

COMMITTEE MEETING – MINUTES

MEETING INFORMATION	
Meeting date	Wednesday, 2 June, 2021
Location	Artarmon Community Hall, 139 Artarmon Road, Artarmon
Chair	Georgina Roussac (GR)
Present	Adrian Alexander (AA), Andrew King (AK), David Roberts (DR), Georgina Roussac (GR), Jordana Goodman (JG), Judy Simpson (JS), Lindsay Alexander (LA), Mai Mullins (MM), Michael Dawes (MD), Peter Egan (PE), Robert Newman (RN), Winsome Byrne (WB) Bob Taffel
Apologies	Plamen Bassarov (PB), Mary Ann Irvin (MI)
Disclosure of interest	None
Meeting opened	7:45 PM
Meeting closed	9:40 PM

MINUTES

1. Meeting Introduction

1.1 Welcome

The President took the Chair and, noting that a quorum was present, opened the meeting at 7:45 PM.

1.2 Confirmation of previous minutes

The 5 May 2021 meeting minutes were accepted.

Proposed: David Roberts Seconded: Andrew King Motion: Carried

1.3 Correspondence

Email correspondence is documented by the Secretary and circulated before the monthly meetings. When an item of correspondence requires follow-up, it is forwarded to the appropriate committee member and noted in the circulated report. The return email actioning the enquiry is copied to the Secretary.

2. Business arising from previous minutes / outstanding actions

2.1 Letter to WCC in support of Artarmon Community Tennis tender application

- APA sent a letter in support of Artarmon Community Tennis (sent to Mark Nissen on 18 May).

2.2 Improvements to Pacific Hwy/Mowbray Rd intersection

- No progression on the matter.

2.3 FWPA action re community participation in the planning process

- APA has provided feedback.
- The Federation of Willoughby Progress Associations will compile all PA feedback and submit to WCC.

2.4 Proposed Herbert Street Precinct development concerns - update on FAQs & next steps post PIM

- 'Hands off RNSH' Working Group is currently finalising an e-petition that will be distributed in coming weeks for signatures.
- The working group meets every 3 weeks - next meeting is on Monday 21 June 2021. Everyone is welcome.
- Committee members discussed creating a dedicated page on the APA website and no objections were raised.
- MD reported no update on the FAQs.
- Action: AK will build the separate page on APA website when required

2.5 Request to reconsider inaccessible east-side access to Artarmon Station

- An APA member stated a station ramp is not a substitute for the urgently needed lift extension.
- Committee members discussed and consensus reached that the APA should advocate for both options (lift and ramp).
- Action: GR will discuss with PE separately and reassess APA's request (to our local state member)

2.6 New wombat crossing at 26 Hampden Rd Artarmon (& removal of existing pedestrian refuge at crest near tennis courts)

- PE reported that 26 Hampden Rd was the only location that met council requirements.
- MD adds that the Chatswood to St Leonards Bicycle Route detailed plans have been released and shows the 26 Hampden Rd crossing.
- Action: MD will draft a response on the Chatswood to St Leonards Bicycle Route 'have your say' and PE will help with some comments

2.7 Vision for Artarmon (old library site etc)

- AA spoke about ideas for a vision for Artarmon.
- MD advised there was a master plan drafted some 15 years ago by former APA members which PE might be able to locate.
- Action: AA to circulate a vision in draft form for APA committee input
- Action: PE to attempt to locate formerly drafted APA master plan

2.8 List maintenance items that fall within Council's remit in the next Gazette

- AK reported that this has been added to the APA website.
- AA has advised that recent correspondence with WCC has revealed that residents are in charge of the verge and tree pruning but WCC can prune if requested.

- The committee discussed that this is an ongoing education piece for residents and agreed another insert in a future Gazette would be helpful.
- The Mayor advised Council will ask its communications team to include it in the next Willoughby News.

2.9 APA membership engagement drive

- Artarmon Public School fair - GR has sent a message to the P&C President to see if APS will be holding another fair or other event.
- WB has contacted WCC for demographics and reports that 45% of WCC residents were born overseas.
- Action: JG to draft diversity story & send to WB
- Action: DR, GR & WB to approach Artarmon Public School to discuss an art competition with APS students (artwork to be displayed in the Gazette)

2.10 Artarmon Loop bus correspondence to WCC

- JG has drafted a letter and circulated to the committee for comment. Comments due Friday.
- Action: GR will confirm changes with JG and send to WCC

3. President's items

3.1 Willoughby Council – Community and Event Grants

- APA discussed investigating a mural on the wall of the Liquorland building on Francis Road (facing Interdesserts) however WCC reported that this location is in a conservation area and would require a heritage assessment and DA to proceed. APA will not be proceeding with this idea. WCC advised that, starting 1 July 2021, the community can apply for grants throughout the year (rather than waiting for the funding window to open).
- AA advised the APA had successfully applied for a grant (from WCC) to hold a fair. APA will consider applying for a grant to hold a similar but smaller scale event.

3.2 16 June 2021 Public Information Meeting topic

- Gynt Drinan and/or Hugh Myers (both from WCC) have agreed to present an update on the Artarmon Public Domain Improvements, including final design, proposed material and colours, timing, and opportunities for further community and business input.
- Action: GR to invite WCC Mayor and councillors, confirm AV requirements, and advertise in APA e-news (2 weeks in advance and 3 days prior). MD has offered to help.

3.3 Upgrade APA website theme & server version – investigate themes (news/blog style)

- AK provided a brief recap on problems and the impetus for an upgrade of the website theme and server version
- The Treasurer indicated support for the upgrade sooner rather than later.
- Action: AK & MM will put out a request for a quote for the work.

3.4 Investigate other ways to disseminate emails

- RN gave a brief description of how the email distribution is set up and what causes committee members to miss out on emails.
- No known fixes for this issue but MM noted that this might possibly be alleviated with a move to Microsoft cloud solution and the setup of new email addresses/distribution lists for all committee members.

4. Committee Reports

4.1 Gazette Update

- WR proposes some changes to improve clarity for rates/charges:
 - Publish designers' charges on the APA website and Gazette
 - Publish ad sizes & rates in the Gazette as well as the APA website
 - Redo the advertising sheet and include rates
- The APA committee agreed to the changes.
- **Action: WB to coordinate the agreed changes.**

4.2 Review of WCC Committee minutes

- No update.
- LA has asked if any other committee member would like to take over this role.
- MD has offered to support and step in when LA is unable to.

4.3 Treasurer's Report

- Verbal update provided and report circulated prior to meeting.

5. Any other business

- **APA files** – central cloud-based solution (e.g. Google Drive or Microsoft OneDrive)
 - MM reported an application has been made to Microsoft and awaiting verification.
 - AA advised he holds statutory documents in paper form. AA requested that the committee advise him of any relevant changes/updates.
- **APA hello email address** – MD confirmed hello@ is being used to send out e-news and should not be deleted.
- **Bowling Clubhouse** – MD advised updated plans were sent out two hours prior to the Willoughby Local Planning Panel meeting. The sketched updated plans were markedly different and do not meet community expectations and what the community has asked for.
 - MD has already provided feedback to WCC and the committee discussed next steps given that the DA has been approved.
 - Discussion covered whether to copy the Ombudsman and our MP; whether to submit a joint complaint letter with Willoughby South Progress Association; and what to include in the letter.
 - APA committee agreed that the APA will draft a letter & circulate to the APA committee for approval. Once approved, APA will circulate the letter to WSPA. WSPA can then add their signature or send a separate letter if they wish to include additional points. The letter will be sent to WCC CEO, copy Mayor and Councillors in the first instance. Next steps will be decided depending on WCC's response.
 - **Action: MD will draft a letter to be sent by Friday 4 June 2021.**
- **Chatswood-St Leonards bicycle path** – MD attended the webinar and reports there will be impacts to Artarmon including new traffic lights to replace the roundabout at Brand St & Hampden Rd; and, refuge to be removed.
 - The webinar was recorded and is available to view on WCC website

- Feedback can be submitted via have your say.
- **BeachesLink** – GR has submitted APA submissions to the Legislative Council inquiry (acknowledgment has been received).

6. Open Forum

None

Meeting closed

Next meeting & date	Committee meeting Wednesday, 7 July, 2021
Time	7:40 PM for 7:45 PM start
Location	Artarmon Community Hall, 139 Artarmon Road, Artarmon