



**MINUTES OF MEETING
HERITAGE AND LOCAL HISTORY COMMITTEE
HELD WEDNESDAY, 6 FEBRUARY 2013**

PRESENT:

Councillors

Cllr Adele Heasman, Chair
Cllr Hugh Burns (left at 9:15 due to conflicting obligation)
Cllr Candy Bingham (left at 9:15 due to conflicting obligation)

Community Representatives

Alan Yuille
Karen Norsa
Melanie Fillios
Jim Boyce
Luisa Manfredini
Dennis Sherris (arrived 9:30)

Staff Representatives

Nayeem Islam, Principal Planner & Manager, Strategic Planning
Zoran Popovic, Heritage Advisor

APOLOGIES: Terry Metherell

To the Mayor and Councillors of the Council,

The Heritage and Local History Committee met on 6 February 2013, to consider the matters referred to it and now reports:

MATTERS CONSIDERED

Open Meeting opened at 8:30am.

ITEM 1 Apologies and leave of absence

An apology was received from Terry Metherell. Dennis Sherris was expected to arrive late due to other commitments. Councillors Burns and Bingham declared they had to leave early due to other Council Committee commitments.

It was noted that quorum is present

ITEM 2 Declarations of Interest – Pecuniary and Non-Pecuniary

None declared

ACTIONS

MATTERS CONSIDERED

ITEM 3 Confirmation of Minutes of the previous meeting (of 05/12/2012)

The Chair (Councillor Heasman) presented the Minutes.

The Committee confirmed minutes of the meeting of 05/12/2012 unanimously.

ITEM 4 Report – Matters arising from previous meeting

The Committee received and discussed the report with the following remarks and requests:

ITEM 7 (of December 2012)

Tower Street Park – indications of homeless person living and using sandstone: The committee appointed Karen Norsa and Zoran Popovic to inspect the site and confirm (a) whether a stone wall was created, potentially using material from ruins of Dalley's Castle and (b) whether all graffiti was removed.

Heritage-related brochures: Jim Boyce requested further information on which publications were most popular, in the last 12 months. Councillor Burns recommended early attention to re-printing and re-publishing in order to allow for timely budget arrangements. There should be a strategy on heritage promotion. MAGAM should be included as a distribution point. The subsequent priority plan should be forwarded to Councillors before end of February to meet deadlines for budget bids.

ACTIONS

Karen Norsa and Zoran Popovic to inspect the site in February 2013 and inform the next Committee meeting

Staff to: (1) organise a workshop in March, to discuss publications of last 5-10 years, (2) provide pdf files (scanned) of these and email Committee members, (3) prepare a draft promotion and distribution strategy based on publications' popularity in recent months, (4) meet with Councillors Heasman and Burns in late February to discuss budget bids.

The Committee unanimously accepted the report with remarks as above (moved: Councillor Burns; seconded: Councillor Heasman)	ACTION
ITEM 5 Report – Priority Goals and Actions 2013-2016 Zoran Popovic presented the Report. The Committee reviewed and accepted the report with minor changes to wording of the (last dot point) action in Priority Goal 6 (refer to the Attachment 1 for final edit of the report); Recommendation: The Committee resolved unanimously to accept the report with adopted changes and to recommend this item to: – the GM to note; – Council’s Ordinary Meeting for Brief Mention; (moved: Karen Norsa; seconded: Luisa Manfredini) – Councillors Burns and Bingham left the meeting at 9:15 due to conflicting obligations.	GM to note Brief Mention at OM
ITEM 6 Report – Heritage Assistance Grants – Proposed changes Zoran Popovic presented the Report. The Committee reviewed the report and recommended small changes to the effect that a ceremony be held annually to acknowledge successful applications (refer to the Attachment 2 for final edit of the report); Recommendation: The Committee resolved unanimously to accept the report with adopted changes and to recommend this item to: – the GM to note; – Council’s Ordinary Meeting for Brief Mention; – Council’s Planning and Strategy meeting for approval; – Council’s Media unit for promotion. (moved: Alan Yuille; seconded: Jim Boyce)	GM to note Brief Mention at OM P&S to approve After approval, inform the MC Media unit

ITEM 7 Report – National Trust Heritage Festival 2013

Zoran Popovic presented the Report. The Committee reviewed and discussed further promotion actions.

The Committee resolved unanimously to accept the report and to recommend this item to:

- **Council’s Precinct Coordinator for promotion;**
- **Council’s Media unit for promotion.**

(moved: Luisa Manfredini; seconded: Karen Norsa)

Staff to action

Staff to action

ITEM 8 Additional General Business brought to the attention of the Chair prior to the Meeting and approved for consideration

- **Coles site artefacts**

Zoran Popovic presented the Report. **The Committee resolved unanimously to accept the report.** The Committee wishes to be provided further feedback on progress.

(moved: Melanie Fillios; seconded: Jim Boyce)

Staff to action

- **Town Hall lavatories**

Councillor Burns (prior to 9:15) informed the Committee that historic fittings and partitions have been removed from Manly Town Hall – Level 1 men’s lavatories, as these were converted to a unisex accessible toilet. Information was requested on whether this was approved, and whether elements (e.g. terrazzo panels) can be reused on the site.

The Committee expressed wish to be provided information on this matter at the next meeting.

Staff to action

- **25 Pounder Memorial Gun in Gilbert Park**

Dennis Sherris noted that the gun needs repair and maintenance, which was undertaken earlier by volunteers of Artillery School. It should be investigated whether the gun is owned by Manly Council and whether it can be refurbished and conserved.

Staff to action

The Committee expressed wish to be provided information on this matter at the next meeting.

– **Other matters**

Jim Boyce raised matter of moveable heritage items, including plaques. A register of MC moveable heritage items should be put in place. Where moveable items or artefacts are found, there should be a standard condition to impose their display on site, and availability to the general public. Melanie Fillios asked whether this would make a potential graduate students' project.

Staff to action

It is also noted that the plaque on MC Town Hall (of the 1969 SMH garden competition) needs cleaning. Some other plaques, e.g. sign on Margaret Street walkway & the Dalwood Home sign also need attention. Should there be a periodical check of plaques?

Staff to
investigate/action

On a separate matter, Jim asked if photographs of the Coles site artefacts can be taken and added to project currently undertaken by the photographer Chuck Bradley. Further, Jim asked if photos of National Bank branch interior can be taken and stored for future record of changes in banking patterns.

Staff to
investigate/action

A brief mention was made of the Man on the Tyres, and what would be its potential significance.

Staff to
investigate/action

It was also discussed that there are 11 former Manly mayors buried in the Manly Cemetery, and their graves should be appropriately marked.

Staff to
investigate/action

(The Other Matters were not formally voted on)

ITEM 9 Date for next meeting

The Committee determined date for the next meeting as proposed by the Secretariat, the **3rd April 2013**.

Meeting closed at 10:30



Heritage and Local History Advisory Committee
Priority Goals and Actions 2013-2016 for 2013-2016
(Attachment 1, Meeting Minutes of 6 February 2013)

These Draft Priority Goals and Actions 2013-2016 for 2013-2016 of Manly Council's Heritage and Local History Committee (Committee) have been prepared in accordance with the Terms of Reference of the Committee. They take into account broader Manly Council's and NSW State strategic documents, including:

- Community Strategic Plan (CSP) *Beyond 2021*; which in turn includes:
 - Four Year Delivery Program 2011-2015; and
 - One Year Operational Plan 2012-2013; and
- SHOROC State of the Environment Report;
- NSW Heritage Council's *Recommendations for Local Council Heritage Management*.

The Heritage and Local History Committee continues tradition of earlier Council's Heritage Committees, which were in place since the mid-1980s. Important components of these Priority Goals and Actions were developed as anticipated continuation of the activities of Manly Council's previous (2008-2012) Heritage Committee, particularly the working groups for Development Applications and Heritage Tourism.

The Heritage and Local History Committee is a *Special Purpose Committee* convened by the General Manager to provide a forum for discussion and recommendations to the Council relating to Local History and Heritage as two distinctive complementary areas.

Local History focuses upon the Manly Local Government Area and its links with the wider spectrum of the history of Sydney, New South Wales and Australia. Heritage focuses upon the cultural heritage of the Manly LGA as it has developed and the manner to which it is physically expressed in items of heritage significance within the Manly LGA. Heritage is defined by NSW Heritage Council as "those places and objects that we as a community have inherited from the past and want to hand on to future generations."

These Draft Heritage and Local History Committee Priority Goals and Actions are for the period from February 2013 to July 2016, and it is anticipated that they may be reviewed as required, during or after this period.

The Committee focus in this period will be on offering advice and opinions to Council on the Local History and Heritage matters, including:

Local History:

- Participation in Events and Exhibitions, e.g. History Week;
- Promoting Manly history through print and electronic media;
- Exploring potential ways to encourage community organisations, education establishments and the general public regarding history research;
- Encouraging further research on Historical Themes expressed in the Council's Heritage Study Review and the Local Environment Plan.

Heritage:

- Further research and identification of heritage items in Manly LGA;
- Promoting Manly's cultural heritage through print and electronic media;

- Advice and opinions on Planning and Development Control documents as required;
- Offering comment on heritage aspect of Development Applications as required;
- Recommending conservation and management measures for items of major heritage significance (e.g. Manly Cemetery, Ocean Beach, The Corso) and Council's own significant heritage assets;
- The promotion of Heritage as important element of culture in the Manly LGA.

In this context, the following Priority Goals and Actions are identified:

Priority Goal 1: Establish and maintain Working Groups to provide advice to Council on heritage related Development Applications and Heritage Tourism Policy matters

In the forthcoming period, Heritage and Local History Committee Actions linked with this Priority Goal are:

- The Committee should establish a Working Group to provide comment on Development Applications where heritage significant buildings and areas are involved;
- The Committee should establish a Working Group to facilitate local community input and provide comments on Heritage Tourism Policy.

Priority Goal 2: Advice on identification of potential new heritage items

Manly Council listed its first heritage items further to the study completed in 1986, and has updated its heritage register on several occasions since. An ongoing review of the heritage inventory is in progress and results are verified by the Council through additional heritage listings or removals of listings as required.

In the forthcoming period, Actions linked with this Priority Goal are:

- Offer advice on results of new historical research and identify and nominate any newly found potential heritage items.
- Continually monitor NSW Planning regime and offer advice on impact of any changes on the heritage values in the Manly area.

Priority Goal 3: Advise to assist managing heritage in Manly LGA in a positive manner

There are currently two main sets of incentive clauses in the Manly Council's LEP, allowing a degree of flexibility in permissible uses and offering some floor space and site area dispensations.

Actions linked with this Priority Goal are:

- Promote flexibility in permitted uses, floor space and car parking requirements for DAs involving heritage items;
- Encourage sensitive adaptive reuse before complete demolition of older buildings;
- Research for best practice and any potential incentives for heritage conservation.

Priority Goal 4: Advise Council on Local Heritage Assistance schemes

Manly Council has an annual Local Heritage Assistance Grants scheme, which provides modest grants to assist the owners with conservation works to listed heritage properties since 1995. The program is advertised to the general public via Council's web page and the local newspaper.

Actions linked with this Priority Goal are:

- Provide opinion to Council on Local Heritage Assistance Grants applications for conservation work to heritage places, as required;
- Explore possibilities for promoting awarded projects in suitable ways;
- Promote exceptions for volunteer and community groups in Heritage Assistance grants.

Priority Goal 5: Advise Council with local land use plans and Main Street programs

Manly Council has undertaken a series of studies related to The Corso over the last 25 years, resulting in The Corso DCP 2005. The Corso DCP 2005 identifies The Corso as the special street for the area, outlines The Corso Conservation Area requirements and presents detailed guidelines for development in the area. The Council has also organised a multi-million dollar Corso Upgrade project, successfully completed in 2007, providing new utility services, landscaping, pavement, seating and lighting, trees and a water feature.

Actions linked with this Priority Goal are:

- Maintain public domain of The Corso as the main street of the area, keep encouraging its pedestrian and commercial character, and keep promoting The Corso DCP 2005 as a planning guidance to businesses and residents in the area.

Priority Goal 6: Present Educational and Promotional Programs

Manly Council has a long history of providing educational programs relating to heritage and cultural tourism. These are typically organised as part of the Heritage Festival and the History Week. Significant information is also provided via the Council's web page, and through the research of Manly Library's Local History Section staff and volunteers.

Actions linked with this Priority Goal are:

- Advise to assist Council's participation in the annual events related to the History Council's History Week and the National Trust's Heritage Festival;
- Explore possibilities of setting up Manly Heritage Festival, to coincide with the National Trust's Heritage Festival;
- Continue support for Manly Library's Local History Section as a publicly available resource and information repository;
- Enhance the volume of information available through the Council's web page as a means to increase awareness of local history and heritage in the area;
- Explore possibilities of setting up Heritage and Local History Committee's Heritage Awards Scheme for adaptive reuse, conservation or infill development;
- Liaise to assist Manly Art Gallery and Museum on research and exhibitions.

Priority Goal 7: Advise Council on management of heritage assets and moveable items

Manly Council owns and manages a number of natural and built heritage places, including those located in the public domain. Important examples are the Manly Town Hall, the Harbour and Ocean foreshore reserves, the Manly Cemetery, historic beach pavilions and clubs, significant trees and war memorials. Manly Council is also a significant owner of moveable heritage items.

These items generally have detailed heritage inventory data sheets; however, in some cases these are incomplete or follow an outdated format. The best practice in heritage conservation and asset management would require the Council to prepare and endorse Conservation Management Strategy or Conservation Plan with maintenance plan for each of these items.

Actions linked with this Priority Goal are:

- Offer input to detailed heritage inventory data sheets for heritage assets and moveable items owned or managed by Manly Council, in accordance with the current guidelines of the NSW Heritage Council;

Priority Goal 8: Promote sustainable development as a tool for heritage conservation

Manly Council has recognised the need to address the issue of environmental sustainability in new development, including as applicable to reuse of historic buildings. It is readily apparent that total demolition wastes large quantities of energy embodied in materials and building processes, whereas adaptive reuse of buildings tends to conserve much of that energy. There is also ample evidence that older buildings frequently provide better answers to key

questions of contemporary design including thermal comfort, passive climate control, green building, and the environmental sustainability of development generally.

Subsequent to these findings, local Councils across NSW have begun introducing specific planning controls related to principles of environmentally sustainable development in their LEP instruments.

Actions linked with this Priority Goal are:

- Encourage setting up Council's ESD Policy specifically related to new development;
- Promote ESD principles applicable to development in the Council's LGA.

Priority Goal 9: Assist heritage and local history interest groups with advice

Manly Council's Heritage and Local History Committee has recognised the need to assist the heritage and local history interest groups with advice.

Actions linked with this Priority Goal are:

- Provide advice to the MV Baragoola Ferry Inter-Council Workgroup.
- Provide advice to other interest groups with focus on heritage and local history, as seen appropriate by the Committee.

Heritage and Local History Committee Annual Program of meetings for 2013

Note: all Heritage and Local History Committee meetings will discuss standard reports including: working groups' comments, matters arising, heritage grants and general business. The following special topics are intense matters to be focussed on in particular meetings. Dates presented are for orientation only and may change.

Meeting	Agenda – Key Topics	Priority Goals
06 February 2013	Priority Goals and Actions 2013-2016 Participation in National Trust Heritage Festival New Heritage Grant Program guidelines	1 6 4
03 April 2013	Promotional publications Manly Cemetery matters (incl. plaques to once Mayors)	6 7
05 June 2013	Participation in RAHS History Week 2013 The Corso and other Main Streets	6 5
07 August 2013	Potential new items Strategic incentives for heritage conservation	2 4
02 October 2013	National Trust Heritage Festival 2014 (incl. Manly Heritage Festival 2014) Managing heritage assets and moveable items	6 6 7
04 December 2013	Sustainable Development Interest groups	8 9



Heritage and Local History Advisory Committee

Manly Council's Heritage Grant Guidelines

(Attachment 2, Meeting Minutes of 6 February 2013)

The aim of the Local Heritage Fund is to encourage maintenance and conservation works to privately owned heritage properties in Manly LGA. Funds are not available for properties owned or controlled by any government body or authority.

Eligible Projects

Funding is typically provided to assist the carrying out of minor works to heritage properties, but can also be provided for larger scale works. The general eligibility criteria are:

- The property must be a listed heritage item or located in a conservation area.
- Applications should generally be made for work carried out in the current financial year or within four months after the completion of works.
- Works that contribute to presentation of an item to the general public will be given a priority. Funds are generally not available for internal alterations or internal fittings such as new kitchens and bathrooms.
- Council will require evidence that the work has been carried out and paid for, and of the final cost of the work.
- Council will require evidence that the cost of the work represents good value for money. More than one quote should be sought for the work if possible.
- Work needs to be carried out in accordance with good conservation practice, preferably by tradespersons experienced in conservation work.

Available Funds

Council approves budget for the Heritage Grants Fund for each financial year. Grants to individual properties are generally given on a dollar-for-dollar basis (i.e. the amount provided by the fund must not exceed the amount spent by the owner), with grants limited to:

- Up to 100% of amount spent for applications up to \$3,000 in value;
- \$3,000 maximum for applications over \$3,000 in value.

Note that grants are discussed by the Council's Heritage and Local History Committee who may, at their discretion, decide either to support, to support in part, or to not support, any particular application. The final decision will be made by Council's P&S Committee.

For example, if \$1,000 is spent by the owner, the Council may decide to grant any amount between \$0 and \$1,000. If \$3,500 is spent by the owner, the Council may decide to grant any amount between \$0 and \$3,000.

"In-kind" contributions by the owner are not considered.

Assessment criteria

In assessing applications, consideration will be given to whether the projects:

- Are sympathetic repairs of historic built fabric;
- Reinstall previously lost architectural features;
- Lead to improvement in a style appropriate for the architecture of the building;
- Enhance public amenity and are highly visible to the public;
- Are for projects which have high public accessibility, e.g. local museum or church;
- Have been undertaken by a non-profit organisation, community group or church;

- Are for works to properties of heritage value (if located within conservation areas).

Making an Application

Applications are only accepted for work that has been completed and paid for. Applicants need to fill in the application form making sure that they provide:

- Evidence that the work has been carried out (“before” and “after” photos);
- Evidence of the total cost of the works (receipts or invoices); and
- Evidence that the work has been appropriately approved (by the Council).

Other Requirements

Owners may be required to provide copies of appropriate approvals from Council in relation to the proposed work. A development application (DA) consent or written approval for minor work may be required. The Application form needs to be signed by the owners of the property, and funds will only be provided to the owners.

Application forms may be submitted in person at Council chambers, or emailed or posted to Council's heritage staff. Council's postal address is:

PO Box 82
MANLY NSW 1655

Timing

Applications can be received at any time. They are processed by Council officers and then submitted for the recommendation of the Heritage and Local History Committee which meets every two months. Applications are then submitted to the Council's P&S Committee for final approval and a small ceremony may be held annually to acknowledge successful applicants.

Further information can be sought from Council's heritage staff on 9976 1640.