



Town Centre Master Plan Sub-Committee

Business Paper

date of meeting: Wednesday, 1 August 2012

location: Committee Room, PMHC, Port Macquarie

time: 8.00am

Note: Council is distributing this agenda on the strict understanding that the publication and/or announcement of any material from the Paper before the meeting not be such as to presume the outcome of consideration of the matters thereon.



**PORT MACQUARIE
HASTINGS**

Town Centre Master Plan Sub-Committee

CHARTER

1. To recommend works priorities to Council for the implementation of the Town Centre Master Plan.
2. To act as a communication conduit between Council and the CBD stakeholders in respect to the Town Centre Master Plan.
3. Advocate of the Town Centre Master Plan to the community.
4. To recommend an annual Works Program and Budget.
5. To account for and approve expenditures of funds raised externally to Council.

Delegated Authorities to the Town Centre Master Plan Sub-Committee

1. To manufacture, purchase, obtain and supply promotional material for the promotion of the CBD from external funds.
2. To expend funds raised outside of Council as the Sub Committee deems appropriate eg promotions, entertainment, etc.
3. To establish Sub Committees as deemed appropriate.
4. To raise funds other than rates and loans to fund the objectives of the Sub Committee.
5. To promote the advantages of the CBD inside and outside the area.
6. To make Press Releases promoting and supporting the Town Centre Master Plan project.
7. To expend funds allocated to the Town Centre Master Plan Sub Committee by Council within the approved budget.



Attendance Register

Town Centre Master Plan Sub-Committee

Member	04/04/12	09/05/12	11/07/12	18/07/12		
Jeffery Sharp	✓	✓	✓	✓		
Cliff Toms	A	A	✓	✓		
Gary Randall	✓	A	✓	✓		
Stephen Byers	A	✓	A	✓		
Anthony Wilson	✓	✓	A	✓		
Michael Mowle	✓	✓	A	✓		
David Capper	✓	✓	A	A		
Robert Turner	✓	✓	A	✓		
Brian Buckett	✓	✓	✓	✓		
Tony Thorne	✓	✓	✓	✓		
Brian Tierney	✓	✓	✓	A		
Jeff Gillespie	✓	A	✓	✓		

Key: ✓ = Present

A = Absent With Apology

X = Absent Without Apology



**PORT MACQUARIE
HASTINGS**

Town Centre Master Plan Sub-Committee Meeting

Wednesday, 1 August 2012

Items of Business

Item	Subject	Page
01	Acknowledgement of Country	<u>1</u>
02	Apologies.....	<u>1</u>
03	Confirmation of Minutes	<u>1</u>
04	Disclosures of Interest.....	<u>10</u>
05	Business Arising from Previous Minutes.....	<u>12</u>
06	Town Green improvement works	<u>14</u>
07	Tastings on Hastings.....	<u>18</u>
08	General Business	



**PORT MACQUARIE
HASTINGS**

Item: 01**Subject: ACKNOWLEDGEMENT OF COUNTRY**

"I acknowledge that we are gathered on Birpai Land. I pay respect to the Birpai Elders both past and present. I also extend that respect to all other Aboriginal and Torres Strait Islander people present."

Item: 02**Subject: APOLOGIES**

RECOMMENDATION

That the apologies received be accepted.

Item: 03**Subject: CONFIRMATION OF PREVIOUS MINUTES**

RECOMMENDATION

That the Minutes of the Town Centre Master Plan Sub-Committee Meeting held on 11 July 2012 be confirmed.

RECOMMENDATION

That the Minutes of the Extraordinary Town Centre Master Plan Sub-Committee Meeting held on 18 July 2012 be confirmed.

PRESENT

Members:

Jeffery Sharp
Cliff Toms
Gary Randall
Brian Buckett
Tony Thorne
Brian Tierney
Jeff Gillespie

Other Attendees:

Liam Bulley

The meeting opened at 8.05am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies received from Stephen Byers, Anthony Wilson, Michael Mowle, David Capper and Robert Turner be accepted.

03 CONFIRMATION OF MINUTES

RECOMMENDATION

That the Minutes of the Town Centre Master Plan Sub-Committee Meeting held on 9 May 2012 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

09 A meeting with Gary Randall, Jeff Gillespie, Tony Thorne and David Tooby is scheduled for next week to progress the matter. A possible review of the original specs and construction may be required by the working party. A recommendation will be presented to the Town Centre Master Plan Sub-Committee.

08 The draft cover is being produced with a proof to be sent to Council prior to printing.

11 The Landscaping Working Party has met. A report will be provided back to the Sub-Committee to address some issues prior to providing a final report detailing costings and timeframes.

Tastings of the Hastings Jeffery Sharp tabled an email received from Paul Matesich (attached). Council is currently discussing options with Essential Energy. Item 6 on the email, Clarence Street General Purpose Outlets, can be started. Christmas Tree works require discussion at a future Town Centre Master Plan Sub-Committee.

CONSENSUS:

1. That Council commence electrical works as listed in Item 6 Clarence Street General Purpose Outlets, of the attached email.
2. That the email tabled at the Town Centre Master Plan Sub-Committee be distributed with the minutes to all Sub-Committee members.

06 PARKING STRATEGY

Cliff Toms provided an overview of the report and advised that a recommendation regarding the time limit review would be presented to a future Town Centre Master Plan Sub-Committee meeting.

Brian Buckett advised that 2 hour car parking spaces were changed to 1 hour car parking spaces in the recent installation of parking sensors.

CONSENSUS:

1. That as an interim measure, while a full time limit review is underway, the request from the Port Macquarie Chamber of Commerce dated 28 June 2012 be acted upon.
2. Jeffery Sharp to investigate what, if any, changes have been made to the parking in the CBD (eg, 2 hour time limit reduced to 1 hour time limit) and report back to the Town Centre Master Plan Sub-Committee.

07 TOWN GREEN

Cliff Toms provided an overview of the report. Liam Bulley advised there is currently \$452,000 in the current Council works programme for Town Green improvements.

CONSENSUS:

1. That at the next Town Centre Master Plan Sub-Committee meeting, members review the Town Green and Foreshore Plans in large scale.
2. That a pdf of the Town Green and Foreshore Plans be distributed to the Town Centre Master Plan Sub-Committee members prior to the next meeting.
3. That a project brief of the Town Green be presented to a future Town Centre Master Plan meeting.

08 WORKS PROGRAM AND FINANCIAL MODEL

CONSENSUS:

1. That the Town Centre Master Plan Sub-Committee hold an Extra-Ordinary Sub-Committee meeting on Wednesday 18 July 2012 to adopt the 2012/13 works programme and Town Centre Master Plan Financial Model.
2. That the adopted Council works programme be distributed to the Town Centre Master Plan Sub-Committee members in preparation for the Extra-Ordinary Sub-Committee meeting.
3. That an expenditure report be presented to the Town Centre Master Plan Sub-Committee.

09 MASTER PLAN DESIGN PROGRESS

Cliff Toms provided an overview of the report and advised that the next steps are for a concept design to be completed and reported back to the Town Centre Master Plan Sub-Committee before final designs are completed and reported back to the Town Centre Master Plan Sub-Committee.

CONSENSUS:

The progress of the current designs be noted and the Committee support further traffic investigations with RMS for the development of a detailed design for the Hollingworth and Buller Street intersection.

10 KOOLOONBUNG CREEK PEDESTRIAN BRIDGE

Cliff Toms provided an overview of the report and advised that it was expected the brief from Opus would be provided at the next Town Centre Master Plan Sub-Committee meeting.

CONSENSUS:

The report be received and noted.

11 TOWN CENTRE MASTRER PLAN SUB COMMITTEE APPOINTMENTS

Tony Thorne moved that the appointment of Brian Tierney and Jeff Gillespie be extended by twelve (12) months.

CONSENSUS:

That the Town Centre Master Plan Sub-Committee recommend to Council the Council endorse the ongoing membership of Mr Brian Tierney and Mr Jeff Gillespie as members of the Town Centre Master Plan Sub-Committee for a further twelve (12) months.

12 TOWN CENTRE MASTER PLAN SUB COMMITTEE POLICE PATROL

CONSENSUS:

That NSW Police representatives be invited to the next Hay Street Forecourt Working Party meeting to discuss options about better managing the perceived nuisance behaviour in the Hay Street Forecourt.

13 COUNCIL'S PROCUREMENT METHODOLOGY

CONSENSUS:

That the presentation by Director Corporate and Business Services be deferred to the next Town Centre Master Plan Sub-Committee.

14 GENERAL BUSINESS

14.01 Cliff Toms advised that the LED trial is commencing on Friday or Monday and members should expect to see changes in the lighting.
Jeffery Sharp advised that the poles which were removed for Ironman have been powder coated and are now back in operation.

CONSENSUS:

1. That Jeff Gillespie and Tony Thorne be included on the selection committee for the Town Centre Master Plan Sub-Committee Project Manager
 2. That a review of the scheduled dates for future Town Centre Master Plan Sub-Committee meetings be reviewed and rescheduled if occurring during school holidays.
 3. That Gary Randall report back to the Town Centre Master Plan Sub-Committee a price per annum for CBD line marking.
-

The meeting closed at 10.30am.

PRESENT

Members:

Jeffery Sharp
Cliff Toms
Gary Randall
Stephen Byers
Anthony Wilson
Michael Mowle
Robert Turner
Brian Buckett
Tony Thorne
Jeff Gillespie

The meeting opened at 8.00am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That the apologies received from David Capper and Brian Tierney be accepted.

03 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

04 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil.



05 WORKS PROGRAMME AND FINANCIAL MODEL

CONSENSUS:

1. That the following items be removed from the 2012/13 works programme:
 - a) Kooloongbung Creek Foreshore – Gordon to William Streets \$250,000
 - b) Murray Street – Clarence to William Street \$375,000
 - c) William Street – Hay to Murray Street \$1,150,000
 - d) William Street – Short Street to Buller Bridge
2. That the following items be added to the 2012/13 works programme:
 - a) Landscaping Upgrades \$150,000
 - b) Uplighting of Trees \$30,000
 - c) Town Green Master Plan & Design \$150,000
 - d) Actions from Town Centre Bus Stop and Route review \$25,000
 - e) No smoking in public places campaign/signs \$15,000
 - f) Review Glasshouse Forecourt Design \$35,000
3. That the following items be amended in the 2012/13 works programme:
 - a) Buller Street Bridge pedestrian walkway widening per TCMP \$300,000 amended to Preconstruction Buller Street Bridge pedestrian walkway widening per TCMP \$100,000
 - b) Repair of Pavers at the Intersection of Horton and Clarence Streets \$25,000 amended to Preconstruction Repair of Pavers at Intersections \$100,000
 - c) North of Horton Street, Clarence to William Street \$55,000 amended to West of Horton Street, Clarence to William Street \$55,000
 - d) Rehabilitation of existing works – sites to be determined by future investigation \$150,000 reduced to \$100,000
 - e) Review Paving mix Design, Surface Colouring etc and document \$5,000 increased to \$10,000
4. That the line marking item be transferred to the Operational expenditure with an annual allocation of \$50,000 commencing in 2012/13.
5. That the Town Centre Master Plan Sub-Committee recommend to Council that Council modify the Town Centre Master Plan works listed in the 2012/13 Capital Works Program to the reflect the updated Financial Model.

06 GENERAL BUSINESS

Town Centre Master Plan Project Manager: Jeffery Sharp provided an update on the tender review and advised that the tender assessment panel's recommendation is to reject all tenders and cease to engage a Project Manager at this stage. Council staff will undertake project management duties in the interim. The Town Centre Master Plan Sub-Committee will need to further review the project management model before seeking to engage a project manager.

CONSENSUS:

That the Hay Street Forecourt brief be circulated to the Hay Street Forecourt working party.

That the next meeting of the Hay Street Forecourt working party be 9:00am 1 August 2012.

That the Town Centre Master Plan Sub-Committee endorse the recommendation of the Tender Assessment panel regarding all Project Management Tenders being rejected on the basis of value for money and appropriate experience.

The meeting closed at 9.30am.

Item: 04
Subject: DISCLOSURES OF INTEREST

RECOMMENDATION

That Disclosures of Interest be presented

DISCLOSURE OF INTEREST DECLARATION

Name of Meeting:
Meeting Date:
Item Number:
Subject:

I, declare the following interest:

Pecuniary:
Take no part in the consideration and voting and be out of sight of the meeting.

Non-Pecuniary - Significant Conflict:
Take no part in the consideration and voting and be out of sight of the meeting.

Non-Pecuniary - Insignificant Conflict:
May participate in consideration and voting.

For the reason that:

Signed: Date:

(definitions are provided on the next page)



Definitions

(Local Government Act and Code of Conduct)

Pecuniary

An interest that a person has in a matter because of a reasonable likelihood or expectation or appreciable financial gain or loss to the person or another person with whom the person is associated. (LG Act s442 and s443).

A Councillor or member of a Council Committee who is present at a meeting and has a pecuniary interest in any matter which is being considered must disclose the nature of that interest to the meeting as soon as practicable.

The Councillor or member of a Council Committee must not take part in the consideration and voting on the matter and be out of sight of the meeting. (LG Act s451)

Non-Pecuniary

An interest that is private or personal that the Councillor or member of a Council Committee has that does not amount to a pecuniary interest as defined in the LG Act.

If you have declared a non-pecuniary interest you have a number of options for managing the conflict. The option you choose will depend on an assessment of the circumstances of the matter, the nature and significance of your interest. You must deal with a non-pecuniary interest in one of the following ways.

Non Pecuniary – Significant Interest

(For example; family, a close friendship, membership of an association, sporting club, corporation, society or trade union).

- Have no involvement by absenting yourself from and not taking part in any consideration or voting on the issue as if the provisions in the LG Act s451(2) apply.
- A future alternative is to remove the source of the conflict (for example, relinquishing or divesting the personal interest that creates the conflict or reallocating the conflicting duties to another officer).

Non Pecuniary – Less than Significant Interest

- It may be appropriate that no action is taken. However, you must provide an explanation of why you consider that the conflict does not require further action.

Item: 05
Subject: BUSINESS ARISING FROM PREVIOUS MINUTES

Item:	09	Date:	20/10/2011
Subject:	Background and Status Report of Town Centre Master Plan works		
Action Required:	That a working party consisting of Gary Randall and Tony Thorne investigate approach ramp (rumble bar) options and present a report back to the Committee for consideration.		
Current Status:	Update to be provided to Committee meeting.		

Item:	10	Date:	04/04/2012
Subject:	Master Plan works – Design Progress		
Action Required:	That a working party consisting of Cliff Toms, Michael Mowle and Brian Tierney work with David Tooby to finalise the design of items listed in the report.		
Current Status:	Update to be provided to Committee meeting.		

Item:	11	Date:	04/04/2012
Subject:	Port Macquarie CBD Landscaping Review		
Action Required:	That a working party consisting of Liam Bulley, Rob Turner, Anthony Wilson and Tony Thorne develop costings and timeline for landscaping refurbishments in the Port Macquarie CBD.		
Current Status:	Update to be provided to Committee meeting.		

Item:	14	Date:	30/05/2012
Subject:	Tastings of the Hastings		
Action Required:	Options for power upgrade to be tabled at the next Committee meeting.		
Current Status:	Update to be provided to Committee meeting.		

Item:	06	Date:	11/07/2012
Subject:	Parking Strategy		
Action Required:	Jeffery Sharp to investigate what, if any, changes have been made to the parking in the CBD (eg, 2 hour time limit reduced to 1 hour time limit) and report back to the Committee.		
Current Status:	Update to be provided to Committee meeting.		

Item:	11	Date:	11/07/2012
Subject:	Town Centre Master Plan Sub-Committee Appointments		
Action Required:	That the Town Centre Master Plan Sub-Committee recommend to Council that Council endorse the ongoing membership of the Town Centre Master Plan Sub-Committee for a further twelve (12) months.		
Current Status:	Update to be provided to Committee meeting.		

Item:	12	Date:	11/07/2012
Subject:	Town Centre Master Plan Sub-Committee Police Patrol		
Action Required:	That NSW Police representatives be invited to the next Hay Street Forecourt Working Party meeting to discuss options about better managing the perceived nuisance behaviour in the Hay Street Forecourt.		

Current Status:	Update to be provided to Committee meeting.		
Item:	14	Date:	11/07/2012
Subject:	Future Meeting Dates		
Action Required:	That a review of the scheduled dates for future Town Centre Master Plan Sub-Committee meetings be reviewed and rescheduled if occurring during school holidays.		
Current Status:	Future meeting dates have been reviewed and none fall within the school holiday periods.		



Item: 06

Subject: TOWN GREEN IMPROVEMENT WORKS

Presented by: Infrastructure Services, Jeffery Sharp

RECOMMENDATION

The report be received and noted.

Discussion

This item was last reported to the Committee on 11 July 2012. At that meeting committee members were advised there is currently \$452,000 included within the current Council works programme for Town Green improvements.

It was the consensus of the Committee:

1. That at the next Town Centre Master Plan Sub-Committee meeting, members review the Town Green and Foreshore Plans in large scale.
2. That a pdf of the Town Green and Foreshore Plans be distributed to the Town Centre Master Plan Sub-Committee members prior to the next meeting.
3. That a project brief of the Town Green be presented to a future Town Centre Master Plan meeting.

Turf Designs - Town Green Master Plan

The Town Green Master Plan was formally adopted at the Ordinary Council Meeting held on 17 December 2007 after much debate among Councillors and members of the Port Macquarie Foreshore Working Group.

Port Macquarie Foreshore Master Plan

The Port Macquarie Foreshore Master Plan was formally adopted by Council at the Ordinary Meeting held on 21 January 2009.

In an earlier report regarding the draft Port Macquarie Foreshore Master Plan, as tabled at the Ordinary Council Meeting held on 24 September 2008, it was acknowledged that a significant amount of work and studies relating to the foreshore and adjacent lands had already been undertaken. The foreshore project therefore incorporated the good work and positive elements undertaken in these projects. However, over and above these previous studies MacroPlan and GMU incorporated the input and comments received during the consultation process to develop a vision and design options.

On this basis current and future plans relating to the Town Green must be based on the concept plan included within the Port Macquarie Foreshore Master Plan rather than the Town Green Master Plan as developed by Turf Designs.

Comparison between plans

As mentioned above the Port Macquarie Foreshore Master Plan has referenced previous foreshore planning works and a number of improvements included within the Turf Designs plan are also included within the Port Macquarie Foreshore Master Plan concept for the Town Green.

Upon review of the plans committee members will note commonalities between the two planning documents:

- improved access to the river at the end of Hay Street,
- the War Memorial Axis pathway, and
- an extension of the foreshore boardwalk.

There are also key differences between the two plans including:

- extension of Norfolk Island Pine plantings into the reserve from Horton Street,
- the proposed sculptural water play area, and
- the provision of the boardwalk extension along the entire river frontage.

Next steps

Recreation & Buildings staff have met with members of Council's design team to develop a brief for Town Green improvement works consistent with the Port Macquarie Foreshore Master Plan. The brief is not finalised at this point in time but will be presented to a future Town Centre Master Plan meeting when complete.

This meeting of the Town Centre Master Plan Sub-Committee provides an opportunity to discuss Town Centre Master Plan priorities for the work prior to finalisation of the design brief.

As plans for this project are developed they will be presented for information at future Town Centre Master Plan meetings for consideration and discussion.

Attachments

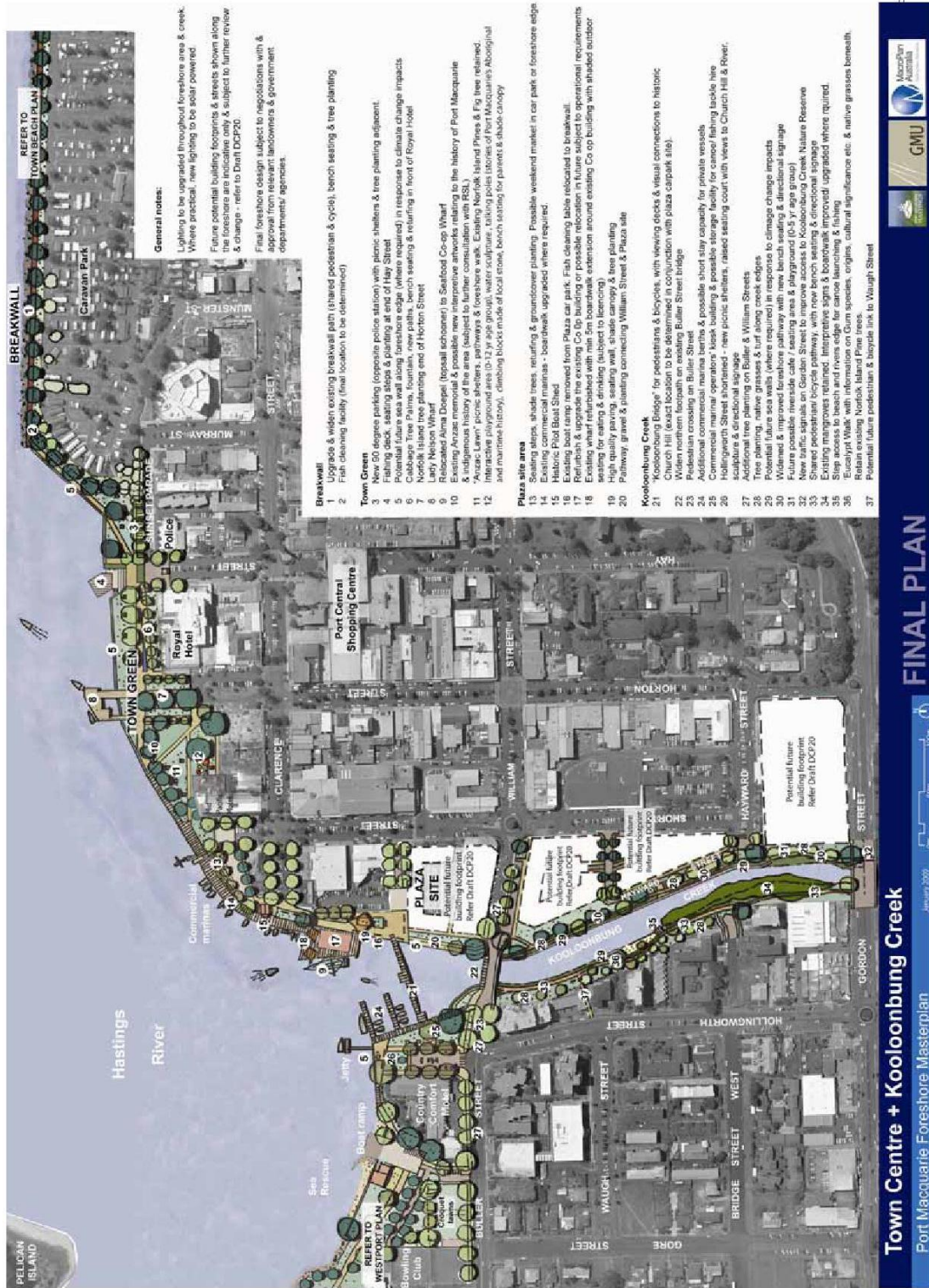
1 [View](#). Turf Designs Town Green Masterplan

2 [View](#). Port Macquarie Foreshore Masterplan Town Green Concept



0	25	50	75m
Scale 1:750			
Project:	Town Green Port Macquarie CBD	DATE: 20 November 08	DWG No:
Status:	Draft Master Plan	ISSUE:	01
Sheet title:	DRAFT MASTER PLAN	01-PP-01	
		80/21/240 107/10a Lawrence, Central NSW 2250 PO Box 419 Central NSW 2250	





Town Centre + Kooloonbung Creek
Port Macquarie Foreshore Masterplan
January 2009

Item: 07

Subject: TASTINGS ON HASTINGS

Presented by: Infrastructure Services, Jeffery Sharp

RECOMMENDATION

That the Town Centre Master Plan Sub-Committee support the Tastings on Hastings with a contribution of up to a maximum of \$18,000 for the hiring of marquees for the October 2012 event.

Discussion

The Committee is aware of the proposed move of Tastings on Hastings to the Port Macquarie CBD. Significant costs are attributable to the move from the Port Macquarie golf course to the Port Macquarie CBD as a show of support, Town Centre Master Plan Sub-Committee members have discussed a financial contribution to the organisers of Tastings on Hastings to assist in hiring the marquees.

An earlier proposal to purchase a significant number of marquees for this years event has not been adopted and it is proposed to hire marquees. The cash contribution to a maximum amount of \$18,000 limits the potential exposure of Town Centre Master Plan funds for this event.

Attachments

Nil