

SHOALHAVEN CITY COUNCIL

NOWRA CBD REVITALISATION STRATEGY COMMITTEE

to be held on Wednesday 2 March 2016
commencing at 4.00pm

City Administrative Centre
Bridge Road
NOWRA NSW 2541

23 February 2016

Dear Member

NOTICE OF MEETING

You are hereby requested to attend a meeting of the Nowra CBD Revitalisation Strategy Committee to be held on **Wednesday 2 March 2016**, commencing at **4.00pm** in the Jervis Bay Rooms 1 & 2 for consideration of the following business.

Yours faithfully

R D Pigg
General Manager

Please note that refreshments will not be supplied at this meeting

BUSINESS OF MEETING

1. Apologies
2. Minutes of the Previous Meeting
3. Declarations of Interest
4. Introduction of Members – Sivan Agam
5. Peter Russell, Integrity Real Estate – Update on the Twilight Junction St Markets
6. Agenda items from members
 Masterplan Implementation – Sivan Agam
7. Addendum Reports
8. General Business
 Future and focus of the Nowra CBD Alive Coordinator Position
 Verbal Report- 2015-2016 Budget – Michael Park

MEMBERSHIP – Quorum (5)

Grant Gleeson - Chairperson	James Caldwell
General Manager (or nominee)	Mark Crowther
Director Planning & Development Services (or nominee)	Grant Gleeson
Director Assets & Works (or nominee)	Brendan Goddard
Annie Aldous	George Parker
	Sivan Agam

Cell Phones: Council's Code of Meeting Practice states that "All cell phones are to be turned off for the duration of the meeting".

Purpose

- To direct the development and implementation of the Revitalisation Strategy for the Nowra CBD and review as appropriate.
- To determine overall capital works programs established by the Nowra CBD Revitalisation Strategy, as amended from time to time.
- To agree an annual capital works budget with council
- To identify and approve all expenditure of funds identified in the Nowra CBD Revitalisation Strategy, additional funds allocated by council for capital expenditure in the Nowra CBD including any loans, grants or from funds from any other source.
- To act as a communication conduit between Council and the CBD stakeholders in respect to the Nowra CBD Revitalisation Strategy with appropriate support from council as required.
- Assist council in advocating the adopted CBD Revitalisation Strategy to the community.
- Provide a report to council each year outlining progress towards achieving the goals set out in the CBD Revitalisation Strategy together with any recommendations for updating the Revitalisation Strategy.
- Consult with relevant stakeholders as needed.

Delegated Authority

- To expend funds allocated to the CBD Nowra Revitalisation Strategy Committee by Council within the approved budget.
- To establish sub Committees as deemed appropriate.
- To promote the advantages of the CBD inside and outside the area, including making press releases and promoting the Nowra CBD Revitalisation Strategy project.
- To raise funds other than rates and loans to fund the objectives of the Committee.
- To expend funds raised outside of Council as the Committee deems appropriate, e.g. promotions, entertainment etc.

Voting & Recommendations

- Voting on recommendations is made by consensus and all decisions regarding the allocation of funding for works must be stated precisely for the inclusion of the minutes.
- Where a consensus cannot be reached at two consecutive meetings, then a majority of 60% of those present can adopt a recommendation. The alternate views are to be minuted

Declarations of Conflict of Interests

- Committee members have completed a generic Conflict of Interests form arising from their membership on the Committee. Further declarations for specific items will be required at Committee meetings and will be available from the Governance Officer at the meetings.

**MINUTES OF THE NOWRA CBD REVITALISATION STRATEGY COMMITTEE MEETING
HELD ON WEDNESDAY 17 FEBRUARY 2016 IN JERVIS BAY ROOM 1, LEVEL 3, CITY
ADMINISTRATIVE CENTRE, BRIDGE ROAD, NOWRA COMMENCING AT 4.06 PM**

The following members were present:

James Caldwell – Acting Chairperson
Brendan Goddard
George Parker
Annie Aldous
Russ Pigg – General Manager
Tim Fletcher - Director Planning and Development
Martin Uptis – Acting Director, Assets and Works (Nominee for Ben Stewart)

Others present:

Clr Gash
Clr Tribe
Clr Kitchener
Rhonda McGuire – Nowra Alive CBD Coordinator
Gordon Clark – Strategic Planning Manager
Michael Park – Planner, Strategy North
Roslyn Holmes – Unit Manager, City Design and Services

Apologies:

Apologies were received from Sivan Agam, Mark Crowther, Grant Gleeson, Ben Stewart

1. Nomination of Chairperson

In the absence of Grant Gleeson, the Committee nominated an acting Chairperson for the meeting.

MOTION:

Moved: By Consensus

RESOLVED that James Caldwell be nominated to act as Chairperson in Grant Gleeson's absence.

CARRIED

2. Minutes of Previous Meeting

MOTION

Moved: Annie Aldous / Second: Brendan Goddard

RESOLVED that the Minutes of the meeting of the Nowra CBD Revitalisation Strategy Committee held on Wednesday 20 January 2016 be confirmed.

CARRIED

3. Business Arising from Previous Minutes

Resignation of Grant Gleeson:

- The Committee agreed that on receipt of the formal resignation from Grant Gleeson the process to fill the vacancy will be commenced.
- A new Chairperson will be elected at that time.

Black paint flaking off lighting poles – Martin Upitis advised that painting on bollards has been done, however, inspection could find no flaking paint. Annie noted there are some areas that are still green that should be black.

4. Nowra Alive CBD Coordinator's Survey Report

The Chair noted the late receipt of the Coordinator's report.

The Nowra Alive CBD Coordinator spoke to the report and provided a PowerPoint presentation.

Brendan Goddard commended the Coordinator on the work undertaken to produce the report and noted that it had good content and seemed to capture community sentiment.

The Chair thanked the Coordinator on behalf of the Committee and discussion followed.

Members noted:

- The Survey provided good feedback.
- The Committee needs to take care when considering the recommendations from the report, there is a need to ensure that focus on the Revitalisation Strategy is not lost.
- Recommendations need to be framed and targeted.
- There is a need to motivate CBD businesses & shopkeepers to be proactive.

The Coordinator advised that 2ST is holding a radio promotion (similar to Christmas) over the Easter period.

The Coordinator left the meeting at 4.57pm.

Members discussed the following with regard to the Nowra Alive CBD Coordinator position:

- Focus of the position into the future
- Committee & Council responsibilities
- Budget / funding options
- Consideration of part time or full time position
- Ownership and direction
- Communication and coordination
- Clarification of roles
- Definition of role and next steps

The Committee agreed that the role/job description needs to be clarified and members need a better understanding to enable the issue to be progressed.

Actions:

- Strategic Planning Manager to distribute information to the Committee regarding recent advertisements for similar roles in Shepparton and Greater Geelong as examples only.
- The future and focus of the Nowra Alive CBD Coordinator position to be discussed at the next Committee meeting in March.

5. Report – 2015/16 Budget

Action: Deferred to next meeting.

6. Report – Schofields Lane Mural

The Strategic Planning Manager advised the Committee that the internationally renowned artist Owen Dipple has completed the CBD's third large scale mural as part of the Nowra Alive initiative.

The mural is located on the side of the Sturgiss Newsagency in Schofields Lane and is a photo realistic image of the late artist, Arthur Boyd.

Promotion of the artwork will encourage people to visit Nowra.

It was suggested that Committee members talk to businesses in CBD to get their suggestions for walls that could be used for murals.

7. Update – CBD Streetscape

The Unit Manager, City Design and Services provided an update and PowerPoint presentation on the following:

- Kinghorne Street Footpath Upgrade
- Visionstream / NBN
- Southern Gateway Signage
- National Stronger Regions Grant

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- Parklets

It was noted that issues raised by shopkeepers, such as dust, noise & other impacts of the footpath upgrade continue to be addressed.

GENERAL BUSINESS

8. Additional Item – Funding for Signage

The Planner Strategy North, advised that \$50,000 was allocated for the highway and southern entrance signage. \$27,000 has been committed for fabrication of the signs. Quotes for wall and landscaping for the southern gateway sign are due to be received on 18 February 2016 and the Committee will be updated on the cost.

There being no further business, the meeting concluded, the time being 6.07 pm.

James Caldwell
ACTING CHAIRPERSON

NOWRA CBD REVITALISATION STRATEGY COMMITTEE

WEDNESDAY 2 MARCH 2016

1. Introduction of Committee Members **File 50242E**

Committee members to introduce themselves with a bit of background for the benefit of new member Sivan Agam.

(It would be appreciated if the meeting could begin with this item.)

BACKGROUND & DETAIL:

NA

Submitted by Sivan Agam

2. Peter Russell, Integrity Real Estate – Update on the Twilight Junction St Markets **File 50242E**

Peter Russell was invited to attend the Nowra CBD Revitalisation Strategy Committee meeting to provide an update on the Twilight Junction Street Markets.

BACKGROUND & DETAIL:

It was an action from the meeting of the Nowra CBD Revitalisation Committee, Wednesday 20 January 2016.

3. Master Plan Implementation **File 50242E**

Implementing the Master Plan – practical steps.

BACKGROUND & DETAIL:

I have carefully read the Master Plan, and although the Implementation Plan is thorough, there does not appear to be a physical design strategy that will deliver the outcomes identified.

SUGGESTED ACTION:

Step 1: Engender ideas. For example, organise a competition for professional urban designers/landscape architects such as the successful competition that was recently completed in Queanbeyan.

Submitted by Sivan Agam