



**Minutes - Pre-tender meeting St Leonards Public Domain Strategy  
Monday 8 July 2002, Supper Room, North Sydney Council at  
10am**

1. Felicity Lawrence – Co-ordinator of project
2. Purpose of Meeting - general overview of the project and opportunity to clarify any questions
3. General overview –
  - (i) Purpose of Project - Prepare a Public Domain Strategy for St Leonards to facilitate the upgrade of public domain in St Leonards.
  - (ii) Includes Master Plan & Plan of Management.
  - (iii) The brief states what these Plans will contain
  - (iv) The Master Plan is the detailed design drawing and the Plan of Management is the supporting document, which contains the cost schedule and funding structure of proposed work. Includes an asset management report for ongoing maintenance
  - (v) Master Plan & Plan of Management is to achieve the objectives set out in the Brief.
  - (vi) Brief and Background document contain reasons why Council is wanting to undertake public domain upgrade
  - (vii) The Background document contains relevant information pertaining to St Leonards such as location details, future development, some recent approvals and the scale of these approvals, existing recreation, positive streetscape elements, specific areas that need to be considered in more detail and recommendations from previous studies. Copies of previous studies are available at Council's Customer Service Centre for perusal.

The Process will involve:

- (i) High level of consultation with Council staff  
(regular meeting every 2 weeks for about ½ hour)
- (ii) Account for 3 Public meetings including an initial meeting to discuss the current issues, and a meeting at the concept and exhibition stages of project. Precincts will invited to attend
- (iii) Account for 4 St Leonards Streetscape Committee meetings (includes local developers, businesses, representatives from Council etc)
- (iv) Account for a meeting with Councillors prior to the exhibition

Council is undertaking the community consultation

4. Question and Answer session:

Question 1: Who will run the public meetings?

Answer: Council will facilitate the public meetings. The successful Consultant will have to present their proposal at Public meetings, Streetscape meetings and subsequent Council meetings.

Question 2: What is the timeframe for the project?

Answer: The timeframe is **4 months**.

Submissions have to be in accordance with Council's Tender Policy available on the Councils website [www.northsydney.nsw.gov.au](http://www.northsydney.nsw.gov.au).

**Project Tasks:** 3 stages

**24 July 4pm tender closes** submissions are to be placed in the tender box at Council's Customer Service Centre before that time

Once a consultant has been chosen - **Project start 6 August**

A meeting will be arranged to refine the project

Council will provide results of the survey

Council will provide feedback from the public meeting (8 August)

Council will provide feedback from the St Leonards Streetscape Committee meeting (7 August)

**Stage 1 – (4 weeks) - Concept**

- Involve collate base information mapping dept
- Consider recommendations from previous studies
- Undertake an assessment of St Leonards
- Draft concept plan addressing issues and identifying new opportunities for Public Domain
- Public meeting at this stage (27 August)

**Stage 2 (4 weeks) - Draft Master Plan & Plan of Management**

- Scale drawings showing design of footpath & treatment and detailed design of identified areas
- Draft Plan of Management
- Supporting doc include estimated costs, asset mgt report & funding structure to implement Master Plan
- Public Exhibition marks at this end of this stage exhibition 28 day (**start 3 October – 31 October**)

**Stage 3 (3 weeks) Final stage**

- Formulating draft plans into a Final Master Plan & Plan of Management
- Incorporate changes required by Council following exhibition and community consultation
- Plans ready for Council meeting (9 December) marks end of this stage (Consultant deadline (22 November). However, there may be some minor amendments following Council meeting

Question 3: Where can the information about the Tender be found?

Answer: The information on the St Leonards Tender can be found in two places on Council's website under the header 'what's on', 'what's new' or 'work with us', 'current tenders'.

- Question 4: How often will the St Leonards Streetscape Committee meet?  
Answer: Once a month – the meeting dates are still to be confirmed. The first meeting is scheduled for 1 August.
- Question 5: Is there any relationship with the other streetscape projects in the area?  
Answer: There is no direct relationship however consideration is needed for how surrounding projects integrate with proposed development in St Leonards. The Crows Nest Mainstreet Committee, which will need to be consulted and plans are being considered for the upgrade of Mitchell Street Plaza in St Leonards.
- Question 6: Will there be any involvement from the surrounding council's?  
Answer: Willoughby City Council and Lane Cove Municipal Council have been invited to attend the St Leonards Streetscape Committee meetings.
- Question 7: Is the transition from one area to the other important for the Master Plan?  
Answer: The Master Plan should consider how new design will integrate with surrounding areas.
- Question 8: Should transport issues be taken into account?  
Answer: Yes, a transport study was undertaken in 1999 by PPK, which covered the whole local government area. Recommendations of this study are covered in the Background document and a copy is available for perusal at Council's Customer Service Centre.
- Question 9: What is the likely costing of the overall proposal?  
Answer: A range for the fee proposal was discussed, however it was noted that a competitive fee structure is part of the assessment criteria.
- Question 10: Does North Sydney Council have any money in its budget for the first stage of the proposal?  
Answer: There is some funding available. The proposed Plan of Management is to suggest possible funding avenues and ongoing maintenance.
- Question 11: Should there be consistency between the surrounding areas and St Leonards?  
Answer: There should be consistency between new development at St Leonards and surrounding areas. There should be integration between areas whilst maintaining an identity for St Leonards. The proposal should make better use of the current public domain and identify opportunities for new areas.

The pre-tender meeting closed at 10:45am