

MINUTES - RETAIL SUB-PROJECT STEERING COMMITTEE

Meeting: Retail Sub-Project Steering Committee – No 12

Venue: Level 7 Conference Room, 2 Bell Street

Date: 16 June 2021 (11:00 AM – 12:15 PM)

Members:	James Hepburn (Chair) (JH); Sean Madigan (GM C&P) (SM); Greg Thomas (Project Manager) (GT)	
Observers:	Councillor Marnie Doyle, Councillor Nicole Jonic, Karyn Sutton (KS), Nicole Denman, Brent McKay (BM)	
Apologies:		
Chair / Minutes:	Chair – James Hepburn Minutes – Nicole Denman	
No.	OFFICER	DESCRIPTION
1	JH	Attendance / Apologies
2	JH	Previous Minutes & Actions Arising
3	JH	Workshops <ul style="list-style-type: none"> • Outcomes of May/June 2021 Councillor Workshops • Strategic Workshop with Economic and Community Development <ul style="list-style-type: none"> ○ Vision for Ipswich Central (City Centre & Top of Town)
4	JH	Retail Leasing <ul style="list-style-type: none"> • Leasing <ul style="list-style-type: none"> ○ Overview of AFL documentation preparations ○ New leasing interests • Cinema EOI/RFT status <ul style="list-style-type: none"> ○ RFT release imminent
5	GT	Retail Redevelopment <ul style="list-style-type: none"> • Metro B/Eats – status • Commonwealth Hotel – status <ul style="list-style-type: none"> ○ Proposed extension supported ○ AFL and DA under preparation ○ Procurement options for D&C contract under consideration ○ Liquor Licence/Gaming Licence
6	KS	Precinct Activation and Events <ul style="list-style-type: none"> • Upcoming 2021 activations and events • Stakeholder Engagement <ul style="list-style-type: none"> ○ Website to be updated ○ Wayfinding/signage improvement process (implementation approx. 3 months away) ○ Resident focused video proposed (Nicholas St) 1.7.21 ○ Awards submissions
7	JH/KS	Precinct Management <ul style="list-style-type: none"> • Precinct management looking forward • Children's Library/1 Nicholas St opening 28.6.21 <ul style="list-style-type: none"> ○ Preparations on track • Precinct team management meeting (PMCG) <ul style="list-style-type: none"> ○ Established and meeting monthly ○ Preparation of Operations Guide commenced • NSP occupier's forum status • CBD Business Briefing 22.6.21

No.	OFFICER	DESCRIPTION
8	GT	Procurement <ul style="list-style-type: none"> Commercial(/retail) leasing agency <ul style="list-style-type: none"> Finalising scope to engage Commercial Leasing Agent (with a retail competency) Marketing support, social media communications, - briefing to get top line oversight.
9	JH	Financials <ul style="list-style-type: none"> Status of economic modelling
10	GT	ICRC/Council Reports for July 2021 <ul style="list-style-type: none"> RSPSC June 2021 Report Events and Activation Report June 2021
11	GT	Ministerial Exemptions <ul style="list-style-type: none"> Next quarterly report – due late June 2021 Next half yearly report – due late July 2021
12	GT	General Business <ul style="list-style-type: none"> Cribb and Foote Lane works <ul style="list-style-type: none"> Civil works completed - lighting outstanding Historical laneway issues under investigation Car Park <ul style="list-style-type: none"> Patronage patterns Nicholas Street safety management – Ongoing issues and responses
13	JH	Next Meeting – 21 July 2021