

**LORETO NORMANHURST SCHOOL REDEVELOPMENT
COMMUNITY CONSULTATIVE COMMITTEE**

Meeting minutes – Final

Details

Meeting

3

Date

Tuesday 8 November 2022

Time

4.30pm to 6.15pm

Chair

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

Minutes

Hayley Kardash
Anthea Holler
Sandy Hoy

Present

Proponent

Marina Ugonotti (MU) – Loreto Normanhurst
Danielle Dwyer (DD) – Loreto Normanhurst
Lynn Long (LL) – Loreto Normanhurst
Greg Carmichael (GC) – CTPG
Luke Gladwish (LG) – CTPG
Anthea Holler (AH) - CTPG
Hayley Kardash (HK) – Urbis

Community members

Mary Gow (MG)
Grace Haydon (GH)
Moira Hutchinson (MH)
Paddy Rich (PR)
Bryan Skelly (BSk)
David Wilkins (DW)

Apologies

Proponent

Stephanie Potter (SP) - Urbis

Community member

Bhakti Stokes (BSt)

Hornsby Shire Council

Cr Janelle McIntosh (JM) - Ward B Councillor

TTW Traffic Engineers

Paul Yannoulatos (PY)
Grace Carpp (GCa)

4.30pm - Meeting in the Boardroom

| No. | Agenda item | Discussion | Action | By |
|-----|-----------------------------------|--|--------|----|
| 1 | BUSINESS AND GOVERNANCE | | | |
| 1.1 | Welcome | SH welcomed all CCC members / attendees to the third 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 | - | - |

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| 1.4 | Confirmation of agenda/ additional items | Presentation by CTPG Site walk Agenda was confirmed | - | - |
| 1.5 | Declarations of interest | Nil | - | - |
| 2 | STANDING ITEMS | | | |
| 2.1 | Confirmation of previous minutes | Received by all participants | - | - |
| 2.2 | Review of action items from previous minutes | As a site walk was planned for the November meeting and meeting time would be shortened, SH emailed on 4 November 2022 an update of all actions and questions raised at the last CCC meeting held on 16 August 2022. All participants confirmed receipt of information. The information supplied in the action update is in blue below, with any further discussion at the November meeting. | - | - |
| | 1 Provide further detail on after hours security guard/security measures for the school | | - | - |
| | Loreto employs a private security company to patrol: | | | |
| | - Mon – Fri: 6am – 10am | | | |
| | - Mon – Fri: 5pm – 10pm | | | |
| | - Staggered patrols from 10pm – 6am | | | |
| | - On the weekend staggered patrol from 6pm – 6am | | | |
| | 2 Assess the option for the slip road to be used for out of hours PUDO | | Assess the option for the slip road to be used for out of hours PUDO | CTPG Feb 23 |
| | New PUDO arrangements have just been put in place and are under review | | | |
| | 3 Provide detail on the six locations served by shuttle bus | | - | - |
| | - Arcadia | - Lane Cove/North Ryde | | |
| | - The Hills District | - Mosman/North Shore | | |
| | - Northern Beaches | - Cherrybrook Metro | | |
| | - Drummoyne/Gladesville | Shuttle | | |
| | 4 Explore alternative shuttle bus routes | | Explore alternative shuttle bus routes | LN Feb 23 |
| | New PUDO arrangements have just been put in place and are under review | | | |

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| 5 | Check dilapidation during boarding house dilapidation survey | | Check dilapidation during boarding house dilapidation survey | CTPG Feb 23 |
| | | Project construction phase has not yet commenced | | |
| 6 | Obtain copy of Sydney Water report | | Forward photos of deteriorated Sydney Water assets to SH to pass onto CTPG | MH, SH Feb 23 |
| | | Seeking further clarification on this request. Suggest to discuss in meeting. | | |
| | | - MH noted that dilapidation of old pipes (Sydney Water assets) under the roadway of Mount Pleasant Avenue have deteriorated, and LN should be aware of this. The weight of vehicles could cause further damage. | Send the link to the dilapidation survey | CTPG Feb 23 |
| | | - MH referred to a Sydney Water asset dilapidation survey and photos. | Contact Sydney Water to confirm whether there is any damage to Mount Pleasant Avenue from stormwater and its extent | CTPG Feb 23 |
| | | - MH has photos of the cracks in the road to share with CTPG as an insurance. | | |
| | | - CTPG noted that a damage deposit bond is lodged with Council and won't be returned until Council has signed off on the condition of the road. CTPG also noted the builder is responsible for remedying any damage under the contract. | Contact Council to determine whether there are any issues/proposed remediation works to Mount Pleasant Avenue required prior to commencing the new works | CTPG Feb 23 |
| | | - CTPG noted the contractor will do a dilapidation survey when engaged. | | |
| | | - CTPG noted the dilapidation survey for the Carparks and PUDO project is available on the Loreto website. | | |
| 7 | Send SH a link to or copies of Management Plans to distribute to CCC members | | Provide the Construction and Environmental Management Plan (CEMP) | CTPG Feb 23 |
| | | All State Significant Development (SSD) management plans issued to date are available on the LN website. | | |
| | | No management plans have yet been issued for the boarding house as the project construction phase has not yet commenced. | | |
| | | - CTPG noted that the Tier 2 builder Expression of Interest is under way. Documentation for tender is progressing. The project team are working through the final stages of tenderer selection in readiness for issue of a tender. Preparation of a Construction Management Plan will form part of the contractor's responsibilities. | | |
| | | - The management plan will likely be available for the February 2023 meeting. | | |
| 8 | Inform the community about Council's decision on the no right turn at Pennant Hills Road | | Continue to follow up with Council on the decision on the no right turn at Pennant Hills Road | CTPG |
| | | Council has deferred decision on no right turn sign and is still under review by their traffic committee. | | |

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| | | <ul style="list-style-type: none"> - As part of the consent conditions for the PUDO, there is a requirement to seek advice from Transport for NSW, Council, and relevant authorities regarding the No Right Turn from Mount Pleasant Avenue to Pennant Hills Road. - A letter was received from Council in mid-October 2022 not to hold up the internal traffic PUDO Occupation Certificate and opening. Council noted in their letter that they may do a pilot/trial of the no right turn ban. - The decision has been deferred by Council and is to be presented at the next Council traffic committee meeting on a date to be determined. - MH asked for clarification about where the No Stopping zone applies to. Cars are parked close to the intersection. People don't take notice of the No Parking restrictions. - PR enquired if it is solely Council's decision about the No Right Turn and No Stopping signs. - GC noted the last meeting of Council's Traffic Committee was 10 June 2022. - Community members asked that a Council representative attend the CCC meetings | | |
| | | <p>9 Draft a letter about traffic lights at Mount Pleasant Avenue including technical evidence</p> <p>10 Send details to SH to draft letter on behalf of community members of CCC</p> <p>11 Draft letters from school and CCC community members about the provision of traffic signals on Mount Pleasant Avenue</p> <p>12 Contact Adventist Aged Care to contribute to the letter about traffic lights at Mount Pleasant Avenue</p> <p>Letter from Loreto and Adventist Aged Care with a technical letter from TTW sent to Alistair Henskens MP on 19 September 2022.</p> <p>Reply from Alister Henskens MP received on 10 October 2022: he has written to Natalie Ward, Minister for Metropolitan Roads, supporting the request for traffic signals. When a response is received from the Minister he will be back in touch with Loreto and Adventist.</p> <p>Input from some CCC community members to the community members' letter was received.</p> <p>Local residents have lodged to the Minister for Metropolitan Roads through Alister Henskens a petition with 222 signatures to support Loreto's and the Adventist Village's proposal for lights at the intersection of Mt Pleasant Avenue and Pennant Hills Road.</p> <p>Given the response from Alister Henskens MP to the Loreto and Adventist letter and the residents' petition</p> | <p>Draft a letter to local MPs on behalf of the community members regarding traffic lights at Mount Pleasant Avenue</p> <hr/> <p>Send SH information to include in the letter to local MPs</p> <hr/> <p>Contact other schools to contribute to the letter</p> <hr/> <p>Share briefing notes, Loreto/Adventist letter to Alister Henskens, and acknowledgement of the letter from Mr. Henskens</p> | <p>SH Feb 23</p> <hr/> <p>Community members Feb 23</p> <hr/> <p>PR Feb 23</p> <hr/> <p>CTPG Feb 23</p> |

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| | | <p>further discussion about the content and timing of the community members' letter is required.</p> <ul style="list-style-type: none"> - LN and Adventist Aged Care sent a joint letter to local member Alister Henskens MP. - MH asked what happened to the resident letter. - SH explained that the community letter has not yet been drafted and submitted as she was awaiting information from CTPG about the proposal and the contents of the Loreto/Adventist letter to draft the letter on behalf of the community members - CTPG provided a copy of the response to SH's initial request on 10 October detailing the key points of the LN and Adventist Aged Care response. - DW and others agree that sending a letter to local MPs asking for traffic lights is a good idea. - SH to compile a letter on behalf of the community. - The letter should detail the experiences that the local community have in relation to the traffic complications faced. Letter to reflect the sentiments shared by the community members. - MG: want to ensure safety for school students and staff. The letter doesn't need to be technical. The proposal will affect residents in Osborn Road, Normanhurst Road and Fraser Road. - MG requested the letter to be sent to Alister Henskens with a copy to Matt Kean. - PR/GH suggested the letter to also include input from Normanhurst Public School and Normanhurst Boys about the traffic lights. | | |
| | | <p>13 Check and prepare a clear, accurate drawing demonstrating the ability for bus movements</p> <p>All drawings are to scale and have a detailed land (GIS) survey included as per Australian Standards from a registered surveyor</p> <p>Covered in CTPG presentation to November meeting</p> | - | - |
| | | <p>14 Confirm kerb of vehicle crossing on Osborn Road entrance</p> <p>Updated turning path plan provided at a larger scale in the presentation. Vehicle crossover dimensions overlaid are from a registered surveyor.</p> <p>Covered in CTPG presentation to November meeting</p> | - | - |
| | | <p>15 Review the turning circles for bus egress</p> <p>Updated turning path plan provided at a larger scale. Driveway dimensions overlaid are from a registered surveyor.</p> <p>Covered in CTPG presentation to November meeting</p> | - | - |

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| 16 | Review bus turning circles at Pennant Hills Road and Osborn Road Pennant Hills Road/Osborn Road intersection is outside of Loreto's boundary. | | - | - |
| 17 | Contact Hornsby Council about ranger presence at pickup time TBA - MH asked that a Council ranger come to Mount Pleasant Avenue on Saturdays when sport is held and it takes 20 minutes to get out of the street. | | Contact Hornsby Council about ranger presence at pickup time and on Saturdays during sport | LN As required |
| 18 | Provide an update on timing for a meeting with Council traffic engineer Awaiting advice from JM | | Provide an update on timing for a meeting with Council traffic engineer | JM Feb 23 |
| 19 | Provide an update on the boarding house to the next LNSDCCC meeting including timing and likely program Presentation on boarding house works and management to the November 2022 meeting | | - | - |
| 20 | Provide update on water sustainability initiatives at next meeting Included in presentation on boarding house works and management to the November 2022 meeting | | - | - |
| 21 | Confirm number of truck movements expected during the construction of the boarding house Project construction phase has not yet commenced | | Confirm number of truck movements expected during the construction of the boarding house | CTPG Feb 23 |
| 22 | Communicate to swimmers not to enter from the Mount Pleasant Avenue side during boarding house building period Project construction phase has not yet commenced | | Communicate to swimmers not to enter from the Mount Pleasant Avenue side during boarding house building period | LN Feb 23 |
| 23 | Provide information from the contractor on the ground remediation process for the February 2023 meeting Project construction phase has not yet commenced | | Provide information from the contractor on the ground remediation process for the February 2023 meeting | CTPG Feb 23 |
| 2.3 | Correspondence in/out | None | - | - |

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| 2.4 | Other administrative matters | - | - | - |
| 3 ADDITIONAL AGENDA ITEMS | | | | |
| 3.1 | Buses turning into Osborn Road from Pennant Hills Road | <ul style="list-style-type: none"> - DW noted that Transdev buses routes 9098 from Turramurra High School, the 9014 coming south from direction of Normanhurst Station, and possibly another bus are making unnecessary use of Osborn Road. - The buses are doing an unnecessary loop through the slip road and could cause it to back up onto Osborn Road. - These buses then turn right into Pennant Hills Road past the regular bus stop which is the logical place for them to stop. - LN has requested to Transdev that, due to the minor patronage, these buses should stop only at the Pennant Hills Road bus stop - LL followed up with Transdev about this yesterday | Continue to follow up with Transdev about buses stopping on Pennant Hills Road only | LN Feb 23 |
| 3.2 | No stopping signs | <ul style="list-style-type: none"> - DW noted the reference to the proposed 'No Stopping' signs on the school website does not refer to 'No Stopping During School Hours Only'. - DW requested the website is updated to correctly reflect the 'No Stopping' sign proposal. - DW is concerned about a blanket 'No Stopping' sign. | Update reference on Loreto website to proposed 'No Stopping' signs being considered by Council on Osborn Road to include 'No Stopping During School Hours'. | LN, Urbis Feb 23 |
| 4 REPORTS/PRESENTATION | | | | |
| 4.1 | Loreto/CTPG Presentation overview | <p>The presentation provided an update on: -</p> <ul style="list-style-type: none"> - Status of Construction Works - Boarding Accommodation Building - Community update - Matters arising from previous CCC minutes | | - |

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| | Status of Construction Works | <ul style="list-style-type: none"> - Design and documentation of the boarding house works will be completed by the end of the year - Resurfacing of the tennis courts is yet to be completed - Discussion on the split of traffic through the two drop off areas. - BSk enquired about feedback to the school about use of the new link road and drop-off area - DD confirmed the new link road is being used, especially in the morning and less in the afternoon. Afternoon pick up is busier at the PUDO at the oval because the primary school parents are using the oval PUDO. - LL: Year 12 parking has been moved to Osborn Road Carpark for safety. Tandem parking spots are working a lot better. - DW stated that the exit for the PUDO queue from the bottom carpark and buses is partially blocked by a parking spot. This would be resolved if the 'no stopping school hours' were installed. - DW: the new arrangement has unlocked the gridlock at the crest of Osborn Rd near the traffic lights with multiple entry/exit gates. Ending unnecessary bus loops will further reduce queuing. The bank up of traffic is now further down Osborn Road which is safer. - It was noted that the buses have left by 3.25pm. - LL noted that staggered pickup times were used for Orientation Day. - LN stated its commitment to encouraging parents to utilise the staggered PUDO times to limit the congestion during this peak period. - CTPG noted the no stopping sign (during school hours) was submitted to Council at the same time as the 'no right turn sign' submission approximately 4 months ago. | Follow up with Council on the status of the Osborn Road 'No Stopping' sign | CTPG Feb 23 |

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| | Boarding House Accommodation Building | <ul style="list-style-type: none"> - BSk enquired about asbestos and whether letters will be sent to residents during demolition. - GC confirmed the community will be notified regarding asbestos removal if it is declared a requirement. - LN will also be sending a general community update ahead of the demolition. - MG enquired whether students would be impacted. - GC confirmed the demolition work will take place in the school holidays in December 2022-January 2023. - Demolition of the two cottages will take 3 days depending on the amount of asbestos. - GC enquired about the construction program and the contingency plan. - GC responded that they're targeting completion of the boarding house at the start of 2025 (this includes two months contingency). - BSk enquired about wet weather allowance for the contractor. - GC responded that this is 15% (normal allowance) plus a 2-month contingency. Rain can take up 30% of working time | <p>Notify the community ahead of the demolition of the boarding house accommodation via a community newsletter prepared by Urbis</p> <hr/> <p>Post the Construction Management Plan on Loreto website</p> | <p>LN, Urbis Feb 23</p> <hr/> <p>LN Feb 23</p> |
| | TTW attendance at CCC meetings | <ul style="list-style-type: none"> - As a TTW representative was unable to attend the November CCC meeting, they offered to conduct a 30-minute online meeting - The community members decided that an online meeting in lieu of TTW not attending the November meeting was not required - Community members requested TTW to attend future meetings - Traffic related questions will be asked at the next CCC. | Liaise with TTW about attending future CCC meetings | CTPG ongoing |
| | Community update | <p>HK provided an update on community enquiries: 13 enquiries since CCC meeting 2 on 16 August. Common topics included:</p> <ul style="list-style-type: none"> - Queuing on Osborn Road during school pick up and drop off | - | - |

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| | | <ul style="list-style-type: none"> - Cars and buses crossing double lines to overtake - Pedestrian safety associated with traffic - Difficulty exiting Mount Pleasant Avenue - Parking during events (Spring Fair and formals) - Concerns the new through site link will worsen traffic. | | |
| 4.2 | Chairpersons report | <ul style="list-style-type: none"> - SH emailed the draft Community Consultative Committee Guidelines for State Significant Developments from the Department of Planning and Environment and invitation to comment to CCC members if interested. - Minor changes to the CCC Guidelines are likely, including the need to prepare terms of reference for the LNSDCCC next year. | - | - |
| 5 GENERAL BUSINESS | | | | |
| 5.1 | Traffic light phasing | <ul style="list-style-type: none"> - BSk asked if the timing of the traffic lights at the corner of Pennant Hills Road and Osborn Road occurred. - Change of traffic light phasing has been done, and it has made a positive difference in the mornings. | - | - |
| 5.2 | Previous CCC minutes – review of TTW traffic assessment, swept paths and turning circles | <ul style="list-style-type: none"> - DW noted the buses are still driving well across the centreline into the opposite lane after turning into Osborn Avenue to take the camber into account and to avoid hitting sign posts and then mount the kerb/footpath. Tyre marks are on the kerb from buses driven across the footpath. It is dangerous and confusing for students using the footpath at these points. - DW: O1 entry is dilapidated and broken. The driveways are not designed for the bus movements. Traffic in Osborn Road would be faster if this was fixed. This is compounded by the very tight and blind corner turning left from Pennant Hills Road into Osborn Road. | <p>Send community members a copy of the swept path diagrams</p> <hr/> <p>Send cambers and gradients information from TTW to community members</p> | <p>CTPG Feb 23</p> <hr/> <p>CTPG Feb 23</p> |

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| | | <ul style="list-style-type: none"> - LG: Loreto has no ability to do anything because the land is owned by Council. - DW: This is an equal problem to the request for Mount Pleasant traffic lights. Loreto contributes to the problem so they should equally push to improve that corner. - GC: Landscaping on the Osborn Road corner includes reconstructing the retaining wall on Council land - DW requested more information regarding the cambers, gradients and obstacles from TTW with comments on current bus movements - DW: if the standard swept path for buses is met then the buses cross the centreline by one metre, which doesn't help traffic coming out. - LG: the traffic swept paths have been modelled based on a 12.5 metre HRV standard design vehicle, which is the same size as the buses used in the area. - BS asked that the largest vehicles coming in should be looked at ie. buses longer than 12.5 metres. - DW asked for the swept path diagrams to be shared with the community members. | | |
| 5.3 | Use of heritage gates | <p>MG asked if girls are using the heritage gates. She noted concerns about students walking down the pedestrian bridge along Pennant Hills Road where there was a narrowing of the gate. The barricade doesn't cover all of the walkway.</p> <p>DD: The school is talking with Council about this.</p> | Investigate additional safety rails to be added to Pennant Hills Road for safe access to the heritage gates | LN Feb 23 |
| 6 THANKS AND CLOSE | | | | |
| 6.1 | Confirm action items | - | - | - |
| 6.2 | Close | 5.45 pm | - | - |
| 6.3 | Next meeting | Tuesday 21 February 2023 4.30pm-6.30pm Loreto Normanhurst | All to note | - |

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| | | Next meeting dates: | CCC members to advise SH about convenient May meeting date(s) | All Nov 22 |
| | | - Meeting 5 – Tuesday 9 or 30 May 2023 | | |
| | | - Meeting 6 – 1 August 2023 | | |
| | | - Meeting 7 – 28 November 2023 | Circulate calendar invites to all CCC members | SH Nov 22 |

5.45pm to 6.15pm: Site walk to inspect the new slip road and carpark

Action Summary

| No. | Action | By | When |
|-----|--|-------------------|--------|
| 1 | Assess the option for the slip road to be used for out of hours PUDO | CTPG | Feb 23 |
| 2 | Explore alternative shuttle bus routes | LN | Feb 23 |
| 3 | Check dilapidation during boarding house dilapidation survey | CTPG | Feb 23 |
| 4 | Forward photos of deteriorated Sydney Water assets to SH to pass onto CTPG | MH, SH | Feb 23 |
| 5 | Send the link to the dilapidation survey | CTPG | Feb 23 |
| 6 | Contact Sydney Water to confirm whether there is any damage to Mount Pleasant Avenue from stormwater and its extent | CTPG | Feb 23 |
| 7 | Contact Council to determine whether there are any issues/proposed remediation works to Mount Pleasant Avenue required prior to commencing the new works | CTPG | Feb 23 |
| 8 | Provide the Construction and Environmental Management Plan | CTPG | Feb 23 |
| 9 | Continue to follow up with Council on the decision on the no right turn at Pennant Hills Road | CTPG | Feb 23 |
| 10 | Draft a letter to local MPs on behalf of the community members regarding traffic lights at Mount Pleasant Avenue | SH | Feb 23 |
| 11 | Send SH information to include in the letter to local MPs | Community members | Feb 23 |
| 12 | Contact other schools to contribute to the letter | PR | Feb 23 |
| 13 | Share briefing notes, Loreto/Adventist letter to Alister Henskens, and acknowledgement of the letter from Mr. Henskens | CTPG | Feb 23 |

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| 14 | Contact Hornsby Council about ranger presence at pickup time and on Saturdays during sport | LN | As required |
| 15 | Provide an update on timing for a meeting with Council traffic engineer | JM | Feb 23 |
| 15 | Confirm number of truck movements expected during the construction of the boarding house | CTPG | Feb 23 |
| 16 | Communicate to swimmers not to enter from the Mount Pleasant Avenue side during boarding house building period | LN | Feb 23 |
| 17 | Provide information from the contractor on the ground remediation process for the February 2023 meeting | CTPG | Feb 23 |
| 18 | Continue to follow up with Transdev about buses stopping on Pennant Hills Road only | LN | Feb 23 |
| 19 | Update reference on Loreto website to proposed 'No Stopping' signs being considered by Council on Osborn Road to include 'No Stopping During School Hours' | LN, Urbis | Feb 23 |
| 20 | Follow up with Council on the status of the Osborn Road 'No Stopping' sign | CTPG | Feb 23 |
| 21 | Notify the community ahead of the demolition of the boarding house accommodation via a community newsletter prepared by Urbis | LN, Urbis | Dec 22 |
| 22 | Post the Construction Management Plan on Loreto website | LN | Feb 23 |
| 23 | Liase with TTW about attending future CCC meetings | CTPG | Feb 23 |
| 24 | Send community members a copy of the swept path diagrams | CTPG | Feb 23 |
| 25 | Send cambers and gradients information from TTW to community members | CTPG | Feb 23 |
| 26 | Investigate additional safety rails to be added to Pennant Hills Road for safe access to the heritage gates | LN | Feb 23 |
| 27 | CCC members to advise SH about convenient May meeting date(s) | All | Nov 22 |
| 28 | Circulate calendar invites to all CCC members | SH | Nov 22 |