



Town Centre Master Plan Sub-Committee

Business Paper

date of meeting: Thursday 28 September 2017

location: Emergency Operations Centre
Council Chambers
17 Burrawan Street
Port Macquarie

time: 8.00am

Town Centre Master Plan Sub-Committee

CHARTER

1. ROLE

- 1.1 The Committee has the responsibility to make recommendations regarding the development, review and amendment as required of the Town Centre Master Plan.
- 1.2 To recommend works priorities – Capital and Maintenance - to Council for the implementation of the Town Centre Master Plan.
- 1.3 To act as a communication conduit between Council and the CBD stakeholders in respect to the Town Centre Master Plan.
- 1.4 Advocate for the Town Centre Master Plan to the community.
- 1.5 To recommend an annual Works Program and Budget to be adopted by Council as part of the IP&R Framework.
- 1.6 To review expenditures of funds raised externally to Council.

2. DELEGATED AUTHORITIES

- 2.1 To oversee appropriately authorised funds allocated to the Town Centre Master Plan Sub-Committee by Council within the approved budget.
- 2.2 To raise funds other than rates and loans to fund the objectives of the Sub-Committee through partnerships with other stakeholders i.e. Port Macquarie Chamber of Commerce; Tourism Board.
- 2.3 To promote the advantages of the CBD inside and outside the area.
- 2.4 To propose Press Releases promoting, informing and supporting the Town Centre Master Plan project.
- 2.5 From any external funds raised by the Sub-Committee purchase, manufacture, obtain and supply material for the promotion of the CBD.
- 2.6 Establish Working Parties as deemed appropriate.

3. SUB-COMMITTEE MEMBERSHIP

- 3.1 Sub-Committee members will comprise of:
 - Councillor (Chairperson)
 - Council Director Infrastructure & Asset Management
 - Council Group Manager Infrastructure Delivery
 - Council Group Manager Transport & Stormwater Network
 - 1 Community member (b)
 - 2 CBD Landowners (1a + 1b)
 - 1 Port Macquarie Chamber of Commerce representative (a)
 - 1 CBD Trader (a)
 - 1 CBD Trader/Landowner with demonstrated relevant technical expertise (b).
 - 1 Port Macquarie-Hastings Access Sub-Committee representative (a)
 - Non Council Members will be appointed for a two (a) / three (b) year terms. Terms will be staggered so that every year expressions for new members (a) or (b) will be called depending on rotation.
- 3.2 The Councillor appointed to the TCMP will hold the position of Chairperson.

- 3.3 The role of the Chairperson shall be:
- Chairperson of meetings of the Town Centre Master Plan Sub-Committee
 - Representative of Sub-Committee, as appropriate
 - Attend Council Sub-Committee meetings, as appropriate
- 3.4 Additional people with specialised relevant background and expertise may be invited to assist the Committee with specific projects and/or time periods as determined by the Committee. These attendees will have no voting rights.

4. MEETINGS

- 4.1 Meetings will be held monthly depending on demand.
- 4.2 Topics for the agenda should be forwarded to the Chairperson no later than 14 days prior to the meeting date.
- 4.3 Meeting agendas will be circulated to members at least 7 days prior to the meeting.
- 4.4 Minutes from TCMP meetings will be circulated to members within 7 days of the meeting having taken place.
- 4.5 Members must declare, in writing, any interest in any report and/or agenda item before the meeting.

5 QUORUM

- 5.1 A quorum will consist of at least 50% plus one members of the committee, at least one of whom must be a full time Council Employee and at least 3 of whom must not be Council members.

6 VOTING

- 6.1 Voting on recommendations are made by consensus and all decisions regarding the allocation of funding for works must be stated precisely for inclusion in the minutes.

7 COMMUNICATION

- 7.1 Members of the Sub-Committee are not permitted to speak to the media as representatives of the Committee unless approved by the Chairperson.
- 7.2 Where approval has been sought from (and granted by) the Chairperson, views and opinions expressed are those of the Town Centre Master Plan Sub-Committee and not of Port Macquarie-Hastings Council.
- 7.3 When endorsement is required from Port Macquarie-Hastings Council, approval must be sought through the formal process.

8 PARENT COMMITTEE

- 8.1 Ordinary Council Meeting.

9 CODE OF CONDUCT

- 9.1 All members of the Committee are to abide by Council's Code of Conduct.

Town Centre Master Plan Sub-Committee

ATTENDANCE REGISTER

Member	27/04/17	25/05/17	29/06/17	27/07/17	31/08/17
Councillor G Hawkins (Chair)	A	A	✓	✓	✓
Councillor M Cusato (Deputy Chair)	✓	✓	A	A	A
Jeffery Sharp (Director Strategy & Growth)	✓	✓	✓	✓	✓
Rebecca Doblo (Landscape Architect)	A	✓	✓	✓	✓
Jeff Gillespie (CBD Landowner 2016-2018)	✓	✓	✓	✓	✓
Robert Sagolj (CBD Landowner 2016-2018)	✓	✓	A	A	X
Michael Mowle (CBD Trader with expertise 2016-2018)	✓	A	A	✓	✓
Les Bailey (CBD Trader 2015-17)	✓	✓	A	A	X
Tony Thorne (Chamber of Commerce Representative 2015-17)	✓	✓	✓	✓	✓
Michelle Love (Community Member 2016-2018)	✓	✓	✓	✓	A
Sharon Beard (Access Committee Representative 2015-17)	A	✓	✓	✓	✓
Michael Nunez (TCMP Project Manager / Co-ordinator) (non-voting)	vacant	✓	✓	✓	✓

Key: ✓ = Present

A = Absent With Apology

X = Absent Without Apology

Town Centre Master Plan Sub-Committee Meeting

Thursday 28 September 2017

Items of Business

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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 31 August 2017 be confirmed.

PRESENT

Members:

Councillor Geoffrey Hawkins (Chair)
Jeffery Sharp (Director Strategy & Growth)
Rebecca Doblo (Landscape Architect)
Jeff Gillespie (CBD Landowner)
Michael Mowle (CBD Trader with expertise)
Tony Thorne (Chamber of Commerce Representative)
Sharon Beard (Access Committee Representative)
Michael Nunez (TCMP Project Manager / Co-ordinator)

Other Attendees:

Liam Bulley Group Manager Recreation and Buildings

The meeting opened at 8:06am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That apologies from Councillor Michael Cusato and Michelle Love be noted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Town Centre Master Plan Sub-Committee Meeting held on 27 July 2017 be confirmed.

04 DISCLOSURES OF INTEREST

Jeff Gillespie declared a Non-Pecuniary – Significant Interest in Item 13. The reason being that he is an adjacent property owner.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

05 Boat Shed / Foreshore / Town Square / Pedestrian Facilities Investigation Workshop

Director Strategy and Growth provided a verbal update on the General Managers enquiries of Town Centre Master Plan funding of works with a State Member at the August 2017 meeting.

Director Strategy and Growth advised that a report will be added to the next Town Centre Master Plan Sub-Committee agenda to provide updates on conversations with Local Member regarding foreshore walkway path between Town Green east and the Kooloonbung Creek Bridge. Report to also include information on modular self-cleaning amenities in the Plaza Carpark.

Director Strategy and Growth provided an update on the Expression of Interest for the Plaza Car Park. DPI have advised that the timeframes are still to be determined.

Director Strategy and Growth provided a verbal update on obtaining a copy of the current contract between the Marina and DPI Lands. DPI lands have advise that documentation is confidential however there is a condition that no residency is permitted on any vessel.

CONSENSUS:

1. Director Strategy and Growth to seek further information from DPI Lands in relation to the Plaza Car Park Expression of Interest and express a desire to have Town Centre Master Plan representation on the new Committee to ascertain the level of involvement required from Council ensuring a copy of correspondence is sent to Local Member Leslie Williams MP.

09 CBD Maintenance Improvements – Monthly Progress Update

Director Strategy and Growth confirmed that a protocol for has been agreed with the Chairman Councillor Hawkins of the Town Centre Master Plan Sub-Committee for a trial.

10 General Business

Director Strategy and Growth presented a report to the August 2017 meeting on the review of Bus Stops within Port Macquarie CBD.

Director Strategy and Growth presented alternative motorcycle line marking at the August 2017 meeting.

Director Strategy and Growth confirmed that drone imagery is now uploaded on the Town Centre Master Plan website.

CONSENSUS:

1. Director Strategy and Growth to follow-up on alternative motorcycle line marking and signage in CBD locations in line with motor cycle parking standards encouraging motor cycles to parking back to curb.

01 Town Square

Director Strategy and Growth reported back to the Town Centre Master Plan Committee on the consistent approach on informing CBD traders on protocol throughout the CBD.

Director Strategy and Growth provided an update on community engagement activities.

07 Update on the Town Centre Master Plan Flyer

Director Strategy and Growth presented the updated Town Centre Master Plan Flyer to the Committee.

CONSENSUS:

1. Town Centre Master Plan Committee members approved the flyer for distribution to owners and residents within the Town Centre.
2. Town Centre Master Plan Committee agreed to also distribute the flyer to Business Chambers and for Council to issue a media release to provide an update on the completion of works being undertaken in the CBD.

08 Stormwater at Barracks Lane

Director Strategy and Growth confirmed a report on Barracks Lane was presented at the August meeting.

CONSENSUS:

1. Director Strategy and Growth obtained approval from the Town Centre Master Plan Sub-Committee for the Stormwater at Barracks Lane report be provided Quarterly.

10 CBD Landscaping Plan

Director Strategy and Growth advised that a report on the Town Centre Master Plan Budget be presented at the September 2017 meeting.

Director Strategy and Growth confirmed that a report was presented at the August meeting providing information on concepts for large scale planter box selection, locations, plant selections and associate cost estimates.

Town Centre Master Plan Project Manager confirmed no further feedback was received from the Town Centre Master Plan Sub-Committee in relation to the Street Tree Master Plan which was presented at the August meeting.

Town Centre Master Plan Project Manager confirmed a report providing a detail concept

design was presented at the August meeting.

11 General Business

Town Centre Master Plan Project Manager provided a verbal update on supervision and guidance while NBN are undertaking works to pebble footpaths within the CBD. Council will be inspecting pebble footpaths works.

Town Centre Master Plan Project Manager raised a potential problem on a location for installation of a NBN Box on Hay Street outside Port Central where final decision is required by 11 September 2017.

Director and Strategy and Growth provided an update on the location of Council waste bins within the CBD.

CONSENSUS:

1. Director Strategy and Growth to discuss with Council waste staff on the installation of further yellow recycled bins in the CBD particularly in Horton Street around the William Street intersection and south towards Gordon Street.
2. Town Centre Master Plan Sub-Committee agreed to the installation of bollards and motorcycle parking to rectify the problem of locating the NBN Box in Hay Street outside Port Central.

06 MASTER PLAN WORKS MONITORING BY GRIDS

CONSENSUS:

The report be received and noted annually at the August meetings of the Committee.

07 MARITIME MUSEUM

CONSENSUS:

1. That the Town Centre Master Plan Sub-Committee engage the services of an Architect to complete design planning and documentation for the proposed alterations to the Maritime Museum.
2. Director Strategy and Growth to proceed with engagement, and provide the Town Centre Master Plan Committee with an estimate of the cost of engaging the services of an Architect for the proposed alterations to the Maritime Museum.

08 TOWN SQUARE MONTHLY PROGRESS REPORT

The northern end of the Town Square will be open to the public in September prior to the school holidays.

Town Green turf to be installed by 25 September 2017 however fencing will remain to protect the grass for approximately 4 weeks.

Trees are currently being installed on the Town Green being 4 -5 meters tall.

Council Placemaking Team are currently coordinating the Town Square official opening and may coincide with the "Count Down to Christmas" being held on the 30 November 2017.

The catenary lighting will be installed and functioning in time for the official opening.

Council's reviewed Outdoor Dining Policy and Procedure was presented to the Sub-Committee.

Town Centre Master Plan Sub-Committee raised concerns about the potential for the pavers to be slippery when damp.

CONSENSUS:

1. That the Town Centre Master Plan Sub-Committee note the Town Square monthly progress report and support a combined event opening of the Town Square and Countdown to Christmas tree lighting on 30 November 2017.
2. Town Centre Master Plan Sub-Committee requests Council to review the installation of pavers on Town Square as concerns were raised on the fitting and level of pavers.
3. Town Centre Master Plan Sub-Committee agreed to wait for further development of Council existing Outdoor Dining Policy with a review to be provided in 12 months' time.
4. Council to meet with CWA and Chop n Chill to discuss on how to activate outdoor space in front of the CWA premises.
5. Council to seek further information on the cost for umbrella covers and present back to the next Town Centre Master Plan Sub-Committee meeting.
6. Council staff to investigate the potential for the pavers to be slippery when damp and report back to the September meeting.

09 BARRACKS LANE MONTHLY PROGRESS REPORT

CONSENSUS:

1. That the Town Centre Master Plan Sub Committee note the Barracks Lane Monthly Progress report and receive quarterly updates on this matter.
2. Note that the next report will be presented at the November meeting.

10 CBD MAINTENANCE IMPROVEMENT - MONTHLY PROGRESS REPORT

CONSENSUS:

That the Sub-Committee note the information provided in this report.

11 UPATE ON TOWN GREEN WIFI TRIAL

CONSENSUS:

That the Sub-Committee note:

1. The update on the Town Green free Wi-Fi trial.
2. That a further report will be provided in March 2018, at the end of the one year trial.
3. Council to organise signage on access to free Wi-Fi when fencing is removed on the Town Green.

12 WILLIAM STREET REFURBISHMENT CONCEPT PLANS

CONSENSUS

1. That the Concept Plans for the William Street Refurbishment be adopted.
2. That the Concept Plan for Short Street to Hay Street be adopted for implementation as the first priority.
3. Town Centre Master Plan Sub-Committee request a report to the October meeting regarding fencing and hoarding on the corner of William Street and Murray Street.

13 MODULAR PLANTERS AND PARKLETS

Jeff Gillespie declared a Non-Pecuniary – Significant Interest in this item and took no part in the discussion or voting thereon.

Council presented a proposal to install module seating on Town Square.

Council presented a proposal of modular planters in Clarence Street.

Council advised that removal of car parking will need to be included the CBD parking strategy which is being developed this financial year.

Council presented different options for bus zones in Short Street.

CONSENSUS:

That the Town Centre Master Plan Sub Committee:

1. Proceed with the purchase of large scale planter boxes and modular seats for the

-
- Town Square at an estimated cost of \$50,000.
 2. Town Centre Master Plan Sub-Committee agreed that Council staff should engage with Busways to discuss on-road parking options for the Short Street bus stop.
 3. Council to provide a report back to the September meeting regarding potential model/process for trailing of parklets in the Port Macquarie Town Centre.
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14 GENERAL BUSINESS

Nil.

The meeting closed at 10:42am.

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 Interest:**

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

☐**Non-Pecuniary - Less than Significant Interest:**

May participate in consideration and voting.

For the reason that:

.....

Name:

Signed: Date:

(Further explanation is provided on the next page)

Further Explanation

(Local Government Act and Code of Conduct)

A conflict of interest exists where a reasonable and informed person would perceive that a Council official could be influenced by a private interest when carrying out their public duty. Interests can be of two types: pecuniary or non-pecuniary.

All interests, whether pecuniary or non-pecuniary are required to be fully disclosed and in writing.

Pecuniary Interest

A pecuniary interest is an interest that a Council official has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the Council official. (section 442)

A Council official will also be taken to have a pecuniary interest in a matter if that Council official's spouse or de facto partner or a relative of the Council official or a partner or employer of the Council official, or a company or other body of which the Council official, or a nominee, partner or employer of the Council official is a member, has a pecuniary interest in the matter. (section 443)

The Council official must not take part in the consideration or voting on the matter and leave and be out of sight of the meeting. The Council official must not be present at, or in sight of, the meeting of the Council at any time during which the matter is being considered or discussed, or at any time during which the council is voting on any question in relation to the matter. (section 451)

Non-Pecuniary

A non-pecuniary interest is an interest that is private or personal that the Council official has that does not amount to a pecuniary interest as defined in the Act.

Non-pecuniary interests commonly arise out of family, or personal relationships, or involvement in sporting, social or other cultural groups and associations and may include an interest of a financial nature.

The political views of a Councillor do not constitute a private interest.

The management of a non-pecuniary interest will depend on whether or not it is significant.

Non Pecuniary – Significant Interest

As a general rule, a non-pecuniary conflict of interest will be significant where a matter does not raise a pecuniary interest, but it involves:

- (a) A relationship between a Council official and another person that is particularly close, for example, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the Council official or of the Council official's spouse, current or former spouse or partner, de facto or other person living in the same household.
- (b) Other relationships that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.
- (c) An affiliation between a Council official an organisation, sporting body, club, corporation or association that is particularly strong.

If a Council official declares a non-pecuniary significant interest it must be managed in one of two ways:

1. Remove the source of the conflict, by relinquishing or divesting the interest that creates the conflict, or reallocating the conflicting duties to another Council official.
2. Have no involvement in the matter, by taking no part in the consideration or voting on the matter and leave and be out of sight of the meeting, as if the provisions in section 451(2) apply.

Non Pecuniary – Less than Significant Interest

If a Council official has declared a non-pecuniary less than significant interest and it does not require further action, they must provide an explanation of why they consider that the conflict does not require further action in the circumstances.

SPECIAL DISCLOSURE OF PECUNIARY INTEREST DECLARATION

By <i>[insert full name of councillor]</i>	
In the matter of <i>[insert name of environmental planning instrument]</i>	
Which is to be considered at a meeting of the <i>[insert name of meeting]</i>	
Held on <i>[insert date of meeting]</i>	
PECUNIARY INTEREST	
Address of land in which councillor or an associated person, company or body has a proprietary interest (<i>the identified land</i>)	
Relationship of identified land to councillor <i>[Tick or cross one box.]</i>	<input type="checkbox"/> Councillor has interest in the land (e.g. is owner or has other interest arising out of a mortgage, lease trust, option or contract, or otherwise). <input type="checkbox"/> Associated person of councillor has interest in the land. <input type="checkbox"/> Associated company or body of councillor has interest in the land.
MATTER GIVING RISE TO PECUNIARY INTEREST	
Nature of land that is subject to a change in zone/planning control by proposed LEP (<i>the subject land</i>) ⁱⁱⁱ <i>[Tick or cross one box]</i>	<input type="checkbox"/> The identified land. <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control <i>[Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]</i>	
Proposed change of zone/planning control <i>[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]</i>	
Effect of proposed change of zone/planning control on councillor <i>[Tick or cross one box]</i>	<input type="checkbox"/> Appreciable financial gain. <input type="checkbox"/> Appreciable financial loss.

Councillor's Name:

Councillor's Signature: Date:

Important Information

This information is being collected for the purpose of making a special disclosure of pecuniary interests under sections 451 (4) and (5) of the *Local Government Act 1993*. You must not make a special disclosure that you know or ought reasonably to know is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred by the Director-General to the Local Government Pecuniary Interest and Disciplinary Tribunal.

This form must be completed by you before the commencement of the council or council committee meeting in respect of which the special disclosure is being made. The completed form must be tabled at the meeting. Everyone is entitled to inspect it. The special disclosure must be recorded in the minutes of the meeting.

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- i. Section **443** (1) of the *Local Government Act 1993* provides that you may have a pecuniary interest in a matter because of the pecuniary interest of your spouse or your de facto partner or your relative^{iv} or because your business partner or employer has a pecuniary interest. You may also have a pecuniary interest in a matter because you, your nominee, your business partner or your employer is a member of a company or other body that has a pecuniary interest in the matter.
 - ii. Section **442** of the *Local Government Act 1993* provides that a **pecuniary interest** is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter or if the interest is of a kind specified in section **448** of that Act (for example, an interest as an elector or as a ratepayer or person liable to pay a charge).
 - iii. A pecuniary interest may arise by way of a change of permissible use of land adjoining, adjacent to or in proximity to land in which a councillor or a person, company or body referred to in section **443** (1) (b) or (c) of the *Local Government Act 1993* has a proprietary interest..
 - iv. **Relative** is defined by the *Local Government Act 1993* as meaning your, your spouse's or your de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child and the spouse or de facto partner of any of those persons.

Item: 05

Subject: BUSINESS ARISING FROM PREVIOUS MINUTES

Item:	05	Date:	23/3/2017 27/04/2017 25/05/2017 29/06/2017 27/07/2017 31/08/2017
Subject:	Boat Shed / Foreshore / Town Square / Pedestrian Facilities Investigation workshop		
Action Required:	1. Director Strategy and Growth to seek further information from DPI Lands in relation to the Plaza Car Park Expression of Interest and express a desire to have Town Centre Master Plan representation on the new Committee to ascertain the level of involvement required from Council ensuring a copy of correspondence is sent to Local Member Leslie Williams MP.		
Current Status:	1. Verbal update to be provided at the September meeting.		

Item:	10	Date:	27/04/2017 25/05/2017 29/06/2017 27/07/2017 31/08/2017
Subject:	General Business		
Action Required:	1. Director Strategy and Growth to follow-up on alternative motorcycle line marking and signage in CBD locations in line with motor cycle parking standards encouraging motor cycles to parking back to curb.		
Current Status:	1. Verbal update to be provided at the September meeting.		

Item:	07	Date:	27/07/2017 31/08/2018
Subject:	Update on the Town Centre Master Plan Flyer		
Action Required:	1. Town Centre Master Plan Committee agreed to also distribute the flyer to Business Chambers and for Council to issue a media release to provide an update on the completion of works being undertaken in the CBD.		
Current Status:	1. The Town Centre Master Plan Flyer has been distributed to residents and Business Chambers. A media release is to be distributed the week commencing 25 September 2017.		

Item:	08	Date:	27/07/2017 31/08/2017
Subject:	Stormwater at Barracks Lane		
Action Required:	1. Director Strategy and Growth obtained approval from the Town Centre Master Plan Sub-Committee for the Stormwater at Barracks Lane report be provided Quarterly.		
Current Status:	1. Noted.		

AGENDA**TOWN CENTRE MASTER PLAN SUB-COMMITTEE****28/09/2017**

Item:	10	Date:	27/07/2017 31/08/2017
Subject:	CBD Landscaping Plan		
Action Required:	1. Request an update on the Town Centre Master Plan budget noting the impact of spending \$258,500 on CBD banner poles.		
Current Status:	1. An update will be provided in the Quarterly Financial Report which is being presented at the September meeting.		

Item:	11	Date:	27/07/2017 31/08/17
Subject:	General Business		
Action Required:	<ol style="list-style-type: none">1. Director Strategy and Growth to discuss with Council waste staff on the installation of further yellow recycled bins in the CBD particularly in Horton Street around the William Street intersection and south towards Gordon Street.2. Town Centre Master Plan Sub-Committee agreed to the installation of bollards and motorcycle parking to rectify the problem of locating the NBN Box in Hay Street outside Port Central.		
Current Status:	<ol style="list-style-type: none">1. A verbal update to be provided at the September meeting.2. A verbal update to be provided at the September meeting.		

Item:	07	Date:	31/08/2017
Subject:	Maritime Museum		
Action Required:	<ol style="list-style-type: none">1. That the Town Centre Master Plan Sub-Committee engage the services of an Architect to complete design planning and documentation for the proposed alterations to the Maritime Museum.2. Director Strategy and Growth to proceed with engagement, and provide the Town Centre Master Plan Committee with an estimate of the cost of engaging the services of an Architect for the proposed alterations to the Maritime Museum.		
Current Status:	<ol style="list-style-type: none">1. A verbal update to be provided at the September meeting.2. A verbal update to be provided at the September meeting.		

Item:	08	Date:	31/08/2017
Subject:	Town Square Monthly Progress Report		
Action Required:	<ol style="list-style-type: none">1. That the Town Centre Master Plan Sub-Committee note the Town Square monthly progress report and support a combined event opening of the Town Square and Countdown to Christmas tree lighting on 30 November 2017.2. Town Centre Master Plan Sub-Committee requests Council to review the installation of pavers on Town Square as concerned were raised on the fitting and level of pavers.3. Town Centre Master Plan Sub-Committee agreed to wait for further development of Council existing Outdoor Dining Policy with a review to be provided in 12 months' time.4. Council to meet with CWA and Chop n Chill to discuss on how to activate outdoor space in front of the CWA premises.5. Council to seek further information on the cost for umbrella covers and present back to the next Town Centre Master Plan Sub-Committee meeting.6. Council staff to investigate the potential for the pavers to be slippery when damp and report back to the September meeting.		

AGENDA**TOWN CENTRE MASTER PLAN SUB-COMMITTEE****28/09/2017**

Current Status:	<ol style="list-style-type: none"> 1. A verbal update to be provided at the September meeting. 2. A verbal update to be provided at the September meeting. 3. A verbal update to be provided at the September meeting. 4. A verbal update to be provided at the September meeting. 5. A verbal update to be provided at the September meeting. 6. A verbal update to be provided at the September meeting.
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Item:	11	Date:	31/08/2017
Subject:	Update on Town Green Wi-Fi Trial		
Action Required:	1. Council to organise signage on access to free Wi-Fi when fencing is removed on the Town Green.		
Current Status:	1. A verbal update is to be provided at the September meeting.		

Item:	13	Date:	31/08/2017
Subject:	Modular Planters and Parklets		
Action Required:	<ol style="list-style-type: none"> 1. Proceed with the purchase of large scale planter boxes and modular seats for the Town Square at an estimated cost of \$50,000. 2. Town Centre Master Plan Sub-Committee agreed that Council staff should engage with Busways to discuss on-road parking options for the Short Street bus stop. 3. Council to provide a report back to the September meeting regarding potential model/process for trailing of parklets in the Port Macquarie Town Centre. 		
Current Status:	<ol style="list-style-type: none"> 1. Verbal update to be provided at the September meeting. 2. Verbal update to be provided at the September meeting. 3. Report to be provided at the September meeting. 		

Reports to future meetings		
Report	Due Date	Requested
CBD Maintenance improvements Monthly Progress Report	Monthly	23 Feb 17
CBD Landscaping Plan	Monthly	24 Nov 16
Town Square Monthly Progress Report	Monthly	29 Jun 17
Quarterly Financial report with YTD actual and projected figures	Sept 2017	23 Mar 17
Fencing and Hoarding corner William and Murray Street	Oct 2017	31 Aug 17
Foreshore Walkway Path between Town Green East and Kooloonbung Creek Bridge	Oct 2017	31 Aug 17
Barracks Lane Quarterly Progress Report	Nov 2017	27 Jul 17
Wifi Trial outcomes and potential options moving forward	March 2018	24 Nov 16
Master Plan Works Monitoring by Grids	Aug 2018	31 Aug 17

Item: 06

Subject: CBD MAINTENANCE IMPROVEMENTS MONTHLY PROGRESS REPORT

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Sub-Committee note the information provided in this report.

Discussion

At the 23 February 2017 Sub-Committee meeting it was resolved to:

Request a monthly report on progress of the CBD maintenance improvements

The following is a list of garden maintenance works completed in August 2017;

- Pruned Strelizias on Horton Street
- Weed spraying on Horton Street and Hayward Street
- CBD Rubbish removal
- Watering of new plantings on Clarence Street
- Weed spraying on Clarence Street, Hay Street, Sunset Parade and Murray Street
- Clean up of damaged garden and seat on Short Street from car accident
- Collection of frond removal throughout the CBD
- Watered new plantings throughout the CBD
- Mulching in Horton Street
- Handweeding throughout the CBD
- Liquid and granular fertilizing on Clarence Street
- Liquid and granular fertilizing on Short Street

The above work was undertaken over a 16 day period. One Council member undertook 1 day's work, two Council staff members undertaking 9 days work along with three Council staff members undertaking 11 days work in and around the CBD area.

Days when work was carried out in the CBD - 16

Days with 1 staff – 1

Days with 2 staff – 9

Days with 3 staff – 11

Total Working Days – 21

Hours spent in CBD – 44

Watering During Extended Dry Period

Tank truck watering is underway in September throughout CBD by a contractor.

Attachments

Nil

Item: 07**Subject: CBD LANDSCAPING PLAN - HORTON STREET IMPROVEMENTS****Presented by: Strategy and Growth, Jeffery Sharp**

RECOMMENDATION**That the Horton Street Refurbishment Plans are adopted for implementation.****Discussion**Horton Street Improvements

As agreed in the June meeting, a monthly report is to be made on the development of the soft landscaping plans, with Horton Street to be presented to the September meeting.

The Horton Street landscape has deteriorated in some areas in regards to shrubs and groundcovers. In most depleted areas competition from mature tree roots and trampling by pedestrians has made it very difficult to reinstate plants into plant beds. In some plant bed areas additional colourful planting can be achieved without too many complications.

Following a series of discussions with our council maintenance team and arborist, we have devised improvements for the various types of plant bed situations, each requiring a different approach for rehabilitation.

The easiest way to establish reasonable topsoil in the plant beds with dense roots is to remove the trees. However, all of the trees in Horton Street, both the Canary Island Palms and Tuckeroos, are of good mature form and health and thus have become a very valuable asset which would take decades to achieve again if replaced. Our Council arborist has proposed a method by which the topsoil can be replenished and space created in plant beds under trees without significantly compromising the health of the trees. Refer to drawing sheet HSR2 for a description of the recommendations.

There is no pedestrian crossing along Horton Street at Hayward Street intersection. Pedestrians are forced to come out from behind a parked car, cross over a trampled barren section of a median plant bed and walk along the roadway, around a high freestanding wall and hedge. A less dangerous crossing is required here. This issue in this location is discussed in the Town Centre Pedestrian Access Study.

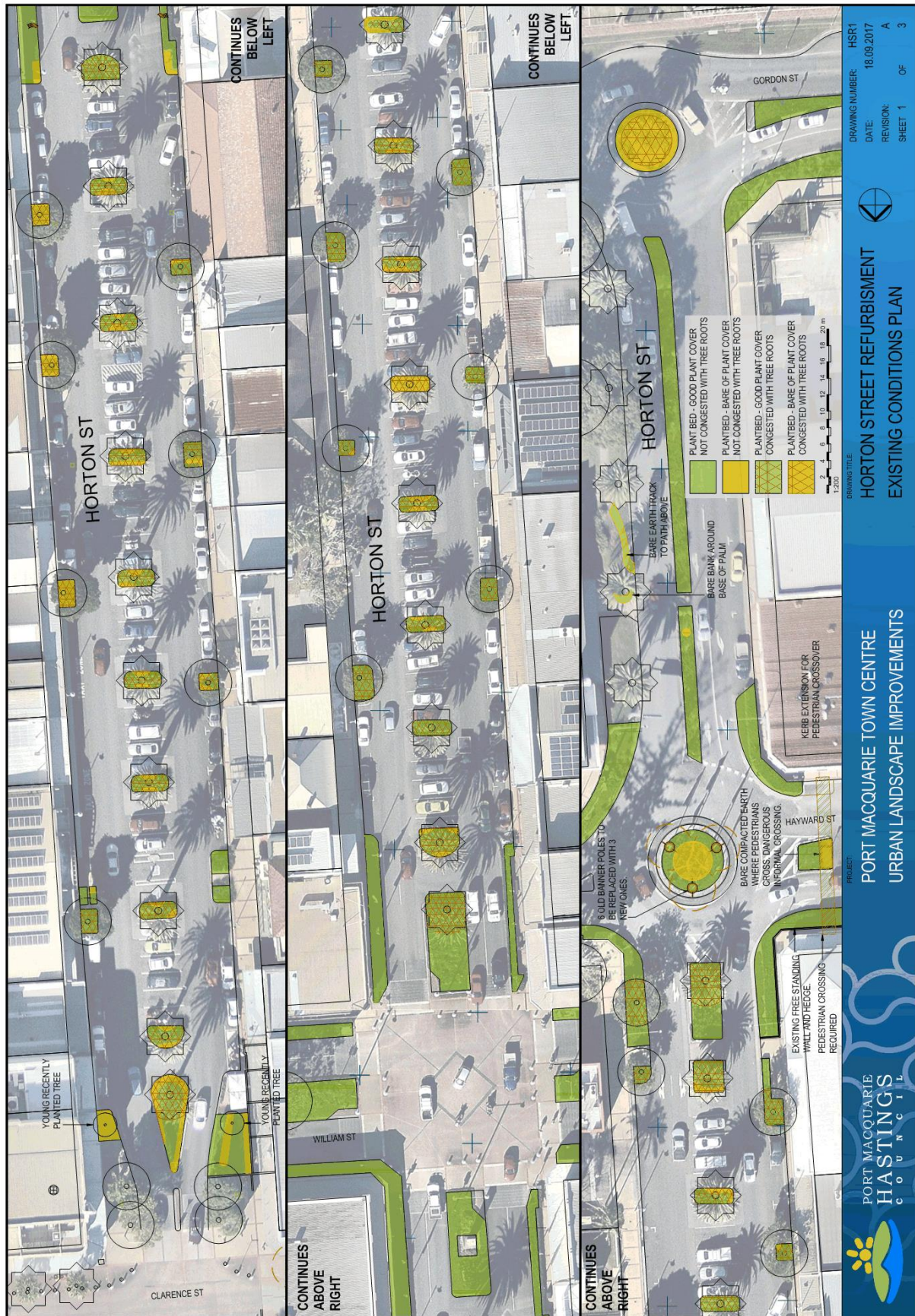
The existing banners in the Horton Hayward roundabout are tattered and faded. New banners with existing Council designs have been received and will be replaced shortly. A new series of banners should be designed for the proposed CBD citywide replacement banner poles when they are ordered.

Proposed Horton Street Replanting Strategy / Sequence Of Works:

1. Retain trees and plantings which are performing well.
2. Attempt to reinvigorate planted areas in poor condition and replace soil and plants following a set term if no improvement.
3. Refresh the topsoil and plant out beds which are not choked in tree roots using a colourful palette of plants.
4. Add feature plants in inner pockets in existing plant beds.
5. Trial a refresh of 2 plant beds choked in tree roots in different locations by vacuum removing old soil, cutting out the tree's advantageous roots, installing new soil and replanting.
6. Monitor and assess the success and cost of the refresh trial in regards to both, tree and understorey health and vigour.
7. Repeat process to all bare plant beds under mature trees if deemed worthwhile.
8. Install Stoneset permeable bound pebble pavement to plant beds which will continue to experience high foot traffic.

Attachments

- 1[View](#). HSR1 Existing Conditions Plan
- 2[View](#). HSR2 Plantbed Condition Types
- 3[View](#). HSR3 Proposed Planting Palette



<div><div></div><div>PLANT BED - GOOD PLANT COVER NOT CONGESTED WITH TREE ROOTS</div></div> <div><div>ASSESSMENT</div><ul style="list-style-type: none">- Advanced Tuckeroo trees <i>Cupaniopsis anacardioides</i> have been planted near Clarence street to replace trees illegally cut down several months ago. There are several other significant plant bed areas along Horton Street where trees should be planted.- Although the existing understorey species plantings of Birds of Paradise and African lilies might not be highly desirable today in regards to an aesthetics and ecology, they contribute significantly to a verdant streetscape.- Successful species replacement in these plant beds would be relatively inexpensive.</div> <div></div>	<div><div></div><div>PLANTBED - BARE OF PLANT COVER NOT CONGESTED WITH TREE ROOTS</div></div> <div><div>ASSESSMENT</div><ul style="list-style-type: none">- These areas remain bare of vegetation despite the absence of mature tree root competition. They present themselves as failed plant beds and are an easy missed opportunity to add to the resort town character we aim to reinforce. The soil here may be compacted and of poor quality.- The roundabout at the Hayward Street intersection has tapered banners which have been ordered and will soon be replaced. The dead void in the middle presents an opportunity for feature planting.- A steep bank section at the southern end of Horton St is bare due to steepness and a pedestrian shortcut track diagonally up the bank.</div> <div></div>	<div><div></div><div>PLANTBED - GOOD PLANT COVER CONGESTED WITH TREE ROOTS</div></div> <div><div>ASSESSMENT</div><ul style="list-style-type: none">- In most plantbeds, a good cover of understorey plants co-exist under healthy mature trees of good form. This is the case for the Birds of Paradise under the Canary Island palms in the median and the African lilies under the Tuckeroos.- Although the existing understorey plantings might not be highly desirable species today, they contribute significantly to a verdant streetscape.- Replacing these would require the removal of valuable trees, as their roots are thickly entwined with those of the tree above. This would be a costly exercise in regards to interim asset loss and expense.- The groundcover species are cut down each year to promote fresh growth and flowering.- The Birds may present sight line issues in some areas if allowed to grow too high.</div> <div></div>	<div><div></div><div>PLANTBED - BARE OF PLANT COVER CONGESTED WITH TREE ROOTS</div></div> <div><div>ASSESSMENT</div><ul style="list-style-type: none">- Healthy, well formed trees here have completely colonized the soil structure, mostly with a thick mat of advantageous roots which do not contribute significantly to the health of the tree as the soil has become impoverished, dry and hydrophobic. The feeder roots are further down and away.- Some edge of kerb areas are devoid of vegetation due to continuous pedestrian trampling and exhaust emissions from vehicles backing up over plantbeds.- Periodical mulching up to improve the bare earth situation is only a temporary fix which has contributed to an ever increasing soil profile, where the root matted soil level is higher than the top of kerb, causing mulch and water spill over pathways and road gutters.</div> <div></div>
<div><div></div><div>PLANTBED - BARE OF PLANT COVER CONGESTED WITH TREE ROOTS</div></div> <div><div>RECOMMENDATIONS</div><ul style="list-style-type: none">- Vacuum suck old soil from between tree roots, remove the smaller advantageous roots under arborist supervision.- Replace cavities with an imported premium topsoil mix.- Plant out bed using a new colourful plant palette and large stock to reduce the risk of damage from pedestrians- Ensure that soil is kept moist to a deep level during the establishment period.- Install Stoneset permeable paving of a naturalistic mulch colour to plantbed areas where foot traffic is highly likely to continue. First vacuum out and replace soil in these areas as well.- A trial of one plantbed should first be attempted and monitored in order to refine the process and establish a cost rate as this would be a delicate and labour intensive process.<div></div></div>			
<div><div></div><div>PORT MACQUARIE HASTINGS COUNCIL</div></div> <div><div>PROJECT</div><div>PORT MACQUARIE TOWN CENTRE</div><div>URBAN LANDSCAPE IMPROVEMENTS</div></div> <div><div>DRAWING TITLE</div><div>HORTON STREET REFURBISHMENT</div><div>PLANTBED CONDITION TYPES</div></div> <div><div>DRAWING NUMBER:</div><div>HSR2</div></div> <div><div>DATE:</div><div>18.09.2017</div></div> <div><div>REVISION:</div><div>A</div></div> <div><div>SHEET 2</div><div>OF 3</div></div>			

PLANTING STRATEGY			
<p>Retain existing plants that are performing well and are considered a valuable asset to the streetscape, especially plantings in difficult situations where changes will be costly to implement and/or difficult to achieve a successful result.</p> <p>Plant additional trees in treeless plantbeds to increase amenity.</p> <p>Beef up the existing understorey with additional colourful, luxurious species, taking advantage of any free pockets and areas where plants are easily substituted.</p> <p>Use a variety of textures and plant heights add to the tropical feel, keeping in mind the required sightlines in a streetscape situation.</p> <p>Choose species that perform well under trees with a dense root mass, such as Bromileads and succulents.</p>			
<p>EXISTING RETAINED TREES In medians</p>  <p><i>PHOENIX canariensis</i> Canary Island Pine</p>	<p>EXISTING RETAINED TREES In verge plantbeds</p>  <p><i>CUPANIOPSIS anacardioides</i> Tuckeroo</p>	<p>PROPOSED TREE In Hayward intersection roundabout</p>  <p><i>PANDANUS tectorius</i> Screw Pine 4m high multithead Stock</p>	<p>PROPOSED GROUND COVER Middle of beds away from trees</p>  <p><i>CODIAEUM variegatum</i> Croton varieties</p>
<p>EXISTING RETAINED SHRUBS In medians under palms</p>  <p><i>STRELETITZIA reginae</i> Bird of Paradise</p>	<p>EXISTING RETAINED HEDGE In verges near intersections</p>  <p><i>DIETES bicolor</i> African Iris</p>	<p>PROPOSED FEATURE PLANTS middle of beds under trees</p>  <p><i>ALCANTAREA</i> Colourful varieties Karkalla</p>	<p>PROPOSED GROUND COVER In Hayward intersection roundabout</p>  <p><i>CARPOBROTUS rossii</i> 'White Hot' Karkalla</p>
<p>EXISTING RETAINED GROUNDCOVERS In verges near intersections And roundabout</p>  <p><i>TRACHELOSPERMUM</i> 'Tricolour' Tricolour Star Jasmine</p>	<p>EXISTING RETAINED GROUNDCOVERS In verge and medians plantbeds</p>  <p><i>DIETES bicolor</i> African Iris</p>	<p>PROPOSED VERGE GROUND-COVERS along edges of plantbeds</p>  <p><i>LOMANDRA</i> 'Tropic Cascade' Mat Rush</p>	



PORT MACQUARIE
HASTINGS
C O U N C I L

PROJECT:

PORT MACQUARIE TOWN CENTRE
URBAN LANDSCAPE IMPROVEMENTS

DRAWING TITLE

HORTON STREET REFURBISHMENT
PROPOSED PLANTING PALETTE

DRAWING NUMBER: HSR3
DATE: 18.09.2017
REVISION: A
SHEET 3 OF 3

Item: 08**Subject: TOWN SQUARE MONTHLY PROGRESS REPORT****Presented by: Strategy and Growth, Jeffery Sharp**

RECOMMENDATION

That the TCMP Sub Committee note the Town Square monthly progress report.

Discussion

It is now anticipated that the Town Square will reach practical completion one month ahead of schedule, largely due to minimal rainfall interruptions throughout the construction period. The entire extent of the square should be ready to be open to the general public from early November.

The formal opening event is being planned. Further details will be provided to the committee when available.

The project remained well within budget at the end of August with forecast total cost of \$3,496,376.

Activities planned for the month of September include:

1. Complete final concrete pours to southern end of the site- Clarence St interface
2. Install street furniture to the northern end of the site
3. Complete installation of trees and shrubs
4. Measure and install catenary cables
5. Install Main switchboard
6. Complete remaining footing and light post over barrel drain
7. Continue with paving (direct stuck concrete pavers and bluestone) to northern end of the site and footpaths
8. Concrete honing and sealing
9. Painting to light posts

The uneven surface finish and narrow end pavers has been discussed with the contractor. The contractor plans to review and adjust/vibrate all paver levels prior to practical completion. The narrow paver sections were assessed as not significantly compromising the aesthetic finish nor longevity of the pavement.

KEY PERFORMANCE INDICATORS

	Planned	Actual
PROGRAM	50.97%	60.10%
CASHFLOW	\$1,420,000	\$2,088,797

CONSTRUCTION EXPENDITURE (excl. GST)

Item	Original Budget \$	Forecast Total Cost \$	Costs to Date \$
<i>Total Cost</i>	\$4,020,833	\$3,496,376	\$2,088,797

Attachments

Nil

Item: 09

**Subject: QUARTERLY FINANCIAL REPORT WITH YTD ACTUAL AND
PROJECTED FIGURES**

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Town Centre Master Plan Sub-Committee be presented with information on the Quarterly Financial Report at the next Town Centre Master Plan Sub-Committee meeting.

Discussion

At the 23 February 2017 Town Centre Master Plan Sub-Committee meeting it was resolved:

Request the Director Strategy and Growth present a quarterly report to the Sub-Committee meeting on the quarterly financial position of the TCMP Reserve.

A financial spreadsheet showing the actual expenditure for the 2016-17 financial year to date will also be provided at the September meeting.

Attachments

Nil

Item: 10

Subject: MODEL FOR TRIALING OF PARKLETS IN THE PORT MACQUARIE TOWN CENTRE

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the proposed model and processes for trialling outdoor dining parklets is discussed.

Discussion

The TCMP Committee endeavours to reinvigorate and activate the streets throughout the Town Centre. There is much demand for outdoor dining with limited space available within the existing verges in various areas. Some of these streets are eventually to have a total streetscape upgrade in the long term. Also, a parking strategy for the CBD is yet to be completed.

Parklets present a model by which existing demands for outdoor dining can be met using an interim, instant landscape addition. They can easily be relocated without significant damage to the existing roadway when no longer required, when other uses for that space are deemed to take priority or when a long term streetscape solution is to be implemented.

Parklets are made up of components which are easily independently measurable in terms of cost, which then can be passed on to the private operator as decided.

The following Expression of Interest (EOI) Model is recommended:

General

Food/Restaurant/Cafe businesses are invited to apply for the parklet outdoor dining trial via mailout.

One or two outdoor parklets are to be approved for a specific term (min 2 years to allow for cost recovery with option to extend for 2 years on review of the trial and completion of the Parking Study). This aligns with the Outdoor Dining lease term which is 2 years.

Contenders are asked to provide an Expression of Interest which includes:

- Business details (ABN, address, contact details)
- Insurance details
- Operational details (proposed hours of operation, liquor license)
- Site plan with any photos or images
- Design of parklet including plan and images (if not implementing Council's design as provided with EOI information pack)

- Response to each of the selection criteria.

Selection

A selection committee is formed from Committee members, Councils Property Officer and TCMP Co-ordinator.

The best EOI is chosen from a series of weighted selection criteria.

The suggested selected criteria is as follows:

1. The availability of space within the verge.
2. Need for additional outdoor dining space.
3. Need to invigorate and activate a neglected section of the town centre.
4. Proposed design qualities and contribution to the general streetscape.
5. Quality and suitability of proposed furniture.
6. Ease of relocation with minimum damage to the road pavement.
7. The demand for parking in that area and impact of loss of car parks on nearby businesses.
9. Retention of existing safety, commercial and landscape sightlines.
10. Existing grades, drainage and services at the proposed site.

Design and Materials

Option 1 (per attached concept):

Decking platform, low fencing, planters with surround and plants to council details and specifications using lightweight, low maintenance materials.

- aluminium frame.
- recycled materials composite decking and battens.
- economic pvc internal planter
- aluminium low fencing

Operators are allowed to choose dining furniture including chairs and tables and umbrellas. Operators are also allowed to advertise on umbrellas.

Option 2:

Operator designed structures to conform to a set of Council design guidelines.

Funding Options

1. Council funds the parklet structure (platform, fencing, planters, and plants) and maintains these, including plants. Retailer to pay an additional lease amount to allow for maintenance costs. Retailer funds furniture (tables, chairs and umbrellas) and maintains these.
2. Operator is to fund all of the outdoor dining structures, planters and furniture and to maintain all of these, including plants. This is the preferred option.

Review and Future

A parking strategy is to be undertaken this financial year. Outcomes of the parklet trial including impact on car parking can be included in the considerations of this strategy. A methodology for assessment of the success of the trial should be developed prior to implementation.

Refer to the attached Drawing TC-OPD1 for concepts.

Attachments

1 [View](#). ODP1 Outdoor Dining Parklet

