

## MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE

**Meeting Date:** Wednesday, 12 May 2021  
**Location:** Council Chambers, City Administrative Centre, Bridge Road, Nowra  
**Time:** 4.05pm

The following members were present:

Mr James Caldwell - Chairperson  
Clr Joanna Gash  
Clr Patricia White  
Mr Paul Keech - Director City Services  
Mr Robert Domm - Director City Futures  
Mr Brendan Goddard  
Ms Alison Henry – arrived at 4.08pm, left 5.20pm  
Ms Catherine Shields – arrived at 5.46pm

Others present:  
Clr Mark Kitchener  
Mr Gordon Clark – Strategic Planning Manager  
Coralie Bell – Section Manager - Tourism

### Apologies / Leave of Absence

An apology was received from Clr Wells, George Parker, Scott Baxter, Wesley Hindmarch

### Confirmation of the Minutes

**RESOLVED** (Clr White / Clr Gash)

That the Minutes of the Nowra CBD Revitalisation Strategy Committee held on Wednesday 07 April 2021 be confirmed.

CARRIED

Note: Alison Henry arrived at 4.08pm

### Declarations of Interest

Nil

## REPORTS

### **CBD21.11 Proposed Finalisation - Draft Revitalising Nowra Action Plan 2021 - 23**

**HPERM Ref:  
D21/189169**

The Committee held a discussion in relation to the Draft Revitalising Nowra Action Plan 2021-2023, and the following comments were made:

- The Committee agreed that the Action Plan should be finalised, consistent with the adjustments outlined in the report and the discussion at the meeting.
- The overall Plan/Budget be broken down into “streams” in the CBD Financial Report & Job No to ensure flexibility with the budget.
- It is essential to allocate funds for shovel ready projects
- It was requested that the CEO (Director – City Performance) draw up a budget and allocate funds in line with the action plan, itemised working budget with a list of (Shovel ready) projects for grant applications.
- CBD Committee and Director City Services manages, supervises and controls the Action Plan and the budget.

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

That the Nowra CBD Revitalisation Strategy Committee:

1. Adopt the *Revitalising Nowra Action Plan 2021 – 23*, in accordance with the contents of this report and its attachment (revised budget) and the plan be finalised accordingly.
2. Commence the relevant early preparatory work required to support the new Action Plan, including:
  - a. 2020-21 Preparation Work – obtain a fee proposal from Place Score Pty Ltd to assist in this regard (Action A2).
  - b. Action Plan Manager for Nowra CBD – commence required discussions regarding the position logistics/arrangements (Action A3).
3. Commit to undertake the annual Action Plan Impact Review (Action A10) over each of the three years and obtain a fee proposal from Place Score Pty Ltd for this work.

### **RESOLVED** (James Caldwell / Clr White)

That the Nowra CBD Revitalisation Strategy Committee:

1. Adopt the *Revitalising Nowra Action Plan 2021 – 23*, in accordance with the contents of this report and its attachments (revised budget), and discussions at the meeting and the plan be finalised accordingly.
2. Commence the relevant early preparatory work required to support the new Action Plan, including:
  - a. 2020-21 Preparation Work – obtain a fee proposal from Place Score Pty Ltd to assist in this regard (Action A2).
  - b. Action Plan Manager for Nowra CBD – commence required discussions regarding the position logistics/arrangements (Action A3).
3. Commit to undertake the annual Action Plan Impact Review (Action A10) over each of the three years and obtain a fee proposal from Place Score Pty Ltd for this work.
4. Action Plan Package be reported to Council for endorsement when ready.
5. Notes that the Working Groups continue operation to assist with the delivery of the Action

Plan.

6. Chair and relevant Council Staff work together to establish the scope and role expectations of the Action Plan Manager for \$80,000 (up to a maximum of \$100,000).

CARRIED

## **GENERAL BUSINESS**

Nil

There being no further business, the meeting concluded, the time being 6.00pm.

Mr James Caldwell  
CHAIRPERSON