

MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE

Meeting Date: Wednesday, 7 March 2018
Location: Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra
Time: 4.04pm

The following members were present:

Mr James Caldwell – Chairperson
Ms Lynnette Kearney
Ms Annie Aldous
Mr Wesley Hindmarch
Mr George Parker
Mr Scott Baxter
Mr Paul Keech - Director Assets and Works – left 4.32pm
Mr Gordon Clark – Acting Director Planning Environment and Development

Others present:

Clr White
Clr Proudfoot
Clr Cheyne
Clr Kitchener
Russ Pigg – General Manager
Jessica Rippon – Executive Communications Manager
Sara McMahon – Governance Manager
Jessica Volkanovski – Acting Team Coordinator – Strategy North
Peter Knill – Project Delivery and Contracts Manager
Paul Jennings – Acting Unit Manager City Design and Support

Apologies / Leave of Absence

An apology was received from Luke Sikora, Clr Gash and Brendan Goddard.

Confirmation of the Minutes

RESOLVED (By consent)

That the Minutes of the Nowra CBD Revitalisation Strategy Committee held on Wednesday 31 January 2018 be confirmed.

CARRIED

Declarations of Interest

Nil

REPORTS

CBD18.15 CBD18.8 Worrigeer Street Footpath Upgrade Variance from Design

**HPERM Ref:
D18/58116**

Note: This item was brought forward for consideration.

Peter Knill addressed the meeting in relation to the Worrigeer Street footpath and made the following comments:

The general pattern will continue to remain consistent with the current and future works

Developers are being questioned in relation to the variations in the works. Staff will take the feedback on board and happy to provide comments afterwards. Acknowledged, should have advised the Committee at the changes.

Recommendation (Item to be determined under delegated authority)

That the Committee receive the report regarding the Worrigeer Street Footpath Upgrade Variance from Design, for information.

RESOLVED (By consent)

That the Committee receive the report regarding the Worrigeer Street Footpath Upgrade Variance from Design, for information.

CARRIED

CBD18.13 Funding - Nowra CBD Revitalisation Strategy Committee

**HPERM Ref:
D18/66774**

Note: This item was brought forward for consideration.

Russ Pigg addressed the meeting in relation to this report.

It was advised that funding for this Committee currently runs out in June 2018. This resolution will ensure funding continues for the next 3 years and go through to the next election of Council being 2020/2021.

The Committee requested a more detailed budget report in regard to recent infrastructure works. – Paul Keech to provide a more detailed breakdown of costs.

Clr White suggested that the Budget be split up into the following areas: Promotions, Infrastructure and Council owned assets and for the budget to be controlled in one central place. The budget needs transparency and an ongoing detailed/itemised report.

Note: Paul Keech and Peter Knill left the meeting at 4.32pm

The Chair raised concerns regarding reimbursement of \$1,600 for Christmas Promotions.

The Committee held a discussion in relation to recent invoices that were requested to be paid.

The Chairperson advised that funding from 2012 for the former Nowra CBD Promotions Committee was \$177,000 and indexed each year and only had to provide balance sheets at the end of the financial year.

Recommendation

That Council allocate a sum of \$500,000 p.a. for the remaining term of the current council, (indexed annually to Rate Peg amount), to the Nowra CBD Revitalisation Strategy Committee to implement specific areas identified in the Nowra CBD Revitalisation Strategy.

RECOMMENDATION (By consent)

That Council allocate a sum of \$500,000 p.a. for the remaining term of the current Council, (indexed annually to Rate Peg amount), to the Nowra CBD Revitalisation Strategy Committee to implement specific areas identified in the Nowra CBD Revitalisation Strategy.

CARRIED

CBD18.14 Annual Promotions Budget**HPERM Ref:**
D18/70802

The Chairperson advised that there shouldn't be any issue spending the funds as required provided that receipts are submitted within 7 working days.

Scott Baxter suggested that funding for this Committee operate similar to the Promotions Committee and Sussex Inlet, where funds are paid directly to community groups.

Clr White suggested that ongoing Promotions funding of \$25,000 go to the Nowra CBD Business Chamber and is acquitted. If more funds are needed a report be submitted to the Committee seeking more funds.

Recommendation

That

1. The Committee's allocation of \$50,000 p.a. for promotional events be reconfirmed.
2. The Chairperson be given authority to approve, on behalf of the Committee, all moneys spent on promotional events (including reimbursement of Committee Members) up to the annual budget outlined in Point 1.
3. The terms of reference for the Committee be amended to reflect the above provisions for promotional events.

RECOMMENDATION (Scott Baxter / Lynnette Kearney)

That:

1. The Committee's allocation of \$50,000 p.a. for promotional events be reconfirmed.
2. The promotional funds be allocated to the Nowra CBD Business Chamber Inc for the expenditure and completions of promotional activities
3. The Nowra CBD Business Chamber provide audited quarterly reports to Council on the promotional activities and expenditure
4. The terms of reference for the Committee be amended to reflect the above provisions for promotional events.

CARRIED

PRESENTATIONS

CBD18.2 Presentation - Wesley Hindmarch - New Member**HPERM Ref:
D18/23500**

Wesley Hindmarch, member of the Australian Institute of Architects, provided a presentation in relation to his background and experience and working with Local Governments on similar revitalisation projects.

REPORTS

**CBD18.13 FUNDING - NOWRA CBD REVITALISATION STRATEGY
COMMITTEE****HPERM REF:
D18/66774**

Item dealt with earlier in the meeting.

CBD18.14 ANNUAL PROMOTIONS BUDGET**HPERM REF:
D18/70802**

Item dealt with earlier in the meeting.

**CBD18.15 CBD18.8 WORRIGEE STREET FOOTPATH UPGRADE
VARIANCE FROM DESIGN****HPERM REF:
D18/58116**

Item dealt with earlier in the meeting.

GENERAL BUSINESS

CBD18.17 Additional Item - Frequency of Meetings

The Committee held a discussion in relation to the frequency of meetings. It was advised that in the Terms of Reference is states that "Meetings be held at least quarterly depending on demand".

Some members of the committee felt that in order to plan for events and holiday promotions monthly meetings are required.

It was suggested that quarterly meetings remain and any additional information that is required could be forwarded electronically.

CBD18.18 Additional Item - Easter Promotions

Easter promotions for 2018 budget is around \$1,400 maximum. The Celebration will be in Jelly Bean Park on Thursday 29 March at 3.00pm. Promotions budget will cover Music, PA, Tent, Advertisement in the Paper and Easter Eggs for children.

It was advised that invoices/receipts will be required for reimbursement.

RESOLVED (By consent)

That \$1,400 be allocated from the Promotions Budget to cover the costs associated with Easter Promotions for 2018.

CARRIED

CBD18.19 Additional Item - Report Request - Electricity for Events and Promotions

The Chairperson raised concerns over the lack of power/electricity for past events/promotions (e.g. Christmas trees). He was advised by staff that they didn't have enough power boards.

RESOLVED (By consent)

That a report be submitted to the Committee in relation to switchboard power and itemised whether it should be a citywide cost or from the CBD Budget.

CARRIED

CBD18.20 Additional Item - McDonalds Sign - South Nowra

Annie Aldous advised that there is a new McDonalds sign near the "Nowra" Sign at the intersection of the Princes Highway and Kinghorne Street, Nowra.

Staff advised that to Council's knowledge there has not been a Development Consent submitted.

Gordon Clark will respond to the Committee with an update once he has had a chance to look into it.

CBD18.21 Additional Item - Readers and Writers Festival Update

Jessica Volkanovski addressed the meeting and advised that at the last meeting the Committee resolved to support the Nowra Readers and Writers Festival by way of funding to the amount of \$4,500. (amount corrected in the confirmation of minutes 11 April 2018)

Regarding a possible winter event and the research carried out, a report regarding this has been submitted the Shoalhaven Tourism Advisory Group and they will be providing a response and if timely will coordinate this response into the next meeting update in April.

CBD18.22 Additional Item - Planter Boxes Update

Scott Baxter advised that a report was to be submitted back to the Committee in relation to options.

Some of the Boxes will be funded privately.

Diagrams of the locations were displayed on the screen and will be attached to the Minutes.

RESOLVED (Scott Baxter / Lynnette Kearney)

That Committee accept and confirm the locations and placement of the planter boxes as outlined in the diagrams attached to the Minutes.

CARRIED

CBD18.23 Additional Item - Update of Flagpoles

Scott Baxter requested that investigations be done in relation to the flagpole raising system on the Highway.

Staff advised that Ros Holmes has previously conducted an audit of which poles can accommodate the flag raising system.

Staff will report back to the Committee accordingly.

CBD18.24 Additional Item - New Bridge Project - Information

Wesley Hindmarch asked if the Nowra CBD Committee was making any submissions in relation to the RMS proposed Nowra Bridge.

Staff advised that the RMS report was released 2 weeks ago (see link below).

<http://www.rms.nsw.gov.au/documents/projects/south-coast/nowra-bridges-shoalhaven-river/nowra-bridge-project-preferred-option-report-february-2018.pdf>

A report is being submitted to Councils Strategy and Assets meeting in March. If the Committee feels the same way as the sentiments in the report the Committee they can consider making a submission to RMS.

CBD18.25 Additional Item - Request for Next Project - Western Side of Berry Street

The Chairperson advised that Brendan Goddard still feels that the next footpath project should be the western side of Berry Street and how does the Committee and/or Council approach the land owners to contribute?

Staff advised that as stated in the last meeting, that a report or update will come back to the Committee once the more detailed design work is completed.

ADDENDUM REPORTS

CBD18.16 Budget & Projects Update - March 2018

**HPERM Ref:
D18/78332**

Staff advised that the Budget and Projects Update was tabled at the meeting and will also be sent out with the Minutes.

There being no further business, the meeting concluded, the time being 6.07pm.

Mr James Caldwell
CHAIRPERSON