

MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Wednesday 20th September 2017 at 7.00pm at Keele Village Hall, Keele

Attendees: Parish Cllrs - Mr G. Bibby (Chair), Ms V. Newman, Dr R. Studd, Cllr. T. Kearon, Mr J. Borg, Dr C. Harrison, Mrs S. Hughes **Mr J. Downing, County Cllr D Jones**

There were no members of public present. Ms D Smith, Ms A Oakden, Mr P Butters and Mr J Peacock attended for their items

- 17/63 **Public Open Forum** – No issues raised.
- 17/64 **Apologies** – Cllr W Naylor, Mr Gibbon, Mr Snape
- 17/65 **Declarations of Disclosable Pecuniary Interests** - None
- 17/66 **Village Hall Survey outcome – Ms Diane Smith**
RESOLVED to bring this item forward. A structural survey had been carried out and the report circulated. Overall the building was found to be in a safe condition to allow continued use. However, the report recommended that the cracking at both ends be monitored. Additionally, that the drains are excavated with CCTV placed down to see if this was causing an issue, at the end nearest the road. **RESOLVED** to note the survey and support the Village Hall MC in their investigations. Further costs once known would be brought to a further meeting for consideration. The Parish Council thanked Ms Smith for the update.

17/67 **Hawthorns development update: Amanda Oakden of Seddon**
 Ms Oakden attended the meeting at this point and provided a brief update on the plans for development. Key points included:
 Planning Conditions – resubmission of one condition to deliver the phase in one continual build, but in a different direction. There will be no stop/start during build. A further application may be submitted for the change of internal layouts, which may change some external features eg windows/footprint – these will be sent through before submission. **AO**

Trees - A site visit has been carried out with Peter Stepien and it has been agreed to remove the beech tree (T19) due to its poor condition. This was noted and agreed that a suitable replacement tree be planted. The tree work will occur at the same time as the fencing when they have full vacant possession of the site expected in December – once services have been disconnected. The Management Centre will close on 22nd December. Hawthorn students are expected to decant to Barnes between Oct and December. If however the site is not ready by December then the University can retain Hawthorns, due to exams etc.

Site fencing – The majority of the site will be heras fencing, which was agreed by KPC. The hoarding will be green.

Adoption – The S38 adoption plan will be circulated after the meeting by Ms Oakden. It is intended to have the roads/public paths adopted asap, following the 12 months maintenance and defects have been carried out. It is expected that the future Management Organisation (resident run) will maintain the school drop off as it will not be included within the adoption. This will be funded through an annual charge. Site Access/Parking – This will be via The Village and an extra internal road will be created to avoid traffic using the Quarry Bank Road entrance. New designated parking spaces will be provided for the school, potentially a permit style parking system will be used in the short term, and longer term may require a 30 min ticket which could be enforced by the University (if sub contracted). Contractors will be expected to park on the site (up to 40 vans) with potential to

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create an overflow if required – the site manager will be expected to manage the contractors to ensure they park on site. Contractors will enter and exit the site from Station Road only. However if any access is required from Quarry Bank Road, then the site manager/Amanda will inform the Parish Council. There will be a need to break through into Quarry Bank Road. Wheel washing and road sweepers will be present around the entrance. It was agreed that a public meeting will take place on 1st November 2017 from 3pm until 7pm. If the room was not available then it will move to the Keele Management Centre. Material to include cover the questions raised by the Parish Council and plans of the new play area.

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Ms Oakden to confirm if there will be piling on site. Ms Oakden, Mr Butters and Mr Peacock were thanked for their attendance.

AO

17/68 **Minutes of the Parish Council meeting held on 16th August 2017**

- 1. To approve

RESOLVED to approve the minutes of the last meeting, which were signed as a true and accurate record.

- 2. Matters arising not on the agenda

Cllr Naylor had spoken to the occupiers of hedge overhanging Pepper Street, by the junction with Quarry Bank. It had also been reported to Highways. It had been cut, but was not considered to be sufficient. Clerk to write to them to ask them to cut it back further which will then be reconsidered at the next meeting. Clerk to thank the owners of the hedge cut along Quarry Bank. To also note that no evidence had been found regarding the dumped rubbish.

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No comments were submitted from the Parish Council regarding the police and fire, although Cllr Kearon inputted into the Borough Council comments. Noted that several district/city authorities have opposed the plans.

Comments to be sent to Dr Harrison regarding the welcome letter.

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17/69 **Planning applications – to provide comments on the following:**

- 1. 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 despite requests for information, the eviction had still not taken place as planned. Cllr Kearon is also awaiting a response from Mr Clifton and the Chief Executive. Security on site is not present as suggested by Mr Walters. All to report any incidents to 101 at the time in order to build the hotspots.

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- 2. To ratify the following (as previously circulated):
 - response submitted for the Joint Local Plan consultation
 - comments submitted ref planning application 17/00646/FUL The Hawthorns Keele Village and Barnes, Keele Campus, Keele
 - comments submitted for Boggs Cottage Appeal 16/00969/FUL
 - comments submitted for the validation of Planning applications

RESOLVED that the above were approved as submitted.

- 3. [St Johns Church Of England Church Bank Keele Newcastle Under Lyme Staffordshire ST5 5AT 17/00753/TCA](#) trees - No comments were raised.
- 4. **Works to trees** Firs Hill Keele University Keele Newcastle Under Lyme Staffordshire ST5 5BE Ref. No: 17/00731/TWA - No comments were raised.
- 5. **Single storey extension to side and rear of dwelling** 32 Station Road Keele Newcastle Under Lyme Staffordshire ST5 5AH Ref. No: 17/00701/FUL – No comments were submitted.
- 6. **Single Storey Extension to Horwood Energy Centre** Horwood Energy Centre Keele University Horwood Keele Newcastle Under Lyme

Staffordshire ST5 5BH Ref. No: 17/00698/FUL – No comments, if there are any comments then this will be circulated after the meeting.

- 7. [17/00755/FUL | External plant compound to the rear of IC5 | IC5 Innovation Way Keele Newcastle Under Lyme Staffordshire ST5 5NT](#) – This was received after the agenda, so was considered as an urgent item however there were no objections.

17/70 **Reports**

- 1. Chairman’s report including Neighbourhood Plan update and Keele Masterplan update

The report was noted as per appendix A. Dr Harrison noted that there did not seem to be input from an architect into the overall University masterplan. All questions to be raised for the Keele University meeting on Thursday 21st September are to be emailed to Mr Bibby. It was **RESOLVED** that an application be made to the Planning Inspector for a direction to be issued by the Secretary of States office to Staffordshire County Council regarding the DMMO for Quarry Bank/Red Heath footpath.

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- 2. County & Borough Councillors Cllr D Jones (inc RPZ), Cllr Naylor, Cllr Kearon

Cllr Jones provided a verbal report. The Village RPZ would be discussed at a site meeting with Amey and County officers. Costs are awaited from Highways to firm up the agreement, but in the meantime a further copy of the email confirmed the university’s commitment in principle would be sent over to Cllr Jones. School transport issues were being looked into due to the issues of the paid places for children in Keele who are accessing the bus. As a result of the route/time changes by D&G, a meeting is to be held with the Chief Executive. A question has been put to the County Council’s Cabinet regarding subsidy for school routes and bus passes. Additionally, a question has been put regarding the definitive map modifications. The specific case in Keele is to be raised. A speed survey will be carried out by the railway bridge on the A525. There have also been issues of ASB on the Church yard car park. The PCC are asked to consider chaining off the car park in hours of darkness. It was agreed that the Clerk would write to the PCC to inform them that there have been reports of serious problems in the evening including abusive behaviour towards residents and ask for the car park to be secured during hours of darkness. The Parish Council would be prepared to assist in the administration of the closure and also assistance to apply for a grant to fund the costs of a bollard or other measure. Clerk to request information from Sarah Moore. Cllr Jones will be speaking to the Church regarding a walking nativity, which was supported by the Parish Council. Cllr Kearon and Naylor’s reports were taken as read, being circulated prior to the meeting.

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- 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 (18th Sept) –Mr Downing had attended, although there was limited attendance. There was discussion about issues of ASB at Keele Golf Course.
- 6. Rural Runabout update - Ms Newman – No meeting has been held, the next one is planned for November.
- 7. Village Hall Management Committee - Mrs Hughes – The cleaners have been brought in on a weekly basis over term time. A set of hedge cutters will be purchased, comments to be fed back to the VHMC regarding PPE and training. A quiz night will be held on 21st October – Dr Harrison to publicise the information on the website.

17/71 **Amenities**

- 1. Sub-contractors: public liability Insurance requirements and Litter Collection solutions

The Clerk is to send a letter expressing our concern and wishes for a rapid recovery of the litter collector. A payment of £100 will be made to cover unpaid hours. In the meantime, interim arrangements will be put in place to ensure the standards do not drop. Mr Snape and Mr Gibbon to approach the Keele Uni Student volunteers. It was noted that Cllr Naylor has equipment supplied by the Borough Council. Mr Bibby will discuss a proposal for interim arrangements with the University.

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SG TS**

- 2. Cleaning of street signs – Ms V Newman

RESOLVED that Mr Quick be asked to provide a quote to clean the street signs in the Parish. Clerk to ask Ms Nutter to remove the Colliery sign at Pepper Street (on the A525).

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- 3. Removal of dog waste bin from the corner of Quarry Bank and Pepper Street

It was noted that the dog waste bin had been removed from land donated to the NBC. Clerk to ask Paul Pickerill to reinstate with a general bin – and to copy the Borough Councillors into the email for support.

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- 4. Replacement of the missing Keele signs – Mrs S Hughes

A request is to be made to Ms A Nutter for a new Keele sign entering the Silverdale parish. People are confused by the lack of signage along Pepper Street being as it crosses two parishes. Clerk to obtain a quote for 2 new Keele signs for the next meeting.

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17/72 **Other matters for consideration:**

- 1. To ratify the comments provided for the bus subsidy consultation

RESOLVED that this be ratified as submitted and circulated.

- 2. Path across the A525: update

Noted that the work reported has been completed, Mr Bibby to inspect.

- 3. Broadband in Quarry Bank and poor phone reception

It was noted that the service level reported was the result of the long cable run for the village cabinet. Quarry Banks infra-structure does not differ from that of the village. Many issues can cause poor broadband or phone services including issues within the residence or with the service provider. The Parish Council will write a letter of concern to BT with regard to impacted lines running to Quarry Bank but Residents should report individual service related issues to their supplier. Mr Borg offered assistance to any resident who needed assistance in this matter. Staffordshire Superfast are also to be contacted as they can provide an interface between supplier and customer. Cllr Jones to circulate the details.

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- 4. Proposal for a new water pipe line from Lennard Jones to the energy supply at the Students' Union

There was concern that planning permission may be required. Mr Bibby to raise at the next KU Reps meeting.

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17/73 **Clerk's Reports and Correspondence**

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

- a. The Community Council of Staffordshire's AGM will be held on 3 October 2017 commencing at 7.30pm at Walton Village Hall – This was noted.

- b. SPCA nominations for SPCA Executive (1 Newcastle) Deadline Friday, 20th October – This was noted.

- 2) To arrange cover for the October meeting due to Clerk's training

It was approved that Ms Simpson would be asked to provide locum cover.

17/74 **Financial matters:**

1) To approve the Chair’s Allowance for 17/18 (£210 budgeted) – Mr Bibby did not take part in the discussion or voting. **RESOLVED** to award £210 for the Chair’s Allowance.

2) To approve payments/orders, receipts and transfers and Bank reconciliation - Appendix A

RESOLVED to approve the payments as per the attached schedule and to note the bank reconciliation statement.

3) To consider priorities for the draft budget for 2018/19- see Appendix B
Clerk to draft a budget on the basis of this year and to put as the first item on the agenda for the next meeting.

4) To note the outcome of the completion of the Annual Return for Accounts ending March 2017 following External Audit (see Appendix C)

This was noted as completed with no issues, and notices have been posted.

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17/75 **Any Other Business for future agendas**

Meeting closes – 9.15pm

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

18 October 2017

15 November 2017

20 December 2017

Approved Payment Schedule – September 2017

Ref	Payee	Description	£
bacs 45	Grant Thornton	Audit fee	120.00
bacs 46	Val Newman	Yew Tree printing	21.00
bacs 47	Mr Czwartynski	Litter collection (unpaid hours)	100.00
bacs 48	C Withington	Sept Salary	246.69
bacs 49	C Withington	Sept Expenses inc mileage	15.00
bacs 50	HMRC	Tax and NI Sept	61.80
bacs 51	Mr G Bibby	Chairs Allowance	210.00
bacs 52	Couch Consulting Engineers	Village Hall Survey	780.00
bacs 53	Mr Hough	Spraying Church wall, Pepper Street Station Road and the Village	390.00
		Total	1,944.49

Appendix A Chairs report- September 2017

Neighbourhood Plan

NP Forum

I attended the Neighbourhood Plan Forum at Loggerheads on September 5th, the group comprises of representatives from the four NP groups in our area: Keele, Madeley, Betley, Loggerhead ad Chapel/ Hill Chorlton. The group asked that two issues be raised with Parish Councils.

1. Does the Parish Council give the group authority to act on our behalf with regard to NP issues?

Our answer must be ‘no’. Neighbourhood Planning powers are given to each parish Council and have to be exercised by them. They cannot be delegated or mandated by or to another body under the Localism Act. The only way that could happen is for them all to withdraw their current Neighbourhood Plans and to sign up to a joint neighbourhood plan, submit to NuLBC and take it from there. Equally, our interest may not be the same. My recommendation would be that we suggest the forum exist for sharing good practice and ideas and to offer mutual support. But that any joint decisions must be mandated by **all** participating parish councils.

2. The mood of the group was to question the objective housing need figures in the developing JLP and that PC’s support the submission of the attached paper to NuLBC produced by one of the group members.

I would like to respond that we are not prepared to make such a submission.

The view of the NP core group is that we cannot support this although a submission by other PC’s is a matter for them. I made this point in the meeting. Our reasons are various. Firstly, our HNA was completed using the same OAN as used in the JLP consultation and we have already exceeded our allocation with the Hawthorns, we have no need to engage querying the LA’s analysis. Our real threat is that until a JLP exists we have no secure 5 year housing supply and as such are under treat from speculative development. John Knight wrote:

“In terms of real outcomes of this process, the experience in Cheshire has been that a failure to have an up to date 5 year supply of housing land is critical in making decisions on planning applications. Land prices are generally higher in Cheshire but this part of the Potteries area (i.e. west of Newcastle) that is not protected by Green Belt may come under pressure from strategic land companies looking to make deals between landowners and house builders. In Cheshire this resulted in quite a number of appeals being allowed in the non-Green Belt areas during the period of Local Plan preparation. So far as I can recall, no major house builder applied for housing on Green Belt land. Now both Cheshire authorities have up to date Local Plans with 5 year supplies of housing land. The sites are now resolved through either Local Plan allocation (including some Green Belt sites in all towns) or appeals. The land companies will start looking elsewhere if they have not already started.”

Of course, the ‘elsewhere’ includes Keele! The argument made in the paper that we have a 4.96 year housing supply based upon the 2009 Core Spatial Strategy does not hold water. As the paper notes this strategy is out of date, hence the need for the JLP. Our NP will also act as protection as Joh notes above but cannot go to examination until it has been approved by Newcastle. Thus our best way forward is to work with the LA. We have made very good progress in building bridges with Helen Beech, who has overall charge of the NP/ JLP and I do not want to burn these. The paper is circular in its reasoning; it challenges the JLP’s stats on the very basis of the out of date data which the JLP is intended to remedy. Equally, we have been through the process of questioning Newcastle’s data before, at much greater length and to no positive effect; o do so again would not be productive. Finally, the government are in the process of producing a national methodology for assessing housing need, the appropriate time to review the current projections in the JLP will be when that has been published.

Following email consultation with you it is now my intention to decline both suggestions unless there is any objection raised in our meeting of 20th September.

Planning development seminar with Keele University:

We met with Keele University and their architects from BDP on 11th of September, there was good attendance from the Parish Council and both Borough Councillors attend. The meeting look at Keel's plans for the next 20 years or so. The proposals are outlined in Keele University's submission to the JLP consultation which will be available online once the JLP partnership have processed all the submissions. In brief:

We are aware of medium term proposals (next 5 years) including MCIL and the possibility of developing a second hub in the centre of campus (as yet to reach planning stage). The intention is in the next 4/5 years to increase student beds to 4000 with 500 extra beds been delivered per year.

Beyond this the University proposed the following vision. By 2040 the University targets a 19,000 student population identifying this growth as necessary for the University's survival.

- By 2030 a faculty of engineering would be set up.
- More IC units, IC7 to 10 would be established.
- The hotel would be developed together with a conference facility.
- Additional nurse facilities.
- More retail facilities
- Leisure facilities (including gym/pool/ games suite)
- Additional residential accommodation comprising student residences, staff housing and graduate accommodation
- Provision of renewable energy infrastructure at or close to the University estate. The use of the field on Gallows Tree roundabout was discussed as a site for a solar farm.
- A joint transport hub with park and ride available at weekends for the public. Several sites were discussed.
- A 'through' primary and secondary school
- Hospital facilities to support the faculty of medicine

BGP were at pains to emphasise that none of the development proposals had reached the planning stage and the ideas outlined were part of a visioning consultation. Critically, the University would seek extra land to accommodate this growth. The favoured proposal was to develop in the valley beyond the current development site towards the Westlands, existing woodland would be preserved. Tony Kearon requested the university considering development in Silverdale parish identifying several sites off Cemetery Road as examples.

The meeting concluded with broad agreement amongst all parties that a version of this vision could be supported by the PC and KNPG but that the precise detail was critical and that concerns existed about increasing the division between the Parish and the University and the erosion of the green space separating Keel University from Newcastle.

Other Neighbourhood Plan matters

An evening Business information and consultation event is being held on the 12th October at Keele University. The event is being coordinated by Sam Summerfield and Val Newman with Bernard Besly and me helping to develop materials and format.

A Heritage and character assessment by AECOM is now underway. Parish councillors who may have any useful material either as hard copy or electronic files are asked to bring this forward. It is anticipated the assessment will take around three months. Bernard Besly is providing support with regard to mapping data.

Policy Groups for Housing, Facilities, Environment and Transport have now met and their initial documents have been circulated. Members of the core group are meeting with John Knight to discuss these initial ideas and refine to a series of policy options.

Meeting with Newcastle under Lyme Planning Department Hawthorns development

A meeting was held between the Chair, Vice Chair, Keele University and Seddon on 21st August. Outcomes from that meeting have been circulated to all Parish Councillors but are included as an appendix to this report.

A group of Parish Councillors and Mrs McAvan (Headteacher) walked round the Hawthorns with the University's Tree Consultant and Seddon. They were satisfied with the trees identified for removal but awaited further details of methodology. You will be aware that the removal of trees has now been postponed until such a time as students have vacated the site. Amanda Oakden will outline the Construction Management Plan and take questions at our meeting on the 20th September. No date has yet been identified for the transfer of students to Barnes but construction is still intended to start by January 2018 at the latest. It has been suggested that the Community Consultation event might be held on 11th October.

Footpaths

We wrote to the Secretary of State complaining about Staffs failure to process changes to definitive maps (DMMO's) and were told by HMGov to take it to our County Councillor, which we have done and informed Mr Rice of. David Rice then wrote back to us suggesting the only way to get things moving was to apply for a 'direction' to act with regard to a particular application.

The most relevant attachment is the original application for a DMMO. It is from Dr John Naylor and concerns a footpath from Quarry Bank to Staveley Place, Silverdale. David's habit of attaching multiple examples of such actions from other areas is not helpful in getting to the nub of the matter.

The question is: do we want to apply to the Planning Inspectorate for an direction on behalf of the Secretary of State that Staffs should immediately deal with this application.

Broadband

James Borg is drafting a letter to go to BT/ Openreach concerning the 'impacted' (poor) line quality to Quarry Bank in response to the letter from Mr and Mrs Yates. It is unlikely there would be a significant improvement if action were taken as the main issue is the length of the line run from the Village cabinet. Fibre to Premise is not a practical option in the short term and residents are getting over 9 Mbps which is useable.

Our experience in the past is that pressure from KPC has little or no effect on BT/ Openreach but commercial pressure does. Equally the reasons for poor broadband/ telephony issues are numerous and many do not the result of telecoms infrastructure. It is very important that users experiencing a poor service contact their service providers.

Parish Councils' Forum

There will be a meeting Agenda of the Parish Council Forum, Thursday, 28th September, 2017, 6.00 pm. Unfortunately neither I nor the Clerk can attend. Would any councillor be prepared to go to the meeting on our behalf?

Appendix:

Notes from the meeting between KPC, Keele University and Seddon 21st August 2017

Graham Bibby, Val Newman - Keele Parish Council

Phil Butters, Jamys Peacock - Keele University

Martin Jackson, Amanda Oakden - Keele Seddon

1. Financial issues due to securitisation of student accommodation make it difficult to say exactly when Hawthorns will be vacated by students. There is a deadline of April 2018 for work to start on the Hawthorns site (planning permission details), and Barnes must be completed first. There is a possibility that the students will move before the end of October at the earliest but this is dependent on Barnes being completed and given the green light for student occupation.

2. The general block and Keele Management Centre cannot be vacated until Christmas so this makes the timescale very tight for the demolition to be completed and development started before April. Demolition of the whole site is likely to take about 6 months. Hence the request to change the planning permission to allow for a staged approach. The site will be developed in 'phases' but demolition will continue as phase 1 is being built. There will be no 'stop-go' development (unless market conditions significantly alter but Seddon will keep the PC informed).

3. To minimise dirt on surrounding roads the infrastructure will be put in place so there are roads and hard standing close to the development area. There will also be road sweepers and pressure washers to ensure the area is kept as clean as possible.

4. A walk round the site with the arboriculturist (Jonathan Smith) took place on the 29th August so that the tree works could be discussed and understood by all. It had been proposed that this work would commence the week of the 4th September but it has been decided that this work will now be delayed until the students have been relocated to Barnes. Jonathan and Peter Stepion. (Council's tree specialist have done this already). Red dots are the latest dots for tree removal – please ignore white dots.

5. A first draft of the proposed site plan that will form part of the Construction Management Plan (CMP) was presented. The first draft is attached to these notes. It will present to KPC on the 20th September at our next meeting. Items arising in the meeting will be considered prior to finalising the CMP. There will then be a public consultation session of three hours (5-8 p.m.) on 11th October at the Village Hall, a drop-in session with appropriate displays, personnel and other information.

It was agreed that the best access was via Station Road. Seddon's noted that occasional access by Quarry Bank would be necessary. KPC accepted this when absolutely necessary. It was agreed that KPC would be notified prior to any such access. KPC also requested peak times, e.g. school run, University start and finish times, be avoided. Onsite parking is provided for staff.

6. The working hours on Saturday remain to be negotiated but there will be no work on Sundays. Hours of work on the site also remain to be negotiated.