

Minutes



Built and Cultural Heritage Advisory Committee

**Tuesday 12 September 2023
4.00-5.30pm**

Location:	Coachwood Room Level 6, 31 Victor St Chatswood
Chair:	Nicholas Flood
Attendees:	Members: Rena Czaplinska-Arche, Adrian Alexander, Audrey Thomas, Nicholas Flood, Paul Storm, Wayne Farmilo, Srishti Mahhajan, Denis Fernandes Staff: Norma Shankie-Williams (Strategic Planning Team leader), Alice Stapleton (Heritage Planner), Mitch Noble (Head of Planning), Samantha Connor- (Governance Risk and Compliance Manager), Bushra Salam (Governance Admin Officer)
Apologies/absent:	Karen Somers
Guests	Councillor Anna Greco

Agenda items

Item	Topic / Discussion	Action
1	Welcome: The meeting was declared open at 4:01pm	
	Apologies Karen Somers	
	Declarations of interest NIL	
	Acknowledgement of Country <i>Willoughby City Council acknowledges the Traditional Owners of the lands on which we meet today, the Gamaragal People, and their connections to land, waters, and community. We pay our respects to their Elders past and present, and extend that respect to all Aboriginal and Torres Strait Islander people, including those who may be in attendance today.</i>	

3 **Committee Governance**

Appointment of Chair

Nominations for Chair of the meeting:

Dennis nominated Nicholas Flood.

No other nominations were received.

The Committee voted the Chair of today's meeting to be Nicholas Flood.

Carried unanimously.

The appointment of an ongoing Chairperson will be conducted at the next meeting of the Committee.

Welcome New Members

New and existing members attended a meet and greet session prior to the commencement of the meeting. The session was arranged following a Council resolution at the 28 August council meeting.

The Chair welcomed new members Srishti Mahhajan and Denis Fernandes.

4 **Previous Minutes**

Acceptance of Previous minutes

The Committee adopted the minutes of the meeting of the Committee held on Thursday 12 July 2023.

Carried unanimously.

Business arising from previous minutes

Mapped conservation areas:

The planning Unit provided details about a review of the mapped Conservation Areas. Key discussion points included:

- The current WCC Conservation Areas review report was developed in 1999 and has not been reviewed since
 - Digitizing the WCC Conservation Areas Review report as an historical document
 - Making the data publically available on Council's website
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Recommendation 1

The committee recommended that Council consider making the WCC Conservation Areas review report available on Council's website with an appropriate caveat regarding the historical nature of the document to be properly worded by officers.

Moved by Audery Thomas and Seconded by Wayne Farmilo.

Carried unanimously.

Recommendation 2

The committee recommends that Council consider allocating budget through the 2024/25 Projects and Capital Works budget bid process, for a review of the WCC Conservation Areas Review report

Moved by Denis Fernandes seconded by Srishti Mahajan.

Carried unanimously.

Request for promotion:

- A heritage listed house in Castlecrag, The Duncan House, featured in a show on ABC, Restoration Australia. The Committee suggested that council share a link to the show through social media channels. This action was completed and the program was shared on Council's social media channels.

5 Strategic Activities

The Planning Team provided an update on the progress of the current Heritage Review.

Advice of the committee was considered from the July meeting, when developing the scope for the review project

- Submissions have been received and are currently being reviewed by officers
- It's expected a consultant will be engaged and the project will commence in October 2023

Future meeting dates

Possible agenda items and strategic outputs of the committee were discussed, to determine future meeting dates (see below).

5 Other Business

NIL

Next Meeting

Tuesday 14 November 4–5.30pm

Tuesday 19 March 4-5:30pm

Agenda Items:

- Exploring Terms of Reference esp. open Space strategies; Resilience Strategy (Resilient people sections); Heritage; Indigenous Strategy and Reconciliation Action Plan.
- Promotion of heritage and education/education model/piece for the community, committee can provide advice to council, Target Audience.

Zoom details and white board for the next meeting in November.

Draft Heritage Review to be circulated prior to 19 March for committee review.

Meeting Closed:

5:35 pm
