

MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE

Meeting Date: Wednesday, 1 August 2018
Location: Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra
Time: 4.06pm

The following members were present:

Mr James Caldwell - Chairperson
Mr Gordon Clark - Acting Director, Planning Environment and Development
Mr Paul Keech - Director Assets and Works
Ms Annie Aldous
Mr Scott Baxter
Mr Wesley Hindmarch
Mr Brendan Goddard – arrived 4.17pm
Mr George Parker – arrived 4.09pm

Others present

Clr Patricia White
Clr Nina Cheyne
Stephen Dunshea – Director Finance Corporate and Community Services
Sara McMahon – Governance Unit Manager
Jessica Rippon – Executive Manager - Communications
Roslyn Holmes – Manager – City Design and Support
Lauren Turner – Coordinator – Local Planning Team

Apologies / Leave of Absence

Apologies were received from Lynnette Kearney, Clr Gash

Confirmation of the Minutes

Note: George Parker arrived at 4.09pm

RESOLVED (By consent)

That the Minutes of the Nowra CBD Revitalisation Strategy Committee held on Wednesday 06 June 2018 be confirmed.

By consent

CARRIED

Declarations of Interest

Nil

REPORTS

CBD18.41 Banner Systems - Nowra CBD

**HPERM Ref:
D18/222672**

Roslyn Holmes addressed the meeting and advised that in relation to this item Council is currently waiting on Endeavour Energy for their approval and the next step (once approved) is to update the Policy to include the Highway into existing Policy.

It was advised that a report will be forthcoming when there is progress with Endeavour Energy.

Recommendation (Item to be determined under delegated authority)

Submitted for information and consideration to determine future actions relating to banners management and budget responsibilities.

RESOLVED (By consent)

That the report regarding Banner Systems – Nowra CBD be received for information.

CARRIED

CBD18.42 Information Report - Overview - Nowra CBD Workshop

**HPERM Ref:
D18/204568**

Note: Brendan Goddard arrived at 4.17pm

James Caldwell addressed the meeting and requested that, where possible if the Agenda can be provided to the members at least a week prior to the meeting, to allow members time to review the reports.

Paul Keech advised that he would action parts b, c and d of the recommendation.

The Terms of Reference will need to be reviewed and discussed with the Committee and will come via a report in October. James Caldwell will email draft comments on the Terms of Reference to Paul Keech.

It was noted that in relation to Capital Works Projects, that the Assets & Works Group have regular updates with Shoalhaven Water, however there is not one combined projects listing for all of Council.

Clr White suggested that at the bottom of the Projects, an addition for Projects which impact on the Nowra CBD Revitalisation Strategy Committee should be added for example the new traffic lights on the highway.

Recommendation (Item to be determined under delegated authority)

That

1. The attached report regarding overview of the Workshop be received for information.
2. In accordance with the outcomes of the workshop
 - a. The Nowra CBD Revitalisation Strategy be promoted and reviewed regularly
 - b. The Nowra CBD Revitalisation Strategy Action Plan be formalised, monitored and revisited annually.
 - c. The NoGra CBD Revitalisation Committee be consulted in the preparation of the Draft Capital Works Program in relation to works in the Nowra CBD
 - d. The terms of reference and delegations of the Nowra CBD Revitalisation Strategy Committee be clarified and amended to incorporate the outcomes of the workshop
 - e. The frequency of meetings of the Nowra CBD Revitalisation Committee be increased to monthly meetings until September 2018, after which meetings will be held bi-monthly meetings (6 per year).

RESOLVED (Scott Baxter / Wesley Hindmarch)

That:

1. The attached report regarding overview of the Workshop be received for information.
2. This recommendations from the Workshop be deferred pending further discussions between Scott Baxter and Brendan Goddard with respect to the Actions.

CARRIED

**CBD18.43 Report and Feedback - Nowra CBD Access Improvement
Financial Assistance Program****HPERM Ref:
D18/207314****Recommendation (Item to be determined under delegated authority)**

That the Committee:

1. Continue with the Nowra CBD Access Improvement Financial Assistance Program in 2018/19.
2. Increase the maximum funding amount for the Nowra CBD Access Improvement Financial Assistance Program to \$5,000 per application with a total of \$15,000 allocated to the program from the 2018/19 Nowra CBD Renewal budget.
3. Provide \$3,000 to facilitate the 2018/19 *Proudly Inclusive Business* recognition pilot program also from the Nowra CBD Renewal budget.

RESOLVED (By consent)

That the Committee:

1. Continue with the Nowra CBD Access Improvement Financial Assistance Program in 2018/19.
2. Increase the maximum funding amount for the Nowra CBD Access Improvement Financial Assistance Program to \$5,000 per application with a total of \$15,000 allocated to the program from the 2018/19 Nowra CBD Renewal budget.
3. Provide \$3,000 to facilitate the 2018/19 *Proudly Inclusive Business* recognition pilot program also from the Nowra CBD Renewal budget.

CARRIED

CBD18.44 Information Report - Update - Outstanding Actions

**HPERM Ref:
D18/241334**

James Caldwell suggested in future when there is a contribution from land owners, the money be invoiced from the Nowra CBD Committee.

Stephen Dunshea advised that it would be more appropriate if the invoices were to come from Council, with possibly a covering letter from the Committee.

Note: Wayfinding signage – locations and designs to be finalised so the signs can be installed prior to Christmas.

Recommendation (Item to be determined under delegated authority)

That the Outstanding Action report be received for information.

RESOLVED (By consent)

That:

1. The Report be received for information
2. It be noted that the following resolutions have been completed and will be removed from the Outstanding Actions List
 - a. CBD18.29 – Worrigee Street Footpath Upgrade
 - b. CBD18.31 – Wayfinding Signage
 - c. CBD18.34 – Berry Street Upgrade
3. With respect to the Worrigee Street footpath upgrade a further report be provided on:
 - a. The final cost of the project; and
 - b. The percentage of the fixed cost covered by the Committee
4. The Nowra CBD Committee proceed with the Wayfinding signage (estimated \$35,000 with an additional contingency of 10%)
 - a. 5 signs in total (subject to Stocklands agreement of a sign in that location)
 - b. The design be a raised sandstone plynth
 - c. The design of the rear of the sign be a picture of the location and/or commentary of the location as determined by the sub-committee

CARRIED

CBD18.45 Change to Annual Promotions Budget conditions

**HPERM Ref:
D18/245949**

Stephen Dunshea addressed the meeting in relation to the letter of understanding.

Once this has been reported to Council, Stephen Dunshea will email the members the outcome.

James Caldwell advised that out of the \$48,453.95 a payment has been made from the Easter promotions and a \$4,500 invoice is due from Council for the Easter event.

Recommendation

That Council's resolution that Nowra CBD Business Chamber provide audited quarterly reports to Council on promotional activities and expenditure be amended to remove the requirement for audit and instead require the forwarding to Council of an annual financial report.

RECOMMENDATION (By consent)

That Council's resolution that Nowra CBD Business Chamber provide audited quarterly reports to Council on promotional activities and expenditure be amended to remove the requirement for audit and instead require the forwarding to Council of an annual financial report.

CARRIED

CBD18.46 Removal of Advertising Seats - Nowra CBD**HPERM Ref:**
D18/237033

Wes Hindmarch addressed the meeting and suggested that when considering the replacement of the chairs, encourage better quality spaces, consider design and the future of the masterplan.

Recommendation

That the 11 advertising courtesy seats in the Nowra CBD be removed as soon as possible at an estimated cost of \$52,000 (inc GST) and that the funding for the removal be provided from the Nowra CBD Revitalisation Strategy Committee and Council on a 50/50 basis. With the Nowra CBD Revitalisation Strategy Committee's contribution capped at \$26,000 (inc GST)

RECOMMENDATION (Scott Baxter / Annie Aldous)

That:

1. The 11 advertising courtesy seats in the Nowra CBD be removed as soon as possible at an estimated cost of \$52,000 (inc GST)
2. The Nowra CBD Revitalisation Strategy Committee not contribute to cost of the removal, given that the seats do not comply with the CBD standards,
3. It be noted that the Nowra CBD Revitalisation Strategy Committee would be prepared to consider funding the replacement of the seats with those that fit within the designs/colours of the CBD upgrade.

CARRIED

CBD18.47 Nowra CBD Facade Improvement Financial Assistance Program - Application for 88 Junction Street, Nowra (Ingrid Keller)**HPERM Ref:**
D18/205062**Recommendation**

That the Committee agree to support the request under the Nowra CBD Façade Improvements Program for 88 Junction Street, Nowra up to a value of \$2,227.00 (being 50% of the total cost of the works).

RESOLVED (Brendan Goddard / George Parker)

That the Committee agree to support the request under the Nowra CBD Façade Improvements Program for 88 Junction Street, Nowra up to a value of \$2,227.00 (being 50% of the total cost of

the works).

CARRIED

CBD18.48 Nowra CBD Revitalisation Strategy - Budget and Project Updates

**HPERM Ref:
D18/245031**

Clr White addressed the meeting in relation to the Laneway activities on 12 July 2018, and congratulated staff and the completed artwork, it was a good project and children enjoyed the day.

Gordon Clark tabled a comprehensive review of the budget – which is still subject to council considering re-votes.

Lauren Turner advised that there is graffiti on the artwork in the laneway Mural. Placards will be installed tomorrow (2 August 2018), would like the Committee to consider funding.

Lauren Turner provided a presentation in relation to the Winter Laneway Art Project

Clr White advised that the Youth Advisory Committee are putting together a Strategic Action Plan and as part of this they want to have more Art events.

Brendan Goddard suggested that the Committee consider another activity or project/event, possibly food truck event discussed.

Gordon Clark advised that events can require permits when on public spaces.

The (old) Spotlight carpark was suggested as an event location. It was also suggested that the back of the building be improved by signage or imagery.

Gordon Clark suggested the Committee think about and identify a suitable space and Wes (Wandering Wood Fired Pizza's) can coordinate food trucks and then the Committee can consider what assistance it is able to provide in getting a regular event going.

Lauren Turner advised that the Shoalhaven Regional Art Gallery hosted an event in the forecourt with 150-180 in attendance and are hoping to build a bigger annual event. There is potential to coincide with the River Festival and Jessica Rippon to get in contact with the Committee in relation to this.

Lauren Turner advised that Council has applied for a Heritage Near Me Grant, to put up heritage plaques. Council should know within a few weeks if successful. If successful, more professional photos will be required.

Winter event – Jessica Rippon will now run the EOI for this

Wes Hindmarch –the response letter still needs to be sent to Bundanon Trust, who advised that they are still interested.

Brendan Goddard advised that the Art Gallery is looking for funding for a Summer Sessions event, they will have to put in a formal request.

Recommendation (Item to be determined under delegated authority)

That the Committee receive the budget and project updates report for information.

RESOLVED (By consent)

That:

1. The Nowra CBD Revitalisation Strategy Committee allocate funding \$2,700 excl GST for the supply and installation of the Mural Placards from the promotions budget.
2. The Nowra CBD consider any future request for funding for the Summer sessions Regional Art Gallery event from the (\$48,000) promotions budget.

CARRIED

GENERAL BUSINESS

CBD18.49 Additional Item - Historical Society Book Launch

Scott Baxter advised the Committee has received a request for funding for a Book Launch for a book on the history of Nowra at the Shoalhaven Regional Art Gallery.

RESOLVED (Scott Baxter / Brendan Goddard)

That the Nowra CBD Revitalisation Strategy Committee support the Nowra Historical Society Book Launch at the Shoalhaven Regional Art Gallery by way of \$1,400 to be funded from the Promotions Budget.

CARRIED

Note: Following the conclusion of the meeting, members discussed that the amount to be supported be \$2,000 and this was agreed via email.

It is also noted that given the Promotions Budget now sits outside of Council, there is no requirement for a formal resolution.

CBD18.50 Additional Item - Revitalise Public Spaces - Landscape

Wes Hindmarch suggested an idea to revitalise public spaces in the CBD. That a competition be run with local architects for public spaces. It would be a good way to get public interest and also media interest.

James Caldwell requested that Wes Hindmarch email the details and suggestion to the Committee.

CBD18.51 Additional Item - Capital Works - Footpaths

Brendan Goddard suggested that a way forward is for the Committee to look years in advance and to stop looking at footpaths and look at the CBD in a wholistic view in terms of Capital Works projects.

Ros Holmes will send information to Brendan in relation to Capital Works Projects in the CBD.
Brendan will liaise with Ros Holmes and Paul Keech

Paul Keech will come back to the Committee with information about Capital Works Projects.

CBD18.52 Additional Item - Christmas Promotions and Busking Event

Clr White advised that in the absence of Lynnette Kearney, Annie Aldous will assist with the Sub Committee.

Annie Aldous advised that she is investigating a Busking Event similar to what was run 2 years ago and will attempt to get the radio to help promote.
Annie will forward information to the members via email.

CBD18.53 Additional item - Festive Lights

Ros Holmes advised that in relation to the Festive Lights that a lot of background/behind the scenes work has been happening with the Electrical Engineer seeking various pricing, for the lights on Junction and Berry Streets and for the Facades.
An update will come back via the Sub-Committee and work on it will continue.

There being no further business, the meeting concluded, the time being 6.05pm.

Mr James Caldwell
CHAIRPERSON