

MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Wednesday 19th July 2017 at 7.00pm at Keele Village Hall, Keele

Attendees: Parish Cllrs Ms V Newman (Chair), Dr C Harrison, Mrs S Hughes, Dr R Studd, Mr J Downing, Cllr Naylor, Mr James Borg

In Attendance: Mrs C Withington Clerk

There were 8 members of public present including County Cllr D Jones, Seddon Homes and Keele University

17/34 To nominate a Chair for this meeting

RESOLVED that Ms Newman, Vice Chair would chair this meeting.

17/35 Public Open Forum – No matters were raised.

17/36 Apologies – Mr G Bibby, Cllr Kearon

17/37 Declarations of Disclosable Pecuniary Interests – None declared

**17/38 To receive a report on progress with University developments- Mr P Butters
Keele University**

Dr Ian Madley provided a brief presentation on the Smart Energy Network Demonstrator (SEND) project. Funding started in January 2017 and runs until 2021 providing research project, capital investment, support for small businesses and on-site renewables to reduce the carbon footprint. Keele is a demonstration site for the UK and will look to tackle heat source problems. One way will be to inject up to 20% hydrogen into the mains gas supply, without changing appliances, subject to HSE approval. Further consultations and information sessions will be provided to staff and residents on campus. It was confirmed that household insurance would not be affected and the Ethics Board were approving the project at 2 gateways. Dr Madley was thanked for his presentation.

Mick Jefferson and Amanda Oakden attended from Seddons Homes regarding the Hawthorns development. The Barnes development is on schedule with a completion expected around early October. Although they could not confirm it, it was expected that the Hawthorns site may be handed over between October to January. However tree removal may start end of August through to September following the nesting season and 3 weeks before the students return. Phase 1 will include the soft strip and demolition, roads and services for the first half of the site. The delivery will be set to the pace of the market but could be over 3 years. Parking for the school and a drop off zone will be maintained. However they are looking to vary the planning condition regarding the remediation of the whole site prior to commencement. Seddons will look to carry this out in phases. There were concerns about the routes that the HGVs will take to and from the site. As yet a Construction Management plan has not been prepared. It was agreed however that this will be sent to the Parish Council for their comments before submission. The Parish Council also asked that advance notice of major works is provided to those affected and any changes to these. Mr Downing on behalf of the St Johns School, stated that he was disappointed that there had been no communication directly or any firm dates to feedback to the school before their summer break. Mr Butters made the commitment that they will come to the school before Christmas, subject to the Barnes handover. Dr Studd reinforced the need for consultation with the school, to ensure the programme runs as smoothly as possible. It was considered that it may be necessary to hold a special parish council meeting to consider the draft construction management plan. Direct access through the rear of the site from the A525 was suggested for consideration. A 24hr contact number will be provided during the works and a letter drop provided to those in the village by Seddons. All were thanked for their attendance and left the meeting.

Seddons

17/39 **Minutes of the Annual Statutory Meeting of the Parish Council meeting held on 21st June 2017**

1. To approve

The minutes were amended to correct the spelling of Naylor (para 17/28). **RESOLVED** that subject to the amendments, the minutes were signed as a true and accurate record.

Clerk

2. Matters arising not on the agenda

Letter has now been sent to the Secretary of State regarding the rights of way processing times.

Mr Downing has met with Cllr Jones regarding the Section 106.

Car parking at Knights Croft is being monitored by the school head. Discussion also took place regarding the use of the Sneyd Arms car park by parents, which was considered dangerous due to the deliveries made. Mr Downing to report back to the school. It was noted that the Church yard car park would also available.

JD

A meeting is yet to be held regarding the Lyme Road bollards.

17/40 **Standing Orders and Financial Regulations to be reviewed – see attached Appendix A**

Noted that this had been included in error.

17/41 **Sub-contractors: public liability Insurance requirements**

Mr Downing meet with the litter collectors and had agreed a list of equipment that needed to be purchased. It was **RESOLVED** that Mr Downing pass the list to the Clerk to be purchased. Mr Downing had already produced a risk assessment. Mr Downing to make enquiries regarding the waste disposal with NBC. Noted that any drug paraphernalia needs to be reported to Street Scene and 101.

17/42 **Planning applications – to provide comments on the following:**

Pepper Street (Outline Planning Permission for up to 100 residential) – 13/00970/OUT current position, security of the site, illegal waste tipping, enforcement action and meeting with agencies

It was noted that Keele Homes were in the process of getting the dangerous building demolished by a licensed contractor, due to asbestos. The fencing of the immediate site was due imminently. Mrs Hughes asked that a meeting was requested with Mr Sellgren, Mr Walters and Keele Homes, and key reps of the Parish Council due to the lack of progress made. Mr John Kitchener has now taken over from Mr Mark Walchester at the Fire service, who also have requested strong fencing and signage is in place as soon as possible. Noted that the landowner has the ultimate responsibility and any 3rd party interventions could be construed as a shared risk. With regards to the toxic waste, prosecutions were ongoing by the Serious Organised Crime Unit. Cllr Naylor is to ask Nesta Hassell and the Environment Agency what will happen to the vehicles while the prosecution is ongoing. It was agreed that we would await the end of the 2 week period and then request a meeting with Mr Sellgren, Mr Walters and Keele Homes, and key reps of the Parish Council.

WN

Clerk

[Urgent tree works to cherry tree](#) Keele Hall Keele University Three Mile Lane Keele Newcastle Under Lyme Staffordshire ST5 5BA Ref. No: 17/00507/TWA5 - This was noted.

Install new 2.5m high timber faced acoustic fencing to form compound with concrete base to house new air handling units to serve adjacent building (Innovation Centre 4) Land Adjacent Keele University IC4 Keele Road Keele Newcastle Under Lyme Staffordshire ST5 5SP Ref. No: 17/00454/FUL - No comments were raised.

[17/00298/CN03 | Application for approval of colour of external stairs as required by condition 3 of planning permission 17/00298/FUL Provision of two fire escapes at](#)

[Lindsay Hall Block S and associated works including external lighting and fire escape doors.](#) | [Lindsay Hall Keele University Block S Keele Newcastle Under Lyme ST5 5BG](#) - Ms Newman and Mr Downing to take a look and feedback comments.

JD VN

FOR INFO ONLY VARIOUS CONDITIONS DISCHARGED [Application for the approval a construction management plan as required by condition 6 of planning permission ref 16/01014/FUL](#) Barnes Hall Keele University Keele Newcastle Under Lyme Keele ST5 5BG Ref. No: 16/01014/CN06 - This was noted.

It was agreed that fire doors on the Barnes building would be discussed at the next meeting, if the resident’s association request is not successful. Mr Borg to confirm if it is required.

JB

17/43

Reports

1. Chairman’s report

This was noted as per Appendix A.

Ms Newman attending the Planning Committee where the Joint Local Plan had been presented. It was also noted that the Neighbourhood Plan group were receiving a presentation on Tuesday 25th July. The consultation started on 17th July and will end on 15th August – a short period of only 4 weeks. The Clerk was asked to object to the short timescale on the basis that this was an important consultation and it was crucial to get it right first time. It was agreed that a sub group consisting of Ms Newman and Mr Bibby would look at comments, produce a response and circulate to all.

Clerk

GB VN

2. County & Borough Councillors Cllr D Jones, Cllr Naylor, Cllr Kearon

Cllr Jones circulated his report, appended to this report. In particular he was looking at a small grant to provide a mirror by the Pepper Street/Quarry Bank junction due to the blind bend. He was also considering if the Parish council could receive a small amount of money to carry out minor highways work. The RPZ in the Village was no further forward, and the Clerk was asked to send the commitment from the University to fund the costs. County Cllr Jones agreed to follow up the temporary car park on Campus with the Vice Chancellor, which had not yet been put in place as suggested. Additionally, it was noted that the Madeley High school bus is too small, resulting in children missing their bus due to it being full. County Cllr Jones is working with the school to resolve this. There have been a number of incidents involving the zebra crossing, due to cars speeding and not stopping – this is being followed up with the police who have the details. Funds are available through the county councillor’s community fund. The lack of S106 funding for St Johns School is being followed up with the Education Authority. In future all S106 reports will be run past the county councillor to avoid the issue. Cllr Naylor circulated a report prior to the meeting which was noted. Cllr Naylor reported that the hedges have now been cut on Station Road, but debris remains. An action group is being planned to clean this up. NBC can supply a machine (enhanced service) at £43.50 per hour. Currently the service is 4 times a year sweeping the gutters. Cllr Kearon’s report was circulated before the meeting which was noted. Ms Newman to include the information regarding thefts, groups drinking and the temporary campus road layout change in the Yew Tree. In the meantime, the Clerk was asked to contact the University to ask that they carry out a wider consultation with the users of the Health Centre. Mr Downing to raise with the PPG. Dr Harrison to include it on the website.

Clerk
DJ

VN

Clerk

JD CH

3. Staffordshire Parish Councils Association – Mr Bibby

Nothing to report.

4. Borough Standards Committee –Cllr Naylor

Nothing to report.

5. Betley Keele and Madeley Locality Action Partnership –Mr Downing

Cllr Naylor reported that most discussion centred on the Madeley High school road accident. Limited if any discussion regarding Keele. PC Maxine Shropshire was introduced to the group.

6. Rural Runabout update - Ms Newman

No meeting held.

7. Village Hall Management Committee - Mrs Hughes

A meeting was held on 3rd July. A working party carried out grounds maintenance and there is another planned. The structural survey has been carried out, and the report is awaited. Overall the building is safe to use but there are issues. A new sign will now be purchased and erected. Cleaners have carried out a spring clean. Financial situation is healthy and there was a good profit from the book exchange. Only regular bookings have used the hall recently. A quiz night is planned for 21st October and the next meeting on 4th September.

8. Progress on the next edition of the Yew Tree – Ms V Newman

Ms Newman is hoping to issue a draft by the end of the week.

17/44 **Amenities**

- 1) To carry out spraying along Station Road and other minor jobs as previously carried out under the Lengthsman scheme

It was agreed that the Clerk instruct Mr Hough to carry out spraying to the Church yard wall, Pepper Street and Station Road up to £390.

Clerk

17/45 **Other matters for consideration:**

- 1) Civic Awards Scheme – Cllr Naylor

It was agreed that Cllr Naylor will provide the detail for the form to the Clerk for a nomination for the Jubilee Orchard gardens.

WN

- 2) Local List submission – Cllr Naylor

Cllr Naylor to suggest to Louise Wallace that the GR post box on campus is included.

WN

- 3) GR post box on the campus – Cllr Naylor

As above.

- 4) Police and Fire Consultation – deadline for response (4th September) available at <https://melresearch.co.uk/page/staffspcc>

It was **RESOLVED** to request that if the scheme is progressed, that an independent review process is put in place after 2 years.

- 5) To confirm the arrangements for the next meeting on 16th August

It was agreed that if cover cannot be obtained then Cllr Naylor or Ms Newman would take the minutes.

WN VN

17/46 **Clerk's Reports**

- 1) To approve the Clerk's annual leave, and arrange appropriate cover

This was approved.

- 2) To approve the Clerks attendance at the SLCC conference in October (costing £55)

This was approved.

Correspondence

- 1) To review papers and correspondence received through the clerk and consider if any item requires further action on next agenda

Nothing to report.

17/47 **Financial matters:**

- 1) To approve payments/orders, receipts and transfers - Appendix B

RESOLVED to pay the accounts as attached in the schedule.

17/48 **Any Other Business for future agendas**

New Keele Residents Association

Next agenda

Meeting closed at 9.00pm

Dates of next meetings (Keele Village Hall at 7pm):

- 16 August 2017
- 20 September 2017
- 18 October 2017
- 15 November 2017
- 20 December 2017

Approved Payment Schedule – July 2017

BACS & Cheque No.	Expenditure	Details	TOTAL
bacs 35	Keele Village Hall MC	NP Plan meetings x 2 (11 Apr and 14 Jun)	40.00
bacs 36	C Withington	July Salary	239.25
bacs 37	C Withington	July Expenses inc mileage	15.00
bacs 38	HMRC	Tax and NI July	59.80
bacs 39	SLCC	Conference Oct Clerk	55.00
		Total	409.05

Appendix A Chairs report- July 2017**Neighbourhood Plan**

Housing Needs: Comments on HNA have been submitted to the consultant Ivan Tennant and the report is now being finalised. The estimation of housing need was from 57 to 104 houses, this is now being considered by the Housing Policy Group. The houses being built on the Hawthorns will form part of any total.

Heritage and Character: I have spoken to the Heritage and Character consultant Jon Rooney. He hopes to work with us in gathering evidence e.g. mapping data, old photographs, conservation area documents and other historical material. I have asked that the start of work is delayed until September to ensure that as many people as possible are available to help.

The Policy Groups for Housing, Environment, Transport and Facilities have all met and begun to consider objectives and options and will report in due course. The PCC have discussed the potential to develop the community functions of St John's and a consultant is being approached with the possibility of drafting a report. All policy groups are open to Parish Council members and meet on an ad hoc basis.

Student questionnaire: Initial analysis of the student questionnaire has been completed and shows many of the patterns seen in the residents' questionnaire. A feedback session for students will be organised for the next semester.

Joint Local Plan

Bernard Besly attended the Borough Council session on the Joint Local Plan consultation. The slides from this session are attached with this email. There is a follow up event being organised by local NP groups on Tuesday 25th at Loggerheads Fire Station from 7 to 9 p.m. It will be led by Hannah Bartar of Urban Vision and is open to all Parish Councillors. Please email me if you would like to attend. I will be attending along with Bernard Besly on behalf of the KNPNG. I would suggest that we discuss strategy after this session with regard to drawing together our thoughts.

Fly Tipping Update

My thanks to residents who responded early and reported the vehicles that were illegally dumping. The County is supporting the clean-up operation. Additional fly tipping reported down Lymes road. I'm looking into potential solutions.

Hedge Quarry Bank/Pepper Street Junction

Hedge is protruding into the road and causing a safety risk. Spoken with Highways who are working on a solution. I have received some representation from cyclists who use the route regarding installation of a blind spot observation mirror. County are unable to install mirrors, due to legislation, but other bodies or landowners can. Possibility for the Parish Council?

Keele Residents Parking Zone

I have meet with the officers involved with this process, and noted that this needs to be looked at across the village. Of note, all developments in town come with 106 monies associated with parking issues. I will continue to work on potentially getting some of that money allocated to the RPZ in the village, given the number of student rooms being built in town.

Parking Issues in General

With the summer vacation, there has been a reduction in parking issues. My concern going into next academic year is the reduction in parking site due to development work. Clearly the introduction of parking restrictions on Three Mile lane has displaced this traffic to Keele road. Monitoring of this reveals several cars parked dangerously. Further work with the police is needed to educate offenders.

School Bus to Madeley High

This is an ongoing issue where the bus capacity is smaller than the number of children using the service. As a result, children from later stops on the route are potentially missing out. I've arranged a meeting with the school to explore this and identify a potential solution.

Community Fund Open

My community fund is now open for applications. Interested parties should contact me in the first instance to discuss the project.

Merger of Fire and Rescue with Police

Under changes to the legislation the PCC can apply to the Home Office to also take control of the Fire and Rescue service under one organisational structure. The PCC has submitted a report to County Council on his intention to do so, and how then organisation would look and operate. This will be debated on Thursday 20th July.