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## **MINUTES OF THE KEELE PARISH COUNCIL MEETING**

**Held on Tuesday 18 July at 7.00pm at Keele Village Hall**

Attendees: Parish Councillors: Ms V Newman (VN), Mr G Bibby (GB), Ms S Hughes (SH), Ms W Naylor (WN), Mr T Arnold (TA), Ms C Cox (CC), Ms M Downing (MD), Ms T Wright (TW), Mr A Rowe (AR), Ms Marita Thompson (MT)

Parish Clerk – Ms D Powell (DP)

Two members of the public were present.

### **100/23 Apologies**

Apologies were received from Mr C Ashton

### **101/23 Declarations of Disclosable Pecuniary Interests**

WN declared an interest in 106/23a.

### **102/23 Public Open Forum**

Police update:

A vehicle had been stopped on A525 on suspicion of drug related activity.

There had been reports of a suspicious vehicle in the area collecting scrap metal.

Antisocial behaviour reports continue relating to off road bikes on Keele Golf Course. The Police off road bike team are to follow this up.

A homeless man had been sleeping in the bus shelter opposite The Sneyd Arms and this had been reported to the Newcastle under Lyme Homeless Team.

A member of the public attended to ask about the position of KPC to the Borough Local Plan. The current proposal is for 970 houses and 250 off Cemetery Road. This would cause road issues, problems due to nitrate run-off, doctors and accommodating children in schools. Not opposed to all development just opposed to large developments on Keele Golf Course.

The matter of the footpath from Quarry Bank to Redheath was raised. A Direction has been requested from SCC and this matter is ongoing.

A member of the public attended the meeting regarding the litter picking contract and offered building and maintenance services to KPC.

### **103/23 To note the draft minutes of the meeting held on 20 June 2023 and agree**

a. To approve the minutes

**RESOLVED** to approve.

### **104/23 Village Hall update**

To receive an update on:

a. A grant application to the Lottery Fund by the Parish Council on behalf of the Village Hall Committee in relation to the building works.

The Lottery funding of £10,000 had been received and it was **RESOLVED** to hold the funds in KPC bank account as per the conditions.

b. Management of the building renovation.

The builder is currently on holiday. The management of the renovation is being carried out by a member of the VHC. VH insurers have requested details from VHC of when the building work is to start.

c. To update the bank signatories on the Village Hall Committee bank account.

This matter is ongoing. DP reminded the meeting that she would like to be removed

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as a signatory on the VH bank account when all new signatories have been approved.

#### **105/23 To receive feedback from the sub-committees**

- a. Communications sub-committee  
The meeting discussed the publication of the Bulletin
- b. Planning sub-committee  
See GB report **Appendix E**.
- c. Environment and assets sub-committee
  - i. A document had been prepared and circulated to members. Experts had looked at the Yew tree and the possibility of hydraulic air spading and mulching with composted bark. This is to be considered at the October meeting. WN to investigate costs of hydraulic air spading.
  - ii. The contractor is to be asked for a quote to clean the SCC bus shelter at the bottom of Station Road.
  - iii. The contractor is to be asked to quote for the tidying up of hedges, weeding and pressure washing the steps at the War Memorial.
  - iv. The hedge along the footpath from Pepper Street to the bypass is overgrown and this has been reported to SCC. The landowner is to be contacted and asked to cut the hedge away from the footpath. SH had contacted the owner of the hedge towards Silverdale.
  - v. The contractor is to be asked to carry out siding to the footpath along Pepper Street.
  - vi. The hole in the footpath on Three Mile Lane had been repaired.

#### **106/23 Finance**

- a. To approve payments/orders, receipts and transfers - **Appendix A**  
**RESOLVED** to approve
- b. To note and approve the bank reconciliation – **Appendix B**  
**RESOLVED** to approve
- c. To note and approve the budget report – **Appendix C**  
**RESOLVED** to approve
- d. To approve the Clerk's hours spent on the NDP  
**RESOLVED** to approve

#### **107/23 Actions arising from the meeting held on 20 June 2023**

- a. To provide an update regarding the Direction to pursue the Footpath S53 at Quarry Bank/Redheath. Matter ongoing with the ROW Legal Department at SCC. DP to contact The Planning Inspectorate.  
This matter was discussed at agenda item 102/23
- b. To provide an update regarding the letter sent to Cllr Huckfield and the request that the footpath be widened, or the bus service be re-installed. Update following Rob Steele's formally submitted request.  
This matter was rolled over.
- c. Update on the Knights Templar x 2 sculptures. (WN/DP)  
The funds had been received. To request a quote to cut back overgrowth.
- d. Update for information only on the broadband issues Pepper Street/Quarry Bank Road.

Martin Crutchley to be invited to a meeting to provide an update.

- e. To receive an update on the letter sent to NBC regarding KPC intention to take on the maintenance of the orchard and to include a maintenance plan.

A response had been received from NBC. WN to reply and report to the next meeting.

- f. To provide an update on the sign off of the Hawthorns and the finishing off of the curbs, road surface and drain covers and the replacement of street lighting. (AR)

Staffordshire Highways and Seddons are in communication. The kerb stones are to be rectified before the footpaths and roads are finished. There is a deadline of 23 September 2023. A management committee is being set up.

- g. Celebration of the 850<sup>th</sup> granting of the Royal Charter to the Borough. KPC is liaising with the church and local experts regarding an open day. GB to work with St John's School on the celebration of the 850<sup>th</sup> anniversary. This is being arranged.

- h. To discuss the re-siting of the defibrillator. AR to investigate.

- i. To receive an update on the condition of the Yew tree. This matter was covered earlier. 105/23 ci

- j. To discuss the litter picking contract. There had been a number of responses to the Facebook post by TW. To be followed up.

- k. To consider a quote to repair the fan on the Clerk's laptop. The quote had not arrived in time for the meeting.

#### **108/23 Other matters**

- a. Update on hedges, verges, highways, and footpaths. This matter was covered earlier. 105/23c
- b. Update on TRO and parking issues. Lorries are parking on Station Road early in the mornings. There are issues of speeding, cars being forced out into the road and a lack of visibility. A letter is to be sent.
- c. To discuss the Rural Runaround. This is available.
- d. To discuss whether the meeting in August will take place. It was **RESOLVED** not to meet in August 2023 unless an urgent matter came up. Authority was delegated to the Chair and Clerk in relation to payments.
- e. Staffordshire County Council Climate Action Fund (WN) This is up and running and SCC can be contacted with any application.

#### **109/23 To note (only) written reports circulated in advance:**

- a. Chair's report See full report **Appendix D**. VN thanked members of the sub-committees.
- b. County & Borough Councillors

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None present.

**110/23 General Data Protection Regulations (GDRP)**

Data Breaches (72 hrs)/Information Security/Subject Access Requests (reminder).  
Councillors were reminded about the privacy of personal email addresses.

**111/23 Keele Neighbourhood Plan (Standing Item)**

The NDP Policy Document had been submitted to NBC.

**112/23 Borough Local Plan (Standing Item)**

A response from KPC to the Borough Local Plan is being prepared for submission by the deadline of 14 August 2023.

**113/23 Pepper Street development (Standing Item)**

This matter was discussed at 114/23

**114/23 Planning applications – to provide comments on the following:**

[23/00526/ADV | Erection of illuminated and non-illuminated signs to the exterior of the building including; Sign A - 2No. Gable Boards, Sign B - 1 No. Double Sided Pictorial Illuminated by Linolites, Sign C - 1No. Large Amenity Board, Sign D - 1No. Landscape Amenity Board/Chalkboard, Sign E - 1No. A0 Lockable Poster Case on Posts, Sign F - 2No. Poster Cases, Sign G - 2No. Large Lanterns and Sign H - 10No. LED Floodlights | Sneyd Arms 1 The Village Keele Newcastle Under Lyme Staffordshire ST5 5AD \(newcastle-staffs.gov.uk\)](#) no objection

[13/00970/2CN24 | Application for approval of Construction Traffic Management Plan as required by condition 24 of planning permission 13/00970/OUT for Residential development \(maximum of 100 dwellings\) | Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire \(newcastle-staffs.gov.uk\)](#) A resubmission of an earlier plan involving heavy vehicles routed via Scot Hay and Lycett. End of Pepper Street and Hollywood Lane not suitable for heavy vehicles. SH to have a site meeting on 28 July 2023.

**TR7/23 Gallowstree Roundabout Toucan Crossing Newcastle (feedback sought) – papers circulated.** No objection – outside of the Parish.

**115/23 To note the Staffordshire Parish Councils Association Bulletins and correspondence received.** Noted

**116/23 Any Other Business for future agendas**

**Meeting closes**

**Date of next meetings:**

11 September 2023, 9 October 2023, 13 November 2023.

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**Appendix A**

**Keele Parish Council  
Payment Schedule July 2023**

<b>Date</b>	<b>Ref</b>	<b>Details</b>	<b>Description</b>	<b>Net £</b>	<b>VAT £</b>	<b>Total amount £</b>
18.07.23	Chq 791	Staffordshire County Council	Information Governance SLA	175.00	0.00	175.00
18.07.23	BACS	D Powell	Information Commissioner's Office Annual Renewal reimbursement	40.00	0.00	40.00
18.07.23	BACS	Salary	July 2023 (including NDP hours)	603.80	0.00	603.80
18.07.23	BACS	VAST	HMRC Mth 4 and HMRC Class 1a NIC 2022-23	84.17	0.00	84.17
18.07.23	BACS	Office expenses	Mileage, MS Office and office supplies	30.39	3.38	33.77
18.07.23	BACS	Steve Hough	Noticeboard inspections, grass cutting under Yew tree	120.00	0.00	120.00
18.07.23	BACS	Wenslie Naylor	Litterpicking (bal o/s)	9.50	0.00	9.50
		<b>Total</b>		<b>1062.86</b>	<b>3.38</b>	<b>1066.24</b>

**Receipts Schedule July 2023**

<b>Date</b>	<b>Ref</b>	<b>Details</b>	<b>Description</b>	<b>Total amount £</b>
05.07.23		Derbyshire Environmental Trust	Grant funding for refurbishment of the Knights Templar sculptures	1800.00
14.07.23		The National Lottery Community fund	Grant funding for Village Hall underpinning	10000.00
		<b>Total</b>		<b>11800.00</b>

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**Appendix B**

<b>Keele Parish Council</b>			
<b><u>Bank Reconciliation for the period ending 21 June 2023</u></b>			
	£	£	£
Balance per Bank Statement 21 June 2023			
Current account		8,692.09	
Deposit account		<u>15,810.63</u>	
			24,502.72
Less: unrepresented payments			0.00
<b>Net bank balance as at 21 June 2023</b>			<b><u>24,502.72</u></b>
<b>Net balance reconciled to the cashbook</b>			
Opening balance per cashbook			
Current account	1,930.97		
Deposit account	<u>15,721.89</u>		
		17,652.86	
Add: receipts in the year			
05.04.23 Interest received	88.74		
11.04.23 Newcastle Borough Council Precept	16,626.00		
14.04.23 HMRC VAT Refund	<u>255.88</u>		
		16,970.62	
Less: payments in the year			
Apr-23	-2873.88		
May-23	-2116.31		
Jun-23	<u>-5130.57</u>		
		-10,120.76	
<b>Closing Balance as per cash book for the year to 21 June 2023</b>			<b><u>24,502.72</u></b>

## Appendix C

## Keele Parish Council Budget Report 2023/24

Page 1 of 2			
EXPENDITURE	BUDGET	TOTAL	VARIANCE
Clerk's salary	6,900	3,339	-3,561
Office expenses	420	203	-217
Litter picking contract	700	105	-596
<b>Total</b>	<b>8,020</b>	<b>3,647</b>	<b>-4,373</b>
Councillor expenses/Room hire/Subs/Printing	400	84	-316
Miscellaneous	100	0	-100
Data Protection Officer Staffs County Council	170	175	5
Audit Fee	80	105	25
Insurance	500	473	-27
Remembrance Sunday wreaths	20	0	-20
<b>Total General Admin</b>	<b>1,270</b>	<b>838</b>	<b>-432</b>
Parish Council Association	315	0	-315
Society of Local Council Clerks	40	0	-40
Campaign to Protect Rural England	15	0	-15
Information Commissioner	40	40	0
Parish Online Mapping	70	90	20
<b>Total Subscriptions</b>	<b>480</b>	<b>130</b>	<b>-350</b>
Grounds maintenance (funded from reserves £800)	3,700	2,980	-720
Church Yard Contribution S137	1,000	1,100	100
Village Hall Contribution (Maintenance)	0	0	0
Miscellaneous Contingency	0	0	0
Yew Tree Annual Maintenance (Spring and Winter)	600	0	-600
Seats, shelters and noticeboards	350	0	-350
<b>Total Maintenance</b>	<b>5,650</b>	<b>4,080</b>	<b>-1,570</b>
Special Projects (website, planning consultant, SOGS, Knights Templar TPC)	100	3,250	3,150
War memorial	400	0	-400
Expenses - Chairman	250	350	100
Expenses - Rural runaround	0	0	0
S137 Defibrillator pads	0	0	0
S137 (Church clock)	215	0	-215
Neighbourhood Development Plan	0	0	0
VAT recoverable	0	714	714
<b>Total Other Expenses</b>	<b>965</b>	<b>4,314</b>	<b>3,349</b>
<b>TOTAL EXPENDITURE</b>	<b>16,385</b>	<b>13,008</b>	<b>-3,377</b>

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## **Appendix D**

### **Keele Parish Council - Chair's Report July 2023**

#### **1. Sub-Committees**

The sub-committees are now and up running and all have met at least once, either virtually or in person.

Each sub-committee is submitting their own report and I will just quickly note:

##### **Planning Sub-Committee**

The major items here are the Borough Local Plan and the intention to remove the status of Keele Village as being "washed over by green belt".

There is also a comprehensive list of outstanding planning applications that the Borough Council still has to determine.

##### **Environment and Assets Sub-Committee**

This report identifies the current concerns with the Parish environment and I would like to thank Wenslie for her quick reporting of both the fly tipping and the hole that appeared in the pavement on Three Mile Lane.

It is important that we encourage residents to use the reporting facilities provided by the Borough and County Councils, and perhaps the websites, and the appropriate department to contact for different issues, could be included in a future bulletin.

##### **Communications Sub-Committee**

I am aware that tasks have been allocated and I suspect that the reports available at this meeting will form the basis of the next bulletin.

#### **2. Drain at 2 Station Road**

SCC have now completed their investigation work and there is work required both within the boundary of the property, and to repair a damaged connection. Rob Steele has requested the work be carried out.

#### **3. Grass Cutting**

Coincidentally this was done the day after our previous meeting, and as I received an out of office reply to my email querying whether we had been forgotten again, I can only guess that we had not been, but it was just a late cut.

#### **4. Litter Picking**

Tish put a post on Facebook which resulted in several people contacting her re litter picking. We need to review those who have expressed an interest and establish the criteria we intend to use for selection. I suggest Environment & Assets to do this with the clerk.

#### **5. Pepper Street**

Sue has set up a site meeting with the site manager at The Oaks and this will be a monthly meeting. The first of these is Friday 28<sup>th</sup> July at 10.30. If you would like to attend meet at Sue's at 10.20.

**Val Newman 17/07/23**

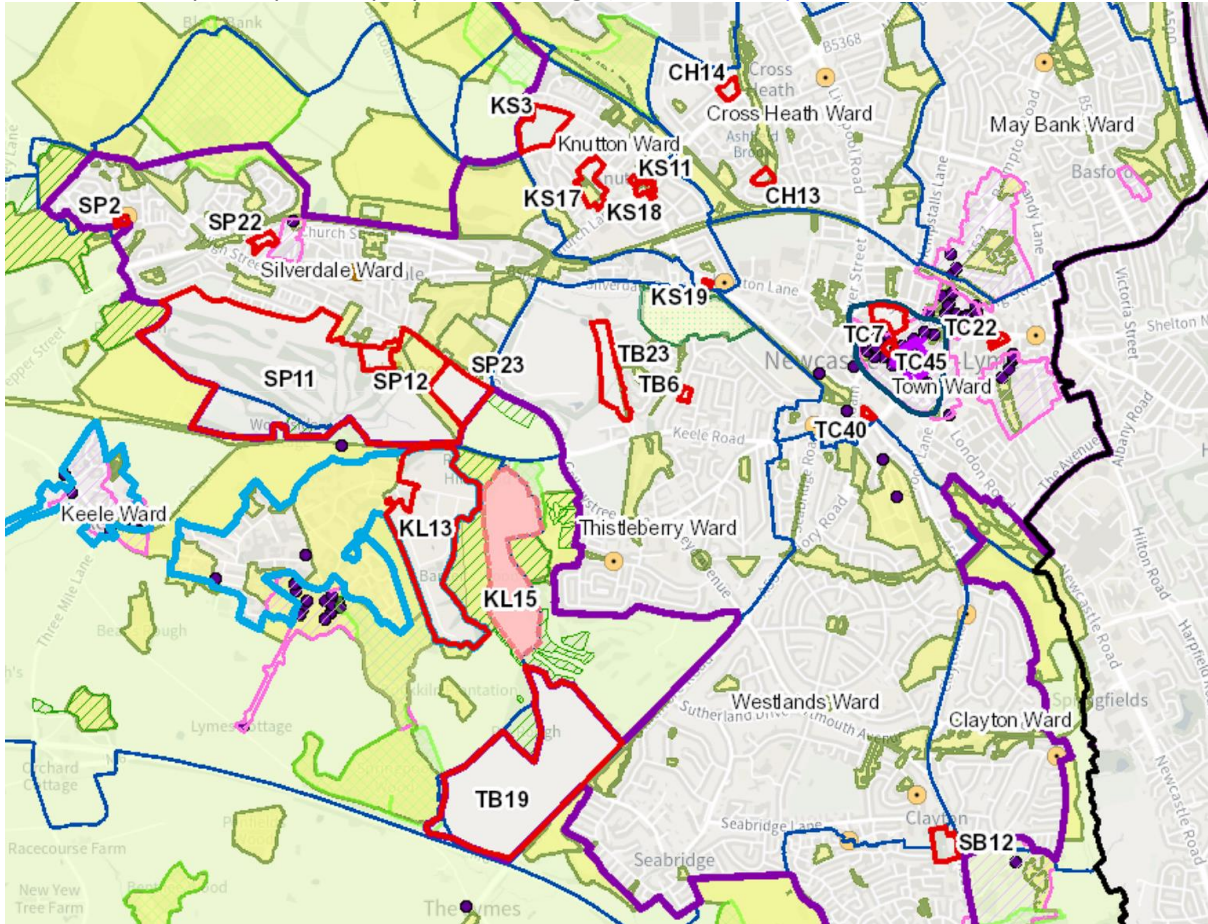


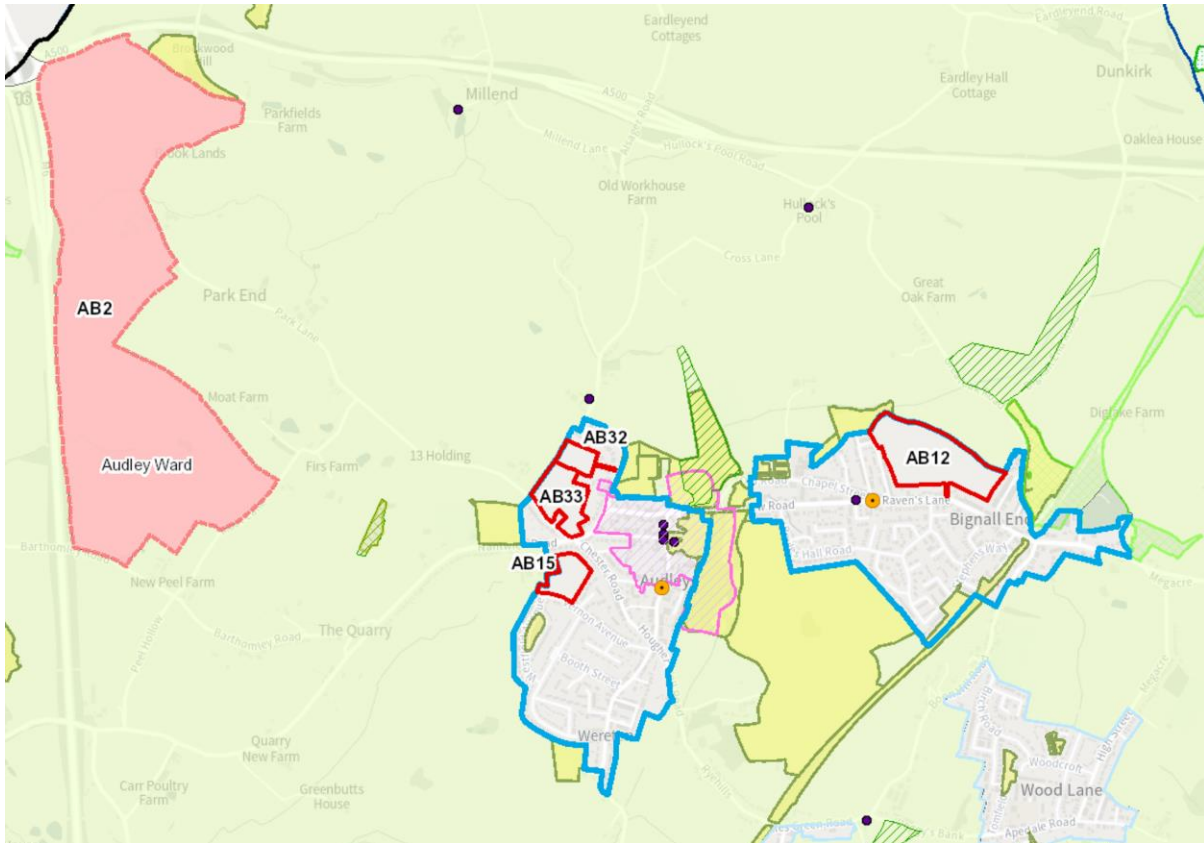
## Appendix E

### Planning Report July 2023 prepared by GB

#### Borough Plan

The plan is to build an urban extension around Keele University and to develop a large employment site in Audley. The maps are drawn from the interactive map provided by the Borough. Areas outlined in red/pink represent proposed housing. ([interactive map](#), zoom in for detail)





The Audley employment site is likely to accommodate a large warehousing/ logistics business. The sites KL13 and 14 are part of the University’s Master Plan. Here is what the university noted about their plans for housing on these sites.

- The Post Graduate Village, which, if you recall, is focused on those who have Graduated, taking Local Employment, but may wish to remain involved with the University is in KL15, not KL13.
- As you know, we have the current Planning for 1,685 Study Bedrooms, this was based on our growth to c 13,000 Students by 2023/2025 and will take us to c 3,800 bedrooms. In the Plan, we have always allowed for Growth to c 15,000-16,000 students by 2030, and therefore some modest development of additional Student Accommodation, up to a total of c 4,000 beds in the current site along with the potential replacement of the Staff Flats. This again in the current site, which excludes KL15.
- The 260 Dwellings in KL15, is not defined in any detail at this stage, but is based on an anticipated growth to c 19,000 students by 2040 so will include some additional Student Accommodation and as indicated the Post Graduate Accommodation. We haven't yet determined a model for the Post Graduate accommodation, but as I said, it is a vision for accommodation for those who have graduated and are in employment, but still retaining links to the University, so the plan does not envisage any open market housing development
- The transport link through TB19, we have been very clear will mainly be focused at Public Transport and will be managed to allow access in and out of the campus not as a through road.

The housing numbers for the Keele sites are:

- Land South of A525 between Keele University and Newcastle: 260
- Keele Science Park Phase 3, University of Keele: 220
- Former Keele Municipal Golf Course: 900
- Site off Glenwood Close, Silverdale (Golf Course): 70

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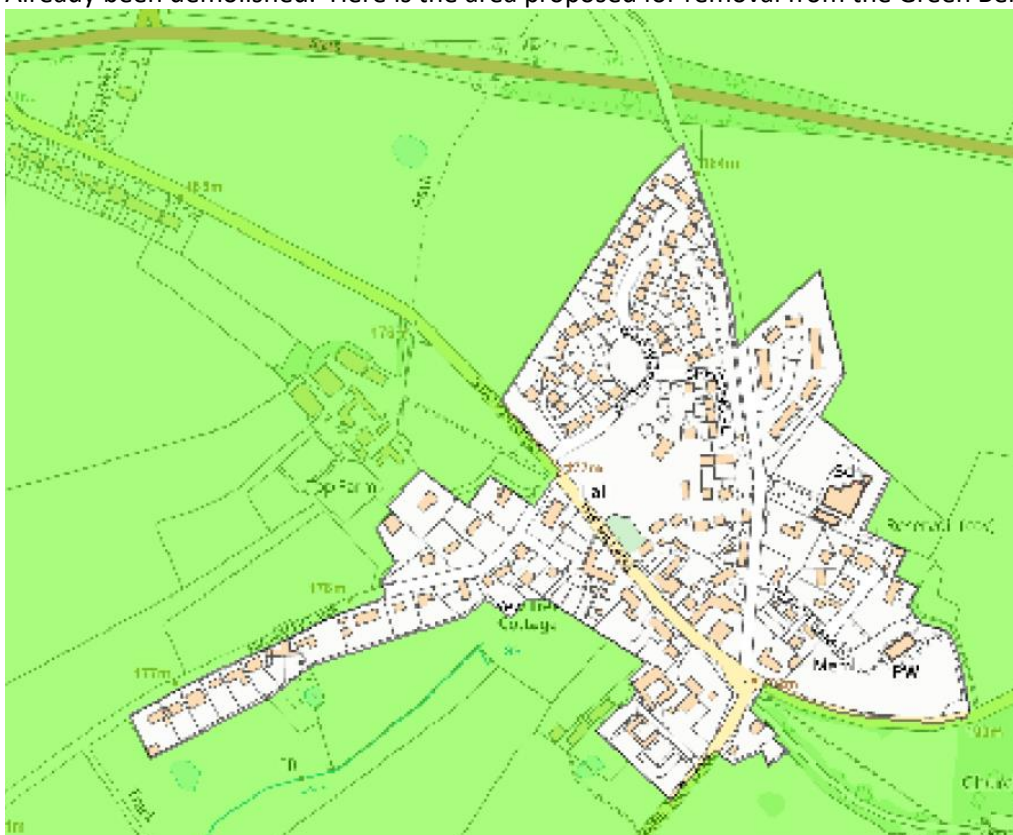
- Cheddar Drive, Silverdale: 8
- Former playground off Ash Grove, Silverdale: 36
- Land at Cemetery Road / Park Lane: 200
- Land south of Newcastle Golf Club, Whitmore Road: 550

Total in Keele and environs: 2,244

The Borough's own figures show that of the 7,160 houses 'needed' over the period of the plan, 3421 are already accounted or in terms of dwellings complete in the last two years and existing permissions (e.g. land north of Pepper Street). This leaves 3739 dwellings requiring sites. 2,244 of these are proposed in the Keele University Urban Expansion.

The Housing Need calculation is based upon the standard methodology which uses the population growth to 2014 as it's baseline. This is further supported by the Turley Housing and Economic need forecast update of March 2023: [here](#). It takes no account of the 2021 census data which showed a small **decline** in the population of the Borough over the previous decade. The Borough are not required to follow the governments standard methodology (2014 data) but have chosen not to take the most recent data into account. Thus, the rationale of the Turley Housing and Economic update are vulnerable to challenge. Were the figures to be updated , based upon the 2021 census data. The Borough Plan contains no assessment of the likely impact on local infrastructure, were the proposed land be given planning consent and the dwellings in Keele/ Silverdale to grow by 2,244 (impact on roads, schools, doctors etc). There is no proper assessment of the flood risk caused by building 970 homes on the old golf course and environs.

Another issue with the Borough report is the proposal to remove 'Keele' from the Green Belt. This is based upon a study conducted in 2019 which ignored the redevelopment of the Hawthorns and assumed the student residences were still in place. By the date of the report, the residences had Already been demolished. Here is the area proposed for removal from the Green Belt:



The report on which this proposal is based is not currently available in the evidence base of the Borough Plan, nor has any notification been given to Keele Parish Council of this intent. I will circulated it to the Parish Council. The reference to the proposal in the Draft Plan is sketchy and

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would not allow a member of the public to understand this proposal nor comment upon it. The area outlined is already largely protected by the Conservation area and the proposal does not contain any significant building land. It might be thought to have little significance however, if left in place, it will represent a key vulnerability of the plan at inspection:

- No proper consultation
- Area chosen for removal from Green Belt is arbitrary and does not represent the entirety of our community (Quarry Bank, Station Rd, Pepper Street)
- Proposal based on an inaccurate, lazy, desk top study...

I believe that should the Borough Plan fail on any element, it will fail on all elements and be rejected by the Inspector.

**Our consultation event with the Borough will be on Thursday 20 July 2023, 5pm to 7pm at Keele Village Hall. I will be emailing the bulletin list with the above information and to encourage both attendance at the event and a response to the consultation.**

#### Other Planning news

##### July

- Application for approval of Travel Plan as required by condition 7 of planning permission 21/00222/FUL. Land Adjacent Keele University Keele Road Keele Newcastle Under Lyme Staffordshire  
Ref. No: 21/00222/CN07 | Validated: Fri 23 Jun 2023 | Status: Pending Consideration  
Concerns IC7 on campus, the Digital Innovation Centre. I have no objections.
- Erection of illuminated and non-illuminated signs to the exterior of the building including; Sign A - 2No. Gable Boards, Sign B - 1 No. Double Sided Pictorial Illuminated by Linolites, Sign C - 1No. Large Amenity Board, Sign D - 1No. Landscape Amenity Board/Chalkboard, Sign E - 1No. A0 Lockable Poster Case on Posts, Sign F - 2No. Poster Cases, Sign G - 2No. Large Lanterns and Sign H - 10No. LED Floodlights . Sneyd Arms 1 The Village Keele Newcastle Under Lyme Staffordshire ST5 5AD  
Ref. No: 23/00526/ADV | Validated: Wed 28 Jun 2023 | Status: Pending Consideration  
I have scrutinised hits and have no objection BUT for discussion at our next meeting (comments by July 21<sup>st</sup>)
- Application for approval of Construction Traffic Management Plan as required by condition 24 of planning permission 13/00970/OUT for Residential development (maximum of 100 dwellings). Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire  
Ref. No: 13/00970/2CN24 | Validated: Thu 22 Jun 2023 | Status: Pending Consideration  
This is a re-submission of an earlier rejected plan. Although it is complex it is also of great significance for the Parish as it concerns the routing of heavy vehicles. I will send documents to our Planning sub-committee for further consideration.

##### June

- 23/00466/FUL | Proposed second storey side extension | 34 Westerdale Drive Keele, Newcastle Under Lyme Staffordshire ST5 5FH ([newcastle-staffs.gov.uk](http://newcastle-staffs.gov.uk)). Pending
- 23/00420/FUL | Front Entrance Porch | 32 Station Road Keele Newcastle Under Lyme, Staffordshire ST5 5AH ([newcastle-staffs.gov.uk](http://newcastle-staffs.gov.uk)). Pending

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- 23/00414/COU | Change of use from residential to teaching facility | 59/60 The Covert Keele, Newcastle Under Lyme Staffordshire ST5 5AZ (newcastle-staffs.gov.uk). Pending
- 23/00383/FUL | Barn conversion to two dwellings | Finney Green Farm Finney Green Keele, Newcastle Under Lyme Staffordshire ST5 6AB (newcastle-staffs.gov.uk). Objection drafted, circulated and sent to Planning. Pending

### **March 2023**

- Application for approval of details of site restoration scheme as required by condition 4 of planning permission ref. APP/P3420/C/18/3218107 Boggs Cottages 5 Keele Road Keele Newcastle Under Lyme Staffordshire ST5 5AB. Ref. No: 23/00224/CN04 | Validated: Mon 20 Mar 2023 | Status: Pending Consideration

Application for approval of details of site restoration scheme as required by condition 4 of planning permission ref. APP/P3420/C/18/3218107

- Boggs Cottages 5 Keele Road Keele Newcastle Under Lyme Staffordshire ST5 5AB. Ref. No: 23/00224/CN04 | Validated: Mon 20 Mar 2023 | Status: Pending Consideration

### **December 2022**

- Application for approval of details of a Locally Equipped Play Area as required by condition 08 of planning permission reference 21/00952/FUL (Variation of condition of 18/00262/REM, residential development up to 100 no. dwellings) Ref. No: 21/00952/CN08 | Validated: Mon 19 Dec 2022 | Status: Pending Consideration

### **November 2022**

- Application for approval of details of the private parking and vehicle surface materials as required by condition 25 of planning permission reference 13/00970/OUT for Residential development (maximum of 100 dwellings) Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire Ref. No: 13/00970/CN25 | Validated: Fri 04 Nov 2022 | Status: permitted
- Application for approval of details of the location of the pedestrian/cycle link as required by condition 05 of planning permission ref. 21/00952/FUL ( variation of condition 2 of 18/00262/REM, layout, scale, appearance and landscaping for the erection of 100 Dwellings) Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire. Ref. No: 21/00952/CN05 | Validated: Fri 04 Nov 2022 | Status: Still pending consideration

### **October 2022**

- Application for approval of a landscaping scheme as required by condition 09 of planning permission ref. 21/00952/FUL ( variation of condition 2 of 18/00262/REM, layout, scale, appearance and landscaping for the erection of 100 Dwellings) Land North Of Pepper Street Keele Newcastle Under Lyme Staffordshire Ref. No: 21/00952/2CN09 | Validated: Mon 26 Sep 2022 | Status: Pending Consideration