



# **Attachment 5 to Item 4.3.4**

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## **Town Centres Master Plan Working Group – Meeting Minutes**

Date of meeting: 18 April 2023  
Location: Council Chambers  
Time: 6:30 p.m.



**HAWKESBURY CITY COUNCIL**  
**Town Centres Masterplan Working Group**

**Wednesday 25 September 2019**  
**Meeting Room 2 (Large Committee Room), 366 George Street, Windsor**

Minutes of the Meeting of the Town Centres Masterplan Working Group  
Held in Council Committee Rooms, Windsor,

Meeting commenced: 2:10 pm

**ATTENDANCE**

Present	Councillor Danielle Wheeler (Chair)
	Councillor Emma-Jane Garrow
	Abigail Ball
Apologies	Sue Wingate
	Darren Pead
In attendance	Linda Perrine, Hawkesbury City Council
	Amanda Kearney
	Charles Liggett
	Andrew Kearns
	Amanda Carroll
	Jennifer Statham
	Jennifer Moses, Community Representative, Dementia Friendly Working Group

*Ms Statham and Ms Moses left the meeting at 2:00 pm.*

Ms Perrine introduced Ms Amanda Kearney to the Working Group. Ms Kearney's role is City Design and Economic Development Manager, Hawkesbury City Council.

**Item 1: Dementia Friendly Hawkesbury Working Group Presentation**

The Working Group members were given an overview of the work that has been done in the preparation of the Hawkesbury Dementia Friendly Plan (HDF) 2019- 2021. A document Creating Dementia-Friendly Communities checklist was distributed to the Working Group Members.

It is anticipated that the HDF plan will be submitted to Council for consideration at the meeting on 29 October 2019 before going on Public Exhibition for further feedback.

It was also noted that during the planning phase for the Town Centres Masterplanning consideration should be given to the issues identified by the Dementia Friendly Working Group and included in the Checklist provided.

The Chairperson thanked Ms Moses and Ms Statham for their presentation. It was agreed that the issues raised will be considered in the Town Centres Planning process.

**Item 2 - Update on Mural Project**

The Working Group was updated on the completion of the Murals in Windsor Mall.

A project debrief will be undertaken followed by a report back to the Working Group.

Feedback received on the murals project has been positive. A list of suggested locations was captured for future consideration.

Possible future Mural sites:

- Water Tower in Howe Park
- Target wall - George Street
- Cooks Plumbing
- Baker Street, opposite Woolworths
- Homebase Shop

**Item 3 - Shopfront Design Project**

A presentation was given to the Working Group, showing images of proposed a concept design for 137 George Street, Windsor.

The Working Group were advised that the shop front concept designs have not been presented to the building owner.

A further update will be provided to the working group when a concept has been agreed to and further work is to commence.

**Item 4 Liveability Program**

Ms Kearney updated the Working Group on the current status of the Liveability Program.

The tender process is now at evaluation stage. It is anticipated that a decision on the successful tender bidder will be made in the very near future.

The project Team to take the Program forward is:

- Project Lead - Amanda Kearney
- Project Sponsor - Linda Perrine
- Project Team member - Charles Liggett
- Cross functional Team including Technical Experts from across council
- Consultants

A presentation was made to the Working Group. There are three main components of work to be undertaken as part of the Liveability Program. These include Community Engagement, Master Plans and Public Domain Plans.

**Community Engagement**

Critical to the success of this project is effective community engagement.

Deliverables

- Preparation of an Engagement Strategy.
- Community Engagement to commence late 2019.

Master Plan Deliverables

A Masterplan for each town centre that will:

- Deliver contemporary, appropriately equipped civic facilities
- Increase the use of public spaces
- Identify sites for development potential and / or infill sites
- Promote the Hawkesbury as a regional centre with lifestyle and cultural opportunities.
- Deliver a contemporary and quality retail environment.

- Bring vacant and 'at risk' historic buildings back into use
- Encourage footfall by implementing improvements to pedestrian access and place activation initiatives
- Deliver quality open spaces and the opportunity for cultural events

#### Domain Plan Deliverables

A Public Domain Plan for each town centre to include:

- Palette of materials for the City as a whole and a palette of materials relevant for each centre
- Design guidelines
- What approvals are required
- Implementation Plan
- Implementation Schedule with completion date
- Maintenance Plan

Ms Kearney led the group through a facilitated workshop.

The workshop participants were asked to raise their hands to demonstrate which town centre they were representing. It identified that all participants are in fact representing an interest in Windsor Town Centre; this identified a gap that the working group will need to look for representation for Richmond and South Windsor Town Centres.

This workshop specifically focussed on Windsor Town Centre. It was suggested that the other two town centres be focussed on at future meetings.

The Workshop identified the key focus areas to meet the community's needs and what is most valued about the Windsor Town Centre and further identify barriers and opportunities for the Town Centre.

#### Participants were asked to think about how they interact with Windsor Town Centre.

#### Key Interactions identified included:

- Library
- Leisure areas/Entertainment
- Social activities; such as coffee, lunches, dinners breakfast
- Business activities such as banks and Post office and the like
- Riverfront walking
- Exercise
- Children's playground
- Grocery shopping
- Gifts and homewares shopping
- Local community events
- Work

#### Workshop participants were asked to consider any opportunities and any barriers for Windsor Town Centre.

#### Opportunities identified:

- Heritage and cultural attractions; adaptive reuses
- Museum
- Art gallery
- Events such as Light Up Windsor
- Retail/boutique centre
- Village feel
- Proximity to City
- Creative people doing creative things
- Linking the train station with the Windsor Mall
- Installing Wifi throughout the mall

Barriers Identified:

- Ascertaining the role of the mall
- Lack of Connectivity
- Traffic Management issues
- Not a pedestrian friendly network
- Oversized retail spaces
- Empty buildings
- Accessibility
- Property owner interest and investment
- Lack of signage / Interpretative signage, directional signage
- Lack of shade
- Narrow streets
- Small population in catchment

Ms Kearney thanked the group for their participation in the workshop. It was noted that the next meeting will include a workshop to focus on South Windsor.

The meeting closed at 3:00 pm.

The next meeting is scheduled for 30 October 2019 at 1:00 pm.

## HAWKESBURY CITY COUNCIL

**Town Centres Masterplan Working Group**  
**Wednesday 30 October 2019**  
**McLeod Park, George Street, South Windsor**

Minutes of the Meeting of the Town Centres Masterplan Working Group  
Held outdoors in McLeod Park, George Street, South Windsor

Meeting commenced: 1:00 pm

### ATTENDANCE

Present	Councillor Danielle Wheeler (Chair)
	Councillor Emma-Jane Garrow
	Abigail Ball
	Sue Wingate
	Venecia Wilson
	Jo Wilbow
Apologies	Darren Pead
	Keri Whiteley
In attendance	Linda Perrine, Hawkesbury City Council
	Amanda Kearney, Hawkesbury City Council
	Charles Liggett, Hawkesbury City Council
	Sam George, Hawkesbury City Council
	Amanda Carroll , Hawkesbury City Council
	Megan Berrell, Hawkesbury City Council

### Item 1      **Review of Council Committees and Working Groups Ms Linda Perrine**

Ms Perrine updated the working group members on the review of Council Committees and Working Groups.

#### **Stage One – Engagement with committee members**

The committee members were advised that Council will be reviewing the current committees and working groups to create an alignment with the Community Strategic Plan. A key part of this review is stage one - engaging with current committee and working group members to find out what is working and what could be improved in terms of the respective committees / working groups.

The Community Strategic Plan has five key directions being, Leadership, Environment, Assets, Community and Future

Council also need to ensure that there is a greater level of consistency between Committees which will be assisted through the development of a standard approach to systems and processes such as preparation of draft minutes which will be sent to the committee before reporting to Council.

Between now and the end of December all committees / working groups will have at least one meeting.

The committees and working groups being engaged in the process include:

- Waste Management
- Hawkesbury Access and Inclusion
- Heritage
- Tourism
- Infrastructure
- Human Services
- Civic and Citizenship
- Floodplain Risk Management
- Environmental Sustainability
- Reconciliation Action Plan, and
- Town Centres

**Stage two will involve:**

- Considering the feedback from stage one.
- Engaging with Councillors.
- Consider if there is a transition phase eg. Waste Management and Environmental Sustainability take the opportunity to meet together.
- Complete the review and finalise the new committee structure ready for implementation in 2020.

Committee members were advised that an electronic survey will be distributed for completion.

*Ms Perrine left the meeting at 1:10 pm*

Ms Kearney introduced Mr Sam George to the Working Group. Mr George will be working on the Liveability Project.

**Item 2      Update on Membership of the Town Centres Masterplan Working Group  
Ms Amanda Kearney**

Ms Kearney posed two options for additional membership to the working group members .

**Option 1**      Expression of Interest from local business operators/owners in the Windsor, Richmond and South Windsor precincts.

**Option 2 -**      The Working Group members to target specific business operators/owners

**Discussion:**

- There was general consensus that option 1 would be the preferred option. However with time constraints and the project commencing it was agreed that approaching a number of businesses in both Richmond and South Windsor to participate was the most practicable. A list of suggested businesses to approach was made for staff to consider.

Ms Kearney updated the working group on the Liveability Project – Revitalising our Town Centre. The Contract has been signed with Urbis. A inception meeting was held during the week commencing 21 October 2019. The project has a completion date of March 2020. Urbis are currently working on a Community Engagement Strategy.

Members requested a representative of Urbis to be invited to a meeting of the Working Group to discuss the project.

Ms Kearney advised the working group that Council officers will be continually liaising with Urbis and will be overseeing the project closely.



**Item 3 Update on Mural Project Mr Charles Liggett**

The Working Group discussed the history and outcomes of the Mural project. Observations were made that include: :

- The completion of the Placescore survey confirmed that the provision of such works increased community identity as well as awareness and appreciation of the local environment.
- The working group engaged Art Pharmacy to oversee the project, and following public meetings on 23 November and 3 December 2018, established an eight member committee.
- The committee reviewed a number of options extensively and three artists were commissioned to complete murals at two locations.
- The mural project was completed in September 2019.
- Public response to the murals has been positive

**Item 4 Shopfront Project - Windsor Mall Mr Charles Liggett and Ms Jo Wilbow**

The Working Group were updated on the status of the Shopfront project at the proposed site at 137 George Street Windsor. As previously stated there are four owner/tenants residing in these premises and the Managing Estate Agency has been contacted and is engaging with the four owners in regard to the proposal to update the shopfront. At the date of this meeting there has been no approval for the proposal.

**Item 5 Hawkesbury Business Meet and Greet Activity Ms Amanda Kearney**

The Working Group were advised about the upcoming Hawkesbury Business Meet and Greet event to be held on 13 November 2019. It was agreed that this would be an opportunity to promote the Shopfront project.

The Invitation to the event will be emailed to all Working Group members for their information.

**Item 6 Update on The Remakery Mr Charles Liggett**

The Working Group members were updated on the official opening of The Remakery on Saturday evening 26 October 2019. The Remakery is operating out of Loder House. The opening was very well attended and a successful evening.

The opening was held in conjunction with the Twilight Markets which were also very well attended and popular.

It was noted that this is a new approach for the Windsor Mall activities. There was a request that the Windsor Mall Policy and the Outdoor Dining and Footpath Trading Policy should be flagged for a possible discussion at the next meeting.

**Item 7 South Windsor Walking Tour Amanda Kearney**

The Working Group walked the South Windsor Shopping precinct to complete a SWOT analysis where each participant was asked to complete the centres strengths, weaknesses, opportunities and threats.

The Working Group was asked if they had any further ideas for consideration following the meeting to send them to the working group.

*Ms Kearney and Ms Wilbow left the meeting at 3:00 pm*

The meeting ended at 3:15 pm.

The next meeting is scheduled for Wednesday 27 November at 1:00 pm.

**HAWKESBURY CITY COUNCIL**  
**Town Centres Masterplan Working Group**

**Wednesday 29 April 2020**

Minutes of the Meeting of the Town Centres Masterplan Working Group  
Held via video conferencing zoom meeting

Meeting commenced: 1:00 pm

**ATTENDANCE**

<b>Present</b>	Councillor Danielle Wheeler (Chair)
	Councillor Emma-Jane Garrow
	Abigail Ball
	Sue Wingate
	Jo Wilbow
<b>Apologies</b>	Darren Pead
<b>In Attendance</b>	Amanda Kearney, Hawkesbury City Council
	Linda Perrine, Hawkesbury City Council
	Sam George, Hawkesbury City Council
	Colby Crane, Urbis
	Katrina Torresan, Urbis
	Mark Kuhne, Urbis

The Chairperson opened the meeting at 1:00pm.

**Item 1 – Presentation – Liveability Project – Revitalising Our Town Centres – Richmond, South Windsor and Windsor – Presenters from Urbis - Mark Kuhne, Katrina Torresan and Colby Crane.**

Colby Crane from Urbis presented the findings of the community engagement process and results. Katrina Torresan presented on the Draft Master Plan ideas and elements in direct response to the community engagement. Mark Kuhne presented on the Draft Public Domain Plans in direct response to the community engagement.

The workshop outline:

- Introductions and outline of the workshop format
- Overview of the community engagement results for each town centre
- Overview of draft master plan ideas and public domain plans in response to the engagement + workshop/ discussion to gain input

*It was suggested that the Town Centre Master Plan Working Group would capture their thoughts, comments and feedback onto the information that was sent to the group and send back to Manager City Design and Economic Development to be forwarded onto Urbis. This information is to be sent prior to week ending 8 May 2020.*

**Item 2 – Draft Markets Strategy, Policy and Guidelines – Amanda Kearney**

Manager *City Design and Economic Development* provided an update to the Working Group on the current Draft Markets Policy, Strategy and Guideline.

*A copy of the draft documentation to be sent to the Town Centre Master Plan Working Group for their thoughts, comments and feedback by the Manager City Design and Economic Development. This will be discussed at the next working group meeting.*

The meeting ended at 3:00 pm.

The next meeting is proposed for Wednesday 27 May 2020.

**HAWKESBURY CITY COUNCIL**  
**Town Centres Masterplan Working Group**

**Wednesday 27 May 2020**

Minutes of the Meeting of the Town Centres Masterplan Working Group  
Held via video conferencing zoom meeting

Meeting commenced: 1:00 pm

**ATTENDANCE**

<b>Present</b>	Councillor Danielle Wheeler (Chair)
	Councillor Emma-Jane Garrow
	Abigail Ball
	Venecia Wilson
	Sue Wingate
<b>Apologies</b>	Darren Pead
	Jo Wilbow
<b>In Attendance</b>	Amanda Kearney, Hawkesbury City Council
	Linda Perrine, Hawkesbury City Council
	Taryn Leahy, Hawkesbury City Council
	Kylie Legge, Place Scores

The Chairperson opened the meeting at 1:00pm.

**Item 1 – Presentation – Pilot Place Based Business Support Project –Presenter from Place Scores – Kylie Legge.**

Kylie Legge from Place Scores presented the Pilot Place Based Business Support Project.

The presentation included an introduction and an outline on the proposed pilot project which includes Business Support and the development and implementation of place based projects.

*The Town Centre Master Plan Working Groups recommendation was to proceed with the pilot project and allocate \$50,000 from the remaining \$100,000 Windsor Mall funds. Once the procurement process is completed communications will be sent to the working group to use to encourage business participation.*

**Item 2 – Water Tower Mural Project – Amanda Kearney**

Manager City Design and Economic Development tabled a project idea being the water tower mural project.

*The working group agreed not to proceed with this project and to place the remaining \$50,000 from the remaining \$100,000 Windsor Mall funds on hold for use on the Pilot Place Based Business Support Project Action Plan.*

**Item 3 – Liveability Project Next Steps – Linda Perrine**

Director City Planning provided an update on the next steps for the Liveability project. The working group was asked to consider the proposed stages of work and allocate into a prioritised list.

*A copy of the draft documentation will be sent to the Town Centre Master Plan Working Group. The prioritised the list of proposed work is to be emailed back to the Manager City Design and Economic Development.*

**Item 4 - Draft Markets Strategy, Policy and Guidelines – Amanda Kearney**

Manager City Design and Economic Development provided to the Working Group the Draft Markets Policy, Strategy and Guideline and requested feedback from the working group.

*Initial feedback was provided and it was agreed to continue the discussion at the next working group meeting.*

The meeting ended at 3:05 pm.

**HAWKESBURY CITY COUNCIL**  
**Town Centres Masterplan Working Group**

**Wednesday 29 July 2020**

Minutes of the Meeting of the Town Centres Masterplan Working Group  
Held via video conferencing zoom meeting

Meeting commenced: 1:00 pm

**ATTENDANCE**

<b>Present</b>	Councillor Emma-Jane Garrow (Chair)
	Abigail Ball
	Venecia Wilson
<b>Apologies</b>	Councillor Danielle Wheeler
	Sue Wingate
	Darren Pead
<b>In Attendance</b>	Amanda Kearney, Hawkesbury City Council
	Linda Perrine, Hawkesbury City Council
	Kylie Legge, Place Scores

The Chairperson opened the meeting at 1:06pm.

Acknowledgment of Country by Chair person.

**Item 1 – Presentation – Pilot Place Based Business Support Project –Presenter from Place Scores – Kylie Legge.**

Kylie Legge from Place Scores provided an update on the Pilot Place Based Business Support Project.

The update included an overview of the process undertaken for both South Windsor and the Windsor Mall. The next step is to finalise Action plans.

*The Town Centre Master Plan Working Group requested a copy of the action plan to come to the working group so they may be able to provide assistance to the businesses on some of the actions.*

**Item 2 – Draft Markets Strategy, Policy and Guidelines – Amanda Kearney and Angela Maguire**

Manager *City Design and Economic Development* previously provided to the Working Group the Draft Markets Policy, Strategy and Guideline and requested feedback from the working group.

A presentation was made to the working group to discuss the purpose of each of the documents, share the findings from market testing, discuss the process for existing market operators and share next steps; which includes endorsement by Council.

*The Town Centre Master Plan Working Group agreed that existing Market Operators be afforded a 12 month period to comply with the new requirements and suggested that some form of mentoring support to assist with the changes. It was discussed that place specific criteria be set with the objectives for a market to run in that particular location.*

**General Business**

It was requested that Thompson Square be included in the deep clean that will be occurring as part of the Windsor Mall Mainstreet Clean up.

The meeting ended at 2:06 pm.