

MINUTES

CITY CENTRE MASTERPLAN S355 COMMITTEE MEETING

COFFS HARBOUR CITY COUNCIL,
VIA AUDIO VISUAL LINK
3:41PM THURSDAY 02 JUNE 2022

Committee Members: Chair - Oliver Gee Kim Towner
Cr Tegan Swan David Doyle
Cr Rodger Pryce

Council Officers: Andrew Beswick (Director Business Services)
Anne Shearer (Acting Section Leader Asset Strategies)
Andrea Vallance (Building and Open Spaces Strategist)
Kate O'Grady (Executive Assistant)

Apologies: Kirby Burton Cherie Parik
Brian Betts John Gowing

Guests:

| ITEM | | Action/ Due Date |
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| 1. | Acknowledgement to Country The Chair gave an Acknowledgement to Country. | |
| 2. | Apologies Apologies from John Gowing and Cherie Parik were noted. In accordance with the committee's Terms of Reference, Kirby Burton and Brian Betts have resigned from the committee. | |
| 3. | Disclosures of Interest Nil. | |
| 4. | Confirmation of Minutes The minutes of the meeting held on Wednesday 21 April 2022 were confirmed as an accurate record. | |
| 5. | Presentations | |
| | Nil. | |

| ITEM | | | Action/ Due Date |
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| 6. | Infrastructure Projects | | |
| 6.1 | 23/02/22 | <u>Council Report - Street Reconfiguration Project</u> Director Business Services (DBS) to prepare a report to Council to canvass funding to assist with the street reconfiguration project. | Action: Director Business Services (DBS) In Progress. |
| | 21/04/22 | DBS advised he has not yet written the report to Council; however, the project is listed in the draft Delivery Program/Operational Plan as an unfunded priority capital project to be considered at the Council meeting of 22 April 2022. After the public consultation period for the Street Reconfiguration Project a report will be provided to Council by the end of May. | |
| | 02/06/22 | The CCMPC formally recommend the concept plan for the Moonee Street and Park Avenue Reconfiguration Project to Council. Agreed. | |
| | 21/04/22 | <u>Street Reconfiguration Project</u> Obtain a quote for a city wide transport study. | |
| | 02/06/22 | Acting Section Leader Asset Strategies (ASLAS) updated the committee regarding the 'Have Your Say' responses and went on to say that the traffic study would assist in clarifying some of the issues raised in the Have Your Say. ASLAS also advised that Local Planning staff had been discussing post bypass plans and the possibility of conducting a traffic study for the city centre. | |
| 6.2 | 21/04/22 | <u>Street Furniture</u> Cantilever seating to be re-costed and a plan and pricing to be distributed to the committee for approval. | Action: Building and Open Space Strategist. In Progress. |
| | 02/06/22 | It was noted that the quote for the cantilever seating that was to be re-quoted had not yet been received. The Building and Open Space Strategist took the meeting through some images of the city square and possible seating options (seating plan) that would have the least impact on market day activities. She provided a | |

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| | | <p>recommended plan and advised that she could provide some additional seating at a later date when more funding is available.</p> <p>The chair advised in his opinion the best option is to put seating on both sides of all the tables being the first priority followed by as many cantilever seats as the budget allows). It was reiterated that the budget being allocated is \$50,000 plus the \$50,000 from the shade sail budget (not used) from Park Avenue.</p> | |
| 6.3 | 21/04/22 | <p><u>Laneway Safety Lighting</u></p> <p>Arrange a review of safety lighting in Studio Land and Park Avenue Land and report back to the committee.</p> | <p>Action:</p> <p>Acting Section Leader Asset Strategies</p> <p>In Progress.</p> |
| | 02/06/22 | <p>ASLAS advised that a Laneway Strategy is being developed and Council is not in a position to move forward on this until the strategy is adopted by Council.</p> <p>City Centre Marketing and Activation Coordinator advised of a Safe Work Grant that may be available.</p> <p>ASLAS advised that she would raise the issue with the Community Safety Officer and report back to the committee.</p> | |
| 7. Marketing and Activation Plan | | | |
| 7.1 | 02/06/22 | <p><u>Marketing update</u></p> <p>City Centre Marketing and Activation Coordinator took the meeting through the marketing update provided in the agenda.</p> <p>The update was well received and noted by the committee.</p> <p>Agreed.</p> | |
| 7.2 | 23/02/22 | <p><u>CBD Marketing Models</u></p> <p>DBS to provide a research paper on possible CBD marketing models.</p> | <p>Action:</p> <p>DBS</p> <p>In Progress.</p> |
| | 21/04/22 | <p>Research is being undertaken by Council staff.</p> | |
| | 02/06/22 | <p>DBS advised that he was hopeful to have a discussion paper prepared for the committee for the meeting in July.</p> | |

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| 8. | Financial Report | | |
| | 02/06/22 | <u>Update</u> <p>The financial report for April 2022 was noted by the committee.</p> <p>Agreed.</p> | |
| 9. | Other Business | | |
| 9.1 | 02/06/22 | <u>Uptown markets</u> <p>The DBS provided background and advised the committee about the process for renewing and the Uptown Markets' licence.</p> <p>Kim Towner provided some further background.</p> <p>The DBS advised that the licence would be reviewed on a twelve monthly basis.</p> <p>The committee agreed the licence be renewed for a further twelve months.</p> <p>Agreed.</p> | |
| 10. | Meeting Dates | | |
| | 02/06/22 | <p>The next meeting is date is scheduled for 16 June 2022.</p> <p>The DBS provided an update on the status of the EOI and advised that the EOI could be reopened in order to fill the final retailer position and also provide an opportunity for any other member changes.</p> <p>The committee request that Council reopen the EOI process as soon as possible in order to fill the vacant retailer position and provide an opportunity for any other member changes.</p> <p>Agreed.</p> <p>Next meeting to be held at the Council offices.</p> <p>The Chair has asked that any committee members that are unable to attend to advise of their inability to attend well in advance of the meeting time.</p> | <p>Action:</p> <p>Executive Assistant</p> <p>In Progress.</p> |

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| 11. | Next Meeting | |
| | 02/06/22 | The next meeting is scheduled for 16 June 2022. |

The meeting concluded at 4.55pm.