

## MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE

**Meeting Date:** Wednesday, 11 September 2019  
**Location:** Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra  
**Time:** 4.00pm

The following members were present:

Mr James Caldwell - Chairperson  
Clr Joanna Gash (left 6.25pm)  
Clr Patricia White  
Clr John Wells (left 6.35pm)  
Mr Stephen Dunshea - Chief Executive Officer  
Mr Phil Costello - Director Planning Environment and Development  
Mr Paul Keech - Director Assets and Works  
Ms Annie Aldous  
Mr Scott Baxter  
Mr Wesley Hindmarch

Others present:

Ms Jessica Rippon – Executive Manager – Communications (left 6pm)  
Mr Tom Dimec – Section Manager – Technical Services  
Ms Sara McMahon – Governance Unit Manager  
Mr Gordon Clark – Strategic Planning Manager (arrived 4.20pm; left 6.32pm)

### Apologies / Leave of Absence

Apologies were received from Mrs Shelley Hancock, MP and Mr George Parker.

### Confirmation of the Minutes

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

That the Minutes of the Nowra CBD Revitalisation Strategy Committee held on Wednesday 03 July 2019 be confirmed.

CARRIED

### Declarations of Interest

Nil.

## REPORTS

### **CBD19.40 Additional Item - Nowra CBD Revitalisation Strategy Committee - Get Involved webpage**

Jessica Rippon showed the Committee the Nowra CBD Revitalisation Strategy Committee the draft Get Involved webpage, which had been designed as a template for the Committee's input and modification.

Jessica will prepare a flowchart for the process of adding content to the webpage and will keep working with Brendan Goddard on the layout and initial content.

### **CBD19.38 Update - Christmas 2019 - Nowra CBD**

**HPERM Ref:  
D19/303845**

*Annie Aldous to provide an update on Christmas 2019.*

Annie Aldous gave an update on decorations for Christmas 2019 and advised:

- There will be bunting down Kinghorne and Berry Street, garlands on Junction Street and baubles in Jellybean Park.
- There will be big Christmas trees in front of the School of Arts, Commonwealth Bank and possibly NAB and smaller Christmas trees in shops.
- Quotes have been obtained and one is for \$25,000 that includes pickup Commercial Christmas services (includes pickup).
- She will contact the radio station to arrange prize for best window display competition.
- The project is currently within the set budget of \$35,000 from the Promotions Budget.
- Quotes for banners for both sides of the overpass bridge to connect the business areas are being obtained by Council staff. The banners will be able to be used perpetually.

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

That the verbal report be accepted and Committee confirms allocation of \$35,000 (excl GST) from the Promotions Budget for the Christmas 2019 decorations.

CARRIED

### **CBD19.33 Report - Annual Financial Statements - Nowra CBD Promotions Budget - 2018-2019 Financial Year**

**HPERM Ref:  
D19/290810**

#### **Recommendation**

That the Annual Financial Statements (2018-2019 Financial Year) (Attached) provided by the Nowra CBD Business Chamber be received for information.

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

That the Annual Financial Statements (2018-2019 Financial Year) (Attached) provided by the Nowra CBD Business Chamber for the Promotions Budget be received for information.

CARRIED

### **CBD19.34 Outstanding / Ongoing Actions**

**HPERM Ref:  
D19/295308**

**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. CBD19.11 – Woolworths Truck Loading Bay on Kinghorne Street – Time Restrictions
  - b. CBD19.19 - Draft Capital Works Program - Proposed Projects - Nowra CBD Revitalisation Strategy Committee - Budget reallocation - Berry St
  - c. CBD19.26 - Current Budget & Final Costings Report Received - Footpath Upgrade - Berry Street (Western Side) Nowra - Proceed to Tender
  - d. CBD18.112 - Nowra CBD Revitalisation Strategy Committee - Role adoption - Terms of Reference review
  - e. CBD19.14 - Community Member Submission - Nowra CBD - Traffic congestion Parking & Rejuvenation Suggestions - Nowra LIVE site - Report request
  - f. CBD19.25 - Outstanding / Ongoing Actions - Report Received - Completed Items
  - g. CBD19.31 - Report Requested - Weekend All Day Parking - Egans Lane & Stewart PI Car Parks – Options
  - h. CBD19.33 - Mural Proposal - Bonnie Greene - Working Group - Report Requested

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

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. CBD18.59 – Proposed Traffic Lights – Nowra O’Keefe Avenue – relocation – Refer Shoalhaven Traffic Committee – Complete and remove
  - b. CBD19.11 – Woolworths Truck Loading Bay on Kinghorne Street – Time Restrictions – complete and remove.
  - c. CBD19.19 - Draft Capital Works Program - Proposed Projects - Nowra CBD Revitalisation Strategy Committee - Budget reallocation - Berry St – complete and remove.
  - d. CBD19.26 - Current Budget & Final Costings Report Received - Footpath Upgrade - Berry Street (Western Side) Nowra - Proceed to Tender
  - e. CBD19.27 – Proposed Establishment of Architectural Ideas Competition in Nowra CBD – membership of Working Group
  - f. CBD18.112 - Nowra CBD Revitalisation Strategy Committee - Role adoption - Terms of Reference review
  - g. CBD19.14 - Community Member Submission - Nowra CBD - Traffic congestion Parking & Rejuvenation Suggestions - Nowra LIVE site - Report request
  - h. CBD19.25 - Outstanding / Ongoing Actions - Report Received - Completed Items
  - i. CBD19.33 - Mural Proposal - Bonnie Greene - Working Group - Report Requested

CARRIED

**Recommendation**

That with respect to membership of the Nowra CBD Revitalisation Strategy Committee

1. Consideration be given to appropriate adjustments to be made to ensure the membership of the Committee aligns with the Terms of Reference.
2. The Selection Criteria for new members be confirmed as outlined in the Report.

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

That:

1. The Terms of Reference for the Nowra CBD Revitalisation Strategy Committee be updated as follows:

Voting Members

The membership of the Cttee shall be, as far as practicable:

- Three Councillors
- Director of Assets and Works or delegate
- Director of Planning and Development Services or delegate
- Two (2) Community members (non-business operator or CBD property owner)
- One (1) Nowra CBD Retail/Business operators (non CBD property owner)
- Two (2) Nowra CBD Property Owners
- One (1) Nowra CBD Business Chamber representative
- Two (2) Nowra CBD Business owner/operator

In the event that a Member's personal circumstances change in a manner that would impact their eligibility for the position they hold, that Member will notify the Committee.

2. The current Committee members retain their membership, and hold positions as follows:
  - a. Two (2) Community members (non-business operator or landowner): Wesley Hindmarch
  - b. Two (2) Nowra CBD Property Owners: James Caldwell & Annie Aldous
  - c. One (1) Nowra CBD Business Chamber representative: Scott Baxter
  - d. Two (2) Nowra CBD Business owner/operator: Brendan Goddard & George Parker
3. That the selection criteria for vacancies outlined in the report be adopted and included in the Terms of Reference.

CARRIED

**CBD19.36 Council Policy Review - "Occupation of Council Owned or Managed Land"****HPERM Ref:  
D19/232238****Recommendation**

The Nowra CBD Revitalisation Strategy Committee receive for information Policy 16/150 (POL16/150) "Occupation of Council Owned & Managed Land" with minor amendments.

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

That the Nowra CBD Revitalisation Strategy Committee defer this Item to the November meeting to allow Committee members to consider the policy and provide feedback on the Draft Policy "Occupation of Council Owned & Managed Land" to the Chairperson, and hold a workshop, if needed, prior to the November meeting.

CARRIED

## GENERAL BUSINESS

### **CBD19.39 Mural Project "Lookup"**

**HPERM Ref:  
D19/308024**

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

That the Nowra CBD Revitalisation Strategy Committee commit to funding \$(14384.00 + 3927.00) \$18311.00 for the mural project "Lookup" by Bonnie Porter Greene. The artist has been requested to provide a sponsorship package and seek sponsors to reduce the overall cost. The sponsorship package is also attached.

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

That the Committee request the Artist, Bonnie Porter Greene, to submit an amended proposal for part funding, up to a maximum amount of \$3,000 from the Promotions Budget, that includes a mural with children's involvement, without the use of paper and glue.

CARRIED

### **CBD19.41 Additional Item - Request for Sponsorship - Shoalhaven Readers and Writers Festival**

The Chair noted that the Readers and Writers Festival have approached Committee for funding for event.

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

That the Committee notes the request to sponsor the Festival in 2019.

CARRIED

### **CBD19.42 Additional Item - Quarterly Budget Review - Nowra CBD Priority Projects**

Under Clause 1.2 of the Committee's Terms of Reference notes that the Committee is to develop a list of projects for Council to consider priorities.

Council staff have provided the Chairperson with an overview of potential projects within the Nowra CBD. The Chair advised that he considered that the three priority projects are:

- a. Berry Street – Western side between Junction Street & Worrigeer Street – footpath upgrade
- b. Kinghorne Street – Eastern side between Smiths Lane & Worrigeer Street – footpath upgrade
- c. Kinghorne Street – Western side between Worrigeer Street & Plunkett Street – footpath upgrade, with the suggestion to stop before the Development Application currently underway as developer will be required to make contributions.

Clr White requested that an email be circulated to all members on the Quarterly Budget Review items relevant to the Committee for comment. The Chair also requested a brief on the multi-storey carpark at the next meeting.

**RESOLVED** (By consent)

That:

1. Committee members provide feedback to the Chair on the priorities put forward;
2. The Chair provide Committee feedback to Council staff;
3. Council staff prepare a report to the November meeting outlining those items highlighted in the Quarterly Budget Review as needing advice from the Committee; and
4. Council staff provide a briefing on the Worrige Street/Berry Street multi-storey carpark at the next Committee meeting.

CARRIED

**CBD19.37 Claude Neon - Scott Baxter**

**HPERM Ref:  
D19/302219**

*Scott Baxter requested Claude Neon be placed on the Agenda*

The Committee was provided a copy of recent correspondance that Council has sent to Claude Neon in (Attached) and will follow up a response to provide an update to the Committee at the November meeting.

There being no further business, the meeting concluded, the time being 6.38pm.

Mr James Caldwell  
CHAIRPERSON