

**Keymer Tile Works, Burgess Hill**  
**Local Liaison Group (LLG) Meeting Minutes**  
**30<sup>th</sup> June 2016, Croudace Site Offices**

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**Local Liaison Group Representation**

**Present:**

***Croudace Homes***

Daniel Chapman	(DC)	Project Engineer
Ivor McGivern	(IMG)	Site Manager
Matthew Norris	(MN)	Technical Manager
Greg Roberts	(GR)	Project Designer

***Local Councillors***

Colin Holden	(CH)	Burgess Hill Town Council (& Mid Sussex District Councillor – St. Andrews Ward)
Kirsty Page	(KP)	Burgess Hill Town Council (& Mid Sussex District Councillor – St. Andrews Ward)

***Local Resident Representatives***

Simon Church	(SC)	Deputy Nye Road Representative
Dan Osbourne	(DO)	Deputy Wyvern Way & Curf Way Representative
Toni Foyle	(TF)	Deputy Kings Way & Longhurst Representative
Rita Larkin	(RL)	Deputy Rolfe Drive Representative
Mrs M Godber	(MG)	Brookway Representative
Avril Goodchild	(AG)	Cants Lane (West) Representative
Reg Haverly	(RH)	Marlborough Drive
Eddie Nielinger	(EN)	Quarry Close & Tilers Close Representative

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

Nick Bennett	(NB)	Environmental Health Officer
Andrew Clarke	(AC)	Planning Enforcement Officer
Jon Lavis	(JL)	Planning Enforcement Officer
Hamish Walke	(HW)	Planning Officer

**Apologies:**

***Croudace Homes***

John Wallis	(JW)	Building Manager
Claire Wright	(CW)	Marketing Manger

***Local Resident Representatives***

Rose Hards	(RH)	Kings Way & Longhurst Representative
Brenda Lynch	(BL)	Cants Lane (East) Representative
Brian Scarlett	(BS)	Wyvern Way & Curf Way Representative
Dan Sumner	(DS)	Nye Road Representative
Sue Upperton	(SU)	Rolfe Drive Representative

***Local Councillors***

Chris Cherry	(CC)	Burgess Hill Town Council
Claire Fussell	(CF)	Burgess Hill Town Council

***MSDC***

None

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***Item Note***

**1. Welcomes**

1.1 MN welcomes the group, and notes that a site walkover was led by Croudace prior to the meeting for LLG members interested in viewing the construction works in progress.

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 IMG provides a progress update regarding the Phase 1A development works. The main points of this update are noted as follows:

- a. All foundations are constructed for the 48 dwellings in Phase 1A. Building trades are progressing construction of the properties sequentially in this area of the site.
  - b. Highway works in the Phase 1A site are complete, with the exception of the surface finishing.
  - c. The show homes are nearing completion, and a sales team should have a presence on-site in August. At this time the Wyvern Way access will be open to traffic for sales viewings, and later for new home owners to gain access to their properties. No construction traffic will be permitted through Wyvern Way as before.
  - d. Off-site utility works are nearing completion for Phase 1. A gas connection will be made on Wyvern Way in three days. Water supply upgrade works will be undertaken in Nye Road from 15<sup>th</sup> August (as per displayed notices). This will improve water supply for existing Nye Road residents. The first electrical sub-station and only gas governor have been constructed within the site.
  - e. The second phase of landscaping works to the existing Wyvern Way pond will be undertaken in early August. In addition, the BT cabinet recently positioned along Wyvern Way is planned to be moved within the site in response to resident concerns of visual obtrusion.
- 2.2 IMG provides a progress update regarding the Phase 1B development works. The main points of this update are noted as follows:
- a. 'Continuous Flight Auger' (CFA) piling (as described within the 29/07/15 meeting minutes) are underway in the Phase 1B site.
  - f. Drainage and highway works are being progressed.
  - b. Building trades will later start works the 77 plots in Phase 1B in a similar style and manner to those in Phase 1A.
- 2.3 DO indicates that affected households had not previously been consulted regarding off-site utility works on Wyvern Way.
- 2.4 IMG responds that the primary household affected by the works is regularly notified of utility progress. IMG apologises for not spreading advance warning of pre-planned works to all Wyvern Way households, and confirms that letter drops will be circulated in future. IMG notes that utility providers for the development can work on Wyvern Way without prior consultation / approval of Croudace Homes, but will make every effort to keep all fully informed.

### **3.0 Enabling Works – Construction Progress Update**

- 3.1 DC provides a progress update regarding the enabling works in the former quarry area. The main points of this update are noted as follows:
- a. The Public Open Space area is still in use as a borrow pit to temporarily extract soil

to be used for 'Surcharge' loading. This will be the case until the surcharge process is completed, after which time the soil will be returned.

- b. The 'initial section' for treatment in the Phase 2 Development Area is now having the surcharge removed. This 'initial section' relates to the area of the site between the Kings Way boundary and the start of the Public Open Space area. The final surcharge that was placed in the 'initial section', which is to the north of the area (situated south of Quarry Close), is still being monitored as ground improvement is ongoing.
  - c. The 'secondary area' for treatment in the Phase 2 Development Area, which predominantly follows the highway connection between Kings Way and Wyvern Way (outside of Phase 1), is now subject to surcharge loading as the surcharge material is moved from the 'initial section' to this area. The surcharge is progressing from the edge of the Phase 1 boundary towards the previously placed surcharge in the 'initial section'.
  - d. The remaining site, which will become the Phase 3 Development Area, 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. The intention is that the Phase 3 Development Area will be subject to surcharge in three phases.
- 3.2 EN queries timescales for the replacement planting along the eastern boundary.
- 3.3 MN responds that the retaining wall should be started in the coming months, and the replacement planting will follow in the 2016/17 planting season.
- 3.4 EN queries who will maintain the planting strip in the future and whether existing homeowners would be able to undertake maintenance to their boundary from within this planting strip.
- 3.5 MN responds a management company will be responsible for maintenance and access could be granted by arrangement.
- 3.6 EN indicates that mud has recently been accumulating in his garden, and suggests this is a result of the surcharge works.
- 3.7 MN responds that the situation will be reviewed on site.
- 3.8 EN indicates his property is experiencing subsidence issues, and the crack monitors installed by Hydrock are displaying movement.
- 3.9 MN replies that the property had been experiencing subsidence and cracking issues in advance of any works by Croudace, due to inappropriate foundations being constructed for the extension. MN notes the crack monitors are not necessarily installed centred on zero, and Hydrocks monitoring had only observed very minor movements previously, which would be expected in older buildings as a result of normal seasonal variation.

#### **4.0 Phase 2 Development Works – Planning Progress Update**

4.1 GR indicates that the Phase 2 reserved matters application had now been submitted to MSDC for 170 dwellings, including the access from Kings Way, the community centre (community building, health centre, retail unit and surrounding public square) and the public open space. The full submission can be viewed on the following web-link:

<https://pa.midsussex.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=O9FMKAKT04L00>

4.2 EN queries what safety measures will be put in place around the habitat ponds, in the public open space, in order to protect child safety.

4.3 MN responds that appropriate safety measures will be detailed nearer the time, such as planting and signage. However, the ponds will be low level and notes that parents would also need to take appropriate responsibility for caring for their children (as is the case around most open watercourses in existing parks and public spaces).

4.4 KP queries if the habitat ponds are intended for newts, and whether the Green Circle had been contacted on the matter.

4.5 MN confirms on both counts.

4.6 MN notes that Phase 2 offers many benefits for the wider Burgess Hill community, and that hopefully previous concerns that Croudace would only deliver Phase 1 of the development were now addressed.

4.7 GR notes Phase 3 will consist of 180 dwellings (475 total dwellings for the site as per the outline planning permission) and that the preliminary architectural design work is about to commence. GR welcomes any comments and suggestions to be raised so they can be considered from the onset.

4.8 KP queries the intention for the Cants Lane trees.

4.9 MN refers to previous discussions with LLG meetings, and suggests a consensus of opinion species from effected residents would be helpful whether to retain the existing popular trees or replant more manageable.

4.10 AG suggests that consideration should be given in the Phase 3 design so that existing Cants Lane residents would not be overlooked.

4.11 GR responds that the properties on the Cants Lane boundary would most likely be two storeys or three storey split level.

4.12 AG indicates the hoarding on Cants Lane is damaged, albeit not dangerous at present.

4.13 IMG responds that he will arrange for the hoarding to be inspected and repaired as necessary.

4.14 MN notes that the current master-plan shows the new dwellings on the Cants Lane boundary set back from the existing building line. However, MSDC may wish for the

proposed building line to continue along the existing building line.

- 4.15 DO queries if a bus stop was to be incorporated along the Cants Lane boundary.
- 4.16 HW confirms, and requests that Croudace review plans to make the bus stop more prominent.

## **5.0 Questions and Answers**

- 5.1 MG seeks clarification regarding items 5.14-5.16 of LLG meeting minutes from 28/04/16.
- 5.2 MN responds that temporary improvements will be made to Nye Road in the near future during its use as a construction access. This will include clearing vegetation and creation of more parking spaces. After Nye Road is no longer to be used for construction traffic, permanent improvements will be undertaken by Croudace. At this stage, only pedestrian and cycle access will be possible between the development and Nye Road.
- 5.3 MG queries who will be responsible for Nye Road following the permanent improvements.
- 5.4 MN indicates this is yet to be decided. Potential options are the road is offered to the Nye Road residents, or more likely that it will be maintained by a management company.
- 5.5 SC queries whether the recently created turning head will be retained.
- 5.6 MN responds that unfortunately sufficient space is not available for the turning head once the area is developed. However, while there is still space within the site (in the temporary contractor parking area) the turning head will be maintained.
- 5.7 EN suggests vegetation is growing along the boundary line of Quarry Close.
- 5.8 MN indicates IMG would arrange for the boundary to be reviewed and maintained as necessary.
- 5.9 DO indicates residents had been experiencing noise and dust issues on Wyvern Way and Curf Way, and requests that councillors and officials take greater action to protect the interests of the residents. DO comments that at times he has spent hours on the phone to make complaints. DO suggests that the development will provide a positive contribution when complete, but at present it is unacceptable to live with for existing residents.
- 5.10 HW indicates that MSDC are dealing with all matters in their control as a planning authority, and notes he had been in communication with DO twice in the last 24 hours. However, they cannot deal with all issues. For example, any anti-social behaviour should be reported to the police and any issues relating to off-site utility works should be directed at the relevant company undertaking the works.

Post meeting note; HW shares contact details as follows:

**Planning enforcement** – Concerns about potential breaches of planning control and conditions attached to planning permissions

Email - [planninginvestigations@midsussex.gov.uk](mailto:planninginvestigations@midsussex.gov.uk) Phone – 01444 477338

**Planning application queries** about approved or current planning applications.

Email – [hamish.walke@midsussex.gov.uk](mailto:hamish.walke@midsussex.gov.uk) Phone – 01444 477063

**Environmental Protection** – Concerns about noise, vibration, dust, light, smoke, fumes where not covered by planning condition

Email - [pollution@midsussex.gov.uk](mailto:pollution@midsussex.gov.uk) Phone - 01444 477292

**Mid Sussex ward councillors**

Councillor Kirsty Page – Email [kirsty.page@midsussex.gov.uk](mailto:kirsty.page@midsussex.gov.uk) Phone 07502934184

Councillor Colin Holden – Email [colin.holden@midsussex.gov.uk](mailto:colin.holden@midsussex.gov.uk) Phone 01444246952

- 5.11 DO requests a response from MN on the matter.
- 5.12 MN responds that the construction process involves many skills and disciplines, with the majority of the construction works needing to take place on site rather than being prefabricated. Hence, inevitably there will be a level of noise and dust associated, which Croudace are doing their utmost to keep at minimum levels possible. With regards to behaviour of site staff, in truth Croudace has varying degrees of control over various parties from direct employees, to sub-contractors, to delivery drivers and so on. Croudace try to encourage and enforce good behaviour but unfortunately there are instances when the workforce may not comply with expected behaviours. This is true throughout society as a whole, but residents can be assured that Croudace are doing their best to control appropriate behaviour.
- 5.13 DO indicates anti-social behaviour is not the main issue, and that advance notification was the key so that residents can plan their days activities accordingly.
- 5.14 IMG responds that letter drops will be carried out in advance of offsite works at the earliest opportunity, and once again apologies that this was not the case for all residents on the previous occasion.
- 5.15 AG comments that she has lived on Cants Lane for 25 years and believes that noise and dust has reduced compared to the previous operations in the quarry.
- 5.13 CH queries if Croudace log complaints.
- 5.16 IMG suggests the vast majority of complaints have been received by e-mail, and these are stored.
- 5.17 NB comments that Croudace and their sub-contractors have been extremely approachable and accommodating when trying to resolve a recent resident's issue.
- 5.18 MN comments that complaints had been previously sent to the HSE regarding the development works, and when the HSE visited site the inspector classified the works in

progress as exemplary.

- 5.19 MN comments that the works on the Phase 1 site are no different to those that are normally undertaken on most of the Croudace development sites. However, the level of complaints has been unusually high from the surrounding residents. This has been responded to in the current approach by Croudace.
- 5.20 IMG comments that compared to other developers he has worked for in the past, Croudace are far more open and accommodating than others.
- 5.21 IMG notes that the south-east in particular is desperate for new housing for an expanding population, and that unfortunately this work must be undertaken near someone.
- 5.22 DO responds that the finished development will be good for the area. However, in his opinion Croudace can still do better in terms of reducing disturbance and prior notification.
- 5.23 MN notes that the purpose of the LLG meetings is so that the LLG representatives can voice the concerns of their community and likewise spread the word of future plans to assist with communication.
- 5.24 KP indicates that greater notice is needed for wide load movements along Nye Road, so that residents can park appropriately in advance. In addition, the footpath repair at the junction of Nye Road is again becoming damaged.
- 5.25 IMG responds that machinery (i.e. a piling rig) is sometimes brought to site ahead of or behind schedule depending on progress at other jobs. Croudace request a minimum of 1 week's prior notice so that they can inform residents, but unfortunately this has not always been abided by. Ultimately the police provide approval for wide load movements - including their routes, and their timings. However, Croudace will continue to provide as much notice as possible. In addition, the footpath will be reviewed and repaired again as necessary.
- 5.26 AG queries if window cleaning could be restarted again on Cants Lane, if the weather becomes drier and dust once again becomes an issue.
- 5.27 MN indicates JW will review the issue and make arrangements as necessary.
- 5.28 MG queries if thought had been given to the variety and timing of planting, and notes the social enjoyment and environment benefits trees can bring. MG suggests a variety of oak and blossom trees should be considered.
- 5.29 MN confirms that Croudace employ internal and external landscape architects, who consider such matters. Croudace will reflect on the suggestions, and can confirm the intention is to plant substantial trees of mixed native species.
- 5.30 MN comments that a bus route through the site is not part of the planning conditions from MSDC. However, Croudace would be willing to consider incorporating provisions for a bus service if there is local interest.



**6.0 AOB**

6.1 EN queries the date for the next meeting.

6.2 It is agreed that responses to the Phase 2 reserved matters application would be monitored, and a meeting would be called at an appropriate time thereafter to discuss any comments and concerns raised.

***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: 01444 239784

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