

Keymer Tile Works, Burgess Hill

Local Liaison Group (LLG) Meeting Minutes

24th February 2016, Croudace Site Offices

Local Liaison Group Representation

Present:

Croudace Homes

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

Local Councillors

Chris Cherry	(CC)	Burgess Hill Town Council
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)

Local Resident Representatives

Mrs M Godber	(MG)	Brookway Representative
Avril Goodchild	(AG)	Cants Lane (West) Representative
Reg Haverly	(RH)	Marlborough Drive
Brenda Lynch	(BL)	Cants Lane (East) Representative
Eddie Nielinger	(EN)	Quarry Close & Tilers Close Representative
Brian Scarlett	(BS)	Wyvern Way & Curf Way Representative
Dan Sumner	(DS)	Nye Road Representative
Sue Upperton	(SU)	Rolfe Drive Representative

Mid Sussex District Council (MSDC)

Jon Lavis	(JL)	Planning Enforcement Officer
Hamish Walke	(HW)	Planning Officer

Apologies:

Croudace Homes

None

Local Resident Representatives

Rose Hards	(RH)	Kings Way & Longhurst Representative
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Local Councillors

Claire Fussell	(CF)	Burgess Hill Town Council
Colin Holden	(CH)	Burgess Hill Town Council (& Mid Sussex District Councillor – St. Andrews Ward)

MSDC

Nick Bennett	(NB)	Environmental Health Officer
Andrew Clarke	(AC)	Planning Enforcement Officer

Item Note

1. Welcomes

1.1 MN welcomes the group, and apologies for the delay from the last LLG meeting. This delay was largely due to Croudace waiting to be able to present the planning layouts for the Phase 2 development area.

1.2 MN outlines the agenda for the meeting, and chairs the meeting as follows:

2. Phase 1 Development Works – Construction Progress Update

- 2.1 JW provides a progress update regarding the development works on Phase 1A. The main points of this update are noted as follows:
- a. Sales homes are progressing well, and should be available for viewings between June - July 2016.
 - b. 'Continuous Flight Auger' (CFA) piling (as described within the 29/07/15 meeting minutes) are currently in progress as foundation works.
 - c. Drainage, highway and house building works are continuing as before.
 - d. Utility connections are being progressed to the site. It is noted that gas works near the Nye Road site entrance are programmed for 6-8th March. A letter drop will be undertaken to those immediately affected in advance of the works.
 - e. It is anticipated that the highway connection with Wyvern Way will be made in April 2016. Following the works, it is intended that hoarding will be erected to close the highway until show home viewings are required.
- 2.2 JW indicates the Phase 1B development works will commence in April 2016, following some further advance enabling works (including ground re-profiling).
- 2.3 EN queries the timescale for the highway connection works with Kings Way.
- 2.4 MN indicates a S.278 application (for works on the public highway) is being progressed with WSCC, and it is intended these works will begin in June-July 2016.
- 2.5 AG comments that construction traffic from an opposite site accessed off Kings Way has caused damage to Cants Lane highway, and requests that Croudace do not route construction traffic for their development along Cants Lane in the future.
- 2.6 MN responds that this issue would be considered at the appropriate time, and arrangements confirmed in a CMP to the approval of MSDC.
- 2.7 SU comments that the site opposite to Croudace should not be accessed via Cants Lane according to their CMP, and that this is not being enforced adequately by MSDC.
- 2.8 JL notes this issue is in no way related to the Croudace development works, but responds that complaints have been received and investigated, and appropriate action has been taken.
- 2.9 HW comments that if residents observe construction traffic using the incorrect route it is useful to the MSDC enforcement officers if photographs are provided as evidence.

3.0 Enabling Works – Construction Progress Update

- 3.1 DC provides a progress update regarding the enabling works in the former quarry area, with reference to related construction drawings. The main points of this update are noted as follows:
- a. The Public Open Space area has been used as a borrow pit to extract soil to be used for 'Surcharge' loading. The Surcharge process is the temporary placement of soil to act as a dead weight to compress and strengthen the ground below. Following the Surcharge works the soil will be returned to the borrow pit.
 - b. Part of the Phase 2 Development Area has had the required drainage measures installed, and is currently under Surcharge loading. This 'initial area' is largely comprised of the site between the Kings Way boundary and the start of the Public Open Space area. The ground improvement is being monitored, and is taking approximately 1 month longer than originally anticipated.
 - c. Drainage works are in progress on the remaining part of the Phase 2 Development Area, with construction of the Vertical Band Drains underway (which release the water pressure from the soils under Surcharge). This 'secondary area', which largely comprises the highway connection between Wyvern Way and Kings Way (outside of Phase 1), will be subject to Surcharge loading when the material is ready to be moved from the 'initial area'.
 - d. The remaining site is yet to receive enabling groundworks to infill existing ponds, reshape the ground surface as a development platform, and undergo the drainage / surcharge works to improve the ground.
- 3.2 DC comments that delays had been experienced recently due to weather conditions. For example, the enabling groundworks were only possible for one week in the month of January. In addition, unsuitable ground conditions were uncovered within some of the Phase 1A highway corridors that needed to be treated. This was a result of historic excavation and backfill works undertaken during its use as a clay quarry.
- 3.3 SU queries when the surcharge mound in the 'initial area' would be moved, and how long this process would take.
- 3.4 DC responds that it is anticipated surcharge movement will begin in March – April 2016 (subject to the monitoring results) and will take approximately 3 months.
- 3.5 SU comments that there is cracking and mud on Kingsway footpath, and queries whether this is connected to the current Surcharge loading.
- 3.6 MN indicates Croudace will review the condition of the Kings Way footpath.
- 3.7 CC queries the location of the pumps that will manage the storm water across the quarry.
- 3.8 MN responds that currently Croudace are managing storm water as per the previous arrangements of Keymer Tiles Ltd. In the future a combined pumping station, housing foul and storm water pumps will be constructed on the edge of the Public Open Space. Foul

- water will be pumped to gravity foul water sewers, and storm water will be pumped into the River Adur which is situated alongside the western site boundary.
- 3.9 BS queries flood protection measures during heavy rainfall events.
- 3.10 MN explains that detailed modelling work had been undertaken for the outline planning permission approval. Storm water pumping into the River Adur will be at a controlled flow rate (as per pre-existing operations undertaken by Keymer Tiles Ltd.) so that the risk of flooding off-site will not be greater than before. To prevent flooding to future homeowners on-site, the Public Open Space is sized and levelled so that under the worst case perceivable conditions where the pumps were to fail for 1 week during a 1:100 rainfall event (with an additional 30% allowance for climate change) the water would be held within this green space. It has been reasonably assumed that within this one week period the pumps would be repaired and the flooded mitigated. This approach is consistent with regulatory guidance.
- 3.11 BS comments that flood protection measures have failed elsewhere across the country in recent years.
- 3.12 MN responds that these flood events were typically caused by external factors outside of the catchment of the affected areas, but reassures that the Croudace development is substantially in control of the catchment for the site.
- 3.13 MG comments that tree planting would soak up rainfall, and assist in managing flood water.
- 3.14 MN responds that tree planting is being incorporated into the development.
- 3.15 AJ requests that tree planting is considered carefully to help avoid roots impacting on existing off-site property, and dropping leaves on highways.
- 3.16 MN assures that such issues are considered during development of their planting schemes.
- 3.17 EN queries why the planting works that had recently received reserved matters approval along the eastern boundary of the site is not detailed on the displayed master-plan (as shown in Appendix A).
- 3.18 MN responds that the master-plan is indicative only, and has not been updated with the agreed planting / landscape details since its reserved matters approval on 23/02/16.
- 3.19 EN queries when the planting along the eastern boundary is due to take place.
- 3.20 MN responds that the intention was to undertake the planting works to the eastern boundary within the 2015/16 planting season. However, due to various reasons (such as the delays to the enabling earthworks) this will now have to be postponed until the 2016/17 planting season.
- 3.21 AJ comments that it is critical the planting works are undertaken at the correct time of the year.

4.0 Phase 2 Development Works – Planning Progress Update

- 4.1 GR provides a progress update regarding the planning works on Phase 2, with reference to related indicative planning drawings. (N.B. The draft master-plan drawing that was displayed during the meeting is shown in Appendix A for reference). The main points of this update are noted as follows:
- a. The current planning design drawings have been presented and refined following discussions with MSDC. However, they are still works in progress at present.
 - b. The Phase 2 area boundary is established by the red outline, which includes the community buildings, the highway connecting Wyvern Way to Kings Way (outside of Phase 1), areas of housing development, and the Public Open Space.
 - c. The community buildings, which are intended to comprise of a community centre, retail unit and health centre will be set around a central square. The square will be on tiered levels with steps and ramps for access, and is primarily reserved for parking. However, the square could also be used for community events.
 - d. The highway corridor linking Wyvern Way to Kings Way will be fronted with housing alongside the Public Open Space, in the same style as those agreed along this highway in the Phase 1 Development Area.
 - e. Housing development within Phase 2 will be a mixture of housing and flats, with those surrounding the Public Open Space set into the topography to benefit from views over the 'green' area.
 - f. The Public Open Space will include habitat area with wildlife ponds, a 'trim trail' is being considered (which has outdoor exercise equipment along a routed footpath), as well as a multi-use games area, a community orchard, and 'green' space.
- 4.2 MG queries when the community buildings would be constructed and available for use.
- 4.3 MN explains that are several issues that will dictate delivery of the community buildings. Legally under the S.106 agreement with MSDC, Croudace must have provided or marketed the buildings by pre-agreed levels of occupation on the site. However, the retail unit and health centre will only be available for use when an appropriate occupier is agreed. Despite the S.106 agreement, Croudace may decide to bring forward the construction of the community to assist presentation of the development.
- 4.4 MN comments that the community building have been positioned in a prominent location in the site, and will be a key feature of the development. MN notes that Croudace take a sense of pride when delivering community building, and on another similar site (titled 'Sherfield Park') the company had heavily overinvested in a community centre compared to the S.106 requirements.
- 4.5 DS queries the size of the community centre.
- 4.6 GR responds that the building will be 800 sqm over 2 floors. It is intended to include changing facilities so that it could also be used for sporting activates, such as badminton.

- 4.7 DS queries if a skate-park could be included within the multi-use games area.
- 4.8 BS comments that he would not wish for a skate-park to be built, as he believes its introduction could lead to issues with anti-social behaviour.
- 4.9 GR responds that the activities within the multi-use games area had not yet been determined.
- 4.10 AJ comments that she would not wish to see the community centre be overtaken for sports use, over other community activities.
- 4.11 GR responds that it would be the responsibility of MSDC to manage the use of the community centre after it had been built by Croudace.
- 4.12 SU queries how long the S.278 highway works would take to complete for the Kings Way access, and what changes would be undertaken.
- 4.13 JW responds that the carriageway would be widened to create an additional lane for turning, and the works duration should take approx. 12 weeks.
- 4.13 SU comments that flats were not advertised on the Croudace website.
- 4.13 CW responds that the website indicates homes, which is a generic term for houses and flats.
- 4.14 MN indicates that Croudace will continue to progress the Phase 2 planning layout with MSDC, and at the appropriate time a reserved matters application will be submitted which can be commented on by the public.

5.0 Questions and Answers

- 5.1 MN welcomes questions from the group on any issue related to the development. Queries are received and responded to as follows:
- 5.2 CC queries whether protection would be provided around the wildlife ponds.
- 5.3 MN confirms that protection would be provided by either fencing or suitable planting.
- 5.4 AJ queries if there would be any opportunity to create additional parking along Cants Lane.
- 5.5 GR indicates the boundary with Cants Lane would be considered as part of the Phase 3 Development Area planning design.
- 5.6 BS comments that the MSDC and the local councillors should not have permitted Croudace to develop the site as it is worsening existing traffic issues on Cants Lane.
- 5.7 BL indicates that the double yellow lines have now been laid on Junction Road. However, vehicles are not always abiding by this parking restriction, particularly in the evening, and nobody appears to be enforcing the restriction.

- 5.8 AJ comments that it is not possible to enforce the restriction continuously, and suggests that if unlawful parking is observed that a photograph is taken as evidence and sent to the police.
- 5.9 AJ refers to a recent e-mail from the Keymer Tiles Action Group and queries if Croudace had replied to the issues raised.
- 5.10 MN responds that the e-mail had been received earlier that morning, appropriate action had already been taken, and Croudace would be sending a response shortly.
- 5.11 JW indicates that the main complaint regarding the sub-contractors, who were undertaking improvement works off-site to the existing pond adjacent to Wyvern Way, was not acceptable and the individuals had been disciplined.
- 5.12 BS notes that Linda Church of the Keymer Tiles Action Group would like to request a meeting solely with local councillors to discuss issues relating to the Croudace development site.
- 5.13 BL comments if Linda Church wanted to discuss issues with the local councillors why had she not put herself forward to be a local liaison group representative.
- 5.14 AJ replies that she would be prepared to meet with Linda, and any other members of the Keymer Tiles Action Group.
- 5.15 MN indicates the reason the LLG was formed was to try and prevent fragmented communication between various interested parties. Despite this MN offers that it may still be useful for one person from Croudace attended this meeting to help provide accurate information in relation to any development queries.
- 5.13 CC suggests that the member of the Keymer Tiles Action Group who had witnessed the anti-social behaviour should have immediately telephoned the police rather than writing an e-mail of complaint to Croudace and the local councillors.
- 5.14 BS replies that he believed an attempt was made to contact the police, and comments that previous complaints over similar issues in the area had not been dealt with effectively by the police.
- 5.15 CC indicates that if residents are having issues engaging with the police they can pass information through their local councillors. However, issues must be reported at the right time to the right people for appropriate action to be taken.
- 5.16 *CC Post Meeting Note;* The next Andrew's Ward Surgery drop-in session with local councillors will be held on the morning of Saturday 19th March between the hours of 10.00-11.30am at The Pavilion on Manor Field (near the end of Janes Lane). There is a car park available for users of The Pavilion. Currently, these meetings are held quarterly, but the frequency could be increased if necessary. The Ward Councillors are here to represent the best interests of the local residents and are happy to be contacted if any resident is experiencing any problems or difficulties that we could help with. All our contact details can be found on the Burgess Hill Town Council Web Site, BHTC Notice Boards and also directly from the BHTC Help Desk in the Town Centre.

- 5.17 JW comments that Croudace had invested in CCTV and motion sensitive security equipment which is monitored continuously. During a recent break-in the police had responded with several vehicles, dogs and a helicopter and apprehended the intruders.
 - 5.18 DS suggests that contractors working on the Croudace development have been parking on Nye Road recently.
 - 5.19 IMG indicates that all contractors are requested to park within the site, and that he would review the matter the next day and take appropriate action as necessary.
 - 5.20 DS requests an update for the intentions to improve Nye Road.
 - 5.21 JW indicates the interim improvement works (as discussed at the Nye Road residents meeting) were best undertaken after the winter weather so that any newly developing potholes etc. could also be repaired. Hence, the works will be completed within the next two months.
 - 5.22 MN comments that the permanent improvement works to Nye Road would be considered following its use as a construction access.
 - 5.23 DS comments that the Croudace banksman had been very effective in his role.
 - 5.24 KP indicates that the pavement at the end of Nye Road had become uneven and a trip hazard.
 - 5.25 MN indicates Croudace would review the area.
 - 5.26 BS queries who was responsible for the maintenance of Wyvern Way given the recent utility works that had been undertaken.
 - 5.27 IMG responds that it was the utility companies responsibility to ensure the works were completed to a safe and acceptable standard.
 - 5.28 EN queries if Croudace could continue cleaning the windows on Quarry Close and Tilers Close residents.
 - 5.29 JW indicated that he did not believe this was necessary at this current time, given the recent wet weather and lack of earthworks within the quarry. However, the matter would be reviewed on a continuous basis.
- 6.0 AOB**
- 6.1 MG queries the date for the next meeting.
 - 6.2 It is agreed the next meeting would be held in two months (towards the end of April 2016).

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, 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

Appendix A – Indicative Phase 2 Planning Layout (as enclosed by red line boundary)

