

Subject:	Heritage Working Group	Page 1 of 6
Document Ref:	D22/161668 (CLR 22/60/4)	
Venue:	Meeting Room. Level 1A, 1 Pope Street, Ryde and MS Teams	
Date:	Wednesday 12 th October 2022	
Time:	Started at: 5.05pm. Closed at: 7.15pm	
Chair:	Fiona Mann – Heritage Officer	
Meeting Support (MS):	N.A.	
Staff Convenor:	Naomi L'Oste-Brown, Senior Coordinator, Strategic Planning	
Circulation:	Working Group members, Councillors' Board Vantage, Council's Website	

Committee Role:**Committee Members as per the Terms of Reference**

Present	Apology	Name	Position Title	Organisation
	x	Ms Sophie Lara-Brown	Councillor, would have attended if technology allowed	City of Ryde
x		Ms Lucy Cooper	Community Representative	
x		Mrs Lyn Langtry	Community Representative	Ryde-Hunters Hill Flora and Fauna Preservation Society
x		Ms Suzanne Marks	Community Representative	
x		Dr Peter Mitchell	Community Representative	
x		Ms Kim Phillips	Community Representative	Ryde District Historical Society
x		Mrs Elizabeth Willis	Community Representative	
	x	Ms Wendy Evans	Community Representative, would have attended if technology allowed	
x			Community Representative	

City of Ryde Staff

Present	Apology	Name	Position Title	Organisation
x		Naomi L'Oste-Brown	Senior Coordinator, Strategic Planning	City of Ryde
x		Fiona Mann	Heritage Advisor	City of Ryde
	x	Linda Smith	EA to Mayor and Councillors, would have attended if technology allowed	City of Ryde
	x	Angela Phippen	Local Studies Librarian	City of Ryde

Details**Action**

1.	<p>Welcome and Apologies</p> <p><u>Acknowledgment of Country</u></p> <p>Noted that some people would have attended the meeting if it was not for the remote access (Teams) technology issue.</p>	Noted
2.	<p>Governance matters</p> <p>a. City of Ryde Code of Conduct</p>	Noted

Details	Action
<p>The Code of Conduct (September 2020) was tabled. The new Code of Conduct will be considered by Council at its meeting on 25 October 2022 and will be tabled at the next working group meeting.</p> <p>b. Code of Meeting Practice The Code of Meeting Practise (March 2022) will be provided with the minutes.</p> <p>c. Privacy Act – Contact details To comply with the Privacy Act, members were to confirm that City of Ryde may share their email addresses and telephone numbers with other members for the purpose of the working group. Members in attendance provided their permission (and send confirmation email to Fiona Mann). The matter will be raised with members not in attendance at the next working group meeting.</p>	
<p>3. Heritage Working Group Terms of Reference</p> <p>A draft Terms of Reference was discussed in terms of the role and responsibilities of the working group and Council officers will update these items for the next working group meeting.</p> <p>It was also advised that Council officers are reviewing the general items of the Terms of Reference (that apply to all working groups), given that Council has moved to working groups to engage with the community.</p>	Noted
<p>4. Heritage Adviser – My heritage journey</p> <p>Fiona Mann provided an overview of her heritage journey, working mainly in local government, including:</p> <ul style="list-style-type: none"> - Campbelltown City Council (1990-2002) – established heritage program; convenor for heritage advisory committee (built and natural heritage, included DA referrals); attended Aboriginal advisory committee; Heritage Week activities; heritage study and heritage amendment to Campbelltown LEP (1993); heritage advisory service for pre-purchase, best-practice heritage conservation, DAs (pre application and referral, Section 60 applications, planning proposals, care for heritage places) post-development heritage impacts site visits; planning proposal amendments to land use provisions for site specific heritage matters; worked with community groups to conserve heritage items and descendants of heritage places, secured heritage grants from the State Government, - Hawkesbury City Council (2002-2017) – assessed DAs; Land and Environment Court case documents, pre-application heritage DA advice for heritage places, Heritage Week activities; convenor for heritage advisory committee; celebrations for 200th anniversary of Governor Macquarie’s 	Noted.

Subject:	Minutes – Heritage Working Group– 12 th October 2022	Page 3 of 7
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Details		Action
	<p>term, heritage advice for council assets, liaison NBNC Co on NBN installation for places; tourism and heritage role, worked with descendants of heritage places,</p> <ul style="list-style-type: none"> - Wingecarribee Shire Council (2017-2019) - heritage advisory service for pre-purchase, best practice heritage conservation, DAs (pre application and referrals), planning proposals, care for heritage places, interim heritage orders; minor works exemptions for private and public lands and Section 60s applications, convenor for heritage advisory committee; Heritage Week activities; secured heritage grants from the State Government, - Hunters Hill Council (2019-2021) – progressed strategic heritage projects e.g. State Heritage/ Heritage Management System, community engagement, internal authorisation pathway for Council assets and referrals e.g. SEPPs 	
5.	<p>Local Heritage Assistance Fund 2022 – Round 2, 2021-22 (March 2022) Update</p> <ul style="list-style-type: none"> - The second round of the expanded LHAF opened in early November 2021 and applications closed on 31 March 2022. - Twelve (12) applications for funding assistance were received. having considered the duplicate or multiple applications for properties received. - Six (6) applications for funding assistance were eligible, as they complied with the funding assistance criteria. The other (six) applications did not. - The six (6) applications that received funding assistance are: <ul style="list-style-type: none"> 35 Maximum Street, West Ryde (Contributory item Maxim Street HCA). Construction a replacement front and side boundary fence. 20 Reserve Street, Denistone (Contributory item Darvall Estate HCA). Repairs to roof tiles, repointing and waterproofing). 126 Twin Road, North Ryde (Local Heritage Item ‘Bensonville’). Repairs/ surface rejuvenation to verandah decking). 38 Simla Road, Denistone (Contributory item Chatham Road HCA). Remedial works to masonry, repointing and tuckpointing. 62 Wicks Road, North Ryde (Local Heritage Item). Site perimeter drainage works. 330 Rowe Street Eastwood (Local Heritage Item ‘Berillee’). Repairs to late roof, including new sarking and battens. 	Noted

Subject:	Minutes – Heritage Working Group– 12 th October 2022	Page 4 of 7
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Details		Action
	<ul style="list-style-type: none"> - At total of \$56,030 dollars was allocated to the six (6) eligible applications of the second round, from the LHAF project budget allocation. - It is practice, that the former Heritage Advisory Committee endorsed eligible applications and the allocation of LHAF funds to recipients. However, this was not possible for the second round, as Council was in the process of establishing the Heritage Working Group and applicants were waiting to find out about the assessment of applications within a reasonable timeframe to be able to do works. In this special circumstance, LHAF applications were approved under Council officer delegations. - The six (6) recipients of funds have completed the works to their properties and funds have been allocated in accordance with the LHAF guidelines. - Feedback from recipients of funds has been positive and appreciative of Council for approving their application and of Council expanding the LHAF program. Works to their properties may not have been otherwise done or delayed further. - Enquiries have been received for the dates of the next (third) round of the LHAF, which will be in the second half of 2022-23. 	
6.	<p>Local Heritage Assistance Fund – Round 3, 2022-23 – Planning ahead</p> <ul style="list-style-type: none"> - The experience of the first and second round of the expanded LHAF program was reviewed during September-October 2022 to inform the next round. Notably, these two rounds were successful delivered at a time that encompassed the first three years of the Covid-19 pandemic (2020-2022). Feedback from recipients of LHAF assistance was obtained to inform the review. - The next round of the expanded LHAF to include a broad communication plan and a project plan with clear timeframes for project milestones (anytime application process, notification period, assessment four times per year involving working group) to enhance promotion and participation of CoR’s heritage owners. - Liaised with CoR’s Corporate Communication team to discuss the project communication plan. - Communication plan and project plan, to be discussed at next meeting of the working group, along with the working group’s 2023 meeting dates. 	Noted
7.	<p>Ryde Heritage Hub – Planning ahead. Where to from here (launched at Ryde Bowling Club in 2019 and prior to Covid-19 pandemic).</p> <ul style="list-style-type: none"> - The vision for The Hub, its launch and first event (13 October 2018) was reviewed in light of the intervening period that 	Noted

Subject:	Minutes – Heritage Working Group– 12 th October 2022	Page 5 of 7
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Details		Action
	<p>encompassed the first three years of the Covid-19 pandemic (2020-2022) and the Local Government election 2021 (December).</p> <ul style="list-style-type: none"> - Commitment to kick start The Hub in 2022-23, with the support of the working group confirmed. - A range of ideas for activities, including offering events at key times e.g. Heritage Week, History Week, Oral History Week, NADOC week, Earth Week/ Earth Hour. An LHAF information session seen as a staple activity for The Hub. - Funding and resources for The Hub discussed, and to be raised with CoR management by Council officers. - Funding opportunity to support The Hub via the NSW Heritage Assistance Fund 2023-25, which was announced on 10 October 2022 and closes on 2 December 2022. Council officers to consider and apply for funds to support the proposed activities of The Hub (subject to CoR applying for external funding approval processes). See General Business below too. - A program of activities for The Hub along with project communication plan, to be discussed at the next meeting. 	
8.	<p>Reports from members</p> <p>Lucy Cooper</p> <ul style="list-style-type: none"> - Lucy introduced herself advising that she has a Bachelor of Arts majoring in History and Socio-legal Studies and a Master of Museum and Heritage Studies from the University of Sydney. Lucy also confirmed she is a part of the Ryde District Historical Society and detailed her involvement in the promotion, protection and management of heritage in Ryde. <p>Lyn Langtry – RHFFPS</p> <ul style="list-style-type: none"> - The Society’s management committee has returned to meeting in person at the Visitors Centre in the Field of Mars Reserve (MoR). - The Society continues to work on local, State and National levels. - On a local level, concerns and challenges have been addressed through online research, online conference attendance, on-site meetings, submissions and monitoring of issues and information-seeking from all levels of government. - The Society continues to publish its newsletter <i>Wallumetta</i>. <p>Articles have included: the Green Links Masterplan; the Field of Mars Plan of Management; bike riding and dogs in wildlife and nature conservation areas, synthetic turf and its danger to humans and the environment; re-opening of the Visitors</p>	<p>All reports were noted.</p>

Subject:	Minutes – Heritage Working Group– 12 th October 2022	Page 6 of 7
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	<p>Centre in FoM; Blue Plaques scheme nominations as requested by the previous Heritage Advisor (Elektra, Sub-Station No 79 and remnant bushland nearby, East Ryde Scout Hall and its natural surroundings and Field of Mars Visitors Centre as central to FoM and as home to our society); Cemetery encroachment into FoM, powerful owls; the Design and Place SEPP; Buffalo Creek Saltmarsh Restoration Project; wildlife signs on Pidding and Pittwater Roads; T G Millner Fields and the proposed dog off-leash area adjacent to natural bushland at Pidding Park.</p> <ul style="list-style-type: none"> - Events have included: a pre-local government election Candidates Forum; talks by George Paxinos on the cartography of the mind and its implications for the environment and by Peter Mitchell on the Indigenous inhabitants of our area; and a display and member attendance at an Willandra open day with RDHS. - Activities have included: bird walks, forest walks, a ‘Grasses, Groundcovers and Vines’ workshop and heritage walks in the FoM. <p>Peter Mitchell</p> <ul style="list-style-type: none"> - The Bennelong Grave site matter is informed by the Bennelong Committee, set up by the NSW Government. It was indicated the future management of the matter is likely to be managed by the Metropolitan Land Council. - Hunter’s Hill Historical Society recently released the ‘History of Military in Hunter’s Hill’ booklet. - AHIMs record will be created for the recent discovery of fake indigenous rock carvings in Field of Mars Reserve. <p>Kim Phillips – RDHS</p> <ul style="list-style-type: none"> - Willandra Open Days have returned (after Covid- 29 pandemic period) and are on the third Sunday of the month, 11am -2pm. - The Society is partnering with other groups, to have displays concurrently at the Willandra Open Days e.g. Brush Farm Spinners and Weavers Hunters Hill Historical Society, RHHFFPS. - The Society has applied for a Council community grant to scan the ‘Letter Books’ for 1871-1920, for the Ryde local government area. - The Society has been collating information for its ‘Mapping Ryde’ system which is successfully allowing people to look up heritage information by street address. 	
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Details	Action
<ul style="list-style-type: none"> - Willandra is leased by the Society from Council. Matters raised include: moss on the pathways around the building and issues of installing the NBN to the site. Council officers to follow up on the matters. 	
<p>7. General Discussion / Other Business</p> <p>Fiona Mann – Heritage Advisor</p> <ul style="list-style-type: none"> - NSW Heritage’s survey and review of the Assessing Heritage Significance Guidelines - members informed of the survey that closes this day 12 October 2022 and of overall review of the guidelines in response to the Heritage Act 1977 review by the Legislative Council Standing Committee on Social Issues in 2021. This review is likely one of many heritage guidelines reviews and it has been flagged there will be a Bill to amend the Heritage Act in the future. Council officers will keep the working group informed. - NSW Heritage’s Heritage Assistance Program 2023-2025 – members informed of the state government funding opportunity to support heritage activities across a number of categories. Funding announced on 10 October 2022 and closes on 2 December 2022. Ideas for projects that might seek funding by member’s community groups and CoR discussed and encouraged. The program could be a pathway for supporting the activities of The Hub. Council officers to consider suitable Council applications and apply for funds to support the heritage program (subject to CoR’s applying for grants procedure). <p>Lyn Langtry - RHHFFPS</p> <ul style="list-style-type: none"> - Naming of Janet Park, and other parks in the area, with a female first name and renaming to include a surname – the status of this Council action was raised. The action was previously considered by the former Heritage Advisory Committee and the former Status of Women Advisory Committee, as Council sought to consult these committees. Council officers to follow up on the matter and report back to the working group. - Banjo Paterson Cottage (Council asset) – the status of the cottage was raised. Council officers to follow up on the matter and report back to the working group. 	Noted
<p>8 Next meeting</p> <p>The next meeting is on 7th December 5:00pm – 7.00pm, in the Committee Room – Level 1A Pope St, Ryde and via TEAMS.</p>	Noted