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| **Date** | Monday 11 December 2023 | **Meeting No** | 57 |
| **Chair** | Chris Lovell | **Time** | 5:30pm – 6.30pm |
| **Location** | Westin Hotel / Conference Call | **Minutes** | Mathew Collum  |

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| **In attendance** |  |  |
| *Present** Chris Lovell [Chair]
* Neil Hutchinson, City of Melbourne
* Karen Snyders, City of Melbourne
* Simon Pockley, Bible House
* Melanie Davey, Root Partnerships (St Paul’s Cathedral)
* Ross Jones, A’Beckett Tower
* Susan Jones, A’Beckett Tower
* Toni Magor
* Robert Seear, Greater Western Water
* Melanie Ashe, Flinders Quarter
* Matthew Kwong, Yarra Trams
* Peter Brown, Manchester House
* Damien De Groot, Director, Fed Square Commercial & Operations, Melbourne Arts Precinct Corporation
* Kate Walshe, CYP
* Blythe Chidgey, CYP
* Terese Scalise, CYP
* Melinda Kelly, CYP
* Tim Fullerton, RPV
* Emmett Ahern, RPV
* Danielle Koroneos, RPV
* Raphael Symons, RPV
* Mathew Collum, RPV [Secretariat]
 | *Apologies** Franca Katsaris, Ham Kerr Property
* Michael Katsaris, Ham Kerr Property
* Graeme Blackman, Westin Owners Corporation
* Nazzareno Marchionda, Ross House Association
* Marg Dennis, Flinders Quarter
* Andrew Milward-Bason, Nicholas Building Association
* Michael Clarke, ALE Group
* Megan Herring, Young and Jackson Hotel
* Paul Jeffries, The Westin Melbourne
* Karl Vaitiekunas, Nicholas Building
* Michael Griffiths, Ross House Association
* Kate Blackwood, Yarra Trams
* Maree Klein, City of Melbourne
* Mark Crick, ALE Group
* Graham Jephcott, ACMI
* Caitlyn Marshall, ACMI
* Damien De Groot, Director, Fed Square Commercial & Operations, Melbourne Arts Precinct Corporation
* Steven Weir, Lendlease
* Robert Sopenlehto, Bible House
* Pin Ng, Clements House
* Denise Nakis, Dangerfield Building
* Mustafa Wais, Yarra Trams
* Maria Groner, Travellers Aid
* Brendan Ryan, MBCM
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| 1. | Introductions and welcome  |
|  | Matters arising:* Chris Lovell welcomed members to the meeting 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 C6-4, CYP provided an update on the development of the precinct waste management and logistics strategy, and the Royston Place design treatment. The Specialist Traffic Engineer subcontractor is continuing to develop and design the infrastructure for the traffic management system for the area surrounding the loading dock, in preparation for MTP Day 1 operations. CYP will be engaging with specific stakeholders over the coming weeks to collect and then incorporate their feedback within the final design.
	+ In relation to CS55-1, the CRG discussed the issue of traffic incorrectly turning into Degraves Street. CYP confirmed it has installed a small sign to inform drivers that Degraves Street is not a through road. CYP has ordered a larger sign which will replace this sign when it arrives. The action can be closed.
	+ In relation to CS56-1, RPV advised that discussions are ongoing between RPV, CYP and Lendlease to understand the construction program for the Oversite Development (OSD) which may impact the timing for reopening access to Scott Alley and Cocker Alley from Flinders Street to Flinders Lane. Melanie Ashe asked if there was a rough estimate on the timing for reopening the laneways. RPV advised that the timing may be dependent on the completion of the OSD which is scheduled in 2026. RPV will provide an update in April/May 2024.
	+ In relation to CS56-2, CYP advised that the reopening of one lane on Flinders Street east bound is scheduled for July 2024. The action can be closed.
	+ In relation to CS56-3, CYP provided an update on legacy artwork. CYP is continuing to progress the artwork with the artists and finalise the designs for the line wide artwork. CYP will share more details in early 2024.
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| 3. | Presentation from Cross Yarra Partnership  |
|  | Presentation by Kate Walshe (CYP D&C) on the project wide update.Presentation by Blythe Chidgey (CYP D&C) on the Town Hall Station update. Presentation by Terese Scalise (CYP Project Co) on the Creative Program update. Matters arising: * Melanie Ashe asked about legacy parking in Flinders Lane. CYP advised that the two disabled spaces at the front of Ross House will remain, one space will be removed in front of Bible House and another space on Flinders Lane. CYP agreed to follow up with City of Melbourne (CoM) and confirm the legacy parking design. An update will be provided as soon as more information is available.
* CYP agreed to arrange for someone from the Stainability Team to present on sustainability initiatives and design features of the station.
* Peter Brown asked about the upcoming works on Flinders Lane. CYP advised that the design is being finalised and CYP will take an action to confirm the location of the pedestrian crossing. The level of the curb will be maintained, and part of the upcoming works will level up the grade difference between the station and the laneway. The lane will still act as a roadway with a curb. The CRG discussed the legacy design for Flinders Lane, including the safety of the shared roadways and how it interfaces with the other laneways. Neil Hutchinson (CoM) agreed to take an action to provide more information on the design.
* Simon Pockley asked about the timing for the works to dig up the water main outside Bible House. CYP advised there is a meeting scheduled for 12 December 2023 with stakeholders to discuss these upcoming works.
* Melanie Ashe asked whether information has been provided to Manchester House regarding the expected noise levels from works in 2024. CYP advised it has delivered a monthly hard copy notification to all residents and businesses within the precinct. CYP is also planning to issue a separate notification with specific information on the upcoming works. CYP advised it is happy to discuss specific concerns with individual stakeholders regarding noise impacts.
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| 4. | General feedback and items for future discussion |
|  | Matters arising: * Chris Lovell thanked CYP for arranging the site tour at Town Hall Station on 4 December 2024.
* Chris Lovell advised that CBD North and CBD South CRG’s will be merged into one meeting from the next meeting on 5 February 2024. There will be an all in CRG session around late-February / early-March 2024 (exact timing TBC) to provide an update on Dynamic Testing. CRG members will be issued the formal CRG calendar for 2024 prior to the next meeting.
* Chris Lovell advised that Danielle Koroneos (RPV) is going on parental leave for the next 12 months, but that Petro Tsalikis will continue to be looking after the CBD precincts for RPV.
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| **5.** | **Meeting close** |
|  | * Next meeting: Monday 5 February 2024
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**OUTSTANDING ACTIONS AND ISSUES REGISTER**

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| # | **ACTION / ISSUE** | **OWNER**  |
| **CS57-1** | CYP to arrange for the Stainability Team to present on sustainability initiatives and design features of the station. | CYP |
| **CS57-2** | CYP to confirm the location of the legacy pedestrian crossing on Flinders Lane.  | CYP |
| **CS57-3** | Neil Hutchinson (CoM) to provide more information on the design of the Flinders Lane shared roadways and safety.  | CoM |