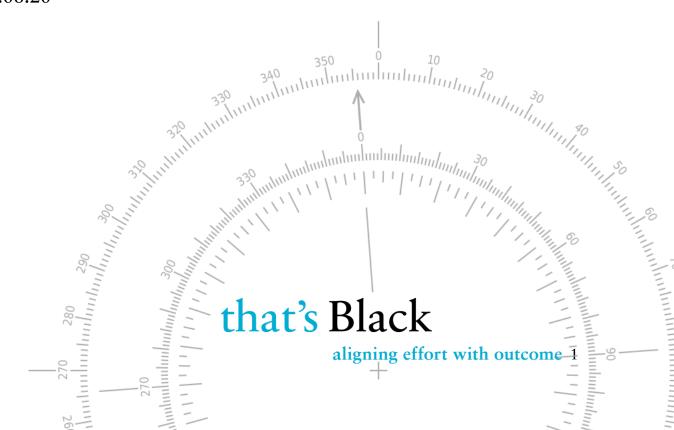
Frenchs Forest Bushland Cemetery Chapel and Function Centre Development

Community Consultation Summary Report

For Northern Cemeteries 26.06.20



Executive Summary

Northern Cemeteries has submitted a Development Application (DA) to the Northern Beaches Council to construct a new chapel, and undertake additional enhancements to the Frenchs Forest Bushland Cemetery (FFBC) located at 1 Hakea Avenue, Frenchs Forest.

As part of the DA process, Northern Cemeteries held a community consultation meeting on Thursday 18 June on the FFBC site. Sixteen (16) local residents, including two (2) Northern Beaches Councillors, attended the meeting and were provided the opportunity to ask questions and make comments with regard to the proposed chapel and function centre development. The meeting was also live streamed enabling additional community members to observe the proceedings.

Overall, the sentiment of the community consultation was positive with regard to a chapel development on the site, however there were specific issues particularly for a number of residents on Hakea Avenue.

The main themes/issues emerging during the discussion were:

- Chapel Height and Roof Colour
- Chapel Location
- Parking and Traffic Flow
- Existing Caretaker's Cottage
- Flora and Fauna

As a result of the discussion, further consideration will be given to some elements of the chapel design, including roof colour and use of additional glass and soundproofing. Detailed questions and responses are included in the body of this report.

The responses were provided by a panel comprising:

- David Ham Chief Operations Officer, Northern Cemeteries
- Hector Abrahams Principal Architect, Hector Abrahams Architects
- Alex Bloch-Jorgenson Director, Lighthouse Project Group
- Michael Haynes Director, BBF Town Planners

The meeting was facilitated by an independent consultant, Sandra Black from That's Black Consulting.

The questions raised by individuals at the consultation meeting have been included, with responses, in Section 4.

Next steps following the consultation is to develop an FAQs document using use the questions submitted and the responses provided. This will be made available on the Northern Cemeteries website and updated as required. Northern Cemeteries has committed to provide regular updates to members of the local community as the project progresses. Residents and community members are also encouraged to continue to contact Northern Cemeteries with any questions or comments regarding the development.

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1. Purpose

The purpose of this report is to provide a record of the community consultation meeting held by Northern Cemeteries to discuss the new chapel and function centre development included as part of a DA submitted to Northern Beaches Council.

Application Number: DA2020/0484

Description: Alterations and additions to an existing Cemetery
 Address: Lot 7335-7336/1152473 Hakea Avenue Frenchs Forest

The aim of the consultation was to assist local residents and community members in understanding the planned proposal for the chapel and function centre development.

It also provided the opportunity for participants to ask questions, seek clarification and make comments on the proposal.

2. Background

Frenchs Forest Bushland Cemetery covers 22 hectares and has been part of the local community from the 1940s. Since those early beginnings, the vision has always been to provide access to respectful, dignified services and memorialisation while being an open and peaceful environment for the community.

Northern Cemeteries seeks to continue to uphold this vision and build upon the foundations made by individuals over the years by making some enhancements to the grounds, including the building of a new chapel and function centre.

This work and further planned developments of the site are being undertaken as a responsibility of Northern Cemeteries as Crown Land Manager for the cemetery. The developments are intended to address a shortage of cemetery capacity in metropolitan Sydney, as identified by the New South Wales Government¹, and to meet changes in customer demand.

The proposed developments which are the subject of the DA include:

- A purpose-built chapel to accommodate up to 131 people
- Gathering spaces, colonnade and amenities
- Dedicated driveways to the chapel for hearses and visitor accessibility
- Alterations to the existing administration building to expand the function room and enhance outdoor courtyard
- New toilet amenities in the north eastern part of the cemetery
- Car parking spaces and pathways within the existing internal road network
- Landscaping works and tree planting to screen and soften the built (chapel) form.

Information regarding the chapel development has been communicated to the residents and local community since March in the form of letterbox drops, email communication and information included on the Northern Cemeteries website www.nmclm.com.au (and social media).

Timing of the community consultation meeting on the site at Frenchs Forest was originally scheduled for March 2020, however was postponed until 18 June 2020 due to the COVID-19 restrictions. The invitation for the 18 June event provided an opportunity for those who could not attend to submit questions in advance. (See 2.1 Communication Timeline)

¹ Cemeteries and Crematoria NSW. 2017. Metropolitan Sydney Cemetery Capacity Report. NSW Government, November 2017.



Figure 1. Artist's impression of chapel viewed from Darwinia Drive



Figure 2. Site Plan

2.1 Communication Timeline

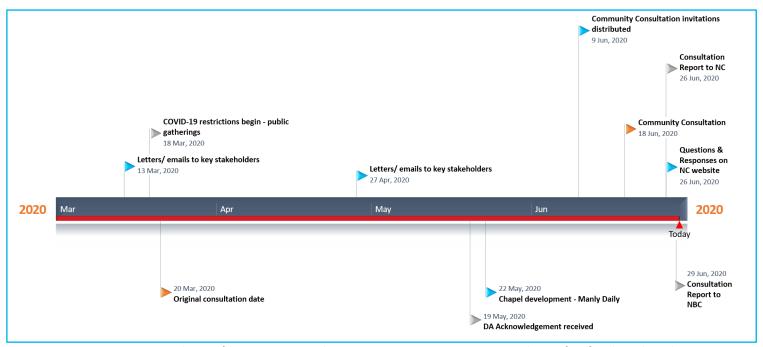


Figure 3. Timeline of key events and communications (see Appendix C for further detail)

3. Community Consultation

3.1 Event details

Date: Thursday 18 June 2020

Time: 10.00am - 11.30am

Location: Frenchs Forest Bushland Cemetery

1 Hakea Avenue, Frenchs Forest

Agenda: Acknowledgement of Country

Welcome and Purpose of Today

Overview and Vision for Chapel and Function Centre Development

Chapel Design

Questions and Answers

Close

3.2 Participants: Sixteen (16) people attended the consultation. (See Appendix A)

3.3 Conduct of Consultation

The consultation was conducted using the Northern Cemeteries Values Framework and general principles of practice.

Northern Cemeteries Values:

- We understand, honour and respect the nature of our care for families and community.
- We respect diversity in values, customs and beliefs.
- We continually look for opportunities to improve what we do and how we do it.
- We accept responsibility for effectively and efficiently utilising the resources entrusted to us.

Principles of Practice:

- Respect each other at all times.
- Listen to all points of view with open and curious minds.
- Do not interrupt or talk over others.
- Acknowledge our shared affinity for our community and for the Frenchs Forest Bushland Cemetery.

COVID-safe practices were employed to comply with NSW government restrictions and ensure the health and safety of the community (See Appendix E).

3.4 Introductory comments

Prior to the question and answer session, introductory comments were provided by Northern Cemeteries and Hector Abrahams Architects.

3.4.1 David Ham - Chief Operations Officer, Northern Cemeteries

David provided the following background information for the participants attending.

- Available space for burials in Sydney is diminishing which is outlined in the NSW
 Government Report on Cemetery Capacity. FFBC still has unused land which means
 that developments on the site will continue in an attempt to accommodate future
 demand. As land manager of the FFBC, Northern Cemeteries has a responsibility to
 ensure the land is used effectively for that demand.
- As a member of the community, Northern Cemeteries also must abide with local planning controls to ensure that any developments undertaken are compliant with Council Regulations.
- The new chapel development and associated works at FFBC has been proposed due to:
 - The Lorikeet Room currently being used for funerals is no longer fit for purpose.

- The room is used both for funeral services and as a function room which has become difficult to manage and accommodate demand.
- Video and audio capabilities are limited which impedes the ability to provide professional live streaming of funerals.
- COVID-19 has further highlighted the limitations of the Lorikeet Room and the need for a new chapel.
- The new chapel development will enable funerals and functions to be accommodated in a fit-for-purpose facility in keeping with the environment of the Frenchs Forest Bushland Cemetery.

David also advised attendees that Northern Beaches Council had agreed to allow public submissions on the DA to be made for another two weeks following the deadline of 19 June, with a new closing date of 3 July.

3.4.2 Hector Abrahams – Principal Architect, Hector Abrahams Architects

Hector Abrahams provided attendees with detail about the proposed chapel design.

- The location of the proposed chapel has been determined to provide its 'own realm' on the overall site of the cemetery. It will be set apart and given its own dedicated driveway.
- It will be situated adjacent to a creek, surrounded by additional planting to enhance and add to the bushland setting. While the site area is determined to experience flooding every 100 years, the building has been designed accordingly.
- The total height of the building will be approximately ten (10) metres with only eight (8) metres visible from the road (Hakea Avenue) which is in keeping with the adjacent structures. The reason for the height in the design is to provide a noble proportion to the chapel with the use of glass and natural materials in keeping with the colours and tones of the cemetery's bushland setting.
- The roof of the chapel is not a single roof, but is broken down into tiers, reflecting the form and function of the building. Colonnades of light provide views of the surrounding bushland.

Following introductory presentations, attendees were encouraged to ask questions of the panel.

The following table provides a record of the discussion. Questions and comments have been de-identified to protect the privacy of individuals.

4. Questions and Responses

Theme/ Subject	Issue/s	Response
Chapel height and roof colour	a. Concern that the height of the chapel and the proposed roofing material and colour will stand out against the backdrop of trees.	a. & c. The roof visible from Hakea Ave would be a zinc galvanised steel (natural material) and would gradually go a dull matt grey over time. Character of the roof is light and is intended to give a relaxed bushland feel.
	b. Can the height of the building be reduced to 8.5m to match development guidelines? If proposed building height remained, could more glass be added to design?	b. & c. It was noted that the building height had already been lowered by almost one metre in response to this issue being raised earlier by Council. To lower it further would compromise the proportion and therefore dignity of the interior of the chapel. Adding more glass to the building could be considered.
	c. The height will be an issue looking from my house. It will potentially devalue my property. Are the foundations at the level of or below the existing Caretakers Cottage?	c. Additional comments were provided in relation to the 8.5m height planning control being for residential dwellings. Cemetery sites have different uses and with the chapel there is a set purpose which is different to residential dwellings. The Architect's Design Statement also provides further information on the reasons for the height.
	The colour of the roof is an issue, as is the time it will take for the proposed screening to grow in front of the building.	Further to the meeting the existing Cottage slab levels are confirmed to be marginally below the proposed slab level of the new Chapel. See Chapel Elevation (Appendix B).
	d. Given Frenchs Forest Bushland Cemetery describes itself as being part of the bushland, can the chapel roof be some sort of camouflage colour? (This was supported and requested by a few of the participants.)	d. Consideration can be given to using a material that provides a 'camouflage' effect on the chapel roof. However, the proposed use of a natural finish (zinc) and a grey colour which is found in the setting in the trunks of trees and materials of headstones (cement and granite) will have a camouflage effect on the chapel roof and ensure it is integrated with the surrounds.
Chapel Location	 a. Why is the proposed chapel not being located on the northern part of the site? It was also noted that a formal submission had been made to Northern Beaches Council on this and other matters. 	 a. The chapel location has been determined for the following reasons: Need for close proximity to the proposed function room and existing administration building, including accessibility. Lack of services such as power, sewer, water or parking availability in the northern part of the site. Increased cost and expense to locate the chapel in the area suggested.

Theme/ Subject	Issue/s	Response
	Can the proposed chapel site be used for burial?	Some areas of the cemetery have ecological constraints (including fauna and flora) which means they cannot be built on or used for burial. There are no such constraints on burials in the northern part of the cemetery, so this part of the site is needed for burial land to address a shortage of burial space in the Northern Beaches.
		The proposed chapel site is not suitable for burial because of its proximity to the creek, shallow soil depth and sandstone rock stratum.
	b. Does the proposed location work for the purposes of a chapel, given it is a place needing peace and quiet?	b. The building has been positioned so that people will congregate on the western side away from the chapel and the street.
	Concerns of traffic noise, and also whether the operations of the chapel will cause noise for residents in Hakea Ave.	The chapel design itself has incorporated elements to reduce noise, however the option to increase the thickness of the glass inside the chapel will be considered.
Parking and Traffic Flow	a. There is insufficient parking on-site which will mean people will park on the street and everywhere. How will this be policed?	a. & b. A Parking Management Plan will be in place to manage the site during busy days as is done at the Macquarie Park Cemetery. There is provision to use buggies to shuttle people between the chapel and distant car spaces. These measures should prevent people from parking on the surrounding streets.
		Car spaces will also be clearly marked within the site so that visitors can see where they can park within the grounds. This will improve the existing car parking arrangements on the site.
		Any illegal parking in surrounding streets should be policed by the Council or rangers and any concerns should be reported directly to them.
	b. What about large funerals for example with the Italian community where high numbers attend.	b. Parking numbers were based on both the chapel and function centre being used at the same time. Events will be coordinated to avoid congestion. Average numbers (excl. COVID-19 restrictions) are 60 people for funerals. Total car spaces have been calculated on a worst-case scenario.
	c. How do you address parking and access for elderly people?	c. There will be ample space available at the chapel entrance way to accommodate dropping off elderly people/ people with accessibility needs. This includes when hearses are parked there.

Theme/ Subject	Issue/s	Response
		There will also be pedestrian access up to the roundabout at the chapel entry, and cemetery staff and Funeral Directors will direct traffic and pedestrians before and after services.
cemetery,	d. Entry and Exits to the cemetery, should the traffic	d. Traffic paths are part of the Masterplan. The flow path of the street network has been assessed as appropriate for the intended use.
	flow be reversed from the current arrangement to avoid the blind curve?	The current plan ensures it is easy to come in and out with just a 150m return to the exit, rather than taking the whole loop for people to exit the cemetery.
		The blind curve on Hakea is not an issue as the northern most driveway is for hearse/services vehicle access only.
	Clarification sought on what the driveway from Hakea Ave	This is a service road for back of house services. It is entry only with no reversing.
	onto the site is used for.	All other traffic to the chapel will enter the site via Kanooka Way.
During Construction	e. Complaint about trucks currently using Hakea Ave instead of Blackbutts Road, and illegally crossing to the other side of the road to turn out of	e. A Traffic Management Plan will be in place for the construction work taking place.
instead of Blackbutts illegally crossing to the side of the road to tue the exit. Safety issue.		Traffic violations should be policed by the Council or rangers and any concerns should be reported directly to them.
	also operating out of restricted	With regard to the specific issue of trucks turning into Hakea Ave and hours of operation, Northern Cemeteries works closely with its contractors and follows up on issues immediately following notification. Participant advised to contact Northern Cemeteries whenever issues arise.
Existing Caretakers Cottage on	coretakers Cottage? If the chapel location were relocated, couldn't it be used for a community space or	a. The Cottage will be demolished. It does not have any heritage classification but some of the sandstone foundations will be recovered and reused on site.
proposed chapel site		The building itself is not fit for purpose, is dilapidated and contains some asbestos. The cost of repurposing and remediating the building is prohibitive.

Theme/ Subject	Issue/s	Response
Flora and Fauna	a. What considerations are being given to the flora and fauna on the site with this construction? What measures are Northern Cemeteries taking to ensure the birds aren't harmed?	 a. A Fauna Assessment had been conducted. Inspection of all trees will occur prior to removal and nesting boxes will be provided if required. An Arborist Report has also been undertaken and the Arborist will be on site during construction. An existing tree at the front entry was identified by the Arborist as high risk in 2019 and its removal recommended. The tree stump was retained so as not to disturb nesting birdlife. All trees on site are catalogued and risk assessed every six to 12 months.

5. Next Steps

At the conclusion of the consultation meeting, the following next steps were outlined to participants:

- FAQs will be developed from these discussions and made available on the Northern Cemeteries website: www.nmclm.com.au
- Any questions taken on notice will also be included in the FAQs with a response.
- Updates on progress of the chapel and function centre development will be posted on the Northern Cemeteries website as they occur.
- Northern Cemeteries encourages residents and members of the local community to please get in touch if any further information is required.
- Note that deadline for submissions to council has been extended to Friday 3 July 2020.

Prepared for Northern Cemeteries

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6. Appendices

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Appendix A – Attendees and Participants

• Community Members

Beth Robertson

Bob Lunnon

Carol Stratigos

Craig Terrey

David Loomes

Gail Cowan

Gloria Velleley

Jaime Gibson

Janice Summers

Jennifer Mahy

Karen Jacka

Norm Packwood

Prue Robson-Bruce

Ross Downie

Stuart Sprott (Northern Beaches Councillor, Frenchs Forest Ward)

Sue Heins (Northern Beaches Councillor, Narrabeen Ward)

• Speakers and Facilitator

David Ham Chief Operations Officer, Northern Cemeteries Hector Abrahams Principal Architect, Hector Abrahams Architects

Alex Bloch-Jorgenson Director, Lighthouse Project Group

Michael Haynes Director, BBF Town Planners

Sandra Black That's Black Consulting (Facilitator)

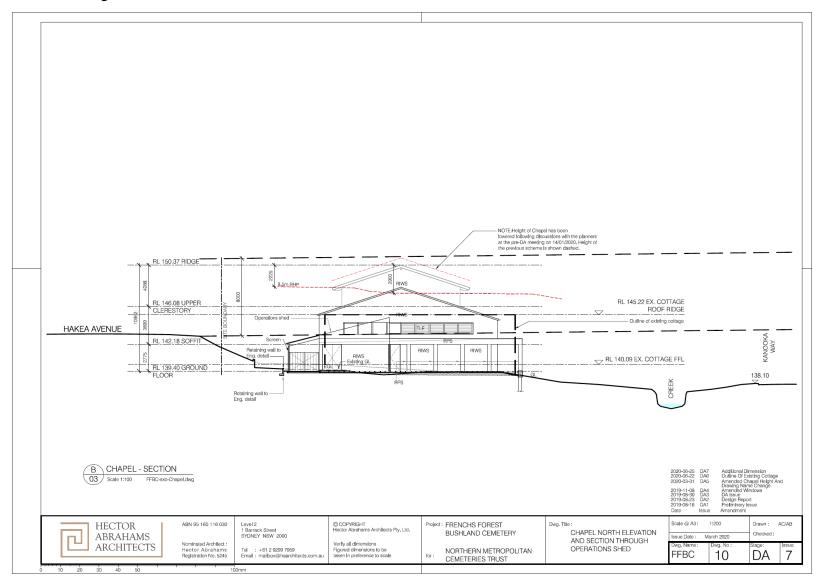
• Northern Cemeteries staff in attendance

Evelyn Santoro Head of Marketing

Elissa Rogers Communications and Events Manager

Mark Franklin Head of Customer Care

Appendix B – Chapel Elevation



Appendix C – Communication to Residents



Northern Cemeteries | Head Office

Corner Delhi and Plassey Roads North Ryde NSW 2113 Phone 1300 389 888 info@nmclm.com.au nmclm.com.au ABN 33 874 656 026

Community Consultation Frenchs Forest Bushland Cemetery

Friday 20 March 10.00am – 12.00pm

Dear Resident,

As a neighbour of Frenchs Forest Bushland Cemetery, we would like to invite you to a community consultation meeting on Friday 20 March, commencing at 10.00am.

The objectives of this consultation meeting are to:

- Provide an overview of current and planned development works, including a new chapel, at Frenchs Forest Bushland Cemetery
- Discuss current trends and practices in the industry and their relevance to the local area
- Share the medium to long term vision for the cemetery
- · Answer any questions you may have.

The meeting will run for approximately 2 hours, and will include a light lunch.

If you would like to attend the meeting, please RSVP by Wednesday 18 March by emailing friends@nmclm.com.au or phoning our office on 9451 6204.

Yours sincerely

Dr John Hewson

Chair

Northern Metropolitan Cemeteries Land Manager



Northern Cemeteries | Head Office

Corner Delhi and Plassey Roads North Ryde NSW 2113 Phone 1300 389 888 info@nmclm.com.au nmclm.com.au

nmclm.com.au ABN 33 874 656 026

27 April 2020

Dear Resident,

As a neighbour of Frenchs Forest Bushland Cemetery, you would have received an invitation to a community consultation meeting in March.

Due to the government restrictions on public gatherings during the COVID-19 pandemic, we were unfortunately forced to postpone this community consultation, as well as all our regular public events.

Despite the current time of uncertainty all sites managed by Northern Cemeteries continue to operate, and we are doing everything possible to care for our families and the community.

Development works to expand burial capacity and enhance the cemetery are also ongoing and will continue through this time.

We are in the process of submitting a development application to Northern Beaches Council for the construction of a new chapel at Frenchs Forest Bushland Cemetery. This is an exciting project which will enhance existing facilities and increase our capacity to provide services to be eaved families.

The chapel has been architecturally designed to sensitively complement the bushland setting and residential surrounds of the cemetery. Details of the chapel development are in the attached flyer.

Should you require more information, please contact us on (02) 9805 0499 or projects.ffbc@nmclm.com.au.

Kind regards

Pauline Tritton

Chief Executive Officer

CC. The Hon. Jonathan O'Dea MP, Member for Davidson

Macquarie Park North Ryde

Frenchs Forest

Field of Mars

Gore Hill St Leonards

Sandgate Newcastle



Northern Cemeteries | Head Office

Corner Delhi and Plassey Roads North Ryde NSW 2113 Phone 1300 389 888 info@nmclm.com.au nmclm.com.au ABN 33 874 656 026

Community Consultation Meeting

9 June 2020

Dear Resident

Northern Cemeteries has submitted a development application to Northern Beaches Council for the construction of a new chapel at Frenchs Forest Bushland Cemetery. This is an exciting project which will enhance existing facilities and increase our capacity to provide services to be eaved families.

As a neighbour of Frenchs Forest Bushland Cemetery, you would have received an invitation to a community consultation meeting in March to discuss the chapel development. Due to government restrictions on public gatherings during the COVID-19 pandemic, this meeting unfortunately had to be postponed.

This meeting is now scheduled for **Thursday, 18 June 2020 at 10.00am** in the Lorikeet Room, Frenchs Forest Bushland Cemetery – 1 Hakea Avenue Davidson.

The meeting is intended to provide an overview of the chapel development and associated works, as well as answer any questions community members may have.

To attend, *please RSVP by Monday 15 June*, by contacting us on (02) 9805 0499 or friends@nmclm.com.au.

Due to the current government restrictions in place we ask that you limit attendance to one person per household. Social distancing protocols will apply. If the number of attendees exceeds the venue's capacity, we may need to schedule a second meeting. Thank you for your understanding.

If you are unable to attend but have any questions about the chapel development, you can email us at friends@nmclm.com.au.

Despite the current time of uncertainty all sites managed by Northern Cemeteries continue to operate, and we are doing everything possible to care for our families and community.

Kind regards

Pauline Tritton

Chief Executive Officer

Parline Tritton

Macquarie Park North Ryde Frenchs Forest
Davidson

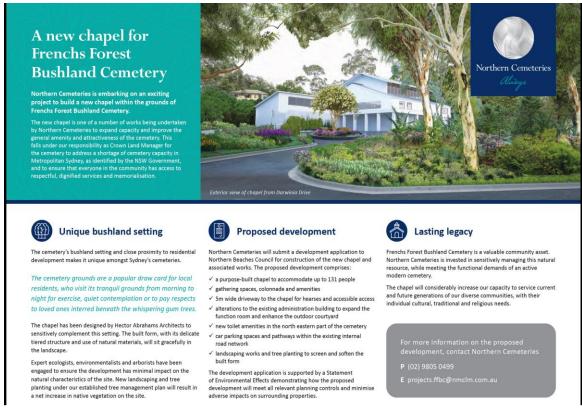
Field of Mars

Gore Hill St Leonards Sandgate Newcastle

Timeline of Key Events and Communications

Date	Activity
13 March	Letters/ emails to key stakeholders from Chair, Northern Cemeteries
18 March	COVID-19 restrictions on public gatherings announced
20 March	Original date for consultation (postponed due to COVID-19 restrictions
27 April	Letters/ emails to key stakeholders from Chief Executive Officer, Northern Cemeteries
19 May	DA Acknowledgement Letter to NC from Northern Beaches Council
22 May	Chapel Development article in Manly Daily
9 June	Community Consultation invitations distributed
18 June	Community Consultation held at Frenchs Forest Bushland Cemetery
26 June	Community Consultation Summary Report submitted to Northern Cemeteries
26 June	Questions and Responses extracted from Summary Report and uploaded to NC website www.nmclm.com.au
29 June	Community Consultation Summary Report submitted to Northern Beaches Council

Appendix D - New Chapel and Function Centre Development Brochure





Appendix E – COVID-19 Precautions

A number of practices were in place to ensure the safety and well-being of all participants and staff attending the consultation.

- 1. Attendee numbers were limited to one person per household.
- 2. The total number of attendees did not exceed room limit restrictions to ensure safe social distancing.
- 3. All attendees names and contact details were recorded.
- 4. Seating was placed 1.5 metres apart.
- 5. Hand sanitiser was made available for all participants.
- 6. Facilitator reinforced the safe practices required and noted that all attendees must be feeling well and free or cold or flu symptoms.