

**Keymer Tile Works, Burgess Hill**

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

**25<sup>th</sup> January 2017, Lynch Residence**

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**Local Liaison Group Representation**

**Present:**

***Croudace Homes***

Michael Baker	(MB)	Trainee Engineer
Daniel Chapman	(DC)	Project Engineer
Greg Roberts	(GR)	Project Designer

***Local Councillors***

None.

***Local Resident Representatives***

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

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

None.

**Apologies:**

***Croudace Homes***

None.

***Local Resident Representatives***

None.

**Local Councillors**

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

**MSDC**

None.

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**Item Note**

**1. Welcomes**

- 1.1 DC welcomes the group, and introduces MB (trainee engineer) to the representatives.
- 1.2 DC notes that a sub-group of the LLG representatives had been arranged to specifically address queries relating to the Phase 3 reserved matters application. Residents, and their respective councillors, who are most affected by the proposals have been invited to the meeting.
- 1.3 DC invites questions from the group with respect to the proposed Phase 3 layout (as shown in Appendix A). The main points are noted as follows:

**2.0 Questions and Answers**

**Cants Lane Residents Queries:**

- 2.1 AG raises concern with the current layout and condition of the existing highway on Cants Lane, and the effect of potential intensification of its use following the development.
- 2.2 DC responds that Croudace are conditioned to carry out offsite highway improvements as part of a Section 106 legal agreement. However, discussions have been held with WSCC Highways and it has been proposed that a financial contribution may be preferable to all parties. WSCC Highways could then consider the nature and timing of the other developments in the area when implementing highways improvements with the Croudace contribution and any other funds available. This arrangement should be confirmed in the near future.
- 2.3 AG queries the storey height of the two proposed blocks of flats adjacent to the Cants Lane boundary, and raises concern of potential overlooking to existing properties.
- 2.4 GR respond that the new blocks would only be two storeys high, and due to the lower levels within the site the proposed flats should not overlook the existing properties on Cants Lane.
- 2.5 AG suggests that this was acceptable to the adjacent existing residents.
- 2.6 BL suggests that there is insufficient parking along Cants Lane at present, and raises concern

- that the two blocks of flats proposed adjacent to the Cants Lane boundary may utilise these off-site parking provisions.
- 2.7 GR indicates that dedicated private parking facilities will be constructed within the site layout for the flats, with each property being provided with two parking spaces.
- 2.8 BL queries the purpose of the proposed access points from Cants Lane into the development.
- 2.9 GR responds that no vehicular traffic would be able to travel through the site from Cants Lane, and the proposed access points were only to enable a route to the parking for the flats. Pedestrian access through the site would be provided from Cants Lane.
- 2.10 BL raises concern that the proposed bus lay-by will reduce available parking provisions on Cants Lane.
- 2.11 GR indicates that he would investigate alternative solutions for the bus lay-by.
- 2.12 BL refers to existing poplar trees within the site situated along the boundary with Cants Lane, and suggests that the trees had previously been granted Tree Preservation Order (TPO) status.
- 2.13 DC responds that a search had been recently carried out by MSDC for trees within and surrounding the site, which had determined the trees had not been subject to TPO's.
- 2.14 BL queries the intention for these trees under the planned Phase 3 development, and comments that they provide screening but also block light and require a lot of maintenance.
- 2.15 GR responds that the trees could be removed and replaced with a more manageable tree planting scheme.
- 2.16 DC requests that BL discusses these two options with the other residents sharing the boundary with these trees, in order to determine a majority preference for whether the trees should remain or be replaced.
- 2.17 BL agrees, and requests that the tree belt land be within management company control, and not in back gardens of the proposed housing, to help prevent the trees from being cut down in the future.

**Quarry & Tilers Close Residents Queries:**

- 2.18 KJ queries the storey height of the proposed block of flats adjacent to the Quarry Close boundary, and raises concern of potential overlooking to existing properties.
- 2.19 GR responds that the proposed flat is three storeys. However, overlooking from the flat would be minimal due to the lower levels of the site, as assisted by a proposed retaining wall, and screening that will be offered by the boundary planting scheme (as already approved under a separate reserved matters planning application).
- 2.20 KJ suggests that the height and pitch of the proposed roof line created potential for future

- residents to convert their lofts into habitable rooms, which could still result in overlooking. KJ requests the roof line is amended to help avoid this from occurring.
- 2.21 GR responds that the pitch on the roofs depends on the type of tile used, and MSDC have requested that a clay plain tile is used on the development. GR indicates that the minimum pitch possible for a tiled roof is 35°, meaning that even if the tiles were changed the height of the roof would not significantly change. However, this will be discussed with MSDC.
- 2.22 KJ raises concern regarding the proximity of the proposed parking to the site boundary, which is to serve the flats adjacent to Quarry Close, and suggests vehicles would cause noise and light disruption to the adjacent existing residents.
- 2.23 GR responds that the proposed retaining wall should significantly block out any light coming from vehicles using the parking area, and that vehicle noise levels should be minimal within a parking area. However, the layout would be reviewed and improvements made if possible.
- 2.24 KJ queries when the replacement planting would be undertaken along the Quarry Close boundary.
- 2.25 DC indicates that works are being programmed by the Build department, and that an update would be available at the next LLG meeting.
- General Queries:**
- 2.26 KJ queries when the earthworks will re-start within the former quarry area, following the break over winter.
- 2.27 DC responds that the earthworks would recommence towards the end of March 2017, subject to weather conditions.
- 2.28 AG requests that a letter drop is undertaken before the commencement of the work.
- 2.29 AG requests that the Section 278 offsite highway works and utility works be co-ordinated to reduce disruption.
- 2.30 DC responds that Croudace will make every effort to keep disruption to a minimum, but that they had limited control of utility companies carrying out offsite works.
- 2.31 GR informs the group that 38% of the properties within Phase 3 would be social housing, and this would be designated so that there would be no more than 10 social houses in one area.
- 2.32 AG thanks Croudace for the window cleaning carried out to properties surrounding the site that had been affected by dust emissions, and notes that this may be required further in the spring and summer months.
- 2.33 DC indicates that dust would continue to be monitored, and that window cleaning would continue to affected properties in the same manner as before.

***Please Note;***

Further information in relation to the Phase 3 reserved matters planning application can be found on the Mid Sussex District Council Website through the 'Online Planning and Licensing Register'. The information can be found by entering the reference number 'DM/16/5617' in the 'Simple Search'.

The details 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)

**Appendix A**



Indicative Masterplan - Phase 3 Reserved Matters Application Area Outlined In Red