

Keymer Tile Works, Burgess Hill

Local Liaison Group (LLG) Meeting Minutes

12th October 2016, Croudace Site Offices

Local Liaison Group Representation

Present:

Croudace Homes

Daniel Chapman	(DC)	Project Engineer
Matthew Norris	(MN)	Technical Manager
Greg Roberts	(GR)	Project Designer
Brian Self	(BSe)	Site Manager (Permanent Replacement for Ivor McGivern)
John Wallis	(JW)	Building Manager
Claire Wright	(CW)	Marketing Manger

Local Councillors

Chris Cherry	(CC)	Burgess Hill Town Council
Claire Fussell	(CF)	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
Katherine Jerome	(KJ)	Quarry Close & Tilers Close Representative (Temp Stand In)
Brenda Lynch	(BL)	Cants Lane (East) Representative
Brian Scarlett	(BSc)	Wyvern Way & Curf Way Representative
Dan Sumner	(DS)	Nye Road Representative

Mid Sussex District Council (MSDC)

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

Apologies:

Croudace Homes

None.

Local Resident Representatives

Rose Hards	(RH)	Kings Way & Longhurst Representative (Stepped down - therefore replacement required)
Reg Haverly	(RH)	Marlborough Drive
Eddie Nielinger	(EN)	Quarry Close & Tilers Close Representative
Sue Upperton	(SU)	Rolfe Drive Representative

Local Councillors

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

Steve Ashdown	(SA)	Planning Officer (Permanent Replacement for Hamish Walke)
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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. This was repeated for those who were not able to attend the previous walkover on 30/06/16.
- 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 BSe provides a progress update regarding the Phase 1A development works. The main points of this update are noted as follows:
 - a. The initial show homes off Wyvern Way have been opened. Hoarding has been erected to separate the show homes from the site, and prevent its use as a construction access.
 - b. Building trades are progressing construction of the properties sequentially the Phase 1A area of the site. Other plots are to be completed shortly.
 - c. The second phase of landscaping works to the existing Wyvern Way pond has been undertaken.
 - d. The BT cabinet originally positioned along Wyvern Way has been moved within the site in response to resident concerns of visual obtrusion.
- 2.2 BSe provides a progress update regarding the Phase 1B development works. The main points of this update are noted as follows:
 - a. Foundation, drainage and highway works are progressing.
 - b. Building trades will later start works the 77 plots in Phase 1B in a similar style and manner to those in Phase 1A.

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 (POS) area is still in use as a borrow pit to temporarily extract soil to be used for 'surcharge' loading. The southern section of the POS is being re-graded at a higher level, with the northern section of the POS still being used as the storm water collection point at a lower level.
 - b. 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.

- c. In an area to the north-west of Phase 2 all the historic made ground has been excavated. This area is to be used as a temporary compound for construction of the majority of the Phase 2 development area. Following use as a compound, soil will be placed and compacted to create the development platform for the planned housing in this section of the site.
 - d. The remaining site, which will become the Phase 3 Development Area, has had the ground surface reshaped to form a development platform. This reshaping included infilling of the last original Keymer Tiles pond. Further works are required to install drainage measures, which are expected to be completed before Christmas. Surcharge works to improve the grounds strength will then restart in spring 2017, with the first main task being to move the surcharge material from Phase 2 into Phase 3. The intention is that the Phase 3 Development Area will be subject to surcharge in three sections.
- 3.2 AG queries the timescales for the remaining earthworks.
- 3.3 DC responds that the hope is to complete the surcharge ground improvement works by the end of 2017. However, this is subject to the performance of the ground in the remaining sections for treatment.
- 3.4 BL queries when the new Kings Way highway junction will be constructed for access into the site from the eastern boundary.
- 3.5 DC responds that Croudace are currently seeking Technical Approval from WSCC Highways for the junction design. It is understood there is currently a long waiting period in order to secure a road space booking, due to other highway works already programmed in the area. However, Croudace intend to liaise with WSCC so that the traffic management can be scheduled around these other works, and therefore allow the Phase 2 construction access to be built as soon as possible. The hope is the works will start within 6 weeks and take approximately 12 – 16 weeks to construct, programmed around other works as necessary.
- 3.6 AJ indicates there had been incidents of HGVs not abiding by the Construction Management Plan (CMP) traffic routing.
- 3.7 JW responds that large HGV's are subject to abnormal load vehicle routing which overrides the CMP. AC confirms.
- 3.8 DS queries how residents could tell if a HGV was breaching the CMP, or was subject to the abnormal load routing.
- 3.9 JW responds that generally the 8 wheel 20T lorries delivering materials will be abiding by the CMP, whereas larger vehicles carrying construction equipment and machinery will generally be classified as an abnormal load.
- 3.10 MN suggests that if residents see vehicles which they believe are breaching the CMP to report them to the banksman or the site manager.
- 3.11 MN reports that Croudace are currently constructing further newt ponds along the top of

- the POS embankment, with the remaining ponds along the bottom of the embankment to follow after the earthworks in accordance with the current licensing from Natural England. MN indicates the embankment will also be subject to planting works in the 2016/17 planting season.
- 3.12 MN indicates that Croudace intend to undertake the eastern boundary tree replacement planting works in the 2016/17 planting season.
- 3.13 KJ queries if this will also include the area alongside Tilers Close.
- 3.14 MN responds that this area is more difficult as it is less progressed in planning terms, and with the earthworks. MN notes that Tilers Close is set back further from the development than Quarry Close. As a result of these different issues, Croudace intend to plant this section of the eastern boundary at a later date.
- 3.15 KJ suggests there had been recent disturbance with earthworks machinery working close to the site boundary.
- 3.16 DC responds that this was due to the infilling of the last original pond, which was situated in the corner of the site beside the boundary with Tilers Close and Cants Lane. Plant movements were therefore required close to the boundary. To help minimise disturbance the works completed as quickly as possible.
- 3.17 KJ indicates that better communication could have been undertaken in advance of this activity.
- 3.18 NB requests a letter drop is circulated to affected residents before the re-start of the earthworks in Spring 2017. DC confirms.

4.0 Planning Progress Update

Phase 2

- 4.1 GR recaps that the Phase 2 reserved matters application included 170 dwellings, as well as the access from Kings Way, the community centre (community building, health centre, retail unit and surrounding public square) and the Public Open Space.
- 4.2 GR indicates that the application was progressing with MSDC, and welcomed any questions from the group.
- 4.3 BSc queries whether the health centre was still definitely going to be provided, as he had heard information to the contrary.
- 4.4 GR confirms it was still included in the Croudace proposals, but its final delivery would be subject to the necessary funding coming forward from others.
- 4.5 BL queries if the new health centre was occupied by Silverdale whether existing patients would be moved across between surgeries, or if new places would be open for local people.

- 4.6 MN responds he is unsure what approach Silverdale would adopt if they were to occupy the surgery.
- 4.7 BL queries the positioning of flats within Phase 2.
- 4.8 GR responds that flats would be 35m from the boundary, set at a lower level to existing off-site properties, in accordance with guidance and discussion with MSDC.
- 4.9 MN comments that the blocks of flats had been subject to urban design principles that would create strong frontages for the development.
- 4.10 GR indicates that he had drawings available showing street scenes that could be viewed by anyone LLG member who was interested following the meeting.
- 4.11 BSc comments that the layout may abide by the prescribed standards, but he did not believe many of the residents would be happy with the proposals.
- 4.12 GR indicates that a decision on the Phase 2 reserved matters application is expected from MSDC in approx 1 month.
- 4.13 JL notes that Steve Ashdown had taken over from Hamish Walke who has now left employment from MSDC, and comments he did not believe a decision would be given until the New Year.

Phase 3

- 4.14 GR indicates a reserved matters application for 180 properties, for the third and final phase of the site, should be determined in April 2017.
- 4.15 DS queries if all the community facilities were contained within Phase 2.
- 4.16 GR confirms, but suggests a smaller play area may also be provided in Phase 3.
- 4.17 MG queries if there would be a bus route established through the site when the development was complete.
- 4.18 BSc suggests that the road network within the site would not be wide enough to accommodate a bus route.
- 4.19 MN responds that the roads would be wide enough for a bus route, but its presence would predominantly be governed by a commercial decision by the bus companies.
- 4.20 GR indicates a layby is planned to be created off Cants Lane as part of the development.
- 4.21 BSc indicates concern that the Phase 3 development will overlook existing off-site properties.
- 4.22 MN responds that the proposed properties will be set at a lower level than the surrounding area, which will help reduce overlooking.

- 4.23 BL questions whether social housing would be incorporated into Phase 3.
- 4.24 GR confirms, and indicates no more than 10 social dwellings would be situated together.
- 4.25 MN comments that the private and social housing would be virtually identical externally.
- 4.26 AG queries if the trees on the boundary of Cants Lane could be replaced.
- 4.27 MN replies that boundary trees are incorporated within Phase 3 in the current master-plan.
- 4.28 MN notes that the master-plan is indicative and would be subject to change during the detailed design process.

5.0 Questions and Answers

- 5.1 MN welcomes queries from the group for any other matters regarding the development.
- 5.2 AG indicates that dust had become a problem again. However, the recent wet weather had helped suppress dust travel.
- 5.3 BSe responds that Croudace will continue to be reasonable with window cleaning, and will regularly assess affected houses within the community in accordance with the dust being created at the time.
- 5.4 BSc suggests the road sweeper Croudace employ is not cleaning the highway effectively, and recommends details of an alternative service provider.
- 5.5 BSe responds that he would review and use the alternative company if a better service could be provided.
- 5.6 BSe notes that the cleanliness of Nye Road should improve shortly, as the water supply works were due for completion in approximately 2 weeks.
- 5.7 DS queries if the Japanese Knotweed (JK) stand on Nye Road was now eradicated.
- 5.8 MG suggests that the stand was not JK.
- 5.9 DC responds that the stand was identified as JK by several specialist consultants, and following this three courses of chemical treatment had now been applied to the plant. Although this treatment has prevented any re-growth the plant, the area immediately surrounding the stand is still not to be disturbed at present.
- 5.10 AG indicates she has seen intruders within the site at night and questions who she should contact in this instance as the police have been unhelpful when this has occurred previously.
- 5.11 BSe indicates that he could be contacted directly if an intruder is seen by a local resident.
- 5.12 BSe notes that he had recently improved the security of the site boundary, had employed a site security guard overnight, and installed CCTV monitoring.

- 5.13 CC queries if sufficient storm water provisions were in place if a wet winter was experienced.
- 5.14 MN responds that although the permanent pumping station was not built as yet, temporary pumping provisions had been made available on site which would control storm water to the same effect.
- 5.15 BSc indicates there have been problems with blockages of storm water drains in Wyvern Way as a result of the recent utility works on the road.
- 5.13 MN indicates that Croudace would investigate this issue, and look to resolve it as necessary.
- 5.16 DS suggests construction vehicles have been speeding along Nye Road.
- 5.17 BSe responds that a banksman has been provided to help control traffic speeds. BSe notes that a temporary barrier was installed to control traffic speeds, but this was removed as it was unpopular with the residents of Nye Road.
- 5.18 MN requests that residents make note of the number plate registration of speeding vehicles and report them to Croudace. Otherwise it is difficult to take action against offenders.
- 5.19 MG refers to discussion held at the last LLG meeting, and queries what measures would prevent unauthorised access of vehicles from Nye Road into the site.
- 5.20 MN responds that physical removable barriers would be placed at the site boundary with Nye Road, so that emergency vehicles could still access the site if necessary.
- 5.21 MN suggests it may be helpful if refuse vehicles were not permitted along this route as to reduce management issues, and indicates this would be discussed and agreed with MSDC. DS agrees.
- 5.22 BSc passes a letter from the Keymer Tiles Action Group to MN, and requests a written response to the issues raised.
- 5.23 BSc congratulates Croudace on the show home which he believes to be exceptional.
- 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, 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