

MINUTES

CITY CENTRE MASTERPLAN S355 COMMITTEE MEETING

PARK BEACH & JETTY BEACH ROOMS
3:00PM WEDNESDAY 18 MAY 2023

ATTENDEES:

Committee Members:

Chair - Oliver Gee	Nikki Williams
Cr Tegan Swan	Cr Rodger Pryce
Kim Towner	Byron Gowing
Cherie Parik	Catherine McKimm
David Doyle	Josh King

Council Officers:

Steve Bayliss (Director Business Services)
 Ian Fitzgibbon (Group Leader Sustainable Places)
 Anne Shearer (Acting Section Leader Asset Strategies)
 Victoria Harper (City Centre Marketing & Activation Coordinator)
 Bronwyn Keenan (Executive Assistant)

Apologies: Cr Rodger Pryce, Josh King & Nikki Williams

Absent: Cr Tegan Swan

Guests: David Sutton – Item 6.2

Due to no meeting quorum the meeting did not commence until 3.45pm with Cherie Parik attending via teleconference. Cherie left the meeting at 4.45pm once Agenda item decisions were finalised.

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>	Oliver Gee
2. Apologies <i>Noted</i>	
3. Conflicts of Interest <i>NIL</i>	
4. Confirmation of Minutes Minutes of 13 February 2023 Meeting. (Attachment 1) Confirmed	

Item	Action
5. Guests/Presentation <i>Item 6.2 – David Sutton</i>	
6. Infrastructure Projects	
<p>6.1 <u>Street Lighting Update</u> (Attachment 2)</p> <p>Action from the previous meeting <i>Acting Section Leader Asset Strategies to commence the solar light project by providing a scope of work. Noting the budget has been set/agreed at \$160,000.</i></p> <p>The Section Leader Asset Strategies advised that \$160,000 is included in the Draft DP/OP, which will be presented to Council in June.</p> <p>Noted - Completed</p> <p>Action from the meeting of 19 January 2023 <i>City staff to request that Council prioritise a resolution to install additional lighting in CBD laneways.</i></p> <p>As per the above – Completed</p> <p>6.2 <u>City Square Seating Update</u> (Attachment 3)</p> <p>The CCMPC endorse the revised seating plan and the installation of 6 low single benches and 28 high stools as per the attached plan at the estimated cost of \$95k. It was agreed that the CCMPC will review expenditure of the remainder of the budget at a future meeting.</p> <p>Completed</p>	<p><i>Anne Shearer & David Sutton</i></p>
7. Marketing and Activation Plan	
<p>7.1 <u>Marketing Updates</u> (Attachment 4 & 5)</p> <p>Actions from the previous meeting <i>Director Business Services to arrange a presentation on the status of Brelsford Park improvements to the committee.</i></p> <p>The Director Business Services advised that the Brelsford Park Masterplan Stage 1 Project Update was reported at the Council Meeting held on 11 May 2023. Council resolved to endorse the removal of the water play component from stage 1 works and replace this component with a civic plaza. - \$5m grant funding has been received to undertake 1st stage of the project.</p> <p>Completed</p> <p><i>Information to be provided to the committee regarding moving people on. – Vic</i> <i>Addressed in Item 9.2 of the Agenda – Completed</i></p>	<p><i>Victoria Harper & Steve Bayliss</i></p>

<p>7.2 <u>3 Year Proposed Marketing Budget – Summary</u> (Attachment 6)</p> <p>The CCMPC support the proposed 3 year marketing budget in principle and endorse the 2023/24 budget expenditure on marketing for \$260,000.</p> <p>Completed</p>	<p><i>Victoria Harper</i></p>
<p>7.3 <u>CBD Marketing Models – Meeting with Local Member Update</u></p> <p>Action from the meeting of 19 January 2023</p> <p><i>Item listed for further discussion from the meeting held on 19 January 2023 as those present at the meeting with the Local Member were not present.</i></p> <p><i>This item was further deferred at the last meeting.</i></p> <p>The Chair advised that The local member was keen to being involved in supporting the future of the CBD activation</p> <p>Completed</p>	<p><i>Oliver Gee</i></p>
<p>8. Financial Report</p>	
<p>8.1 <u>Financial Report for February/March/April 2023</u> (Attachment 7)</p> <p>Noted - Completed</p>	<p><i>Steve Bayliss</i></p>
<p>8.2 <u>Allocation of remaining funds for the Special Rate & Committee Terms of Reference (ToR)</u></p> <p>Action from the meeting of 19 January 2023</p> <p><i>City staff to draft a new ToR and provide a draft to the committee before going to Council for endorsement.</i></p> <p>The Director Business Services is still drafting the TOR and will take into consideration the feedback provided today from the CCMPC.</p>	<p><i>Steve Bayliss</i></p> <p>Director Business Services to provide a Draft ToR for consideration at the next meeting in July 2023.</p>
<p>9. Other Business</p>	
<p>9.1 <u>Discussion Points from Workshop</u></p>	
<p>9.1.1 Activation</p> <p>Action from the meeting of 19 January 2023</p> <p><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> <p>Resolution as per Item 7.2 of the Agenda.</p> <p>Completed</p>	
<p>9.2.2 Busking</p> <p>Action from the meeting of 19 January 2023</p> <p><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>	<p>Director Business Services to liaise with the City Centre Marketing and Activation Coordinator and provide an update for consideration at</p>

<p>The Director Business Services has advised that the process is being reviewed and that he will discuss further with the City Centre Marketing and Activation Coordinator.</p>	<p>the next meeting in July 2023.</p>
<p>9.2 <u>Memorial Park Antisocial Behaviour</u> Agreed it is a police matter to enforce and to remove from the agenda. Completed</p>	<p>Oliver Gee</p>
<p>9.3 <u>City Centre Masterplan Sub Committee</u> Not discussed</p>	<p>Nikki Williams</p>
<p>10. General Business</p>	<p>Oliver Gee</p>
<p>10.1 <u>Future Meeting Dates</u> The CCMPC agreed to hold future meetings on a bi-monthly basis and these will be scheduled from July 2023 until June 2024. Noting that there will not be a meeting held in January due to the Christmas/New Year holiday period.</p>	<p>Steve Bayliss</p>
<p>11. Next Meeting</p>	
<p>The next meeting is scheduled for Thursday 20 July 2023 at 3pm.</p>	