

MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE

Meeting Date: Wednesday, 10 October 2018
Location: Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra
Time: 4.05pm

The following members were present:

Mr James Caldwell - Chairperson
Clr Joanna Gash – left 5.43pm
Clr Patricia White
Mr Phil Costello - Director, Planning Environment and Development
Mr Michael Harben - Acting Director Assets and Works
Ms Annie Aldous
Mr Wesley Hindmarch
Mr Brendan Goddard – arrived at 4.40pm
Mr George Parker – arrived at 4.10pm, left at 6.00pm

Others present:

Clr Bob Proudfoot
Russ Pigg – General Manager
Stephen Dunshea – Director Finance Corporate and Community Services
Gordon Clark – Strategic Planning Manager
Sara McMahon – Governance Unit Manager
Ros Holmes – Manager – City Design and Support
Bronwyn Coulston – Manager – Arts and Culture

Apologies / Leave of Absence

Apologies were received from Lyn Kearney and Scott Baxter.

Confirmation of the Minutes

Note: In the previous meeting Item CBD18.55 it was recommended that Ros Holmes form part of the Sub Committee, Ros Holmes will be replaced by Lauren Turner.

RESOLVED (By consent)

That the Minutes of the Nowra CBD Revitalisation Strategy Committee held on Wednesday 05 September 2018 be confirmed.

CARRIED

CBD18.72 Committee Membership

**HPERM Ref:
D18/340871**

James Caldwell addressed the meeting in relation to Council's recent resolution on Membership to add three (3) Councillors and sought the opinions of all members present.

All members present were in agreement with the Council resolution and the importance of members getting on well together.

Note: George Parker arrived 4.10pm

Recommendation (Item to be determined under delegated authority)

That the Nowra CBD Revitalisation Strategy Committee receive the report regarding the Council's resolution to include three (3) Councillors as voting members of the Committee for information.

RESOLVED (Clr White / Annie Aldous)

That:

1. The Nowra CBD Revitalisation Strategy Committee receive the report regarding the Council's resolution to include three (3) Councillors as voting members of the Committee for information.
2. A leave of absence be approved for Lynnette Kearney on Medical grounds until she is well enough to return.
3. The community member position remains vacant until the Terms of Reference have been reviewed.

CARRIED

Declarations of Interest

Nil

REPORTS

CBD18.69 Australia Day - Nominations

**HPERM Ref:
D18/323196**

Note: Russ Pigg left at 4.22pm

Recommendation (Item to be determined under delegated authority)

That the Nowra CBD Revitalisation Strategy Committee:

1. Receive the Australia Day Nominations report for information; and
2. Actively promote the Australia Day Nominations.

RESOLVED (Clr White / George Parker)

That the Nowra CBD Revitalisation Strategy Committee:

1. Receive the Australia Day Nominations report for information; and
2. Actively promote the Australia Day Nominations.

CARRIED

CBD18.70 Outstanding/Ongoing Actions Information Report

**HPERM Ref:
D18/333237**

Note: Brendan Goddard arrived at 4.40pm.

Recommendation (Item to be determined under delegated authority)

That:

1. The Outstanding/Ongoing Action report be received for information.
2. The all items marked in the Action Listing attached to the report which are notated as completed be removed from the listing.

RESOLVED (Clr White / Clr Gash)

1. That the Outstanding/Ongoing Action report be received for information.
2. The items marked completed in the Action Listing attached to the report and noted below be removed from the listing:
 - a. CBD17.47 – Remove – note a further report will be provided
 - b. CBD18.25 – Remove
 - c. CBD18.26 – Remove
 - d. CBD18.30 – Remove
 - e. CBD18.37 – Remove
 - f. CBD18.44 – Remove
 - g. CBD18.45 – Remove
 - h. CBD18.46 – Remove
 - i. CBD18.47 – Remove
 - j. CBD18.48 – Remove
 - k. CBD18.49 - Remove

CARRIED

CBD18.71 Laneway Panel Project - Selection of successful proposal

**HPERM Ref:
D18/333910**

Bronwyn Coulston - Arts and Culture Manager addressed the meeting in relation to the request for additional funds for the Laneway project by Andre Braun.

It was noted that the amount in the report is GST inclusive and it was requested that amounts in future be reported as GST exclusive.

Recommendation (Item to be determined under delegated authority)

That

1. The Laneway Panel Project 2018 be awarded to Andre Braun for the proposal 'Life Cycle' and that the Unit Manager – Arts and Culture undertake negotiations with Andre regarding artist fees and work schedules.

2. An additional \$2,500 is allocated to the project from the CBD Revitalisation Committee budget to allow the artist to work across all 21 panels in the laneway and achieve a more complete work.

RESOLVED (Annie Aldous / George Parker)

That:

1. The Laneway Panel Project 2018 be awarded to Andre Braun for the proposal 'Life Cycle' for option 2 in the report and that the Unit Manager – Arts and Culture undertake negotiations with Andre regarding artist fees and work schedules.
2. Subject to confirmation of the GST amount fund an additional \$2,500 is allocated to the project from the CBD Revitalisation Committee budget to allow the artist to work across all 21 panels in the laneway and achieve a more complete work.

CARRIED

CBD18.72 Committee Membership

**HPERM REF:
D18/340871**

Item dealt with earlier in the meeting.

CBD18.73 Election of Chairperson

**HPERM Ref:
D18/341032**

Sara McMahon, Governance Manager as the Returning Officer called for nominations for Chairperson. Sara McMahon informed the meeting that no nominations had been received prior to the meeting. A nomination was then received for James Caldwell.

James Caldwell accepted the nomination.

As no further nominations were forthcoming, Sara McMahon declared Mr Caldwell as Chairperson for 12 months from October 2018.

Recommendation (Item to be determined under delegated authority)

That the committee elect (insert name) as Chairperson for twelve months from October 2018.

RESOLVED (By consent)

That the committee elect Mr James Caldwell as Chairperson for twelve months from October 2018.

CARRIED

CBD18.74 Update - Report - Banners - Worrigee Street

**HPERM Ref:
D18/341318**

Note: The amounts referred to in the report are GST inclusive.

Ros Holmes advised that this report has been developed from a previous request by the Committee regarding banner systems.

The report outlined that the Committee has a choice to approve or contribute funding for the 37 (\$80,317) or 44 poles (\$97,321) poles being to North Street or Worrigee Street from the Bridge. These amounts relate to the installation only of the banner system.

The report also noted that the Management and purchase of the banners themselves was a further

matter for consideration for the Committee and therefore the report recommended the establishment of a Working Party to consider the available options.

The Committee would like to see the calendar of events for the banners.

James Caldwell advised that he would not support unless the Committee had control over the systems.

Clr Gash advised that the Working party should work with the Economic Development Manager (who manages the existing banners in the CBD) and the Business Chamber.

Recommendation (Item to be determined under delegated authority)

That

1. That the amount of \$97,321 be funded by the Nowra CBD Revitalisation Strategy Committee for the full cost of supply and installation of Bannerconda® systems on 44 poles between south side of Shoalhaven Bridge to Worrige Street on both sides of the Princes Highway.
2. The Bannerconda® systems be ordered for supply and installation as soon as possible given the delays to delivery as outlined below.
3. The Committee establish a working party to investigate management, budget and design of the banners once the installation of Bannerconda® systems is complete.
4. That the *Nowra CBD Banner Policy* (POL16/243) be updated to include the new works.

RESOLVED (George Parker / Annie Aldous)

That:

1. The Nowra CBD Revitalisation Strategy Committee give in Principle support for the purchase and installation of 44 Bannerconda® Systems to Worrige Street;
2. A Working Party be established to discuss management options of the Bannerconda® systems, the Working Party consist of James Caldwell, Economic Development Manager, Tourism Manager, Jemma Tribe (Shoalhaven Business Chamber) and a representative from the Nowra Business Chamber.
3. Following the discussions in part 2 above a report be provided to the Committee.

CARRIED

CBD18.77 Update - Report - Permanent Lighting Installations

**HPERM Ref:
D18/342732**

Note: This item was brought forward for consideration.

The Committee held a discussion regarding the Lighting report and the following comments were made:

Clr Gash expressed her full support for the proposed installations.

The Lighting was mentioned at last month's meeting (CBD18.77). Staff have investigated options with Council's Electrical Engineer and the Electrical Engineer made the following comments:

- The Fig Trees at the Library can be lit with ongoing electrical costs going back to Council.
- The Arts Centre is a bit more difficult
- The original ideas for lighting of the Junction Street building facades isn't workable, instead it is recommended that the sails across Junction Street be up lit and the existing lights under the awnings along the street be upgraded to LK
- The back of the Library painting can be lit.
- A possible way forward for Junction Street is to talk to the owners of the shops and look at standard uniform LED lighting.

The lighting proposed is permanent lighting for the whole year, not Christmas lighting

Note: Clr Gash left at 5.43pm

Recommendation (Item to be determined under delegated authority)

That the Nowra CBD Revitalisation Strategy Committee fund \$40,100 for the full cost of installing the following lighting projects:

1. Coloured/white up-lighting to two large fig trees in Berry Street to the value of \$20,000.
2. Coloured up-lighting to two shade sails in Junction Street to the value of \$9,600.
3. Down-lighting to the mural on the rear (eastern side) of the Nowra Library to the value of \$10,500.
4. The three projects are for fixed lighting and remain in situ permanently providing year-round display.

RESOLVED (Clr White / George Parker)

That the Nowra CBD Revitalisation Strategy Committee fund a maximum of \$36,500 (GST exclusive) \$40,100 (GST inclusive) from the Capital Works Budget for the full cost of installing the following lighting fixed lighting projects which will remain in situ all year round:

1. Warm white up-lighting to two large fig trees in Berry Street to the value of \$20,000.
2. Coloured up-lighting to two shade sails in Junction Street to the value of \$9,600.
3. Down-lighting to the mural on the rear (eastern side) of the Nowra Library to the value of \$10,500.

CARRIED

CBD18.75 Update - Report - Raised Planters

**HPERM Ref:
D18/341360**

All the Planter Boxes have now been installed and planted.

Staff advised that outdoor staff have attended to clean up where a planter box was vandalised and in another location some plants were stolen.

Recommendation (Item to be determined under delegated authority)

That the Committee note that there is no further outstanding work regarding the installation of 12 x raised planters, soil and planting in accordance with CBD18.37.

RESOLVED (Clr White / Brendan Goddard)

That the Committee note that there is no further outstanding work regarding the installation of 12 x raised planters, soil and planting in accordance with CBD18.37.

CARRIED

CBD18.76 Update - Report - Wayfinding Signage

**HPERM Ref:
D18/342657**

Staff spoke to the report advised that the casing can be made by the welders and installation of signs by works and services.

Note: George Parker left at 6.00pm

Consultation is required with Stockland's as to the location of the Stockland's sign.

Recommendation (Item to be determined under delegated authority)

The Committee fund \$35,000 (inc GST) for the supply and installation of 5 x Wayfinding signs to the agreed locations; Jelly Bean Park, Junction Court, Stewart Place, Post Office corner and Stocklands Nowra.

RESOLVED (Wesley Hindmarch / Clr White)

That the Committee fund a maximum of \$35,000 (inc GST) for the supply and installation of 5 x Wayfinding signs as outlined in the report to the agreed locations; Jelly Bean Park, Junction Court, Stewart Place, Post Office corner and Stocklands Nowra (subject to the consultation with Stocklands on the location of that sign).

CARRIED

CBD18.77 Update - Report - Permanent Lighting Installations

**HPERM REF:
D18/342732**

Item dealt with earlier in the meeting.

GENERAL BUSINESS

CBD18.78 Recognition of Committee - Project Designs

James Caldwell advised that on the plaques that are on the murals, there is no recognition for the contribution made by the Committee.

RESOLVED (James Caldwell / Clr White)

That in future any project that the Committee has made financial contribution or in-kind support, prior to the final design and/or specification being completed, either the Chairperson (or their nominated representative) signs off on the design.

CARRIED

CBD18.79 Verbal Update - Berry Street

Staff provided a verbal update in relation to the Berry Street Footpath Upgrade.

Conducting consultation with shop owners, which will be collated and reviewed. Most organisations contacted were happy with the concept.

The concept includes a café blister to accommodate cafes, a pedestrian crossing, have reworked some of the parking signs with no loss of spaces. Will allow pick up and drop off.

A report will be forthcoming to the next meeting.

CBD18.80 Christmas Sub-Committee

James Caldwell advised that the Christmas Sub Committee has met and is running similar programs to last year. Funds will come from the Promotions Budget.

The Sub Committee will purchase extra trees for additional retailers/shops and have the support from 2ST.

Clr White advised that she is arranging a meeting with Jemma Tribe (Shoalhaven Business Chamber) to talk about the Christmas decorations and plan to work closer with the Business Chamber over Christmas.

There being no further business, the meeting concluded, the time being 6.21pm.

Mr James Caldwell
CHAIRPERSON