

Minutes



Heritage and Culture Advisory Committee

Date: 29 September 2021

Time: 3.04pm – 4.40pm

Location: Microsoft Teams

Chairperson: David Milliken, Unit Manager Strategic Planning

Coordinator: David Milliken, Unit Manager Strategic Planning

Attendance

Members:

David Benwell

Walter Billington

Margot Castles

Sandra Hunt-Sharman

Verena Mauldon

Joseph Murray

Richard Waterhouse

Prue Wyllie

Kreenah Yelds

Status:

Present

Absent

Present

Present

Present (left 4pm)

Present

Present

Absent

Present

Guests:

Tracey Howie, Awabakal & Guringai Pty Ltd

Present (left 3.35pm)

Staff:

David Milliken, Unit Manager Strategic Planning

Present

Jared Phillips, Section Manager Centres Planning and Urban Design

Present

Bec Cardy, Heritage Officer

Present

Philip Clegg, Senior Urban Designer

Present

Peta James, Senior Urban Designer

Present

Zoie Magann, Meeting Support Officer

Present

Maggie Rowland, Civic Support Officer

Present

1 Introduction

3.04pm

The chairperson welcomed the group.

Tracey Howie (Director, Awabakal & Guringai Pty Ltd) completed a Welcome to Country.

Apologies received and members absent without apology were noted.

The chairperson called for any disclosures of interest. No disclosures were received.

2 Previous business

3.07pm

The group confirmed the minutes from the previous meeting as noted below, which were distributed to members via email and uploaded to Council's website:

- [Heritage and Culture Advisory Committee meeting held 23 June 2021](#)

The action log was reviewed with updates recorded (see page 5).

3 State Heritage Listing for Calga Aboriginal Site

3.10pm

Tracey Howie (Awabakal & Guringai Pty Ltd) shared information about the State Heritage listed Calga Aboriginal Cultural Landscape, noting the following key points.

- Provided overview of listing process, noting challenges with confirming location and matters involving the Land and Environment Court NSW.
- Listing was announced 1 October 2019 ([link to media release](#)).
- Noted the term 'site' is used but should be referred to as a landscape. Challenge with 'site' is restrictions of boundary and concept – the landscape is all encompassing.
- Landscape is significant for many cultural reasons and is an Aboriginal women's site that includes engravings. It is one of NSW's most sacred Aboriginal areas.
- Hoping to progress to World Heritage listing and potentially open parts of landscape to visitors to allow for knowledge sharing. While some things are sacred and must be protected, it's important to share stories to help encourage responsibility and protection.
- Staff noted they'd like to support where possible. When the World Heritage listing is progressed, a submission from Council would be welcome support.

4 Street Design Manual – heritage/special places

3.35pm

Philip Clegg (Senior Urban Designer) provided a presentation on the draft Street Design Manual that is being prepared by staff, noting the following key points.

- Manual aims to provide quality design principles for how streets are developed, whether this be by Council or other developers.
- Provided overview of draft manual including goals and guiding principles, links with existing documents and key sites for consideration.
- Shared example of how a recent project could have been improved by manual – need to make streetscapes work harder to meet needs of community.
- Provided overview of planned approach for manual, noting there has been good buy-in across the organisation.

- Discussed the challenge of developing a 'palette' for the region, given there are many different areas across the Central Coast. Goal is to have unique palettes for places that consider local heritage and environment.
- Staff are developing a community engagement strategy to get feedback on the manual and palettes, particularly with regard to what makes local places unique. Members to consider this and provide feedback to staff.
- Members flagged difference in urban landscape between pre and post Covid as people have different ideas about occupying space now. We need more open space and manual considers how streets can help with this, rather than just relying on parks.

Action: Members to reflect and provide feedback on what makes a place special, with regard to developing the Street Design Manual and palettes for areas.

5 Update on Heritage Gap Analysis + discussion

4.01pm

Information on the Heritage Gap Analysis was provided at the last meeting and members were requested to share any feedback. No feedback was provided. Staff advised members still have opportunity to provide comments, and this is important work that will feed into Heritage Strategy to be developed.

Action: Meeting Support Officer to send another reminder about feedback for Heritage Gap Analysis to members ahead of next meeting.

6 Future focus of group and planning calendar of key events

4.08pm

Bec Cardy (Heritage Officer) shared a list of key events in 2021/22 for discussion with group. Noted these can be a good opportunity to showcase heritage and 'piggyback' off an established event, rather than starting from scratch. Noted the following key points from planning discussion.

- General agreement that the Terms of Reference for the group are quite broad and could be revisited, noting development of Heritage Strategy is important piece of work for input.
- Discussed uncertainty surrounding Council's future, outcomes of the Public Inquiry, and related position of advisory groups. This uncertainty can make it difficult to stay focused so need to refine goals together.

Action: Staff to prepare a draft revision of the Terms of Reference and distribute to members for discussion at the next meeting.

Action: Staff to share live list of events with members that can be edited and updated with comments.

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Group name



7 Terms of Reference discussion

Item addressed in previous discussion.

8 General business

4.23pm

- Heritage NSW are starting a Blue Plaque program to showcase significant heritage places. This ties in with the group's interest in developing heritage trails for region. There is limited information available currently, but the Heritage Officer will keep members updated as part of the heritage trails discussions and workshop to be planned.
- Member raised concerns about DA process relating to works planned for Fairview Homestead in Dubbo Gully. Staff provided some advice about how to progress and will follow up offline about next steps.
- The group were very pleased to welcome back Bec Cardy (Heritage Officer) and commended her ongoing efforts in the heritage space.

Action: Jared Phillips to follow up on matters relating to Fairview Homestead and update member directly.

Action: Bec Cardy to provide Heritage Strategy examples for member review in preparation for discussion at next meeting.

9 Close

Next meeting: Mid December 2021 (TBC)
3pm – 5pm
Location TBC

Meeting closed at 4.40pm

Minutes approved by the Coordinator and Chairperson on 1 October 2021.

Action log

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Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
40	5/6/2019	'State Heritage Listing for Calga Aboriginal Site' to be added to a future agenda and relevant person to be invited to an Advisory Group meeting when appropriate.	Heritage Officer / Meeting Support Officer	Tracey Howie attended 29 September 2021 meeting	Complete
52	7/10/2020	Another informal meeting (workshop) to be held for interested Advisory Group members with regard to progress of the Heritage Trails. Members from the Gosford Foundation Trust Management Committee to be invited to join workshop.	Heritage Officer / Meeting Support Officer	<p>Progress with Heritage Trails is currently on hold but staff will add to the future works program and loop back in with the group when applicable.</p> <p>Kreenah Yelds noted potential for partnership with Newcastle Museum regarding development of mobile app (previously discussed with Bec Cardy) – invite Emma from Museum to workshop when planned.</p> <p>Workshop to be scheduled following updates discussed at 29 September 2021 meeting</p>	Pending
54	7/10/2020	Staff to collate key dates of events (e.g. Heritage Week) for Advisory Group members to consider with regard to future planning.	Heritage Officer	Update provided at 29 September 2021 meeting	Complete

Action log

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Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
56	29/09/2021	Members to reflect and provide feedback on what makes a place special, with regard to developing the Street Design Manual and palettes for areas.	Members		Pending
57	29/09/2021	Meeting Support Officer to send another reminder about feedback for Heritage Gap Analysis to members ahead of next meeting.	Meeting Support Officer		Pending
58	29/09/2021	Staff to prepare a draft revision of the Terms of Reference and distribute to members for discussion at the next meeting.	Unit Manager Strategic Planning/Heritage Officer		Pending
59	29/09/2021	Staff to share live list of events with members that can be edited and updated with comments.	Meeting Support Officer/Heritage Officer		Pending
60	29/09/2021	Jared Phillips to follow up on matters relating to Fairview Homestead and update member directly.	Section Manager Centres Planning and Urban Design		Pending
61	29/09/2021	Bec Cardy to provide Heritage Strategy examples for member review in preparation for discussion at next meeting.	Heritage Officer		Pending