



# Hamilton Business Association Inc.

ABN: 43 576 863 540 | INC ID NUMBER: INC1901585

## BOARD MEMBERS

Name	Abbreviation	Business represented
Reece Hignell	RH	Cakeboi
Amanda Hinds	AH	Origin Architecture
Kate Ellis	KE	Sportspower
Sandra Molloy	SM	Q's Books
Rob Burton	RB	132 Newsagency
Amy Cook	AC	Neighbourhood Barber
Chelsea Willis	CW	YPT
Nick Van Baal	NB	Greater Bank
Mara Draper Lang	ML	Son of a Gun

## CN REPRESENTATIVES

Thomas Michel	TM	CN

## GUESTS

Tammara Ward	TW	CN

## MEETING MINUTES

<b>Date</b>	Thursday 18 May 2023
<b>Location</b>	The Kent Hotel – Private Room
<b>Minute Taker</b>	Victoria Gill – VEM Services

### ATTENDEES

<b>Name</b>	<b>Abbreviation</b>	<b>Business represented</b>
Reece Hignell	RH	Cakeboi
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Kate Ellis	KE	Sportspower
Mara Draper Lang	ML	Son of a Gun
Thomas Michel	TM	CN
Tammara Ward	TW	CN

### APOLOGIES

Chelsea Willis	CW	YPT
Amy Cook	AC	Neighbourhood Barber
Cr J Barrie	JB	CN
Cr Duncan	CD	CN

**Meeting Open: 5:33pm**

**Meeting Close: 6:57pm**

## MINUTES

Item No	Agenda Item	Details	Actions
<b>1. Welcome and Administration</b>			
1.1	Welcome to Country	RH opened the meeting and introduced Guests as noted above.	Nil
1.1	Confirmation of Previous Minutes	<u>Moved:</u> Reece Hignell <u>Seconded:</u> Amanda Hinds	Nil
1.2	Conflicts of Interest	Nil	Nil
1.3	Treasurer's Report	<b>Budget at Bank:</b> \$24 456.32	Nil
1.4	CN Matters	<p><b>James Street Plaza Cleanliness</b></p> <p>TW addressed the Board re: cleaning schedule and the general cleanliness of James Street Plaza. TW noted that whilst the current schedule includes pressure cleaning of the area twice a week, often unplanned absences affect the cleanliness of the area; with bird droppings on the seats being the main concern. As an interim solution, TW noted extra measures to ensure quality control; being her increased visitation to the area and increased pressure cleaning of the seats daily (Monday – Friday) and twice weekly full Plaza cleaning. TW noted more permanent long-term solutions requiring further consideration may be moving the positioning of the seats or placing an awning over the seated area of the Plaza. RB agreed the awning may be the best solution. RH discussed the potential of awnings hindering the use of the space with height limitations potentially prohibiting food truck entry / activations. TW will liase with the CN Assets Team and provide the Board with detailed steps on how to propose long term solutions for the area and potentially incorporate into the CN Capital Works Project.</p> <p>SM questioned how often the cleaning is actually occurring and that the regularity may actually improve the quality cleanliness of the area. TW has provided clarity to her team about what areas need specific attention. TW is also being provided with before and after photos to demonstrate that</p>	TM will present at next Board Meeting

		<p>the work is occurring. RH noted the importance of this evidence for members to see and the promotion can be utilised through Hello Hamilton social media platform.</p> <p>SM noted the ongoing issues with the toilet in James Street Plaza and Board engaged in discussion about the potential of removal. TW discussed the feedback from the teams is that the toilet is serviced twice a day and locked of a night; noting that between 7am and 12pm it frequented often. TW reiterated the importance of reporting anti-social behavior that occurs in and around the toilet / James Street Plaza area to the police.</p> <p>TW asked the Board whether closing the toilet would be something that the Board would wish to do. Board agreed that it is important to keep the public toilet facility open however RH instead suggested that the toilet may instead become property of the Plaza. Board to further consider.</p> <p>RH noted that CN has a level of responsibility to maintain the cleanliness of the Plaza and Board will further discuss the long term solutions to increase the cleanliness and hence visitation to the area.</p> <p>TW said a new Facilities Manager will liaise with the HBA ongoing. TW also offered supported for the review of the quotes for pressure cleaning when the Board is ready to come to that decision.</p> <p><b>City Intelligence Program</b></p> <p>TM will present at next Board Meeting, a program which is able to analyze data and determine trading activity and to assist with economic development measures. TM suggested bringing feedback and ideas for next layers.</p> <p><b>Awaba Park</b></p> <p>TM explained current works in Awaba Park for public safety infrastructure. Night Galleries will be moved from the City area and the Board discussed the benefit of placing this in James Street Plaza. Board discussed importance of placement at</p>	
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		Hamilton Train Station and James Street Plaza area.	
1.5	Correspondence	<ol style="list-style-type: none"> <li>1. Email received from members asking why the minutes from meetings in 2023 are not yet on CN website. Response: Please be advised that minutes are sent to CN once approved to be uploaded. (Noted that minutes are now up to date on CN website)</li> <li>2. SI Kylie Endemi noting that Crime Prevention Officer, S/C Darren Flemming is normally able to assist with Safety Audits, given the request of a member. Unfortunately, Darren will not be back in that role until Mid May. He will make contact upon his return.</li> <li>3. Josh DiStefano noting how great the Business Beat Event and increased police presence has been. However noting more regular police patrol would be beneficial.</li> <li>4. Stakes for the Potted Trees - Reports re damage to street / general nuisance / antisocial behaviour. Reported via CN App and noted to SI Kylie Endemi.</li> <li>5. Bike Racks – At the last HBA Board meeting Board member Amy Cook mentioned the fact that we only have bicycle racks in front of IGA at the moment in Hamilton. JM advised Cr Duncan. Board proposed possible locations for installation could be James St Plaza and/or Guzman &amp; Gomez corner James &amp; Beaumont St. Ryan Trantor (RT) of CN noted across the city we have a massive undersupply of bike parking - something being addressed in the CN Cycling Plan. RT was happy for Board to liase with Board to curate locations best suitable. Budget may be from CN's current project or the BIA. Likely installation would be next FY.</li> <li>6. Matthew McMullan of CN re: JM request for signage for Hamilton around no scooters on footpath and bikes. CN will continue to raise awareness about ways</li> </ol>	

		<p>to effectively share the paths, ensuring the safety and enjoyment for all users including safe speeds of travel, predictable movements, keeping left and keeping dogs under control. Any matters about illegal mobility devices and shared path behaviour should be reported to Newcastle City Police.</p> <p>7. Tammara Ward of CN – James Street Plaza cleaning process. New Facilities Manager who will be taking carriage.</p> <p>8. Shervin from Limoo - The House of Persian Cuisine to RB - will keep their hanging baskets.</p> <p>9. RH - Discussed recent research into AGM minutes video and has come to the conclusion and advised member enquiring that the video is an asset of our administrator and was not arranged by the BIA. The BIA does not have this video and it is not a BIA asset (as per the April Minutes), its sole purpose was to accurately transcribe the minutes. To the BIA's knowledge, the video no longer exists. All members' inquiries regarding the video, moving forward can go to the council who can forward to our administrator.</p>	
<b>2. General Business</b>			
2.1	Rate Increase effect on SBR Levy	<p>RH noted the increase to the SBR Levy and asked TM whether there would be a relayed increase into the HBA budget. TM needed to clarify and then provide an answer to HBA Board.</p> <p>TM called RH on the 22/05/23 to discuss rate increase. 3.7% increase to all NCC rates which included SBR. TM explained that this will increase the collection to our levy however it is hard to specifically say it will be a 3.7% increase due to commercial property changes (e.i changing to residential property or reevaluation of property). TM confirmed that the increased funds will go back into the SBR projects being the BIA and SBR grants.</p>	RH to update Board at June Meeting.

2.3	Social Media Management	<p>RH advised that the PepperIt Letter of Agreement was addressed to JM however approved by the Board and signed off by RH as Chair.</p> <p>PepperIt has so far managed the most successful rise in social media engagement and communication since the Hello Hamilton's commencement. PepperIt is frequently engaging with local business owners and utilising both Newcastle Weekly and HBA platform to promote Hamilton area. Board very impressed with the management of social media platform.</p>	Nil
	Event – Night Noodle Market	<p>Night Noodle Market – July 2023. Currently Event coordinator, PWP Events, has commenced planning with the following:</p> <ul style="list-style-type: none"> <li>a) Traffic Control Plan: PWP spoke with CN to approval to use James Street to put food trucks on the outside.</li> <li>b) Obtained for sound / lighting. At the moment, doing a lighting safety audit.</li> <li>c) Toilets – PWP Events spoke to CN, will cleaned just prior to the event and pressure cleaning on the day of the event.</li> <li>d) PWP organising a security guard.</li> <li>e) PWP obtaining information from several providers who make handmade paper lanterns / Dragon artist to go down the street. Curious Legends have an illuminated dragon, however it is costed at \$1k outside of scope, HBA would need to consider purchasing for use.</li> <li>f) PWP organising little entertainers to do performance and magic tricks – Board discussed the importance of this and the traffic / engagement will increase.</li> <li>g) PWP arranging music – LiveSpots to be utilised. PWP to discuss with JM.</li> <li>h) RH to advise PWP that face painting and balloon twister to be cancelled as it doesn't match the even criteria.</li> <li>i) Food EOI's: PWP to approach all Asian restaurants in Hamilton first, to ask for participation of a food vender. Businesses will need to have Public Liability Insurance and other safety regulations.</li> </ul>	<p>PWP requires HBA Public Liability Insurance and copy of current database.</p> <p>HBA put a formal request in writing to the send to TM about relocation of food van to Library carpark or CBA carpark on this one occasion.</p>

		<ul style="list-style-type: none"> <li>j) PWP to charge food vender fees for the space and to generate revenue to be reinvested into the event.</li> <li>k) PWP arranging Sponsorships - to promote potential amongst BA.</li> <li>l) PWP liaising with CN re Friday night free food van that is typically stationed in the Plaza. RH asked whether there was a possibility to relocate the van for one Friday night.</li> </ul>	
2.4	Small Walls Project Update	AH and NB gave update of 6 artists participating in the Small Walls Project Launch on Saturday 20 May from 9:30am. PepperIt will be present to capture engagements for social media.	Nil
2.5	HVH social posts	<p>AH runs Hamilton Village Happenings which is a local community Facebook page. RH noticing frequently that Paul Murphy and other members are using it as a public platform for promote their dissatisfaction with Council and Hamilton precinct.</p> <p>RH posed an idea to request Hello Hamilton be invited into the page to manage the comments and protect reputation. Instead of being an opinion reply, it would be a constructive reply; one standard reply directing complainants to make issues known to CN through the CN Appl.</p> <p>Board agreed that this would be a constructive way to address member complaints. RH to discuss with PepperIt.</p>	RH to discuss with Hello Hamilton engagement on HVH with PepperIt.
2.6	SBR meetings update	<p>RH discussed update for an SBR Applications / HBA Letters of Support for Fringe Festival, Newcastle Pride, Paul Maher Art, Herb Urban and Purple Card Project.</p> <p>RH discussed a letter of support for Purple Card Project re Circular Economy event activation. The Board supported the event idea in principle, but further scope and itemised budget would be required before agreeing to an activation. Board to issues letter of support and assess after receiving further scope / itemised budget.</p>	Nil
<b>3. Items for Discussion and Decision</b>			
3.3	James St Plaza Activations	MD noted the James Street Plaza Projector Activations arranged by Art Thinking have been planned for the next three months.	Board will invite Artist Fiona Lee to the next



		<p>Board asked to discuss whether they wish to pay the artists, requested of Fiona Lee. Board happy to support artists but wary of setting a precedent where costs were not allocated for.</p> <p>Board will invite Artist Fiona Lee to the next meeting to present the artwork given the Board is apprehensive to support without visibility.</p>	meeting to present.
3.4	Beautification	<p>Hanging Baskets: RB has discussed ownership of the hanging baskets with business owners and to continue conversations.</p> <p>RB also discussed the staking / framing of potted plants to be put in to prevent damage to the tree given recurrent anti-social behaviors which is causing damage to HBA property.</p>	HBA to issue brief communication excluding liability of ownership once a business decides to take possession of the hanging baskets.
3.5	The Local	<p>SM addressed the readership status figures of The Local. Delivered to 11k homes in the Lambton, New Lambton, North Lambton, Hamilton North, Broadmeadow, Jesmond &amp; Kotara area. 380 copies are also placed into business in this area, in addition to 480 copies placed in businesses in the Hamilton, New Lambton, Lambton and Adamstown region. Each monthly issue is shared with all 400+ advertisers (present, potential, and past) via MailChimp. The Local Facebook page has a reach of more than 4,100 followers: since July 2018. The Local publications have been read more than 12,200 times.</p>	SM to note the Noodle Markets in the next issue of The Local.
<b>4. Strategic Discussion and Review</b>			
	Nil	-	

**Next Meeting:** Wednesday 21 June 2023 at Blink Monk – Private Room