

**Keymer Tile Works, Burgess Hill**

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

**29<sup>th</sup> July 2015, Croudace Site Offices**

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**Local Liaison Group Representation**

**Present:**

***Croudace Homes***

Daniel Chapman	(DC)	Project Engineer
Ivor McGovern	(IMG)	Site Manager
Matthew Norris	(MN)	Technical Manager
John Wallis	(JW)	Building Manager
Claire Wright	(CW)	Marketing

***Local Councillors***

Chris Cherry	(CC)	Burgess Hill Town Council
Colin Holden	(CH)	Burgess Hill Town Council (& Mid Sussex District Councillor – St. Andrews Ward)

***Local Resident Representatives***

Mrs M Godber	(MG)	Brookway Representative
Avril Goodchild	(AG)	Cants Lane (West) Representative
Rose Hards	(RH)	Kings Way & Longhurst Representative
Brenda Lynch	(BL)	Cants Lane (East) Representative
Eddie Nielinger	(EN)	Quarry Close & Tilers Close Representative
Brian Scarlett	(BS)	Wyvern Way & Curf Way Representative

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

Nick Bennett	(NB)	Environmental Health Officer
Hamish Walke	(HW)	Planning Officer

**Apologies:**

***Croudace Homes***

Greg Roberts (GR) Project Designer

***Local Resident Representatives***

James Lazell (JL) Nye Road Representative

***Local Councillors***

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)

***MSDC***

Andrew Clarke (AC) Planning Enforcement Officer

Jon Lavis (JL) Planning Enforcement Officer

**Item Note**

**1. Welcomes**

- 1.1 MN welcomes the group, and invites each attendee to reintroduce themselves following the inaugural meeting held on 30th June where local resident representatives were appointed.
- 1.2 DC notes that James Lazell (interim representative) is currently considering his commitment as Nye Road Representative, and that Croudace are awaiting a final decision from him. *Post meeting note; James Lazell has indicated he is unable to fulfil the role. Therefore, a new Nye Road representative will need to be appointed.*

**2. Project Update**

- 2.2 JW outlines current and upcoming site works as follows:

Enabling Works

- a. Factory demolition is complete.
- b. Approximately half of the former hard-standing has been excavated, and is being crushed into 'hardcore' for re-use on site (as oppose to imported the material resulting in additional construction deliveries).
- c. Ground re-profiling of the 'Phase 1' development area (which has been granted reserved matters approval by MSDC) is underway, and the 'Phase 1A' development area (the initial 48 units to be built in 'Phase 1') is almost complete.
- d. Foul drainage works are underway to connect the existing infrastructure into the new 'Phase 1' road layout.

Development Works

- e. Detailed planning is being undertaken by the 'Build' team for the 'Development Works' start on site from 10<sup>th</sup> August 2015.
  - f. Roads will be constructed initially, in order to keep the site clean from mud (and to help prevent the spread of mud onto the existing highway network).
  - g. Piling will then be undertaken to the future properties alongside Curf Way (due to the ground conditions in that area). A 'Continuous Flight Auger' (CFA) piling technique has been selected to reduce noise to existing properties. The underlying principal of this technique is to drill out the soil and inject concrete, rather than drive a preformed concrete pile into the ground. The piling process is expected to take approximately 2 weeks.
- 2.3 MN adds that as part of the enabling works in the pit their appointed earthworks contractor (Hydrock) have been infilling the existing pond alongside Kings Way with soil within the site to make ready for the 'Phase 2' development. Re-profiling of former quarry into a 'bowl' shape should begin in September / October this year (subject to contract). Following the re-profiling, Hydrock will then install the vertical band drains (drainage) into the ground, and then the surcharge process will begin. *Please refer to previous meeting minutes dated 30/06/15 Item 2.4 for further explanation of these works.*

- 2.4 MN welcomes questions regarding the outlined works.
- 2.5 NB queries the length of time remaining before the removal of the existing concrete slab, and the associated noise with this task, is complete.
- 2.6 IMG responds that the task will be completed in sections to maintain clean storage / parking areas in the site. The next section alongside the River Adur will begin shortly, and take approximately two weeks to complete.
- 2.7 NB queries if the former Keymer Tiles sales office, currently acting as the Croudace site office, will be demolished shortly.
- 2.8 JW responds that Croudace intend to make use of the office for as long as possible, but the building will eventually be demolished.
- 2.9 MG queries if the Croudace site office will be used as the base for future property purchasers.
- 2.10 CW responds that the first three plots to be built will be used as show homes, with a separate sales office and parking provisions set up in this location. These should be available from June 2016.
- 2.11 MG queries what contamination has been found at the site.
- 2.12 MN responds that asbestos had been uncovered, most likely a result of historic building works to the factory. Hydrocarbons have also been identified, which is believed to have been caused by oils and diesels being used in the former tile production. This contamination is being remediated in accordance with a scheme approved by the Local Planning Authority (MSDC).
- 2.13 MG queries what will happen if the clay 'surcharge' material becomes waterlogged.
- 2.14 MN indicates that the vertical band drains will be used to control water within the permanent ground works which need to be improved. The water content of the clay surcharge material above the treatment level is not a concern during this process.
- 2.15 AG suggests that Keymer Tiles may have used to a bleach product on oil spills, and that Croudace may like to review this form of potential contamination.
- 2.16 MN thanks AG for this information, and confirms that the soil samples have been tested for the full range of know contamination types.

### **3.0 Residents Key Concerns**

- 3.1 MN gives reference to the local residents 'key issues' as identified during the last LLG meeting, and invites discussion around these points.

Tree Replanting

- 3.2 AG queries if replacement planting is intended along the Cants Lane boundary.
- 3.3 MN indicates this is still to be determined during the architect's detailed design of this area.
- 3.4 AG suggests that if the replanting was carried out alongside Cants Lane these residents would be less prone to object to the potential provision of 3 storey properties within that area of the site.
- 3.5 BL queries the timescale for the re-placement planting along the Quarry Close & Tilers Close boundary.
- 3.6 MN indicates this work is intended at the earliest opportunity, which will be this year's planting season (from October).
- 3.7 EN makes reference to the first Croudace 'Kings Weald Newsletter' (dated June 2015) which displayed current re-planting proposals for. EN queries if the replanting is to extent around the back and side of his own rear garden.
- 3.8 MN confirms this is the current intention, which will include level alterations and ground stabilisation as necessary.
- 3.9 EN queries who will be responsible for maintenance of the planting strip.
- 3.10 MN indicates this is still to be determined but could include a management company, the local authority, or the future residents.
- 3.11 EN expresses concern that a management company may not maintain the planting strip adequately, and questions if the existing residents could be provided ownership of this land.
- 3.12 MN indicates that the planting strip is also of benefit to the future property owners, and therefore it is not Croudace intention to provide ownership to existing residents.
- 3.13 BS comments that the planting strip in Curf Way (a previous Croudace development) has been maintained by a management company in good order over the 10 years it has been in place.
- 3.14 EN comments that residents in Quarry Close can no longer carry out maintenance behind their fence line.
- 3.15 MN responds that anyone wishing to carry out maintenance along the back of their fence line can be granted reasonable access as long as 'health and safety' arrangements are discussed and confirmed with the Croudace 'site team' in advance. *Croudace site contact details are provided at the end of this document.*
- 3.16 JW indicates a weekly boundary check is carried out around the perimeter of the site for security, and to identify any boundary maintenance issues which Croudace needs to act upon.

- 3.17 EN produces photographs showing vegetation re-growth within the Croudace site alongside the Quarry Close boundary.
- 3.18 JW indicates this vegetation has been cleared previously, and will be cleared again in the near future.

Noise

- 3.19 AG suggests that the earthworks contractor is commencing work prior to 08:00am.
- 3.20 BS & BL both indicate that they do not believe this to be the case.
- 3.21 MG suggests that she has heard construction vehicles at 07:50am.
- 3.22 IMG indicates he has been monitoring Hydrock and work is not beginning before 08:00am. However, workers have and can arrive at the site prior to 08:00am.
- 3.23 MN confirms that Croudace will continue to monitor the situation.

Dust

- 3.24 EN suggests that dust has been less problematic recently as a result of the rainfall.
- 3.25 IMG reports that dust monitoring stations are positioned around the site, which have recorded dust levels well below the prescribed limits.
- 3.26 NB queries if the dust monitoring station results are available.
- 3.27 IMG indicates that the HSE visited the site last week, and were provided copies of the results. They have subsequently confirmed they are satisfied with the measures in place.
- 3.28 RH notes that she has had past reports of dust issues from No.1 Rolfe Drive, and comments that the dust could have been suppressed if the existing trees within the site still remained.
- 3.29 MN apologises that the trees could not have remained to provide natural screening from dust and noise, but the earthworks methodology required the trees to be removed in advance.
- 3.30 MN suggests that Croudace will attempt to bring forward the design and delivery of other perimeter tree planting as soon as possible.

Compensation

- 3.31 BS suggests that Croudace has been conducting their works professionally. However, as MSDC have granted Croudace the permission for the development, and this has resulted in disturbance to the surrounding residents, those affected by the works should be afforded compensation within their council tax charges.
- 3.32 HW indicates that as part of the planning approvals MSDC have placed conditions on Croudace to protect the interests of the local residents. In addition, legislation means it is not possible to alter council tax charges.

- 3.33 CH reinforces that MSDC must act within the law with regards to council tax charges, and that through the planning permission conditions MSDC have tried to protect the residents from disturbance. MSDC have conducted checks to confirm these conditions have been fulfilled, and Croudace are complying with or exceeding the restriction measures.
- 3.34 EN comments that as council tax charges have increased recently, there must also be a procedure to reduce the rates.
- 3.35 BS queries if the councillors could apply for a reduction in council tax on the residents behalf.
- 3.36 CH indicates that he is not able to perform this request.
- 3.37 HW agrees to investigate if there is any president for tax reductions to residents affected by development works.

#### Traffic

- 3.38 MN indicates that he had intended to outline proposals of interim Nye Road improvements to JL (*unavailable for the meeting*). Current traffic control measures include signage and a dedicated banksman on Nye Road. Shortly a letter drop will be undertaken and to propose further improvement measures (such as turning existing grass verges into residents parking spaces) to help reduce construction traffic issues on Nye Road.
- 3.39 AG queries if there is any further update regarding the double yellow lines along Junction Road, as mentioned by AJ during the last LLG meeting (*held 30/06/15*).
- 3.40 HW indicates he has tried to determine the current status of the traffic order, and is awaiting a response from West Sussex County Council Highways.
- 3.41 CC will request an update from AJ, and should provide further details regarding the traffic order at the next meeting.
- 3.42 MG suggests there are no 5mph signs located on Nye Road.
- 3.43 JW confirms the speed limit is displayed within the current signage, and that the banksman is monitoring and communicating traffic speeds continuously to construction traffic. Further 5mph signage is planned, subject to further consultation with the Nye Road residents.
- 3.44 MG queries ownership of the brick wall separating Nye Road and Brookway.
- 3.45 MN believes (unless any information can be provided to the contrary) the wall was built as part of the Brookway development, and hence the wall would be the property of the respective Brookway residents.
- 3.46 CH informs the LLG that speeding is currently a police priority in the area, and further enforcement should be in place shortly.
- 3.47 EN queries if there are plans for 'sleeping policemen' traffic calming measures.

- 3.48 MN suggests that Croudace may install these measures along Nye Road to help control construction traffic speed, subject to agreement with the Nye Road residents.
- 3.49 CC queries if construction deliveries are being restricted within school travel times.
- 3.50 MN indicates that this restriction has been drafted within the current earthworks contract.
- 3.51 JW notes that with other 'building' deliveries there is a wide and varied supply chain. As a result, it is often difficult for Croudace to ensure the restriction is communicated to every delivery driver. However, Croudace will ensure this request is made at the time of order.
- 3.52 BS queries if there are plans to construct a roundabout at Woodland Crescent.
- 3.53 HW indicates that these offsite highways works, as well as other proposals, have been approved as part of the outline planning permission as part of discussions and requirements with West Sussex County Council Highways Department.
- 3.54 MN suggests that the Woodland Crescent roundabout was intended to act as a speed calming measure.
- 3.55 BS replies that this measure is ineffective, and that the roundabout between Cants Lane and Wyvern Way is difficult to manoeuvre.
- 3.56 MN indicates that as well as off-site highway works Croudace make specific Section 106 financial contributions to the local authorities for various community provisions, such as schools , recreation, healthcare. If any residents have strong views on how improvements should be made they should express their views to the relevant local authorities.

#### Future Development Layout

- 3.57 MN indicates that detailed architectural plans have not yet been created for the site, other than 'Phase 1'.
- 3.58 MN suggests that all reserved matters applications for the site should be submitted by April 2017. Croudace will consult with the local residents prior to each reserved matters application. Following each final submission MSDC will also formally consult with residents.
- 3.59 MN suggests that Croudace aim to submit the 'Phase 2' reserved matter application by April 2016.
- 3.60 MG questions if there are still proposals for a 'country park' within the site, or the wider area.
- 3.61 MN believes this was an option considered historically at the Keymer Tiles site, but the investment was not available for this proposal. However, as a result of the planned Croudace development a substantial public open space will still be created, along with other community facilities.

**4.0 AOB**

- 4.1 RH queries if an additional representative for Malborough Drive can be included in the LLG.
- 4.2 MN confirms, and indicates that contact details should be provided to DC so that they can be included within the LLG meeting invitations.
- 4.3 BS queries when the Wyvern Way pond improvement works are planned.
- 4.4 JW confirms works to clear overgrown vegetation and trees will commence from Monday 10<sup>th</sup> August. Re-planting works will follow at a later date following this clearance.
- 4.5 BS queries the ownership of the Wyvern Way playground, and indicates he suspects drug sales have been taking place in the playground.
- 4.6 MN indicates the land has been transferred to the district council.
- 4.7 CH suggests that as soon as illegal activity is believed to be observed the matter should be reported to the police using the 101 telephone service. The police will then use this intelligence to send uniform and plain clothed police officers to deal with the matter.
- 4.8 MN adds that following the pond vegetation clearance works, and the later Phase 1 development, the playground will be afforded greater surveillance from residents. This may help deter any illegal activity.
- 4.9 MG queries how residents can be included in the meeting minute circulation.
- 4.10 DC indicates that all residents who responded by e-mail to the first LLG meeting will automatically be sent copies electronically. Anyone else wishing to receive the meeting minutes can be added to the distribution list by contacting [technical@croudace.co.uk](mailto:technical@croudace.co.uk). In addition, anyone wishing to be sent the minutes in hardcopy can telephone the Technical Admin Team on 01883 335359 to request this service. DC suggests that the local resident representatives can share this procedure, and contact details, with any residents who express an interest in the sites development works.
- 4.11 MG queries who will value the properties for sale, and who will profit from the development.
- 4.12 MN suggests property prices will be a reflection of the current market value at the time of sale. As Croudace is a family owned company the owners will receive any profits made. MN notes that the family ownership gives Croudace greater control in creating high quality developments, which leaves a positive legacy for the community, compared perhaps to other developers who are accountable to shareholders. MN adds that Croudace has continuously won industry awards for the quality of their developments.
- 4.13 MN closes the meeting by thanking everyone for their contribution in addressing the 'key issues', and confirms the next LLG meeting will be held in approximately 1 month.

***Please Note;***

The information contained within these minutes is provided in good faith based upon the best information and intentions at that time. Croudace will endeavour to deliver all points stated within these minutes. However, operational restrictions, unforeseen circumstances and approval processes (amongst many other factors) may necessitate changes from the above.

Any local resident wishing to receive minutes of future LLG meetings can be added to the distribution list 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.

If you have any concerns that you wish to be raised at the next LLG meeting, please contact your local resident LLG Representative in the first instance.

If there are any issues of immediate concern the Croudace site staff can be contacted directly using the details below:

Tel: 0333 321 8653

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