



Lithgow CBD Revitalisation
Action Plan Steering Committee
Thursday 5 June 2014
5.00 pm

Name of Committee	
Item Number	Agenda
1	Welcome/present/ apologies
2	Confirmation of Minutes
3	Business Arising from the Previous Minutes
4	Project Update
5	Community Surveys
6	CBD General Update
7	General Business
8	Next meeting

**MINUTES – LITHGOW CBD REVITALISATION
ACTION PLAN COMMITTEE – 5 JUNE 2014**



ITEM: 1 PRESENT AND APOLOGIES

Present: Mayor Cllr Maree Statham, Cllr Frank Inzitari, Cllr Peter Pilbeam, Cllr Ross Higlett, Cllr Colin Hunter, Roger Bailey, Kelly Crane

Apologies: none

Officers: Matt Brewster

Declaration of Interests: none received

ITEM: 2 CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

The minutes were endorsed by two members of the Committee being:

Mr Anthony Beard

Councillor Frank Inzitari

ACTION:

THAT the Minutes of the meeting of 3 April 2014 be taken as read and confirmed

MOVED: Cllr Frank Inzitari

SECONDED: Cllr Colin Hunter

ITEM: 3 BUSINESS ARISING FROM THE PREVIOUS MINUTES

No business arising

ITEM: 4 PROJECT UPDATE

SUMMARY

Matt Brewster and Consultant representatives met with 12 Council stakeholders on 29 May 2014 to identify opportunities and constraints within the Lithgow CBD.

The Project Consultants have continued to prepare base information for the project as well as preliminary exploration of outcomes for public domain space improvements and key sites

COMMENTARY

Two representatives from Environmental Partnership interviewed 12 Council officers in order to drill down and identify opportunities and constraints within their particular area of expertise. Officers included representatives from the following functional areas of Council:

- Strategic Planning
- Environment and Development
- Tourism
- Operations
- Community Development

A summary of these opportunities and constraints were outlined to the Committee

ACTION

THAT the Committee notes the information provided

MOVED: Cllr Frank Inzitari

SECONDED: Cllr Ross Higlett

ITEM: 5 COMMUNITY SURVEYS

SUMMARY

The proposed community engagement program for the Project was outlined to the Committee. The draft online and intercept surveys were presented to the Committee for their review and comment.

COMMENTARY

The proposed community engagement program includes:

- Media releases
- Facebook page
- Council webpage addition
- Interviews with key Council stakeholders
- Interviews with key town centre stakeholders
- Pedestrian intercept surveys
- Online survey with the opportunity to also complete the online survey in hard copy form in Council offices and libraries.

The intercept survey and online survey components were discussed in detail with the Committee members. There was particular interest and discussion centred on the nature and extent of the proposed online survey.

ACTION

THAT the Committee notes the information provided

MOVED: Clr Frank Inzitari

SECONDED: Clr Ross Higlett

ITEM: 6 CBD GENERAL UPDATE

SUMMARY

The Committee was provided with an update on various matters relating to the Lithgow CBD

COMMENTARY

Matt Brewster provided information in relation to:

- Lithgow Tidy Towns Laneways Mural Project – Liaison with Lithgow Tidy Towns
- Car parking issues – need for regular ranger patrols
- Facade Improvement Program – CWIT project
- New businesses in the CBD eg La Belle La Bette

ACT ION

THAT the Committee notes the information provided.

MOVED: Clr Frank Inzitari

SECONDED: Clr Colin Hunter

ITEM: 7 NEXT MEETING:

Next Meeting: To be scheduled at the conclusion of the community engagement period

There being no further business the meeting closed at: 6 pm