



Minutes

Strategic Land Use Planning
Projects Steering Committee

13 February 2017

4.30pm Council Committee Room

Name of Committee	
Item Number	Agenda
1	Welcome/present/ apologies
2	Appointment of Chairperson and Deputy Chairperson
3	Committee Terms of Reference
4	Marrangaroo Masterplan/DCP Project update and presentation of Draft Structure Plan Options
5	General Business
6	Next meeting

ITEM: 1 PRESENT AND APOLOGIES

PRESENT: Mayor Stephen Lesslie, Clr Thompson, Clr McAndrew, Clr Ring, Keith Stead (Oculus Project Manager), Simon Bond (Oculus)

APOLOGIES: Nil

OFFICERS: Andrew Muir (Acting General Manager), Sherilyn Hanrahan, Karen Luka

DECLARATION OF INTERESTS: Nil

ITEM: 2 APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON

SUMMARY

As this was the inaugural meeting of the Committee it was necessary to consider and appoint a Committee Chairperson and Deputy Chairperson.

Please note the adopted Terms of Reference states that Council was to determine the Chair and Deputy Chair when appointing Councillors to the Committee, however this did not occur at that time.

The Committee was asked to determine the Chairperson and Deputy Chairperson that can then be ratified by full Council when the minutes of this Committee meeting are reported and adopted.

ACTION/RECOMMENDATION

THAT Mayor Stephen Lesslie is appointed as Chairperson and in his absence the Deputy Chairperson is any of the other Councillors for the term of the Committee.

MOVED: Clr McAndrew **SECONDED:** Clr Thompson

ITEM: 3 COMMITTEE TERMS OF REFERENCE

REFERENCE

Minute 16-261 Ordinary Meeting of Council 10 October 2016

SUMMARY

Council at its Ordinary Meeting of Council held on 10 October 2016 resolved to establish this Committee in accordance with the adopted Terms of Reference.

The Committee was asked to review the Terms of Reference and identify if any proposed amendments are required.

ATTACHMENTS

Lithgow City Council Strategic Landuse Planning Projects Steering Committee Terms of Reference 10 October 2016.

ACTION/RECOMMENDATION

THAT The Committee Terms of Reference be ratified with the following amendments:

Meeting Protocol

An agenda will be prepared 5 working days before each meeting if possible, together with the minutes of the previous meeting.

Agenda items shall be submitted to the Council Contact Officer a minimum of 8 working days before each meeting where possible.

MOVED: Clr Ring **SECONDED:** Mayor Lesslie

ITEM: 4 MARRANGAROO MASTERPLAN/DCP PROJECT UPDATE AND PRESENTATION OF DRAFT STRUCTURE PLAN OPTIONS

REFERENCE

Nil

SUMMARY

Lithgow City Council has engaged the services of an urban design and planning consultancy, OCULUS to undertake the Marrangaroo Masterplan/DCP Project which kicked off in October 2016.

One of the key milestones of the project in Stage 3 is the development of a structure plan.

Oculus presented to the Committee a presentation relating to the development of three draft structure plan options. The Committee was asked to endorse these options to move forward into the next stage of the consultation program.

BACKGROUND

OCULUS has extensive experience in the planning and design of communities and operate from a firm belief that places in which people live, work and visit should be safe, sustainable and exciting places for the promotion of social, economic and environmental diversity.

The objectives of the project are to:

- Develop a vision and planning framework for the future development of the Marrangaroo Urban Release Area and adjoining employment lands to ensure development occurs in a logical and cost effective manner over time and is based on best practice urban design principles.
- To consider an interim planning framework for the development of the employment lands and enterprise corridor or part thereof to be accelerated ahead of the remainder of the project area.
- To establish a new suburban micro- community of Lithgow that provides a place that has its own identity, facilities and amenities, is highly liveable, functional and attractive and will meet the needs of the expected future population and demographic.
- To ensure that the vision and planning framework is developed, designed and communicated to all relevant stakeholders such as the landowners, community, elected representatives and government agencies in a collaborative and transparent manner that is easily demonstrated and understood.
- Provide a planning framework that may be used to inform, stimulate, channel and/or facilitate future investment decisions.
- Enhance the capacity of Council staff in relation to the principles of planning, designing, managing and implementing projects of this nature and to facilitate shared knowledge and skills.

COMMENTARY

PROJECT ACTIVITIES TO DATE

The consultants have completed the following key activities since commencement of the project:

- Developed and issued to Council the Project Engagement and Consultation Plan and Project Program
- Site analysis and information review
- Interim Economic Study completed by SGS
- Developed 3D digital model for use during the project
- Delivered first two stages of community/landowner and stakeholder engagement as per engagement plan including Briefing Sessions held on 3 November 2016 and Visioning Workshops held on 24 November 2016
- Issued final issues/values/principles/vision presentations and summary of feedback from the vision session workshops which have been uploaded to Council's dedicated project webpage at: <http://council.lithgow.com/marrangaroo/>
- Additional individual landowner consultations by phone and face to face on 15-16 December and 20-21 December 2016
- Issued landowner position summary plan
- Preliminary Infrastructure review focusing on road access and servicing
- Prepared 3 preliminary Structure plan options to Council, SGS and Cardno for review

PROJECT VISION

The following Vision Statement put together at the Visioning Workshop aims to capture the principles put forward and set an overall vision for future development at Marrangaroo:

“Marrangaroo will be a new urban village that will provide housing, amenity, recreational and employment opportunities to a diverse range of residents and visitors, while promoting sustainability initiatives and maintaining the semirural and natural qualities of the site.”

DRAFT STRUCTURE PLAN OPTIONS

Oculus have developed three draft structure plan options for further community/stakeholder/landowner consultation.

Council officers have undertaken a preliminary review of the draft options and have provided broad comments back to Oculus.

ATTACHMENTS

Current Project Program 2/2/17
Community Engagement Plan
SGS Interim Economic Study
Landowner Position Summary Plan
Draft Structure Plan Options 1-3

ACTION/RECOMMENDATION

THAT the committee receives the presentation from Oculus and approves the Draft Structure Plan Options 1 and 3 for further community, landowner and stakeholder consultation subject to Option 1 including all industrially zoned land for consideration.

MOVED: Mayor Lesslie **SECONDED:** Clr Ring

ITEM 5: GENERAL BUSINESS

SUMMARY

Clr Thompson enquired as to the progress of the Rural Lands Study and when the Draft would be reported to the Committee

ACTION/RECOMMENDATION

THAT the Committee reconvene to consider a presentation on the Draft Rural and Rural Residential Strategy at a later date to be called by the Mayor and Acting General Manager.

MOVED: Thompson **SECONDED:** Mayor Lesslie

ITEM 6: NEXT MEETING:

The Committee Terms of Reference state that meetings of the Committee will be held at each Project Milestone as determined by the approved Project Plan. Therefore scheduled meeting dates are difficult to set too far in advance.

Next Meeting: To be determined in line with Project Milestones.

There being no further business the meeting closed at 5.45pm.

LITHGOW CITY COUNCIL STRATEGIC LAND USE PLANNING PROJECTS STEERING COMMITTEE Terms of Reference

Committee name

Strategic Land Use Planning Projects Steering Committee (“The Committee”)

Establishment

The Committee is established under resolution of Council.

Resolutions

Resolution to establish the Committee: Council Meeting 10 October 2016
Min No 16-261

Resolution to adopt the Terms of Reference: Council Meeting 10 October 2016 Min No
16-261

Delegations:

The Committee has no delegations from Council.

Financial arrangements:

Unless expressly approved by Council, via a resolution, the Committee must not commit nor expend any Council funds.

Councillor membership:

3 Councillors.

The Mayor, by virtue of holding the office of Mayor, is appointed as a member of all committees established by Council. The appointment of the Mayor as a member of any committee established by the Council need not be taken into account when determining a Quorum for a meeting of the Committee.

Term of the Committee

The Committee shall operate for the term of the Council.

Committee’s responsibilities:

In relation to any Strategic Land Use Planning Projects referred to it by Council, (and as relevant depending at what stage the project is referred to the Committee), the principal responsibilities of the Committee are:

1. Endorse the Project Scope and Brief

2. Evaluate and recommend the appointment of the consultant to undertake the Project
3. Review and endorse Project Plans
4. Review and endorse Community and Stakeholder Engagement Strategies
5. Review and endorse project deliverables as identified in a Project Plan
6. Endorse final draft Studies or Plan's for recommendation to Council for adoption
7. Resolve any project management issues unable to be resolved by the Project Managers
8. Monitor the Project against time and budget constraints
9. Approve or reject and extra claims by a consultant during the project. NB
– Any claim for extras can only be approved if within the adopted budget for the project

Committee member responsibilities:

- Observation and compliance with Council's Code of Conduct
- Observation and compliance with Council's OHS system objectives and instructions

Committee membership:

The Committee will be comprised of the following representation:

Voting members

- 3 Councillors plus the Mayor - ex officio
- A representative of the Western Region Office of NSW Planning and Environment (as required on a project by project basis)
- General Manager (or delegate)

Other members

- Group Manager of Environment and Development
- Council's Strategic Land Use Planner (contact officer)

A member ceases to be a member of a Committee if the member (other than the Mayor):

- (a) Has been absent from 3 consecutive meetings of the committee without having given reasons acceptable to the committee for the members absences.

MEETING PRACTICE

Code of Meeting Practice

The meeting procedures outlined in the Council's Code of Meeting Practice shall guide the meeting procedures of the Committee unless otherwise outlined below.

Office holders

When nominating Councillors to the Committee the Council shall determine who will be Chair and Deputy Chair.

Frequency of meetings:

Meetings of the Committee will be held at each Project Milestone as determined by the approved Project Plan.

The chair may call additional meetings as required and notified in accordance with the meeting protocol.

Meeting protocol:

- An agenda will be prepared and distributed 5 working days before each meeting, if possible, together with the minutes of the previous meeting.
- Agenda items shall be submitted to the Council Contact Officer a minimum of 8 working days, if possible before each meeting.

Minutes and Reports to Council

The Chair may cause reports to be provided to Council on any activities or requests of the committee.

Council Contact officer

Council's Strategic Land Use Planner shall be the Contact Officer to the Committee.

The Contact Officer shall:

- provide executive support to the Committee;
- be responsible for preparing the agenda and minutes of Committee meetings;
- be responsible for preparing a report to the Council as required
- provide to the Committee the outcome and resolutions of the Council regarding the project.

Council responsibilities:

Council will provide secretarial support, including typing and distribution of minutes and agenda's.



Minutes

Strategic Land Use Planning
Projects Steering Committee
14 March 2017
4pm Committee Room

Name of Committee	
Item Number	Agenda
1	Welcome/present/ apologies
2	Presentation of Draft Rural and Rural Residential Strategy March 2017
3	General Business
4	Next meeting

ITEM: 1 PRESENT AND APOLOGIES

PRESENT: Mayor Lesslie, Clr Ring, Ian Sinclair (Edge Land Planning)
Clr McAndrew entered at 4.34pm.

APOLOGIES: Clr Thompson, Department of Planning and Environment
Representative

OFFICERS: Andrew Muir (Acting General Manager), Sherilyn Hanrahan

DECLARATION OF INTERESTS: Nil

**ITEM: 2 PRESENTATION OF DRAFT RURAL AND RURAL RESIDENTIAL
STRATEGY MARCH 2017**

SUMMARY

Edge Land Planning have completed a Draft Rural and Rural Residential Strategy for discussion, March 2017.

Ian Sinclair delivered a full power point presentation outlining the key findings and recommendations of the Draft Strategy with a recommendation to place the document on public exhibition.

Due to a change in staff at the Western Region Office of Department of Planning and Environment, the Department was unable to send a representative to the meeting and requested further time for review of the document prior to public exhibition.

The Committee was informed of the risks associated with proceeding without input from one of the key stakeholders being the Department of Planning and Environment.

ACTION/RECOMMENDATION

THAT

1. The Committee receives the presentation from Edge Land Planning and defers its decision on public exhibition until such times as the Committee members have had more time to thoroughly review the document and receive the detailed comments from the Department of Planning and Environment.
2. A further meeting is to be reconvened by the Acting General Manager once the views of the Department have been received.

MOVED: Mayor Lesslie **SECONDED:** Clr Ring

ITEM 3: GENERAL BUSINESS

SUMMARY

There were no items of general business.

ITEM 4: NEXT MEETING:

Next Meeting: To be determined

There being no further business the meeting closed at 6.15pm



Minutes

Strategic Land Use Planning
Projects Steering Committee
2 May 2017

11.30am Hartley Meeting Room

Name of Committee	
Item Number	Agenda
1	Welcome/Present/Apologies
2	Draft Rural and Rural Residential Strategy
3	Marrangaroo Masterplan/DCP Structure Plan
4	General Business
5	Next meeting

ITEM: 1 PRESENT AND APOLOGIES

PRESENT: Mayor Lesslie, Clr McAndrew, Clr Thompson, Clr Ring, Nita Scott (WR-NSW P & E), Megan Jones (WR-NSW P & E)

APOLOGIES: Nil

OFFICERS: Andrew Muir (Acting General Manager), Jim Nichols (Acting Group Manager Environment and Development), Sherilyn Hanrahan

DECLARATION OF INTERESTS: Nil

ITEM: 2 DRAFT RURAL AND RURAL RESIDENTIAL STRATEGY

SUMMARY

The Committee was addressed by the representatives of the Western Region office of NSW Planning and Environment who outlined their concerns with the Draft Strategy as submitted by Edge Land Planning.

A full discussion of these matters followed.

ACTION/RECOMMENDATION

THAT

1. The Strategic Planning Projects Steering Committee note the issues raised by the officers from the Department of Planning and Environment and accept the offer to provide Council with a summary of those issues.
2. Upon receipt of the summary of issues provided by the Department of Planning and Environment be provided to the consultant, Edge Planning, be requested to review the draft document and make amendments accordingly.
3. The committee note that the draft document does not satisfy the requirements of the brief at this stage (and is not to a point where it could be placed on public exhibition) and the consultant be given the opportunity to rectify the deficiencies. Specifically, there is not enough rigour in the document in terms of evidenced based recommendations.

MOVED: Mayor Lesslie **SECONDED:** Clr McAndrew

ITEM: 3 MARRANGAROO MASTERPLAN/DCP STRUCTURE PLAN

SUMMARY

As ratified by the Committee on 13 February 2017, Options 1 (as amended) and Option 3 (now option 2) were taken forward for a further round of community and

stakeholder consultations held on 9 March 2017. The outcomes of the community consultation sessions were presented by Keith Stead of Oculus to a Councillor Briefing Session held on 22 March 2017.

The essential differences between the options were:

- The location of the proposed village centre
- The extent of the Business Corridor
- The number of new access points off GWH

A limited amount of feedback was provided which largely reflected the key strengths and weaknesses presented against each options. There was a slight preference for a centralised town centre, reduced enterprise corridor and 3 points of access to the Highway (all shown in Option 1). Concerns included the staging / access to residential areas in Option 2 (through business lands) and the views of the rocky outcrops being lost.

A councillor presentation was undertaken on the 22nd March 2017 where a preference was shown for the Village Centre as Option 1 but no clear preference was shown on the extent of the Enterprise Corridor.

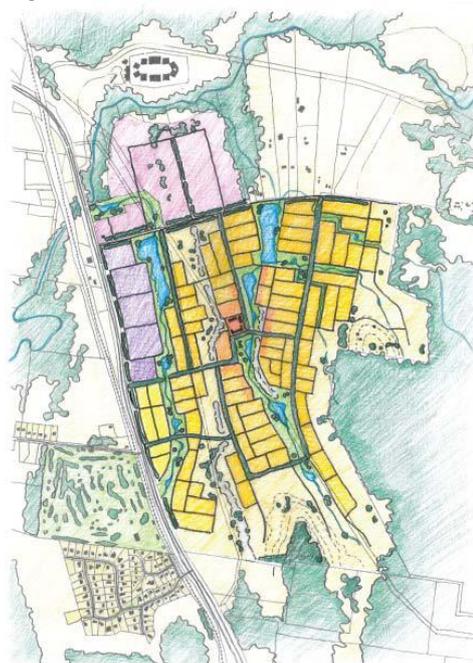
At the Councillor Briefing Session a request for further comparison information relating to the business corridor areas in other neighbouring centres was made.

This information was prepared and circulated to members of the Committee and will form part of the Structure Plan document.

ACTION/RECOMMENDATION

THAT the Committee signs off on Option 1 (featuring a centralised town centre, potential for two additional access road off the GWH and a reduced (22ha) business corridor) as the preferred Structure Plan Option to move forward into the detailed masterplan stage of the project.

Option 1



MOVED: Clr Thompson **SECONDED:** Clr McAndrew

ITEM 4 GENERAL BUSINESS

SUMMARY

The Committee was advised that a preliminary draft of the Infrastructure Report from Cardno was received and was undergoing internal review and that the Draft Employment Lands Development Guide was expected by mid May 2017.

ACTION/RECOMMENDATION

THAT the Committee notes this information update.

MOVED: Mayor Lesslie **SECONDED:** Clr Ring

ITEM 5: NEXT MEETING:

Next Meeting: To be determined

There being no further business the meeting closed at 1.15pm