

Nowra CBD Revitalisation Strategy Committee

Meeting Date: Wednesday, 05 December, 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 - 7 November 2018 1
3. **Declarations of Interest**
4. **Reports**
 - CBD18.108 Outstanding / Ongoing Actions.....8
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 - CBD18.110 Progress Update - Nowra CBD Historical Walk Interpretive Signage
and Heritage Near Me App Grant Funding Project 18
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5. **General Business**

Membership

Mr James Caldwell - Chairperson
Clr Jo Gash
Clr Patricia White
Clr Nina Cheyne
Mr Paul Keech or delegate
Mr Phil Costello or delegate
Ms Annie Aldous
Mr Scott Baxter
Mr Brendan Goddard
Mr George Parker
Ms Lynnette Kearney
Mr Wesley Hindmarch

Non-voting members

All other 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. Budget adopted \$500,000.
- 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, 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 – Worrigeer 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 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 – Worrigea 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 is 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 Worrigee Street Roundabout

Scott Baxter advised that the Roundabout on Worrigee 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

CBD18.108 Outstanding / Ongoing Actions

HPERM Ref: D18/413785

Group: Finance Corporate & Community Services Group
Section: Human Resources, Governance & Customer Service

Attachments: 1. Outstanding / Ongoing Actions Table [↓](#)

Purpose / Summary

To advise and update the Committee on the Outstanding/Ongoing Actions from the Nowra CBD Revitalisation Strategy Committee.

Recommendation (Item to be determined under delegated authority)

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. CBD18.82 – Support – Laneway Panel Project – Additional Funding Voted.

Options

1. As Recommended
2. Adopt an alternate recommendation

Background

The actions listed in the Attachment are drawn from Resolutions made by the Committee of which an action is required.

The Action Table (Attached) is current as at the time of drafting this report (Tuesday 27 November 2018).

This will be a standing report on the Agenda for each meeting to keep the Committee informed of progress on the actions/resolutions from previous meetings.

Date From: Date To:				Action Sheets Report
Meeting Name Nowra CBD Revitalisation Strategy Committee 01/08/2018	Minute No:	Item No. CBD18.43	Officer: Phelan, Vanessa	Target date: 31/08/2018
Title: Continue Nowra CBD Access Improvement Financial Assistance Program 2018 / 2019 - Increase funding - Proudly Inclusive Business Pilot Program - Funds voted				Completed:
Resolution: RESOLVED (By consent) That the Committee: <ol style="list-style-type: none"> Continue with the Nowra CBD Access Improvement Financial Assistance Program in 2018/19. 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. Provide \$3,000 to facilitate the 2018/19 <i>Proudly Inclusive Business</i> recognition pilot program also from the Nowra CBD Renewal budget. CARRIED			Notes: 27/11/18 – No Update Provided	

Meeting Name Nowra CBD Revitalisation Strategy Committee 05/09/2018	Minute No:	Item No. CBD18.58	Officer: Keech, Paul	Target date: 05/10/2018
Title: Commercial Property Leasing - Review - Contract & Lease Agreements				Completed:
Resolution: 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.			Notes: 27/11/18 – No update provided	

Date From: Date To:		Action Sheets Report
CARRIED		

Meeting Name Nowra CBD Revitalisation Strategy Committee 05/09/2018	Minute No:	Item No. CBD18.64	Officer: Campbell, Catherine	Target date: 05/10/2018
Title: Additional Item - Nowra CBD Accessible Businesses - Grants				Completed:
Resolution: RESOLVED (By consent) That the General Manager (Finance, Corporate and Community Services) submit reports to the Committee when Grants are available for businesses. CARRIED			Notes: 27/11/18 – No Update Provided	

Meeting Name Nowra CBD Revitalisation Strategy Committee 10/10/2018	Minute No:	Item No. CBD18.74	Officer: Pullen, Greg	Target date: 09/11/2018
Title: Update - Report - Banners - Worrigeer Street - Bannerconda - Working Party				Completed:
Resolution: 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 Worrigeer Street; 2. A Working Party be established to discuss management options of the Bannerconda® systems, the Working Party consist of James Caldwell, Economic			Notes: 27/11/18 A report will be provided to update the Committee	

Date From: Date To:		Action Sheets Report
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		

Meeting Name	Minute No:	Item No.	Officer:	Target date:
Nowra CBD Revitalisation Strategy Committee 10/10/2018		CBD18.79	Dimec, Tom	09/11/2018
Title: Verbal Update - Berry Street - Report Required				Completed:
Resolution: 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.			Notes: 27/11/18 A report will be provided to update the Committee	

Meeting Name	Minute No:	Item No.	Officer:	Target date:
Nowra CBD Revitalisation Strategy Committee 07/11/2018		CBD18.82	Coulston, Bronwyn	07/12/2018
Title: Support - Laneway panel project - additional funding voted				Completed:
Resolution: RESOLVED (Annie Aldous / Clr White)			Notes:	

Date From: Date To:		Action Sheets Report
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		The monies have been voted. It is recommended that this matter be removed from the listing of outstanding actions.

Meeting Name	Minute No:	Item No.	Officer:	Target date:
Nowra CBD Revitalisation Strategy Committee 07/11/2018		CBD18.83	Ho, Lynda	07/12/2018
Title: Additional Item - Logo / Communications Sub Committee establishment - All sub committees - Staff support - report request				Completed:
Resolution: RESOLVED (By consent) That: 1. A Logo and Communications Sub Committee be established consisting of Cllr Digiglio, Brendan Goddard, Wesley Hindmarch and appropriate Council Staff; 2. A report be submitted to the Committee on: a. The listing of all its Sub-Committees members and b. Confirm the appointment of the staff supporting the logo and Communications Sub-Committee. CARRIED			Notes: This matter is ongoing. 27/11/18 – No Update Provided	

Meeting Name	Minute No:	Item No.	Officer:	Target date:
Nowra CBD Revitalisation Strategy Committee 07/11/2018		CBD18.85	Costello, Phil	07/12/2018
Title:				Completed:

Date From: Date To:		Action Sheets Report
Additional item - Historical Walk - Funding - Grant - Report request		
Resolution: 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	Notes: 27/11/18 A report will be provided to update the Committee	

Meeting Name	Minute No:	Item No.	Officer:	Target date:
Nowra CBD Revitalisation Strategy Committee 07/11/2018		CBD18.86	Pullen, Greg	07/12/2018
Title: Additional Item - Banner Systems - Bannerconda - Rescind CBD18.74 - Policy / Management Strategy - Banners / Flags - Report request - RMS - Nowra Bridge Project				Completed:
Resolution: 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 – Worrigee 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		Notes: 27/11/18 A report will be provided to update the Committee		

Date From:				Action Sheets Report	
Date To:					
Meeting Name Nowra CBD Revitalisation Strategy Committee 07/11/2018	Minute No:	Item No. CBD18.87	Officer: Keech, Paul	Target date: 07/12/2018	
Title: Additional Item - Streetscape / Landscape Budget - Distribute Report				Completed:	
Resolution: RESOLVED (By consent) That the General Manager (Assets and Works) distribute the Draft report to Council on the Streetscape Budget to the Committee. CARRIED			Notes: 27/11/18 – No Update Provided		
Meeting Name Nowra CBD Revitalisation Strategy Committee 07/11/2018	Minute No:	Item No. CBD18.98	Officer: Ho, Lynda	Target date: 07/12/2018	
Title: Additional Item - All Day Parking Signs - Review - CBD - Report Required				Completed:	
Resolution: 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			Notes: 27/11/18 – No Update Provided		
Meeting Name	Minute No:	Item No.	Officer:	Target date:	

Date From: Date To:				Action Sheets Report
Nowra CBD Revitalisation Strategy Committee 07/11/2018		CBD18.100	Ho, Lynda	07/12/2018
Title: Additional Item - Trees at Stewarts Place Car Park				Completed:
Resolution: Scott Baxter advised that there is a lack of trees in Stewarts place Car Park			Notes: 27/11/18 – No Update Provided	
Meeting Name Nowra CBD Revitalisation Strategy Committee 07/11/2018	Minute No:	Item No. CBD18.107	Officer:	Target date: 07/12/2018
Title: Overview and Outcomes – Nowra CBD Workshop				Completed:
Resolution: 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			Notes: 27/11/18 – At this time this remains a recommendation to the Council from the Committee. It is listed for consideration at the December Meeting.	

Date From:
Date To:

Action Sheets Report

CBD18.109 Installation Wayfinding Signage - Update

HPERM Ref: D18/410240

Group: Assets & Works Group

Section: Asset Management

Purpose / Summary

To report to the Committee on the progress of engineering drawings, geotechnical investigation and options for a way forward to installation of wayfinding signage at the five agreed locations.

Recommendation (Item to be determined under delegated authority)

That the Committee receives the Installation Wayfinding Signage Update report for information

Options

1. The committee accepts the report for information.

Implications:

The report is noted.

2. The committee could request additional information and resubmission of the report to the next meeting.

Implications:

More detail will be provided.

Background

At the October 2018 meeting, the Committee resolved to fund a maximum of \$35,000 (including GST) for the supply and installation of wayfinding signs at the following agreed locations:

- Jelly Bean Park
- Junction Court
- Stewart Place
- Post Office corner
- Stocklands Nowra (subject to consultation with Stocklands on the location of that sign.

The final detail design and fabrication of the sign is pending structural input.

Financial Implications

The budget required for structural engineering design is \$1200 plus GST. This will include certification of the design by a structural engineer. Service location and geotechnical investigation will be procured once the location of the five sites has been finalised. The location of the sites is expected to be finalised by mid-February 2019.

CBD18.110 Progress Update - Nowra CBD Historical Walk Interpretive Signage and Heritage Near Me App Grant Funding Project

HPERM Ref: D18/413784

Group: Planning Environment & Development Group
Section: Strategic Planning

Purpose / Summary

Provide a progress update on this project.

Recommendation:

That the Committee:

1. Receive this update report for information
2. Select the preferred location of the five (5) larger interpretive signs and the concept of smaller plaques/pavement plaques to identify individual items on the Nowra CBD Historical Walk. i.e.
 - a. Support the 5 sites discussed in the report; or
 - b. Select one or more alternate sites.
3. Advise Council staff if communication with relevant shop/building owners has commenced and provide any feedback to Council staff
4. Council staff write to landowners and tenants of relevant properties/buildings to provide information about the project and the possible signage locations.

Background

The Committee considered a report at its meeting of 5 September 2018 on the *Successful heritage grant – Nowra CBD Historical Walk – Historical interpretive signage and app content development*

At this meeting, the Committee resolved (**CBD18.55**) to support Council accepting the grant funding offer of \$30,751 from NSW Office of Environment and Heritage (OEH) under the Heritage Near Me Activations Grant 2018-19 for the *Nowra CBD Historical Walk – interpretive signage and digital content development to create a physical and interactive trail*.

The Grant funding complements the Committee's previous resolution of 15 March 2017 (**CBD17.9**) to allocate \$4,053 to the Nowra Laneway Historical Interpretive Plaques, plus installation costs.

At its meeting of 7 November 2018, the Committee resolved (**CBD18.85**) that the General Manager (Planning, Environment and Development Group) provide an update regarding the Historical Walk Grant funding and project to date. Noting that the grant funds must be spent by April 2019.

This report provides the requested update on this project.

Progress Update

The following table responds to the various parts of the Committee's resolution of 5 September 2018.

<p>1. Supports Council accepting the grant offer of \$30, 751 from NSW Office 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.</p>
<p>The grant has been accepted. The funding agreement has been signed by Council and provided to OEH. An invoice has been provided to OEH for the funding amount. Council received the Grant funding on 9/11/2018 and the funds of \$30,751 (ex GST) are available for expenditure.</p>
<p>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.</p>
<p>Council staff met with sub-committee member Scott Baxter on 26 September 2018 and in the CBD on 18 October 2018 to discuss the project program and walk through the proposed Nowra CBD Historical Walk to discuss signage location options for each item. No definitive resolution was reached; however, opportunities and constraints was established. The concept has been further developed by Council staff and forms the basis of a 'request for quotes' to engage a suitable designer and signage manufacturer. The concept is as follows:</p> <p>1. Five larger signs, roughly 900x600 (actual dimensions to be determined in conjunction with designer/manufacturer) that tell a story about the history of Nowra CBD, commenting on the specific area that each sign is located. They will be located*:</p> <ul style="list-style-type: none"> i. Near Bridge Hotel/Batts Folly ii. Near Hyper Hyper Coffee iii. In Junction Court near seats/planter boxes iv. Historical Society/Museum v. Near School of Arts/ In the vicinity of Corner Junction and Berry Streets. <p><i>* These locations have been strategically selected to define different aspects of the CBD and will be located on Council land where possible. If the Committee wishes to propose alternate locations it is imperative there is a decision made at this meeting or as soon as possible, so content can be tailored to those alternate locations.</i></p> <p>The textual component of the signs will be overlaid on historical photos relevant to that particular location.</p> <p>The reverse side of these signs will contain a directional map of the walk.</p> <p>Examples of what these signs could look like are included below:</p>



Note: these are examples only. Council staff will work with the selected designer to tailor an aesthetic unique and complementary to Nowra CBD consistent with the colour palette used in other Nowra CBD Revitalisation Strategy Committee projects.

2. Small individual plaques/In pavement plaques for each item. The text on these will include identifying information for each item. These plaques will also include direction arrows/compass points guiding people to the next item.

The preferred option is to embed these plaques in the pavement to minimise clutter/avoid trip hazards in the CBD and to ensure there is minimal material impact on the heritage item they relate to. A secondary option, where this cannot be achieved, will be in the form of a plaque on a pole stand secured to the pavement.

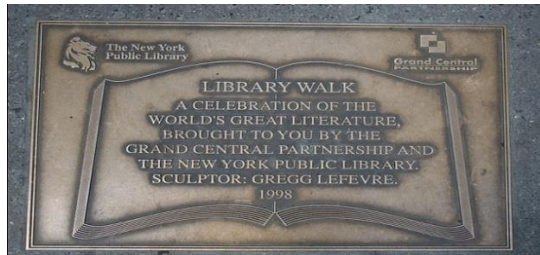
It is noted that all large signs will include the logos of the relevant groups involved in this collaboration project, including:

- Nowra CBD Revitalisation Strategy Committee
- Council
- Shoalhaven Historical Society (as per the agreement with the Society to provide historic images and information free of charge)
- NSW Office of Environment and Heritage (requirement of the grant of acceptance)

EXAMPLES OF IN PAVEMENT SIGNS (INDICATIVE ONLY)

Council staff are currently drafting the content for the signs – good basic information on each site currently exists. However, work is underway to ensure that an interesting and engaging story about the emergence of Nowra CBD is told through the signage. The content draws upon the existing information and other publications endorsed by the Historical Society. The final content will be provided to the Historical Society for checking.

Indicative examples of such signs:



Consistent with Council's policies and procedures, a 'request for quotes' process is required to select a designer/manufacture to develop the signs and related information. Council staff have had informal discussions with three potential providers, outlining the general scope of the project and time frame for delivery. Each prospective designer/manufacture has confirmed their capability to undertake the project.

Formal 'request for quotes' have been provided, with a closing date of 30th November 2018.

The selected designer/manufacture will also design hard copy maps and associated promotional material relating to the project. It is noted that current maps exist, but the design must be updated to ensure all related content (signs/plaques/maps/digital content/promotional material) is consistent and includes the required logos (CBD Committee, Council, Historic Society and OEH).

Digital content required for the *Heritage Near Me App* is at approximately 50% completion. This includes professional photos for most items. It is noted that a requirement of the *Heritage Near Me app* that contemporary photos of the items are used. Council was able to find a cost saving for this part of the project by having the photographs taken by the in-house contract photographer who works for Councils Tourism Section.

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.

The final designs will be provided to sub-committee for review prior to manufacture.

Further to the resolution, advice was received from the Chairperson that the Working Party includes:

- Scott Baxter
- Cllr Joanna Gash
- James Caldwell

Council staff are not aware of any discussions that the sub-committee may have had with business/shop owners. Notwithstanding this, Council staff will consult with the shop/business owners prior to installation. It is requested that the Committee/sub-committee provide any advice of the progress of this and Council staff can continue the conversation with the relevant owners/operators.

4. The Nowra CBD Historical Walk project be completed by 30 April 2019 in accordance with the grant requirements.

The potential signage providers/designers are all aware of the time frame and can meet the requirements.

Shoalhaven Tourism has been engaged and understand the promotional parameters and project timeline – A professional photographer via Shoalhaven Tourism has been engaged and the photos supplied to Council staff. These have been reviewed and some updated photos for a small number of items will be requested.

CONCLUSION

The project is on track to be completed in the required timeframe (30 April 2019) and ongoing consultation and involvement will occur with the Committee and the Nowra CBD Historical Walk Working Party.

CBD18.110

CBD18.111 Parking Fines

HPERM Ref: D18/414078

Submitted by: Scott Baxter

Recommendation (Item to be determined under delegated authority)

That the information provided in the report on the intention of the Council with respect to Parking Fines be received for information.

Details

Parking Fines – given the State Government urging Councils to reduce fines what is Council going to do?

General Manager's Comment:

Council publicly stated that it has no plans to lower parking fines at this time (see link below) via an article published in the South Coast Register.

<https://www.southcoastregister.com.au/story/5771771/council-has-no-plans-to-lower-cost-of-parking-fines-despite-sugar-hit-claims/>

It is noted that of the following ten (10) parking penalties put up by the NSW Treasurer for a possible 25% reduction, only the three (3) underlined ones apply in Shoalhaven.

1. Park continuously for longer than permitted (\$112)
2. Park without current ticket displayed
3. Park after ticket expired
4. Stand vehicle in area longer than allowed (\$112)
5. Stop in restricted parking area (\$112)
6. Park after meter expired
7. Not stand vehicle in marked parking space (\$112)
8. Remain in ticket-operated loading zone after ticket expired
9. Park without current loading zone ticket
10. Park without paying meter fee

There is currently no paid parking in Shoalhaven and Council is not considering such a proposal at this point in time.

In Nowra CBD the Council-managed parking areas (Stewart Place and Egans Lane) provide 2-3 hours of free parking. Council staff also monitor some of the private carparks at the request of the owners (i.e. Stockland Nowra, Nowra Mall, etc). There is also timed street parking, and this varies from 15 minutes up to 2 hours.

The purpose of timed parking is to turn over spaces so that business in the CBD can benefit. The current fine for overstays is \$112 and this does act as a deterrent. This results in people being more likely to move their vehicles freeing up space for others to do their business in town. Reducing the fee may result in some people accepting the cost as "paid parking" and stay there all day (you can only be booked once a day). Fines are only issued to vehicle owners who overstay the time and not to those who do the right thing.

Council's Parking Officers currently give a ten (10) minute grace period in timed parking areas. The Parking Officers also issue a lot of cautions to people who they speak with when they return to their overstayed vehicles or if they are just leaving their vehicles in a dangerous location or across two parking spaces for example. There have been instances where our Parking Officers have assisted the elderly or those with a disability to park their vehicles. Thus, it is not all about the money.

The total fees collected **citywide** for the last financial year was \$531,479. It includes all parking offences such as parking in an accessible space without a sticker, parking in a "No Standing Zone", parking in the "No Parking Zone", parking in a Taxi Zone or Bus Zone and other offences such as parking across driveways, on footpaths and too close to the corner.