

Manly Council

Minutes

Planning and Strategy Committee

Held at Council Chambers, 1 Belgrave Street Manly on:

Monday 3 November 2008

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TO THE MAYOR AND COUNCILLORS OF THE COUNCIL:

The Planning and Strategy Committee, having met at 7:40pm on Monday 3 November 2008, in the Council Chambers, Town Hall, Manly, to consider the various matters referred to it, now reports the decisions reached and the recommendations made which are stated hereunder.

PRESENT

Her Worship, The Mayor, Councillor Jean Hay AM
Councillor A Heasman, Deputy Mayor
Councillor B Aird
Councillor H Burns
Councillor L Elder
Councillor C Griffin
Councillor A Le Surf
Councillor R Morrison, Chairperson, who presided
Councillor D Murphy, Deputy Chairperson
Councillor M Norek
Councillor C Whitting

ALSO PRESENT

Henry T Wong, General Manager
Stephen Clements, Deputy General Manager, Executive Manager Environmental Services
Amanda Spalding, Deputy General Manager, Strategy and Strategic Projects
Ross Fleming, Divisional Manager Corporate Services
Anthony Hewton, Divisional Manager, Corporate Planning & Strategy
Liz Rich, Minute Taker

APOLOGIES

Apologies were tendered on behalf of Councillor Macdonald for non-attendance.

MOTION (Hay / Whitting)

That the apology received from Councillor Macdonald be accepted and leave be granted.

PS77/08 RESOLVED: (Hay / Whitting)

That the apology received from Councillor Macdonald be accepted and leave be granted.

For the Resolution: Councillors Hay, Elder, Heasman, Whitting, Murphy, LeSurf, Morrison, Norek, Griffin, Aird and Burns

Against the Resolution: Nil.

DECLARATIONS OF PECUNIARY / CONFLICT OF INTEREST

Name:	Item Number:	Nature of Interest:
Councillor Griffin	General Managers Division Report No.27 – Compulsory Acquisition of 38 Stuart Street	Lives in street under discussion.
Councillor Elder	General Managers Division Report No.27 – Compulsory Acquisition of 38 Stuart Street	Has personal/business relationship with residents at No.40 Stuart Street

At 7.44pm, Councillors Griffin and Elder reaffirmed their interest in General Managers Division Report No.27 – Compulsory Acquisition of 38 Stuart Street, and left the Chamber.

GENERAL MANAGERS DIVISION

General Managers Division Report No. 27

Compulsory Acquisition of No. 38, Stuart Street, Little Manly**SUMMARY**

On 12 May 2008 Council resolved in the Closed Meeting of the Planning and Strategy Committee to submit an application to the Minister for Local Government to compulsorily acquire 38, Stuart Street, Little Manly, for the purpose of Open Space.

In accordance with the resolution an application was made to the Minister for Local Government. The Director-General wrote to the General Manager in a letter received on 16 September 2008 to explain that the Council's resolution was insufficient as it did not contain an authorisation for making application to the Governor for approval as 'both the Minister's and the Governor's approval is required for this compulsory acquisition to proceed,' and that 'a fresh resolution will be required that specifically authorises the making of an application for approval from both the Minister and the Governor.'

This report requests Council to consider whether or not to make a fresh resolution if it wants the compulsory acquisition application to proceed.

PROCEDURAL MOTION (Hay / Burns)

That two people against and two people for the recommendation be allowed to address the meeting.

PS78/08 RESOLVED: (Hay / Burns)

That two people against and two people for the recommendation be allowed to address the meeting.

For the Resolution: Councillors Hay, Heasman, Whitting, Murphy, LeSurf, Morrison, Norek, Aird and Burns

Against the Resolution: Nil.

PUBLIC ADDRESSES

The following persons addressed the meeting in relation to this item:

Against the Recommendation: Mr Tom Lane
Mr Ray Mathieson

For the Recommendation: Mr Ewald
Jeannine Kitson, on behalf of NSW National Trust

MOTION (Hay / Burns)

1. Council authorises the General Manager to make an application as soon as possible to the Minister of Local Government and the Governor of NSW through the Director-General of the Department of Local Government, to compulsorily acquire No. 38 Stuart Street for the purpose of open space under s186 of the Local Government Act 1993 (NSW), and in accordance with the Land Acquisition (Just Terms Compensation) Act 1991 (NSW). This site is zoned 6(b) (i) Open Space in the Manly LEP 1988.
2. While Council awaits the advice of the Governor and Minister for Local Government, the matter be referred to a community engagement process, which is a requirement of the new Integrated Strategic Planning Framework for local councils. The outcome from the community engagement process together with the advice of the Governor and the Minister be reported back to Council for a final decision.

AMENDMENT (Norek)

1. Council authorises the General Manager to make an application as soon as possible to the Minister of Local Government and the Governor of NSW through the Director-General of the Department of Local Government, to compulsorily acquire No. 38 Stuart Street for the purpose of open space under s186 of the Local Government Act 1993 (NSW), and in accordance with the Land Acquisition (Just Terms Compensation) Act 1991 (NSW). This site is zoned 6(b) (i) Open Space in the Manly LEP 1988.
2. While Council awaits the advice of the Governor and Minister for Local Government, the matter be referred to a community engagement process, which is a requirement of the new Integrated Strategic Planning Framework for local councils. The outcome from the community engagement process together with the advice of the Governor and the Minister be reported back to Council for a final decision.
3. A financial analysis report be prepared on the proposed acquisition and subsequent remediation works.

The Amendment **LAPSED** due to a lack of a seconder.

PS79/08 RESOLVED: (Hay / Burns)

1. Council authorises the General Manager to make an application as soon as possible to the Minister of Local Government and the Governor of NSW through the Director-General of the Department of Local Government, to compulsorily acquire No. 38 Stuart Street for the purpose of open space under s186 of the Local Government Act 1993 (NSW), and in accordance with the Land Acquisition (Just Terms Compensation) Act 1991 (NSW). This site is zoned 6(b) (i) Open Space in the Manly LEP 1988.
2. While Council awaits the advice of the Governor and Minister for Local Government, the matter be referred to a community engagement process, which is a requirement of the new Integrated Strategic Planning Framework for local councils. The outcome from the community engagement process together with the advice of the Governor and the Minister be reported back to Council for a final decision.

For the Resolution: Councillors Hay, Heasman, Whitting, Murphy, LeSurf, Morrison, Norek, Aird and Burns

Against the Resolution: Nil.

At 8.44 Councillor Elder returned to the Chamber.

PROCEDURAL MOTION (Hay / LeSurf)

That the recommendations of the following items on the Agenda be block voted for adoption as there is no debate or questions for staff:

Planning and Strategy Division Report No.29 – Little Penguin Recovery Program 2007/08
Planning and Strategy Division Report No.30 – Nomination of Manly Ocean Beach as a National Surfing Reserve
Planning and Strategy Division Report No.31 – Transfer of Land in Castle Circuit, Seaforth to Minister for Planning.

PS80/08 RESOLVED: (Hay / LeSurf)

That the recommendations of the following items on the Agenda be block voted for adoption as there is no debate or questions for staff:

Planning and Strategy Division Report No.29 – Little Penguin Recovery Program 2007/08
Planning and Strategy Division Report No.30 – Nomination of Manly Ocean Beach as a National Surfing Reserve
Planning and Strategy Division Report No.31 – Transfer of Land in Castle Circuit, Seaforth to Minister for Planning.

For the Resolution: Councillors Hay, Elder, Heasman, Whitting, LeSurf, Morrison, Norek, Aird and Burns

Against the Resolution: Nil.

Councillors Griffin and Murphy were not in the Chamber when the voting took place.

PLANNING AND STRATEGY DIVISION

Planning And Strategy Division Report No. 29

Little Penguin Recovery Program 2007/08

SUMMARY

Council continued to participate, along with other stakeholders, in the Little Penguin Recovery Program during 2007/08.

Projects and activities undertaken as part of this program have included; Recovery Team meetings, ongoing monitoring for the 07/08 breeding season, ranger patrols of key Little Penguin breeding areas, management of the Manly Wharf and Manly Pavilion / Federation Point breeding sites, training of Penguin Warden Volunteers, community education undertaken by the Wardens at breeding sites, review and conditioning of development applications within the Little Penguin habitat area, installation of nest boxes and micro-chipping of penguins to name a few.

This report focuses on the monitoring results from the 2007/08 breeding season, which in summary concluded that 2007/08 was a successful season particularly when compared to the natural variation of previous seasons.

MOTION (Hay / LeSurf)

That Council receive and note the report on monitoring results from the 2007/08 Little Penguin Recovery Program.

PS81/08 **RESOLVED:** (Hay / LeSurf)

That Council receive and note the report on monitoring results from the 2007/08 Little Penguin Recovery Program.

For the Resolution: Councillors Hay, Elder, Heasman, Whitting, LeSurf, Morrison, Norek, Aird and Burns

Against the Resolution: Nil.

Councillors Griffin and Murphy were not in the Chamber when the voting took place.

Planning And Strategy Division Report No. 30

Nomination of Manly Ocean Beach as a National Surfing Reserve

SUMMARY

The Ocean Beach Community Precinct Committee has called for Council to pursue the declaration of Manly Ocean Beach as a National Surfing Reserve. Considerable support has been advocated from a range of stakeholders including State Member for Manly Mike Baird who is establishing a Committee to further progress the nomination.

MOTION (Hay / LeSurf)

That Council endorse staff to further pursue the nomination of Manly Ocean Beach as a National Surfing Reserve.

PS82/08 **RESOLVED:** (Hay / LeSurf)

That Council endorse staff to further pursue the nomination of Manly Ocean Beach as a National Surfing Reserve.

For the Resolution: Councillors Hay, Elder, Heasman, Whitting, LeSurf, Morrison, Norek, Aird and Burns

Against the Resolution: Nil.

Councillors Griffin and Murphy were not in the Chamber when the voting took place.

Planning And Strategy Division Report No. 31

Transfer of Land in Castle Circuit, Seaforth to Minister for Planning

SUMMARY

This report seeks the Seal of Council to affect a Deed of Agreement between the NSW Minister for Planning and Manly Council to the transfer of a parcel of closed road at Castle Circuit, Seaforth (adjoining Wakehurst Parkway).

MOTION (Hay / LeSurf)

That the Seal of Council be affixed to the document effecting the transfer of land identified as Lot 100 in DP1125884, from Manly Council to the NSW Minister for Planning.

PS83/08 **RESOLVED:** (Hay / LeSurf)

That the Seal of Council be affixed to the document effecting the transfer of land identified as Lot 100 in DP1125884, from Manly Council to the NSW Minister for Planning.

For the Resolution: Councillors Hay, Elder, Heasman, Whitting, LeSurf, Morrison, Norek, Aird and Burns

Against the Resolution: Nil.

Councillors Griffin and Murphy were not in the Chamber when the voting took place.

This Item was recommitted at the end of the meeting.

At 8.46pm, Councillor Griffin returned to the Chamber.

SUSPENSION OF STANDING ORDERS (Aird / Whitting)

That Standing Orders be suspended to allow for consideration of an item of public interest being Planning and Strategy Division Report No.34 – State Government Response to Sydney Ferries Walker Inquiry.

PS84/08 **RESOLVED:** (Aird / Whitting)

That Standing Orders be suspended to allow for consideration of an item of public interest being Planning and Strategy Division Report No.34 – State Government Response to Sydney Ferries Walker Inquiry.

For the Resolution: Councillors Hay, Elder, Heasman, Whitting, LeSurf, Morrison, Norek, Griffin, Aird and Burns

Against the Resolution: Nil.

Councillor Murphy was not in the Chamber when the voting took place.

Planning And Strategy Division Report No. 34

State Government Response to Sydney Ferries Walker Inquiry

SUMMARY

The Premier of NSW, Mr Nathan Rees, recently announced in Parliament his Action Plan of response to the Special Commission of Inquiry into Sydney Ferries undertaken by barrister, Bret Walker SC during 2007.

The Action Plan, in many instances, goes directly against Council's resolution of 16th April 2007, and of significant concern, is strongly considering the Inquiry's recommendation of discontinuing the high-speed JetCat Service to Manly as part of the 11th November, 2008 mini-budget process.

This report outlines the NSW Government's response to the Walker Inquiry, and recommends Council's urgent action to write to the NSW Premier, the Transport Minister and the State Member for Manly to argue the case for the retention of the existing level and quality of the water based public transport services between Manly and Circular Quay.

MOTION (Burns / Aird)

1. That Council send a delegation which includes the Local Member, to Sydney Ferries to undertake a technical inspection of the JetCat maintenance facility, with a request for detailed technical and financial information to be provided by Sydney Ferries
2. That Council conduct a high profile public campaign with banners, posters and petitions to

maintain the high speed service.

3. That Council write to the Premier of NSW, the Hon.David Campbell Minister for Transport, and Mr Mike Baird State Member for Manly, to strongly urge the retention of the JetCat service in its present form.

AMENDMENT (Norek / Murphy)

1. That Council conduct a high profile public campaign with banners, posters and petitions to maintain the high speed service.
2. That Council write to the Premier of NSW, the Hon.David Campbell Minister for Transport, and Mr Mike Baird State Member for Manly, to strongly urge the retention of the JetCat service in its present form.
3. Council encourage the State Government to make the JetCat a more commercially run enterprise by:
 - a) Investigating the increasing of hours of operation on Fridays and Saturdays until 3am
 - b) Investigating the number of routes, such as Rose Bay and other areas in off-peak periods
 - c) Investigating advertising on ferries and JetCats.

For the Amendment: Councillors Murphy and Norek

Against the Amendment: Councillors Hay, Elder, Heasman, Whitting, LeSurf, Morrison, Griffin, Aird and Burns

The Amendment was declared **LOST**.

FORESHADOWED AMENDMENT (Hay / Whitting)

1. That Council conduct a high profile public campaign with banners, posters and petitions to maintain the high speed service.
2. That Council write to the Premier of NSW, the Hon.David Campbell Minister for Transport, and Mr Mike Baird State Member for Manly, to strongly urge the retention of the JetCat service in its present form.

For the Foreshadowed Amendment: Councillors Hay, Elder and Whitting

Against the Foreshadowed Amendment: Councillors Heasman, Murphy, LeSurf, Morrison, Norek, Griffin, Aird and Burns

The Foreshadowed Amendment was declared **LOST** and the Motion was put.

PS85/08 RESOLVED: (Burns / Aird)

1. That Council send a delegation which includes the Local Member, to Sydney Ferries to undertake a technical inspection of the JetCat maintenance facility, with a request for detailed technical and financial information to be provided by Sydney Ferries
2. That Council conduct a high profile public campaign with banners, posters and petitions to maintain the high speed service.
3. That Council write to the Premier of NSW, the Hon.David Campbell Minister for Transport, and Mr Mike Baird State Member for Manly, to strongly urge the retention of the JetCat service in its present form.

For the Resolution: Councillors Heasman, Murphy, LeSurf, Morrison, Norek, Griffin, Aird and Burns

Against the Resolution: Councillors Hay, Elder and Whitting

RESUMPTION OF STANDING ORDERS (Hay / Elder)

That Standing Orders be resumed.

PS86/08 **RESOLVED:** (Hay / Elder)

That Standing Orders be resumed.

For the Resolution: Councillors Hay, Elder, Heasman, Whitting, Murphy, LeSurf, Morrison, Norek, Griffin, Aird and Burns

Against the Resolution: Nil.

Planning And Strategy Division Report No. 32

Manly Local Environmental Plan 2011 - Preparation of a new draft Plan

SUMMARY

The NSW Government has required that all councils prepare a new principal Local Environmental Plan by March 2011. The new LEP must incorporate a 'template' LEP prepared by the State Government which sets out mandatory form and content. The aim of this report is to provide an overview of the preparation of the new principal draft Local Environmental Plan for Manly which incorporates the NSW Government's template LEP. A timetable outlining how Council will effectively deliver the new LEP within the given timeframe is also provided for information.

MOTION (Heasman / LeSurf)

That Council:

1. Receive and note the report on an overview of the preparation of the new principal draft Local Environmental Plan for Manly which incorporates the NSW Government's template LEP;
2. Hold Councillor workshops on the draft Manly Local Environmental Plan 2011 following a 'pre-submission' meeting between the NSW Department of Planning and Council.

PS87/08 **RESOLVED:** (Heasman / LeSurf)

That Council:

1. Receive and note the report on an overview of the preparation of the new principal draft Local Environmental Plan for Manly which incorporates the NSW Government's template LEP;
2. Hold Councillor workshops on the draft Manly Local Environmental Plan 2011 following a 'pre-submission' meeting between the NSW Department of Planning and Council.

For the Resolution: Councillors Hay, Elder, Heasman, Whitting, Murphy, LeSurf, Morrison, Norek, Griffin, Aird and Burns

Against the Resolution: Nil.

Planning And Strategy Division Report No. 33

Manly Consolidated Development Control Plan - Progress Report

SUMMARY

This report updates Council on the preparation of a new Development Control Plan (DCP) which consolidates the existing DCPs into a single document known as 'draft Consolidating DCP 2010' to accompany the draft Comprehensive Local Environmental Plan (LEP) 2011.

MOTION (Hay / Burns)

That Council receive and note the report on the update on the preparation of a new Development Control Plan (DCP).

PS88/08 **RESOLVED: (Hay / Burns)**

That Council receive and note the report on the update on the preparation of a new Development Control Plan (DCP).

For the Resolution: Councillors Hay, Elder, Heasman, Whitting, Murphy, LeSurf, Morrison, Norek, Griffin, Aird and Burns

Against the Resolution: Nil.

Planning And Strategy Division Report No. 35

Council Submission in relation to Applications for Offshore Exploration Licences by Energie Future Pty Ltd under the Commonwealth Offshore Minerals Act, 1994.

SUMMARY

Council has received a request from the NSW Department of Primary Industries to provide comment on four Applications for Exploration Licences by Energie Future Pty Ltd under the *Commonwealth Offshore Minerals Act, 1994*. Background information on the proposal, including a TBL assessment on the limited information received from the Applicant, is provided.

Having responsibility for the management of part of the NSW coastline that may be affected by the proposed exploration process, Manly Council has been invited to prepare a submission on the Applications.

This report and recommendation to not support the proposal is consistent with that considered by Pittwater Council.

MOTION (Aird / Hay)

That the NSW Department of Primary Industries be advised that Manly Council does not support the granting of the four mineral exploration licences sought by Energie Future Pty Ltd.

PS89/08 **RESOLVED: (Aird / Hay)**

That the NSW Department of Primary Industries be advised that Manly Council does not support the granting of the four mineral exploration licences sought by Energie Future Pty Ltd.

For the Resolution: Councillors Hay, Elder, Heasman, Whitting, Murphy, LeSurf, Morrison, Norek, Griffin, Aird and Burns

Against the Resolution: Nil.

ENVIRONMENTAL SERVICES DIVISION

Environmental Services Division Report No. 77

Development Applications Being Processed During October 2008**SUMMARY**

Development Applications being processed during October 2008.

MOTION (Heasman / Hay)

That the information on Development Applications being processed during October 2008 be noted.

PS90/08 RESOLVED: (Heasman / Hay)

That the information on Development Applications being processed during October 2008 be noted.

For the Resolution: Councillors Hay, Elder, Heasman, Whitting, Murphy, LeSurf, Morrison, Norek, Griffin, Aird and Burns**Against the Resolution:** Nil.

Environmental Services Division Report No. 78

Legal Appeals During October / November 2008**SUMMARY**

List of current Appeals related to Development Applications as of 27 October 2008.

MOTION (Murphy / Norek)

That the information on the List of current Appeals related to Development Applications as of 27 October 2008 be noted.

PS91/08 RESOLVED: (Murphy / Norek)

That the information on the List of current Appeals related to Development Applications as of 27 October 2008 be noted.

For the Resolution: Councillors Hay, Elder, Heasman, Whitting, Murphy, LeSurf, Morrison, Norek, Griffin, Aird and Burns**Against the Resolution:** Nil.

RECOMMITTAL MOTION (Norek / Murphy)

That Planning and Strategy Division Report No.31 – Transfer of Land in Castle Circuit, Seaforth to Minister for Planning, be recommitted to enable further consideration.

PS92/08 RESOLVED: (Norek / Murphy)

That Planning and Strategy Division Report No.31 – Transfer of Land in Castle Circuit, Seaforth to Minister for Planning, be recommitted to enable further consideration.

For the Recommittal Motion: Councillors Hay, Elder, Heasman, Whitting, Murphy, LeSurf, Morrison, Norek, Griffin, Aird and Burns
Against the Recommittal Motion: Nil.

Planning And Strategy Division Report No. 31

Transfer of Land in Castle Circuit, Seaforth to Minister for Planning

SUMMARY

This report seeks the Seal of Council to affect a Deed of Agreement between the NSW Minister for Planning and Manly Council to the transfer of a parcel of closed road at Castle Circuit, Seaforth (adjoining Wakehurst Parkway).

MOTION (Hay / Burns)

That the Seal of Council be affixed to the document effecting the transfer of land identified as Lot 100 in DP1125884, from Manly Council to the NSW Minister for Planning.

PS93/08 RESOLVED: (Hay / Burns)

That the Seal of Council be affixed to the document effecting the transfer of land identified as Lot 100 in DP1125884, from Manly Council to the NSW Minister for Planning.

For the Resolution: Councillors Hay, Elder, Heasman, Whitting, Murphy, LeSurf, Morrison, Norek, Griffin and Burns

Against the Resolution: Nil.

Councillor Aird was not in the Chamber when the voting took place.

The General Manager tabled the 2007-2008 Pecuniary Interest Register and the Local Development Performance Monitoring Report 2007-2008.

CONFIDENTIAL COMMITTEE OF THE WHOLE

General Managers Division Report No. 26

Staff Matter

It is recommended that the Council resolve into closed session with the press and public excluded to allow consideration of this item, as provided for under Section 10A(2) (a) of the Local Government Act, 1993, on the grounds that the matter will involve the discussion of personnel matters concerning a particular individual

It further being considered that discussion of the matter in open meeting would be, on balance, contrary to public interest by reason of the foregoing and report contains personal information concerning a member of staff.

Environmental Services Division Report No. 79

Tender No. 08/09 Supply of Cleaning Services - Public Toilets

It is recommended that the Council resolve into closed session with the press and public excluded to allow consideration of this item, as provided for under Section 10A(2) (d) of the Local Government Act, 1993, on the grounds that the report contains commercial information of a confidential nature that would, if disclosed (i) prejudice the commercial position of the person who supplied it; or (ii) confer a commercial advantage on a competitor of the council; or (iii) reveal a trade secret.

CLOSED SESSION**MOTION (Hay / Elder)**

That the meeting move into Closed Session to consider the above items.

The Chairperson, Councillor Morrison, asked if any members of the public gallery objected to the matters being heard in Closed Session.

It is noted that no representations were received from the public gallery.

PS94/08 RESOLVED: (Hay / Elder)

That the meeting move into Closed Session to consider the above items.

For the Resolution: Councillors Hay, Elder, Heasman, Whitting, Murphy, LeSurf, Morrison, Norek, Griffin, Aird and Burns

Against the Resolution: Nil.

OPEN COUNCIL RESUMED

Upon resuming into Open Council, the General Manager advised the meeting of the decisions made in Closed Session.

General Managers Division Report No. 26

Staff Matter**MOTION (Hay / Heasman)**

That the information on the conditions of the renewable contracts of employment of the three (3) Senior Staff positions be received and noted.

PS95/08 RESOLVED: (Hay / Heasman)

That the information on the conditions of the renewable contracts of employment of the three (3) Senior Staff positions be received and noted.

For the Resolution: Councillors Hay, Elder, Heasman, Whitting, Murphy, LeSurf, Morrison, Norek, Griffin, Aird and Burns

Against the Resolution: Nil.

Environmental Services Division Report No. 79

Tender No. 08/09 Supply of Cleaning Services - Public Toilets**MOTION (Norek / Griffin)**

1. That Storm International Pty Ltd be awarded the tender for the cleaning of public toilets in Manly for twelve months with a two year option subject to annual C.P.I adjustments and satisfactory performance for the sum of \$257,000 per annum excluding G.S.T.

2. That the unsuccessful tenderers be notified accordingly.

PS96/08 **RESOLVED:** (Norek / Griffin)

1. That Storm International Pty Ltd be awarded the tender for the cleaning of public toilets in Manly for twelve months with a two year option subject to annual C.P.I adjustments and satisfactory performance for the sum of \$257,000 per annum excluding G.S.T.
2. That the unsuccessful tenderers be notified accordingly.

For the Resolution: Councillors Hay, Elder, Heasman, Murphy, LeSurf, Morrison, Norek, Griffin, Aird and Burns

Against the Resolution: Councillor Whitting

CLOSE

The meeting closed at 10.16pm.

The above minutes were confirmed at a **Planning and Strategy Committee** of Manly Council held on 1st December 2008.

CHAIRPERSON

***** **END OF MINUTES** *****