

MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE

Meeting Date: Wednesday, 3 February 2021
Location: Council Chambers / Microsoft Teams
Time: 4.02pm

The following members were present:

Mr James Caldwell - Chairperson
Clr Joanna Gash
Clr Patricia White
Clr John Wells – left at 4.50pm
Mr Paul Keech - Director City Services
Mr Robert Domm - Director City Futures
Mr Scott Baxter – arrived at 4.03pm
Ms Alison Henry – 4.03pm
Ms Catherine Shields – (Remotely) – arrived at 4.12pm

Others present:

Mayor Amanda Findley
Clr Nina Digiglio
Gordon Clark – Section Manager - Strategic Planning
Sara McMahon – Manager - Business Assurance & Risk
Micaiah Tipton – Manager – Design Services

Apologies / Leave of Absence

Apologies received from Wesley Hindmarch, Christopher Williamson and Brendan Goddard

Confirmation of the Minutes

RESOLVED (Clr Wells / Clr White)

That the Minutes of the Nowra CBD Revitalisation Strategy Committee held on Wednesday 16 December 2020 be confirmed.

CARRIED

Note: Clr Findley arrived at 4.06pm.

Declarations of Interest

Scott Baxter – CBD21.3 - Artisan Food & Drink Industry - Possible Local Environmental Plan Amendment – significant non pecuniary interest declaration – he is a property owner in the vicinity of the business zones – will leave the room and will not take part in discussion or vote.

REPORTS

CBD21.1 Election of Chairperson

**HPERM Ref:
D20/564383**

James Caldwell vacated the Chair.

Paul Keech – Director City Services as the Returning Officer called for nominations for Chairperson. Paul Keech informed the meeting that no nominations had been received prior to the meeting.

Clr Gash nominated James Caldwell.

James Caldwell accepted the nomination.

No further nominations were forthcoming, Paul Keech declared Mr Caldwell as Chairperson until the 2021 Local Government Elections.

It was noted that at a future meeting a discussion may take place for the opportunity for a Deputy Chairperson role to be added to the Terms of Reference.

Recommendation (Item to be determined under delegated authority)

That the Nowra CBD Revitalisation Strategy Committee appoint a Chairperson for the period to the 2021 Local Government Elections.

RESOLVED (Clr Gash / Clr White)

That the Nowra CBD Revitalisation Strategy Committee appoint Mr James Caldwell as Chairperson for the period to the 2021 Local Government Elections.

CARRIED

Note: Catherine Shields – (Remotely) arrived at 4.12pm.

CBD21.2 Committee Actions Report for Ongoing/Completed Items Resolved

**HPERM Ref:
D21/19820**

The Committee held a discussion in relation to the Items in the Action Table:

Gordon Clark addressed the meeting and updated the committee on the following matters involving Place Score (Kylie Legge):

CBD20.28 – Kylie Legge visited Nowra on 10/11th December 2020 and met with the committee to discuss future opportunities/needs. Action is now complete.

CBD 20.30 – With the assistance of Place Score and others the application to the NSW Governments 'Your High Street' grant was submitted last week for Junction Court, Nowra. Outcome will be known by April. Summary of the application sent to Committee members. Thanked the members that assisted with letters of support. Action is now completed.

CBD20.31 – Fee Proposal, CBD Revitalisation Action Plan – Place Score have been engaged and

have commenced work on this. Then as per hard copy minutes.

The initial data collection regarding current conditions have been completed. The next step is preparing a summary of the data in themes. A workshop has been scheduled for 24 February and then a second Workshop in the evening with business owners regarding marketing from a retail operations perspective.

Recommendation (Item to be determined under delegated authority)

That the:

1. Outstanding/Ongoing Action report be received for information;
2. Following completed items in the Action List attached to the report be removed from the listing:
 - a. CBD20.28 - Additional Item - Site Visit - Presentation - Committee - Kylie Legge Place Score - 10-11 December 2020 - Fund \$4,400
 - b. CBD20.32 - Additional Item - Payday Lender - Complaints - Lease from Council - Catherine Shields - Submission - Follow up required
 - c. CBD20.21 - Presentation - Kylie Legge - Place Partners - Engage - Consultant - Review - feedback - Commit Funding – Completed

RESOLVED (Clr White / Clr Wells)

That the:

1. Outstanding/Ongoing Action report be received for information;
2. Following completed items in the Action List attached to the report be removed from the listing:
 - a. CBD20.21 - Presentation - Kylie Legge - Place Partners - Engage - Consultant - Review - feedback - Commit Funding – Completed
 - b. CBD20.28 - Additional Item - Site Visit - Presentation - Committee - Kylie Legge Place Score - 10-11 December 2020 - Fund \$4,400 – Complete and remove.
 - c. CBD20.32 - Additional Item - Payday Lender - Complaints - Lease from Council - Catherine Shields - Submission – Complete and remove.
 - d. CBD20.31 - Additional Item - Fee Proposal – CBD Revitalisation Action Plan - Fund - Place Score - \$70,350 – Complete and remove.

CARRIED

CBD21.3 Artisan Food & Drink Industry - Possible Local Environmental Plan Amendment

HPERM Ref: D21/20298

Scott Baxter – CBD21.3 - Artisan Food & Drink Industry - Possible Local Environmental Plan Amendment – significant non pecuniary interest declaration – he is a property owner in the business zones - left the room and did not take part in discussion or vote.

Recommendation (Item to be determined under delegated authority)

That the Committee

1. Support the preparation and progression of a Planning Proposal to add ‘Artisan Food & Drink Industry’ as a permissible use in the B2 Local Centre, B3 Commercial Core and B4 Mixed Use zones in the Shoalhaven Local Environmental Plan 2014.
2. Receive future updates on the progress of the Planning Proposal.

RESOLVED (Clr White / Clr Wells)

That the Committee:

1. Support the preparation and progression of a Planning Proposal to add 'Artisan Food & Drink Industry' as a permissible use in the B2 Local Centre, B3 Commercial Core and B4 Mixed Use zones in the Shoalhaven Local Environmental Plan 2014.
2. Acknowledge the opportunities created by enabling such industry to develop the B2, B3 and B4 zones to local lifestyle, tourism and associated commercial opportunities.
3. Receive future updates on the progress of the Planning Proposal as needed.

CARRIED

Note: This item is not to be added to the action report.

GENERAL BUSINESS

CBD21.4 Additional Item - Christmas 2020 - Review

The Committee made the following comments in relation to the 2020 Christmas Wonderland:

- Alison Henry – The 2020 Christmas Wonderland was deemed a success. Members are holding follow-up meeting for review and plans going forward. From that review a report will be submitted to a future meeting.
- Cllr Gash acknowledged James Caldwell for his contribution over the Christmas period and to the Christmas Wonderland.
- Cllr White advised that the Christmas Wonderland was a success given that many things changed as the planning and establishment of the decorations were progressing close to Christmas.
- The planning for Christmas 2021 will start soon, including thoughts about ideas for increasing stock of decorations, by combining purchases with other towns/villages to bulk buy and save.
- Congratulations to Monica for the wonderful feedback received.
- James Caldwell congratulated Alison Henry for her contribution and a job well done.

Note: Cllr Wells left at 4.50pm during discussion.

Other Matters:

- Catherine Shields raised questions about the complaints regarding the lease on Kinghorne Street. Staff advised that information regarding the lease was distributed to members in January 2021. Paul Keech undertook to liaise with NSW Police to find out if any complaints had been received and inform the committee of the results.
- Paul Keech spoke to questions regarding the final financials for the Berry Street upgrade, this had been provided to the Chairperson for review and comment and was viewed on the screen.

There being no further business, the meeting concluded, the time being 5.12pm.

Mr James Caldwell
CHAIRPERSON