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**BUNDABERG CBD REVITALISATION**  
**COMMUNITY REFERENCE GROUP (CRG)**

**MINUTES OF MEETING**

HELD AT THE FUNCTION ROOM, COUNCIL ADMINISTRATION BUILDING ON  
**THURSDAY, 14 DECEMBER 2017 COMMENCING AT 5.30 PM**

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**PRESENT:**

CRG Members: Peter Heaps, Adam Curran, Peter Donaldson, Glenn Hopwood, David Job, Steve Cooper, Alastair Elliott and Councillor Helen Blackburn (as CRG Chair).

Project Team: Dwayne Honor (Project Manager), Adam Wyatt (Group Manager Major Projects) and Robyn Laing (Minute Taker and Stakeholder Engagement)

Bundaberg Regional Council: Councillor Ross Sommerfeld

**APOLOGIES:**

Apologies were noted for Yale Morgan and Trish Mears of the Bundaberg & District Chamber of Commerce, Grant Davies, Anne Canniford, John Greenhalgh, Kylie Goodman-Jones, Matthew Knott, Tracey McPhee, Peter Murray and Katie Murrell.

**BUSINESS OF MEETING**

1. Welcome to new CRG Member:

The Chair welcomed Alastair Elliott as a new Member of the Community Reference Group. Alastair agreed to accept the terms and conditions of the Terms of Reference except for the confidentiality conditions. The Chair agreed to this concession as Council and the CRG had already dealt with the matters requiring confidentiality to meet probity conditions for procurement.

Alastair advised the Meeting that he did not support the project with main concerns including loss of trade due to construction impact, practicalities of the loading zones and disability parking locations.

2. Confirmation of CRG Minutes – 16 November 2017:

The Minutes circulated prior to the Meeting, were taken as read, received and confirmed. (*Minutes to be published on the engagement hub.*)

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### 3. Project Update (Dwayne Honor):

The Project Team met with the traders and property owners in Targo Street on 30 November 2017. The functional layout for Targo Street has been amended to reflect the input received from stakeholders. The revised plan was tabled and discussed with the CRG members.

The meeting noted the below amendments to the proposed layout in response to feedback received from key stakeholders:

Amendment to Targo Street Layout	Reason for Amendment
1. Removal of one way traffic lane in Targo Street	<p>After review of traffic modelling and discussions with DTMR, traders and property owners, Targo Street design was changed from one way traffic to two way traffic (as currently exists) to avoid adverse impacts to Quay St traffic movement.</p> <p>The exit from Targo Street onto Quay Street may be converted to left hand only for safety reasons. CRG Members present agreed that this would be a good idea given current difficulty of right hand movement.</p>
2. Additional Disabled Parking	Two additional disabled car parks have been included in the revised plans.
3. Loading Zone / Taxi Rank	<p>The loading zone has been combined with a taxi drop off/pick up on the northern and southern leg of Targo St following discussion with transport providers and taxi service representatives.</p> <p>One additional loading zone has been included mid-block on the southern leg to account for larger vehicle access.</p>

Now that the Targo Street layout plan has been finalised, the detailed design can proceed and is scheduled for completion around June 2018.

#### CRG Feedback:

Generally, the CRG members present were in agreement with the final layout for Targo Street; noting that the revisions had addressed the majority of issues raised through consultation with the traders and property owners.

The Meeting was advised that both the final layouts for Barolin and Targo Streets and the Master Plan of the overall project, were already available for viewing on the engagement hub:

[cbd.bundaberg.qld.gov.au](http://cbd.bundaberg.qld.gov.au)

#### 4. Future Engagements:

##### Bourbong Street:

The Project Team is now focusing on the functional layout of Bourbong Street. Council will run a 'drop in' centre on the ground floor of the School of Arts Building on Monday 18<sup>th</sup> and Tuesday 19<sup>th</sup> December to discuss the layout of Bourbong Street with traders, property owners and importantly members of the community. Media will be circulated to advertise the opportunity to view the plans and talk to the Project Team.

The CRG pointed out that a U turn facility had been omitted from the functional layout plan at the corner of Bourbong Street and Maryborough Street. This correction was noted for amendment.

The provision of bus parking for Moncrieff Theatre and the subsequent loss of 6 – 8 car parks was discussed. After some discussion, it was agreed to try operational management by closing off 6 – 8 parks when buses were expected. This would retain the maximum number of car parks for this section of Bourbong Street.

The Project Manager advised that he had discussed the loading zone areas (in the centre Pavilion area) with three local transport companies (North Coast Foods, Richers Transport and Rum City Foods) who commonly service the CBD and operate a fleet of representative vehicle sizes. Parallel loading zones (versus angle) have been positioned opposite one another around the pavilion space at the request of the transport companies (catering for larger vehicles). This area also includes angle parks for a small truck unloading bay and adjacent emergency vehicle bay to improve sight distances for smaller reversing trucks. The matter of providing additional loading zones was discussed. It was noted that the introduction of additional zones in front of the shops would further reduce the availability of car parks and could instead be addressed as an operational management issue.

Councillor Sommerfeld advised that he has received complaints regarding parking behind Cell Block Backpackers. The angle parking provided is not sufficient for small bus parking which sometimes occurs and restricts traffic movement. The option of parallel parking instead of angle parking was discussed. It was agreed to further investigate this issue and potential parking enforcement.

The location of the Police Beat was raised. It was noted that Council had received strong feedback from the community that it wants to see a police presence in the street. At this stage, the Police Beat may be relocated to an empty shop front but discussions still had to be had with Snr Constable Hard and QPS.

The Project Manager further reported consultation regarding the location of the disabled parking with the facilitator of the Bundaberg Spinal Injuries Network who was happy with the overall increase in disabled parking and distribution across the CBD. While there will be a slight reduction in the number of disabled parks at the pavilion (from 6 to 4), the new parks will bring full access and mobility compliance to Australian Standards where the current do not and force some people in wheel chairs to exit their vehicles into moving traffic.

5. Letter of Support for Funding Applications:

A draft letter of support (attached to this Minute), was tabled for discussion. The majority of CRG Members present offered their support for the letter to be used for funding applications. It was agreed to contact the CRG Members not in attendance and add the names of all CRG Members who were in agreement under the signature of the Chair.

6. Date of next CRG Meeting:

The next monthly CBD CRG Meeting is scheduled for Thursday 1 February 2018 commencing at 5.30 pm.

This concluded the business of the CRG Meeting at 6.15 pm.

**Cr Helen Blackburn**  
**Chairperson – Bundaberg CBD Community Reference Group**