

MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE

Meeting Date: Wednesday, 9 June 2021
Location: Council Chambers, City Administrative Centre, Bridge Road, Nowra
Time: 4.14pm

The following members were present:

Mr James Caldwell - Chairperson
Clr Joanna Gash
Clr Patricia White
Clr John Wells
Mr Paul Keech - Director City Services – arrived 4.42pm
Mr Robert Domm - Director City Futures
Mr George Parker
Ms Alison Henry – (Remotely)
Ms Catherine Shields

Others present:

Clr Amanda Findley (Remotely)
Gordon Clark – Strategic Planning Manager
Micaiah Tipton – Manager Design Services
Kate Selig – Tourism & Investment Specialist

Apologies / Leave of Absence

Apologies received from Scott Baxter

Confirmation of the Minutes

RESOLVED (Clr White / Robert Domm)

That the Minutes of the Nowra CBD Revitalisation Strategy Committee held on Wednesday 12 May 2021 be confirmed.

CARRIED

Declarations of Interest

Nil

REPORTS

CBD21.12 Committee Actions Report for Ongoing/Completed Items

**HPERM Ref:
D21/168629**

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. CBD21.6 – Additional Item – Nowra By Night Promotions Budget
 - b. CBD21.10 – Additional Item – Walkaround
 - c. CBD20.24 - Additional Item - Alcohol Prohibited / Free Area - Laneways off Egans Lane & Stewart PI Car Park - Investigation - Nowra CBD Revitalisation Strategy Committee

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CARRIED

CBD21.13 Proposed Membership - Stockland Nowra

**HPERM Ref:
D21/173039**

Note: Paul Keech – Director City Services arrived during discussion at 4.42pm.

Recommendation

That the Terms of Reference for the Nowra CBD Revitalisation Strategy Committee be amended to include a dedicated position for a representative of Stockland Nowra.

Note: the Recommendation from the Report on the Agenda was not accepted. Mayor Findley addressed the meeting to speak in favour of this item.

The following suggestions were made:

- Stockland apply in writing for membership of the CBD Revitalisation Strategy.
- That the Terms of Reference for the Nowra CBD Revitalisation Strategy Committee be amended to include a dedicated position for a representative of Stockland Nowra.
- Stockland be treated in the same manner as other interested applicants or groups whenever a vacancy arises.

RESOLVED (Clr White / Catherine Shields)

That the Committee receive a further report in relation to the rates paid by Stockland and the rates paid by the members of the Nowra CBD Ratepayers Association, and discuss the matter further at the next meeting.

CARRIED

Note: Clr Findley left the meeting 5.05pm

**CBD21.14 Nowra CBD Historical Walk Interpretive Signage Project
- Finalisation and Outcomes**

**HPERM Ref:
D19/444798**

The Committee held a discussion in relation to this matter and Members thanked staff for the detailed report.

Recommendation (Item to be determined under delegated authority)

That the Committee receive the report for information and consider future opportunities to build on the current Nowra CBD Historical Walk.

RESOLVED (Clr White / Robert Domm)

That:

1. The Committee receive the report for information and consider future opportunities to build on the current Nowra CBD Historical Walk.
2. The Working Group continue to investigate future options following September 2021 Election and this report be reference for the Group

CARRIED

**CBD21.15 Investigation - Alcohol Free Areas - Egans Lane &
Stewart Place Car Park - Nowra CBD (MIN20.902)**

**HPERM Ref:
D21/181311**

The Committee held a discussion in relation to this matter and a map of the proposed Alcohol Prohibited Area (highlighted in purple) was included, the following comments were made:

- The Car Parks in Stewarts Place and Egans Lane are Alcohol Free Zones
- It was confirmed that the Committee can hire Council Rangers for Events
- Police Officers are the Enforcement Officers in relation to the confiscation of alcohol. Council can make applications to the Police Commissioner for employees of council to be authorised as Enforcement Officers. There is a concern for staff safety in relation to anti-social behaviour and hostile situations.

Recommendation (Item to be determined under delegated authority)

That as a local community group, the Nowra CBD Revitalisation Strategy Committee forms a working group to progress an application, formally requesting Council to create an Alcohol Prohibited Area on land in the Egans Lane and Stewart Place Car Park precinct to supplement the existing Alcohol Free Zones, with the key tasks being:

- a. Create a plan to be submitted with the formal application showing the locations requested to be made Alcohol Prohibited Area and/or Alcohol Free Zone.
- b. Collect any evidence that the public use of these roads, footpaths or public parks has been compromised by consumption of alcohol in the immediate area, for example, there could be instances of malicious damage to property, littering, anti-social behaviour, or other crimes, and document this evidence accordingly.

RESOLVED (Clr White / Robert Domm)

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CARRIED

CBD21.16 CBD21.7 - Blister Costs in Berry St Nowra & Financial Update - Nowra CBD Revitalisation Funds

HPERM Ref: D21/210329

The Committee thanked staff for the detailed report.

Recommendation (Item to be determined under delegated authority)

That the Nowra CBD Revitalisation Strategy Committee:

1. Note that the remaining budget allocated to the Nowra CBD Revitalisation Strategy Committee for the 20/21 Financial Year is \$776,507. These funds will be reserved for the future expenditure in the Nowra CBD as per the committee's deliberations.
2. Note that the cost for Council to complete the construction of the pedestrian blisters was \$18,674.23 higher than the corresponding cost items in the Contractor's tendered schedule for the Streetscape Upgrade of Berry St, Nowra between Junction St and Worrigeer St (Council's total price was \$39,481.23, the average tendered amount of the unsuccessful tenderers was \$74,888.50).
3. Note that through Council completing this element of the works that other additional costs associated with anticipated Contractor claims for variations and delays were avoided, as well as the impact on adjacent businesses and users of the street mitigated as much as possible.

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CARRIED

GENERAL BUSINESS

CBD21.17 Verbal Report - Finance

**HPERM Ref:
D21/234450**

Paul Keech addressed the meeting and displayed the draft budget on the screen. The Committee held a discussion in relation the Budget.

- Lighting upgrade in Junction Street could be added as a shovel ready project.
- Paul Keech and Micaiah Tipton to work through the Budget and make final amendments. Hold an informal meeting with Clr White and James Caldwell. A suggested email-meeting to confirm the Budget before submitting to Council for adoption.
- Newly appointed Project Manager, Michelle Green will be coming to you with a Project Plan.

CBD21.18 Verbal Report - Revitalising Nowra Action Plan

**HPERM Ref:
D21/234465**

'Your High Street' Grant (Junction Court) – required paperwork finalised with the NSW Government and invoice issued for initial payment. Project Manager (Michelle Green) in Councils City Services Team will oversee. Fee proposals with project consultants being finalised to assist with the delivery of the project. The aim is to provide an initial project briefing to the Committee and then ongoing progress reports.

Revitalising Nowra Action Plan 2021-23 – currently reviewing the final version received from Place Score. It will need to be submitted to Council along with the second component (other Committee activities) in due course as one product.

As per the resolution from the previous meeting, fee proposal also provided by Place Score to for shorter term preparatory work/support for the plan's implementation while the proposed 'Place Manager' role is resolved. Staff will review to enable a decision to be made by the Committee – this may need to be done via email.

CBD21.19 Verbal - Working Groups

**HPERM Ref:
D21/234498**

James Caldwell advised that Council is soon going into caretaker mode and members need to be involved and more active outside of the meetings. The Sub-Groups need to be more active.

This matter be deferred to the next meeting following a catch up with staff and Chairperson.

CBD21.20 Additional Item - Frequency of Meetings - Nowra CBD

Clr White advised that in September Council will have the annual Call Meeting, following that it is suggested that the frequency of meetings increase to monthly to ensure the Committee is keeping track of all the projects.

Paul Keech suggested that the Committee meet monthly or on an as needs basis. Possible to meet monthly for the first quarter and then review. There is also potential to get the Sub-Groups working actively between meetings and then reporting to the Committee every 2 months.

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

Mr James Caldwell
CHAIRPERSON