

## MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE

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

The following members were present:

Mr James Caldwell - Chairperson  
Clr Patricia White  
Clr Nina Digiglio – left 5.26pm  
Mr Gordon Clark – Acting Director, Planning Environment and Development  
Mr Paul Keech - Director Assets and Works  
Mr Scott Baxter – left 6.03pm  
Mr Brendan Goddard – arrived 4.09pm

Others Present:

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

### Apologies / Leave of Absence

An apology was received from Lynnette Kearney, Clr Gash, Annie Aldous and Wesley Hindmarch.

### Confirmation of the Minutes

Note: Brendan Goddard arrived 4.09pm

**RESOLVED** (Scott Baxter / Clr White)

That the Minutes of the Nowra CBD Revitalisation Strategy Committee held on Wednesday 07 November 2018 be confirmed.

CARRIED

### Declarations of Interest

James Caldwell – CBD18.115 Addendum Report - Nowra CBD Facade Improvement Financial Assistance Program - Application for 55 and 59 Berry Street, Nowra (James Caldwell) – pecuniary interest declaration – he is the owner of 55 and 59 Berry Street Nowra – will leave the room and will not take part in discussion or vote.

## REPORTS

### CBD18.108 Outstanding / Ongoing Actions

HPERM Ref:  
D18/413785

Note: the following comments were made in relation to the items in the Action Table:

- CBD18.43 - Continue Nowra CBD Access Improvement Financial Assistance Program 2018 / 2019 - Increase funding - Proudly Inclusive Business Pilot Program - Funds voted – **Still working on the details of the program**
- CBD18.58 - Commercial Property Leasing - Review - Contract & Lease Agreements – **will receive an update next year**
- CBD18.64 - Additional Item - Nowra CBD Accessible Businesses – Grants – **An update will be proved next year**
- CBD18.74 - Update - Report - Banners - Worrigeer Street - Bannerconda - Working Party – **A report is provided in the Agenda – Complete**
- CBD18.79 - Verbal Update - Berry Street - Report Required – **A report is provided in the Agenda – Complete**
- CBD18.82 - Support - Laneway panel project - additional funding voted – **Complete**
- CBD18.83 - Additional Item - Logo / Communications Sub Committee establishment - All sub committees - Staff support - report request – **Complete with the following Motion listed in the item below CBD18.118**
- CBD18.85 - Additional item - Historical Walk - Funding - Grant - Report request – **a report is provided in the Agenda – Complete**
- CBD18.86 - Additional Item - Banner Systems - Bannerconda - Rescind CBD18.74 - Policy / Management Strategy - Banners / Flags - Report request - RMS - Nowra Bridge Project - **a report is provided in the Agenda – Complete**
- CBD18.87 - Additional Item - Streetscape / Landscape Budget - Distribute Report – **Complete with the following Motion listed in the item below CBD18.119**
- CBD18.98 - Additional Item - All Day Parking Signs - Review - CBD - Report Required – **Complete with the following Motion listed in the item below CBD18.120**
- CBD18.100 – Additional Item - Trees at Stewarts Place Car Park – **Complete with the following Motion listed in the item below CBD18.121**
- CBD18.107 – Overview and Outcomes – Nowra CBD Workshop – **Note report going to Council**

### Recommendation

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.

**RESOLVED** (Clr White / Brendan Goddard)

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. CBD18.74 - Update - Report - Banners - Worrigee Street - Bannerconda - Working Party
  - b. CBD18.79 - Verbal Update - Berry Street - Report Required
  - c. CBD18.82 – Support – Laneway Panel Project – Additional Funding Voted.
  - d. CBD18.83 - Additional Item - Logo / Communications Sub Committee establishment - All sub committees - Staff support - report request
  - e. CBD18.85 - Additional item - Historical Walk - Funding - Grant - Report request
  - f. CBD18.86 - Additional Item - Banner Systems - Bannerconda - Rescind CBD18.74 - Policy / Management Strategy - Banners / Flags - Report request - RMS - Nowra Bridge Project
  - g. CBD18.87 – Additional Item - Streetscape / Landscape Budget - Distribute Report
  - h. CBD18.98 – Additional Item - All Day Parking Signs - Review - CBD - Report Required
  - i. CBD18.100 - Additional Item - Trees at Stewarts Place Car Park

CARRIED

**CBD18.118 Additional Item - Logo / Communications Sub Committee establishment - All sub committees - Staff support**

Staff tabled a list of all Sub-Committee as requested in CBD18.83, see Attachment to the Minutes.

As part of the Action report the Committee discussed Item CBD18.83 and made the following comments:

The Sub-Committee has agreed on funding and will complete the logo early in the year.

The Sub-Committee list was tabled at the meeting and accepted.

**RESOLVED** (Paul Keech / Clr White)

That:

1. Staff Liaise with the Media Team in regards to putting the Committee's Logo on Council's Website and report be provided to the next meeting from the Logo Sub-Committee
2. A budget of \$2,500 for the Logo be allocated from the Promotions Budget

CARRIED

**CBD18.119 Additional Item - Additional Item - Streetscape / Landscape Budget - Distribute Report**

As part of the Action report the Committee discussed Item CBD18.87 and made the following recommendation.

**RECOMMENDATION** (Clr White / Brendan Goddard)

That Council consider the Berry Street Footpath upgrade may require an additional (to the annual streetscape budget) \$500,000 in the 19/20 budget.

CARRIED

**CBD18.120 Additional Item - All Day Parking Signs - Review - CBD**

As part of the Action report the Committee discussed Item CBD18.98 and made the following recommendation.

**RESOLVED** (Paul Keech / Clr White)

That staff liaise with Annie Aldous and conduct site inspections and report back to the Committee on the Outcome.

CARRIED

**CBD18.121 Additional Item - CBD Maintenance Inspections**

As part of the Action report the Committee discussed Item CBD18.100 and made the following comments recommendation:

- The bricks at roundabout are programmed to be replaced
- Gum on footpath and cleaning of taxi rank and lattice work is partially complete.
- Trees are in place, and trees have been ordered

**RESOLVED** (Clr White / Scott Baxter)

That Council:

1. Note some actions have been addressed; and
2. Is provided a presentation on the maintenance inspection process and plan for the Nowra CBD.

CARRIED

**CBD18.109 Installation Wayfinding Signage - Update**

**HPERM Ref:  
D18/410240**

Note there is a report later in the agenda.

**Recommendation (Item to be determined under delegated authority)**

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

**RESOLVED** (Clr White / Scott Baxter)

That the Committee notes there is a superseding report in the Agenda and receives the Installation Wayfinding Signage Update report for information.

CARRIED

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

**HPERM Ref:  
D18/413784**

**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.

**RECOMMENDATION** (Scott Baxter / Brendan Goddard)

That Council:

1. Receive this update report for information
2. Confirms the Nowra CBD Revitalisation Strategy Committee supports the 5 sites as follows:
  - a. Near Bridge Hotel/Batts Folly
  - b. Near Hyper Hyper Coffee
  - c. In Junction Court near seats/planter boxes
  - d. Historical Society/Museum
  - e. Near School of Arts/ In the vicinity of Corner Junction and Berry Streets.
3. Write to landowners and tenants of relevant properties/buildings to provide information and seek feedback about the project and the preferred signage locations.
4. Notes that any communication concerns or feedback on the project should be provided to The General Manager.

CARRIED

**CBD18.111 Parking Fines**

**HPERM Ref:  
D18/414078**

**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.

**RESOLVED** (Scott Baxter / Clr Digiglio)

That the General Manager (Planning Environment and Development) provide a report on locations, times and revenue from parking infringements within the Shoalhaven.

CARRIED

**Introduction of Items as Matters of Urgency**

**RESOLVED** (James Caldwell / Clr White)

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

1. CBD18.112 Nowra CBD Revitalisation Strategy Committee Terms of Reference - Committee

Role

2. CBD18.113 Update - Report - Berry Street Footpath Upgrade (Western Side Between Junction and Worrigeer Streets)
3. CBD18.116 Maintenance Responsibility - Raised Planter Boxes - Nowra CBD
4. CBD18.114 Addendum - Revised Report - Installation Wayfinding Signage - Update
5. CBD18.117 Bannerconda Banner Systems - Policy and Management Strategy - Southern Side Shoalhaven Bridge to Moss Street
6. CBD18.115 Addendum Report - Nowra CBD Facade Improvement Financial Assistance Program - Application for 55 and 59 Berry Street, Nowra (James Caldwell)

CARRIED

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

## ADDENDUM REPORTS

**CBD18.112 Nowra CBD Revitalisation Strategy Committee Terms of Reference - Committee Role**

**HPERM Ref: D18/305199**

Note: Clr Digiglio left the meeting at 5.26pm

### Recommendation

That given the Councillor membership on the committee, the Council adopt the following as the Role of the Nowra CBD Revitalisation Committee and thus allow the Terms of Reference to now be reviewed in the context of these roles.

Committee's Role;

- 1.1. Recommend to Council possible refinement of, and improvements to, the Nowra CBD Revitalisation Strategy as the committee considers appropriate.
- 1.2. Develop a list of projects (with estimated costings) for Council to consider funding over a rolling three-year time frame, that will assist in achieving all the ten elements of the Nowra CBD Revitalisation Strategy. The list is to be presented to an Ordinary Meeting of Council in February each year, and thus adopted by the Council.
- 1.3. Make a formal submission to Council's annual capital works budget as it relates to the Nowra CBD, in accordance with Council's budgeting process.
- 1.4. Monitor the expenditure of Council's annual capital works budget as it relates to the Nowra CBD, as follows;
  - 1.4.1. In the case where Council staff undertake capital expenditure in the Nowra CBD in excess of \$100,000 the Committee will receive a report outlining progress (including expenditure updates) and plans at each of the Committee's Meetings.
  - 1.4.2. In the case where Contractors undertake capital expenditure in the Nowra CBD in excess of \$100,000 the Committee will receive a report outlining progress (including expenditure updates) and plans at each of the Committee's Meetings.
- 1.5. Act as a communication conduit between Council and all CBD stakeholders in respect to the ten elements within the Nowra CBD Revitalisation Strategy and approved Capital Works within the Nowra CBD with reasonable support from Council, at Council's expense,

as determined by the General Manager.

- 1.6. Assist Council in advocating to the community the adopted list of projects that seek to deliver on the ten elements of the CBD Revitalisation Strategy.
- 1.7. Provide a report to Council each quarter outlining the year to date expenditure of Council's annual capital works budget as it relates to the Nowra CBD and present a report to an Ordinary Meeting of Council in August each year that explains the capital expenditure and any non-expenditure, for the previous financial year.
- 1.8. Consult with relevant stakeholders as needed.

### **RECOMMENDATION** (James Caldwell / Clr White)

That given the Councillor membership on the committee, the Council adopt the following as the Role of the Nowra CBD Revitalisation Committee and thus allow the Terms of Reference to now be reviewed in the context of these roles.

Note: Tasks in relation to 1.4 will not be undertaken by Councillors

1. Committee's Role:
  - 1.1. Recommend to Council possible refinement of, and improvements to, the Nowra CBD Revitalisation Strategy as the committee considers appropriate.
  - 1.2. Develop a list of projects (with estimated costings) for Council to consider funding over a rolling three-year time frame, that will assist in achieving the ten elements of the Nowra CBD Revitalisation Strategy. The list is to be presented to an Ordinary Meeting of Council in February each year, and thus adopted by the Council.
  - 1.3. Make a formal submission to Council's annual capital works budget as it relates to the Nowra CBD, in accordance with Council's budgeting process.
  - 1.4. Monitor the expenditure of Council's annual capital works budget as it relates to the Nowra CBD, in particular;
    - 1.4.1. Approving design plans and specifications at the 20% complete and the 80% complete milestones.
    - 1.4.2. In cases where the General Manager (or delegate) determines that capital works within the Nowra CBD, will be tendered out, the Committee Chair (or delegate) will approve the tender documentation before tenders are advertised.
    - 1.4.3. The Committee Chair (or delegate) is to participate on tender evaluation panels for capital expenditure in the Nowra CBD.
    - 1.4.4. Assign a Project Steering Sub Committee to endorse the payment of progress claims and endorse the approval of variations, for capital expenditure in the Nowra CBD.
    - 1.4.5. In the case where Council staff undertake capital expenditure in the Nowra CBD the Committee will receive a report outlining progress (including expenditure updates) and plans at each of the Committee's Meetings.
  - 1.5. Act as a communication conduit between Council and the CBD stakeholders in respect to the ten elements within the Nowra CBD Revitalisation Strategy and approved Capital Works within the Nowra CBD with reasonable support from Council, at Council's expense, as determined by the General Manager.
  - 1.6. Assist Council in advocating to the community the adopted list of projects that seek to deliver on the ten elements of the CBD Revitalisation Strategy.
  - 1.7. Provide a report to Council each quarter outlining the year to date expenditure of Council's annual capital works budget as it relates to the Nowra CBD and present a report to an Ordinary Meeting of Council in August each year that explains the capital expenditure and any non-expenditure, for the previous financial year.

1.8. Consult with relevant stakeholders as needed.

CARRIED

**CBD18.113 Update - Report - Berry Street Footpath Upgrade  
(Western Side Between Junction and Worrigee Streets)**

**HPERM Ref:  
D18/351939**

**Recommendation (Item to be determined under delegated authority)**

The Nowra CBD Revitalisation Strategy Committee:

1. Endorses the layout plan for the footpath and carparking upgrade works in Berry Street (western side) between Worrigee Street and Junction Street (Plan Reference 4985-58, 4985\_59\_1 and 4985\_59\_2) and note that this work will fully expend the \$20,000 allocation.
2. Allocates \$10,000 from the Nowra CBD Revitalisation Capital Funds to finalise the detailed drawing and prepare the tender documentation for the construction of the works.
3. Note: the pre-tender estimate of cost (to take the project to completion) for the upgrade works in Berry Street (western side) between Worrigee Street and Junction Street (Plan Reference 4985\_59\_1 and 4985\_59\_2) is approximately \$990,000 (exc GST). Currently the unallocated funds available for this project are in Nowra CBD Revitalisation budget of \$795,782 for 2018/19 and as per MIN18.227 Council has allocated a sum of \$500,000 for 2019/20.
4. Appoints (insert name) as the committee representative to work with the Shoalhaven City Council's Project Management team as the staging strategy, tender documentation and procurement process proceeds.

**RESOLVED** (Clr White / Brendan Goddard)

The Nowra CBD Revitalisation Strategy Committee:

1. Endorses the layout plan for the footpath and carparking upgrade works in Berry Street (western side) between Worrigee Street and Junction Street (Plan Reference 4985-58, 4985\_59\_1 and 4985\_59\_2) and note that this work will fully expend the \$20,000 allocation.
2. Allocates \$10,000 from the Nowra CBD Revitalisation Capital Funds to finalise the detailed drawing and prepare the tender documentation for the construction of the works.
3. Note: the pre-tender estimate of cost (to take the project to completion) for the upgrade works in Berry Street (western side) between Worrigee Street and Junction Street (Plan Reference 4985\_59\_1 and 4985\_59\_2) is approximately \$990,000 (exc GST).
4. Further reports be provided on the following:
  - a. Current existing budget available; and
  - b. Final costings of the pre tender
5. Appoints Brendan Goddard as the committee representative to work with the Shoalhaven City Council's Project Management team as the staging strategy, tender documentation and procurement process proceeds.

CARRIED

**CBD18.114 Addendum - Revised Report - Installation Wayfinding  
Signage - Update**

**HPERM Ref:  
D18/419456**

**Recommendation (Item to be determined under delegated authority)**

That Council install the Wayfinding Signage in the Nowra CBD as per drawing set number 2736 (drawn 11 October 2018) at the following locations Jelly Bean Park, Junction Court, Stewart Place,



Post Office corner and Stockland Nowra, funded by the Nowra CBD Capital Allocation up to a maximum amount of \$32,000, excluding GST.

**RESOLVED** (Clr White / Scott Baxter)

That Council install the Wayfinding Signage in the Nowra CBD as per drawing set number 2736 (drawn 11 October 2018) at the following locations Jelly Bean Park, Junction Court, Stewart Place, Post Office corner and Stockland Nowra, funded by the Nowra CBD Revitalisation Strategy Committee's Capital Budget Allocation up to a maximum amount of \$32,000, excluding GST.

CARRIED

**CBD18.115 Addendum Report - Nowra CBD Façade Improvement  
Financial Assistance Program - Application for 55 and  
59 Berry Street, Nowra (James Caldwell)**

**HPERM Ref:  
D18/413621**

James Caldwell - pecuniary interest declaration – he owns 55 and 59 Berry Street Nowra - left the room and did not take part in discussion or vote.

Note: Clr White assumed the Chair

**Recommendation (Item to be determined under delegated authority)**

That the Committee:

1. Determine whether the works subject to the application are eligible under the Program; and if so,
2. Determine the amount of funding assistance it will provide under the Nowra CBD Façade Improvement Program for 55 and 59 Berry Street, Nowra.
3. Should the Committee determine not to provide financial assistance the committee advise the applicant of the reasons for not approving the application for financial assistance as:
  - a. The application is not solely for physical works on facades and the application has not provided appropriate detail.
  - b. The buildings are located outside the Program Area and are not directly adjacent or fronting onto the Program Area.

**RESOLVED** (Clr White / Brendan Goddard)

That the Committee:

1. Determine the works subject to the application are eligible under the Program;
2. Allocate \$2500 of funding assistance for each building (\$5,000 in total) under the Nowra CBD Façade Improvement Program for 55 and 59 Berry Street, Nowra.

FOR: Clr White, Gordon Clark, Paul Keech, Scott Baxter and Brendan Goddard

AGAINST: Nil

CARRIED

**CBD18.116 Maintenance Responsibility - Raised Planter Boxes -  
Nowra CBD**

**HPERM Ref:  
D18/410638**

The Committee discussed the potential conflict of interest and the option to defer this matter to the

next meeting.

**Recommendation (Item to be determined under delegated authority)**

That Council adopt the following responsibilities for raised planter boxes in the Nowra CBD.

Item	Responsibility
Who determines the style and standard and location of planter boxes in the Nowra CBD?	Council (Asset and Works)
Who funds the initial supply and installation of planter boxes in the Nowra CBD? (Typically, the supply and installation costs are of the order of approximately \$1300.00 per planter)	The Nowra CBD Revitalisation Committee (Capital Funds)
If the planter boxes are supplied by private funders who then owns the planter boxes after six months of installation?	Council (Asset and Works)
When the planter boxes reach the end of their life or the location no longer becomes desirable, who decides to replace/remove the boxes and fund the replacement/removal?	Council (Asset and Works)
Who places the soils and mulch and plants into the planter boxes? (Typically, this would cost approximately \$776.00 each placement)	Council (Asset and Works)
Who waters and weeds the plants in the planter boxes? (Typically, this would cost a Council crew \$1800 to water, weed and mulch all 34 in a day)	The Nowra CBD Revitalisation Committee (Adjacent Shop Owners)
Who replaces the soils and mulch and plants into the planter boxes as seasons, vandalism and lifetimes dictate? (this is typically the same cost as the placement, with vandalism being very difficult to estimate)	Council (Asset and Works)

Noting that in adopting these responsibilities an additional budget of approximately \$31,000 will need to be considered in the 2019/2020 budget allocation process.

**RESOLVED** (Clr White / James Caldwell)

That this matter be deferred to the next meeting.

CARRIED

Note: Scott Baxter left the meeting at 6.03pm

**CBD18.117 Bannerconda Banner Systems - Policy and Management Strategy - Southern Side Shoalhaven Bridge to Moss Street**

**HPERM Ref:  
D18/423748**

**Recommendation (Item to be determined under delegated authority)**

That Council amend the Nowra CBD Banner Policy (POL16/243) to reflect the installation and management of banners (using the Bannerconda ® system) onto the 18 existing Endeavour Energy light poles on the Princes Highway from the southern end of the Shoalhaven River Bridge

to Moss Street with specific regard to the following;

	Item	Approved by	Funded by	Actioned by
1	Who will fund the initial purchase and installation of the 18 Bannerconda® systems (\$35,000).	Council (Council resolution)	The Nowra CBD Revitalisation Committee	Council (Assets and Works)
2	Who will fund the ongoing replacement and installation of the 18 Bannerconda® systems (\$3,600 per set of 18 3 months life).	Council (Assets and Works)	Council (Assets and Works)	Council (Assets and Works)
3	Who will be responsible for arranging the banner designs and the costs associated with achieving those designs (\$200 per design).	Council (General Manager)	The Nowra CBD Revitalisation Committee	The Nowra CBD Revitalisation Committee
4	Who will fund the purchase of the initial set of 18 banners and any additional “themed” banners (\$3,600).	Council (General Manager)	The Nowra CBD Revitalisation Committee	The Nowra CBD Revitalisation Committee
5	Who will be responsible for the replacement of worn and faded banners	Council (Assets and Works)	Council (Assets and Works)	Council (Assets and Works)
6	Who will responsible for the installation of the banners onto the Bannerconda® system (\$1,800)	Council (General Manager)	The Nowra CBD Revitalisation Committee	Council (Assets and Works)

**RESOLVED** (Clr White / James Caldwell)

That:

1. The matter relating to the Bannerconda system be deferred
2. The Banner Sub-Committee meet to discuss the review of the Flag Policy at a date to be confirmed in January 2019.

CARRIED

There being no further business, the meeting concluded, the time being 6.20pm.

Mr James Caldwell  
CHAIRPERSON