

MINUTES

CITY CENTRE MASTERPLAN S355 COMMITTEE MEETING

COFFS HARBOUR CITY COUNCIL,
VIA AUDIO VISUAL LINK
3:00PM THURSDAY 21 JULY 2022

Committee Members: Chair - Oliver Gee Nikki Williams
Cr Tegan Swan Josh King
Kim Towner Byron Gowing
David Doyle

Council Officers: Steve Bayliss (Acting Director Business Services)
Victoria Harper (City Centre Marketing & Activation Coordinator)
Ross Clark (Governance Coordinator) Item 3 only
Kate O'Grady (Executive Assistant)

Apologies: Catherine McKimm
Cherie Parik

Guests:

ITEM	Action/ Due Date
1. Acknowledgement to Country The Chair gave an Acknowledgement to Country.	
2. Apologies Apologies from Catherine McKimm and Cherie Parik were noted.	
3. Induction The Governance Coordinator took the meeting through an induction presentation. The committee were advised that the Terms of Reference, Committee Handbook, Code of Conduct and the induction presentation would be provided as an attachment to the minutes.	
4. Disclosures of Interest No disclosures of interest.	

5.	Confirmation of Minutes The minutes of the meeting held on Wednesday 02 June 2022 were confirmed as an accurate record. Agreed		
6.	Presentations		
	No Presentations.		
7.	Infrastructure Projects		
	7.1	<u>Council Report - Street Reconfiguration Project</u> The committee were informed that the report has now been before Council and link was provided to the report was provided in the agenda. The Chair advised Kim Towner that a QS was done as part of the concept plan. The Chair asked if there is a way to monitor of the possible grant opportunities in order to be ready to submit an application if an opportunity becomes available. He was advised that Council does monitor possible grant funding sources.	Action: Director Business Services (DBS) Complete/Closed.
	7.2	<u>Street Furniture</u> The Chair provided some context around the project for the new committee members. Discussion took place and it was decided to seek another quote from a contact from Josh King and provide information back to the committee for a decision out of session. Cr Swan asked that Council Officers advise if the potential provider is a Council approved provider.	Action: Building and Open Space Strategist In Progress. Action: Josh King to forward contact details of a furniture provider to the Building and Open Space Strategist to have equivalent furniture costed. Action: Building and Open Space Strategist to confirm furniture quantities, locations and pricing and provide information to the committee prior to the next meeting for decision.

7.3	<p><u>Laneway Safety Lighting</u></p> <p>Context was provided to the committee by the Chair. Kim Towner asked if it would be possible for the committee to speak with the Council staff that are developing the Laneway Strategy regarding the laneway lighting.</p> <p>Kim went on to advise that she had installed some lighting in the laneway next to her shop (The Happy Frog) for a cost of approximately \$1500 and suggested that if the committee paid for the lighting to be installed and approach building owners to see if they would be willing to pay for the ongoing electricity cost.</p> <p>Discussion took place regarding barriers for holding street/laneway events and what can be done to make the process easier, suggesting a possible workshop or providing a checklist.</p>	<p>Action:</p> <p>Acting Group Leader Strategic Asset Management</p> <p>In Progress.</p>
8.	Marketing and Activation Plan	
8.1	<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> <p>Victoria advised the committee that she had been in contact with the marketing department at the Coffs Harbour C.ex to provide some signage at each end of the scrimmage of the Coda development in order to encourage foot traffic beyond the scrimmage area but was not successful in her request. David Doyle advised that he would follow up on the request.</p>	<p>Action:</p> <p>David Doyle to follow-up on Scrimmage signage.</p>
8.2	<p><u>Marketing Implementation Plan July 2022 – June 2023</u></p> <p>City Centre Marketing and Activation Coordinator took the meeting through the Marketing Implementation Plan provided in the agenda.</p> <p>The Committee endorsed the Marketing Implementation Plan for July 2022 – June 2023.</p> <p>Agreed.</p>	
8.3	<p><u>CBD Marketing Models</u></p> <p>Steve took the meeting though the research paper and advised that in most similar LGAs the Chamber of Commerce levies the funds for marketing and activation but not for Infrastructure projects.</p>	<p>Action:</p> <p>A/DBS to report to the next meeting the mechanism to pursue a special rate for marketing and activation of</p>

		<p>It was agreed not to pursue a special rate for any infrastructure works but the committee would like to understand what is required for Council to pursue a special rate for marketing and activation of the Coffs Harbour CBD.</p> <p>Steve to report back to the committee regarding the mechanism in order to pursue the special rate for marketing and activation in the CBD.</p>	the Coffs Harbour CBD.
9.	Financial Report		
	9.1	<p><u>Update</u></p> <p>The financial report for May 2022 was noted by the committee.</p> <p>Agreed.</p>	
	9.2	<p><u>Correspondence from Cr Pryce</u></p> <p>This item was deferred to the next meeting due to time restraints and in order that Cr Pryce may wish to attend the meeting to further discuss his correspondence.</p>	
	9.3	<p><u>Allocation of remaining funds for the SRV</u></p> <p>This item was deferred to the next meeting and the committee would like to include a brainstorming session regarding where remaining funds and how they are to be spent.</p> <p>Agreed.</p>	
	9.4	<p><u>Potential to create a new SRV and the process</u></p> <p>This item was discussed at item 8.3 above.</p>	
10.	Other Business		
	10.1	<p><u>Empty Premises in the CBD</u></p> <p>Discussion took place regarding the process/possibility to enforce an empty premises charge on building owners of the CBD.</p> <p>Cr Swan suggested she could provide a Notice of Motion to a Council meeting and asked the committee members to send her an email with ideas of what they would like to propose.</p> <p>Steve Bayliss advised that he would report back to the committee at the next meeting regarding possible rate options relating to empty premises.</p>	<p>Action:</p> <p>A/DBS to report back to the next meeting regarding possible rate options relating to empty premises in the CBD.</p>

	10.2	<p><u>Charging Points for Electric Vehicles</u></p> <p>The Committee would like to investigate options for electric vehicle charging points at various parking stations in the CBD.</p> <p>Nikki Williams advised vehicle charging points had been discussed at a Coffs Harbour Chamber of Commerce meeting recently and she would get details regarding current grant opportunities.</p> <p>Steve Bayliss advised that Council Officers can investigate grant opportunities.</p>	<p>Action:</p> <p>Nikki Williams to communicate with the Coffs Harbour Chamber to gather information regarding current grant opportunities.</p>
11.	Next Meeting		
	The next meeting is scheduled for 18 August 2022.		

The meeting concluded at 5.04pm.