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| **Date** | Friday 21 May 2021 | **Meeting No** | 17 |
| **Chair** | Chris Lovell | **Time** | 7.30am – 8.30am |
| **Location** | Zoom | **Minutes** | Mathew Collum |

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| **In attendance** |  |
| *Present** Chris Lovell [**Chair**]
* Robert Seear, City West Water
* Karen Snyders, City of Melbourne
* Robert Moore, Parkville Association
* Peter Gerrand, North & West Melbourne Association
* Kim Norton, CYP
* Danielle Smits, CYP
* Stefania Calati, CYP
* Lucy Mackenzie Worters, CYP
* Steve Denton, CYP
* Mary Parker, CYP
* Claire Johnson, RPV
 | * Tim Fullerton, RPV
* Sarah Haines, RPV
* Eiddwen B Jeffery, RPV
* Matt van der Peet, RPV
* Lillian Smith, RPV
* Nina Le-Trang, RPV
* Mathew Collum, RPV [Secretariat]

*Apologies** Tim Benedict, Victorian Planning Authority
* Tallia Gilarry, City of Melbourne
* Ryan Dam, George Weston Foods
* Rachael Palmer, North Melbourne Residents/North & West Melbourne Association
* Eli Firestone, RPV
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| 1. | Introductions and welcome |
|  | Matters arising:* Chris Lovell welcomed members of the Community Reference Group (CRG).
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| 2. | Outstanding Actions and Issues Register |
|  | Matters arising:* The CRG discussed the Outstanding Actions and Issues Register, including:
	+ In relation to action P6-1 and P11-1, Chris Lovell and CYP agreed to combine actions P6-1 and P11-1 into one action. KN advised CYP are considering the approach to a community tour. CYP advised that the Parkville Association site tour will be organised separately to the Community Day.
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| 3. | Presentation from project contractors |
|  | Presentation by Kim Norton (CYP) and Danielle Smits (CYP) on the project wide update. Presentation by Danielle Smits (CYP) on the Parkville construction update. Presentation by Stefania Calati (CYP) on the North Melbourne construction update.Presentation by Steve Denton (CYP) on North Melbourne electrical substation progress update and 2021 program. Presentation by Lucy Mackenzie Worters (CYP) on North Melbourne electrical substation communications and engagement.Presentation by Kim Norton (CYP) on Tunnelling. Presentation by Kim Norton (CYP) and Danielle Smits (CYP) on precinct-based communications and engagement. Presentation by Mary Parker (CYP) on the Metro Tunnel Creative Program update. Matters arising:* Robert Moore asked whether the Grattan Street east road would be reinstated once construction of the roof slab has been completed. CYP advised it is currently considering site access requirements as there are still significant works to be undertaken for the roof, including the architectural elements, above ground structures, exit points and legacy services.
* Peter Gerrand asked how many trees will be planted to replace those removed along Moonee Ponds Creek following completion of the North Melbourne electrical substation works. CYP confirmed that trees and vegetation will be replaced following the works, however the actual number and type has not been finalised. CYP will provide an update once this information is available.
* Peter Gerrand asked whether the previously submitted requests from residents regarding the façade and landscaping of the North Melbourne electrical substation had been addressed within the final architectural plans. CYP confirmed that its architects are updating the plans in response to community feedback and CYP will provide an update on the final design for the substation at a future CRG meeting.
* Peter Gerrand requested CYP to add the North and West Melbourne Association to the email mailing list for substation project updates. CYP confirmed it will update the mailing list accordingly.
* Peter Gerrand thanked CYP on behalf of the North West Melbourne Association and Hotham History Project for the opportunity to collaborate with the Metro Tunnel Creative Program on the Arden Station hoarding installation.
* Chris Lovell requested that CYP provide an overview of the Creative Program across the whole project at the next CRG meeting.
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| 4. | **General feedback and items for future discussion** |
|  | Matters arising: * Peter Gerrand thanked CYP for arranging the Arden Station site visit for the CRG in April 2021.
* Chris Lovell advised that RPV has sent a survey to CRG members to confirm their preference for future meetings to be held face to face or via Zoom. Chris Lovell advised the survey closes on Sunday 23 May.
* Danielle Smits (CYP) thanked Robert Moore for the opportunity to attend as a guest speaker at the recent Parkville Association Annual General Meeting.
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| 5. | Meeting close |
|  | Matters arising:Next meeting 7.30am-9.30am, Friday 9 July 2021. |

**NEW ACTIONS AND ISSUES**

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| # | **ACTION / ISSUE** | **OWNER** |
| **P17-1** | Provide an update on Intake Substation works, including the number and type of trees and vegetation to be replaced along Moonee Ponds Creek and the final architectural design of the façade and landscaping.  | CYP |
| **P17-2** | Provide an overview of the Creative Program across the whole project.  | CYP |