

**LORETO NORMANHURST SCHOOL REDEVELOPMENT
COMMUNITY CONSULTATIVE COMMITTEE**

Meeting minutes FINAL

Details

Meeting

6

Date

Tuesday 01 August 2023

Time

4.30pm to 5:45pm

Chair

Sandy Hoy (SH)

ph. 0411 191 866

sandy@parklandplanners.com.au

Minutes

Moffatt Maloney

Sandy Hoy

Present

Proponent

Marina Ugonotti (MU) – Loreto Normanhurst

Lynn Long (LL) – Loreto Normanhurst

Danielle Dwyer (DD) – Loreto Normanhurst

Luke Gladwish (LG) – CTPG - online

Moffatt Maloney (MM) - CTPG

Natalie Ross (NR) - CTPG

Community members

Moira Hutchinson (MH)

Bhakti Stokes (BS) - online

Hornsby Shire Council

Cr Janelle McIntosh (JM) - Ward B Councillor

Apologies

Community members

Mary Gow (MG)

Grace Hayden (GH)

Paddy Rich (PR)

Bryan Skelly (BSk)

David Wilkins (DW)

Proponent

Greg Carmichael (GC) – CTPG

Hayley Kardash (HK) – Urbis

4.30pm - Meeting in the Boardroom

No.	Agenda item	Discussion	Action	By
1	BUSINESS AND GOVERNANCE			
1.1	Welcome	SH welcomed all CCC members to the sixth 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	-	-
1.4	Confirmation of agenda/ additional items	No additional agenda items were raised	-	-
1.5	Declarations of interest	Nil	-	-

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2	STANDING ITEMS			
2.1	Confirmation of previous minutes	<p>Draft minutes of the 30 May meeting were sent to all LNSRCCC members. No changes to the draft minutes were required.</p> <p>Final minutes of the 30 May meeting have been sent to all LNSRCCC members and uploaded to the Loreto Normanhurst website.</p>	-	-
2.2	Review of action items from previous minutes			
	1 Provide an update from Council on the Mount Pleasant Avenue traffic study and No Right Turn trial	<p>Response from Council's Senior Traffic Engineer was received by TTW on 19 July 2023. Council intended to collect traffic data at the intersection of Mount Pleasant Avenue and Pennant Hills Road in the week of 24 July, with cameras to be installed at the intersection.</p> <p>JM noted that the traffic cameras have not yet been installed.</p> <p>JM to follow up with Council about whether any parking studies will be included with the traffic study occurring on Mount Pleasant Avenue.</p> <p>Results of the traffic study are expected to be available for discussion before the next LNSRCCC meeting.</p>	<p>Email SH regarding update from Council on the Mount Pleasant Avenue traffic study and No Right Turn trial</p> <p>Follow up with Council about whether parking studies will be undertaken on Mount Pleasant Avenue</p>	<p>JM Nov 23</p> <p>JM Nov 23</p>
	2 Follow up with Radek Zarzycki by email and copy in SH	<p>DW not at the meeting to report back. Action carried over to next meeting.</p>	<p>Follow up with Radek Zarzycki by email and copy in SH</p>	<p>DW Nov 23</p>
	3 Contact Alister Henskens about a meeting with the Minister and Transport for NSW	<p>MH received a letter from Alister Henskens MP outlining the response he received from Anna Watson MP (Parliamentary Secretary for Roads) after her discussions with Transport for NSW about traffic lights at the corner of Pennant Hills Road and Mount Pleasant Avenue. MH has been in touch with Mr. Henskens about points raised by Loreto and local residents not being addressed by TfNSW in the response.</p>	<p>Liaise with Alister Henskens about updated response from Transport for NSW</p>	<p>MH Nov 23</p>

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4	Continue to monitor parking on surrounding streets and contact Council Ranger Services when necessary	LL noted that some concerns have been raised about parking on surrounding streets. The school has been contacted by Council's Ranger Services. Rangers have visited and provided advice to people parking around the school.	Closed	-
5	Advise on any response from Council about the Osborn Road 'No Stopping/Parking' signs	CTPG followed up with Council by letter on 21 June 2023, with no update from Council. JM to follow up with Council about No Stopping/Parking changes on Osborn Road.	Advise on any response from Council about the Osborn Road 'No Stopping/Parking' signs	JM Nov 23
6	Provide a list of organisations that have reviewed and approved the swept path diagrams	CTPG: the swept path diagrams for the driveways for the bus slip road were referred to DPE, Transport for NSW and Hornsby Shire Council.	Closed	-
7	Check if the Annual Report was sent, and issue if not sent	SH sent the Annual Report to DPE and CCC members on 29 June 2023. No comments about the Annual Report were received from any CCC members.	Closed	-
8	Follow up with Alister Henskens' office for response to the LNSRCCC community members' letter	SH: Alister Henskens MP responded on 11 July 2023 to the letter from the LNSRCCC community members to Mr. Henskens dated 21 February 2023 regarding the desire for traffic lights at Mount Pleasant Avenue. Mr. Henskens forwarded a letter he received from Anna Watson MP, Parliamentary Secretary for Roads, on behalf of the Minister regarding the installation of traffic lights at the intersection of Pennant Hills Road and Mount Pleasant Avenue in Normanhurst. The letter states that Transport for NSW advised they do not support lights at this intersection for reasons including: <ul style="list-style-type: none"> - the intersection does not meet the Traffic Signal Design guidelines for traffic lights at this time - sufficient sight distance for motorists turning left - a waiting bay is available for motorists turning right - the pedestrian bridge allows safe pedestrian crossing of Pennant Hills Road. The road network at this location will be kept under observation by Transport for NSW to ensure it remains safe for the community.	Closed	-

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		<p>It was noted that this letter is the same as the letter forwarded by Mr. Henskens to Loreto Normanhurst.</p> <p>LG: Based on this advice all practical options for a signalised intersection appear to have been exhausted.</p>		
	9 Check exit points of the large Loreto bus from the school on to Mount Pleasant Avenue	<p>MH: The school bus enters the school via Mount Pleasant Avenue when it is meant to enter from Osborn Road. When entering via Mount Pleasant Avenue the bus halts traffic in both directions.</p> <p>LL: A particular bus was using the wrong exit from the school, however thanks to the information provided by LNSRCCC members this has now been rectified.</p> <p>LL: The Loreto bus enters from Osborn Road as part of the pick up-drop off strategy, however the bus still needs to use the Mount Pleasant Avenue entry so that it can be parked in the school.</p>	Closed	-
	Boarding House/Early 2024 Actions	<p>CTPG notes that there are no changes to the Boarding House Actions from previous meetings listed for discussion by LNSRCCC in 2024.</p>	No action required in 2023	-
2.4	Other administrative matters			
	Agenda to be uploaded to Loreto website	<p>SH notes that a new requirement from DPE states that the meeting agenda will be emailed to the school to upload to the Loreto Normanhurst website prior to the CCC meeting for the information of the general community.</p>	Closed	-
	DPE CCC Guidelines - Code of Conduct	<p>SH provided a summary of the extra requirements from the updated DPE Community Consultative Committee Guidelines. These extra requirements relate to all members of the LNSRCCC.</p> <p>All members of the LNSRCCC will need to sign and return the updated Code of Conduct. SH will email a digital copy to all members for review and completion.</p> <p>SH notes that LNSRCCC members can return their signed versions by email, posted to SH or filled out in person. (MH, JM, DD, MU signed and returned their code of conduct form in the meeting).</p>	Sign and return the updated Code of Conduct to SH	All LNSRCCC members Oct 23

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No.	Agenda item	Discussion	Action	By
	DPE CCC Guidelines - Terms of Reference	<p>DPE issued a Terms of Reference template in June 2023 for CCCs to document how it will operate according to the DPE CCC Guidelines.</p> <p>SH presented the first draft LNSRCCC Terms of Reference sent to all CCC members. The Terms of Reference are required to be accepted by all LNSRCCC members and finalised within 6 months ie. by the end of 2023.</p> <p>Terms of Reference for the LNSRCCC agreed upon at the meeting are:</p> <ol style="list-style-type: none"> i. Meetings will be held in person at Loreto Normanhurst. An online link for future meetings will be sent to all LNSRCCC members if any members are unable to attend the meeting in person and wish to attend online. ii. Committee members will have 2 weeks to provide their feedback about the draft meeting minutes before they are finalised and uploaded to the Loreto website. iii. Meeting notes will continue to be taken. The meeting will not be electronically recorded for privacy reasons. <p>SH requests that all LNSRCCC members provide any feedback on the Draft LNSRCCC Terms of Reference before the next meeting so they can be signed off by the end of 2023.</p>	<p>Review the Draft Terms of Reference and provide feedback to SH before the next LNSRCCC meeting</p>	<p>All LNSRCCC members Nov 23</p>
3 ADDITIONAL AGENDA ITEMS				
3.1	School bus entry via Mount Pleasant Avenue	Refer to 2.3.9 above	-	-
3.2	Trucks blocking Mount Pleasant Avenue	<p>MH: Trucks line up along Mount Pleasant Avenue while waiting to enter the school. These trucks can block driveways as well as line of sight for residents and motorists. While they are waiting to enter the school could the trucks continue to the roundabout, turn around and wait on the other side of the road?</p> <p>DD: LN has actioned this by asking their regular drivers to wait on the school side of Mount Pleasant Avenue. LN has no further action as they cannot control their irregular delivery drivers.</p>	Closed	-

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3.3	Student parking in Mount Pleasant Avenue and Osborn Road	<p>MH: A resident has approached MH to ask how the school is deterring student parking in Mount Pleasant Avenue. The resident is pleased with the work done by the school, however other neighbours have counted up to 18 student cars in a day. The cars are parked all day and block residents' view.</p> <p>LL: The school will follow up with students and families about parking. Students have been instructed not to park on the street. The school has a parking permit system for students driving to school. Students can't park if they don't have a permit. The permits are rotated among students to allow them to park 3 days a week.</p> <p>LN will continue to provide directions to students not to park in adjoining streets, and issue reminders to coaches and others using the aquatic centre.</p>	Continue to manage student parking	LN Ongoing

4 REPORTS/PRESENTATION

4.1	CTPG Presentation	<p>Status of Construction Works</p> <p>NR: Loreto is reviewing the design of the new boarding house to reduce the size of the approved building by approximately 30%.</p> <p>CTPG is preparing a Modification Application to submit to DPE based on the 30% reduction in building size.</p> <p>Urbis will undertake a separate community information session on the proposed modification when finalised.</p> <p>No construction works are occurring. Construction on the boarding house will not commence until 2024.</p> <p>The presentation will be uploaded with these meeting minutes to the school's website.</p>	-	-
		<p>Community update</p> <p>LG: Since the last LNSRCCC meeting on 30 May an enquiry regarding noise and suspected work on site on Sunday 17 July 2023 was received. This work is not related to the State Significant Development 8996.</p>	-	-

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5	GENERAL BUSINESS			
5.1	General Business	<p>1 Swept Path Diagrams</p> <p>SH: BSk submitted an enquiry before the meeting in relation to the swept path diagrams and whether the driveway curb can be modified so buses can negotiate it more easily.</p> <p>LN reconfirms their position that they have complied with three government agencies (refer to 2.2.6 above) and they will not be pursuing any further action in relation to the swept path diagrams.</p>	Closed	-
		<p>2 New Director of Infrastructure and Major Projects at Hornsby Shire Council</p> <p>JM: Fiona Leatham has been appointed as the Director of Infrastructure and Major Projects (including roads and traffic) at Hornsby Shire Council following the retirement of Bob Stephens. JM offered to introduce Ms. Leatham to the LNSRCCC members.</p>	Organise a time with Fiona Leatham to meet with LNSRCCC members	JM Nov 23
		<p>3 Parking on the verge on Mount Pleasant Avenue</p> <p>LL: On Thursday 27 July 2023 a Hornsby Shire Council ranger placed a notice on all cars parked on the grassed verge on Mount Pleasant Avenue that they were parked illegally. This was the first notification that LN has received in relation to parking on the verge.</p> <p>JM: Any parking on the verge is illegal as public land cannot be alienated for a single use. Pedestrians should be able to walk along that side of the road. Council's Compliance team and Rangers are enforcing the law. They don't warn people parking illegally unless a complaint has been received.</p> <p>LL: LN proposes parallel parking on the road next to the verge instead.</p> <p>MU: A school event will be held on Friday and some members of the school community may park on the</p>	<p>Liaise with Fiona Leatham, James Farrington and Radek Zarzycki at Hornsby Shire Council to advise on parking safety and issues</p> <p>Coordinate on parking management and internal messaging within the school</p>	<p>JM Nov 23</p> <p>LN, JM Ongoing</p>

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		<p>verge and be fined. Communication from the school to parents about parking on the verge will have to change so residents don't complain.</p> <p>JM will request that Council does not issue any compliance penalties before the parking issue is resolved between LN and Council.</p>		
6	THANKS AND CLOSE			
6.1	Confirm action items	-	-	-
6.2	Close	5:45 pm	-	-
		<p>Next ordinary meeting dates:</p> <ul style="list-style-type: none"> - Meeting 7 – Tuesday 28 November 2023 - Meeting 8 – to be advised 	<p>Circulate calendar invites for meetings to all CCC members</p>	<p>SH Ongoing</p>
		<p>LN to advise on potential 2024 LNSRCCC meeting dates once the school term dates are confirmed in August 2023.</p>	<p>Provide potential 2024 meeting dates to SH</p> <p>Circulate meeting dates to LNSRCCC members to finalise 2024 meeting dates</p>	<p>LN Oct 23</p> <p>SH Nov 23</p>

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Action Summary

No.	Action	By	When
1	Email SH regarding update from Council on the Mount Pleasant Avenue traffic study and No Right Turn trial	JM	Nov 23
2	Follow up with Council about whether parking studies will be undertaken on Mount Pleasant Avenue	JM	Nov 23
3	Follow up with Radek Zarzycki by email and copy in SH	DW	Nov 23
4	Liaise with Alister Henskens about updated response from Transport for NSW	MH	Nov 23
5	Advise on any response from Council about the Osborn Road 'No Stopping/Parking' signs	JM	Nov 23
6	Sign and return the updated Code of Conduct to SH	All LNSRCCC members	Oct 23
7	Review the Draft Terms of Reference and provide feedback to SH before the next LNSRCCC meeting	All LNSRCCC members	Nov 23
8	Continue to manage student parking	LN	Ongoing
9	Organise a time with Fiona Leatham to meet with LNSRCCC members	JM	Nov 23
10	Liaise with Fiona Leatham, James Farrington and Radek Zarzycki at Hornsby Shire Council to advise on parking safety and issues	JM	Nov 23
11	Coordinate on parking management and internal messaging within the school	LN, JM	Ongoing
12	Circulate calendar invites for meetings to all CCC members	SH	Ongoing
13	Provide potential 2024 meeting dates to SH	LN	Oct 23
14	Circulate meeting dates to LNSRCCC members to finalise 2024 meeting dates	SH	Nov 23