

MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE

Meeting Date: Wednesday, 31 January 2018
Location: Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra
Time: 4.04pm

The following members were present:

Mr James Caldwell – Chairperson
Luke Sikora
Lynne Kearney
Annie Aldous
Brendan Goddard
Paul Keech – Director Assets and Works – Left 5.00pm
Phil Costello – Director Planning, Environment and Development – Left 5.44pm

Others present:
Clr Gash
Clr White
Clr Proudfoot
Clr Kitchener
Clr Cheyne
Clr Wells
Gordon Clark – Strategic Planning Manager
Ros Holmes – Manager City Design and Support
Sara McMahon – Governance Manager
Jessica Rippon – Executive Communications Manager
Jessica Volkanovski – Team Coordinator – Strategy North
Karen Akehurst – Shoalhaven Arts Board

Apologies / Leave of Absence

An apology was received from Wesley Hindmarch, Scott Baxter, George Parker and Clr Pakes.

Confirmation of the Minutes

RESOLVED (James Caldwell)

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

CARRIED

Declarations of Interest

Nil

PRESENTATIONS**CBD18.1 Presentation from K. Akehurst****HPERM Ref:
D18/23477**

Clr Wells Chairperson of the Shoalhaven Arts Board introduced Karen Akehurst a member of the Shoalhaven Arts Board to provide a presentation in relation to Shoalhaven Readers and Writers Festival.

Ms Akehurst is part of a group of people who are volunteering their time to organise an event in the CBD called the Shoalhaven Readers and Writers Festival.

It is proposed that the event take place on 4 August 2018 and be a 1 day pilot event. The group is looking to activate the Nowra CBD in off peak periods and targeting 100 people in the first year.

The group is seeking financial support of \$4,500 to cover hiring fees and insurances etc.

With future years of the event there is potential for collaboration with Canberra and/or Melbourne Festivals.

Details of the proposal were outlined in the document handed out to those present (copy attached to the minutes).

The Chairperson advised that this will be discussed later in the meeting.

CBD18.2 Presentation - Wesley Hindmarch - New Member**HPERM Ref:
D18/23500**

It was advised that Wes was an apology and this will be dealt with at the next meeting.

REPORTS**CBD18.3 Election of Chairperson****HPERM Ref: D18/2875**

James Caldwell stepped down from Chairperson for the proceedings of the Election of Chairperson.

Sara McMahon – Governance Manager assumed the Chair and called for nominations of Chairperson.

Clr Gash nominated James Caldwell as Chairperson who accepted the nomination

Sara McMahon advised that Committee that James Caldwell is appointed as Chairperson for 2018.

James Caldwell resumed the Chair.

RESOLVED (Lynnette Kearney / Annie Aldous)

That the Committee elect James Caldwell to be Chairperson for 2018.

CARRIED

CBD18.4 Alternate Membership - Options**HPERM Ref:
D18/15702**

The Committee discussed their view on the options for an alternate member.

Recommendation

That the report on Alternate Membership options be received for information

RESOLVED (James Caldwell / Annie Aldous)

That at future CBD meetings, in the event that a quorum is not reached, for any items that require a resolution an E-Meeting will take place so all members can participate.

CARRIED

CBD18.5 Nowra CBD Revitalisation Strategy - Budget and Projects Update**HPERM Ref: D18/2212**

The Committee discussed the Budget update. The need for a footpath upgrade on Berry Street between Worrigea and Junction Streets was also discussed.

Ros Holmes – Manager City Design and Support advised that to undertake a detailed design would cost approximately \$20,000 which will cover a full survey detail etc and the design work

Recommendation (Item to be determined under delegated authority)

That the Committee:

1. Accept the budget and projects update for information.
2. Allocate an additional \$5,550 (excluding GST) to cover the two additional Christmas trees that were purchased as part of the 2017 Christmas promotion.
3. Allocate \$11,100 towards anti-graffiti coating for murals.
4. Accept the report on “Identifying the potential for a winter event to support Nowra’s revitalisation” by MyTravelResearch.com for information and request a further report that provides direction on next steps.

RESOLVED (Brendan Goddard / Lynnette Kearney)

That the Committee:

1. Accept the budget and projects update for information.
2. Allocate an additional \$5,550 (excluding GST) to cover the two additional Christmas trees that were purchased as part of the 2017 Christmas promotion.
3. Allocate \$11,100 towards anti-graffiti coating for murals.
4. Accept the report on “Identifying the potential for a winter event to support Nowra’s revitalisation” by MyTravelResearch.com for information and request a further report that provides direction on next steps.
5. Support the 2018 Shoalhaven Readers and Writers Festival by allocation of financial sponsorship \$4,500 from the Promotions budget and ensure the appropriate recognition is attributed to the Nowra CBD Revitalisation Strategy Committee.
6. Allocate up to \$20,000 to undertake a detailed design concept of a footpath upgrade on the western side of Berry Street between Worrigea and Junction Streets

CARRIED

CBD18.6 Nowra CBD Contributions Discount Subsidy Policy Review

**HPERM Ref:
D17/428081**

The Committee discussed the retention of the subsidy and also the need to require compliance with car parking code requirements.

Recommendation (Item to be determined under delegated authority)

That the Nowra CBD Revitalisation Strategy Committee consider and provide feedback on the proposed rescinding of the Nowra CBD Contributions Discount Subsidy.

RESOLVED (Annie Aldous / Lynnette Kearney)

That the Nowra CBD Revitalisation Strategy Committee supports the continuation of the Nowra CBD Contributions Discount Subsidy Policy.

CARRIED

CBD18.7 International Cities Town Centres & Communities (ICTC) - Mainstreet 2017

**HPERM Ref:
D17/426160**

Recommendation (Item to be determined under delegated authority)

That the Committee receive the report from Clr Annette Alldrick on the International Cities Town Centres & Communities (ICTC) for information.

RESOLVED (James Caldwell)

That the report from Clr Annette Alldrick regarding the International Cities Town Centres & Communities (ICTC) be received for information.

CARRIED

GENERAL BUSINESS

CBD18.8 Additional Item - Worrigeer Street Foot Path upgrade Variance from Design

James Caldwell raised a question to staff in regards to who signs off on footpath works and whether they are in accordance with design standards?

Staff advised that a report can be submitted to the Committee in respect of the Worrigeer Street footpath Project delivery.

Note: Phil Costello left 5.44pm

RESOLVED (James Caldwell / Annie Aldous)

That a report be submitted to the Committee on the completed Worrigeer Street footpath work which outlines variances from approved design and delivery methods for the works based on other similar CBD projects (use of Council staff vs external contractor to construct).

CARRIED

CBD18.9 Additional Item - Town map "Way Finding"

James Caldwell advised that it was brought to his attention over the holiday period that the Nowra CBD doesn't have a "town map".

The Committee agreed that it would be beneficial to have "way finding" maps erected in the CBD.

RESOLVED (James Caldwell / Lynnette Kearney)

That a report be submitted to the Committee on the formulation of a "way finding" strategy (including costs to implement) for visitors to the Nowra CBD, including amongst other options, directory boards at logical locations (e.g. Stewart Place Bus Terminal, Junction Court and Jelly Bean Park).

CARRIED

CBD18.10 Additional Item - Consultation and Distribution of Agenda's and Minutes

James Caldwell raised the point that he believes that all Property Managers and Real Estate Agents be included in the distribution list to the Committee for Agenda and Minutes. The Committee agreed.

Jessica Rippon - Executive Communications Manager advised that her team can come up with a communication strategy and report back to the Committee regarding consultation methods to the Nowra CBD Land Owners and Real Estate Agents. This would allow important information such as newsletters and Agendas to be shared with interested and relevant parties following meetings etc.

CBD18.11 Additional Item - Nowra CBD 2018 Easter Celebrations

James Caldwell asked the Committee if they agreed to continue with Easter Celebrations the same as last year in Jelly Bean Park.

The Committee agreed.

James Caldwell advised that he would forward the information to the members.

CBD18.12 Additional item - Congratulations and Thank you for 2017 Christmas Celebrations

Annie Aldous thanked Lynette Kearney, James Caldwell, Clr White and Jessica Rippon for their effort in making the Nowra CBD Christmas celebrations a success in 2017.

James Caldwell also thanked the Council staff who erected the two larger Christmas Trees.

Jessica Rippon noted that for the 2018 Nowra CBD Christmas celebrations planning will commence sooner rather than later.

There being no further business, the meeting concluded, the time being 6.08pm.

Mr James Caldwell
CHAIRPERSON

