

## Nowra CBD Revitalisation Strategy Committee

**Meeting Date:** Wednesday, 11 October, 2017  
**Location:** Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra  
**Time:** 4.00 pm

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### Agenda

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2. **Confirmation of Minutes**
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3. **Declarations of Interest**
4. **Presentations**

CBD17.28 Junction Street Markets - Update by Peter Russell
5. **Reports**

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**Membership**

Mr Tony Fraser or delegate  
Mr Phil Costello or delegate  
Ms Annie Aldous  
Mr James Caldwell  
Mr Scott Baxter  
Mr Brendan Goddard  
Mr George Parker  
Ms Sivan Agam  
Ms Lynnette Kearney  
Mr Luke Sikora

**Non-voting members**

All Councillors

Quorum – Five (5) members

**Purpose**

- To direct the development and implementation of the Revitalisation Strategy for the Nowra CBD and review as appropriate.
- To determine overall capital works programs established by the Nowra CBD Revitalisation Strategy, as amended from time to time.
- To agree an annual capital works budget with council
- To identify and approve all expenditure of funds identified in the Nowra CBD Revitalisation Strategy, additional funds allocated by council for capital expenditure in the Nowra CBD including any loans, grants or from funds from any other source.
- To act as a communication conduit between Council and the CBD stakeholders in respect to the Nowra CBD Revitalisation Strategy with appropriate support from council as required.
- Assist council in advocating the adopted CBD Revitalisation Strategy to the community.
- Provide a report to council each year outlining progress towards achieving the goals set out in the CBD Revitalisation Strategy together with any recommendations for updating the Revitalisation Strategy.
- Consult with relevant stakeholders as needed.

**Delegated Authority**

- To expend funds allocated to the CBD Nowra Revitalisation Strategy Committee by Council within the approved budget.
- To establish sub Committees as deemed appropriate.
- To promote the advantages of the CBD inside and outside the area, including making press releases and promoting the Nowra CBD Revitalisation Strategy project.
- To raise funds other than rates and loans to fund the objectives of the Committee.
- To expend funds raised outside of Council as the Committee deems appropriate, e.g. promotions, entertainment etc.

## MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE

**Meeting Date:** Wednesday, 9 August 2017  
**Location:** Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra  
**Time:** 4.09 pm

The following members were present:

Mr Ben Stewart - Director Assets & Works  
Mr Phil Costello - Director, Planning Environment and Development  
Ms Annie Aldous  
Mr James Caldwell - Chairperson  
Mr Scott Baxter  
Mr Brendan Goddard  
Ms Lynnette Kearney  
Mr Luke Sikora  
Clr Gash  
Clr Kitchener

Others present:

Gordon Clark – Section Manager, Strategic Planning  
Ros Holmes – City Design & Support Unit Manager  
Jessica Volkanovski – Planner, Strategy North  
Michael Harben – Section Manager, Business and Property  
Mr Raimund Winkler

### Apologies

**RESOLVED** (By consent)

Apologies have been received from George Parker and Clr White.

CARRIED

The Chair welcomed the new members and everyone introduced themselves.

### Confirmation of the Minutes

**RESOLVED** (By consent)

That the Minutes of the Nowra CBD Revitalisation Strategy Committee held on Wednesday 14 June 2017 be confirmed.

CARRIED

## Declarations of Interest

Nil

## CBD17.40 Additional Item - Update: Worrigee Street, Decorative DMX Tree Lighting, Parklet, Stewart Place

Mr Raimund Winkler, a Nowra CBD Landlord, addressed the Committee with regard to the Worrigee Street footpath upgrade, specifically the location of the seating near the entrance to the SpecSavers store. Mr Winkler congratulated Council on the upgrade of the footpath but he expressed his concern that rubbish would accumulate near the seat and people may sit and smoke there. Ros Holmes, City Design & Support Unit Manager, advised that this area will now be captured as part of the Nowra CBD cleaning run. Mr Winkler also expressed his concern over possible foot traffic congestion which may cause access issues for elderly people.

Ben Stewart noted that he has inspected the site and Assets and Works will consider the issues raised as an operational matter.

Ros Holmes provided an update on the following:

### Worrigee Street upgrade:

- Shoalwater works 90% complete
- New stormwater out to kerb 99% complete
- Blade wall stripped today allowing step formwork to be set up
- Concrete pours in bays of 6-12m from building edge to kerb. To start next week from SpecSavers.
- Some weekend work proposed - concrete
- On schedule/on budget so far

### Decorative DMX Tree Lighting Project (Christmas lighting)

- Further to recent conversation with regard to the installation of a DMX tree lighting system to be mounted from existing street poles in the vicinity of Junction Street business district and directed to illuminate 16 trees
- The Opto HVR light fixture is a contemporary, robust, high powered LED luminaire capable of flooding the trees in a wash of colour changing light
- The system, as a whole, is low maintenance and capable of multiple colour combinations and presents in order to celebrate planned events such as Christmas, Valentine's Day, St Patricks Day etc.
- All control and associated hardware will be pole mounted in IP rated boxes with control cable to be fixed between light poles to the existing street lattice work
- This system would reduce the use of wireless receivers to one unit to provide signal to the opposite side of the road, minimising signal failure.
- One quote received to date for \$38,995 including GST.
- The supplier who quoted has advised that lighting could be installed prior to Christmas.

The Committee discussed costings, location of lighting and a possible trial. It was noted that the corellas should not be able to damage this type of lighting.

Members agreed to a trial of the lighting in the large fig trees between Junction and Berry Streets and agreed that this issue needs to be progressed as soon as possible. Ros advised members that she will advise when the lighting is ready to be viewed.

### Parklets

- Ben Stewart expressed concern with safety of the trailer parklets.
- Ros Holmes provided the following approximate comparative costings between the trailer compared with container parklets and buy in parklets compared with Council fabricated parklets.

#### **Trailer parklet**

- PPL = \$25K delivered including 12 months registration
- Council = \$20K including 12 months registration

#### **Container parklet**

- Buy in = \$50K
- Council = \$38K

It was suggested that the Committee may want to consider hiring a trailer model as a trial for six months before making the commitment to purchase. It was noted that other councils have had some issues with the business model and safety.

Scott Baxter offered to view the parklets currently in use in the Sydney area and provide feedback to the Committee.

### Stewart Place – Bus Interchange near Amenities

- Draft concept plans have been drawn up
- There is no budget at present

The Committee discussed budget, Council priorities, budget and risk. Compliance with the DCP was also raised and Gordon Clark clarified that there is a streetscape guideline for the CBD not a DCP. Ben Stewart spoke about Council budget, priorities and risk.

### **RESOLVED** (By consent)

That:

1. A trial of the DMX Tree Lighting to be organised, with the lights to be placed in the large fig trees on Berry Street and the Committee is to be advised when the lights are ready to be viewed.
2. Scott Baxter to view the Sydney parklets and provide feedback to the Committee.
3. Ros Holmes and James Caldwell to meet regarding the Stewart Place bus interchange and designs.

CARRIED

### **Reports**

#### **CBD17.36 Budget and Projects Update**

**HPERM Ref:  
D17/245814**

It was suggested the Committee should consider what their future budget priorities are. Luke Sikora was invited to participate on the Infrastructure sub-committee. Brendan Goddard, James Caldwell and Luke Sikora to do “a walk round” to consider priorities with regard to footpaths.

The Committee discussed the application from Roxy Cinema and agreed that when other applications are received for the Façade Improvement Program, if there is not sufficient money available, the Committee can consider increasing the budget for the program at that time.

One of the murals has been vandalised. Council is considering an anti-graffiti covering to make removing graffiti easier. Panels in the lane way have also been graffitied and staff are in the

process of seeking costings from a local mural artist to produce replacements. Further advice will be provided to the Committee at the next meeting.

It was also noted that at the Development Committee meeting on 8 August 2017, Council adopted the Nowra CBD Urban Design Controls. An information package to be circulated to the Committee members for their information.

**Recommendation (Item to be determined under delegated authority)**

That the Committee

1. Accept the Budget and Projects Update for information.
2. Support the 2017/18 Façade Improvement Financial Assistance Application for Roxy Cinema Complex for the eligible financial assistance value of \$5,000.

**RESOLVED** (Brendan Goddard / Lynnette Kearney)

That the Committee

1. Accept the Budget and Projects Update for information.
2. Support the 2017/18 Façade Improvement Financial Assistance Application for Roxy Cinema Complex for the eligible financial assistance value of \$5,000.
3. An information package regarding the Nowra CBD Urban Design Controls to be circulated to the Committee members.
4. Luke Sikora to participate on the Infrastructure sub-committee.
5. The Infrastructure Sub-committee (Brendan Goddard, James Caldwell and Luke Sikora) to do "a walk round" to consider priorities with regard to streetscapes for the future works program.

CARRIED

**CBD17.37 Christmas Festivities - Tree and Street Lighting**

**HPERM Ref:  
D17/247062**

Item discussed earlier in the meeting.

**CBD17.38 Land/Properties held by Shoalhaven City Council in the  
Nowra CBD**

**HPERM Ref:  
D17/247408**

The Nowra CBD map was tabled for the information of the Committee.

The Chair raised the issue of surplus Council owned land in the CBD and asked how regularly Council undertakes a review.

It was noted that Council regularly undertakes reviews of its land holdings.

It was requested that a copy of the Nowra CBD rateable area map be distributed to the Committee.

**Recommendation (Item to be determined under delegated authority)**

That the Committee discuss land/properties held by Shoalhaven City Council within the Nowra CBD

**RESOLVED** (By consent)

A copy of the Nowra CBD rateable area map be distributed to the Committee.

CARRIED

## Other Business

### **CBD17.39 Additional Item - Ben Stewart Resignation**

Ben Stewart advised the Committee that he is leaving Shoalhaven City Council and he thanked the members for their support. The committee members said farewell to Ben, thanked him for all his help and support and wished him well in his new role.

Note: The Committee was informed that the next meeting is scheduled for Wednesday 13 September 2017 at 4.00 pm.

There being no further business, the meeting concluded, the time being 6.00 pm.

Mr James Caldwell  
CHAIRPERSON

## MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE

**Meeting Date:** Wednesday, 20 September 2017  
**Location:** Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra  
**Time:** 4.08 pm

The following members were present:

Mr James Caldwell - Chairperson  
Mr Phil Costello - Director, Planning Environment and Development  
Mr Tony Fraser – Acting Director, Assets and Works  
Ms Lynnette Kearney  
Clr White  
Clr Gash

Others present:

Gordon Clark – Section Manager, Strategic Planning  
Ros Holmes – City Design & Support Unit Manager  
Jessica Rippon – Executive Manager, Communications

### Apologies / Leave of Absence

An apology was received from Clr Gartner, Scott Baxter, Brendan Goddard, Sivan Agam, George Parker and Luke Sikora.

At 5.25 pm the Chairperson advised that a quorum had not been reached.

Due to the urgency of part 2 of the recommendation for Item number CBD17.41 members will be asked to vote on this via email.

## REPORTS

### **CBD17.41 Nowra CBD Revitalisation Strategy - Budget and Projects Update**

**HPERM Ref:  
D17/292705**

An email was sent to all members of the Committee requesting voting of part 2. of the recommendation below. Seven responses were received. The following committee members voted in favour of part 2. of the recommendation:

George Parker  
Luke Sikora  
James Caldwell  
Phil Costello  
Annie Aldous  
Brendan Goddard  
Lyn Kearney

Parts 1. & 3. will be discussed and voted on at the meeting scheduled for 11 October 2017

### **Recommendation (Item to be determined under delegated authority)**

That the Committee:

1. Accept the general Budget and Projects Update report for information.
2. With respect to the Access Improvement Program applications:
  - a) Support the application for 74 Kinghorne Street up to a value of \$3,000.
  - b) Support the application for 82 Junction Street up to a value of \$2,287.
3. Allocate \$2,500 for local artist panel production.

### **RESOLVED** (By consent)

That the Committee,

2. With respect to the Access Improvement Program applications:
  - a) Support the application for 74 Kinghorne Street up to a value of \$3,000.
  - b) Support the application for 82 Junction Street up to a value of \$2,287.

CARRIED

All remaining business will be deferred to the next meeting scheduled for 11 October 2017.

The committee members present remained in the room for an informal meeting.

Mr James Caldwell  
CHAIRPERSON

## CBD17.41 Nowra CBD Revitalisation Strategy - Budget and Projects Update

HPERM Ref: D17/292705

Group: Planning Environment & Development Group  
Section: Strategic Planning

Attachments: 1. Timeline & Budget [↓](#)

This item was deferred from the meeting scheduled on 20 September 2017. A quorum was not reached at the meeting. Due to the urgency of part 2 of the recommendation members were asked to vote on this via email and was carried without amendment.

### Purpose / Summary

To provide an update on the 2017/18 Financial Year budget and current projects.

### Recommendation (Item to be determined under delegated authority)

That the Committee:

1. Accept the general Budget and Projects Update report for information.
2. ~~With respect to the Access Improvement Program applications:~~
  - a) ~~Support the application for 74 Kinghorne Street up to a value of \$3,000.~~
  - b) ~~Support the application for 82 Junction Street up to a value of \$2,287.~~
3. Allocate \$2,500 for local artist panel production.

### Budget Update

The updated budget is provided as **Attachment 1**.

The updated budget reflects the recent support of the Façade Improvement Financial Assistance Application for Roxy Theatre Complex.

### Project Update

#### *Access Improvement Program*

Two (2) applications have been received under this Program.

The first application is for 74 Kinghorne Street (occupied by Ocean Breeze). The proposed works are eligible under the Program and are classed as Category 1, the works include removal of existing steps at shop entrance, installation of new front door, landing, ramp and handrail. The total cost of the access improvement works is \$9,644 (excl. GST), therefore the eligible financial assistance is \$3,000.

The second application is for 82 Junction Street (occupied by Dog & Monocle). The proposed works are eligible under the Program and classed as Category 1, the works include

provision of an accessible bathroom. The total cost of the access improvement works (i.e. Installation of handrails for the access ramp and internal stairs, installation of braille signs for accessible and ambulant bathrooms, tactile ground surface indicators) is \$4,574, therefore the eligible financial assistance is \$2,287.

Both applications are recommended for support as they will improve the overall accessibility of the Nowra CBD and are consistent with the adopted program in this regard.

#### *Possible Winter Event in Nowra CBD - Stakeholder Engagement*

MyTravelResearch.Com were commissioned to research and engage with relevant stakeholders on the possibility of holding an annual winter event in Nowra CBD. On Monday 18 September 2017, the consultant held a stakeholder workshop which was attended by various business and community representatives – a verbal update will be provided at the meeting.

The next stage involves the consultant preparing a report on possible ideas for an annual winter event in Nowra CBD. The report may be available for review by the next Committee meeting in October.

#### *ThoroughFair Laneway Art*

The Committee received a report in August with respect to a vandalism attack on a number of the art panels in the ThoroughFair (pedestrian laneway between Berry Street and Egans Lane Car Park). Council staff recently met with a local artist who has provided a quote to coordinate and paint up to 20 new panels to be introduced in the laneway for \$2,500.

#### **Financial Implications**

If the Committee supports the two applications for the Access Improvement Program, the eligible financial assistance is \$5,287 which would leave a total \$9,713 remaining in the budget for the Access Improvement Program.

If the Committee supports the budget allocation for the ThoroughFair Laneway Art this will be an additional \$2500 from the total Revitalisation Budget for this financial year.

Apr	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan	Feb	Mar	Apr	May	Jun	
North Street	Egans Lane Stage 2					Kinghorne Street							
	Junction/Kinghorne							Sign Policy/Implementation					
	Junction St Lights							Mural					
	Mural							Mural					
Ongoing								2015/16 Budget		Committed		Spent	
Promotion \$50k	Sign Policy / Implementation							\$50,000		\$50,000			
Shop Façade \$21k	Kinghorne Street Design							\$20,000		\$20,000			
Street Trees ?	Kinghorne Street (stage 1)							\$300,000		\$300,000			
	Promotions/Activation							\$20,000		\$16,824			
	Activation							\$10,000		\$10,000			
	Junction Street Lights							\$20,000		\$20,000			
	Façade Improvement Program							\$21,000		\$8,346			
	Counters							\$4,400		\$4,400			
	Market DA Assistance							\$3,000		\$467			
	Resource							\$15,500		\$12,075			
	Total							\$463,900		\$442,112			
	Remaining									\$57,889			
	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan	Feb	Mar	Apr	May	Jun	
	Façade Improvement Program												
	Mural												
	Kinghorne Street												
	Plantar boxes												
	Worrigee Street												
	2016/17 Budget							Budget					
13008	Promotions							\$38,500		\$38,500			
13008	Radio Promotions							\$1,500		\$1,500			
74805	Activation							\$10,000		\$10,000			
74801	Façade Improvement Program							\$15,000		\$10,680			
74801	Kinghorne Street							\$213,000		\$213,000			
74801	Counters							\$25,000		\$19,789			
13008	Mural							\$10,000		\$10,000			
	Lions Club Banners							\$2,415		\$2,415			
	Planter Boxes							\$22,991		\$22,991			
	Egans Lane Façade Improvement							\$18,000		\$0			
	Worrigee Street							\$200,000		\$200,000			
	Heritage Plaques							\$6,000		\$0			
	Total							\$562,406		\$528,875			
	Remaining							-\$4,518		\$29,014			
	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan	Feb	Mar	Apr	May	Jun	
	2017/18 Budget							Budget					
	Promotions/Activation (Annual Activation Event/Festival)							\$50,000.00					
	Façade Improvement Program							\$15,000.00		\$9,475.00			
	Access Improvement Program							\$15,000.00					
	Parklet Program							\$20,000.00					
	Consultation for Possible Event							\$5,000.00		\$5,000.00			
	Total							\$105,000		\$14,475.00			
	Remaining							\$395,000		\$485,525.00			

## **CBD17.42 Pedestrian Counters in the Nowra CBD**

**HPERM Ref:** D17/289560

**Submitted by:** Brendan Goddard

This item was deferred from the meeting scheduled on 20 September 2017. A quorum was not reached at the meeting.

### **Recommendation (Item to be determined under delegated authority)**

That the Nowra CBD Revitalisation Strategy Committee:

1. Discuss the issue of pedestrian counters in the Nowra CBD.
2. Request a full historical analysis report on the current CBD pedestrian counter be provided to the Committee.

### **Details**

In May 2017 Brendan Goddard recommended four (4) possible locations for pedestrian counters in the Nowra CBD. If the locations were thought to be appropriate, landowners were to be contacted for approval to use their premises to house the counters. Once agreement was made with landowners the Committee had agreed to purchase and install two (2) new counters.

The four locations identified were:

1. Holt Centre Building – Possibly Zest, we would want them facing the Kinghorne Street footpath not in the arcade
2. Berry Street – Outside Old Grace Bros Building or Possibly Standish Medical Centre
3. Cnr Kinghorne & Junction Streets - Telstra Shop or Commonwealth Bank
4. Worrigeer Street, Peter Phelps Florist / Integrity Real Estate (Consideration to this being a movable device to be moved 6 monthly)

The Committee should discuss the suitability of the suggested sites and/or whether other locations are to be reviewed and identified.

The pedestrian counters are a valuable tool for the Committee and are needed to move forward with increasing the number and spread of the counters.

A full historical analysis report on the counters should be provided as the Council website only shows the last 2 months data. The last 12 months data would be interesting to look at for the Committee.

Note: Data is updated monthly and shows the previous two months. The data can be viewed on Council's website <http://shoalhaven.nsw.gov.au/Planning-amp-Building/Strategic-planning/General-planning-information/Nowra-CBD-revitalisation>

## **CBD17.43 Infrastructure Sub-committee Footpath Update**

**HPERM Ref:** D17/291863

**Submitted by:** Brendan Goddard & James Caldwell

This item was deferred from the meeting scheduled on 20 September 2017. A quorum was not reached at the meeting.

### **Recommendation (Item to be determined under delegated authority)**

That the Nowra CBD Revitalisation Strategy Committee consider the information provided by the Infrastructure Sub-Committee regarding CBD footpaths.

### **Details**

Brendan Goddard and James Caldwell, Infrastructure Sub-Committee members, met on 5 September 2017 to review the footpaths around the main CBD zone.

Further information will be tabled at the meeting for the consideration of the Committee.

## **CBD17.44 Stewart Place Modifications**

**HPERM Ref:** D17/320280

**Submitted by:** Scott Baxter

### **Recommendation (Item to be determined under delegated authority)**

Would like to open a general discussion about the modifications to Stewart Place

### **Details**

General discussion topic.

## **CBD17.45 Claude Neon Seating**

**HPERM Ref:** D17/326402

**Submitted by:** Scott Baxter

### **Recommendation (Item to be determined under delegated authority)**

That Claude Neon seating be reflected as per the Council design guidelines.

### **Details**

At present the Claude Neon seating does not reflect the current design guidelines as issued by Council.

## **CBD17.46 Christmas Trees**

**HPERM Ref:** D17/327002

**Submitted by:** James Caldwell

### **Recommendation (Item to be determined under delegated authority)**

That the report received from the Christmas Promotions sub committee be accepted and approved.

### **Details**

A Report will be tabled by Christmas Promotins sub committee.

## **CBD17.47 Council funding of Flags for the "yes" group in the forthcoming postal vote**

**HPERM Ref:** D17/327023

**Submitted by:** James Caldwell

### **Recommendation (Item to be determined under delegated authority)**

That a report be submitted to the Committee explaining the funding arrangement for the flags for the "yes" group.

## **CBD17.48 Proposed amendments to car parking at Haigh Avenue**

**HPERM Ref:** D17/327032

**Submitted by:** James Caldwell

### **Recommendation (Item to be determined under delegated authority)**

That the Nowra CBD Business Chamber be asked to comment and make recommendations in relation to this proposal.