

Nowra CBD Revitalisation Strategy Committee

Meeting Date: Wednesday, 01 June, 2022
Location: Jervis Bay Rooms, 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 - 27 April 2022 1
3. **Declarations of Interest**
4. **Presentations**
 - CBD22.15 Presentation - Discussion - Place Manager Recruitment
 - CBD22.16 Presentation - Overview of the Program - Facade Improvement
 - CBD22.17 Presentation - Discussion - CBD Maintenance Suggestions
5. **General Business**

Membership

Mr James Caldwell – Chairperson
Clr Serena Copley
Clr Matthew Norris
Clr Tonia Gray
Clr Patricia White (Alternate)
Ms Jo Gash
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
CEO
Director, City Services or delegate

Quorum – Seven (7) members

Role of the Committee

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.

Note: Tasks in relation to part 4 will not be undertaken by Councillors

1. Recommend to Council possible refinement of, and improvements to, the 'Revitalising Nowra Action Plan (2021-2023)' and the broader Nowra CBD Revitalisation Strategy as the committee considers appropriate.
2. Develop a list of projects (with estimated costings) for Council to consider/prioritise 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.
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.
4. Reallocate at its discretion, Nowra CBD Revitalisation Budget funds to operational projects, e.g. activation events.
5. Monitor the expenditure of the Nowra CBD Revitalisation Budget via a Subcommittee, in particular;
 - 5.1 Approving design plans and specifications at the preliminary concept stage and prior to the detailed drafting and then at final approval stage.
 - 5.2 In cases where the CEO (or delegate) determines that capital works funded by the Nowra CBD Revitalisation Budget will be tendered out, the Subcommittee will endorse the tender documentation before tenders are advertised.

- 5.3 The Chair and delegate may, at their discretion, participate on tender evaluation panels for capital expenditure funded by the Nowra CBD Revitalisation Budget.
- 5.4 The Chair is to endorse the payment of progress claims and endorse the approval of variations, for capital expenditure funded by the Nowra CBD Revitalisation Budget.
- 6. 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 CEO.
- 7. 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.
- 8. Provide a report to Council (resolved at a Committee meeting) each quarter outlining the year to date expenditure on projects funded by the Nowra CBD Revitalisation Budget and present a report to an Ordinary Meeting of Council in August each year that explains the expenditure and any non-expenditure, for the previous financial year.
- 9. Consult with relevant stakeholders as needed.

Delegated Authority

- 1. To oversee the expenditure of the Nowra CBD Revitalisation Budget, as the Committee deems appropriate in accordance with objectives of the Nowra CBD Strategic Plan.
- 2. 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.
- 3. Council will provide “in-kind” support to the committee in relation to
 - Project Design and Documentation
 - Facilitation of meetings
 - Preparation of reports for the Committee consideration

Nowra Revitalisation Committee - Sub/Working Groups

	Governance & Communications Sub Committee	Finance & Works Sub Committee	Events & Promotion	Activation Projects
James Caldwell (Chair)	Yes	Yes		
Clr				
Clr				
Clr				
Wesley Hindmarch				
Scott Baxter				
Brendan Goddard				
George Parker				
Alison Henry				
Christopher Williamson				
Catherine Shields				
Gordon Clark				
Paul Keech				
SCC Rep				

MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE

Meeting Date: Wednesday, 27 April 2022
Location: Council Chambers, City Administrative Centre, Bridge Road, Nowra
Time: 4.19pm

The following members were present:

Mr James Caldwell - Chairperson
Clr Tonia Gray – (Remotely)
Clr Patricia White
Ms Joanna Gash
Mr Scott Baxter – (Remotely)
Ms Alison Henry
Ms Catherine Shields – arrived 4.19pm

Others present:

Clr Greg Watson
Clr John Kotlash
Paul Keech – Director City Services
Carey McIntyre – Director City Futures
Gordon Clark – Strategic Planning Manager
Sara McMahon – Business Assurance & Risk Manager
Micaiah Tipton – Manager Design Services
Melissa Dunn – Unit Manager – District Engineer – Central
Anthony Russell – Project Engineer - Electrical

Apologies / Leave of Absence

Apologies were received from Clr Copley, Clr Norris, Brendan Goddard, Wesley Hindmarch, Chris Williamson and George Parker.

Confirmation of the Minutes

RESOLVED (Alison Henry / Clr White)

That the Minutes of the Nowra CBD Revitalisation Strategy Committee held on Wednesday 16 February 2022 be confirmed.

CARRIED

Declarations of Interest

Nil

REPORTS**CBD22.10 Committee Actions Report for Ongoing/Completed Items****HPERM Ref:
D22/139360****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. CBD21.26 - Nowra CBD Lighting - Investigate LED Poles - Morisons Arcade
 - b. CBD21.40 - Discussion - Alcohol Prohibited Areas - Collection of Supporting Information
 - c. CBD21.44 - New Mural Opportunity - Nowra CBD Revitalisation Strategy Public Art - 11 Haigh Ave, NOWRA – Krimstone
 - d. CBD22.3 - Committee Actions Report for Ongoing/Completed Items

RESOLVED (By consent)

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. CBD21.26 - Nowra CBD Lighting - Investigate LED Poles - Morisons Arcade
 - b. CBD21.40 - Discussion - Alcohol Prohibited Areas - Collection of Supporting Information
 - c. CBD21.44 - New Mural Opportunity - Nowra CBD Revitalisation Strategy Public Art - 11 Haigh Ave, NOWRA – Krimstone
 - d. CBD22.3 - Committee Actions Report for Ongoing/Completed Items

CARRIED

CBD22.11 Standing Report - CBD Planning Controls**HPERM Ref:
D22/45726**

Gordon Clark – Strategic Planning Manager advised that Council staff intend to issue briefs for required background information to the technical consultants in May and moving to engage in June and beyond.

Another progress update will be provided next meeting.

Recommendation (Item to be determined under delegated authority)

That the Committee receive the update report on the review of planning controls in Nowra CBD / commercial core area for information.

RESOLVED (By consent)

That the Committee receive the update report on the review of planning controls in Nowra CBD /

commercial core area for information.

CARRIED

CBD22.12 Standing Report - Budget Update - April 2022**HPERM Ref:
D22/139343**

The Committee discussed options regarding the \$300,000 Budget and Guidelines. The Chairperson and Cllr White reiterated that due to time constraints, the impacts of COVID-19 and weather related events, that the \$300,000 would be best returned to Council, provided that the funding is utilised for operational works in Nowra CBD area only.

Recommendation (Item to be determined under delegated authority)

That the Nowra CBD Revitalisation Strategy Committee notes the following points for information:

1. That \$30,300 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 2021/2022 financial year is \$30,300 of the available budget of \$1,326,507.
3. A summary of expenditure is provided in the Attachment to this report.

RESOLVED (Alison Henry / Cllr White)

That:

1. The Nowra CBD Revitalisation Strategy Committee notes the following points for information;
 - a. \$30,300 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).
 - b. The total year-to-date spend for the 2021/2022 financial year is \$30,300 of the available budget of \$1,326,507.
 - c. A summary of expenditure was provided in the Attachment to this report.
2. \$300,000 from the 2021/2022 Nowra CBD Revitalisation Strategy Committee Budget be allocated to additional operational works, to be undertaken in the Nowra CBD Revitalisation Strategy Area, with those works being proposed by the Director – City Services and subject to approval of the Chairperson and the Finance Sub-Committee.

CARRIED

Note: Cllr Gray and Jo Gash left the meeting at 5.00pm.

Note: The Quorum was lost at 5.00pm, therefore the meeting concluded the time being 5.00pm.

Note: Jo Gash returned to the meeting at 5.04pm, however, a Quorum was not reached, and the meeting was not reopened.

CBD22.13 Standing Report - Project Update - April 2022**HPERM Ref:
D22/139347****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.

An informal discussion regarding this item was held following the closure of the meeting.

Clr White provided an overview of the first Food Markets held on 20 April 2022 from 4.00pm–7.00pm. Reports are that it was a very successful first event. Clr White thanked Melissa Dunn - Unit Manager – District Engineer – Central for her assistance in relation to organisation of the Food Markets.

Following this discussion on the Food Markets, initial discussions are taking place regarding investigations of purchasing a Nowra CBD Van for the use of storage, Advertising and use at events. Clr White proposed that a report will be submitted to the next meeting.

Note: No Resolution was made in relation to this item.

GENERAL BUSINESS**CBD22.14 Demonstration of the LED Lights****HPERM Ref:
D22/150787**

Staff provided a demonstration of the LED lights in the carpark following the conclusion of the meeting.

Mr James Caldwell
CHAIRPERSON