

Crescent Head CAG Meeting

Minutes

Date: Thursday 13 February 2024

Venue: Crescent Head Community Hall

Time: 2:00pm – 5:00pm

Staff:

Michael Jackson (MJ) – Director Operations & Planning (Chair)

Liesa Davies – (LD) - Group Manager Community Partnerships (Facilitator)

Grant Dennis (GD) – Design & Investigations Manager (Project Lead)

Mick Hanly (MH) – Community Engagement Manager

Caro Szary (CS) - Group Manager Strategic and Asset Planning

Group Members:

Chloe Hobden-Welch	Lloyd Mather
Daniel Williams	Matthew Shannon
Fred Andrews	Pamela Bryant
Gail Ryan	Ross Foster
Jann Eason	Susie Hughes
Josh Dennis	Tom Vermeulen
Kerry Hudson	
Kempsey Local Aboriginal Land Council (KLALC) Representative	

Optional Attendees:

David Knights – Civile

Matt Ritson – Civile

Minute Taker: Lacey Treanor – Communications & Community Engagement Trainee

1. Welcome, Apologies & Introductions

The Facilitator opened the meeting at 2:03pm, acknowledged Country and discussed the meeting agenda.

Micheal Jackson, Josh Dennis, Pamela Bryant, Kerry Hudson and Llyod Mather were noted as an apology.

KLALC Representative was not in attendance.

2. Consideration of Previous Meeting Minutes

The minutes from the meeting on 22 October 2024 were confirmed.

3. Recap of previous meeting

Grant Dennis (Project Lead) provided a recap of discussions and points made during the previous meeting's design workshop.



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4. “Parking Lot” matters

The Project Lead provided a status update on matters which were placed in the ‘parking lot’ at previous meetings.

Parking Lot Matters	Previous Update 22 Oct 24	Today’s Update
Crown Land Management in key adjoining spaces	On hold	No further action. Interface to be considered in design. Closed.
Killick Creek Foreshore Pathway – request to be included in the scope	Deferred to November Council Meeting	Council resolved at the November Meeting to include the Killick Creek Foreshore and additional pedestrian route behind the Holiday Park into the CAG Terms of Reference. Closed.
Surf Life Saving Club (SLSC) remediation space – further information	On hold – For discussion at future meeting	On hold – For discussion at future meeting
Parking issues	Group members expressed concerns for parking matters that need addressing now and requested the CAG meet to discuss with relevant staff.	No discussed during recent meeting – 13/02/2025
Interim Works - Beautification of area over next couple years including shed removal, bins, landscaping and costs.	N/A New Item	Grants will be applied for as they become available.

5. Community Engagement Methods

The Facilitator provided a recap of the engagement methods that were and weren’t used during the public exhibition of the draft concept plan in late 2024.

Engagement Methods used included:

- VMS Board (2.5 weeks)
- Corflute Signs illustrating concept and how to provide feedback
- KSC “Your Say Macleay” Website and Council Comms support and media
- Country Club Community Briefing (55 attendees)
- Pop-up Engagements (Foreshore and markets) (112 attendees)
- CAG member promotion through their networks
- Letter Box Drop (Delivery did not occur)

The Facilitator thanked the CAG for their promotion of and participation in the community engagement conversations. The Facilitator discussed the disappointment and issues that occurred with letter box drop and thanked the CAG members who made Council aware that residents did not receive the letter box drop. It was noted that the Australia Posts investigation concluded that letter box drop did not occur, and Australia Post has credited Council with 862 letters for future letter box engagements (potentially the next phase of engagement on the final draft plan).

One member of the Group encouraged Council to consider additional/improved engagement methods in future, including a more user-friendly survey app (given community feedback that the



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Yours Say Macleay survey page/portal was too difficult to use), and more easily accessible hard copy surveys/documents. It was noted a review of the Your Say Macleay website capabilities was underway and further discussion on engagement methods would occur with the Group in planning the next phase of community engagement.

6. Engagement Overview

A representative from Civile presented the 'Your Say Macleay' data provided from community, by various graphs and charts. A printout paper copy was provided to the CAG members. The Group discussed the quantity of feedback received via various channels (website, face to face, written submissions).

- 780 page visits while on exhibition which is great interest, even if people visited more than once.
- 75 people per day visited the page.
- 58 surveys completed through 'Your Say Macleay'.
- 16 other submissions.
- 167 face-to face attendees
- Majority of surveys at 81% were completed by Crescent Head residents.

The majority of the group concluded that this was a reasonably high rate of engagement and were pleased with the result. Two members of CAG noted that there are some demographic segments who did not provide very much feedback. The facilitator agreed that it can be difficult to gain feedback from certain demographics but reassured CAG members that Council is always looking to improve engagement where these gaps are concerned.

Regarding further information from the youth demographic, a suggested solution was to include this group in future design elements, noting that the final plan will still have to go to exhibition for community review.

The Project Lead informed the group that during the face-to-face engagement a large percentage of people were already aware of the plans and well informed, showing good interest in and engagement on the topic. The majority of community during face-to-face were satisfied with the overall design.

The Group discussed the disappointment and issues that occurred with letter box drop and thanked the CAG members who made Council aware that residents did not receive the letter box drop. It was noted with the group that following Australia Posts investigation they concluded the letter box drop did not occur, and Australia Post has credited Council with 862 letters for future letter box engagements.

7. Community Engagement Results:

A representative from Civile facilitated discussion on the community feedback, breaking it down into key aspects of the draft concept.

Carparking:

A representative from Civile discussed the carparking survey results with 57% of community in support and 14.2% against. Face-to-face engagement also showed majority of community is supportive of the carpark layout.

CAG agreed that the Carparking layout is supported by community.

Noted that CAG agrees to discuss further the details of the carpark including:



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- Where disabled parking will be located (potential locations: near cafe, near the toilet block and Willow Street).
- Direction of the carparks (CAG divided over nose in or out parking spaces).
- Size of parking spaces.
- If trees could be added around the carpark to reduce 'hotspots'
- How the carparking will be policed.

Greenspace:

A representative from Civile discussed the greenspace survey results with 50% of community in support and 30% against. Face-to-face engagement showed community is in support of more trees, more shade and are supportive of the separation of greenspace and carpark location.

CAG agreed the greenspace in the plan is supported by the majority of the community and to proceed on that basis, although it was noted a minority of CAG members remained supportive of conceding greenspace for more carparks.

Drop Off Zone:

A representative from Civile discussed the drop-off zone survey results with 94.6% of community in support and 1.8% against.

The Group discussed concerns that the drop off zone could be misused and ultimately concluded that the drop-off zone:

- Could be shortened in length if compromise is needed with parking
- May need to be policed.
- Could be converted back to carparking spaces if unused or misused.

Surf Check Spot:

A representative from Civile discussed the surf check spot survey results with 51.8% of community in support of the western end near the Surf Club and 32.1% in support of the eastern end of the foreshore parking.

Discussions on the surf check spot included:

- If it stays at the western end how will council manage the ground levels to ensure visibility. Project Lead states that the ground will be raised above current carpark surface, therefore visibility will not be a problem.
- The surf check point also provides a primary function to allow turning for larger vehicles.
- A CAG member noted concerns that people will still use the turning circle at the end of the foreshore parking. Civile noted that there will be a pinch point at the start off the foreshore parking to reduce large vehicle access and as a deterrent to drive all the way down this dead-end section but acknowledged it will still happen.

The majority of the Group agreed that community is mostly in support of the surf check spot and to leave it at the western end as planned.

Skatepark:

A representative from Civile discussed the skatepark survey results with community in support of Baker Drive first, Willow Street second, and the Foreshore third. Face-to-face engagement showed support to keep a smaller skate themed area on the Foreshore for younger kids and a bigger option for teens and adults on Baker Drive.

Discussions included:



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- South Kempsey Pump Track as a good example of positively engaging a range of ages.
- Some support for the option of a playground with a small scooter/pump/skate area on the foreshore. CAG members were supportive of this idea, but some expressed concern regarding a lack of activities for 12-18 years old youth.
- Noted Rathmines Park (Lake Macquarie) with a climbing wall and good mix of activity for younger kids and older youth.
- A desire to see the Baker Drive option developed and showcased so that the community is aware of what could potentially be provided for the above 12-year-old demographic, while staff and Civile further develop the above option for the under 12-year-old demographic on the Foreshore.

Willow Street:

Representative from Civile discussed results of engagement regarding the Willow Street precinct and noted the majority of the community were supportive of the draft plan.

CAG discussions concluded that:

- Many properties in Willow Street are rentals/Airbnb rather than owner occupied, but further conversations would be required with owners on potential plans and minimising the impact on residents/tenants.
- Additional street parking needs to be reviewed.
- The open space and exercise equipment closer to the foreshore and hard structures (shelters/tables) set back from the water.
- Stairs/ramp to the creek need to consider strong tides and direction and railing to support entry and exit.

Pacific Street to Willow Street Path:

CAG reviewed the positive community feedback on the path from Pacific Street to Willow Street and agreed it added great value to the plan. Concerns regarding the potential for anti-social behaviour were noted and the group discussed options to address this including:

- Opening the space up.
- Adding lighting.
- Potential for timed access via a gate.
- Potential to offset the path closer to the holiday park side.
- Further consultation would be needed with the owners of surrounding properties.

8. Materials and Finishes

A representative from Civile presented the options for materials and finishes which had been included in the Crescent Head Public Domain Plan. CAG members noted they broadly supported the materials and finishes presented.

Discussions included:

- Potential for a structure or sculpture to bring people together and/or a yarnning circle to enhance community connectedness and including local Indigenous interpretation.
- Support for multifunctional uses.
- Majority of CAG agreed that a softer feel is better and would prefer the use of wood or stone over concrete.
- Preferred to keep profiles low to the ground.
- And retain a clear view.

9. Recreation Space Workshop



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A representative from Civile stepped through the options for each zone of the draft plan to explore the Group's input on the uses and fixtures/other requirements for the space.

Area 1: The play space:

- More harder structures.
- Need for the addition of shade structures and covered seating.
- BBQ structures are well used but are too exposed to the elements, CAG agreed this was important.
- Current bins create dead space where community will not sit – their future location should be carefully considered.

Area 2: The markets area:

- Keep it mainly open space with potential for some BBQ's and seating close by.

CAG agreed the current Public Domain Plan does a good job of representing the desired feel for Area 1 & 2.

Area 3&4: The Surf Club and Cafe area:

- Potential for formalised seating around the cafe.
- Shading that must not obstruct the view.
- Cannot have any permanent structures in a 20-metre radius around the Surf Club due to fire safety.
- Potential for BBQ's away from the foreshore at the back of area 4.

Area 5: The Foreshore area:

- People gather all along this area, with people also gathering and “hanging out” in groups at the golf course end.
- As per material and finishes discussion CAG agrees with the “lookout deck” with the consideration of a softer feel and edging (using wood instead of concrete).

CAG agreed with the feel of the current Public Domain Plan, noting that keeping the view clear is non-negotiable.

10. Wrap up and next steps

CAG agrees that community is already discussing finer details which show their support of the current draft and desire to be involved in finalising the plan.

Civile will further revise and develop the draft plan, and the CAG will reconvene in around 4 weeks to review the changes made.

A CAG member recommended the Group consider meeting on-site to consider the proposed amended carpark layout, surf check spot and other elements.

11. Next Meeting

To be confirmed

Location – Crescent Head Community Hall

