

CPRRA Committee Meeting Minutes – 16 August 2026

Attendance

Rohan Brown (chair)	Y	Pete Muskens	Y
Leone Thiele	Y	Jill Maddock	Y
Paul Byrne	Y	Geoff Glare	Y
John Godfrey	Y	Kathy Hill	Y
Siobhan Hogan	A	Dale Killen	A
Marci Katz	A	Cathy Phillips	A
Katanya Hedrick	Y		

Y = Attended in Person, Z = Attended Online, A = Apology, N = Non-attendance

1. **Welcome:** Rohan gave an acknowledgement of country and welcomed members to the meeting.
2. **Minutes** from June meeting confirmed out of session
 - A. **Outstanding Actions Arising from Previous Minutes**
See Action List below.
3. **Planning and Infrastructure:**
 - A. Overflow parking at Caravan Park – **Action Item: Include concerns in communication to BCSC.**
 - B. Nardoo Street traffic management – Communication from Bruce and Libby Christison.
Action Item: Jill to draft response to Christisons and send to Rohan indicating concerns noted and traffic counts could ascertain the extent of the problem.
 - C. CPRRA support for Fulton Road link to shared path: request from CP Cycling Group, already included in previous communication to BCSC.
 - D. Cape Paterson proposed commercial centre structure plan – Roll to October meeting
 - E. Yallock-Bulluk Coastal Trail Update – Progress update for information only.
4. **Biodiversity:**
 - A. Cassia Street – Quote for spraying from Envirogain. Grant received from BCSC Quick Grants which will cover the \$2,200 cost with GST offset. **Action Item: Leone to apply to Wonthaggi Seed Bank for grant to purchase stakes, guards and plants following spraying.**
 - B. Grants – Wheen Bee – Unsuccessful.
 - C. Working bees – Pete advised four attendees at July working bee where 300 plants were planted above the boat ramp. Ten attendees participated at 16 August working bee where another 300 plants were planted in Cassia Street Reserve. Thank you to the Tennants for hosting post working bee lunch on 16 August. September working bee will be planting west of CPSLSC.
Action Item: Pete to obtain information on Cassia Street road reserve from BCSC.
 - D. Birdlife Working Bee: **Action Item: Leone to contact Birdlife regarding a joint working bee with CPRRA.**
 - E. Birdlife morning tea at WLSC on 11 September: **Action Item Pete to assist Leone.**

5. Wellness:

- A. CPC Playgroup: Two fathers attended the August Playgroup. Committee approved booking Community Hall to end of 2026 and for 2027. Concerns raised regarding lack of removal of damaged chairs by BCSC. No response has been received despite two communications.
Action Item: Leone and Rohan to discuss.
- B. Quick Response Grant from BCSC for AV equipment: Postpone application to 2027 when CPRRA will become eligible to apply.
- C. Communication from Jordan Crugnale re Community Gems – no suggestions given short time frame for nomination.
- D. Proposed pharmacy in Cape Paterson: **Action Item: Rohan to respond indicating CPRRA would not be involved in supporting the proposal.**
- E. BCSC application for funding for design of CP Rec Centre outdoor upgrade: for information of Committee. If successful community consultation would occur.

6. Governance and Communication

- A. Treasurer's report and financial statements – received.
- B. Applications for Membership approval – no new applications received.
- C. Communication and stakeholders
 - i. AGM date and speaker: Proposed date 16 January 2027. **Action Items: Kathy to book Community Hall, Kathy and John to liaise re developing a brief prior to approaching Brendan Condon to be guest speaker. Action Item: Leone, Katanya and Jill to discuss catering for AGM.**
 - ii. Web and email project update. For Committee's information on progress. Committee commended Kathy on the work she has done to bring this to fruition.
 - iii. Newsletter: Topics and Timing: Postponed until post October meeting when new branding will be rolled out.
 - iv. Facebook and Instagram: Marci has established Instagram but has been unable to link to Facebook. **Action Item: Pete to assign administrator rights of Facebook to Marci.**
 - v. State Election: **Action Item: Following October meeting request to be sent to local candidates to provide a short blurb on how they would support Cape Paterson if elected.**
 - vi. Unpredicted AusNet outage – notifying the community of the services available at the Community Hall: Suggestions to use sandwich board as well as notice on Neighbour Nextdoor.

7. Next Meeting

Scheduled for 10 October.

The meeting concluded at 3.00 pm.

Actions Arising from Previous Meetings – Updated 16 August 2026

Complete		In Progress			
Date	Topic	Action	Person/s Responsible	Status	Follow up
14/02/26	Bollards on Surf Beach Road to prevent parking across pedestrian walkway	Paul to draft communication to BCSC and forward to Rohan. Overflow parking issues from caravan parks to be included in the same communication.	Paul/Rohan		
11/04/26	Shared path link along Fulton Road	No further information has been ascertained. Pete wants to walk the proposed path prior to contacting BCSC. This could also be linked in with proposed planning for Community Recreation Centre. Paul to be involved in discussions and communication.	Pete/Paul		
13/06/26	Accessibility to V-line bus stops	Communication be sent to candidates in the November State Election	Rohan		
13/06/26	Bike lanes on Cape Paterson/Wonthaggi Road, lack of response from Department of Transport and Planning (DTP)	Write to Jordan Crugnale and copy in Luke Bryant and ward councillors	Rohan		
13/06/26	Wheen Bee Grant	Apply for grant and purchase required plants – given lack of communication it appears this was unsuccessful	Leone/Pete	Complete 18/07/26	
13/06/26	Night sky: Possibility of a pilot programme with the eco village in conjunction with AusNet	John contacted AusNet and ascertained this will not proceed.	John		
13/06/26	Tiny Town grant to provide AV equipment for the community hall	Possibility of policy change post 11/2026 election, grants may no longer be available. Postpone until 2027 and apply to BCSC for a Quick Grant	Kathy		
13/06/26	IT Migration and Rebranding Project	Work with Blue Vapours	Kathy and Jill	In progress	

Complete		In Progress			
Date	Topic	Action	Person/s Responsible	Status	Follow up
13/06/26	Facebook and Instagram	Provide new CPCP poster to Marci	Leone		
13/06/26	Shared path on Seaward Drive	Include in communication to BCSC	Rohan	Complete – 24/6/26	