

**LORETO NORMANHURST SCHOOL REDEVELOPMENT
COMMUNITY CONSULTATIVE COMMITTEE**

Meeting minutes – FINAL

Details

Meeting

13

Date

Tuesday 26 August 2025

Time

4.30pm to 5.30pm

Chair

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

Minutes

Sandy Hoy
Brigid White

People present

Proponent

Marina Ugonotti (MU) – Loreto Normanhurst
Danielle Dwyer (DD) – Loreto Normanhurst
Lynn Long (LL) – Loreto Normanhurst
Greg Carmichael (GC) – CTPG
Natalie Ross (NR) - CTPG
Brigid White (BW) - CTPG

Buildcorp (BC)

Josh Single (JS)
Brendan Dunkin (BD)

Community members

Matthew Gee (MGe)
Mary Gow (MG) – online
Moira Hutchinson (MH)
Paddy Rich (PR)
Bryan Skelly (BSk)
Brian Swanepoel (BSw) - online

Apologies

Community members

Bhakti Stokes (BSt)

Hornsby Shire Council


Cr Janelle McIntosh (JM) - Ward B Councillor

4.30pm – Meeting in the Loreto Boardroom

No.	Agenda item	Discussion	Action/By
1	BUSINESS AND GOVERNANCE		
1.1	Welcome	SH welcomed all CCC members/ attendees to the 13th 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. Brigid White is replacing Kelsie Tuck from CTPG who is on extended leave. JS is the Senior Project Engineer and BD the Construction Manager from Buildcorp. Introductions were undertaken around the whole group.	-
1.4	Confirmation of agenda/ additional items	All CCC members confirmed receipt of agenda items ahead of the meeting.	-
1.5	Declarations of interest	Nil	-

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2 STANDING ITEMS			
2.1	Confirmation of previous minutes	Confirmed	-
2.2	Review of action items from previous minutes	Actions from the previous meeting are outlined below:	-
1.		<p>Issue a letter to the General Manager at Hornsby Shire Council regarding appointing Council delegates for the LNSRCCC.</p> <p>SH wrote to Steven Head, General Manager of Hornsby Shire Council, on 2 June 2025 requesting that Council nominate a Ward B Councillor to attend LNSRCCC meetings.</p> <p>Mr Head replied on 30 July 2025 advising that Council had agreed that Councillor Janelle McIntosh be nominated as the Councillor representative and Councillor Sallianne McClelland as the alternate for 12 months.</p> <p>SH advised Cr McIntosh and Cr McClelland of that outcome on 30 July 2025.</p>	SH Closed
2.3	Correspondence in/out	Refer to 2.2 above	
3 REPORTS/PRESENTATIONS			
3.1	CTPG Presentation	<p>CTPG’s presentation covered:</p> <ul style="list-style-type: none"> • Status of Construction Works • Construction update (new boarding house) • Response to community enquiries and concerns 	-
<p>Construction – status</p>  <ul style="list-style-type: none"> • Construction is progressing well on site. • Structure is now complete to the maximum height. • Temporary formwork is being removed. • Installation of the external façade will begin. • Internal services will commence shortly thereafter 			

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Authorities Update

Electricity

- Substation energisation was due to be undertaken on 23 August 2025. Unfortunately there was an issue with another Ausgrid asset which meant the works were unable to proceed as scheduled.

No further correspondence from Ausgrid about works proceeding.

Gas

- Jemena Gas Upgrade – The gas main will be upgraded from Pennant Hills Road. Jemena is underway with these works and will communicate independently on this progress as needed.

MH noted that Jemena advised Buildcorp about the gas works, but residents were not alerted by Jemena to the proposed gas works. Residents were advised of the works retrospectively by David Stralow on 6 August. It should not be the responsibility of residents to have to contact Jemena. MGe said it should be up to Buildcorp or Urbis to get an answer for residents.

Residents found the Buildcorp website did not have information about the gas works, and Urbis had advised to contact Jemena. NR and GC confirmed that Jemena is the appropriate organisation to contact. Residents reported difficulties contacting Jemena, and that Jemena won't respond to individual residents. DD and MU also reported that Loreto's contact with Jemena about their applications was difficult, being only through a portal for documents and information. Loreto have advised Council may be best placed to provide direction.

GC: Buildcorp lodged the application to connect to gas, hence the communication from Jemena is with Buildcorp. As the work is being undertaken by Jemena residents should have been notified by Jemena. Buildcorp is under no obligation to inform residents about the gas upgrade and did so as a courtesy to residents.

MGe suggested that the gas upgrade works are required because of the Loreto construction works. BSk added that the gas supply was deemed adequate before the Loreto development.

NR: The gas works are outside the SSD scope. Buildcorp are not in control of Jemena. Buildcorp / Loreto are unable to provide assistance on this issue as it is outside the bounds of the development on public land. Jemena decide whether their assets have enough capacity to deliver gas to customers. In this case Jemena has decided to upgrade its assets.

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		<p>GC noted that the retirement village may be connected to the upgraded gas pipe.</p> <p>MGe asked if the paint marks that have been sprayed over the liquidambar tree planted by Hornsby Shire Council are the line of the gas works?</p> <p>JS: the gas line will be in a small open trench.</p> <p>MH noted that Schedule B.56 Infrastructure Assessment of the development consent requires considering the impacts of existing trees. The liquidambar is old and special.</p> <p>BSk suggested putting boards around the tree to stop any damage.</p>	
		<p>Project Update</p> <p><i>Modification 2 – State Significant Development Application (SSDA)</i></p> <ul style="list-style-type: none">Submitted in July 2025Refines aspects of the new Boarding House and facilities, including:<ul style="list-style-type: none">improved functionality of rooftop air conditioning units on low plinths (more efficient layout) <p>MH thanked CTPG for providing more background information regarding the modification which has assisted with answering her queries/concerns.</p> <p>MH noted that she had seen two different measurements regarding the height of the air conditioning units on the plinths. What is the additional height of the units? NR replied that the units mostly sit back on the building and won't be seen from the street. CTPG recommended referring to the DPHI website for correct information.</p> <ul style="list-style-type: none">revised population strategy following surrender of the Early Learning Centre consentno increase to approved student or staff numbers beyond the original application No net loss of parking at any stage. <p>Public exhibition has closed – progressing towards finalising the modification and consent.</p> <p>The appropriate authority approvals process will continue to be followed regarding responses to the objections by the community.</p>	

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Response to community enquiries

Enquiries received from 3 community members
Inc. ongoing correspondence with 1 resident

Enquiry	Response
Resident #1 (Mt Pleasant): Sought clarification on work hours at the boarding school site, concerned about noisy late-night works and loud music from workers before 7 am.	Buildcorp explained the late works were due to a delayed concrete pour, apologised for not notifying neighbours, and committed to advance notice for any future after-hours work. Early morning noise has been addressed with contractors and will be monitored.
Resident #2 (Mt Pleasant): Concerns raised about construction vehicles parking on the residential side of the street.	Buildcorp reminded and will continue to remind its staff on a weekly basis, that all construction staff parking on Mt Pleasant Ave should park on the western side primarily (up to the southern gate). This is in accordance with the Construction Traffic Management Sub-Plan. Buildcorp will continue to monitor compliance and respond as required.
Resident #2 (Mt Pleasant): Complaint made about construction worker vehicles parking and damaging the grass on the oval side of Mt Pleasant Ave.	Buildcorp has been in direct discussions with Council who attended the site to review construction parking and confirmed they are satisfied with vehicles parking partially on the verge (with two wheels on the road). This arrangement is legal, considered safe, and has improved visibility and access for road users.
Resident #2 (Mt Pleasant): Request for a copy of the traffic management plans.	A link to the Construction Traffic Management Sub-Plan currently available on Loreto's <i>Community Engagement</i> webpage was provided.
Resident #2 (Mt Pleasant): Notes of the meeting provided to Urbis including: 1. Further discussion about alternative parking arrangements 2. Contractor parking frequency (noting 15+ per day) 3. Contractor parking including parking on the "eastern kerbside" 4. Student and staff parking noting that the issue is with Loreto staff rather than students and questioning whether this is noted in any school policies. 5. Resident noted they have filmed Loreto staff parking here and will continue to do so if they do not stop parking on the street. 6. Highlighted rubbish bins have been moved by people looking to park on Mt Pleasant Ave, leading to issues with rubbish collection.	Loreto and Buildcorp advised: 1. Response consistent with previous response provided (see previous slide) 2. Contractor vehicles is expected to reduce with structure works completing 3. The Construction Traffic Management Sub-Plan's reference to the "eastern kerbside" is specific to a short section of Mt Pleasant Ave, not the full street length). 4. Loreto's staff handbook provides guidelines on parking in residential streets. Loreto also verbally reminds its staff and students of this however cannot enforce not parking on public roads. 5. Loreto requested ceasing recording of staff without their consent. Staff have and will report to police where intimated. 6. Buildcorp have placed cones on western side of the street to inhibit parking on this side.
Resident #2 (Mt Pleasant): Expressed dissatisfaction with the outcome of the meeting with Loreto & Buildcorp and requested advice on how to escalate the matter.	Confirmed that all complaints and enquiries are recorded and will be presented at the next Community Consultative Committee.
Resident #2 (Mt Pleasant): The Urbis phone number ending with 1239 is no longer operational.	1800 phone number remains operational and has been circulated in the previous CCC meeting and recent project communications.
Resident #2 (Mt Pleasant): Highlighted the CEMP obligations for contractor parking and ineffectiveness of monitoring due to ongoing parking issues (highlighting 3+ occurrences).	Reconfirmed response provided previously (see previous slide).
Resident #2 (Mt Pleasant): Request for Loreto to consider alternative parking options, including parking on its oval or at The Church of Jesus Christ of Latter-day Saints, for contractors, students and staff.	Loreto considered the suggestions but is unable to accommodate parking on its oval due to student safety, damage to the grounds and removes space for school activities. Arrangements where these parking facilities are used are one off and cannot be used on an ongoing basis.
Resident #2 (Mt Pleasant): Complaint made about students and staff parking in Mt Pleasant Avenue, noting a breach of the Conditions of Consent.	Student and staff parking is not outlined in the Consent Conditions. The school has reminded students and staff to be considerate of residents when parking its vehicles but cannot enforce this as the surrounding streets are public roads.
Resident #2 (Mt Pleasant): Request to resolve this matter directly with the school rather than escalating to Council or the Federal MP.	Loreto and Buildcorp met with the resident on 6 August 2025 to outline the existing parking constraints and arrangements for staff and students, and separately contractors. The project team re-confirmed that operational matters are separate to the Conditions of Consent requirements.

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Following on from community enquiries:

Noise and late night works

MH raised that on one occasion that workers onsite were talking loudly around 9:00pm. BC advised that all late night works have ceased as the structure is complete.

MH noted that neighbours are unsettled by noise on site at night which causes dogs to bark. Who is the contact person for these issues? Neighbours are asking MH late at night. NR noted that 24-hour contact details are on the sign on the site fence.

Lights in building

MH raised that lights from the building are shining into the street at 11:00pm. JS and BD explained they are low voltage LED security lights. Some lighting is needed for safety. They may not be able to be turned off or dimmed. As windows are put on the building the luminance of the emergency lights should be diminished. BC would look at turning the lighting timer off earlier.

Street parking

MU reported that Loreto enforces street parking in relation to its Student Code. MH understood it is a condition of consent that no parking is allowed in Osborn Road or Mount Pleasant Avenue. NR replied That was a condition prior to the occupation certificate.

DD reported that Loreto is undertaking an audit of staff and student parking over four weeks. LL followed up with two staff members who are now no longer parking on Mount Pleasant Avenue. The school takes action when they can identify a staff member parking incorrectly. There has been a huge improvement regarding student parking. The school is monitoring licence plates.

MH thanked Loreto for monitoring parking.

MU noted that people park on site and walk to the railway station.

MH asked if it is still a condition that pickup and dropoff not occur in Osborn Road and Mount Pleasant Avenue? LL replied that if the school sees pickup/dropoff happening it will be addressed. Generally, there should be no drop offs or pickups on Mt Pleasant Avenue. Loreto noted this only takes place when a student is sick or in exceptional circumstances.

LL reported that Loreto had an arrangement for booking and using parking with the Church of Latter Saints for school events. The church has rescinded that arrangement because it was impacting on funerals. Loreto is looking at alternative locations for parking. MU noted that a shuttle bus is an option.

MH is pleased with the traffic cone arrangement in the street. JS explained that Buildcorp places cones on the eastern side of Mount Pleasant Avenue so residents can park on the left side of the street. Residents are welcome to move the cones so construction workers can't park there. JD also noted that a traffic warden is on site to ensure contractors are parking where designated.

MH noted that construction workers are parking further towards the bend in the road and further from Gate 1. Residents are having trouble getting out of their driveway.

It was noted that photographing or filming people parking incorrectly is not acceptable. Any photographs are to be taken only of number plates.

BSk raised that there will be more sub-contractors needing to park now that the formwork and concreting are finishing and internal works are starting. NR said that sub-contractors tend to carpool. BC has confirmed that parking conditions will continue to be met.

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4 GENERAL BUSINESS			
4.1	Construction completion	BSk asked about the timing of completion of construction. JS replied that construction is on time and should be complete by the end of March 2026.	
4.2	Site induction of new contractors	BSk noted that the new sub-contractors will require site induction. Residents want confirmation that the new sub-contractors will be inducted otherwise problems the residents have been experiencing will continue. JS replied that “toolbox talks” are held each morning. <i>'Toolbox' is the induction software used by Buildcorp which tracks all workers on site. Workers cannot enter the site without being inducted to, and checking in and out of, Toolbox.</i>	
4.3	Closure of eastern façade and lighting	BSk asked when is closure of the eastern façade scheduled? Josh advised in December 2025. BSk noted there would be three more months of bright lights at night. BD would reduce lighting where possible. MH noted that bright lights shine through where there is no screening. BSk suggested shade cloth be used to minimise light spillage.	
4.4	Council responsibility for parking/traffic light issues	MH asked who is responsible for what Hornsby Shire Council is supposed to be doing about parking? PR related a dangerous ‘standoff’ he recently experienced at the corner of Pennant Hills Road and Mount Pleasant Avenue. DD noted there is no Council resolution to move the No Standing signs further back from the intersection. MH noted that a boy using a wheelchair is put in dangerous situations when crossing the road. Cars can’t get through further down the street when the street is only three cars wide. ‘No Standing’ signs work in other places. BSw noted that Council agreed at the meeting in November 2024 with Loreto and residents that they would move the No Standing sign further from the intersection, but this hasn’t happened. GC noted that the matter was to be considered at a Council Traffic Committee meeting. MH noted that Council sent a letter about the traffic lights to Alistair Henskens without input from residents or Loreto as agreed. BSw noted that Council had decided to make their own submission about the traffic lights.	Follow up parking and traffic issues by email with JMc and the Hornsby Shire Council General Manager DD
4.5	Feedback for IEA	Comments for the Independent Environmental Audit (IEA) of the boarding house works are due to Epic Environmental by close of business today. Next environmental audit on 27 August.	All to note
5 THANKS AND CLOSE			
5.1	Confirm action items	Action items confirmed	-
5.2	Close	5.30pm	

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Next meeting

Date: Tuesday 11 November 2025

Time: 4.30pm to 6.00pm

2026 meeting dates:

- Tuesday 17 February
- Tuesday 26 May
- Tuesday 25 August
- Tuesday 17 November

Action Summary

No.	Action	By
1	Follow up parking and traffic issues and commitments by email with JMc and the Hornsby Shire Council General Manager	DD/Loreto
2	Follow up with Councillors to attend LNSRCCC meetings	SH