

MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE

Meeting Date: Tuesday, 5 July 2022
Location: Email Meeting

The following members participated:

Mr James Caldwell - Chairperson
Clr Serena Copley
Clr Tonia Gray
Ms Jo Gash
Mr Brendan Goddard
Ms Alison Henry
Mr Scott Baxter

Apologies / Leave of Absence

Nil

Confirmation of the Minutes

RESOLVED (By consent)

That the Minutes of the Nowra CBD Revitalisation Strategy Committee held on Wednesday 22 June 2022 be confirmed.

CARRIED

Declarations of Interest

Nil

REPORTS

CBD22.19 Committee Actions Report for Ongoing / Completed Items

**HPERM Ref:
D22/237684**

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. CBD22.9 - Additional Item - Food Markets - Jelly Bean Park - Junction - Budget

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. CBD22.9 - Additional Item - Food Markets - Jelly Bean Park - Junction - Budget

CARRIED

CBD22.25 Acknowledgement of Resignation - Mr Christopher Williamson

**HPERM Ref:
D22/265813**

Recommendation (Item to be determined under delegated authority)

That:

1. The Nowra CBD Revitalisation Strategy Committee acknowledge the resignation received from Mr Christopher Williamson and thank him for his participation and commitment to the Committee.
2. The vacancy of the Community Member position be filled via an EOI.

RESOLVED (By consent)

That:

1. The Nowra CBD Revitalisation Strategy Committee acknowledge the resignation received from Mr Christopher Williamson and thank him for his participation and commitment to the Committee.
2. The vacancy of the Community Member position be filled via an EOI.

CARRIED

CBD22.20 Standing Report - CBD Planning Controls

**HPERM Ref:
D22/237848**

Recommendation (Item to be determined under delegated authority)

That the Committee:

1. Receive the update report on the review of planning controls in Nowra CBD / commercial core area for information.
2. Remove the standing report from the Committee meeting agenda and submit reports as and when required.

RESOLVED (By consent)

That the Committee:

1. Receive the update report on the review of planning controls in Nowra CBD / commercial core

area for information.

2. Remove the standing report from the Committee meeting agenda and submit reports as and when required.

CARRIED

CBD22.21 Standing Report - Budget Report - June 2022**HPERM Ref:
D22/235129****Recommendation (Item to be determined under delegated authority)**

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

1. That \$9,363 has been spent since the last meeting of the Nowra CBD Revitalisation Strategy Committee budget update (noting that \$683,430 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 \$39,663 of the available budget of \$1,326,507.
3. A summary of expenditure is provided in the Attachment to this report.

RESOLVED (By consent)

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

1. That \$9,363 has been spent since the last meeting of the Nowra CBD Revitalisation Strategy Committee budget update (noting that \$683,430 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 \$39,663 of the available budget of \$1,326,507.
3. A summary of expenditure is provided in the Attachment to this report.

CARRIED

CBD22.22 Standing Report - Project Update - June 2022**HPERM Ref:
D22/235137****Recommendation (Item to be determined under delegated authority)**

That the Nowra CBD Revitalisation Strategy Committee:

1. Note the update provided on the nominated projects within the Nowra CBD.
2. Provide feedback on the Feasibility Investigation - Use of Smart Poles in the Nowra CBD Report, Investigation & Design – Pedestrian Crossing – Junction Street, Draft Traffic Masterplan for North St, Nowra to the Manager Design Services by 6 July 2022.

RESOLVED (By consent)

That the Nowra CBD Revitalisation Strategy Committee:

1. Note the update provided on the nominated projects within the Nowra CBD.
2. Provide feedback on the Feasibility Investigation - Use of Smart Poles in the Nowra CBD Report, Investigation & Design – Pedestrian Crossing – Junction Street, Draft Traffic Masterplan for North St, Nowra to the Manager Design Services by 6 July 2022.

Note: Cllr Gray voted against

CARRIED

CBD22.23 Nowra CBD Place Manager Update & Way Forward

**HPERM Ref:
D22/235140**

Recommendation (Item to be determined under delegated authority)

That the Nowra CBD Revitalisation Strategy Committee endorse the revised job description (D22/239049) and readvertise the Nowra CBD Place Manager position. The deliverable actions for the position are:

1. Monthly Food Markets
2. Surprise Saturday Program
3. Annual Christmas Wonderland
4. Monthly Fresh Food Markets
5. Digital Marketing Plan
6. Social Media & Graphics Support
7. Develop and implement a program aimed at installing “wraps” on vacant shop fronts within the Nowra CBD that improve the appearance of the CBD and promote the CBD/Shoalhaven.

RESOLVED (By consent)

That the Nowra CBD Revitalisation Strategy Committee endorse the revised job description (D22/239049) and readvertise the Nowra CBD Place Manager position. The deliverable actions for the position are:

1. Monthly Food Markets
2. Surprise Saturday Program
3. Annual Christmas Wonderland
4. Monthly Fresh Food Markets
5. Digital Marketing Plan
6. Social Media & Graphics Support
7. Develop and implement a program aimed at installing “wraps” on vacant shop fronts within the Nowra CBD that improve the appearance of the CBD and promote the CBD/Shoalhaven.

CARRIED

CBD22.24 CBD Maintenance Strategy

**HPERM Ref:
D22/248058**

Recommendation

That Council authorise the expenditure of up to \$300,000 (Option 1) from the Nowra CBD Revitalisation Committees Capital Allocation in 2022/2023 to Daily and Weekly maintenance activities aimed at revitalising the CBD via an enhanced and tidy presentation.

Noting that:

1. Expenditure is estimated to be made as follows:
 - a. Crew of three people full-time
9-day fortnight
Monday - Friday 5am-2pm

Monday - Thursday 5am-1:30pm

45 weeks over 12 months (no backfill when on leave)

Overtime to service planned events etc in the CBD will be charged on an as needs basis determined by the committee.

- b. Ute (not capital purchase)
 - c. Pressure washing unit & Materials (as required)
2. The Committee will undertake bimonthly walk arounds to monitor the impact of the maintenance effort, and may decide (via committee resolution) to terminate this arrangement any time before the end of the financial year.
 3. This arrangement does not cover the cost of callouts (ie unplanned overtime), the General Fund will still cover these costs.

RECOMMENDATION (By consent)

That Council authorise the expenditure of up to \$300,000 (Option 1) from the Nowra CBD Revitalisation Committees Capital Allocation in 2022/2023 to Daily and Weekly maintenance activities aimed at revitalising the CBD via an enhanced and tidy presentation.

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3. This arrangement does not cover the cost of callouts (ie unplanned overtime), the General Fund will still cover these costs.

Note: Brendan Goddard voted against Option 1.

CARRIED

Mr James Caldwell
CHAIRPERSON