

MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Wednesday 21st June 2017 at 7.00pm at Keele Village Hall, Keele

Attendees: Parish Cllrs Mr G Bibby (Chair), Dr C Harrison, Mrs S Hughes, Dr R Studd, Mr T Snape, Mr S Gibbons, Mr J Downing, Ms V Newman, Cllr T Kearon, Cllr Naylor, Mr James Borg
In Attendance: Mrs C Withington Clerk

There were 4 members of public present including County Cllr D Jones

17/19 Public Open Forum

Jeremy Cliffe of Human Nature Escapes CIC provided a short presentation regarding a signage project he was looking to introduce in the parish. The signs would be to encourage sustainable travel such as car sharing etc. The sale of which would support wellbeing activities for adults. The Parish Council supported Jeremy in this project which would benefit the business environment and health, and thanked him for the presentation. More information is available at <http://human-nature.org.uk/>

17/20 **Apologies-** Cllr Kearon (due to being late)

17/21 **Declarations of Disclosable Pecuniary Interests - None**

17/22 **To receive a request from Silverdale Parish Council regarding the proposed change to Ilkley Place, and Community Governance Review – Mr Henryk Adamczuk**

Mr Adamczuk attended to make a request to include the play area at Ilkley Place in Keele parish, within the Silverdale Parish. This is because the area, although open to anyone, is accessed via Parksite and serves mostly Parksite residents. It was noted that the Neighbourhood Plan could be amended to exclude this following a new law passed. **RESOLVED** to support this request, which would require a Community Governance review.

17/23 **Minutes of the Annual Statutory Meeting of the Parish Council meeting held on 17th May 2017**

To approve :

RESOLVED that the minutes were signed as a true and accurate record.

Matters arising not on the agenda:

Mr Butters of Keele University is likely to attend the July/August meeting regarding the Seddon's development programme and other matters.

The Clerk has reported the Narley footpath by the A525 to the County Rights of Way officer. It also formed the CPI bid.

Ms Newman noted that the Green Belt statement was acceptable as it was, but would review within the Neighbourhood Plan.

Mr Downing has meet with the Litter Picker and will bring the outcome to the next meeting.

Mr Gibbons provided parking notices for comments. These were amended and agreed.

The Yew Tree was in production and any items are to be sent to Ms Newman.

17/24 **To adopt a Data Protection Policy and to register with the Information Commissioner (£35 pa) – see Appendix A**

RESOLVED to adopt this Policy and to register with the Information Commissioner.

17/25 **To nominate representatives as follows, and receive reports:**

1. Staffordshire Parish Councils Association - To nominate a representative – Mr Bibby would be the representative. **GB**
2. Borough Standards Committee –Cllr Naylor – Nothing to report.
3. Betley Keele and Madeley Locality Action Partnership –Mr Downing – Cllr Naylor to attend the next meeting on 10th July. **WN**
4. Rural Runabout update - Ms Newman – A meeting had been held, and it was noted that there was no enough use of the bus. It will be promoted again.
5. Village Hall Management Committee - Mrs Hughes
A meeting had been held on 5th June. There were two new members on the committee. A community chest grant of £650 had been received towards the structural survey, as agreed with the Parish Council. The sign is on hold until

Next agenda

ALL

Clerk

GB

WN

the outcome of the survey. Guttering has been replaced. An old bill for replacement wiring was received and is being looked into. Extra cleaning will be provided after events. There have been problems with tables being erected, so a rota of volunteers has been put in place. Weeding and pruning is planned for the car park. The financial situation is good. The next event is planned for 21st October. There have been 29 bookings this year which have been mostly regular bookings except polling. Yoga sessions have been suspended until after the summer. Next meeting is planned for 3rd July. Mr Bibby and the Village Hall Chair will visit the person who has made complaints.

17/26 **Sub-contractors: public liability Insurance requirements**

This will be discussed on the next agenda.

Next agenda

17/27 **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 and enforcement action

Mrs Hughes reported that the new occupants of a property over the road had sighted several bats who were roosting in trees. Mrs Hughes to report to Staffordshire Wildlife and the Borough Council. Cllr Naylor to provide officer contact details.

[Conversion of existing single storey annexe to self contained living accommodation](#) Berachah House 51 Quarry Bank Road Keele Newcastle Under Lyme Staffordshire ST5 5AG Ref. No: 17/00456/FUL – No objections raised.

[Single storey extension and alterations](#) 50 Station Road Keele Newcastle Under Lyme Staffordshire ST5 5AH Ref. No: 17/00416/FUL – No objections raised.

[Illuminated fascia sign and window illuminated hanging sign](#) Bookshop University Of Keele Keele Newcastle Under Lyme Staffordshire Ref. No: 17/00401/ADV – No comments.

17/28 **Reports**

1. Chairman’s report

This was circulated as appended to the minutes.

- a. Neighbourhood Plan update- This was updated in the Chairs report. It was noted that information on the number of new build properties per year has now been released by the Borough Council – this will be considered as part of the Neighbourhood Plan.
- b. Processing of ‘Rights of Way’ applications by Staffordshire County Council – Mr G Bibby

A letter regarding the length of time taken to process applications by the County Council had been received from a parishioner. It was **RESOLVED** that the Clerk writes to the Secretary of State regarding the length of time taken by the County Council to process applications. Mr Bibby to construct a letter.

GB Clerk

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

Cllr Jones updated the meeting to say he was investigating why the Village RPZ has stalled and if it can be picked up again. A meeting will be held next week. The Community Fund is now open and applications to the County Councillor for funding are invited. The issue regarding the Section 106 funding from the Hawthorns and St Johns School is being progressed. Mr Downing to contact Cllr Jones.

JD

Cllr Naylor circulated a report prior to the meeting which was noted. The gating order for Lymes Road will be discussed at a meeting to be organised by Nigel Gardner. The CPI funding awarded for the Finney Green footpath improvements has now been completed. It was noted that following some concerns a large stone has been put in place to block a gate off Highways Lane at Top Farm. The drainage issue at Station Road had now been resolved by Top Farm, following works to correct an issue to the drain, altered by a neighbouring property.

Cllr Kearon has been working on emergency contingency plans for terrorism and disasters – which are now in place. An urgent review of buildings over 18 meters has been carried out in light of recent events to confirm they are fire retardant and have sprinklers. Green waste collection issues are still ongoing, and the route is being amended for the campus collection. Residents are advised to put out the bins early or the night before due to the changes.

17/29 **Amenities**

- 1. To consider the purchase of a projector – Mr G Bibby

RESOLVED to approve the purchase of up to £170. Mr Bibby to contact the Vice Chancellor’s office at the University to see if there is any old stock.

GB

17/30 **Other matters for consideration:**

- 1. Monitoring the activities around trees during the Horwood development – BCllr W Naylor

RESOLVED that Mr Downing would keep a watching brief over the developments to ensure the trees were being protected.

JD

- 2. Parking around Knights Croft/ St John's – Mr J Borg

The situation has been reviewed and it was not considered to be a big problem. It was noted that Aspire owned the land and could enforce the parking restrictions on Knights Croft, but that there were capacity issues. Mr Downing to raise the issue of parents parking on the double yellow lines at the junction with the School.

- 3. To note the outcome of the Boundary Commission final recommendations for the Ward boundary changes

JD

This was noted. It was also noted that the numbers of electors would need to change by 5% to instigate a new review.

- 4. To discuss the conduct of the recent General Election held at Newcastle under Lyme Borough Council and independent enquiry <https://www.newcastle-staffs.gov.uk/news/review-parliamentary-election> - Dr C Harrison

Dr Harrison provided a draft letter to be sent in relation to the recent General Election and the conduct of it at the Borough Council. **RESOLVED** that the Clerk writes to the Electoral Commission on behalf of the parishioners and students who were denied a vote.

- 5. Village Shop – Ms V Newman

This will be closing at the end of June. Mr Snape and Mr Bibby to consider options for social enterprise or mobile provision in the meantime.

Clerk

- 6. Yew Tree Newsletter update

This was discussed earlier on the agenda.

- 7. To further consider the Lych Gate steps – Dr Studd

Urgent work was carried out to the steps to make them safe following someone tampering with them, which was approved. It was agreed to discuss the bigger project at a future meeting to be notified.

**TS
GB**

- 8. Hedges – Cllr Naylor

An article is to be included in the next Yew Tree and letters to be sent to those outside of the parish. It was agreed that problem hedges would receive a letter following the Yew Tree article. In the meantime, a letter will be sent to the owner of the hedge alongside Pepper Street and reported to Highways.

Clerk

- 9. Lymes Road bollards/gating update

This had been discussed earlier, and it was agreed that Mr Summerfield needs to be included in any meeting.

17/31 **Clerk's Reports**

Correspondence

- 1. To review papers and correspondence received through the clerk and consider if any item requires further action on next agenda :
 - Invite to the Annual Mayor’s Civic Service on Sunday 25 June 17 at St Giles’ Parish Church, Church Street, Newcastle at 10.30am – deadline 19th June – Noted.

- 17/32 **Financial matters:**
 1. To approve payments/orders, receipts and transfers - Appendix B
RESOLVED that this be approved for payment as per attached schedule.
- 17/33 **Any Other Business for future agendas**
- Meeting to be held in August
 - Meeting with agencies regarding Pepper Street
 - Civic Award scheme nominations

Meeting closed at 9.00pm

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

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

Approved Payment Schedule – June 2017

BACS & Cheque No.	Expenditure	Details	TOTAL
bacs 26	C Withington	June Salary	239.25
bacs 27	C Withington	June Expenses inc mileage	15.00
bacs 28	HMRC	Tax and NI June	59.80
bacs 29	Mr Czwartynski	Litter - June 16	135.20
bacs 30	Mr G Bibby	Printing of NP Questionnaire	76.12
bacs 31	Information Commission Office	Registration	35.00
Bacs 32	Mr S Hough	Church steps (making safe)	240.00
bacs 33	Mr G Bibby	NP duplication of newsletters	8.40
bacs 34	Mr G Bibby	NP refreshments for public consultation s	5.38
			814.15

[Appendix A Chairs report- June 2017](#)

[Neighbourhood Plan](#)

We have been successful in our bid for a Heritage and Character assessment of the parish. This will run alongside a review of the conservation area by Louise Wallace of NuLBC. Robi Sand I met with Louise to discuss how we could help with this process.

SHMA: the update has now been published. Interestingly it reduces the number of houses projected.

Table 5.1 Comparison of Previous and Updated Modelling Outputs

	2015 SHMA			2017 SHMA Update		
	Newcastle-under-Lyme	Stoke-on-Trent	HMA	Newcastle-under-Lyme	Stoke-on-Trent	HMA
The 'starting point'	2012-based 239 dwellings pa 7,259 persons	2012-based 452 dwellings pa 16,875 persons	2012-based 691 dwellings pa 24,134 persons	2014-based 315 dwellings pa 12,674 persons	2014-based 490 dwellings pa 18,186 persons	2014-based 805 dwellings pa 30,860 persons
Adjusted demographic projection with adjustment to headship rates	10 year trend 367 dwellings pa 12,513 persons	10 year trend 810 dwellings pa 32,768 persons	10 year trend 1,177 dwellings pa 45,281 persons	Long Term 398 dwellings pa 14,602 persons	Long Term 666 dwellings pa 23,539 persons	Long Term 1,064 dwellings pa 38,141 persons
Supporting forecast job growth with adjustment to headship rates	LEFM 679 dwellings pa 32,468 persons	LEFM 825 dwellings pa 36,722 persons	LEFM 1,504 dwellings pa 69,190 persons	LEFM 586 dwellings pa 26,635 persons	LEFM 804 dwellings pa 31,251 persons	LEFM 1,390 dwellings pa 57,886 persons

Given that only 1/3 of these houses are allocated to Newcastle and that Keele makes up between .5 and 3.5% of the population (excluding and including students), the allocated Objective Housing Need for Keele parish should be modest: between 16 per year with an erroneous consideration of the student population and 2.3 per year with students excluded. Other factors apply such as land availability but that is low in Keele. We will hear from NuLBC in July with regard to our 'Objective Housing Need'. Our Housing Needs Consultant has the figures and the HNS should be completed soon.

Business consultation. Our plan to piggy back on a University Breakfast meeting with local businesses has been scuppered by an absence of such meetings in the near future. We still intend to run a dedicated session for University Businesses and are considering the best time to do so. Keele Hall will remain the venue.

Student Consultation. This is now closed and the analysis of the data is under way.

Community Feedback event and newsletter. The newsletter was very well received and positive feedback given by a number of residents. The Feedback meeting was attended by about 30 people and consisted of light refreshments and informal chat, an informative presentation by Bernard Besly and Jane Barker fielding questions about the development of the campus' historic parks and gardens.

Meeting with Mrs McAvan: I met with the head as Chair of the PC and NP and discussed the school's needs. The main outcome was a desire for a communal space in the village and for a children's play area. These subjects will be discussed by the Facilities Group of the NP and options presented to the Parish Council. A rapport was established and I expressed the desire that we help to make the school more porous to the community. I hope to advertise their summer fare on the 1st of July on the website and hope we can encourage members of the community to attend. Mrs McAvan feels on the back foot with regard to developments in the village, such as the closing of the Hawthorns Shop. I will make an effort to keep her informed.

Community Representatives Meeting:

The next meeting has been scheduled for September 15th at 17:00 hrs in William Eaves. This meeting will be formally minuted.

Parking issues

Are currently minor as term has ended. Dave Mazzocchi –Jones is working to clear the fog at County on the implementation of the RPZ on Village Road. The issue was raised in the feedback meeting for the questionnaire and in correspondence with local residents on Station Road.

Hawthorns

The University are still in discussion with the University with regard to the likely completion date for Barnes and so no meeting with the PC has yet been set. September was suggested as a possible date. I made it clear that we wished to meet with Seddon's earlier than this and would sit in August if necessary. I will continue to press for information.