

COMMITTEE MEETING – MINUTES

MEETING INFORMATION	
Meeting date	Wednesday, 6 May 2025
Location	Barry Thompson Community Hall, 139 Artarmon Rd, Artarmon NSW 2064
Chair	Glenda Hewitt
Secretary	Helen Macpherson (Meeting Minutes)
Present	Committee members: Adrian Alexander (AA), Leonard Chan (LC), Glenda Hewitt (GH), Helen Macpherson (HM), Stuart Powell (SP), Chris Baker (CB), Judi Homewood (JH), Peter van Roekel (PVR), Mary Ann Irvin (MI), Sumita Kumar (SK), Ranjit Nair (RN),
Guests	Councillor Georgie Roussac (GR)
Apologies	Plamen Bassarov (PB), Anna Greco (AG),
Disclosure of interest	None
Meeting opened	7:31 PM
Meeting closed	8:53 PM

MINUTES

1. Welcome, apologies and disclosure of interests

GH took the Chair and, noting that a quorum was present, opened the meeting at 7:31 PM, with an Acknowledgement of Country.

2. WCC Councillors Update and Open Forum

2.1 Monthly update

- GR provided the following update:
 - A 3pm to 10pm no stopping zone is being considered between 1 Burra Road and the Reserve entry driveway. WCC is interested in community feedback on this proposal.

- The WCC budget and operational plan are to be published for community comment. GR encouraged the APA to review both documents and provide any comments they may have.
- More drainage work and analysis are being conducted at Artarmon Oval. There is also stormwater drainage work being conducted at Flat Rock Gully.
- WCC is considering a community involvement plan to assist with maintaining the streetscape on Hampden Road and Wilkes Avenue
- Willoughby Leisure Centre has published its fee schedule.
- The proposed 24-hour/7-day operating hours for Chatswood Library is about 2 years away.
- GR provides regular update emails on upcoming issues

Action item: GH to send GR the emails for all APA executive committee members, so that all the committee receive GR's update emails.

2.2 Open forum

- CB expressed the APA's gratitude for GR following up on the Artarmon traffic issues.
- GH noted that the newly reopened Artarmon Bowling Club is proving very popular, particular for birthday parties.
- CB raised the issue of the timing of publication of the cycleway plan. Many traffic and parking initiatives are dependent on the publication of this plan.

Action item: GR to follow up as to the timing of publication of the cycleway plan.

- SP noted that the wrong address (2 Burra Road) had been given for the community picnic and planting this Saturday 9 May 2026.

3. Confirmation of last Committee Meeting Minutes

- A motion was made to accept the 1 April 2026 meeting minutes.
- Moved: MI
- Seconded: LC
- **Motion: Carried.**

4. Update on Action Items

4.1 Hampden Road Mail Zone

- CB reported that this issue is addressed in the Traffic Report which he circulated to the committee prior to the meeting. In summary, WCC is considering adding one ¼ hour car parking spot (with no parking during peak periods).

4.2 Hampden Road shops

- GH confirmed that the letter to the State MP is in progress.

4.3 AA and LC to finalise handover of treasurer duties to LC

- The APA bank account has been addressed with GH, CB and LC being the new signatories.
- The transfer of the MYOB licence is yet to be completed.

4.4 Government grants update

- LC and CB are liaising regarding the grant expense reconciliation which needs to be completed by September 2026. The APA has until September 2026 to use the current AU\$4850 grant money.
- GH's credit card is being used to cover all the technology payments. GH will forward the invoices to LC for reimbursement and asked that for probity reasons it would be appropriate for the approval to be completed by CB.

5. President's Update

- The President's report for April 2026 was posted on SharePoint and emailed to the committee members before the meeting.
- GH noted:
 - The upcoming 4Corners story regarding affordable housing: The ABC journalist has consulted with the APA, with GH providing relevant information to the journalist.
 - Insurance: The Committee proposes to obtain Community Insurance (covering public liability, special events, voluntary workers), and use the current grant money to pay for this insurance. SP will review options for insurance that meets the APA's needs and will report back with a recommendation.

Action item: SP to report back with insurance cover recommendation.

- Statewide Community Participation Plan: This plan is listed on the WCC website. GH recommended that all committee members review the plan, and consider making submission and/or completing the survey. CB has prepared a draft submission (due on 3 June 2026).

Action item: CB to circulate draft submission for committee comment prior to it being finalised as an APA agreed position

- John Moratelli (WCC Councillor): GH reported a conversation with Mr Moratelli regarding potentially having more high density development on the western side of Artarmon.

6. Secretary's Update

- HM reported that in the last month she had received a number of development notification emails from the WCC.
- HM noted that she will be unable to attend next month's meeting, so will need another committee member to take the minutes.

7. Treasurer's Update

- LC circulated a document with a draft reconciliation of expenses, noting that expenses are lumpy and dominated by Gazette payments.
- LC noted that, even if we take into account the grant moneys, the APA is not breaking even and is currently running at a AU\$500 loss. If you take out the grant money, the APA will be operating at a AU\$5000-6000 loss.
- The Committee discussed the various expenses, including IT expenses.
- LC proposed that AU\$10,000 to AU\$12,000 be moved into a fixed term deposit to earn higher interest (half in a 6 month term deposit and half in a 12 month term deposit).

Motion to move AU\$10,000 to AU\$12,000 into a fixed term deposit to earn higher interest (half in a 6 month term deposit and half in a 12 month term deposit).

Moved: GH

Seconded: MI.

- MYOB licence transferred to APA. Logins need to be provided to LC (by next meeting).

8. Project Status Updates

8.1 Gazette

- GH noted that planning for the next Gazette is on track. There will be a double page pictorial spread g on the opening of the Pavilion.
- The Committee discussed the advertisers in the upcoming Gazette edition, including Majime Lunchbox, a gym, Kwik Kopy, Nick Logan, Network Plumbing and WCC.

9. Committee Updates

9.1 Federation of Willoughby Progress Associations

- MI reported on:
 - The Federation's submission on the Mandarin Centre.
 - Meeting with the WCC Mayor and Federation President, noting that the Mayor wants Progress Associations to have guidelines as to what they want to hear from WCC, and that the Mayor would also like to attend Progress Association meetings (as a special guest).
 - WCC proposed maintenance plan for Artarmon, with community involvement in this maintenance. The Artarmon plan will be used as a trial before the plan is rolled out to other suburbs.
- The Committee also generally discussed streetscape maintenance, with it being noted that a complaint can be made on the Willoughby My Community website.

9.2 Traffic

- CB noted that the WCC had provided a response to all traffic questions, but that unfortunately the solutions to the traffic questions were in many cases a long way off.
- The Committee discussed the Northern Beaches Network Review, which includes the Pacific Hwy/Mowbray Road intersection.

Action item: CB to check whether APA can do a submission for the Northern Beaches Network Review.

- GH thanked CB for all his great work with WCC seeking to resolve Artarmon traffic issues.

9.3 DAs

- AA noted there had been no DAs of note in the last month

9.4 Membership

- GH noted that we are still missing some member details.

10. Other Business

10.1 PIM 2026 Planning

- GH noted that as at 6 May we do not have a speaker confirmed for the 10 June 2026 PIM. The Committee agreed that GH should approach Nicolette Boele (Bradfield MP) to speak at the June PIM.

Action item: GH to approach Nicolette Boele (Bradfield MP) to speak at the June PIM

10.2 Music on the Village Green

- GH reported that Nick Logan is assisting with this project and will write about in the next Gazette edition.

10.3 Rail Corridor Project

- CB/MI reported that they had prepared a draft letter to Transport NSW, WCC and Willoughby State MP which will be circulated for committee review.

Action item: CB/MI to circulated draft letter for committee review. A final document will be circulated for Committee signoff as an agreed position

10.4 Dive Site/Landcome SSD Response

- GH noted that the APA submission had gone in, and had also been sent to the State Premier, Department of Transport, Hugh Phemister, Willoughby State MP and Bradfield Federal Member. GH thanked everyone involved in the preparation of the submission.

10.5 APS

- MI noted that:
 - Resilient Willoughby Primary Schools Active Travel Program is starting at APS this year. Nick Chapman, WCC, will be leading the program where grade 5 students are provided with 2 geography lessons where they map suitable walking/ cycling/ scooting routes to the school. These maps have been produced. Council officers have reviewed the maps and looked at ways that streets can have changes made to make them safer for active travel. So far, 2 crossings are proposed for Broughton Road and Burra Road (to Southern underpass).

- Nick has asked MAI if the APA committee will support this program and promote it where relevant. RN advised that he has been invited to a meeting with the WCC and APS to discuss the program further.

10.6 Outgoing Treasurer

- The meeting concluded with GH leading a vote of thanks to AA as outgoing treasurer and providing AA with a certificate of appreciation from the committee.

Meeting closed: 8.53 PM

Next meeting & date	Wednesday, 3 June 2026
Time	7:25 PM for 7:30 PM start
Location	Barry Thompson Community Hall, 139 Artarmon Rd, Artarmon NSW 2064