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| **Date** | Friday 19 November 2021 | **Meeting No** | 41 |
| **Chair** | Chris Lovell | **Time** | 8:00am – 9.20am |
| **Location** | Zoom | **Minutes** | Mathew Collum |

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| **Members** |  | |  |
| *Present*   * Chris Lovell [**Chair**] * Rob Moore, City of Melbourne * Melanie Ashe, Flinders Quarter * Simon Pockley, Bible House * Caitlyn Marshall, ACMI * Kate Blackwood, Yarra Trams * Maria Groner, Travellers Aid * Peter Brown, Manchester House * Pin Ng, UniLodge * Eugénie Austin, UniLodge * Michael Griffiths, Ross House Association * Robert Seear, CityWest Water * Karl Vaitiekunas, Nicholas Building * Graeme Blackman, Westin Owners Corporation * Brendan Ryan, MBCM City * Mark Crick, ALE Group * Denise Nakis, Dangerfield Building * Robert Sopenlehto, Bible House * Mustafa Wais, Yarra Trams | | *Apologies*   * Sara Parmar, Yarra Trams * Franca Katsaris, Ham Kerr Property * Michael Katsaris, Ham Kerr Property * Kim Hutchinson, City West Water * Nazzareno Marchionda, Ross House Association * Rob Richards, Dangerfield Building * Marg Dennis, Flinders Quarter * Andrew Milward-Bason, Nicholas Building Association * Graham Jephcott, ACMI * Elizabeth Beal, ACMI * Debra Watts, The Westin Melbourne * Emily Kropf, St Paul’s Cathedral * Ben McEntee, CityWest Water * Sam Zanetti, Yarra Trams * Michael Clarke, ALE Group * Andrew Wilkinson, Young and Jackson Hote * Paul Jeffries, The Westin Melbourne * Karen Snyders, City of Melbourne * Neil Hutchinson, City of Melbourne * Marree Klein, City of Melbourne * Calum Smyth, City of Melbourne | |
| **In attendance** |  | | **Sa** |
| *Present*   * Blythe Chidgey, CYP * Melinda Kelly, CYP * Mary Parker, CYP * Dan Young, CYP * Kate Walshe, CYP * Andrew Cox, CYP | * Sandra Lo, CYP * Gordan Badham, RPV * Shane Brown, RPV * Janette Sato, RPV * Marc Laurin, RPV * Ebony Manusama, RPV | | * Raphael Symons, RPV * Tyson Garlick, RPV * Barry McGuren, RPV * Tim Fullerton, RPV * Emmett Ahern, RPV * Mathew Collum, RPV [Secretariat] |

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| 1. | Introductions and Welcome – Outstanding Actions and Issues Register |
|  | Welcome and introductions from Chris Lovell (Chair).  Matters arising:   * Chris Lovell welcomed members to the meeting of the Community Reference Group (CRG). * The Community Reference Group (CRG) discussed the Outstanding Actions and Issues Register, including:   + In relation to C6-4, CYP confirmed it will continue to give quarterly updates on precinct waste management strategy as more information becomes available. Rob Moore (City of Melbourne (CoM)) advised that work is ongoing with key stakeholders, including The Office of the Victorian Government Architect, the Independent Reviewer, RPV and CYP. CoM advised that the majority of the spatial issues have been resolved, however there are still some key traffic management issues which need to be worked through. Simon Pockley raised he provided feedback to the DoT Traffic Team on the precinct waste management strategy, but he has yet to receive a response. Rob Moore (DoT) advised that it is his understanding is that the DoT Traffic Team has received feedback from a number of stakeholders including CYP, and they are likely still in the process of reviewing this information.   + In relation to CS33-1, CYP advised that Lendlease will attend the CRG meeting in January 2022 to provide an update on the Oversite Development (OSD).   + In relation to CS40-1, CYP confirmed that Andrew Cox (CYP) will present on the staging for the upcoming works on Flinders Street during today’s presentation. |
| 2. | Presentation from Cross Yarra Partnership |
|  | Presentation from Kate Walshe (CYP) on Metro Tunnel Project overview.  Presentation from Mary Parker (CYP) on the Creative Program.  Presentation from Blythe Chidgey (CYP), Andrew Cox (CYP) and Kate Walshe (CYP) on Townhall Station update.  Matters arising:   * Melanie Ashe asked about the types of vouchers which will be given out to the public during the Huxley's walk that has been organised as part of the Creative Program. CYP agreed to follow up with Melanie to explore to possibility of including discount vouchers for local businesses within Flinders Quarter. * Melanie Ashe asked when the ‘Welcome to Degraves Street’ signage would be installed. CYP advised that it is aiming to have the signage installed prior to Christmas, however the timing will depend on the availability of the design company which has been commissioned to undertake the work. Melanie requested to be kept informed about the timing for the installation. CYP agreed to catch up with Melanie after to meeting to discuss the approach to this signage. * The CRG discussed the underground pedestrian connection between Town Hall Station and Flinders Street Station, as well as the associated Campbell Arcade heritage permit application to Heritage Victoria.   + Melanie Ashe asked if pictures of the design for the underground pedestrian connection would be made available to the CRG. CYP advised that visuals would be made available as part of the heritage permit application which is currently being prepared.   + Chris Lovell asked if the design would retain the stairways from Flinders Street. CYP advised that there would be access to each of the platforms via stairways and lifts.   + Graeme Blackman raised the lack of a consultation process with the CRG prior to putting together the heritage permit application. CYP agreed to organise a session with the CRG members to go through the heritage permit application and provide the opportunity to give feedback, prior to the public consultation period in early December 2021. Chris Lovell requested that the session be organised prior to the application going to Heritage Victoria. CYP noted that it has developed the design in consultation with Heritage Victoria and would endeavour to set up the session as soon as possible. CoM requested to also be invited to the session. * The CRG discussed upcoming works at Flinders Quarter and the temporary closure of the footpath on the north side of Flinders Street, adjacent to Flinders Street Station.   + Melanie Ashe raised the significant impact that the previous footpath closure has had on businesses in the area, noting there was a delay and changes to the timeline for its reinstatement. Peter Brown raised the frustration amongst residents and businesses. CYP acknowledged the significant impacts resulting from the footpath closure and associated traffic changes. CYP advised that it is continuing to review and refine the construction program and methodology. CYP acknowledged that this CRG discussion and other stakeholder engagement provides important feedback to help inform the works program.   + Melanie Ashe requested that CYP provide the CRG with the specific dates that the footpath will be closed so that the businesses in the area can make plans accordingly. CYP indicated that it would continue to engage with stakeholders and the CRG as the construction program is refined.   + Simon Pockley asked when the OSD developer would be taking control of the Flinders Quarter site. CYP advised that it will be handing over site possession to the OSD Developer towards the end of 2023 and the OSD works will commence in November 2023 at the earliest.   + Chris Lovell requested Andrew Cox (CYP) to attend the next CRG to provide an update on the Flinders Quarter works and confirm the revised timeline for the footpath closure.   + Chris Lovell asked about the height of the hoarding along Flinders Street at Flinders Quarter. CYP advised that it is working through the plans for the hoarding, taking into consideration safety requirements. CYP confirmed it will provide an update on the hoarding heights at the next CRG meeting.   + Graeme Blackman asked whether there was an opportunity to consider strategies to mitigate the impacts on the businesses and residents on the north side of Flinders Street, including moving some works to the south side or Flinders Street or providing more access from Swanston Street. CYP acknowledged the feedback and advised that the capping beams and piles that were installed in order to retain the Dangerfield building, now need to be removed as they are within the footprint of the road. CYP’s key focus will be on completing the works and reinstating the footpath as early as possible.   + Melanie Ashe requested the opportunity to work with CYP prior to the next footpath closure to look at a long-term plan to mitigate the impacts on the businesses and try to improve directional way finding and increase the number of people using the pedestrian crossing. Melanie noted that the businesses located directly in front of the hoarding will need support when the footpath closes. CYP confirmed it will continue to work with residents and businesses to minimise impacts and provide support. |
| 3. | General feedback, items for future discussion and meeting close. |
|  | Matters arising:   * Melanie Ashe raised the opportunity to review the purpose of the CRG. Chris Lovell agreed to follow up with RPV on this matter prior to the next CRG meeting. |
| **4.** | **Meeting close** |
|  | Next meeting 28 January 2022 8.00am-9.30am, |

**OUTSTANDING ACTIONS AND ISSUES REGISTER**

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| # | **ACTION / ISSUE** | **OWNER** |
| **CS41-1** | CYP to arrange a session with the CRG members including CoM to go through the heritage permit for Campbell Arcade prior to the public consultation period in early December 2021. | CYP |
| **CS41-2** | CYP to provide an update on the Flinders Quarter works. | CYP |
| **SC42-3** | CYP to provide an update on the Flinders Quarter hoarding heights. | CYP |