

MEETING MINUTES

Meeting

Team Name:	Raymond Terrace and Heatherbrae Implementation Panel				
Date:	27 Nov 2019	Time:	4.00pm	Venue:	Raymond Terrace Bowling Club
Chairperson:	Ryan Palmer, Port Stephens Mayor			Minutes:	Rogé Kempe

Attendance

Ryan Palmer	Paul Le Mottee	Kristine Brown	Jake Bush	Ken Buckingham
David Davies	Rogé Kempe	Amber Herrmann	William Oxley	Janelle Gardiner
Tim Buykx	Brock Lamont			

Apologies

Ken Jordan	Giacomo Arnott	Jeffrey Bretag	Steve Peart	Elizabeth Lamb
Jodie Ross				

Item	Topic	Responsible Officer	Action/Decision	Date to be Completed
1.0	WELCOME AND PURPOSE			
1.1	R Palmer welcomed the members of the Panel		No action	
2.0	MINUTES FROM THE PREVIOUS MEETING			

Item	Topic	Responsible Officer	Action/Decision	Date to be Completed
2.1	<p>R Kempe responded to all actions from the previous meeting (29 May 2019):</p> <ul style="list-style-type: none"> Recommendations from the Implementation Panel regarding the Boomerang Park planning proposal were considered in a report to Council. At the Port Stephens Council meeting of 28 November 2019 Council decided to withdraw the planning proposal. Officer responses to actions from the previous meeting are included in the minutes of the May 2019 meeting. 	R. Kempe	ACTION: to provide information to the Panel about one outstanding action from the previous meeting:- 'Civil Assets to check with RMS regarding a missing path link under the Pacific Highway bridge over Grahamstown Canal and report back to the Panel'.	As soon as information becomes available.
3.0	STRATEGY ACTIONS UPDATE			
3.1	<p>R Kempe gave an overview of actions from the Raymond Terrace + Heatherbrae Strategy (RT+H Strategy) that are completed or in progress to date.</p> <p>Estimated timeframes were allocated to all actions that have commenced.</p> <p>It is expected that the majority of the RT+H Strategy actions (38 in total) will be either completed (21), or of an ongoing nature (7) by November 2020.</p>		No action	
3.2	<p>R Kempe provided an overview of criteria used to prioritise all the actions of the RT+H Strategy. This showed that the priority actions are currently being progressed.</p> <p>P Le Mottee stated that a review of the RT+H Strategy should be considered as a priority.</p>		No action	

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4.0	IMPLEMENTATION PANEL ENGAGEMENT			
4.1	A Herrmann briefly outlined the results of the previous discussion about the role of the Panel.		ACTION: A Herrmann to distribute the outcomes of the previous discussion about engagement with the Panel.	Before the next meeting.
5.0	RAYMOND TERRACE – PUBLIC DOMAIN PLAN			
5.1	<p>R Kempe provided an overview of the approach to the development a public domain plan (PDP) for Raymond Town Centre.</p> <p>The PDP will have a strong focus on opportunities for involvement of the Implementation Panel and the community. The Panel members can also have a role during community consultation.</p> <p>Some actions of the PDP can be implemented through the Raymond Terrace town centre improvement project (a Port Stephens 2020 project).</p> <p>A request for quote is being prepared to engage a consultant to assist in preparing the PDP. Council staff will undertake the community engagement for the PDP.</p>		No action	
5.2	<p>Through a workshop activity, the Panel members provided information regarding:</p> <ol style="list-style-type: none"> 1. The boundaries of the study area 2. Specific streets and places to address in the PDP. 3. The best qualities and places of the RT town centre; what creates identity. 		<p>ACTION: R. Kempe to update the draft request for quote for the Raymond Terrace PDP with the recommendation made by the Panel.</p> <p>ACTION: A. Herrmann to include the workshop outcomes in the overall community consultation</p>	<p>2 Dec 2019</p> <p>2 Dec 2019</p>

Item	Topic	Responsible Officer	Action/Decision	Date to be Completed
	4. The key challenges in RT.		report which will be used for the development of the PDP.	
6.0	MISCELLANIOUS			
6.1	A discussion was held about opportunities for events in Raymond Terrace, the need to draw people in, and the prospect to relate activities to the waterfront.		ACTION: Officers to consider suggestions made by the Panel for inclusion in the Port Stephens Events Strategy currently being prepared.	2 Dec 2019

MEETING CLOSED AT 5:30pm

NEXT MEETING

Date: TBA **Time:** TBA **Venue:** TBA