

MINUTES

Mount Thorley Warkworth (MTW) Voluntary Planning
Agreement (VPA) Community Committee
11am 26 August 2019



Present	Alan Andrews (AA), Adrian Gallaher (AG), Ian Hedley (IH), Mark Ihlein (MI), Judith Leslie (JL), Amanda McMahon (AM) Sue Moore (SM) (Chair), Pauline Rayner (PR).
In attendance	Kirsty Rae
Meeting Location	Committee Room, Singleton Council Administration Building, 12 – 14 Queen Street Singleton.

1. Welcome and Apologies

- Welcome by the Chair
- Acknowledgement of Country by Chair
- Apology from Greg Banks
- Resignation received from Christina Metlikovec noted. See attached.

Moved Adrian Gallagher / **Seconded** Pauline Rayner

2. Disclosure of Interests

- None declared

3. Confirmation of the Minutes of 28 March 2019

- These were adopted with a correction in regards to the process being too opaque (with “not” removed).

Moved Judith Leslie / **Seconded** Adrian Gallagher

4. Matters arising from the Minutes

Concerns were raised on understanding how the scoring for prioritisation of projects was achieved. Question was asked if they could move away from the rating system. The Chair informed rating system would stay in place as it had been endorsed by Council. It was discussed and agreed that committee members will give their reasoning on each of their ratings and this would be recorded. This is not to be debated, the purpose being to understand each other’s perspective.

Question was asked about the Terms of Reference and how the prioritisation methodology should have gone to a Council Meeting for discussion. Mark confirmed that the minutes were reported to the council meeting on the 17 December 2018 and was endorsed by Council at that meeting.

5. Agenda Items

- Website – Community Newsletter (MI)**
Project Nomination Process

MINUTES

Mount Thorley Warkworth (MTW) Voluntary Planning Agreement (VPA) Community Committee 11am 26 August 2019



Below is the outline for how the nomination process will work:

- Projects are to be nominated by filling out the form and addressing the selection criteria;
- The committee will assess the project against the selection criteria at their quarterly meeting;
- Successful projects will be scheduled in forward works program to be determined at the committee's annual February meeting, ahead of the forthcoming financial year;
- All project nominations will be informed as to whether the project has been selected to proceed; and
- The committee will then recommend the projects to the council for final determination.

Moved Pauline Rayner / **Seconded** Judith Leslie

Project Proposed template, submission schedule of dates, website page content.

Proposed Template

The form was reviewed and there was a discussion on how to nominate a project on the application form. The information on the form was good and informative but could consideration be given to adding the purpose of the VPA.

Alan suggested incorporating the wording directly from the planning agreement.

A copy of the Project Proposal Template form will be added to the draft minutes.

Submission Schedule of Dates

Consideration around how Council will schedule the projects is important as Council requires these to be added into works programs and operational plans.

Website Page Content

Our communications team are currently setting up a page on the Council website, to explain the purpose of the committee and how it works.

The page will also display agendas and minutes from meetings. Information on projects that are underway and their status.

Action: Jodie Jeffery to amend the draft Project Nomination form to include the purpose of the Voluntary Planning Agreement.

ii. Community Newsletter

Review of draft community newsletter

MINUTES

Mount Thorley Warkworth (MTW) Voluntary Planning Agreement (VPA) Community Committee 11am 26 August 2019



Briony still working on the community newsletter, a copy of the draft will be circulated with the draft minutes to Committee members.

Action: Mark Ihlein to:

1. check on the progress of the draft community newsletter with Briony O'Hara; and
2. circulate draft community newsletter to the Committee along with the draft minutes of meeting held 26 August 2019 or with further communication.

iii. Project Prioritisation Criteria (MI)

The Project Prioritisation Criteria has been developed to help the committee score the applications in a fairer and more transparent way:

- Community Benefit;
- Sustainability; and
- Perceived community support.

It is expected that the applicant will provide enough information under each of the above criteria in their application that scoring can be completed.

Question raised as to the difference between community benefit and perceived community support? MI advised that Community Benefit would outline how the proposed project is of benefit to the community and would provide facts and figures around those benefits. The Perceived Community Support would identify what level of support there would be for the proposed project.

Pauline left the meeting at 11.54am

iv. Project Update – Proposed Bulga / Milbrodale Horse Riding / Recreation Grounds (AM)

The proposed Milbrodale Horse Riding submission will be discussed at a later date.

A request was made for the Bulga Milbrodale Equestrian Complex to attend a meeting and make a presentation.

Additional information will be forwarded to the Committee. Copies of the Bulga Milbrodale Equestrian Complex proposal were supplied to the committee to support their attendance at the next meeting.

The Committee supported that representatives of the Milbrodale Horse Riding Association be invited to attend the next meeting.

MINUTES

Mount Thorley Warkworth (MTW) Voluntary Planning Agreement (VPA) Community Committee
11am 26 August 2019



Action: The Chair is to invite representatives of the Bulga Milbrodale Equestrian Complex proposal to the next committee meeting.

Amanda McMahon provided the following updates:

Bulga Stock Reserve Plan of Management and Masterplan

Council has recently engaged a Recreation Planner who is preparing a consultant brief. This should be completed by the end of September.

Bulga Playground Upgrade and Outdoor Exercise Equipment Provision

Council has invited applications from suitable companies through Vendor Panel. The closing date for submissions is Friday 30/08/2019 with submissions to be assessed and the contract awarded by the end of September. It is anticipated that construction will be completed early next year.

Mark gave an update regarding the Bulga Hall. Follow up is required on the Media system and the verandah. A quote is required to be provided for the media system however the verandah location is yet to be decided by the Hall Committee.

The location for the electronic sign and physical board were discussed. RMS would not approve these to be located on the road reserve. Both will need to be located within property boundaries. Bulga Hall are happy to have the electronic sign within the grounds of the hall. Discussion held as to who would be responsible to maintain and update the electronic board. It would be managed by the Bulga Hall Committee. Just awaiting for the funds to be approved for the purchase of the electronic sign.

Possible location for the physical sign was suggested to be on Yancoal land near the shop and Tavern. Southern boundary near the bird cage. Alan stated that Yancoal would be happy with this as long as it could be accessed from the verge of the road. It was suggested that the committee members go out and have a look at this location.

Mark requested via Ian Hedley that the Chairperson of the Bulga Hall Committee contact him to discuss the above.

Action: Mark to meet with Ian Hedley and the Chair of the Bulga Hall Committee to discuss access for both boards.

v. Bulga and Milbrodale Water Supply Scheme

Correspondence from Mrs Marie Mitchell dated 1 July 2019

Correspondence to the General Manager and Mark Ihlein enquiring about the circulation of communication regarding the water scheme to community members. Mark noted the concerns raised in the emailed correspondence

MINUTES

Mount Thorley Warkworth (MTW) Voluntary Planning Agreement (VPA) Community Committee 11am 26 August 2019



and advised that the aim is to improve communication on all matters via the new process and website content.

vi. Financial Report

Statement of financial position.

No financial report was provided as there has been no money expended.

To date Council has endorsed the following for funding:

Recreation area improvement – Tree Planting, playground equipment
\$50,000.

Improvements to Bulga Hall – Verandah and Media System \$100,000.

Outdoor exercise equipment – in and around the recreation area \$30,000.

Bulga stock reserve development (parkland Plan) to undertake a plan of management and develop a site master plan \$60,000.

Question asked as to what interest the VPA funds have accumulated to date.

Action: Recommendation for the allocation of funds for two signboards is to go to 16 September 2019 Council meeting.

Action: Mark Ihlein to provide accumulated interest report at the next committee meeting.

6. General Business

Mark advised the Committee of the works programed at the intersection of Inlet Road and Putty Road. Comments were made regarding the lack of communication with the community. Ian stated that the project will be a very good safety improvement for the intersection. Work is also proposed in front of the recreation area to improve parking. The asphalt will continue past the War Memorial. Works have been identified under the road safety improvement program and will not be sourced from VPA funds.

The Chair advised that Council had resolved to place on exhibition the Draft Singleton Community and Economic Development Fund Policy (Future Fund). Information can be found on the Council website.

MINUTES**Mount Thorley Warkworth (MTW) Voluntary Planning Agreement (VPA) Community Committee
11am 26 August 2019****7. Action List**

Pulse/ Action No	Meeting Date	Action	Responsible Officer	Due Date	Status
	26/08/2019	Amend Project Nomination form to include purpose of VPA.	Jodie Jeffery	30/09/2019	
	26/08/2019	Draft community newsletter: 1. Check on the progress of the draft community newsletter with Briony O'Hara; and 2. Circulate draft community newsletter to the Committee along with the draft minutes of meeting held 26 August 2019 or with further communication.	Mark Ihlein	18/11/2019	
	26/08/2019	Invitation to next committee meeting to be sent to representatives of Bulga Milbrodale Equestrian Complex.	The Chair	31/10/2019	
	26/08/2019	Mark to meet with Ian Hedley and the Chair of the Bulga Hall Committee to discuss access to both boards.	Mark Ihlein	31/10/2019	

MINUTES**Mount Thorley Warkworth (MTW) Voluntary Planning Agreement (VPA) Community Committee
11am 26 August 2019**

	26/08/2019	Recommendation for the allocation of funds for two signboards is to go to 16 September 2019 Council meeting.	Mark Ihlein	16/09/2019	
	26/08/2019	Provide accumulated interest report at the next committee meeting.	Mark Ihlein	18/11/2019	
	28/03/2019	Provide information to the committee on an Option Agreement at the next meeting for consideration.	Alan Andrews	Next committee meeting	Outstanding.
	28/03/2019	Provide confirmation that Council adopted the MTW VPA Community Committee Terms of Reference.	Jodie Jeffery	Next committee meeting	Completed by Mark Ihlein 26/08/2019.
	28/03/2019	Develop project proposal form template and install on Council website.	A McMahon	Next committee meeting	In progress. Shared at 26/08/2019 meeting.
	28/03/2019	Financial report be provided at the next committee meeting and be provided as a standard Agenda item.	Jodie Jeffery	Next committee meeting	Ongoing.
	28/03/2019	Agenda Item Proposed Bulga / Milbrodale Horse Riding / Recreation Grounds for next committee meeting to be added.	Jodie Jeffery	26/08/2019	Deferred at 26/08/2019 meeting to 18/11/2019.

MINUTES

Mount Thorley Warkworth (MTW) Voluntary Planning Agreement (VPA) Community Committee
11am 26 August 2019



	28/03/2019	Develop and provide community newsletter draft for discussion at the next meeting.	Mark Ihlein	26/08/2019	In progress. MI to follow up.
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Give a copy of form to attach to minutes
Other business item to be added

1. Next Meeting

- 18 November – 11am Committee room

The meeting closed at 12.37pm

Mark Ihlein.

Mark Ihlein

Director Planning & Infrastructure Services Group