

Nowra CBD Revitalisation Strategy Committee

Meeting Date: Wednesday, 07 April, 2021
Location: Council Chambers, City Administrative Centre, Bridge Road, Nowra
Time: 4.00pm

Please note: Council's Code of Meeting Practice permits the electronic recording and broadcast of the proceedings of meetings of the Council which are open to the public. Your attendance at this meeting is taken as consent to the possibility that your image and/or voice may be recorded and broadcast to the public.

Agenda

1. **Apologies**
2. **Confirmation of Minutes**
 - Nowra CBD Revitalisation Strategy Committee - 3 February 2021 1
3. **Declarations of Interest**
4. **Reports**
 - CBD21.5 Committee Actions Ongoing / Completed Items 6
5. **General Business**

Membership

Mr James Caldwell - Chairperson
Clr Jo Gash
Clr Patricia White
Clr John Wells
Mr Paul Keech or delegate
Mr Robert Domm or delegate
Mr Scott Baxter
Mr Brendan Goddard
Mr George Parker
Mr Wesley Hindmarch
Ms Alison Henry
Mr Christopher Williamson
Ms Catherine Shields

Non-voting members

All other Councillors

Quorum – Five (5) members

Role

Note: Tasks in relation to 1.4 will not be undertaken by Councillors

For the purpose of this Terms of Reference, Councils annual Capital Works Budget which is defined as any Special Rate on the CBD (currently \$500,000) plus any top up funding (such as grants or loans obtained by council or other council budgetary allocations) that Council provides to deliver a project initiated by Special Rate Funding.

Note: Any other Capital Works Funding in excess of \$100,000 within the CBD will be discussed with the Committee prior to expenditure of funding.

- 1.1. Recommend to Council possible refinement of, and improvements to, the Nowra CBD Revitalisation Strategy as the committee considers appropriate.
- 1.2. Develop a list of projects (with estimated costings) for Council to consider priorities over a rolling three year time frame, that will assist in achieving the ten elements of the Nowra CBD Revitalisation Strategy. The list is to be presented to an Ordinary Meeting of Council in February each year, and thus adopted by the Council.
- 1.3. Make a formal submission to Council's annual capital works budget as it relates to the Nowra CBD, in accordance with Council's budgeting process.
- 1.4. Monitor the expenditure of Council's annual capital works budget as it relates to the Nowra CBD, in particular;
 - 1.4.1. Approving design plans and specifications at the preliminary concept stage and prior to the detailed drafting and then at final approval stage.
 - 1.4.2. In cases where the General Manager (or delegate) determines that capital works within the Nowra CBD, will be tendered out, the Committee Chair (or delegate) will approve the tender documentation before tenders are advertised.
 - 1.4.3. The Committee Chair and delegate are to participate on tender evaluation panels for capital expenditure in the Nowra CBD.
 - 1.4.4. Assign a Project Steering Working Group to endorse the payment of progress claims and endorse the approval of variations, for capital expenditure in the Nowra CBD.

- 1.4.5. In the case where Council staff undertake substantial capital expenditure (greater than \$150,000) in the Nowra CBD, the Committee will receive a report outlining progress (including expenditure updates) and plans at each of the Committee’s Meetings.
- 1.5. Act as a communication conduit between Council and the CBD stakeholders in respect to the ten elements within the Nowra CBD Revitalisation Strategy and approved Capital Works within the Nowra CBD with reasonable support from Council, at Council’s expense, as determined by the General Manager.
- 1.6. Assist Council in advocating to the community the adopted list of projects that seek to deliver on the ten elements of the CBD Revitalisation Strategy.
- 1.7. Provide a report to Council each quarter outlining the year to date expenditure of Council’s annual capital works budget as it relates to the Nowra CBD and present a report to an Ordinary Meeting of Council in August each year that explains the capital expenditure and any non-expenditure, for the previous financial year.
- 1.8. Consult with relevant stakeholders as needed.

Delegated Authority

1. To expend the funds allocated by Council annually from the Business – Nowra subcategory (currently \$500,000) to the CBD Nowra Revitalisation Strategy Committee, as the committee deems appropriate in accordance with objectives of the Nowra CBD Strategic Plan.
2. To establish Working Groups as deemed appropriate.
3. To promote the advantages of the CBD inside and outside the Local Government area, including making press releases and promoting the Nowra CBD Revitalisation Strategy and its projects.
4. Council will provide “in-kind” support to the committee in relation to
 - a. Project Design and Documentation
 - b. Facilitation of meetings
 - c. Preparation of reports for the Committee consideration

Nowra Revitalisation Committee - Sub/Working Groups

	Events / Christmas Promotions	Infrastructure (including Wayfinding signs)	Writers / Historic Walk	Mural Proposal – Bonnie Greene	Banners / Perm Lighting	Logo / Communications	Architectural Ideas Comp
James Caldwell (Chair)	Yes	Yes	Yes		Yes	Yes	Yes
Clr Gash	Yes				Yes		
Clr White	Yes				Yes		Yes
Clr Wells						Yes	Yes
Wesley Hindmarch		Yes		Yes		Yes	Yes
Scott Baxter		Yes	Yes	Yes	Yes		
Brendan Goddard		Yes				Yes	Yes
George Parker	Yes						
Alison Henry	Yes						
Christopher Williamson							
Catherine							

Shields							
Robert Domm			Yes				Yes or Rep
Paul Keech		Yes			Yes		
SCC Contact (Director / Rep)	Kate Crowe	Tom Dimec	Gordon Clark		Tom Dimec	Kate Crowe	

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

1. Apologies / Leave of Absence

Apologies received from Wesley Hindmarch, Christopher Williamson and Brendan Goddard

2. 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.

3. 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

CBD21.5 Committee Actions Ongoing / Completed Items

HPERM Ref: D21/106251

Department: Business Assurance & Risk
Approver: Paul Keech, Director - City Services

Attachments: 1. Ongoing / Completed Actions [↓](#)

Reason for Report

To advise and update the Committee on the Outstanding/Ongoing Actions from the Nowra CBD Revitalisation Strategy Committee.

Recommendation (Item to be determined under delegated authority)

That the Committee Actions Ongoing / Completed Items report be received for information.

Options

1. As recommended
2. Adopt an alternate recommendation

Background

The actions listed in the attachment are drawn from Resolutions made by the Committee of which an action is required.

The Action Table (**attached**) is current as at the time of drafting this report (17 March 2021).

This will be a standing report on the Agenda for each meeting to keep the Committee informed of progress on the actions/resolutions from previous meetings.

Date From:	Action Sheets Report
Date To:	

ONGOING ACTIONS FROM COMMITTEE

Meeting Name Nowra CBD Revitalisation Strategy Committee 03/02/2021	Minute No:	Item No. CBD21.3	Group: City Futures	Target date: 05/03/2021
Title: Support - Artisan Food & Drink Industry - Possible Local Environmental Plan Amendment - LEP - B2 - B3 - B4 - Mixed Use - Report Required				Completed:
Resolution: 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.			Notes: 17/3/21 – Gordon Clark <i>Update - Will be taken forward through inclusion in the larger 2019/2020 Housekeeping Planning Proposal (LEP Amendments) that will be initially reported to Council in May 2021 prior to requesting a Gateway determination from the NSW Department of Planning, Industry & Environment</i> This Action will be considered closed once the report has been submitted to Council and outcome reported back to Committee.	

ONGOING ACTIONS FROM STRATEGY & ASSETS

Meeting Name Strategy & Assets Committee 08/12/2020	Minute No: MIN20.902	Item No. CBD20.24	Group: City Performance	Target date: 07/01/2021
Title:				Completed:

Date From:		Action Sheets Report	
Date To:			
Additional Item - Alcohol Prohibited / Free Area - Laneways off Egans Lane & Stewart Pl Car Park - Investigation - Nowra CBD Revitalisation Strategy Comm			
Resolution:		Notes:	
<p>RESOLVED (Clr Findley / Clr Digiglio) MIN20.902</p> <p>That the CEO investigate the appropriate actions that can be taken by Council to prohibit the consumption of alcohol in the Laneways off Egans Lane and Stewart Place Car Parks, near the Library, Arts Centre and commercial areas.</p> <p>CARRIED</p>		<p>Internal meeting will take place following Easter then a report will be submitted the June Meeting regarding outcomes of investigations.</p>	

ACTIONS COMPLETED FROM 25 JANUARY 2021

Meeting Name	Minute No:	Item No.	Group:	Target date:
Nowra CBD Revitalisation Strategy Committee 11/11/2020		CBD20.21	City Services	11/12/2020
Title:				Completed:
Presentation - Kylie Legge - Place Partners - Engage - Consultant - Review - feedback - Commit Funding				08/03/2021
Resolution:			Notes:	
<p>RESOLVED (Clr White / Catherine Shields)</p> <p>That the Nowra CBD Revitalisation Strategy Committee:</p> <ol style="list-style-type: none"> 1. Engage and pay for Kylie Legge (Activation Consultant, Place partners) to come to Nowra CBD for a maximum of two (2) days to undertake a review of the CBD and talk to the necessary people in that time, at the end of the second day, meet with the members to provide feedback. 2. Commit to funding: <ol style="list-style-type: none"> a. Shovel ready projects to \$150,000 b. Decal Plan for shop windows \$5,000 (from Façade budget) 			<p>25/11/2020 12:14:42 PM - Claire Andriske Part 1 - Gordon Clark, Part 2 - Paul Keech</p>	

Date From: Date To:	Action Sheets Report
<ul style="list-style-type: none"> c. Mural project up to \$60,000 d. Activation Consultant (\$TBC) e. Balance for other projects <p>CARRIED</p>	

Meeting Name Nowra CBD Revitalisation Strategy Committee 16/12/2020	Minute No:	Item No. CBD20.30	Group: City Futures	Target date: 15/01/2021
Title: Additional Item - Grant Support – ‘Your High Street’ Application for Nowra - Place Score - Fund \$8,500				Completed: 09/03/2021
Resolution: RESOLVED (Clr Wells / Catherine Shields) That the Nowra CBD Revitalisation Strategy Committee fund the engagement of Place Score Pty Ltd to assist with the preparation of a Grant Application under the ‘Your High Street’ Grant up to a fee of \$8,500 (+GST) from within their budget. CARRIED			Notes: <i>09/03/2021 4:03:46 PM - Gordon Clark</i> Action completed by: Clark, Gordon Grant application completed and submitted in accordance with resolution	

Meeting Name Nowra CBD Revitalisation Strategy Committee 16/12/2020	Minute No:	Item No. CBD20.31	Group: City Futures	Target date: 15/01/2021
Title: Additional Item - Fee Proposal – CBD Revitalisation Action Plan - Fund - Place Score - \$70,350				Completed: 08/03/2021
Resolution: RESOLVED (Clr White / Clr Wells)			Notes: <i>08/03/2021 11:49:19 AM - Gordon Clark</i> Action completed by: Andriske, Claire Complete as per CBD21.2	

Date From:	Action Sheets Report
Date To:	

<p>That the Nowra CBD Revitalisation Strategy Committee fund the engagement of Place Score Pty Ltd to assist with revitalisation planning for the quoted fee of \$70,350 (+GST) from within their budget.</p> <p>CARRIED</p>	
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Meeting Name	Minute No:	Item No.	Group:	Target date:
Nowra CBD Revitalisation Strategy Committee 16/12/2020		CBD20.32	City Services	15/01/2021

Title:	Completed:
Additional Item - Payday Lender - Complaints - Lease from Council - Catherine Shields - Submission - Follow up required	08/03/2021

Resolution:	Notes:
<p>Catherine Shields raised concerns regarding the PayDay Lender who is leasing a council premises on Kinghorne Street. Catherine advised that she made a submission to Council and has not received a response.</p> <p>The Chairperson advised Catherine to follow up her submission with the relevant Council staff member.</p> <p>Paul Keech advised he would chase up the status of the submission and any Council resolution relating to the matter and provide feedback directly to Catherine.</p>	<p>08/03/2021 11:49:42 AM - Neyvinka De Marchi</p> <p>Action completed by: Andriske, Claire</p> <p>Complete as per CBD21.2</p>

Meeting Name	Minute No:	Item No.	Group:	Target date:
Nowra CBD Revitalisation Strategy Committee 03/02/2021		CBD21.1	City Performance	05/03/2021

Title:	Completed:
Election of Chairperson - James Caldwell - 2021	08/03/2021

Resolution:	Notes:
RESOLVED (Clr Gash / Clr White)	08/03/2021 11:13:58 AM - Claire Andriske

Date From:	Action Sheets Report
Date To:	
That the Nowra CBD Revitalisation Strategy Committee appoint Mr James Caldwell as Chairperson for the period to the 2021 Local Government Elections. CARRIED	Action completed by: Andriske, Claire No change

Meeting Name	Minute No:	Item No.	Group:	Target date:
Nowra CBD Revitalisation Strategy Committee 03/02/2021		CBD21.2	City Performance	05/03/2021
Title:				Completed:
Committee Actions Report for Ongoing/Completed Items Resolved				08/03/2021
Resolution:			Notes:	
<p>RESOLVED (Clr White / Clr Wells)</p> <p>That the:</p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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. <p>CARRIED</p>			<p>08/03/2021 11:50:03 AM - Claire Andriske</p> <p>Action completed by: Andriske, Claire</p> <p>Completed Items in Infocouncil</p>	