

## MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE

**Meeting Date:** Wednesday, 16 February 2022  
**Location:** Council Chambers, City Administrative Centre, Bridge Road, Nowra  
**Time:** 4.00pm

The following members were present:

Mr James Caldwell - Chairperson  
Clr Serena Copley  
Clr Tonia Gray  
Clr Patricia White (Alternate)  
Mr The Director City Services - Director City Services  
Mr Gordon Clark – Acting Director - City Futures  
Mr Brendan Goddard  
Mr Wesley Hindmarch  
Ms Alison Henry – left 6.11pm  
Mr Scott Baxter (Teams) – left at 4.53pm  
Ms Catherine Shields (Teams) – arrived at 4.11pm – left at 6.05pm

Others present:

Clr Liza Butler  
Mr Micaiah Tipton – Manager Design Services  
Ms Brooke Aldous – Senior Governance Officer  
Mr Ryan Jameson – Coordinator Local Planning Team  
Ms Melissa Dunn – Unit Manager - District Engineer - Central

### Apologies / Leave of Absence

Apologies received from Clr Norris and George Parker

### Confirmation of the Minutes

Note: Brendan Goddard arrived at 4.05pm

**RESOLVED** (Alison Henry / Brendan Goddard)

That the Minutes of the Nowra CBD Revitalisation Strategy Committee held on Tuesday 14 December 2021 be confirmed.

CARRIED

**The Chairperson addressed the meeting and asked Councillors and Members present to introduce themselves to the meeting.**

Note: Catherine Shields arrived 4.11pm

### **Declarations of Interest**

Nil

## **PRESENTATIONS**

### **CBD22.1 Overview Presentation – Nowra CBD Revitalisation Action Plan**

**HPERM Ref:  
D22/46316**

A presentation on the Nowra CBD Revitalisation Action Plan and background information in relation to the Committee was provided at the meeting and a copy of the presentation was subsequently sent to members via email.

## **REPORTS**

### **CBD22.2 Election of Chairperson and Notification of Council Resolution**

**HPERM Ref:  
D22/51095**

James Caldwell vacated the role of Chairperson and the Director City Services assumed the Chair.

The Director City Services advised that he had received 1 nomination for Chairperson prior to the meeting, being James Caldwell. The Director City Services asked if James Caldwell accepts the nomination. The nomination was accepted.

The Director City Services asked the members present if there were any further nominations for the role of Chairperson.

No other nominations were forthcoming.

The Committee agreed the election process was conducted fairly and reasonably.

The Director City Services declared James Caldwell Chairperson (to be endorsed by Council) for the period to September 2022.

James Caldwell resumed the Chair.

### **Recommendation**

That the Committee:

1. Receive the report regarding Council Resolution – Re-establishment for information; and
2. Elect (insert name) as Chairperson for the period to September 2022, noting that will be reaffirmed by Council.

### **RECOMMENDATION (By consent)**

That the Committee:

1. Receive the report regarding Council's Resolution in relation to the re-establishment for information (CL22.30 Nowra CBD Revitalisation Strategy Committee - MIN22.27);

2. Elect James Caldwell as Chairperson for the period to September 2022, noting that will be reaffirmed by Council.

CARRIED

### **CBD22.3 Committee Actions Report for Ongoing/Completed Items**

**HPERM Ref:  
D22/45570**

#### **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. CBD21.15 - Investigation - Alcohol Prohibited Areas - Egans Lane & Stewart Place Car Park - Nowra CBD (MIN20.902) - Form Working Group - Application – Evidence
  - b. CBD21.34 - Review of Terms of Reference - Working Groups - Membership

#### **RESOLVED** (The Director City Services / Wesley Hindmarch)

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. CBD21.15 - Investigation - Alcohol Prohibited Areas - Egans Lane & Stewart Place Car Park - Nowra CBD (MIN20.902) - Form Working Group - Application – Evidence
  - b. CBD21.34 - Review of Terms of Reference - Working Groups - Membership

CARRIED

### **CBD22.4 Budget Update - February 2022**

**HPERM Ref:  
D22/45650**

Note: Scott Baxter left the meeting at 4.53pm.

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

That the Nowra CBD Revitalisation Strategy Committee notes for information:

1. That \$0 has been spent since the last meeting of the Nowra CBD Revitalisation Strategy Committee budget update, (Noting that \$623,600 of the \$935,000 Junction Court Revitalisation Grant has been spent to date).
2. The total year to date spend for the 2021/22 financial year is \$0 of the available budget of \$1,326,507
3. A summary of expenditure is in the attachment to this report (D22/49465).

#### **RESOLVED** (The Director City Services / Wesley Hindmarch)

That the Nowra CBD Revitalisation Strategy Committee notes for information:

1. That \$0 has been spent since the last meeting of the Nowra CBD Revitalisation Strategy Committee budget update, (Noting that \$623,600 of the \$935,000 Junction Court Revitalisation Grant has been spent to date).
2. The total year to date spend for the 2021/22 financial year is \$0 of the available budget of \$1,326,507

3. A summary of expenditure is in the attachment to this report (D22/49465).

CARRIED

**CBD22.5 Project Update - February 2022****HPERM Ref:  
D22/45657****Recommendation (Item to be determined under delegated authority)**

That the Nowra CBD Revitalisation Strategy Committee note the update provided on the nominated projects within the Nowra CBD.

**RESOLVED** (By consent)

That the Nowra CBD Revitalisation Strategy Committee note the update provided on the nominated projects within the Nowra CBD.

CARRIED

**CBD22.6 Nowra CBD Revitalisation Strategy Project Management Services Contract****HPERM Ref:  
D22/46158****Recommendation (Item to be determined under delegated authority)**

That the Committee adopt the CONTRACT OF ENGAGEMENT for Project Management Services as presented (D22/50440) noting that;

1. The Executive that will act as the Principal's Agent is to be;
  - The CBD Committee Chair – James Caldwell
  - A Committee Member (Not a Councillor)
  - The Director City Services – The Director City Services
2. The Contract will be managed and amended as required by the Principal's Representative – Manager of Technical Services, to achieve the Contract objective.
3. The Project Manager will be appointed by the Principle's Representative on the recommendation of the Principal's Agent
4. Project Updates will be provided via the Project Update Report that is received by the Committee at each meeting.

**RESOLVED** (The Director City Services / Brendan Goddard)

That the Committee adopt the CONTRACT OF ENGAGEMENT for Project Management Services as presented (D22/50440) noting that;

1. The Executive that will act as the Principal's Agent is to be;
  - The CBD Committee Chair – James Caldwell
  - A Committee Member – Alison Henry
  - The Director City Services – The Director City Services
2. The Contract will be managed and amended as required by the Principal's Representative – Manager of Technical Services, to achieve the Contract objective.
3. The Project Manager will be appointed by the Principle's Representative on the recommendation of the Principal's Agent
4. Project Updates will be provided via the Project Update Report that is received by the Committee at each meeting.

CARRIED

**Action: James Caldwell asked for any comments or concerns regarding the Nowra CBD Revitalisation Strategy Project Management Services Contract be forwarded to either the Chairperson or The Director City Services prior to Friday.**

**CBD22.7 Review of Terms of Reference - Nowra CBD  
Revitalisation Strategy Committee**

**HPERM Ref:  
D22/45676**

**Recommendation**

That Council Adopt the Draft Terms of Reference as presented (POL22/145) noting that the key changes include;

1. References to the annual budget allocation (currently \$500,000) now reflect the rate-pegged increases in the budget allocation.
2. The membership criteria better reflects the range of stakeholders that are engaged in the activities of the Committee and the inclusion of Councillors
3. Clauses dealing with Removal of members have been added
4. Working Groups has been rewritten to include Sub Committees and define the key Working Groups.

**RECOMMENDATION** (Clr White / Alison Henry)

That:

1. Council adopt the Draft Terms of Reference as presented (POL22/145) noting that the key changes include;
  - a. References to the annual budget allocation (currently \$500,000) now reflect the rate-pegged increases in the budget allocation.
  - b. Membership criteria that better reflects the range of stakeholders that are engaged in the activities of the Committee and the inclusion of Councillors
  - c. Clauses dealing with Removal of members have been added
  - d. Amendments to 'Working Groups' to include Sub Committees and define the key Working Groups.
2. Pending the adoption of part 1 above, that the initial appointment of the Strategic Advisor be Joanna Gash (Former Mayor, Councillor, and Federal Member) until September 2022, following that, an expression of interest will be called to permanently fill the position.

CARRIED

**Action: Changes to the draft Terms of Reference report be amended to 3 Councillors, 2 Community Members being non CBD Business/Property Owners or retailers. A total of 13 members and a Quorum of 7.**

## GENERAL BUSINESS

**CBD22.8 Additional Item - Christmas Promotions Sub-Committee - Evaluation Report**

Note: Catherine Shields left at 6.05pm

Clr White tabled an addendum report at the meeting being, Christmas Promotions Sub-Committee - Evaluation Report.

**Action: The Addendum Report will be circulated with the minutes.**

**Recommendation**

That the Christmas Promotions Sub-Committee - Evaluation Report be received for information.

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

That the Christmas Promotions Sub-Committee - Evaluation Report be received for information.

CARRIED

Note: Alison Henry left at 6.11pm

### **CBD22.9 Additional Item - Nowra CBD Revitalisation Committee - Food Markets**

Clr White tabled an addendum report at the meeting being, Nowra CBD Revitalisation Committee - Food Markets.

**Action: The Addendum Report will be circulated with the minutes.**

#### **Recommendation**

That Nowra CBD Revitalisation Committee endorse:

1. Approval to establishment of Food Markets in Jelly Bean Park
2. Funding option of \$50,000 for installation in Jelly Bean Park of:
  - a. Commercial Festoon lighting and strip Lighting
  - b. WIFI
  - c. CCTV cameras
  - d. Additional power outlets
3. Preparation of Traffic Management Plans for both Jelly Bean Park & Junction Court closures – budget \$2,000
4. Costs of \$500 per month to hold the markets

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

That the Nowra CBD Revitalisation Committee endorse:

1. The establishment and the evolution of Food Markets in Jelly Bean Park;
2. Funding option of up to \$50,000 from the Nowra CBD Revitalisation Strategy Committee's budget for installation in Jelly Bean Park of:
  - a. Commercial Festoon lighting and strip Lighting
  - b. WIFI
  - c. CCTV cameras
  - d. Additional power outlets

*Should the allocation of \$50,000 not cover the above, a report will be brought back to the Committee.*

3. Preparation of Traffic Management Plans for both Jelly Bean Park & Junction Court closures – budget \$2,000 from the Nowra CBD Revitalisation Strategy Committee's budget, that can be used for the next 5 years, including the closure of the taxi rank and laneway behind Betta Electrical Building.
4. Costs of \$500 per month to hold the markets from the Nowra CBD Revitalisation Strategy Committee's budget.

CARRIED

**Action – The Radio Advertising will be distributed via email and an e-meeting (if required) will be held following the review of the contract.**

There being no further business, the meeting concluded, the time being 6.37pm.

Mr James Caldwell  
CHAIRPERSON