



Meeting Minutes

Patonga Crown Reserves and Dark Corner Cottages Plan of Management Community Reference Panel (CRP) Meeting

Thursday, 15 August 2013
3.00 – 5.00 pm
Patonga Community Hall

Present:

CRP Member	Initials	Representing
Stewart Veitch	SV	Crown Lands
Rob Micheli	RM	Crown Lands
Colleen Worthy-Jennings	CWJ	Gosford City Council
Karen Tucker	KT	Gosford City Council
Katherine Bridekirk	KB	Gosford City Council (Minutes)
Andrew Minto	AM	Patonga Beach Progress Association
Philip Doughty	PD	Patonga Beach Progress Association
Dain Simpson	DS	Patonga Community
Mark Zwan	MZ	Patonga Community

Apologies:

Kim Radford (KR), Phil Moore (PM)

Gosford City Council

1. Introductions

All members of the CRP introduced themselves, and provided a brief background of their qualifications/interests.

SV advised that the Deputy Premier is happy to see the formation of the CRP and would prefer that consensus is reached by the panel wherever possible. All CRP members indicated their commitment to seek consensus.

2. Overview

a) Terms of Reference (TOR)

The draft TOR had been circulated prior to the meeting to all CRP members and necessary amendments were incorporated into the final version which was provided prior to all members. The dates and venues are unchanged, however meetings will now commence at 2:30pm.

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b) Minutes

i) Responsibility

The responsibility for taking the Minutes rests with Council.

ii) Circulation

The responsibility for circulating the Minutes rests with both Council and Crown Lands. The agreed timeframe for the circulation of the Minutes to CRP members is by COB the Monday after the meeting (in this case, 5pm Monday, 19 August 2013). CRP members are to review the Minutes and email any requested amendments to KB by 12 midday on the Wednesday after the meeting (in this case, Wednesday, 21 August 2013).

iii) Council Website

The responsibility for placing the Minutes and tabled attachments on Council's website rests with Council. CWJ advised it is reasonable to have the Minutes and tabled attachments loaded onto Council's website by the following Friday (in this case, Friday, 23 August 2013).

iv) Standard Items – Accepting of previous Minutes, action lists, etc

An action table is attached at the end of the Minutes, detailing the item numbers, issues, responsibilities, completion target and completion date.

3. Community Submissions Review – Summary documents to be tabled

a) Review of Community Submissions – Background Document

This document was emailed to the CRP prior to the meeting, and included topics such as an overview to the submission review process, explanatory notes on categorisation (including planning precincts, major strategies, and identified themes). All CRP members agreed this document was easy to read and understand.

b) Submission Objections Summary Table

This document was emailed to the CRP prior to the meeting. RM provided an explanation on how this document tied in with the draft Plan of Management, and the A3 document, Summary of Community Submissions on Action Plan. RM agreed to number the 'Management Action or Issue' column categories so that they aligned with the relevant management strategy headings in the draft plan.

c) Submission Endorsements Summary Table

This document was emailed to the CRP prior to the meeting. RM provided an explanation on how this document tied in with the draft Plan of Management, and the A3 document, Summary of Community Submissions on Action Plan. As per above, RM agreed to number the 'Management Action or Issue' column categories so that they aligned with the relevant management strategy headings in the draft Plan of Management.

d) Proposed Structure of CRP – ie how we break the process into manageable sections.

RM provided an A3 document to the CRP, Summary of Community Submissions on Action Plan, and explained how this tied in with the draft Plan of Management, the Submission Objections Summary Table, and the Submission Endorsements Summary Table.

After discussion amongst all CRP members, it was decided that the best way forward would be to deal with the issues in each precinct as we come to them. SV clarified that the CRP is only to be concerned with identified parcels of Crown Land.

It was determined that, at this stage, the CRP would work through the documents precinct by precinct. It was agreed by general consensus that the CRP would also consider any relevant policy, legislative requirements or other relevant information that was considered to have been omitted throughout the precinct analysis, including any impact and/or relation to other precincts. In response to concern by community representatives of being locked into this process SV advised the resolution could be amended later.

SV advised that any issues of Law etc identified during the process would be taken on board by Crown Lands/ Council, dealt with over the next month and the results presented to the committee at the next meeting. Any unresolved issue would carry over to the next meeting until resolved.

RM agreed to number the pages and 'Individual Issues' column for ease of reference and resend to CRP members.

4. General Business

a) General questions or additional items – around the table

- i. AM raised the issue of baseline data. He advised the community believes that the basis of the plan is flawed. SV asked for specific details and the example provided was whether the cadastral boundaries had been properly identified. SV advised that all Crown lands subject to the plan were Crown lands that can be dealt with under the plan of management to determine future uses and management options. SV noted concerns raised by AM regarding non-compliance with the designated uses of the reserves or the encroachment of structures or uses over boundaries as matters that could be resolved at his direction. There will be opportunity during the review of each precinct to raise any concerns regarding baseline data for that precinct to ensure it is investigated where necessary.
- ii. PD provided a hard copy document to all CRP members (attached), Submission on Identified Themes No 18, 15 and 9. After discussion amongst all members of the CRP, it was determined that individual issues would be addressed as the CRP came to them on the Precinct based review. The community and association representatives agreed to this approach being followed on a trial basis and it was deemed that this approach could be reviewed if necessary.
- iii. SV advised the Deputy Premier had requested that Dark Corner be resolved in the first instance and separated from the Plan. Crown Lands will determine the process by which this is to be achieved (for discussion by the CRP). DS advised the removal of Dark Corner from the Plan has the support of the community.
- iv. PD suggested contacting Peter Crook for advice if necessary on any items specific to Dark Corner as he has assumed the role of the Dark Corner resident's spokesperson from Kevin Doughty. PD will contact Kevin and Peter seeking this in writing.

- v. Discussion took place regarding issues relating to Dark Corner as a test run to determine the best process for reviewing the plan. Whilst no decisions on Dark Corner were made, the process for review was refined and it was agreed that the documentation summaries provided should be numbered more clearly to allow easier reference and connection to the draft plan. The CRP could then consider Dark Corner in more detail for discussion at the next meeting.
- vi. DS raised the issue of the suitability of a museum being mentioned for Dark Corner in the draft Plan of Management. SV advised that aspirations in the draft Plan of Management are not identified actions. RM advised that the action in the plan indicated that a development application would first be required and it was only an example and not a commitment. DS asked, by way of example, was it still appropriate to retain such an obviously impractical component in the Plan when it would never be likely to occur.
- vii. RM advised about a letter sent to Crown Lands and cc'd to the CRP from a community member concerned that there may be flaws or errors in the submission review process. RM noted that any comments on the documentation that community CRP members circulate to the community for their information/comment should be channelled back through the community representatives to be raised at the CRP meeting for consideration and follow up. A response has been provided from Crown Lands in this instance to CRP members to respond and demonstrate that the review process is sound.

b) Items for next Agenda

Stewart asked the CRP to advise how they wished to address the issues going forward. It was determined that the precincts would be split for a more detailed analysis as follows:

Thursday, 19 September 2013	Precinct A and Precinct F
Thursday, 17 October 2013	Precinct C
Thursday, 21 November 2013	Precinct B
Thursday, 12 December 2013	Precinct D & E
Thursday, 16 January 2014	Wrap up

The next meeting will be held in the Councillor's Lounge, Level 1, Council Chambers, between 2:30 – 5:00pm on Thursday, 19 September 2013.

5. Close

The meeting was closed at 5.12 pm.

Action Table

Meeting & action number	Item number (from minutes)	Issue	Responsibility	Completion Target	Completion Date
1.1	2. b) ii)	Council/Crown Lands to circulate minutes for CRP review.	KB KR RM	5pm - 19/8/13	19/8/13
1.2	2. b) ii)	CRP to provide minute taker with any changes.	All CRP	12pm - 21/8/13	21/8/13
1.3	2. b) iii)	Council to provide minutes on website and advise CRP of link.	KB KR	23/8/13	
1.4	3. b)	The Submission Objections Summary Table - 'Management Action or Issue' column categories to be numbered to align with the relevant management strategy headings in the draft plan.	RM	23/8/13	
1.5	3. c)	The Submission Endorsements Summary Table - 'Management Action or Issue' column categories to be numbered to align with the relevant management strategy headings in the draft plan.	RM	23/8/13	
1.6	3. d)	Pages to be numbered on 'Summary of Community Submissions on Action Plan' (A3 document) and column 'Individual Issues' to also be numbered for ease of reference.	RM	23/8/13	19/8/13
1.7	4. a) iv)	PD to seek confirmation in writing that Peter Crook will replace Kevin Doughty as Dark Corner resident's spokesperson.	PD	19/9/13	19/8/13
1.8	4. a) v)	CRP to review Dark Corner Precinct Management Strategies and Actions from the draft plan for discussion of recommended changes at next meeting.	All CRP	19/9/13	
1.9	4. a) vii)	Response to community member concern of errors in the review process to be emailed to CRP members for their information and dissemination to individual.	RM	23/8/13	19/8/13
1.10	4. b)	CRP to review Precinct A & F and bring their requested change of wording/suggested additions	All CRP	19/9/13	

		to Management Strategies and Actions the next meeting.			
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