

MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Wednesday 17th May 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
 In Attendance: Mrs C Withington Clerk

There were 3 members of public present

17/1	<p>To nominate and elect the Chair and signing of Declaration of Office Mr Bibby was nominated and it was RESOLVED that Mr Bibby be the Chair of the Parish Council. Mr Bibby signed the declaration of office.</p>	
17/2	<p>To nominate and elect the Vice Chair Ms Newman was nominated and it was RESOLVED that Ms Newman be the Vice Chair of the Parish Council.</p>	
17/3	<p>Public Open Forum 3 Members of public were present. One member raised the issue relating to the blocked gully by the bridge of Station Road, Keele. It was agreed that the Clerk would report this again. Additionally, the footpath leading down to the A525 was dangerous due to overgrown weeds and slippery steps covered in moss. The Clerk was asked to report this to the County Council Rights of Way and County Councillor. Mr Butters attended from Keele University along with a colleague. A future presentation will be made to the Parish Council regarding the SMART energy network demonstrator project. This involves ground breaking research into renewable energies. Mr Butters also reported that the Hawthorns would be vacated at the end of the year and Seddon's draft plans for the management of the demolition and building phase would be brought to a future meeting. It was agreed that following discussions with the Parish Council, an open meeting would be required to include the community.</p>	<p>Clerk</p> <p>Next agenda</p>
17/4	<p>Apologies – Cllr W Naylor and County Councillor Dr Jones</p>	
17/5	<p>Declarations of Disclosable Pecuniary Interests None declared.</p>	
17/6	<p>Minutes of the Annual Parish Meeting and Parish Council meeting held on 19th April 2017 To approve – Subject to the amendment to the end of the Annual Parish minutes, to amend Ms Newman to Mr Bibby with regards to the closing of the meeting, the minutes were RESOLVED as being a true and accurate record. The minutes were signed.</p> <p>Matters arising not on the agenda Pump Bank surface – There was some discussion regarding information contained in the parish archives, which was thought to be held at the Natwest Bank. However, as these were likely to have been destroyed by the bank in a move, the information is not likely to be traceable.</p> <p>Signs – The Colliery signs have now been removed. The new road layout signs are being removed by Angela Nutter at the County Council.</p> <p>Green Belt Policy – it was agreed to include this on the next agenda, Ms Newman to propose a form of words. Until any future revision the agreed version has been posted on the web.</p> <p>It was noted that a broadband survey in terms of providers will be carried out as part of the Neighbourhood Plan. Knights Croft residents are signed up to Virgin Media.</p> <p>A response to the Housing White paper was not submitted.</p>	<p>VN</p> <p>Next agenda</p>

17/7	<p>To review the Financial regulations and Standing orders RESOLVED that these be adopted as proposed, with no further changes made.</p>	
17/8	<p>Financial matters: To note the outcome of the internal audit inspection and any findings</p> <p>1. To note the outcome of the internal audit inspection and any findings The internal auditors report was received and noted.</p> <p>2. To confirm that the assertions in Section 1 of the Annual Return is correct for year ending 2016/17 – see Appendix B The Parish Council considered each Assertion on Section 1 and it was RESOLVED that Section 1 be signed by the Chair and Clerk/RFO at the meeting.</p> <p>3. To sign Section 2 of the Annual Return – see Appendix B The Parish Council considered Section 2, and it was RESOLVED that Section 2 be signed by the Chair and Clerk/RFO at the meeting.</p> <p>4. To approve payments/orders, receipts and transfers - Appendix C RESOLVED that the payments be approved as appended. Noted that a further grant of £4.5k had been received in relation to the Neighbourhood Plan.</p> <p>5. To consider the renewal of the annual insurance policy from June 2016 – Appendix D RESOLVED that the insurance renewal be approved and the 3-year long term agreement at a cost of £639.74.</p> <p>6. To consider renewing the subscription to Staffordshire Play Fields Association £15 RESOLVED that this would not be subscribed to until such time it was appropriate.</p> <p>7. To approve the request for the Annual Church yard contribution £950 RESOLVED that this would be approved and paid.</p>	
17/9	<p>To nominate representatives as follows, and receive reports:</p> <p>1. Staffordshire Parish Councils Association - To nominate a representative</p> <p>2. Borough Standards Committee – To nominate a representative – RESOLVED to appoint Cllr Naylor.</p> <p>3. Betley Keele and Madeley Locality Action Partnership – To nominate a representative – RESOLVED to appoint Mr Downing.</p> <p>4. Rural Runabout update - To nominate a representative - RESOLVED to appoint Ms Newman.</p> <p>5. Village Hall Management Committee - To nominate a representative - RESOLVED to appoint Mrs Hughes.</p> <p>6. Keele University Estates meeting – To nominate representatives – RESOLVED to invite whoever is considered appropriate at the time. It was noted that this was called the Keele University Community Representatives meeting.</p> <p>7. To nominate representatives for other responsibilities as appropriate: Keele Neighbourhood Plan – Mr Bibby would continue to represent the Parish Council. Dr Harrison would be the webmaster and Ms Newman be the editor of the Yew Tree with assistance from Mr Gibbons.</p>	<p>Next agenda</p>
17/10	<p>To consider the situation with regards to Pensions Auto enrolment The pension situation was noted, with regards to statutory declaration submission. There were currently no staff who required pension enrolment.</p>	
17/11	<p>Sub-contractors: public liability Insurance requirements Mr Downing agreed to approach Mr Czwartynski to carry out an appropriate risk assessment, methodology statement and documentation. This will be brought to the next meeting.</p>	<p>JD Next agenda</p>
17/12	<p>Planning applications – to provide comments on the following:</p> <ul style="list-style-type: none"> •Pepper Street (Outline Planning Permission for up to 100 residential) – 13/00970/OUT current position, security of the site and enforcement action <p>Mr Sellgren has been sent a response in relation to his last letter, requesting that the Parish Council can meet with the landowner and Borough Council. There was</p>	

	<p>concern that the fencing was still not in situ, despite the ongoing issue of youths trespassing on the site. It was noted that the fire was fully ablaze prior to the youths being there. Mrs Hughes to report each time it is seen to 101 and the Fire Brigade. Mrs Hughes reported that she had not received any further unwanted gifts.</p> <ul style="list-style-type: none"> • <u>INFO ONLY - FIVE DAY NOTICE Tree Preservation Order Number 2 - W4. Woodland located on the eastern edge of the golf course, running south along the public right of way from Daleview Drive 12 trees (including younger regrowth) will have been felled (mainly by the storm). There is good natural regeneration on the site and there is no current intention to plant any specific replacement trees.</u> Keele Driving Range And Golf Shop Keele Golf Centre Keele Road Keele Newcastle Under Lyme Staffordshire ST5 5AB Ref. No: 17/00357/TWA5 - Application Permitted – This was noted. • <u>Application for certificate of lawfulness of proposed works to a listed building - Proposed installation of projector and screen for use during chapel services and events.</u> The Chapel Keele University Keele Newcastle Under Lyme Staffordshire Ref. No: 17/00366/PLDLB – No papers had been received in time for the meeting. No comments were raised. • <u>Provision of two fire escapes at Lindsay Hall Block S and associated works including external lighting and fire escape doors.</u> Lindsay Hall Keele University Block S Keele Newcastle Under Lyme ST5 5BG Ref. No: 17/00298/FUL – Ms Newman stated that the documentation online was blank. This was to be checked again. • <u>Retention of temporary living accommodation</u> Keele Christmas Tree Farm Station Road Keele Newcastle Under Lyme Staffordshire ST5 5AH Ref. No: 17/00293/FUL – Noted. • <u>Resurfacing of existing car park</u> Nursery Building Car Park University Drive Keele University Keele ST15 5BG Ref. No: 17/00279/FUL – This was noted. • To note the Borough Council's planned Keele Conservation Area appraisal and request for volunteers - A number of names had been supplied to Ms Wallace. 	
<p>17/13</p>	<p>Reports</p> <p>1. Chairman's report</p> <p>The Chairman's report was noted as attached. Housing needs information required for the Neighbourhood Plan was expected from the Newcastle Borough Council shortly. The students' questionnaire is still open although there have been 112 responses so far. The Keele University Community Rep meeting was held recently and it was noted that there should be terms of reference. Ms Newman reported that the gullies are still blocked on Keele Drive. Mr Bibby will raise this.</p> <p>a. Keele Road options</p> <p>The new County Councillor will be carrying out a walkabout around Keele to look at the issues. It was agreed to wait until the effects of the changes at the University have been seen in September. If necessary a letter will be sent to the Government regarding the policy on parking for Universities. Mr Gibbons will create an official notice to be placed on cars. It was also agreed that we ask the County Council to consider extending the double white lines further out from the village on Keele Road to improve safety on the bend into the Village. It was also suggested that the TPO be extended further towards the village at the junction with the A525 and that gateways along Keele Road should be protected with TPO's. There were concerns about the parking for the construction workers during the University development. Noted that the parking is creeping further over the bridge at Quarry Bank – this was thought to belong to the Sneyd Estate. It was agreed to wait to see what the impact is of the Hawthorns development on parking in this area.</p> <p>b. Upcoming vacancy on Keele Parish Council</p> <p>As yet there is no vacancy. To be discussed if relevant on the next agenda.</p> <p>c. Yew Tree: next issue</p>	<p>GB</p> <p>SG</p> <p>VN</p>

	<p>It was noted that the deadline for the next edition will be 14th June for an issue in July. Ms Newman will be collating and editing the next edition.</p> <p>2. County & Borough Councillors Cllr D Jones, Cllr Naylor, Cllr Kearon A report had been circulated by the new County Councillor Dr Jones. It was noted that there is £7500 available for the Community Fund plus schemes to be included on the Divisional Highways Programme. Cllr Jones is to attend the next Neighbourhood Plan meeting.</p> <p>3. Keele University Estates meeting 10th May 2017 This had been reported earlier on.</p>	
17/14	<p>Amenities</p> <p>1. To consider a bid for the Staffs County Community Paths Initiative – deadline 31st May 2017</p> <p>It was agreed that Keele Conservation Group submit the quote for £178 to the CPI bid for the work to the horse stile access off the gating order gate on the County Road at Hollywood. Additionally, it was agreed to submit a bid from the Parish Council for the Narley steps to be cleaned properly and growth cut back.</p>	Clerk WN
17/15	<p>Grants</p> <p>1. To note the Lyme Lottery replaces the Community Chest grant An update was provided to say that the Lyme Lottery would be launched in June. Tickets are available online, and 60p goes to good causes, but they have to be registered with the Borough Council.</p>	
17/16	<p>Other matters for consideration:</p> <p>1. Hawthorns ongoing issues – Ms V Newman Ms Newman stated that she was glad that we will be kept in the loop although there was some concern about the trees. This issue will be raised with Keele University.</p> <p>2. To consider quotes for the Lych Gate steps (exclude public) – Dr Studd Three quotes had now been obtained. Dr Studd is to liaise with the church regarding ownership. A working party consisting of the Parish Council and Church would be convened to look at the funding options. Signage would be considered also with no liability on either party.</p> <p>3. Hedges – Cllr Naylor The information regarding the landowners was still awaited. Agreed to hold off the action required for the Village, as the path was not on that side of the road.</p> <p>4. Lymes Road bollards/gating This will be pursued.</p>	RS Next agenda
17/17	<p>Clerk's Reports</p> <p>Correspondence</p> <p>1. To review papers and correspondence received through the clerk and consider if any item requires further action on next agenda : There were no items to note.</p>	
17/18	<p>Any Other Business for future agendas</p> <p>Parish Council forum update – Ms Newman Sub-contractors: public liability Insurance requirements Lych Gate steps Staffordshire Parish Councils Association - To nominate a representative Green Belt Policy SMART energy network demonstrator project</p>	

Meeting closed at 9.00pm

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

21 June 2017

19 July 2017

16 August 2017

20 September 2017

18 October 2017

15 November 2017

20 December 2017

Approved Payment Schedule – May 2017

BACS & Cheque No.	Expenditure	Details	TOTAL
bacs 13	Val Newman	Parking Stafford	4.00
bacs 14	Val Newman	Mileage to Stafford	16.20
bacs 15	C Withington	May Salary	239.25
bacs 16	C Withington	May Expenses inc mileage	15.00
bacs 17	HMRC	Tax and NI May	59.80
bacs 18	Mr Czwartynski	Litter - May 16	135.20
bacs 19	Keele Village Hall MC	Room Hire April to March 2018 x 12	300.00
bacs 20	Chris Heelis	Internal Audit fee 2016/17	50.00
bacs 21	Came and Company	Insurance renewal	639.74
bacs 22	Eurooffice	Stationery	22.53
bacs 23	Eurooffice	Ink	60.12
bacs 24	NBC	Corrected payment (£500 overpaid S136)	500.00
bacs 25	KPCC	Churchyard contribution	950.00
			2,991.84

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

We have now received notification that we have been awarded £4.5 k for the next phase of the plan and have been granted further technical assistance. In the first case this will take the form of a Heritage and Character assessment.

The outcomes from our meeting of 9th May have been circulated but are reproduced below:

1. *Graham outlined the outcomes of the strategy meeting with John Knight (8th May) to decide actions for the next two months whilst we await the completion of the Housing needs Survey.*

- a. *Agree to seek volunteers to form five small policy groups to produce initial drafts of the 5 policies:*

Housing: Robin Studd, Sam Summerfield, Val Newman

Transport: Graham Bibby, Phil Butters, Tish Wright, Jim Golden?

Facilities: Judith Deakin, Brenda Johnson

Environment: Sam Gibbons?, Phil Butters, Wenslie Naylor

Business: Sam Summerfield, Val Newman

It was suggested that improving links with the University were integral to all policy areas.

Membership of these groups remains 'open'. It was agreed not to meet until July to allow the work of drafting initial policies to be undertaken. Graham contacting John Knight to establish date for training

- b. *Consultation to be expanded to the following stakeholders:*

The Surgery: John Downing

School: *Sam Summerfield*

Church: *Graham Bibby*

Agreed that discussions would be unstructured

- c. *Local estate agents to be interviewed with regard to local housing need. It was agreed that it was critical to define exactly what constituted the plan area when talking to Estate Agents as confusions exist between the civil and ecclesiastical parishes. The Housing Policy Group will define a script for a semi-structured interview and recruit volunteers.*
- d. *Aspire to be interviewed about the rented sector and possible involvement in housing association projects in Keele. Housing Policy Group leading on this area*
- e. *Initial edition of the community newsletter to publicise results of the questionnaire and strategic direction as a result. Dr Besly to work with a volunteer prepared to edit coordinate distribution. A community meeting to be set up in June to publicise findings and give the chance for a question and answer session. It was agreed to get the newsletter out prior to the community meeting. Juliet Collins has volunteered to work with Bernard Besly in drafting the newsletter which will be distributed by the Neighbourhood Coordinators with postal distribution where appropriate. Diane Smith has volunteered to organise the community event.*

The group were very pleased to welcome Jason and John Tunnicliffe. Dawn Tunnicliffe has volunteered to proof the website for us and to be the editor of the plan document.

- 2. *Business Consultation: the University have offered their next breakfast drop-in session on 10th July to the plan to consult with and present to businesses. Sam and Val will work with Graham and Bernard to produce information/ presentations for the event. Volunteers needed to attend the event to engage with business leaders. Service Station: Wenslie Naylor had provided a contact. Val Newman will interview the Students' Union and Sam and Val will interview Sandra at the Sneyd Arms. A set of questions are under development to standardise the interviews. It is hoped to conclude the business consultation by mid June.*
- 3. *Student Questionnaire. 112 responses so far which is a positive result. Responses show an appreciation of the quiet, safe, rural aspects of the environment with corresponding concerns with regard to its remoteness, transport links and access to shops. Limited employment opportunities for students in the parish were raised. The questionnaire will close on the 9th June and analysis will be completed by the student team by 1st July. Graham expressed appreciation for all the hard work done by Emily and Ela who will be finishing their terms as union officials at the end of this term.*

Items in red indicate meeting outcomes

A date has been selected for the Community Feedback event: 14th June and Diane Smith has undertaken to organise the event.

Community Representatives Meeting:

The outcomes from this meeting are copied below. The most significant discussion concerned the Hawthorns.. The University are meeting with Seddons in the last week and a half of May to discuss

Community consultation regarding the development phase. We emphasised how CRITICAL it was that Seddons engaged in this process promptly and in the spirit of cooperation.

1. **Drainage issues on Keele Drive in its approach to the Village:** gullies cleared in late winter, the situation will be monitored by all parties. It is intended to clear gullies on a biennial basis.
2. **Parking issues:** KPC will discuss parking on Keele Road in its July meeting and consider TPO solutions but wait until September and assess the impact of the Plot 7 car park. The University noted that too many places had been allocated to students in relation to capacity this year and that this would be addressed in next year's allocation. Car parking lost at the Hawthorns when it is developed will be compensated for by parking available at the new Barnes site. Issues with bus companies being able to service the plot 7 car park are under discussion with the possibility of an additional shuttle service being provided free to users.
3. **Changes to procedures for resident staff wishing to buy property on campus:** agreement between all parties about the desirability of the university continuing to be able to provide a 'soft-landing' for new for new staff and to be true to its founding vision as a community of students and staff. Staff currently renting may still apply to the VC to buy property, each case will be considered on its merits. A residents association would be the best forum to discuss this and it was hoped that the Neighbourhood Plan might encourage the development of such a body.
4. **Grounds:** a large number of David Austin roses have been planted in the parterre over winter and are now beginning to sprout. Unfortunately discussions with the National Gardens scheme with regard to a Garden Open Day were unsuccessful as the scheme demanded a site closure to facilitate charging.
5. **Site development:** Plans are progressing well for the development of new student accommodation at Horwood and Lindsey following planning approval in March 2017. Work is scheduled to start at Horwood in June this year and accommodation is expected to be ready by September 2018. Work at Linsey is expected to begin in June 2018 with the demolition of the moribund blocks. The Caudwell building is expected to open in September 2017.

The university are meeting with Seddons towards the end of this month to discuss the 'Stakeholder Strategy Plan'. The Parish Council emphasised the importance of Seddons consulting with regard to their implementation plan at the earliest possible opportunity and in the spirit of cooperative working together to minimise the impact on the village community and determine critical outcomes such as the future of the shop unit and management of the site. The university undertook to communicate this in their meetings with Seddons this month. The current shop provision is closing in June and the entire site, including the Management Centre, will pass to Seddons at the end of December.

Central Science development has received planning approval together with positive remarks regarding the quality of the design. Work will begin at the end of July with completion scheduled for September 2019

The Smart Innovation Hub (was MCIL) will house Keele Management School, Starter Businesses, shared spaces and a reception and will go to planning on the 23rd May with a view to starting building in Autumn 2017 and completing in April 2019. There are no further design changes in the submission to planning.

6. **Date of next meeting:** September 2017 but a meeting will take place between the parish council, university and Seddons to discuss the management of the Hawthorns development at the first opportunity following the universities meetings in May.

Greenbelt

The website has now been updated with the agreed and circulated statement.

Letters

We have written to John Sellgren to encourage him to hold the promised second meeting with regard to the Pepper Street site. We have also to Councillor Jones to invite him to attend our meetings and engage in the Neighbourhood Plan. We have yet to receive responses.