



Town Centre Master Plan Sub-Committee

Business Paper

date of meeting: Thursday 31 May 2018

location: Committee Room
Port Macquarie-Hastings Council
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	26/10/17	30/11/17	15/02/18	29/03/18	26/4/18
Councillor G Hawkins (Chair)	✓	✓	✓	✓	A
Councillor M Cusato (Deputy Chair)	A	X	✓	A	✓
Jeffery Sharp (Director Strategy & Growth)	✓	✓	✓	A	A
Rebecca Doblo (Landscape Architect)	✓	✓	A	✓	✓
Jeff Gillespie (CBD Landowner 2016-2018)	✓	✓	✓	A	✓
Robert Sagolj (CBD Landowner 2016-2018)	A	A	A	X	A
Michael Mowle (CBD Trader with expertise 2016-2018)	✓	✓	✓	✓	A
Tony Thorne (Chamber of Commerce Representative 2015-17)	✓	✓	✓	✓	✓
Michelle Love (Community Member 2016-2018)	✓	✓	A	✓	✓
Sharon Beard (Access Committee Representative 2015-17)	✓	✓	A	A	A
Geraldine Haigh (CBD Trader 2017-19)	A	✓	✓	A	✓
John McGuigan (non-voting)	✓	✓	A	✓	✓
Michael Nunez (TCMP Project Manager / Co-ordinator) (non-voting)	✓	✓	✓	✓	✓

Key: ✓ = Present

A = Absent With Apology

X = Absent Without Apology

Town Centre Master Plan Sub-Committee Meeting

Thursday 31 May 2018

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 26 April 2018 be confirmed.

PRESENT

Members:

Councillor Michael Cusato (Deputy Chair)
Rebecca Doblo (Landscape Architect)
Jeff Gillespie (CBD Landowner)
Tony Thorne (Chamber of Commerce Representative)
Michelle Love (Community Member)
Geraldine Haigh (CBD Trader)
Michael Nunez (TCMP Project Manager / Co-ordinator)

Other Attendees:

John McGuigan (Non-voting member)
Liam Bulley (Group Manager Recreation and Buildings)
Jane Ellis (Acting Group Manager Economic Development and Communications)
Liesa Davies (Acting Group Manager Strategy & Growth)

The meeting opened at 8.00am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

That apologies from Councillor Geoffrey Hawkins, Jeffery Sharp, Robert Sagolj, Michael Mowle and Sharon Beard be noted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Town Centre Master Plan Sub-Committee Meeting held on 29 March 2018 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

That the revised Business Arising of the Town Centre Master Plan Sub-Committee meeting held on the 29 March 2018 be confirmed.

06 Town Square Monthly Progress Report

A verbal update was provided on the decision on the umbrellas pending further discussions between the Chair, General Manager and Acting Director Strategy & Growth noting these discussions and a future recommendation to the Committee will be informed by an understanding of the surrounding business long term needs, and the demonstrated performance and various options.

There was discussion about the need for timely resolution to the umbrella matter and opportunities for businesses to self-fund the purchase of umbrellas was identified as one option.

CONSENSUS:

1. A further verbal update to be provided to the Sub-Committee on the umbrellas pending further discussions between the Chair, General Manager and Acting Director Strategy & Growth noting these discussions and a future recommendation to the Committee will be informed by an understanding of the surrounding business long term needs, and the demonstrated performance and various options at the May 2018 meeting.
2. That staff give consideration to expediting the procurement process associated with Town Square umbrellas, including options for businesses to self-fund purchase and installation of umbrellas.

08 Bicentenary Foreshore Share Pathway West of Town Centre

The Sub-Committee noted the April 2018 Ordinary Council Meeting resolution;

That Council:

1. Give priority to completing further design work, including concept development and cost estimates for all the "missing links" in the Bicentenary Foreshore Pathway.
2. Request the General Manager ensure due consideration is given to the Foreshore Pathway as a potential Bicentennial Project when considering funding opportunities from other levels of government.

9.04 Fencing and Hoarding Corner William and Murray Streets

The Sub-Committee noted a further update will be provided at the June 2018 meeting.

CONSENSUS:

That the Town Centre Master Plan Sub-Committee:

1. Note the results of the Town Green/Town Square free WiFi trial
2. Support in-principle a continuation of the existing free WiFi service, including investigation of hardware upgrades to improve coverage within the broader precinct.

07 MAINTENANCE LEVELS OF SERVICE ON THE TOWN SQUARE

CONSENSUS:

That the Town Centre Master Plan Sub-Committee:

1. Endorse proposed maintenance levels of service for the Town Square and Town Centre.
2. Endorse a budget allocation of \$20,000 for detailed cleaning of the Town Square for 2018/19.
3. Endorse a budget allocation of \$25,000 for detailed cleaning of the remainder of the Town Centre for 2018/19.
4. Endorse the allocation of the above-mentioned budgets from existing TCMP Operational Budget line items as outlined in the report.
5. Request staff consider budget impacts associated with increased maintenance of footpaths in Town Square and provide a report to the May 2018 meeting.
6. Request that staff consider alternatives to pavement high pressure cleaning which have less negative impact on adjacent businesses, the environment and the longevity of pavements, including the use of 'scrub and suck' machinery.
7. Request that staff review outdoor dining licence conditions to ensure that accountability for businesses to maintain allocated areas is clearly documented.

08 TOWN SQUARE MONTHLY PROGRESS REPORT

CONSENSUS:

That the Town Centre Master Plan Sub-Committee:

1. Note the information contained within the Town Square Monthly Progress Report.
2. Request the General Manager liaise with the Chief Executive Officer of Essential Energy and the Member for Port Macquarie in requesting a reduction in cost associated with the installation of 315 kVA transformer in the Town Green.

09 GENERAL BUSINESS

09.01 TOWN SQUARE WHARF

Council has been in contact with Crown Lands in relation to the commencement of Town Square Wharf upgrade which was scheduled to commence in April 2018.

**09.02 KOOLOONBUNG FORESHORE WORKS - GORDON STREET TO
HAYWARD STREET (BESIDE COLES)**

Council has advise that design works have been completed for the foreshore between Gordon Street & Hayward Street. Timing of construction works are to be clarified and distributed to the Sub-Committee.

09.03 IRONMAN

Council has confirmed that track matting is to be used to minimise the risk of turf damage in Town Green East from Ironman event infrastructure and bump in/out.

09.04 FOOD FOR LESS

Council confirmed that the demolition of the Food for Less building has been approved. Timing of demolition works is not known at this time.

The meeting closed at 10.00am.

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.

-
- 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 – Business Arising	Date:	26/04/2018
Subject:	Town Square Monthly Progress Report		
Action Required:	<ol style="list-style-type: none"> 1. A further verbal update to be provided to the Sub-Committee on the umbrellas pending further discussions between the Chair, General Manager and Acting Director Strategy & Growth noting these discussions and a future recommendation to the Committee will be informed by an understanding of the surrounding business long term needs, and the demonstrated performance and various options at the May 2018 meeting. 2. That staff give consideration to expediting the procurement process associated with Town Square umbrellas, including options for businesses to self-fund purchase and installation of umbrellas. 		
Current Status:	<ol style="list-style-type: none"> 1. A written update to be provided in the Monthly Progress Report at the May 2018 meeting. 2. A written update to be provided in the Monthly Progress Report at the May 2018 meeting. 		

Item:	05 – Business Arising	Date:	26/04/2018
Subject:	Bicentenary Foreshore Shared Pathway West of Town Centre		
Action Required:	<ol style="list-style-type: none"> 1. Give priority to completing further design work, including concept development and cost estimates for all the “missing links” in the Bicentenary Foreshore Pathway. 2. Request the General Manager ensure due consideration is given to the Foreshore Pathway as a potential Bicentennial Project when considering funding opportunities from other levels of government. 		
Current Status:	<ol style="list-style-type: none"> 1. Noted. 2. Noted. 		

Item:	06	Date:	26/04/2018
Subject:	Town Green/Town Square Wifi Trial Outcomes and Potential Options Moving Forward.		
Action Required:	<ol style="list-style-type: none"> 1. Note the results of the Town Green/Town Square free WiFi trial. 2. Support in-principle a continuation of the existing free WiFi service, including investigation of hardware upgrades to improve coverage within the broader precinct. 		
Current Status:	<ol style="list-style-type: none"> 1. Noted. 2. Noted. 		

Item:	07	Date:	26/04/2018
Subject:	Maintenance Levels of Serviced on the Town Square		
Action Required:	<ol style="list-style-type: none"> 1. Endorse proposed maintenance levels of service for the Town Square and Town Centre. 2. Endorse a budget allocation of \$20,000 for detailed cleaning of the Town Square for 2018/19. 3. Endorse a budget allocation of \$25,000 for detailed cleaning of the remainder of the Town Centre for 2018/19. 4. Endorse the allocation of the above-mentioned budgets from 		

	<p>existing TCMP Operational Budget line items as outlined in the report.</p> <ol style="list-style-type: none"> Request staff consider budget impacts associated with increased maintenance of footpaths in Town Square and provide a report to the May 2018 meeting. Request that staff consider alternatives to pavement high pressure cleaning which have less negative impact on adjacent businesses, the environment and the longevity of pavements, including the use of 'scrub and suck' machinery. Request that staff review outdoor dining licence conditions to ensure that accountability for businesses to maintain allocated areas is clearly documented.
Current Status:	<ol style="list-style-type: none"> Noted. Noted. Noted. Noted. A written update to be provided in the Monthly Progress Report at the May 2018 meeting. A verbal update to be provided at the May 2018 meeting. A verbal update to be provided at the May 2018 meeting.

Item:	08	Date:	26/04/2018
Subject:	Town Square Monthly Progress Report		
Action Required:	<ol style="list-style-type: none"> Note the information contained within the Town Square Monthly Progress Report. Request the General Manager liaise with the Chief Executive Officer of Essential Energy and the Member for Port Macquarie in requesting a reduction in cost associated with the installation of 315 kVA transformer in the Town Green. 		
Current Status:	<ol style="list-style-type: none"> Noted. A verbal update will be provided at the May 2018 meeting. 		

Reports to future meetings		
Report	Due Date	Requested
CBD Landscaping Maintenance Monthly Progress Report	Upon Request	23 Feb 17
Town Square Monthly Progress Report	Monthly	29 Jun 17
Trialling of Parklets in the Port Macquarie Town Centre	May 2018	26 Apr 18
Quarterly Financial Report with YTD actual and projected figures	June 2018	15 Feb 18
Options for the replacement of the Town Square Christmas Tree	June 2018	29 Mar 18
Fencing and Hoarding corner William and Murray Street	June 2018	31 Aug 17
Master Plan Works Monitoring by Grids	Aug 2018	31 Aug 17

Item: 06

Subject: TRIALLING OF PARKLETS IN THE PORT MACQUARIE TOWN CENTRE

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Town Centre Master Plan Sub-Committee:

1. Note the Council Resolution from the May 2018 Ordinary Council Meeting on the Trialling of Parklets in the Port Macquarie Town Centre.
2. Request staff provide an update report to the June 2018 Town Centre Master Plan Sub-Committee meeting regarding implementation of the parklet trial.

Discussion

The potential for establishment of parklets within Port Macquarie Town Centre has been the subject of a number of Town Centre Master Plan Sub-Committee Meetings during 2017. At the September 2017 meeting a report regarding parklets was considered and it was confirmed that 'The Town Centre Master Plan Sub-Committee endorse the recommended Expression of Interest parklet model'. The parklet concept plan presented to the Sub-Committee is attached for your information.

A report proposing the trial of parklets within Port Macquarie Town Centre was presented at the Ordinary Council Meeting held on 17 May 2018. The Council report is attached for your information.

At the Ordinary Council Meeting it was resolved:

That Council:

1. Note the information contained within the Trialling of Parklets in the Port Macquarie Town Centre Report.
2. Support the implementation of a trial for Parklets in the Port Macquarie Town Centre in accordance with the proposed model and processes as outlined in this report.
3. Adopt Funding Option 2 as outlined in this report requiring the Operator to fully fund Parklet construction, installation and maintenance.
4. Request the General Manager provide a future report to Council presenting the outcome of the Parklet trial process for consideration.

CARRIED: 6/3

FOR: Alley, Cusato, Dixon, Hawkins, Levido and Turner

AGAINST: Griffiths, Intemann and Pinson

Now that a resolution has been made by Council in regard to this matter, staff will develop an implementation plan for Trialling of Parklets in the Port Macquarie Town

Centre. An update report regarding the implementation plan will be presented to the June 2018 Town Centre Master Plan Sub-Committee Meeting.

Attachments

1[View](#). May 2018 Ordinary Council Meeting Item 10.02 - Trialling of Parklets in the Port Macquarie Town Centre

2[View](#). Parklet Concept Plans

AGENDA

ORDINARY COUNCIL
16/05/2018YOUR COMMUNITY
LIFE

Item: 10.02Subject: TRIALLING OF PARKLETS IN THE PORT MACQUARIE TOWN
CENTREPresented by: Strategy and Growth, Jeffery Sharp

Alignment with Delivery Program

2.3.4 Plan, investigate, design and construct open spaces, recreational and community facilities.

RECOMMENDATION**That Council:**

1. Note the information contained within the Trialling of Parklets in the Port Macquarie Town Centre Report.
2. Support the implementation of a trial for Parklets in the Port Macquarie Town Centre in accordance with the proposed model and processes as outlined in this report.
3. Adopt Funding Option 2 as outlined in this report requiring the Operator to fully fund Parklet construction, installation and maintenance.
4. Request the General Manager provide a future report to Council presenting the outcome of the Parklet trial process for consideration.

Executive Summary

The Port Macquarie Town Centre Master Plan (TCMP) Sub-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.

One way of being able to achieve additional outdoor dining space within Port Macquarie Town Centre is through installation of parklets. The parklet concept, which is the repurposing of part of the streetscape into a small public space, was first raised in a TCMP Sub-Committee meeting during 2017.

Since that time staff have investigated options for parklets in terms of layout and trial options which were subsequently reported back to the TCMP Sub-Committee at the meeting held on 28 September 2017. At that meeting it was confirmed that 'The Town Centre Master Plan Sub-Committee endorse the recommended Expression of Interest parklet model'.

The proposed parklet trial within Port Macquarie Town Centre will impact on the total number of car parking spaces. The proposal as outlined in this park is to establish two parklets with each up to two car parking spaces in length. On this basis, the establishment of parklets under the proposed trial will result in the loss of four car parking spaces. While this impact is recognised, the parklet trial is expected to



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ORDINARY COUNCIL

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provide a range of benefits including provision of additional vibrancy & interest in the streetscape as well as delivering economic benefits to adjacent business/es.

Discussion**Parklets**

Parklets present a model by which existing demands for outdoor dining can be met using an interim, instant landscape addition. Parklets are small public parks set into the existing streetscape. A Parklet repurposes part of the street into a public space for people and enhances the streetscape by adding interest and amenity.

Parklets are typically the size of several parking spaces and extend out to the width of the adjacent parking space and may include seating, visual amenity (e.g. art) and cycle parking.

They can easily be relocated without significant damage to the existing roadway when no longer required, because other uses for that space are deemed to take priority or when a long term streetscape solution is to be implemented.

Parklets can help local businesses by encouraging people to linger longer, and are a point of interest in the community for residents and visitors to experience.

Parklets are made up of components which are easily independently measurable in terms of cost, which can be passed on to the private operator where they derive a direct financial benefit from the embellishment.

While the parklet concept was born overseas, a significant number of Australian cities have trialled the use of parklets in recent years including (but not limited to):

- Bundaberg Regional Council (Queensland)
- City of Adelaide
- City of Geraldton (Western Australia)
- City of Sydney (Glebe Parklet)
- City of Onkaparinga (South Australia)
- City of Vincent (Western Australia)
- Hobart City Council
- Mid Coast Council (Taree).

Based on the success of parklet trials elsewhere in Australia and overseas, Council staff with the support of TCMP Sub-Committee are proposing to trial the establishment of parklets within Port Macquarie Town Centre.

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

Food/Restaurant/Cafe businesses are invited to apply for the parklet outdoor dining trial. This trial is for a two year period, to be renewed upon committee review and re-application.

One or two outdoor parklets are to be approved for a specific term, each occupying a maximum of 2 car parking bays. Therefore, a maximum of 4 car parking bays may be taken over for this trial. A minimum of 2 years is proposed to allow for cost recovery

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16/05/2018**YOUR COMMUNITY
LIFE

with option to extend for another 2 years on review of the trial. This aligns with the Outdoor Dining lease term which is also 2 years.

Other terms of Council's Outdoor Dining Policy including insurances and leasing rates will also apply.

Interested parties are asked to provide an EOI 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 panel is formed from TCMP Sub-Committee members, Council's Property Officer, the TCMP Co-ordinator and a representative from Council's Transport & Stormwater & Transport Network section.

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.
8. Retention of existing safety, commercial and landscape sightlines.
9. Existing grades, drainage and services at the proposed site.
10. The operators credentials including their business suitability.

Parklet Design and Materials

The operators will have the option to either adopt a Council prescribed ensemble of structures and furniture or to design their own.

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 polyvinyl chloride internal planter boxes
- Aluminium low fencing.



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Operators are allowed to choose dining furniture including chairs and tables and umbrellas. Operators are also allowed to advertise on umbrellas. Furniture and advertising are to be approved by Council in line with requirements of the Outdoor Dining Policy including considerations such as suitability and alignment with Council values.

Option 2:

Operator designed structures to conform to a set of Council design guidelines including:

1. Each parklet is to occupy a maximum of two consecutive car parks. Where the proposed layout extends beyond the frontage of the applicant operator, a letter of consent is required from the adjoining affected operator.
2. Planters are to be incorporated into the layout with a minimal total area of 2m² and a minimum depth of 300mm. Planters are to be maintained by the operator.
3. The deck structure is to be constructed with minimal damage to the existing road pavement, kerb and gutter as to require minimal repairs if/when the parklet is removed. Repairs will be at the operator's expense to Council approval.
4. The deck structure is not to interfere with the drainage flow of the road pavement and kerb gutter.
5. The deck surface finish is to comply with the Australian Standards for slip resistance AS 4586: 1999.
6. Balustrading/walling between the parklet and the roadway is to be 800-1200mm high to create a pedestrian barrier and yet not to impede sightlines.
7. Balustrading/walling shall be sufficiently robust to withstand a pedestrian falling back onto it. If the deck level is less than 120mm above adjacent road pavement, to provide sufficient kerb height to act as effective wheel stops, a barrier is required to withstand low speed vehicular impact.
8. Shade structures are not to overhang beyond the edge of the deck into the roadway.
9. Materials are to be durable, suitable for external use. All elements are to be repaired/replaced if/when they are deemed in a poor state by Council.
10. All proposed outdoor dining furniture is to be approved by Council prior to purchase.

Review and Future

A review of the parking strategy is proposed and 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 will be developed prior to implementation.

Options

Council can adopt the recommendation as put.

Council can opt not to proceed with the parklet trial as proposed.

Community Engagement & Internal Consultation

The parklet concept was first raised in a TCMP Sub-Committee meeting during 2017. Since that time staff have investigated options for parklets in terms of layout and trial options which were subsequently reported back to the TCMP Sub-Committee at the



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meeting held on 28 September 2017. At that meeting it was confirmed that 'The Town Centre Master Plan Sub-Committee endorse the recommended Expression of Interest parklet model'.

Staff acknowledge that they may be community concern about the loss of parking spaces and there will be opportunity for provision of feedback regarding this and other concerns during the trial review.

There has been extensive engagement with Council Transport and Stormwater Network engineers in regard to the proposed parklet trial. As the asset owners of the road network in Port Macquarie Town Centre, there will be ongoing engagement with these staff in regards to guidelines, criteria and proposed locations for the trial parklets.

Planning & Policy Implications

Several elements from Council's current Outdoor Dining Policy are relevant and are to be referred to for the parklet trial. Following the trial period, changes to the policy may be required to incorporate parklets in outdoor dining for future applications.

Outcomes of the parklet trial including impact on car parking can be included in the considerations of the review of the Parking Strategy.

A methodology for assessment of the success of the parklet trial will be developed prior to implementation.

Financial & Economic Implications***Funding Options***

1. TCMP funds the parklet structure including platform, fencing, planters, and plants at an estimated cost of \$15,000 – \$20,000. Council maintains these elements, including plants. The retailer to pay an additional licence amount to allow for maintenance costs.

The retailer funds furniture (tables, chairs and umbrellas) and maintains these to an acceptable standard. The cost of providing quality parklet furniture is estimated at \$10,000.

2. The retailer is required to fund all of the outdoor dining structures, planters and furniture and to maintain all of these, including plants to an agreed standard. The estimated cost to the operator for this option may be between \$25,000 – \$30,000, depending on their design and materials chosen.

This option is preferred by staff.

A minor increase of annual dining fees paid to Council will also be an outcome of this trial.

Attachments

- 1 [View](#). Parklet Concept Plan

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ATTACHMENT

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Item 06
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Item: 07

Subject: TOWN SQUARE MONTHLY PROGRESS REPORT

Presented by: Strategy and Growth, Jeffery Sharp

RECOMMENDATION

That the Town Centre Master Plan Sub-Committee:

1. Note the information contained within the Town Square Monthly Progress Report.
2. Approve an increase to the Pavement Clean and Seal operational budget of \$14,300 for the additional pavement cleaning in Town Square as outlined in this report.
3. Request a report be provided to the June 2018 Meeting outlining Operational budget adjustments associated with this report and the Maintenance Levels of Service on the Town Square report that was presented at the April 2018 Meeting.

Discussion

CONSTRUCTION FINANCIALS

Item	Original Budget	Forecast Total Cost *	Costs to Date
TOTAL COST	\$4,020,833	\$3,844,000	\$3,427,200

* Forecast total cost includes a number of outstanding items associated with this project including:

- Installation of 315 kVA transformer – estimated cost \$250,000
- Installation of shade structures – estimated cost \$160,000
- Installation of additional bin hides - estimated cost \$5,000
- Bollard pavement crack control works – cost \$1,800

CATENARY LIGHTS

Most of the Catenary lights are continuing to operate, with only 2 units failing to turn on at the time of writing this report.

The contractor suspects that water ingress due to defective units may be causing failures. There is also visible rust on several of the units. Staff are concerned that these issues may progressively cause more failures in future. The manufacturer has agreed to schedule a detailed inspection of each individual light and replace them as required.

Staff are working with the head contractor and lighting manufacturer to arrange a time for detailed inspection of lights. It is anticipated that this will occur during June.

The detailed inspection of the lights will require Town Square to be closed for 2 to 3 days between the hours of 5.00am & 9.00am.

UMBRELLAS

Council staff are preparing specifications for more substantial shade structures which can be left permanently open in the 45m/s (162km/hour) wind speed rating for Town Square.

A key consideration is whether the existing 4 x 4m light pole footings can be used for the new shade structures in order to avoid replacing large areas of pavements to accommodate the additional broad, shallow footings required due to archaeological restrictions. Staff are currently awaiting engineering advice to resolve this issue.

Staff have also approached a couple of councils regarding their experiences with their seafront shade structures. These investigations will assist in the formulation a tender specification for supply and installation of the umbrellas.

As the total cost of this upgrade is likely to cost in excess of \$150,000, Council policy requires that we undertake a formal Request for Tender process. Tender documents will be issued on 8th June 2018 in order to allow for advertisement, submissions and evaluations prior to being reported to the Ordinary Council Meeting scheduled for 15th August 2018 for approval. From discussions with prospective suppliers staff understand that it will take approximately 6 weeks to manufacture and install the shade structures, so we could expect them to be ready by the end of September/early October.

COFFEE CART

Two more interim umbrellas were installed prior to the Ironman event following the application for the proposed Chop & Chill coffee cart to operate in Town Square. The operator has not yet supplied all of the required safety certifications of the outlet, power cord and coffee machine required in order to approve the application. The operator has recently advised staff that they are not interested in operating on a regular basis and paying the required rental fee during the approaching winter months. They are now likely to commence operation in Spring/Summer.

MAINTENANCE LEVELS OF SERVICE

In the previous monthly Town Centre Master Plan Sub-Committee meeting staff presented a report associated with Maintenance Levels of Service on the Town Square. This report reported that the frequency of cleaning and sealing throughout the Town Centre would have to be reduced in order to incorporate the additional high level pavement areas with the present budget. The Sub-Committee requested that staff consider budget impacts associated with increased maintenance of footpaths in Town Square and provide a report to the May 2018 meeting.

Pavement high pressure cleaning costs are \$3.10/m². Town Square pavements have a total area of 3,670m² with outdoor dining areas being 550m² of this total. It is recommended that outdoor dining areas should be cleaned every time (3 times a year) = \$4,950 per annum. The remainder of the pavement should be cleaned once a year = \$9,360. This totals \$14,310 per annum.

Town Green pavement maintenance recommendations are provided to the Town Centre Master Plan Sub-Committee for information only.

The Town Green exposed aggregate and coloured concrete pavement area totals 2270m². A high pressure clean will be done in conjunction with other annual cleaning works at a cost of \$6,810 per annum. This requirement has been discussed with the relevant section of Council.

Attachments

Nil