

MINUTES

CITY CENTRE MASTERPLAN S355 COMMITTEE MEETING

COFFS HARBOUR CITY COUNCIL, VIA TEAMS
3:30PM WEDNESDAY 23 FEBRUARY 2022

Committee Members: Chair - Oliver Gee Kim Towner
 Cr Pryce David Doyle
 Kirby Burton Cherie Parik

Council Officers: Andrew Beswick - Director Business Services (DBS)
Anne Shearer - Acting SL Asset Strategies (ASLAS)
Andrea Vallance - Building & Open Space Strategist (B&OSS)
Victoria Harper - City Centre Marketing & Activation Coordinator (CCM&AC)
Kate O'Grady - Executive Assistant (EA)

Apologies: John Gowing Brian Betts

Guests:

ITEM		Action/ Due Date
1.	Acknowledgement to Country The Chair gave an Acknowledgement to Country.	
2.	Apologies Apologies from John Gowing and Brian Betts were noted.	
3.	Disclosures of Interest Nil.	
4.	Confirmation of Minutes The minutes of the meeting held on Thursday 18 November 2021 were confirmed as an accurate record. Agreed.	
5.	Presentations	
	Nil.	

ITEM		Action/ Due Date
6. Business Arising/Action Items		
Item Ref	Item Details	Responsible Officer/ Due Date/ ACTION
18/11/21	<u>Street Furniture</u> Listed in the agenda at Item 8 Infrastructure Projects; <ul style="list-style-type: none"> • Seating in City Square/Park Avenue. • Additional lighting in CBD. • Expansion of the Scope to include laneways in design work of the Street Reconfiguration Project. 	Secretariat 20/01/21
18/11/21	<u>Street Reconfiguration Project update</u> Listed in the agenda at Item 8 Infrastructure Projects; Communications plan and fly through.	ASLAS / B&OSS 20/01/22
18/11/21	<u>Financial Report update</u> Andrew Beswick to confirm when the Special Levy finishes. Confirmed via email to the committee on 30 November 2021 advising that the current Special Rate will be levied for the last time in July 2022 for the 2022/23 financial year.	Director Business Services 20/01/22 Complete.

Note: Closed items are shaded on the minutes of meeting which they were closed, and will be removed from subsequent Agenda/Minutes.

Item Reference is the meeting date the item was raised and/or further spoken to.

ITEM		Action/ Due Date
7. Marketing and Activation Plan		
	<u>Marketing Update</u> Victoria Harper took the meeting through the Marketing Update included in the Agenda. Discussion took place regarding vacant properties in the CBD, the desire to use decals etc to provide a more pleasing façade, the possibility of using the vacant spaces for advertising and what may be done in order to encourage landlords not to leave property unleased for extended periods of time.	Action: DBS to provide a research paper on possible CBD marketing models.

ITEM	Action/ Due Date
<p>Further discussion took place around options to fund marketing for the CBD post the special rate. Director Business Services advised the committee that should they wish to explore other ideas to provide specific funds to support CBD marketing into the future, Council officers could explore possible models that are successful in other LGAs and provide a discussion paper to a future meeting of the committee.</p> <p>Agreed.</p>	
<p>8. Infrastructure Projects</p>	
<p>8.1 <u>Street Furniture update</u></p> <ul style="list-style-type: none"> Seating in City Square/Park Avenue <p>The Building and Open Space Strategist took the committee through the issues and options paper provided in the agenda.</p> <p>Discussion took place regarding the seating location and the possibility of providing seating in other areas of the CBD as well as in City Square. The Building and Open Space Strategist advised that seating in the surrounding areas would be considered with the reconfiguration/upgrade of those areas, and that Council is still looking at options for Park Avenue and Moonee Streets. She also advised that progressing these areas may require grant funding and that the original scope was to increase seating in City Square as activation was constrained when the cafes are closed.</p> <p>Cherie Parik asked that her concern in relation to the CCMPC being representative of the City Centre and not only Harbour Drive, and that the landlords that contribute to the special rate would have cause for disappointment to see a focus only on the City Square be noted.</p> <p>It was agreed that option one in the discussion paper was the preferred option but the committee would not be in a position to make a decision until the street reconfiguration project is further discussed at the next meeting.</p>	<p>Action: Secretariat to include street furniture in the next agenda & include Expansion of the Scope to include laneways in design work.</p>
<p>8.2 <u>Street Reconfiguration Project update</u></p> <p>The Building and Open Space Strategist advised the following public consultation would be done to raise awareness of the project:</p> <ul style="list-style-type: none"> Council's 'Have Your Say' page; Advertisement in the newspaper; 	<p>Action: Secretariat to include street reconfiguration project in the next agenda.</p>

ITEM		Action/ Due Date
	<ul style="list-style-type: none"> • A stall at the Farmers Market; and • Posters <p>Cherie Parik offered to donate space for advertising next to the Happy Frog until the new tenants move in and it was agreed that posters would be made available to those that want them.</p> <p>Discussion took place regarding the street reconfiguration project cost summary provided in the agenda and the Building and Open Space Strategist proposed that a traffic modelling study be undertaken in order to be better prepared for grant funding. The Director Business Services advised that having the traffic modelling done would put the committee in a stronger position for funding.</p> <p>A discussion took place regarding the Council's appetite to provide funding over the next few years that would allow for the street reconfiguration project to commence. The Director Business Services and the Works Program Coordinator will discuss and prepare a report to Council.</p>	DBS to prepare a report to Council to canvass funding to assist with the street reconfiguration project.
	<p>8.3 <u>Additional Lighting in CBD</u></p> <p>A brief discussion took place regarding safety lighting in the laneway that backs onto King Tide Brewery (behind Stoker House).</p> <p>It was agreed to defer the item to the next meeting.</p> <p>The Works Program Coordinator agreed to provide some ideas to the next meeting.</p>	Action: ASLAS to provide some ideas around laneway safety lighting
9.	Financial Report	
	<p><u>Update</u></p> <p>The financial reports for December 2021 and January 2022 were not considered and it was agreed to deferred to next meeting.</p>	Action: Secretariat to list on the next agenda
10.	Other Business	
	<p>10.1 <u>Committee Membership</u></p> <p>Director Business Services explained that under the Committee's Terms of Reference, 50% of the committee are required to resign, and went on to describe the process to appoint new members and advised that current members are welcome to reapply. It was agreed that the Secretariat send an email to the members to ascertain who was willing to resign and if there were not sufficient resignations, the Chair would call a meeting to discuss further.</p>	Action: Secretariat to send email to committee members regarding committee membership.

ITEM			Action/ Due Date
	10.2	<u>Meeting Dates</u> Agreed to defer to next meeting.	Action: Secretariat to include in the next agenda.
11.	Next Meeting		
	The next meeting is date is scheduled for 17 March 2022.		
12.	Next Meeting		
	The meeting closed at 5.50pm.		

List of CCMPC Actions

Note: Item Reference is the meeting date the item was raised and/or further spoken to.

Item Ref	Item Details	Responsible Officer/ Due Date/ ACTION
23/02/22	<u>Marketing Update</u> DBS to provide a research paper on possible CBD marketing models.	DBS
23/02/22	<u>Infrastructure Update</u> Include in the following in the next agenda <ul style="list-style-type: none"> • Seating in City Square/Park Avenue. • Additional lighting in CBD. - ASLAS to provide some ideas around laneway safety lighting. • Expansion of the Scope to include laneways in design work of the Street Reconfiguration Project. • Street Reconfirmation Project - Director Business Services to prepare a report to Council to canvass funding to assist with the street reconfiguration project. 	Secretariat 11/03/22
23/02/22	<u>Financial Report update</u> Secretariat to include December and January financial reports on the next agenda.	Secretariat 11/03/22
23/02/22	<u>Committee Membership</u> Secretariat to send email to committee members regarding committee membership.	Secretariat 11/03/22
23/02/22	<u>Meeting Dates</u> Secretariat to include meeting dates on the next agenda.	Secretariat 11/03/22