



# Proceedings of Knutsford Town Council

**2012-2013**

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# Town Council

**Minutes**  
*of the*  
**Town Council Meeting May 21<sup>st</sup> 2012**  
*In the Cranford Suite, Knutsford Civic Centre, Knutsford*

In advance of the start of the meeting the outgoing Mayor, Cllr Stewart Gardiner, addressed Members, invited guests and the public explaining the procedures that would be involved in the meeting. Cllr Gardiner provided an update on his engagements in his final month as Mayor (these are appended to these minutes). During the year the Mayor had attended over 150 events in and around the Town and had raised over £5000 which would be donated to the chosen charities.

The Mayor thanked Members of the Council, his Secretary Valerie Gresley-Jones and the two Clerks who had served through the year, Matthew Jackson and Steve McQuade for their support. The Mayor closed his year in office with the following remark 'but mostly I would like to thank all those to all the people of Knutsford I have had the pleasure of meeting over these past 12 months for making the past year one of the best for me.'

**12/000 Present**

Cllrs Davies (Town Mayor), B Coan (Deputy Town Mayor), P Coan, Emmett, Forbes, Gardiner, Goodrich, Houghton, Hutchence, Malloy, C Nicholson, J Nicholson and Raynes.

**12/001 To elect the Town Mayor**

The outgoing Mayor asked for nominations for the office of Mayor for 2012/13. Cllr Hutchence proposed Cllr Vivien Davies which was seconded by Cllr Raynes. Members then **resolved** that Cllr Davies become the Mayor. Cllr Gardiner then formally transferred the chain of office to Cllr Davies.

**12/002 To receive the declaration of acceptance of office from the newly elected Town Mayor**

The new Mayor formally read out the acceptance statement and then signed the statement in the presence of the Town Clerk, who duly countersigned the document.

**12/003 Apologies**

Cllrs Dean (Pers Business) and Lasham (Business)

**12/004 Declarations of interest**

The following Declarations were noted:

**Item 8** – Cllr Davies declared a personal and prejudicial interest as a potential recipient of an allowance (Cllr Davies left the room for discussion on this item)

**Item 11** – Cllrs Davies, Gardiner, Mrs Nicholson and P Coan declared personal interests as current signatories to the accounts.

**Item 16** – Cllr Gardiner (as a recipient of a payment and the host of the Civic Ball), Cllr Hutchence (As the Civil Partner of Cllr Gardiner), Cllr Ms Coan (As a trustee of a charity in receipt of a grant) and Cllr Forbes (being known to one of the organisations receiving a grant, being a trustee of a charity in receipt of a grant and as a recipient of a payment)

**12/005 To elect the Deputy Town Mayor**

The Mayor asked for nominations for the office of Deputy Mayor for 2012/13. Cllr Goodrich proposed Cllr Barbara Coan which was seconded by Cllr Houghton. Members then **resolved** that Cllr B Coan become the Deputy Mayor. The Mayor then presented Cllr Coan with the chain of office.

- 12/006 To receive a statement of thanks from the newly elected Mayor**  
The new Mayor firstly thanked the outgoing Mayor for the work undertaken in 2011/12 and also Valerie Gresley-Jones, the Town Clerk and Cllr Ms Coan for their help in arranging the Annual Council Meeting and Mayor Making ceremony. The Mayor also thanked her family for their support and presented her husband, John, with the Consort's Chain and medallion.
- The Mayor identified her chosen charities as the Royal British Legion, the East Cheshire Hospice and Knutsford May Day.
- The Mayor then looked forward to what she hoped would be an exciting year with notable events including the Diamond Jubilee, the Olympic Torch passing through the Town and the Lions Street Fair. The Mayor undertook to support the community as far as possible and to focus on helping the churches, faith groups, schools clubs and other community groups in maintaining an enhanced level of Civic Pride.
- 12/007 To give a vote of thanks to the outgoing Mayor**  
Cllr Mrs Nicholson made a statement of thanks to Cllr Gardiner for all his hard work during the year and congratulated him on his achievements during the year. Cllr Mrs Nicholson then presented Cllr Gardiner with his former Mayor's medal.
- 12/008 To consider making an allowance to meet the expenses of the office of Mayor**  
Cllr Forbes proposed and was seconded by Cllr Gardiner that the Mayor receives a payment of £500 from the Civic budget. Members **resolved** to make that payment.
- 12/009 To confirm the minutes of previous meetings**  
The minutes of the meetings held on 2<sup>nd</sup> and 16<sup>th</sup> April were approved and signed subject to the following amendments:  
**11/0243** – To note that Cllr Mrs Nicholson had received the payment.  
**11/0260 and 0261** – To replace the word 'Mayor' with 'Cllr S Gardiner' in both instances.  
**11/0266** – To amend the word 'vent' to 'event'.  
**11/0269** – To amend Cllr Forbes declaration to read '....member of the Transfer of Public Assets Community of Carnegie (UK) Trust.
- 12/010 To consider the appointment of bank signatories**  
Members **resolved** that the signatories be the Mayor, Deputy Mayor and the previous two Mayors.
- 12/011 To consider the preparation of a meeting timetable for 2012/13**  
Members **resolved** to defer discussion of the Calendar until the next meeting.
- 12/012 To consider a recommendation from the Personnel Committee.**  
Members **resolved** to defer the discussion of an appointment to the post of Deputy Town Clerk/Town Centre Manager to the subsequent meeting.
- 12/013 To consider support for an early day motion with regard to national planning policies**  
Cllr Raynes explained that support was being sought to permit an appeal by Parish or Town Councils in the event that it objects to a planning application which is subsequently granted. Members **resolved**<sup>1</sup> to formally support the early day motion.
- 12/014 To receive the Town Clerk's report**  
The Clerk asked Members to note that he had received verbal confirmation that he had passed his qualification for the Certificate in Local Council Administration. The Mayor congratulated him on this achievement.

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<sup>1</sup> Cllrs Gardiner and Hutchence wished it to be recorded that they had abstained from the vote.

**12/015      To note and approve payments**

Members noted and **resolved** to approve the payments listed for approval. The record was duly signed by the Mayor and Deputy Mayor.

**12/016      Public participation**

Mrs Peters-Rock congratulated the new Mayor on taking office and commented on how good the floral display looked outside the Civic Centre.

Ann De-Ruiter congratulated the Mayor and thanked her for choosing Knutsford May Day as one of her Charities. These sentiments and thanks were echoed by John Walker of the Royal British Legion and Paul Morrissey of East Cheshire Hospice.

***Meeting Closed 19:52***



**Minutes**  
*of the*  
**Town Council Meeting May 28<sup>th</sup> 2012**  
*In the Jubilee Hall, Knutsford*

**12/017 Present**

Cllrs Davies, B Coan, P Coan, Dean, Emmett, Forbes, Gardiner, Goodrich, Houghton, Hutchence, Malloy, C Nicholson, and J Nicholson.

*also in attendance:* S McQuade (Town Clerk)

**12/018 Apologies**

Cllrs Raynes (Business) and Lasham (Business)

**12/019 Declarations of Interest**

The following declarations were noted:

**Item 22** – Cllr Davies declared a Personal and Prejudicial interest as a recipient of a payment.

**Item 18** – Cllr Forbes declared a personal interest as a member of the Transfer of Public Assets Community of Carnegie (UK) Trust.

**12/020 To confirm and sign the minutes of the meeting held on 21<sup>st</sup> May 2012**

The minutes were agreed and signed subject to the following alterations:

12/001 and 12/005 – To delete reference to the abstentions.

12/006 and 12/007 – To insert apostrophes at the points notes.

12/009 – To note that Cllr Mrs Nicholson had received a payment, not Cllr C Nicholson.

Cllr Forbes declaration to read ...'Transfer of Public'.

**Appendix 1** – Cllr Gardiner requested it be noted he had attended the Lord Lieutenant's Award Ceremony on 14<sup>th</sup> April.

**Appendix 2** – To record that the Mayor had attended the AGM of the Knutsford and District Scouts on 17<sup>th</sup> May.

**12/021 Public Participation**

Mrs Taylor asked the Council to consider making a donation to the fund set up to provide a headstone on the grave of Mr Laurie Burton. The Mayor indicated this was not possible as it would constitute a donation to an individual, but indicated that individual Members may wish to contribute.

Mrs Peters-Rock provided an update on a Cabinet meeting held at Cheshire East Council earlier in the day and sought the Council's support for a review of dementia services in the Town.

**12/022 To consider the adoption of new Standing Orders in line with those circulated at the meeting of 2<sup>nd</sup> April.**

After debating the issues Members **resolved** to adopt the new Standing Orders.

**12/023 To consider the appointment of Members to internal Committees.**

Members **resolved** to appoint the following members to the committees:

Finance – Cllrs Forbes, Houghton, Malloy, C Nicholson, Mrs Nicholson and P Coan.

Planning and Licencing – Cllrs Raynes, P Coan, Goodrich and Gardiner (it was noted that this would leave two vacancies.

Members asked the Clerk to convene a special Council meeting to determine the appointments to the remaining committees.

**12/024 To authorise the Clerk to prepare a meetings calendar for 2012/13**

The Town Clerk was asked to prepare a schedule of meetings.

**12/025 To consider the appointment of Members to outside bodies**

Members debated the appointments and resolved to make the appointments set out in the table below:

Body	Members
Town Plan Steering Group	Cllrs B Coan, Houghton and Gardiner
Nether Knutsford Educational Foundation	Cllr Houghton
Nether Knutsford Freeholders	The Mayor
Old Folks Club Committee	Cllr B Coan
Citizens Advice Bureau	Cllr Goodrich
ChALC Regional Meeting	Cllrs Dean and Raynes
The Mid Cheshire Line Community Rail Partnership	Cllr Dean
Local Area Partnership (AMG)	Cllr P Coan
Knutsford in Bloom	Cllrs Malloy and Houghton
Friends of the Moor	Cllr P Coan
Knutsford Community Action Plan	Cllrs B Coan, Houghton, Raynes, Mrs Davies
PCT Combined Surgeries Project	Cllr Forbes

Members thanked Cllr B Coan and C Nicholson for their work during the year in acting as the Knutsford in Bloom representatives.

**12/026 To receive reports from Members having attended external events**

Cllr P Coan – Had attended ChALC training on presentation skills.

Cllr Dean – Reported on attendance at a ChALC event that focussed on employment law and issues related to the proposed Code of Conduct. Cllr Dean also updated Members in relation to meetings of the Community Rail Partnership.

Cllr Davies – Reported on attendance at a LAP event that had focused on the Localism Act and setting LAP priorities for the coming year.

**12/027 To consider a report from the Finance and General Purposes Committee**

Cllr Forbes updated Members in relation to the most recent Finance and General Purposes meeting, noting the decision in relation to the award of grants, the intention to review the systems by which grants are awarded, matters related to insurance of Council Property and general insurance provision, reviews of debts/payments/orders and that the Committee had received updates from the three working groups.

**12/028 To consider a report from the Environment Committee**

Cllr Mrs Nicholson provided an update from the Environment Committee and indicated that the majority of matters were on-going

**12/029 To consider matters related to the provision of a Jubilee Gate to mark the Diamond Jubilee**

Members **resolved** that Cllr Mrs Nicholson be authorised to submit a grant application to Manchester Airport seeking funding for an arch over the front gate to the library as a means of marking the Diamond Jubilee. Members thanked Cllr Nicholson for her work in this area.

**12/030 To consider a report from the Planning and Licensing Committee**

In the absence of Cllr Raynes, Cllr Houghton asked Members to note the level of attendance by the public at the recent meetings which had been significant due to the contentious nature of one application in particular.

- 12/031 To consider a report from the Personnel Committee**  
Cllr P Coan provided a resume of the meeting held on the 12<sup>th</sup> April, noting that the Town Clerk had been confirmed in post and that a recommendation had been made to appoint a Deputy Clerk/Town Centre Manager.
- 12/032 To consider a recommendation from the Personnel Committee to appoint a Deputy Town Clerk/Town Centre Manager**  
Members **resolved** to exclude press and public during the discussion of this item and to move the item to the final item on the agenda.
- The matter was discussed later in the evening and Members **resolved** to advertise for the appointment of a Deputy Clerk/Town Centre Manager.
- 12/033 To receive an update in relation to the April and May Member surgeries**  
Cllr Dean reported on the April Surgery which he had attended with Cllr Lasham. Two members of the public had attended and raised issues with street lighting.
- Cllr Houghton reported that he and Cllr Raynes had held separate surgeries in May and that the issues raised related to planning matters in connection with the Bewilderwood application.
- 12/034 To consider a report in connection with Embrace the Games**  
The Mayor reported on the major issues including progress in organising the Torch Event, the plans for the Embrace the Games event and the dissemination of the results of the Banner competition.
- 12/035 To receive updates from the Member leads on asset transfer and to consider what actions are required to progress the transfers**  
The relevant lead Members made the following points:  
Cllr Forbes (Toilets) – The legal issues including TUPE are being taken forward, tender documents are close to being ready for publication and a meeting is planned with the owner of the Northwich Road site.  
Cllr Dean (Markets) – The main concerns related to the level of repairs required to bring the property into good repair and whether all outdoor markets will transfer. Cllr Dean will be meeting with the relevant Cabinet member at Cheshire East to discuss negotiations.  
Cllr Malloy (St John's) – Concerns were similar to other premises i.e. level of repairs and TUPE. Cllr Malloy asked for support from other Members and Cllr P Coan and C Nicholson agreed to provide support in negotiations and building the business case.  
Cllr Davies (Allotments) – It was confirmed that Cheshire East wished only to transfer the premises on a leasehold basis. A property officer from Cheshire East was due to meet with the Town Council and it was hoped that this would clarify matters on outstanding repairs.
- Members noted the contributions and **resolved** that an evaluation panel be formed comprising the Committee Chairs for the tender for public toilet provision.
- It was also **resolved** that the Clerk and appropriate members of the Personnel Committee meet when appropriate (as required by law and best practice) with all appropriate members of staff and their union representatives (should they so wish) who may potentially transfer with any of the assets being considered for transfer.
- 12/036 To consider an update with regard to the Cemetery**  
Cllr C Nicholson provided an update noting that further work is being done to explore the legal situation with regard to occupancy of the site, the status of the various buildings post any transfer and matters related to the condition of the premises. Cllr Nicholson indicated that any transfer was likely to happen in the next municipal year.

- 12/037**      ***To consider an update from the Member Working Group reviewing the procedures for the publication of minutes and draft minutes***  
 Members discussed the report from the Working Group and debated matters of best practice. It was **resolved** by the casting vote of the Mayor that the procedure should be for the Clerk to draft the minutes, these would be published as draft and marked as such once the relevant Chair had agreed to the publication. For the avoidance of doubt the minutes approved by the subsequent meeting would be marked as Final and published as the final record.
- 12/038**      ***To consider the adoption of a revised Code of Conduct***  
 Members expressed concern with regard to the adoption of the proposed resolution and felt that more information was needed to decide the matter. Members **resolved** by way of a named vote to reject the resolution. (Against: Cllrs Dean, Emmet, Malloy, Hutchence, C Nicholson and Goodrich For: Cllrs Davies, Gardiner, P Coan and Forbes, Abstentions: Cllrs B Coan, J Nicholson and Houghton.)  
  
 The Clerk was asked to furnish further information and clarify the legal position with regard to the status of the existing code, the status of the proposed code and consider what variant codes were available.
- 12/039**      ***To consider the Town Clerk's report***  
 The payments schedule was approved and signed subject to it being noted that the values in rows nine and ten were the wrong way round.  
 Members decided to refer the item on outsourcing payroll to the Finance Committee
- 12/040**      ***Member questions to the Town Clerk***  
 Cllr P Coan raised a query with regard to the process by which minutes are produced. The Clerk explained the process used at the present time.  
  
 Cllr Malloy asked the Clerk for an update on Love Local Life. The Clerk explained that early indications are that the scheme's launch has been the most successful so far.
- 12/041**      ***To receive a report from Cheshire East Councillors***  
 Cllr Gardiner reported on the change of political leadership at Cheshire East, with Cllr Michael Jones now Leader of the Council. Cllr Gardiner also reported that Cllr Raynes had been appointed as Cabinet Member for Finance and that Cllr Gardiner remains in a Cabinet Support role to Cllr Clowes.  
  
 Members congratulated Cllr Raynes and Gardiner on their appointments.
- 12/042**      ***To receive a report of Mayoral duties***  
**Deputy Mayor's Duties**  
  
 22nd April - Scout Parade and Service at the Methodist Church.  
 8th May - The Bollington Mayor Making  
 11th May - Winsford Town Mayor's Oscar Evening  
 16th May - The Cheshire East Mayor Making at Tatton Park  
  
**Mayoral Duties**  
  
 22nd May - Great Places Housing Trust Hanging Basket Event  
 22nd May - Rotary Club 73rd Charter Night at the Cottons  
 24th May - Macclesfield Mayor Making in the Council Chamber, Macclesfield Town Hall  
 26th May - Knutsford Musical Theatre Company's Performance of a Tribute to Stephen Sondheim  
 27th May - Ecumenical Service at the Methodist Church  
 28th May - Gospel Church Lunch

**12/043**

***Public Participation***

Mrs Taylor asked about the processes used to ballot members during the meeting and was advised that it was normal under certain circumstances to conduct such ballots by confidential voting.

Mrs Taylor asked the Council to continue to work to improve health services. Cllr Gardiner indicated that Cheshire East was working with the NHS, Cheshire West and wider health care providers to maintain and improve services.

Mrs Roberts made a statement with regard to the Town Centre Management provision and the support being provided by the current Town Centre Manager.

Mrs Peters-Rock asked via the Council that Cllr Gardiner be asked to report back on what Cheshire East are doing to support elderly people with dementia in Knutsford.

***Meeting Closed: 22:36***

**Minutes**  
*of the*  
**Town Council Meeting June 11<sup>th</sup> 2012**  
*In the Jubilee Hall, Knutsford*

- 12/044 Present**  
Cllrs Davies, B Coan, P Coan, Forbes, Gardiner, Goodrich, Hutchence, Lasham, Malloy, C Nicholson, J Nicholson and Raynes.  
  
*also in attendance: S McQuade (Town Clerk)*
- 12/045 Apologies**  
Cllrs Dean (Personal Business), Houghton (Personal Business) and Emmett (Personal Business)
- 12/046 To note declarations of Members' interests.**  
**Item 6** – Cllrs J and C Nicholson due to knowing Cumberbirch Building Contractors.  
**Item 6** – Cllr Davies as a recipient of payments.  
**Item 6** – Cllrs B and P Coan as recipients of training.  
**Item 6** – Cllr Gardiner as a recipient of the former Mayor's medal.
- 12/047 To confirm and sign the minutes of the meetings held on 28 May 2012**  
The minutes were approved and signed subject to the following amendments:  
12/035 – To delete 'of' and add 'for the tender for public toilet provision' to the penultimate paragraph.  
12/041 – To replace 'he' with 'Cllr Gardiner' in the final sentence of the first paragraph.
- 12/048 Public Participation**  
There were no members of the public present.
- 12/049 To consider the appointment of Members to internal committees.**  
Members **resolved** to assign the Members to the various committees as set out in the table attached to the minutes.
- 12/050 To consider the Town Clerk's Report:**  
Members **resolved** to approve the relevant payments set out on the schedule presented.
- 12/051 Public Participation – A period not exceeding 5 minutes for members of the public to ask questions or submit comments.**  
There were no members of the public present.

**Minutes**  
*of the*  
**Town Council Meeting July 2<sup>nd</sup> 2012**  
*In the Jubilee Hall, Knutsford*

**12/052 Present**

Cllrs Davies, B Coan, P Coan, Dean, Emmett, Forbes, Malloy and Raynes

*In attendance: S McQuade (Town Clerk)*

**12/053 Apologies**

Cllrs Gardiner (Pers Business), Hutchence (Pers Business), Houghton (Business), J Nicholson (Pers Business), C Nicholson (Pers Business), J Goodrich (Business) and Lasham (Pers Business).

**12/054 To note declarations of Member's interests**

The following personal interests were declared:

**Item 12(a)** – Cllr B Coan and Cllr Davies as recipients of payments. Cllr Malloy as the Chair of the Knutsford Conservation and Heritage Group and Cllr Davies due to connections with the Knutsford Conservation and Heritage Group. Cllr Forbes and Cllr B Coan due to connections with Community Spirit.

**Item 12(c)** – Cllr Forbes due to being disabled.

**Item 11** – Cllr Malloy and Cllr B Coan due to being acquainted with the owner of the land on which the Northwich Road toilet block stands. Cllr Forbes as acquainted with the owner of the land on which the Northwich Road toilet block stands and due to having a connection in relation to charitable activities. Cllr Forbes as a member of the Transfer of Public Assets Community of Carnegie (UK) Trust.

**12/055 To confirm and sign the minutes of the meetings held on 11th June 2012**

Members **resolved** to approve and sign the minutes of the previous meeting.

**12/056 Public Participation – A period not exceeding 10 minutes for members of the public to ask questions or submit comments.**

The following matters were raised by Members of the public:

Mrs Taylor – Raised questions related to the Shawheath project and the Town Plan and submitted a written statement in connection with comments by Cllr Gardiner at Cheshire East Council meetings.

Mrs Peters-Rock – Raised issues in connection with health care concerns and future service delivery options. A request was also made via the Cheshire East Members that future consultation related to health services in Knutsford takes place in Knutsford and in public.

**12/057 To consider reports from Committees that have met since the previous meeting**

Finance - Cllr Forbes reported on the recent meeting and it was **resolved** that the Economic/Regeneration Working Group report to the Events and TCM Committee, that the Internal Audit Working Group continues to report to Finance Committee, that the Website Working group report to Environment and General Purposes Committee and that the ICT/Telephony Working Group report to the Operations Committee.

Assets - Cllr Forbes (as Deputy Chair of the Committee) reported that the first meeting had taken place.

Events and Town Centre Management Committee - Cllr B Coan reported that the Love Local Life scheme continued to be rolled out, that the National Play Day event would take place on 1<sup>st</sup> August (A request for support on the organisation of the Council's part in the event was made), the planning for markets and Christmas events was at an advanced stage and that a member of the Promote Knutsford Forum had been asked to join the Committee.

Members discussed a possible shortfall in budget due to the probable loss of sponsorship for the Christmas Market. Cllrs P Coan and Dean were thanked for their on-going efforts to secure sponsorship from the Town's traders and other sources.

Operations - Cllr P Coan (As Deputy Chair) reported that Cllr Raynes had been elected to Chair the group and that he had been elected as deputy Chair. It was also reported that Cllr C Nicholson had resigned from the Committee, the terms of reference and budgets had been reviewed, priorities agreed, reporting arrangements for working groups reviewed and it had been agreed to establish a review of office processes and procedures.

Planning - Cllr Raynes reported on the most recent meetings and the Clerk was asked to modify the presentation of the minutes to include more information about each application. Cllr Raynes also reported that all Members were encouraged to attend the next meeting (9<sup>th</sup> July) as this would consider the results of the Local Plan consultation.

**12/058 To consider filling vacancies on standing committees**

Members **resolved** that Cllrs P Coan and B Emmett be added to the membership of the Operations Committee and Planning Committee respectively.

**12/059 To receive reports from Members having attended external events since the previous meeting**

Members reported on the following meetings/events:

Cllr Malloy reported that he and Cllr Houghton had attended a Knutsford in Bloom meeting and that judging for the North West in Bloom Competition would take place on 11<sup>th</sup> July and that the judging for the front garden competition would take place on 24<sup>th</sup> July (Entries close 20<sup>th</sup> July).

Cllr Davies reported on attendance at the Knutsford Freeholders meeting.

**12/060 To consider an update from the Health Working Group**

Cllr Malloy provided the following update:

The group had met the previous week and would meet again on 25<sup>th</sup> July

An update had been received on matters related to the medical centre including issues such as parking and traffic management.

The consultation arrangements in relation to the closure of Tatton Ward had been discussed.

Matters related to Healthwatch were discussed.

Future service delivery arrangements were to be discussed at the next meeting.

**12/061 To consider matters relating to vehicular speed within the town**

Cllr Malloy sought the authority to look into various issues related to traffic speed control and to make recommendations to a future meeting. Members **resolved** that Cllr Malloy, Cllr Raynes and the LAP Manager work together to review matters and to report back.

**12/062 To receive an update in relation to Member surgeries**

Cllr Malloy and Cllr Gardiner had attended the most recent surgery at which a PCSO had been present and that only one member of the public had attended.

**12/063 To receive a report from lead Members in relation to asset transfer and cemetery operation**

The following updates were received:

Toilets – Cllr Forbes reported that the tender request had gone out and that the review panel would need to meet in early August. Negotiations in relation to the Northwich Road toilets with the land owner were progressing.

Allotments – Cllr Davies reported that there had been no significant change in the situation since the previous meeting.

Markets – Cllr Dean reported that some progress had been made but that outstanding issues remained in relation to general repairs, use of the external areas and the freedom to manage the facility unfettered going forward.



St John's Wood Community Centre – Cllr Malloy reported that negotiations are on-going.

**12/064 To receive and consider the Town Clerk's report**

To note and approve payments.

Members **resolved** to approve and note the relevant payments.

To consider a change to a typographical error in Standing Orders (raised by the Events Committee in relation to their terms of reference). Members agreed that this matter would be picked up through the working group looking at minor changes to Standing Orders.

To consider authorising works to refit the former TIC area to function as a Council Chamber.

Members **resolved** that the Clerk look into the various options further and identify future costs of those options.

**12/065 Member questions to the Town Clerk.**

Cllr Forbes asked questions in relation to the payment for the Town Benches Survey and the use of the Freeholders Hut. The Clerk explained the background to these two items.

**12/066 To receive a report from Cheshire East Councillors.**

Cllr Raynes provided updates in relation to Tatton Park achieving a national excellence award, a County Archive event focused on sporting heritage (20<sup>th</sup> July) and participation by local young people in two orchestral events.

**12/067 To receive a report of Mayoral Duties.**

28<sup>th</sup> May – The Full Gospel ladies luncheon

29<sup>th</sup> May – Marie Curie cancer trust – blooming great tea party photo shoot

31<sup>st</sup> May – Olympic torch event

1<sup>st</sup> June – Bexton primary school 9am & Egerton primary school 1pm – Jubilee coin presentations

3<sup>rd</sup> June – Falcon queens diamond jubilee event

4<sup>th</sup> June – Lions street fair & Knutsford scouts beacon lighting at 10.10pm

5<sup>th</sup> June – Winstanley house jubilee party

6<sup>th</sup> June – the embrace the games event

9<sup>th</sup> June – the Unitarian chapel garden party

12<sup>th</sup> June – Major Phil Packer's run through Tatton park

13<sup>th</sup> June – Yorston lodge Assembly – Jubilee coin presentation

16<sup>th</sup> June – gymfinity award ceremony at the Egerton youth club

17<sup>th</sup> June – Middlewich annual fab festival

22<sup>nd</sup> June – St. Vincents primary school 9.30am & manor park primary 11am – Jubilee coins presentations

23<sup>rd</sup> June – performance by the Tatton singers at St John's Church

24<sup>th</sup> June – performance by the Cheshire youth orchestra at the Liverpool philharmonic

28<sup>th</sup> June – visit to the Neuromuscular centre at Winsford

1<sup>st</sup> July – Alderley Edge Civic Sunday in the morning and Egerton youth club fun day club awards in the afternoon.

**12/068 Public Participation**

The following matters were raised by Members of the public:

Mrs Collins – A point of clarification in relation to the attendance of Cheshire West and Chester Council at Health meetings. Also concerns about St John's wood Community Centre as a meeting venue and support for the view that consultation with regard to healthcare matters should be conducted locally.

Mrs Peters-Rock – Asked that the Council acknowledge the importance of a good public transport network especially for those without access to private transport. Cllr Raynes agreed to look into this.

Mrs Roberts – Draw attention to the lack of public transport over the Jubilee period.

**Minutes**  
*of the*  
**Town Council Meeting September 3<sup>rd</sup> 2012**  
*In the Jubilee Hall, Knutsford*

- 12/069 Present**  
Cllrs Davies, B Coan, P Coan, Dean, Emmett, Forbes, Gardiner, Goodrich, Houghton, Hutchence, Lasham, Malloy, C Nicholson, J Nicholson and Raynes.
- 12/070 To receive apologies for absence**  
All members were present.
- 12/071 To note declarations of Member's interests**  
Item 5 (Town Centre Enhancement Scheme) Personal interests were declared by Cllr B Coan, Cllr N Forbes (as disabled individuals) and Cllr Malloy (Member of the Town Plan Working Group).  
Items 13 and 14 (Asset Transfers) Personal interests were declared by Cllr Forbes, B Coan and Malloy (Known to the owner of the land on which the Northwich Road toilets stand) and Cllr Forbes (Member of the Transfer of Public Assets Community of Carnegie (UK) Trust).  
Item 15a (Payments) Personal interests were declared as follows; Cllr Davies, Cllr B Coan, Cllr J Nicholson (recipients of payments), Cllr C Nicholson (spouse of a recipient of a payment) and Cllr Gardiner (Payment to mayoral charities for 2011/12).
- 12/072 To confirm and sign the minutes of the meetings held on 2<sup>nd</sup> July 2012.**  
The minutes were signed as a true and accurate record subject to the following alteration:  
12/058 – Minute should have shown Cllr P Coan had been appointed to Planning Committee and Cllr Emmett to Operations Committee.  
12/068 – The word 'dew' to be replaced with 'drew'.
- 12/073 Public Participation**  
Members of the Public raised the following matters:  
Mrs Peters-Rock requested that all attachments be circulated with the agendas and raised a separate matter on Health Scrutiny which the mayor deemed to be outside of the Town Council's remit.  
Mrs Jamison stressed the importance of Town Council considering matters related to the Town Strategy rather than delegating to a Committee and made the observation that the vision as it stands is weak in terms of sports, leisure and open space.  
Mr Webster supported Mrs Jamison's comments in relation to Town Council as a whole reviewing the vision and also raised a separate matter in connection with a planning application connected with St John's Church.
- 12/074 To receive and consider a report from the Town Plan Working Group (Working Group 3) on the Town Centre Enhancement Scheme.**  
Mr Bob Quinn and Mr Chris Oakley made a presentation on the scheme and then took questions from Members.  
  
It was **resolved** that the Town Council recommends to Cheshire East that the content of the report be incorporated into the papers considered as part of the Town Strategy development with a view to an approved scheme being implemented by 2016.
- 12/075 To consider reports from Committees that have met since the previous meeting**  
The Chairman of each Committee provided a brief update and invited Members questions on any points raised in the minutes.

- 12/076 To consider the adoption of a revised Code of Conduct as part of Standing Orders**  
The matter was adjourned in line with Standing Orders for consideration at the next meeting.
- 12/077 To consider a recommendation from Personnel Committee to adopt an Employment Policy - Equal Opportunities**  
Members **resolved** to adopt the Policy.
- 12/078 To consider a recommendation from Events and Town Centre Committee to establish an annual awards ceremony to recognise outstanding contributions by individuals in the Community.**  
Members **resolved** to support the establishment of the awards scheme and to delegate the development and formulation of the scheme to the Events and Town Centre Committee. Members not on that Committee were invited to send any comments to the Committee Chair.
- 12/079 To receive reports from Members having attended external events since the previous meeting**  
Cllr J Nicholson reported on attendance with Cllr C Nicholson at a Manchester Airport event. Cllr Davies had also attended at a separate time.  
Cllr T Dean reported on attendance at the Mid Cheshire Rail Partnership meetings and noted that tram/trains may be introduced in the area, but another line was currently the top priority. Cllr Gardiner offered to identify whether Cheshire East may be able provide support to enable this line to have a greater priority.
- 12/080 To consider an update from the Health Working Group**  
Cllr Malloy reported on the last meeting (25<sup>th</sup> July) and indicated the next meeting would take place on 12<sup>th</sup> September. It now looks likely that consultation work will take place in Spring 2013. Allocation of a new medical centre has not yet been agreed, but the General Practitioners are committed to the project.  
  
Cllr Forbes declared a personal interest as a member of the Toft Road Practice Group.
- 12/081 To receive an update in relation to Member surgeries**  
Members reported on the July (Cllrs Forbes and B Coan), August (Cllrs C Nicholson and Emmett) and September (Cllrs Gardiner and Houghton) surgeries. Matters raised included the cleanliness of the Town, comments on the Town Strategy and a nuisance complaint.
- 12/082 To receive a report from lead Members in relation to asset transfer and cemetery operation**  
Members provided the following updates:  
  
Cllr Forbes (Toilets) – It could now be confirmed that the Northwich Road toilets could not be transferred to the Town Council.  
Cllr Dean (Markets) – Further data was awaited from Cheshire East to enable the business case to be confirmed.  
Cllr Malloy (St John’s Wood Community Centre) – Talks with employees had taken place and the business case is being developed. The school are supportive of the change. Concern was expressed with regard to the level of income and the potential to maintain income levels in the future.  
Cllr Davies (Allotments) – It was confirmed that the major issues were legal and especially the ownership of various parcels of land.  
Cllr C Nicholson (Cemetery) – There was no update to add since previous meetings.
- 12/083 To consider a resolution to award a contract for the refurbishment of two toilet blocks (Bexton Road and King Street) to the selected supplier following the EU selection process, with the caveat that the contract could only be implemented once Council has**

**resolved to transfer the toilets to its control and following final confirmation of the legal contract.**

**To authorise the Town Clerk to take the necessary actions to reach agreement with the prospective supplier on the terms of the contract and to take legal advice as appropriate.**

Members resolved to change the order of business and as a consequence this item was discussed as the final agenda item following a resolution to exclude press and public.

Members **resolved** to implement (a) and (b) as per the agenda item subject to the final contract with the supplier including satisfactory break clauses over the 25 year period.

CLLrs J Nicholson and Dean asked that their abstentions be recorded. CLLrs Emmett and C Nicholson asked that it be recorded that they had voted against the resolution.

**12/084 To receive and consider the Town Clerk's report**

Members **resolved** to approve and sign the payments schedule.

Members **resolved** that the new email addresses be used from 1<sup>st</sup> October.

**12/085 Member questions to the Town Clerk.**

The Town Clerk responded to questions in relation to progress on the Town Maps and bench repair projects.

**12/086 To receive a report from Cheshire East Councillors.**

CLlr Raynes drew attention to:

National Heritage week.

The consultation on the Local Plan (Town Strategy).

The apprentice of the year scheme.

Beth Tweddle being awarded freedom of the Borough.

An advice event for charities to be held on 12<sup>th</sup> September.

The opening of the Cheshire Academy of Interactive Sports and Arts in Crewe.

CLlr Gardiner highlighted the appointment of a new Chief Executive at Cheshire East

.

**12/087 To receive a report of Mayoral Duties**

The Mayor provided an update of her Mayoral Duties.

**12/088 To consider a donation of £200 to Davyhulme Scout Band in recognition of their support at Civic Sunday.**

Members **resolved** to make a payment of £200 in recognition of the support and service provided by the band on Civic Sunday.

**12/089 Public Participation**

Mrs Roberts drew to the Council's attention her willingness to tidy areas of the Cemetery.

CLlr Nicholson indicated he would take up the matter with Bereavement Services

Mrs Peters-Rock highlighted that her initial request that the Council recognise the contribution of volunteers was focussed on recognising the specific contribution of elderly volunteers.

Mrs Jamison raised a point in relation to the potential transfer of St John's Wood Community Centre.

**Minutes**  
*of the*  
**Town Council Meeting October 8<sup>th</sup> 2012**  
*In the Jubilee Hall, Knutsford*

**12/090 Present**

Cllrs Davies, B Coan, P Coan, Dean, Emmett, Forbes, Goodrich, Malloy, C Nicholson and, J Nicholson.

In attendance: S McQuade (Town Clerk) and A Keppel-Garner (Deputy Town Clerk/Town Centre Manager)

**12/091 To receive apologies for absence**

Cllr S. Gardiner (Pers Business)  
Cllr S. Hutchence (Pers Business)  
Cllr M Houghton (Pers Business)  
Cllr P Raynes (Pers Business)

**12/092 To note declarations of Member's interests**

The following interests were declared:

Item 8 (Town Strategy) – Personal interest Cllr Forbes as known to one of the stakeholders.

Item 11 (Health Working Group) – Personal interest Cllr Forbes being a member of the Toft Road Patients Group

Item 13 (Toilet Transfer) – Personal interests (Cllrs Forbes, Malloy, B Coan and P Coan) due to knowing the owner of the land on which the Northwich Road toilets stand. Cllr Forbes due to being a Member of the Transfer of Public Assets Community of Carnegie (UK) Trust. Cllr Forbes and B Coan due to being disabled.

**12/093 To confirm and sign the minutes of the meetings held on 3<sup>rd</sup> September 2012.**

Members **resolved** to sign the minutes subject to the following amendments:

12/083 – Amend to state Cllr C Nicholson voted against the resolution.

12/071 – Missing bracket added.

12/079 – It was noted that Cllr J Nicholson had attended with Cllr C Nicholson and that Cllr Davies attended separately.

12/089 – Cllr C Nicholson had indicated he would take up the matter with Bereavement Services rather than simply providing contact details.

**12/094 Public Participation**

Mr Paul Webster raised questions regarding the Town Strategy asking what lessons had been learnt and what response the Town Council intended to make. In response and as per matters discussed under the Town strategy Item, it was explained that Members had submitted comments as individuals so as not to dilute the response.

Jonathon Farber offered fulsome praise to the Council and all concerned with the delivery of the Michaelmas Artisan market which had been such a great success.

**12/095 To consider reports from Committees that have met since the previous meeting**

Finance Committee (Draft Minutes 17<sup>th</sup> September)

Assets Committee (No meetings since previous Town Council Meeting)

Events and Town Centre Management Committee (Final Minutes 4<sup>th</sup> September and Draft Minutes 24<sup>th</sup> September). Item to include an update on budget pressures for consideration.

Operations Committee (No meetings since the previous Town Council Meeting)  
 Planning and Licencing Committee (Final Minutes 10<sup>th</sup> September and Draft Minutes 1<sup>st</sup> October)  
 Personnel Committee (Final Minutes 5<sup>th</sup> September and Draft Minutes 2<sup>nd</sup> October)  
 Environment and General Purposes Committee (Draft Minutes 10<sup>th</sup> September)  
 Committee last met on 17<sup>th</sup> September. Cllr Forbes stated that the Council is well within budget for the current financial year.  
 No meeting since previous Town Council meeting  
 Committee last met 24<sup>th</sup> September. Cllr B Coan stated that it had been an unprecedented year for the town with the events presented, and drew Member's attention to the loss of sponsorship to events, uncertainty of costs from Cheshire East and unexpected increases in direct cost. The Town Clerk reiterated the pressures placed on the budget of the Events Committee. The Mayor and Cllr Malloy stated the importance of the events organised by the committee. Cllr P Coan reported that sponsorship of £500, £100, £200 has been promised to the Council for the Christmas Event.  
 Members **resolved** to set aside an additional sum not exceeding £5000 for the Events Committee to deliver its programme.  
 No meeting since previous Town Council meeting.  
 It was reported that the Committee last met on 1<sup>st</sup> October.  
 Members **resolved** to move the budget control for payroll from the Finance Committee to Personnel Committee.  
 It was reported that the Committee last met 10<sup>th</sup> September.

- 12/096 To consider the adoption of a revised Code of Conduct as part of Standing Orders.**  
 Members **resolved** to adopt the revised code of conduct as part of Standing Orders.
- 12/097 To consider a report from the Standing Orders Working Group**  
 This item was deferred to the next meeting as per Standing Orders.
- 12/098 To receive an update on the Town Strategy Consultation**  
 In Cllr Raynes absence it was reported that a meeting was being planned for late October/early November to provide an update on the relevant issues.
- 12/099 To consider the adequacy of IT provision for the use of the Council, its Officers and Members (Cllr B Coan)**  
 Members **resolved** that the ICT Working Group and Operations Committee investigate the adequacy of IT provision for the Council and its Members and Officers
- 12/100 To receive reports from Members having attended external events since the previous meeting**  
 Cllr J Nicholson briefed the Council on a meeting at Manchester Airport on 19<sup>th</sup> September. Cllr Goodrich attended the same event in the morning.  
 Cllr Malloy reported on the meeting with the Middlewich Train Line.  
 Cllr Goodrich attended the Biennial CAB meeting and reported how the CAB has lost several funding streams.  
 Cllr P Coan had on 20<sup>th</sup> Sept attended the LAP meeting and reported on matters relating to Knutsford.
- 12/101 To consider an update from the Health Working Group**  
 Cllr Malloy updated the Council on the latest matters related to the Health Working Group. Noting that further consultation and updates are planned and that the General Practitioners are involved.
- 12/102 To receive an update in relation to Member surgeries**  
 Cllr C Nicholson and Cllr B Coan reported on the October member surgery where there were two attendees.

- 12/103**      **To receive a report from lead Members in relation to asset transfer (Allotments, Markets and St John's Wood Community Centre) and cemetery operations. To consider a business case for the proposed transfer of the King Street and Bexton Road toilets and to authorise such actions as are appropriate in line with the decision (attached).**  
**Allotments:** Cllr Davies reported that the Council is awaiting legal contracts and discussions with land owners.  
**Markets:** Cllr Dean reported that the Council now have the information from Cheshire East which was required. Cllr Dean hopes to present a business case at the next meeting of the Council.  
**St. Johns Wood:** Cllr Malloy reported that he is awaiting legal details from solicitors.  
**Cemetery:** Cllr C Nicholson provided an update on potential future costs and delivery options.  
 Members discussed the options detailed in the Business Case and **resolved** to transfer the toilets at Bexton Road and King Street to the Town Council and manage as detailed in option 3 of the business case (Sub resolutions were confirmed as per bullets below). Cllrs C Nicholson and B Emmett wished it recorded that they had voted against the resolution.
- That Members resolve to transfer the two available toilet blocks to KTC and thereby retain public toilets in the Town, meeting the needs of a tourist destination with an ageing population and in line with the Town Plan.  
 That Members resolve to progress with Option 3 as the most cost effective option which will minimise risk to the Council and deliver new toilets of a modern standard that will be maintained to at least that standard for a period of 25 years.  
 That Members resolve to authorise the Town Clerk to conclude negotiations with the chosen contractor and to sign the contract and lease agreement, subject to the Council's legal advisor confirming the agreement to be as legally sound as practicable and that costs do not rise by more than 10% from the figure stated above (£54,423).  
 That Members resolve that the Operations Committee shall decide on the opening hours of the toilets and note that a fee of 20p will be charged per visit (RADAR key holders excepted).  
 That Members resolve that the Town Clerk be authorised to proceed (subject to the resolutions above) to initiate the building works in the most practicable way with a view to opening the new facilities as soon as possible after contract finalisation.  
 Cllr P Coan made a statement querying why Cheshire East were not willing to transfer assets generating a surplus as well as those running at a loss or with high backlog repair requirements.
- 12/104**      **To receive and consider the Town Clerk's report**  
**To note and approve payments.**  
**To authorise an emergency payment to Timpsons (Previous cheque missing in post)**  
**To consider a recommendation from the Personnel Committee to authorise payments to the SLCC for the Membership of the Deputy Town Clerk (£169) and to cover the costs of a CiLCA submission (£150).**  
 Members **resolved** to make the payments as scheduled.  
 Members confirmed the payment to Timpsons.  
 Members **resolved** to make the payment for SLCC membership and CiLCA costs.
- 12/105**      **Member questions to the Town Clerk.**  
 Cllr C Nicholson questioned why Personnel Committee meetings were being held in the Council Offices which are not Equality Act. Cllrs C Nicholson, N Forbes and B Coan declared personal interests on grounds of their disability. The Clerk indicated that there is an item on the next Operations Committee agenda to consider the option to hold meetings in the Council Offices on the ground floor.
- 12/106**      **To receive a report from Cheshire East Councillors.**  
 No Cheshire East Councillors were present.

12/107

**To receive a report of Mayoral Duties**

The Mayor set out attendance at the following engagements:

**Mayoral Engagements**

Friday 28<sup>th</sup> September – Macmillan Coffee Morning, New Barn , Livery , Ollerton.

Friday 28<sup>th</sup> September – Parade, Speech and Reception for paralympian Bronze Medallist Niki Birrell

Saturday 29<sup>th</sup> September – Sponsored Underwater Swim for the Mayor's Charities

Sunday 30<sup>th</sup> September – Harvest Festival Service, St Cross Church.

Friday 5<sup>th</sup> October – An evening with Silhouette Artist Steve Abbott at the Knutsford Heritage Centre

Saturday 6<sup>th</sup> October – Knutsford Air Cadets Open Day

Sunday 7<sup>th</sup> October – Macclesfield Mayor's Parade and Civic Sunday Service.

**Deputy Mayor Engagements**

Wed 12<sup>th</sup> September time capsule burial.

Thursday 13<sup>th</sup> September University of the Third Age 30<sup>th</sup> Birthday Celebration at the Civic Centre.

Sunday 16<sup>th</sup> September St Cross Church Ordination of new Part Time Curate Rev'd Trish Hope.

Knutsford Lions Annual Charity Concert Friday 21<sup>st</sup> September 2012.at 7.30pm at the Methodist Church.

Winsford Civic Ball Saturday 22<sup>nd</sup> September 2012

Bollington Civic Service and parade 23<sup>rd</sup> September 2012

**Former Mayor Engagement**

Wilmslow Civic Service 16<sup>th</sup> September at 10.20am St Bartholomew's Parish Church.

12/108

**Public Participation**

Mr Farber made an eloquent statement with regard to the benefits of IT and the use of small tablet devices.

Mr Brooks expressed concern and doubt in relation to the levels of forecast toilet usage.



**Minutes**  
*of the*  
**Town Council Meeting November 19<sup>th</sup> 2012**  
*In the Jubilee Hall, Knutsford*

**12/109 Present**

Cllrs Davies, B Coan, P Coan, Dean, Forbes, Gardiner, Goodrich, Houghton, Hutchence, Lasham, Malloy and Raynes.

In attendance: Steve McQuade (Town Clerk)

**12/110 To receive apologies for absence**

Cllr C Nicholson (Pers Business)

Cllr J Nicholson (Pers Business)

Cllr Emmett

(It was noted that Cllr Emmett had written a letter of resignation to the Town Clerk)

**12/111 To note declarations of Member's interests**

Cllr Davies (Personal) – As a recipient of a payment under item 14.

Cllrs P Coan, B Coan, Raynes, Malloy, Gardiner, Davies and Forbes (Personal) as known to the owner of land at the allotments under item 13a.

Cllr Forbes (Personal) under item 11 as a member of the Toft Patients Practice Group and under item 13 (a), (b) and (c) as member of the Transfer of Public Assets Community of Carnegie (UK) Trust.

Members were advised by the Mayor that as all Members are likely to have a pecuniary interest in the precept the Council needed to resolve to grant a dispensation to vote on the matter. It was **resolved** that all Members had declared a pecuniary interest and that the Council granted dispensation to vote on the precept at the relevant meeting.

**12/112 To confirm and sign the minutes of the meetings held on 8<sup>th</sup> October 2012**

Members **resolved** to approve and sign the minutes of the meeting.

**12/113 Public Participation**

Judie Collins – Highlighted (on behalf of Mrs Taylor) the timeframe for consultation on the Foundation Trust Application, the proposed closure of Tatton Ward and the proposed 'super surgery'. Participation in the consultation was encouraged and it was noted the consultation period had been extended to accommodate the Christmas break.

Charlotte Peters-Rock – Made a statement on behalf of CAFCA in relation to the health changes and asked that information presented be circulated to Members.

Paul Webster – Queried statements made by the Leader of Cheshire East Council at the Town Strategy meeting in relation to proposals for the green belt in this and other areas. The approach of the Council in responding as individuals to the consultation on the Strategy was also queried. Cllr Raynes replied that this was still considered to be the appropriate approach.

**12/114 To receive an update from Graeme Worrall of the Cheshire Fire Service**

A brief presentation was made by Mark Cashin, Deputy Chief Fire Officer, and Terry McDermott, Head of Service Delivery for the Fire Service. They covered the changes to service delivery up until 2021, the prime aim of which is to reduce response times through changes to deployment. The public and Members were encouraged to respond to the current consultation on the changes via the Fire Service website.

**12/115 To consider reports from Committees that have met since the previous meeting**

Finance Committee (Draft Minutes 12<sup>th</sup> November and Final Minutes 22<sup>nd</sup> October)

Assets Committee (Draft Minutes of meeting on 15<sup>th</sup> October)  
 Events and Town Centre Management Committee (Draft Minutes of the meeting on 30<sup>th</sup> October)  
 Operations Committee (Draft Minutes of the meeting on 17<sup>th</sup> October)  
 Planning and Licencing Committee (Final Minutes 22<sup>nd</sup> October and Draft Minutes 12<sup>th</sup> November)  
 Personnel Committee (Final Minutes of the meeting on 30<sup>th</sup> October and Draft minutes of the meeting on 7<sup>th</sup> November)  
 Environment and General Purposes Committee (Draft Minutes of the meeting held on 29<sup>th</sup> October and Final Minutes 15<sup>th</sup> October)

Cllr Forbes indicated that budget preparations are underway to set the precept and that in general finances are healthy.

Cllr Gardiner mentioned that the focus of the previous meeting had been on Asset Transfer.

Cllr B Coan provided an update on recent meetings and asked Members to note that there would be an amendment to the minutes to cover an element of specialist service delivery in relation to a potential future event.

Cllr Raynes invited question in relation to the most recent Operations Committee meeting.

Cllr Raynes invited similar questions in relation to the Planning meetings.

Cllr P Coan updated Members in relation to the Personnel Committee meetings and invited questions.

Cllr Dean (in the absence of Cllr J Nicholson) provided an update on matters discussed at the last two meetings.

**12/116 To consider making a payment to Cheshire East for the services of the Cheshire East Town Centre Manager (Cllr B Coan)**

Members **resolved** to defer this matter until the next meeting.

**12/117 To consider a Complaints Procedure as proposed by the Personnel Committee (Cllr P Coan)**

Cllr P Coan introduced the policy and Members **resolved** to approve the policy subject to the following changes:

That the title be changed to 'Complaints Code, Policy and Procedure'

That a line be inserted after the words '....opportunity of having a last word' on page 3 of the document.

**12/118 To consider revisions to Standing Orders in line with papers presented at the previous meeting by the Standing Orders Working Group**

Members **resolved** to approve the revised Standing Orders as presented and subject to the following issues:

The Clerk authorised to correct any typographical errors as and when noted.

To amend section 84 to read 'With the exception of the Personnel Committee, all Council meetings shall permit an opportunity for time to be allocated to allow members of the public to make statements and ask questions.'

To amend point 3 in the Events and TC terms of reference to read as per other Committees.

To amend point 6 in the Events and TC terms of reference to include the Civic Awards.

To amend point 8 in the Events and TC terms of reference to clarify the paragraph.

**12/119 To consider matters related to the establishment of a Community Speed Watch Group**

Members debated the matter and **resolved** not to set a budget for the initiative.

**12/110 To receive reports from Members having attended external events since the previous meeting**

No reports were made.

**12/111 To consider updates:  
from the Health Working Group  
in relation to the Town Strategy Consultation**

Cllr Houghton provided an update in relation to the on-going and planned consultations. The Clerk was asked to invite Val Alherne to the next Council meeting to provide an update on the current proposals.

Cllr Raynes provided an update on the consultation meeting held the previous week and indicated that the Cheshire east Local Core Strategy should be published for consultation in the next few weeks. Members thank Cllr Raynes for all the hard work on managing the consultation process.

**12/112 To receive an update in relation to Member surgeries**

Cllrs Lasham and Malloy reported on the most recent surgery. Three matters had been raised relating to the Waitrose layby, traffic speeds in the Town Centre and signage to the Chelford Car Boot sale.

**12/113 To receive a report from lead Members in relation to the asset transfer of the toilets and allotments.  
To consider the proposed transfer of the Market operations to Knutsford Town Council (Options paper attached)  
To consider the proposed transfer of St John's Wood Community Centre to the Town Council (Options paper attached)  
To consider matters related to Cemetery operations**

Cllr Forbes (Toilets) reported that the legal matters were being confirmed and talks would commence with the contractor in the next few weeks. Cllr Davies (allotments) indicated that a visit had been made to the sites and that legal information is being followed up via the solicitors. Other information is required via Cheshire East in terms of certain issues at the sites.

Cllr Dean set out the position with regard to transfer of the indoor and outdoor markets. Members **resolved** to provisionally accept the transfer subject to the Clerk finalising a number of legal matters, the operational handover and the final cost model.

Cllr Malloy updated Members with regard to new information in relation to St John's Wood Community Centre. Members **resolved** to defer a decision due to uncertainty about the availability of the use of the school hall.

The Town Clerk advised Members that £20k had been included in the draft budget for 2013/14 to allow for the management of the Cemetery. The Clerk is building a business case for an outsourced option which would be passed to Cllr C Nicholson for inclusion alongside other options being explored.

**12/114 To receive and consider the Town Clerk's report  
To note and approve payments**

Members **resolved** to approve and note the relevant payments.

**12/115 Member questions to the Town Clerk**

Cllr Malloy asked about progress in relation to the Town Maps. The Clerk indicated he would ask again for the quote to be supplied.

Cllr P Coan offered to provide information to the Clerk with regard to joint Police and Fire service initiatives.

**12/116 To receive a report from Cheshire East Councillors**

Cllr Raynes reported on:

An Age Concern Campaign 'Spreading Warmth'.

The status of the Curzon operation of the Cinema.

An event for your people to shadow senior officials at Cheshire East

**12/117** A quiz with Bob Burrows promoting the Macclesfield Hall of Fame.  
**To receive a report of Mayoral Duties**

The Mayor updated Members with regard to attendance at the following events:

Tuesday 9<sup>th</sup> October – Tumble Tots Awards Presentation  
Tuesday 9<sup>th</sup> October – Literature Festival Talk  
Friday 12<sup>th</sup> October – Methodist Christian Aid Bus  
Friday 12<sup>th</sup> October - Scouts Annual District Dinner  
Sunday 14<sup>th</sup> October – Mobberley Civic Service  
Friday 19<sup>th</sup> October – Literature Festival Michael Portillo Talk  
Saturday 20<sup>th</sup> October – Literature Festival Talk  
Sunday 21<sup>st</sup> October – Nantwich Civic Service  
Thursday 25<sup>th</sup> October – Rhs N.W. In Bloom Awards Presentation  
Friday 26<sup>th</sup> October – Launch Of Arch Angel Awards Presentation  
Saturday 27<sup>th</sup> October – Heritage Centre Open Day  
Saturday 10<sup>th</sup> November – Inspection Of Air Cadets Selling Poppies  
Sunday 11<sup>th</sup> November – Remembrance Sunday  
Wednesday 14<sup>th</sup> November – Heritage Centre Childrens Writing Competition Awards  
Saturday 17<sup>th</sup> November – RBL Concert At The Methodist Church  
Sunday 18<sup>th</sup> November – Tatton Singers Performance At The Royal College Of Music

**12/118 Public Participation**

Paul Webster – Made suggestions in relation to traffic calming options.  
Charlotte Peters-Rock – Asked that pedestrian prioritisation be considered in the Town Centre  
Henry Brooks – Queried the accuracy of the minutes in terms of his comments at the previous meeting and reiterated his concern as a resident about the quality of the information underpinning the business case to transfer the toilets.

**Minutes**  
*of the*  
**Town Council Meeting December 17<sup>th</sup> 2012**  
*In the Jubilee Hall, Knutsford*

**12/119 Present**

Cllrs Davies, B Coan, P Coan, Dean, Forbes, Gardiner, Goodrich, Hutchence and Malloy.

In attendance: S McQuade (Town Clerk), A Keppel-Garner (Deputy Town Clerk)

**12/120 To receive apologies for absence**

Cllr P Raynes (Bus), Cllr Houghton (Bus), Cllr J Nicholson (Pers Bus), Cllr C Nicholson (Pers Bus), Cllr Lasham (Pers Bus)

**12/121 To note declarations of Member's interests**

The following non pecuniary matters were declared:

Item 5 – Cllr Forbes as a Member of the Toft Patients Practice Group and Cllr Gardiner as a consequence of his Cabinet Support role at Cheshire East Council.

Item 7 – Cllr Gardiner: Due to being a Member of Cheshire East Council.

Item 12 – Cllr Forbes as a Member of the Transfer of Public Assets Community of Carnegie (UK) Trust.

Item 12b – Cllrs Malloy, Forbes and B Coan due to being known to the owner of the land on which part of the allotments sit.

**12/122 To confirm and sign the minutes of the meetings held on 19<sup>th</sup> November 2012**

Members **resolved** to approve the minutes as a true record.

**12/123 Public Participation – A period not exceeding 10 minutes for members of the public to ask questions or submit comments.**

Mr P Webster asked the Council if they were aware of the matters raised at a recent CEC meeting on December 6<sup>th</sup>. It was asked that the Town Council ensure a proper consultation, with meetings held allowing an appropriate time for the public to comment and that the lessons learnt from previous stages of the consultation be taken on board. Cllr. Gardiner reported that the Leader of Cheshire East is arranging a meeting to be held in the New Year.

Mrs D Jamison asked the Council to refuse to agree the timescale for the Knutsford element of the local development consultation due to time allocated being too short. Cllr. Gardiner responded to say that the overall process would prevent a delay and it was not advisable to introduce a delay even were it to be possible. Cllr Gardiner offered to talk to Mrs Jamison after the meeting.

**12/124 To receive an update from Val Aherne (Deputy CEO/Director of Strategy East Cheshire NHS Trust) and Andy Bacon (Associate Director, NHS North West) in relation to the local delivery of health related services**

**To receive an update from the Health Working Group**

Val Aherne explained the consultation processes that were taking place in relation to Tatton Ward and indicated more would be done to improve the level of interaction with the public and other interested parties. Mr Bacon explained what is and what is not set to change and identified the three key issues as the co-location of the separate GP practices, integration with care services on a single site and continuity of service delivery during any changes. Mr Bacon indicated that services would not be reduced or cut, but it is hoped they will be enhanced, with the possibility of further services being provided.

Cllr Malloy reported that the Working Group had met the previous week and discussed

how the Tatton Ward consultation is progressing and how attendance at consultation meetings could be improved. A series of articles are to be published from a range of health and social care perspectives which would lead to a final summary article in January which would include feedback to the comments received. It was also asked that the various organisations use their influence to try to address the concerns on transport needs.

- 12/125 To consider reports from Committees that have met since the previous meeting**  
Committee Chairmen provided verbal reports in relation to the most recent meetings and invited questions from Members.
- 12/126 To consider making a payment to Cheshire East for the services of the Cheshire East Town Centre Manager (Cllr B Coan)**  
This item was deferred whilst awaiting further information from Cheshire East Council.
- 12/127 To receive a presentation from Cllr Michael Jones (Leader Cheshire East)**  
Due to unforeseeable circumstances, Cllr Jones was unable to attend the meeting.
- 12/128 To receive reports from Members having attended external events since the previous meeting**  
Cllr Dean had attended a ChALC meeting which he had found to be extremely informative in relation to the Code of Conduct. Cllr Dean emphasised that the main change in the code of conduct is that it only applies when Members are acting in an official capacity.
- Cllr Malloy reported that Cllr Houghton and himself had attended the AGM of the Knutsford in Bloom Group which had reported continued success. Cllr Dean commended Cllrs Malloy and Houghton on improving the relationship between Knutsford Town Council and Knutsford in Bloom.
- 12/129 To receive an update in relation to Member surgeries**  
Cllr Hutchence reported on the December surgery which he had attended with Cllr Raynes and where there were no members of the public seeking advice.
- 12/130 To consider a recommendation from the Finance Committee with regard to the budget for 2013/14 and to confirm the precept to be set for 2013/14**  
Members **resolved** to set a precept of £228,000. Included in that sum is a one-off grant from Manchester Airport of £75,000 which would lead to a one-off rebate to the people of Knutsford.
- 12/131 To consider a report in relation to the implementation of the asset transfer of the toilets and markets.**  
**To consider matters related to the potential transfer of St John's Wood Community Centre and the allotments to the Town Council**  
**To consider an options paper in relation to Knutsford Cemetery**  
Cllr Forbes reported that the transfer of Toilets is progressing and that the Council's solicitor and Danfo (toilet contractor) are in talks regarding the lease. The current estimate for transfer is February 1<sup>st</sup> 2013.  
Cllr Dean reported that he and the Deputy Town Clerk had met with many of the current Market traders to discuss the transfer.  
Cllr Malloy reported that circumstances have changed at St. John's Wood Community Centre and that the Council are in discussion with the school and CEC over these matters. Cllr Davies reported that the solicitor registering the part of the allotments at Sparrow Lane that the Town Council own and reviewing the other papers related to transfer of the sites.  
The Town Clerk presented an options paper in relation to the Tabley Road Cemetery. Members **resolved** to consider at a future meeting the option to do nothing or to outsource the management and operation of the Cemetery. The Clerk was asked to seek

information from Cheshire East in relation to current service levels.

- 12/132**      **To receive and consider the Town Clerk's report**  
**To note and approve payments**  
**To authorise to release a further £5k to cover legal costs arising from asset transfer.**  
**To note a donation of £100 to the May Day Fund in recognition of the services of the Town Crier at the Christmas Event.**  
**To consider an appointment to the vacancy of Mayor's Secretary/admin assistant.**  
**To consider vacancies on Committees (Finance (1), Env&GP(1), Operations (4), Assets(1) and Planning (1)).**  
**To consider the means by which updates to the Civic Protocol are made.**  
Members **resolved** to approve the payments to the value of £29,779.23 (see schedule below)  
Members **resolved** to release an additional £5,000 to cover the legal costs associated with asset transfer. Members **resolved** to commit up to £2.9k for valuations on the transfer properties and the Kings Coffee House.  
Members noted the donation.  
The Clerk expressed his thanks to Mrs. Gresley-Jones for her assistance during his time at the Council. This was echoed by all Members. Members **resolved** to appoint a new Mayoral Secretary/Admin Assistant.  
Members **resolved** that Cllrs C Nicholson, Malloy, Lasham and Dean join the Operations Committee, and Cllr Raynes joins the Assets Committee. Meetings of these two Committees would be held on the same evening so as to reduce the risk of a quorum not being reached.  
Members **resolved** that Cllr P Coan fill the vacancy on the Environment Committee.  
Members **resolved** that the Deputy Town Clerk draft a revised Civic Protocol for a future meeting.
- 12/133**      **Member questions to the Town Clerk**  
No members raised questions to the Clerk.
- 12/134**      **To receive a report from Cheshire East Councillors**  
Cllr Gardiner reported that a report on Lyme Green site in Macclesfield had been received and also reported in the local press. The Borough Solicitor and Director of Environment Services had resigned.  
Cllr Gardiner also indicated that the budget process was now being undertaken.
- 12/135**      **To receive a report of Mayoral Duties**  
*November*  
Friday 23<sup>rd</sup> - Unveiling of Queen's diamond Jubilee Arch  
Saturday 24<sup>th</sup> - Unitarian Christmas fair  
  
*December*  
Friday 30<sup>th</sup> - Opening of the Christmas market and Christmas lights switch on  
Sunday 2<sup>nd</sup> - The Crib Service  
Monday 3<sup>rd</sup> - Knutsford full gospel church lunch  
Tuesday 4<sup>th</sup> - Emergency Services carol concert, Chester Cathedral  
Wednesday 5<sup>th</sup> - Dickens 200<sup>th</sup> centenary library reading  
Friday 7<sup>th</sup> - Unitarian opus 5 concert  
Tuesday 11<sup>th</sup> - St. John's Community Centre Christmas lunch  
Wednesday 12<sup>th</sup> - The Welcome Aspire Group Christmas buffet  
Thursday 13<sup>th</sup> - Methodist Christmas lunch  
Friday 14<sup>th</sup> - Knutsford High School performance of "Evita"  
Saturday 15<sup>th</sup> - Tatton Singers carol service  
  
On December 4<sup>th</sup> the Deputy Mayor attended an event at the local scout/cubs group.

**12/136**

**Public Participation**

Mrs Jamison stated that she is not sure that the representatives from NHS have moved forward with their ideas and that she felt they had not demonstrated that they have listened to what the public have said. Mrs Jamison reiterated that for the process to move forward it needed to focus more on a programme of engaging and listening.



**Minutes**  
*of the*  
**Town Council Meeting January 28<sup>th</sup> 2013**  
*In the Jubilee Hall, Knutsford*

**12/137**

**Present**

Cllrs Davies, B Coan, P Coan, Dean, Gardiner, Houghton, Malloy, Hutchence and Raynes.

In attendance: S McQuade (Town Clerk) and A Keppel-Garner (Deputy Town Clerk)

**12/138**

**To receive apologies for absence**

Cllrs Forbes (Pers Business), C Nicholson (Pers Business), J Nicholson (Pers Business), Cllr Goodrich (Business) and Lasham (Business)

**12/139**

**To note declarations of Member's interests**

No members declared an interest in any of the agenda items.

**12/140**

**To confirm and sign the minutes of the meetings held on 17<sup>th</sup> December 2012.**

Members **resolved** to sign the minutes, following the addition of "Cllr Gardiner" to declarations of Members interests at item 7, and removal of the declaration for item 13(a).

**12/141**

**Public Participation**

Alex Chaplin a representative of North Knutsford Community Group stated that the group are interested in the Town Strategy consultation, their priorities were stated as to: protect and secure investment for sports facilities, secure the optimum density of development with the appropriate look and feel; address deep concerns on infrastructure development including investment in education, health and sport. Mr. Chaplin asked how the Town Council wished to engage with the group and offered to invite all Members to future meetings.

Sylvia Chaplin asked if there was a way of the Town Council facilitating a meeting between community groups which have an interest in the local plan to discuss their thoughts. Cllrs Gardiner and Raynes agreed to help through increasing promotion of the consultation to stimulate debate. The Mayor indicated that the Leader of Cheshire East Council would be attending a public meeting on 27<sup>th</sup> February at 16:30 (venue to be confirmed).

**12/142**

**To receive a presentation from Inspector Catherine Mitchell of Cheshire Police**

Inspector Mitchell informed the Council on the recent changes in staffing at the Knutsford Police Station and answered questions from Members.

**12/143**

**To consider reports from Committees that have met since the previous meeting**

*Finance Committee (Draft Minutes 21<sup>st</sup> January)*

*Assets Committee (not met since previous meeting)*

*Events and Town Centre Management Committee (Draft Minutes of the meeting on 21<sup>st</sup> January)*

*Operations Committee (Draft Minutes 20<sup>th</sup> December)*

*Planning and Licencing Committee (Draft Minutes 14<sup>th</sup> January, Final Minutes 17<sup>th</sup> December)*

*Personnel Committee (Draft minutes 14<sup>th</sup> January, Final Minutes 21<sup>st</sup> December)*

*Environment and General Purposes Committee (Draft Minutes from 14<sup>th</sup> January, Final Minutes 18<sup>th</sup> December)*

Committee Chairmen provided a verbal report and answered questions regarding the most recent committee meetings. Cllr Gardiner declared an interest during the discussion of the 'Moor Pool' as Chair of the Friends of the Moor.

- 12/144 To consider making a payment to Cheshire East for the services of the Cheshire East Town Centre Manager (Cllr B Coan)**  
Members **resolved** to make a payment of £2,768 to Cheshire East Council.
- 12/145 To consider a report from the ICT Working Group**  
Cllr Malloy reported that the ICT Working Group conducted a survey investigating the ICT facilities available to members. Members **resolved** to procure 2 laptops to be offered on loan to Members for a maximum of three calendar months, with a limit of one machine per household. The loan period would be at the discretion of the Town Clerk and Mayor should members require an extended loan in exceptional circumstances.
- 12/146 To receive reports from Members having attended external events since the previous meeting**  
There were no reports from Members.
- 12/147 To receive an update in relation to Member surgeries**  
Cllr Dean reported on the issues raised at the January member surgery. The matters which were raised were in the jurisdiction of Cheshire East Council. The Town Council has drawn these matters to the attention of Cheshire East Council.
- 12/148 To consider an update in relation to the asset transfer of the toilets, markets, allotments and St John's Wood Community Centre.**  
**To consider an update from the Town Clerk in relation to Knutsford Cemetery**  
(i) The Town Clerk updated members on the current progress on the transfer of Toilets, and reported that the projected date for transfer is March 1<sup>st</sup>.  
(ii) Cllr Dean updated Members on the progress of the Market transfer, the main issue being a leak in the roof which has not been sufficiently repaired for several years. The current projected date for transfer is March 1<sup>st</sup>.  
(iii) Cllr Davies reported that the solicitor is currently registering the land at Sparrow Lane which the Town Council own. There are currently minor issues at Mereheath Lane and Warren Avenue which the solicitor is investigating  
(iv) Cllr Malloy reported that the Council is awaiting confirmation from Cheshire East as to whether St John's Wood Community is available for transfer.  
The Town Clerk reported that he has been in further discussions with Northwich Town Council regarding the management of Knutsford Cemetery and that a business case was in preparation.
- 12/149 To receive and consider the Town Clerk's report**  
***To note and approve payments***  
***To note and approve a consolidated payments list year to date***  
***To consider an urgent request for a donation from Community Spirit***  
Members **resolved** to make the payments listed and as set out in the table appended to the minutes.  
Members **resolved** to approve the payments and receipts listed.  
Cllr B Coan reported that the request has been withdrawn following discussions with Cheshire East Council who have agreed to remove the fly tipping. Members thanked Cllr Coan for the timely intervention.
- 12/150 Member questions to the Town Clerk**  
No members raised questions to the Town Clerk.
- 12/151 To receive a report from Cheshire East Councillors**  
Cllr Raynes reported that the consultation on the Local Plan closes on the 26<sup>th</sup> February. He further reported that the Cheshire East budget would be published on the 29<sup>th</sup> January. It was also reported that Cheshire East had a new role in flood response and that an additional £23m was to be spent to address potholes across Cheshire East.

Cllr P Coan asked whether Cheshire East would be pursuing the promised rail link with Manchester Airport. Cllr Gardiner reported that further investigations had been carried out and that such a link was unfeasible.

**12/152**

**To receive a report of Mayoral Duties**

The Mayor provided an update in relation to recent engagements:

Saturday 15th December – Painting for pleasure art and crafts sale in aid of the mayor's charities

Wednesday 19th December – Manor Park School nativity

Tuesday 25th December – Lion's Christmas lunch, the Stanley centre

Wednesday 2nd January – Millennium Bursary interviews

Friday 4th January – The Showman's Guild of Great Britain Annual Lunch

Friday 18th January – Knutsford Theatre Company's performance of "Oliver"

Tuesday 22nd January – Cheshire's best kept stations award evening at Weaver Hall Museum.

**12/153**

**Public Participation**

Sylvia Chaplin asked whether Cheshire East Council could issue a levy on planning applications to cover repairs to roads following building works. Cllr Raynes noted the idea and indicated that the general issue of poor work by contractors and subsequent inspection was being looked at.

Mr Chaplin (Snr) asked whether the Council was issuing any further publicity to encourage residents to issue comment on the Local Plan. Cllr Raynes indicated this would be done.

**Minutes**  
*of the*  
**Town Council Meeting February 19<sup>th</sup> 2013**  
*In the Jubilee Hall, Knutsford*

**12/154**

**Present**

Cllrs V Davies, B Coan, Y Bancroft, P Coan, T Dean, N Forbes, S Gardiner, J Goodrich, M Houghton, S Hutchence, A Malloy, J Nicholson, C Nicholson, P Raynes

In attendance: A Keppel-Garner (Deputy Town Clerk)

**12/155**

**To receive apologies for absence**

G Lasham (business)

**12/156**

**To note declarations of Member's interests**

Cllr Gardiner	Personal-Non Pecuniary	Known to, and had discussions with one of significant landowners Been guest to Crown Estates during Mayoral Year Previous meeting with residents group to discuss the local plan
Cllr Forbes	Personal-Non Pecuniary	Known to one of the significant landowners
Cllr J Nicholson	Personal-Non Pecuniary	Resident of Nether Ward Discussions with Crown Estates over a separate issue
Cllr C Nicholson	Personal-Non Pecuniary	Resident of Nether Ward
Cllr Malloy	Personal-Non Pecuniary	Known to one of the significant landowners Chair of Knutsford Conservation + Heritage Group
Cllr P Coan	Personal-Non Pecuniary	Known to one of the significant landowners
Cllr Dean	Personal-Non Pecuniary	Known to one of the significant landowners
Cllr B Coan	Personal-Non Pecuniary	Known to one of the significant landowners

**12/157**

**To confirm and sign the minutes of the meetings held on 28<sup>th</sup> January 2013.**

Members **resolved** to accept the minutes as a true record of the meeting.

**12/158**

**Public Participation**

9 residents gave their names and area they wished to speak on later in the meeting.

**12/159**

**To consider and formulate a consolidated response from the Town Council in relation to the Knutsford Town Strategy.<sup>2</sup>**

Members discussed their personal views on the plan prior to **resolving** to suspend standing orders. Members of the public were then invited to address the Council and give their views and concerns. Members **resolved** to reinstate standing orders.

Cllr Gardiner thanked the Public for their measured responses and comments.

Members **resolved** that the Mayor, Cllr Raynes and Cllr Gardiner prepare the Town Councils response with the following key points:

The Council wish to seek clarification as to how the figure of 400 homes was derived, and reassurance that it is not too high for the town.

The Council do not believe that a single block of 400 homes is what is best for Knutsford, and that smaller sites not encroaching on the Green Belt should be considered.

Consideration should be given to specific property swaps, for example moving Edgerton School to utilise Town Centre space.

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<sup>2</sup> Cllr Dean left during this item

Consideration needs to be given to the appearance of the entry points to the town

The Council wishes that business areas are restricted to B1 use only and justification as to why 5 hectares is needed

The Council wishes to see that the minimum amount of land possible is taken out of the Green Belt

The Council wishes to question the area of land being used as to it being commensurate with 25 houses per hectare

The Council does not want to see Pubs and Restaurants outside of the Town Centre

The Council will refer to the letter from the Sports Club

The Council want to ensure that developments include measures to enhance the natural environment

The Council wish to have details of amount of affordable housing proposed i.e. x small 1 bed houses not "30% affordable"

The Council require a planning brief on all developments greater than 1 hectare

The Council wish to see a Rail/Travel Plan, reference to the Middlewich Line included in the plan.

The Council wish a clear Traffic and Travel Plan to be presented before the Town Council can give support to development

The Council wishes to see creative thinking about the reuse of Town Centre buildings

The Council sees additional traffic on Mereheath Lane as a bad idea

The Council wishes to emphasise the needs for a health centre and see healthcare provision written into the plan

The Council are concerned that there appears to be no desire for commercial space at current and wish to see evidence of the need

The Council wish to minimise the loss of Grade 1 Farmland nationally

Parking must be adequate and the Council wish to see what plans there are for Parking facilities

The Council do not wish to see satellite retailers

The Council wish there to be an emphasis on low carbon, sustainable development

The Council wishes to see the selection criteria used to determine the proposed sites so they can be clear on the procedure

The Council wish to see improvements to the roads and pavements in the Town as part of the developments

The Council wish the issue of traffic pollution to be addresses as part of the plan

The Council direct planners to the Knutsford Town Plan for to see the desires of Knutsford residents for infrastructure investment

**Minutes**  
*of the*  
**Town Council Meeting March 11<sup>th</sup> 2013**  
*In the Lower Council Chamber, Knutsford*

**12/160**

**Present**

Cllrs Davies, Bancroft, B Coan, P Coan, Dean, Forbes, Gardiner, Goodrich, Hutchence, Malloy, C Nicholson, J Nicholson and Raynes.

In attendance: Steve McQuade (Town Clerk), Adam Keppel-Garner (Deputy Town Clerk)

**12/161**

**To receive apologies for absence**

Apologies received from Cllrs Houghton (Business) and Lasham (Business)

The Mayor welcomed Cllr Bancroft to her first Full Council.

**12/162**

**To note declarations of Member's interests**

Cllr Davies	Non-Pecuniary	Item 15a - Payment to Friends of the Moor, due to being a past Chairman and present Committee Member.
Cllr Forbes	Non-Pecuniary	Item 5 and 8 - Due to being a member of Toft Road Patients Practice Group. Item 13 - Known to owner of land on which an asset is situated and as a member of the Transfer of Public Assets Community of Carnegie (UK) Trust. Item 15 – As the Chairman of Knutsford GROW.
Cllr Bancroft	Non-Pecuniary	15e and f – As the Chairman of Knutsford in Bloom.
Cllr B Coan	Non-Pecuniary	Item 15a - Payment to Friends of the Moor, due to being a Committee Member.
Cllr Gardiner	Non-Pecuniary	Item 15a - Payment to Friends of the Moor, due to being the Chairman of the group. Item 13 - Known to owner of land on which an asset sits.

**12/163**

**To confirm and sign the minutes of the meeting held on 19<sup>th</sup> February 2013**

Members **resolved** to accept the minutes as a true record following the correction of “he” to “the” on item 12/159.

**12/164**

**Public Participation – A period not exceeding 10 minutes for members of the public to ask questions or submit comments.**

Derek Empson spoke on the behalf of the Town Plan Transport Group regarding Bus Service 27. Mr Empson critiqued the proposals in terms of the changes to the timetable, route and the practical implications especially those wishing to use the service to access health care.

Henry Brooks expressed strong support for improvements in rail services (Item 10 on the agenda). Cllr Raynes confirmed that the matter was under active consideration at Cheshire East.

**12/165**

**To receive a presentation in relation to local bus services<sup>3</sup>**

Mr Chris Williams from Cheshire East Council made a presentation in relation to the future of the service. It was explained that the situation had been changing rapidly in recent

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<sup>3</sup> Cllr Goodrich arrived during this item.

days. A new provider had indicated it would submit a registration this week to take up the service on a commercial basis as previously delivered. Cheshire East would take on board the comments of the Town Council and Town Plan Group and would investigate with the provider the ways in which the service could be refined to best meet the needs of customers.

**12/166 To consider reports from Committees that have met since the previous meeting<sup>4</sup>**

The Chairmen of the Committees presented the minutes of their Committee's meetings and took questions. Cllr Bancroft asked that it be noted that she had been present at the most recent Planning meeting.

**12/167 To receive a presentation from the Town Clerk in relation to the business case for the delivery of cemetery operations by NTC and consider whether the Council wishes to initiate the transfer subject to completion of the legal agreements**

The Town Clerk briefed members on the history of the Cemetery transfer, the business case presented for the Northwich option and updated members on the latest information from Cheshire East Council on their plans to restructure services.

Members discussed the options and **resolved** that the working group meet with Cheshire East and other authorities to gain additional information prior to a decision on the matter at the next meeting.

Cllr C Nicholson was asked to furnish all Members with a full copy of the information he had received from the ICCM.

**12/168 To receive and consider an update from the Health Working Group.**

Cllr Malloy presented an update from the health working group. It was likely that a full presentation would be made to the next meeting with a number of guests to be invited.

**12/169 To consider a request from Cheshire East to provide funding to support the continued provision of CCTV infrastructure in the Town.**

The Mayor reported on a meeting held with Cheshire East representatives regarding the CCTV provision in Knutsford. It was agreed that the Environment and General Purposes Committee form a working group to further investigate the CCTV needs in Knutsford.

**12/170 To consider making an official request to Cheshire East Planning Officers and the relevant Cheshire East Councillors asking them to support rail infrastructure improvements to the Mid Cheshire Line in their final Local Plan, and importantly through Greater Manchester Council to specifically initiate tram trains on the Manchester-Northwich section, and open the Middlewich spur line, linking Knutsford to Crewe (Cllr Dean).**

Members **resolved** to make an official request to Cheshire East Planning Officers and the relevant Cheshire East Councillors asking them to support rail infrastructure improvements to the Mid Cheshire Line in the final Local Plan. It was asked that Greater Manchester Council also be asked for support on this matter. The specific issues were identified as the need to initiate tram trains on the Manchester-Northwich section, open the Middlewich branch line, linking Knutsford to Crewe, extend the tram link to Manchester Airport. Inclusion of such aspirations in the relevant strategic planning documents at the various authorities was to be the desired outcome.

Cllrs Dean and Malloy were asked to draft a submission.

**12/171 To receive reports from Members having attended external events since the previous meeting.**

Cllr Davies reported on attendance at the Friends of the Heath (formerly Freeholders

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<sup>4</sup> Cllr Gardiner left at the end of this item.

Association) and that they had requested that the Town Mayor continue to represent the Town Council at their meetings.

**12/172 To receive an update in relation to Member surgeries.**

Cllr Hutchence and C Nicholson reported that no members of the public attended the surgery.

**12/173 To consider an update in relation to the asset transfer of the toilets, markets, allotments and St John's Wood Community Centre.**

Cllr Forbes updated members on the Toilet transfer, stating that Cheshire East had offered £6k towards the necessary repairs on the toilets following transfer. It is hoped that the transfer will be complete shortly.

Cllr Dean updated members on Market transfer in particular that he had spoken with the lead member at Cheshire East who had indicated a willingness to adjust the overage clause of the transfer to enable the Town Council to improve the market without triggering a payment.

Cllr Davies updated members on the transfer of allotments, stating that a number of matters are still being addressed, including the removal of scalplings from Warren Avenue. Cllr Malloy updated members on the transfer of St. Johns Wood CC, and is waiting for feedback following internal Cheshire East meetings.

**12/174 To consider an approach to developing a Strategic Plan for the Town Council.**

The Town Clerk reported on the importance of developing a plan. It was **resolved** that a working group consisting of Cllrs Bancroft, C Nicholson, T Dean, N Forbes, S Hutchence be formed to further the development of a Strategic Plan.

**12/175 To receive the Town Clerk's report:**

**To note and approve payments**

**To consider the meeting calendar in terms of future dates and times of meetings**

**To consider appointments to Committees and Working Groups**

**To consider a revised Civic Protocol drafted by the Deputy Town Clerk**

**To consider matters related to the payment requested by Cheshire East for the provision of hanging baskets 2012/13.**

**To consider matters related to the procurement of hanging baskets for 2013/14.**

**To consider the purchase of a traffic management order from Cheshire East.**

**To consider an additional spend to complete the refurbishment of the Lower Council chamber of £2.3k to cover installation of doors, removal of cash desk, painting and provision of picture frames and door name plates. £1.3k has been spent to date of the allocated £2.5k from Operations Committee. Hence an additional £1.1k is requested and which would be drawn from the Operations Committee budget.**

Members **resolved** to approve the payments (See schedule attached).

Members agreed not to change the days, times or intervals of Full Council meetings.

Members **resolved** to appoint Cllr Bancroft to the Events and Town Management, Planning and Finance Committees.

Members **resolved** that the Mayor advise officers each year which Councils and Community groups are to be invited. Members further **resolved** that former town councillors are asked annually if they wish to remain on the list. Members **resolved** to remove the "Mayor at Home" section. Members **resolved** to adopt the revised Civic Protocol.

Members agreed that the payment should not be made until the Internal Audit have finished the investigation into charges.

Members **resolved** to order the hanging basket service from Cheshire East Council for 2013/14. Cllr Bancroft abstained from voting.

Members **resolved** to delegate the commissioning of a Permanent Road Closure order up to the value of £6,000 to the Town Clerk/Deputy Town Clerk.

Members **resolved** to commit a further £1,100 to finish the refurbishments of the meeting rooms.



- 12/176 Member questions to the Town Clerk**  
No questions were asked to the Clerk.
- 12/177 To receive a report from Cheshire East Councillors**  
Cllr Raynes reported on the latest initiatives and strategy decisions from Cheshire East Council. These included:  
Measures to secure lower energy prices for consumers.  
The Strategic review of Council services  
The freeze on Council Tax.
- 12/178 To receive a report of Mayoral Duties**  
The mayor reported on the following engagements:  
Friday 1<sup>st</sup> February – 10am Opening of the Unitarian Coffee Morning – 1.30pm  
Presentation of Airport Cheque MAG Media Event – 3.30pm 10<sup>th</sup> Anniversary of the Jubilee Hall  
Sunday 3<sup>rd</sup> February – Lion’s senior citizens Charity Event  
Saturday 9<sup>th</sup> February – Mayor’s Charity Coffee Morning  
Sunday 10<sup>th</sup> February – Oxfam Event at the Canvas Lounge  
Wednesday 13<sup>th</sup> February – Citizenship Talk at Manor Park Primary School  
Saturday 16<sup>th</sup> February – Elvis Charity Concert, Middlewich (Deputy Mayor attended)  
Wednesday 27<sup>th</sup> February – Curzon Cinema Launch Event  
Wednesday 27<sup>th</sup> February – Aspire Presentation Evening (Deputy Mayor attended)  
Wednesday 6<sup>th</sup> March – Murder Mystery Event at Knutsford Library  
Thursday 7<sup>th</sup> March – Community Spirit Meeting at The Open House, Longridge
- 12/179 Public Participation**  
No members of the public raised questions.

**Minutes**  
*of the*  
**Town Council Meeting April 22<sup>nd</sup> 2013**  
*In the Lower Council Chamber, Knutsford*

**12/180 Present**

Cllrs Davies, Bancroft, B Coan, Dean, Forbes, Gardiner, Hutchence, Lasham, Malloy, C Nicholson and J Nicholson.

In attendance: Steve McQuade (Town Clerk) and Adam Keppel-Garner (Deputy Town Clerk)

**12/181 To receive apologies for absence**

Cllrs Houghton (Business), Goodrich (Pers Business) Cllr Raynes (Pers Business)

**12/182 To note declarations of Member's interests**

Cllr Forbes	Non-Pecuniary	Item 5	Member of Toft Road Patients Practice Group
		Item 10	Member of the Transfer of Public Assets Community of Carnegie (UK) Trust.
		Item 10	Known to the owner of land on which an asset sits.
		Item 5	Chairman of Knutsford GROW
		Item 5	Non-Exec Director of Your Life Your Way
Cllr Gardiner	Non-Pecuniary	Item 5	Cabinet Support to Chairman of Health and Wellbeing Board
		Item 10	Known to owner of land on which an asset sits.
Cllr Bancroft	Non-Pecuniary	Item 9 and 14	As the Chair of Knutsford in Bloom
Cllr Malloy	Non-Pecuniary	Item 10	Known to owner of land on which an asset sits.
Cllr Coan	Non-Pecuniary	Item 10	Known to owner of land on which an asset sits.
Cllr C Nicholson	Non-Pecuniary	Item 10	Known to owner of land on which an asset sits.

**12/183 To confirm and sign the minutes of the meeting held on 11<sup>th</sup> March 2013**

Members **resolved** to sign the minutes as a true record following an alteration to 12/172 (Cllr C Nicholson not J Nicholson)

**12/184 Public Participation**

Mrs Peters-Rock spoke on behalf of Cheshire Area for Cheshire Action requesting that the Town Council ask Cheshire CCG to return an adequate level of service provision.  
Mrs Jamieson spoke and asked questions related to local bus transport, extension of rail services, status of the Bewilderwood Planning Application, Leisure Centre consultation and the status of the Council's final accounts.  
Members responded to the questions raised.

**12/185 To receive presentations and updates on health related matters**

Mr John Wilbraham (Chief Executive, East Cheshire NHS Trust) spoke to the Council concerning the permanent closure of the Tatton Ward; the two key issues raised through the consultation were the level of local service provision and the level of transport infrastructure available.

Ms Rebecca Patel (Public Engagement Manager, ECCG) spoke of the responsibilities and priorities of the Cheshire Clinical Commissioning Group and covered plans for future patient engagement.

Ms Jane Miller (Integrated Care Programme Manager, NECCG) spoke about the Caring Together Programme and future consultation with regard to the Well Being Centre.

Cllr Malloy updated Council with regard to the Working Group and indicated there would be another meeting within the next four weeks.

- 12/186 To consider reports from Committees that have met since the previous meeting**  
The Chairmen of the Committees present (Cllrs Forbes, B Coan, Gardiner and J Nicholson) presented the minutes of their Committee's meetings and took questions.

- 12/188 To consider what action to take in connection with service delivery options in relation to Knutsford Cemetery**  
The Town Clerk reported that he had investigated whether other local authorities were interested in undertaking the work at the cemetery and delivering bereavement services. Only Northwich Town Council had made an offer of assistance. The Clerk also reported on his recent site visit and confirmed that Cheshire East had undertaken works at the site that had greatly improved the appearance of the cemetery.

Cllr Gardiner on behalf of the Working Group presented a report on discussions with Cheshire East.

Members **resolved** to retain the services of Cheshire East Council Bereavement Services for the management of the Knutsford Cemetery, that the Town Mayor send a letter to Northwich Town Council thanking them for their interest and that a Cemetery Liaison Group be formed consisting of Cllrs Goodrich, B Coan and C Nicholson. The Group would liaise with Cheshire East on a six week cycle to monitor standards of service delivery.

- 12/189 To consider the draft text of the Council's Annual Report and the means by which the report is disseminated.**  
Members **resolved** that the Annual Report be published via all means possible and that the Knutsford Directory be commissioned to disseminate the report to all households. Members requested that the Town Clerk negotiate the cost of the report being reproduced in the Knutsford Directory to secure a discount.

- 12/190 To consider the Council's financial outturn for 2012/13, approve the Council's accounting return and Annual Governance Statement.**  
The Town Clerk presented the audit documentation and Council **resolved** that section 1 and 2 be approved and signed.

Cllr Bancroft requested it to be recorded that the debt mentioned in the background papers relating to year end 2012 had not been an accurate portrayal of the outstanding amount and that the matter had been resolved in 2012/13. Members apologised for the circumstances that had generated the situation.

- 12/191 To consider an update in relation to the asset transfer of the toilets, markets, allotments and St John's Wood Community Centre.**

Cllr Forbes reported that there have been numerous minor legal issues relating to the transfer, but that it is hoped that transfer will take place shortly after May Day. Cllr Dean reported that the outstanding issues have been resolved, and it is hoped that transfer will take place following final agreement of the legal documents.

Cllr Davies reported that there has been no further progress on the transfer of the allotments as legal resource is focussed on toilets and markets.

Cllr Malloy reported that meetings with Cheshire East are soon to take place and that a new business case would be developed.

- 12/192 To consider the adoption of the General Power of Competence**  
Members **resolved** that as the Council meets the eligibility requirements for the General Power of Competence as set out in the General Power of Competence (Prescribed Conditions) 2012 it would adopt those powers.
- Members also congratulated the Deputy Town Clerk on achieving the CiLCA qualification.
- 12/193 To receive reports from Members having attended external events since the previous meeting.**  
Cllr Bancroft reported that herself and Cllr Forbes attended the Parish and Town Council Conference at which Cheshire East confirmed that they wished Parishes to take on more services/functions via transfer or devolution from the primary authority. A further meeting is being held in autumn.
- Cllr B Coan reported on attendance with Cllr Goodrich at a Manchester Airport liaison meeting.
- 12/194 To receive an update in relation to Member surgeries.**  
Cllrs J Nicholson and Forbes reported on attendance at the April surgery where two members of the public attended, both with questions relating to Cheshire East Council.
- 12/195 To consider the Town Clerk's report**  
Members **resolved** to approve the scheduled payments (attached). The Clerk was asked to hold back one payment to Cheshire East pending confirmation of final costs related to the provision of hanging baskets in 2012.
- Members **resolved** to renew the membership of ChALC at a cost of £1224.89.
- Members **resolved** that once final legal agreement had been reached the Council Seal be affixed to the legal documents arising from the agreed transfers of assets, and that the Mayor and Deputy Mayor be the members nominated in line with Standing Orders 46 and 47.
- 12/196 Member questions to the Town Clerk**  
Cllr Malloy questioned when the Town Maps are due to be installed, the Deputy Clerk informed the Council that it is anticipated they will be installed on Friday 3<sup>rd</sup> May.
- Cllr Malloy further expressed concerns regarding the problems caused by the road works near the Aldi site. The Clerk reported that he was seeking to ensure the appropriate lessons were learnt and to secure an explanation for the level of disruption seen over the past weekend.
- Cllr Gardiner thanked the Officers for the improved aesthetics of the meeting room and expressed pleasure in seeing the Mayors "Throne", photographs and the award of the coat of arms and Mayor's honour board in the meeting room.
- 12/197 To consider a request from Cllr B Coan that Standing Orders be amended such that:**  
Section 14 (e) be amended to read 'To elect a Deputy Town Mayor of the Council and to accept the Deputy Mayor's acceptance of office, if not then received to decide when it shall be received'  
The terms of reference for the Emergency Committee be amended to add the Chair of Personnel to the list of existing members.  
In accordance with Standing Order 99 this item stands adjourned until the next ordinary meeting of Council.
- 12/198 To receive a report from Cheshire East Councillors**  
Cllr Gardiner reported that CEC is undergoing a review of its staffing structure; and that the

Council is changing its decision making/scrutiny processes.

**12/199 To receive a report of Mayoral Duties**

The Mayor reported on attendance at:

Friday 15<sup>th</sup> March

Saturday 16th March

Friday 22nd March

Tuesday 26th March

Thursday 4th April

Friday 12th April

Saturday 13th April

Saturday 13th April

Tuesday 16th April

Saturday 20th April

Sunday 21st April

Congleton Mayor's Civic Evening and Ball

The Tatton singers concert at St. Cross church

Knutsford's Mayor's Charity Ball

Cricket Club photo shoot

Lekh Arms opening

Mayor of Sandbach's Ball

Opening of the community shelter on the moor

Mossley Brass Band concert

Samaritans AGM & Awards Evening

Middlewich Town Mayor's Civic Dinner

Rotary Club Jog

Cllr Gardiner reported that he had deputised for the Mayor and Deputy Mayor on the 11<sup>th</sup> March at which he sang with the Rock Choir.

**12/200 Public Participation**

Sylvia Chaplin asked how the Annual Town meeting will be advertised. The Town Clerk reported that it was advertised on the noticeboard and website. It is hoped that the press will also be advertising the date of the meeting.

Debbie Jamieson proffered some suggestions for the distribution of the Annual Report, including distributing via the Schools or Sheldon's Dairy.

# Assets Committee

**Minutes**  
*of the*  
**Assets Committee Meeting June 18<sup>th</sup> 2012**  
*In the Jubilee Hall, Knutsford*

**A12/000 Present**

Cllrs B Coan, Davies, Dean, Forbes, Gardiner, Malloy and C Nicholson.

In Attendance: Steve McQuade and Cllr P Coan

**A12/001 To appoint a Chairman**

Members **resolved** that Cllr Gardiner be appointed Chairman.

**A12/002 To appoint a deputy Chairman**

Members **resolved** that Cllr Forbes be appointed as deputy Chairman.

**A12/003 To receive apologies for Absence**

There were no apologies.

**A12/004 To note declarations of Members interests**

Personal interests were declared as follows:

Cllr Gardiner, Cllr B Coan and Cllr C Nicholson – Known to the tenant of 60 King Street and to the owner of the land on which the Northwich Road toilet block stands.

Cllr Forbes – Known to the owner of the land on which the Northwich Road toilet block stands and as a member of the Transfer of Public Assets Community of Carnegie (UK) Trust.

Cllr Malloy – Known to the owner of the land on which the Northwich Road toilet block stands.

Cllr Dean - Known to the tenant of 60 King Street

Members **resolved** that at future meetings the declarations from the previous meetings would be reviewed and any additions or changes noted.

**A12/005 To note the Committee's Terms of Reference**

Members **resolved** to note the Terms of Reference.

**A12/006 To review the Committee's Budget and spending to date**

Members discussed the budget data and accepted that the detail would evolve as the various responsibilities of each committee became clearer. It was **resolved** that the budget for Wallwood should be allocated to the Committee.

**A12/007 To review the Council's Asset Register**

Members requested that the Clerk revise the item related to the Cemetery and to confirm the insurance status of the regalia.

It was **resolved** that:

Internal Audit Working Group is requested to check and confirm the accuracy of the register.

Internal Audit Working Group is requested to review the asset listing for 60 King Street and to confirm that content against any prior inventories.

**A12/008 To consider the priorities for the Committee during 2012/13**

Members identified the priorities for the next twelve months as:

To bring to fruition the work on the transfer of assets to enable Council to reach decisions on potential transfers.

To ensure the husbandry of all the existing assets is as effective and cost efficient as possible.

**A12/009 To receive a report in relation to 60 King Street**

The Council's agent joined the meeting for discussion of this item and reported the following matters:

A site meeting had taken place with contractors, the tenant and the Conservation Officer to discuss the most pressing works and agree schedules/operational priorities. Minutes of the meeting would be passed to the Clerk. Members instructed the Agent to ensure that all decisions were formally signed off by all parties.

There had been a change to priorities, including the matter of water ingress to the kitchen area. The Agent was asked to confirm with engineers that rescheduling this work would not increase costs in the longer term or result in operational issues for the tenant in relation to controls under Environmental Heath and other legislation.

A meeting had taken place in relation to the work necessary on the lantern and the Agent was awaiting an opinion from the Conservation Officer.

A dialogue is on-going in relation to the exterior works and a decision on whether cobbles, setts, paving or mixture thereof should be utilised for repairs to the drive area.

Works are planned to repaint the currently painted areas. Test would be undertaken to ascertain whether the current paint needed removal or whether it could be painted over. Works would be undertaken to a beam in the kitchen at a time agreed with the tenant.

It was **resolved** that the Agent review priorities in line with the general requirements of maintaining the fabric of the building in good order and to ensure the various repair prioritisation and timescales remain appropriate.

Members reviewed the strategic benefits of retaining ownership of the premises. It was **resolved** that:

The Clerk write to the tenant (without prejudice) to confirm the level and scope of any interest in order that the matter could be fully considered by the Council.

The Clerk and the Agent to prepare a report for a future meeting setting out the business case for and against any Council decision to dispose of the asset.

**A12/010 To consider updates from lead members on asset transfer**

The following updates were provided:

Toilets (Cllr Forbes) – The tender for works and the management of the facility has been advertised in the EU Journal and the associated procurement processes are underway. Negotiations with the owner of the freehold on Northwich Road are underway and the Clerk is seeking a meeting to discuss suggested alternative sites. The Clerk will advise Members when that meeting is scheduled.

Allotments (Cllr Davies) – The issues remain in relation to the level of maintenance and ownership of the various plots of land.

St John's Wood Community Centre (Cllr Malloy) – There had been no significant changes since the report given to the previous full Council meeting. Contractual information was awaited from Cheshire East.

Markets (Cllr Dean) – Improved offers in a number of areas are being sought from Cheshire East - these include the level of repairs and the associated costs, long term access to utilise the exterior areas for the outdoor markets and the maximum freedom to use and operate the facility for the benefit of the community, if transferred.

The Clerk also reported that there were meetings planned for Friday (22/6/2012) to talk to Cheshire East with regard to the transfer in general (14:30) and property specific matters (10:30).

The Chairman asked that where possible future meetings on Friday be avoided so as to enable him to attend.

**A12/011 To consider an update on matters related to the cemetery**

Cllr C Nicholson reported that:



It was anticipated that operational transfer could take place from April 2013 which would mean a Council decision some months before (anticipated December 2012).  
Signs to the Cemetery were likely to be installed by Cheshire East in the near future.  
Members thanked Cllr Nicholson for progressing that matter.

**A12/012 To note the date of the next meeting (15/10/12)**

Members noted the date of the next meeting but considered that in view of the matters in hand an earlier meeting may need to be called to report on progress.

**Minutes**  
*of the*  
**Assets Committee Meeting October 15<sup>th</sup> 2012**  
*In the Jubilee Hall, Knutsford*

- A12/013 Present**  
Cllrs Gardiner, Malloy, Davies, Forbes, C Nicholson, B Coan and Dean
- In attendance: S McQuade (Town Clerk), A Keppel-Garner (Deputy Town Clerk), S Geary (Fisher German) and Cllr J Nicholson.
- A12/014 To receive apologies for absence**  
Cllr G Lasham (Business), Cllr P Coan (Pers Business)
- A12/015 To note declarations of Members interests**  
Cllr Dean – Item 9 due to being known to tenant  
Cllr B Coan – Item 9 due to being known to tenant  
Cllr C Nicholson – Item 9 due to being known to tenant  
Cllr Forbes – In relation to Asset Transfer due to being a member of the Transfer of Public Assets Community of Carnegie (UK) Trust
- A12/016 To consider the minutes of the meeting held on 18<sup>th</sup> June 2012**  
It was **resolved** that the minutes be signed as a true record subject to the following alteration:  
201 be changed to 2012 at minute A12/010.
- A12/017 To review the Committee's budget and spending to date**  
Members reviewed the current level of expenditure against budget. The Town Clerk was asked to vire the budget on KCH to reflect the expenditure against cost centres.
- A12/018 To consider a recommendation to the Finance Committee for the setting of the Asset Committee's budget for 2013/14**  
Members reviewed the budget papers and acknowledged the difficulty in setting a budget due to the Asset Transfer position. The Clerk was asked to organise a second meeting to permit further discussion of next year's budget and to review the scheduling of works at Kings Coffee House.
- A12/019 To consider the management arrangements for the Council's Asset Register**  
It was **resolved** to form a working group to make recommendations in relation to management arrangements for the Council's Asset Register. The working group to consist of Cllrs Dean, C Nicholson and B Coan.
- A12/020 To determine whether the Committee considers the website to be an 'asset' or operational software.**  
It was **resolved** that the website be considered as operational software.
- A12/021 To consider an update on the maintenance programme for Wallwood**  
Members **resolved** that the category A works go ahead this year (£800 approx) and that funds be allocated in the budget to complete category B works next year.
- A12/022 To consider updates from lead members on asset transfer**  
Members provided the following updates in relation to each Asset:  
Cllr Forbes reported that the main reason for delay was securing the necessary legal papers.  
Cllr Malloy reported that he was meeting with the Welcome to further investigate the

viability of St. Johns Wood Community Centre.

Cllr Dean reported that he is awaiting certain information to begin to finalise the business case for the Market.

Cllr Davies reported that information is awaited from the solicitors, but the private owner of part of one of the allotments seems content for the land to be leased to the Council.

**A12/023 To consider an update on matters related to the cemetery**

Cllr C Nicholson will be providing a further report at the November meeting, following further information coming through from a dialogue with Cheshire East and Northwich Town Council in particular. Cllr Nicholson was asked to provide a 2013/14 budget figure for budget purposes should Members be minded to take back the Cemetery.

**A12/024<sup>5</sup> To receive and consider a report in relation to 60 King Street from the Council's agent:  
Update on works programme**

**Update on insurance provision**

The following Matters were noted in relation to the works programme:

The current works underway look to be on budget or slightly under.

Some additional drainage works have been found to be unnecessary at the present time.

Some repairs to the kitchen beam have been undertaken.

Some additional work on internal décor is planned.

Work to refurbish and refit the lantern is anticipated to be approximately 6 to 8k (the Conservation Officer has been consulted).

The Tenant had asked for some works to be scheduled to minimise business disruption.

The Council's agent was asked to write to the Tenant seeking sign off of a revised schedule that would ensure the necessary works are completed by the end of the financial year.

The Council's agent provided an update on the insurance situation and a communication from the Tenant that indicated more cost effective insurance options might be available. It was resolved that the Agent approach three insurance providers for a quote and that the agent make the necessary decision based on the quality and cost effectiveness of those quotes.

**A12/025 To consider a confidential report from the Town Clerk in connection with the Council's asset portfolio**

Members noted the report and asked that the Clerk take legal advice prior to the item being discussed at a future meeting.

**A12/026 To note the date of the next meeting (03/12/12)**

Members noted the date of the next scheduled meeting and the need to have a one off meeting to discuss the setting of budget.

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<sup>5</sup> The items minuted under 024 and 025 were discussed at the start of the meeting. The matters minuted under 025 were discussed as confidential matters following a resolution to exclude the public (Subsequently readmitted by resolution)

**Minutes**  
*of the*  
**Assets Committee Meeting December 3<sup>rd</sup> 2012**  
*In the Jubilee Hall, Knutsford*

**A12/027 Present**

Cllrs Gardiner, Lasham, Malloy, Davies, Forbes and B Coan

In attendance: S McQuade (Town Clerk), S Geary<sup>6</sup> (Fisher German)

**A12/028 To receive apologies for Absence**

Cllrs P Coan (Pers Bus) and Dean (Pers Bus)

**A12/029 To note declarations of Members interests**

Cllrs Forbes, B Coan, Malloy and Davies declared personal interests in relation to Asset Transfer matters due to being known to the owner of the land on which some of allotments stand. Cllr Forbes also declared a personal interest in relation to his of the Transfer of Public Assets Community of Carnegie (UK) Trust.

**A12/030 To receive and confirm the minutes of the meeting held on 15<sup>th</sup> October 2012**

Members resolved to approve and sign the minutes subject to:

A12/015 – Being amended to insert the initials in ‘B Coan’ and ‘C Nicholson’. In addition it was recorded that the declarations appeared incomplete and in particular Cllr Forbes had recorded his personal interest due to being a member of the Transfer of Public Assets Community of Carnegie (UK) Trust.

**A12/031 Public Participation**

No members of the public were present.

**A12/032 To review the Committee’s budget and spending to date**

**To consider and review the recommendation to the Finance Committee for the setting of the Asset Committee’s budget for 2013/14**

Members reviewed the current levels of expenditure and commitments and noted the position.

Members reviewed the provisional Committee budget for 2013/14 and it was resolved that a sinking fund be established for future building repairs, primarily for meeting future costs associated with Kings Coffee House. £30k to be moved from the Earmarked General Contingency Reserve to Earmarked Works (KCH) Reserve.

**A12/033 To consider a report from the Assets Register Working Group**

Members resolved to accept the recommendations as set out in the report subject to an amendment to the final recommendation to the effect that it referred to individual items in value terms. The approved actions are therefore as follows:

That the Asset Register should be updated to include new assets as soon as possible after they are transferred from Cheshire East, purchased, or otherwise obtained.

That each asset should be valued at its market value (or at its insurance/replacement value where that is greater for assets essential to the operation of the Council).

That only items which have value to others as well as KTC, i.e. in an open market, be considered to be an ‘asset’.

That only individual items with a value equal to or greater than £100 be considered for inclusion in the register.

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<sup>6</sup> Present for items minuted at 036, 037, 038 and part of 031. Note these items were discussed after the public speaking item as Members resolved to change the order of business.

**A12/034 To consider updates from lead members on asset transfer**

Members provided updates in relation to the various asset transfers. Decisions on markets and toilets had been taken and work is underway to complete the transfer process and ensure due diligence. Further discussion are taking place with Cheshire east and legal representatives with regard to the allotments and St John's Wood Community Centre. Cllr Gardiner undertook to write to Cheshire East seeking clarification with regard to the Community Centre and its possible future use by the school.

**A12/035 To consider an update on matters related to the cemetery**

The Clerk set out five potential options that are under discussion with various parties. Members of the Working Group and the Clerk would meet representatives from Cheshire East the following morning and the Working Group would meet later in the week with a view to determining whether a report could go to Council on the 17<sup>th</sup> December.

**A12/036 To consider the resolutions log**

Members reviewed and noted the status of the resolutions log.

**A12/037 To receive and consider a report in relation to 60 King Street from the Council's agent:**

Update on works programme  
Allocation of proposed budget 2013/14 to works  
Update on insurance provision

Mr Geary provided the following updates:

**Works Programme (remainder of the year)**

The works listed below would take place and are expected to fully spend the budget for the current year (£50k):

- Repair and reinstall the Lantern
- Complete rear patio waterproofing
- Provide fixed access to the towers and investigate
- Conduct repairs to front bay window

**Budget 2013/14 allocation**

The works listed below are planned and are fully expected to take up the provisional budget for 2013/14 (£51k tbc in budget):

- Stonework repairs and suitable cleaning to front elevation
- Render repairs to rear courtyard and boundary wall
- Control rain water ingress to front elevation
- Potential work on front courtyard
- Window repairs to front elevation.

Insurance provision – The procurement and selection process had taken place and a new supplier 'Willis' had been selected. Once available a copy of the policy would be sent to the Town Council by Mr Geary.

Members resolved to the completion of the works this year and to the programme for 2013/14.

**A12/038 To consider an offer to donate £1k from a Member of the public to secure improvements to the Gaskell Tower**

Cllr Malloy updated Mr Geary on the background to the proposal. Mr Geary was asked to look into the potential cost and scope of additional work to protect and enhance the inscriptions on the Tower.

Cllr Malloy was asked to feedback the progress made to the member of the public.

**A12/039 To consider a confidential update from the Town Clerk in connection with the Council's asset portfolio**

Members agreed to monitor the Council's asset portfolio and review the scope of the portfolio in around six months' time.

**A12/040 To note the date of the next meeting (04/02/13)**

Members noted the date of the next meeting.

**Minutes**  
*of the*  
**Assets Committee Meeting February 4<sup>th</sup> 2013**  
*In the Lower Council Chamber, Knutsford*

**A12/040 Present**

Cllrs Dean, Forbes, Gardiner, B Coan, Davies, Malloy and C Nicholson

In attendance: S McQuade (Town Clerk) and A Keppel-Garner (Deputy Town Clerk)

**A12/041 To receive apologies for absence**

Cllrs Raynes (Pers Business), Lasham (Pers Business), P Coan (Pers Business)

**A12/042 To note declarations of Members interests**

Cllr Nicholson – A12/048 Being known to tenant of 60 King St

Cllr B Coan - A12/048 Being known to tenant of 60 King St

Cllr Dean - A12/048 Being known to tenant of 60 King St

Cllr Forbes - Personal interest in relation to his membership of the Transfer of Public Assets Community of Carnegie (UK) Trust and due to being known to the owner of the land on which one of the allotments is located.

Cllr Gardiner - A12/048 Being known to tenant of 60 King St

**A12/043 To receive and confirm the minutes of the meeting held on 3<sup>rd</sup> December 2012**

Members **resolved** to confirm the minutes following the addition of “member” to A12/030.

**A12/044 Public Participation – A period not exceeding 5 minutes for members of the public to ask questions or submit comments.**

No members of the public raised any questions.

**A12/045 To review the Committee’s budget and spending to date**

The Town Clerk was asked to ensure that all invoices for works at Kings Coffee House for the present year were presented prior to the year end.

Members noted the spending year to date.

**A12/046 To consider updates from lead members on asset transfer**

Cllr Forbes updated the Committee indicating that the current target date for Toilet transfer is 1<sup>st</sup> March. The Town Clerk explained that the Asset Transfer Working Group meeting was cancelled due to a lack of progress. The Town Clerk is meeting with the Council’s solicitor, CEC solicitor and Chris Allman to work on any issues outstanding. Cllr Dean updated the Committee indicating that the current target date for Market transfer is also March 1<sup>st</sup>. The only major issue is a leak in the roof which we would be seeking CEC to repair/cover the cost of repair.

Cllr Davies updated the committee indicating that the Solicitor is currently registering the portion of Sparrow Lane which the Council own and that there are additional matters which need attention prior to transfer, including the removal of scalping from Warren Avenue. The Town Clerk was asked to raise the question of historic run off issues with the Council’s solicitor.

Cllr Malloy informed the committee that Cheshire East have stated that the Town Council are the preferred transferee of St. Johns Community Centre. Cllrs Malloy, P Coan and Nicholson are investigating alternative options to replace the use of the Hall which the School intend to put to a different use.

**A12/047 To consider an update on matters related to the cemetery**

Cllr Nicholson stated that the Cemetery Working Group is investigating the proposals by the

Town Clerk with regards to outsourcing the cemetery operation to Northwich Town Council.

The Town Clerk reported that the business case and financial model is well advanced and that a meeting for all Members with Northwich Town Council is scheduled for 1<sup>st</sup> March. A final report on the two options should be available at the next Town Council meeting for consideration.

Members requested that the Town Clerk meet with representatives at Cheshire East to discuss property related matters including the status of the lodge and chapel.

**A12/048 To consider matters related to 60 King Street.**

The Town Clerk reported the works have been scheduled and that Fisher German are chasing contractors for their final invoices before the end of the financial year.

Three quotes have been received by the agent for the repair of the Lantern which the agent will choose the most appropriate contractor.

**A12/049 To consider an offer to donate £1k from a Member of the public to secure improvements to the Gaskell Tower (Cllr Malloy)**

Cllr Malloy reported that a site survey is due to take place in February and that the agent is investigating the options for the repairs. The Member of the public has been advised that they are welcome to attend the site meeting.

**A12/050 To consider the resolutions log**

Members **resolved** that the Clerk write a letter to the tenant requesting access to enable the Internal Audit Working Group to confirm the asset register is accurate.

**A12/051 To note the date of the next meeting (25/03/13)**

Members noted the date and the possibility that the date may be changed due to Member availability.



**Minutes**  
*of the*  
**Assets Committee Meeting March 19<sup>th</sup> 2013**  
*In the Lower Council Chamber, Knutsford*

**A12/052 Present**

Cllrs Raynes, B Coan, P Coan, Gardiner, Dean and Forbes.

In attendance: Steve McQuade (Town Clerk) and Cllr Bancroft

**A12/053 To receive apologies for absence**

Cllr Malloy (Pers Business), Cllr Davies (Pers Business), Cllr C Nicholson (Pers Business) and Cllr Lasham (Business)

**A12/054 To note declarations of Members interests**

Cllr Forbes	Non-Pecuniary
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Membership of the transfer of Public Assets Community of Carnegie (UK) Trust and due to being known to the owner of the land on which one of the allotments is located.

Cllr B Coan	
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Cllr Gardiner	
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	Non-Pecuniary
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Cllr P Coan	
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Known to the owner of the land on which one of the allotments is located and being known to the tenant of 60 King Street.

Cllr Dean	
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	Non-Pecuniary
--	---------------

Being known to the tenant of 60 King Street.

**A12/055 To receive and confirm the minutes of the meeting held on 4<sup>th</sup> February 2013**

The Minutes approved subject to a correction to Cllr Forbes's declarations of interests.

**A12/056 Public Participation – A period not exceeding 5 minutes for members of the public to ask questions or submit comments.**

No members of the public were present.

**A12/057 To review the Committee's budget and spending to date**

The Town Clerk responded to a number of queries in relation to expenditure and commitments.

**A12/058 To consider updates from lead members on asset transfer**

Cllr Forbes and the Town Clerk provided an update on toilets indicating that subject to legal completion the transfer was scheduled to go ahead soon.

Cllr Dean provided an update on the markets, noting the three remaining issues requiring resolution related to the overage agreement, roof repairs and access to the bin storage.

The Town Clerk confirmed that all the necessary searches had been undertaken and that they had revealed no issues. It was confirmed that limited progress had been made on allotments and that the transfer of St John's Wood Community Centre could now be possible, but that a fresh start to negotiations is planned.

**A12/059 To consider an update on matters related to the cemetery**

The Town Clerk briefed the Committee on actions agreed at the last Town Council. Notably no authority other than Northwich Town Council has expressed an interest in delivering the service. Cheshire east had been invited to meet to discuss future service provision, but that

as yet no meeting date had been confirmed. The Clerk would provide a further update at the next Council meeting.

**A12/060 To consider matters related to 60 King Street**

Members **resolved** that the next meeting should consider the future of the Council's portfolio of Assets.

Members discussed and noted the update on the work programme and costs submitted by the Council's agent. Members also noted the situation with regard to the possible funding of works to restore the names carved into the buildings facia and awaited advice from the Conservation Officer on the matter.

**A12/061 To consider the resolutions log**

The remaining item on the log was agreed as completed.

**A12/062 To note the date of the next meeting**

To be advised when the calendar for the next Council year is published.

**Minutes**  
*of the*  
**Assets Committee Meeting April 30<sup>th</sup> 2013**  
*In the Lower Council Chamber, Knutsford*

**A12/063 Present**

Cllrs P Coan, Dean, Forbes, Gardiner, C Nicholson, Davies and B Coan

In attendance: S McQuade (Town Clerk) and Cllr Bancroft

**A12/064 To receive apologies for absence**

Cllrs Malloy (Pers Business), Raynes (Health), Lasham (Pers Business)

**A12/065 To note declarations of Members interests**

Cllr Forbes	Non-Pecuniary	Membership of the transfer of Public Assets Community of Carnegie (UK) Trust and due to being known to the owner of the land on which one of the allotments is located.
Cllr B Coan	Non-Pecuniary	Known to the owner of the land on which one of the allotments is located and being known to the tenant of 60 King Street.
Cllr Gardiner		
Cllr C Nicholson		
Cllr P Coan		
Cllr Dean	Non-Pecuniary	Being known to the tenant of 60 King Street.

**A12/066 To receive and confirm the minutes of the meeting held on 19<sup>th</sup> March 2013**

The minutes were agreed and signed as an accurate record.

**A12/067 Public Participation**

No members of the public were present.

**A12/068 To consider matters related to 60 King Street**

Mr Geary the Council's agent provided an update indicating that:

All works 2012/13 were complete.

The works for 2013/14 are in hand.

Works on the lantern is in hand and should be completed in 4 to 5 weeks. Mr Geary was asked to prepare a press release on this matter once works are complete.

The level of work required on the front profile is being assessed and a specification developed. The Clerk was asked to update the potential benefactor with regard to progress on the works to protect the inscriptions.

Some emergency repairs to plaster works and stanchion near the garages and kitchen have taken place.

Mr Geary asked for permission to review the deeds of the property and would meet the Town Clerk to review the documents in the office.

Mr Geary was asked to assess if there is an issue with pigeon infestation.

**A12/069 To consider the scope and extent of the Council's asset portfolio**

Members reviewed the asset portfolio and **resolved** that it is not envisaged there will be a further review of the existing portfolio before 2015.

Members were informed that the Clerk was seeking to build a business case to enable members to consider whether it may wish to transfer the Council Offices to its ownership

from Cheshire East and that he had made a request to Cheshire East to disclose the extent of their land holdings in the Town.

**A12/070 To consider updates from lead members on asset transfer**

Cllr Forbes indicated there had been little change since the last Council meeting, but progress was being made towards legal completion. Members asked that the Deputy Town Clerk raise issues related to the current state of the King Street toilets following a spate of complaints.

Cllr Dean reported that the major legal issues had been resolved subject to contract and that meetings were being held with stallholders at the market to manage the transition. Occupancy is now 100% at the market.

Cllr Davies reported that there had been no change since the Council meeting.

Cllr P Coan on behalf of Cllr Malloy reported that a meeting has been set up for 20<sup>th</sup> May to look again at the option to transfer St John's Wood Community Centre to the Council.

**A12/071 To consider an update on matters related to the cemetery**

Cllr Nicholson updated Members on the decision made at Council to form a Cemetery Liaison Panel. Members asked that Cllr Nicholson places on the Council diary the schedule of 6 weekly meetings with Cheshire East Council. Members to be forewarned if the meeting is to be held onsite.

**A12/072 To review the Committee's budget and spending to date**

Members reviewed the financial information presented and asked the Clerk for clarification on a number of matters.

**A12/073 To consider the resolutions log**

There were no outstanding resolutions.

**A12/074 To note the date of the next meeting (11/06/13)**

Members noted the date of the next meeting and that there was a clash with external meetings, it was suggested that the meeting be moved to Tuesday 18<sup>th</sup> June.

# Environment and General Purposes Committee

**Minutes**  
*of the*  
**Environment Committee Meeting July 9<sup>th</sup> 2012**  
*In the Jubilee Hall, Knutsford*

- EGP12/000 Present**  
Cllrs B Coan, Davies, Dean, Emmett, Malloy, C Nicholson and J Nicholson  
  
In attendance: D Smith (Town Centre Manager) and S McQuade (Town Clerk)
- EGP12/001 To appoint a Chairman**  
Members **resolved** that Cllr J Nicholson be appointed as Chairman.
- EGP12/002 To appoint a deputy Chairman**  
Members **resolved** that Cllr Dean be appointed as deputy Chairman.
- EGP12/003 To receive apologies for absence**  
Cllr S Hutchence (Pers Business)
- EGP12/004 To note declarations of Members interests**  
There were no declarations of interest.
- EGP12/005 To review, correct and approve the minutes of the meeting held on 16<sup>th</sup> April 2012**  
Members **resolved** to approve and that the Chairman sign the minutes.
- EGP12/006 To note the Committee's Terms of Reference**  
Members noted the Terms of Reference.
- EGP12/007 To review the Committee's Budget and spending to date**  
Members noted the budget and the spending to date.
- EGP12/008 To consider the priorities for the Committee during 2012/13**  
Members discussed the priorities for 2012/13 and agreed that the following areas were most important:  
To focus on maintaining a tidy and litter free town centre.  
To focus on improving communications with the public.  
To focus on delivering the projects already agreed and carried over from the previous year.  
  
In delivering these prioritise the Clerk was asked to talk to Cheshire East with regard to the removal of weeds around the exterior of the Council Offices. Members also **resolved** that the Clerk should confirm the insurance arrangements. with regard to volunteers taking part in litter picking and to investigate litter picking schemes in other localities including Middlewich. Members also discussed the provision of a Lengthsman.
- EGP12/009 To consider the membership of and updates from Working Groups:**  
**Website**  
**Skatepark**  
Cllr Malloy reported on the 'soft' launch of the Council's new website and that the Working Group would report on functional matters to the Operations Committee and on promotional/content matters to Environment and GP Committee. The working group would continue and Cllr Malloy encouraged all Members to review the site.  
Members **resolved** that the Working Group should meet to review the present situation

and then submit a report to the full Committee. Members of the Working Group were confirmed as Cllr Emmett, Cllr P Coan, Cllr B Coan and Cllr Malloy together with the external member. Cllr C Nicholson offered to support and advise the group should its membership change.

**EGP12/010 To consider an update from the Town Centre Manager, to include discussion in relation to the parking bay outside Waitrose**

The Town Centre Manager (TCM) reported on a variety of matters and it was noted that: Cllr C Nicholson had been successful in arranging for signage to the Cemetery. The temporary signs would be replaced with permanent signage.

The Waitrose Parking Order is to be the subject of a Public Enquiry after objections were received.

The TCM would look into what progress had been made with regard to the parking orders and a Cheshire East Officer may be able to attend a future meeting to discuss the matter along with other on street parking matters.

Improvements had been made to the wall on Church Hill.

Street lighting repairs would be carried out but they were not a top priority.

The TCM was asked to ask the Conservation Officer to progress matters in relation to addressing the issues at 93 King Street.

The damaged post on Northwich Road has been repaired.

Blue badge holders need not also apply for a residential permit where applicable as this could be carried out through a single application.

The 20mph 'speed restriction' signs had not yet been removed from the locations reported to Cheshire East.

There is a proliferation of banners and other signage that detracts from the attractive nature of the Town. Members were advised by the TCM to report such matters on a case by case basis. Members also requested that the banner outside the Council Offices be removed immediately.

The state of paving on Regent Street and outside Waterstones was in a poor state of repair and Members requested that the TCM raise this matter with those responsible.

Members also resolved to discuss matters related to the Town Maps and Notice Board under this item. The discussions are recorded under minute 14.

**EGP12/011 To consider the Resolutions Log**

Members requested that the resolution log be placed on the agenda for the next meeting.

**EGP12/012 To consider advising Cheshire East Council of priorities for Highway repairs**

The Clerk reported that Cheshire East had requested that the Council identify priority repairs. Members were asked to forward priorities to the Clerk who would consolidate and submit to Cheshire East with a copy being sent to the Cheshire East Members.

**EGP12/013 To consider an update from Member representatives on Knutsford in Bloom Group**

Cllr Malloy reported on the most recent meeting that he had attended with Cllr Houghton. It was noted that the judging for North West in Bloom would take place soon and that judges were aware of the issues caused by the recent high levels of rainfall. The front garden competition would also be judged later in the month.

**EGP12/014 To consider updates in relation to progress on projects:**

**Town Maps**

**Bench repairs**

**Installation of benches in recognition of the past service of two members**

**Town Council notice board**

**Progress in relation to grant application for a gate arch to mark the Diamond Jubilee**

The Clerk updated Members with regard to the Town Maps and highlighted that Cheshire East had been asked to fit the poles at the various locations to enable the maps

to be put into place. The TCM agreed to lend support to secure the installation of the posts.

Members of the Benches Working Group (Cllrs P Coan, B Coan, J Nicholson, Dean and Emmett) agreed to meet and discuss the prioritisation of repairs.

The Clerk reported that the brass plaques were now ready for collection and would be delivered to the bench manufacture who would then deliver the benches. It would then be necessary to finalise the specific location, confirm permission to install the benches and then have them put securely in place.

Members **resolved** to place the order (£308) to covert the former Macclesfield BC notice board to use by the Town Council.

Cllr J Nicholson reported that Manchester Airport Community Trust Fund had confirmed that they would make a grant of £2.4k together with an offer to donate £1.5k from Crown Estates to enable the installation of a designed arch at the library gates to commemorate the Diamond Jubilee. Members **resolved** to accept the funding exclusively for the purpose described and thanked both organisations for their support. A potential design would be submitted along with a progress report at the next meeting.

**EGP12/015 To note the date of the next meeting (10/9/12)**

Members noted the date of the next meeting.



**Minutes**  
*of the*  
**Environment Committee Meeting September 10<sup>th</sup> 2012**  
*In the Jubilee Hall, Knutsford*

**EGP12/16 Present**

Cllrs J Nicholson, C Nicholson, B Coan, Dean and Malloy.

In attendance: Adam Keppel-Garner (Deputy Town Clerk), Steve McQuade (Town Clerk)

**EGP12/17 To receive apologies for Absence**

Cllrs Davies (Pers Business), S Hutchence (Pers Business) and Emmett (Pers Business)

**EGP12/18 To note declarations of Members interests**

No members declared an interest in any agenda item.

**EGP12/19 To review, correct and approve the minutes of the meeting held on 9<sup>th</sup> July 2012**

Members resolved to approve and sign the minutes subject to the following:

EGP12/008 – To note that the matter of a Lengthsman was discussed and remained unresolved, and that will need to be brought forward.

EGP12/010 – To add the word ‘immediately’ in relation to the removal of the banner.

EGP12/014 – To replace the word ‘supplement’ with ‘together with’.

**EGP12/20 To review the Committee’s Budget and spending to date**

Members discussed a number of matters especially relating to the council website. It was **resolved** to ask the Assets committee if the website is deemed an asset and should come under that committee.

**EGP12/21 To receive and consider an update from Diane Smith (Cheshire East)**

Members reviewed the report provided by Diane Smith and noted the following actions/issues:

The derelict property at 93 King St is still in a poor state. Diane to request further action again.

Members were advised that the businesses which have access to Red Cow Yard are responsible for the repairs to the cobbles.

The chain link fencing on Mobberly Road, Members were of the opinion that the responsibility lies with Highways. Diane to follow up further.

**Resolved** that the Council approach the Police, Cheshire East Ward Members, Community Spirit and LAP in relation to parking and speeding issues on the road adjacent to Longridge Trading Estate.

Cllr B Coan reported that a number of road bollards were dirty and not illuminating. Diane to follow up.

**EGP12/22 To consider an update on the plans for the installation of a Jubilee Arch outside Knutsford Library and to commit the funds donated to the project.**

Standing Orders were suspended by **resolution** to allow a presentation from Christine Wilcox-Baker. Members discussed a proposed design for the arch.

Members **resolved** to commit the funds to install the arch as per the design presented by Christine Wilcox-Baker and in line with the terms in which the donations have been made.

**Resolved** that when satisfactory evidence of compliance with Financial Regulations has been confirmed that the Clerk place an order with the supplier working for Mrs Wilcox-Baker.

Members **resolved** to reinstate Standing Orders.

- EGP12/23 To consider an update from the Skatepark Working Group**  
**Resolved** that the Deputy Town Clerk seek to coordinate a meeting of the Working Group. Members B Coan, P Coan, Malloy and Emmett would be invited from within the Town Council along with the external member and Cllr C Nicholson would be invited.
- EGP12/24 To consider an update from Member representatives on Knutsford in Bloom Group**  
Cllr Malloy briefed Members in relation to the latest report from Knutsford in Bloom, noting an issue has been raised in relation to vandalism.
- Cllr C Nicholson expressed concern that the report was tabled at the meeting following circulation on email. The Clerk explained that the report had arrived after the posting of papers. Members asked that the report appear on the next agenda and that reports are circulated with the Agenda.
- Members wished to record their thanks for the hard work undertaken by the Knutsford in Bloom Group.
- EGP12/25 To consider matters related to the establishment of a 'Knutsford Clean Team'**  
The Clerk updated Members in relation to discussions with regard to the scheme at Middlewich. Diane Smith was asked to raise the matter at the Promote Knutsford Forum.
- EGP12/26 To consider matters related to the provision of dog bins at Manor Park and Barncroft**  
Members requested the attendance of Caroline Griffiths of CEC at the next meeting to discuss dog/litter bins and litter picking.
- EGP12/27 To consider updates in relation to progress on projects:**  
**Town Maps** – The Town Clerk indicated that an assurance had been given by Cheshire East that a quote would be submitted for the installation of the poles into the six locations.  
**Bench repairs** – It was **resolved** that the Town Clerk be asked to secure two further quotes for the repairs and that Cllrs J Nicholson and Dean choose the supplier.  
**Installation of benches in recognition of the past service of two members** – Members **resolved** that three quotes be sought for the installation of the benches and that Cllrs J Nicholson and Dean choose the supplier on receipt. Cllr C Nicholson would show the Deputy Town Clerk the exact required locations for the bench installation and then written permission to install the benches from the landowner would be confirmed.
- EGP12/28 To consider the advisability of approaching Cheshire East Council seeking the reconnection of the Council Office Grounds with those of the Library to provide an extended public space.**  
Members **resolved** to defer the matter until the future of the Council Offices is confirmed or to review the matter in 12 months time, which ever arises first.
- EGP12/29 To consider a report on the Moor Pool from Cllr Dean**  
Cllr Dean updated Members in relation to the issue of fish deaths. The solution may well be to secure the routine netting of the Pool to periodically remove the larger fish to another location, it is anticipated that this netting would take place in the near future. Members thanked Cllr Dean for his work on this matter.
- EGP12/30 To consider damage to the Canute Place roundabout**  
Diane Smith was asked to seek repairs to recent damage to the roundabout caused by heavy vehicles.
- EGP12/31 To consider the Resolutions Log**  
Members reviewed the log and **resolved** that the log be updated periodically to display

only resolutions outstanding in the current municipal year.

**EGP12/32    To note the date of the next meeting (29/10/12)**  
Members noted the date of the next meeting.

**Minutes**  
*of the*  
**Environment Committee Meeting October 15<sup>th</sup> 2013**  
*In the Jubilee Hall, Knutsford*

**EGP12/33 Present**

Cllrs J Nicholson, C Nicholson, B Coan, Emmett, Malloy, Dean and Davies

In attendance: Adam Keppel-Garner (Deputy Town Clerk), Steve McQuade (Town Clerk)

**EGP12/34 To receive apologies for Absence**

Cllr S Hutchence (Business)

**EGP12/35 To note declarations of Members interests**

There were no declarations of interest.

**EGP12/36 To review, correct and approve the minutes of the meeting held on 10th September 2012**

The following changes were requested and noting these the minutes were signed as an accurate record:

12/21 – ‘cobbles’ not mosaic

12/24 – Clarify circulation of reports with agenda

**EGP12/37 To consider the placement of an order for the Jubilee Arch.**

Members **resolved** to place an order to cover the costs of the arch and £30 + VAT to cover the costs of veiling the arch prior to the unveiling.

**EGP12/38 To note the date of the next meeting (29/10/12)**

Members noted the date of the next meeting.

**Minutes**  
*of the*  
**Environment Committee Meeting October 29<sup>th</sup> 2013**  
*In the Jubilee Hall, Knutsford*

**EGP12/39 Present**

Cllrs J Nicholson (chair), T Dean, B Emmett, A Malloy, S Hutchence, B Coan and V Davies

Also in attendance, A Keppel-Garner (Deputy Clerk), Caroline Griffiths and Dorian Belt (CEC)

**EGP12/38 To receive apologies for Absence**

Apologies were received from Cllr C Nicholson (Personal Business)

**EGP12/40 To note declarations of Members interests**

No members declared an interest in any item on the agenda.

**EGP12/41 To receive and confirm the minutes of the meeting held on 15<sup>th</sup> October 2012**

Members **resolved** to accept the minutes and the Chair signed a true record of the meeting

**EGP12/42 To consider and review the current financial position**

Members noted the current financial position and enquired about the details of some figures. Deputy Clerk to discuss with Town Clerk and report back.

**EGP12/43 To consider a recommendation to the Finance Committee for the setting of the Environment and General Purposes budget for 2013/14.**

Members discussed the budget requirements and **resolved** to increase the Phone Boxes budget from £300 to £600.

Members **resolved** to submit the recommendation subject to clarification on figures from Town Clerk.

**EGP12/44 To consider matters related to provision of dog and litter bins at the Barncroft including talk from Caroline Griffiths of CEC**

Caroline Griffiths and Dorian Belt of Cheshire East Council answered questions from members. It was explained that CEC have no budget for placing new litter and dog bins, only for replacement. It was suggested that the current bin stock be investigated to determine if any bins could be relocated.

Members thanked Dorian Belt for his team's fast responses to street cleaning and litter picking at times such as the judging of Britain in Bloom.

Dorian Belt stated that the responsibility for the maintenance of a bench lies with the person who installed the bench, and that the upkeep of memorial benches is the responsibility of the family / body who placed the bench. Dorian Belt also clarified that any benches Knutsford Town Council install will be the Town Council's responsibility to maintain, and that any benches installed by Cheshire East Council are the responsibility of Cheshire East. This is the case even if the benches are placed on another bodies land.

**EGP12/45 To consider matters related to the Telephone Boxes owned by the council**

Cllr J Nicholson explained that the condition of the telephone boxes owned by the council at Sparrow Lane and King Street needed investigating with the view to repairing. Members agreed that the phone boxes form an important part of the street scene of Knutsford and are important to the heritage of the town. Members **resolved** that the Deputy Town Clerk conduct further investigation into the phone boxes and any potential repairs needed.

**EGP12/46 To consider updates in relation to progress on projects:**

**Bench Repairs**

**Installation of new Benches**

**Town Maps**

Deputy Town Clerk to forward the Bench Survey to Dorian Belt for confirmation on which benches are the responsibility of the Town Council and which are Cheshire East.

The location of one of the new benches is yet to be confirmed.

Dorian Belt had explained that his team would be able to provide a quotation for the installation of the Town Maps. Members agreed that the project had been taking too long due to a lack of communication from Cheshire East.

**EGP12/47 To consider an update from the Skatepark Working Group**

Cllr Malloy provided an update on the meeting of the Skatepark Working Group which had taken place on October 24<sup>th</sup>. It was explained that Mr. Heffernan would be forming a properly constituted group, setting up a bank account and looking into potential sites as well as drafting a business plan, after which the group will meet again.

**EGP12/48 To consider matters relating to the unveiling of the Jubilee Arch**

Cllr J Nicholson reported that the Jubilee Arch will be unveiled on November 23<sup>rd</sup> in the afternoon by the Lord Lieutenant David Briggs. A small reception would be held for invited guests.

Cllr B Coan thanked Cllr Nicholson for her work on the project.

**EGP12/49 To consider the production of an Official Town Guide 2013**

The Deputy Town Clerk explained the background to a new Town Guide and the need for producing a new updated version. It was agreed to form a working group consisting of Cllrs Davies, B Coan, Emmett and the Deputy Clerk to further the project.

**EGP12/50 To consider the preservation of Council Documents and memorabilia**

**To consider the purchase of archive boxes**

**To consider the preservation and digital conversion of old Cinefilm – “Cranford Heritage”**

Members **resolved** to purchase a number of archive boxes for the preservation of documents and memorabilia in the Council offices at a cost of £107.49. Cllr Davies also explained that it was the intention to display some of the documents at an exhibition in the Heritage Centre in the future and Cllr B Coan stated that there is also the potential of a small exhibition at Tatton Park.

Members **resolved** to go ahead with the digital conversion of a reel of old Cinefilm titled “Cranford Heritage” at a cost of £65.83

**EGP12/51 To consider the relocation of the surplus Town Council Notice board**

Members recognised the different options for relocating the surplus notice board. It was agreed that the Deputy Town Clerk investigate the repairs necessary to the notice board, and that members investigate different options for its relocation.

**EGP12/52 To consider the adoption of a Town Council Facebook Page**

Members **resolved** for the Deputy Clerk to set up a Knutsford Town Council Facebook page.

**EGP12/53 To consider the resolutions log**

Members reviewed the resolutions log.

**EGP12/54 To consider the date for the next meeting**

Cllr J Nicholson stated that she thought the time until the next scheduled meeting was too great, and that an additional meeting should be held in December.

**Minutes**  
*of the*  
**Environment Committee Meeting December 18<sup>th</sup> 2013**  
*In the Jubilee Hall, Knutsford*

**EGP12/55 Present**

Cllrs J Nicholson, Dean, P Coan, C Nicholson, B Coan and Davies

Also in attendance: A Keppel-Garner (Deputy Town Clerk),

**EGP12/56 To receive apologies for Absence**

Apologies were received from Cllrs A Malloy (personal business) and S Hutchence (business).

**EGP12/57 To note declarations of Members interests**

No members declared an interest in any item on the agenda.

**EGP12/58 To receive and confirm the minutes of the meeting held on 29<sup>th</sup> October 2012**

Members **resolved** to accept the minutes and the Chair signed a true record of the meeting

**EGP12/59 To consider and review the current financial position**

No members raised any questions on the committee's financial position.

**EGP12/60 To consider updates in relation to progress on projects**

**Bench Repairs and New Bench Installations**

**Town Maps**

**Town Guide**

**Telephone Boxes**

**Town Council Notice boards**

Members agreed for the bench repairs to be carried out as soon as possible, and the Deputy Town Clerk to arrange the installation and necessary permissions of the two new benches.

Members asked the Deputy Town Clerk to continue to chase Cheshire East Highways to finish this project.

The Deputy Town Clerk reported that the Town Guide working group had met and agreed on many of the aspects of the new Town Guide. Members requested that before finalising the design it come to full committee for approval.

The Deputy Town Clerk clarified that the Town Council own the phone box at Sparrow Lane, and sponsor a phone box on King Street. Deputy Town Clerk to investigate repairs to the Sparrow Lane box further and confirm which phone box on King Street is sponsored by the Council.

Members agreed that the best location for the existing notice board to be relocated to was by the Post Box in front of the Old Town Hall. Deputy Town Clerk to seek permission from the appropriate authority.

**EGP12/61 To consider further needs for archiving Council documents and Cine Film**

Members **resolved** that the Deputy Town Clerk continue archiving the documents at the Council Offices and purchase the necessary materials, and arrange for the digital conversion of the additional Cine Film at a cost of approximately £600.

**EGP12/62 To discuss and consider matters related to the Jubilee Arch including maintenance and installation of a plaque.**

Cllr J Nicholson to speak with Mr. Broadbent to ascertain the maintenance requirements of the Jubilee Arch. Deputy Town Clerk to investigate who produced the signs currently on

the railings of the library.

**EGP12/63 To consider the adoption of a Blue Plaque Scheme.**

Members agreed that a blue plaque scheme was not appropriate in the current economical climate, and **resolved** to investigate a scheme in two years time.

**EGP12/64 To consider the purchase of a “Clerks of the Council” board in the Council Offices.**

Members agreed that it was not appropriate to have a board similar to the Mayoral board. Deputy Clerk to complete research on former Clerks and to investigate the costs of a framed list.

**EGP12/65 To consider an update from Knutsford In Bloom**

Members **resolved** to defer discussion on the update and invite representatives from Knutsford in Bloom to the January meeting to discuss their annual report and plans for 2013 with the committee. Cllr. Dean voted against.

Members expressed their support and thanks to Knutsford in Bloom for the work they have done in Knutsford.

**EGP12/66 To consider the resolutions log**

Members reviewed the resolutions log.

**EGP12/67 To consider the date for the next meeting**

The next meeting is scheduled for Monday January 14<sup>th</sup> at 19:00.



**Minutes**  
*of the*  
**Environment Committee Meeting January 14<sup>th</sup> 2013**  
*In the Lower Council Chamber, Knutsford*

**EGP12/68 Present**

Cllrs J Nicholson, Dean, P Coan, C Nicholson, B Coan, Malloy, Hutchence and Davies

In attendance, Adam Keppel-Garner (Deputy Town Clerk),

**EGP12/69 To receive apologies for Absence**

All members were present.

**EGP12/70 To note declarations of Members interests**

No members declared an interest in any item on the agenda.

**EGP12/71 To receive and confirm the minutes of the meeting held on 18<sup>th</sup> December 2012**

Members **resolved** to accept the minutes and the Chair signed a true record of the meeting following the alteration of minute EGP12/64 to only investigate the cost of a framed list not formal board.

**EGP12/72 Public Participation – A period not exceeding 10 minutes for members of the public to ask questions or submit comments.**

No members of the public raised any issues.

**EGP12/73 To receive a talk from Rachel Williams and Hugh Thomas of Scottish Power on recent grid problems and future plans<sup>7</sup>**

Rachel Williams and Hugh Thomas gave a short talk on the current plans Scottish Power has in Knutsford which include creating a new substation in the Car Park at King Street and relaying of a short length of cabling to the new substation along King Street. They explained that the power outage experienced at Christmas was due to overload on the system, and that the new substation should address the issue. They explained that over £4 million was being invested on the power network in Knutsford.

**EGP12/74 To discuss and consider the Knutsford in Bloom annual report and plans for 2013 with representatives of Knutsford in Bloom  
To consider a recommendation to the Finance Committee on the requested grant by Knutsford in Bloom**

Yvonne and Don Bancroft of Knutsford in Bloom gave a short talk on their plans for 2013 and the work they intend to undertake as well as some background information on the judging criteria of NWIB. Cllr J Nicholson thanked the group for the work they do in the town.

Members **resolved** to refer this matter to the Finance Committee.

**EGP12/75 To consider and review the current financial position**

The Deputy Clerk drew to the attention of members the commitment of £60 under Communications for a listing in the Cheshire Peak District brochure which was authorised by the chair.

Members asked for further clarification on the headings used in the financial report provided. Deputy Clerk to advise at the next meeting.

**EGP12/76 To consider updates in relation to progress on projects**

Further to the report circulated the Deputy Clerk reported that he had made contact with

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<sup>7</sup> Cllrs P Coan and T Dean arrived during this item

Simon Davies of Cheshire East Highways regarding the installation of the Town Maps who said he was awaiting a quote himself. Deputy Clerk to continue to pursue. Quotes have been received for the repairs to the phone box at Sparrow Lane and the Deputy Clerk is awaiting one final quote. Members **resolved** that Cllrs J Nicholson and Dean chose from the three quotes the contractor to carry out the works. The Deputy Clerk is still awaiting permissions from Cheshire East for the installation of the bench on the Library grounds. CEC have stated that they must be installed by CEC Streetscene which the Town Council will cover the cost. Members **resolved** to commit £316 for the repairs to the noticeboard.

**EGP12/77 To discuss and consider matters related to the Moor Pool**

Cllr Dean updated members on the Moor Pool; he has been trying to get hold of someone at Natural England and will continue to do so with regards to the netting of fish.

**EGP12/78 To consider the proposed maintenance schedule for the Jubilee Arch**

A copy of the proposed schedule was not available, Deputy Clerk to get a copy for the next meeting.

**EGP12/79 To consider names for the new meeting rooms at the Town Council Offices**

Members agreed that each member chose one name for each of the two rooms and submit to the Deputy Clerk by February 11<sup>th</sup> for discussion at the next meeting.

**EGP12/80 To consider the resolutions log**

Members reviewed the resolutions log and found no matters outstanding.

**EGP12/81 To consider the date for the next meeting**

The next meeting is scheduled for Monday February 18<sup>th</sup> at 19:00.

**Minutes**  
*of the*  
**Environment Committee Meeting February 18<sup>th</sup> 2013**  
*In the Lower Council Chamber, Knutsford*

- EGP12/82 Present**  
Cllrs J Nicholson, T Dean, P Coan, C Nicholson, B Coan, A Malloy, S Hutchence and V Davies
- In attendance: Adam Keppel-Garner (Deputy Town Clerk), Cllrs S Gardiner and Y Bancroft
- EGP12/83 To receive apologies for Absence**  
All members were present.
- EGP12/84 To note declarations of Members interests**  
Cllr Bancroft declared an interest in EGP12/98 as Chairperson of Knutsford in Bloom
- EGP12/85 To receive and confirm the minutes of the meeting held on 18<sup>th</sup> December 2012**  
Members **resolved** to accept the minutes and the Chair signed a true record of the meeting.
- EGP12/86 Public Participation – A period not exceeding 10 minutes for members of the public to ask questions or submit comments.**  
No questions or comments were raised.
- EGP12/87 To consider Dog Fouling signage provision in Knutsford**  
Members **resolved** to bring this item forward ahead of EGP12/88.  
Members **resolved** that Cllr Gardiner investigate the costs for the signs and report back to the committee.
- EGP12/88 To consider and review the current financial position**  
The Deputy Town Clerk alerted members that should the order be placed for the Town Maps the committee will go over budget.
- EGP12/89 To consider an update on progress on current projects**  
Members **resolved** to place the order (£3508) for Cheshire East Highways to install the poles for the maps, and to defer the placing of the order for the physical maps and installation until the new financial year.
- Members **resolved** to defer the placing of the order for conversion of Cine Film pending sight of the quotations at the next meeting.
- EGP12/90 To consider formal acknowledgement of the work of Geoff Gazzard in relation to Manchester Airport.**  
Members agreed that the Mayor formally write to the group thanking them for their work.
- EGP12/91 To discuss and consider matters related to the Moor Pool**  
Cllr Dean updated the Committee on the latest with regards to the netting of the fish in the Moor Pool. Cllr P Coan stated that he was against netting and that a proper solution needs to be found. Cllr Dean agreed but as a short term measure netting was the best that was likely to be achieved. Cllr Dean will try and arrange a meeting with Cheshire Wildlife Trust and Natural England to discuss the long term solution.
- EGP12/92 To consider the proposed maintenance schedule for the Jubilee Arch**

Members agreed that the arch would be inspected by members reporting for the monthly Council Surgery in the Library. It was noted that the arch should require repainting every 5-6 years.

- EGP12/93 To consider the installation of the King Canute Sculpture from RHS Tatton 2012 in Knutsford**  
Members **resolved** to invite Christine Wilcox-Baker, the designer of the sculpture, to the next meeting to discuss siting it in the Town.
- EGP12/94 To consider names for the new meeting rooms at the Town Council Offices**  
Members **resolved** to name the new meeting room “Lower Council Chamber” and the small room “The Committee Room”.
- EGP12/95 To consider the provision of directional signage to the Heritage Centre**  
Cllr C Nicholson reported that it is the responsibility of the Heritage Centre to request signage from Cheshire East if they see it appropriate, and that information can be found on the CEC website.
- EGP12/96 To consider entering the Cheshire Community Action Community Pride Competition 2013**  
Members **resolved** not to enter the 2013 Community Pride Competition.
- EGP12/97 To consider the provision of hanging baskets in the Town Centre for 2013/14 and additional planting in the Town.**  
Members **resolved** to defer the discussion on providing hanging baskets in 2013/14.
- EGP12/98 To consider an update from Knutsford in Bloom**  
Cllr Malloy provided an update on Knutsford in Bloom stating that Cllr Houghton had been in discussions regarding installing hanging baskets on the Conservative Club; the owner of the building has indicated they would not like hanging baskets installing. Talks are continuing with the owner of the land.
- EGP12/99 To consider the enhancing/enlargement of the Town Council Armorial Bearings**  
Members **resolved** to defer the discussion on enhancing/enlarging the Town Council Armorial Bearings.
- EGP12/100 To consider the adoption of an Environmental Policy**  
Members agreed that Cllr Dean liaise with the Deputy Town Clerk to make alterations to the Policy and to consider the adoption at the next committee meeting.
- EGP12/101 To consider the Town Centre Manager’s Report**  
It was reported that the roundabout at Canute Place was still damaged. Members discussed the potholes in the Town, and noted that there is a meeting on 27<sup>th</sup> Feb with Michael Jones where these will be discussed. Members requested that the contact details of the officers at CEC are included on the TCM report.
- EGP12/102 To consider the resolutions log**  
Members noted the resolutions log.
- EGP12/103 To note the date of the next meeting (08/04/13)**  
Members noted the date of the next meeting.

**Minutes**  
*of the*  
**Environment Committee Meeting April 8<sup>th</sup> 2013**  
*In the Lower Council Chamber, Knutsford*

**EGP12/104 Present**

Cllrs J Nicholson, Dean, P Coan, C Nicholson, B Coan, Malloy, Hutchence and Davies

In attendance: Adam Keppel-Garner (Deputy Town Clerk), Cllr Bancroft and Christine Wilcox-Baker

**EGP12/105 To receive apologies for Absence**

All members were present.

**EGP12/106 To note declarations of Members interests**

Cllr Bancroft declared an interest in EGP12/115 as Chairman of Knutsford in Bloom

**EGP12/107 To receive and confirm the minutes of the meeting held on 18<sup>th</sup> February 2013**

Members **resolved** to confirm the minutes following the addition of "talks are continuing with the owner of the land" to EGP12/98.

**EGP12/108 Public Participation**

One member of the public raised concerns that two benches on Paradise Green, and one on the Memorial Garden were in need of treatment. They also stated concerns regarding the Moor Pool, and the need for the reeds to be cut back to allow the Moor Pool to flow into the Tatton Mere. There were also concerns about broken bricks in Regent Street.

**EGP12/109 To review the 2012-13 finances of the Committee**

Members asked why Horticultural Purchases was showing an overspend. The Deputy Clerk stated it appeared to be that the commitment had not been removed and that he would investigate.

**EGP12/110 To consider the installation of the King Canute Sculpture from RHS Tatton 2012**

Members **resolved** to suspend standing orders.

Christine Wilcox-Baker discussed the proposition of installing the sculpture in Knutsford. The sculpture would be donated at no cost to the Council. It was noted that the Council would need to meet any installation costs.

Members **resolved** to reinstate standing orders.

Members **resolved** that Cllr J Nicholson and Christine Wilcox-Baker liaise to seek the installation of the sculpture in the Council Office grounds.

**EGP12/111 To consider an update on progress of current projects**

Members **resolved** that Cllr Nicholson arrange a small ceremony for the presentation of the two recently installed benches.

Members discussed the condition of Benches in the Town, and request a meeting is arranged between Dorian Belt of CEC and the Benches Working Group.

Members noted that the poles for the Town Maps should be installed on April 14<sup>th</sup>.

Members **resolved** to place the order for the conversion of the Cine Film at a cost of £425.

Members requested that the quotes for the repairs to the phone box be brought to the next committee meeting. Members requested that the Deputy Clerk bring all and any quotes received for work to the committee in future.

Members **resolved** to consider the sponsorship of the King Street phone box at the next committee meeting.

- EGP12/112 To discuss and consider matters related to the Moor Pool**  
Cllr Dean informed the committee that at current the netting of the fish does not appear to have been carried out. Members agreed Cllr Dean invite representatives from Natural England, Cheshire Wildlife Trust and the land owner to the next committee meeting.
- EGP12/113 To consider the adoption of an Environmental Policy**  
A draft policy was circulated for consideration at the next committee meeting.
- EGP12/114 To consider an update from Knutsford in Bloom**  
Members agreed that a letter from the Chair of the committee be sent to Balfour Beatty in support of Knutsford in Bloom's claim for compensation with regards to damage caused during the gas works. The letter will also highlight the poor reinstatement and poor communication from Balfour Beatty whilst the works were carried out.
- EGP12/115 To establish a CCTV Working Group**  
Members **resolved** to establish a CCTV Working Group consisting of Cllrs P Coan, B Coan and Hutchence to investigate the CCTV needs of Knutsford in response to recent correspondence with Cheshire East.
- EGP12/116 To consider an update from the Skate Park Working Group**  
Members **resolved** that the Skate Park Working Group and project be indefinitely suspended pending the instigator or another body, being in a position to further the project.
- EGP12/117 To consider matters related to the Official Town Guide 2013**  
Members **resolved** to enter into an agreement with Burrows Communications for the production of a Town Guide and for the Town Guide working group to continue to work on producing the new guide. It was noted that the agreement was for 4000 copies per edition at no cost to the Council, for three editions.
- EGP12/118 To consider the purchase of a Declarations of Acceptance of Office Ledger**  
Members **resolved** to purchase a Declarations of Acceptance of Office ledger at a cost of £252.  
Members requested the Deputy Clerk investigate options for binding the loose declarations made over the past years.
- EGP12/119 To consider A-Boards, Banners and Signage in the Town**  
Members discussed the problems of A-Boards and excessive banners in the town.  
Members requested that the Deputy Clerk seek clarification from Cheshire East Council and the Police as to the legality of removing banners.  
Members **resolved** that the Deputy Clerk draft an A-Boards and Banners policy for the Town Council in line with the Cheshire East policy and obligations.  
Members **resolved** that Cllr J Nicholson and Christine Wilcox-Baker liaise to arrange a plaque for the Jubilee Arch.
- EGP12/120 To consider matters related to the railings around the Heath**  
Members **resolved** that Cllr J Nicholson speak with Mr Brooks/Graham Pike to seek repairs to the railings around the Heath; with particular attention being paid to those which are potentially dangerous, for both safety and aesthetic reasons.
- EGP12/121 To consider matters related to Litter Bins**  
Cllr B Coan reported that a number of the litter bins in the Town Centre needed maintenance or repair due to their appearance. Cllr Davies reported that complaints have been received about Wheelie-Bins appearing in the Town Centre.  
Members agreed that the Deputy Clerk contact CEC to ascertain their stance on wheelie-bins in the town centre.  
Members agreed that a Bin Survey across the Town be carried out in each of the wards

by Cllrs Malloy and Bancroft (Over), Cllrs Davies and C Nicholson (Nether), Cllr J Nicholson (Norbury Booths) and Cllr Dean (Bexton) with the information being given to the Town Centre Manager to produce a report.

**EGP12/122 To consider the relocation of the Mobberley Road War Memorial**

Members discussion the proposal of creating a Memorial Garden in commemoration of the centenary of WWI on Richmond Hill including the relocation of the War Memorial. The Deputy Clerk reported that the memorial was not owned by St. Cross, and CEC do not claim responsibility for it. The Deputy Clerk will continue to research the ownership of the memorial for the appropriate permissions.

Members agreed that the Deputy Clerk speak to the Conservation Officer to ascertain if the project is feasible with regards to the effect on the conservation area. Further discussions would then be held with the British Legion and St Cross Church to gauge opinion.

**EGP12/123 To consider matters related to Pigeons in the Town**

Members discussed the problems of pigeons in the Town Centre. Members **resolved** that the Deputy Clerk research what options are available to the committee.

**EGP12/124 To consider the Town Centre Manager's Report**

Members agreed that the issue of the damage to the Canute Place should be chased up again, and included in the letter to Balfour Beatty.

**EGP12/125 To consider the enhancement of the Armorial Bearings.**

The background to the need for the graphic enhancement of the Armorial Bearings was explained by the Deputy Clerk.

Members **resolved** to exclude the Public and Press, and Deputy Town Clerk during the discussion of this item.

Members **resolved** that the Town Clerk obtain quotes for the enhancement of the armorial bearings and submit them to the committee.

**EGP12/126 To consider the resolutions log**

Members noted the resolutions log.

**EGP12/127 To note the date of the next meeting (20/05/13)**

Members noted the date of the next meeting.

# Events & Town Centre Management Committee



**Minutes**  
*of the*  
**Events Committee Meeting June 20<sup>th</sup> 2012**  
*In Jubilee Hall, Knutsford*

**TC12/000 Present**

Cllr B Coan, Cllr P Coan, Davies, Dean, Goodrich, J Nicholson,

In Attendance: S McQuade (Town Clerk) and D Smith (Town Centre Manager)

**TC12/001 To appoint a Chairman**

Members **resolved** to appoint Cllr B Coan as Chairman.

**TC12/002 To appoint a deputy Chairman**

Members **resolved** not to appoint a deputy Chairman at this time.<sup>8</sup>

**TC12/003 To receive apologies for absence**

No apologies were received.

**TC12/004 To note declarations of Members interests**

There were no interests declared.

**TC12/005 To receive and confirm the minutes of the Events Sub Committee meeting held on 24<sup>th</sup> April 2012**

The minutes were agreed and signed as an accurate record

**TC12/006 To note the Committee's Terms of Reference**

Members **resolved** to seek approval from Council to correct a typographical error at item 9 of the Terms of Reference to change 'planned' to 'planning'.

**TC12/007 To review the Committee's Budget and spending to date<sup>9</sup>**

Members discussed and noted the budget/spending to date.

**TC12/008 To consider the priorities for the Committee during 2012/13**

Members identified the priorities for the coming year as:

Market development,  
Christmas Events and  
National Play Day.

Members **resolved** the following in relation to National Play Day (1<sup>st</sup> August):

That Cllrs J Nicholson and B Coan lead on the arrangements for the event.

That the Clerk orders 500 pencils with 'Knutsford Town Council' embossed onto them. The Clerk to refer back to the Chairman if he believed the cost to be 'excessive' when the firm price is identified.

That the Clerk send a note to all Members asking for support and help on the day.

**TC/009 To consider matters related to Market Events**

Cllr Dean reported on the outcome of his research with traders. The majority seemed to have a preference for any events to be held on King Street and for such events to be on Sundays<sup>10</sup>.

Cllr Dean and Cllr P Coan were asked to liaise with market contacts with regard to the

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<sup>8</sup> Cllr J Nicholson arrived at the meeting.

<sup>9</sup> Cllr P Coan had to leave the meeting prior to discussion of this item.

<sup>10</sup> Cllr J Nicholson had to leave the meeting at this point.

development of possible market operations, including Michaelmas.  
Letters seeking sponsorship in support of events have been circulated to King Street traders by Cllr Dean. Cllr P Coan is scheduled to deliver similar letters to traders on Princess Street. Cllrs Dean, Goodrich and P Coan would look to develop further sponsorship opportunities, including through advertising.

Members wished to express their thanks to Cllr Dean for leading on these matters and for the results of his research into the views of traders.

**TC/010      *To consider matters related to Christmas Events***

Members discussed matters related to Christmas events and noted that:  
There is a shortfall in the income budget of £3k due to the probable loss of a main sponsor this year. Members noted that this may have an impact on the viability of the Christmas Market.  
The reindeer have been ordered.  
The main Christmas lights had been ordered and the contract was due to be signed.  
The Clerk is seeking to procure a number of small scale attractions.  
That options for stilt walkers and other attractions had proved too costly to progress.  
The Clerk should talk to the electrical contractor with a view to identifying if some of the lights currently in store could be used on the eastern end of King Street. Alternatively the Clerk was asked to look into whether the lights supplier might supply additional equipment.  
Cllr Goodrich would investigate whether local companies might be able to provide stages for the lights event through equipment loan.

**TC/011      *To consider matters related to the promotion of the local economy***

Members noted the following matters:  
That the Promote Knutsford Forum is meeting on the 21st. It was **resolved** that the Forum be asked to nominate a person from the business community to sit on the Events Committee.  
The Council had been criticised for not having bunting on the Council Offices. It was **resolved** that the Clerk identify the costs of procuring some bunting for future events.  
That the Love Local Life scheme was now live and that Members should review its impact at a later meeting.  
That the Council is seeking to appoint a Deputy Clerk/Town Centre Manager who would support development of the economy and delivery of events.

**TC/012      *To note the date of the next meeting (24/07/12)***

Members noted the date of the next meeting. Cllrs Dean, Davies and Goodrich asked that their apologies for the meeting be recorded and that consideration be given to a change of date.

**Minutes**  
*of the*  
**Events Committee Meeting July 19<sup>th</sup> 2012**  
*In Jubilee Hall, Knutsford*

- TC12/013** Present  
Cllrs B Coan, P Coan, Davies, J Nicholson and Dean
- In attendance: D Smith (Town Centre Manager), T Kirkpatrick (Promote Knutsford Forum) and S McQuade (Town Clerk)
- TC12/014 To receive apologies for absence**  
Cllrs Houghton (Pers Business), Raynes (Business), Goodrich (Business)
- TC12/015 To note declarations of Members interests**  
Personal interests were declared as follows:  
Cllr Davies on item 5 as a former Chairman of Friends of the Moor and as an existing member of Friends of the Moor.  
Cllr B Coan on item 5 as a friend of the Moor.
- TC12/016 To receive and confirm the minutes of the Events Committee meeting held on 20<sup>th</sup> June 2012.**  
Members **resolved** to approve and sign the minutes.
- TC12/017 To consider payments to creditors**  
Members **resolved** to agree to make a payment of £75 for filming of the Olympic Torch Relay and an additional cost of £150 to edit the footage, subject to the footage being approved by the Town Mayor/Cllr J Nicholson and that it is clear the Town Council retains the freedom to use the film as it wishes. Final decision to be made at the next meeting.
- TC12/018 To consider supporting an approach to provide assistance with a Litter Pick on the Moor**  
Members **resolved** to support a Litter Pick on Saturday 28<sup>th</sup> July and for the Council to organise and promote that litter pick with the help of Friends of the Moor and using other volunteers. A risk assessment would be conducted and participants briefed on safe practice.
- Cheshire East agreed to collect the bags of waste on the day or following day.
- TC12/019 To consider an update on efforts to secure sponsorship**  
Enquiries are on-going.
- TC12/020 To review and consider the resolutions log**  
Members reviewed the log and noted that resolutions 006/0093 needed to be followed up.
- TC12/021 To consider an update in relation to the Michaelmas Market<sup>11</sup>**  
Cllr J Nicholson joined the meeting at this point.  
Members **resolved** that:  
The market should ideally be on King Street on Sunday 7<sup>th</sup> October. Other locations will also be considered as a contingency option.  
The market supplier from Wilmslow should be engaged at a cost of £1k.
- TC12/022 To consider an update in relation to Christmas Events<sup>12</sup>**

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<sup>11</sup> Members resolved to discuss this item as the first item of business.

<sup>12</sup> Members resolved to discuss this item as the second item of business.

A budget has been received for the Christmas from the market support. Income and expenditure balance at approximately £8k.

Members **resolved** to give the go ahead to the market suppliers on the basis of underwriting the costs to the value of £8k.<sup>13</sup>

**TC12/023 To consider the potential for a Civic Awards Scheme and Ceremony**

Members **resolved** that the Town Clerk prepare a scheme for Member approval and present it to the next meeting for consideration including budgetary constraints.

**TC12/024 To consider options for other Town Centre events**

Members and guests were asked to think about these matters for consideration at the next meeting. Initial ideas included various themed and food based events.

**TC12/025 To note the date of the next meeting (04/09/12)**

Members noted the date of the next meeting.

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<sup>13</sup> Cllr Dean left the meeting at this point

**Minutes**  
*of the*  
**Events Committee Meeting September 4<sup>th</sup> 2012**  
*In Jubilee Hall, Knutsford*

- TC12/026 Present**  
Cllrs B Coan, P Coan, Davies, Dean, Goodrich and Houghton.
- In attendance: S McQuade (Town Clerk) and A Keppel-Garner (Deputy Town Clerk)  
Also in attendance: Sarah Flannery, Robert Meadows, Kate Houghton and Catherine Firth
- TC12/027 To receive apologies for absence**  
Apologies were received from Cllr J Nicholson (Pers Business), Cllr Raynes (Business), Tara Kirkpatrick and Diane Smith.
- TC12/028 To note declarations of Members interests**  
No members declared an interest in any agenda item.
- TC12/029 To receive and confirm the minutes of the Events and Town Management Committee meeting held on 19<sup>th</sup> July 2012**  
Members **resolved** to approve and sign the minutes.
- TC12/030 To consider and review the current financial position**  
The Clerk drew members' attention to the income and expenditure report for the committee, and explained that the invoice for the 2011 Christmas Lights (electrician's costs) had been received in this financial year and hence the available spend was greater than it appeared.
- TC12/031 To receive a report and consider the purchase options for the Olympic Torch Video**  
*Sarah Flannery and Robert Meadows arrived.*  
Members noted that the quoted cost had increased. The Clerk explained that this was due to a misunderstanding on both parties, and that the original quote did not include editing. Members **resolved** to make a payment of £250.
- TC12/032 To receive and consider a presentation from Robert Meadows with regard to a Historic Theatre Event**  
*Catherine Firth arrived.*  
Members received the presentation and discussed the proposition.  
Members **resolved** that Cllrs Houghton and Dean investigate further.
- TC12/033 To receive an update on and consider the implementation of a Civic Awards Scheme and Ceremony.**  
Members discussed various potential options for implementing a scheme; it was **resolved** that the Clerk draft a protocol and circulate to Members for comment.
- TC12/034 To receive an update on attempts to secure sponsorship or promotional support for events.**  
Cllrs P Coan and Goodrich both reported their successes speaking with local businesses. Cllr Dean expressed his wishes to become more involved. Cllrs P Coan, Goodrich and Dean to liaise with Deputy Town Clerk to help organise the Strategy.
- TC12/035 To consider matters related to Remembrance Sunday, including the placing of an order with a piper and drummer.**  
Members **resolved** to book the Piper and Drummer for the Remembrance Sunday parade at a cost of £250.

- TC12/036 To consider an update in relation to the Michaelmas Market**  
The Clerk reported the details relating to the road closure for the market, and explained that since it is being ran non-profit, there will be no direct cost to the council from Highways.  
Members **resolved** to go ahead with plans for the Michaelmas Market.
- TC12/037 To consider an update in relation to Christmas Events, including the provision of a Christmas tree outside the Council Offices.**  
The Clerk reported that the order for Christmas Tree, including fitting, has been placed and is expected to be carried out late November. The Clerk has met with Steve Edwards who made assurances that relevant checks will be carried out on time.  
  
The Clerk drew attention to possible cost pressures, if Cheshire East change their; level of support for the event.  
  
Members **resolved** for the Clerk/Deputy Town Clerk to proceed with booking a suitable stage for the Switch On.
- TC12/038 To consider options for other Town Centre events, including the potential filming of the Tour of Britain passing through Knutsford.**  
Members decided not to outsource for filming or photography of the Tour of Britain. The Deputy Town Clerk offered to take some photographs for Council use.  
A number of potential events were suggested:  
Knutsford Heritage Event  
Beer Festival  
Steam Train Visit  
Summer Food Market  
Picnic on the Moor
- TC12/039 To consider the resolutions log (Attached)**  
Members reviewed the resolutions log and found no matters outstanding.
- TC12/040 To note the date of the next meeting (16/10/12)**  
Members agreed to meet on the date above.

**Minutes**  
*of the*  
**Events Committee Meeting September 24<sup>th</sup> 2012**  
*In Jubilee Hall, Knutsford*

**TC12/041 Present**

Cllrs B Coan, P Coan, Dean, Houghton and Raynes

In attendance: Adam Keppel-Garner (Deputy Town Clerk) and Diane Smith (CEC)

**TC12/042 To receive apologies for absence**

Apologies were received from Cllr J Nicholson (Business), Cllr V Davies (Personal Business) and Cllr J Goodrich (Business)

**TC12/043 To note declarations of Members interests**

No members declared an interest in any agenda item.

**TC12/044 To receive and confirm the minutes of the Events and Town Management Committee meeting held on 4<sup>th</sup> September 2012**

Members **resolved** to approve and sign the minutes.

**TC12/045 To discuss and consider a special one-off celebratory Town Centre event**

*Cllr. Houghton arrived.*

Members discussed the plans made by Cheshire East Council for a homecoming parade in honour of Niki Birrell (Bronze Paralympian). Members agreed that the council should support the event and encourage the public to attend even though it was very last minute. Members asked the Deputy Town Clerk to invite the Mayor and representatives from Friends of the Moor and Tatton Estates to attend at the Civic Centre and to let CEC know the numbers attending.

The Deputy Town Clerk was also asked to:  
ensure that the press knew of the event  
clarify the councils role with CEC.

Invite all councillors and guests, May Queen, Representatives from Community Groups, the Lord Lieutenant and Tara Kirkpatrick via e-mail

Locate if possible, the sculptures of sports displays and "embrace the games" banner

Check with CEC that all schools have been contacted

**TC12/046 To note the date of the next meeting (16/10/2012)**

Members agreed to meet on the date above.

**Minutes**  
*of the*  
**Events Committee Meeting October 30<sup>th</sup> 2012**  
*In St Johns Wood Community Centre, Knutsford*

**TC12/47 Present**

Cllrs B Coan, Davies, Raynes, P Coan, Goodrich, Dean, Houghton

In attendance: Adam Keppel-Garner (Deputy Town Clerk), Cllr Malloy, Rob Cotton, Tara Kirkpatrick, Sarah Flannery and Kate Houghton

**TC12/48 To receive apologies for Absence**

No apologies for absence were received.

**TC12/49 To note declarations of Members interests**

No member declared an interest in any item on the agenda.

**TC12/50 To receive and confirm the minutes of the meeting held on 24<sup>th</sup> September 2012**

Members **resolved** to approve and sign the minutes as a true record of the meeting.

**TC12/51 To consider and review the current financial position**

Members noted that the figures presented were not up-to-date with the latest income from sponsorship and market income. Deputy Clerk explained that this was due to the monies having not come in when the accounts were prepared.

Members **resolved** to add a footnote to the figures explaining that the "Misc Costs" line was due to the invoice for the Christmas Lights contractor 2011/12 being paid in the current financial year.

**TC12/52 To receive and consider a report and proposal from Cllr Malloy on a potential Knutsford Beer Festival**

Cllr Malloy presented the idea of a Knutsford Beer Festival to the committee. It was **resolved** that Cllr Malloy be mandated to further investigate the potential of a beer festival including potential locations and report back to the committee.

**TC12/53 To consider ideas for future events for the committee to stage  
To consider ideas for events for the remainder of the financial year  
To consider ideas for events for the 2013/14 financial year**

Cllr Houghton reported on the "Knutsford Promenades" members **resolved** to commit £2000.

The Deputy Clerk suggested putting on a Craft and Print Fair in 2013. Cllr Davies stated she had received a suggestion of a Jazz Festival.

**TC12/54 To review the success of the Michaelmas Artisan Market and consider the future of Artisan Markets in Knutsford.**

Members discussed the success of the Michaelmas Market, and some of the feedback they had received. It was agreed to budget for 4 Artisan Markets to be put on in the 2013/14 financial year.

**TC12/55 To consider a recommendation to the Finance Committee for the setting of the Events and Town Centre Management Committee's budget for 2013/14 including consideration of events for 2013/14.**

Members **resolved** to submit a recommendation to the finance committee with the following adjustments:

Alter the "Michaelmas Market" line to "Artisan Market" with a budget of £6,000 instead of £2,000.



Increase the projected income from the Christmas Market to budget the market as breaking even.

Add £1,500 for a Civic Awards event

**TC12/56 To consider the setup of a Web Cam feed for the Christmas Lights switch on to stream on the Town Council website.**

Members agreed that providing there was no cost to the council the Deputy Clerk could proceed with organising a live web cam feed.

**TC12/57 To consider an update in relation to Christmas Events<sup>14</sup>**

**To receive an update from Market Organisers**

**To receive an update regarding sponsorship**

**To consider placing an order for display screens**

**To consider placing of an order for a Street Organist**

**To consider placing an order for the flyers, posters and banners advertising the weekend**

**To consider the provision of fairground rides at Christmas Market**

**To consider hire of a Santa's Grotto**

**To consider other orders necessary for the Christmas Events**

Sarah Flannery and Kate Houghton updated the committee on the Christmas Market, and explained that it was now fully booked. Due to the demand for stalls it was necessary to increase the size of the marquee. They have also booked the "Loose Change Buskers" to provide entertainment across the market days.

CLRs Dean and P Coan updated the committee on their successes in organising sponsors which include The Rose and Crown, The Freemasons Arms, Tatton Estates, Barrington Sports, P Jones Jewellers, Sheldon's Dairy, Fisher German, The Belle Epoque, Steve Edwards, Jonathon Farber, Gerald's Jewellers, Stirling Lloyd and Knutsford Wine Bar.

Members **resolved** that the Deputy Clerk organise the provision of two screens at the switch on provided they are high enough from the ground to be seen by the crowd.

Members agreed that since the Loose Change Buskers had been booked, there would be no need to have a street organ as well.

Members **resolved** that Sarah Flannery and Kate Houghton organise the production and printing of the flyers and banners advertising the weekend.

It was agreed that the logos of sponsors would not be featured but instead they would be listed with thanks.

It was agreed that the Deputy Clerk organise the provision of fairground rides at the Christmas weekend at no cost to the council.

It was **resolved** that a grotto be further investigated by the Deputy Clerk provided that a sponsor covering most of the cost is confirmed.

Members **resolved** that the Clerk and Deputy Town Clerk have delegated authorisation to make any additional orders necessary for the Christmas events in line with Financial Regulations and consultation with CLR B Coan.

**TC12/58 To consider setting up a tree in the St. Cross Christmas Tree Festival**

Members **resolved** that the council organise a tree in the St. Cross Christmas Tree festival and to pay the £10 voluntary donation.

**TC12/59 To discuss and consider payments to Diane Smith (CEC)**

Members discussed the invoiced costs to the council for Diane Smith's time as Town Centre Manager. It was **resolved** that the committee submit a recommendation to full council that the council pay £3000 of the invoiced total.

Members **resolved** that the cost of up to one day of Diane's time would be covered to arrange a meeting between Diane and the Deputy Town Clerk/Town Centre Manager.

**TC12/60 To consider the resolutions log**

All resolutions have been complied with and completed.

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<sup>14</sup> This item was brought forward and discussed after Minute TC12/50

**TC12/61 To consider the date for the next meeting**

The next meeting will be November 27<sup>th</sup> at 2:30pm in Jubilee Hall.

**Minutes**  
*of the*  
**Events Committee Meeting November 27<sup>th</sup> 2012**  
*In Jubilee Hall, Knutsford*

**TC12/62 Present**

Cllrs B Coan, Davies, Raynes and Houghton

In attendance: Adam Keppel-Garner (Deputy Town Clerk), Denise Valente and Vicky Jackson (Artisan Markets)

**TC12/63 To receive apologies for Absence**

Cllrs Goodrich (business), Dean (personal business) and P Coan (personal business)

**TC12/64 To note declarations of Members interests**

No member declared an interest in any item on the agenda.

**TC12/65 To receive and confirm the minutes of the meeting held on 30<sup>th</sup> October 2012**

Members **resolved** to approve and sign the minutes as a true record of the meeting following the alteration of Minute TC12/53 (a) to "Cllr Houghton reported on the "Knutsford Promenades" members **resolved** to commit £2000."

**TC12/66 Public Participation**

No members of the public were present.

**TC12/67 To consider and review the current financial position**

No matters were raised regarding the committees finances.

**TC12/68 To receive and consider a presentation by Denise Valente and Vicky Jackson concerning Artisan Markets in Knutsford**

Denise Valente and Vicky Jackson of Artisan Markets presented information on the costs of a monthly Artisan market in Knutsford. Members agreed that further investigation needs to be carried out regarding the viability of a monthly market in the town.

**TC12/69 To consider an update on Christmas Events.**

The Deputy Town Clerk reported that all is going well so far for the Christmas Events.

**TC12/70 To consider matters related to the "Knutsford Promenades"**

Members **resolved** to note that, as an exception to the financial regulations, three quotations were not sought for this event due to the special nature of the work required.

**TC12/71 To consider the resolutions log**

One matter was outstanding – Cllr Malloy to report back to the committee on Beer Festival at a future meeting.

**TC12/72 To consider the date for the next meeting**

The next meeting will be January 8<sup>th</sup> at 6:00pm in the Council Offices.

**Minutes**  
*of the*  
**Events Committee Meeting January 21<sup>st</sup> 2013**  
*In the Lower Council Chamber, Knutsford*

**TC12/73 Present**

Cllrs B Coan, Davies, Raynes, Dean and P Coan

In attendance: A Keppel-Garner (Deputy Town Clerk)

**TC12/74 To receive apologies for Absence**

Cllrs Goodrich (business) and Houghton (business)

**TC12/75 To note declarations of Members interests**

No member declared an interest in any item on the agenda.

**TC12/76 To receive and confirm the minutes of the meeting held on 27<sup>th</sup> November 2012**

Members **resolved** to approve and sign the minutes as a true record of the meeting.

**TC12/77 Public Participation**

No members of the public were present.

**TC12/78 To consider and review the current financial position**

The high level of sponsorship for Christmas Events was noted, and Cllr Davies praised Cllrs Dean and P Coan for their hard work securing it.

**TC12/79 To receive and consider an update from Cllr Houghton on "Knutsford Promenades"**

A report prepared by Cllr Houghton was circulated. Members deferred discussion due to Cllr Houghton's absence.

**TC12/80 To review past and consider future events**

Cllr B Coan reported that the running of the Christmas Market has been handed back to the Town Council from the organisers. The committee is still awaiting an update from Cllr Malloy on the proposed Beer Festival. An informal meeting is to be arranged with the organisers of the Artisan Market prior to the next committee meeting.

Cllr B Coan and Deputy Town Clerk are to finalise the proposals for the Civic Awards and circulate amongst members. They are also to arrange the necessary badges and certificates.

**TC12/81 To consider and review the Christmas events<sup>15</sup>**

Cllr B Coan reported that there were a few minor problems with the Christmas Events this year, primarily an issue with the tree lights in front of the Old Town Hall. Deputy Town Clerk to further investigate the position of the Council with regards to the lights and similar lights installed elsewhere.

Members **resolved** to suspend standing orders.

Rev. Rob Cotton updated the committee on the success of "Sheep in the Shops", and on some of the lighting issues he noticed in the town. He also suggested that the Crib Service should be better incorporated into the Switch On.

Members **resolved** to reinstate standing orders.

Cllr P Coan suggested that all lights be timed to come on at dusk, with the Switch On focusing on the illuminations in Canute Place.

Members agreed to set the date for the 2013 Christmas weekend for Saturday 30<sup>th</sup> November and Sunday 1<sup>st</sup> December.

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<sup>15</sup> Cllr Dean arrived during this item

The Deputy Town Clerk reported that the Council would be issuing a tender in the summer for a new Lighting contractor. Cllr B Coan clarified that this may involve the new contractor taking down the lights in 2014 as part of the contract.

**TC12/82 To note the date for the next meeting**

Members noted the date of the next meeting: 19<sup>th</sup> February at 5pm

**Minutes**  
*of the*  
**Events Committee Meeting February 19<sup>th</sup> 2013**  
*In Jubilee Hall, Knutsford*

**TC12/83 Present**

Cllrs B Coan, Davies, Raynes, Dean, Houghton, Goodrich and P Coan

In attendance: A Keppel-Garner (Deputy Town Clerk)

**TC12/84 To receive apologies for Absence**

All members were present.

**TC12/85 To note declarations of Members interests**

No member declared an interest in any item on the agenda.

**TC12/86 To receive and confirm the minutes of the meeting held on 21<sup>st</sup> January 2013**

Members **resolved** to approve and sign the minutes as a true record of the meeting.

**TC12/87 Public Participation**

Rev. Cotton asked about the Artisan Market, which was to be discussed under a later agenda item.

**TC12/88 To consider and review the current financial position**

Members noted the current financial position.

Cllr B Coan asked whether the payment for Town Centre Management to Cheshire East was appropriately coded to the committee. DTC to enquire with RFO.

**TC12/89 To consider a regular Artisan Market in Knutsford<sup>16</sup>**

Cllr Dean updated the committee on the details of the Artisan Market; and what costs the Council would need to meet. Excluding the cost of the road closure each market would cost around £260.

Members **resolved** to suspend standing orders.

Rev. Cotton raised issues over the congregation leaving the Methodist Chapel following the service. Cllr P Coan explained there were things which could be done to ease their exit.

Members **resolved** to reinstate standing orders.

Members **resolved** to run a 6 month trial of the Artisan Market on the first Sunday of each month. An interim review is to be held in month 3 and a further review to consider making it a permanent event is to be held in September.

Members thanked and congratulated Cllr Dean for his work bringing the Artisan Market to Knutsford.

**TC12/90 To consider the proposed structure of the Civic Awards**

Following discussion on the format of the awards, members **resolved** that Councillors should be excluded from being nominated for a Civic Award.

Members **resolved** to adopt the proposed award scheme and arrange the purchase of the awards.

**TC12/91 To consider an update from Cllr Houghton on the "Knutsford Promenades"<sup>17</sup>**

Cllr Houghton reported that the funding application to the Arts Council had been rejected but they are expecting to hear back from the Heritage Lottery funding application shortly. It is currently planned that a smaller event takes place this year, and that funding is again

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<sup>16</sup> Cllr P Coan arrived during this item.

<sup>17</sup> Cllr Raynes arrived during discussion of this item.

applied for in 2014 for the larger event. The Arts Council have intimated that an application may be more successful following an initial event.  
Members thanked and congratulated Cllr Houghton on his effort researching and working on the project.

**TC12/92 To consider an update from Cllr Malloy on the “Knutsford Beer Festival”**

The Deputy Town Clerk updated the committee on Cllr Malloy’s progress. Cllr Malloy is currently looking at different sites, and has had a good level of support from local groups and businesses.

**TC12/93 To consider the Resolutions Log**

Members noted that no matters were outstanding.

**TC12/94 To note the date for the next meeting**

Members noted the date of the next meeting on April 9<sup>th</sup> at 6pm in the Lower Council Chamber

**Minutes**  
*of the*  
**Events Committee Meeting April 2<sup>nd</sup> 2013**  
*In the Lower Council Chamber, Knutsford*

**TC12/95 Present**

Cllrs B Coan, Davies, Raynes, Dean, Houghton, Bancroft and P Coan

In attendance: A Keppel-Garner (Deputy Town Clerk), Cllrs Malloy, C Nicholson & J Nicholson, and Sarah Flannery.

**TC12/96 To receive apologies for Absence**

Cllr Goodrich (business)

**TC12/97 To note declarations of Members interests**

No member declared an interest in any item on the agenda.

**TC12/98 To receive and confirm the minutes of the meeting held on 19<sup>th</sup> February 2013**

Members **resolved** to approve and sign the minutes as a true record of the meeting following one spelling correction.

**TC12/99 Public Participation**

Nothing was raised under this item.

**TC12/100 To review the 2012-13 finances of the Committee**

Members noted the fact that the Christmas Market generated a £1000 surplus for the Committee.

**TC12/101 To establish the Artisan Market under the 1984 Food Act**

Members **resolved** to establish a monthly Artisan Market on the first Sunday of each month, along Princess Street under the provisions of Section III of the Food Act 1984 (as amended).

It was noted that permission must be sought from Cheshire East who currently hold the market rights for Knutsford, but that these rights will transfer from CEC when the asset transfer is complete.

**TC12/102 To consider a trial Knutsford Antiques Market<sup>18</sup>**

Members discussed the potential of a trial Antiques Market.

Members **resolved** to initiate a trial Antique Market on Silk Mill Street. The Deputy Clerk with assistance from Cllrs Bancroft and Dean to report back to the next committee meeting with a plan. Members requested that the Antique shops in town be contacted.

**TC12/103 To consider a presentation on a "Community Volunteering Scheme (Knutsford Hosts)"**

Sarah Flannery gave a short presentation on a proposed Community Volunteering Scheme. It was explained that similar to the "Knutsford Promenades" there would be a requirement for a funding bid to be underwritten by the Town Council. Members discussed the idea and **resolved** that Sarah produce a full proposal, including information on the funding and timescales of the scheme and report back to the committee.

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<sup>18</sup> Standing Orders were suspended during this item to allow discussion from non-committee members present.



**TC12/104 To consider an update from Cllr Houghton on the “Knutsford Promenades”<sup>19</sup>**

Cllr Houghton provided an update on the “Knutsford Promenades” confirming that the Heritage Lottery Fund bid was successful. A large number of schools and community groups are working on the project, and the event is planned for July 4<sup>th</sup> & 5<sup>th</sup>.

Members **resolved** that since only half the funding applications were successful, they did not wish to seek the return of the £2000 contribution.

**TC12/105 To receive information on a potential Paratrooper Drop at Tatton in 2014**

The Deputy Clerk reported that the Town Clerk has been in discussions with 4Para and Tatton Park over a proposed Paratrooper Drop in Tatton Park to commemorate the 100 year anniversary of WWI and 70 years of D-Day. The proposed date is currently June 6<sup>th</sup>. It was noted that there may be a small budgetary implication for the 2014/15 budget.

Members requested that the Air Training Corp be contacted, and Cllr Nicholson raised several points for consideration by the Town Clerk.

Members agreed the Town Clerk continue investigating and report back to the committee.

**TC12/106 To consider the resolutions log**

No items were outstanding on the resolutions log.

**TC12/107 To note the date of the next meeting (10/06/13)**

Members noted the date.

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<sup>19</sup> Standing Orders were suspended during this item to allow discussion from non-committee members present.

# Finance Committee

**Minutes**  
*of the*  
**Finance Committee Meeting June 11<sup>th</sup> 2012**  
*In the Jubilee Hall, Knutsford*

- F12/000 Present**  
Cllrs P Coan, B Coan, Forbes, Emmett and V Davies
- F12/001 To elect a Chairman**  
Members **resolved** that Cllr Forbes be appointed as Chairman
- F12/002 To elect a deputy Chairman**  
Members **resolved** that Cllr B Coan be appointed as deputy Chairman.
- F12/003 To receive apologies for absence**  
Cllrs Malloy (Pers business), M Houghton (Business) and J Nicholson (Business)
- F12/004 To note declarations of members interests**  
Item 13(a) – Cllr Forbes personal interest as known to the applicant and also sits on Community Spirit due to being a the Chairman of Knutsford Grow.  
Item 13(a) – Cllr B and P Coan personal interest as known to the applicant.  
Item 13 (b) – Cllr V Davies prejudicial interest as a member of the group and former Chairman.  
Item 16(a) – Cllr P Coan and Cllr B Coan personal interest as known to the Tenant.
- F12/005 To receive and confirm the minutes of the meeting) held on 23 April 2012**  
The minutes of the meeting were approved and signed as an accurate record subject to:  
**F11/0123** – amended to add ‘Ms’ before ‘Coan’ and to delete ‘the next’ and replace with ‘a future’.
- F12/006 To note the Committee Terms of Reference in revised Standing Orders**  
Members noted the revised Standing Orders.
- F12/007 To consider the status of the working groups in light of the changes to Standing Orders**  
Members **resolved**:  
That the Internal Audit Working Group should continue to report to the Committee.  
To recommend to Council that the Website Working Group should now report to the Environment and GP Committee.  
To recommend to Council that the ICT/Telephony Working Group should now report to the Operations Committee.  
To recommend that Council determines which Committee the Economic Regeneration Working Group should report into.
- F12/008 To consider Finance Committee priorities for 2012/13.**  
Members identified the priorities for the coming year as:  
Supervision of the Council’s budgets and spending.  
Supervising and recommending the setting of the Annual Council budget.  
Managing policies related to the minimisation of the Council’s level of debts.  
Processing of Community Grants.  
Maintaining effective auditing procedures.  
Maintaining effective risk management procedures. It was noted that the Council may consider this to be a function for Environment and GP Committee.
- Members considered that the responsibility for the asset register should lie with the Assets Committee.
- F12/009 To review the Terms of Reference for Internal Audit**

Members reviewed the Terms of Reference and made a number of changes to the document.

**F12/010 To nominate members to serve on Internal Audit**

It was **resolved** that Cllr B Coan and Cllr P Coan be appointed to the working group. Cllr P Coan would be appointed as a temporary measure while the absent Committee Members were asked whether they may wish to take up this role.

**F12/011 To receive the report from External Audit (attached).**

The Responsible Financial Officer highlighted the four issues raised by the appointed Internal Auditor. Members asked the RFO to send a response to the auditor highlighting the actions to be taken to meet the recommendations.

**F12/012 To consider the outsourcing of the Payroll function.**

Members **resolved** to appoint John Greenall and Co to manage the Council's payroll.

**F12/013 To consider grant applications from the following bodies:**

**Community Spirit - Amount requested £1,350**

Members **resolved** to make a grant of £950 to cover the items on marketing, insurance and the cricket/football projects. The grant would be released once the applicant had provided a signed copy of the grant form and confirmed the money would only be used for the specified purpose. A receipt would also be required once the cheque had been received.

Cllr Davies abstained from the vote after declaring a personal interest due to being a recipient of a lunch invitation from an associated group and due to her husband acting as a volunteer driver.

**Knutsford Conservation and Heritage Group - Amount requested £200**

Members **resolved** to make a grant of £200 on the understanding that this was not a guarantee of future funding and also asked the applicant to note that other meeting venues were available in the Town. Cllr Davies left the room during this item.

**F12/014 To receive reports from Working Groups.**

The Internal Audit Working Group reported that the audits related to Q3 and 4 of 2011/12 remained to be completed. The Q1 audit for the current year was also due soon. Members asked that the work be completed and that the findings be reported to the next meeting.

**F12/015 To consider financial updates from the Town Clerk:**

**To note the budget responsibilities of other Committees and consider any anomalies in the budget resultant from the Committee restructure.**

Members requested that a new budget line be created to split cost code 4040 into two lines one for the Mayoral Allowance and the other for Civic costs.

Members debated the information presented and **resolved** that a working group drawn from the full committee should meet to undertake a more detailed analysis of the budget allocations in particular.

**Council income and expenditure year to date.**

Members noted that income for the year so far is almost 50% of that anticipated for the year and that expenditure on a pro rata year to date basis was less than the linear projection for spending.

**Income and expenditure associated with Finance Budget, year to date.**

Members debated a number of issues and in particular which cost centres the Committee should be responsible for. Decisions on these matters were deferred pending the wider analysis of the working group which would also be asked to consider the arrangements in

place to account for the Civic costs including process around matter such as the Civic Ball.

**To consider actions in relation to outstanding debts.**

The Clerk reported that:

The outstanding debt from the market trader had been paid in full.

A statement had been sent to KIB in relation to outstanding payments in relation to copying costs (**Attachment 2**) and that he had investigated the matters further. Members **resolved** that Knutsford in Bloom be informed that the account was now considered to be balanced. The Clerk would make the necessary changes on the ledger to reflect this decision and generate any necessary credits.

The outstanding debt of £500 that had been under discussion with the Council's Property Agent had not been brought to a closure. Members **resolved** that a formal complaint be made.

**Financial questions to the Clerk.**

There were no formal questions to the Clerk.

**F12/016 To consider issues related to 60 King Street.**

Members noted that these matters would now fall within the remit of the Assets Committee.

**F12/017 To note the date of the next scheduled meeting (23 July 2012).**

The date of the meeting was noted.

**Minutes**  
*of the*  
**Finance Committee Meeting July 23<sup>th</sup> 2012**  
*In the Jubilee Hall, Knutsford*

**F12/018 Present**

Cllrs B Coan, P Coan, Forbes, Davies and Emmett

S McQuade (Town Clerk and Responsible Financial Officer)

**F12/019 To receive apologies for absence**

Cllrs M Houghton (Pers Business), J Nicholson (Pers Business) and Malloy (Business)

**F12/020 To note declarations of Members interest**

Cllrs P and C Coan declared personal interests in item 8 due to being known to the tenant of 60 King Street.

**F12/021 To receive and confirm the minutes of the meeting held on 11 June 2012**

The minutes were agreed and signed as an accurate record.

**F12/022 To review the year to date Council expenditure and financial position**

Member reviewed the financial position and asked that the Responsible Financial Officer make a number of changes and check a number of budget lines:

To increase the budget for training using monies from the software budget.

To review the coding of member reimbursements.<sup>20</sup>

To rename code 4045 to make its purpose more clear.

To move 15k from grants (s137) to grants (other)

**F12/023 To consider the Internal Audit Terms of Reference (attached)**

Members considered the Terms of Reference and **resolved** to approve them.

**F12/025 To receive and consider a report from Internal Audit and to finalise the membership of the working group.**

Members **resolved** that Cllr P Coan be made a permanent member of the Working Group<sup>21</sup> and that Cllr J Nicholson be confirmed as a member of the Working Group subject to confirmation that Cllr J Nicholson is willing to serve on the Group.

Cllr B Coan confirmed that the Q3 and Q4 audits for 2011/12 had now been completed and that there were no substantive issues to discuss. A report was made on the Q1 audit for 2012/13 and a copy of that audit and the management response is appended to these minutes.

Members **resolved** to refer the procedures used in compiling and maintaining the Asset Register to the Assets Committee for consideration.

**F12/026 To consider grant applications**

There were no grant applications.

**F12/027 To consider matters related to outstanding debts**

Members considered a matter in relation to an outstanding debt and **resolved** to accept the settlement offered (£250) and to write off the balance of the debt (£250).

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<sup>20</sup> Cllr Davies joined the meeting at this point.

<sup>21</sup> Cllr Emmett wished it to be recorded that she had voted against this appointment.

- F12/028 To consider the adoption of a debt management policy**  
Members considered the draft document presented and requested that the Clerk make a number of changes and add consideration of the revised document as an item for the next meeting.
- F12/029 To review the resolutions log**  
Members reviewed the resolutions log and asked that a filtered version showing outstanding resolutions be presented to the next meeting.
- F12/030 To consider the Council's risk register**  
Members considered the risk register and queried whether it was appropriate that the full Finance Committee review the register. After the meeting it was advised that previous minutes (March 2012) had requested that the Internal Audit Working Group review and comment on the register.
- F12/031 To consider the annual return from External Audit**  
The Clerk reported that External Audit (Audit Commission) had completed and reported on their audit. The accounts had passed audit and no recommendations were made.
- F12/032 Financial questions to the Clerk**  
The Clerk was asked to consider a review of Financial Regulations to reflect possible changes such as the use of credit and or debit cards. The Clerk advised that significant changes to legislation had been proposed by government and that as the whole landscape may change any review may be best deferred for six months.
- F12/033 To note the date of the next meeting (17/09/12)**  
Members noted the date of the next meeting

**Minutes**  
*of the*  
**Finance Committee Meeting September 17<sup>th</sup> 2012**  
*In the Jubilee Hall, Knutsford*

**F12/034 Present**

Cllrs B Coan, P Coan Emmett, Forbes, Houghton<sup>22</sup>

In Attendance: Steve McQuade (Town Clerk and Responsible Financial Officer)

**F12/035 To receive apologies for absence**

Cllrs Davies (Pers Business) and J Nicholson (Pers Business)

**F12/036 To note declarations of Members interest**

There were no declarations of interest.

**F12/037 To receive and confirm the minutes of the meeting held on 23 July 2012**

Members **resolved** to sign the minutes subject to the title of the Internal Audit Report, being amended to read '2012-13' rather than '2011-12'.

**F12/038 To review the year to date Council expenditure and financial position**

Members reviewed and discussed the financial position against budget. It was **resolved** that the Chair of the Events and Town Centre Management Committee should draw to the attention of the next Council meeting the pressures on the budget in this area.

**F12/039 To review the Finance Committee's budget and year to date information**

Members reviewed and discussed the financial position and ask that the RFO add an item to the risk register in relation to the Civic Account.

**F12/040 To consider the following matters:**

**The general level of reserves to be recommended to Council when setting the budget.**

**The financial risks associated with the Council's bank accounts.**

**The Council's treasury management procedures.**

**The timing of the budget cycle leading up to the setting of the precept (see table below).**

**The one off payment from Manchester Airport in connection with the precept.**

Members agreed to consider the level of reserves/contingencies as part of the budget setting process.

Members **resolved** that to mitigate the risk of a single bank failure that the RFO be asked to open an account with a different bank to permit a future decision on how much money should be deposited in that account.

Members agreed to periodically review whether the monies held by the Council were invested in a way that maximised return but at an acceptable level of risk. The RFO was asked to add this to a future agenda in approximately six months' time.

Members agreed to review progress on the budget setting process at their next meeting.

The RFO explained the mechanism by which the receipt of the funds could be managed, the potential risk to setting future precepts due to a potential cap on increases in precept and made members aware that there may be a cost to modify the Council Tax leaflet via Cheshire East next spring.

**F12/041 To receive an update from the Internal Audit Working Group.**

It was reported that the Quarter 2 Audit would be undertaken next month.

**F12/042 To consider an updated debt management policy**

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<sup>22</sup> Cllr Houghton joined the meeting during discussions at F12/038



Members **resolved** to adopt the debt management policy subject to the deletion of clause 6.6 and bullet 7 of the 'Conduct in collecting debts' section of the draft version.

**F12/043 To consider grant applications**

There were no grant applications to review.

**F12/044 To review the resolutions log**

Members reviewed the resolutions log. Members agreed that all resolutions with one exception<sup>23</sup> had been completed.

**F12/045 Financial questions to the Clerk**

There were no questions to the Clerk

**F12/046 To note the date of the next meeting (5/11/12)**

Members decided to meet on the 22<sup>nd</sup> October at 6:30pm

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<sup>23</sup> It was confirmed after the meeting that the one exception (receipt from Community Spirit (F12/013)) had been complied with.

**Minutes**  
*of the*  
**Finance Committee Meeting October 22<sup>nd</sup> 2012**  
*In the Jubilee Hall, Knutsford*

**F12/047 Present**

Cllrs Forbes, B Coan, P Coan, Emmett, Davies, J Nicholson, Malloy and Houghton

In attendance: A Keppel-Garner (Deputy Clerk)

**F12/048 Apologies for Absence**

All members were present.

**F12/049 To note declarations of Members interest**

No Members declared an interest in any agenda item.

**F12/050 To receive and confirm the minutes of the meeting held on 17<sup>th</sup> September 2012 (attached).**

Members **resolved** to sign the minutes as a true record of the meeting with the following alteration:

Add Cllr Malloy to the members present

**F12/051 To consider grant applications:**

Citizens Advice Bureau (£1552)

Mid Cheshire Line Community Rail Partnership (£500)

Members **resolved** to award a grant of the full amount requested to the Citizens Advice Bureau.

Members noted that a page was missing from the application from MCLCRP and that as such there was insufficient information to make a decision. Deputy Clerk to enquire as to whether this is a clerical error or missing from the application, and to place on the November agenda.

**F12/052 To review the year to date Council expenditure and financial position**

Members questioned why the Personnel budget showed 7.7% as spent when it is a zero balance budget. Deputy Clerk to ask Clerk. Members also asked whether the budgets had been updated since Council granted an additional £5k to the Events Committee which it has not.

**F12/053 To review the Finance Committee's budget and year to date information**

Members discussed the costs of postage which have to date exceeded budget. It was asked whether the Clerk had undertaken a trial of e-postage which members had resolved at a previous meeting – Deputy Clerk to follow up. Members agreed that the postage budget for the current year should be increased to allow for the purchase of smaller denomination stamps to allow officers to accurately price postage. Members also asked what items were under Misc Costs, and Professional Fees.

**F12/054 To consider the budget requirement for the Committee for 2013/14**

Members requested the Deputy Clerk / Clerk to:

Enquire into the exact cost of elections in the council wards. The budget should reflect the cost of 1 election in Over Ward and 1 election in another ward.

Find the cost of purchasing additional "Past Mayor" medals for the Civic Regalia budget

Increase the 2013/14 Postage budget to £1800

**F12/055 Financial questions to the Clerk**

No further questions were raised to the Deputy Clerk

**F12/056 To note the date of the next meeting (5/11/12)**

Members noted the date of the next meeting.

**Minutes**  
*of the*  
**Finance Committee Meeting November 12<sup>th</sup> 2012**  
*In the Jubilee Hall, Knutsford*

**F12/057 Present**

Cllr P Coan, Cllr B Coan, Cllr Davies, Cllr Malloy, Cllr Forbes, Cllr Emmett, Cllr Gardiner<sup>24</sup>

In attendance: S McQuade (Town Clerk), Adam Keppel-Garner

**F12/058 To receive apologies for absence**

Cllr M Houghton (Business)

**F12/059 To note declarations of Members interests**

Cllr Davies – (Personal) with regard to the grant application by St John's Wood Lunch Club due to her husband being a volunteer driver for the group.

**F12/060 To receive and confirm the minutes of the meeting held on 22nd October 2012**

Members **resolved** to sign the minutes as a true record.

**F12/061 To consider grant applications:**

**Mid Cheshire Line Community Rail Partnership - *withdrawn***

**St. Johns Wood Lunch Club**

**Mid Cheshire Samaritans**

Members noted this application had been withdrawn.

Members **resolved** to make a grant of £300 to St John's Wood Lunch Club

Members **resolved** not to make a grant on this occasion to the Samaritans.

**F12/062 To consider an update on the expenditure of the Committee for the year to date**

Members asked what the budget for Misc Costs of £11,285 was for, Clerk to investigate.

**F12/063 To note the levels of expenditure for all Committees for the year to date**

Members discussed the issue of the management of invoices at year end. The new system will manage this however with the change from receipts and payments accounting to income and expenditure there was no means by which account could have been taken in April 2012. The net effect is that whilst some budgets may appear overspent they are not at the 'overspend' is compensated by an 'underspend' which has increased the level of reserves. This issue has been addressed in the case of the Events budget by Council agreeing an 'overspend' in this area. Contingency funds will be transferred to increase the budget in this area.

**F12/064 To consider and review the budget (2013/14) proposals from Committees together with other matters that may have an impact on the budget**

Members **resolved** not to alter the Assets Committee budget as submitted by the Assets Committee.

Members queried whether the Environment Committee budget line 330:4190 Horticultural Purchases is still necessary.

Members raised a query with the Operations Committee budget line 552:4180 (River Lily).

The Clerk undertook to remind Cheshire East of the need to place an order to cover the work undertaken by the Town Council on their behalf.

**F12/065 To consider the implication of the budget proposals in terms of making a recommendation to Council with regard to the potential precept for 2013/14**

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<sup>24</sup> Cllr Gardiner left the meeting during discussions of the budget.

Members **resolved** to place £85,000 into general reserves for the 2013/14 year and subject to refining the detailed budget lines to take account of amendments made during the meeting to advise Council to set a precept equivalent to that for the current year, but which notes the expected one off rebate from Manchester Airport.

**F12/066 To consider an update on the options available to open a separate bank account**

Members were provided with information on the 'Public Sector Deposit Fund'. Clerk to circulate full details amongst committee members and open a secondary bank account as previously resolved.

**F12/067 To consider the resolutions log**

Members noted the single outstanding matter.

**F12/068 To consider any matters raised by Internal Audit**

No matters were raised.

**F12/069 Financial questions to the Clerk**

Members raised no additional questions.

**F12/070 To note the date of the next meeting (10/12/12)**

Members noted the date.

**Minutes**  
*of the*  
**Finance Committee Meeting December 10<sup>th</sup> 2012**  
*In the Jubilee Hall, Knutsford*

**F12/071 Present**

Cllrs Forbes, B Coan, Davies, Houghton and Malloy

In attendance: Steve McQuade (Town Clerk/Responsible Financial Officer)

**F12/072 To receive apologies for Absence**

Cllrs J Nicholson (Pers Bus) and P Coan (Pers Bus)

**F12/073 To note declarations of Members interests**

There were no declarations of interest.

**F12/074 To receive and confirm the minutes of the meeting held on 12<sup>th</sup> November**

Members **resolved** to accept and approve the minutes of the previous meeting.

**F12/075 To permit a period of no more than 5 minutes for the public to ask questions/make statements**

No members of the public were present at this point on the agenda.

**F12/076 To receive a presentation from Mark Davies of CCLA Investment Management**

Members received a presentation in relation to investment fund and agreed to consider the matter at the next meeting.

**F12/077 To consider grant applications**

There were no grant applications.

**F12/078 To consider an update on the expenditure of the Committee for the year to date**

Members reviewed the papers presented and sought clarification with regard to a number of budget lines.

**F12/079 To note the levels of expenditure for all Committees for the year to date**

Members reviewed the overall spending and income position for the Committees and Council as a whole and accepted the position as presented.

**F12/080 To consider and review the draft budget (2013/14) together with other matters that may have an impact on the budget**

Members reviewed the budget papers presented and noted the following matters:  
That an earmarked reserve had been created by Assets Committee to the value of £30k this reduced the earmarked contingency to £55k from 85k.  
That the market income and expenditure had been raised to £40k in both cases to reflect anticipated income and expenditure. This was cost neutral on the precept.  
A potential overspend in relation to election fees. The RFO was asked to urgently confirm the figure to be charged by Cheshire East.

**F12/081 To consider the implication of the draft budget in terms of making a recommendation to set the budget and level of precept for 2013/14<sup>25</sup>**

Members considered the draft budget presented by the RFO and decided/noted the following:

To leave in the budget the projected figures for spending this year on St John's Wood

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<sup>25</sup> During this item members resolved to exclude and readmit the public whilst the Clerk disclosed some confidential information in connection with Asset transfer.

Community Centre and to leave in the figure in the budget for next year.  
The RFOs concern in relation to the budget in 2014/15 if the Council is to use the identified balance to offset the precept request and subsequently a cap is introduced on changes to the level of the precept.

Members **resolved** to recommend to Council that a precept be set for the same value as 2012/13 i.e. £228k. Knutsford householders would therefore benefit from a net reduction of precept of approximately £75k due to the one off rebate provide by the funding from Manchester Airport. The precept request to Cheshire East, if agreed by Council will therefore be £153k. This equates to a net precept reduction of 32.8% due to the rebate. A draft copy of the revised precept calculation is attached to these minutes.

**F12/082 To consider an update on the options available to open a separate bank account**

Members received an update from the RFO who reported that two attempts had been made to open an account, but for different reasons the banks were unable/unwilling to allow an account to be opened.

The RFO was asked to visit other banks to ascertain if an account could be opened.

**F12/083 To consider the resolutions log**

Members noted the resolution related to the opening of an alternative bank account.

**F12/084 To consider any matters raised by Internal Audit**

Cllr B Coan reported that the Quarter 2 internal audit would be undertaken as soon as practicable.

**F12/085 To receive a report from the Town Clerk in relation to procurement procedures**

The RFO presented a report aimed at clarifying financial procedures in relation to purchasing. Members noted and agreed with the procedure subject to:  
The procedure being revised to include reference to the Emergency Committee.  
That Financial Regulations 11.1 (a) (i) be changed to delete the words gas, electricity and telephones.

The revised procedure would be added as an annex to Financial Regulations.

**F12/086 Financial questions to the Clerk**

There were no questions raised.

**F12/087 To note the date of the next meeting (21/01/13)**

Members noted the date of the next meeting.

**Minutes**  
*of the*  
**Finance Committee Meeting January 21<sup>st</sup> 2013**  
*In the Jubilee Hall, Knutsford*

**F12/088 Present**

Cllrs B Coan (Chair in the absence of Cllr Forbes), Cllr P Coan, Cllr Davies, Cllr Malloy.

In attendance: Steve McQuade (Town Clerk/RFO)

**F12/089 To receive apologies for absence**

Cllr Forbes (Pers Business), Cllr Houghton (Business).

**F12/090 To note declarations of Members interests**

Cllr Malloy declared a personal interest in item 6b (grants) due to his spouse being a volunteer with Friends of Outdoor Learning in Knutsford.

**F12/091 To receive and confirm the minutes of the meeting held on 10<sup>th</sup> December**

Members confirmed and signed the minutes of the previous meeting.

**F12/092 To permit a period of no more than 5 minutes for the public to ask questions/make statements**

There were no questions raised by members of the public.

**F12/093 To consider matters related to the Council's banking arrangements**

Members **resolved** to defer any decision until the next meeting.

**F12/094 To consider grant applications**

Knutsford Cricket Club £500 – Members **resolved** to make a grant of £500. The Clerk was asked to investigate whether the kit purchased could be marked with the Council's logo. Friends of Outdoor Learning in Knutsford £378.80 – Members asked that the group be offered the opportunity to resubmit with a balance sheet.

Knutsford in Bloom £6250 (a commitment for 2013/14) – Members **resolved** to make the commitment for 2013/14 and pay the monies once into the new financial year<sup>26</sup>. The Clerk confirmed that the status of the Chair of Knutsford in Bloom<sup>27</sup> as an election candidate was not relevant to the application for a grant.

**F12/095 To consider an update on the expenditure of the Committee for the year to date**

Members reviewed the financial data for the Committee year to date and made no observations.

**F12/096 To note the levels of expenditure for all Committees for the year to date**

Members reviewed the spending in the year to date and noted that the financial position is healthy. It was suggested that Committee Chairs may wish to consider their information requirements such that the Clerk could refine the report formats to support further Members understanding of the financial data.

**F12/097 To review Financial Regulations to ensure they remain fit for purpose**

Members **resolved** that the RFO amend Financial Regulations to pick up previous resolutions on spending locally and where possible favouring local supplies (11/0091)<sup>28</sup>.

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<sup>26</sup> It was requested that the account statements be accompanied by a copy of a recent bank balance and that Knutsford in Bloom do as much as possible to secure external sponsorship/funding in particular for any areas not under the control of the Town Council e.g. land owned by Cheshire East, Network Rail etc..

<sup>27</sup> During discussion of this grant application, Members resolved to suspend Standing Orders to permit representatives of Knutsford in Bloom to answer questions. Following discussions Standing Orders were reinstated.

<sup>28</sup> Following text added to Financial Regulations 'The Council wishes to promote the local economy and where possible maximize



Members were satisfied that FR remain fit for purpose and undertook to raise any significant issues that require addressing as a consequence of asset transfer at a later meeting.

**F12/098 To consider and review the Corporate Risk Register**

Members **resolved** that the register be reviewed by Committee at least annually or after any significant change in circumstances.

The review of the risk register was completed at the meeting and members noted the current risk status.

**F12/099 To consider the resolutions log**

There were no items on the log.

**F12/100 To consider any matters raised by Internal Audit Working Group and to receive an interim report from the Internal Auditor**

Members reviewed and accepted the Q2 review by the Internal Audit Working Group. No further action was required in relation to the issues raised on expenses claims.

Members reviewed the report from the contracted External Auditor arising from the interim audit conducted in December. Members noted the Town Clerk's responses and the actions for the Internal Audit Working Group to consider.

**F12/101 Financial questions to the Clerk**

There were no questions raised.

**F12/102 To note the date of the next meeting (04/03/13)**

Members noted the date of the next meeting.

**Minutes**  
*of the*  
**Finance Committee Meeting March 4<sup>th</sup> 2013**  
*In the Lower Council Chamber, Knutsford*

**F12/103 Present**

Cllrs Forbes, Houghton, Malloy, B Coan and Davies

In attendance: Cllr Bancroft and S McQuade (Town Clerk/Responsible Financial Officer)

**F12/104 To receive apologies for absence**

Cllrs P Coan (Pers Business) and J Nicholson (Pers Business).

**F12/105 To note declarations of Members interests**

Cllr Bancroft declared an interest by virtue of her involvement with Knutsford in Bloom.

Cllr Davies declared a personal interest by virtue of being a past Chairman of Friends of the Moor and as a current Committee Member of Friends of the Moor (Item 6b).

Cllr Malloy declared a personal interest in the grant application by FROLIC as his spouse is a volunteer and as he has previously worked as a volunteer for Friends of the Moor (Item 6a and b).

Cllr Forbes declared a personal interest due to being known to officers of Great Places in his GROW capacity (Item 6c).

Cllr B Coan declared a personal interest due to being a Committee Member for Friends of the Moor (Item 6b).

**F12/106 To receive and confirm the minutes of the meeting held on 21<sup>st</sup> January 2013**

The minutes of the meeting were approved as an accurate record.

**F12/107 To permit a period of no more than 5 minutes for the public to ask questions/make statements**

No questions were asked.

**F12/108 To consider matters related to the Council's banking arrangements**

Members **resolved** to not do anything at the present time but keep a watching brief on the situation and in particular the risk rating of the Council's bank.

**F12/109 To consider grant applications (£4651 available)**

Friends of Outdoor Learning in Knutsford (resubmission) **£378.80**. Members **resolved** that the grant be awarded subject to confirmation of the location of the land and confirmation that the permission of the landowner for the use specified has been granted.

Friends of the Moor **£300**<sup>29</sup>. Members **resolved** to grant the payment of £150.

Great Places<sup>30</sup> **£3840**. Members **resolved** to grant a payment to cover a single cohort of £1920 subject to the scheme being available to relevant individuals who may or may not be tenants of Great Places.

**F12/110 To consider and review the mechanisms by which grants and donations are awarded**

Members reviewed the documentation and concluded that the guidance be amended to include elements of the tabled amendments. It was **resolved** that:

The guidance be edited to include, subject to the relevant consequential changes discussed at the meeting, Para 1, 5, 8, 9 10, 11, 12 and 13 of the criteria tabled (See annex to the minutes).

That donations be differentiated from grants, that a donation threshold be set at £200 and

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<sup>29</sup> It was noted that the applicant had asked for £150 and would match the funding if a grant were made.

<sup>30</sup> Members **resolved** to suspend and subsequently reinstate Standing Orders to permit questions to the grant applicant.

that additional guidance be added to cover processes related to requests for donations. The Council would look favourably on applications where match funding is offered.

The Clerk was asked to produce a revised draft of the guidance for next meeting.

**F12/111 To consider an update on the expenditure of the Committee for the year to date**

Members noted the figures presented and asked questions related to the information.

**F12/112 To note the levels of expenditure for all Committees for the year to date**

Members requested that the Clerk vire budget from the Finance cost centre (101) to the Events cost centre (415) to cover the costs of the Cheshire East invoice for the Town Centre Manager.

Members **resolved** that Cllr J Nicholson reports on the budget overspend situation for Environment and GP Committee at Full Council.

**F12/113 To consider the resolutions log (no actions outstanding on the log)**

Members noted that there were no outstanding actions.

**F12/114 To consider any matters raised by Internal Audit Working Group including the Q3 report and review of the asset register by the Internal Audit Working Group.**

Members discussed the report and asked that Cllr B Coan finalise the outstanding matters on the Q3 report.

Members **resolved** that the Clerk review the asset register in line with current guidance and that the IAWG continue to review the status of the register in line with their routine checks.

**F12/115 Financial questions to the Clerk**

The Clerks was asked:

Whether the Mayor's Chair was of significant value and the Clerk indicated that previous assessments suggested it was of a relatively low value.

About the status of invoices and procurement issues related to the provision of hanging baskets in the Town. The Clerk indicated that an item had been added to Council agenda on this matter and that Knutsford in Bloom representatives were seeking a meeting with Cheshire East.

**F12/116 To note the date of the next meeting (15/4/13)**

Members noted the date of the next meeting.

**Minutes**  
*of the*  
**Finance Committee Meeting April 15<sup>th</sup> 2013**  
*In the Lower Council Chamber, Knutsford*

**F12/117 Present**

Cllrs Forbes, P Coan, B Coan, Malloy, Davies, J Nicholson, Houghton and Bancroft

In attendance: Steve McQuade (Town Clerk), Cllr C Nicholson

**F12/118 To receive apologies for absence**

All Members of the Committee were in attendance.

**F12/119 To note declarations of Members interests**

The following non pecuniary declarations were made:

Cllrs J Nicholson, P Coan and B Coan in relation to the May Day grant application (known to the applicants) and Community Spirit grant application (known to the organisation).

Cllr Davies in relation the May Day grant application (as the organisation is a chosen Mayor's charity and due to past fundraising with the organisation).

Cllr Malloy in relation to the Community Spirit grant application (known to the organisation).

Cllr Bancroft in relation to the internal audit report (being Chairman of Knutsford in Bloom)

**F12/120 To receive and confirm the minutes of the meeting held on 4<sup>th</sup> March 2013**

The minutes were approved and signed as an accurate record.

**F12/121 To permit a period of no more than 5 minutes for the public to ask questions/make statements**

There were no members of the public present.

**F12/122 To consider grant applications  
Knutsford Royal May Day Festival (£1k)  
Community Spirit (£1899.98)**

It was **resolved** that:

The Knutsford Royal May Day Festival grant be made to the value of £1k.

That the grant to Community Spirit be made in full subject to: (1) This being the only application this year (2) satisfactory assurances as to how utensils will be safely stored and used in the long term (3) that should the scope of the project not be fully fulfilled an appropriate proportion of the grant would be returned to the Council (4) confirmation that the benefits to the Town brought about through the project were open to all residents of the Town and not any single geographic area.

**F12/123 To consider and review updated grants and donations policy documents**

Members **resolved** to approve the document subject to:

Page 3 Grant Award Criteria point (1) be amended to replace 'donations' with 'grants' at line one and 'of failing that' with 'along with' at line two.

Page 4 Grant Award Criteria point (7) to insert reference to 'within 12 months of award'

Page 5 What happens after the award line two, replace 'ask' with 'require'.

**F12/124 To consider unaudited accounts information for the Committee for 2012/13**

Members scrutinised the information and asked the Clerk a number of questions.

**F12/125 To consider unaudited accounts information for the Council for 2012/13**

Members noted the positive outturn and raised a number of questions which the Clerk responded to at the meeting.

**F12/126 To consider matters related to the Council's VAT reclaim processes.**

Members **resolved** to claim VAT on a quarterly basis.

**F12/127 To consider the resolutions log**

There were no issues outstanding.

**F12/128 To consider a report from the Internal Audit Working Group**

Members **resolved** that the Clerk ask Cheshire East to replace the current invoice for one to the value of £2620.41 (inc VAT).

Members **resolved** that additional scrutiny be given to Cheshire East invoices in the future.

Cllr Bancroft wished it recorded that she had not voted on the two previous resolutions.

It was reported that a review had taken place of Assets at Kings Coffee House by Cllrs P and B Coan. The items expected to be at the site were with one minor exception found to be present. The Committee thanked both members for their work and asked the Clerk to pass on a thank you from the Committee to the tenant for his assistance in this matter. The Working Group were further tasked to:

Compile an up to date listing of the assets and note any items not present.

To provide a pictorial record of each asset.

Cllrs B and P Coan, J and N Nicholson and Forbes declared a non-pecuniary interest in matters related to Kings Coffee House being due to knowing the tenant.

In relation to procurement matters it was **resolved** that the Staff Handbook be amended to include the following paragraph at 4C of the Officers Code of Conduct:

'Employees involved in contracting with suppliers including seeking invoices, quotations and tenders and the like should ensure that these are made on the basis of merit and that no potential contractor is advantaged or disadvantaged compared to another. In order to avoid any possible accusation of bias, employees should not be involved where they are related to any supplier seeking engagement, nor have a close personal relationship outside work with him or her. Where a company is involved this clause should be read as relating to the company's principal officers.'

**F12/129 Financial questions to the Clerk**

Cllr P Coan thanked Chair on behalf of the Committee for his work over the past years.

**F12/130 To note the date of the next meeting (01/07/13)**

The date of the next meeting was noted.

# Operations Committee

**Minutes**  
*of the*  
**Operations Committee Meeting June 26<sup>th</sup> 2012**  
*In the Jubilee Hall, Knutsford*

**OP12/000 Present**

CLlr B Coan, P Coan, Davies, Forbes, Gardiner, Nicholson

In attendance: Steve McQuade

**OP12/001 To appoint a Chairman**

Members **resolved** that Cllr Raynes be appointed as Chair.

Cllr C Nicholson tendered his resignation from the Committee due to time pressures on his time commitments.

**OP12/002 To appoint a deputy Chairman**

Members **resolved** that Cllr P Coan be appointed as deputy Chair.

**OP12/003 To receive apologies for Absence**

Cllr P S Raynes (Business)

**OP12/004 To note declarations of Members interests**

There were no declarations of interest.

**OP12/005 To note the Committee's Terms of Reference**

Members noted the terms of reference.

**OP12/006 To review the Committee's Budget and spending to date**

Members reviewed the budget and spending to date and **resolved** that:

The Clerk be instructed to investigate and maintain checks on a periodic basis to ensure Members are made aware of any significant issues impacting on the budget and forecasts. To include matters related to comparisons with spend in previous years where available. The operational costs associated with the running of the Council Offices are moved from the Assets Committee to Operations Committee.

The Clerk confirm the management arrangements to ensure that risk assessments in relation the trees at Wallwood are in place and that necessary works are undertaken to minimise the risks that the trees fall into a dangerous state of repair.

**OP12/007 To consider the priorities for the Committee during 2012/13**

Members discussed the priorities for the year ahead and identified the following:

The smooth running of operations particularly in connection with the transfer of assets.

The effective monitoring of budgets and future projections on financial requirements.

**OP12/008 To consider the establishment of any necessary working groups, including those related to ICT and telephony**

Members agreed that the ICT/Telephony Working Group should now report into the Operations Committee and that functional features of the website (e.g. payments and booking functionality) be reported to the Operations Committee, but that information provision, promotions etc. remain within the remit of the Environment and General Purposes Committee.

**OP12/009 To consider the need to develop an office procedures manual or to conduct a review of office processes and procedures.**

It was resolved that Cllr Forbes and the Chair of Personnel work with the Clerk to prepare

a proposal for submission at the next meeting setting out the scope of work and priorities to develop a more formal approach to office policies and procedures.

**OP12/010 To note the date of the next meeting (18/9/12)**

Members requested that the date of the next meeting be moved to a date close to the 18<sup>th</sup> September and at a time around 18:30. It was anticipated that a change in meeting times might enable the vacancies on the Committee to be filled<sup>31</sup>.

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<sup>31</sup> Meeting subsequently rescheduled to 24<sup>th</sup> September at 18:30



**Minutes**  
*of the*  
**Operations Committee Meeting October 17<sup>th</sup> 2012**  
*In St Johns Wood Community Centre, Knutsford*

**OP12/011 Present**

Cllr P Raynes, Cllr V Davies, Cllr N Forbes, Cllr P Coan, Cllr B Coan, Cllr S Gardiner<sup>32</sup>

In Attendance: Steve McQuade (Town Clerk), Adam Keppel-Garner (Deputy Town Clerk)

**OP12/012 Apologies for Absence**

Cllr Emmett (Pers Business)

**OP12/013 Members Declarations of Interest**

No members declared an interest in any agenda item.

**OP12/014 To approve the Minutes of the last meeting**

Members **resolved** to agree the minutes of the last meeting.

**OP12/015 To consider the Committee's budget requirements for 2013/14 and make a recommendation to the Finance Committee**

Members discussed the budget requirements for 2013/14 and agreed to include an additional £10,000 for IT provision.

**OP12/016 To consider a report in relation to the priorities to develop office policies, processes and procedures**

Cllr Forbes presented suggested priorities for policies the working group should focus on. Members **resolved** for the working group to focus on policies for Leave, Overtime, Flexi-Time and D+G, followed by Health and Safety and Complaints and Grievances.

**OP12/017 To consider the process by which a new employee handbook is developed**

Members **resolved** that Policies are developed by the working group with the procedure and processes developed by officers of the council.

**OP12/018 To receive reports from the ICT/Telephony and Website Working Groups**

Cllr Gardiner resigned from the ICT/Telephony working group.

Members **resolved** for Cllr P Coan to join the ICT/Telephony Working Group.

Members **resolved** to decommission the Website Working group with website operation issues being the responsibility of the ICT/Telephony Working Group.

**OP12/019 Clerks Report**

Members **resolved** that the Deputy Town Clerk be added to the authorised bank account signatories on the completion of his prohibition period.

Members **resolved** that officers investigate ways to take advantage of electronic banking and implement as soon as practical taking account of changes to national guidance.

Members **resolved** to purchase the following items from the SLCC:

2011 Clerks Manual

Cemetery Management and Administration for Local Council Clerks

Minute Taking

Local Council Clerk's Guide

The Law of Allotments

Charles Arnold Baker's Local Council Administration

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<sup>32</sup> Cllr Gardiner arrived during minute OP12/015

Members **resolved** to refer the matter of the support contract to the ICT Working Group.

Members **resolved** to refer the matter of the upgrading office telephony systems to the ICT Working Group.

Members **resolved** to refer the adoption of a Facebook page to the Environment and General Purposes Committee.

Members **resolved** to have upgrades to the notice board carried out by the chosen contractor, and to defer investigating relocating the small notice board into the Town Centre to the Environment and GP Committee.

*Cllrs Forbes and B Coan declared an interest in the respect of being disabled.*

Members discussed the venues available for meetings and the costs involved in each. The clerk to further investigate the options of using the ground floor of the Council Chambers further.

**OP12/020 Questions to the Clerk**

No members raised questions to the clerk.

**OP12/021 To note the date of the next meeting**

The date for the next meeting will be decided amongst members.

**Minutes**  
*of the*  
**Operations Committee Meeting December 20<sup>th</sup> 2012**  
*In the Lower Council Chamber, Knutsford*

**OP12/022 Present**

Cllrs P Raynes, V Davies, N Forbes, P Coan, B Coan

Adam Keppel-Garner (Deputy Town Clerk)

**OP12/023 Apologies for Absence**

Apologies were received from Cllrs Dean (personal business), Nicholson (personal business), Gardiner (business) and Malloy (business)

**OP12/024 Declarations of Members Interests**

Cllr Forbes declared a personal interest in relation to his membership of the Transfer of Public Assets Community of Carnegie (UK) Trust

**OP12/025 To receive and confirm the minutes of the meeting held on 17<sup>th</sup> October**

Members **resolved** to confirm the minutes following the correction of minute OP12/019 "confer" to "defer".

**OP12/026 To permit a period of no more than 5 minutes for the public to ask questions/make statements**

No members of the public were present

**OP12/027 To consider an update on the expenditure of the Committee for the year to date**

Cllr Forbes noted that there was currently an under spend in Office Rental. The Deputy Clerk advised that the Clerk was chasing for the bill from CEC. Members noted that 554/4180 (Tree Works/External Contractors) was currently showing an overspend. Deputy Clerk to advise on the details of the works.

**OP12/028 To consider a report from Cllr Forbes in relation to the temporary operation of the Northwich Road toilets.**

Members **resolved** to keep the Northwich Road toilet block open for the duration of the refurbishments at Bexton Road and King Street. The committee noted that this would utilise a current under spend for toilet operations.

**OP12/029 To consider a report from the Town Clerk in relation to the usage of the former Tourist Information Office**

Members **resolved** for the Clerk to utilise the current under spend in the Operations budget to proceed with the necessary works to convert the former Tourist Information Centre into a dedicated meeting space at a cost of no more than £2,500 for refurbishments and £350 in legal fees. Members noted that there would be an annual service charge of £225.

**OP12/030 To consider a report from the Deputy Town Clerk (on behalf of the ICT Working Group) in relation to telephony (fixed/mobile) and IT hardware/software requirements**

The Deputy Clerk advised that he was still awaiting members to complete the ICT survey in order to report on member ICT requirements.

Members **resolved** to:

Procure two mobile phones for officer use at a cost of £12 per month each.

Commit to online hosting of the finance software at an annual cost of £384.00

Purchase a license for Dropbox to increase business resilience at an annual cost of £62.00

Procure replacement computing facilities for the Deputy Town Clerk and Mayoral

Secretary at a cost of £1381.20

**OP12/031 To consider various updates in connection with the transfer of assets and potential cemetery operations**

Cllr Forbes reported that the current estimate for Toilet transfer was February 1<sup>st</sup> 2013. Cllr Davies reported that the solicitor was currently working on issues pertaining to allotments. The Town Clerk was currently at a meeting with Northwich Town Council to establish the costs of outsourcing cemetery operations.

**OP12/032 To consider an update in relation to the operational transfer of the markets.**

The Deputy Town Clerk reported that he and Cllr Dean had met with the current stall holders at the market to talk through issues and would be meeting to discuss operational transfer issues in the new year.

**OP12/033 To consider the resolutions log**

Members noted that there were no outstanding resolutions.

**OP12/034 To note the date of the next meeting**

Next meeting to be held on Thursday February 28<sup>th</sup>.

**Minutes**  
*of the*  
**Operations Committee Meeting February 4<sup>th</sup> 2013**  
*In the Lower Council Chamber, Knutsford*

**OP12/035 Present**

Cllrs Dean, Forbes, Gardiner, B Coan, Davies, Malloy, C Nicholson

In attendance: S McQuade (Town Clerk), A Keppel-Garner (Deputy Town Clerk)

Members **resolved** that Cllr Gardiner chair the meeting in absence of Cllrs Raynes and P Coan.

**OP12/036 To receive apologies for absence**

Cllrs Raynes (Pers Business), Lasham (Pers Business), Cllr P Coan (Pers Business)

**OP12/037 To note declarations of Members interests**

Cllr Forbes declared a personal interest in relation to his membership of the Transfer of Public Assets Community of Carnegie (UK) Trust and as a consequence of being known to the owner of land on which one of the allotments is located.

**OP12/038 To receive and confirm the minutes of the meeting held on 20<sup>th</sup> December**

Members **resolved** to approve the minutes as a true record subject to the following alterations:

OP12/024 – Insert Declarations of Members Interests

OP12/028 – Correct spelling from “Norwich” to “Northwich”

**OP12/039 Public Participation – a period not exceeding 5 minutes for the Public to raise relevant concerns and questions.**

No questions were raised.

**OP12/040 To consider an update on the expenditure of the Committee for the year to date**

The Town Clerk took questions in relation to the accounts.

**OP12/041 To consider matters related to the operational impact of asset transfer (Allotments and Toilets)**

The Clerk indicated that he expected minimal operational impact on the Town Council as the day to day operations will be handled by the Council’s toilet contractor and via the Allotment Society respectively.

**OP12/042 To consider matters related to potential Cemetery Operations**

The Town Clerk advised that the business model envisaged minimum involvement by the Town Council as the functions would be delivered by another Council.

**OP12/043 To consider draft Market Regulations, stall licences and to confirm rental charges post transfer**

Members discussed the draft documents and suggested a number of amendments which the Deputy Town Clerk was asked to take into account. Members **resolved** subject to these amendments to approve the documents.

**OP12/044 To consider the purchase of “Civic Ceremonial” (£32.80) for the Council Library**

Members **resolved** to purchase the book ‘Civic Ceremonial’ at £32.80.

**OP12/045 To consider the resolutions log**

Cllr Forbes indicated that the item related to OP12/009 is complete.

**OP12/046 To note the date of the next meeting (18/03/13)**

The Chair (S Gardiner) indicated he would liaise with Cllr Raynes with regard to the setting of the dates for Assets and Operations meetings to coincide on the same day. Possibly 19<sup>th</sup> March 2013.

**Minutes**  
*of the*  
**Operations Committee Meeting April 30<sup>th</sup> 2013**  
*In the Lower Council Chamber, Knutsford*

**OP12/059 Present**

Cllrs P Coan, Dean, Forbes, Gardiner, C Nicholson, Davies and B Coan

In attendance: Steve McQuade (Town Clerk) and Cllr Bancroft

**OP12/060 To receive apologies for absence**

Cllr Malloy (Pers Business), Cllr Raynes (Health), Cllr Lasham (Pers Business)

**OP12/061 To note declarations of Members interests**

Cllr Forbes

Non-Pecuniary

Membership of the  
Transfer of Public Assets  
Community of Carnegie  
(UK) Trust and due to being  
known to the owner of the  
land on which one of the  
allotments is located.  
Being known to the owner  
of the land on which one of  
the allotments is located  
and being known to the  
tenant of 60 King Street.

Cllr P Coan

Non-Pecuniary

Cllr B Coan

Non-Pecuniary

Cllr Gardiner

Non-Pecuniary

Cllr C Nicholson

**OP12/062 To receive and confirm the minutes of the meeting held on 19<sup>th</sup> March 2013**

The minutes were approved and signed as an accurate record.

**OP12/063 Public Participation**

There were no members of the public present.

**OP12/064 To consider an update on the expenditure of the Committee for the year to date**

Members noted the latest accounting data and asked the Clerk a number of questions.

**OP12/065 To consider matters related to the operational impact of asset transfer (Allotments and Toilets)**

Members were updated on the operational impact of the transfers which has not, as yet, taken place.

**OP12/066 To consider the Council's membership of:  
National Association of British Market Authorities (£318 pa)  
Association of Town Centre Management (£100 pa)**

Members **resolved** to join the organisation at the point of transfer and subject to the clarification of the period to which the membership fess apply.

Members **resolved** to join the Association.

**OP12/067 To consider options to enter into a new contractual arrangement for the provision of the office photocopier**

Members requested that the matter be deferred to the next meeting and asked that the quotes be made available and an estimate of the time saving through additional functionality be made. Deputy Town Clerk to report to next meeting.

**OP12/068 To consider final improvements to the Town Council Noticeboard (£198)**

Members **resolved** to go ahead with the work on the noticeboard.

**OP12/069 To consider the resolutions log**

It was noted that the resolution OP12/055 had not been completed, but had been achieved by other means.

**OP12/070 To note the date of the next meeting (11/06/13)**

Members noted the date of the next meeting and that there was a clash with external meetings, it was suggested that the meeting be moved to Tuesday 18<sup>th</sup> June.

DRAFT



# Personnel Committee

**Minutes**  
*of the*  
**Personnel Committee Meeting July 3<sup>rd</sup> 2012**  
*In the Council Offices, Knutsford*

**12/000 Present**

Cllrs B Coan, P Coan, Davies, Forbes and Houghton

In attendance: S McQuade (Town Clerk)

**12/001 To appoint a Chairman**

Members **resolved** to appoint Cllr P Coan as the Chair.

**12/002 To appoint a deputy Chairman**

Members **resolved** to appoint Cllr M Houghton as deputy Chair

**12/003 To receive apologies for Absence**

Cllr Goodrich (Business)

**12/004 To note declarations of Members interests**

Cllrs B and P Coan declared prejudicial interests due to being related to one of the candidates.

Cllrs Davies, Houghton and Forbes declared personal interests due to knowing one or more of the applicants.

**12/005 To review, correct and approve the minutes of the previous meeting held on 12<sup>th</sup> April 2012 (attached)**

Members **resolved** to approve and sign the minutes.

**12/006 To note the Committee's Terms of Reference**

Members noted the Terms of Reference.

**12/007 To consider matters related to the shortlisting and interviewing of candidates for the post of Deputy Clerk/Town Centre Manager**

Cllrs P Coan, Cllr B Coan and N Forbes left the meeting during the shortlisting process and returned to the meeting once that process was complete. Four candidates were shortlisted. It was **resolved** that:

The interview panel would consist of the full Committee plus the Clerk.

A presentation<sup>33</sup> at the start of the interview process is made by each candidate on an events related subject to be followed by a round of questions from each Member on the Town Centre role and then a second round on the Deputy Clerk role.

The Clerk to prepare in consultation with Members a set of questions and running order for the interview process.

The Clerk arrange the interviews in consultation with Members diaries and notify those candidates that have been shortlisted/not shortlisted. Invitations to interviewees to ask whether adjustments are necessary and to advise that a 10 min presentation will be required.

The presentation be 'to organise an event, you have six people to help you who you must give a briefing lasting no longer than 10min'.

**12/008 To determine and refer where necessary matters related to the accommodation and support requirements for the potential new employee**

It was **resolved** that the Council should provide:

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<sup>33</sup> Candidates to be given advance notice that a presentation will be required, but the question to be revealed 30 min before the interview.

A desk and chair in the main office.  
A telephone and line.  
A laptop and docking station meeting H&S requirements.

The Clerk to arrange a Telephony/ICT Working Group Meeting to discuss the above and then make a recommendation to the Operations Committee on these matters and the other general requirements.

**12/009 To consider longer term matters in relation to the future staffing requirements and structure for the Council**

Personnel Committee were advised that meetings were planned with regard to the potential TUPE transfer of employees as part of asset transfer.

**12/010 To consider Cemetery Management Training request by the Clerk (Society of Local Council Clerks (£95))**

It was **resolved** that the Town Clerk be permitted to addend the course at a cost of £95.

**12/011 To determine the date of the next meeting**

Members expressed a desire to meet at 10am in approximately two weeks time, depending on the need for a meeting.

**Minutes**  
*of the*  
**Personnel Committee Meeting July 19<sup>th</sup> 2012**  
*In the Council Offices, Knutsford*

**12/009 Present**

Cllrs P Coan, B Coan, Davies, Forbes

In attendance: S McQuade (Town Clerk)

**12/010 To receive apologies for absence**

Cllrs Houghton (Pers Business) and Goodrich (Business)

**12/011 To note declarations of Members interests**

No declarations were made.

**12/012 To review, correct and approve the minutes of the previous meeting held on 3<sup>rd</sup> July 2012**

The minutes were approved and signed as an accurate record.

**12/013 To consider the appointment of a Deputy Town Clerk/Town Centre Manager**

Members **resolved** to exclude the public due to the nature of the matters discussed.

Members **resolved** to make an offer of employment subject to a satisfactory probationary period of 6 months, training costs to be recoverable where the employee leaves within two years and in line with the standard contract of employment. Starting salary £17,161 with a spine point increment conditional on achieving CiLCA and a satisfactory level of performance. To be assessed 1<sup>st</sup> April 2013 with the expectation that CiLCA is achieved by that date.

**12/014 To determine the date of the next meeting**

Members agreed to meet Tuesday 31<sup>st</sup> 5pm.

**Minutes**  
*of the*  
**Personnel Committee Meeting July 31<sup>st</sup> 2012**  
*In the Council Offices, Knutsford*

**12/015 Present**

Cllrs P Coan, B Coan, Davies, Forbes

In attendance S McQuade (Town Clerk)

**12/016 To receive apologies for absence**

Cllrs Goodrich (Business) and Houghton (Pers Business)

**12/017 To note declarations of Members interests**

There were no declarations of interest.

**12/018 To review, correct and approve the minutes of the previous meeting held on 19<sup>th</sup> July 2012**

The minutes of the meeting held on 19<sup>th</sup> July were approved and signed.

**12/019 To consider the prioritisation of policy development**

Members **resolved** the following matters:

That Cllrs B Coan and J Nicholson prepare a draft flexible working hours policy in line with minute P11/023 and report back at the next meeting.

That Cllrs P Coan and J Goodrich prepare draft appraisal/staff policy in line with minute P11/026 and report back at the next meeting.

That the Clerk secures a copy of policies related to employees who may transfer from Cheshire East under TUPE in order that the policies working group can review any potential implications.

That the Clerk collates sample policies from other authorities to permit the policies working group to identify any gaps in the suite of policies<sup>34</sup>.

**12/020 To consider a draft Equal Opportunities Policy**

Members reviewed the draft policy and made a number of changes. The Clerk was asked to put the draft policy on the next Town Council agenda for consideration.

**12/021 To determine the date of the next meeting**

Members agreed that the next meeting would take place at 10am on 5<sup>th</sup> September.

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<sup>34</sup> It was noted that the working group needed to be mindful of any conflict in policies between TUPE transferred employees and existing employees.

**Minutes**  
*of the*  
**Personnel Committee Meeting September 5<sup>th</sup> 2012**  
*In the Council Offices, Knutsford*

**12/022 Present**

Cllrs P Coan, Forbes, Goodrich, Houghton, B Coan and Davies

In attendance: S McQuade (Town Clerk) and A Keppel-Garner (Deputy Town Clerk)

**12/023 To receive apologies for absence**

There were no apologies for absence.

**12/024 To note declarations of Members interests**

There were no declarations of interest.

**12/025 To review, correct and approve the minutes of the previous meeting held on 31<sup>st</sup> July 2012**

The minutes were approved and signed subject to the words 'and report back at the next meeting' being added at the end of bullets 1 and 2 under item 12/019.

**12/026 To consider the development of Employment Policies**

It was **resolved** that the Council adopt the Congleton employee handbook as the basis for its own document. The Clerk was asked to make consequential changes, identify which chapters are not relevant at the present time and to insert policies on dress code and flexitime.

**12/027 To consider and review the current status of employees flexitime<sup>35</sup>**

Members **resolved** that the Clerk be set a target of reducing his flexi balance to no greater than 10 days by 31<sup>st</sup> March 2013.

**12/028 To determine the date and time of the next meeting**

*Members decided that the next meeting would be at 10am on 2<sup>nd</sup> October.*

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<sup>35</sup> Cllr Houghton left the meeting during the discussion of this item to attend another meeting.

**Minutes**  
*of the*  
**Personnel Committee Meeting October 2<sup>nd</sup> 2012**  
*In the Council Offices, Knutsford*

**12/029 Present**

In attendance: S McQuade (Town Clerk) and A Keppel-Garner (Deputy Town Clerk)

**12/030 To receive apologies for absence**

There were no apologies.

**12/031 To note declarations of Members interests**

There were no declarations of interest

**12/032 To review, correct and approve the minutes of the previous meeting held on 5<sup>th</sup> September 2012**

The minutes were approved and signed as an accurate record.

**12/033 To consider the development of Employment Policies**

Members reviewed priorities and **resolved** that the immediate priorities for the policy and procedures working group (Cllr P Coan, N Forbes and the Town Clerk) as:

Completion of the review of the draft handbook.

Alignment of contracts in line with NALC standards.

Leave policies

Overtime

Flexi hours

Grievance

Health and Safety

Data Protection and Retention

Complaints procedure

The final three to be agreed through Operations Committee.

**12/034 To consider existing and potential employee costs, budget implications for 2013/14 and other potential costs that may be associated with an increase in the establishment.**

Members **resolved** to recommend to Council that the payroll budget be moved from Finance Committee to Personnel Committee with the consequential changes to the relevant terms of reference.

Members **resolved** to recommend the creation of a HR Policies budget (£1k) to cover the potential impact of the increase in the scale of the organisation and £1.5k for an employee personal development budget.

The requested budget for Personnel Committee totalled 72.9k (Salaries (46k), Tax Pension 13.4k) and Pensions (11k)). Members **resolved** to put this figure to Finance Committee noting that it did not include any costs associated with Asset Transfer.

The Town Clerk made a formal request for a pay review. Item to be added to next agenda.

**12/035 To consider the authorisation of payments to the SLCC for the Membership of the Deputy Town Clerk (£169) and to cover the costs of a CiLCA submission (£150).**

It was **resolved** to recommend to full Council that these payments be made from the relevant budget lines.

Members requested that an agenda item be added to the next meeting to discuss membership of the SLCC for officers.

**12/036 To determine the date and time of the next meeting**

Members agreed to meet again at 10am on 7<sup>th</sup> November.



**Minutes**  
*of the*  
**Personnel Committee Meeting October 30<sup>th</sup> 2012**  
*In the Council Offices, Knutsford*

**12/037 Present**

Cllrs P Coan, B Coan, Forbes, Houghton and Davies.

In attendance: Jackie Weaver (ChALC officer and advisor to the committee)

**12/038 To receive apologies for absence**

Cllr Goodrich (Business)

**12/039 To note declarations of Members interests**

There were no declarations of interest

**12/040 To review, correct and approve the minutes of the previous meeting held on 2<sup>nd</sup> October 2012**

The minutes were approved and signed as an accurate record.

**12/041C To discuss and consider a staff grievance**

Members **resolved** that pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, as amended, the Public and Press are excluded from the meeting due to the confidential nature of the business to be carried discussed.

**12/042 To note the date of the next meeting.**

Members noted the next meeting is scheduled for 7<sup>th</sup> November 2012, 10am at the Council Offices

**Minutes**  
*of the*  
**Personnel Committee Meeting November 7<sup>th</sup> 2012**  
*In the Council Offices, Knutsford*

**12/043 Present**

Cllrs P Coan, B Coan, V Davies, N Forbes and M Houghton

In attendance: Steve McQuade (Town Clerk), Adam Keppel-Garner (Deputy Town Clerk)

**12/044 To receive apologies for Absence**

Cllr Goodrich (personal business)

**12./045 To note declarations of Members interests**

No members declared an interest

**12/046 To receive and confirm the minutes of the meeting held on 30<sup>th</sup> October 2012**

Members **resolved** to sign as a true record after the minutes were redrafted to separate confidential items from the public minutes.

**12/047 To consider a request from the Town Clerk for a pay review**

Members agreed to form a working group to review pay scales of current and potential employees consisting of Cllrs B Coan, V Davies and M Houghton.

**12/048 To consider SLCC membership for officers**

Members **resolved** that the Council continue to fund the cost of SLCC membership for the Town Clerk and Deputy Town Clerk.

**12/049 To consider updates on the development of Employment Policies**

Cllrs Forbes and P Coan updated the Committee on the priorities of the working group.

Members **resolved** to adopt the Complaints Procedure subject to further adjustments by Committee members by November 10<sup>th</sup> and for the procedure to be put before Council on November 19<sup>th</sup>.

**12/050 To consider the date for the next meeting**

Members agreed to meet on December 11<sup>th</sup> at 15:30

**Minutes**  
*of the*  
**Personnel Committee Meeting December 11<sup>th</sup> 2012**  
*In the Council Offices, Knutsford*

- 12/051** Present  
Cllrs P Coan, B Coan, Davies and Forbes
- In attendance: S McQuade (Town Clerk), A Keppel-Garner (Deputy Town Clerk).
- 12/052** **To receive apologies for absence**  
Cllrs Houghton and Goodrich
- 12/053** **To note declarations of Members interests**  
There were no declarations of interest.
- 12/054** **To receive and confirm the minutes of the meeting held on 30<sup>th</sup> October and 7<sup>th</sup> November 2012**  
Members **resolved** to approve and sign the minutes of the meetings.
- 12/055C** **To consider a report from the pay review working group**  
These matters were discussed as confidential items following a resolution to exclude the public. See confidential minutes.
- 12/056** **To consider updates on the development of Employment Policies**  
The Chairman indicated that a number of policies were in draft form and would be distributed for consideration. A policy on dress code would also be drafted and a Staff Review and Performance Policy.
- 12/057C** **To review on-going employment related issues**  
These matters were discussed as confidential items following a resolution to exclude the public. See confidential minutes.
- 12/058** **To consider the date for the next meeting**  
Members agreed to meet on 21<sup>st</sup> December at 2012 at no earlier than 2pm.

**Minutes**  
*of the*  
**Personnel Committee Meeting December 21<sup>st</sup> 2012**  
*In the Council Offices, Knutsford*

**12/059 Present**

Cllrs P Coan, B Coan, Forbes, Houghton and Davies

In attendance: A Keppel-Garner (Deputy Town Clerk)

**12/060 To receive apologies for absence**

Cllr Goodrich (business)

**12/061 To note declarations of Members interests**

There were no declarations of interest

**12/062 To review, correct and approve the minutes of the previous meeting held on 11<sup>th</sup> December 2012**

Members **resolved** to sign the minutes as an accurate record following the addition of "Staff Review and Performance Policy" to item 12/056

**12/063C To review ongoing Employment Related Issues**

Some matters were discussed as confidential items following a **resolution** to exclude the public and press.

Members reviewed the job description and person specification which had been released advertising the Mayoral Secretary vacancy. Members wished to ensure clarity at interview and in the contract with regards to Lunch Breaks.

**12/064 To consider updates on the development of Employment Policies**

Cllr P Coan reported that the development of policies was in hand, and he would pass them as completed to Cllr Forbes to review. Members hope to agree the "Knutsford Staff Handbook" at the next committee meeting.

**12/065 To consider the date for the next meeting**

Next meeting set for 16/01/13 at 9:30am

**Minutes**  
*of the*  
**Personnel Committee Meeting January 14<sup>th</sup> 2013**  
*In the Council Offices, Knutsford*

**12/066 Present**

Cllr B Coan, Cllr P Coan, Cllr Forbes, Cllr Houghton and Cllr Davies.

In attendance: S McQuade (Town Clerk)

**12/065 To receive apologies for absence**

Cllr Goodrich (Business)

**12/066 To note declarations of Members interests**

There were no declarations of interest.

**12/067 To receive and confirm the minutes of the meeting held on 21<sup>st</sup> December**

Members **resolved** to approve and sign the minutes of the previous meeting.

**12/068C To review on-going employment related issues**

Members **resolved** to exclude press and public. The Clerk also left the meeting and Cllr B Coan took the minutes under this item. The minutes are set out in the separate attachment.

**12/069 To consider updates on the development of Employment Policies (including review of draft Employee Handbook)**

Members reviewed the draft employee handbook and requested a number of changes be made to the draft document. Members requested that the matter of overtime be added to the next agenda.

Subject to the changes noted Members **resolved** to adopt the document which would be reviewed on an iterative basis.

**12/070 To consider matters related to the recruitment of the Mayoral Secretary/Admin Assistant**

The Chair noted that 29 applicants had applied for the post and that a shortlist had been drawn up for interviews to take place on the 15<sup>th</sup> and 16<sup>th</sup> January.

The Clerk was asked to circulate the draft contract and any comments to be forwarded to the Chair of Personnel.

It was **resolved** that the interview panel had authority to appoint to the post.

**12/071 To consider the date for the next meeting**

Members agreed to meet on 19<sup>th</sup> February at 6pm.

# Planning & Licensing Committee

**Minutes**  
*of the*  
**Planning Committee Meeting June 11<sup>th</sup> 2012**  
*In the Jubilee Hall, Knutsford*

- PL12/000      Present**  
Cllrs Raynes, Goodrich, Gardiner, P Coan, B Coan and Davies
- PL12/001      To elect the Chairman**  
It was **resolved** that Cllr Raynes be elected as Chairman.
- PL12/002      To consider the election of a vice Chairman**  
It was **resolved** that Cllr P Coan be elected as vice Chairman.
- PL12/003      To receive apologies for absence**  
There were no apologies.
- PL12/004      To note declarations of members interests**  
**12/1752M** – Cllr Gardiner recorded a personal interest due to knowing the agent and due to the site being adjacent to a friend’s property.  
Cllr Gardiner also indicated that due to a change in personal circumstances he was now able to vote on planning matters.  
**12/1850M** – Cllr Raynes declared a prejudicial interest as a member of the Tatton Board.
- PL12/005      To confirm and sign the minutes of the meeting held on 14<sup>th</sup> May 2012**  
Members agreed to defer the minutes until the following meeting.
- PL12/006      To consider the latest planning applications**  
**12/1752M**      The Council objects to the application for listed building consent due to the inappropriate large scale of the garage buildings which detracts from the character of the Grade II listed building. Alterations to the Coach House must be carefully considered by the Conservation Officer, though the Council has no objection in principle. The Council is concerned that the railings and gates will detract from the Conservation Area.  
**12/1770M**      The Council considers this to be an extremely large development for the size of the plot and that neighbours comments should be carefully considered. The positioning of windows may affect the amenity of neighbours and consideration should be given to repositioning these windows on the rear elevation.  
**12/1498M**      The Council raises no objection to the change of use to C3 for a single house. The Council is concerned to see that the description refers to ‘houses’ while the plans show a single house.  
**12/1432M**      The Council raises no objection.

**12/0821M** The Council raises no objection subject to neighbor's comments.

**12/1850M** The Council raises no objections but notes that the application submitted should be for planning permission and not listed building consent.

**PL12/007 To note the latest decision notices**

The Clerk was asked to contact Cheshire East and seek an explanation for the reasoning behind the decision on application 12/0285M.

**PL12/008 To note the date of next scheduled meeting (25<sup>th</sup> June 2012)**

The date was noted.



**Minutes**  
*of the*  
**Planning Committee Meeting June 25<sup>th</sup> 2012**  
*In the Jubilee Hall, Knutsford*

- PL12/009 Present**  
Cllrs B Coan, Davies, Raynes and Hutchence
- PL12/010 To receive apologies for Absence**  
Cllr S Gardiner (Business), Cllr P Coan (Pers Business), Cllr Goodrich (Business)
- PL12/011 To note declarations of Members interests**  
Cllr Raynes declared a prejudicial interest in relation to application 12/2080M due to his being a member of the Tatton Board. Cllr Raynes left the meeting when that application was discussed.
- PL12/012 To note the Committee's Terms of Reference (attached)**  
Members noted the terms of reference.
- PL12/013 To confirm and sign the minutes of the meetings held on 14<sup>th</sup> May and 11<sup>th</sup> June 2012**  
The minutes of both meetings were approved and signed as an accurate record.
- PL12/014 To consider changing the frequency of Committee meetings**  
Members **resolved** to meet as planned on the 9<sup>th</sup> June and then at a three week interval thereafter.
- PL12/015 To consider the latest planning applications (see below)**
- 12/0473M** The Council objects on the basis that the plot is small and the construction may be overdevelopment. The Council also has concerns that the two storey extension will be detrimental to the amenity of the neighbours and will have a significant effect on the character of the building.
- 12/0478M** As above
- 12/1746M** As above
- 12/1920M** The Council raises no objections.
- 12/2080M** The Council made no comment due to not being quorate for this application.
- 12/1738M** The Council raises no objections.
- 12/1968M** The Council raises concerns that the development does not meet the minimum distances set out in the Local Plan and may be detrimental to the privacy of the neighbours. The Council considers that the application cannot be assessed without a visit to the site by planning officers.
- 12/2004M** It was noted that this application is similar to the previous application 12/0681M and reiterates its previous comments that the Town Council strongly objects to the development on the grounds that it is unneighbourly. The Council does not believe the application to be significantly different to 11/3582M to overcome the Town Council's previous objections on the grounds of an unneighbourly development. The Town Council also questions the issue of highways access. Cllr Peter

Raynes did not vote on this item

**12/2021M** The Council raises no objection to the external signage, but does object to the internal illumination of the hanging sign on the grounds that the location is in the Conservation Area.

**12/2023M** The Council raises no objection.

**PL12/016** **To note there were no decisions in the period**  
Members noted that there were no decisions since the previous meeting.

**PL12/017** **To note the date of the next meeting (09/07/12)**  
Members noted the date of the next meeting.

**Minutes**  
*of the*  
**Planning Committee Meeting July 9<sup>th</sup> 2012**  
*In the Jubilee Hall, Knutsford*

**PL12/018 Present**

Cllrs B Coan, P Coan, Davies, Goodrich and Raynes

In attendance: Cllr Malloy and S McQuade (Town Clerk)

**PL12/019 To receive apologies for absence**

Cllrs Gardiner and Hutchence (Pers Business)

**PL12/020 To note declarations of Members interests**

Members declared personal interests in connection with the Town Strategy as follows:

Cllr Malloy – Due to being a member of the Town Strategy panel, the Town Plan Implementation Group and as Chair of the Knutsford Heritage and Conservation Group.

Cllr Davies – Due to being a member of the Town Plan Strategy Panel and as a member of the Knutsford Heritage and Conservation Group.

Cllr B Coan – Due to being a member of the Town Plan Steering Group.

Cllr Raynes - Due to being a member of the Town Strategy panel, the Town Plan Implementation Group and the Knutsford Heritage and Conservation Group.

Members also declared the following prejudicial interests:

Cllr Malloy – Due to one of the decisions relating to his property.

Cllr P Coan – Due to being the neighbour of the applicant on 12/1866M and having agreed to share costs on the boundary wall.

Cllr B Coan – Due to being related to Cllr P Coan.

**PL12/021 To confirm and sign the minutes of the meeting held on 25<sup>th</sup> June 2012**

Members deferred approval of the minutes until the next meeting.

**PL12/022 To consider the draft documentation associated with the draft Knutsford Town Strategy.**

Standing Orders were suspended and subsequently reinstated following discussions with Members of the public and with Joanne Dutton from Cheshire East. A variety of matters were raised by Mr Webster, Mr Gore and Mr Empson.

After discussions concluded Members **resolved** that the Strategy document be approved as suitable for further public consultation subject to the various amendments submitted by Mr Empson being incorporated as far as reasonably practicable.

Members also indicated that they wished to meet with other interested parties such as the Town Plan Group to enable maximum public participation in the next stages of the consultation.

**PL12/023 To consider the latest planning applications**

Members reviewed the planning applications and **resolved** to submit the comments set out in the table below.

**PL12/024 To consider the latest planning decisions**

Members noted the decisions.

**PL12/025 To note comments sent to Cheshire East for applications: 12/1665M, 12/1763M and 12/0380M.**

Members noted the information presented.

**PL12/026 To note the date of the next meeting 30<sup>th</sup> July 2012**  
Members noted the date of the next meeting.

**Minutes**  
*of the*  
**Planning Committee Meeting July 30<sup>th</sup> 2012**  
*In the Jubilee Hall, Knutsford*

**PL12/027 Present**

Cllrs P Coan, B Coan, Davies, Gardiner and Hutchence

Steve McQuade (Town Clerk)

**PL12/028 To receive apologies for absence**

Cllrs Goodrich (Business) and Raynes (Pers Business)

**PL12/029 To note declarations of Members interests**

Cllr S Gardiner – Personal interest in item 4 as known to the Appellant.

Cllr B Coan – Personal interest in application (12/2393M) as known to the applicant.

Cllr P Coan – Prejudicial interest in application (12/2393M) as a close neighbour of the applicant<sup>36</sup>.

**PL12/030 To confirm and sign the minutes of the meetings held on 25<sup>th</sup> June and 9<sup>th</sup> July**

Members **resolved** to approve and sign the minutes of the meeting held on 25<sup>th</sup> June 2012.

Members **resolved** to approve and sign the minutes of the meeting held on 9<sup>th</sup> July 2012, subject to a change to PL12/020 to indicate that Cllr B Coan is a member of the Town Plan Steering Group and not the Town Plan Strategy Panel.

**PL12/031 To consider a response to the appeal to application 11/4161M 11, Branden Drive, Knutsford WA16 8EJ.**

Members **resolved** to write to the Planning Inspector making the following representation:

‘The Town Council supports the decision made by Cheshire East Council and remains of the opinion as per its initial comments. The Council reiterates its previous comments and also adds the text inserted in brackets “The Council objects to the application on the grounds of overdevelopment of the site which is therefore un-neighbourly (by virtue of the proximity of the proposed dwellings to existing houses). The Council also comments that the development only allows for six parking spaces which we feel is inadequate for such a suburban residential development of this type. The cramped development with small gardens is also not consistent with the street scene in this area.”

**PL12/032 To consider the latest planning applications**

The Committee **resolved** to make the comments in the attached table.

**PL12/033 To consider the latest planning decisions**

Members noted the latest planning decisions.

**PL12/034 To note comments sent to Cheshire East for application: 12/2221M.**

Members noted the comments submitted in relation to this application.

**PL12/035 To note the date of the next meeting 20<sup>th</sup> August 2012**

Members noted the date of the next meeting and requested that the meeting start at 6:30pm.

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<sup>36</sup> Cllr P Coan left the meeting while this application was discussed.

Application	Address	Application details	Town Council Comments
12/2219M	14, GROVE PARK, KNUTSFORD, WA16 8QA	Demolish Existing Conservatory and Erection of Ground Floor Rear Extension, and Replacement of Flat Roof With Pitched Roof, to Rear of Dwelling	Subject to neighbours comments the Council raises no objection.
12/2414M	87, KING STREET, KNUTSFORD, CHESHIRE, WA16 6DX	Heritage Letters And Logo At Front And Side Elevation And Heritage Projecting Sign At Front Elevation	The Council raises no objections.
12/2362M	2, ROWLEY WAY, KNUTSFORD, CHESHIRE, WA16 9AU	Replacement of conservatory with enlarged single storey extension	Subject to neighbours comments the Council raises no objection.
12/1879M	SILVERDALE, 35A, GOUGHS LANE, KNUTSFORD, WA16 8QN	Granny Flat Extension	<p>The Council notes national policy in favour of supporting extended families, but in this instance the development seems excessive. The Council objects to the application on the grounds of the terracing affect and that the dwelling is out of character within the Conservation Area.</p> <p>Should Cheshire East be minded to grant planning permission there should be conditions or legal agreements to prevent the future use of this development as a separate dwelling.</p>
12/2393M	27, NORTH DOWNS, KNUTSFORD, WA16 8AT	Proposed two-storey front & side extension and single-storey front & rear extension	The Council objects to the application on grounds of overdevelopment of the site potentially resulting in an adequate rear garden to serve a house of this size. The Council anticipates that the depth of the extension could result in the loss of light to neighbouring properties (numbers 25 and 29). The Council asks that the Planning Officer pay this matter particular attention when assessing the application.
12/2165M	11, KENILWORTH AVENUE, KNUTSFORD, WA168JX	Pitched Roof and Flat Roof Single Storey Rear Extension & Alterations	Subject to neighbours comments the Council raises no objection.
12/2013M	5, WARREN AVENUE, KNUTSFORD, WA16 0AQ	Two Storey Side Extension and Garage, Knock Down Existing Garage to Incorporate New Garage Into New Extension.	Subject to neighbours comments the Council raises no objection.

**Minutes**  
*of the*  
**Planning Committee Meeting August 20<sup>th</sup> 2012**  
*In the Jubilee Hall, Knutsford*

- PL12/036      Present**  
Cllrs Raynes, P Coan, B Coan, Davies, Gardiner and Hutchence  
  
Steve McQuade (Town Clerk)
- PL12/037      To receive apologies for absence**  
Cllr J Goodrich (Business)
- PL12/038      To note declarations of Members interests**  
Cllr S Gardiner declared a personal interest in application 2477M on the grounds of a professional relationship with the agent and a personal and prejudicial interest in relation to application 2630M on the grounds of a personal and professional relationship with the agent. Cllr Gardiner left the meeting during discussion of this application.
- PL12/039      To confirm and sign the minutes of the meetings held on 30<sup>th</sup> July**  
Members **resolved** to approve and sign the minutes of the meeting held on 30<sup>th</sup> July 2012.
- PL12/040      To consider the latest planning applications**  
The Committee **resolved** to make the comments in the attached table.
- PL12/041      To consider the latest planning decisions**  
Members noted the latest planning decisions and asked that the Clerk contact Planning Officers seeking further information on the reasons for granting permission and to ask for a copy of the officer's report in relation to application 12/2004M.
- PL12/042      To note comments sent to Cheshire East for application: 12/2012M.**  
Members noted the comments submitted in relation to this application.
- PL12/043      To note the date of the next meeting 10<sup>th</sup> September 2012**  
Members noted the date of the next meeting.

Application	Address	Application details	Town Council Comments
12/2477M	BOOTH HALL FARM, CHELFORD ROAD, KNUTSFORD, WA16 8QY	Extension to Existing Livestock Building to form Cattle Handling Facility	The Council raises no objection and welcomes the investment in the Cheshire dairy industry.
12/2630M	BLACKHILL FARM, BEXTON ROAD, KNUTSFORD, WA16 0DY	Variation of Conditions 3 and 5 on Planning Application 11/0613M	The Council raises no objections.
12/2663M	6, SOUTH DOWNS, KNUTSFORD, KNUTSFORD, CHESHIRE, WA16 8ND	Single storey rear extension to detached dwelling	The Council raises no objections subject to the comments of neighbours.
12/2496M	15, AUTUMN AVENUE, KNUTSFORD, WA16 8LA	SINGLE STOREY REAR EXTENSION TO EXISTING GARAGE; ADDITION OF PITCHED ROOF TO EXISTING GARAGE AND PORCH	The Council raises no objections subject to neighbours' comments. The Council however wishes to comment that the views of the adjoining occupant should be given particular weight in this case. It was noted that the applicant have completed Certificate A when the proposal appears to include works that would require a level of built connection to the adjoining property and as such it is considered that Certificate B should have been completed and notices served on the occupier of number 17.
12/2103M	28, FIR TREE AVENUE, KNUTSFORD, CHESHIRE, WA16 8NF	Application for a reduced scheme based upon the previously approved application ref : 11/3935M	The Council raises no objections subject to neighbours' comments.
12/0473M	10 KING STREET, KNUTSFORD, WA16 6DL	Change of use of first floor from a flat to art gallery, demolition of the existing outbuilding and the construction of a linked dwelling.	The Council has previously commented on this application.
12/2941M	1, FRESHFIELDS, KNUTSFORD, WA16 0NW	Single storey side/rear extension.	The Council raises no objections.
12/2872M	2 CHARLES HOUSE, ROYAL COURT, TATTON STREET, KNUTSFORD, CHESHIRE, WA16 6EN	Advertisement Consent for One Illuminated Hanging Sign with Company Name and Logo	The Council wishes it to be noted that the applicant is engaged as an agent of the Council.



			<p>The Council comments that the application is in the conservation area and the Council is committed to controlling inappropriate signage in this area. The Council therefore objects to the application as the use of externally illumination in this location given the nature of the applicants business is considered neither necessary nor appropriate. The site is in a well-lit street and an externally illuminated sign would be out of character, however the principle of a non-illuminated sign would not raise the same level of concern.</p>
12/2883M	BEXTON PRIMARY SCHOOL, BLACKHILL LANE, KNUTSFORD, CHESHIRE, WA16 9DB	Application to Vary Condition 7 ( Removal of Existing Classrooms) of Planning Permission 12/0313M	<p>The Council raises no objection to the application it notes that the overall level of accommodation has not been increased.</p> <p>However the Council is aware of increasing safety issues for parents and children accessing the school at peak times and asks that the Planning Officer discusses a solution to this issue with the Highways Department and the School.</p>

**Minutes**  
*of the*  
**Planning Committee Meeting September 10<sup>th</sup> 2012**  
*In the Jubilee Hall, Knutsford*

**PL12/044 Present**

Cllrs Rayne, Goodrich, P Coan and B Coan

In attendance: Steve McQuade (Town Clerk) and Adam Keppel-Garner (Deputy Town Clerk)

**PL12/045 To receive apologies for absence**

Cllrs Hutchence (Pers Business), Gardiner (Pers business) and V Davies (Pers Business)

**PL12/046 To note declarations of Members interests**

There were no declarations.

**PL12/047 To confirm and sign the minutes of the meetings held on 20<sup>th</sup> August 2012**

The minutes of the previous meeting were approved and signed.

**PL12/048 To consider the latest planning applications**

The Town Council comments have been inserted into the attached table.

**PL12/049 To consider the latest planning decisions**

Members noted the latest decisions.

**PL12/050 To note comments sent to Cheshire East in the period**

Members noted the comments.

**PL12/051 To note the date of the next meeting 1<sup>st</sup> October 2012**

Members noted the date of the next meeting.

Application	Address	Application details	Town Council Comments
12/2732M	MOSELEY HALL, CHELFORD ROAD, KNUTSFORD, CHESHIRE, WA16 8RB	Erection of a 3 storey rear infill extension to Moseley Hall creating a link between Moseley Hall and the Coachman's House to create one dwelling.	The Town Council objects to the application on the basis that the infill will substantially alter the character of an important historic building and that the development represents additional building in the green belt. The Council is unsure but would ask Planning Officers to check whether the building is listed.
12/3046M	2, HIGHLAND WAY, KNUTSFORD, KNUTSFORD, CHESHIRE, WA16 9AN	REAR ORANGERY STYLE CONSERVATORY	The Council makes no objection subject to the comments of neighbours.
12/3056M	29, CHELFORD ROAD, KNUTSFORD, WA16 8NN	New Single and Two Storey Extension to Existing Dwelling Replacing Existing Garage for the Purpose of Home Working	The Council objects on the basis of over development of the site and the damage to the street scene of installing parking in front of a Grade II listed building.
12/3058M	29, CHELFORD ROAD, KNUTSFORD, WA16 8NN	Listed Building Consent for a New Single and Two Storey Extension to Existing Dwelling Replacing Existing Garage for the Purpose of Home Working	The Council objects on the basis that the parking detracts from the setting of the Grade II listed building.
12/3037M	BAMBURGH HOUSE, CHELFORD ROAD, KNUTSFORD, CHESHIRE, WA16 8LY	Extensions and Alterations	The Council makes no objection subject to the comments of neighbours.
12/3239M	7, PRINCESS STREET, KNUTSFORD, KNUTSFORD, CHESHIRE, WA16 6BY	Re-Paint Shop Front and Provide New External ATM Machine to be Positioned at the front of the Store. Removal of Redundant Door to rear of the Building, Door Opening to be Bricked up to Match Existing Brickwork. Removal of Inner Brick Wall and Redundant Con	<p>The Council objects to the following elements of the application:</p> <ol style="list-style-type: none"> <li>1. The removal of parking space to the rear of the development.</li> <li>2. The fencing to the rear of the development will detract from the conservation area.</li> <li>3. The trolley parking on Princess Street will create a pedestrian obstruction to what is a narrow footway.</li> <li>4. The Council comments that it does not see the need for another ATM in Knutsford, the location of which would create a minor obstruction. Were the ATM to be located in store then this issue would be</li> </ol>

			resolved.
12/3236M	5, GEORGE STREET, KNUTSFORD, CHESHIRE, WA16 6HP	Ground Floor Extension to Rear of Dwelling	The Council makes no objection subject to the comments of neighbours.
12/3238M	9, MEREHEATH PARK, KNUTSFORD, CHESHIRE, WA16 6AT	Addition of First Floor over Existing Single Storey Bungalow	The Council makes no objection subject to the comments of neighbours.
12/3254M	CRANFORD HOUSE, MALT STREET, KNUTSFORD WA16 6ES	Change of Use from Offices 9B1) to Flooring Showroom (A1)	The Council raises no objection.

**Minutes**  
*of the*  
**Planning Committee Meeting October 1<sup>st</sup> 2012**  
*In the Jubilee Hall, Knutsford*

**PL12/052 Present**

Cllrs P Coan, B Coan, Gardiner, Raynes, Davies and Goodrich

In Attendance: Steve McQuade (Town Clerk)

**PL12/053 To receive apologies for absence**

Cllr Hutchence (Business)

**PL12/054 To note declarations of Members interests**

12/3273M – Cllrs Davies and Raynes declared personal interests due to their membership of the Knutsford Conservation and Heritage Group. Cllr Gardiner declared a personal interest due to knowing the architect.

12/3452M – Cllr Gardiner declared a personal and prejudicial<sup>37</sup> interest due to being known to the applicants.

12/3320M – Cllrs B and P Coan declared personal interests due to being known to the assistant manager of the premises.

**PL12/055 To confirm and sign the minutes of the meetings held on 10<sup>th</sup> September 2012**

The minutes were signed as an accurate record subject to the replacement of Cllr Emmett with Cllr Gardiner in the list of apologies.

**PL12/056 To consider the latest planning applications**

Members **resolved** to submit the comments set out in the table below.

**PL12/057 To consider the latest planning decisions**

Members reviewed and noted the latest decisions.

**PL12/058 To note comments sent to Cheshire East in the period**

There were no comments sent since the previous meeting.

**PL12/059 To note the date of the next meeting 22<sup>nd</sup> October 2012**

Members noted the date.

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<sup>37</sup> Cllr Gardiner left the meeting during the discussion of this application.

Application	Address	Application details	Town Council Comments
12/3320M	CANCER RESEARCH UK, 79 King Street, Knutsford, Cheshire WA16 6DX	Replacement Signage	The Council raises no objection.
12/3344M	6 St GEORGES CLOSE, KNUTSFORD WA16 8GY	Proposed Alterations To Existing Conservatory to Replace Roof and Windows	The Council raises no objection.
12/3273M	St John's Parish Church, Church Hill, Knutsford WA16 6DH	Alterations to entrance area, including new ramp, steps and railings. Relocation of existing stained glass panels, reglazing existing leaded windows. New bin store.	The Council objects to the application and makes the following comments: <ol style="list-style-type: none"> <li>1. The Council is concerned that original Georgian features will be removed from the windows being relocated to the ground floor.</li> <li>2. The Council is concerned with regard to the internal reconfiguration of the pews and the repositioning of other features.</li> <li>3. The Council also comments that there is concern in the Town and the residents, congregation and amenity societies have not been adequately consulted on the changes proposed.</li> <li>4. The Council supports the tasteful changes to support improved access to the Church.</li> </ol>
12/2301M	31, QUEENSWAY, KNUTSFORD, CHESHIRE, WA16 0NJ	Rear extension.	The Council raises no objection.
12/3118M	MOBBERLEY ROAD FILLING STATION, MOBBERLEY ROAD, KNUTSFORD, CHESHIRE, WA16 8JF	Replacement forecourt building and jet wash relocation to existing service station. Provision for temporary building during works.	The Council objects to the application due to it being incomplete due to the lack of a Retail Impact Assessment and due to the jet wash proposal being over dominant in the streetscene.
12/3400M	24, ASHWORTH PARK, KNUTSFORD, WA16 9DF	Extension to Dwelling	The Council raises no objection, subject to the comments of neighbours.
12/3401M	27, SUMMERSWAY, KNUTSFORD, CHESHIRE, WA16 9AP	Full Height Extension To Rear Of Property, Extension To The Front Of The Existing Garage And First Storey Extension Above Garage And	The Council objects to the application on the grounds that the impact is detrimental to the streetscene by virtue of the incongruous design of the extension.

		Porch Extension	
12/3452M	THE COPPICE, TABLEY ROAD, KNUTSFORD, CHESHIRE, WA16 0NE	First Floor Extension and Internal Alterations to Dwelling	The Council raises no objection, subject to the comments of neighbours.
12/3462M	51, BEGGERMANS LANE, KNUTSFORD, CHESHIRE, WA16 9BA	Two Storey Extension above and beyond Existing Garage at Front Elevation Single Storey Extension to Rear Elevation	The Council objects to the detrimental impact of the front extension to the streetscene, but raises no objection to the rear extension.
12/3473M	8, DELMAR ROAD, KNUTSFORD, KNUTSFORD, CHESHIRE, WA16 8BG	Proposed First Floor Side Extension	The Council raises no objection, subject to the comments of neighbours.
12/3226M	36, ASHWORTH PARK, KNUTSFORD, WA16 9DF	Two-storey extension to the front elevation, and works to existing dormers	The Council raises no objection.
12/3523M	115, KING STREET, KNUTSFORD, WA16 6EH	Shop front new lettering on the fascia and a flagpole and flag above. Also three spotlights over fascia	<p>This is a retrospective planning application and the Council objects to the flag pole on the basis that it is inappropriate in the Conservation Area and that the fixings and construction are detrimental to the appearance of the building. Levels of illumination should be set at an appropriate level.</p> <p>The Council asks that supplementary planning guidance be issued to control the design and methods of illumination in the Knutsford Conservation Area.</p>
12/3527M	115, KING STREET, KNUTSFORD, WA16 6EH	Listed Building consent for Shop front new lettering on the fascia and a flagpole and flag above. Also three spotlights over fascia	As above
12/3529M	115, KING STREET, KNUTSFORD, WA16 6EH	On the shop front new lettering on the fascia and a flagpole and flag above. Also three spotlights over fascia	As above
12/3534M	7, PRINCESS STREET, KNUTSFORD, KNUTSFORD, CHESHIRE, WA16 6BY	Planning permission is required for the installment of a new external refrigeration plant, to be situated at the rear of the Co-operative Food Store.	The Council wishes it to be noted that this area of the Town Centre contains a high level of residential property and that there has been a past history of noise being poorly controlled. It is requested that a planning condition to control noise levels is put in place.

12/3636M	2, ST PETERS AVENUE, KNUTSFORD, CHESHIRE, WA16 0DN	NON-MATERIAL AMENDMENT 12/0808M PROPOSED RENOVATION OF EXISTING BUNGALOW INCORPORATING FIRST FLOOR EXTENSION, EXTERNAL ALTERATIONS, REMODELLING OF EXISTING GARAGE, NEW GARDEN ROOM AND BOUNDARY TREATMENTS	The Council raises no objection.
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**Minutes**  
*of the*  
**Planning Committee Meeting October 22<sup>nd</sup> 2012**  
*In the Jubilee Hall, Knutsford*

**PL12/060 Present**

Cllrs P Coan, B Coan, Davies and Hutchence

In attendance: Adam Keppel-Garner (Deputy Town Clerk)

**PL12/061 To receive apologies for Absence**

Cllrs Raynes (Business), Goodrich (Business) and Gardiner (Pers Business)

**PL12/062 To note declarations of Members interests**

Cllr Davies – Application 12/3673/M – Personal: known to previous owner of land

**PL12/063 To confirm and sign the minutes of the meeting held on October 1<sup>st</sup> 2012**

Members **resolved** to approve and sign the minutes as a true record of the meeting.

**PL12/064 To consider the latest planning applications**

Members **resolved** to submit the comments set out in the table below.

**PL12/065 To consider the latest planning decisions**

Members noted that it was good to see that many of the decisions by Cheshire East reflected those made by Knutsford Town Council.

**PL12/066 To note Appeal Decisions**

Members noted the appeal decisions.

**PL12/067 To note the date of the next meeting (12/11/12)**

Members noted the date of the next meeting.

Application	Address	Application details	Town Council Comments
12/3212M	2A MINSHULL STREET KNUTSFORD WA16 6HG	Change of shop name from "The Summerhouse" to "The Pudding Club"	The Council raise no objections to this application.
12/3532M	KNUTSFORD GOLF CLUB HOUSE MEREHEATH LANE KNUTSFORD WA16 6HS	Demolition of 2 timber sheds used for golf trolley, buggy, and equipment storage. Construction of replacement trolley store and concrete hard standing. (Retrospective)	The Council raise no objections to this application, although note the increase in number of retrospective planning applications.
12/3533M	KNUTSFORD GOLF CLUB HOUSE, MEREHEATH LANE, KNUTSFORD, WA16 6HS	Demolition of 2 timber sheds used for golf trolley, buggy, and equipment storage. Construction of replacement trolley store and concrete hard standing. (Retrospective, Conservation Area consent)	
12/3673M	REAR OF OTTERBURN HOUSE, MANOR PARK SOUTH, KNUTSFORD, WA16 8AG	Proposed New Dwelling House	The council reiterates its previous objection due to access issues and potential loss of footpath at Sparrow Lane.
12/3703M	56, GOUGHS LANE, KNUTSFORD, CHESHIRE, WA16 8QN	changes in appearance of front elevation and single storey rear extension	The council raise no objections to this application.
12/3726M	THE SPINNEY, MANOR PARK SOUTH, KNUTSFORD, CHESHIRE, WA16 8AG	Loft Conversion with Rear Dormer	The council raise no objections subject to neighbours' comments.
12/3763M (Amendment)	23, HALLSIDE PARK, KNUTSFORD, CHESHIRE, WA16 8NQ	NON MATERIAL AMENDMENT 12/0821M	The council raise no objections.
12/3500M	PINEWOOD, 1, LEGH GARDENS, KNUTSFORD, CHESHIRE, WA16 8PU	Proposed Alterations and Extension to Form New Porch, Utility and Cloakroom	The council raise no objections subject to neighbours' comments.
12/3648M	10, TABLEY ROAD, KNUTSFORD, KNUTSFORD, CHESHIRE, WA16 0NB	Demolition of existing outbuilding and construction of new garage building	The council raises no objection subject to neighbours' comments.
12/3781M	UNIT 5, BOOTH'S PARK, CHELFORD ROAD, KNUTSFORD, WA16 8QZ	The installation of an extract flue and glazing panels	The council raise no objections

12/3858D (Discharge of conditions)	Hill Cottage, PARKFIELD ROAD, KNUTSFORD, KNUTSFORD, CHESHIRE, WA16 8NP	Discharge of Conditions 10, 21 and 23 on Applications 10/1165M and 09/0457m	The council object to the application to discharge conditions 10, 21 and 23 and would seek to preserve the agreed landscaping of this development.
12/3473M (Amendment)	8 DELMAR RD, KNUTSFORD, CHESHIRE WA16 8BG	PROPOSED First Floor Side Extension ( Amended details)	The council raise no objections subject to neighbours' comments but urge Cheshire East Council to pay attention to detail and give due weight to the neighbours comments.
12/3818M	BLACKHILL FARM, BEXTON ROAD, KNUTSFORD, WA16 0DY	Variation of conditions 2,3,&14 to Previous Planning No: 12/2630	The council support his application but object to any detrimental changes to the landscape agreement.

**Minutes**  
*of the*  
**Planning Committee Meeting November 12<sup>th</sup> 2012**  
*In the Jubilee Hall, Knutsford*

**PL12/068 Present**

Cllrs P Coan, Raynes, Hutchence, Gardiner, B Coan and Davies

In attendance: A Keppel-Garner (Deputy Town Clerk), Steve McQuade (Town Clerk)

**PL12/069 To receive apologies for absence**

Cllr Goodrich (Business)

**PL12/070 To note declarations of Members interests**

Cllr Davies and Cllr Raynes – (personal) as Members of the Knutsford Conservation and Heritage Group  
12/3376M – Cllr Gardiner (prejudicial<sup>38</sup>) as the applicant had made a gift to the Mayor's Charity Ball 2012.

**PL12/071 To receive and confirm the minutes of the meeting held on 22<sup>nd</sup> October 2012**

Members **resolved** to confirm and sign the minutes subject to Cllr Gardiner's apologies being added.

**PL12/072 To consider the latest planning applications**

Comments are set out in table below.

**PL12/073 To consider the latest planning decisions**

Members reviewed and noted the decisions and requested that a Principle Planning Officer be asked to attend a future meeting

**PL12/074 To consider information from the Knutsford Conservation and Heritage Group (KCHG)**

Mr Paul Webster raised a matter in relation to the Faculty Application by St John's Church and the opportunity for objections to be made. KCHG have made objections to the changes and were asking the Town Council to consider making further comments on the changes proposed. Concerns of KCHG are mainly related to windows, font and pews.

Members **resolved** that the Chairman be permitted to consider the matters raised and draft a response to be sent by the deadline of 21<sup>st</sup> November. The Chairman would circulate a draft of the proposed representations prior to submission.

**PL12/075 To note the date of the next meeting (03/12/2012)**

Members noted the date of the next meeting.

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<sup>38</sup> Cllr Gardiner left the meeting whilst this application was discussed.

Application	Address	Application details	Town Council Comments
12/3897M	Heathcroft, Tabley Road, Knutsford, Wa16 0ne	First Floor Front Extension and Two Storey Rear Extension	The Council objects on the basis of overdevelopment of the site: the two storey extension to the rear looks to infringe the 45 degree angle line for both the adjoining properties and as such is likely to lead to a reduction in light levels to the properties. The conversion of the garage to habitable accommodation fails to show adequate parking provision off the highway.
12/3941M	Staddlestones, Gate Mews, Chelford Road, Ollerton, Knutsford, Wa16 8rd	Conversion of Garage and Outbuilding	The Council objects to the application on the basis that it is contrary to policies GC 8 and GC 9 in the Local Plan which do not permit the redevelopment or extension of the property for residential purposes to this extent in the green belt.
12/3376M <sup>39</sup>	O H M Industries Ltd, Wellington Close, Knutsford, Cheshire, Wa16 8xl	The erection of a detached building to be located in the western corner of the site. The building is to be used as a sound studio ancillary to our clients existing use of the site. The sound studio will be at first floor level with parking beneath.	The Council does not object but wishes to ensure that Officers check there will be no noise nuisance to neighboring properties
12/3888M	3, Princess Street, Knutsford, Wa16 6by	Installation of externally-mounted manual awning over pavement area in front of business (Listed Building Consent)	The Council strongly objects to this application, the installation of a manual awning is entirely out of keeping with the street scene and we are unaware of any other such examples on this street. The development is also considered to be detrimental to the character of the building. We note the awning includes an advertisement and as such would require the appropriate consent.
12/4025M	45, Mellor Crescent, Knutsford, Cheshire, Wa16 0bb	First floor extension to side and single storey extension to rear	The Council raises no objection.
12/4122M	11, Tabley Road, Knutsford, Cheshire, Wa16 0nb	Single storey side extension to existing dwelling	The Council objects to the development on the basis that (a) the modern extension will be visible from the street and adversely affect the streetscene. (b) we are concerned that the windows in the extension may overlook and be un-neighbourly to

<sup>39</sup> Cllr Gardiner left the meeting during discussion of this item.

			neighbouring properties and (c) we would expect a separate application for the proposed terrace.
12/4080M	30, Blackhill Lane Knutsford Cheshire WA16 9DD	Amendment to planning ref 11/5011M	The Council raises no objections.

**Minutes**  
*of the*  
**Planning Committee Meeting December 3<sup>rd</sup> 2012**  
*In the Jubilee Hall, Knutsford*

**PL12/076 Present**

Cllrs Raynes, Hutchence, Gardiner, B Coan, Davies and Goodrich

In Attendance: Steve McQuade (Town Clerk)

**PL12/077 To receive apologies for Absence**

Cllr P Coan (Pers Business)

**PL12/078 To note declarations of Members interests**

There were no declarations of interest.

**PL12/079 To receive and confirm the minutes of the meeting held on 12<sup>th</sup> Nov 2012**

The minutes of the meeting were signed and approved subject to it being noted that Cllr Gardiner left the meeting during the discussion of application 12/3376M.

**PL12/080 To consider the latest planning applications**

The application responses are listed in the table below.

Members asked that the Clerk send a message to Cheshire East complimenting them on the improvements made to the planning applications area of the website.

**PL12/081 To consider the latest planning decisions**

Members noted the latest decisions.

**PL12/082 To note comments sent in the period**

Members noted the comments made and wished it to be recorded that additional comments would be submitted in relation to the following applications which had to be discussed outside of the meeting:

**12/4184M** – 58 Boothsfields, Knutsford, Cheshire WA16 8JY (Single storey extension to rear). **The Council wishes to make no comments.**

**12/4186M** – 10 George St, Knutsford, Cheshire WA16 6HP (The renovation of the existing garage with a new first floor extension over to house a bedroom and en-suite bathroom). **The Council has no objection subject to the comments of neighbours.**

**PL12/083 To note the date of the next meeting (24/12/2012)**

Members agreed to meet on the 17<sup>th</sup> December at 6pm.

Application	Address	Application details	Town Council Comments
12/4185M	37, Willow green, Knutsford, Cheshire WA16 6AX	New Roof over single storey extension and extension to front drive	The Council wishes to make no comments.
12/4223M	94, GROVE PARK, KNUTSFORD WA16 8QB	Re-Roofing existing rear conservatory & erection of ground floor rear extension	The Council raises no objection, subject to the comments of neighbours.
12/3953M	25, HILLSIDE PARK, KNUTSFORD, CHESHIRE	First Floor addition over existing garage, single storey extension to rear upgrade of elevation, aesthetic	The Council notes the loss of trees and bushes but raises no objection subject to the comments of neighbours.
12/4266M Variation	LAND AT BROOK STREET, KNUTSFORD, CHESHIRE WA16 8BN	Variation of Condition 25 Approved 12/0725M	The Council is unable to comment due to the lack of detailed information regarding the variation.
12/4199M	36, LILAC AVENUE, KNUTSFORD, CHESHIRE, WA16 0AZ	Two storey side and single storey rear extension	The Council objects to the application on the grounds of over development of the site in particular the minimal distance to the property boundary. The Council considers the roof design to be incongruous with the character of the original home.
12/4458M	95, PICCOLINO KING STREET, KNUTSFORD CHESHIRE	Listed building Consent for additional dining at first floor and roof terrace at the rear	The Council wishes to comment that the development does alter the rear of a listed building and that the Conservation Officer should consider these matters prior to any grant of listed building consent.
12/4455M	95, PICCOLINO KING STREET, KNUTSFORD CHESHIRE		The Council comments that the Environmental Health Officer should carefully consider the realistic noise levels produced in the late evening and ensure there will be no impact on the amenity of the residential neighbours.
12/4203M	7, CONWAY CLOSE, KNUTSFORD WA16 9DH	Single Storey side and rear extension	The Council raises strong concerns with regard to parking in the area and would request that permission is not granted without provision for 2 parking spaces within the curtilage. The Council also comments that the design appears at odds with the character of the original building and street.



**Minutes**  
*of the*  
**Planning Committee Meeting December 17<sup>th</sup> 2012**  
*In the Jubilee Hall, Knutsford*

**PL12/084 Present**

Cllr P Coan, Cllr Gardiner, Cllr Davies, Cllr B Coan

In attendance: Steve McQuade (Town Clerk), Adam Keppel-Garner (Deputy Town Clerk)

**PL12/085 Apologies for absence**

Cllr Raynes (Business), Cllr Goodrich (Business), Cllr Hutchence (Business)

**PL12/086 To note declarations of Members interests**

12/4108 and 12/4109 – Cllr Gardiner (prejudicial) due to being known to the agent.

**PL12/087 To receive and confirm the minutes of the meeting held on 3<sup>rd</sup> Dec 2012**

Members **resolved** to sign the minutes as an accurate record.

**PL12/088 To consider the latest planning applications**

Comments are inserted in the table below.

**PL12/089 To consider the latest planning decisions**

Members considered the latest decisions.

**PL12/090 To note comments sent in the period**

Members noted the informal comments that had been submitted

**PL12/091 To note the date of the next meeting (14/01/2013)**

Members noted the date of the next meeting.

Application	Address	Application details	Town Council Comments
12/4304M	ST ANNS HOUSE, KING STREET, KNUTSFORD, WA16 6EH	Window replacement to office building	The Council raises no objection to the application.
12/4501M	4, BEECH DRIVE, KNUTSFORD, WA16 8DA	Two storey rear extension	The Council comments that the Planning Officer should pay particular regard with regard to the 45 degree angle rule and to comments made by neighbours.
12/4568M	Knutsford County Lower School, Westfield Drive, Knutsford, Cheshire, WA16 0BA	Proposed re-fenestration works to upgrade all windows to 4no elevations around the school including the glazed link between class blocks 12 and 13. Elevations are marked A, B, C and D on the application drawings. Works to match previous phases of window up	The Council raises no objections to the application.
12/4639M	7 MEREHEATH PARK, KNUTSFORD, CHESHIRE WA16 6AT	Addition of first floor over single storey bungalow and associated works	The Council objects to the application due to its impact on the streetscene and due to the reduction in the availability of single storey accommodation for elderly and disabled people.
12/4108M	43a MOBBELEY ROAD, KNUTSFORD, CHESHIRE WA16 8EQ	Replacement dwelling house	The Council objects to the application on the grounds of inappropriate and overdevelopment of the site. The privacy of adjoining properties would be put in jeopardy. The Council draws attention to the restricted access and potential noise and access issues during demolition and construction.
12/4109M	43a MOBBELEY ROAD, KNUTSFORD, CHESHIRE WA16 8EQ	Conservation area consent for replacement dwelling house	The Council refers to the comments and objection made in relation to application 12/4108M.

**Minutes**  
*of the*  
**Planning Committee Meeting January 14<sup>th</sup> 2013**  
*In the Council Offices, Knutsford*

**PL12/092 Present**

Cllrs Raynes, Gardiner, Hutchence, B Coan and Davies

In attendance: Adam Keppel-Garner (Deputy Town Clerk)

**PL12/093 Apologies for absence**

Cllr P Coan (personal business)

**PL12/094 To note declarations of Members interests**

No members declared an interest in any item on the agenda.

**PL12/095 To receive and confirm the minutes of the meeting held on 17<sup>th</sup> December 2012**

Members **resolved** to sign the minutes as an accurate record.

**PL12/096 To consider the latest planning applications**

Comments are inserted in the table below.

**PL12/097 To consider the latest planning decisions**

Members asked the Deputy Clerk to request a visit from Cheshire East Council Planning Officers to a future committee meeting in order to discuss differences in decisions.

**PL12/098 To note comments sent in the period**

Members noted the informal comments that had been submitted

**PL12/099 To consider a request to comment on the proposed renaming of Norbury's Yard, Knutsford (NP0430)**

Cllr Gardiner had commented to CEC that in line with a previous resolution of Knutsford Town Council a connection with Laurie Burton could be considered. As such Burton Place was one option. The consensus of the committee was that the historical connection should be maintained and the road should retain the name Norbury's Yard.

**PL12/100 To note the date of the next meeting (04/02/13)**

Members noted the date of the next meeting.

Application	Address	Application details	Town Council Comments
12/4819M	Ruskin Court, Drury Lane, Knutsford WA16 6HA	Change of use from B1 (Business) to residential	The Council do not object to the application but would consider it appropriate that the car parking shown on the location plan is specified and tied to this residential unit by virtue of a subsection under conditions or if needs be a section 106 legal agreement.
12/4816M	2, VALLEY WAY, KNUTSFORD, CHESHIRE, WA16 9AJ	Non-material amendment to planning approval 10/4774M	The Council raised no objections to this application.
12/4854M	14, ST JOHNS ROAD, KNUTSFORD, CHESHIRE, WA16 0DP	Non Material Amendment on Application 11/1263M	The Council raised no objections to this application but note that the amendment had already been agreed and would ask Cheshire East Planning to ensure that if it is to consult the Town Council it does so before consent is granted.
12/4890D	UNIT 5, BOOTHS PARK, CHELFORD ROAD, KNUTSFORD, WA16 8QZ	The installation of an extract flue and glazing panels	The Council is unsure as to why they are being consulted and would request an explanation so that we can ensure we can comment constructively on such submissions
12/4900M	4 Pavilions, Knutsford Business Park, CRANFORD DRIVE, MOBBERLEY, KNUTSFORD, WA16 8ZR	Proposed Change of Use from Office (B1) to Clinic (D1) (to Ground Floor Space Only)	The Council raised no objections to this application.

**Minutes**  
*of the*  
**Planning Committee Meeting February 4<sup>th</sup> 2013**  
*In the Council Offices, Knutsford*

**PL12/101 Present**

Cllrs Raynes, B Coan, Davies and Gardiner.

In attendance: S McQuade (Town Clerk)

**PL12/102 To receive apologies for absence**

Cllr Hutchence (Pers Business) and Cllr P Coan (Pers Business)

**PL12/103 To note declarations of Members interests**

Cllr Gardiner declared personal interests in application 12/4108M due to knowing the applicant and in applications 12/0127M and 12/0126M due to past contact with individuals linked to the premises.

**PL12/104 To receive and confirm the minutes of the meeting held on 14<sup>th</sup> Jan 2013**

Members **resolved** to approve and sign the minutes.

**PL12/105 To consider the latest planning applications**

The Council's comments are set out in the table below.

**PL12/106 To consider the latest planning decisions**

Members noted the latest decisions.

**PL12/107 To consider matters related to the Town Strategy Consultation**

Members **resolved** to book a special Council meeting to formulate a considered response to the draft Strategy. Members were asked to send in draft comments, issues and ideas with regard to the future needs of the Town.

**PL12/108 To note comments sent in the period – none.**

There were no comments submitted.

**PL12/109 To note the date of the next meeting (25/02/2013)**

Members noted the date of the next meeting.

Application	Address	Application details	Town Council Comments
13/0120M	Land north of Chelford Road	Demolition of existing rifle range building and ancillary outbuildings and erection of detached dwelling house and garage	The Council raises no objection subject to a check being made on any heritage value of the buildings to be demolished.
13/0116M	12 Grassfield Way	Single story rear extension to existing dwelling with associated drainage and landscaping works	The Town Council raises no objection. (previously notified due to deadline)
12/4847M	Wentworth House, Bexton Lane	Upgrade of an existing conservatory and a single storey rear extension.	The Council raises no objection subject to the comments of neighbours.
13/0088M	185 Ashworth Park	Second storey side extension over existing garage and study	The Council comments that an issue of blocked natural lighting has been brought to member's attention and therefore asks for this aspect of the application to be considered in detail by the Planning Officer.
13/0117M	10 King Street	Change of use of first floor from a flat to art gallery, demolition of the existing outbuilding and the construction of a linked dwelling. Re-submission 12/0473M	<p>The Council is concerned at loss of residential property in the Town and also reiterates its previous comments that;</p> <p>The Council objects on the basis that the plot is small and the construction may be overdevelopment. The Council also has concerns that the two storey extension will be detrimental to the amenity of the neighbours and will have a significant effect on the character of the building.</p>
12/4781D	Unit 5, Booths Park, Chelford Road	Discharge of Condition 4 on application 12/3781M for the installation of an extract flue and glazing panels	The Council does not comment on these items.
13/0126M	The Royal George Hotel, 3 Regent Street	Proposed modifications to scheme approved by application 03/1890P in connection with fit out of Listed Building as Restaurant and Associated facilities	The Council notes with concern reference in the written statement to a bridge connecting the existing steps to the building that are not shown on the plans and which were expressly rejected by the Planning Inspector. The Council objects to the glass mezzanine and reiterates its comments in relation to the previous application.

			The text of the objection is set out below at Annex 1.
13/0127M	The Royal George Hotel, 3 Regent Street	Proposed modifications to scheme approved by application 03/1890P in connection with fit out of Listed Building as Restaurant and Associated facilities	See comments relating to application 13/0126M.
13/0182M	11 Tabley Road	Proposed two storey House and demolition of existing garage at Westfield, Knutsford	<p>The Council strongly objects on grounds of:</p> <ul style="list-style-type: none"> <li>• Overdevelopment of the site. The proposed development has inadequate amenity space within the curtilage.</li> <li>• Backland development</li> <li>• The design is entirely incongruous with neighbouring buildings in the conservation area.</li> <li>• The building is not appropriate as it will damage the look and density of the conservation area which consists of well-spaced substantial Victorian villas.</li> <li>• The development will potentially damage the amenity of neighbours by encroaching on their privacy by virtue of overlooking.</li> </ul>
13/0183M	11 Tabley Road	Conservation Area Consent for Proposed two storey House and demolition of existing garage at Westfield, Knutsford	The Council does not object in principle to the demolition, but does object to the construction of an incongruous house which is considered detrimental to the conservation area.
13/0229M	22 Princess Street	Replacement of fascia sign to the front elevation. Installation of 1 hanging sign to the front elevation and 2 additional fascias to the rear elevation.	<p>The Council has no objection to the style of the sign at the front of the building however it considers the bright yellow colour proposed to be out of keeping with the conservation area and advise the provision of a green background on both.</p> <p>The Council objects to the sign to the rear of the property as unnecessary and detrimental to the conservation area.</p>

12/4108M	43 Mobberley Road	Replacement dwelling House	Comments submitted previously.
13/0285M	25 Chelford Road	Proposed single storey extension to the rear of existing property	The Council raises no objection subject to the comments of neighbours.
13/0165M	Shaw Heath Social Club, Mobberley Road	Use of car park as a hand car wash	The Council objects on the basis that the submitted drawings show no adequate arrangements for effluent handling and management. We recommend that the highways implications of the development should be checked before any permission is granted.
13/0271M	5 Woodside	Single storey rear extension and front pitched roof to replace existing flat roof	The Council raises no objections.
13/0297M	13 Marcliff Grove	Two storey side extension and single storey rear extension to replace existing conservatory	The Council raises no objections.



**Minutes**  
*of the*  
**Planning Committee Meeting February 25<sup>th</sup> 2013**  
*In the Lower Council Chamber, Council Offices, Knutsford*

**PL12/110 Present**

Cllrs Raynes, Gardiner, B Coan, P Coan and Davies

In attendance: Adam Keppel-Garner (Deputy Town Clerk) and Cllr Bancroft

**PL12/111 Apologies for absence**

Cllr Hutchence (business)

**PL12/112 To note declarations of Members interests**

Cllr P Coan	13/0381M	Known to applicant
	13/0472M	Known to Applicant
Cllr B Coan	13/0381M	Known to applicant
Cllr Goodrich	13/0328M	Wife manages shop adjacent
Cllr Gardiner	13/0597M	Agent is former colleague

**PL12/113 To receive and confirm the minutes of the meeting held on 17<sup>th</sup> December 2012**

Members **resolved** to sign the minutes as an accurate record.

**PL12/114 To consider the latest planning applications**

Members **resolved** to submit the comments below.

Cllr Gardiner abstained from voting on 13/0597M and 13/0683M.

**PL12/115 To consider the latest planning decisions**

Members noted the latest decisions.

**PL12/116 To note comments sent in the period**

Members noted that no informal comments that had been submitted.

**PL12/117 To note the date of the next meeting (18/03/13)**

Members noted the date of the next meeting.

Application	Address	Application details	Town Council Comments
13/0328M <sup>40</sup>	7, Princess Street	To install a new automatic Entrance/ Exit door and roller shutters at the side of the store. Due to the difference in the floor levels in this area, a new ramp and steps access is proposed.	The Town Council <b>object</b> to this application due to the unnecessary loss of ~2 parking spaces, and the fact that access is already available for persons with accessibility issues.
13/0412M	Higham View, Legh Road	Removal of bay window to southwest elevation to first floor bedroom, construction of balcony with frameless glass balustrading with French doors.	The Town Council <b>object</b> to this application on the grounds that the proposed balcony is not in keeping with the listed building and would negatively impact the conservation area.
13/0318M	Public Convenience Building, Malt St/King St Car Park	Formation of new external door openings to one side of the building and internal refurbishment	As the Town Council are the applicants; the Town Council does not wish to comment.
13/0346D	St Anns House, King Street	Discharge of conditions 4 and 5 on approval 12/4304M	The Town Council notes the discharge.
13/0119M	10-12 King Street	Listed Building consent for Ground & First Floor Alterations & Extensions	The Town Council raises <b>no objection</b> .
13/0445M	Whitegates, Toft Rd, Knutsford	Refurbishment of internal & external elements	The Town Council raises <b>no objection</b> .
13/0137M	Whitethorn, Chelford Rd	Ground and First Floor Side and Rear Extensions. Front Ground Floor Extension and Removal of Porch	The Town Council raises <b>no objection</b> ; but raises concerns regarding the height of the proposed extension compared to the original.
13/0455M	14, St Johns Road	Non-material amendment to approval 11/1263M relating to storage, access and parking	The Town Council note the amendment.
13/0381M <sup>41</sup>	Freemasons Arms, Silkmill Street	Re-roofing, repairs to Floors, Repair/ Replacement window frames, Repair of Righthand boundary wall Listed Building Consent	The Town Council support the necessary repair work, but wish to ensure due process is followed and <b>request a pre-condition</b> that more detailed plans are submitted.
13/0578M	19, Mead Close	Existing 3 bed 1950s detached house to be enlarged laterally over existing garage with a single storey extension to the rear	The Town Council <b>object</b> on the grounds: 1. That the application represents

<sup>40</sup> Cllr B Coan left the meeting prior to discussion

<sup>41</sup> Cllr B Coan returned to the meeting during this item

		plus Summer house	<p>overdevelopment of the site</p> <ol style="list-style-type: none"> <li>The Council are concerned that the 3<sup>rd</sup> story will compromise the privacy of neighbours at 50A Bexton Road</li> <li>The Council request a condition to ensure the trees on site are protected.</li> </ol>
13/0290M	14, Marcliff Grove	Single storey rear extension and loft conversion	The Town Council raise <b>no objection</b> . but note that the side windows ought to be obscure glazed.
13/0571M	Westfield, 11 Tabley Road, Knutsford	Single Storey side extension with terrace & new doors & steps from basement	The Town Council raise <b>no objection</b> .
13/0628M	3, Molly Potts Close	Single Storey Side Extension and Chimney Stack. First Floor Extension above Existing Porch. Ground Floor Extension under Existing Lean-to Roof. Change in Fenestration to Gable to Front Elevation. Roof Lights to Lean-to Roof to Rear Elevation.	The Town Council raise <b>no objection</b> .
13/0597M	Blackhill Farm, Bexton Road	Variation of conditions, 2, 3, &14 to previous planning No. 12/2630M	The Town Council make no comment, but request that in future the Council receive the full description of the conditions being varied.
13/0683M	20, Willow Green	Single storey side extension to the rear and first floor extension to the side	The Town Council raise <b>no objection</b> subject to neighbour comments.
13/0385M	8, Glebelands Road	Proposed alterations and extensions to dwelling	The Town Council are unable to assess the application as submitted drawings could imply neighbourliness. Without adequate drawings the Council are unable to comment.
13/0472M	Unit 9, Regent Street	Change of use from A1/A3 to A3 for inside & outdoor seating area	<p>The Town Council <b>object</b> on the grounds that:</p> <ol style="list-style-type: none"> <li>The change of use represents a loss of an A1 unit in a primarily retail area</li> <li>The Council are concerned that the applicant has been in continual breach of planning permission for the current grading.</li> <li>The proposed terrace could impact on Pedestrian and Vehicular traffic.</li> </ol>

**Minutes**  
*of the*  
**Planning Committee Meeting March 18<sup>th</sup> 2013**  
*In the Lower Council Chamber, Council Offices, Knutsford*

**PL12/118 Present**

Cllrs Raynes, Davies, B Coan, Goodrich, Hutchence and Bancroft.

In attendance: Adam Keppel-Garner (Deputy Town Clerk)

**PL12/119 To receive apologies for absence**

Cllr Gardiner (Personal Business)

**PL12/120 To note declarations of Members interests**

No members declared an interest in any item of the agenda.

**PL12/121 To receive and confirm the minutes of the meeting held on 25<sup>th</sup> Feb 2013**

Members **resolved** to approve and sign the minutes.

**PL12/122 Visit by Cheshire East Council Officer (Peter Hooley)**

Peter Hooley was unable to attend due to a planning inquiry and has rescheduled for 29<sup>th</sup> April.

**PL12/123 To consider the latest planning applications**

Members **resolved** to submit the comments in the table below.

Members **resolved** to suspend Standing Orders during the discussion of 13/0802M and subsequently **resolved** to reinstate them before comment.

**PL12/124 To consider the latest planning decisions**

Members noted the latest decisions were in line with Town Council comments.

**PL12/125 To consider matters related to the Town Strategy Consultation**

This item was not debated. There were no outstanding responses required from the Town Council.

**PL12/126 To note comments sent in the period**

No comments had been sent.

**PL12/127 To provide an update on the liaison meeting with Aldi Supermarket**

Cllr Davies updated the committee on a meeting with a representative of the company handling the highway works for Aldi. Cllr Davies reported that the temporary signs are due to come down early April, and that the anticipated completion date for works is the 7<sup>th</sup> June, with the store opening on 20<sup>th</sup> June. It was agreed that Cllrs Raynes and Davies encourage Aldi, or themselves prepare, a press release to ensure the local businesses are kept informed.

**PL12/128 To consider correspondence in connection with A556 Knutsford to Bowdon Improvement scheme**

Cllr Raynes is to discuss this item with the Town Clerk to determine if any action needs to be taken.

**PL12/129 To note the date of the next meeting (08/04/2013)**

Members noted the date of the next meeting.

Application	Address	Application details	Town Council Comments
13/0715M	Roebuck Farm, Manchester Road	Demolition of existing farmhouse, erection of replacement house and detached double garage	The Town Council raise <b>no objection</b> .
13/0824M	Land at Brook Street	Advertisement Consent for 2 internally illuminated signs	The Town Council note that the applicant has moved the signs further from the conservation area, however the Town Council <b>object</b> on the grounds of: <ol style="list-style-type: none"> <li>1. The illumination signs will still have a detrimental effect on the conservation area, albeit reduced.</li> <li>2. The Council do not believe it is necessary to have 2 signs</li> <li>3. Since the signs are directly opposite residential areas if permission is granted the hours of illumination must be acceptable for the neighbouring occupants.</li> </ol>
13/0720M	13, Lilac Avenue	Two Storey Side extension	The Town Council raise <b>no objections</b> but request that neighbours are directly contacted to assess their views.
13/0833M	8, Springwood Avenue	Two storey side extension to the existing house. Extension to comprise additional dining space, utility room and WC on the ground floor and an additional bedroom on the first floor.	The Town Council raise <b>no objections</b> subject to neighbour's comments.
13/0863M	8, Regent Street	Internally illuminated projecting sign and individual letters Advertisement Consent	The Town Council <b>object</b> on the grounds that the application is within a conservation area. Illuminated signs are not permitted in the conservation area.
13/0802M	2, Gloucester Road	New House	The Town Council <b>object</b> on the grounds that the development is unneighbourly: <ol style="list-style-type: none"> <li>1. The development infringes privacy</li> <li>2. The development, by nature of the scale and mass constitutes overdevelopment of the site</li> <li>3. Whilst architecturally interesting, it is in material contradiction</li> </ol>

			<p>to the existing street scene and is detrimental to the street scene.</p> <p>4. There are concerns over the proposed vehicle access and safety of pedestrians – this must be considered by the Highways Officer.</p>
13/0215M	Civic hall, Toft Road	Advertisement for various signage	The Town Council wish to comment that whilst the building is not in a conservation area it is in a sensitive location in the town. The Council would question the number of signs and would wish to see a condition to ensure the illuminations did not impact upon neighbours. The Council would envisage the times of illumination being limited to 10:30pm.
13/0950M	80, Grove Park	Single Storey Rear Extension	The Council raise <b>no objections</b> .
13/0951M	58, Goughs Lane	Demolition of Existing dwelling and rear pool house. Replacement 2 storey dwelling with part basement storey	The Council raise <b>no objections</b> subject to neighbour comments.

**Minutes**  
*of the*  
**Planning Committee Meeting April 8<sup>th</sup> 2013**  
*In the Lower Council Chamber, Council Offices, Knutsford*

**PL12/130 Present**

Cllrs Raynes, Davies, B Coan, Gardiner, P Coan, Goodrich, Hutchence and Bancroft.

In attendance: Adam Keppel-Garner (Deputy Town Clerk)

**PL12/131 To receive apologies for absence**

All members were present.

**PL12/132 To note declarations of Members interests**

	Non-Pecuniary	13/0969M	House diagonally opposite home
	Non-Pecuniary	13/1038M	Agent is former colleague
Cllr Gardiner	Non-Pecuniary	13/1047M	Applicant is former client
	Non-Pecuniary	13/1056M	Agent is former employer
Cllr Raynes	Non-Pecuniary	13/0998M	Known to applicant
Cllr Davies	Non-Pecuniary	13/0745M	Account holder of Lloyds TSB
Cllr	Non-	13/0969	House diagonally opposite home
Hutchence	Pecuniary		

**PL12/133 To receive and confirm the minutes of the meeting held on 18<sup>th</sup> March 2013**

Members **resolved** to approve and sign the minutes.

**PL12/134 To consider the latest planning applications**

Members **resolved** to submit the comments in the table below.

**PL12/135 To consider the latest planning decisions**

Members **resolved** that Cllr Raynes write to the Conservation Officer to express disappointment that application 13/0127M was granted, and asking that they regularly monitor the development. The letter should also point out that a number of artefacts, including the staircase have already been removed and the Town Council would expect these to be reinstated.

**PL12/136 To note comments sent in the period**

Members noted the comments had been sent in the period:

13/0862M – No Objections

13/1046M – No objections subject to neighbours comments.

**PL12/137 To note the date of the next meeting (29/04/13)**

Members noted the date of the next meeting



Application	Address	Application details	Town Council Comments
13/0969M	14, Queen Street	Proposed single rear extension including replacement of outbuildings	The Town Council is concerned that the application may constitute over development of the site. Neighbours must be consulted.
13/1056M <sup>42</sup>	Roebuck Farm, Manchester Road	Conversion of brick outbuilding to single dwelling and erection of new garage/ car shelter	The Town Council does not wish to comment on this application.
13/1087M	95, King Street	New awning to external first floor dining terrace at rear, removal of existing glazed lantern	The Town Council <b>object</b> on the grounds that the application would result in increased noise levels, specifically due to the increased capacity for use during inclement weather and the fact that the structure will channel noise.
13/1088M	95, King Street	New awning to external first floor dining terrace at rear. Removal of existing glazed lantern Listed Building Consent	The Town Council <b>object</b> to the awning on the grounds that it would detract from the character of the listed building and is not in accordance with the conservation area.
13/0745M	Lloyds TSB Bank Plc, Princess Street	One fascia sign, one projecting/ hanging sign and an ATM surrounding	The Town Council partially <b>object</b> on the grounds that internally illuminated hanging signs are not consistent with the policies of the Conservation Area. This aspect of the application should be refused.
13/1114M	2, Rutherford Drive	Rear Extension to enable a larger Family Kitchen	The Town Council raises no objections subject to neighbours comments.
13/1038M <sup>42</sup>	Blackhill Farm, Bexton Road	Extensions and Alterations	The Town Council does not wish to comment on this application.
13/0998M	3, Lynton Close	Non-Material amendment to approved application 12/0680M - Omission of high level dining room window and addition of new high level window with obscured glazing next to utility room door	The Town Council does not wish to comment on this application.

<sup>42</sup> Cllr Gardiner left the room whilst this application was discussed.

<b>13/1047M</b> <sup>42</sup>	43a, Mobberley Road	Certificate of lawful existing use for single family dwelling house	The Town Council does not wish to comment and leaves it to the Primary Authority to decide on this matter of law.
<b>13/1187M</b>	side of 47, Northwich Road	Small DSLAM (Digital subscriber line access multiplexer) Cabinet to be placed at the back edge of the footpath, 100MM from foliage	The Town Council raises no objections to this application, but suggest that the supplier be requested to remove the redundant structure.
<b>13/1158M</b>	95 King Street	Variation of Condition 10 (to extend hours of operation to 9:00-23:00 on any day) on application 12/4455M for additional dining at first floor and roof terrace at rear	The Town Council <b>object</b> to the variation and request that Cheshire East Council maintain the recently decided conditions and remind the Planning Authority that this is a mixed residential and commercial area.
<b>13/1243M</b>	9 Beeston Drive	Two storey side extension, single storey porch	The Town Council <b>object</b> to this application on the grounds that the scheme unbalances the semi-detached property. The Council also wish to comment that the application may compromise the privacy of neighbours, and the design appears to encroach upon the neighbour's property.