

SHOALHAVEN CITY COUNCIL

NOWRA CBD REVITALISATION STRATEGY COMMITTEE

to be held on Wednesday 17 February 2016
commencing at 4.00pm

City Administrative Centre
Bridge Road
NOWRA NSW 2541

15 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 17 February 2016**, commencing at **4.00pm** in the Seven Mile Meeting Room 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. Report – Nowra CBD Revitalisation Strategy
 - Verbal update – 2015/16 Budget
 - Verbal update – Schofield's Lane mural
 - Verbal update – Kinghorne Street Streetscape works
5. Nowra Alive CBD Coordinator – Report / Executive Summary
6. Addendum Reports
7. General Business

MEMBERSHIP – Quorum (5)

Grant Gleeson - Chairperson
General Manager (or nominee)
Director Planning & Development Services
(or nominee)
Director Assets & Works (or nominee)
Annie Aldous

James Caldwell
Mark Crowther
Grant Gleeson
Brendan Goddard
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 20 JANUARY 2016 IN JERVIS BAY ROOM 1, LEVEL 3, CITY
ADMINISTRATIVE CENTRE, BRIDGE ROAD, NOWRA COMMENCING AT 4.05 PM**

The following members were present:

Grant Gleeson – Chairperson
Brendan Goddard
Mark Crowther
Annie Aldous
James Caldwell
Sivan Agam
Jessica Rippon – General Manager’s Nominee
Tim Fletcher - Director Planning and Development
Ben Stewart – Director Assets & Works

Others present:

Clr Gash
Clr Kearney
Clr White
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 Russ Pigg, George Parker

1. New Committee Member

The Chair welcomed the new Community member, Sivan Agam.

2. Minutes of Previous Meeting

MOTION

Moved: Grant Gleeson / Second: Annie Aldous

RESOLVED that the Minutes of the meeting of the Nowra CBD Revitalisation Strategy Committee held on Monday 7 December 2015 be confirmed.

CARRIED

3. Additional Item – Grant Gleeson: Membership

File 50242E

Grant raised for the Committee’s information that he will no longer be a CBD business owner from 1 March 2016. Under the Terms of Reference, his committee membership is that of a CBD Business Owner/Operator, therefore he may not continue as the Chairperson or a member.

4. Business Arising from the Previous Minutes

File 2537E

Nowra CBD Car Parking Study - Members discussed the report, in particular the east / west utilisation.

It was noted that as the report is on public exhibition, any concerns may be raised as part of the consultation process.

Action – Ben Stewart to liaise with the Manager, Traffic and Transport and Mark Crowther regarding meeting to discuss the Nowra CBD Car Parking Study Report.

GENERAL BUSINESS

5. Additional Item – Coordinator's Report

File 49739E

Rhonda McGuire, Nowra Alive CBD Coordinator, tabled the following reports for the Committee's information and provided an update.

- Coordinator's Report
- Media Coverage for Nowra CBD
- Best Dressed Window & Foyer – Radio promotion with 2ST and PowerFM

The best dressed window and foyer promotion was very successful, with many positive comments received. Shops reported being busier this year, leading up to Christmas, than last year. The fairy lights also received many positive comments.

It was noted that the fairy lights used most of the lighting budget with minimal available for the mini flood lighting. The mini flood lights have been installed but are not effective.

Action – Ben Stewart to investigate black paint flaking off lighting poles.

An upcoming edition of the South Coast Style magazine will promote the Nowra CBD.

Members discussed future opportunities and the need for an 18 month/2 year plan.

The Nowra Alive CBD Coordinator recommended that a report on the outcome of the survey be provided to those who contributed feedback (some feedback included the environment around the Stuart Place bus depot). The report will be ready to be released in around 2 weeks.

It was noted that a National Stronger Regions Fund grant proposal will be put together for Council's consideration. Projects in the Nowra CBD will be nominated for consideration. Grant funding must be matched on at least a dollar for dollar basis.

The Committee discussed:

- CBD retailer's support and the importance of demonstrating to the community the achievements to date and what needs to be done in the short term.
- Need "buy-in" at the local level.
- The need for Nowra CBD to be a destination for reasons other than shopping.
- Way finding signs and alternatives such as directions on roadway and paths instead of road signs.

-
- How to measure success, for example, no empty shops.

MOTION:

Moved: Grant Gleeson / Second: Brendon Goddard

RESOLVED that the Nowra CBD Revitalisation Strategy Committee

- a) Receive the Nowra Alive CBD Coordinator's report for information
- b) Request the Nowra Alive CBD Coordinator provide the completed report and executive summary prior to the next Committee meeting
- c) Schedule a Committee meeting in February to discuss the report and determine the way forward

CARRIED

6. Kinghorne Street Footpath Upgrade / Kerb Line Extension File 49356E, 7483E, 47827E

The Unit Manager, City Design and Services provided an update. Work start date will be no later than 7 February 2016 and shopkeepers have been advised that work will probably extend into the Easter period. There will also be night work. A media release will go out to assure the community that the shops will be open for business during this time. Issues raised by shopkeepers will be addressed.

Action: Unit Manager, City Design and Services to follow up rollout of the NBN in the CBD and advise the Committee.

Members discussed possible moveable parklets for use in Kinghorne Street and blisters.

MOTION:

Moved: Grant Gleeson / Second: Annie Aldous

RESOLVED that the Nowra CBD Revitalisation Strategy Committee

- a) Confirm the approved current plan of work for the Kinghorne Street Footpath upgrade to enable it to proceed.
- b) Request Council investigate options for the provision of a moveable parklet for use in Kinghorne Street.

CARRIED

7. Additional Item – Twilight Junction Street Markets File 51811E

Development Approval for the Twilight Junction Street Markets has been issued. Members discussed ability for shop owners trading on the footpath.

It was noted that the \$3000 funding has not yet been fully expended, and may be utilised, for example, consideration for traffic control if required. Any remaining funds will come back to the committee's funds.

Action: Peter Russell, Integrity Real Estate, be invited to attend the next Nowra CBD Revitalisation Strategy Committee meeting to provide an update on the Twilight Junction Street Markets.

8. Additional Item – Suggested Sites for Murals File 49356E, 6185E

The Nowra Alive CBD Coordinator advised that the following suggestions for sites for murals in the CBD have been made:

- The old Telstra Building facing Stewart Place carpark
- The wall facing Quest Apartments on the EyeQ Peter Rose's optometrists
- The brick wall as an entry into the arcade near Woolworths and below Jelly Bean Park.

It was noted that there has been an offer of a renowned artist to visit Shoalhaven to undertake another large wall mural. Investigation is underway regarding budget to fund the mural. Also wall locations are currently being considered, with Sturgis Newsagency and the Holt Centre being possible options.

A register of walls is being put together (small, medium and large areas), with the next step being securing agreement to use the walls for murals. A sculpture for the Arts Centre is also being considered.

Members discussed the importance of using local artists and working closely with young artists and the Aboriginal community. Members agreed that when these artists are used it should be widely promoted to the community.

It was noted that requests to do art work can be made via the Nowra Live website.

9. Additional Item – Shoalhaven Visitor Information Centre File 1478E

The Shoalhaven Visitor Information Centre in Nowra will move to the Shoalhaven Entertainment Centre in mid-June 2016.

10. Additional Item – Nowra Alive CBD Coordinator Position File 49356E, 49739E

Note: Nowra Alive CBD Coordinator left the meeting at 5.45pm

The Committee discussed the Nowra Alive CBD Coordinator position with regard to accomplishments to date and what the focus of the position should be in the future.

Members agreed the database, when complete, will be a valuable resource.

MOTION: Moved: By Consensus

RESOLVED that the Nowra CBD Revitalisation Strategy Committee:

- a) Extend the current contract of the Nowra Alive CBD Coordinator position for approximately 1 month.

-
- b) Discuss the future nature of position and the process to fill the position at the next meeting of the Committee.

CARRIED

11. Additional Item – Committee Meetings File 50242E

James Caldwell expressed concerns regarding scheduling of Committee meetings.

12. Additional Item – Nowra Revitalisation Strategy Implementation and Master Plan File 49356E

Sivan Agam requested background on the Nowra Revitalisation Strategy Implementation and Master Plan.

Action – Information on the Nowra Revitalisation Strategy Implementation and Master Plan to be provided to Sivan Agam and the opportunity extended to meet with Council staff to discuss.

There being no further business, the meeting concluded, the time being 6.05 pm.

Grant Gleeson
CHAIRPERSON