

**Keymer Tile Works, Burgess Hill**

**Local Liaison Group (LLG) Meeting Minutes**

**30<sup>th</sup> June 2015, Burgess Hill Football Club**

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**Local Liaison Group Representation**

**Present:**

***Croudace Homes***

Emily Burns	(EB)	Marketing
Daniel Chapman	(DC)	Project Engineer
Shaun Griffin	(SG)	Site Manager
Matthew Norris	(MN)	Technical Manager
Greg Roberts	(GR)	Project Designer
John Wallis	(JW)	Building Manager

***Local Councillors***

Colin Holden	(CH)	Burgess Hill Town Council (& Mid Sussex District Councillor – St. Andrews Ward)
Anne Jones	(AJ)	Burgess Hill Town Council (& Mid Sussex Town Councillor – Burgess Hill Meeds, Mid Sussex District Councillor – Burgess Hill Meeds, West Sussex County Councillor – Burgess Hill East)
Kirsty Page	(KP)	Burgess Hill Town Council (& Mid Sussex District Councillor – St. Andrews Ward)

***Mid Sussex District Council (MSDC)***

Andrew Clarke	(AC)	Planning Enforcement Officer
Hamish Walke	(HW)	Planning Officer

**Apologies:**

***Croudace Homes***

None

***Local Councillors***

Chris Cherry	(CC)	Burgess Hill Town Council
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***MSDC***

Jon Lavis	(JL)	Planning Enforcement Officer
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**Item Note**

**1. Introductions**

- 1.1 MN welcomes the group to the first LLG meeting (re-scheduled following the gas leak at the Church Hall).
- 1.2 MN outlines the agenda for the meeting:
  - 1. Introductions
  - 2. Project History & Progress Update
  - 3. LLG Principles & Approach
  - 4. LLG Representative Selection
- 1.3 MN invites each Croudace & MSDC representatives present to introduce themselves and their role relating to the Keymer Tiles development (see Page 1 for details).
- 1.4 MN indicates that the aim of the LLG is to allow information to be exchanged, and to help mitigate the impacts of the development.
- 1.5 MN notes that Croudace had voluntarily agreed with MSDC to enter into the LLG scheme.
- 1.6 MN indicates that this meeting (and future meetings) would be recorded, and that minutes would be distributed by e-mail to all residents who replied to the meeting invite to confirm their attendance.

**2. Project History & Progress Update**

- 2.1 GR outlines the 'Planning' history of this site as follows:
  - a) The site is 19.2 hectares with a factory and office on the 'Western Plateau', and clay quarry to the east.
  - b) The site was formerly used for clay extraction to produce brick (historically) and tiles for over 150 years.
  - c) In 2006 a study identified that there was approximately a ten year supply of useable clay remaining.
  - d) Various options were identified and explored following the 2006 study, and in 2007 the site was allocated by MSDC for future housing.
  - e) In 2009 an outline application was submitted by Croudace (detailing proposals relating to various issues such as transport, sustainability and the environment) which was approved in 2010 by MSDC for 475 dwellings with accesses onto Kings Way, Wyvern Way and Curf Way.

- f) Included with the 'Outline' approval was a Section 106 legal agreement which set out infrastructure requirements, such as affordable housing / community & leisure facilities / off-site highway improvements, to be provided and the timeframe for their delivery.
- g) At the time of the outline application it was anticipated that development would commence in the quarry adjacent to Kings Way. This was to enable clay extraction and tile production to continue so all useable resources were depleted. This approach requires approximately 24 months of earthworks before house building can commence.
- h) In 2014 tile production ceased, earlier than originally anticipated, and Croudace reconsidered the phasing of the site to instead develop the 'Western Plateau', and bring forward much needed housing to the area.
- i) In August 2014 a reserved matters application was submitted to MSDC for 125 houses (including 30% affordable dwellings), utilising the approved accesses from Wyvern Way and Curf Way. Following negotiations and design changes the application was approved by planning committee on 11<sup>th</sup> June 2015.
- j) Under this initial phase of the development (Phase 1), Croudace are also proposing to bring forward some of the off-site highways improvements with details currently being finalised with MSDC.
- k) Early design work has started on the next proposed phase (Phase 2) which will include the access from Kings Way along with the community facilities.
- l) 'Phase 2' details will be presented at subsequent LLG meetings with a view to submit the reserved matters application towards the end of 2015.

2.2 JW outlines the 'Enabling' works that have been commenced in order to permit housing development:

- a) Ecological works have been undertaken to relocate approximately 1,800 Great Crested Newts (and other reptiles) into an initial habitat area which Croudace have created.
- b) Archaeologists have surveyed and recorded the factory building, and are undertaking trial pits to attempt to uncover further industrial archaeology of interest. At present 5 of 10 proposed trial pits have been excavated, with historic flumes and tunnels being recorded as they are uncovered.
- c) Palaeontologists have recorded the exposed geology within the quarry, and will oversee the earthworks as necessary to safeguard and extract any fossil remains of interest.
- d) Demolition of the factory building has started, although the works have been delayed due to the archaeological discoveries. It is currently anticipated that the above ground demolition works will be complete in 2 weeks (approximately),

followed by a further 2 weeks (approximately) to remove the factory ground floor concrete slab.

- e) Ground levels over the 'Phase 1' (factory) area have started to be altered to re-profile the site, and will continue over the coming months.
- f) Remediation of industrial contamination in the ground has commenced with affected soils being separated, cleaned as necessary, and then buried at depth within the former quarry (in accordance with industry best practice).

2.3 JW notes that the Health & Safety Executive (HSE) have visited the site and reported that the works were found to be in compliance the current applicable Health & Safety guidance, and in some instance were found to exceed these requirements.

2.4 JW outlines the 'Enabling' works expected to commence in the near future as follows:

- a) The former quarry area (pit) will be re-profiled into 'bowl' shape by cutting the soil in higher areas and using it to fill lower areas (no soil is to be imported to site under the planning conditions).
- b) Vertical drainage will then be driven into the ground within the pit by a machine resembling a piling rig.
- c) Soil (as extracted from the site) will be placed on different areas in stages, and left for approximately 3 months over each area. This additional soil will compress the ground, remove the water through the vertical drainage paths, and result in a strengthened ground which is able to accommodate housing. This additional soil is referred to as surcharge.
- d) Surcharge will take place initially on the 'Phase 2' development area located adjacent to the Kings Way access, and will also include the main road to link to the 'Phase 1' development.
- e) The earthworks within the pit are expecting to take up to 24 months (approximately), with high activity expected during re-profiling and drainage works and low activity expected during surcharge works.

2.5 JW outlines the 'Development' works expected to commence from the 3rd August (in the order that they will occur) as follows:

- a) An existing foul water sewer will be diverted to alter its alignment within the site (this activity will have no implications to any existing residents).
- b) A clean and safe working platform will be created.
- c) Piling will be undertaken to support housing (the piles will be bored rather than driven into the ground to reduce noise).

2.6 JW indicates that house building will commence towards the end of September (approximately), with the first show homes available for viewing in early 2016.

### **3. LLG Principles & Approach**

- 3.1 HW gives reference the 'LLG Proposal' document distributed with the invite to this meeting, and outlines the details further as follows:
- a) A LLG has become standard practice for larger development sites, with its purpose to allow information to be exchanged easily. This essentially will involve Croudace outlining their works programme, and residents voicing any concerns they may have with the works.
  - b) MSDC & Local Councillors will attend the LLG meetings to help ensure that measures are agreed during the meetings that are satisfactory to all parties, and that the works are being carried out in accordance with the planning conditions.
  - c) The residents representation at the LLG needs to be kept to a manageable size, and MSDC suggest 5 representatives for the local streets identified with the 'LLG Proposal' document.
  - d) Minutes of the LLG meetings can be distributed to every local resident who has expressed an interest.
  - e) Local resident's representation at the LLG may change over time depending on the area of the development works.
  - f) The frequency of the LLG meetings may also alter over time, but MSDC suggest they are held monthly initially.
- 3.2 MN indicates that issues from the LLG meetings will also be circulated to the wider area in forms such as the 'Residents Newsletter' (the first of which has already been distributed).
- 3.3 MN suggests that by addressing the issues of the local residents most issues should also be addressed for the surrounding residents.
- 3.4 MN then invites questions from the group regarding the format of the LLG as detailed below;
- 3.5 Q. How will information be distributed if a resident does not have e-mail access?
- 3.6 A. MN confirms anyone without e-mail access who wishes to be kept up-to-date with LLG minutes can be contacted by post instead (following notification to Croudace of their interest and postal address).
- 3.7 Q. Will 5 local resident representatives be sufficient to cover the nine roads identified within the 'LLG Proposal' document?
- 3.8 A. HW suggests that 5 representatives is reasonable. However, if it is felt strongly that a particular street requires two representatives than this can be considered.
- 3.9 Q. Can a second representative for each street be included for holiday cover?

- 3.10 A. MN suggests that each street can nominate a stand-by representative who can attend in place of the main representative when necessary. In addition, separate meetings can be held with individual streets if there is a specific matter of principal concern to these residents (e.g. Croudace intend to hold a 'Nye Road Improvement Works' meeting for Nye Road residents).
- 3.11 Q. Will there be a log of the questions raised by individual residents following the meeting?
- 3.12 A. MN confirms that all queries made following the meeting will be noted, included within the meeting minutes, and raised as topics during the next LLG meeting (see Page 9 for details).

#### **4. LLG Representative Selection**

- 4.1 MN invites each street to agree a representative and determine up to five key issues that they would like to be discussed at the next LLG meeting.
- 4.2 MN requests that each selected representative introduces themselves and outlines their key issues, as detailed below:

4.3 **Cants Lane (West) & Junction Road** – Avril Goodchild

Key Issues:

1. Tree replanting (to help reduce dust impact)
2. Kings Way access details
3. New properties overlooking existing residents
4. Fauna & flora
5. Construction Deliveries

- 4.4 Note; it is yet to be determined if Dan Kinning will represent Junction Road independently.

4.5 **Cants Lane (East)** – Brenda Lynch

Key Issues:

1. Noise
2. Traffic
3. Delivery lorries using Cants Lane
4. New properties overlooking existing residents
5. Building heights

- 4.6 KP indicates she also lives on Cants Lane, and can act as a 'stand-in' if necessary.
- 4.7 KP indicates she believes there are roosting bats on remaining trees within the site, and requests that the matter be investigated further by Croudace.

4.8 **Tilers Close & Quarry Close** – Eddie Nielinger

Key Issues:

1. Subsidence to existing properties
2. Dust
3. 'Phase 2' Layout
4. Traffic congestion (particularly Junction Road)
5. Boundary tree re-planting

4.9 Eddie also requests for Croudace to compensate residents for disturbance.

4.10 A local resident raises concern that vehicles may become trapped within the railway level crossing, and suggests double yellow lines are introduced along Junction Road to prevent parking in order to help reduce the risk of this accident occurring.

4.11 AJ indicates a traffic order is pending for the double yellow lines, and the works will be undertaken as soon as possible.

4.12 **Brookway** – Mrs M Godber

Key Issues:

1. Noise
2. Pollution
3. Disturbance
4. Construction deliveries speed
5. Construction deliveries duration of use along Nye Road

4.13 **Wyvern Way & Curf Way** – Brian Scarlett

Key Issues:

1. Dust
2. Noise
3. Vegetation clearance works to existing pond
4. Speeding issues on use of the new 'Phase 1' access points

4.14 Brian also notes that the dust suppression machinery on site does not appear to be operated effectively at present, and requests a reduction in the council tax rate during the works duration.

4.15 **Nye Road** – James Lazell

Key Issues:

1. Development affect on schools and other public provisions in the area
2. Traffic congestion and safety
3. Short and long term proposals to improve Nye Road
4. Construction access (duration for Nye Road)
5. Disturbance (dust / noise)

4.16 Note; James intends to act as an interim LLG representative until another permanent representative can be found.

4.17 **Longhurst & Kings Way** – Rose Hards

Key Issues:

1. Dust
2. Implications of new access points on Kings Way from two developments
3. Boundary tree re-planting

4.18 Note; Rose intends to act as an interim LLG representative until another permanent representative can be found.

**5. AOB**

5.1 MN invites any final queries on the LLG as detailed below:

5.2 Q. Can future meetings be held at a later time than 6:00pm?

5.3 A. MN indicates times will be reviewed to ensure they are suitable for all attendees.

5.4 Q. What are the property types within the 'Phase 1 layout'?

5.5 A. MN invites resident to query the property types with GR directly after the meeting with reference to a plan of the approved 'Phase 1' layout.

5.6 Q. Are there proposals for double yellow lines in Wyvern Way and Curf Way?

5.7 A. MN indicates from past experience at other sites it may be imposed by West Sussex County Council (WSCC) Highways. However, Croudace would be against this proposal in principle as it can increase traffic speeds and inconvenience existing residents.

5.8 A. (Continued) HW indicates that he is not aware of any proposals to introduce double yellow lines, but he would inform the LLG if he is notified of this intention.

5.9 A. (Continued) MN indicates that residents should be consulted by WSCC Highways if they were to apply for the Traffic Order.

5.10 Q. Can the development works be undertaken to ensure that the groundwater supply to the existing pond (adjacent to Wyvern Way & Curf Way) is not affected.

5.11 A. MN indicates that the water levels in the existing pond will not be significantly altered by the development works.

5.12 Q. How are the great crested newts protected during the course of the works?

5.13 A. MN indicates that a perimeter reptile fencing has been constructed around the entire developable site. The initial receptor area that has already been created within the site, which is located outside the perimeter reptile fencing. Ponds have been created within the initial receptor area to support the newts until the habitat area is extended (following the

earthworks). A licence has been approved by Natural England for these ecological works, and on-going monitoring will continue to ensure the health and safety of the newt population.

***Please Note;***

The meeting minutes above will be distributed to all attendees named on Page 1 and all residents that were invited to the meeting and responded by e-mail to confirm their attendance, or provided their postal address during or following the meeting. Please note; these details will be stored and any future minutes from LLG meetings will be distributed in the same manner.

Any local resident who was invited to this meeting but has not received a copy of these minutes can request a copy by preferably providing their e-mail address to [technical@croudace.co.uk](mailto:technical@croudace.co.uk), or if they do not have access to e-mail by calling the Technical Admin Team on 01883 335359 to provide their postal address. After this request has been made they will be added to the distribution list so they will also receive future LLG meeting minutes.

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**Residents Concerns Log**

All individual concerns raised following the meeting have been recorded below:

- a) 'Phase 1' properties storey heights and affordable homes adjacent to Curf Way.
- b) Boundary treatment between existing and new properties adjacent to Curf Way.
- c) 'Phase 2' properties storey heights.
- d) 'Phase 2' properties proximity to Quarry Close.
- e) Site security issues (unauthorised access).
- f) Traffic speed on Nye Road.
- g) Replacement planting tree species selection.
- h) Fence styles

These concerns will be added to the agenda for the next LLG meeting to be held with selected Croudace / MSDC / Local Councillors Representatives (named on Page 1) and the local resident representatives (named in Item 4 of these minutes).

**Site Contact Details**

Please note; the Croudace site staff can be contacted directly using the details below if there are any issues of immediate concern.

Tel: 0333 321 8653

Email: [kingsway.site@croudace.co.uk](mailto:kingsway.site@croudace.co.uk)

For all other matters, please contact your local resident LLG Representative in the first instance so that your issue can be raised formally within the LLG meetings. LLG resident representative contact details will be distributed within the next meeting minutes, subject to the agreement of each individual representative.