

## MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE

**Meeting Date:** Wednesday, 3 July 2019  
**Location:** Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra  
**Time:** 4.03pm

The following members were present:

Mr James Caldwell - Chairperson  
Clr Joanna Gash – left 5.51pm  
Mr Phil Costello - Director Planning Environment and Development  
Ms Annie Aldous  
Mr Scott Baxter  
Mr Brendan Goddard  
Mr Wesley Hindmarch

Others present:

Clr John Wells  
Stephen Dunshea – Chief Executive Officer  
Gordon Clark – Strategic Planning Manager  
Tom Dimec – Assets Manager  
Sara McMahon – Governance Unit Manager

### Apologies / Leave of Absence

Apologies were received from Paul Keech and Clr White.

### Confirmation of the Minutes

**RESOLVED** (By consent)

That the Minutes of the Nowra CBD Revitalisation Strategy Committee held on Wednesday 15 May 2019 be confirmed.

CARRIED

### Declarations of Interest

Nil

## REPORTS

### **CBD19.25 Outstanding / Ongoing Actions**

**HPERM Ref:  
D19/191665**

- CBD18.58 – ongoing – A report will be provided to the next meeting based on the Contract Tender
- CBD18.113 – remove
- CBD19.7 – ongoing
- CBD19.11 – ongoing
- CBD19.14 – ongoing – Mr Dunshea advised that Jessica Rippon will be working on a platform on the Get Involved Page and will liaise with Brendan Goddard and the Working Party
- CBD19.20 – ongoing – Annie Aldous advised that she had met with Jessica Rippon and worked on the basis for the quotes
- CBD19.24 – ongoing – the positions are currently being advertised via the South Coast Register and Council's Webpage. They will also be advertised via the Council Face Book page.
- CBD19.21 – ongoing – Council is trying to source the correct tree in the required size, and have not located one available yet
- CBD19.22 – ongoing – The night time walk is to occur on the evening of the meeting. It was confirmed that a list of items had been drawn up and Annie Aldous would provide it to the Governance Staff.
- CBD19.19 – remove

### **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. CBD18.113 Update - Report - Berry Street Footpath Upgrade (Western Side Between Junction and Worrigeer Streets)
  - b. CBD19.21 Additional Item - Tree Replacement - Junction Street - report required
  - c. CBD19.19 Draft Capital Works Program – Proposed Projects – Nowra CBD

### **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. CBD18.113 - Update - Report - Berry Street Footpath Upgrade (Western Side Between Junction and Worrigeer Streets)
  - b. CBD19.19 - Draft Capital Works Program – Proposed Projects – Nowra CBD

CARRIED

**CBD19.26 Current Existing Budget & Final Costings for Pre-Tender  
- Footpath Upgrade - Berry Street (Western Side) -  
Nowra**

**HPERM Ref:  
D19/198848**

The Committee discussed the Berry Street Project. The Committee raised concerns that costs incurred by Shoalhaven Water were going to be borne by the Committee.

Concerns were also raised with respect to the costs of some of the individual items in the Quantity Surveyor Report.

It was queried if it would be appropriate for the Committee to proceed to tender stage given their concerns.

Mr Dunshea advised that those matters can be resolved prior to signing of the tender contract and the Committee should proceed. Mr Dunshea assured the Committee that he would obtain the figures from Shoalhaven Water with respect to their works and provide them to the Committee for review. This would occur concurrently with the tender process.

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

That the Committee:

1. Accept the general Budget and Projects Update report for information.
2. The Berry Street project will proceed for tendering using funds drawn from the Nowra CBD Revitalisation budget. 20/19 financial year.

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

That the Committee:

1. Accept the general Budget and Projects Update report for information.
2. The Berry Street project proceed to tendering using funds drawn from the Nowra CBD Revitalisation budget 2019/2020 financial year, subject to the CEO obtaining from Shoalhaven Water its estimate of costs for the upgrading of assets on Berry St and those costs being acceptable to the Nowra CBD Committee as a deduction from the project costs covered by the committee.

CARRIED

**CBD19.27 Proposed Establishment of Architectural Ideas  
Competition in Nowra CBD**

**HPERM Ref:  
D19/198093**

Wesley Hindmarch – less than significant non-pecuniary interest declaration – he is a member of the Australian Institute of Architects, but he and his associates will not be entering any competition – remained in the room and took part in discussion.

Wesley addressed the meeting and spoke to the report.

It was agreed that this was a matter for the Council to determine and that it would be beneficial if there were some agreed projects to focus on.

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

That a Working Party be established to investigate the suitability of an architectural design competition in the Nowra CBD, which

1. Discusses the potential competition locations noted within this report;

2. Works towards a competition objective, organisational structure and funding model to be submitted to NRSC
3. Includes membership of a relevant Council Officer and other members.

**RECOMMENDATION** (Wesley Hindmarch / Scott Baxter)

That a Nowra CBD Revitalisation Strategy Committee consider establishing a Strategic Working Party to investigate the suitability of an architectural design competition in the Nowra CBD, which:

1. Discusses the potential competition locations noted in the report;
2. Works towards a competition objective, organisational structure and funding model to be submitted to NRSC
3. Includes membership of a relevant Council Officer and other Nowra CBD Revitalisation Strategy Committee members.

## **GENERAL BUSINESS**

### **CBD19.28 Additional Item - Committee Approval Process for Payments**

James Caldwell raised concerns regarding the process for payments and the budget and questioned the process for invoices and the sign off of expenditure of all funds by the Chairperson before payment.

Stephen Dunshea advised that this is an operational issue and that a discussion should be held with the CEO and the Chairperson outside of the meeting proceedings.

### **CBD19.29 Additional Item - Historical Walk and Wayfinding Signs**

Brendan Goddard raised the Historical Walk signs and questioned whether these signs were going to clash with the Wayfinding signs.

The Committee was advised that the signs will be in different locations

### **CBD19.30 Additional Item - Claude Neon - Contract Review - Update**

Scott Baxter advised that he has reviewed the Claude Neon Contract and has raised 2 matters with Paul Keech. He is still awaiting a response.

### **CBD19.31 Additional item - Weekend Car Parking Times for Egans Lane and Stewart Place Car Parks - Review**

Scott Baxter raised concerns that on weekends in the Egans Lane and Stewart Place Car Parks most spaces are vacant, however the same parking time limit still applies as to weekdays. He suggested that the timing of these car parks for weekends be reviewed and changed to all day on weekends.

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

That the CEO (Director Assets and Works) submit a report to the Nowra CBD Revitalisation Strategy Committee on options for the Egans Lane and Stewart Place Car Park time

limits being amended to permit all day parking on Saturday and Sunday.

CARRIED

#### **CBD19.32 Additional Item - Investigate - One-way Traffic Junction Street**

Scott Baxter advised that some pedestrians are finding the crossing of Junction Street difficult to navigate when there is two-way traffic.

**RESOLVED** (Scott Baxter / James Caldwell)

That the CEO (Director Assets and Works) submit a report to the Nowra CBD Revitalisation Strategy Committee on investigations into the possibility of making Junction Street (between Berry and Kinghorne Streets) a one-way street (eastbound) to allow for the safety of all pedestrians and steady traffic flow.

CARRIED

Note: Clr Gash left the meeting at 5.51pm

#### **CBD19.33 Additional Item - Mural Proposal by Bonnie Greene - Working Group**

Wesley Hindmarch addressed the meeting and advised the Committee of a recent Mural Project Proposal by Bonnie Greene and had distributed information regarding this project.

The general consensus was that the Committee was interested in a mural project and that a Working Party be formed to further investigate the mural proposal and report back to the Committee.

**RESOLVED** (Wesley Hindmarch / Scott Baxter)

That a Working Group be formed consisting of Wesley Hindmarch, Annie Aldous and Scott Baxter to examine the mural proposal submission from Bonnie Greene and provide a report back to the Committee.

CARRIED

There being no further business, the meeting concluded, the time being 5.53pm.

Mr James Caldwell  
CHAIRPERSON