

# Byron Shire Council DRAFT Meeting Minutes

**Name of Group: Place Planning Collective**

Doc #E2020/65765

<b>Date:</b> Tues 18 August 2020	<b>Time:</b> 3pm	<b>Venue:</b> Council Chambers or Zoom
<b>Chairperson:</b> Madeleine		<b>Minutes:</b> AF
<b>Purpose of Meeting: Next Steps and Project Updates</b>		

<b>Attendees:</b>	<u>Community Members:</u> Sasha Mainsbridge, Madeleine Faught, Clare Hopkins, Jenny Bird, Jack Dods <u>Councillor Members:</u> Cr Michael Lyon, Cr Basil Cameron <u>Councillor Non-Members:</u> Cr Alan Hunter, Cr Sarah Ndiaye <u>BSC Staff:</u> Evan Elford (Manager Works, Infrastructure Services) Isabelle Hawton (Project Planner), Andrew FitzGibbon (Place Liaison)
<b>Apologies:</b>	<u>Community Members:</u> David Brown, Natalie Eggenberger, Nicholas Hall, Stevey Ginger, Ella Bancroft, Jamie Steel <u>Councillor Members:</u> Cr Jan Hackett <u>BSC Staff:</u> Shannon Burt (Director Sustainable Environment and Economy), Sharyn French (Manager Environmental and Economic Planning), Rob van Iersel (Major Projects)

No.	Item and Action Required	Who	Timing
<b>1.</b>	<b>Meeting Opened</b>	Chair	3pm
	Acknowledgment of Country		
	Temporary zoom recording agreed to		
	No pecuniary interests noted		
<b>2.</b>	<b>Actions from Previous Meeting</b>	Chair	
	Review of any outstanding actions – refer to notes in this section		
	Agreed that previous minutes (21 July 2020) can be posted online	Andrew	
<b>3.</b>	<b>Operational Considerations</b>	Chair	
	Points in this section relate to suggestions offered by Madeleine prior to the meeting - Refer to Attachment A (included at end of this document)		
	Minute taker – Isabel Hawton		
	Future involvement of PPC group <ul style="list-style-type: none"> <li>Madeleine: The accumulated 'sense of place' and member's skills should be brought to the design stages of all projects early.</li> <li>Suggested a 10-minute think tank session at the end of the meeting could become a regular part of the agenda if we have time.</li> <li>Andrew to add this to future agendas.</li> </ul>		
	Forward momentum – where to now		
	'Think tank' discussion as final agenda item		
	Meeting time and location <ul style="list-style-type: none"> <li>All in attendance fine with current time (3 – 4:30pm)</li> <li>Could all members express their preferences with regards to meeting time to the Place Activation Team</li> <li>Non-attendance of Citizens lottery members highlighted.</li> <li>Jenny has offered to do a process evaluation; will draft this for the next meeting so others are encouraged to attend.</li> <li>Attending members to check in with other members (1 to 1) to see if</li> </ul>		

No.	Item and Action Required	Who	Timing
	<p><b>they need more support – add this to next agenda also.</b></p> <ul style="list-style-type: none"> <li>Basil – suggested socialising the pre-meeting (tea/cake). Or an induction process for the Citizen's Lottery members.</li> <li>Alan - Need to build interest and momentum with some 'wins'.</li> <li>Now that Budget projects are clarified and approved, there is more time to build on forward planning and implementation, offering more interest and engagement to new members of group.</li> <li>Sarah – Finds attending these meetings helpful for understanding the background on projects which is then very helpful when items are presented to Council. (cannot attend an earlier timed meeting)</li> <li>Jenny – the PPC offers a valuable conversation between community, Councillors and key council staff. See if we can make a time to maximise attendance for the 3 way conversations.</li> </ul>		
<b>4.</b>	<b>Active Projects List</b>	Andrew/Rob	
	<p><b>Mullumbimby: Stuart Street Greenspine</b> – Refer Action 7 – Funded by Federal Local Roads and Community Infrastructure Program</p> <ul style="list-style-type: none"> <li>Andrew – Held some consultation online for this project. A good response – issues mainly about species selection, safety of cycle-ways, balance between car parking and landscaping.</li> <li>A virtual drop in session held on 10 Aug. Approximately 10-15 people in attendance. Some good comments. Likely more would have attended if this could have been held on the street, but Covid-19 restrictions disallowed this.</li> <li>An RFQ is out for the landscaping and engineering works - due 31 August. Tight time-frame to construct this project by mid 2021. Concerns and comments in relation to what the brief included: number of car parks; cycle-way location and safety; appropriate landscaping; slowing speed limit.</li> <li>Basil stressed the real need is a focus on peripheral parking outside town centre. He also stressed the importance of translating the vision to the community, allowing for upfront input from community to shape that brief.</li> <li><b>Andrew to check whether we can share an RFQ with the group, beyond the tender process.</b></li> <li>Andrew - Submissions have made for a robust brief and are included as an attachment in the RFQ.</li> <li>Brief has already been put in the market via VendorPanel.</li> <li>Once consultants appointed, Council staff to meet with them to go through submission points in detail.</li> <li><b>Andrew to set up that meeting once the consultants are selected – possibly at the next PPC meeting.</b></li> </ul>		
	<p><b>Mullumbimby: Burringbar Talking Street</b> – Refer Action 6 – Potential funding NSW Streets as Shared Spaces (Announced by 10/8/20)</p> <ul style="list-style-type: none"> <li>We received the grant!</li> <li>You can see that online <a href="#">here</a>. \$250,000 for Mullumbimby Talking Street.</li> <li>Need to work out how to implement. Sasha keen to be involved in the next steps for this. Council needs to first clarify the details of the grant, and first steps.</li> <li>Place Activation Team to confirm timing, conditions next steps etc.</li> </ul>		
	<p><b>Mullumbimby: Lot 22, Saltwater Creek Precinct</b> – Refer Action 26</p> <ul style="list-style-type: none"> <li>Not much to update since the last meeting. Hoping to report to Council meeting 17 September. Back to community in October. Last Council meeting Council resolved to undertake a flood study and structure plan to provide an idea of potential future. These will now be reported back and outline next steps.</li> <li>Sarah- great opportunity to address some affordable housing issues that we haven't been able to previously.</li> </ul>		

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	Mullumbimby: Hospital Site – Refer Action 28 <ul style="list-style-type: none"> <li>No update since the last meeting.</li> </ul>		
	Mullumbimby: Heritage Park upgrades <ul style="list-style-type: none"> <li>Spoke to this in the actions section.</li> </ul>		
	Bangalow: DCP and Triangle Structure Plan Review – Refer Page 5 of Implementation Plan <ul style="list-style-type: none"> <li>Currently gathering feedback – this is open until 11 September. Jenny is helping to promote this consultation. Isabelle is now the project manager. We are in the process of mapping out next steps.</li> </ul>		
	Bangalow: Shared Paths – Refer Initiative 3.1.5 – Funded by Federal Local Roads and Community Infrastructure Program <ul style="list-style-type: none"> <li>Currently out for RFQ (path along Deacon street). As a part of Budget, Council agreed to put in \$100,000 to design the path along Byron Street. That will be part of scope of works for Deacon Street.</li> <li>Jenny thanked the Councillors, Andrew and the collective. Pathways are transformative for safety and accessibility for half of Bangalow. Very significant. Design sets us up to be ‘shovel-ready’</li> </ul>		
	BA&IE: Lot 12, Bayshore Drive – Refer Action CE2 <ul style="list-style-type: none"> <li>No major update. Will be reported to Council 27<sup>th</sup> August. Following this the recommendation will be to put out the EOIs.</li> </ul>		
	BA&IE: Shared path on drainage corridor – Refer Action LU1 <ul style="list-style-type: none"> <li>No major updates</li> </ul>		
	BA&IE: Pocket Park, Bayshore Drive – Refer Action EC1 <ul style="list-style-type: none"> <li>Upcoming community consultation for this project to get input on the design of the park..</li> </ul>		
	BA&IE: One Way Trial, Centennial Circuit – Refer Action MA3 <ul style="list-style-type: none"> <li>No major updates. Waiting on the works team info for when the trial might happen. Consultation will occur once we have a timeframe for this.</li> </ul>		
	Federal Community-led Masterplan <ul style="list-style-type: none"> <li>Report to go to August 27 Council meeting. The plan is to have a nominated member from the Federal Village that will sit on the PPC once this process is underway.</li> </ul>		
<b>5.</b>	<b>Other Projects on Exhibition</b>		
	Draft Residential Strategy – Additional Investigation Areas (until 31 August 2020) ( <a href="https://www.yoursaybyronshire.com.au/draft-residential-strategy-additional-investigation-areas">https://www.yoursaybyronshire.com.au/draft-residential-strategy-additional-investigation-areas</a> ) <ul style="list-style-type: none"> <li>Noted that members should have a look at this.</li> <li>Jack has put in submission detailing his view of what should be prioritised and how. The proposed sites are worth being aware of.</li> <li>Jenny – What is the window of exhibition? Can the PPC have a briefing from the strategic planning team after the exhibition?</li> <li>Place Activation Team to invite the strategic planning team to our next meeting.</li> </ul>		
<b>6.</b>	<b>Other Points</b>		
	Jenny asked about FSR workshop using lego <ul style="list-style-type: none"> <li>Rob to provide an update on this at the next meeting.</li> </ul>	Rob	
<b>7.</b>	<b>Next Meetings</b>		
	<ul style="list-style-type: none"> <li>Agreed that December meeting should be more of a social event and celebration/promotion of work achieved.</li> <li>Maybe some visuals/sketches/draft plans? Publicity/media what we</li> </ul>		

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	<p>have been up to for the last 12 months? The Byron Town Centre Masterplan group is also looking at this type of approach.</p> <ul style="list-style-type: none"> <li>December event and celebration/promotions to be planned further at the next meeting.</li> </ul>		
8.	Meeting Closed		4.30pm

### Actions Outstanding or Ongoing

Actions	Who	Timing
<ul style="list-style-type: none"> <li>Confidentiality agreements to be signed and returned</li> <li>Not present</li> </ul>	Ella, Jamie	By next meeting
<ul style="list-style-type: none"> <li>Place making references to continue to be shared</li> </ul>	All	Ongoing
<ul style="list-style-type: none"> <li>Provide regular updates to Arakwal as well as engaging them on a project by project basis.</li> </ul>	Andrew	Ongoing
<ul style="list-style-type: none"> <li>Priority Projects: Proposed methodology for refining and prioritising actions presented by Andrew. Additional information to be provided to the group and item to be added to the agenda for discussion at 18 August meeting.</li> </ul>	Andrew	Next meeting
<ul style="list-style-type: none"> <li>Discussion was had on the role of the Collective going forward and openness to hearing from and assisting the community about other place making/activation initiatives. Members to reflect on this and to be added to the next meeting agenda. It was noted that the objectives of the Collective's charter relate to place plan actions only.</li> </ul>	All	Next meeting
<ul style="list-style-type: none"> <li>Follow up about Open Space projects in Bangalow – netball court resurfacing and carpark works near sports field.</li> </ul> <p>Andrew provided an update to Jenny and Claire. Jenny spoke to Netball club to gain a sense of perspective. Netball club thinks they are waiting on POM for the sports field.</p> <p>Andrew to follow up on whether this is the case</p>	Andrew	By next meeting
<ul style="list-style-type: none"> <li>Discussion on Rifle Range Road shared path project in Bangalow. Evan will check on progress of the design and report back to Collective.</li> </ul> <p>Evan – December 2018 Council staff put together application for active transport grant scheme- this was unsuccessful. We have not had an allocation for that design in our program of works since that time. It's considered a priority B in the bike plan – which makes it hard to put in front of priority A items. At this stage funding wasn't approved. May be opportunity to apply for further active transport grants at the end of this calendar year.</p> <p>Grants generally now are more geared to 'shovel-ready' than design projects. An estimated \$150,000 required for design to make the project 'shovel-ready'.</p> <p>Jenny – Community more concerned about rifle range road intersection. This has been shared by Joshua with Jenny. Community would like to stay in the loop for this. Joshua has extended the invitation for community to stay in the loop. Jenny believes that the users need to be more intimately included in the design discussions. Jenny able to put Council officers in touch with key stakeholders – Rebecca Sergeant identified as a key stakeholder for some consultation.</p> <p>Community more interested in cycleway in the railway corridor. Rather than one that runs along the road. But community also about</p>	Evan	By next meeting

<p>intersection upgrades. Evan to seek clarity on road cycle-way vs. rail corridor cycleway and implications for his team.</p> <p>Shire-wide rail corridor shown in the PAMP and bike plan. This stops in town centre. Bangalow community interested in an extension that would go to Rifle Range Road rather than stopping in the town.</p> <p>Jenny and Evan to continue discussions outside of meeting</p>		
<ul style="list-style-type: none"> <li>Heritage Park, Mullumbimby – potential for public toilets also to be part of the design work. Collective would like to be advised on progress of this project. Add to project list.</li> </ul> <p>No update on this today – keep on agenda</p>		
<ul style="list-style-type: none"> <li>Update from Rob re railway land (Argle Street to the north) – Transport NSW in the process of transferring the land to Property NSW. Initial masterplanning work by Transport NSW is aligned with Mullumbimby Masterplan. Council has also asked for a similar process to be undertaken for Argle Street to the south.</li> <li>David will circulate his concept plans for the station land.</li> <li>Invite Transport NSW/Property NSW to come to a Collective meeting.</li> </ul> <p>Rob has contact TFNSW – they are still in the process of transferring the land.</p>	Rob and David	
<ul style="list-style-type: none"> <li>Provide Structure Plan scope area to the Collective for input.</li> </ul> <p>This has been completed by Andrew.</p>	Andrew	ASAP

### Meeting Schedule 2020

Date and Time	Purpose	Chair	Zoom host
22 September, 3pm-4:30pm		Madeleine	Council
27 October, 3pm-4:30pm		Sasha	Council
24 November, 3pm-4:30pm		Sasha	Council
22 December, 3pm-4:30pm	End of Year Social		

Chair rotation list: David, Jack, Madeleine, Sasha, Jenny

## **Attachment A: Points circulated by Madeleine prior to the meeting:**

PPC – agenda items we would like included for 18<sup>th</sup> August meeting

\*The meetings really require a minute taker. It is challenging for Andrew, or one of the Collective, to be fully engaged with the meeting as well as recording the minutes. Whoever is Chair should ensure that what is recorded encapsulates what has been discussed, agreed upon, etc. prior to the close of each meeting.

This would free Andrew up to be fully part of the meeting without distraction. Hopefully a minute taker could be sourced within Council staff?

### **Update from Andrew on what's come out of the exhibition period on the Green Spine project.**

It's important for us to gain insights to the feedback that may, or may not, influence or inform our existing plan, as representatives of the community.

### **Future involvement of PPC group**

As we represent the community and are committed to following through with this role, by rights we should have a strong voice in regard to what is planned, as well as input to defining how it should be done (i.e. consultants working with the PPC group (or a selected individual) to ensure quality of community input, versus 'doing their own thing'.

**Forward momentum – where to now** for each of the three areas?

**The inclusion of a 'think tank' discussion as the final agenda item in each meeting.** PPC has a range of dynamics and skills. We are not fully capitalising on these without the inclusion of a more 'open free discussion' timeslot within our meetings. These interactions are important – for the Collective and for Council staff and Councillors. (not a free for all to re-invent the Master Plans; rather a platform to refine and add to these in ways that fulfill community expectation, and excitement).

**Meeting location and time** – the Council chamber has been good for its capacity to provide social distancing, but it is not a space that allows for easy conversations. Once we are not as challenged by social distancing, it would be excellent to define a meeting location within each of the three Master Planning sites. Being 'in situ' within each township/area provides a 'sense of place' and the capacity to walk to discussion 'sites'.

Some people are not happy with the 3 to 5:30 time slot (versus 2 – 4:30.) Can we take a quick vote to see how this works for PPC members as they would seem to have priority in terms of attendance.