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**PRESENT****Members:**

Councillor Michael Cusato (Deputy Chair)  
Jeffery Sharp (Director Infrastructure and Asset Management)  
Jeff Gillespie (CBD Landowner)  
Robert Sagolj (CBD Landowner)  
Michael Mowle (CBD Trader with expertise)  
Les Bailey (CBD Trader)  
Tony Thorne (Chamber of Commerce Representative)  
Michelle Love (Community Member)  
Vacant (TCMP Project Manager / Co-ordinator)

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The meeting opened at 8:04am.

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**01 ACKNOWLEDGEMENT OF COUNTRY**

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The Acknowledgement of Country was delivered.

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**02 APOLOGIES**

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**CONSENSUS:**

That apologies from Councillor Hawkins, Sharon Beard and Rebecca Doblo be noted and accepted.

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**03 CONFIRMATION OF MINUTES**

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**CONSENSUS:**

That the Minutes of the Town Centre Master Plan Sub-Committee Meeting held on 23 March 2017 be confirmed.

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**04 DISCLOSURES OF INTEREST**

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There were no disclosures of interest presented.

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**05 BUSINESS ARISING FROM PREVIOUS MINUTES**

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Item 5 - Business Arising - Boat Shed / Foreshore / Town Square / Pedestrian Facilities Investigation workshop.

Heritage Office has confirmed they approve the proposed changes to the Boat Shed

Director Infrastructure and Asset Management has drafted a letter to send to Leslie Williams MP in relation to Town Square. This will be discussed with the General Manager before being sent.

Item 12 - General Business

Time lapse photography will be used during the Town Square project.

Wet weather issues have caused delays in the completion of the Hayward Street Taxi Rank works.

Councillor Cusato met with the owners of the Urban Grain Bakery regarding the presentation of the premises to the outdoor dining area and the owner has confirmed they have no intention of changing this.

**CONSENSUS:**

That the Sub-Committee:

1. Request the Director Infrastructure and Asset Management seek confirmation of the Heritage Office approval from the Maritime Museum.
2. Request the Director Infrastructure and Asset Management report back to the Sub-Committee regarding a timeframe for completion of any actions from the Pedestrian Facilities Investigation workshop.
3. Request the Director Infrastructure and Asset Management provide a timeframe for the completion of works for additional motorcycle parking at the Short Street Plaza Car Park.
4. Request Councillor Cusato raise funding opportunities for the foreshore walkway path between Town Green east and the Kooloonbung Creek Bridge with The Hon. Melinda Pavey as the Minister for Roads.
5. Request Councillor Cusato to include information regarding modular self cleaning amenity units in his discussions regarding the Plaza Car Park with the Mayor.
6. Request the Director Infrastructure and Asset Management discuss the potential for DPI-Lands funding towards replacement and positioning of the amenities block in the Plaza Car Park.

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**06 LIGHTING AUDIT AND ESSENTIAL ENERGY LED TRIAL**

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**CONSENSUS:**

That the Sub-Committee:

1. Note Council is awaiting further advice from Essential Energy on cost structures prior to determining any action.
2. Request the Director Infrastructure and Asset Management distribute the CBD Category P Lights map in colour with the minutes for this meeting.
3. Request the Director Infrastructure and Asset Management inspect the light poles fronting Casualties to determine if this is a new or repurposed pole and lighting and report back to a future meeting through Business Arising.
4. Request the Director Infrastructure and Asset Management investigate if existing lighting poles can be retrofitted for the Sub-Committee to then determine if a whole of area replacement needs to be undertaken.

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**07 TCMP WEBPAGE**

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**CONSENSUS:**

That the Sub-Committee:

1. Request the proposed webpage include in the 'Related Links' section links to current projects such as Town Square.
2. Request that current projects the Sub-Committee are involved in include in the 'Related Links' section a link to this webpage.
3. Endorse the proposed webpage to 'go live' with the above noted changes.

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**08 COSTS INVOLVED IN THE PROVISION OF ADDITIONAL RESOURCES FOR CBD MAINTENANCE**

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**CONSENSUS:**

That the Sub Committee:

1. Endorse the new TCMP Co-ordinator is to complete landscape plans, finalise program of upgrades and manage implementation upon their commencement.
2. Endorse contractors from the Council's preferred supplier list for Landscape Services will be used to progressively upgrade and assist in maintaining CBD gardens in accordance with the landscape plans.
3. Endorse the Landscape maintenance budget increase to \$100,000 pa from 17/18 for Council staff to continue with ongoing maintenance.
4. Request the Director Infrastructure and Asset Management investigate maintenance to the landscaping on both approaches to the Kooloonbung Creek Pedestrian Bridge and the removal of algae build up on the bridge structure.
5. Request the Director Infrastructure and Asset Management investigate budget allocations for the preliminary and detailed design works for Clarence Street and William/Short Street intersection as proposed in this report.

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## **09 CBD MAINTENANCE IMPROVEMENTS - MONTHLY PROGRESS UPDATE**

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### **CONSENSUS:**

That the Sub-Committee request the Director Infrastructure and Asset Management investigate the benefits or otherwise of the additional aggregate coating in Short Street and the worth of continuing this throughout the CBD area.

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## **10 GENERAL BUSINESS**

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### **10.01 TCMP MEMBERSHIP ROLES**

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Expressions of Interest for the following TCMP Membership roles will be advertised in May 2017:

- Chamber of Commerce Representative
- Port Macquarie-Hastings Access Sub-Committee Representative
- CBD Trader

The role of CBD Landowner awarded to Robert Sagolj will be extended to 2019 in line with the current Charter requirements.

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### **10.02 ORGANISATIONAL STRUCTURE**

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At the 19 April 2017 Ordinary Council meeting it was resolved to implement a new Council structure from 1 May 2017. This restructure will see Jeffery Sharp move into the role of Director Strategy and Growth, taking the TCMP Sub-Committee with him to this new Division. A report will be presented to the May 2017 Council meeting to amend the TCMP Charter.

### **CONSENSUS:**

That the Sub-Committee:

1. Include Town Square as a future business arising item.
  2. Request Councillor Cusato raise the pedestrian access issues along Gordon Street with the Mayor, specifically regarding works to enable safe access across Gordon Street.
  3. Request the Director Infrastructure and Asset Management discuss the issue of wharf leasing with the Mayor and DPI-Lands specifically in relation to commercial use.
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4. Request the Director Infrastructure and Asset Management request a copy of the current contract between the Marina and DPI-Lands for the wharf, specifically regarding commercial use purposes.
  5. Request Councillor Cusato and Jeff Gillespie discuss wharf licence arrangements and use offline.
  6. Contact Kirsty Speelman, EA for Strategy and Growth regarding TCMP matters from 1 May 2017 via email: [Kirsty.speelman@pmhc.nsw.gov.au](mailto:Kirsty.speelman@pmhc.nsw.gov.au).
  7. Request the Director Infrastructure and Asset Management provide an update to the Sub-Committee through business arising regarding the stormwater issues at Barracks Lane.
  8. Request the Director Infrastructure and Asset Management distribute a copy of the new Council structure with the minutes.
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The meeting closed at 9:49am.