

## MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE

**Meeting Date:** Wednesday, 6 February 2019  
**Location:** Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra  
**Time:** 4.08pm

The following members were present:

Mr James Caldwell - Chairperson  
Clr Joanna Gash  
Clr Patricia White  
Mr Phil Costello - Director, Planning Environment and Development  
Mr Paul Keech - Director Assets and Works  
Ms Annie Aldous  
Mr Scott Baxter – left 6.21pm  
Mr Brendan Goddard – left 5.26pm  
Mr Wesley Hindmarch

Others Present:

Sara McMahon – Governance Unit Manager  
Gordon Clark – Strategic Planning Manager  
Jessica Rippon – Executive Manager - Communications  
Tom Dimec – Manager – Asset Management

### Apologies / Leave of Absence

Ms Lynnette Kearney is currently on a leave of absence.

### Confirmation of the Minutes

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

That the Minutes of the E-Meeting of the Nowra CBD Revitalisation Strategy Committee held on Tuesday 22 January 2019 be confirmed.

CARRIED

### Declarations of Interest

Nil

## REPORTS

### **CBD19.2 Reporting Grant Opportunities for Nowra CBD and Businesses.**

**HPERM Ref:  
D19/22124**

It was suggested that after the State Election the Committee invite the new Local Members to come to the meeting and have a discussion relating to available Grants.

The committee held a discussion in relation to Grant Funding opportunities for CCTV – staff advised that this matter should be identified in the Capital Works Program.

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

That the Nowra CBD Revitalisation Strategy Committee:

1. Be aware of the grant alerts as published on the Australian Government's business.gov.au website and the Productive Shoalhaven website.
2. Receive grant alerts from Council officers or other sources within and external to Council.
3. Establish relationships with other agencies and key personnel who will be aware of funding opportunities such as Office of Premier and Cabinet, Regional Development Far South Coast, ministerial feeds etc.

#### **RESOLVED** (Clr White / Clr Gash)

That:

1. The Nowra CBD Revitalisation Strategy Committee:
  - a. Note that that grant alerts are published on the Australian Government's business.gov.au website and the Productive Shoalhaven website.
  - b. Receive grant alerts from Council officers or other sources within and external to Council.
  - c. Members are encouraged to establish relationships with other agencies and key personnel who will be aware of funding opportunities such as Office of Premier and Cabinet, Regional Development Far South Coast, ministerial feeds etc.
2. Following the 2019 State Government Elections the General Manager invite the local Members and/or Minister for Premier and Cabinet to a future Meeting of the Nowra CBD Revitalisation Strategy Committee to discuss possible Grant funding opportunities for the CBD.

CARRIED

### **CBD19.3 Update - Review of Terms of Reference and Membership**

**HPERM Ref:  
D19/12187**

The committee held a discussion about the Role of the Committee and part 3.3 of the Draft Terms of Reference.

It was advised that Members read the Draft Terms of Reference and send comments to the Chairperson and then the Chair forward comments to the Director Assets and Works within 14 days.

Note: The Chairperson advised that some members felt somewhat intimidated when attending on their own and therefore two Committee Members should be on each panel under clause 1.4.3 of the Terms of Reference.

The Governance Manager noted that there is Legislative and Policy requirements in relation to Procurement that Council must adhere to.

**Recommendation**

That Council adopt the amended Nowra CBD Revitalisation Strategy Committee Terms of Reference, noting that Council MIN18.962 and MIN18.1012 are now included within the proposed amendment.

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

That:

1. The matter relating to Review of Terms of Reference be deferred pending further consultation between members in relation to the details of the Terms of Reference.
2. Committee members send comments to the Chairperson within 14 days who will compile the comments and forward collective comments to Director Assets and Works for clarifying in a report to the next meeting of the Committee.
3. The Draft Terms of Reference be amended to increase the Committee membership on Tender Panels under Part 1.4.3 to two (2) members.

CARRIED

**CBD19.4 Outstanding / Ongoing Actions****HPERM Ref:  
D19/21378**

The Following comments were made in relation to the Action Table Report:

CBD18.43 – Report coming to March Meeting

CBD18.58 – A Report will be prepared for the May Meeting

CBD18.64 – Complete and remove

CBD18.107 – Ongoing – A report will be prepared for May Meeting

CBD18.111 – A Report has been included in the Agenda – Complete this action

CBD18.112 – Complete and remove

CBD18.113 – Ongoing – A report will come back on matters ongoing – updated comments to be provided at the March Meeting

CBD18.114 – Ongoing - Staff advised that Council is finalising the locations and graphic designs – staff will continue to liaise with Wesley Hindmarch – and the precise location of the Stocklands sign to be identified.

CBD18.115 – Complete and remove

CBD18.118 – Jessica will send options to Committee members who will send preference to Chairperson

**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. CBD18.111 – Parking Fines (this be removed following resolution from new report)
  - b. CBD18.112 – Role adoption – Terms of Reference review (this be removed following resolution from new report)

- c. CBD18.120 – All Day Parking Signs – Review – CBD (this be removed following resolution from new report)

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

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. CBD18.64 – Complete and remove
  - b. CBD18.111 – Parking Fines (this be removed following resolution from new report)
  - c. CBD18.112 – Role adoption – Terms of Reference review (this be removed following resolution from new report)
  - d. CBD18.115 – Complete and remove
  - e. CBD18.120 – All Day Parking Signs – Review – CBD (this be removed following resolution from new report)

CARRIED

**CBD19.5 Update - Maintenance Responsibility - Raised Planter Boxes - Nowra CBD** **HPERM Ref: D19/9880**

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

That the Committee note the following responsibilities for planter boxes in the Nowra CBD.

Arrangements for **Privately Funded** Planter Boxes in the Nowra CBD

1. The planter boxes are to be to a style and standard approved by Council and will be located in agreed locations (as per approved Streetscape Plans) and are considered to be a donation to the Nowra CBD Streetscape.
2. The donators will be recognised by placing a small brass plaque on the shop side of the planter box prior to the boxes being installed.
3. The Shoalhaven City Council will assume ownership responsibilities of the planter boxes.
4. The Shoalhaven City Council will be responsible for planting, replanting and repairing damage by vandals in respect of the planter boxes.
5. The shop owners/tenants/donors will water and weed the planter boxes and generally keep them in a tidy manner (i.e. remove litter etc).
6. The Nowra CBD Revitalisation Strategy Committee will monitor the shop owners'/tenants'/donors' efforts and encourage a high standard of attention to the planter boxes.
7. Should the planter boxes not be adequately maintained by the shop owner/tenant/donors or circumstances change and the location of the planter box is no longer safe or practical, Shoalhaven City Council will attempt to relocate the planter box to another location within the Nowra CBD. Prior to doing this the donor will be given written notice of Council's intention and a reasonable opportunity to remove the original donated planter box and take them back into their ownership.

Arrangements for **Council Funded** Planter Boxes in the Nowra CBD

1. The planter boxes are to be to a style and standard approved by Council and will be

located in agreed locations (as per approved Streetscape Plans).

2. Not used
3. Not used
4. The Shoalhaven City Council will be responsible for planting, replanting and repairing damage by vandals in respect of the planter boxes.
5. The shop owners/tenants will water and weed the planter boxes and generally keep them in a tidy manner (i.e. remove litter etc).
6. The Nowra CBD Revitalisation Strategy Committee will monitor the shop owners'/tenants' efforts and encourage a high standard of attention to the planter boxes.
7. Should the planter boxes, not be adequately maintained by the shop owner/tenant or circumstances change and the location of the planter box is no longer safe or practical Shoalhaven City Council will attempt to relocate the planter box to another location within the Nowra CBD.

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

That the Committee note the following responsibilities for planter boxes in the Nowra CBD:

1. Arrangements for **Privately Funded** Planter Boxes in the Nowra CBD
  - a. The planter boxes are to be to a style and standard approved by Council and will be located in agreed locations (as per approved Streetscape Plans) and are considered to be a donation to the Nowra CBD Streetscape.
  - b. The donators will be recognised by placing a small brass plaque on the shop side of the planter box prior to the boxes being installed.
  - c. The Shoalhaven City Council will assume ownership responsibilities of the planter boxes.
  - d. The Shoalhaven City Council will be responsible for planting, replanting and repairing damage by vandals in respect of the planter boxes.
  - e. The shop owners/tenants/donors will water and weed the planter boxes and generally keep them in a tidy manner (i.e. remove litter etc).
  - f. The Nowra CBD Revitalisation Strategy Committee will monitor the shop owners'/tenants'/donors' efforts and encourage a high standard of attention to the planter boxes.
  - g. Should the planter boxes not be adequately maintained by the shop owner/tenant/donors or circumstances change and the location of the planter box is no longer safe or practical, Shoalhaven City Council will attempt to relocate the planter box to another location within the Nowra CBD. Prior to doing this the donor will be given written notice of Council's intention and a reasonable opportunity to remove the original donated planter box and take them back into their ownership.
2. Arrangements for **Council Funded** Planter Boxes in the Nowra CBD
  - a. The planter boxes are to be to a style and standard approved by Council and will be located in agreed locations (as per approved Streetscape Plans).
  - b. Not used
  - c. Not used
  - d. The Shoalhaven City Council will be responsible for planting, replanting and repairing damage by vandals in respect of the planter boxes.
  - e. The shop owners/tenants will water and weed the planter boxes and generally keep them in a tidy manner (i.e. remove litter etc).

- f. The Nowra CBD Revitalisation Strategy Committee will monitor the shop owners'/tenants' efforts and encourage a high standard of attention to the planter boxes.
- g. Should the planter boxes, not be adequately maintained by the shop owner/tenant or circumstances change and the location of the planter box is no longer safe or practical Shoalhaven City Council will attempt to relocate the planter box to another location within the Nowra CBD.

CARRIED

**CBD19.6 Bannerconda Banner Systems - Policy and Management Strategy - Southern Side Shoalhaven Bridge to Moss Street**

**HPERM Ref: D19/23187**

Note: Brendan Goddard left at 5.26pm.

Members of the Committee discussed the proposal outlined by staff. Members of the Committee stated that the concept of the banners was always something that the Committee considered to be a responsibility of Tourism and/or Economic Development Sections of Council and is considered that this Committee's funds should not be used for this project.

**Recommendation**

That Council adopt the revised Nowra CBD Banner Policy (POL16/243) as presented 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 be responsible for arranging the banner designs and the costs associated with achieving those designs (\$200 per design).	As per Draft Policy Nowra CBD Banner Policy	By the Applicant.	As per Draft Policy Nowra CBD Banner Policy
3	Who will responsible for the installation of the banners onto the Bannerconda® system (\$1,800)	As per Draft Policy Nowra CBD Banner Policy	By the Applicant.	Council (Assets and Works)
4	Who will fund the ongoing replacement and installation of any worn banners on the 18 Bannerconda® systems (\$3,600 per set of 18 3 months life).	Council (Assets and Works)	By the Applicant.	Council (Assets and Works)
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)

**RECOMMENDATION** (Clr White / Clr Gash)

That:

1. The Nowra CBD Revitalisation Strategy Committee not proceed with purchase and installation of the Bannerconda system for the Princes Highway from the Shoalhaven River Bridge to Moss Street, Nowra.
2. Council write to the RMS requesting that the Shoalhaven River Bridge Upgrade Project include the installation of Banners (such as or similar to a Bannerconda® system) on the highway, both north and south of the Bridge, with Council being prepared to be involved in the ongoing management of the Banners.
3. Council amend the Nowra CBD Banner Policy (POL16/243) Clause under Part 4 which reads:  
*Advertising of tobacco products, alcohol or drugs will not be permitted.*

To read as follows:

*Advertising of tobacco products, alcohol and 'political materials' will not be permitted.*

CARRIED

**CBD19.7 All Day Parking Signs - Review - Nowra CBD**

**HPERM Ref:  
D19/20067**

Note: Members of the Committee are of the opinion that improvements are required to the directional signage to all day parking in the CBD.

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

That the Nowra CBD Revitalisation Strategy Committee note that the location and condition of directional and entry signage to All-Day off-street parking within the Nowra CBD is sufficient and compliant with current standards (regarding position and size).

**RESOLVED** (Annie Aldous / Clr White)

That the Nowra CBD Revitalisation Strategy Committee allocate \$15,000 from the Nowra CBD Revitalisation funds to augment the existing All Day off street carparking signage arrangement with larger, more prominent signage, update the existing public information on Council's website and add the updated information to a multi-user platform, such as Google Maps.

CARRIED

**CBD19.8 Parking Infringements in the Shoalhaven - Parking Fine Concessions for Constituents**

**HPERM Ref:  
D18/434301**

The Committee noted that the Parking fines at current cost were a large impost on casual workers and others who accidentally park for longer than time limit in the CBD and should be reduced as requested by State Government

**Recommendation**

That the Committee recommend penalty notice charges for overtime carparking, overtime street parking and not stand vehicle within marked space all remain at the current rate and not be reduced by 25% as suggested by the State Government (i.e. remain at \$112.00 and not reduce to \$84.00).

**RECOMMENDATION** (Scott Baxter / Annie Aldous)

That Council reduce penalty notice charges for overtime carparking, overtime street parking and not stand vehicle within marked space by 25% as suggested by the State Government.

CARRIED

### **CBD19.9 Nowra CBD Revitalisation Strategy Sub - Committees**

**HPERM Ref:  
D19/29342**

The Chairperson introduced this item advising that the report was required as the previous direction of Sub-Committees was not being upheld.

It was discussed that this should be deferred and dealt with in conjunction with the Terms of Reference.

#### **Recommendation**

That

1. With respect to the Sub-Committees of the Nowra CBD Revitalisation Strategy Committee the following be endorsed:
  - a. The Sub-Committees are established to investigate suitable projects for funding by the CBD Revitalisation Strategy Committee following a suitable project and to meet with relevant Council staff/contractors (if not Council) at all stages of the project,
  - b. Team leaders are nominated as a point of contact between staff and committee for general day to day updates, not as the sole representative from the Nowra CBD Revitalisation Strategy Committee to attend meetings outside those held by the CBD Revitalisation Strategy Committee including progress meetings,
  - c. As project principal/client the Nowra CBD Revitalisation Strategy Committee reserve the right for all Sub-Committee members of the relevant sub-committee to attend and speak on matters addressed at such meetings,
  - d. The Nowra CBD Revitalisation Strategy Committee Sub-Committee members are to be notified in respect to any meeting(s) pertaining to CBD Revitalisation Strategy Committee projects and invited to attend.
  - e. Brendan Goddard is confirmed as the Infrastructure Sub-Committee Team Leader.
2. That the above provisions in relation to the Sub-Committees be incorporated into the Terms of Reference of the Committee for future reference.

#### **RESOLVED** (Clr White / Annie Aldous)

That this matter be deferred pending comments by the members within 14 days sent to the Chairperson, and then forwarded by the Chairperson to staff to incorporate into a report to March.

CARRIED

## **GENERAL BUSINESS**

### **CBD19.10 Christmas Promotion Feedback**

Annie Aldous advised the following and made the following comments in relation to the Christmas Promotion of 2018.

- Putting up and taking down of the Christmas decorations in the CBD was labour intensive
- A suggestion to the Committee is that the Committee fund a small amount to the Lions Club

or the like to assist with the installation and taking down of the Christmas promotional material.

Clr White advised that Sussex Inlet District Chamber of Commerce have advised that they would consider 'joint' procurement of new decorations to achieve economy of scale.

Note: Scott Baxter left at 6.21pm

It was agreed that the Christmas/Promotions Working Group will engage the Lions Club and/or other Service Clubs and negotiate terms for the installation and removal of Christmas promotional materials.

The Promotions Working Group will meet in March to start planning for the 2019 Christmas promotion.

#### **CBD19.11 Woolworths Truck Loading Bay on Kinghorne Street**

Annie Aldous advised that there have been a number of traffic related incidents surrounding the trucks entering and leaving the loading bay at Woolworths on Kinghorne Street.

**RESOLVED** (Annie Aldous / James Caldwell)

That the General Manager (Assets and Works) advise if there are any time restrictions on truck deliveries to the Truck Loading Bay at Woolworths Supermarket on Kinghorne Street, Nowra.

CARRIED

There being no further business, the meeting concluded, the time being 6.27pm.

Mr James Caldwell  
CHAIRPERSON