

MINUTES

CITY CENTRE MASTERPLAN S355 COMMITTEE MEETING

PARK BEACH & JETTY BEACH ROOMS
3:00PM WEDNESDAY 20 JULY 2023

INVITEES:

Committee Members:

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

Council Officers:

Steve Bayliss (Director Business Services)
Victoria Harper (City Centre Marketing & Activation Coordinator)
Bronwyn Keenan (Executive Assistant)

Apologies:

Absent: Tegan Swan Nikki Williams

Guests: Anne Shearer (Acting Section Leader Asset Strategies)
Andrew Gray (Project Leader)

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 NIL	
3. Conflicts of Interest NIL	
4. Confirmation of Minutes Minutes of 18 May 2023 Meeting. (Attachment 1) Confirmed	Oliver Gee

Item	Action
5. Infrastructure Projects	
<p><i>Cherie Parik joined the meeting at 3.15pm.</i></p> <p>5.1 <u>Brelsford Park Project</u></p> <p>The Project Leader (PL) provided an update to the Committee on the status of the Brelsford Park Project, advising of what will be included in the next stage of the project inclusive of: an open space Civic Plaza area with adequate seating and shade. A stage and amphitheatre, amenities block as well as locations allocated for mobile coffee vans.</p> <p>Tennis courts and a Village Green will be included in the later stages. A Waterplay Park will also be reconsidered at a later date.</p> <p>The existing parking will be removed, and newly marked parking will be marked along Earl Street and Albany Street.</p> <p>The PL went through the timeline of the project to date, with the construction phase of this stage to commence in January 2024, subject to Quantity Surveying.</p> <p>The PL also advised that at this point in time, there should be no issues with the existing Playground and Skatepark remaining operational during the proposed 6-month construction period.</p> <p>Action: The Chair asked for an update to be provided at the next meeting of any Infrastructure Grants that may be relevant for future project submissions.</p> <p>5.2 <u>City Square Seating Update</u></p> <p>The Project Leader provided a City Square seating status update to the Committee.</p> <p>He showed the design drawings of the seating advising they will be made out of aluminium and spotted gum timber. The timeframe for installation of the seating will be completed within the next few weeks.</p> <p><i>Cr Rodger Pryce joined the meeting at 3.31pm</i></p> <p>The Committee noted and appreciated the update provided.</p> <p>Action: The Committee requested for an update on the Street Lighting at the next meeting. The DBS will follow up with the A/SLAS.</p>	<p><i>Andrew Gray</i></p> <p><i>Anne Shearer</i></p>
6. Marketing and Activation Plan	
<p>6.1 <u>Marketing Updates</u></p> <p>(Attachment 2)</p> <p>The City Centre Marketing and Activation Coordinator (CCMAC) provided an overview of the Marketing update included in the Agenda.</p> <p>Action: The Committee have asked for the CCMAC to create a CCMPG Facebook Messenger Group for marketing purposes only. This will allow the Committee Members to share promotional posts on the City Centre with their own Facebook friends/followers.</p>	<p><i>Victoria Harper</i></p>

Item	Action
<p>It was agreed that this Group forum is not to be used as an internal discussion board.</p> <p>The Committee also requested for the CCMAC make contact with the Little Street businesses for some Good News' stories. e.g., Open Studio, Saltwater Freshwater and King of the Hill Tattoo Studio.</p> <p>The CCMAC also provided an overview on the Coffs City Centre After Dark Friday Night monthly sessions to commence on the 6 October 2023. This will include the 2023 CH International Buskers & Comedy Festival on the opening evening.</p> <p>Newsworthy - It was suggested for the CCMAC to contact Alison Paul of NBN News, to promote the Buskers and Spring Shopping Promotion</p> <p><i>Josh King left the meeting at 4.00pm</i></p> <p>Action: The Committee endorsed the festival to be scheduled on the 6 October 2023, as per the proposal provided, inclusive of the \$4k for JLE to facilitate the buskers performances.</p> <p>The Committee endorsed for the Spring shopping promotion to be advertised as a TV Campaign for the cost of approx. \$8k.</p>	
<p>7. Financial Report</p>	
<p>7.1 <u>Financial Report for June 2023</u> (Attachment 3)</p> <p>Action: The Committee noted the Financial Report for June 2023</p>	<p>Steve Bayliss</p>
<p>7.2 <u>Allocation of remaining funds for the Special Rate & Committee Terms of Reference (ToR)</u></p> <p>Action from the meeting of 18 May 2023</p> <p>- <i>Director Business Services to provide a Draft ToR for consideration at the next meeting in July 2023.</i></p> <p>Action: Now that the Special Rate Variation for the CBD has concluded, the TOR need to be reviewed in conjunction with the progress of the identified works and projects within the Masterplan and more broadly, the objectives of the Committee. Any changes will need to be formalised through Council.</p> <p>The DBS confirmed funding in 2023/24 has been allocated to Laneway lighting and CCTV \$160,000, Activation and Marketing \$260,000.</p> <p>Discussion was had on the future of the Committee, with a proposal to cease the CCMPC and create a Marketing Advisory Committee. The Chair suggested a City Centre Advisory Committee – information and consultation basis.</p> <p>The review of the MasterPlan was also discussed.</p>	<p>Steve Bayliss</p>

Item	Action
<p>Action: It was also requested the DBS present information on the rating structure at the next meeting. This would include information about how the SRV was levied, how much was raised and application across a wider base i.e., all properties (not just commercial).</p> <p><i>Kim left the meeting at 4.45pm</i></p> <p>General discussion was had in relation to the Bypass and activation of the old Highway.</p> <p><i>Victoria left the meeting at 4.53pm</i></p>	
8. Other Business	
8.1 <u>Discussion Points from Workshop</u>	
<p>9.1.1 Busking</p> <p>Action from the meeting of 19 January 2023</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>Director Business Services to liaise with the City Centre Marketing and Activation Coordinator and provide an update for consideration at the next meeting in July 2023.</p> <p>Email out of session email update on the above Action</p> <p>Action: The Committee have requested an email update be provided to them out of session on the above outstanding Action.</p>	<p><i>Steve Bayliss</i> <i>Victoria Harper</i></p>
<p>8.2 <u>City Centre Masterplan Sub Committee</u></p> <p>Action: Deferred</p>	Nikki Williams
9. Next Meeting	Oliver Gee
The next meeting is scheduled for Thursday 21 September 2023 at 3pm.	