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| **Date** | Tuesday 21 July 2020 | **Meeting No** | 20 |
| **Chair** | Jeni Coutts | **Time** | 7.30am – 9.00am |
| **Location** | Zoom | **Minutes** | Mathew Collum |

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| **Members** |  |
| *Present** Jeni Coutts [**Chair**]
* Nic Thomas, local resident
* Tennessee Leeuwenburg, local resident
* Jonathan Forbes, local resident
* Nadia Ford, City of Stonnington
* Gillian Fraser, local resident
* Graham Hoy, South Yarra Residents Association
 | *Apologies** Tom Howgate, local resident
* Ruth Speedy, Toorak Road South Yarra Business Association
* James Robinson, local resident
* Paul Bellette, Café Republic
* Christopher Blain, South Yarra Village Residents Group
* Malcolm Ninnis, local resident
* Kathy Dalton, local resident
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| **In attendance** |  |
| *Present** Dan Young, CYP
* Camila Eviston, CYP
* Neil Bracken, CYP
* Rob Mair, CYP
* Jordan Turner, CYP
 | * Andrew Roberts, RIA
* Brett Purcell, RIA
* Dean Valentic, RIA
* Tom Betts, RIA
* Andy Choi, RIA
* Kaity Munro, RIA
 | * Paula Williams, RPV
* Matilda Tonkin, RPV
* Stephanie Makin, RPV
* Sarah Haines, RPV
* Casey Nguyen, RPV
* Mathew Collum [**Secretariat**]
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| 1. | Welcome and introduction |
|  | Welcome and introductions from Jeni Coutts (Chair). Matters arising: * The Community Reference Group (CRG) discussed the Outstanding Actions and Issues Register.
* In relation to S16-1, the CRG discussed the location of the tram stop seat at the corner of Arthur Street and Chapel Street. RIA confirmed it received approval and instruction from the City of Stonnington to remove the tram seat and that works to remove the seat are scheduled to be completed within the next few days.
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| 2. | Presentation from project contractors |
|  | Presentation by Tom Betts (RIA) on COVID-19 update.Presentation by Dean Valentic (RIA), Rob Mair (CYP), Neil Bracken (CYP) and Jordan Turner (CYP) on current and upcoming works. Presentation by Tom Betts (RIA) on community and traffic changes update. Presentation by Camila Eviston (CYP) and Brett Purcell (RIA) on environment.Presentation by Katie Munro (RIA) and Andrew Roberts (RIA) on the Eastern Portal Development Plan. Matters arising:* In relation to the confirmed COVID-19 case at a Metro Tunnel Project site in the city, Jeni Coutts asked if there was risk of cross contamination due to workers visiting multiple sites. RIA advised no additional cases have been identified through its regular testing at all sites. CYP advised that there are strict protocols in place which prevent staff from traveling between construction sites.
* The CRG discussed the progress made by the Tunnel Boring Machines (TBMs). CYP confirmed the TBMs are progressing at a rate of approximately 20 metres per day which is better than originally expected.
* The CRG discussed communication with residents potentially impacted by tunnelling works. CYP confirmed it is communicating with all residents along the tunnel alignment through the distribution of information letters. The first letter is issued to residents approximately one month before the TBM is expected to pass the property and includes a tunnel alignment map, a noise and vibration factsheet, and an invitation to a Zoom noise and vibration information session. Following the initial letter, residents will receive two further letters approximately one week prior to each TBM nearing the property. These letters will include a date range for when to expect the TBM to be near / pass the property. Gillian Fraser asked about feedback received from residents with regard to the levels of vibrations experienced. CYP confirmed that vibration monitoring results to date have been below the modelled impacts.
* Jeni Coutts asked how residents can access the Zoom information session for the second amendment to the Eastern Portal Development Plan. RIA advised the link to the Zoom session scheduled for 4:00pm – 5:00pm on Wednesday 22 July 2020 can be accessed via the Metro Tunnel Project website or the Engage Victoria website.
* Graham Hoy asked about the status of a submission he made to the City of Stonnington regarding expansion of the Arthur St pocket Park. City of Stonnington confirmed it is exploring options and will share more information with residents once it’s available.
* Gillian Fraser asked about the reduction in the number of trees along Lovers Walk (adjacent to the CER/SER compound (3-5 Chambers St)) at the start of the Metro Tunnel Project and that not many trees are shown to be planted on Lovers Walk in the Eastern Portal Development Plan. RIA acknowledged the reduction in vegetation that was planted in the rail corridor. RIA advised there are a number of technical and security constraints that limit tree planting along Lovers Walk. RIA advised it will continue to work with Metro Trains Melbourne to explore landscaping opportunities adjacent to rail assets and within the rail corridor. The City of Stonnington reminded residents they can make a submission on the reduced vegetation as part of the Eastern Portal Development Plan amendment process.
* Jonathan Forbes raised the difficulty in envisioning how the Eastern Portal Development Plan designs tie in with the CYP design for area above the TBM retrieval shaft. CYP confirmed it is working closely with RIA to ensure the designs are integrated. CYP confirmed it will present more information on the CYP development plan for the precinct and how it ties in with the RIA Eastern Portal Development Plan at a future CRG meeting.
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| 3. | General feedback and items for future discussion |
|  | Matters arising: * Gillian Fraser asked about the progress of the over rail development proposed on Toorak Road and raised concerns about the private development as a whole. Tennessee Leeuwenburg asked if there are any planned nightworks for the private development and raised the opportunity to invite a representative from the private developer to a future CRG meeting. City of Stonnington confirmed it is currently following up with the private developer regarding the status of the project and that it will provide residents with further information once it is available.
* Graham Hoy raised the absence of street sweeping on Arthur Street, William Street and Osborne Street which has resulted in a large build-up of leaf mulch. City of Stonington advised it expects that CYP to sweep Osborne Street during the ongoing works. CYP confirmed it will coordinate its team to clean Osborne Street. RIA confirmed it will coordinate its team to clean Arthur Street and William Street.
* Nic Thomas raised recent movement of the front wall and an internal wall of his house. CYP confirmed it will follow up with Nic following the meeting.
* Gillian Fraser thanked CYP for addressing the previously raised issue of the beeping noise caused by the onsite gantry crane.
* RIA noted Bridget Salvo (RIA) has moved on to another project and advised residents to direct enquiries to Tom Betts (RIA) or through the Metro Tunnel Website/1800 105 105 number.
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| 4. | Meeting close |
|  | Matters arising:* The next meeting will be held on 8 September 2020.
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**OUTSTANDING ACTIONS AND ISSUES REGISTER**

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| # | ACTION | OWNER | STATUS |
| SY20-1 | Present on the CYP development plan and how it ties in with the RIA Eastern Portal Development Plan.  | CYP  | Open |
| SY20-2 | CYP to request a street sweeper on Osborne Street. RIA to review Arthur, William and Chambers streets and implement a street sweep where required. | CYP/RIA | Open |