

**LORETO NORMANHURST SCHOOL REDEVELOPMENT
COMMUNITY CONSULTATIVE COMMITTEE**

Meeting minutes – DRAFT

Details

Meeting

14

Date

Tuesday 11 November 2025

Time

4.30pm to 5.10pm

Chair

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

Minutes

Sandy Hoy

People present

Proponent

Marina Ugonotti (MU) – Loreto Normanhurst
Danielle Dwyer (DD) – Loreto Normanhurst
Natalie Ross (NR) - CTPG
Brigid White (BW) - CTPG

Buildcorp (BC)

David Stralow (DS)

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

Proponent

Lynn Long (LL) – Loreto Normanhurst

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 14th 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. JMc advised she is happy to catch up with LNSRCCC members either in person or via Zoom in the next few weeks to catch up on issues and to follow through on any of the current traffic management or construction issues.	-
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	-
2	STANDING ITEMS		
2.1	Confirmation of previous minutes	Confirmed	-

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No.	Agenda item	Discussion	Action/By
2.2	Review of action items from previous minutes	Actions from the previous meeting are outlined below:	-
1.		<p>Follow up parking and traffic issues and commitments by email with JMc and the Hornsby Shire Council General Manager.</p> <p>DD reported that LN reached out to Hornsby Shire Council, with no response.</p> <p>MH advised that residents also wrote to Council, with no response.</p>	DD/Loreto
2.		<p>Follow up with Councillors to attend LNSRCCC meetings</p> <p>SH followed up with JMc by email after the August LNSRCCC meeting.</p>	SH
2.3	Correspondence in/out	None	
3	REPORTS/PRESENTATIONS		
3.1	CTPG Presentation	<p>CTPG's presentation covered:</p> <p>Status of Construction Works</p> <p>Authorities update</p> <p>Response to community enquiries and concerns</p>	-

Construction – status

- Construction of Substage 4 is progressing well on site.
- Facade is now complete.
- Scaffold is being removed.
- Internal services are being installed.



No.	Agenda item	Discussion	Action/By
		<p>Authorities Update</p> <ul style="list-style-type: none">Substation energisation is rescheduled for 22 November 2025. <p>NR advised if anyone is affected by the electricity substation energisation to contact DS.</p> <ul style="list-style-type: none">Jemena Gas Upgrade – complete.	
		<p>Response to community enquiries</p> <p>Enquiries were received from four community members August-November 2025: Refer to page 6 of these minutes.</p> <p>Following on from community enquiries:</p> <p>Notice of weekend work</p> <p>BSk asked if it is a requirement to give notice of weekend work. NR replied that giving notice of weekend work is not a condition of consent.</p> <p>Development completion date</p> <p>BSk: When is the expected completion date for the whole development? NR: Late March 2026.</p> <p>Deliveries to residents not site</p> <p>MH reported that deliveries meant for the building site were being directed to neighbours. DS has spoken with those residents about the mistaken address, and has instructed that deliveries be made to the site.</p> <p>Parking across driveways</p> <p>MH reported that cars park across residents' driveways. The parking area is wide enough for two vehicles only, but 3 cars park in that space. Contractors move the cones which cause problems for bin collection. Can the cones be brought back? MH identified a residence opposite Gate 2 which is particularly affected. DS offered to look into the matter. BSk suggested that concrete barriers could be a solution. NR said that a removable method is needed so residents can park on their side of the road.</p> <p>Parking in No Parking zone</p> <p>MH asked if Council rangers could keep an eye on the street. Contractors arrive early and park in the No Parking zone 8am-9.30am and 2.30pm-6pm. DS replied that once Buildcorp has been notified of contractors who have parked in the designated 'no parking' zone on Mount Pleasant Avenue, they are asked by Buildcorp to move their vehicle elsewhere. They continue to actively monitor this themselves, and would support Council conducting further surveillance of the street.</p>	<p>DS to review use of cones for street parking</p>

No.	Agenda item	Discussion	Action/By
		<p>Toilet facilities MH asked if the traffic controllers have adequate toilet breaks. A traffic controller urinated on a neighbour's car. Neighbours contacted Council. DS replied that the traffic controllers get breaks. Portaloos are provided at the top gate.</p>	
		<p>Corner of Pennant Hills Road and Mount Pleasant Avenue MH reported that traffic at the corner of Pennant Hills Road and Mount Pleasant Avenue is dangerous. The No Parking signs need to be moved back. DD advised that Council is doing a review. We need to ask about the outcome of the review. MH suggested sending the request to Council staff and to the Mayor. SH suggested also contacting the Acting General Manager. DD will request a followup from Council after consultation.</p>	
		<p>Roof fencing MH asked about the fence to the roofline of the building. DS replied the fence is temporary for protection, and it will be removed in coming weeks.</p>	
		<p>Traffic volumes BSk asked if residents can expect a decrease in the number of heavy trucks now that the internal fitout is being done. DS replied that the number of crane visits has reduced to 1 or 2 per day, and the number of semi-trailers decreased. The site will be decommissioned and demobilised in March, then exterior works including landscaping will be done.</p>	
		<p>Plant, equipment, air conditioning BSk observed that plant, equipment and air conditioning will be dropped in. DS replied that the majority will be on the roof of the boarding house.</p>	
		<p>Progress of internal fitout BSk asked about the progress of the internal fitout. It is expected to take 3 months. Assumes that there will be vehicles of different sizes in the street with smaller deliveries. DS added the majority of this work will be inside.</p>	
		<p>Construction work break Christmas-New Year BSk asked about the 'tradie break' timetable before Christmas and at New Year. DD replied there are 3.5 weeks of school remaining this year. After school finishes contractors can park in the staff carpark to take pressure off parking in the street. School staff return 15-20 January 2026. DS advised the Christmas trades shutdown will be 23 December to 5 January 2026.</p>	
		<p>Contractor parking MH reported that contractors park on the street. DS suggested the contractors can park further down the road.</p>	

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		MH observed that parking is meant to be on the school side so residents are not impacted by parking.	
		Security contact MH asked about the security phone number for the school. MU suggested contacting the Police if there are any problems because the school security is not always on site.	
		Landscaping of boarding house building MH asked about the landscaping where the building is floor to ceiling glass. DS replied there will be trees, which will be tidied up.	
		Landscaping around substation MH asked about landscaping around the substation. DS replied that vegetation will be reinstated at the front of the substation. MH asked could a fence be placed at the front of the substation? DS replied the substation won't be fenced because it has to be accessible.	
		Opening of boarding house MG asked when the boarders will move in. MU replied Term 2 2026. BSk asked if there will be an official opening of the boarding house. MU said the school will stagger visits of the building. MU offered a tour of the boarding house building to LNSRCCC members before the official opening.	LN to invite LNSRCCC members for a tour of the boarding house before the official opening.

4 GENERAL BUSINESS

4.1	Independent Environmental Audit	MH: Has there been a followup about the Independent Environmental Audit? NR: CTPG is not advised about the outcome of the Independent Environmental Audit.	-
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5 THANKS AND CLOSE

5.1	Confirm action items	Action items confirmed	-
5.2	Close	5.10pm	

Next meeting

Date: Tuesday 17 February 2026

Time: 4.30pm to 6.00pm

2026 meeting dates:

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

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Action Summary

No.	Action	By
1	Follow up parking and traffic issues and commitments with JMc, Hornsby Shire Council staff and the Acting General Manager.	DD/LN
2	Review use of cones for street parking	DS
3	Invite LNSRCCC members for a tour of the boarding house before the official opening.	LN

Community enquiries

Enquiry	Response
Resident #1: Reported that large cranes trucks were not following the agreed traffic procedure, causing traffic delays.	Buildcorp has reinforced with site workers that all vehicles must exit in a forward manner and turn left onto Pennant Hills Road and notified the crane company.
Resident #2: Complaint about dust escaping from site and enquiring about dust management.	Buildcorp has advised it manages dust by using either dust extraction or wet cutting methods. To help <u>minimise</u> this, the builder will hose down the area as required.
Resident #2: Reported that a truck hit a tree on the nature strip, breaking a large branch; notes this is the third incident and requests the builder take extra care.	Buildcorp will continue to remind the site team to take as much care as possible when <u>manoeuvring</u> vehicles near the nature strip.
Resident #1: Enquiring why construction work is being carried out on a Saturday.	On this date, Ausgrid was undertaking substation <u>energisation</u> works outside Loreto's site. Under the Conditions of Consent, <u>Saturday</u> work is permitted however Buildcorp aims to <u>minimise</u> Saturday activity where possible.
Resident #1: Reported a semitrailer reversed from Pennant Hills Road into Mount Pleasant Avenue, blocking traffic and creating a dangerous situation. A follow-up noted the truck was not coming from the school but reversing toward it.	On this date, the gates were closed by 3:30pm with the last delivery occurring between 2:30pm and 3pm. Therefore, this truck was not related to the project site.
Resident #3: Complaint regarding recurrences of delivery drivers mistakenly attempting to deliver building materials to the resident's home rather than the site. Request to urgently amend the delivery address on file.	Buildcorp communicated to its team that all deliveries need to clearly identify "Buildcorp Construction Site" on all future deliveries.
Resident #1: Complaint about a Macke truck parked across their driveway at 3:08pm. Resident also raised the complaint of Resident #3.	Buildcorp had the truck moved and communicated the delivery address had been amended.
Resident #4: Complaint contractor vehicle parking blocking their driveway.	Buildcorp had the car moved.