

MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Wednesday 21st March 2018 at 7.00 pm at Keele Village Hall, Keele

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

Clerk – Mrs C Withington

There was 4 members of public present for part of the meeting.

18/024 Public Open Forum

No issues were raised.

18/025 Apologies – None

**18/026 Presentation from Mr Phil Butters Keele University regarding plans for a hotel
RESOLVED to bring this item forward.**

Mr Butters attended with the University’s Strategic Partner Mill Lane Estates (Glen Mill) and Studio KMA (Andrew Titterton) who will be developing the new 150 bed hotel at Keele. This will include a bar and branded restaurant. The hotel bar/restaurant will be primarily aimed at the business park users but also to attract others into the area and will be open from 5pm to 11pm. It was noted that it will be 6 storeys although the plant room will be relocated from the roof to the ground floor. There were concerns about the monolithic nature and how this fits into the landscape. Comments included that it should co-exist with other iconic buildings such as the MCIL and Caudwell. There were also concerns that it may be seen from the Borough Council’s offices as it sits high on the skyline. It was noted that it should sit below the tree line and blend in. There will be 167 parking spaces for staff and guests. It is hoped that planning permission will be submitted in the summer of 2018 and start on site would be Jan 2019, with a 14 month build programme. The members were thanked for their presentation and left the meeting.

18/027 Declaration of Disclosable Pecuniary Interests – None declared

18/028 Minutes of the Parish Council meeting held on 21 February 2018

To approve

RESOLVED to amend the minutes to read that the action would be changed from WN to GB for item 18/019/7. **RESOLVED** that the amended minutes be approved as a true and accurate record of the meeting. The Chair signed the minutes.

18/029 Amenities

Sub-contractors: public liability Insurance requirements and Litter Collection – further requirements following risk assessment – Mr J Downing

It was noted that a meeting had been held with the litter collector to run through the risk assessment, which had now been agreed. There were concerns about working near to the highway and hedges. It may be that different equipment that is telescopic may help. Discussion regarding the recent LAP clean up day at Madeley was held, and it was agreed that we should request the same for Keele which included the bulky waste collection and Streetscene etc. Mr Downing to raise this at the next LAP and Cllr Kearon is to request this with Mr Adams. Streetscene has agreed to collect the bags collected by the litter collector, if they are left out on collection day. Cllr Naylon suggested that it would be appropriate to have another bin at the Village Hall. This will be considered by the Village Hall Management Committee.

It was **RESOLVED** that subject to the service being acceptable and the risks being controlled, the Parish Council will offer the litter collection contract to Mrs Czwartynski. Cllr Naylon and Mr Downing to discuss this with them and report back to the next meeting. It was also agreed that the long-term arrangements will need to be considered in the very near future.

JD
TK

GB VHMC

JD WN

18/030 **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 there had been some interest in the site from Seddon Developments. Mr Bibby agreed to pursue this with the Managing Director. It was suggested that Keele Homes would still be required to remediate the tip prior to development. It was also noted that the outline permission expires in April. There was concern regarding illegal occupation of the site following smoke coming from a chimney on the site. It was noted that the JLP outlined the site as Green Belt for Development. It was agreed that we must push that this is not withdrawn from the Green Belt completely, as it has special circumstances attached to it which allowed the development to go ahead.

- 2. Hawthorns Development update and comments on Sports Field gates –

It was noted that arson had been carried out in one of the buildings. Security had been increased as a result. Any suspicious events should be passed to 101 or 999 if they are in progress. Further queries regarding the robustness of the fencing are to be raised with Seddon Homes at the next meeting on 29th March at 10am. Cllr Naylor to attend and possibly Cllr Kearon. Comments were forwarded to Keele University regarding the proposed gates, which were not considered to be acceptable or fitting.

WN TK

- 3. To ratify the Parish Council response to the NBC Joint Local Plan Preferred Options Preferred option consultation – see Appendix A

Mr Bibby was thanked for his input in producing a comprehensive response for the Parish Council. It was noted that there would be some staff changes at the Borough Council which may slow the process down. Cllr Naylor and Mr Bibby had been interviewed by Radio Stoke.

- 4. FOR INFO ONLY (numerous conditions) [Application for approval of soft and hard Landscape Scheme as required by condition 07 of planning permission reference 17/00193/FUL for Erection of a building to be used an Innovation and Leadership Facility](#) Land East Of Home Farm Keele Road Keele Newcastle Under Lyme Staffordshire Ref. No: 17/00193/CN07 – This was noted.

- 5. [Application for a Lawful Development Certificate for a single storey side extension](#) 3 Station Drive Keele Newcastle Under Lyme Staffordshire ST5 5AJ Ref. No: 18/00143/ELD – The Parish Council objected to the way the applicants had approached this development in a piecemeal fashion. Mr Bibby and Ms Newman to consider the application in more detail and provide comments if the building was already in situ and constructed less than 18 months ago.

GB VN

- 6. To consider responding to review of the Register of Locally Important Buildings and Structures in order to nominate historic buildings – see www.newcastle-staffs.gov.uk/localregister

A number of buildings to add to the list were provided such as :

- Yew Tree Cottage
- Highway Farm
- House 99 (??)
- Block houses on Quarry Bank
- GR post box

It was agreed that all would send over their comments to Mr Bibby for consideration at the next meeting. The deadline is 30th June.

ALL
Next
agenda

18/031 **Other matters for consideration:**

1) *To consider a response to the Draft revised National Planning Policy Framework consultation (ends 11:45pm on 10 May 2018) available at <https://www.gov.uk/government/consultations/draft-revised-national-planning-policy-framework>*

**ALL
Next
agenda**

This will be considered at the next meeting. All to review in the meantime.

2) *To note the General Data Protection Regulation coming into force May 2018 – to approve of the action plan in advance and note the expression of interest in Tier 2 SCC DPO Service (see attached Appendix B)*

The action plan was discussed in brief. It was agreed that this will need to be discussed with the new Parish Council when elected and should be a key issue. In the meantime, the Clerk has expressed an interest in Tier 2 of the SCC service.

3) *Poor condition of the Narley footpath (outcome of CPI bid)*

Unfortunately, the CPI bid was unsuccessful as the ramp/path does not follow the definitive map line. It is a highway function as it was installed as part of the bypass. The Clerk is to report it to Highways.

Clerk

4) *Lymes Road Gating order update – Cllr Naylor*

Cllr Naylor was to follow the progress up with David Beardmore and Cllr Jones would follow up with Rob Steele regarding the BOAT responsibility.

5) *Green space in front of the Hawthorns – Dr R Studd*

It was agreed to complete an application for green space status. Ms Newman, Dr Studd and Mr Bibby to meet to progress this.

VN RS GB

6) *Parking in the Village – Mr G Bibby*

This was addressed in the Chair's report.

7) *Safer Roads Bid update (deadline 14th April 2018) – Cllr W Naylor/Cllr T Kearon*

Cllr Naylor reported that a petition has been started to install Horse warning signs. It was suggested that a mirror could be installed by the Parish Council on the bend of Quarry Bank. This will be included on the next agenda. It was agreed that any issues would be emailed to Cllr Kearon at the start of next week, otherwise a bid would be submitted for horse signs and interactive speed signs. Mr Bibby to send over the road safety element of the Neighbourhood Plan to Cllr Kearon.

**TK
ALL
GB**

8) *Candidates for the Parish Council elections 3rd May 2018*

The Clerk reminded the meeting that Purdah starts on 26th March. The Parish Council thanked Dr Harrison for his input over the last 3 years who would not be standing next time. It was noted that the student representation could continue through the KUSU, if there were no students elected to the Parish Council. The Clerk will be available to meet on 28th March at 6pm at the Village Hall, to collect nomination forms.

ALL

9) *Facilitating Litter Picking Better – Cllr Naylor*

This had been discussed.

10) *To start to consider bids for the CPI footpaths (deadline 31st May 2018)*

This will be considered on the next agenda. Clerk to contact the Ramblers Association.

**Clerk
Next
agenda**

11) *To respond to the consultation Local government ethical standards: stakeholder consultation <https://www.gov.uk/government/consultations/local-government-ethical-standards-stakeholder-consultation> (deadline 5pm 18th May 2018)*

This was noted.

12) *To approve of the attached Safeguarding Policy – see Appendix C*

This was approved as circulated, subject to a review in November 2018. It was agreed that we need to agree a lead at the May Annual Parish meeting. Cllr Kearon stated that there should be other policies that feed into this.

**Clerk
May
agenda**

13) *Moving of dog waste bin Pepper Street – Cllr Naylor*

It was agreed that Cllr Naylor will respond to the enquiry to remind individuals that they can use any waste bin for dog waste.

WN

18/032 **Reports**

1. *Chairman’s report including Neighbourhood Plan update – Mr G Bibby*

This was noted as circulated and attached. It was noted that Mr Butters will be providing a presentation on SMART Energy at the June meeting.

2. *County & Borough Councillors Cllr D Jones (inc RPZ, hedge overhanging at Pepper Street/Quarry Bank), Cllr Naylor, Cllr Kearon*

Cllr Jones reported that the SCC budget 2018/19 included 80% towards Social Care, which left little else for other services. Highways will see a reduction from £52m to £22m from April 2018. Other budget concerns included schools funding which regardless of extra funding of £9.5m would still see a deficit of pupil funding. It was noted that the Carillion/Capita services had moved to another outsourcing contract. The waste contract was to be renewed in 2020, and this is likely to require another site as it will be full to capacity. The issues at Pepper Street with regards to mud will be reported to Highways, as event organisers should ensure the vehicles leave the site free of mud. The local community fund reopens on 7th May, in the meantime community groups can contact Cllr Jones for further information. A debate is being held regarding children learning sign language in Staffordshire. Cllr Naylor had nothing further to add. Cllr Kearon reported planning enforcement issues and issues regarding the missed green waste collections in Keele. Cllr Kearon was also pursuing issues regarding the no 25 bus which is full and unreliable. This may be adding to the parking issues. It was also noted that the Police call centre is being moved to Hanley which may have an impact on the front-line service provided. All concerns to be forwarded to Cllr Kearon.

ALL

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*

There is a standing item now on the agenda for Keele. There had been a break in in Keele reported. Other matters included the ongoing parking issues, with a reported lack of reports to 101 (2 in the last few months).

6. *Village Hall Management Committee - Mrs Hughes*

A report had been circulated before the meeting. The quiz had been a success. An item regarding the structural integrity of the building is to be on the next agenda.

Next agenda

7. *Rural Runabout – Ms V Newman*

This is to be removed from the agenda going forward.

Clerk

18/033 **Clerk's Reports and Correspondence**

The Clerk reported the merge of Community Council of Staffordshire and Support Staffordshire. An item regarding the centenary event for the end of WWI would be included on the next agenda.

Next agenda

18/034 **Financial matters:**

1) *To approve of the invoice for the annual Keele Village/Church Clock service*

RESOLVED that this be approved.

2) *To approve of the SPCA subscription for 2018/19 for £270*

RESOLVED that this be approved.

3) *To approve payments/orders, receipts and transfers - Appendix D*

RESOLVED that these be approved as per the attached list.

18/035 **Any Other Business for future agendas**

18 April - Annual Parish Meeting, Chair’s Annual Report and Accounts 17/18

- Structural Integrity of the Village Hall
- To consider a response to the Draft revised National Planning Policy Framework consultation
- Sub-contractors: public liability Insurance requirements and Litter Collection – further requirements following risk assessment – Mr J Downing
- To consider responding to review of the Register of Locally Important

- Buildings and Structures in order to nominate historic buildings
- WWI centenary

16 May – Cobra (Stephenson Building, Keele University) presentation and Annual Council meeting, Safeguarded representative, GDPR representative, Policies, Standing orders and Financial regulations

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

- 18 April 2018 – Annual Parish**
- 16 May 2018 – Annual Meeting of the Parish Council (AGM)**
- 20 June 2018**
- 18 July 2018**
- 15 August 2018**
- 19 September 2018**
- 17 October 2018**
- 21 November 2018**
- 19 December 2018**
- 16 January 2019**
- 20 February 2019**
- 20 March 2019**

Approved Payment Schedule – March 2018

BACS & Cheque No.	Expenditure	Details	TOTAL
bacs 90	Keele PCC	Churchyard contribution	1,000.00
bacs 91	Groundworks	Refunded grant Nplan	830.30
bacs 92	Bernard Besley	NP Printing	144.00
bacs 93	Keele Village Hall MC	1st Feb JLP room hire	30.00
bacs 94	Keele Village Hall MC	17th July NP room hire	15.00
bacs 95	SPCA	subs 18/19	270.00
bacs 96	Eurooffice	Stationery	89.86
bacs 97	C Withington	March Salary	246.89
bacs 98	C Withington	March Expenses inc mileage/land reg	15.00
bacs 99	HMRC	Tax and NI March	70.00
bacs 100	Mr Czwartynski	March litter collection	135.20
bacs 101	Jan Simpson	locum Feb	42.74
bacs 102	Smith of Derby Ltd	Clock service Keele Church	273.60
bacs 103			-
			3,162.59

Keele Parish Council Chair's Report: March 2018

Neighbourhood Plan

1. The comments on the Joint Local Plan Preferred Options Consultation were submitted prior to the deadline from both the Parish Council and the Neighbourhood Plan. Helen Beech (NuLBC Planning Department) will be retiring in May as will Claire Coombs will not be renewing her contract as the Neighbourhood Plan support for the Borough. There will be some stress on the remaining staff.
2. James Borg and I met with Nigel Painter, land agent to Eric Woodall. The outcomes of the meeting were:

Nigel presented an initial indicative plans of what a development of around 280 homes POS and ancillary community facilities on the land by Keele Road excluding the 'Old Sports Ground' but including the plot currently owned by the younger Summerfield sons. Nigel has spoken to the current owners and they are on board with the proposal and have consulted Knights to-oversee on their behalf. Housing would cover the site at relatively low density in accordance with current policy with blocks separated by avenues with tree planting. A green space being left next to a proposed new school and Village Hall. Some consideration has been given to views of St Johns in recognition of the critical role such views have for the historic character of the area.

The Parish Council representatives were clear from the onset that the possibility of development in this area had been discussed and rejected unanimously at our last meeting. The following points were made by the Parish Council representatives:

- Such development was entirely contrary to the direction the Neighbourhood Plan was taken
 - Our Housing Needs assessment indicates that the Hawthorns development will nearly meet out housing needs up to 2033 and that a development on this scale would not be to the advantage of the community.
 - Were the JLP proposals to go ahead, such a development on Keele Road would remove the function of the Greenbelt in maintaining the 'Historic Town' (see Greenbelt Assessment NuLBC) of Keele as separate from other settlements.
 - Therefore such a development would be contrary to our Greenbelt policy
 - It would degrade the heritage and character of the village e.g. by removing the rural views in approaching the village along Keele Road and the views that approach provides of St Johns.
 - We thanked Nigel and Mr Woodall for their openness and for letting us know their plans.
- Keele Parish Council did not discuss variations to the plan which might increase its acceptability but both parties agreed to keep communication channels open.
3. The Housing Group have met to discuss Housing Policies and an outline Housing Policy Section has been drafted and will be circulated once it has been approved by the group.
 4. The Environment Group met and have worked through Wenslie's policy proposals identifying which polices will go in the environment section and allocating remaining policies to other sections. Grant aid will be sought in April to support and environmental appraisal by the Staffordshire Wildlife trust.
 5. The accounts for the last grant period were submitted to locality and the unspent money from the grant has been paid back. A new application for money will be made in April.

Parking

Val and I met with the Vice Chancellor and Estates Team on 7th March to discuss parking issues. Greg Dargue is now moving forward with plans to fence the campus at the A525 end of Keele Road to reduce parking pressure at the junction. Implementation was target for the Autumn term f 2018 It was recognised that the under-use of the Golf Course car park was unhelpful and ways of increasing usage including a lower charge and/ or the issuing of more parking passes are being considered. Problems

with parking for residents wanting to use the University shops were also outlined by the Parish Council. Ways for the University to be more inclusive of none campus residents were discussed and are being considered by the University.

Parking pressure seems to have been reduced in the Village with parking by the double white lines significantly improved since the gas works in that area. The parking notices have been printed and are available from the box in my front porch.

Hawthorns

There was a meeting with Wayne Foster (Site Manager) at 10 am Thursday 22nd Feb and outcomes circulated to the Parish Council. Seddon confirmed they understood our concerns with regard to the sue of Quarry Bank Road for site access and had changed their plans to avoid this.

Locally important buildings

Louise Wallace let us know that the Register of Locally Important Buildings is open for updates.

Currently registered buildings:

The Villa/conference centre, The Village, Keele. Sneyd Arms P.H., The Village, Keele.
The Cottages, 3-9 The Village, Keele.
6-12 The Village, Keele.
The Middle House, 14 The Village, Keele.
Keele Farm House, The Village, Keele.
Station House, 3 Station Drive, Keele.
Stone Walls, Keele Road, Newcastle.
Wrought iron sculptures, A525 Keele.
Two war-time prefabricated units (rear of Westminster Theatre), Keele University.
Station House, Leycett,
Keele. Smithy House, 4 Highway Lane, Keele.
The Old Vicarage, Keele.
3-4 Church Bank, Keele.
Old Keele School, Church Bank, Keele.
Hawthorn House, Keele University.
Lodge, Corner of Quarry Bank Road & Pepper Street, Keele.
The Beeches, 52 Station Road, Keele.
Red Heath House, Pepper Street, Keele.
Home Farm, Keele University.

I would think there are some additional buildings which should be added.