

MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE

Meeting Date: Wednesday, 19 April 2017
Location: Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra
Time: 4.00 pm

The following members were present:

Clr White
Clr Pakes
Clr Guile
Clr Cheyne – arrived at the meeting at 4.11 pm
Clr Watson – arrived at the meeting at 4.22 pm
Mr Ben Stewart - Director Assets & Works – arrived at the meeting at 4.11 pm
Ms Annie Aldous
Mr James Caldwell - Chairperson
Mr Scott Baxter
Mr Brendan Goddard
Mr George Parker
Ms Sivan Agam

Others present:

Gordon Clark – Section Manager, Strategic Planning
Jessica Volkanovski – Strategic Planner
Ros Holmes – City Design & Support Unit Manager
Melissa Andrews – Community Development Officer
Michael Jarman – Unit Manager, Ranger Services
Colin Wood – Section Manager, Building and Compliance

Apologies / Leave of Absence

Apologies were received from Clr White

Confirmation of the Minutes

RESOLVED (By consent)

That the Minutes of the Nowra CBD Revitalisation Strategy Committee held on Wednesday 15 March 2017 be confirmed.

CARRIED

Declarations of Interest

Nil

CBD17.25 Nowra Mall and Shopping Trolleys - Update**HPERM Ref:
D17/115276****Nowra Mall**

Colin Wood, Section Manager Building and Compliance, noted that Mayor Findley has written to the owner of the Nowra Mall to encourage him to address the issues raised regarding the declining appearance of the Mall.

It has been identified that a wall in the Nowra Mall is in disrepair and an engineer's assessment has been requested.

It was noted that Council continues to work with managing agents, owners and tenants when issues such as these are identified. An update will be provided at the next Committee meeting regarding the Nowra Mall.

Shopping Trolleys

Michael Jarman, Unit Manager Ranger Services, provided the Committee with an update on Council's processes with regard to abandoned shopping trolleys. It was noted that supermarkets are charged an impounding storage and release fee when trolleys are claimed and Council continues to work with stores with regard to the issue of abandoned shopping trolleys. Contact has been made with both Coles and Woolworths regarding collection of their trolleys.

CBD17.26 Additional Item - Applications for Membership Interview Panel

Nominations close at 5.00pm on Friday 5 May 2017. Three applications have been received to date.

The selection process for new members to the Committee wasn't clear and advice from Council's Governance Unit will be requested.

The membership selection process was discussed and it was agreed that a member of the Committee should participate on the interview panel.

Recommendation (By consent)

1. That appointments to the Nowra CBD Revitalisation Strategy Committee be made by the Council following recommendation from the Committee.
2. Recommendations for appointment as members will be made to the Nowra CBD Revitalisation Strategy Committee by a Membership Appointment Panel comprising of:
 - Chairperson or Nominee of the Chairperson
 - Council staff Committee member or staff nominee
 - Governance Unit Business Manager
3. Update the Committee's Terms of Reference to reflect the changes.

PRESENTATIONS

CBD17.19 Update - Junction Street Market - Peter Russell**HPERM Ref:
D17/106508**

Item deferred to the May meeting.

REPORTS

CBD17.20 ACCESS IMPROVEMENTS TO CBD PREMISES**HPERM REF:
D17/77943**

Item dealt with later in the meeting.

CBD17.21 Nowra CBD Revitalisation Strategy - Budget and Projects Update**HPERM Ref:
D17/112038**

The Committee discussed the budget and it was noted that \$48,239 potentially remains unspent at this time.

The Façade Improvement Program was also discussed including participation of property owners and the amount currently offered. It was noted that the amount offered is at the discretion of the Committee. The Committee agreed that the maximum allocation should be increased from \$3,000 to \$5,000.

A copy of the flyer for the upcoming murals was tabled.

The Committee was advised that staff are waiting on more information regarding the Lismore Eat the Street project and an update will be provided at the next meeting.

Recommendation (Item to be determined under delegated authority)

That the Committee receive the report for information.

RESOLVED (By consent)

That

1. The Committee receive the Budget and Projects Update report for information.
2. The financial assistance provided under the Nowra CBD Façade Improvement Financial Assistance Program be amended to 50% of the total cost of works (labour and materials) up to a maximum dollar value allocation of \$5,000 (excl. GST) per property.
3. A Budget of \$15,000 be allocated under the Nowra CBD Façade Improvement Financial Assistance Program in the 2017/2018 financial year.
4. The Program guidelines be updated to reflect the changes.
5. The Program to be reviewed in April 2018.

CARRIED

CBD17.22 Parks and Leisure Australia Seminar - Pop Ups, Parklets and Streetscapes**HPERM Ref:
D17/112044**

The Committee discussed options with regard to parklet size and costs associated with trialling or buying a parklet. It was noted that the single size parklets are registered as a trailer and can be towed by a car.

Recommendation (Item to be determined under delegated authority)

1. That the Committee endorse a budget of \$10,000 in 2017/2018 for a trial parklet to be placed in Nowra CBD.
2. Council staff commence an Expressions of Interest process with the Nowra CBD business owners.

RESOLVED (Annie Aldous / Brendan Goddard)

Recommendation (Item to be determined under delegated authority)

1. That the Committee endorse a budget of \$20,000 in 2017/2018 to purchase a single parklet to be placed in Nowra CBD.
2. Council staff commence an Expressions of Interest process with the Nowra CBD business owners.

CARRIED

CBD17.23 Shop Closure Kinghorne/CBD

**HPERM Ref:
D17/115633**

Sivan Agam advised the Committee that retailers in the CBD had expressed concerns, such as empty shops and rental costs and questioned what strategies were in place.

Clr Gash noted that shopkeepers have an obligation to open when tourists are about, for example, over the Easter period.

Discussion followed regarding how to attract businesses/retailers to the CBD and the benefits that pedestrian counters may provide to retailers.

Recommendation (Item to be determined under delegated authority)

That the Nowra CBD Revitalisation Strategy Committee consider:

1. Strategy to bring tourists/students into the CBD
2. Strategy to bring in a diverse range of shops
3. Rates and rental
4. Feedback from shop owners

RESOLVED (Brendan Goddard / George Parker)

That:

- The Committee purchase an additional three (3) pedestrian counters.
- Annie Aldous and Brendan Goddard to liaise with Ben Stewart with regard to the location of pedestrian counters.
- Council staff to investigate making data from pedestrian counters accessible via Council's website.

CARRIED

**CBD17.24 Cultural and Community Revitalisation Plans for Nowra
CBD 2017-2021****HPERM Ref:
D17/115519**

Clr Watson – left the meeting at 5.30 pm

Sivan Agam outlined some of the recent activities and projects undertaken by Mr McNeilly, Director of HumanMatters.

James Caldwell advised the Committee that he phoned Mr McNeilly with regard to his activation program concepts for the CBD and noted that at present there is no business or project plan regarding the suggested budget required to fund a program.

It was suggested that Mr McNeilly be invited to address the Committee.

Recommendation (Item to be determined under delegated authority)

That the Nowra CBD Revitalisation Strategy Committee consider the letter (attached) from Human Matters regarding cultural and community revitalisation plans for the Nowra CBD 2017-2021.

RESOLVED (By consent)

The Nowra CBD Revitalisation Strategy Committee invite Mr Alex McNeilly, Director of HumanMatters to attend a future meeting to discuss his Nowra CBD Activation proposal.

CARRIED

GENERAL BUSINESS**CBD17.27 Additional Item - CBD Lighting Site Layout Plan**

Ros Holmes, City Design & Support Unit Manager, tabled the CBD lighting site layout plan. It was noted that a structural engineer will need to be engaged for modification to the supporting light poles.. Quotes will be obtained for fairy, festoon and fibre optic lighting. It was noted that fibre optic lighting is more expensive but has a greater lifespan and requires less maintenance.

CBD17.25 SHOPPING TROLLEYS - UPDATE**HPERM REF:
D17/115276**

Item dealt with earlier in the meeting.

CBD17.20 Access Improvements to CBD Premises**HPERM Ref:
D17/77943**

Melissa Andrews, Community Development Officer advised that some premises in the CBD require access to be improved for people with disabilities. In some premises, there are other issues such as difficulty in moving around the store or approaching the counter.

It was noted that where streetscapes have been improved, these areas have been made fully disability access compliant.

Recommendation (Item to be determined under delegated authority)

That the committee

1. Allocate \$30,000 from the 2017/2018 Nowra CBD Revitalisation Committee budget to offer landlords an incentive to improve physical access to retail businesses in the CBD.
2. Offer to fund 75 percent of the cost to improve physical access to premises capped at \$5,000 per landlord.

RESOLVED (By consent)

That the Nowra CBD Revitalisation Strategy Committee

1. Allocate \$15,000 from the 2017/2018 Nowra CBD Revitalisation Committee budget to offer land owners an incentive to improve physical access to retail businesses in the CBD.
2. Offer to fund 50 percent of the cost to improve physical access to premises capped at \$3,000 per land owner.
3. Develop similar guidelines to that of the Nowra CBD Façade Improvement Financial Assistance Program.

CARRIED

There being no further business, the meeting concluded, the time being 6.16pm.

Mr James Caldwell
CHAIRPERSON