

PRESENT: Cr Kodi Brady (Chair), Cr Zoe Holcombe, Mrs Rhonda Jewiss, Mrs Susan Eriksson, Mr Sam Bragg, Mrs Mary Milsom, and Mrs Margaret Bennell.

IN ATTENDANCE: Mr Gary Murphy (Director Technical Services) and Mrs Nicole Benson (Manager Urban Services & Facilities).

APOLOGIES: Ms Emma McDonald (Resigned), Mr Paul Bennetts, Mrs Sandra Spackman, Mrs Judy Clancy, Mrs Aileen Bell and Mr Terence Tighe.

CONFIRMATION OF MINUTES

4/2223 RECOMMENDED that minutes of the Coonabarabran Town Beautification Advisory Committee meeting held on 12 September 2022 be confirmed.

Milsom/Bennell

BUSINESS ARISING FROM THE MINUTES

- Volunteering – the MUSF advised the Committee it was possible for them to complete volunteer work under the Council’s Volunteer Policy and Procedure. Information on the induction will be sent by email to Committee members. Safe Work Method Statements and some other documentation will be required for certain activities and this will be provided once all online inductions have been completed.
- Cr Holcombe reported that she now has a log in for the Community Grants portal.

AGENDA ITEMS

a) Beautification Masterplan

The Committee agreed they will hold another Masterplan workshop when Judy Clancy gets back. It was acknowledged that a lot of work had been done over the years on the Masterplan. The merging of the original Masterplan with the information provided by the MUSF could see the plan finalised. A discussion was held around options for the Committee to source funding to finalise the Masterplan and funding to implement the Masterplan. Cr Brady agreed to investigate estimates to have the Masterplan completed.

5/2223 RECOMMENDED that Council consider a budgetary allocation in the 2023/2024 Operational Plan for the purpose of finalising the Coonabarabran Town Beautification Masterplan.

Bennell/Milsom

GENERAL BUSINESS

Cr Brady tabled a resignation from Ms Emmah McDonald.

6/2223 RECOMMENDED that in accordance with the Terms of Reference for the Coonabarabran Town Beautification Advisory Committee Council note the resignation of Ms Emmah McDonald and determines whether the position be filled or seek community nominations to fill the vacancy.

Brady/Holcombe

The following items were discussed without resolution:

- It was suggested that some of the Committee members who had not attended any meetings to date be approached about their desire or availability on the Committee.

- Ivy on the trees in Neilson Park needs to be removed.
 - **ACTION:** MUSF to organise for this to occur.
- A question was asked about Garden Club projects in town. It was advised that activities on Council land need to be approved by Council to ensure all work is being completed safely and that it does not end up as a maintenance burden for Council's already stretched resources. The process is that the Garden Club should contact customer service with their enquiry and it will be directed to the appropriate Council officer.
- Cr Brady talked about a five-minute presentation to the 2357 Committee on the Coonabarabran Town Beautification Committee's aspirations. Cr Holcombe will prepare a document and send around to the Town Beautification Committee.
- Sam Bragg stated that he was opposed to the commemoration of the late Queen Elizabeth II outlined in the previous meeting minutes.
- Sam Bragg provided an update on the River Project and thanked Council for funding so far. He said that Council's Project Manager, Ms Krista Holmesby is doing a great job and it's good to see the tender for the major works has been advertised.
- A discussion was held about the need for a community notice board and how valuable it would be.
- Madeira Vine growing near the Post Office needs to be removed to stop it spreading.
- A stake from one of the Crepe Myrtle trees in the Little Timor Street Plaza has come out and needs to be replaced. MUSF advised the Committee members that matters such as these do not need to wait for a Committee meeting as they are operational matters that can be reported to Council's customer service team who will then direct to the appropriate Council officer.
- Cr Brady recommended all Committee members read the Little Timor Street Plaza report authored by MUSF and encouraged attendance and speaking at the November Council meeting.
- It was noted that Little Timor Street Plaza had nominated for an IPWEA award and the inspection took place last week. Judges were impressed with the project and how it has been embraced by the community.
- The Manchurian Pear tree in the median strip is reportedly dead. MUSF will check and arrange for any necessary action as resources permit. It was asked how long it will take to finish refurbishing the gardens in the main street. MUSF explained that it would depend on the level of funding allocated and availability of staff resources.
 - **ACTION:** MUSF to come back to the next meeting with budget balance from this financial year's \$10,000 allocation, scope and timing of any future works that could be completed this financial year.
- There was a general discussion around the Committee's role in town / CBD Christmas beautification and what others do. Council has been approached by a community member with some ideas for the CBD that are being followed up.
- A discussion was held around funding of town signage and it was explained that it sits in Council's Economic Development section. Cr Brady outlined the design and costing for the proposed town entry signage.

There being no further business the meeting closed at 6.02pm.

**MINUTES OF THE COONABARABRAN TOWN BEAUTIFICATION ADVISORY
COMMITTEE MEETING HELD IN THE GALLERY MEETING ROOM, COUNCIL
ADMINISTRATION BUILDING, JOHN STREET, COONABARABRAN ON
THURSDAY, 10 NOVEMBER 2022 COMMENCING AT 5.20 PM** **PAGE 3**

The next meeting will be held in the Gallery Meeting Room, Coonabarabran on Monday, 16 January 2023 commencing at 5.00pm.

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CHAIRPERSON