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| **Date** | Friday 13 December 2019 | **Meeting No** | 8 |
| **Chair** | Chris Lovell | **Time** | 7.30am – 9.30am |
| **Location** | The Larwill Studio | **Minutes** | Alana Clarke |

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| **In attendance** |  |
| *Present** Chris Lovell [**Chair**]
* Rachael Palmer, North Melbourne Residents/North & West Melbourne Association
* Robert Moore, Parkville Association
* Peter Gerrand, North & West Melbourne Association
* Kim Hutchinson, City West Water
* Karen Snyders, City of Melbourne
* Danielle Smits, CYP
* Kim Norton, CYP
* Kim Mas, CYP
 | * David O’Connor, CYP
* James Hamilton, CYP
* Matt van der Peet, RPV
* Jordan di Stefano, RPV
* Tim Fullerton, RPV
* Alana Clarke, RPV [**Secretariat**]

*Apologies** Ryan Dam, George Weston Foods
* Robert Seear, City West Water
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| 1. | Introductions and welcome |
|  | Matters arising:* The Community Reference Group (CRG) discussed the Outstanding Actions and Issues Register.
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| 2. | Parkville construction update |
|  | Presentation by Danielle Smits on construction in the Parkville precinct, including 2019/2020 lookahead, east box excavation progress and Grattan Street west service relocations.Presentation by David O’Connor on traffic changes for Grattan Street west service relocation works in February 2020.Matters arising: * Peter Gerrand queried the Parkville Station entrance location and design. RPV confirmed there will be four station entrances, the largest located in front of the University of Melbourne’s Medical Building. RPV confirmed two of the entrances will provide direct access to The University of Melbourne - the main entrance on Grattan Street opposite Barry Street, and a second entrance on the corner of Grattan Street and Royal Parade. RPV stated the remaining two entrances will provide direct access to the hospital precinct on the western side of Royal Parade, one entrance located outside Peter MacCallum Cancer Centre and the other adjacent to The Royal Melbourne Hospital. RPV added both of these entrances will have escalators with lifts on either side to enable entry to Parkville Station without crossing Royal Parade. RPV added connectivity between station entrances and the future Royal Parade tram stop upgrade is addressed in legacy design
* Rob Moore raised VicRoads works on Peel Street. CYP confirmed it cannot control the timing and location of VicRoads works.
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| **P8-1** | Present on updated Parkville Station design in early 2020. |
| 3.  | **Arden construction update** |
|  | Presentation by Kim Mas (CYP) on construction in the Arden precinct.* Peter Gerrand asked when ground improvement works in Lothian Street are scheduled to be completed. CYP confirmed these works are scheduled to finish in late-May 2020.
* The CRG discussed the design of the new station in North Melbourne, including its entry points. CYP confirmed the main station entrance will be on Laurens Street and confirmed there will be service entrances at the west end. CYP added the current station design accommodates a future station entrance that will connect to the central concourse. CYP agreed to present further on this at a future CRG.
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| P8-2 | Present on updated North Melbourne Station design in early 2020 |
| 4. | **Tunnelling and environment update** |
|  | Presentation by James Hamilton (CYP) on environment and tunnelling.Presentation by Kim Norton (CYP) on communications and community engagement.* Chris Lovell queried the diameter of the tunnel. CYP confirmed the inside of the tunnel is approximately 6.8m and the outside is approximately 7.1m in diameter.
* Chris Lovell asked what is inside the Tunnel Boring Machine (TBM) gantries. CYP confirmed the gantries contain services to support TBM operation, including a small office and kitchenette.
* Chris Lovell asked how CYP’s vibration modelling results are used. CYP confirmed it uses modelling to identify where exceedances may occur and guide its communications approach. CYP added the level of ground-borne noise that may be heard in a building is related to the level of vibration produced and depends on the buildings type and its proximity to the tunnel alignment. CYP clarified the property condition reports are intended to be used in conjunction with vibration modelling to identify potential impacts to buildings.
* Chris Lovell queried the human experience when exposed to 5mm/s of vibration. CYP confirmed 5mm/s can be felt by humans and agreed to include examples of different vibration levels as felt by people in future presentations.
* The CRG discussed the distance between the TBMs and buildings in the Parkville and Arden precincts. CYP confirmed the TBMs will be between 10m and 25m below ground level in both precincts and clarified it may be closer to some buildings’ footings and basements.
* The CRG discussed TBM speeds, including how long individual buildings can expect to hear and feel the TBM as it passes. CYP confirmed its TBMs tunnel approximately 10m every 24 hours. CYP added residents on, or near the alignment may feel and hear the TBM for up to three days, inclusive of its approach and departure.
* Karen Snyders queried the difference between regenerated noise and airborne noise. CYP confirmed regenerated noise is noise is related to the vibration generated from the TBM underground whereas airborne noise and is noise from above ground activities i.e. traffic,
* Rachael Palmer queried vibration impacts during operation of the Metro Tunnel. CYP confirmed it has environmental targets to meet during operation and confirmed it is conducting modelling and monitoring exercises for operational vibration as well as construction vibration.
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| 5. | **Stakeholder and communications update** |
|  | Presentation by Kim Norton (CYP) on current and upcoming communications and engagement in Arden and Parkville.Presentation by Danielle Smits (CYP) on the CYP creative program at Parkville. Matters arising: * Rachael Palmer asked whether the project analyses what is raised by the community through the project helpline. RPV confirmed it has a contact centre and a designated team who monitor and run analysis of the data captured through the contact centre, including identifying any spikes across precincts or issue areas. RPV agreed to arrange a presentation on issues arising and how from the project helpline is managed.
* Rachael Palmer raised communications around divestment of underground land. RPV confirmed pre-divestment letters were sent to affected properties in late November 2019. RPV confirmed since pre-divestment letters were sent, there has been an increase of community queries regarding strata and tunnel depth and alignment.
* The CRG discussed hoarding artwork in the Parkville precinct. CYP agreed to circulate a link to the Pretty Little Things video with the presentation.
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| P8-3 | Present on the Metro Tunnel Project’s 1800 hotline, including how information is monitored and used. |
| P8-4 | Circulate the link to the Pretty Little Things video. Link to video: https://youtu.be/\_qeJEWZG\_O0 |
| 7. | **General feedback and items for future discussion** |
|  | Matters arising:* Rob Moore raised a recent survey completed on traffic in side streets in Parkville, which found increases in both traffic volume and instances of high speeds through residential streets. Rob confirmed he is conferring with the City of Melbourne about the potential to implement additional traffic calming measures. Rob confirmed he also has a meeting scheduled with the North Melbourne Police to discuss the matter.
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| 8. | Meeting close |
|  | Matters arising:* Next meeting 7.30am-9.30am, Friday 7 February 2020 at the CYP Parkville office.
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**NEW ACTIONS AND ISSUES**

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|  | ACTION | OWNER | STATUS |
| **P8-1** | Present on updated Parkville Station design. | CYP | Open |
| **P8-2** | Present on the updated North Melbourne Station design. | CYP | Open |
| **P8-3** | Present on the Metro Tunnel Project’s 1800 hotline, including how information is monitored and used.  | RPV  | Open |
| **P8-4** | Circulate the link to the Pretty Little Things video. Link to video: https://youtu.be/\_qeJEWZG\_O0 | CYP | Closed |