09pm.

ATTENDANCE

Present: Councillor Danielle Wheeler, Hawkesbury City Council (Deputy Chairperson)
Councillor Nathan Zamprogno, Hawkesbury City Council
Ms Abigail Ball, Community Representative
Mr Graham Edds, Community Representative
Mr Michael Edwards, Community Representative
Ms Janice Hart, Community Representative
Ms Helen Mackay, Community Representative
Ms Michelle Nichols, Community Representative
Mr Steve Rawling, Community Representative
Ms Venecia Wilson, Community Representative
Ms Deborah Hallam, Community Representative
Ms Jan Barkley-Jack, Community Representative

Apologies: Councillor Peter Reynolds, Hawkesbury City Council
Ms Judy Newland, Community Representative

In Attendance: Mr Andrew Kearns, Hawkesbury City Council
Mr Craig Johnson, Hawkesbury City Council
Mr Charles McElroy, Hawkesbury City Council
Ms Tracey Easterbrook, Hawkesbury City Council
Ms Melissa Simpson - Minute Secretary, Hawkesbury City Council

RESOLVED on the motion of Ms Hart and seconded by Mr Edwards that the apologies be accepted.

CONFIRMATION OF MINUTES

RESOLVED on the motion of Ms Janice Hart and seconded by Mr Michael Edwards that the Minutes of the Heritage Committee held on the 11 March 2021, be confirmed.

HERITAGE COMMITTEE
SECTION 1 - Confirmation of Minutes
Meeting Date: 28 October 2021

SECTION 2 - Reports for Determination

Item: 1 **HC - Hawkesbury Local Government Area - Aboriginal Cultural Heritage Study - (80242, 124414, 95498)**

Previous Item: HC - Item A General Business (1 August 2019)
 HC - Item 5 (6 August 2020)
 HC - Item 1 (29 October 2020)

Directorate: City Planning

Ms Erin 'Burraraming' Wilkins addressed the Heritage Committee with respect to the Aboriginal Cultural Heritage Study.

OFFICER'S RECOMMENDATION:

That the Heritage Committee recommends that Council publicly exhibit the Draft Hawkesbury Aboriginal Cultural Heritage Study prepared by GML Heritage.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Nichols, seconded by Mr Edwards.

That the Heritage Committee recommends that Council publicly exhibit the Draft Hawkesbury Aboriginal Cultural Heritage Study prepared by GML Heritage.

Item: 2 **HC - Hawkesbury Heritage Strategy 2021/2022 - 2023/2024 - (80242, 124414, 95498)**

Directorate: City Planning

OFFICER'S RECOMMENDATION:

That the Heritage Committee endorse the Draft 3 Year Heritage Strategy for the 2021/2022 - 2023/2024 period.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Edds, seconded by Mr Rawling.

That the Heritage Committee:

1. Endorse the Draft 3 Year Heritage Strategy for the 2021/2022 - 2023/2024 period.
2. Strongly supports the appointment of a Heritage Officer.

HERITAGE COMMITTEE
SECTION 1 - Confirmation of Minutes

Meeting Date: 28 October 2021

Item: 3 **HC - Heritage Grant Funded Projects Update - (80242, 95498, 124414)**

Directorate: City Planning

OFFICER'S RECOMMENDATION:

That the Heritage Committee provide advice to Council on the outcomes of completed projects under the Heritage Near Me funding program.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Zamprogno, seconded by Ms Hart.

That the Heritage Committee:

1. Provide advice to Council on the outcomes of completed projects under the Heritage Near Me funding program.
2. Receive draft Inventory Sheets for the Committee to comment on.
3. Include Database entries that provide searchable descriptors of items within the draft Inventory sheets.
4. Providing Heritage Statements and Studies that have been submitted through Council's Development Services section to the library.

Item: 4 **HC - Update on Liveability Project including Historical Heritage Assessments - (80242, 95498, 124414)**

Directorate: City Planning

OFFICER'S RECOMMENDATION:

That the Historical Heritage Assessment and Constraints Analysis Reports for Windsor, South Windsor, and Richmond are received.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Edds, seconded by Councillor Zamprogno.

That information has been received and noted that there was advice and input that committee members have forwarded to Council staff to action.

HERITAGE COMMITTEE
SECTION 1 - Confirmation of Minutes

Meeting Date: 28 October 2021

Item: 5 **HC - Local Heritage Assistance Fund 2020/2021 - Preparation of Maintenance Plans and Minor Maintenance/Conservation Works to Heritage Listed Properties Within the Hawkesbury Local Government Area Outcomes - (80242, 95498, 124414)**

Directorate: City Planning

OFFICER'S RECOMMENDATION:

That the Heritage Committee provide feedback in terms of the outcomes of the 2020/2021 Local Heritage Assistance Fund.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Mackay, seconded by Mr Edwards.

That the Heritage Committee:

1. Recommends that Council provide more media, promotion and awareness of the Local Heritage Assistance Fund and Heritage more broadly.
2. Encourage Council to increase funding to the Local Heritage Assistance Fund to enhance the program and to coincide with the potential for an increase in heritage listings.
3. Notes that heritage grants provide an injection of jobs and funds into the local economy and that the 2020/2021 program through a \$40,000 contribution from Council has generated \$170,000 worth of works to heritage items.
4. Council use previous video footage of Council's Heritage Advisor to promote the Local Heritage Assistance Fund in social media posts to encourage people to come forward with potential heritage listings for consideration.
5. Council use the high proportionate value of the Heritage NSW grant for small works to lobby for an increase in future years, particularly considering the high number of State and local heritage items in the Hawkesbury compared to other Council areas in NSW.

HERITAGE COMMITTEE
SECTION 1 - Confirmation of Minutes
Meeting Date: 28 October 2021

Item: 6 **HC - Successful Grant Funding from NSW Heritage, Department of Premier and Cabinet for Council's Heritage Advisory Service and the Local Heritage Assistance Fund Grants Program - (80242, 95498, 124414)**

Directorate: City Planning

OFFICER'S RECOMMENDATION:

That the Heritage Committee provide advice to Council with respect to recommended improvements to the continuing Heritage Advisory Service and Local Heritage Assistance Fund.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Nichols, seconded by Ms Hart.

That the Heritage Committee:

1. Request that Council contact Heritage NSW to seek increased funding for heritage matters within the Hawkesbury Local Government Area.
2. Note publicly that Council contributes to the bulk of funding to run these programs.
3. Consider earlier notification and longer periods to facilitate applicants obtaining quotes, approvals and works, particularly with COVID-19 constraints.

Item: 7 **HC - Draft Heritage Information Sheets - (80242, 95498, 124414)**

Directorate: City Planning

OFFICER'S RECOMMENDATION:

That the Heritage Committee considers and provides input on the initial draft heritage information sheets covering the topics of rising damp and roofs.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Ball, seconded by Councillor Zamprogno.

That the Heritage Committee:

1. Considers and provides input on the initial draft heritage information sheets covering the topics of rising damp and roofs.
2. Recommends that the information sheets provide high level advice written in plain language to educate property owners of typical conservation issues and correct / appropriate remedies.
3. Recommends that the Information sheets cater for both tradespersons and other end users with the following additions:
 - Focus on getting specialist advice
 - Plain language summary up to one page at the beginning of each document
 - Information on approvals process and the need to obtain approvals for work

HERITAGE COMMITTEE
SECTION 1 - Confirmation of Minutes

Meeting Date: 28 October 2021

- Information on materials that should not be used and things people should not do
- Item: 8** **HC - Missing Historical Mile Marker from Roadside Reserve Outside 54 Windsor Street East Richmond - (80242, 95498, 124414)**

Previous Item: 1, HAC (23 November 2017)
 GB, HAC (8 March 2018)
 GB, HAC (23 May 2018)
 3, HAC (5 March 2020)

Directorate: City Planning

OFFICER'S RECOMMENDATION:

That the Heritage Committee recommend that Council proceed with the replacement and interpretation of the missing milemarker at East Richmond.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Mr Edds, seconded by Mr Rawling.

That the Heritage Committee recommend that Council proceed with the replacement and interpretation of the missing milemarker at East Richmond.

Item: 9 **HC - Heritage Signage - (80242, 95498, 124414)**

Directorate: City Planning

OFFICER'S RECOMMENDATION:

That the Heritage Committee consider and provide input on the Hawkesbury City Council Wayfinding and Signage Plan, Style Guide and Implementation Plan when this is released for comment.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Wheeler, seconded by Ms Ball.

That the Heritage Committee:

1. Consider and provide input on the Hawkesbury City Council Wayfinding and Signage Plan, Style Guide and Implementation Plan when this is released for comment.
2. Consider implementation of the Blue Plaques Program from the United Kingdom using State Government funding.

HERITAGE COMMITTEE
SECTION 1 - Confirmation of Minutes

Meeting Date: 28 October 2021

Item: 10 **HC - Richmond Bridge Duplication Project - Release of Preferred Option Report by Transport for NSW - (80242, 95498, 124414)**

Directorate: City Planning

OFFICER'S RECOMMENDATION:

That the Heritage Committee consider the Richmond Bridge Duplication Project Preferred Option Report released by Transport for NSW from a heritage perspective, and provide input for Council to consider as part of a submission to Transport for NSW.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Ms Wilson, seconded by Mr Edds.

That the Heritage Committee:

1. Consider the Richmond Bridge Duplication Project Preferred Option Report released by Transport for NSW from a heritage perspective, and provide input for Council to consider as part of a submission to Transport for NSW.
2. Comments on impact of heritage listed property in Mountain View, the lack of details about the impact and significant concerns about the Green Route.
3. Address concerns about lack of flood immunity, given the budget of the project.
4. Committee members provide further comments to Council Staff to consider in preparing Council's draft submission.

Item: 11 **HC - Hawkesbury Heritage Awards - (80242, 95498, 124414)**

Directorate: City Planning

OFFICER'S RECOMMENDATION:

That the Heritage Committee provide advice to Council with respect to the establishment of the Hawkesbury Heritage Awards within the Operational Plan 2021/2022 funding allocation of \$7,500.

COMMITTEE RECOMMENDATION:

RESOLVED on the motion of Councillor Wheeler, seconded by Ms Ball.

That Heritage Committee members will note that there is a funding allocation of \$7,500 and that the committee members will pass any further advice to Council Staff with respect to establishing the awards program.

The meeting terminated at 7:36pm.

HERITAGE COMMITTEE
SECTION 1 - Confirmation of Minutes
Meeting Date: 28 October 2021

AT – 2 Hawkesbury Heritage Strategy 2021/2022 - 2023/2024

Hawkesbury City Council
3 year Heritage Strategy 2021 – 2024

RECOMMENDATIONS FOR LOCAL COUNCIL HERITAGE MANAGEMENT	Ongoing Actions	2021/2022	2022/2023	2023/2024
Recommendation 1 Establish a heritage committee to deal with heritage matters in your area	<ul style="list-style-type: none"> Heritage Committee Consultant and supplier directory Community Strategic Plan Operational Plan Delivery Program 	<ul style="list-style-type: none"> Review consultant and supplier directory 	Engagement with Committee on the preparation of Local Strategic Planning Statement process	Engagement with the Committee on the preparation of new Development Control Plan
Recommendation 2 Identify the heritage items in your area and list them in your local environmental plan	<ul style="list-style-type: none"> LEP 2012 implementation Council budget allocation of funds for the continuation of the Heritage Study Provide information for State Heritage Inventory 	<ul style="list-style-type: none"> Implement listing review findings as endorsed by Council into LEP Develop design guides for heritage character 	Complete Community Based Hawkesbury Heritage Study	Implement outcomes of Community Based Hawkesbury Heritage Study
Recommendation 3 Appoint a full time heritage advisor to assist the council, the community and owners of listed items	<ul style="list-style-type: none"> Heritage Advisory Service Heritage Advisor assists in Council asset maintenance of key projects 	<ul style="list-style-type: none"> Create Heritage Advisory Service Information Kit (Brochures/Web site information) 	Finalise preparation of Information & Guidelines	Issue and engage community on new Information Sheets and Guidelines

HERITAGE COMMITTEE
SECTION 1 - Confirmation of Minutes
Meeting Date: 28 October 2021

Hawkesbury City Council 3 year Heritage Strategy 2021 – 2024

RECOMMENDATIONS FOR LOCAL COUNCIL HERITAGE MANAGEMENT	Ongoing Actions	2021/2022	2022/2023	2023/2024
Recommendation 4 Manage local heritage in a positive manner	<ul style="list-style-type: none"> Council's Community Strategic Plan 2013-2032 includes key heritage projects Heritage projects included in Council's Operational Plan 	<ul style="list-style-type: none"> Implement actions in Council's Operational Plan 	Incorporate heritage considerations into key strategic documents, including Community Strategic Plan, Local Strategic Planning Statements, master planning process for town centres and revised LEP/DCP provisions	Implementation of urban design strategies stemming from review of key strategic documents
Recommendation 5 Introduce a local heritage fund to provide small grants to encourage local heritage projects	<ul style="list-style-type: none"> Maintain budget allocation for Heritage Incentive Fund Seek funding from Heritage Council Manage Heritage Incentive Fund program 	<ul style="list-style-type: none"> Fund theme: Façade Improvement – Other Town Centres 	Fund Theme: Minor improvements to heritage listed properties within the Macquarie Towns	Fund Theme: Preparation of maintenance plans for locally heritage listed properties within the Hawkesbury Local Government Area

HERITAGE COMMITTEE

SECTION 1 - Confirmation of Minutes

Meeting Date: 28 October 2021

Hawkesbury City Council 3 year Heritage Strategy 2021 – 2024

RECOMMENDATIONS FOR LOCAL COUNCIL HERITAGE MANAGEMENT	Ongoing Actions	2021/2022	2022/2023	2023/2024
Recommendation 6 Run a main street program	<ul style="list-style-type: none"> Conduct a main street program focusing on town centres Seek to engage property owners about heritage 	<ul style="list-style-type: none"> Implement beautification plans and revitalisation action plans 	Heritage Advisory Committee engagement with Council's Liveability Program, masterplanning process for Windsor, Richmond and South Windsor and design of public domain improvements	Seek funding for a heritage main streets program following completion of Masterplans for Windsor, Richmond and South Windsor
Recommendation 7 Present educational and promotional programs	<ul style="list-style-type: none"> Council web site information, brochures, host talks & forums Explore events, lighting and promotional seminars for heritage Provide support for annual Heritage Festival 	<ul style="list-style-type: none"> Review (if required) redesign education program 	Update all material associated with heritage. Conduct ICOMOS Day Tour	Ongoing review and improvement of education and awareness materials

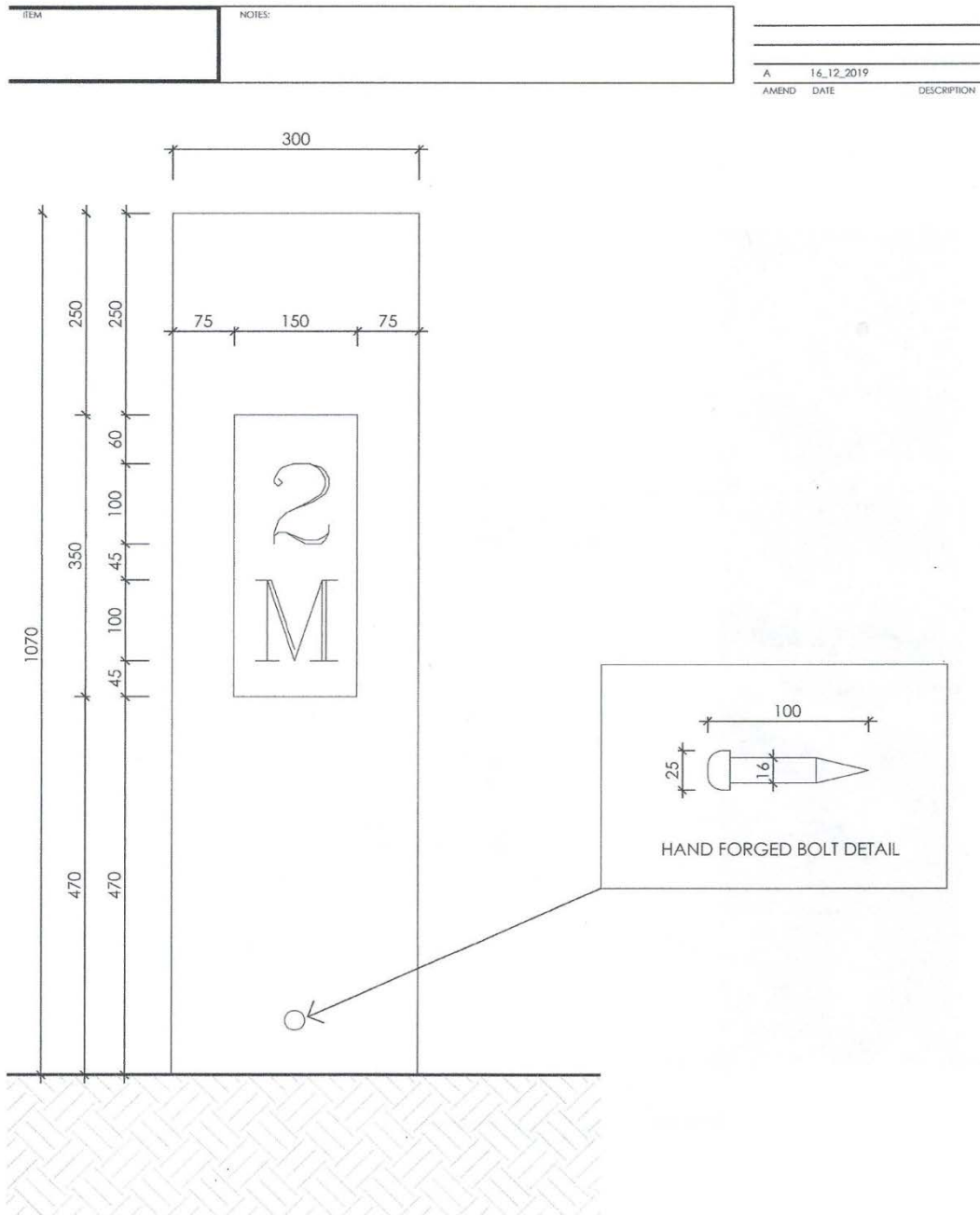
HERITAGE COMMITTEE
SECTION 1 - Confirmation of Minutes
Meeting Date: 28 October 2021

Hawkesbury City Council 3 year Heritage Strategy 2021 – 2024

RECOMMENDATIONS FOR LOCAL COUNCIL HERITAGE MANAGEMENT	Ongoing Actions	2021/2022	2022/2023	2023/2024
Recommendation 8 Set a good example to the community by properly managing places owned or operated by council	<ul style="list-style-type: none"> Ongoing management of Council Heritage Assets Include heritage resource as consultant for Council heritage projects Include heritage principles and relevant exemptions for Plans of Management (eg. parks) 	<ul style="list-style-type: none"> Promote heritage assets 	Preparation of Maintenance Plans for Council owned heritage properties.	Develop and issue standard template for maintenance plan for individual property owners to utilise.
Recommendation 9 Promote sustainable development as a tool for heritage conservation	<ul style="list-style-type: none"> Sustainability Living Website Established 2011 http://sustainability.hawkesbury.nsw.gov.au/ 	<ul style="list-style-type: none"> Pursue funds to continue Sustainable Living /Heritage conservation website information 	Pursue funding opportunities	Develop and implement initiatives based on successful funding.

HERITAGE COMMITTEE
SECTION 1 - Confirmation of Minutes
Meeting Date: 28 October 2021

AT – 3 Drawing of Replacement Milemarker – Windsor Street, East Richmond



OCP ARCHITECTS

STUDIO 7, LEVEL 1
 35 BUCKINGHAM STREET
 SURRY HILLS NSW 2010

02) 9319 4126 | WWW.OCP.NET.AU | INFO@OCP.NET.AU

PROJECT 400 m NORTH OF CROWLEY'S LANE (WESTERN SIDE) CASTLEREAGH ROAD, AGNES BANK	SCALE @ A4 NTS	DRAWING TITLE MEASURED DRAWINGS	DRAWING NO. 001	
			PROJECT 12004	REVISION A
CLIENT HAWKESBURY CITY COUNCIL	DWN / CHE MM/OC			

ALL DIMENSIONS ARE IN MILLIMETRES. VERIFY ALL DIMENSIONS & LEVELS ON SITE PRIOR TO COMMENCEMENT OF WORK. REPORT DISCREPANCIES TO ARCHITECT. DO NOT SCALE OFF DRAWING. COPYRIGHT REMAINS THE PROPERTY OF OCP ARCHITECTS. HARN 4079

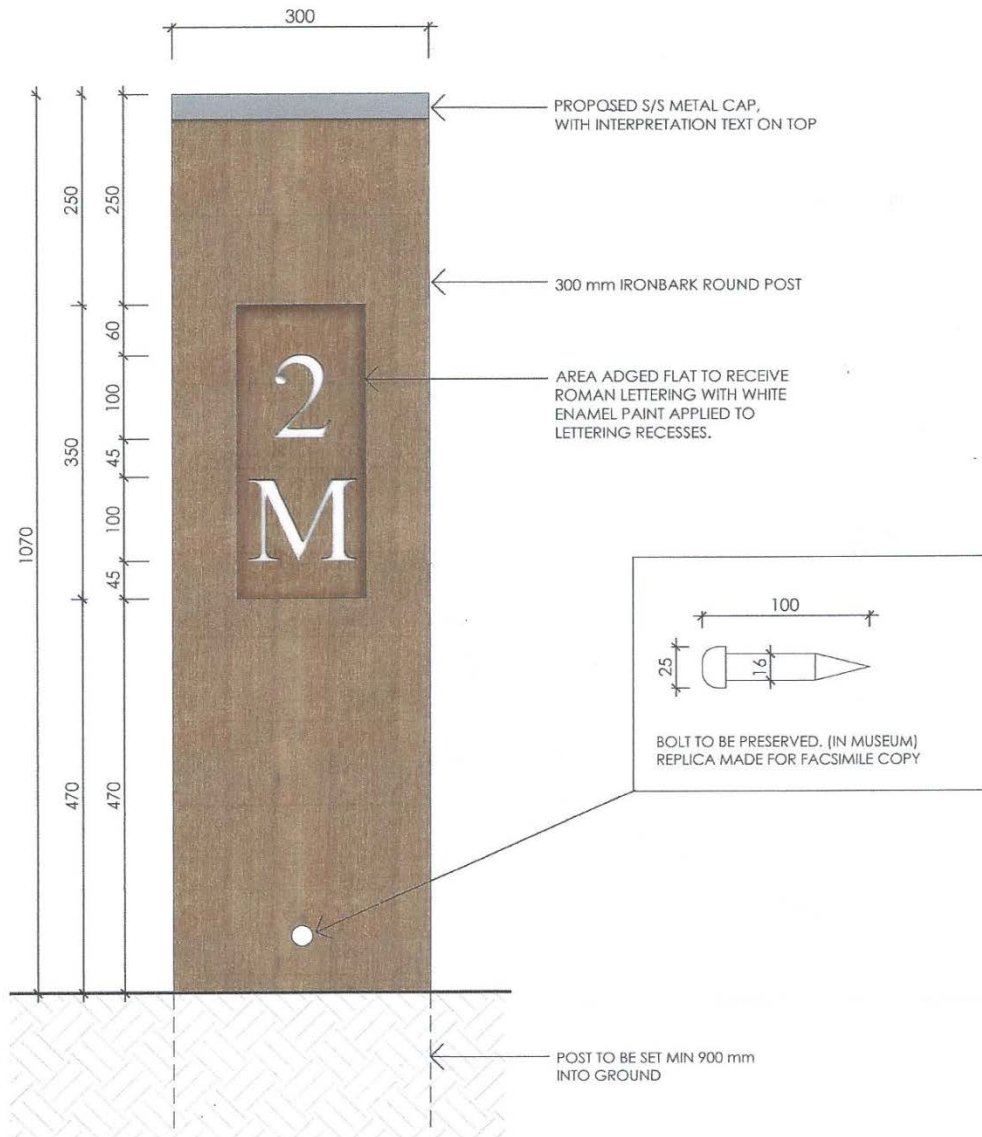
THIS DOCUMENT REMAINS THE PROPERTY OF OCP ARCHITECTS PTY LTD. THIS DRAWING SHALL BE USED ONLY FOR THE COMMISSIONED PURPOSE. USE ELSEWHERE IS UNLAWFUL.

HERITAGE COMMITTEE
SECTION 1 - Confirmation of Minutes
Meeting Date: 28 October 2021

=

ITEM	NOTES
------	-------

A	16_12_2019	
AMEND	DATE	DESCRIPTION



OCP ARCHITECTS.

STUDIO 7, LEVEL 1
 35 BUCKINGHAM STREET
 SURRY HILLS NSW 2010

(02) 9319 4126 | WWW.OCP.NET.AU | INFO@OCP.NET.AU

PROJECT
 400 m NORTH OF CROWLEY'S LANE (WESTERN SIDE)
 CASTLEREAGH ROAD, AGNES BANK

CLIENT
 HAWKESBURY CITY COUNCIL

SCALE: 1/4
 NTS

DWN / CHE
 MM/OC

DRAWING TITLE
 RECONSTRUCTION
 OF MILE
 MARKER

DRAWING NO.
002

PROJECT
 12004

REVISION
 A

ALL DIMENSIONS ARE IN MILLIMETRES. VERIFY ALL DIMENSIONS & LEVELS ON SITE PRIOR TO COMMENCEMENT OF WORK. REPORT DISCREPANCIES TO ARCHITECT. DO NOT SCALE OFF DRAWING. COPYRIGHT REMAINS THE PROPERTY OF OCP ARCHITECTS, NARN 4079

THIS DOCUMENT REMAINS THE PROPERTY OF OCP ARCHITECTS PTY LTD. THIS DRAWING SHALL BE USED ONLY FOR THE COMMISSIONED PURPOSE. USE ELSEWHERE IS UNLAWFUL.

HERITAGE COMMITTEE
SECTION 1 - Confirmation of Minutes
Meeting Date: 28 October 2021

ITEM	NOTES
------	-------

	A	16_12_2019	
AMEND	DATE	DESCRIPTION	



OCP ARCHITECTS

STUDIO 7, LEVEL 1
 35 BUCKINGHAM STREET
 SURRY HILLS NSW 2010

02) 9319 4126 | WWW.OCP.NET.AU | INFO@OCP.NET.AU

PROJECT 400 m NORTH OF CROWLEY'S LANE (WESTERN SIDE) CASTLEREAGH ROAD, AGNES BANK		SCALE @ A4 NTS	DRAWING TITLE EXISTING MILE MARKER	DRAWING NO. 003	
CLIENT HAWKESBURY CITY COUNCIL				PROJECT 12004	REVISION A
ALL DIMENSIONS ARE IN MILLIMETRES. VERIFY ALL DIMENSIONS & LEVELS ON SITE PRIOR TO COMMENCEMENT OF WORK. REPORT DISCREPANCIES TO ARCHITECT. DO NOT SCALE OFF DRAWING. COPYRIGHT REMAINS THE PROPERTY OF OCP ARCHITECTS, NARN 4076			THIS DOCUMENT REMAINS THE PROPERTY OF OCP ARCHITECTS PTY LTD. THIS DRAWING SHALL BE USED ONLY FOR THE COMMISSIONED PURPOSE. USE ELSEWHERE IS UNLAWFUL.		

oooO END OF REPORT Oooo

Heritage
Committee

Section **2**

Reports
for determination

HERITAGE COMMITTEE

SECTION 2 - Reports for Determination

Meeting Date: 28 October 2021

HERITAGE COMMITTEE
SECTION 2 - Reports for Determination
Meeting Date: 28 October 2021

SECTION 3 - Reports for Determination

ITEM: 1 **HC - Wayfinding and Signage Strategy - Heritage Signage - (80242, 95498, 124414)**

Previous Item: 9, Heritage Committee (22 July 2021)

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to present the Draft Wayfinding and Signage Strategy to the Heritage Committee.

EXECUTIVE SUMMARY:

Council is currently in the process of revitalising the town centres of Richmond, South Windsor and Windsor and undertaking Place Plans for the villages. The Blueprint has been engaged to create a wayfinding strategy and style guide which will be scalable from the larger town centres to the smallest villages. The Wayfinding and Signage Strategy Project aims to improve how visitors and residents are guided through the Hawkesbury local government area, to discover the diverse experiences, attractions and services that we offer.

The development of the Draft Wayfinding and Signage Strategy is based on best precedent wayfinding examples and principles and is being presented to the Committee for feedback whilst it is on public exhibition until 5 November 2021.

RECOMMENDATION:

That the Heritage Committee consider and provide input and feedback on the Hawkesbury City Council Wayfinding and Signage Strategy whilst it is on public exhibition.

BACKGROUND

Council adopted the master and public domain plans for Richmond, South Windsor and Windsor Town Centres at the Ordinary Council meeting of 29 September 2020. During the development of the master plans, a recurring recommendation was in relation to signage including:

- Signage to improve wayfinding to key destinations such as public transport, parking, retail areas, Hawkesbury River, parks and civic facilities.
- The creation of heritage trails through the town centres to highlight and provide information about the rich Aboriginal and European heritage of the town centres.
- Entry signs.
- Key sites and tourist facilities.

Site audits and existing Council plans established a need of a signage strategy due to inconsistencies in locations, design, branding and messaging in signage. The Draft Wayfinding and Signage Strategy outlines strategy principles adaptable to all towns and villages across Hawkesbury City Council while ensuring the signage can be used across digital platforms where suitable.

HERITAGE COMMITTEE
SECTION 2 - Reports for Determination
Meeting Date: 28 October 2021

Strategy Objectives

- Develop a visual identity using clear and legible contemporary graphic design principles.
- Use iconography and plain language for an inclusive approach to wayfinding and storytelling.
- Increased knowledge about the heritage of the area through incidental interaction with engaging signage.
- Limit the number of signs through optimized location and integration to the environment/streetscape.
- Create contextual and sympathetic design outcomes.

Project Outcomes

- Movement will be an easy, memorable and safe experience.
- Pedestrian-friendly paths and thoroughfares that is safe, comfortable and pleasant.
- Increased walking and improved community well-being.
- A better-connected community.
- Increased interest in the areas heritage sparked by engaging stories told through signage and easily accessible online content.
- Increased retail event profitability due to more foot traffic and longer stays.

Key steps undertaken to date include:

- Tender Process to engage consultants to assist in the development of Wayfinding and Signage Guidelines October 2020 to Jan 2021.
- Engaged The Blueprint February 2021.
- A Project Control Group (PCG) was established in February 2021 with a cross collaborative team from all branches of the organisation.
- The Blueprint undertook background research, stakeholder meetings and discussions during February to March 2021.
- Development of Concept Wayfinding and Signage Programme and Plan March 2021.
- Project Control Group Meetings held 10 February 2021, 29 April 2021 and 10 June 2021.
- Councillor briefing sessions held 20 July 2021 and 21 September 2021 to present the Draft Wayfinding and Signage Strategy.

Next Steps

Tentative timeframes are as follows:

Action	
<ul style="list-style-type: none"> • Development of Concept Wayfinding and Signage Programme and Plan consisting of: <ul style="list-style-type: none"> - Observations and recommendations - Best precedent Wayfinding examples and integration of principles to HCC strategy - Best precedent heritage walks examples and different ways to implement this to HCC - Signage Hierarchy - Main destination and connections and user journey analysis - Design Directions for Wayfinding and Heritage Trails 	mid-March 2021
Design concepts presented to Internal Project Control Group and Executive Team	June 2021
Design concepts presented at Councillor briefing session to seek input	20 July 2021
Councillor briefing session to consider and approve design signage design to move forward to next stage of the project	21 September 2021 –
Council report to request endorsement to place Strategy on public exhibition	28 September 2021
Draft Wayfinding and Signage Strategy on public exhibition	Until 5 November 2021 Current Stage
Council report following public exhibition	23 November 2021

HERITAGE COMMITTEE
SECTION 2 - Reports for Determination
Meeting Date: 28 October 2021

Detailed Design Phase and Stakeholder Engagement	Early 2022
Undertake tender process to procure, manufacture and install wayfinding and signage	Early 2022

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

The strategy is consistent with the following Focus Area, Direction and Strategy within the Community Strategic Plan 2017-2036.

Our Community

2.5. Cultural Development and Heritage - Enable broad and rich celebration of our local culture and significant heritage

2.5.3 Recognise, conserve and promote the areas history and heritage for current and future generations

FINANCIAL IMPACT

There are no financial implications applicable to this report.

ATTACHMENTS:

AT - 1 Draft Wayfinding and Signage Strategy Document - *(Distributed under separate cover).*

oooO END OF REPORT Oooo

HERITAGE COMMITTEE
SECTION 2 - Reports for Determination
Meeting Date: 28 October 2021

ITEM: 2 **HC - Hawkesbury Local Heritage Assistance Fund 2021/2022 - Minor Maintenance/Conservation Works to Heritage Listed Properties within the Hawkesbury Local Government Area - (95498, 124414)**

Directorate: City Planning

PURPOSE OF THE REPORT:

The purpose of this report is to advise the Heritage Committee of the current status of applications received for funding under the Hawkesbury Local Heritage Assistance Fund 2021/2022.

EXECUTIVE SUMMARY:

The Local Heritage Assistance Fund is funded each year by Council and Heritage NSW, with the majority of the program being funded by Council. This years program was open to Minor Maintenance/Conservation Works to all heritage listed properties within the Hawkesbury Local Government Area.

Council invited owners/managers of heritage listed properties to apply for funding to undertake Minor Maintenance/Conservation Works to Heritage Listed Properties within the Hawkesbury Local Government Area.

Council received a total of 27 applications, which is the highest number of applications received since the program commenced. The increasing level of interest from heritage property owners is highly encouraging and also reflects the increased emphasis placed on promotion of the program that has been recommended and encouraged by the Heritage Committee.

The applications received are currently being assessed for compliance with the grant application criteria by a panel consisting of Council's Heritage Advisor and Council staff ahead of being formally considered by Council.

RECOMMENDATION:

That the Heritage Committee:

1. Note the record number of applications received as part of the Hawkesbury Local Heritage Assistance Fund 2021/2022.
 2. Note that funding for this program has the potential to be the catalyst for in excess of \$350,000 worth of work to heritage items within the Hawkesbury Local Government Area.
-

BACKGROUND

The Hawkesbury Community Strategic Plan 2017-2036 recognises the importance of conservation and promotion of the Hawkesbury's heritage and history for current and future generations.

The Hawkesbury Heritage Strategy 2021-2024 provides an effective framework for Council to achieve its commitment to conservation and management of unique and diverse heritage assets and character within the Hawkesbury.

HERITAGE COMMITTEE
SECTION 2 - Reports for Determination
Meeting Date: 28 October 2021

In order to promote awareness and a positive attitude of the community to heritage and encourage and assist the conservation and restoration of the Hawkesbury's significant heritage, each year, Council assisted by Heritage NSW runs a Local Heritage Assistance Fund.

The Local Heritage Assistance Fund program has previously had a different theme each year, but this year's program focussed on Minor Maintenance/Conservation Works to heritage listed properties within the Hawkesbury Local Government Area in accordance with the Heritage Strategy 2021-2024.

All owners and managers of locally listed properties within the Hawkesbury Local Government Area were advised in writing of the Local Heritage Assistance Fund 2021/2022, and encouraged to apply for funding. Application forms and guidelines on how to apply for funding assistance were made available on Council's website during the funding application period. Facebook posts were released, and a public notice on the Local Heritage Assistance Fund 2021/2022 was placed in The Courier.

As with previous years funding programs, the funding available for any one applicant/property has been set at \$2,000.

Funding is offered on a dollar for dollar basis (\$1 of private funding for each \$1 of grant funding) to enable funded works to be undertaken.

Any expenditure in excess of the amount granted under the program will need to be met by applicants. It should be noted that the funding allocation amounts were aimed at encouraging minor works that do not require formal approval from Council. This is due to time constraints imposed by Heritage NSW for Council to complete the grant funding program, and also to enable as many properties as possible to be beneficiaries of the funding.

Applications for Funding

In total, 27 applications were received for funding under the Local Heritage Assistance Fund 2021/2022. Table 1 below summarises the applications received, and the grant funding sought.

Table 1: Summary of Applications Under the Local Heritage Assistance Fund 2021/2022

Heritage Listed Residential Property	Proposal	Total project cost (\$)	Financial Assistance Sought	Applicant's Contribution
888 Sackville Road, Sackville	Repaint all windows and front and side door and all exterior wood work	\$10,000.00	\$2,000.00	\$8,000.00
162 George Street, Windsor	Renovations as part of current DA	\$150,000.00	\$2,000.00	\$148,000.00
2/16 Charles Street, North Richmond	Paint picket fence and façade of house, repair broken decking and paint, paint front verandah slab	\$900.00	\$450.00	\$450.00
94 The Terrace, Windsor	Paint front verandah exterior including wrought iron lacework windows and shutters, front door and timber beams	\$3,520.00	\$1760.00	\$1760.00

HERITAGE COMMITTEE
SECTION 2 - Reports for Determination
Meeting Date: 28 October 2021

Heritage Listed Residential Property	Proposal	Total project cost (\$)	Financial Assistance Sought	Applicant's Contribution
102 March Street, Richmond	Replace roofing iron on front verandah	\$7,150.00	\$2,000.00	\$5,150.00
104 Bathurst Street, Pitt Town	Painting and repairing of underside of both front and back verandahs	\$4,620.00	\$2,000.00	\$2,620.00
25 North Street, Windsor	Internal repairs to plaster damage caused by March 2021 floods where 3m of water came into the dwelling	\$2,018.00	\$1,009.00	\$1,009.00
26 Market Street, Richmond	Murray Wing Roof repairs and gutter modifications to prevent water leaks	\$4,350.00	\$2,000.00	\$2,350.00
9 Chapel Street, Richmond	Repair and the provision of gutters and downpipes and repair flashings on chimney	\$4,000.00	\$2,000.00	\$2,000.00
742 Tizzana Road, Sackville	Repair leadlight windows	\$1,280.00	\$640.00	\$640.00
22 March Street, Richmond	Replace leaking roof sympathetic to heritage construction	\$11,000.00	\$2,000.00	\$9,000.00
21 Fairfield Avenue, Windsor	Repairs to slate roof and ridge capping and repair replace guttering and down pipes	\$5,680.00	\$2,000.00	\$3,680.00
130 Francis Street, Richmond	Recapping of Chimneys	\$600.00	\$300.00	\$300.00
1005 Grose Vale Road, Kurrajong	Prepare surfaces and paint windows and doors and external walls of the Church	\$12,375.00	\$2,000.00	\$10,375.00
578 Tizzana Road, Ebenezer	Repair damaged window shutters and repaint	\$4,000.00	\$2,000.00	\$2,000.00
283 George Street, Windsor	Paint exterior of heritage building	\$12,100.00	\$2,000.00	\$10,100.00

HERITAGE COMMITTEE
SECTION 2 - Reports for Determination
Meeting Date: 28 October 2021

Heritage Listed Residential Property	Proposal	Total project cost (\$)	Financial Assistance Sought	Applicant's Contribution
38 Eldon Street, Pitt Town	Restoration of 14 verandah posts by reinstating missing timber capitals	\$858.00	\$429.00	\$429.00
291 George Street, Windsor	Replace rotten barge and gable ends to roof and repair damaged timber windows and paint these repaired areas	\$6,200.00	\$2,000.00	\$4,200.00
1-5 Moses Street, Windsor	Repair of Rectory timber fence and Church sandstone fence	\$3,575.00	\$1,787.50.00	\$1,787.50
201, 203, 205 Windsor Street, Richmond	Clean and repaint bullnose verandah over three shop fronts	\$2,130.00	\$1,065.00	\$1,065.00
5 Putty Road, Wilberforce	Replace front verandah floor boards which have rotten due to weather exposure	\$13,970.00	\$2,000.00	\$11,970.00
439 Cattai Road, Cattai	Install damp course to sandstone walls that are being damaged by rising damp	\$78,278.60	\$2,000.00	\$76,278.60
7 Francis Street, Richmond	Repairs to and installation of timber cladding to the rear of the dwelling house and installation of new door and window mouldings (frames) to rear door and window of the dwelling house to match existing profiles.	\$5,000.00	\$2,000.00	\$3,000.00
61 Francis Street, Richmond	Repair and restore front verandah area. Verandah eave to be patched and repainted to match existing. Surrounding handrail and posts need stripping back where necessary, primed and repainted	\$3,212.00	\$1,606.00	\$1,606.00

HERITAGE COMMITTEE
SECTION 2 - Reports for Determination
Meeting Date: 28 October 2021

Heritage Listed Residential Property	Proposal	Total project cost (\$)	Financial Assistance Sought	Applicant's Contribution
4 Little Church Street, Windsor	Repair and restore the verandah	\$6,000.00	\$2,000.00	\$4,000.00
122 Lennox Street, Richmond	Repainting of external walls	\$3,600.00	\$1,600.00	\$1,600.00
1202 Settlers Road, St Albans	Repairs to verandah - no other details given. Wants heritage advice prior to getting quotes	TBA	TBA	
TOTAL		\$356,416.60	\$42,646.50	\$313,770.10

Assessment of Applications for Funding

Applications are currently being evaluated by a panel comprised of Council's Heritage Advisor and relevant Council Officers. The following criteria are being used in the evaluation:

- The eligibility of the subject site and the proposal
- The applicant's ability to demonstrate technical and financial responsibility in relation to the project and demonstrated ability to complete the project within six months from the date of funding confirmation
- The degree to which the applicant is financially contributing to the project given the limitations of the funding available
- Projects of demonstrated heritage value to the community
- Projects which are highly visible to the public
- The urgency of repairs required to preserve the heritage item from further deterioration
- Whether the applicants had received Local Heritage Assistance Funding in the previous three years.

Following this process, a report will be prepared and presented to Council for consideration of endorsement of the recommended applications considered to be eligible to receive funding under the Hawkesbury Local Heritage Assistance Fund 2021/2022.

Implementation

Subject to endorsement by Council, all applicants will be advised in writing of the determination of their application. Applicants will be required to enter into an Agreement with Council which includes provisions for acceptance of the offer of funding, permission to commence work, time limits, claims for payment, and any special conditions relating to the project.

On completion of the work an inspection will be carried out by Council Officers and Council's Heritage Advisor to ensure that the work has been carried out in accordance with the Agreement. Upon satisfactory completion of the works and approval of Council's Heritage Advisor and Council Officers, the approved grant amount will be forwarded to the applicant.

Relevant Legislation

Local Government Act 1993.

HERITAGE COMMITTEE
SECTION 2 - Reports for Determination
Meeting Date: 28 October 2021

DISCUSSION

The special character of the Hawkesbury derives from its unique historical background and the expression of this background in its interrelationship of buildings and places of heritage significance, their settings and landscapes. These irreplaceable and precious heritage items not only provide a window to the past and to the very origins of the Hawkesbury Community but also add character, appeal and interest to the Hawkesbury area. Therefore, Council is continuing with its leadership role in protecting and conserving Hawkesbury's heritage, promoting and encouraging the Community's participation and interest in heritage conservation and protection of significant heritage items within the Hawkesbury Local Government Area.

In order to continue with Council's leadership role in promoting, protecting and conserving the Hawkesbury's heritage, Council promotes and implements certain programs in relation to heritage conservation, and the Local Heritage Assistance Fund Program is one of those to support and encourage the Community in conservation and protection of Hawkesbury's unique heritage.

Continuing with the Local Heritage Assistance Fund program in future years is a key to promoting and supporting the Hawkesbury's heritage and making the Community aware of the importance of heritage conservation.

COMMUNITY ENGAGEMENT

The issues raised in this report concern matters which do not require community consultation under Council's Community Engagement Policy.

CONFORMANCE TO THE HAWKESBURY COMMUNITY STRATEGIC PLAN 2017-2036

The Local Heritage Assistance Fund 2021/2022 is consistent with the following Focus Area, Direction and Strategy within the Community Strategic Plan 2017-2036.

Our Community

2.5 Cultural development and heritage

- 2.5.3 Recognise, conserve and promote the areas of history and heritage for current and future generations.

Conformance to Heritage Strategy

Funding for Minor Improvements/Conservation works to heritage listed properties within the Hawkesbury Local Government Area and the implementation of the Fund is consistent with Recommendation 5 Introduce a local heritage fund to provide small grants to encourage local heritage projects of the Hawkesbury Heritage Strategy 2021-2024.

ATTACHMENTS:

There are no supporting documents for this report.

oooO END OF REPORT Oooo



Heritage Committee meeting

End of Business Paper

This business paper has been produced electronically to reduce costs, improve efficiency and reduce the use of paper. Internal control systems ensure it is an accurate reproduction of Council's official copy of the business paper.