

MINUTES OF THE KEELE PARISH COUNCIL MEETING

Held on Tuesday 19th May 2020 at 7.00 pm remotely by ZOOM

Attendees: Parish Cllrs: Mr G Bibby (Chair), Dr R Studd, Ms V Newman, Dr D Hindmarch, Mr D Meakin, Mrs T Wright, Mr D Meakin, Mrs W Naylor, Mrs S Hughes, Professor Andras
Clerk – Mrs C Withington
There were no public present for the meeting.

20/14 **Public Open Forum – None.**

20/15 **Apologies**

20/16 **Declarations of Disclosable Pecuniary Interests-** Mrs Naylor in relation to the litter collector item 20/22.4 and Mr Bibby item 20/19.7

20/17 **To note the draft minutes of the Parish Meeting held on 21 April 2020 and agree in principle, with the signing in person taking place at the next available full meeting**

1- To approve – **RESOLVED** to approve the minutes for signing by the Chair at the next available meeting.

2- Matters arising not on the agenda

It was noted that the streetlighting was now working at the Hawthorns site.

A strong letter had been sent to the Planning department regarding the Hawthorns community shop unit decision.

Ms Newman will attend the Neighbourhood Plan meeting and agreed to take notes.

Comments were not submitted in response to the Borough Council's Keele transport hub consultation. A joint meeting will be arranged with Silverdale Parish Council to discuss responses for the Joint Local Plan and Keele/Silverdale Growth Corridor.

20/18 **Covid – 19 – Community Response**

Mr Bibby is continuing to lead on the response provided to Keele's vulnerable residents. The demand for the service has reduced. However the bulletins continue to be issued.

20/19 **Finance**

1. To note the outcome of the internal audit inspection and any findings – see Appendix A – Noted.

2. To resolve to complete the Certificate of Exemption (for authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31st March 2020 and wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015- Appendix A1 – **RESOLVED** to be approved and signed by the Chair and Clerk. **Clerk**

3. To confirm that the assertions in Section 1 of the Annual Return is correct for year ending 2019/20 – see Appendix A1 - **RESOLVED** to be approved and signed by the Chair and Clerk. **Clerk**

4. To sign Section 2 of the Annual Return – see Appendix A1 – **RESOLVED** to be approved and signed by the Chair and Clerk. **Clerk**

5. To approve payments/orders, receipts and transfers - Appendix B

6. To consider the renewal of the annual insurance policy from June 2020 at a cost of £715.47 (last year £691.94) per annum (note separate arrangements re Village Hall Buildings and contents) – **RESOLVED** to approve the renewal for Zurich at £430.03 which would also include the litter picker under the Public Liability cover. **Clerk**

Mr Bibby did not take part in the next item.

7. To consider the Chair's Allowance (Section 115 LGA 1972) **RESOLVED** to approve £300 for the Chair's allowance.

20/20 **To approve the Standing orders revised and review the Financial Regs – See Appendix C – RESOLVED** to approve both and to include the new temporary measures re remote working. **Clerk**

20/21 **Police Update – None available.**

20/22 **To note (only) written reports circulated in advance:**

1. Chairman’s report - Report was noted as attached. No date available yet for the Quarry Bank Road car park for school use.
 Pepper Street – Transport plans now approved by the Borough Council and there were no comments or conditions about the garage built over the railway tunnel. There was no acknowledgement or interest in the PC comments. There seems to be very little democratic scrutiny or input at the moment, as with the case with the shop removal at the Hawthorns. Letter to be sent to Simon **McEneny** regarding these decisions and the democratic scrutiny and the legal requirements of the building over the garage. GB to draft a letter to all to be sent to the Planning Department. Also to send a letter to the Railway Board at the point in future when the site has been sold and the development goes ahead. Town Centre Board - unfortunately the Chair was unable to attend the last meeting however they are asking for ideas for projects under 3 areas – connectivity, skills and enterprise and urban regeneration. There is a deadline of 1st June for proposed projects. Suggestions included a community shop, village hall, improvements to connectivity broadband, flooding under A525 bridge, footpath to Madeley along A525 and renovation of sculptures. There was also potential for cycleway for mineral line into Keele also. Other ideas to be put forward by 1st June to Chair.

GB ALL

ALL

- 2. County & Borough Councillors Cllr D Jones and Cllr Kearon – No update.
- 3. Village Hall Management Committee – Noted that the Village Hall had received a grant of £10k in relation to Business Rates rebate.
- 4. Litter Picker – return to work and arrangements – **RESOLVED** to renew the contract to 31st March 2021 and also increase in line with the new living wage of £9.30. Risk assessed Wenslie’s return to work and resume her duties as litter warden from w/c 18th May.

Clerk

20/23 General Data Protection Regulations (GDRP)

Data Breaches (72 hrs)/Information Security/Subject Access Requests (reminder)

To renew the contract with SCC for Data Protection officer Tier 2 for 2020/21 - £255 per annum – RESOLVED to renew.

Clerk

20/24 Highway Matters

Failure of Staffs County Council Highways to move forward with agreed Traffic Regulation Order and Residents’ Parking Zone in Keele Village – Mr Bibby

Noted that Church Bank have had their potholes filled and it is to be surface dressed. Will give until next meeting for an update before involving the MP and County Councillor in a complaint regarding the lack of action taken. **RESOLVED** to take action if nothing is forthcoming before next meeting.

Next agenda

Potholes on Three Mile Lane – Mr Bibby

This work is expected shortly, noted that Lymes Road has received some treatment.

20/25 Keele Neighbourhood Plan – to note progress with the application for funding – Mr Bibby

A grant has been awarded to appoint Urban Vision to complete the Neighbourhood Plan. There will be no additional site allocations just site infill in the developed area of Keele outside of the Campus e.g. Highway Lane, Pepper Street, Station Road. A design code will be drafted for the different areas in the village and also to look at defining the village envelope. Technical expertise will be brought in to develop the design code, energy efficiency measures, floor area etc for buildings outside of the Neighbourhood Plan. Policies have been developed to a point and the Neighbourhood Plan should now be moved forward to completion. All information contained on the Neighbourhood Plan website.

20/26 Joint Local Plan (JLP)(Standing Item)

To note the latest position regarding the combined policies and sites in Autumn over a 6 week period – Mr Bibby is working with Cllr Jones and also Silverdale Parish Council and to resist any change in the Statement of Community Involvement. There was concern that there would not be enough time to read and digest and then formulate

responses in good time. Mr Bibby to raise these issues with Mr McEneny and to ask that he works with Silverdale and Keele. Noted that Parish Council meetings schedules run over 4 weeks. It was agreed to meet with Silverdale and consider a consultant to assist on this – and have information ready to object to the consultation changes.

GB
GB
Clerk

To consider arranging a joint meeting with Silverdale Parish Council to discuss responses to the Joint Local Plan (when the information is made available by the Borough Council, with Cllr Jones) and to consider of sharing costs to appoint Urban Vision as a planning consultant to provide a joint response

As already agreed. The meeting will be arranged and held. Duncan to be involved in both. Request to be circulated for representatives to attend, numbers will be restricted to 3.

To consider inviting Aaron Bell MP to an Extraordinary meeting to discuss the JLP RESOLVED to request a meeting and to include the TRO and RPZ if it has not happened. Clerk to request by Zoom.

Clerk

20/27 **Keele/Silverdale/University Growth Corridor** - Discussed earlier on the agenda.

20/28 **Planning applications – to provide comments on the following:**

Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire applications – Nothing further to discuss.

[20/00291/FUL | Variation of condition 3 of p/a 18/00456/FUL to allow equipment to remain on site until 31/03/2021 | Keele University Three Mile Lane Keele Newcastle Under Lyme Staffordshire ST5 5BG](#)

RESOLVED to support it.

[20/00285/FUL | Single storey side extension, detached rear outbuilding, front porch and external wall insulation and render | 27 Quarry Bank Newcastle Under Lyme Staffordshire ST5 5AG](#)

RESOLVED to request that because of this important of this run of buildings modernistic design the parish council would like to see the porch keep in line with this. WN and RS to draft comments and send to the Clerk.

Boggs Cottages Appeal – Submission made from the Borough Council and Parish council, enquiry to go ahead using video conferencing.

20/29 **Clerk's Reports**

Correspondence – There was nothing to note other than the SPCA bulletins. Noted that the new bins are due to be issued for the recycling.

20/30 **Any Other Business for future agendas**

Meeting closes

Date of next meetings:

16 June 2020 – potential Zoom meeting

21 July 2020, 18 August 2020, 15 September 2020

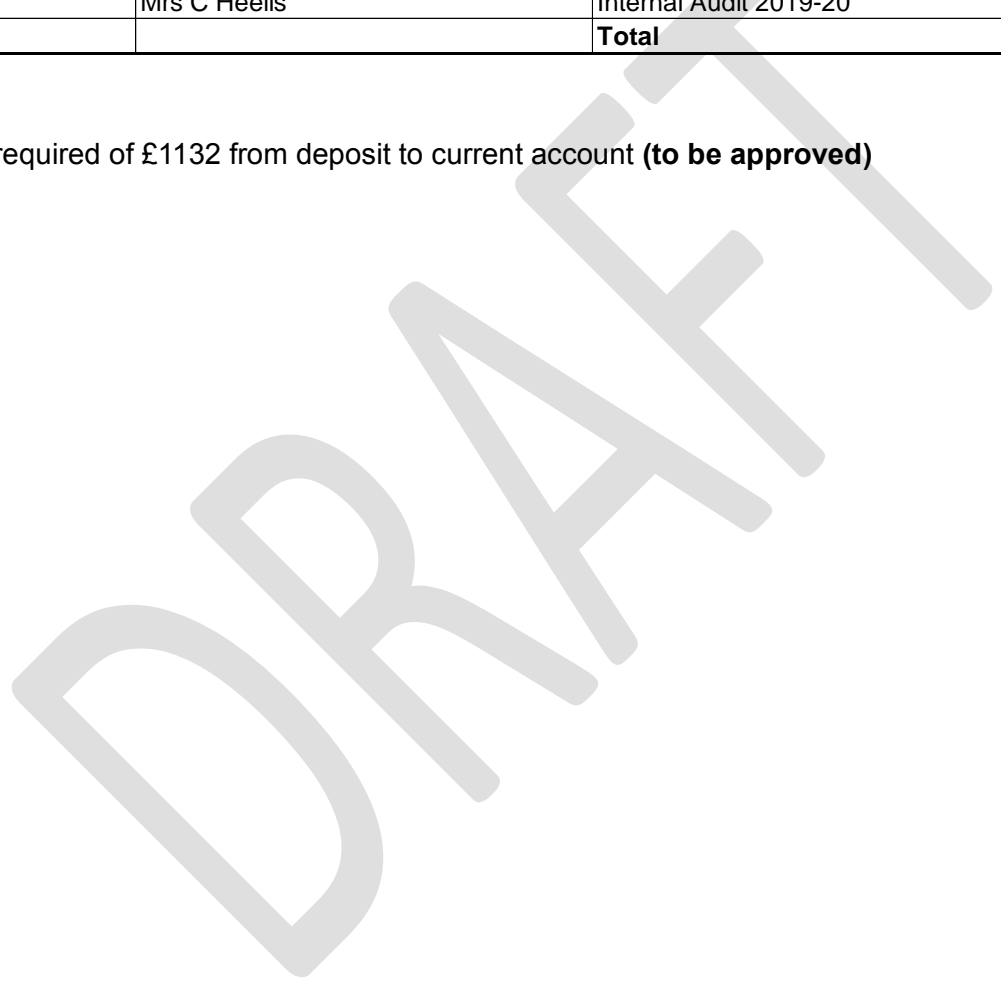
Appendix B - Payments/orders, receipts and transfers

BACS & Cheque No.	Expenditure	Details	TOTAL
Bacs 13	C Withington	May Salary	259.36
Bacs 14	C Withington	May Expenses	15.00
Bacs 15	HMRC	Tax and NI May	64.80
Bacs 16	Mr Bibby	Chairs Allowance	240.00
Bacs 17	HMRC	Tax for Chairs Allowance	60.00
Bacs 18	Zurich	Insurance renewal to June 2021	430.03
Bacs 19	Mrs C Heelis	Internal Audit 2019-20	62.50
		Total	1,131.69

Transfer required of £1132 from deposit to current account **(to be approved)**

Receipts

NIL



Keele Parish Council Chair's Report: May 2020

Keele Volunteers

Low levels of demand for volunteer help but some shopping, picking up of prescriptions and other minor help. The bulletin is produced on a weekly basis giving useful information. All bulletins are posted on the website

Hawthorns

Work has now restarted on site and I have received the following in response to queries:

- *At present there are no intension of extending the working hours of any works that would cause nuisance with noise pollution or otherwise to the village.*
- *Street lights have finally been connected this week and we are looking at getting Harttron out to commission them asap.*
- *The School car park had been held up due to contractors closing over lock down we are starting to see a rise in the number of contractors back to site ad will be abel to update more next week.*

Shop

I have contacted Simon McEney (Executive Director - Commercial Development & Economic Growth)regarding the events surrounding the failure call in the application for change of use of the two flats and shop unit to the Panning Committee, citing it as another example of the poor working relationship between the LPA and Keele Parish Council. He has undertaken to investigate this. I look forward to a response.

Planning

Keele Homes made several planning applications with regard to the Pepper Street site to which we offered comments. All have now been permitted despite our comments. This is disappointing, particularly with regard to the travel plan. I will be making representations to Simon McEney on this subject. Simon seems 'most concerned' that a lack of trust exists between the Parish and LPA, this provides another example of why that might be the case. It is particularly pertinent with regard to the travel plan. The LPA is clearly 'content' to let the Pepper Street development go ahead with little or no proper consideration of sustainable transport issues. This is exactly our concern were any development to occur on the Golf Course site.

For Discussion

- 1- [Non material amendment to site layout and landscape masterplan drawings as described in application form](#)
Now permitted
- 2- [Application for approval of the Travel Plan as required by condition 26 of planning permission 13/00970/OUT - Residential development \(maximum of 100 dwellings\)](#)

Now Permitted

- 3- [Application for approval of details of revised internal access roads as required by condition 14 of planning permission 18/00262/REM for the erection of 100 Dwellings](#)

Now permitted

- 4- [Application for approval of details of the house types and location of the affordable housing units as required by condition 03 of planning permission 18/00262/REM for the erection of 100 Dwellings](#)

Now permitted

There are no further applications with regard to this site at the moment.

- 5- [20/00291/FUL|Variation of condition 3 of p/a 18/00456/FUL to allow equipment to remain on site until 31/03/2021|Keele University Three Mile Lane Keele Newcastle Under Lyme Staffordshire ST5 5BG](#)

[20/00285/FUL](#)

This is a request to leave the Hydrogen storage facility on the Sport Field in place, it was originally intended to remove in June this year. The University note:

“Due to the experimental nature of this project to drive the UK Hydrogen economy and prove that Hydrogen is a viable fuel to reduce UK greenhouse gas emissions by up to 20%, the project had some early teething troubles. Given the current situation with the Covid 19 global pandemic, the trial is currently suspended. The evidence base that is produced from this trial needs to be of a certain length to ensure that the data is consistent across all seasons of the year to inform future growth in the UK Hydrogen economy and to inform HyNet North West trials. This trial has been featured in national and international press as the first trial of it's kind in the UK.”

I believe we should not object to this application

- 6- [20/00285/FUL|Single storey side extension, detached rear outbuilding, front porch and external wall insulation and render|27 Quarry Bank Newcastle Under Lyme Staffordshire ST5 5AG](#)

This is a significant application and I urge that Councillors study the plans prior to our meeting. The intention is to extend one of the 'block houses' on QB. The application has photos showing the interior which needs restoration. The extension replaces a garage with a single-story extension. It also proposes a new porch and the rejection of an outbuilding in the garden on the site of greenhouse.

Whilst I have no objection to the garage and outbuilding, I have some concerns about the porch, which is open but a significant extension of the current porch. These buildings are of local interest and have a high degree of architectural harmony with one another. Will the new porch disrupt this?

Parking

I have been delighted to see Staffordshire Highways using the opportunity presented by quieter roads to carry out an amount of work in the area including significant repairs to Church Bank (interest declared!). Nevertheless, it increases my frustration not to have heard any more from Staffordshire regarding the long standing promise to put in place TRO's to moderate parking and an RPZ for residents of the Village. I have spoken to Dave Jones who has undertaken to pursue the matter. If there is no movement on these matters prior to the next Parish Council meeting, I will request a meeting with (Zoom) with Staffs Highways and refer the matter to our MP.

Town Board

I missed the last Zoom meeting last Thursday as I was pursuing urgent volunteer work. I will circulate the minutes once available. There is a call out for projects (deadline 5th June):

- Urban regeneration, planning and land use: ensuring towns are thriving places for people to live and work, including by improving town centres; strengthening local economic assets including local cultural assets; and redeveloping vacant sites.
- Skills and enterprise: driving private sector investment and ensuring towns have the space to support skills and small business development.
- Connectivity: improving transport and digital connectivity.

Areas of interest might be:

Community Shop

Village Hall

Broadband connectivity

Ongoing drainage issues on A525 under bridge

Path to Madeley alongside A525

Renovation of Sculptures

Please let me have your thoughts before 1st June

Neighbourhood Plan

As noted by email, we have now secure funding from Locality to employ Hannah Barter of Urban Vision to complete our Neighbourhood Plan by the end of this financial year. This will involve a very straightforward housing policy supporting current infill rules within the developed area of the 'Village' inc. Quarry Bank and Pepper Street and developing design code for this. The plan will not allocate any sites for development, will continue to support our current Greenbelt policy:

"Keele Parish Council is committed to maintaining the Green Belt in accordance with local and national planning policy. We oppose any incursions into the Green Belt save those allowed by law, which we will consider and comment on. We recognize that area covered by the Greenbelt may be subject to change in the development of the Joint Local Plan. The Parish Council remains absolutely committed to resisting any development which would risk Keele

becoming a suburb of Newcastle or that would erode its current character. We want to maintain a sustainable community which provides work for many of its inhabitants. We believe that areas might exist, both within and outside the village, where small scale building projects of appropriately designed houses could provide for a growing population. Nevertheless we will resist development which does not build on the parishes unique strengths or which would degrade the quality of our environment.

We do NOT hold prior discussions with prospective developers. In the event of a proposal being made public, we reserve the right to consult residents and make comment.”

I hope to be able to develop Design codes for any development which might occur ‘outside the Village’ (old Clubhouse site?) and believe we have been granted technical assistance from AECOM to do so. This matter was made less than clear by an email I received on *Friday noting:*

“Thank you for taking time to speak to me earlier this week regarding the design and master planning support packages.

After speaking with you, I discussed your requirements with our technical specialist lead on design. He raised concerns around the masterplanning element of the support for the strategic site which partly falls within your parish, and said it is not possible to masterplan for part of the site and the work would require a sperate package to masterplan the whole site.

This would require collaboration on your part with the adjoining parish (Silverdale?). You can contact them independently and Locality have said they are happy to contact them also. “

I am in contact with the Chair of Silverdale PC and will be in touch with the consultant early next week to clarify this point.

Meanwhile, I am moving forward with the Chair of Silverdale to arrange a meeting with representatives from both Parish Councils to discuss us hiring a consultant to help us with any submissions in the pending JLP Public Consultation. Silverdale and Keele are in broad agreement with regard to the landowners proposed development of the Golf Course site i.e. we oppose it as unsustainable.

I will inform the Neighbourhood Plan Group of developments once I have clarified issues regarding the Technical Assistance.