

## MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE

**Meeting Date:** Tuesday, 25 October 2022  
**Location:** Jervis Bay Rooms, City Administrative Centre, Bridge Road, Nowra  
**Time:** 4.00pm

The following members were present:

Mr James Caldwell - Chairperson  
Clr Serena Copley  
Clr Patricia White  
Mr Brendan Goddard  
Mr George Parker  
Mr Wesley Hindmarch (Remotely) – Left 4:25pm  
Ms Alison Henry (Remotely)  
Ms Catherine Shields (Remotely)

Others Present:

Clr Greg Watson (Remotely) – Alternative Councillor  
Ms Sara McMahon - Business Assurance and Risk Manager  
Mr Craig Exton – Acting Director City Services  
Mr Micaiah Tipton - Manager Design Services  
Mr Carey McIntyre - Director City Futures – Left 4:58pm  
Mr Gordon Clark - Strategic Planning Manager

### Apologies / Leave of Absence

Apologies were received from Ms Jo Gash, Mr Scott Baxter, Clr Tonia Gray and Paul Keech

### Confirmation of the Minutes

**RESOLVED** (By consent)

That the Minutes of the Nowra CBD Revitalisation Strategy Committee held on Wednesday 14 September 2022 be confirmed.

CARRIED

### Declarations of Interest

Nil

## REPORTS

### **CBD22.36 Election of Chairperson and Notification of Council Resolution**

**HPERM Ref:  
D22/424923**

James Caldwell vacated the role of Chairperson and Ms Sara McMahon - Business Assurance and Risk Manager - assumed the Chair and asked the members present if there were any nominations for the role of Chairperson.

One nomination for the role of Chairperson was received, being James Caldwell. Ms Sara McMahon asked if James Caldwell accepts the nomination. The nomination was accepted.

Ms Sara McMahon 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.

Ms Sara McMahon declared James Caldwell Chairperson (to be endorsed by Council) for the period to September 2023.

James Caldwell resumed the Chair.

#### **Recommendation**

That the Committee:

1. Receive the report regarding Council Resolution – Re-establishment for information; and
2. Elect James Caldwell as Chairperson for the period to September 2023, noting that the appointment will be reaffirmed by Council.

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

That the Committee:

1. Receive the report regarding Council Resolution – Re-establishment for information; and
2. Elect James Caldwell as Chairperson for the period to September 2023, noting that the appointment will be reaffirmed by Council.

CARRIED

### **CBD22.37 Committee Actions Report for Ongoing / Completed Items**

**HPERM Ref:  
D22/425060**

In discussion on this Item, the Committee requested further information on outstanding actions CBD 22.28 and CBD 22.35 from Council staff.

#### **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. CBD22.23 - Nowra CBD Place Manager Update & Way Forward
  - b. CBD22.34 - Consideration - Place Manager appointment - Tender Evaluation - Alison Peta Henry - Membership Resignation - EOI process

#### **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. CBD22.23 - Nowra CBD Place Manager Update & Way Forward
- b. CBD22.34 - Consideration - Place Manager appointment - Tender Evaluation - Alison Peta Henry - Membership Resignation - EOI process

CARRIED

**CBD22.38 Standing Report - Project Update - October 2022****HPERM Ref:  
D22/428787**

It was noted that Carey McIntyre will speak with the Director of City Lifestyles regarding the incorporation of Murals Nowra into the wider arts & culture strategy, which would allow for continued interaction with the Nowra CBD Revitalization Strategy Committee and identification of further funding sources.

The acting Director City Services was asked to Investigate changing light bulbs to ensure consistent lighting in Junction Street, and whether this is part of the planned upgrade to smart poles. A report is to be provided to the Committee on the cost to upgrade to new bulbs throughout.

It was noted that seven (7) members are interested in participating in the façade improvement 'Walk around'.

**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

**CBD22.39 Standing Report - Budget Update - October 2022****HPERM Ref:  
D22/428791****Recommendation (Item to be determined under delegated authority)**

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

1. That \$0 has been spent since the last meeting of the Nowra CBD Revitalisation Strategy Committee budget update.
2. The total year-to-date spend for the 2022/2023 financial year is \$327,698 of the available budget of \$1,898,594.
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 \$0 has been spent since the last meeting of the Nowra CBD Revitalisation Strategy Committee budget update.
2. The total year-to-date spend for the 2022/2023 financial year is \$327,698 of the available budget of \$1,898,594.
3. A summary of expenditure is provided in the Attachment to this report.

CARRIED

**CBD22.40 Paving - Eastern Side - Kinghorne Street****HPERM Ref:  
D22/426415**

The Committee commented that some of the landscape stone sets in Berry Street are not wearing well and should be viewed in the upcoming walk-around.

It was also noted that there are pavers on Junction Street which are protruding and also should be included in the upcoming façade walk around.

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

That the Committee undertake new paving on the eastern side of Kinghorne Street between Smiths Lane and Worrigeer Street.

**RESOLVED** (By consent)

That:

1. During the upcoming façade walk around the Committee inspect the eastern side of Kinghorne Street between Smiths Lane and Worrigeer Street.
2. Following the walk around a further report be provided to the Committee to facilitate formal consideration of the proposal to fund new paving on the eastern side of Kinghorne Street between Smiths lane and Worrigeer Street.

CARRIED

**GENERAL BUSINESS****CBD22.41 Additional Item - Christmas In Nowra CBD**

Clr White noted that the Christmas event in Junction Court will begin set up on Monday 12 December. Keys to electronic boxes need to be located, Barriers and Christmas flags will be put up. The event will open on Tuesday 13 December and close 23 December.

It was also noted by Clr White that on the 21 December there is a food market in Jelly Bean Park and the laneway traffic management will need to be considered.

**CBD22.42 Additional Item - Update Riverfront Precincts**

Brendan Goddard sought clarification on the plans regarding the Riverfront Precincts and requested an update from staff. Gordon Clark advised to make a recommendation to the Committee.

**CBD22.43 Additional Item - Member Resignation - Alison Henry**

Alison Henry advised the Committee that she had sent through her resignation to the Committee via Email.

**RESOLVED** (By consent)

1. That the Committee receive and accept the resignation of Alison Henry and thank her for her contribution as a member of the committee.
2. That advertisement of the position of Committee Member - Retail/Business operator (non CBD Property owner) - commence in conjunction with that of other vacant positions.

CARRIED

There being no further business, the meeting concluded, the time being 5:06pm

Mr James Caldwell  
CHAIRPERSON