

MINUTES

CITY CENTRE MASTERPLAN S355 COMMITTEE MEETING

COUNCIL CHAMBERS

3:00PM MONDAY 13 FEBRUARY 2023

INVITEES:

Committee Members:

Chair - Oliver Gee	Nikki Williams
Cr Rodger Pryce	Byron Gowing
Kim Towner	David Doyle
Cherie Parik	

Council Officers:

Steve Bayliss (Director Business Services)
 Ian Fitzgibbon (Group Leader Sustainable Places)
 Victoria Harper (City Centre Marketing & Activation Coordinator)
 Kate O'Grady (Executive Assistant)

Apologies:

Cr Tegan Swan	Josh King
Catherine McKimm	

Guests:

Item	Action
1. Acknowledgement to Country <i>The City of Coffs Harbour acknowledges that we are meeting on the traditional country of the Gumbaynggirr people. We pay our respects to their Elders past, present and emerging.</i>	
2. Apologies Apologies received from Catherine McKimm and Josh King were noted.	
3. Conflicts of Interest Cherie Perik declared an interest as she provides a service to property owners on some of the laneways that will be discussed.	
4. Confirmation of Minutes Minutes of 19 January 2023 Meeting. (Attachment 1) Agreed.	

Item	Action
5. Guests/Presentation Nil.	
6. Infrastructure Projects	
<p>6.1 <u>Street Lighting</u></p> <p>Actions from the previous meeting</p> <ul style="list-style-type: none"> - <i>City staff to provide information regarding the Safer Communities Grant Project from May 2020 including costings.</i> <p>The Director Business Services provided an update regarding the cost of the previous Safer Communities Grant Project from 2019 where five solar lights were installed in Park Avenue Lane at of cost of approx. \$32,000. The committee was advised that the cost included design, project management, engineering certification and installation and consultation/liaison with property owners.</p> <p>Complete.</p> <p>Discussion took place regarding the priority areas for safety lighting.</p> <p>Director Business Services advised he has requested information from the City's Community Safety staff and is waiting on a response.</p> <p>Acting Section Leader Asset Strategies advised a brief of the outcomes, and a budget is required from the committee for the City to commence the project with a scope of work.</p> <p>The recommendation from the committee was as follows:</p> <p>Studio & Park Lanes</p> <p>Lights to fill dark spaces for safety, trip hazards and deterrent of crime, activate foot traffic to the area as well as mitigating antisocial behaviour.</p> <p>Park Avenue Lane (West)</p> <p>City Square to the Pacific Highway to illuminate the gaps/shadows to enhance safety and connectivity and to mitigate antisocial behaviour and crime. The Chair suggested an approach to Woolworths to fund permanent lighting on the back of their building.</p> <p>Cox & Penny Lanes</p> <p>Consultation is required to get an indication of what is necessary to improve safe passage for users of Elbow Street Carpark to the CBD.</p> <p>The committee suggested approximately 20 new lights would be required and therefore agreed to commit \$160,000 to the project.</p> <p>Agreed.</p>	<p>Action:</p> <p>Acting Section Leader Asset Strategies to commence the solar light project by providing a scope of work. Noting the budget has been set at \$160,000.</p>

<p>- <i>City staff to request that Council prioritise a resolution to install additional lighting in CBD laneways.</i></p> <p>Once the project has had a scope of works prepared, the Director Business Services advised a report would be provided to Council.</p>	
<p>7. Marketing and Activation Plan</p>	
<p>7.1 <u>Marketing Update</u></p> <p>The City Centre Marketing and Activation Coordinator took the meeting through the Marketing and Activation plan provided in the agenda.</p> <p>The committee agreed to spend \$6,500 as outlined in the update to keep the planter boxes in the City Square for a further six to eight weeks.</p> <p>Agreed.</p> <p>Discussion took place regarding the timing of the suggested promotions in order to avoid conflict with other promotional activities.</p> <p>A further discussion took place regarding the improvements status of Brelsford Park, and the committee requested an update. The Director Business Services advised that an update would be provided at a future meeting.</p> <p>David Doyle suggested that the CCTV around Yarrila Place be related to the lighting project in order to provide both CCTV and lighting together. The Director Business Services explained that the infrastructure/conduit for the CCTV is not available at the suggested lighting locations and that the lights that are proposed to be installed are solar not mains powered and the CCTV would also require power and network connectivity.</p> <p>Discussion took place regarding inappropriate behaviour at Memorial Park, and the Chair requested it be listed on the next agenda for further discussion.</p> <p>Cherie Parik asked what the committee's rights are in regard to moving people on and asked that information be provided to the committee in this regard.</p>	<p>Action:</p> <p>Director Business Services to arrange a presentation on the status of Brelsford Park improvements to the committee.</p> <p>Action:</p> <p>Executive Assistant to list Memorial Park antisocial behaviour on the next CCMPPC agenda.</p> <p>Action:</p> <p>Information to be provided to the committee regarding moving people on.</p>
<p>7.2 <u>CBD Marketing Models – Meeting with Local Member Update</u></p> <p>Action from the previous meeting</p> <p>- <i>Item listed for further discussion from the last meeting (listed in the minutes at item 9.2.7)</i></p> <p>This item was deferred to next meeting.</p>	
<p>8. Financial Report</p>	
<p>8.1 <u>Financial Report for December 2022</u></p> <p>The committee noted the financial report.</p>	

<p>8.2 <u>Allocation of remaining funds for the Special Rate & Committee Terms of Reference (ToR)</u></p> <p>Actions from the previous meeting</p> <ul style="list-style-type: none"> - <i>City staff to draft a new Terms of Reference (ToR) and provide a draft to the committee before going to Council for endorsement.</i> <p>The Director Business Services advised that the draft ToR would be provide to the committee at its meeting in April.</p>	
<p>9. Other Business</p>	
<p>9.1 <u>Discussion Points from Workshop</u></p>	
<p>9.1.1 Activation</p> <p>Actions from the previous meeting</p> <ul style="list-style-type: none"> - <i>City Centre Marketing and Activation Coordinator to arrange a report on the strategy for the activation ideas. This report will be based on the 250k per year spend.</i> <p>A report to be provided in due course.</p>	
<p>9.2.2 Laneway Activation</p> <p>Actions from the previous meeting</p> <ul style="list-style-type: none"> - <i>David Doyle to check on funding options from poker machine tax for safe passage between venues.</i> <p>David Doyle advised that some five years ago a submission for a government grant was applied for but was denied by the local member.</p> <p>Completed.</p>	
<p>9.2.3 Busking</p> <p>Actions from the previous meeting</p> <ul style="list-style-type: none"> - <i>City staff to revise the busking/events application process to include amplification and timing to be more in line with the Byron Bay application process.</i> <p>The Director Business Services advised that the process was being reviewed and an update would be provided to the next meeting.</p>	<p>Action:</p> <p>Update to be provided to the next meeting.</p>
<p>9.2 <u>City Centre Masterplan Activation Subcommittee</u></p> <p>Nikki Williams suggested a subcommittee be established to canvass ideas from CBD operators and the idea was well received by the committee. Nikki advised she would request an item on the next agenda to discuss further.</p>	
<p>9.3 <u>State Government Hub</u></p> <p>Cherie Parik asked whether the committee was consulted on the sale of land for the State Government Hub building.</p>	

The Director Business Services advised the committee had been made aware but the committee was not consulted.	
10. Next Meeting	
The next meeting is scheduled for Thursday 16 March 2023 at 3pm.	

The meeting concluded at 4:31pm.