

Agenda

Heritage and Culture Advisory Committee

Date: 15 December 2021
Time: 3pm – 5pm
Location: Microsoft Teams
Chairperson: Jared Phillips, Section Manager Centres Planning and Urban Design
Coordinator: Jared Phillips, Section Manager Centres Planning and Urban Design

Item	Title	Responsibility	Time
1	Introduction: welcome, Acknowledgement of Country, apologies, disclosures of interest	Chairperson	3pm 5 minutes
2	Previous business: confirmation of minutes, review action log	Chairperson	3.05pm 10 minutes
3	Feedback on Street Design Manual	Senior Urban Designer / All	3.15pm 25 minutes
4	Update on Heritage Gap Analysis	Heritage Officer	3.40pm 10 minutes
5	Draft Heritage Strategy discussion	Heritage Officer / All	3.50pm 30 minutes
6	Review of Terms of Reference	All	4.20pm 20 minutes
7	Heritage Trail Project Update	Heritage Officer/ All	4.40pm 10 minutes
	General business	All	4.50pm 10 minutes
8	Close Next meeting: To be confirmed (2022)	Chairperson	

Action log

Heritage and Culture Advisory Committee



Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
52	7/10/2020	Another informal meeting (workshop) to be held for interested Advisory Group members with regard to progress of the Heritage Trails. Members from the Gosford Foundation Trust Management Committee to be invited to join workshop.	Heritage Officer / Meeting Support Officer	Kreenah Yelds noted potential for partnership with Newcastle Museum regarding development of mobile app (previously discussed with Bec Cardy) – invite Emma from Museum to workshop when planned. Workshop to be held early 2022.	Pending
56	29/09/2021	Members to reflect and provide feedback on what makes a place special, with regard to developing the Street Design Manual and palettes for areas.	Members	9/11: Reminder sent to members 17/11: Reminder sent to members No feedback received	Pending
57	29/09/2021	Meeting Support Officer to send another reminder about feedback for Heritage Gap Analysis to members ahead of next meeting.	Meeting Support Officer	8/10: Reminder sent to members 9/11: Reminder sent to members 17/11: Reminder sent to members No feedback received	Complete
58	29/09/2021	Staff to prepare a draft revision of the Terms of Reference and distribute to members for discussion at the next meeting.	Unit Manager Strategic Planning/Heritage Officer	Draft shared with staff for review. Will be circulated to members ahead of 15 December 2021 meeting	Pending
59	29/09/2021	Staff to share live list of events with members that can be edited and updated with comments.	Meeting Support Officer/Heritage Officer	17/11: Event list shared with members via SharePoint	Complete

Action log

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Action Number	Meeting Date	Action	Responsible Party	Action Update	Status
60	29/09/2021	Jared Phillips to follow up on matters relating to Fairview Homestead and update member directly.	Section Manager Centres Planning and Urban Design	Jared met with Joseph Murray online 1/10/21	Complete
61	29/09/2021	Bec Cardy to provide Heritage Strategy examples for member review in preparation for discussion at next meeting.	Heritage Officer	17/11: Examples provided to members via email and added to agenda for 15 December 2021	Complete