

Byron Shire Council Draft Meeting Minutes

Name of Group: Place Planning Collective

Doc: E2021/95092

Date: Tues 20 July 2021	Time: 2pm – 4pm	Venue: Zoom
Chairperson: Jack Dods		Minutes: Kelly
Purpose of Meeting: Priorities Development		

Attendees:	<p><u>Community Members:</u> David Brown, Sasha Mainsbridge, Madeleine Faight, Jack Dods, Natalie Eggenberger, Clare Hopkins</p> <p><u>Councillor Members:</u> Cr Basil Cameron</p> <p><u>BSC Staff:</u> James Flockton (Infrastructure Planning Coordinator), Rob van Iersel (Major Projects), Andrew FitzGibbon (Place Liaison), Isabelle Hawton (Place Liaison), Donna Johnston (Grants Coordinator), Kelly Baker (Project Support)</p>
Apologies:	<p><u>Community Members:</u> Alan Goldstein, Jenna Reed Burns</p> <p><u>Councillor Members:</u> Cr Michael Lyon, Cr Jan Hackett</p> <p><u>BSC Staff:</u> Shannon Burt (Director Sustainable Environment and Economy), Phil Holloway (Director Infrastructure Services), Sharyn French (Manager Environmental and Economic Planning), Evan Elford (Manager Works, Infrastructure Services),</p>

No.	Item and Action Required	Who	Timing
1.	Meeting Opened		
	<ul style="list-style-type: none"> • Acknowledgment of Country • Temporary zoom recording noted • Any pecuniary interests noted – Jack noted Federal conflict – note that no Federal discussion items on the agenda. • Welcome and introduction of new members – Andrew welcomed and introduced Donna Johnston (Grants Coordinator) and Kelly Baker (Project Support Officer) to the Collective. 		
2.	Actions from Previous Meeting		
	<ul style="list-style-type: none"> • Review of any outstanding actions – <ul style="list-style-type: none"> - Andrew prepared reference document master plan priority action list for Bungalow, Mullumbimby and Byron as per action from the previous meeting. - Two (2) action items outstanding as per the below actions table. • Agreement that previous minutes can be posted online – adopted. 		
3.	Main Discussion Items		
	Confirmation of priorities list for each place plan and identification of projects to be worked on by the Collective – with input from Council's Grant Coordinator Donna Johnston	Staff	
	<ul style="list-style-type: none"> • Andrew: the aim of this meeting is to prepare a clear list of priorities across a broad range of categories and master plans for when grants come up. The aim is to prioritise projects for grant consideration. Last meeting, we selected a few priorities and groups worked through priorities and scope of works to get a better handle of the actions. Zoom break out groups will be arranged later in the meeting to discuss and confirm the list as well as identifying key items and prioritising the top 3 projects. 		
	<ul style="list-style-type: none"> • Donna: shared a presentation with the collective which highlighted how grants work, the role of the Grant Coordinator, priorities for grant 		

No.	Item and Action Required	Who	Timing
	<p>considerations, applications, funding – matching dollar for dollar or co contributions, project delivery/timelines, different merits for outcomes and objectives, reporting, internal approvals from manager to director to Council endorsement and importance of collaboration and project documentation which includes plans, design and procurement.</p> <ul style="list-style-type: none"> - Donna also presented the list of grant applications from 2018 – 2021 and noted that for 2021/22 there are 73 grant applications, 33 approved, 21 pending and 19 unsuccessful. Expecting \$13.5m of grant funded projects for 2021/22. There are currently 49 active grants and noted that Council applied for three (3) more road upgrades last week. - Grant Infrastructure is closing soon and this program requires 50% matching funds from working capital, S94 or from the project. Fixing local roads grant is in the 3rd round and requires projects to be identified in Council and regional documents. Important to strengthen road works references in Council documents as well as looking for ways to change, readopt or add to planning documents to comply with grant applications. - The term “shovel ready” is not the start of construction straight away, it can take up to six (6) months planning to be “shovel ready”. - Jack asked – how do you know and alert Council on grants? Donna noted that Council is alerted to grant programs and then teams are notified to assess if grants can be applied for/bring work forward. - Isabelle noted that the priority list meeting is to ensure projects align with grant applications and the importance for early involvement to scope projects ready for grants applications. - Basil highlighted the issue of road upgrades without upgrading pedestrian or cycleways, making it challenging for pedestrian and road users. Donna noted that roads grant didn't include footpaths or cycleways upgrades only road potholes and gravel work. Basil to raise this issue with Council. - Donna informed the Collective that the Bushfire Local Economic grant was not successful, reason being that they looked closely at other areas that were impacted and concerns that the timeline of 18 months to deliver which included the design rail approvals would take to long for the project to be approved. 		
	<p>Zoom break out groups:</p> <ul style="list-style-type: none"> • Break out group 1 – BA&IE – Ben Wallace, Isabelle Hawton and Jack Dods. • Break Out group 2 – Bangalow – Andrew FitzGibbon, Clare Hopkins, James Flockton and Lauren Julian. • Break out group 3 – Mullumbimby – Cr Basil Cameron, David Brown, Natalie Eggenberger, Rob van Lersel and Sasha Mainsbridge <p><i>Groups moved into zoom break out rooms at 2:50pm and returned to the meeting at 3:40pm.</i></p> <p>Break out group 1 – BA&IE;</p> <ul style="list-style-type: none"> - Jack noted that this break out group helped priorities and pin point actual items. The group will continue to work on items and this was a very good spring board to start. - Overall list confirmed. <p>Break Out group 2 – Bangalow;</p> <ul style="list-style-type: none"> - Andrew noted that this session was very helpful to discuss collectively. - James – power to scope out and get a project management program in Council, understand what projects need to achieve funding. Great contribution from Collective is to scope out projects to be in a good place for funded. - Overall list confirmed. 		

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	Break out group 3 – Mullumbimby; <ul style="list-style-type: none"> - David noted three (3) priorities, combination of story and history trail story park, reviewing and revising DCP, peripheral car parking to help shop keepers in Mullumbimby. - Overall list confirmed 		
	Andrew – no meeting held in August and asked that between now and the next meeting that each break out group meet to work up one project scope to bring to the next meeting.	All	Next meeting (21 September 2021)
	Andrew – will provide a scope template to the Collective	AF	Next week
4.	Other Projects on Exhibition / Going to Council Meeting		
	<ul style="list-style-type: none"> • Held Over 		
5.	Informal Discussion Time – Held Over		
6.	Meeting Closed	Chair	3:55pm

Actions Outstanding or Ongoing

Actions	Who	Timing
<ul style="list-style-type: none"> Mullum people to talk to Byron Group – Council to connect groups 	Staff	Ongoing/next meeting
<ul style="list-style-type: none"> Next team evaluation process to happen in Sept/Oct 2021 		

Meeting Schedule 2021 * **Note that this will need to be revised to consider deferred Council Elections**

Date	Time	Notes	Chair
21 September 2021, Tuesday	2-4pm	TBC	Jack
26 October 2021, Tuesday	2-4pm	David an apology	Madeleine
23 November 2021, Tuesday	2-4pm	TBC	Madeleine

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

Active Projects List

<ul style="list-style-type: none"> Mullumbimby: Stuart Street Greenspine – Refer Action 7 		
<ul style="list-style-type: none"> Mullumbimby: Talking Street Trial – Refer Action 6 		
<ul style="list-style-type: none"> Mullumbimby: Lot 22, Saltwater Creek Precinct – Refer Action 26 		
<ul style="list-style-type: none"> Mullumbimby: Hospital Site – Refer Action 28 		
<ul style="list-style-type: none"> Mullumbimby: Heritage Park upgrades – Refer Action 14 		
<ul style="list-style-type: none"> Bangalow: DCP and Triangle Structure Plan Review – Refer Page 5 of Implementation Plan 		
<ul style="list-style-type: none"> Bangalow: Deacon Street and Byron Street Shared Paths – Refer Initiative 3.1.5 		
<ul style="list-style-type: none"> BA&IE: Lot 12, Bayshore Drive – Refer Action CE2 		
<ul style="list-style-type: none"> BA&IE: Shared path on drainage corridor – Refer Action LU1 		
<ul style="list-style-type: none"> BA&IE: Pocket Park, Bayshore Drive – Refer Action EC1 		
<ul style="list-style-type: none"> BA&IE: One Way Trial, Centennial Circuit – Refer Action MA3 		
<ul style="list-style-type: none"> Federal Community-led Masterplan 		