

MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE

Meeting Date: Wednesday, 7 November 2018
Location: Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra
Time: 4.06pm

The following members were present:

Mr James Caldwell - Chairperson
Clr Patricia White – left 5.45pm
Mr Phil Costello - Director, Planning Environment and Development
Mr Paul Keech - Director Assets and Works
Ms Annie Aldous
Mr Scott Baxter
Mr Brendan Goddard – 5.19pm
Mr Wesley Hindmarch

Others present:

Stephen Dunshea – Director Finance, Corporate and Community Services
Sara McMahon – Governance Unit Manager
Tom Dimec – Asset Manager

Apologies / Leave of Absence

A Leave of Absence has been approved for Lynnette Kearney.

Apologies were received from Clr Gash and Clr Cheyne.

Confirmation of the Minutes

RESOLVED (By consent)

That the Minutes of the Nowra CBD Revitalisation Strategy Committee held on Wednesday 10 October 2018 be confirmed.

CARRIED

Declarations of Interest

Nil

REPORTS

CBD18.81 Outstanding/Ongoing Actions Information Report

**HPERM Ref:
D18/375634**

The following notes were made in relation to the items in the Action Report:

Staff addressed the meeting and advised due to the short turn around there aren't as many updates and the following actions can remain or be removed from the next report:

- CBD18.36 – Budget Update – Winter Event – Funds Voted – Auditing / Management Promotional Funds - **Completed and remove**
- CBD18.43 – Continue Nowra CBD Access Improvement Financial Assistance Program 2018 / 2019 – **Ongoing**
- CBD18.58 – Commercial Property Leasing – Review – Contract & Lease Agreements – **Ongoing**
- CBD18.64 – Additional Item – Nowra CBD Accessible Businesses – The Chairperson advised that he had sent an email requesting to amend the handout to reflect that the funds are from the Nowra CBD Revitalisation Strategy Committee.
- CBD18.67 – Additional Item – Banners – Poles – Christmas Tree Locations – The Chairperson advised that the tree is going to the School of Arts and has purchased an additional 2 x 10ft trees – **completed and remove**
- CBD18.71 – Laneway Panel Project – Selection of Successful Proposal – Andre Braun – Note, there is an item on the agenda.
- CBD18.74 – Update – Report – Banners – Worrigee Street – Bannerconda – **Ongoing**
- CBD18.76 – Update – Report – Wayfinding Signage – Fund – Installation - James Caldwell advised that he would send Paul Keech an email the week of the 12/11/18 – **ongoing**
- CBD18.77 – Update – Report – Permanent Lighting Installations – Capital Works Budget – Berry Street Fig Trees – **Ongoing**
- CBD18.78 – Recognition of Committee – Project Designs – The Terms of Reference will need to be amended to reflect this.
- CBD18.79 – Verbal Update – Berry Street - **Ongoing**

Recommendation (Item to be determined under delegated authority)

1. That the Outstanding/Ongoing Action report be received for information.
2. The following items marked in the Action Listing attached to the report as completed be removed from the listing:
 - a. CBD18.36 – Budget Update – Winter Event – Funds Votes – Auditing/ Management promotional funds.
 - b. CBD18.79 – Verbal Update – Berry Street – Report Required.

RESOLVED (By consent)

That:

1. The Outstanding/Ongoing Action report be received for information.
2. The following items marked in the Action Listing attached to the report as completed be removed from the listing:
 - a. CBD18.36 – Budget Update – Winter Event – Funds Votes – Auditing/ Management

promotional funds.

- b. CBD18.67 – Christmas Tree Location – Berry Street

CARRIED

CBD18.82 Laneway panel project - request for additional funding

**HPERM Ref:
D18/379807**

Recommendation (Item to be determined under delegated authority)

That an additional \$564 (excl GST) is added to the project budget based on the costs presented within this report.

RESOLVED (Annie Aldous / Clr White)

That an additional \$564 (excl GST) is added to the project budget based on the costs presented within this report (Total funds committed by the Nowra CBD Revitalisation Strategy Committee \$5564 excluding GST).

CARRIED

GENERAL BUSINESS

CBD18.83 Additional Item - Logo / Communications Sub Committee

James Caldwell advised the following in relation to recent discussions around the Logo for the Committee:

- James has sent Logo to members with mixed response.
- It is requested that when Plaques and/or signs are designed that the Committee Logo be included. James has asked Clr Digiglio to move forward with the Logo along with the Graphic Design Unit of Council and report Costs back to the Committee. Brendan advised that he will work with Clr Digiglio for collaboration of the Logo with Council.
- In future should the Committee consider communications material published by Council, that appropriate media communications be liaised through the Media Section of Council via the Chairperson.
- Paul Keech to report back on the listing of all sub committees and confirm the appointment of the staff supporting the logo/communications sub-committee.

RESOLVED (By consent)

That:

1. A Logo and Communications Sub Committee be established consisting of Clr Digiglio, Brendan Goddard, Wesley Hindmarch and appropriate Council Staff;
2. A report be submitted to the Committee on:
 - a. The listing of all of its Sub-Committees members and
 - b. Confirm the appointment of the staff supporting the logo and Communications Sub-Committee.

CARRIED

CBD18.84 Additional Item - Christmas Promotions Update

The Committee discussed the following in relation to the Christmas Promotions:

- Annie needs more help with putting up the Christmas Wraps in the CBD
- There are 30 trees to deliver with 60 shops doing their Christmas trees
- Decorations and wreaths / garlands to be put up in the street
- James will look after the installation of the 2 main Christmas Trees
- There are still 140 signs to be put up in the CBD which will take a few hours.

CBD18.85 Additional item - Historical Walk - Funding

RESOLVED (By consent)

That the General Manager (Planning Environment and Development) provide an update be provided to the Committee regarding the Historical Walk Grant funding and project to date, noting that grant funds must be spent by April 2019.

CARRIED

NOTE: Scott Baxter advised that the Committee is waiting for Costings from Council for the historical walk and there is urgency as the Grant funding must be spent by April.

Phil Costello advised that he would follow up.

CBD18.86 Additional Item - Banner Systems

Scott Baxter made the following comments in relation to the proposed installation of the Bannerconda systems:

Its proposed that the Banner systems be placed from the Southern side of the Bridge to Moss Street (Approximately 18 poles).

If the Committee is funding the supply and install of the banners systems, the Committee should have authority to control / manage the banners going forward.

Clr White advised that a working party is still required and should meet and make recommendations back to the Committee.

RESOLVED (Clr White / Brendan Goddard)

That:

1. The Nowra CBD Revitalisation Strategy Committee rescind its resolution with respect to Item CBD18.74 – Update – Report – Banners – Worrigeer Street - from the meeting of 10 October 2018; and
2. The General Manager (Assets and Works) provide a report to the Committee regarding the Policy on banners/flags, proposing a Management Strategy and costing and implications for installation of Bannerconda (from the southern side of the Bridge to Moss street)
3. Council seek assurance from RMS regarding the poles that have the Bannerconda® system in place, will they be replaced once works on the Nowra Bridge project are completed.

CARRIED

CBD18.87 Additional Item - Streetscape / Landscape Budget

Correspondence has been circulated to interested groups in relation to spending \$500,000 on Streetscape/Landscape works in the CBD's around the Shoalhaven.

RESOLVED (By consent)

That the General Manager (Assets and Works) distribute the Draft report to Council on the Streetscape Budget to the Committee.

CARRIED

CBD18.88 Additional Item - Maintenance - Planter Boxes

RESOLVED (By consent)

That the General Manager (Assets and Works) submit a report to the Committee in relation to the ongoing maintenance of the planter boxes installed in the Nowra CBD.

CARRIED

NOTES:

James Caldwell asked the Committee and Staff present, who should be paying for the maintenance of the planter boxes?

There are approximately 17 boxes. The estimated maintenance is \$31,000 and suggested to be paid by the Committee.

James Caldwell advise he will meet with the General Manager to discuss.

CBD18.89 Additional Item - Wayfinding signs - Engineering and Geotechnical Reports

James Caldwell advised that he has been advised that engineering drawings and Geotechnical reports are required prior to the signs being placed in/on the ground. This would be at a cost of approximately \$1200 and \$800.

He also advised that an additional charge of \$200 per site will be added.

Staff advised that a report will be provided in relation to this matter.

Note: Brendan Goddard left the meeting at 5.19pm

RESOLVED (By consent)

That the General Manager (Assets and Works) provide a report to the committee regarding the required engineering drawings and geotechnical reports for the Wayfinding signs and provide options for way forward.

CARRIED

CBD18.98 Additional Item - All Day Parking Signs

Annie Aldous advised that there are limited All Day Parking (Directional) signs in the CBD.

Its requested that Council identify location signs for indicating where all day parking is available.

RESOLVED (By consent)

That the General Manager (Assets and Works) review the current All Day Parking Signs and report back to the Committee on options for providing indication/location signs for All Day Parking in the CBD.

CARRIED

CBD18.99 Additional Item - Bin Covers CBD

Scott Baxter advised that there are 10 bins in the CBD without bin covers. Also some bins with locks that are not locked.

Staff advised that if the members see any maintenance problems in the CBD, there is an App called 'Snap Send Solve' which will raise an action straight away.

Scott advised he would send a list of maintenance issues to Paul Keech.

CBD18.100 Additional Item - Trees at Stewarts Place Car Park

Scott Baxter advised that there are a lack of trees in Stewarts place Car Park

CBD18.101 Additional Item - Seats - Junction Street - Taxi Rank / Junction Court

The seats in Junction Street in the vicinity of the taxi Rank are damaged and a safety hazard.

Also noted was the cleanliness needs addressing at the taxi rank and the opposite side of junction Court to the Commonwealth Bank.

The awnings have perished near Rockmans and are a safety concern.

RESOLVED (By consent)

That the General Manager (Assets and Works) conduct a maintenance check of the seats located in the Taxi Rank (Junction Street) and review cleaning this area.

CARRIED

CBD18.102 Worrigeer Street Roundabout

Scott Baxter advised that the Roundabout on Worrigeer Street has been damaged and requires brick works.

CBD18.103 Additional Item - Claude Neon Seats - Agreement

Scott Baxter advised that he had reviewed the contract Agreements with Claude Neon and has found 2 issues.

1. Is there supposed to be a DA process for those Seats?
2. The seats are supposed to be where bus stops are located

The Agreement is not in Councils favour. There is a separate contract for convenience seats, as these seats are not where bus stops are, which is grounds to have them removed.

Scott Baxter advised he will email Paul Keech in relation to where the agreement is not reflective of where the seats were placed.

CBD18.107 Additional Item - Overview and Outcomes - Nowra CBD Workshop

The committee was advised this matter had been dropped off the Action list, and required determination by the Committee.

RECOMMENDATION (Clr White / Scott Baxter)

That:

1. The Nowra CBD Revitalisation Strategy notes and receives for information the recommendations from the Workshop report of 1 August 2018.
2. The Nowra CBD Revitalisation Strategy be promoted and reviewed regularly
3. The Nowra CBD Revitalisation Strategy Action Plan be formalised, monitored and revisited annually.
4. The Nowra CBD Revitalisation Committee be consulted in the preparation of the Draft Capital Works Program in relation to works in the Nowra CBD
5. The Terms of Reference and delegations of the Nowra CBD Revitalisation Strategy Committee be clarified and amended to incorporate the outcomes of the workshop
6. The frequency of meetings of the Nowra CBD Revitalisation Committee be increased to monthly meetings until 31 March 2019 (excluding January 2019), after which meetings will be held bi-monthly meetings (6 per year).

CARRIED

Note: Clr White left 5.45pm

CBD18.106 Additional item - Seminar - Social Infrastructure

Wesley Hindmarch advised that a Seminar is being held in relation to Social Infrastructure (Pre-schools etc) on 23 November 2018 at 9.00am at the Berry School of Arts. There will be a series of lectures and is a ticketed event.

There being no further business, the meeting concluded, the time being 5.47pm.

Mr James Caldwell
CHAIRPERSON