

**LORETO NORMANHURST SCHOOL REDEVELOPMENT  
COMMUNITY CONSULTATIVE COMMITTEE**

**Meeting minutes – FINAL**

**Details**

**Meeting**

8

**Date**

21 May 2024

**Time**

4.30pm to 5.45pm

**Chair**

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

**Minutes**

Sandy Hoy  
Hayley Kardash  
Natalie Ross

**People present**

**Proponent**

Marina Ugonotti (MU) – Loreto Normanhurst  
Lynn Long (LL) – Loreto Normanhurst  
Danielle Dwyer (DD) – Loreto Normanhurst  
Natalie Ross (NR) – CTPG  
Hayley Kardash (HK) – Urbis

**Hornsby Shire Council**

Cr Janelle McIntosh (JM) - Ward B Councillor

**Community members**

Mary Gow (MG) in-person  
Moirra Hutchinson (MH) in-person  
Paddy Rich (PR) in-person  
Bhakti Stokes (BS) online

**BuildCorp**

Mick Cafe (MC) - Construction Manager  
Kirk Thompson (KT) - Project Manager

**Apologies**

**Proponent**

Greg Carmichael – CTPG  
Kelsie Tuck (KT) – CTPG

**Community members**

Bryan Skelly (BS)  
David Wilkins (DW)

**4.30pm - Meeting in the Boardroom**

No.	Agenda item	Discussion	Action	By
1	<b>BUSINESS AND GOVERNANCE</b>			
1.1	<b>Welcome</b>	SH welcomed all CCC members/attendees to the eighth LNSRCCC meeting.	-	-
1.2	<b>Acknowledgement of Country</b>	MU acknowledged the traditional custodians of the land on which we meet today and paid respects to elders past, present and emerging.	-	-
1.3	<b>Attendance and Apologies</b>	Attendance and apologies as above.		
1.4	<b>Confirmation of agenda/ additional items</b>	All CCC members received agenda items ahead of the meeting.		
1.5	<b>Declarations of interest</b>	Nil		

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<b>2 STANDING ITEMS</b>				
2.1	<b>Confirmation of previous minutes</b>	February 2024 meeting minutes received by all LNSRCCC members. No changes to the draft minutes issued were required. The final minutes have been uploaded to the Loreto Normanhurst website.		
2.2	<b>Review of action items from previous minutes</b>	Actions from the previous meeting are outlined below:		
1.	<b>Advertise for a new LNSRCCC community member:</b>	SH confirmed the draft notification/advertisement text is prepared. SH will start the process of advertising for a new member before the next meeting.	Finalise notification and commence advertisements for new LNSRCCC community member	SH, LN, HK
2.	<b>Follow up with Council on the Mount Pleasant Avenue No Right Turn, and provide an update via email:</b>	JM noted that the No Right Turn/traffic lights at Mount Pleasant Avenue is an ongoing advocacy issue that involves the State Government. Council will seek LN support as this progresses.	Confirm the date for a meeting of residents and community group representatives with Council's Planning and Infrastructure Directors and Traffic Manager to discuss outstanding non-SSD-8996 traffic and parking issues.	JM
3.	<b>Follow up with Council about whether parking studies will be undertaken on Mount Pleasant Avenue, and provide an update via email:</b>	JM confirmed that traffic counts have been done and an initial study has been completed, which is now with the Council's Traffic Committee. As the traffic count was low, JM noted that further studies will be undertaken later this year.	Suggested dates were weeks commencing 3 or 10 June 2024.	
4.	<b>Follow up with Radek Zarzycki at Council by email and copy in SH:</b>	JM has followed up with Radek Zarzycki and will set up a separate meeting with Council staff to discuss each item in detail.	Actions 2-5 will be taken off the LNSRCCC agenda and discussed at the out-of-session meeting with Council.	
5.	<b>Advise on any response from Council about the Osborn Road 'No Stopping/Parking' signs, and provide an update via email:</b>	JM noted that Radek Zarzycki confirmed that it is important to address these items		

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		face-to-face. A meeting of residents with Council staff is being scheduled.		
6.	<b>Issue the final LNSRCCC Terms of Reference to all CCC members:</b>	SH has issued final Terms of Reference to all CCC members. All members confirm receipt.	Complete	SH
7.	<b>Organise a meeting of Council staff and interested LNSRCCC members about parking safety and issues, and provide an update by email:</b>	As per above. A meeting is being scheduled.	As per above	JM
8.	<b>Issue LNSRCCC Annual Report to DPFI and LNSRCCC members:</b>	SH has issued the final Annual Report to DPFI and LNSRCCC members. All members confirm receipt.	Complete	SH
9.	<b>Issue swept path diagrams to the committee with the minutes.</b>	CTPG has issued swept path diagrams to all CCC members. All members confirm receipt.	Complete	CTPG / SH

**3 ADDITIONAL AGENDA ITEMS**

3.1	<b>Management of construction traffic</b>	Query about how the boarding house construction traffic will be managed.  JM advised that if residents have concerns about construction traffic or the Construction Management Plan, contact DPFI for a first response rather than Council.	-	-
3.2	<b>Mount Pleasant Avenue</b>	MH had received a letter from Radek Zarzycki at Council in April after the last LNSRCCC meeting. Could Council and Loreto co-ordinate about the kerb and guttering? It is Council's responsibility, not Loreto's.	-	-

**4 REPORTS/PRESENTATION**

4.1	<b>CTPG Presentation</b>	<b><i>The presentation will be posted with the final meeting minutes on the Loreto Normanhurst website.</i></b>	-	-
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No.	Agenda item	Discussion	Action	By
		<p><b>Status of Construction Works</b></p> <p>NR provided an update on the status of construction works, including:</p> <ul style="list-style-type: none"> <li>- Demolition of Loreto Community House</li> <li>- Construction of new Boarding House set to start in early June 2024 (once DPHI issues approval of the SSDA Modification).</li> </ul> <p><b>New Boarding House – Update</b></p> <p>NR provided a recap of the Modification, which includes reducing the overall building footprint of the boarding house, relocating the carparking to the ground level, and internal reconfiguration.</p> <p>NR confirmed that LN has withdrawn the amendment to the enrolment staging to assist with expediting the assessment of the MOD to ensure construction begins on time.</p> <p><b>Construction Update</b></p> <p>NR confirmed the appointment of the head builder, BuildCorp. Two representatives of BuildCorp, Mick Cafe and Kirk Thompson, were in attendance at the meeting to present and to answer questions. Andy O'Sullivan from Buildcorp will be another key person from Buildcorp onsite.</p> <p>Buildcorp is undertaking pre-construction planning. An initial phase of works is proposed to start in late June 2024 to complete demolition and site preparation.</p> <p>Construction of the boarding house is dependent on the approval of the Modification to the SSDA consent. <i>CTPG has advised the SSDA Modification was approved by DPHI after the May LNSRCCC meeting.</i></p> <p>The construction period is expected to be 18 months duration, with the target completion date in December 2025.</p>		
4.2	<b>BuildCorp Presentation</b>	<p><b>Introduction</b></p> <p>MC introduced BuildCorp and provided community members with an overview of the company's expertise and experience. This included key personnel, company values, track record and approach for Loreto.</p>	-	-

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		<p>MU stated that LN went through a very careful and deliberate tender process to select BuildCorp. MU confirmed that the BuildCorp bid was selected for its proven expertise, including safety above industrial standards, and traffic management on similar school projects. MU also highlighted BuildCorp's commitment to separating construction activities from school operations.</p> <p><b>Traffic Methodology</b></p> <p>KT presented an overall approach to traffic management, protocols on site and access gates.</p> <p>Gate 1 would be used as the main gate.</p> <p>MH asked about Gate 1 (south) and Gate 2 (north), specifically if they would both allow trucks to enter and exit in a forward direction. KT responded that both gates are designed to accommodate truck movements within the site efficiently and to allow all traffic to flow in and out of the school site, with the majority from Gate 1 in a forward direction.</p> <p>MH asked if both gates would be used. KT noted that Gate 1 (south) will be the primary entrance for heavy vehicles. Gate 2 (north) will be used as needed for accessing the northern part of the project.</p> <p>MH agreed it is a good approach to use Gate 1 as the main gate, because Gate 1 is safer than Gate 2 in terms of accidents.</p> <p>Note: This arrangement is based on current conditions without traffic management. Traffic management will not make this less safer.</p> <p>JM asked how BuildCorp will manage trucks that may arrive early to the site and leave their engines running. JM confirmed that this is a common complaint that Council hears from residents elsewhere in Hornsby Shire.</p> <p>MC responded that no delivery trucks will be allowed to the site before the approved construction time. All deliveries will be managed via an online management tool (Veyor) to ensure seamless truck movements.</p>		

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		<p>The early morning timetable would broadly be:</p> <ul style="list-style-type: none"> <li>• 6.30am open gates</li> <li>• 6:50am site briefing</li> <li>• 7:00am-8:00am major deliveries.</li> </ul> <p>MC stated that will not schedule deliveries, parking, or waiting during school pick up or drop off times.</p> <p>MG asked about the no-right turn rule for trucks exiting Mount Pleasant Avenue. MG stated that other nearby roads (such as Normanhurst Road and Fraser Road) are also not suitable for trucks heading back up Pennant Hills Road to Hornsby and the city. Fraser Road is already a “rat run”.</p> <p>MH agreed with MG but said that she understands trucks can’t turn right at Mount Pleasant Avenue because the turning bay at Mount Pleasant Avenue is not large enough for trucks.</p> <p>MC responded by stating that they will plan to have a ‘no right turn’ rule out of Mount Pleasant Avenue for trucks to mitigate traffic delays. MC also agreed that feedback about the other surrounding roads (such as Fraser Road) will be shared with the traffic engineer to ensure there is appropriate management of trucks turning left out of Mount Pleasant Avenue.</p> <p>KT explained that a cattle grid and shaker will be installed at the gates, and hosing under truck wheels will be done at the gates to minimise trucks depositing soil on Mount Pleasant Avenue.</p> <p>MC explained the red line around the construction site means the construction site is fully delineated, with no interaction with the school.</p> <p>MH asked about the parking at Gate 2. MC replied that the existing carpark will remain.</p> <p>MH asked on what side of Mount Pleasant Avenue will trucks wait?</p> <p>MC confirmed that they plan to have waiting bays within the gates or adjacent to the site to avoid trucks queuing outside residents’ homes.</p> <p>MH asked whether there has been any consideration to ‘no parking’ on Mount Pleasant Avenue to facilitate traffic flow if</p>	-	-

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		<p>two trucks need to pass each other and cars are parked on both sides. Trucks will not have anywhere to pull over to allow another vehicle to pass. Could Council look at no parking on one side of the street?</p> <p>MC noted that BuildCorp will not be responsible for 'no parking'. KT stated that truck drivers and subcontractors will be educated about the road and protocol. BuildCorp will also have full-time traffic controllers on-site to support and manage traffic. MC will take this on notice and look into it.</p> <p><b>Dust management</b></p> <p>Water misting will be used to suppress dust, depending on the wind. However, dust may be experienced within the school or by nearby residents.</p> <p><b>Contact details</b></p> <p>MH asked if there would be contact details on site for residents to use if necessary.</p> <p>KT confirmed that he will be on site every day and would be happy to help if required. If there is an immediate problem residents can call the 24 hour contact number which will be on a sign at the front of the site.</p> <p>HK also confirmed that the engagement 1800 number (1800 244 863) and email address (<a href="mailto:engagement@urbis.com.au">engagement@urbis.com.au</a>) will remain active.</p> <p>HK will refer any relevant enquiries from the community to Buildcorp.</p>		
4.3	<b>Community update</b>	<p>HK confirmed that there were no community enquiries since the last LNSRCCC meeting.</p> <p>JM asked if there would be pre-emptive communications to residents of Mount Pleasant Avenue about the upcoming works? MH asked would there be a meeting with local residents?</p> <p>NR replied that this presentation to the LNSRCCC is the meeting with residents.</p> <p>MU said an upcoming newsletter to residents will capture what is in the presentation to the LNSRCCC. HK confirmed a newsletter will be issued to</p>	<p>LN to consider a community information drop-in session.</p> <p>Send the community newsletter to JM before distribution to local residents.</p>	<p>LN / CTPG / Urbis</p> <p>LN/ HK</p>

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		<p>residents in the next few weeks before construction starts.</p> <p>HK confirmed that all the information presented today will be collated into a community newsletter and issued to the broader community via letterbox drop within the distribution area shown on page 14 of these minutes.</p> <p>It was suggested that construction vehicle routes are shown in the newsletter.</p> <p>JM asked for a copy of the newsletter before it is sent to local residents, because residents will call her about the upcoming construction and what is in the newsletter.</p> <p>JM suggested considering a drop-in meeting for residents near Gate 1 or 2 with a coffee cart provided so residents can ask questions about the construction process. An onsite meeting would be a pre-emptive goodwill gesture to address concerns in good faith. JM used the example of Sydney Water organising a meeting with residents in North Hornsby and providing a coffee cart.</p> <p>MH said that residents would appreciate an onsite meeting.</p> <p>MU said that the school would consider a request for a community information drop-in meeting as part of the engagement strategy.</p> <p>MG noted that construction starting in mid-June is not far away.</p>		

**5 GENERAL BUSINESS**

5.1 None

**6 THANKS AND CLOSE**

6.1	<b>Confirm action items</b>	Action items confirmed	-	-
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6.2	<b>Close</b>	5.45pm		
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**Next meeting**

**Date:** Tuesday 27 August 2024

**Time:** 4.30pm to 6.00pm

**Location:** Loreto Boardroom



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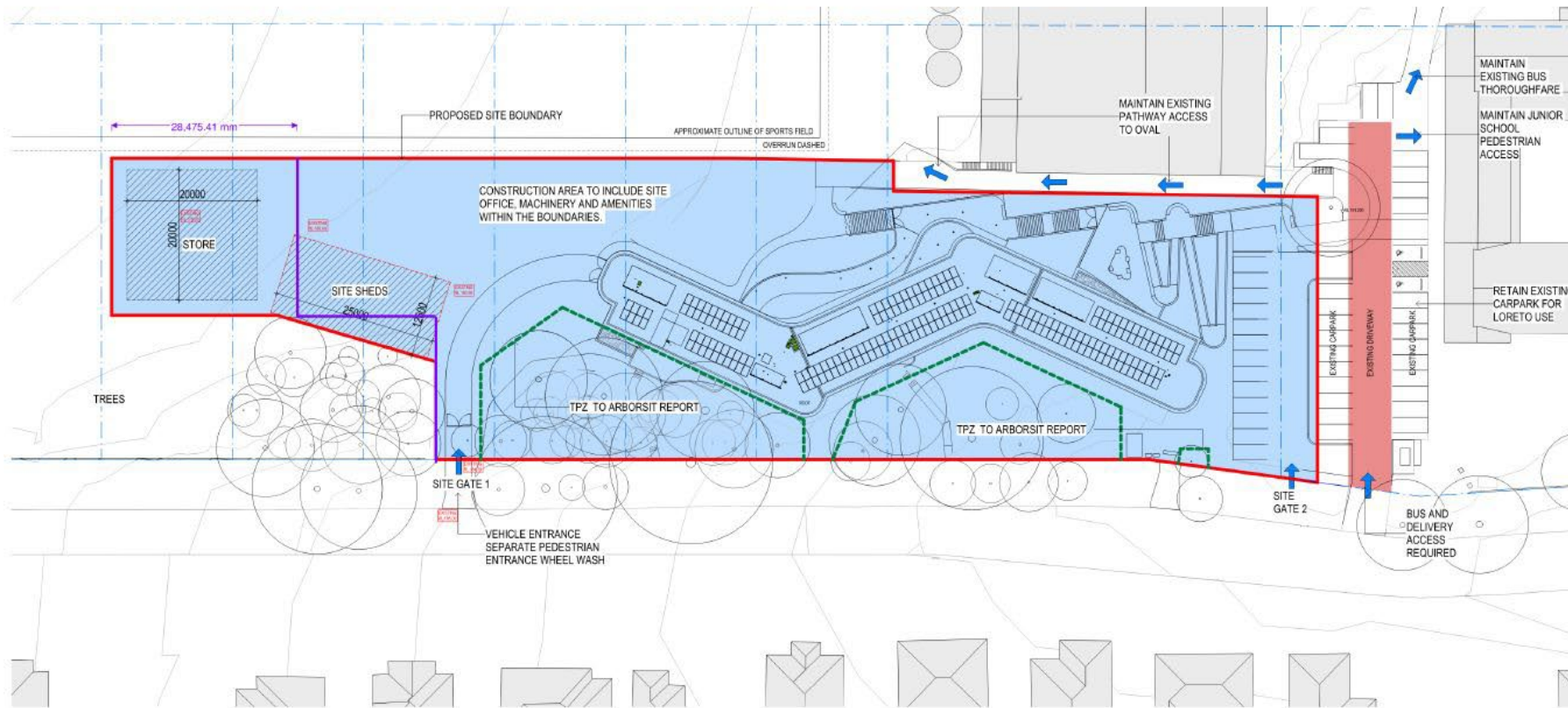
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**Action Summary**

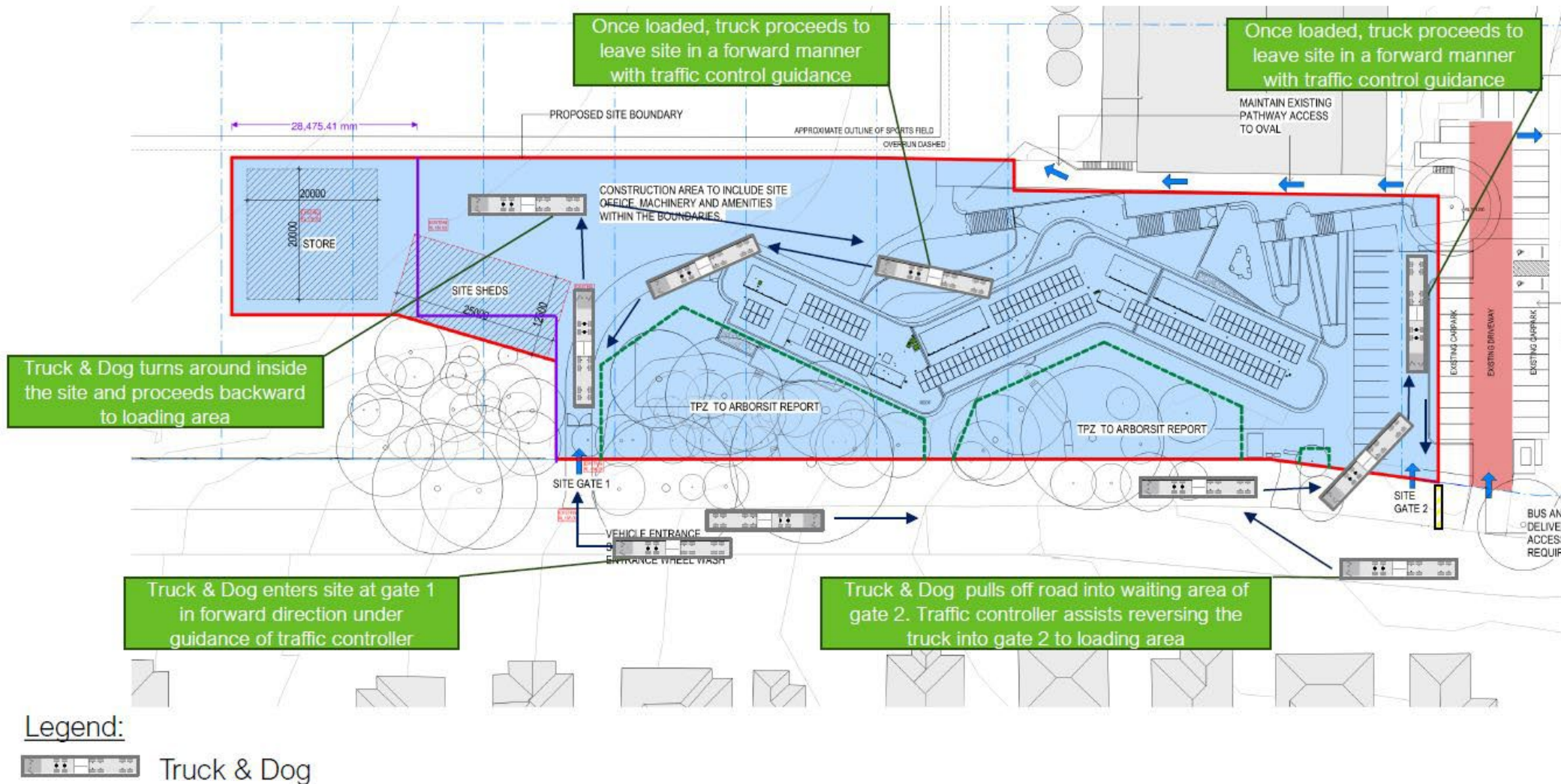
No.	Action	By	When
1	Finalise notification and commence advertisements for new LNSRCCC community member.	SH, LN, HK	June 2024
2	Confirm the date for a meeting of residents and community group representatives with Council's Planning and Infrastructure Directors and Traffic Manager to discuss outstanding non-SSD-8996 traffic and parking issues.	JM	June 2024
3	LN to consider a community information drop-in session.	LN/CTPG/ Urbis	June 2024
4	Send the community newsletter to JM before distribution to local residents.	LN/ HK	June 2024

# Traffic Methodology

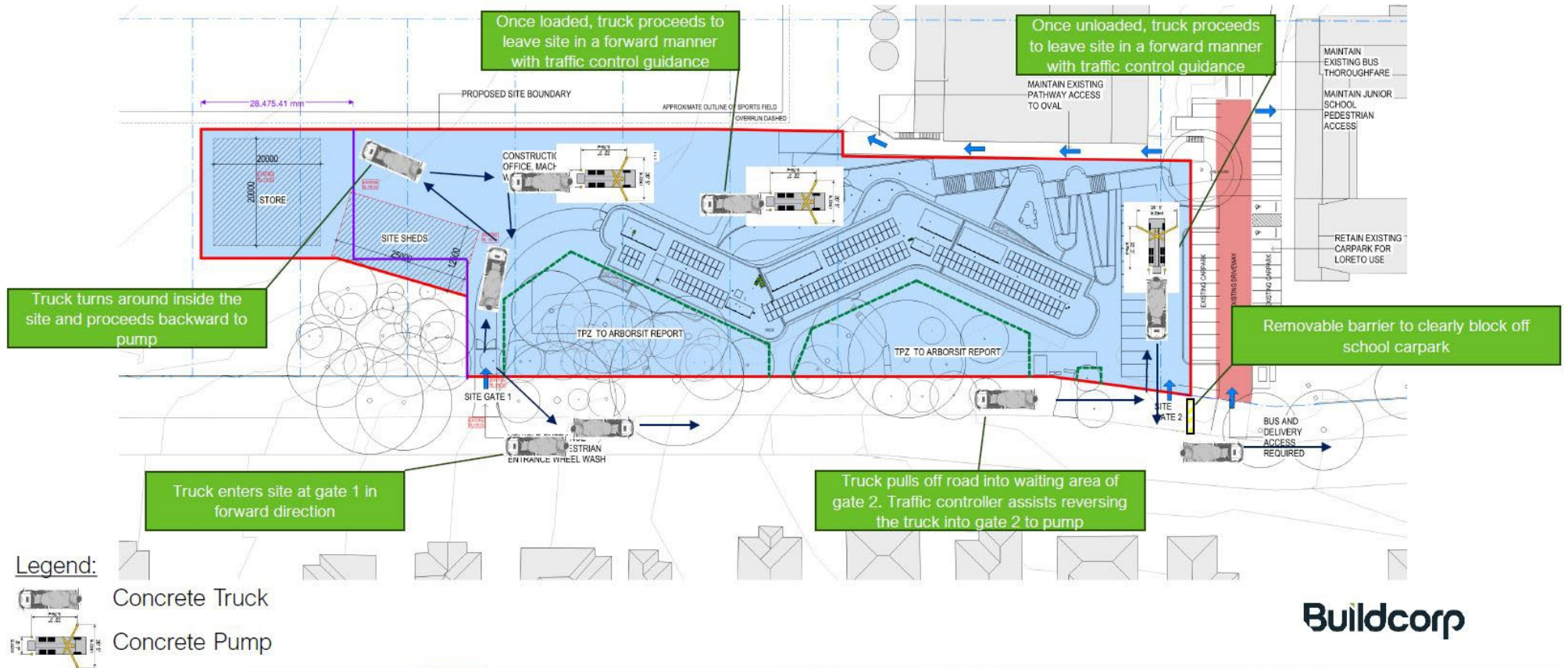
## Site Layout Plan



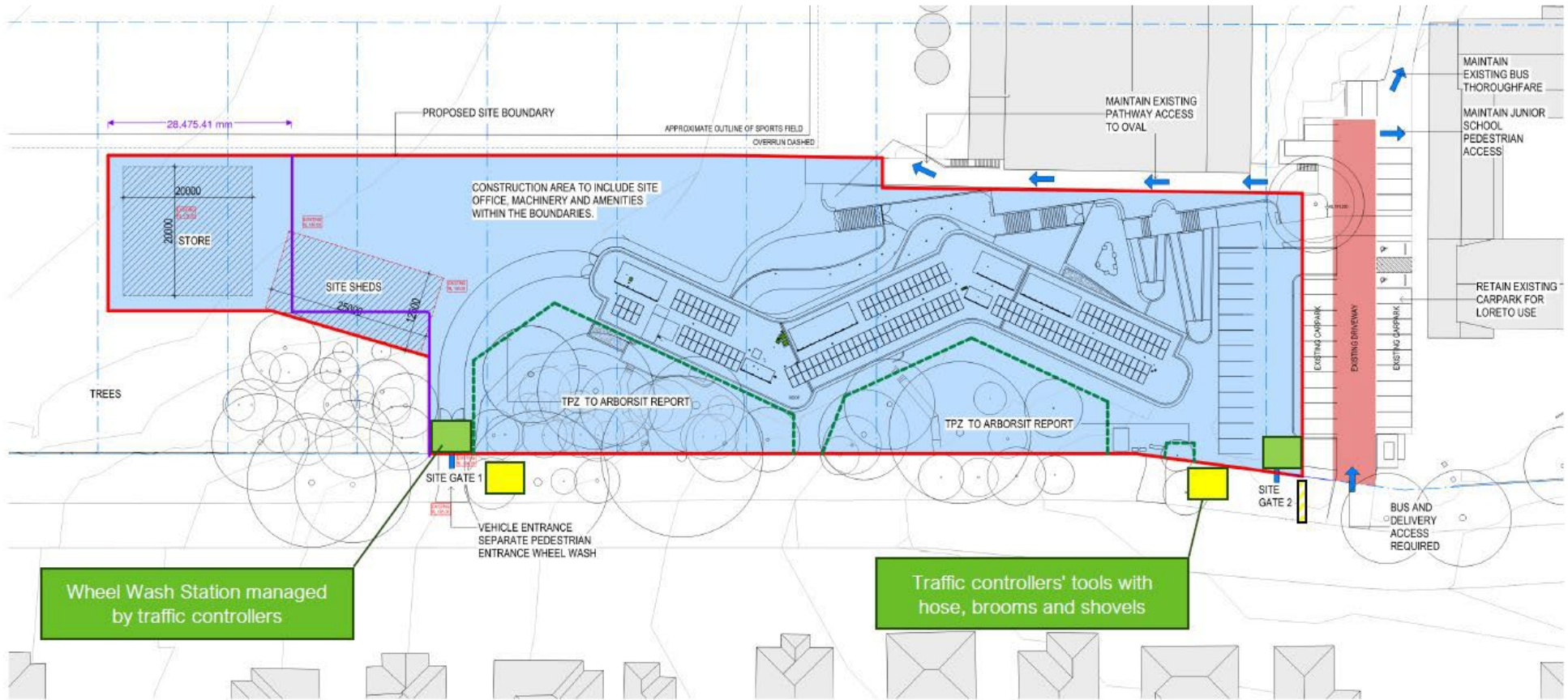
# Civil Works Plan



## Concrete Works Plan

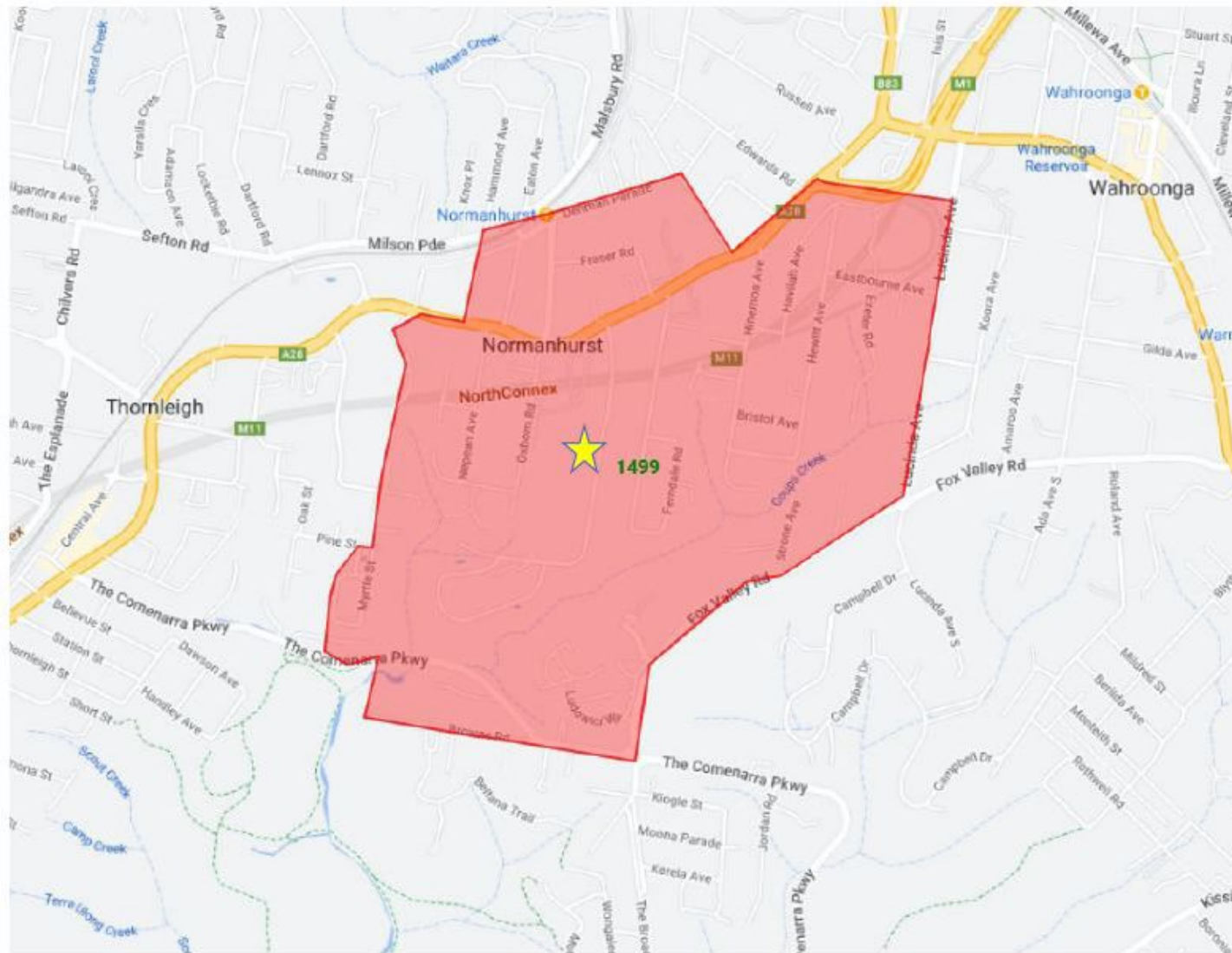


# Clean Road Plan



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Community consultation – distribution area