

MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE

Meeting Date: Wednesday, 5 September 2018
Location: Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra
Time: 4.07pm

The following members were present:

Mr James Caldwell - Chairperson
Mr Phil Costello - Director, Planning Environment and Development
Mr Paul Keech - Director Assets and Works
Ms Annie Aldous
Mr Scott Baxter
Mr George Parker – arrived at 4.09pm

Others Present:

Clr Gash
Clr Cheyne – arrived at 4.22pm
Stephen Dunshea – Director Finance, Corporate and Community Services
Sara McMahon – Governance Unit Manager
Lauren Turner – Coordinator – Local Planning Team
Jessica Rippon – Executive Manager Communications

Apologies / Leave of Absence

An apology was received from Clr Findley, Clr White, Brendan Goddard, Lynnette Kearney and Wesley Hindmarch.

Confirmation of the Minutes

Note: George Parker arrived at the meeting at 4.09pm

RESOLVED (By consent)

That the Minutes of the Nowra CBD Revitalisation Strategy Committee held on Wednesday 01 August 2018 be confirmed.

CARRIED

Declarations of Interest

Nil

REPORTS

CBD18.54 Request from Shoalhaven Arts Board - Appointment Representative

**HPERM Ref:
D18/252643**

Scott Baxter addressed the meeting and suggested that the Committee decline the request for an Arts Board Representative on the basis that the current membership of the Committee is sufficient. If the Shoalhaven Arts Board have something they wish to bring to the Committee, they are more than welcome to address the committee.

Stephen Dunshea suggested that the Committee should acknowledge the interest from the Shoalhaven Arts Board.

Recommendation

That:

1. Consideration be given to the request of appointing a representative from the Shoalhaven Arts Board.
2. Subject to the decision in respect of Recommendation 1 above, the Committee recommend to Council that the Committee's Terms of Reference be amended to reflect a new Shoalhaven Arts Board Representative as a non-voting member.

RECOMMENDATION (Scott Baxter / George Parker)

That:

1. The request for membership from the Shoalhaven Arts Board be acknowledged
2. The Shoalhaven Arts Board be advised that the Nowra CBD Revitalisation Strategy Committee welcomes representations on items of interest and/or projects relating to Arts Projects, however do not support the inclusion of an additional member on the Nowra CBD Revitalisation Strategy Committee.

CARRIED

CBD18.55 Successful Heritage Grant - Nowra CBD Historical Walk - Historical interpretative signage and app content development

**HPERM Ref:
D18/295472**

Scott Baxter addressed the meeting and advised that he wasn't aware of any App that was part of the original submission. He was the original person that approached the Historical Society for the idea of the Walk and the Committee with \$4000 for the Plaques for the Walk.

Scott Baxter together with Ros Holmes and Wesley Hindmarch formed the Nowra CBD Historical Walk Working party for the Committee working on that project.

Lauren Turner - Coordinator – Local Planning Team addressed the meeting and advised that there has been brochures placed at various locations for the walk, however there is no data if people are using the brochures for the walk. OEHL have been looking for digital ways for heritage walks which would possibly be by the way of an App, this is why an application was sought for additional funding. The costs for photos and graphics outlined in the report reflect the greater number of photos and work needed for the App. The photos in the App would need to be up to standard of OEHL.

Note: Cllr Cheyne arrived at 4.22pm

Lauren Turner advised that the breakdown of the Grant can be adjusted to suit the needs of the project and stated that the costs provided were based on estimated figures.

Scott Baxter advised that the project started with the Committee and felt that all processes should have come through the Committee first.

Jessica Rippon – Executive Manager Communications addressed the meeting and advised that the Committee is being consulted and advised that Council was successful in applying for the Grant and is now seeking the Committee’s input on how they want the Grant to be spent.

The Committee held a discussion on Grant funding, and it was noted that concerns raised related to breakdown in communication between Council and the Committee, whose project this was.

There was discussion around whether the Grant now belongs to the Committee or Council. Paul Keech advised that given the Terms of Reference, the use of the Grant funding of \$30,751 was at the direction of the Committee and work undertaken would be under the auspices of the Working Party, however it was ‘Council’s’ Grant.

It was noted that this matter was discussed at the Workshop of the Committee and needs to be clarified in the review of the Terms of Reference outlined at that Workshop.

Recommendation

That the Committee:

1. Supports Council accepting the grant offer of \$30, 751 from NSW Officer of Environment and Heritage under the *Heritage Near Me* Activations Grant 2018-19 for the Nowra CBD Historical Walk – interpretative signage and digital content development to create a physical and interactive trail.
2. Given the limited timeframe required for project completion, Council staff commence the project working with the Shoalhaven Historical Society and nominated members of the Committee to prepare digital content for the Heritage Near Me app and designs for the interpretative signage to create a physical and interactive trail for the Nowra CBD historical walk.
3. Nominate members of the Committee to form a subcommittee, to consider the design of the signage and promotional material and to assist with research and delivery of this project including discussions with shop and building owners where plaques and signs are proposed to be located.
4. The Nowra CBD Historical Walk project be completed by 30 April 2019 in accordance with the grant requirements.

RECOMMENDATION (By consent)

That the Committee:

1. Supports Council accepting the grant offer of \$30, 751 from NSW Officer of Environment and Heritage under the *Heritage Near Me* Activations Grant 2018-19 for the Nowra CBD Historical Walk – interpretative signage and digital content development to create a physical and interactive trail.
2. Given the limited timeframe required for project completion, Council staff commence the project working with the Shoalhaven Historical Society and the Nowra CBD Heritage Walk Working Party to prepare digital content for the Heritage Near Me app and designs for the interpretative signage to create a physical and interactive trail for the Nowra CBD historical walk.
3. That Scott Baxter, Ros Holmes and Wesley Hindmarch as the existing Nowra CBD Heritage Walk Working Party, consider the design of the signage and promotional material and to assist with research and delivery of this project including discussions with shop and building owners where plaques and signs are proposed to be located.
4. The Nowra CBD Historical Walk project be completed by 30 April 2019 in accordance with the grant requirements.

CARRIED

Introduction of Items as Matters of Urgency

RESOLVED (James Caldwell)

That the following addendum reports be introduced as matters of urgency:

1. CBD18.56 Outstanding Actions Information Report
2. CBD18.57 Nowra Bridge Project
3. CBD18.58 Commercial Property Leasing
4. CBD18.59 Proposed O'Keefe Avenue Traffic Lights

CARRIED

The Chairperson ruled the matters as ones of urgency as they relate to urgent business of Council and allowed their introduction.

ADDENDUM REPORTS

CBD18.56 Outstanding Actions Information Report

**HPERM Ref:
D18/289923**

The Committee was informed of the following Council resolution (MIN18.674) in relation to not having the seats removed.

That the 11 advertising courtesy seats be retained until the contract ends in year 2026 at which time either the contract can be extended or the seats can be removed at no cost and the Committee be notified of Councils decision.

The Committee questioned that the seats don't comply with the DCP.

Scott Baxter advised that the Committee should be entitled to look at the agreement between Council and Claude Neon and then this request should go back to the Council meeting if the seats were never complying with the DCP.

Paul Keech – Director Assets and Works advised that he is happy for Scott to view the document when requested.

Clr Gash – indicated that she would bring a rescission motion to Council in relation to this.

Stephen Dunshea – Director Finance, Corporate and Community Services advised that in relation to Item CBD18.45 (Annual Promotions Budget) it is noted that quarterly financial statements are not required and the Committee is to provide the annual financial statements.

Recommendation (Item to be determined under delegated authority)

That the Outstanding Action report be received for information.

RESOLVED (By consent)

That the Outstanding Action report be received for information.

CARRIED

CBD18.57 Nowra Bridge Project

**HPERM Ref:
D18/302316**

Scott Baxter addressed the meeting and asked if Council has a position on where the new Bridge

should be located?

Paul Keech – Director Assets and Works advised that the RMS land acquisition has been identified and Council is making comments and preparing a submission to the RMS.

Scott Baxter – Question whether the Committee should make a submission or comment or add comments to Council’s submission? The Committee and the Business Chamber will follow Council’s lead in relation to the submission.

Paul Keech – advised that the public, Committee and Business Chamber are free to make comments or submissions to the RMS as they are holding public meetings as detailed in the report.

Paul Keech indicated that RMS were in town over the next few days and he would try and arrange a meeting for the Committee members.

Recommendation (Item to be determined under delegated authority)

That Nowra CBD Revitalisation Strategy Committee Invite RMS to attend to discuss environmental assessment and concept design for the Nowra Bridge Project to discuss the revised bridge plans in greater detail.

RESOLVED (By consent)

That the report regarding Nowra Bridge Project be received for information.

CARRIED

CBD18.58 Commercial Property Leasing

**HPERM Ref:
D18/302320**

Annie Aldous advised that she should leave the room. The Chairperson advised that the Committee will keep the conversation general on the topic of leasing to allow Annie to remain in the room.

Scott Baxter – asked what is Council’s Policy for leasing commercial properties to businesses in the CBD to short term and/or pop up shops? Scott also advised that he didn’t feel that Council should own commercial premises and it had been a long time since Council had been out to the market place to engage Property Managers.

Paul Keech – Director Assets and Works spoke to the General Managers comments in the report and confirmed that the Pop up shop was not provided free of charge as it had previously been noted on Social Media

Clr Gash asked if Council should have a Policy? It was noted that Council’s Occupation of Council Owned or Managed Land (POL16/150) was attached to the report for information for the Committee. This Policy does not specifically deal with ‘pop up’ shops.

Stephen Dunshea – Director Finance, Corporate and Community Services commented that from discussions of the Committee and on Social Media there needs to be clarification in the protocols to be followed and communications between Council and the Agent in relation to the leasing of the premises and agreements.

Recommendation (Item to be determined under delegated authority)

Council’s policy of leasing commercial properties and having the head of this department attend to explain the Lorna Jane situation.

RESOLVED (By consent)

That the Committee notes that the General Manager (Director Assets and Works) will be undertaking a review of the contract and lease agreements.

CARRIED

CBD18.59 Proposed O'Keefe Avenue Traffic Lights

**HPERM Ref:
D18/305940**

Scott Baxter advised that he and staff had done a walk around and one of the issues raised at the time was the Coles pedestrian crossing on O'Keefe Avenue and it was suggested that a more appropriate location would be traffic lights at the intersection of O'Keefe Avenue and Junction Street.

The current location creates traffic issues and the trees create sight issues for vehicles being able to see pedestrians.

Paul Keech – Director Assets and Works advised that Council have applied for a Grant, however no funding yet for the traffic lights has been established at this stage.

Annie Aldous suggested that it would make an easier flow for traffic and pedestrians if there were an alternate entry to the car park.

Recommendation

That the proposed position of the O'Keefe Avenue traffic lights be moved slightly west to coincide with the Nowra Taxi Rank location.

RECOMMENDATION (By consent)

That Council seek to move the proposed crossing near the Coles carpark on O'Keefe Avenue, Nowra to the intersection of O'Keefe Avenue and Junction Street and include the provision of fencing to direct pedestrians to the crossing.

CARRIED

GENERAL BUSINESS

CBD18.60 Additional item - Update - Planter Boxes and Lights

James Caldwell advised that Ros Holmes was on leave however had advised him that the Planter Boxes are going well and there is a consultant coming next week for the Christmas.

CBD18.62 Additional item - Resignation - Luke Sikora

The Committee was advised the Luke Sikora had resigned from the Committee due to work commitments and wished the Committee well for the future.

Given the Terms of Reference is under review it was best to wait until that was resolved prior to seeking new members.

RECOMMENDATION (By consent)

That the resignation from Luke Sikora be accepted and Council not go out to EOI at this stage until

the Terms of Reference is discussed and adopted.

CARRIED

CBD18.63 Additional Item - Finance / Budget Report and Terms of Reference

Stephen Dunshea – Director Finance, Corporate and Community Services advised that the financial reporting use to be managed and reported from Strategic Planning. This role now sits with Finance. He will work the James Caldwell for a revised model of the Promotions Budget and report back to the Committee on this matter.

Paul Keech indicated that he had started looking at the Terms of Reference after the last meeting and handed out first draft, however he has now realised that all the actions arising from the Workshop were not determined at the last meeting and he will not be able to proceed with this work without it being confirmed by the Committee.

The Workshop recommendation which was presented to the Committee at the last meeting, but which was deferred was:

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 Nowra 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).*

Scott Baxter and James Caldwell on behalf of the Committee indicated they did not feel that they were in a position to adopt the workshop recommendations at this time. It was noted that the Workshop was attended by Committee members and they dedicated their time to do so, however the Councillor who introduced this to the Council did not attend. Therefore members were hesitant to spend further time on the Workshop. This would be reconsidered before the next meeting.

CBD18.64 Additional Item - Nowra CBD Accessible Businesses

Clr Cheyne as Chairperson of the Inclusion and Access Committee addressed the meeting and thanked the Nowra CBD Revitalisation Strategy Committee and local businesses that made their businesses accessible, and would like to encourage other shops to make them accessible.

A suggestion was to canvas the Nowra CBD and encourage shops to make them accessible and more user friendly. There are Grants available for this purpose and it was noted it would be helpful if the Committee was made aware when applications can be made.

RESOLVED (By consent)

That the General Manager (Finance, Corporate and Community Services) submit reports to the Committee when Grants are available for businesses.

CARRIED

CBD18.65 Additional item - Radio Proposal - Buskers Festival

Annie Aldous advised that she had received the radio proposal for the Buskers Festival which was to run over a 4 week period over the Spring school holidays.

There is a lot happening in the CBD this Spring and it's difficult to get it in before the long weekend and suggested that the Busking Festival be held over until next year and can the radio program be used somehow for Christmas?

James Caldwell – if the Committee is in agreeance for the radio proposal, just need to determine when to have the Buskers Festival.

Clr Gash suggested speaking with the Media Team.

CBD18.66 Additional Item - Nowra CBD Flag

Annie Aldous suggested that the Committee design and order some sort of Nowra CBD Flag to be used for future events.

CBD18.67 Additional Item - Banners - Poles - Christmas Tree Locations

James Caldwell asked for an update regarding the Banner systems. – Staff advised that Council is waiting to hear back from Endeavour Energy (refer to pages 3 and 4 of the Attachments).

James Caldwell advised that he would like to purchase 2 more large Christmas Trees and is looking for suggestions for locations. It was suggested the balcony of the School of Arts or the forecourt of the Gallery may be suitable location in Berry Street.

RESOLVED (By consent)

That Council investigate the Gallery forecourt location or other suitable locations in Berry Street for placement of a Christmas Tree.

CARRIED

There being no further business, the meeting concluded, the time being 5.56pm.

Mr James Caldwell
CHAIRPERSON