

## Nowra CBD Revitalisation Strategy Committee

**Meeting Date:** Wednesday, 06 June, 2018  
**Location:** Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra  
**Time:** 4.00pm

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### Agenda

1. **Apologies**
2. **Confirmation of Minutes**
  - Nowra CBD Revitalisation Strategy Committee - 11 April 2018..... 1
3. **Declarations of Interest**
4. **Reports**
  - CBD18.36 Nowra CBD Revitalisation Strategy - Budget Update .....8
5. **General Business**

**Membership**

Mr Paul Keech or delegate  
Mr Phil Costello or delegate  
Ms Annie Aldous  
Mr James Caldwell  
Mr Scott Baxter  
Mr Brendan Goddard  
Mr George Parker  
Ms Lynnette Kearney  
Mr Luke Sikora  
Mr Wesley Hindmarch

**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, 11 April 2018  
**Location:** Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra  
**Time:** 4.04pm

The following members were present:

Mr Phil Costello - Director, Planning Environment and Development  
Mr Paul Keech - Director Assets and Works  
Mr James Caldwell - Chairperson  
Mr Scott Baxter  
Mr Brendan Goddard  
Mr George Parker - left 5.35pm  
Ms Lynnette Kearney  
Mr Wesley Hindmarch  
Clr Jo Gash - left 5.50pm  
Clr Patricia White  
Clr Mark Kitchener

Others present:

Roslyn Holmes – Unit Manager, City Design and Support  
Jessica Rippon - Executive Manager - Communications  
Jessica Volkanovski - Team Coordinator - Strategy North

### Apologies / Leave of Absence

Apologies were received from Luke Sikora and Annie Aldous

### Confirmation of the Minutes

**RESOLVED** (By consent)

That the Minutes of the Nowra CBD Revitalisation Strategy Committee held on Wednesday 07 March 2018 be confirmed with a correction on Page 5 of the Minutes to reflect that the funding to the Nowra Readers and Writers Festival was \$4500.

CARRIED

NOTE: The Chairperson invited Clr White to provide an overview of the recent resolutions of the Council with respect to matters discussed at the last meeting regarding funding and promotions.

The resolutions of the Council Meeting held on 27 March 2018 were as follows:

**CBD18.13 Funding - Nowra CBD Revitalisation Strategy Committee**

RESOLVED (MIN18.227)

That:

1. Council and the Nowra CBD Revitalisation Strategy Committee participate in a workshop to develop a strategy and action plan to optimise the functioning of the Committee as it addresses its task of revitalising the Nowra CBD.
2. Following the workshop, Council allocate a sum of up to \$500,000 p.a. for the remaining term of the current Council, (indexed annually to Rate Peg amount), to the Nowra CBD Revitalisation Strategy Committee to implement the strategy and action plan identified at the workshop.

**CBD18.14 Annual Promotions Budget**

RESOLVED (MIN18.228)

That:

1. The Committee's allocation of \$50,000 p.a. for promotional events be reconfirmed.
2. The promotional funds be allocated to the Nowra CBD Business Chamber Inc for the expenditure and completion of promotional activities
3. The Nowra CBD Business Chamber provide audited quarterly reports to Council on the promotional activities and expenditure
4. The terms of reference for the Committee be amended to reflect the above provisions for promotional events.

The workshop is currently being arranged by the General Manager.

Chairperson confirmed that there were 10 councillors present at the Council meeting and 80% voted in favour of the Resolution, and it is important that it is understood from where the funding comes.

## REPORTS

**CBD18.26 Update of Banners - Report Requested 7/3/2018 Meeting  
- CBD18.23****HPERM Ref:  
D18/106877****Recommendation (Item to be determined under delegated authority)**

That the Nowra CBD Revitalisation Strategy Committee Meeting receive the report for information.

The Unit Manager, City Design and Support, Roslyn Holmes spoke to the report and confirmed that the report covered:

- The use if the existing system of bannerettes (banner arms) which require an Endeavour Energy and RMS Approvals for each use and the requirement for cherry pickers and high level safety and traffic management. The use of these is cost prohibitive and installation of banners on a three month rotation would cost approximately \$100k per year.
- The installation of Bannerconda® system to be mounted onto existing Endeavour Energy poles on the highway (with approval from Endeavour Energy) which would enable the raising of a banner from the ground.

The Committee discussed the location of the banners and noted that the number would be dependant upon the available funding. At a minimum they should be provided for the stretch of the highway between the Shoalhaven Bridge and North Street, Nowra., although costs be obtained for the Bannerconda® system to be erected between the north side of Shoalhaven Bridge and Worrige Street.

**RESOLVED** (By consent)

That Council

1. Approach Endeavour Energy to obtain necessary approvals for the installation of the Bannerconda® banner system on the Endeavour Energy Poles along the Princes Highway between Bridge Road and Worrigea Street, Nowra.
2. Provide the Committee with an overview of how other Banners in the CBD are managed including an overview of the policies in place and a spreadsheet of bookings for the current flags.
3. Create a policy as to how the Banners along the Princes Highway will be managed, should this not be able to be managed under an existing policy of the Council
4. Seek advice as to what funding may be available from the Shoalhaven Tourism Action Group and the Business and Economic Development Committee of the Council towards the installation of Bannerconda® banner system on the Endeavour Energy Poles along the Princes Highway between Bridge Road and North Street, Nowra.

CARRIED

**CBD18.27 Permanent Installation of Christmas Lighting Nowra  
CBD - Junction and Berry Streets Nowra**

**HPERM Ref:  
D18/106937**

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

That:

1. The Committee receive the report for information.
2. The Committee agree to fund fairy lighting of the two (2) fig trees in Berry Street.
3. The Committee not proceed with retro fitting Christmas Lighting to the remaining sections of Berry Street and Junction Street.

The Chairperson asked if the lack of power in Berry and Junction Street is a Committee or a City wide issue.

The Unit Manager City Design and Support - Roslyn Holmes advised:

- that there is power available in Jellybean park (Western Side), Junction court ( in the banner poles) and in Thoroughfare lane. The Economic Development Unit of Council manages the access to the power for these sites.
- In Junction Street and the intersection of Berry and Junction (on Church and Post Office corners) there are lamposts that we can draw power from.
- In Berry Street the poles are Endeavour Energy poles who are traditionally reluctant to provide any power directly from these sources as they are unmetered.
- Christmas Festoons must be 5 ½ metres above the road and there is a requirement for a structural engineering audit on the existing Council infrastructure to ascertain if the project can be progressed.
- An option available to the Committee is to apply fairy lights to the Fig Trees in front of the Nowra library – costing \$10,000.

Enquiries were made as to if power is available in Nowra lane.

The committee discussed the possible use of laser lighting, data projection or solar lights instead of traditional lights and drawing power supply from the business owners. This has not been investigated to date and will be investigated by a Christmas Lights Sub- Committee.

**RESOLVED** (By consent)

That:

1. The Committee receive the report for information.
2. The Committee agree to fund fairy lighting of the two (2) fig trees in Berry Street at the front of the Library at a cost of \$10,000.
3. That a Christmas Lights Sub - Committee comprising of Clr White and Lynne Kearney to work with Roslyn Holmes on options for lighting within the constraints of the current promotions budget, with the view that suppliers be invited to a future meeting to provide options.

CARRIED

**CBD18.28 Lack of Power/Electricity for Past Events**

**HPERM Ref:  
D18/107193**

Discussion on this item was incorporated in discussion on the previous item.

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

That Nowra CBD Revitalisation Strategy Committee receive the report regarding concerns over lack of electrical power for past events with specific regard to access to power boards for information.

**RESOLVED** (By consent)

That Nowra CBD Revitalisation Strategy Committee receive the report regarding concerns over lack of electrical power for past events with specific regard to access to power boards for information.

CARRIED

**CBD18.29 Worrigeer Street Footpath Upgrade - Costings**

**HPERM Ref:  
D18/108596**

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

That the report outlining the Worrigeer Street Footpath Upgrade Costings be received for information.

The Chairperson advised that this report was not provided with the first iteration of the Business Paper. It was confirmed that this was the result of a business paper system error which was rectified as soon as it became apparent.

Members queried the detail provided in the report and advised that the Committee needed better breakdown of costs incurred to understand what has occurred.

Mr Baxter confirmed that the \$200,000 contribution of the Committee was based on an initial estimate of works for a project of over \$600,00 and queried as to whether the contribution from the Committee should be reduced or refunded in part given the actual cost was less than that estimated.

**Action** : The Director Assets and Works, Paul Keech, will seek further detailed information and provide it to the Committee if available. It was noted that more detailed information may have to be provided on a confidential basis.

**RESOLVED** (By consent)

That the report outlining the Worrigeer Street Footpath Upgrade Costings be received for information.

CARRIED

**CBD18.30 Next Steps - Possible Annual Winter Event, Nowra CBD**

**HPERM Ref:  
D18/80269**

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

That an Expression of Interest process be run to receive proposals from event organisers in accordance with the report on "Identifying the potential for a winter event to contribute to Nowra's ongoing revitalisation" as prepared by MyTravelResearch.Com.

The Team Coordinator - Strategy North - Jessica Volkanovski advised that at the 31 January 2018 meeting the committee resolved to get further direction from staff on the Winter Event, and spoke to the report.

It was agreed that it would be too late at this stage to progress an expression of interest process for a 2018 Winter Festival.

A Sub- Committee was identified to arrange a 2018 Winter Festival. A budget was not set for the event.

**RESOLVED** (By consent)

1. That the report be received for information.
2. That a 2018 Winter event be organised by a Sub-Committee comprising of Scott Baxter, Brendan Goddard, Lynne Kearney, and Jessica Volkanovski.
3. That an Expression of Interest process be run to receive proposals from event organisers for a Winter Festival for 2019 onwards in accordance with the report on "Identifying the potential for a winter event to contribute to Nowra's ongoing revitalisation" as prepared by MyTravelResearch.Com. with a budget of up to \$50,000 per year.

CARRIED

**CBD18.31 Wayfinding Signage - Assisting Pedestrian Movement in Nowra CBD**

**HPERM Ref:  
D18/102087**

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

That the Committee receive a verbal update in relation to potential locations, options for design and costings for implementation of wayfinding signage in Nowra CBD.

The Committee was provided a presentation showing concept designs for the Wayfinding Signage (copy attached to Minutes)

Mr Hindmarch commented that it would be beneficial to work in historic building and feature information in with the Wayfinding Signage.

**RESOLVED** (By consent)

1. That the information provided to the Committee with respect to possible designs for Wayfinding signs be received for information
2. That Jessica Rippon and Roslyn Holmes work with Wesley Hindmarch on the wayfinding

signage.

CARRIED

George Parker left the meeting, the time being 5.35pm

**CBD18.32 Nowra CBD Revitalisation Strategy - Budget and Project Updates**

**HPERM Ref:  
D18/104360**

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

That the Committee receive the Budget and Project updates report for information.

The Team Coordinator - Strategy North , Jessica Volkanovski explained the Balance sheet that was presented as the attachment to the report.

Chairperson confirmed that voted items (budgets) should be recorded as 'spent' on the timeline and budget update attachment.

Clr Gash left the meeting 5.45pm

**RESOLVED** (By consent)

That the Committee receive the Budget and Project updates report for information.

CARRIED

**CBD18.33 Information Report - Nowra CBD Contributions Discount Subsidy Policy**

**HPERM Ref:  
D18/105188**

It was confirmed that \$50,000 budget has now been established to fund successful applications under the Policy

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

That the Nowra CBD Revitalisation Strategy Committee receive this report for information.

It was confirmed that \$50,000 budget has now been established to fund successful applications under the Policy. The funding for this program is from Council and not the Nowra CBD Revitalisation Strategy Committee.

**RESOLVED** (By consent)

That the Nowra CBD Revitalisation Strategy Committee receive this report for information.

CARRIED



## GENERAL BUSINESS

### **CBD18.34 Additional Item - Berry Street Footpath Upgrade**

The Unit Manager City Design and Support - Roslyn Holmes provided a concept plan and estimate for the Berry Street Footpath Upgrade ( This plan is attached to the Minutes)

The Concept stage cost estimate is \$865,387. That includes a Cafe blister, pedestrian crossing, trees, tree pits, seating, new kerb and guttering, drainage, widened footpath, 35% contingency and 7% Project Management.

The costing excluded unknown sub-surface issues, night time/week end work, lighting, and works outside Roxy Cinema & Coffee'licious /Ella Bache.

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

That the verbal update from Unit Manager City Design and Support with respect to the concept stage of the Berry Footpath Upgrade is accepted and the Committee supports further work on the project.

CARRIED

### **CBD18.35 Additional Items - Various Items of General Business**

#### **1. McDonalds Sign - Update**

The Director, Planning, Environment and Development - Phil Costello advised that the matter of the McDonalds sign on the Princes Hwy near the intersection with Kinghorne Street had been followed up and assurances have been received that the sign will be removed within two (2) weeks.

#### **2. Mural - Kinghorne Street**

Mr Baxter advised the Committee that he had been contacted by the owner of the adjacent property where the cherry picker is located. The property owner expressed concern that they had not been asked to give permission for the works. The Team Coordinator - Strategy North, Jessica Volkanovski advised that she was of the understanding that the property owner had provided permissions but would investigate this further.

#### **3. Parking on Haigh Avenue**

Mr Baxter advised the Committee that an approved proposal to remove a parking zone on Haigh Avenue will result in further reduction of car spaces at this location.

#### **4. Kinghorne and North Street, Nowra**

Mr Baxter advised the Committee that the current limited line of sight for traffic coming out of Kinghorne Street into North Street is an issue that should be addressed by the Council

#### **5. Planter Boxes**

It was noted that an update on the issue of planter boxes should be placed on the Agenda for the next meeting of the Committee.

There being no further business, the meeting concluded, the time being 6.07pm

Mr James Caldwell  
CHAIRPERSON

## CBD18.36 Nowra CBD Revitalisation Strategy - Budget Update

**HPERM Ref:** D18/176834

**Group:** Planning Environment & Development Group  
**Section:** Strategic Planning

**Attachments:** 1. Timeline and Budget - June 2018 [↓](#)

### Purpose / Summary

Provide an update on the Nowra CBD Revitalisation Strategy 2017/18 Financial Year Budget.

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

That the Committee receive this report for information.

### Budget Update

The budget has been updated to include the following recent funding resolutions and expenditure of voted funds:

- Promotions / Activation: "Spent" column revised to reflect actual expenditure from Easter Promotions revised from \$1400 to \$712.50;
- Anti-graffiti Coating: Project now completed and total budget of \$11,100 expended;
- Christmas Decorations & promotions: Additional \$100 expended for Christmas Vouchers;
- Murals: Project now completed and total carry-over budget of \$23,020 expended; and
- Lighting: Allocation of \$10,000 towards funding fairy lighting in Berry Street in front of the library.

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

### Projects Update

A verbal update will be provided at the meeting in relation to relevant projects.



	Lighting	\$10,000.00	
	<b>Total</b>	\$209,652	\$96,232.50
	<b>Remaining</b>	\$290,348	\$403,767.50