

Byron Shire Council

Agreed Meeting Summary and Action Items

Name of Group: Place Planning Collective

Doc #E2020/29328

Date: 22 April 2020	Time: 2pm	Venue: Zoom
Chairperson: Andrew FitzGibbon		Minutes: AF
Purpose of Meeting: Confirm Charter and receive Place Plan presentations		

Present: David Brown, Sasha Mainsbridge, Madeleine Faught, Clare Hopkins, Jenny Bird, Jack Dods, Rachel Heaton, Nicholas Hall, Natalie Eggenberger, Stevey Ginger, Sharyn French, Rob van Iersel, Andrew FitzGibbon

Apologies: Penny Leonard, Ella Bancroft, Shannon Burt

No.	Item and Action Required	Who	Timing
1.	Meeting Opened	Andrew	
2.	Online Meeting Protocols/Tips	Jenny	
3.	Actions from Previous Meeting	Andrew	
	<ul style="list-style-type: none"> Place making references to continue to be shared 	All	Ongoing
	<ul style="list-style-type: none"> Place plans still to be presented: Byron Arts & Industry; Linkages to Byron Masterplan 	Jack	Next or following meeting
	<ul style="list-style-type: none"> Budget planning meeting 	Chair	Next meeting
	<ul style="list-style-type: none"> Share contact member details 	Andrew	By 24 April
	<ul style="list-style-type: none"> Chair rotation to be established – if interested, send your name to Andrew to go on rotation schedule 	All and Andrew	By 1 May
	<ul style="list-style-type: none"> Agreed minutes to be uploaded onto website 	Andrew	After agreed
	<ul style="list-style-type: none"> Extend open invitation to Arakwal 	Andrew and Rob	By next meeting
	<ul style="list-style-type: none"> Evaluation of PPC Process (Jenny to progress and Andrew to provide any existing examples from Council) 	Jenny and Andrew	By next meeting
4.	Place Planning Collective Charter		
	<ul style="list-style-type: none"> Update Charter with comments from the meeting 	Andrew	By 24 April
	<ul style="list-style-type: none"> Edit and final draft Charter sent to Collective 	Jenny lead	29 April
	<ul style="list-style-type: none"> Any final comments from members 	All	By 1 May
	<ul style="list-style-type: none"> Charter presented at 21 May Council meeting 	Shannon	21 May
5.	Bangalow Place Plan Presentation	Jenny	
	<ul style="list-style-type: none"> Council agreed to start Bangalow DCP review project. Project brief to be developed with PPC input. 	Andrew	22 May
6.	Mullumbimby Place Plan Presentation	David	
7.	Other Items: Budget Bids	Andrew	
	<ul style="list-style-type: none"> <i>Council to provide list of roll over items and new bids for the next budget. Need to check what information can be shared with the group before it goes to Council.</i> 	Sharyn	As soon as possible
	<ul style="list-style-type: none"> Confidentiality agreements to be signed and returned 	All	By 27 April
8.	Next meeting – purpose, date, time, chair, host	Andrew	
	<ul style="list-style-type: none"> Next meeting: Tuesday 5 May at 2pm – primary purpose is to discuss Council's budget process and review place making bids 		
9.	Meeting Closed		

Register of Completed Actions

	Actions	Who	Timing
	<ul style="list-style-type: none">Place plans presentations of Mullumbimby and Bangalow	David and Jenny	Complete
	<ul style="list-style-type: none">Attendance at Council Strategic Planning Workshop 2 April 2020	Rob and Shannon	Complete
	<ul style="list-style-type: none">Reflect on purpose and objectives in Charter	All	Complete
	<ul style="list-style-type: none">Recruit any vacancies for the Collective	Andrew	Complete