

**LORETO NORMANHURST SCHOOL REDEVELOPMENT
COMMUNITY CONSULTATIVE COMMITTEE**

Meeting minutes FINAL

Details

Meeting

7

Date

Tuesday 20 February 2023

Time

4.30pm to 5:45pm

Chair

Sandy Hoy (SH)
ph. 0411 191 866
sandy@parklandplanners.com.au

Minutes

Kelsie Tuck
Hayley Kardash
Sandy Hoy

Present

Proponent

Marina Ugonotti (MU) – Loreto Normanhurst
Danielle Dwyer (DD) – Loreto Normanhurst
Greg Carmichael (GC) – CTPG
Natalie Ross (NR) – CTPG
Kelsie Tuck (KT) – CTPG
Hayley Kardash (HK) – Urbis

Community members

Moira Hutchinson (MH)
Bryan Skelly (BSk)
Mary Gow (MG)

Hornsby Shire Council

Cr Janelle McIntosh (JM) - Ward B Councillor - online

Apologies

Community members

Grace Hayden (GH)
Paddy Rich (PR)
Bhakti Stokes (BS)
David Wilkins (DW)

4.30pm - Meeting in the Loreto Normanhurst Boardroom

No.	Agenda item	Discussion	Action	By
1	BUSINESS AND GOVERNANCE			
1.1	Welcome	SH welcomed all CCC members/ attendees to the seventh LNSRCCC meeting.	-	-
1.2	Acknowledgement of Country	MU acknowledged the traditional custodians of the land on which we meet today and paid respects to elders past, present and emerging.	-	-
1.3	Attendance and apologies	Attendance and apologies as above. Grace Haydon has resigned from the LNSRCCC. SH thanked GH for her contribution to the committee as a former LN student and a planner. SH noted the now vacant position for a community member on the LNSRCCC.	Advertise for a new LNSRCCC community member	SH, LN, HK May 2024
1.4	Confirmation of agenda/ additional items	SH noted that in addition to the distributed agenda items, SH will also finalise and issue the LNSRCCC Terms of Reference.	-	-

**LORETO NORMANHURST SCHOOL REDEVELOPMENT
COMMUNITY CONSULTATIVE COMMITTEE**

Meeting minutes FINAL

No.	Agenda item	Discussion	Action	By
1.5	Declarations of interest	Nil	-	-
2 STANDING ITEMS				
2.1	Confirmation of previous minutes	August meeting minutes received by all LNSRCCC members. No changes to the draft minutes issued are required. Final minutes have been uploaded to the Loreto Normanhurst website.	-	-
2.2	Review of action items from previous minutes	In lieu of holding the scheduled November 2023 meeting as there was no imminent construction activity, SH issued an email on 4 November 2023 with an update from CTPG on the status of all actions and questions raised at the last LNSRCCC meeting on 16 August 2023. All participants confirmed receipt of information.	-	-
	1 Update from Council on the Mount Pleasant Avenue traffic study and No Right Turn	No update from Council. JM noted that the Director responsible for the traffic study at Hornsby Shire Council has been away.	Follow up with Council on the Mount Pleasant Avenue traffic study and No Right Turn, and provide an update via email	JM May 24
	2 Follow up with Council about whether parking studies will be undertaken on Mount Pleasant Avenue	No update from Council. Local resident CCC members and Loreto Normanhurst confirmed receipt of a letter from Council in February 2024 regarding new parallel parking signage to be installed in Mount Pleasant Avenue.	Follow up with Council about whether parking studies will be undertaken on Mount Pleasant Avenue, and provide an update via email	JM May 24
	3 Follow up with Radek Zarzycki by email and copy in SH	No update from Council.	Follow up with Radek Zarzycki at Council by email and copy in SH	JM May 24
	4 Liaise with Alister Henskens about updated response from Transport for NSW	MH noted that Alister Henskens has relayed that Transport for NSW consider the Mount Pleasant Avenue/ Pennant Hills Road intersection is safe. MH reported another serious accident recently occurred at the corner of Mount Pleasant Avenue/Pennant Hills Road.	-	Closed

**LORETO NORMANHURST SCHOOL REDEVELOPMENT
COMMUNITY CONSULTATIVE COMMITTEE**

Meeting minutes FINAL

No.	Agenda item	Discussion	Action	By
		DD confirmed Loreto is supportive of traffic lights, and has escalated this issue to TfNSW as the responsible authority.		
5	Advise on any response from Council about the Osborn Road 'No Stopping/Parking' signs	No update from Council.	Advise on any response from Council about the Osborn Road 'No Stopping/Parking' signs, and provide an update via email	JM May 24
6	Sign and return the updated Code of Conduct to SH	Updated Code of Conduct forms have been signed and returned to SH.	-	Closed
7	Review the Draft Terms of Reference and provide feedback to SH before the next LNSRCCC meeting	All CCC members confirmed they accept the Draft Final Terms of Reference circulated to all CCC members.	Issue the final LNSRCCC Terms of Reference to all CCC members	SH May 24
8	Continue to manage student parking	MU advised that LN is continuing to closely manage student parking as part of its ongoing traffic management process. Operational traffic and parking issues should be communicated to the school.	-	Closed
9	Organise a time with Fiona Leatham to meet with LNSRCCC members		Organise a meeting of Council staff and interested LNSRCCC members about parking safety and issues, and provide an update by email	JM May 24
10	Liaise with Fiona Leatham, James Farrington and Radek Zarzycki at Hornsby Shire Council to advise on parking safety and issues	JM to meet with Fiona Leatham about setting up a meeting between Council and interested LNSRCCC members so answers to questions can be sought before the May 24 meeting. JM suggested to also invite James Farrington, Council's Director of Planning and Compliance Division, to the meeting.		
11	Co-ordinate on parking management and internal messaging within the school	MU stated that parking issues are ongoing. LN has issued messaging to staff and students to not park on Mount Pleasant Avenue. Parking and traffic management are being managed through the School's operational management processes and can be closed on these minutes.	-	Closed

**LORETO NORMANHURST SCHOOL REDEVELOPMENT
COMMUNITY CONSULTATIVE COMMITTEE**

Meeting minutes FINAL

No.	Agenda item	Discussion	Action	By
	12 Circulate calendar invites for meeting to all CCC members		-	-
		Calendar meeting invitations for 2024 were issued to LNSRCCC members.		
	13 Provide potential 2024 meeting dates to SH		-	-
		LN provided suggested 2024 meeting dates to SH.		
	14 Circulate meeting dates to LNSRCCC members to finalise 2024 meeting dates		-	-
		SH circulated the meeting dates to the committee. LN sent meeting invitations to committee members.		
2.4	Other administrative matters	The LNSRCCC Annual Report is due to be submitted to the Department of Planning, Infrastructure and Housing (DPHI) after this meeting.	Issue LNSRCCC Annual Report to DPHI and LNSRCCC members	SH May 24
3 ADDITIONAL AGENDA ITEMS				
3.1	Proposed boarding house construction route	Refer to 4.1 below	-	-
3.2	Parking in Mount Pleasant Avenue	<p>MH asked whether LN was obligated, according to the conditions of consent outlined in the approved SSDA, to oversee parking enforcement along Mount Pleasant Avenue.</p> <p>GC explained that the Traffic Management Plan prepared by TTW and reviewed by Council and TfNSW encompassed all the requirements specified in the SSDA. Car parking is accommodated on site. Since Mount Pleasant Avenue is a public road, traffic and parking enforcement is limited from LN. This responsibility lies with the relevant traffic authorities.</p> <p>DD noted that school staff patrol internal roads to observe traffic, and try to stagger it and amend traffic arrangements if required.</p> <p>MG: Mount Pleasant Avenue is a public road. Parents should be able to park in adjoining streets in the early morning and walk young children in to school and drop off students at school.</p> <p>MH: The issue is people such as students on P-plates parking in Mount Pleasant Avenue all day.</p> <p>DD: Everyone connected with the school should park on site.</p> <p>MU noted that during significant events, LN implements traffic controls on both Osborn Road and Mount Pleasant Avenue. LN plans to adjust the</p>	-	-

**LORETO NORMANHURST SCHOOL REDEVELOPMENT
COMMUNITY CONSULTATIVE COMMITTEE**

Meeting minutes FINAL

No.	Agenda item	Discussion	Action	By
		wording in letters addressed to parents and event attendees by removing any references to specific streets for parking and no-parking areas around LN following a request by MH. BSK: Residents should seek external advice about parking to lend support to the State government to step in to resolve parking issues.		
3.3	Safety of wheelchair user/ pedestrians at through-road exit on Mount Pleasant Avenue	MH advised that a child who uses a wheelchair to access Normanhurst Public School feels unsafe near the link road because drivers exiting the link road don't see him as the wheelchair is low. MH has spoken with Radek Zarzycki at Council about a pedestrian crossing in the vicinity of the link road and Pennant Hills Road/Mount Pleasant Avenue corner. DD: LN has received a letter that stated the pedestrian crossing wouldn't be installed. The school can only do so much about pedestrian safety. MU stated that LN has spoken to staff about being extra vigilant at the slip road exit and while driving along Mount Pleasant Avenue.	-	-
3.4	Right hand turn safety at Mount Pleasant Avenue/ Pennant Hills Road intersection	Refer to 2.2.1 above	-	-
3.5	Council study at Mount Pleasant Avenue/ Pennant Hills Road intersection	Refer to 2.2.1 above	-	-

4 REPORTS/PRESENTATION

4.1	CTPG Presentation	Status of Construction Works NR: The boarding house modification is currently being assessed by DPHI. No physical works have occurred for the boarding house project or any other stage of the masterplan during this time. A contractor has not yet been appointed for the project. When a contractor is appointed the CCC will be informed. A starting date for construction is not yet known.		
-----	--------------------------	--	--	--

No.	Agenda item	Discussion	Action	By
		<p>Boarding House Design Update</p> <p>NR: The modification includes reducing the overall building footprint of the boarding house, relocating the carparking to the ground level, internal reconfiguration, and amendments to the enrolment staging of the consent associated with the carparking changes. The modified design will have less impact than the approved design.</p> <p>GC: The boarding house wings have changed. The rooms and corridors are smaller. The project is now more efficient for the same budget.</p> <p>The modification was formally lodged with DPHI on 7 November 2023.</p>		
		<p>Community submissions</p> <p>Submissions were received from community members and residents in the following three themes. Discussion points in addition to the presentation and questions are set out below:</p>		
		<p>1 Traffic Management and Carparking</p> <p>NR: The 2019 Development Application (DA) will lapse in 2024. The Early Learning Centre won't proceed.</p> <p>There will be no increase in the student population.</p> <p><u>Traffic lights at Pennant Hills Road and Mount Pleasant Avenue</u></p> <p>LN supports residents and Council when dealing with TfNSW about the traffic lights at Pennant Hills Road and Mount Pleasant Avenue.</p> <p>GC: LN has exhausted the ability to lobby TfNSW for traffic lights, which were marked out in 2012.</p> <p>MG: The only way to get traffic lights is to approach the Minister.</p>		
		<p>2 Built Form</p> <p><u>Screening</u></p> <p>NR: Trees will screen the boarding house building. The zig-zag pattern of the building replaces the extra wing.</p> <p><u>Parking</u></p> <p>GC: Parking will be provided upfront in two carparks. A management plan will be reviewed yearly.</p> <p>MG: How many parking spaces are in the carpark next to the existing carpark?</p> <p>GC: 21-22 additional parking spaces will be provided. Some parking spaces will be retained resulting in 42 parking spaces in total.</p> <p>MH: Will there be screening around the carpark other than a fence from the street looking in?</p> <p>GC: Landscaping 2 metres deep will be planted. There will be a landscape buffer between buildings. The principle is to separate cars and people.</p> <p><u>Boarding house - eastern elevation</u></p> <p>Bsk asked for an eastern elevation of the revised boarding house.</p> <p>CTPG showed the eastern elevation of the boarding during the meeting. This drawing will also be included in the presentation accompanying the meeting minutes.</p> <p>Bsk asked about the blue line on the elevation.</p> <p>NR: The blue line is the 8.5 metre height plane according to the Hornsby Local Environmental Plan.</p> <p>GC: The height profile is taken along the edge of the building.</p>		

No.	Agenda item	Discussion	Action	By
		<p><u>Noise</u></p> <p>BSk enquired about the inclusion of Building Management Systems (BMS) within the building. Will noise from plant start in the early morning?</p> <p>GC replied that while specific details regarding any system have not been finalised, detailed acoustic treatment has been prepared. Additionally, light spill will be minimised by lighting in the corridors controlled by sensors.</p> <p><u>Location of substation</u></p> <p>MH asked where the substation is proposed to be located.</p> <p>NR stated that the substation is to be located in the driveway to the primary school carpark next to Mount Pleasant Road. Landscaping has been proposed around the substation to provide screening from the street.</p> <p>MH suggested that the substation could be camouflaged, and students could paint it.</p> <p>GC: The school is concerned about the appearance of the substation at the entrance to the existing carpark. Landscaping 3 metres wide will be on the right hand side as people drive into the carpark.</p>		
		<p>3 Construction Activities</p> <p><u>Construction plan</u></p> <p>The construction plan will be updated after the contractor is appointed. CTPG will organise a meeting with the appointed contractor outside the LNSRCCC meetings.</p> <p><u>Construction traffic</u></p> <p>MH: Do you have to seek approval for construction routes?</p> <p>GC: If the DA conditions are amended, we write to a DPHI representative who may review the conditions. There is now a high level plan online. There are no details about road marking.</p> <p>MH: Where will the vehicles come in and out of the school?</p> <p>GC: The proposed access points will be next to the primary school carpark and further down the site of the boarding house. The access points will be controlled by traffic controllers.</p> <p><u>Noise management</u></p> <p>BSk asked about the preparation of a Noise Management Plan for the Building House.</p> <p>GC replied that two noise plans have been prepared. The first plan is a construction noise management plan, and the second is an operational noise management plan for when the boarding house is in use. Noise will be reduced by deliveries being made to the loading dock in the basement under the building. Objections were received to the first DA which proposed the dock at grade, so the dock will now be under the building.</p> <p><u>Sydney Water Infrastructure</u></p> <p>BSk asked whether CTPG has been in contact with Sydney Water about upgrading their infrastructure.</p> <p>GC stated Sydney Water will be engaged before commencing construction because new water infrastructure is required.</p>		
		<p>Other matters</p> <p>The committee asked who was responsible for the sale of school land.</p> <p>MU responded stating the Loreto Sisters owned the adjoining land and it was their decision to sell the land.</p>		

**LORETO NORMANHURST SCHOOL REDEVELOPMENT
COMMUNITY CONSULTATIVE COMMITTEE**

Meeting minutes FINAL

No.	Agenda item	Discussion	Action	By
<p>Community Update</p> <p>HK: Two community enquiries were received relating to congestion/wait time on Osborn Road, and traffic concerns from residents of Mount Pleasant Avenue.</p> <p>Loreto is continuing to monitor the operation of the school pickup and drop off, along with encouraging the use of public transport, car-sharing and walking.</p> <p>All traffic and school operational queries/concerns will be managed through the school directly either by telephoning the school reception or emailing principal@loretonh.nsw.edu.au.</p> <p>The LNSRCCC will continue to respond to and address queries and concerns related to all Masterplan matters including the Boarding House.</p> <p>Details of the operational enquiry management process will be issued to LNSRCCC members with the minutes.</p>				
<p>5 GENERAL BUSINESS</p>				
5.1	Swept path diagrams for driveways for the slip road	DW requested by email: 'Can CTPG please provide to the Committee members a copy of the swept path diagrams for the driveways for the bus slip road that were referred to DPE, Transport for NSW and Hornsby Shire Council together with any attachments?'	Issue swept path diagrams to the committee with the minutes.	CTPG, SH May 24
<p>6 THANKS AND CLOSE</p>				
6.1	Confirm action items	-	-	-
6.2	Close	5:45pm	-	-
		Next meeting dates:	-	-
		- Meeting 8 - Tuesday 21 May 2024		
		- Meeting 9 - Tuesday 27 August 2024		

**LORETO NORMANHURST SCHOOL REDEVELOPMENT
COMMUNITY CONSULTATIVE COMMITTEE**

Meeting minutes FINAL

Action Summary

No.	Action	By	When
1	Advertise for a new LNSRCCC community member	SH, LN, HK	May 2024
2	Follow up with Council on the Mount Pleasant Avenue traffic study and No Right Turn, and provide an update via email	JM	May 24
3	Follow up with Council about whether parking studies will be undertaken on Mount Pleasant Avenue, and provide an update via email	JM	May 24
4	Follow up with Radek Zarzycki at Council by email and copy in SH	JM	May 24
5	Advise on any response from Council about the Osborn Road 'No Stopping/Parking' signs, and provide an update via email	JM	May 24
6	Issue the final LNSRCCC Terms of Reference to all CCC members	SH	May 24
7	Organise a meeting of Council staff and interested LNSRCCC members about parking safety and issues, and provide an update by email	JM	May 24
8	Issue LNSRCCC Annual Report to DPHI and LNSRCCC members	SH	May 24
9	Issue swept path diagrams to the committee with the minutes.	CTPG, SH	May 24