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| **Date** | Monday 2 September 2024 | **Meeting No** | 61 |
| **Chair** | Chris Lovell | **Time** | 5pm – 6.30pm |
| **Location** | Westin Hotel / Conference Call | **Minutes** | Jemma Erickson  |

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| **In attendance** |  |  |
| *Present** Chris Lovell [Chair]
* Neil Hutchinson, City of Melbourne
* Karen Snyders, City of Melbourne
* Maree Klein, City of Melbourne
* Simon Pockley, Bible House
* Melanie Ashe, Flinders Quarter
* Brendan Ryan, MBCM
* Damien De Groot, Map Co
* Eugene Austin, Clements House
* Robert Seear, Greater Western Water
* Matthew Kwong, Yarra Trams
* Jacqueline Sultry, Lendlease
* Nathan Mercer, Lendlease
* Anthony Agius, Lendlease
* Kate Walshe, CYP
* Danielle Smits, CYP
* Dan Young, CYP
* Terese Scalise, CYP
* Janette Sato, MTPO
* Emmett Ahern, MTPO
* Regan Gilbert, MTPO
* Barry McGuren, MTPO
* Petro Tsalikis, MTPO
* Jemma Erickson, MTPO [Secretariat]
 | *Apologies** Franca Katsaris, Ham Kerr Property
* Michael Katsaris, Ham Kerr Property
* Nazzareno Marchionda, Ross House
* Marg Dennis, Flinders Quarter
* Andrew Milward-Bason, Nicholas Building
* Michael Clarke, ALE Group
* Megan Herring, Young and Jackson Hotel
* Paul Jeffries, The Westin Melbourne
* Karl Vaitiekunas, Nicholas Building
* Michael Griffiths, Ross House
* Kate Blackwood, Yarra Trams
* Mark Crick, ALE Group
* Graham Jephcott, ACMI
* Caitlyn Marshall, ACMI
* Robert Sopenlehto, Bible House
* Mustafa Wais, Yarra Trams
* Faruk Delalic, Verve Milano Building
* Barry Mate, Currie and Richards Building
* Louise Mate, Currie and Richards Building
* Anna Manarczyk, Melcorp Strata
* Anthony English, State Library Victoria
* Robert Moore, Brady Hotel
* Tony Battaglia, A’Beckett Tower
* Chee Wei, UEM Sunrise
* Jenna Weber, Scape
* Mark Callanan, Melbourne Central
* Robbie McGowan, RMIT
* Damien DeGroot, Map Co
* Pin Ng, Clements House
* Peter Brown, Manchester House
* Ross Jones, A’Beckett Tower
* Susan Jones, A’Beckett Tower
* Graeme Blackman, Westin Owners Corporation
* Matthew Harris, Aurora
* Alex McCormick, Aurora
* Denise Nakis, Sentigini
* Melanie Davey, Root Partnerships (St Paul’s Cathedral)
* Blythe Chidgey, CYP
* Melinda Kelly, CYP
* Sarah Robins, CYP
* Tim Fullerton, MTPO
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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 precinct waste management strategy. Overnight investigative works at Royston Place are complete. The design team are reviewing the results of the investigation and updating the design accordingly. CYP will provide further updates in the next meeting.
	+ Simon Pockley expressed dissatisfaction with the update to C6-4 and requested the minutes include that CYP will provide an update in the next meeting.
	+ Melanie Ashe asked if waste distribution has the potential to delay Town Hall Station opening. CYP advised waste distribution will not delay the station opening if not resolved before Day 1, however it is still being treated as a priority.
	+ In relation to C59-1:
		- MTPO advised no further updates are available at this time.
		- CYP advised hoarding boxes have been removed on platforms at Flinders Street Station, at the request of MTM to provide more room for passengers on the platform.
		- Melanie Ashe noted a timeline for the reopening of Campbell Arcade will be important for traders on Degraves Street, as it will impact the flow of commuters. MTPO advised it cannot provide an exact timeline at this point, as the interface with Metro Trains Melbourne (MTM) is significant and the appropriate operational model must be considered.
	+ In relation to C59-4, CYP agreed to present an update on the City Square design at the next meeting.
	+ In relation to C60-1, CYP advised it has worked with Aurora to agree on “No Motorbikes” signage in Baskerville Lane. CoM noted it is prepared to enter into an arrangement with Aurora if the need to have signs be enforceable arises, and agreed to communicate this to Aurora outside the CRG.
	+ In relation to 60-2, CYP advised an approved detour is in place, and traffic controllers encourage people to travel approved routes or dismount.
	+ In relation to C60-4, CoM advised the zebra crossing will need to be planned among other scheduled works. CoM agreed to circulate the agreed timeline when available.
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| 3. | Presentations |
|  | Presentation by Kate Walshe (CYP D&C) on the project wide update.Presentation by Danielle Smits (CYP D&C) on the State Library Station update. Presentation by Dan Young (CYP D&C) on the Town Hall Station update. Presentation by Teresa Scalise (CYP Project Co) on the Creative Program update. Presentation by Nathan Mercer and Jacquelin Saultry (Lendlease) on the Town Hall Place development update.Matters arising: * Melanie Ashe asked if the Chiller plants on Albert Road Reserve form part of the intended design. CYP confirmed the Chiller plants are intended to remain as they are upon completion.
* Toni Magor asked if the staff door to Melbourne City Baths be during upcoming works, noting this is also the building’s accessible entrance. CYP advised it is currently working through specific arrangements, but access to the staff door will be maintained throughout works.
* Melanie Ashe asked if hoarding at Flinders Street will remain after paving works are complete. CYP confirmed the hoarding will remain as it is not related to paving works.
* Simon Pockley raised the interface between Bible House and the gao between Bible House back wall and vent stack, and asked who is responsible for installing flashing to prevent water and rubbish collection in the 200mm gap between the buildings. Lendlease advised temporary flashing will be installed by CYP, and Lendlease will install the final gutter flashing at a later date. Lendlease agreed to contact Simon directly with further information outside the CRG meeting.
* Melanie Ashe asked if Flinders Street would reopen by January 2025. CYP confirmed that, based on the current timeline, Flinders Street is expected to reopen by January 2025.
* Chris Lovell asked what construction will have been completed upon handover of Town Hall Place to Lendlease. Lendlease confirmed construction will be complete up to the Level 1 floor slab, including the ground floor and mezzanine.
* Simon Pockley asked if the arcades are likely to open prior to completion of the building. Lendlease advised this is still to be determined.
* Melanie Ashe asked when the two lanes connecting Flinders Street and Flinders Lane will be open. Lendlease advised this will be in line with completion of the building, which is currently forecast for September 2026.
* Melanie Ashe asked if walkways in Town Hall Place will be open 24/7 upon completion. Lendlease advised walkways will be open 24/7 upon completion, excepting one internal alleyway which will be open during trading hours only.
* Melanie Ashe requested clarification on the meaning of a 6-star Green Rating. Lendlease advised this indicated the project meets stringent sustainability requirements throughout the construction and into operation.
* Melanie Ashe asked if kiosks on the first floor of Town Hall Place are intended to be retail or food/beverage businesses. Lendlease advised the intention is to have majority food and beverage spaces to complement those already on Flinders Lane, however specifics remain to be determined.
* Melanie Ashe asked what size kiosks will be available to businesses. Lendlease advised kiosks average 100-200 square metres on average, with some smaller spaces available at 20-30 square metres. These are not currently being advertised.
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| 4. | General feedback and items for future discussion |
|  | Matters arising: Nil. |
| **5.** | **Meeting close** |
|  | * Next meeting: Monday 11 November 2024
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**OUTSTANDING ACTIONS AND ISSUES REGISTER**

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| # | **ACTION / ISSUE** | **OWNER**  |
|  | Nil |  |