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| **Date** | Friday 10 December 2021 | **Meeting No** | 21 |
| **Chair** | Chris Lovell | **Time** | 7.30am – 9.00am |
| **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
* Peter Gerrand, North & West Melbourne Association
* Rachael Palmer, North Melbourne Residents Association
* Robert Moore, Parkville Association
* Danielle Smits, CYP
* Stefania Calati, CYP
* Jordan Turner, CYP
* Steve Denton, CYP
* Paul Dal Pra, CYP
 | * Hannah English, RPV
* Claire Johnson, RPV
* Raj Thurman, RPV
* Nicole Cuiava, RPV
* Eli Firestone, RPV
* Tim Fullerton, RPV
* Tyson Garlick, RPV
* Mathew Collum, RPV [Secretariat]

*Apologies** Tim Benedict, Victorian Planning Authority
* Tallia Gilarry, City of Melbourne
* Ryan Dam, George Weston Foods
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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.
	+ In relation to action P11-1, Chris Lovell confirmed that as previously advised, the format of the proposed Community Day/community tunnel walk will be considered in 2022.
	+ In relation to P17-1, CYP will provide an update on the Intake Substation works including landscaping during today’s meeting. CYP advised that the final design of the fencing has not yet been confirmed and it will provide an update at the next CRG meeting.
	+ In relation to P20-1, CYP will present on the design of the chiller plant / retail space at Parkville Station during today’s CRG meeting.
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| 3. | Presentation from project contractors |
|  | Presentation by Danielle Smits (CYP) on the project-wide construction update. Presentation by Paul Dal Pra (CYP) on the Parkville construction update.Presentation by Stefania Calati (CYP) on the Arden construction update.Presentation by Steve Denton (CYP) on the Intake Substation (ISS) works including revegetation and landscaping. Presentation by Danielle Smits (CYP) and Jordan Turner (CYP) on 2021 wrap up – Arden and Parkville. Presentation by Danielle Smits (CYP) and Jordan Turner (CYP) on precinct-based communications and engagement, including an update on the Parkville Development Plan amendment. Matters arising:* Robert Moore asked when the chiller / retail space would likely open. CYP advised that the structure will be completed by the opening of the Parkville Station. Karen Snyders (City of Melbourne) clarified that the space at Parkville Station often referred to as the ‘chiller café’ will be managed by City of Melbourne and the specific use of this space has not been finalised. Peter Gerrand asked if the other four stations that are being built as part of the Metro Tunnel Project (MTP) also include retail space. RPV and CYP confirmed that the other stations do include space for retail opportunities including on the concourse level at Arden Station and a kiosk at surface level at Anzac Station.
* Peter Gerrand asked if the ISS would provide high voltage power to all five Metro Tunnel Stations. CYP advised that the substation provides the traction power for the trains and power for the stations across the Metro Tunnel. CYP advised that there is also another substation being built in the east, which will provide additional redundancy.
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| 4. | **General feedback and items for future discussion** |
|  | Matters arising: * Robert Moore advised that the Metro Tunnel Creative Program is planning to display pictures depicting the history of Parkville on the hoardings along Royal Parade to celebrate the Parkville sesquicentennial in 2023.
* Peter Gerrand advised that the Laurens Street hoarding is likely to be launched during January 2022.
* Peter Gerrand raised the design of the facade for the Intake Substation, noting the importance of the façade design to be in harmony with the creek as there has already been significant industrial infrastructure placed close to the creek over the last two decades. CYP advised that the cladding has been installed on the building, but the fence is still to be installed. CYP will present an update at the next meeting.
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| 5. | Meeting close |
|  | Matters arising:* Next meeting 7.30am-9.30am, Friday 11 February 2021. RPV advised that this meeting will be online and a survey of CRG members will be undertaken on their preferences regarding the format of future meetings.
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**NEW ACTIONS AND ISSUES**

*No new actions*