

PRESENT

Members:

Councillor Geoffrey Hawkins
Councillor Michael Cusato (alternate)
Jeffery Sharp
Gary Randall
Jeff Gillespie
Michael Mowle
Michelle Love
Brian Buckett

The meeting opened at 8.20am.

01 ACKNOWLEDGEMENT OF COUNTRY

The Acknowledgement of Country was delivered.

02 APOLOGIES

CONSENSUS:

That apologies from Stephen Byers, Tony Thorne, Brian Tierney and Cliff Toms be accepted.

03 CONFIRMATION OF MINUTES

CONSENSUS:

That the Minutes of the Town Centre Master Plan Sub-Committee Meeting held on 25 September 2013 be confirmed.

04 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

05 BUSINESS ARISING FROM PREVIOUS MINUTES

Council has resolved at its October Ordinary Meeting to support the amended Terms of Reference and appoint Brian Buckett as a representative of the Access Sub-Committee.

CONSENSUS:

Item to be added to November Business Arising: Committee membership to be discussed at November meeting to address changes to Infrastructure Division, including pending retirement of Group Manager Technical Services and inclusion of Group Manager Community Development.

Item 13 - Marketing

Letter to CBD Property Owners has been distributed 23 October 2013.

CONSENSUS:

1. That this item be removed from Business Arising and be included as a secondary project on the Projects Summary Sheet.
2. That the Chairperson and Director Infrastructure & Asset Management give consideration to a second, follow up letter to be sent pre Christmas, 2013 as well as a Media Release in support of the current release.

Item 14 - Tastings of the Hastings Electrical Works

A 3 Phase power plug is being installed on the corner Clarence and Short Streets. It will be activated only for this event as it is not a metered point.

CONSENSUS:

That this item be added to the 'Entertainment Precinct' item in the Summary Sheet and removed from Business Arising.

06 TCMP FINANCIAL POSITION 30 JUNE 2013

All revenue is accounted for at the end of each financial year, this includes rate income, outdoor dining, and general fund contributions.

The Chairperson advised that Council is moving towards a monthly accounting model (to take effect with respect to the 2014/2015 Financial Year) and that the TCMP budget and reserve should be included in this monthly accounting model.

CONSENSUS:

That the financial position of the committee at 30 June 2013 be noted.

**07 TCMP PROJECT SUMMARY SHEET
WORKS AND ACTIVITIES - 2013/14 BUDGET SUMMARIES**

Verbal updates were provided by Group Manager Infrastructure Delivery and Director Infrastructure & Asset Management on the following projects:

- 1301
- 1311 - effecting 1303, 1304 and landscaping
- 1306
- 1312
- 1402
- 1405
- 1406
- 1407
- 1408
- 1409

The short term pre Christmas refresh of CBD landscaping, particularly focused on the northern end of Horton Street around Clarence Street and Town Green.

Future development of landscaping, road verges and garden bed treatments following discussions with Tract Consulting.

CONSENSUS:

1. Director Infrastructure & Asset Management to discuss landscaping, bins, street furniture, signage, colour pallets, and statues in CBD as well as confirming the footpath for preconstruction scopes with Tract Consulting 28 October 2013.
2. Director Infrastructure & Asset Management to investigate options for watering of Town Green in lead up to Christmas.
3. Group Manager Infrastructure Delivery to circulate final report on paver band repairs and four preconstruction scopes following Tract Consulting visit 28 October 2013.
4. TCMP Project Manager to investigate and provide report back to Committee on completing rumble bars in William/Horton St intersection, footpath replacements in CBD, and signage audit.
5. Group Manager Infrastructure Delivery to provide report to November meeting regarding Short St Flood and Drainage project, outlining schedule and status of works.
6. Director Infrastructure & Asset Management & Group Manager Infrastructure Delivery to investigate footpath cleaning schedule and ensure a clean is scheduled before Christmas.

08 TCMP PROJECT MANAGER

TCMP Project Manager is expected to commence employment from 11 November 2013. There is an expectation that she will have the authority to delegate tasks to Council staff, reducing the cost to the TCMP Committee and ensuring work is completed within the current maintenance and inspections schedules of Council.

CONSENSUS:

That the TCMP Sub-Committee receive and note the information provided regarding the cost dispersion and communication protocols for the TCMP Project Manager.

09 20 YEAR TCMP SUB-COMMITTEE ANNIVERSARY

CONSENSUS:

That a working party be established consisting of Michelle Love, Brian Tierney and Jeff Gillespie to progress this matter, with the cooperation of Group Manager Community Development, where required.

10 HELLO KOALA

CONSENSUS:

That the TCMP supports the concept of this project and maintains a positive watching brief.

11 GENERAL BUSINESS

11.01 TCMP Committee meetings for 2014:

CONSENSUS:

1. That the Director Infrastructure & Asset Management distribute emails to Committee Members seeking preferences for scheduling of 2014 meetings, to be returned prior to November meeting.
 2. Item to be added to Business Arising for discussion at November meeting.
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The meeting closed at 10.28am.
