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| **Date** | Friday, 16 February 2018 | **Meeting No** | 6 |
| **Chair** | Chris Lovell | **Time** | 7.30am – 9.30am |
| **Location** | Chancellor Two Room  Hotel Grand Chancellor, Melbourne | **Minutes** | Will McNamara |

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| **Members** |  |  |
| *Present*   * Chris Lovell [**Chair**] * Melanie Ashe, Flinders Quarter * Wendy Miller, ACMI * David Gundy, St Paul’s Cathedral * Michael Griffiths, Ross House Association * Graeme Blackman, Westin Owners Corporation * Rob Moore, City of Melbourne * Peter Brown, Manchester House * Simon Pockley, Bible House * Matthew Harrington, Buildspect Consulting * Kate Houlden, City West Water * Murray Walls, RMIT * Fiona Van, RMIT * Simon Were, Melbourne City Baths * Emily Kropf, St Paul’s Cathedral * Jess Foulds, MMRA * Barry McGuren, MMRA * Richard Buckingham, CYP | * Rocco Fammartino, Travellers Aid * Luke Taylor, Poolhouse Coffee * Natalie Siragusa, City of Melbourne * Adam Tanner, Victoria Police * Eamonn Fennessy, City of Melbourne * Marg Dennis, Ashdowne House * John Dall’Amico, Residents 3000 * Jessica Cerejo, 238 Flinders Street (UniLodge) * Don Shipway, ALE Group * Lina Baullo, MMRA * Tye Norman, MMRA * Richard Buckingham, CYP * Fran Woodruff, John Holland * Alastair Gowing, CityWest Water * Bec Rowe, John Holland * Matt Telfer, John Holland * Jodie Barrington, CYP | *Apologies*   * Michelle Land, Yarra Trams * Graham Jephcott, ACMI * Hanh Chau, State Library of Victoria * Sharon Pollard, Federation Square * Debra Watts, The Westin Melbourne * Paul Jeffries, The Westin Melbourne * Brett Webster, The Practical Man, Scott Alley * Anthony LoGiusto, Brady Hotel * Megan Herring, Young and Jackson Hotel * Faruk Delalic, Verve and Milano Residential Buildings * Eugenie Austin, LR Reed City * Anna Manarczyk, Melcorp Strata * Brendan Ryan, MBCM City * Pin Ng, Unilodge * Andrew Milward-Bason, Nicholas Building Association * Emmett Ahern, MMRA |
| **In attendance** |  |  |
| *Present*   * James Tonkin, MMRA * Ayllie White, CYP * Noel Power, CYP * Ken Muir, CYP * Kristina Gorman, CYP * Luis Narvaez, MMRA | * Brian Maddock, Yarra Trams * Kate Walshe, CYP * Kate Romano, Lendlease Development * Jacqui Saultry, Lendlease Development * Will McNamara [**Secretariat**] | *Apologies*   * David O’Shaughnessy, CYP * Dave Kristy, MMRA |

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| 1. | Introduction and Welcome |
|  | Welcome from Chris Lovell (Chair).  Matters arising:   * Outstanding issues register NOTED. |
| 2. | Presentation from John Holland (Early Works) |
|  | Presentation by Fran Woodruff, Matt Telfer and Bec Rowe (John Holland) on current and upcoming Early Works.  Matters arising:   * The CRG discussed the timelapse presented by John Holland and requested it be made available online. * Melanie Ashe raised upcoming works in Scott Alley and pedestrian movement. John Holland is in the process of finalising pedestrian way finding to businesses. * Chris Lovell (Chair) raised completed and upcoming works and the transition of John Holland Early Works to CYP Main Works. Additional information will be provided at the next CRG meeting. |
| **A6-1** | Upload City Square timelapse to the Metro Tunnel website as part of presentation. |
| **A6-2** | Presentation on an indicative timeline for completion of Early Works sites in CBD North and South and handover to CYP. |
| 3. | **Presentation from Cross Yarra Partnership (CYP)** |
|  | Presentation by Kate Romano (Lendlease Development) on the Oversite Development (OSD) design at CBD South.  Presentation by Richard Buckingham (CYP), Jodie Barrington (CYP) and Barry McGuren (MMRA) on Campbell Arcade design and engagement.  Matters arising:   * The CRG discussed the size of the CBD South OSD. The development will be approximately 10 levels and a similar height to Nicholas Building. Setbacks will be incorporated along the Swanston Street façade to maximise natural light and reduce potential overshadowing. * Simon Pockley raised the architectural iconography of existing buildings on the corners of Swanston and Flinders streets. Lendlease Development is currently working through development designs and is aware of the important and iconic nature of the intersection as a gateway to Melbourne and the future OSD South building. * Jess Cerejo raised the OSD South proximity and setbacks including to UniLodge. The boundary for the OSD extends to the Port Phillip Arcade boundary. * Chris Lovell (Chair) raised terraces and projections for the design of the façade and how it will reference surrounding buildings. Kate Romano advised the intention is to create outdoor spaces with terraces and to have an articulated rather than a flat building façade. * Simon Pockley raised ground level design. Connections through the development from Swanston Street, Scott and Cocker Alleys will ensure permeability. * Don Shipway raised the different delivery teams for the Tunnel and Stations and the OSD. While the delivery teams are different the CYP design team sits across both and they are co-located in the CYP offices. There is construction demarcation between the delivery of the Tunnel and Stations and the OSD (level one or ground floor) but the design will be integrated. * Simon Pockley queried which organisation was delivering the OSD at CBD South. Lendlease Development is delivering OSD South. OSD at CBD North will be delivered by John Holland. Both organisations are part of the CYP. * Graeme Blackman raised public submissions as part of the development plan process. CYP will respond to all submissions as part of the development planning process. * The CRG discussed car parking in proximity to the OSD development. The OSD South design will focus on services and loading areas, not car parking. * The CRG discussed waste collection and recycling. CYP is developing a precinct wide waste management strategy that will include any sustainability opportunities. Simon Pockley raised a preference for waste collection strategies to move away from using bins and trucks. The CRG raised queries about the use of Royston Place for waste management and the process for consultation with stakeholders and buildings in the area. * CYP will present more detail on the proposed waste management strategy at an upcoming meeting as per the Outstanding Actions and Issues Register. Rob Moore commented that an upcoming presentation should clarify some of the issues, challenges and options. The City of Melbourne will continue to engage with local residents. CYP advised the Flinders Quarter area will be included in the consultation for the precinct wide waste management solution. * The CRG discussed the bluestone wall that has been revealed at Swanston Street building demolition site and if this will ultimately be covered up by the OSD. Significant works have been undertaken to protect the Dangerfield and Young and Jackson wall. Members of the CRG expressed a preference for the wall to be somehow incorporated into the development design. * Simon Pockley queried if there was an indicative timeline for OSD South completion. It is intended that the new Town Hall station and OSD would open simultaneously. * Chris Lovell (Chair) commented that this consultation was part of the collaborative process established between the project and the community. The OSD consultation is slightly behind the Tunnel and Stations engagement because the OSD will integrate into the station design. * Chris Lovell (Chair) commented that key concerns for the CBD CRG are development permeability and waste management. Additional clarity should be provided as the design progresses including indicative timing when the Tunnel and Stations team handover to the OSD team. * Don Shipway requested that CYP provide clarity to the CRG regarding delivery responsibilities so the community could be clear about who to talk to. CYP to provide a flow chart showing who delivers what. * The CRG discussed the pedestrian connection that will interchange between Town Hall and Flinders Street stations. * Don Shipway queried the methodology for the interchange construction. The intention is to pile, cover and then excavate in order to minimise traffic and pedestrian impacts. * Simon Pockley raised the location of myki gates. The northern end of the arcade will be unpaid. * Simon Pockley queried if the new interchange would continue to be known as Campbell Arcade. CYP is currently referring to the interchange as Flinders Street Station link but currently only as a design reference. * Melanie Ashe raised business owners and the location of retail space within the arcade. Retail is currently shown inside the paid area. There is additional work required, including pedestrian modelling, that will ultimately inform the final design. * Bryan Maddock commented on the potential impacts to trams during the construction of the interchange. * Rob Moore commented that the City of Melbourne has concerns regarding the maintenance of physical and social heritage and that while the landowner of Campbell Arcade is the Victorian State Government, the landlord is the City of Melbourne. * Melanie Ashe commented that retail businesses are vacating Melbourne CBD and queried if there was a broader plan to assist renewal. Rob Moore took the question on notice to be discussed offline. * Peter Brown commented that having the interchange as an unpaid area presents an opportunity for better retail outcomes. |
| **A6-3** | Provide CYP flowchart showing who is delivering what to the CRG group. |
| **A6-4** | Provide further information on precinct wide waste management including Royston Place design treatment. |
| **A6-5** | Provide updates throughout the OSD design development. |
| 4. | Discussion and other business |
|  | Matters arising:   * Presentation by James Tonkin (MMRA) on the Metro Tunnel Project's involvement in White Night 2018 with the installation 'Good Night Construction Site.' This an example of the intention for the project to be incorporated into major events where possible. * Melanie Ashe commented that the windows at City Square provide a unique view of the works. * Peter Brown queried the location of Metro Tunnel hoarding outside a vacant tenancy on Swanston Street. An information centre for the project will be opened in the next few months. * The next CBD CRG meeting is Friday 16 March 2018 and will be at Queen Victoria Women’s Centre. |
| 5. | Meeting Close |
|  | Closing remarks from Chris Lovell (Chair).  Matters arising: Nil |

**ACTION ITEMS**

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| # | ACTION | OWNER | STATUS |
| A6-1 | Upload Early Works timelapse to the MMRA website. | MMRA | Complete (uploaded to website as part of February presentation) |
| A6-2 | Presentation with update on indicative timeline for completion of Early Works at CBD North and South and handover to CYP. | JH | March 2018 |
| A6-3 | Provide CYP flowchart showing who is delivering what to the CRG group | CYP | March 2018 |
| A6-4 | Provide further information on precinct waste management strategy including Royston Place design treatment. | CYP | March 2018 |
| A6-5 | Provide updates during the OSD design development. | CYP | Ongoing (TBC) |