



**ANGEL PLACE  
LEVEL 8, 123 PITT STREET  
SYDNEY NSW 2000**

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16 August 2019

Mr Robert Buckham  
Principal Executive Planner  
The Hills Shire Council  
3 Columbia Court  
Norwest NSW 2153

Dear Robert,

## **SANTA SOPHIA CATHOLIC COLLEGE SSD 9772 – MINUTES OF MEETING 13 AUGUST 2019**

This letter is a summary of the matters discussed and actions agreed at the meeting on 13 August 2019.

### **Attendees:**

Council: Cameron McKenzie, Paul Osborne, Nick Carlton, Ben Hawkins, Robert Buckham, Andrew King

Applicant: David Doyle (CEDP), Cassandra Naccarella (TSA), Anton Reisch (Ason), Matt Scard (Celestino), Alaine Roff (Urbis)

### **Open Space:**

1. Discussion on the calculation of outdoor space being higher than what is identified in the draft DCP supporting the Planning Proposal. Planning Proposal was indicative only and the SSD proposal is higher.
2. Project Team advised that the school is providing all required open space on site for active and passive play during breaks.
3. Council requested clarification on whether the open space calculation includes circulation. Project Team advised that decks are included in calculations as these form areas for play and breaks.
4. Council commented that their views on active play include being able to undertake activities such as kicking a football. Project Team advised that active play takes many forms and the design will provide sufficient space to ensure student wellbeing, student learning and staff wellbeing are

ensured. The fitness centre, basketball court, handball courts and landscape design across all play areas will provide for all student needs. In addition, PDHPE activities required by the NSW curriculum will be provided by utilising the onsite fitness centre and basketball court and, the adjacent sporting fields as agreed with Council (refer 7 & 8 below.)

5. The Project Team will provide Council with:
  - Updated landscape package
  - Open space calculation plans
6. Research undertaken by CEDP to support provision of 7m<sup>2</sup> open space in the form proposed - benchmarking for 7m<sup>2</sup> that does not include playing fields
7. Council advised that the Councillors have an expectation that the school provides all its open space on site. Project team confirmed that this is the case.
8. Andrew King advised that Council are supportive of shared use arrangement and an agreement is progressing between Council/Hockey NSW and CEDP. Andrew King advised there is little interest from the primary school to use the space – minimal use would be required.
9. Council will provide a draft Heads of Agreement for use of the fields to demonstrate to DPIE there is an intent to have an agreement in place.

#### **Height Non-Compliance:**

10. Council noted that the proposed scale of the school development is a 'surprise', notwithstanding a concept had been presented in an earlier meeting.
11. The proposed scale is not what Council officers and Councillors had been anticipating as this was not part of the Planning Proposal package. The Planning Proposal did not seek to amend the 16m height limit.
12. Council advised that the Planning Proposal is not imminent and certain until it is approved.
13. Council advised that further justification and detail is needed to support a favourable recommendation to the Council on the Planning Proposal.
14. The Project Team advised that the FSR has come down from 20,000m<sup>2</sup> to 15,000m<sup>2</sup>, balancing the additional height.
15. The Project Team will provide further justification in the Response to Submissions, including solar analysis and contextual analysis.

#### **Design Excellence:**

16. Council made no further comments on the Design Excellence process, noting a Council officer had been part of the SDRP process.

#### **Parking:**

17. Council asked about parking for one off events. The proposal does not include overflow parking but temporary car parking (and then future permanent parking) will be available when not being used by the school.
18. Discussion on the kiss and drop. Project Team to issue information on the kiss and drop for feedback.
19. Council are supportive of the car parking strategy, noting that State Schools provide very little parking. The proposed number of spaces, although non-compliant, is more than Council would expect to see for a school and is supported.



20. Council raised no issues with the temporary and permanent solution to parking.
21. Council commented that the roads must be built before the School opens and project team confirmed that this will be the case.
22. Council commented on the kiss-and-drop in Road B did not have 12 spots. Celestino to review and advise.

**Traffic:**

23. Council advised they are still chasing approval from RMS on the traffic signals for Red Gables Road/Fontana Drive. Council will be approving a 4-way priority intersection there until the RMS approval and warrants are met.
24. Council agreed that the SSD does not need to be held in abeyance while traffic applications are resolved.

**Project Team Actions:**

25. Issue Council updated landscape package, including open space calculation plans and research undertaken by CEDP to support provision of 7m<sup>2</sup> open space in the form proposed.
26. Issue Council Kiss and Drop information.

**Council Actions:**

27. Review landscape information and provide feedback prior to Response to Submissions – quick turnaround would be appreciated.
28. Review Kiss and Drop information and provide feedback – quick turnaround would be appreciated.
29. Andrew King to issue Draft Heads of Agreement on shared use arrangement.

Please confirm by way of return email that the above captures the items discussed and agreed at the meeting.

We look forward to working with you to achieve a favourable outcome for Santa Sophia. If you have any questions, please don't hesitate to contact me on 0450 264 097.

Yours sincerely,

A handwritten signature in blue ink, reading "Alaine Roff".

Alaine Roff  
Associate Director