

MINUTES

CITY CENTRE MASTERPLAN S355 COMMITTEE MEETING

PARK BEACH & JETTY BEACH ROOMS
3:00PM WEDNESDAY 19 JANUARY 2023

INVITEES:

Committee Members: Cherie Parik (Acting Chair) Josh King
Cr Rodger Pryce Byron Gowing
Kim Towner David Doyle

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: Oliver Gee Nikki Williams
Catherine McKimm Cr Swan

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 Oliver Gee, Nikki Williams and Catherine McKimm were noted by the committee. Cr Swan was not present.	
3. Conflicts of Interest No conflicts of interest were tabled.	
4. Confirmation of Minutes The minutes of the meeting held on 7 December 2022 were confirmed as an accurate record. Agreed.	

Item	Action														
5. Guests/Presentation No guest presentations.															
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>Director Business Services to confirm if the committee can contribute funds to the installation of lighting on individual business buildings in laneways.</i> <p>The Director Business Services advised that it is not possible for the City to pay business owners for installation of lighting. The City has however, installed solar lighting affixed to private buildings after gaining consent from property owners.</p> <p>Action Complete.</p> <ul style="list-style-type: none"> - <i>Provide a list of laneways in the CBD to the committee as soon as possible before the laneway inspections.</i> <p>Laneway list provided with the distribution of the agenda for the meeting of 19 January 2023, as follows:</p> <table data-bbox="316 1093 922 1227"> <tr> <td>Cox Lane</td><td>Studio Lane</td></tr> <tr> <td>Penny Lane</td><td>Park Lane</td></tr> <tr> <td>Riding Lane</td><td>Nine Lane</td></tr> <tr> <td>Park Avenue Lane</td><td></td></tr> </table> <p>Action Complete.</p> <p>The Chair advised that the following committee members attended the walk around the CBD laneways:</p> <table data-bbox="316 1429 943 1529"> <tr> <td>Oliver Gee</td><td>Josh King</td></tr> <tr> <td>Cherie Parik</td><td>Byron Gowing</td></tr> <tr> <td>Kim Towner</td><td></td></tr> </table> <p>The following observations were made:</p> <ul style="list-style-type: none"> • Three lanes in particular that require lighting, Cox Lane, Studio Lane and Park Lane. It was noted that these lanes had vandalism and graffiti and it was suggested that additional lighting might also attract tenants to these areas. • The laneway alongside Rigby House was well-lit and had no graffiti. • Park Avenue Lane was well-lit by solar lighting on poles. <p>Josh King advised that he believes the lights in Park Avenue Lane were provided via a grant (Safer Communities) to Council and the project was guided by the Project Lead Open Space and Buildings in May 2020.</p>	Cox Lane	Studio Lane	Penny Lane	Park Lane	Riding Lane	Nine Lane	Park Avenue Lane		Oliver Gee	Josh King	Cherie Parik	Byron Gowing	Kim Towner		<p>Action:</p> <p>City staff to provide information regarding the Safer Communities grant project from May 2020 including costings.</p> <p>Action:</p> <p>City staff to request that Council prioritise a resolution to install additional lighting in CBD laneways.</p>
Cox Lane	Studio Lane														
Penny Lane	Park Lane														
Riding Lane	Nine Lane														
Park Avenue Lane															
Oliver Gee	Josh King														
Cherie Parik	Byron Gowing														
Kim Towner															

<p>After discussion, it was requested by the committee that City staff gather information from the project including costings for presentation at the next meeting.</p> <p>The committee requested that Council prioritise a resolution to install additional lighting in CBD laneways.</p> <ul style="list-style-type: none"> - <i>Executive Assistant to follow up on reports to Council regarding safety lighting in the CBD.</i> <p>Report to Council included in the agenda for information.</p> <p>Action Complete.</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 her marketing update provided in the agenda.</p> <p>Victoria advised that the planter box program will continue for the next six weeks and financials for the program will be provided at the next meeting.</p> <p>Discussion took place regarding the vouchers promotion used over the Christmas break.</p>	<p>Action:</p> <p>Planter box program financials to be presented to the next meeting.</p>
<p>7.2 <u>CBD Marketing Models – Meeting with Local Member Update</u></p> <p>Action from the previous meeting</p> <ul style="list-style-type: none"> - <i>Item listed for further discussion from the last meeting (listed in the minutes at item 9.2.7)</i> <p>Item deferred to the next meeting as the two committee members that met with the Local Member were not present at the meeting.</p>	
<p>8. Financial Report</p>	
<p>8.1 <u>Financial Report for December 2022</u></p> <p>The Director Business Services took the meeting through changes from the last 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>Director Business Services to ensure the budget is amended to \$250,000 p.a. for marketing and activation for the next three financial years.</i> <p>Director Business Services advised that this alteration to the budget would be included in the City's next budget process.</p> <p>Action Complete.</p>	

Item	Action
<ul style="list-style-type: none"> - <i>City staff to draft a new Terms of Reference (ToR) and provide a copy to the committee before going to Council for endorsement.</i> <p>The Director Business Services will provide in due course.</p>	
9. Other Business	
9.1 <u>Discussion Points from Workshop</u>	
<p>9.1.1 Activation</p> <p>Action 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>City Centre Marketing and Activation Coordinator to produce in due course.</p>	
<p>9.2.2 Laneway Activation</p> <p>Action from the previous meeting</p> <ul style="list-style-type: none"> - <i>Provide clarification on laneway classifications via a presentation at the next committee meeting. Providing a list of all the laneways, their classifications and classification meanings, as well as provide the list prior to the committee laneway inspection scheduled for 18/01/23.</i> <p>The Group Leader Sustainable Places advised the committee that there is a Laneway Strategy that is currently on hold while the overarching Public Realm Strategy is finalised. He advised that the Public Realm Strategy will go on public exhibition around April or May 2023 and advised that the committee could make a submission at this time. The Chair asked that a presentation be provided to the committee at this time also.</p> <p>It was noted that the committee would like to make laneway activation and safety lighting a priority for the city centre.</p> <p>Action Complete.</p> <p>David Doyle advised that he would check on funding options from poker machine tax for safe passage between venues.</p>	<p>Action:</p> <p>David Doyle to check on funding options from poker machine tax for safe passage between venues.</p>
<p>9.2.3 Busking</p> <ul style="list-style-type: none"> - <i>Busking (Deferred from last meeting)</i> <p>The committee would like the City to revise the application and process for Busking/events to include amplification and timing to be more in line with the Byron Bay application process.</p> <p>Link to Byron Bay's Busking permit below:</p> <p>Byron Bay's Busking Permit</p>	<p>Action:</p> <p>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.</p>

Item	Action
10. Next Meeting	
The next meeting was scheduled for Thursday 16 February 2023. This meeting was rescheduled to 13 February 2023 at 3pm.	

The meeting concluded at 4.40pm.