

Knutsford Town Council

Town Clerk: Adam Keppel-Green

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7th February 2018

To: **The Members of Knutsford Town Council**

Dear Councillor,

You are summoned to attend a meeting of Knutsford Town Council to be held at 19:30 on Monday 12th February 2018 in the Lower Council Chamber of the Town Council Offices.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'A Keppel'.

Adam Keppel-Green

Town Clerk

Agenda

- 1** To receive apologies for absence
- 2** To receive declarations of members' interests
- 3** Public Participation
A period not exceeding 10 minutes for members of the public to ask questions or submit comments.
- 4** To consider the authorisation of the release of part of the Earmarked Works Reserve for the refurbishment of the Cemetery Chapel (**attached**)
- 5** To note date of next meeting (*05/03/2018*)

Report to: Town Council

Report Ref: C1728
Meeting Date: 12th February 2018
Agenda Item: 4
Prepared By: Town Clerk



Subject: Release of Reserve

1.0 BACKGROUND

Under the direction of the Assets and Operations Committee the Cemetery Chapel, a grade II listed building, has now returned to Knutsford Town Council responsibility and Cheshire East Council no longer has any involvement in the management of this asset. Cheshire East Council has paid £52,000 to the Town Council as part of the return, to cover the cost of the works identified in a structural survey.

The cemetery working group (Cllrs Goodrich, Mrs Gray and Nicholson) has previously discussed the cemetery chapel and the options for ensuring it is more actively utilised as an asset at the cemetery which have included redecoration, the installation of accessible toilet facilities within one of the anterooms and a kitchenette in the other.

A tendering process was undertaken to ascertain the cost of the required works and the award of the tender and scope of works has been approved by the Assets and Operations Committee. The works are subject to the approval of Building Control and subject to Listed Building Consent. This will be progressed by the council's appointed agent to who will oversee and manage the works.

2.0 RELEASE OF RESERVE

The total cost of the works is anticipated to be £101,600. The Council has received £52,000 from Cheshire East Council leaving a shortfall of £49,600. It was resolved by the Assets and Operations Committee that the works should proceed by utilising the Earmarked Works Reserve (£89,100) and that the reserve then be topped back up when a capital receipt is received.

[The next paragraph is removed from the public report]

3.0 GRANT FUNDING

The Town Clerk has submitted an expression of interest in a Heritage Lottery Funding programme which may provide the funds for the shortfall. The Town Clerk expects to hear if the project is suitable to apply by the 20th February. In the event that the shortfall could be funded through this scheme, no use of the reserves would be required. Should the council be invited to apply then if the scheme rules require, the project would be on hold until the application was determined. If the



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scheme rules allow for the works to be undertaken whilst awaiting outcome then the reserve would be recredited with the grant.

4.0 RECOMMENDATION

It is recommended by the Assets and Operations Committee that Council approves the use of the EM Works Reserve for the works to refurbish the Cemetery Chapel noting that this will be replenished as outlined.



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ANNEX A: SCHEDULE OF WORKS

- Hack off damaged plaster to internal walls and renew with lime plaster to match existing
- Remove existing rainwater goods and replace with new cast iron rainwater goods to match existing
- Remove existing pews
- Renew defective steel beams in basement, reinstate any affected concrete floor
- Form new ventilation within basement
- Replace damaged clay tiles
- Rake out and renew pointing (lime mortar) to all elevations and chimney
- Clean approx. 50m² stonework
- Remove ridge tiles and re-bed on lime mortar, making good where required
- Widen opening to new toilet and kitchens to be accessible, install doors to match existing
- Remove decayed timber door to cellar and replace like for like
- Remove decayed timber to base of door and frames to ante rooms to match existing
- Remove and renew cast iron opening lights to stained glass windows and renew like for like
- Remove and renew all cracked / damaged window panes like for like to match
- Install kitchenette in anteroom, based on Howdens Shaker Collection
- Provide new glass external entrance door within arched opening
- Create accessible toilet in anteroom
- Install new foul drainage and sewage treatment system
- Renew internal decoration throughout
- Renew external decoration throughout
- Sand and varnish wooden floor
- Remove existing lighting and replace with new LED
- Install electric convector heating system throughout
- Install new hardwired interlinked fire detection system throughout
- Install new hardwired mains operated intruder alarm
- Install sound / PA system to chapel
- Renew electrical system including all switches, sockets and distribution board



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