



Proceedings of Knutsford Town Council

2013-2014

TABLE OF CONTENTS

Full Council	5
13/05/2013	6
03/06/2013	11
15/07/2013	17
26/07/2013	23
02/09/2013	24
14/10/2013	29
25/11/2013	33
11/12/2013	38
06/01/2014	44
17/02/2014	50
31/03/2014	55
Events Committee	60
10/06/2013	61
22/07/2013	64
16/09/2013	66
07/10/2013	68
28/10/2013	69
20/01/2014	71
03/03/2014	73
18/03/2014	75
14/04/2014	76
Environment Committee	78
28/05/2013	79
16/07/2013	82
09/09/2013	84
21/10/2013	86
02/12/2013	88
13/01/2014	90
24/02/2014	92
07/04/2014	94
Finance Committee	96
01/07/2013	97
05/08/2013	99
07/10/2013	101

04/11/2013	104
16/12/2013	106
03/02/2014	108
10/03/2014	110
28/04/2014	112
Operations Committee	114
23/07/2013	115
17/09/2013	118
29/10/2013	120
21/01/2014	122
04/03/2014	124
15/04/2014	126
Assets Committee	128
23/07/2013	129
17/09/2013	131
29/10/2013	133
Personnel Committee	135
20/05/2013	136
11/07/2013	138
22/07/2013	140
06/08/2013	141
03/09/2013	143
10/09/2013	144
26/09/2013	146
24/10/2013	148
11/11/2013	150
05/12/2013	151
15/01/2014	153
03/02/2014	154
06/03/2014	155
25/03/2014	157
10/04/2014	158
08/05/2014	160
Planning Committee	162
28/05/2013	163
24/06/2013	167
15/07/2013	171

05/08/2013	175
02/09/2013	179
23/09/2013	183
07/10/2013	187
28/10/2013	190
18/11/2013	193
06/01/2014	196
20/01/2014	199
10/02/2014	202
03/03/2014	207
24/03/2014	211
14/04/2014	215
28/04/2014	219



Town Council

Knutsford Town Council

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA
01565 653929 www.knutsfordtowncouncil.gov.uk
townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Annual Town Council Meeting May 13th 2013 *At Manor Park School, Knutsford*

Prior to the meeting the outgoing Mayor Cllr Vivien Davies welcomed everyone to the meeting and made a statement of thanks.

13/000 Present

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

In attendance: Steve McQuade (Town Clerk)

13/001 To elect the Town Mayor

A notice was moved to permit the official photographer to take pictures during the ceremony. Members **resolved** to permit this.

It was proposed by Cllr C Nicholson and seconded by Cllr Houghton and **resolved** that Cllr B Coan be elected as Town Mayor.

13/002 To receive the declaration of acceptance of office from the newly elected Town Mayor

Cllr B Coan signed the declaration of office and made a statement of acceptance.

13/003 To decide when any declarations of acceptance of office and written undertakings to comply with the Code of Conduct (Annex A) adopted by the Council which have not been received as provided by law shall be received.

Members determined that the Deputy Mayor sign the declaration of office following election.

13/004 To elect the Deputy Town Mayor

It was proposed by Cllr P Coan and seconded by Cllr Goodrich and **resolved** that Cllr Forbes be elected as Deputy Town Mayor.

13/005 To appoint representatives to outside bodies

Members **resolved** to make the appointments as per the schedule appended to the minutes¹.

¹ It was noted that the approved schedule was changed from the one submitted to the meeting to the effect that Cllr Davies replaced Cllr Gardiner on the Town Plan Steering Group.

- 13/006 To appoint committees and sub committees**
Members **resolved** to make the appointments as per the schedule appended to the minutes².
- 13/007 To consider the payment of any subscriptions falling to be paid annually**
There were no matters to consider.
- 13/008 To sign and confirm the minutes of the Town Council meeting held on 22nd April 2013**
Members **resolved** to approve and sign the minutes subject to it being recorded that Cllr Goodrich was absent on Personal Business and not Business. Members **resolved** to note that committees would approve their own minutes at their respective meetings.
- 13/009 To note declarations of Members' interests in accordance with the Town Council Code of Conduct and section 106 of the Local Government Finance Act 1992.**
Cllr B Coan declared a pecuniary interest in relation to the item on the Mayor's allowance.
- 13/010 To receive apologies for absence**
Cllr Bancroft (Per Business), Cllr Lasham (Business)
- 13/011 To receive a statement from the newly elected Town Mayor**
Cllr B Coan addressed the meeting and thanked everyone for their support. Cllr B Coan indicated that the Mayor's charities for the year would be the Knutsford Lions and Cheshire Search and Rescue. At the end of the Mayor's speech the Mayor's consort (Mr Paul Hamilton) was presented with the consort's chain of office. The Mayor indicated that in the event her consort could not attend an event she would ask a family member or councillor to attend with her.
- 13/012 To give a vote of thanks to the outgoing Mayor**
Cllr Hutchence proposed a vote of thanks for the hard work undertaken by the Mayor over the previous 12 months. The Mayor then presented the former Mayor with the past Mayor's medal.
- 13/013 To consider making an allowance to meet the expenses of the office of Town Mayor**
Members **resolved** to make an allowance of £500 to the Mayor³.
- 13/014 To consider the appointment of bank signatories**
It was **resolved** that Cllr Forbes be added to the list of signatories and that Cllr P Coan be removed from the list.
- 13/015 To note the publication of the Council meeting calendar for 2013/14**
It was noted that the schedule of meetings for 2013/14 had been published on the Council's website.
- 13/016 To consider and note the Town Clerk's report:**
1) To consider the makeup of the Strategic Plan Working Group.
Members **resolved** to add Cllr B Coan to the Working Group and allow Cllr Dean to withdraw from the working group if necessary. Cllr Dean's offer arose from a view that the group was becoming too large to function effectively.
- 13/017 To note and approve payments**

² It was noted that a revised list had been circulated prior to the meeting.

³ The Mayor left the meeting during discussion of this item. Cllr Forbes took the Chair for the item.

Members **resolved** to note and approve the payments set out in the schedule appended to the minutes. It was noted the payment to ChALC included the annual subscription fee in addition to member training.

13/018 To note three payments on behalf of the Mayor's Charity from the Civic Account (Royal British Legion, East Cheshire Hospice and Knutsford Royal May Day) each to the value of £1108.12.

Members noted the payments made. Cllr Davies outlined where and when the cheques had been presented and how well they had been received. Members congratulated Cllr Davies on achieving the high level of donations made to the deserving organisations.

13/019 Public Participation – A period not exceeding 10 minutes for members of the public to ask questions or submit comments.

Wilson Hamman– Commented that the Mayor Making should be held in the centre of Town and that it should be restricted to only ceremonial business.

David Heffernan – Commented on the equal importance of all areas of the Town, thanked Cllr Houghton for the support he had provided during the year and made mention of a charity event.

13/020 To note date of next ordinary meeting (03/06/13)

Members noted the date of the next meeting.

**Knutsford Town Council
Membership of Outside Bodies Civic Year 2013-14**

Body	Nominees
Town Plan Steering Group	B Coan, M Houghton, V Davies
Nether Knutsford Education Foundation	M Houghton
Friend of the Heath	The Mayor
Old Folks Club Committee	B Coan
Citizens Advice Bureau	J Goodrich
ChALC Regional Meeting	T Dean, P Raynes
Mid Cheshire Line Community Rail Partnership	T Dean
Local Area Partnership	P Coan
Knutsford in Bloom	M Houghton, S Gardiner
Friends of the Moor	P Coan
Knutsford Community Action Plan	B Coan, M Houghton, P Raynes, V Davies
CCG Combined Surgeries Project	N Forbes

Committees 2013/14

Town Council	Finance (6)⁴	Env & GP (6)	Events/TC (6)	Ops (8)	Assets (8)	Personnel (4)	Planning (6)
Cllr Y Bancroft Cllr P Coan Cllr V Davies Cllr A Dean Cllr S Gardiner Cllr J Goodrich Cllr M Houghton Cllr G Lasham Cllr A Malloy Cllr S Hutchence Cllr C Nicholson Cllr J Nicholson Cllr P Raynes	Cllr Y Bancroft Cllr P Coan Cllr S Gardiner Cllr M Houghton Cllr C Nicholson Cllr J Nicholson	Cllr Y Bancroft Cllr P Coan Cllr V Davies Cllr A Dean Cllr J Goodrich Cllr S Hutchence	Cllr P Coan Cllr V Davies Cllr A Dean Cllr J Goodrich Cllr M Houghton Cllr A Malloy	Cllr Y Bancroft Cllr P Coan Cllr V Davies Cllr A Dean Cllr S Gardiner Cllr G Lasham Cllr C Nicholson Cllr P Raynes	Cllr Y Bancroft Cllr P Coan Cllr V Davies Cllr A Dean Cllr S Gardiner Cllr G Lasham Cllr C Nicholson Cllr P Raynes	Cllr P Coan Cllr V Davies Cllr J Goodrich Cllr M Houghton	Cllr Y Bancroft Cllr V Davies Cllr S Gardiner Cllr J Goodrich Cllr S Hutchence Cllr P Raynes
Cllr B Coan Cllr N Forbes	Cllr B Coan Cllr N Forbes	Cllr B Coan Cllr N Forbes	Cllr B Coan Cllr N Forbes	Cllr B Coan Cllr N Forbes	Cllr B Coan Cllr N Forbes	Cllr B Coan Cllr N Forbes	Cllr B Coan Cllr N Forbes

⁴ Numbers are supplemented by ex officio.

At : 12:03

Current/Deposit Bank A/c

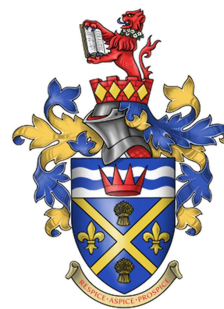
List of Payments made between 17/04/2013 and 07/05/2013

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/04/2013	Knutsford Royal May Day	3165	1,000.00	Finance	Grant
17/04/2013	Community Spirit	3166	1,899.98	Finance	Grant
17/04/2013	Town Mayor's Charity	3167	25.00	Town Clerk	Middlewich Dinner
17/04/2013	Various	DD APR	5,568.36	Town Clerk	Apr Payroll
23/04/2013	Orange	DD APR2	36.70	Town Clerk	Mobiles contract
29/04/2013	Knutsford Old Folks Club	3168	21.00	Town Clerk	Hire for Town Meeting
07/05/2013	V Davies	3169	71.80	Claim Form	Mileage Claim
07/05/2013	Knutsford Directory	240	240.00	DTC	Leaflets Artisan April
07/05/2013	Zurich Municipal	3170	1,345.48	Town Clerk	Zurich Insurance 2013-14
07/05/2013	Techno Type	3171	88.83	DTC	Photographs for Council Chamber
07/05/2013	Active Maps Ltd	3172	1,218.00	DTC	Design and Development of Maps
07/05/2013	Action for Market Towns	3173	55.00	TC	Town Teams Initiative Event
07/05/2013	City Company Seals Ltd	3174	23.98	DTC	Town Council Seal
07/05/2013	Cheshire Association Of Local	3175	1,424.89	TC	Membership + Training (Cllrs B + P Coan)
07/05/2013	Cheshire East Council	3176	788.73	DTC	Artisan Market Bins/Signs/Road Closure
07/05/2013	Commercial Caretakers	3177	234.00	Town Clerk	Cleaning Apr
07/05/2013	Fisher German	3178	1,822.50	Town Clerk	Q1 Mgt Fee
07/05/2013	JDH Business Services	3179	285.00	Town Clerk	End Year Audit
07/05/2013	Microshade VSM	3181	115.20	Contract	Finance System Hosting Fee (Q1)
07/05/2013	PR JONES	3182	30.00	DTC	Engraving Past Mayors Medal
07/05/2013	Rialtas Business Solutions Ltd	3183	569.82	TC	RBS End of Year Services
07/05/2013	N2 Signs Limited	3184	2,440.80	DTC	Production and Installation of Maps
07/05/2013	Frame IT Services Limited	3185	235.10	DTC	Picture frames for Downstairs
07/05/2013	A Keppel-Garner	3186	115.38	Claim Form	Mileage/Clocks/Office Tea/Coffee

Total Payments	<u>19,655.55</u>
-----------------------	------------------

Knutsford Town Council

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA
01565 653929 www.knutsfordtowncouncil.gov.uk
townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Town Council Meeting June 3rd 2013 At the Council Offices, Knutsford

13/021 Present

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

In attendance: Steve McQuade (Town Clerk)

13/022 To receive apologies for absence

Cllrs Raynes (Pers Business), Lasham (Business) and Houghton (Health)

13/023 To note declarations of Members' interests

Cllr Forbes	Non-Pecuniary	Item 9	Member of the Transfer of Public Assets Community of Carnegie (UK) Trust. Known to the owner of land on which an asset sits.
	Pecuniary	Item 10	Due to links with one of the social care providers (Your Life Your Way CIC Ltd).
Cllr Gardiner	Non-Pecuniary	Item 13(a)	Governor of the School to which payment is made
		Item 9	Known to owner of land on which an asset sits.
		Item 5	Due to employment of the MP for Warrington.
Cllr Malloy	Non-Pecuniary		Known to owner of land on which an asset sits.
Cllr B Coan	Non-Pecuniary		Known to owner of land on which an asset sits.
Cllr P Coan	Non-Pecuniary		Known to owner of land on which an asset sits.
Cllr J Nicholson	Non-Pecuniary	Item 13(a)	Governor of the School to which payment is made
Cllr Davies	Non-Pecuniary	Item 9	Known to allotment owner

13/024 To confirm and sign the minutes of the meeting held on 13th May 2013

The minutes were approved and signed subject to:

- Cllr Gardiner's request that the footnote on page 1 be moved into the body of the text.
- Cllr B Coan's requests that: 13/005 (add reference to the change from the agenda schedule to the resolution whereby Cllr Davies replaced Cllr Gardiner on the Town Plan Steering Group), 13/006 (To note that a revised list had been circulated prior to the meeting), 13/011 (insert name of Mayor's Consort as Hamilton and replace 'medal' with 'chain of office') and 13/013 (to note Cllr Forbes had chaired the meeting for that item).

13/025 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 matters.

13/026 To receive and consider a presentation from Phil Orford and Ian Cass on behalf of the Forum of Private Business

Mr Orford made a short presentation on how he felt the public and private sectors could work together to improve the economy. He also went on to talk about closer collaboration between Knutsford Academy and small businesses in the local area and a means of bringing business organisations together in a collaborative way throughout Cheshire and Knutsford in particular.

Mr Orford then took questions and was thanked for his support of the Business Category of the Civic Awards.

It was agreed that the Mayor and Town Clerk would meet Mr Orford to determine if there are areas for mutual collaboration.

13/027 To consider reports from Committees that have met since the previous meeting

- a) Finance Committee (Not met since previous meeting)
- b) Assets Committee (Draft Minutes 30th April)
- c) Events and Town Centre Management Committee (Not met since previous meeting)
- d) Operations Committee (Draft Minutes 30th April)
- e) Planning and Licencing Committee (Draft Minutes 28th May)
- f) Personnel Committee (Draft Minutes 20th May)
- g) Environment and General Purposes Committee (Draft Minutes 28th May)

The Chairman of each Committee (where present) reported on the most recent activity and took questions.

13/028 To consider a report from the Strategic Plan Working Group in relation to the release of the draft Strategic Plan for public comment and feedback (Cllr Dean/Cllr Forbes)

Members **resolved** to defer the matter to the next meeting. Cllr Dean left the meeting at this point.

13/029 To consider and review the Council's Corporate Risk Register (Town Clerk)

The Town Clerk introduced the item stressing that regulations required Full Council to have considered the register at least once annually. Members made a number of suggestions and asked the Clerk to update the register. It was **resolved** that Council review the register twice per year and that Operations Committee receive a report at each meeting. Members asked the Clerk to keep a copy of the register in the Member's area of the Council's website. Cllr C Nicholson wished his abstention to be noted.

13/030 To consider an update in relation to the asset transfer of the toilets, markets, allotments and St John's Wood Community Centre. (Cllrs Forbes/Dean/Davies/Malloy)

Lead Members provided updates as follows:

- Cllr Forbes (Toilets) – Transfer was believed to be imminent and potentially within two weeks.
- Town Clerk (Market) – Transfer was expected to occur within weeks.
- Cllr Davies (Allotments) – Transfer anticipated to occur within weeks, subject to final legal and practical arrangements.
- Cllr Malloy (St John's Wood) – The process had been restarted and a new business case would be developed.

13/031 To consider an update from the Health Working Group (Cllr Malloy)

The various processes were taking longer than anticipated, but considerable change was taking place across the health services in general. The working group is due to meet again in July and hopes to bring forward presentations to the next Council meeting.

13/032 To receive reports from Members having attended external events since the previous meeting.

Cllr Davies reported on attendance (with the Deputy Town Clerk) at the consultation meeting with regard to the RHS Show at Tatton Park.

Cllr Malloy and P Coan reported on attendance at a briefing in relation to the Bewilderwood project at Tatton Park.

13/033 To receive an update in relation to Member surgeries and to consider whether other means of public engagements might increase the level of feedback (Cllr B Coan)

Cllr P Coan reported on the recent surgery that he had attended with Cllr Raynes. Issues brought up at the surgery related to upkeep of the library garden, potholes in Grove Park and matters related to the Local Plan consultation (Town Strategy).

A statement was read on behalf of Cllr Hunter (Cheshire East Member) by Cllr Gardiner which expressed a view on how useful surgeries are. Members discussed possible means to improve customer feedback from surgeries and by other means.

The Artisan Market consultation stall was felt to have worked well at the previous weekend. It was felt that signage/visibility of the stall could be improved. The possible purchase of another but updated stand up sign was thought a possibility.

Members **resolved** that a stall be utilised at the next but one artisan market and to continue with library surgeries.

13/034 To receive the Town Clerk's report:

- a) **To note and approve payments**
- b) **To authorise in line with paragraphs 46 and 47 of Standing Orders additional members to assist with the sealing of documents associated with the leases, licences and contracts pertaining to the transfer of assets.**

Members noted and approved the payments after raising a number of queries with the Town Clerk.

Members **resolved** that in addition to the Mayor and Deputy Mayor the two immediate past Mayors were also authorised to participate in the sealing processes related to the transfer of assets in line with Standing Orders.

13/035 Member questions to the Town Clerk

Cllr Gardiner asked whether the facility to project planning applications and other media was available for future planning meetings. The Clerk confirmed the system was available and had been tested.

13/036 To consider a request made at the previous ordinary meeting from Cllr B Coan that Standing Orders be amended such that¹:

- **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.**

Members **resolved** to make the changes specified and as outlined in the document attached to the summons.

13/037 To receive a report from Cheshire East Councillors

Cllr Gardiner reported that the new Chief Executive is due to start later in the summer, changes to management structures are going ahead, changes also being made in relation to service delivery and the new Mayor (Cllr Flude) has been appointed.

13/038 To receive a report of Mayoral Duties

The Mayor reported on selected engagements that had been undertaken since the Mayor took office. Cllr Davies covered those engagements in her Mayoral year that had not been covered in previous reports. A schedule of the engagements is set out at Annex A.

13/039 Public Participation

A period not exceeding 5 minutes for members of the public to ask questions or submit comments. Mr Iain Douglas asked that none confidential information provided as part of the Bewilderwood

¹ Proposed changes are as marked on **attachment**.

briefing be made public. It was agreed that the information be circulated to Mr Douglas and all Members.

Meeting closed: 21:01

FINAL

Annex A: Mayor's Engagements

Date	Event	Attending
26/04/2013	Winsford Town Oscars Evening	Cllr Davies
27/04/2013	Opening of the 5 th Knutsford Scouts Climbing Wall	Cllr Davies
28/04/2013	St Georges Day Parade	Cllr Davies
02/05/2013	BNI The Mere Visitors Day	Cllr Davies
04/05/2013	Knutsford Royal May Day	Cllr Davies
07/05/2013	Bollington Mayor Making	Cllr Davies
09/05/2013	Congleton Mayor making Ceremony, Town Hall,	Cllr B Coan
10/05/2013	Knutsford and District Lions Charter dinner	Cllr Davies
12/05/2013	Sunday Lunch in aid of George Walton's Charities (Mayor of East Cheshire)	Cllr Davies
	Event	
14/05/2013	Commissioning of Rev Jane Parry, St Philips and St James Church Alderley Edge	Cllr Davies
15/05/2013	East Cheshire Mayor Making Ceremony, The Tenants Hall, Tatton Park, Knutsford.	Cllr B Coan
16/05/2013	Scouts AGM, Blackhill Lane, Knutsford	Cllr B Coan
19/05/2013	Civic Sunday, Town Hall, Congleton	Cllr B Coan
19/05/2013	Mayor At Home, Town Hall, Macclesfield	Cllr Davies
20/05/2013	Middlewich Town Council Mayor Making	Cllr B Coan
22/05/2013	Crewe Town Council Mayor Making	Cllr B Coan
23/05/2013	Mayor making Ceremony, Macclesfield	Cllr B Coan
24/05/2013	40th Anniversary, The Belle Epoque, The Belle Epoque, Knutsford	Cllr B Coan
24/05/2013	Cheshire Search and Rescue Opening, Red Cow Yard, Knutsford	Cllr B Coan
27/05/2013	Lions Street Fair Knutsford	Cllr B Coan
31/05/2013	Silk 106.9 Drinks Event, De Vere Mottram Hall Hotel, Wilmslow Rd, Cheshire	Cllr B Coan

At : 14:05

Current/Deposit Bank A/c

List of Payments made between 08/05/2013 and 29/05/2013

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/05/2013	B Coan	3187	15.00	Claim Form	Mileage Claim
13/05/2013	V Davies	3188	28.00	Claim Form	Mileage
13/05/2013	H Dytham	3189	8.97	Claim Form	Mileage
16/05/2013	B Coan	3190	500.00	Town Council	Mayor's Allowance
16/05/2013	B Coan	3191	65.46	Claim Form	Mayor Making (out of pocket)
20/05/2013	Payroll	PAYMAY	5,568.36	Town Clerk	May Payroll
21/05/2013	V Davies	3192	18.50	Claim Form	Mileage
22/05/2013	BNP Paribas	DDeb	564.84	Town Clerk	Copier rental May to Aug 2013
22/05/2013	Orange	DDeb May 2	73.76	DTC	Orange Phone Bill
22/05/2013	CVS Cheshire East	3193	80.00	DTC	HD and AKG First Aid Training
22/05/2013	Manor Park School	3194	50.00	HD	Room Hire Mayor Making
22/05/2013	MBC Badge Company	3195	345.60		Civic award badges
22/05/2013	Shaw and Sons Limited	3196	272.16	DTC	Purchase of Dec of Int book
22/05/2013	West Mercia Supplies	3197	42.53	DTC	Stationery
28/05/2013	B Coan	3198	100.80	Claim Form	Mileage Claim
28/05/2013	A Keppel-Garner	3199	77.08	Claim Form	Mileage/out of pocket
29/05/2013	2056 (Knutsford) Sqn ATC	3200	58.00	Town Clerk	2 x Diner tickets

Total Payments	<u>7,869.06</u>
-----------------------	-----------------

Knutsford Town Council

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA
01565 653929 www.knutsfordtowncouncil.gov.uk
townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Town Council Meeting July 15th 2013 *At the Council Offices, Knutsford*

13/040 Present

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

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

13/041 To receive apologies for absence

Cllrs Raynes, Goodrich, J Nicholson and C Nicholson (Personal Business), Lasham and Houghton (Business) and Cllr P Coan (Health)

13/042 To note declarations of Members' interests

Cllr Forbes	Non-Pecuniary	13/045	On grounds of being disabled.
		13/047 & 13/048	Member of the Transfer of Public Assets Community of Carnegie (UK) Trust.
		13/048	Known to owner of land on which an asset sits, and on grounds of being disabled.
Cllr Davies	Non-Pecuniary	13/048	Known to some Allotment holders
Cllr Malloy	Non-Pecuniary	13/045	Chair of Town Plan Town Centre Working Group
		13/048	Known to owner of land on which an asset sits.
Cllr B Coan	Non-Pecuniary	13/045	On grounds of being disabled.
		13/048	Known to owner of land on which an asset sits and on grounds of being disabled.
Cllr Gardiner	Non-Pecuniary	13/048	Known to owner of land on which an asset sits

13/043 To confirm and sign the minutes of the meeting held on 3rd June 2013

Members **resolved** to confirm the minutes as an accurate record of the meeting.

13/044 Public Participation

Mrs Peters-Rock spoke concerning the future of the memorial hospital. Cllr Gardiner undertook to investigate this matter.

13/045 To consider a report and request for funding of up to £15k from the Town Plan Town Centre Working Group in connection with a feasibility study for King Street

The Mayor adjourned the meeting to allow members of the public speak.

Cllr Malloy supported by Andrew Green and Derek Empson provided a report on on-going proposals to enhance access to and along King Street.

The Mayor continued the meeting and following discussion Members **resolved** that a maximum of

15k be earmarked as match funding for the King Street feasibility project subject to the following conditions:

1. That funding is matched by Cheshire East.
2. That Cheshire East provide written confirmation that the King Street works would form part of the Cheshire East short to medium term financial strategy and that assurances are given that the work would go forward within the next five years provide that the study identified a workable scheme.
3. That the funds be earmarked in the Town Council's accounts.

Members wished it placed on record that they thanked the Town Plan Group for their work in this area. Cllr Malloy confirmed that a request for the release of the monies would be made when the relevant assurances had been received and the full scope and costs of the project feasibility study are quantified.

13/046 To note reports from Committees that have met since the previous meeting

The Chairman of each Committee (where present) reported on the most recent activity and took questions.

13/047 To consider a report from the Strategic Plan Working Group in relation to the release of the draft Strategic Plan for public comment and feedback

Cllr Dean presented the draft Strategic Plan that had been developed by the Working Group, stating that the current proposal is to release the draft plan for consultation to interest groups in the Town and to any other parties and individuals who may have an interest.

Members **resolved** to issue the draft plan for consultation for comments in September.

13/048 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 that transfer of the Toilets is imminent, and that final legal discussions are taking place.

Cllr Dean reported that the Market transfer is at the legal stage, and will be dealt with following toilet transfer.

Cllr Davies reported that the Allotment transfer is also at the legal stage, and would be dealt with following Market transfer.

Cllr Malloy reported that the transfer of St. Johns Wood is still under discussions with Cheshire East Council.

13/049 To consider an update from the Health Working Group (Cllr Malloy)

Cllr Malloy reported that at the last meeting of the Working Group a concern was raised regarding the amount of time matters are taking due to the changes in the local health structures.

Consultation has begun on service provision for Knutsford in general, to ascertain the needs of the people in Knutsford. The group continue to monitor transport issues along with the Town Plan group.

13/050 To receive reports from Members having attended external events since the previous meeting.

Cllr Davies reported attending the Town Plan meeting. Cllr Gardiner indicated that the previous constitution required the Vice-Chairman of the group to be a Town Councillor.

Cllr Forbes reported manning a stall at Booths with Cllr B Coan to canvass nominations for the Civic Awards. Cllr Forbes highlighted the high footfall, and indicated the store presents an ideal opportunity for the Town Council to engage with the community.

Cllr Malloy reported attending a meeting at Booths Park with Cllrs Bancroft and P and C Coan.

13/051 To receive an update in relation to Member surgeries.

Cllr Malloy reported that he attended the July surgery with Cllr B Coan. Two members of the public made enquiries with the Councillors.

Cllr Gardiner suggested utilising Booths as a location for Town Council surgeries, and allowing the

public to book appointments at surgeries online.

13/052 To receive the Town Clerk's report:

- a) To note and approve payments and receipts
 - b) To authorise the Clerk to sign the relevant documentation relating to the transfer of the allotments once the business case has been finalised
 - c) To consider the Annual Audit response from the external auditors
- a) Members **resolved** to approve the payments and receipts listed, with the exception of the payment to Niche Events which is to be investigated by Internal Audit.
 - b) Members **resolved** that the Business Case for transfer be brought back to Council.
 - c) The Town Clerk briefed members on the External Audit report and confirmed that all the recommendations made had been actioned.

13/053 Member questions to the Town Clerk

Cllr Dean enquired about the arrangements for road closure signage at the Knutsford Promenades event. The Deputy Town Clerk explained the procedure and legislative rules pertaining to placing signs on the highway. Members requested that certification for employees and councillors be investigated by the Events Committee.

13/054 To review and consider Standing Orders

Members **resolved** to note Standing Orders and that the Clerk would correct an identified typographical error in line with previous authorisations. Cllr Forbes abstained from voting.

13/055 To consider a proposal from Cllr B Coan to investigate the options of establishing a Youth Forum/Council/Committee

Members **resolved** that the options for establishing a Youth Council (or similar) be investigated further by the Mayor.

13/056 To consider the appointment of a Mayoral Cadet

Cllr B Coan explained that Congleton Town Mayor annually appoints a Mayoral Cadet, and indicated a wish to introduce this in Knutsford. Members **resolved** that the Mayor investigate the annual appointment of a Mayoral Cadet.

13/057 To receive a report from Cheshire East Councillors

Cllr Gardiner reported that a meeting of the Full Borough Council is scheduled to take place on Thursday 18th July, giving a brief synopsis of the agenda. He further reported that the Government Care Bill is likely to have a significant financial impact on the Borough Council as Cheshire East has an exceptionally large proportion of the population over 65. Cllr Gardiner further reported on the "Kim Riley Room" at the CEC HQ.

13/058 To receive a report of Mayoral Duties

Cllr B Coan reported on the duties undertaken by the Mayor, Deputy Mayor and former Mayor.

13/059 Public Participation

Brian Chaplin notified members that the South Knutsford Residents Association had been established.

13/060 To consider the date of the next meeting (02/09/13)

Members noted the date.

Meeting Closed: 21:15

Mayoral Engagements		
Date	Event	Attending
09/06/2013	First Eucharist of Rev Trish Cope	Cllr Davies
09/06/2013	Burns Foundation Family Fun Day	Deputy Mayor
13/06/2013	Mercians Homecoming Parade	Mayor
15/06/2013	Tatton Singers Concert	Mayor
16/06/2013	Middlewich FAB Festival	Mayor
18/06/2013	Network Meeting of Town Mayors	Mayor
18/06/2013	Rotary Club Charter Night	Mayor
22/06/2013	FABFEST Guides	Mayor
23/06/2013	Alsager Civic Sunday	Mayor
25/06/2013	Scouts AGM	Mayor
26/06/2013	Toft Taverners Over 70's Outing	Mayor
27/06/2013	Crown Estates, Café Royal	Mayor
27/06/2013	Egerton Schools Foundation	Cllr Davies
28/06/2013	Manchester Airport Work Inspiration Event	Mayor
29/06/2013	Live Rock Choir Event, Liverpool	Mayor
30/06/2013	Knutsford Civic Sunday	Mayor
03/07/2013	Gardener's Cottage Tea rooms opening, Tatton Park	Mayor
04/07/2013	Friends of the Heath	Deputy Mayor
05/07/2013	Knutsford Respect Graduation, Fire Station	Mayor
05/07/2013	Knutsford Promenades	Mayor
05/07/2013	Annual Dining In Night, ATC	Mayor
07/07/2013	Alderley Edge Civic Sunday	Mayor
09/07/2013	Bruntwood, breakfast Meeting, Booths Park	Cllr Davies
09/07/2013	Cancer Research UK, Knutsford	Mayor
09/07/2013	Manchester Airport Attendance Scheme	Mayor
10/07/2013	My World Graduation, Manor Park School	Mayor
11/07/2013	Prism IT Event	Mayor
13/07/2013	Gymfinity, Egerton Youth Club	Mayor
14/07/2013	Macclesfield Civic Service	Mayor

At : 09:22

Current/Deposit Bank A/c

List of Payments made between 30/05/2013 and 09/07/2013

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
13/06/2013	Payroll	DD JUNE	5,568.36	Town Clerk	June Payroll
17/06/2013	Cheshire East Council	3201	366.64	DTC	TM for Lions Street Fayre
17/06/2013	Claymore Business Machines Ltd	3202	234.34	Town Clerk	Copier B&W Feb to May
17/06/2013	Commercial Caretakers	3203	234.00	Town Clerk	May cleaning
17/06/2013	DF Sales LTD	3204	160.92	EVENTS	Certificate Frames
17/06/2013	TG Media Vision Limited	3205	19.50	DTC	Mayor's Diary
17/06/2013	The Trophy	3206	361.65	DTC	Civic Awards materials
17/06/2013	West Mercia Supplies	3207	192.34		Guillotine
17/06/2013	British Telecom	DD June 2	156.36	Town Clerk	Calls and rent (May to Jul)
17/06/2013	Orange	DDJune	36.35	Town Clerk	June Mobile costs
27/06/2013	Knutsford Old Folks Club	3208	14.00	Town Clerk	Hire Jubilee (24/6)
28/06/2013	Commercial Caretakers	3209	262.80	Town Clerk	June (includes consumables)
28/06/2013	Dixon Rigby Keogh	3210	6,626.40		Toilet Legals
28/06/2013	Steve Ikin Limited	3211	183.00	OPERATIONS	Work to Council Noticeboard at Council Offices
28/06/2013	Knutsford Directory	3212	450.00	FULL COUNCIL	Publication of Annual Report
28/06/2013	Lyndsey Green	3213	75.00	ENVIRONMENT	Redrawing of Armorial Bearings
28/06/2013	Millington Hall Farm	3214	756.00	DTC	MAR-MAY
28/06/2013	Techno Type	3215	28.58	DTC	Lamination of Map and Photocop
28/06/2013	West Mercia Supplies	3216	70.39	Town Clerk	Office white boards
01/07/2013	S McQuade	3217	283.56	Claim Form	Claim Reimbursement
01/07/2013	Balloons and Greetings Cards	3218	35.00	DTC	Balloons for Civic Awards
01/07/2013	Society of Local Council Clerk	3219	180.00	DTC	VAT Training
01/07/2013	Knutsford Bloom	3220	144.00	DTC	Civic Awards Flowers
01/07/2013	Discount Displays	3221	106.18	DTC	Civic Award Display Stands
02/07/2013	H Dytham	3222	12.42	Claim Form	Out of pocket claim
02/07/2013	Rose and Crown	3223	675.00	DTC	Catering Civic Awards
03/07/2013	Niche Event Hire	3224	252.00	DTC	Civic Awards Stage
08/07/2013	BDO (Audit)	3225	1,038.00	Town Clerk	External Audit (2012/13)
08/07/2013	Microshade VSM	3226	115.20	Town Clerk	Hosting of FMS (Q1)
08/07/2013	A Keppel-Garner	3227	108.35	Claim Form	Reimbursement
09/07/2013	P Coan	3228	144.65	Claim Form	Reimbursement
09/07/2013	B Coan	3229	231.32	Claim Form	Reimbursement
Total Payments			19,122.31		

At : 09:30

Current/Deposit Bank A/c

Cash Received between 01/04/2013 and 09/07/2013

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
05/04/2013	Cheshire East	88487	Precept 1 of 2	76,500.00
18/04/2013	HMRC	UB4537	VAT reclaim	2,737.06
24/04/2013	HMRC	24-04-13	VAT Claim March 13	3,916.22
25/04/2013	Cheshire East	88487	Council Tax Support Grant	18,826.00
30/04/2013	Fisher German	5/4/13	KCH Rent Q1	15,187.50
15/05/2013	Artisan mkt	Artisan	Payment from market	137.84
04/06/2013	Northwest Funfairs Ltd	185	Xmas Funfair 2012	110.00
05/06/2013	Cheshire East	Bacs	H Basket overpayment	245.66
14/06/2013	Knutsford Lions	139	Repayment	152.77
18/06/2013	Monckton Properties	MONCKTO	Sponsorship of Proms	250.00
21/06/2013	Cheshire East	140	R Lily Payment for 12/13	2,940.00
27/06/2013	Bank Int	Int	Bank Interest	457.78
02/07/2013	Forum of Private Business	1305	Sponsorship of Civic Awards	500.00
08/07/2013	Northgame Ltd	141	Xmas 2012 payment Barringtons	250.00
Total Receipts				122,210.83

Knutsford Town Council

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA
01565 653929 www.knutsfordtowncouncil.gov.uk
townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Town Council Meeting July 26th 2013 *At the Council Offices, Knutsford*

13/061 Present

Cllrs B Coan, P Coan, C Nicholson, J Nicholson, Forbes, Davies, Gardiner, Hutchence, Houghton and Raynes

In attendance: Adam Keppel-Garner (Deputy Town Clerk) and Jackie Weaver (ChALC)

13/062 To receive apologies for absence

Cllrs Bancroft, Malloy, Lasham and Dean (personal business)

13/063 To note declarations of Members' interests

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

13/064 To confirm and sign the minutes of the meeting held on 3rd June 2013

Members **resolved** to confirm the minutes as an accurate record of the meeting.

13/065 Public Participation

No members of the public were present at the meeting.

13/066¹ To consider an update and recommendation from the Personnel Committee related to Staffing Issues, Structure and Roles

Members **resolved** to exclude the public and press during this item.

The draft minutes of the Personnel Committee meeting were circulated to members. It was **resolved** to approve the recommendations of the committee:

- a) The Deputy Town Clerk fulfil the duties of Proper Officer and RFO
- b) To increase the hours of the Mayor's PA to 35 per week

For an interim period from the leaving date of the Town Clerk to the end of the calendar year, with a review in 4 months.

It was further **resolved** that during this period the Deputy Clerk be remunerated at SCP30.

It was **resolved** that S McQuade be removed as a signatory to the Council's bank account and A Keppel-Garner added with immediate effect.

It was **resolved** that the Town Council accept the Town Clerk's request to leave the Council's employ on 9th August, with all due benefits accrued to that date being paid; but that the Council have no objections should the Town Clerk wish to leave prior to that date.

13/067 To note the date of the next meeting (02/09/2013)

Members noted the date.

¹ The Deputy Town Clerk left the room during the discussion of this item.

Knutsford Town Council

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA
01565 653929 www.knutsfordtowncouncil.gov.uk
townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Town Council Meeting September 2nd 2013 *In the Lower Council Chamber of the Town Council Offices*

13/068 Present

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

In attendance: Adam Keppel-Garner (Acting Town Clerk)

13/069 To receive apologies for absence

Apologies were received from Cllrs Bancroft (personal business) and Houghton (business).

13/070 To note declarations of Members' interests

Cllr Forbes

13/074 Non Pecuniary

Member of the Transfer of Public Assets Community of Carnegie (UK) Trust.

13/075

Member of Toft Road Patient Practice Group

Cllrs Malloy, B Coan, Forbes, Gardiner and P Coan

13/074 Non Pecuniary

Known to the owner of lands on which an asset sits

Cllr Davies

13/074 Non Pecuniary

Known to allotment holders

13/071 To confirm and sign the minutes of the meeting held on 26th July 2013

Members **resolved** to confirm the minutes, which were duly signed by the Town Mayor, following an amendment to include Cllr Goodrich in the list of apologies tendered.

13/072 Public Participation

No member of the public wished to speak.

13/073 To consider reports from Committees which have met since the previous meeting

Committee Chairman presented the minutes of meetings and offered to answer any questions. Cllr Dean highlighted the Knutsford Hosts project from the Events Committee.

13/074 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 that the Toilets had now transferred, and that work on Bexton Road was almost completed. Members requested that the King Street toilets feature a sign directing users to Bexton Rd whilst undergoing renovation.

Cllr Dean updated members on the Market Transfer indicating transfer was due shortly and that the Acting Town Clerk was awaiting a report from the Council's solicitor.

Cllr Davies updated members that the Mereheath Lane allotments were no longer on offer to the Town Council, and that there were two issues awaiting resolution before a business case could be written.

Cllr Malloy reported that there had been no response from CEC with regards to the transfer for SJWCC since May. Cllr Gardiner indicated he would speak to the education department at CEC to

push things along.

- 13/075 To consider an update from the Health Working Group**
Cllr Malloy updated members on the latest working group meetings, indicating that a rough timescale of two years had been agreed to fully implement whatever proposal is decided for a new medical centre.
- 13/076 To receive reports from Members having attended external events since the previous meeting**
Cllr Dean reported on his attendance at the meeting of the Community Railway Partnership, highlighting the recent publication of the "Railway Walks" guide.
- 13/077 To receive an update in relation to Member surgeries**
Cllr Raynes and Hutchence attended the August surgery, where one member of the public attended to ask about Bewilderwood.
- 13/078 To receive a report from Cheshire East Councillors**
Cllr Raynes updated members on the local plan, indicating final touches to the document were being made. He further stated that road repairs were being undertaken across the borough, that arm's length companies were being set up for different services, such as bereavement and waste. Cllr Raynes finally reported that in the past 12 months the average wage in the area was up 3% and unemployment was down 5%.
Cllr Gardiner reported on the budget for the adult social care.
- 13/079 To note and approve payments and receipts**
Members asked a number of questions in relation to payments, which the Acting Town Clerk answered. Members **resolved** to approve the payments and note the receipts.
Members requested that for clarity more information pertaining to certain spends is included in the report.
- 13/080 To consider requests from Committees for budget virements to cover special projects.**
a) **Request from the Environment Committee for £3,215 to cover the costs of the installation and associated landscaping of the King Canute Sculpture at the Town Council Offices**
b) **Request from the Events Committee for £2,200 to cover the costs of the start-up of the 'Knutsford Hosts' scheme.**
a) Cllr Davies briefed members on the project. Cllr Gardiner confirmed that the installation would require planning permission due to being in the grounds of a listed building. Members **resolved** to approve the spend, plus planning costs, from the Finance budget utilising the "misc income" budget line, subject to all necessary permissions being granted.
b) Members **resolved** that the funding for the project be drawn from the "misc income" budget line under the Finance Committee.
- 13/081 To consider matters related a War Memorial in the Town Centre**
Cllr Dean reported that at the July Events Committee meeting the matter of a town war memorial was discussed, stating that Knutsford was unusual amongst other towns and villages for not having a central memorial. Cllr Nicholson stressed the importance that a Town Memorial must include the names of those who fell from across the town, with reference to the memorials in the Conservative Club, Cross Town and churches.
Members **resolved** that the Environment Committee further look into the provision of a town memorial to remember those who have fallen and to mark the centenary of the Great War.
- 13/082 To consider appointment of a Mayoral Cadet; including amendment to the Civic Protocol to include the procedure of appointing a Mayoral Cadet**
Cllr B Coan introduced the proposed scheme, and following discussion members **resolved** to initiate the proposed scheme starting in the 2014 mayoral year, with delegated authority to the Town Clerk and Town Mayor to procure necessary items for the office of Mayoral Cadet. The scheme will be reviewed to consider the inclusion of other youth organisations.
- 13/083 To consider the formation of a Knutsford Youth Council**

The Acting Town Clerk took questions on the proposed scheme from members. It was **resolved** to defer consideration for 6 months pending further investigation to draw up a more cost effective solution.

13/084 To receive a report of Mayoral Duties

The Town Mayor and Deputy Town Mayor reported on recent engagements attended. A schedule of engagements is set out at Annex A.

13/085 Public Participation

No members of the public were present.

13/086 To note the date of the next meeting (14th October 2013)

Members noted the date.

DRAFT



Knutsford Town Council

Payment Schedule: 02/09/2013
Current / Deposit Account

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/07/2013	Payroll	AUTOPAY	5,644.42	SM	Payroll July 13
18/07/2013	Knutsford Bloom	3220C	-144.00	SM	Cancelled cheque
06/08/2013	BNP Paribas	DD	528.84	HD	Copier Rental
07/08/2013	Knutsford Bloom	3230	84.00	SM	Flowers Civic Awards (2)
07/08/2013	Claymore Business Machines Ltd	3232	281.28	HD	Copier usage
07/08/2013	Cheshire East Council	3233	7,498.03	SM	By-Election + Traffic Management
07/08/2013	Commercial Caretakers	3234	234.00	HD	July Cleaning
07/08/2013	CURZON CINEMAS	3235	288.00	AKG	Curzon Room Hire
07/08/2013	D A Greenslade	3236	228.00	Assets	Roof works 2
07/08/2013	Recclesia Ltd	3237	8,064.00	Assets	Lantern Repairs
07/08/2013	Society of Local Council Clerks	3238	82.95	Operations	Books Agreed at Ops
07/08/2013	Zurich Municipal	3239	332.08	AKG	Insurance for Toilets
07/08/2013	Orange	DDJuly	36.52	AKG	Contract Payment
08/08/2013	NICHE	3224C	-252.00	AKG	Cancelled Invoice
08/08/2013	Balloons Greeting Cards	3218C	-35.00	AKG	Cancelling Cheque
08/08/2013	David Brade	3231	35.00	AKG	Balloons Civic Awards
19/08/2013	Cllr Neil Forbes	3240	13.05	AKG	Mileage Claim
28/08/2013	A Keppel-Garner	3241	32.79	AKG	A Keppel-Garner - Expenses
28/08/2013	Knutsford Old Folks Club	3242	28.00	AKG	Jubilee Hall Booking
28/08/2013	H Dytham	3243	10.67	AKG	H Dytham Expenses
28/08/2013	Animal Island	3244	1,350.00	Events	Reindeer - 50% Deposit
28/08/2013	Association of Town Centre Man	3245	60.00	Operations	ATCM Membership (to Dec 13)
28/08/2013	Autographics (Cheshire) Limite	3246	144.00	Environment	Jubilee Arch Plaque
28/08/2013	Cheshire Association Of Local	3247	30.00	AKG	Cllr Workshop 3 -Cllr Houghton
28/08/2013	Cheshire East Council	3248	800.00	HD	Road Closures Artisan Market
28/08/2013	Fisher German	3249	1,822.50	HD	Quarterly Management Fee Q2
28/08/2013	D A Greenslade	3250	114.00	AKG	Roof Works
28/08/2013	Niche Event Hire	3251	126.00	AKG	Stage (Revised Invoice)
28/08/2013	Northwich TC	3252	717.00	Operations	Painting Meeting Room
28/08/2013	Rialtas Business Solutions Ltd	3253	519.41	Finance	Sales Ledger
28/08/2013	Techno Type	3254	23.85	AKG	TechnoType (Bus Cards / Pens)
28/08/2013	Orange	DD	40.55	HD	Mobile Phones DD
28/08/2013	AUGUST PAYROLL	AUTOPAY	7,380.96	AKG	AUGUST PAYROLL
Total Payments			36,118.90		



Knutsford Town Council

Payment Schedule: 02/09/2013
Civic Ball Account

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/08/2013	Royal British Legion	341	33.33	DTC	Additional Donation for 2013
07/08/2013	Knutsford Royal May Day	342	33.33	DTC	Additional Donation 2013
07/08/2013	East Cheshire Hospice	343	33.33	DTC	Additional Donation 2013
Total Payments			<u>99.99</u>		

Annex A – Mayoral Engagements

Date	Event	Attended by
16/07/2013	Scouts Silver Badge Awards Ceremony	Town Mayor
18/07/2013	Abbeyfield House Summer Party	Town Mayor
18/07/2013	Launch of Don Giovanni Restaurant	Town Mayor
21/07/2013	Poynton Civic Sunday	Town Mayor
23/07/2013	Mayor's Meeting	Town Mayor
27/07/2013	Community Spirit Fun Day	Town Mayor
30/07/2013	Knutsford in Bloom shop window/ Front garden judging	Town Mayor
04/08/2013	Northwich Mayor's Civic Sunday	Town Mayor
04/08/2013	Cheshire Game and Angling Fair	Deputy Town Mayor
07/08/2013	Friends of the Moor National Play Day	Deputy Town Mayor
08/08/2013	Gaskell Month in Knutsford, Heritage Centre	Deputy Town Mayor
17/08/2013	Northwich Town councils Community Fun day	Deputy Town Mayor

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Town Council Meeting October 14th 2013 *In the Lower Council Chamber of the Town Council Offices*

13/087 Present¹

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

13/088 To receive apologies for absence

Apologies were received from Cllrs B Coan (personal business) and Goodrich (business)

13/089 To note declarations of Members' interests

Cllr J Nicholson	13/099	Pecuniary	Recipient of payment
Cllr C Nicholson	13/099	Pecuniary	Husband of recipient of payment
Cllrs Gardiner, P Coan, Forbes Malloy and C Nicholson	13/094	Non-Pecuniary	Known to owner of land on which assets sit
Cllrs Davies and C Nicholson	13/094	Non-Pecuniary	Known to allotment holders
Cllr Forbes	13/094	Non-Pecuniary	Member of the Transfer of Public Assets Community of Carnegie (UK) Trust.

13/090 To receive and confirm the minutes of the meeting held 2nd September 2013

Members **resolved** to confirm the minutes as a true record following the alteration to item 13/080 to specify planning permission not conservation area consent.

13/091 Public Participation

No members of the public raised any issues.

13/092 To consider reports from Committees which have met since the previous meeting

Members **resolved** to defer the report from the Personnel Committee to the end of the meeting. The Chairman of each committee referred the Council to the minutes of the committee meetings to which no members raised any questions.

Members **resolved** to exclude the Public and Press for the discussion of the Personnel Committee report. The Chairman of the Personnel Committee updated the Council on the recent activities of the Personnel Committee and took questions from members. Members **resolved** that the Acting Town Clerk seek further clarification as to the correct procedure for the minuting of items discussed under a resolution to exclude the press and public from the Monitoring Officer and NALC. Members **resolved** to readmit the Public and Press.

13/093 To consider responding to the Knutsford Academy Studio School questionnaire

The Deputy Mayor adjourned the meeting to allow presentation from Sue Adamson of the Knutsford Academy on the new studio school. It was explained that members, as important figures of the community, were asked to complete a short questionnaire on the studio school as part of a statutory consultation. The Deputy Mayor encouraged members to complete the questionnaire before reconvening the meeting.

¹ In the absence of the Town Mayor, the meeting was chaired by the Deputy Mayor, Cllr Forbes.

- 13/094 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 the Council that the transfer of toilets had completed and work at Bexton Road had completed. Cllr P Coan requested that thought be given to the use of empty space in the toilet blocks at the next Assets Committee meeting.
Cllr Dean reported that the transfer of the market was waiting on a report from the solicitor. Cllr Davies reported there had been no further update on allotment transfer.
Cllr Malloy and Cllr C Nicholson updated the Council on the transfer of the community centre and explained that the current status of a transfer was uncertain.
- 13/095 To consider an update from the Health Working Group**
Cllr Gardiner provided an update on the recent meeting of the Health Working Group, in particular highlighting the possibility of a single medical centre for Knutsford.
- 13/096 To receive reports from Members having attended external events since the previous meeting**
Cllr J Nicholson reported attending the Parish Council liaison meeting at Manchester airport which Cllrs Dean and C Nicholson also attended. Cllr J Nicholson mentioned that airport city now has full planning consent.
Cllr Davies reported attendance with Cllrs Forbes, Raynes, B Coan and Malloy at Macclesfield in relation to the Cheshire East local plan and explained that a further consultation is to take place.
Cllr Dean reported on a meeting attended at the Community Rail Partnership meeting. Cllr Dean explained that a link to Manchester Airport is unlikely due to cost, that the number of users on the rail line has increased around 3-5% per year and that they are seeking to double the number of trains on the line.
- 13/097 To receive an update in relation to Member surgeries**
Cllr Bancroft attended the October surgery where no issues were raised. Cllr Dean reported on the September surgery where a resident highlighted parking issues on Stanley Road which were referred to Cheshire East.
- 13/098 To receive a report from Cheshire East Councillors**
Cllr Raynes update the Council on the process of setting up arms-length companies to manage a number of services, including waste, bereavement and streetscape.
- 13/099 To note and approve payments and receipts**
Members **resolved** to approve the payments listed in annex 1.
Members requested clarity as to the periods which payments cover on future payment schedules.
- 13/101 To consider merging the Assets and Operations committees**
In line with standing orders this item stood adjourned until the next meeting.
- 13/102 To consider establishing Terms of Reference for Working Groups/Panels/Parties**
Members **resolved** to defer this item to the next meeting.
- 13/103 Member questions to the Town Clerk**
Cllr P Coan asked the status of the road closures for the Artisan Market. The Acting Town Clerk explained the matter was on-going but highlighted the specificity required in getting a road closure order meant it would be strictly for the Artisan Market on the days specified in the order.
- 13/104 To receive a report of Mayoral Duties**
The Deputy Mayor reported on the recent Mayoral duties attended by the Mayor, Deputy Mayor and other councillors as per annex 2.
- 13/105 Public Participation**
No matters were raised.
- 13/106 To note the date of the next meeting**
Members noted the date.

List of Payments made between 29/08/2013 and 10/10/2013

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/09/2013	September Payroll	SEPTPAY	3,903.33	AKG	September Payroll
25/09/2013	FP Teleset	DD	150.00	AKG	Franking Machine Direct Debit
04/10/2013	Cllr J Nicholson	3255	77.20	AKG	Mileage Claims x 4
08/10/2013	Cheshire East Council	3256	472.40	HD	Sept AM + Signs / Repairs (Wallwood)
08/10/2013	Claymore Business Machines Ltd	3257	218.14	HD	Photocopier Black
08/10/2013	Commercial Caretakers	3258	468.00	HD	Office Cleaning
08/10/2013	Display Wizard	3259	316.67	OPERATIONS	Display Equipment (Banners etc)
08/10/2013	Dimension Projects Limited	3260	2,200.00	EVENTS / FULL COUNCIL	Knutsford Hosts
08/10/2013	Fisher German	3261	1,822.50	HD	Management Fees For 60 King St
08/10/2013	Steve Ikin Limited	3262	197.00	AKG	Misc Works at Council Offices
08/10/2013	Lithotech Design & Print Ltd	3263	164.41	HD	Compliment slip Printing + Business Cards
08/10/2013	Millington Hall Farm	3264	1,008.00	HD	River Lily maintenance
08/10/2013	Northwich TC	3265	2,280.00	HD	Reburbishment Works
08/10/2013	Recclesia Ltd	3266	1,496.40	HD	Belle Epoque Lantern Repair
08/10/2013	Scottish Power	3267	46.12	HD	Electricity Charges (Xmas 2012)
08/10/2013	Techno Type	3268	12.70	HD	Pens
08/10/2013	UKOS	3269	178.29	HD	Copier Paper
08/10/2013	Knutsford Window Cleaners	3270	60.00	HD	Window + Flagpole Cleaning
08/10/2013	West Mercia Supplies	3271	54.27	AKG	Stationery
08/10/2013	Belle Epoque Limited	3272	1,000.00	HD	Deposit for Mayor's Ball 2014
08/10/2013	FP Teleset	DD	81.00	HD	Franking Machine Costs
08/10/2013	Orange	DD1	38.14	HD	Mobile Phones Orange
08/10/2013	Royal Bank of Scotland	DD2	10.00	HD	Payroll Processing Surcharge
08/10/2013	Business By Technology Ltd	3273	94.66	AKG	Photocopier Usage
08/10/2013	Cheshire East Council	3274	3,558.55	AKG	Business Rates (Toilets)
08/10/2013	Danfo	3275	2,280.00	AKG	Recharge of Licence Fee
08/10/2013	Microshade VSM	3276	115.20	HD	Quarterly fee for RBS OMEGA
08/10/2013	British Telecom	DD	166.12	HD	Broadband + Phone
08/10/2013	Siemens	DD Siemens	749.54	HD	Photocopier Lease Fee
08/10/2013	Knutsford Heritage Centre	3277	2,000.00	Finance	Grant
08/10/2013	Helen Dytham	3278	4.94	AKG	Expenses
08/10/2013	A Keppel-Garner	3279	63.98	AKG	Expenses
08/10/2013	B Coan	3280	135.30	AKG	Mileage
09/10/2013	Festive Lighting Company	3281	2,372.53	AKG	Hire Charges 2013
09/10/2013	Cheshire East Council	3282	200.00	AKG	Road Closure October Artisan
09/10/2013	West Mercia Supplies	3283	13.30	AKG	Bin and Pins
09/10/2013	Cheshire East Council	3284	21.00	AKG	TEN Licence (Xmas Market)
09/10/2013	Poynton Town Council	3285	80.00	AKG	Poynton Civic Ball
Total Payments			28,109.69		

Mayoral Events September/ October 2013

Date	Event	Attending
07/09/2013	Accelerated Learning centre Opening	Mayor
07/09/2013	Green Flag Celebration, Friends of the Moor	Mayor
07/09/2013	MAG 75 th Anniversary Concert, Bridgewater Hall	Mayor
08/09/2013	Mobberley Civic Sunday	Mayor
15/09/2013	Open Air service, Winsford Salt Fair	Mayor
17/09/2013	Summer Reading Scheme Awards, Knutsford Library	Cllr Mike Houghton
18/09/2013	Fundraising Event at Don Giovannis Knutsford	Mayor
21/09/2013	Moore Finance and Moore Foundation Ball, Mere	Mayor
22/09/2013	Anniversary Service, Brook Street Chapel	Mayor
22/09/2013	Crewe Civic Service	Mayor
22/09/2013	Bollington Civic Service	Cllr J & C Nicholson
24/09/2013	Manchester Airport meeting	JN, CN, AD
28/09/2013	Handicapped Childrens Pilgrimage Trust	Mayor
29/09/2013	Middlewich Civic Service	Mayor
01/10/2013	Knutsfordian Exhibition	Deputy Mayor
04/10/2013	Lions Charity Fundraising Concert	Mayor
06/10/2013	Winsford Civic Service	Mayor
09/10/2013	The Queens award for Volunteers, The Welcome	Deputy Mayor
10/10/2013	Friends of the Heath Meeting	Deputy Mayor
11/10/2013	Scouts Annual Dinner	Mayor
13/10/2013	Nantwich Civic Service	Mayor

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Town Council Meeting November 25th 2013 *In the Lower Council Chamber of the Town Council Offices*

- 13/107 Present¹**
Cllrs Forbes, Gardiner, P Coan, Hutchence, Dean, Bancroft, Malloy, Davies, Raynes and Goodrich.
- 13/108 To receive apologies for absence**
Apologies were received from Cllrs B Coan and C Nicholson (health), Cllr Houghton (business) and Cllr J Nicholson (personal business)
- 13/109 To note declarations of Members' interests**
- | | | | |
|---------------------------|--------|---------------|---|
| Cllr Forbes | 13/113 | Non-pecuniary | Member of the Transfer of Public Assets Community of Carnegie (UK) Trust. |
| Cllr Davies | 13/113 | Non-Pecuniary | Known to allotment holders |
| Cllrs Gardiner and Raynes | 13/125 | Non-Pecuniary | Members of Cheshire East Council |
- 13/110 To receive and confirm the minutes of the meeting held 14th October 2013**
Members **resolved** to confirm the minutes as a true record of the meeting following the insertion of clarification that Cllr Forbes chaired the meeting in the absence of the Mayor.
- 13/111 Public Participation**
One member of the public raised concern about the condition of the roads in Knutsford and urged the Council to do anything within its power to see problems addressed. Another asked what is the Town doing to commemorate the centenary of World War I in 2014. Cllr Malloy raised questions concerning payments for road closures for the Artisan Market on behalf of a resident.
- 13/112 To consider reports from Committees which have met since the previous meeting**
The minutes of committee meetings were presented and Chairmen of committees offered to take questions. Cllr Gardiner explained that the meeting with a CEC Planning Officer had been postponed. Cllr Bancroft questioned the Acting Town Clerk's title. Cllr Dean highlighted the Knutsford Promenades as an event which will have a wartime commemoration aspect and explained that the Committee had agreed £200 to be spent on entertainment in support of a forthcoming Promote Knutsford Forum event.
- 13/113 To consider an update in relation to the asset transfer of the markets, allotments and St John's Wood Community Centre**
Cllr Dean reported that information was awaited from the solicitor in relation to the Market transfer. Cllr Davies reported that a business case would be prepared for January for the transfer of Allotments.

¹ In the absence of the Town Mayor, the meeting was chaired by the Deputy Mayor, Cllr Forbes.

Cllr Malloy explained that there had been little change on the transfer of SJWCC and that he was still awaiting information from CEC. The matter of Community Sprit utilising the sports barn was mentioned.

- 13/114 To consider an update from the Health Working Group**
Cllr Malloy reported that the working group had not met since the last Council meeting.
- 13/115 To receive reports from Members having attended external events since the previous meeting**
Cllr Davies reported on a meeting of the Town Plan Committee where it had decided to change its status to a Community Interest Company.
Cllr Dean reported on attendance at the ChALC AGM where one of the main issues raised was regarding the Borough Councils taking more notice of Parish/Town Council comments on planning applications.
Cllr Davies reported on a meeting with CEC and Police regarding Town Centre CCTV which was discussed later in the agenda.
Cllr Bancroft reported on attendance on a training session attended with ChALC where it was intimated that Town Councils could not fund war memorials.
- 13/116 To consider a report from Cllr Forbes following the Town and Parish Conference**
Members **resolved** to seek formally seek clarity from Cheshire East Council concerning changes to potential and existing delegated duties.
Members **resolved** to formally seek clarity from Cheshire East Council concerning changes to the transfer of assets in particular St Johns Wood CC, the Council Offices and Parks & Play Areas.
Members **resolved** that the Strategy Working Group consider potential delegated duties such as limited planning permissions and dog fouling fine enforcement and recommend a way forward for the Town Council.
- 13/117 To receive an update in relation to Member surgeries.**
Cllr Forbes reported that no-one visited the November surgery.
- 13/118 To receive a report from Cheshire East Councillors**
Cllr Raynes highlighted the Cheshire East sports awards, the fact that 90% less potholes have been reported and that around 50,000 potholes have been repaired and highlighted the Care and Repair service.
Cllr Gardiner highlighted the Local Plan meeting and encouraged everyone to respond. Cllr Gardiner also mentioned that central government grants to the Council had been reduced.
- 13/119 To note and approve payments and receipts**
Members **resolved** to approve the payments as per annex 1.
Members noted the receipts following clarification that the "sales ledger receipts" was Christmas Market income.
- 13/120 To consider merging the Assets and Operations committees**
Members **resolved** to amend Standing Orders to merge the two committees.
- 13/121 To consider a report from Cllr C Nicholson and the Acting Town Clerk on discussion and minuting of confidential items**
Members noted the report and procedures.
- 13/122 Member questions to the Town Clerk**
No questions were raised.
- 13/123 To receive a report of Mayoral Duties**
The Mayoral Duties report was noted as per annex 2.
- 13/124 Public Participation**
Two members of the public spoke with regard to potholes and previous damage to the road by

Sanctuary Moor.

13/125 To consider a request from CEC regarding the funding of Town Centre CCTV

Members **resolved** to exclude the public and press due to the sensitive nature of discussions.
Members **resolved** not to contribute towards the cost of CCTV provision in the Town Centre believing it was the responsibility of the Police not Town Council.

Members **resolved** to readmit the public and press.

13/126 To consider an update from the Chairman of the Personnel Committee on Personnel Matters

Members **resolved** to exclude the public and press due to the sensitive nature of discussions.
Cllr P Coan updated members on recent discussions held in the Personnel Committee meetings.
It was agreed to request the Borough Solicitor assist the Town Council in seeking a resolution to outstanding complaints.

Cllr Bancroft questioned the use of the title "Acting Town Clerk"; it was agreed that the Personnel Committee discuss this at their next meeting.

Members **resolved** to readmit the public and press.

13/127 To note the date of the next meeting (11th December 2013)

Members noted that this meeting was to discuss the Town Council response to the Local Plan Consultation.

FINAL

Knutsford Town Council

November Payment Schedule

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
21/10/2013	T Dean	3286	22.10	AKG	Expenses
23/10/2013	Orange	DD	37.73	AKG	Mobiles Cost (Oct)
25/10/2013	PAYROLL	DD	3,903.33	AKG	OCT PAYROLL
29/10/2013	RBL Poppy Appeal	3287	92.50	AKG	Wreaths
29/10/2013	Macclesfield Charter Trustees	3288	60.00	AKG	Ball Tickets
29/10/2013	Winsford Town Council	3289	60.00	AKG	Ball Tickets
01/11/2013	Ash Waste Services	DD	64.80	AKG	Oct/Nov Recycling Waste Fees
18/11/2013	A Keppel-Garner	3290	114.66	AKG	Paint Supplies (offices)
18/11/2013	Emma Muirhead	3291	55.00	AKG	Xmas Market Refund
18/11/2013	Cllr Neil Forbes	3293	66.00	AKG	Mileage
18/11/2013	A Keppel-Garner	3294	171.23	AKG	Expenses / Mileage
18/11/2013	A Keppel-Garner	3294(2)	68.36	Operations	Namebadges
18/11/2013	Hire Santa Ltd	3295	270.00	AKG	Santa Hire
18/11/2013	T ZUGER	3292	61.00	AKG	Xmas Market Refund
18/11/2013	NOV PAYROLL	DD	3,941.05	AKG	NOV PAYROLL
19/11/2013	H Dytham	3296	5.20	AKG	Office Milk
19/11/2013	SLCC	3297	207.00	AKG	AKG Membership
19/11/2013	Action for Market Towns	3298	150.00	HD	AKG AMT Towns Alive Convention
19/11/2013	Autographics (Cheshire) Limite	3299	57.60	HD	Jubilee Arch Plaque
19/11/2013	Andy Walsh Bagpiper	3300	150.00	HD	Bagpiper – Remembrance Sunday
19/11/2013	Business By Technology Ltd	3301	58.03	HD	Photocopier Usage
19/11/2013	Cheshire Community Development	3302	36.00	Events	Knutsford Hosts: DBS Checks
19/11/2013	Cheshire Association Of Local	3303	30.00	HD	Cllr Workshop Cllr V Davies
19/11/2013	Cheshire East Council	3304	3,676.54	HD	Hanging Baskets / Artisan Market Fees
19/11/2013	Chilli Cactus Limited	3305	279.00	AKG	Xmas Market Leaflets
19/11/2013	Commercial Caretakers	3306	234.00	HD	Cleaning (Oct)
19/11/2013	Cranford Cafe	3307	240.00	Events	Remembrance Sunday Refreshments
19/11/2013	CURZON CINEMAS	3308	162.00	HD	Local Plan Meeting Room Hire
19/11/2013	Dixon Rigby Keogh	3309	9,341.76	AKG	Transfer Legal Fees
19/11/2013	Fisher German	3310	585.84	AKG	Monitoring of Toilet Refurb
19/11/2013	JFK Associates UK Ltd	3311	196.80	AKG	Xmas Weekend Posters
19/11/2013	Lewis Haymanson Small Solicito	3312	210.00	Personnel	Solicitor Fees
19/11/2013	Sarah Raisbeck	3313	60.00	HD	Remembrance Sunday Bugler
19/11/2013	STAGE EFFECTS	3314	350.00	HD	Snow machine hire
19/11/2013	Techno Type	3315	6.95	HD	Marker Pens
19/11/2013	West Mercia Supplies	3316	53.71	HD	Stationery & Envelopes
19/11/2013	BNP Paribas	DD	528.84	HD	Photocopier Rental Nov - Feb
19/11/2013	British Telecom	3317	15.43	AKG	Part Payment of Sponsorship
19/11/2013	Orange	DD	38.78	AKG	Mobile Phones (Nov)
20/11/2013	Cheshire East CAB	3318	1,604.00	Finance	Grant Application
21/11/2013	Knutsford Lions	3319	300.00	AKG	Millennium Bursary
21/11/2013	Animal Island	3320	1,350.00	AKG	Reindeer Hire (2/2)
21/11/2013	Cllr B Coan	3321	89.60	AKG	Mileage

Total Payments 29,004.84

Mayoral Duties

Date	Event	Attending
13/10/2013	Poynton Civic Ball	Mayor
20/10/2013	CEC Mayors Civic Sunday	Mayor
31/10/2013	Don Giovanni Halloween Party	Mayor
06/11/2013	Joan Leach's Book Relaunch	Cllr Vivien Davies
08/11/2013	MAG Festival of Remembrance	Mayor
09/11/2013	Mayor of Macclesfield Charity Ball	Mayor
10/11/2013	Remembrance Day Services, Knutsford	Mayor
10/11/2013	MAG Concert Bridgewater Hall	Mayor
15/11/2013	Winsford Charity Dinner Dance	Mayor
21/11/2013	Belle Epoque 40 th Birthday Party	Mayor
22/11/2013	Bexton Primary School Presentation Assembly	Mayor
23/11/2013	Brook Street Chapel Christmas Fair	Mayor

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Town Council Meeting December IIth 2013 *In the Tatton Room of the Curzon Cinema, Knutsford*

- 13/128 Present¹**
Cllrs Forbes, Gardiner, P Coan, Hutchence, Dean, Bancroft, C Nicholson, J Nicholson, Davies and Raynes.
- 13/129 To receive apologies for absence**
Apologies were received from Cllr B Coan (health), Cllrs Goodrich, Houghton and Lasham (business) and Cllr Malloy (personal business)
- 13/130 To note declarations of Members' interests**
- | | | | |
|---|--------|---------------|---|
| Cllr Forbes | 13/113 | Non-pecuniary | Member of the Transfer of Public Assets Community of Carnegie (UK) Trust. |
| Cllrs Gardiner and Raynes | 13/133 | Non-Pecuniary | Members of Cheshire East Council |
| Cllrs Davies, P Coan, C Nicholson and J Nicholson | 13/134 | Non-pecuniary | Children have taken part in the May Day event |
- 13/131 To receive and confirm the minutes of the meeting held 25th November 2013**
Members **resolved** to confirm the minutes subject to the removal of a superfluous 's' and correction of 13/126 from "Monitoring Officer" to "Borough Solicitor".
- 13/132 Public Participation**
Two members of the public spoke representing Knutsford Conservation and Heritage Group and the Nether Knutsford Community Group.
- 13/133 To consider the Town Council's response to the Cheshire East Local Plan consultation**
Cllr Raynes presented a draft response based on the comments gathered at the public meeting held late November.
Members **resolved** to submit the comments and objections to the Local Plan consultation as detailed in Annex 1²
Members **resolved** a vote of thanks and to commend the mature and constructive manner in which the individuals and community groups of Knutsford have responded to the consultations.
- 13/134 To consider taking a half page advertisement space in the 2014 Royal May Day Programme**
Members **resolved** to take a ½ page advert in the 2014 programme.
- 13/135 To note and approve payments and receipts**
Members **resolved** to approve the payments in annex 2.

¹ In the absence of the Town Mayor, the meeting was chaired by the Deputy Mayor, Cllr Forbes.

² Cllr Gardiner abstained from voting.

13/136

To note the date of the next meeting

Members noted the date of the next meeting (17/12/2013)

FINAL

Annex 1: Comments and Objections to the Local Plan Consultation

PG4 – Safeguarded Land

Object

The level of safeguarded land is excessive. The housing requirement for the next plan has been assumed as much higher than the existing plan without evidence. No predictions over such a time period have much accuracy however expectations in life span and population growth would both tend to suggest lower need.

PG3 – Green Belt

Comment

The justification for the change in the greenbelt boundaries have not been made clear in the document.

In particular the areas allocated to safeguarded land are excessive and is twice the development rate of the plan period. The allocation is even more dubious given the drivers of household formation will not be as strong in the next plan period (current high population growth in the UK is unlikely to continue, life expectancy will be unlikely to continue to rise at the current rate).

The reduction of green bet will remove productive land from farming. We believe the importance of food security is understated in the plan.

PG3 – Green Belt – point 5

Object

The Town Council object to the removal from the Green Belt of land surrounding Knutsford.

SC1 – Leisure and Recreation

Comment

Allotments could be included in this section within Knutsford. We have three areas of allotments: Sparrow Lane, Mereheath Lane and Warren Avenue, all of which are much valued. There should be provision for allotments with large developments.

We would encourage the addition of a requirement for the reinstatement of the currently redundant recreational space, including play areas, football pitches, open space etc

SC2 Outdoor Sports Facilities

Comment

Outdoor sports facilities are important to Market towns which given the proximity to green spaces are ideally suited to the provision of good sports facilities. In particular we recommend the provision of publically accessible sports facilities.

SC5 - Affordable Homes

Comment

The Town Council supports the provision of affordable homes. These need to be developed in a way that respects the heritage of the towns in Cheshire East and avoid creating large areas of segregated dwellings. Affordable housing should be designed on the needs of individual settlements, in the case of Knutsford this will probably mean young adults and elderly persons downsizing. Thought should be given to producing smaller residential units if the level of single person households is to increase.

The affordable housing policy should be part of a wider policy to produce housing to meet the predicted population. This would require Market Housing to play the dominant role.

Priority should be given to key workers and those with a Knutsford connection.

The provision of small and affordable residential units in the town centre should be encouraged.

SE2/SE4 Landscape/Efficient use of land Agricultural value 1,2 3a

Comment

The plan will remove productive land from farming. We believe the importance of food security is understated in the plan.

CO2 - Transport Infrastructure

Comment

The Transport infrastructure in Knutsford will not be able to cope with the increased level of usage. It therefore needs upgrading both through the capacity of the system and development of alternative transport

systems and public transport. The development of other sites near Knutsford will increase this problem.

While it's normal for a development to precede infrastructure, we would look to CEC to loan the money and recoup through development.

Knutsford is ideally placed to have excellent and well used pedestrian access and every effort should be made to improve this. Knutsford should develop a cycle route system using largely existing roads and paths.

A half-hourly train service into Manchester/Chester and reopening the Middlewich link will help reduce traffic. We recommend a coordinated green transport plan in cooperation with local employers as a way to reduce the burden on the roads.

CS18 - North West Knutsford

Comment

The preeminent concern of the Council and the residents we represent is that the level of development is controlled and appropriate. Our most important request is that the cap of 600 houses be rigorously enforced and therefore the area of land allocated to housing should only be sufficient to meet these needs.

The Town Council accepts the need for controlled development of the town and some new houses over the next plan period. We believe a figure of 450 is more appropriate than 600 but accept that some sites in the green belt will be required to meet even this demand.

Housing density and design are important to the town. With the rural setting of the town and the new sites being on the edge of settlement we would request a design brief is prepared to ensure adequate open space and designs that blend with and enhance the setting.

The proposal should also include cycle and pedestrian routes into town.

Mixed developments are preferred which would create an integrated community of older and younger residents living together and providing mutual support.

The transfer of the Cinema to the Curzon group has been widely supported. However, it does potentially remove community facilities from the Town. The new development would be an appropriate way to fund replacement facilities.

Cheshire East has a number of sites where air quality is considered poor. One of which is Manchester Road, Knutsford. A clear statement of how these problems will be resolved would be appropriate in the plan. Two Allotments are near the proposed development area these should be maintained.

Given the proposal by Bruntwood to develop housing in NPS52 we recommend that site is assessed against the Northwich Road site and housing allocated to the most appropriate area. The Northwich Road site is problematical due to regular flooding and traffic congestion on Northwich Road, we therefore see problems with development at this location.

Education Facilities: The provision of primary school places in Knutsford is only just able to meet demand. Therefore additional housing will require either a new school or the expansion of an existing school. The Town Council would request clarification on the plans for either a new school or moving and enlarging on of existing schools.

Health Facilities: The Town has a long running project to provide local health facilities to support or replace the current Doctors surgeries. The Town Council would urge all those involved to use the production of the next stage of this plan to resolve the issue of an appropriate site.

CS33 - (Safeguarded) Land to North West of Knutsford

Object

The areas allocated to safeguarded land are excessive (41ha) and assume twice the development rate of the plan period to 2030.

The allocation is even more dubious given the drivers of household formation are likely to diminish. The current high population growth in the UK is unlikely to continue, life expectancy will equally be unlikely to continue to rise at the current rate.

The allocated land will allow for 1200 houses to be built. The current plan period assumes 600. If any safeguarded land is included it should be an area of less than half the current allocation. The safeguarded land implies all development over the next 40 years will take place to the North West of the Town. This is unlikely to be optimal.

The provision of employment (site G) is opposed. This will be detrimental to the Town Centre development and highly detrimental to the setting of the town as it will become a dominant feature on the entrance to the town

NPS53

Comment

Given the proposal by Bruntwood to develop housing in NPS52 we recommend that site is assessed against the Northwich Road site and housing allocated to the most appropriate area. The Northwich Road site is problematical due to regular flooding and traffic congestion on Northwich Road, we therefore see problems with development at this location.

The building of houses on this site will aggravate the already accepted traffic issues and these will need to be addressed in the application.

FINAL

Annex 2

Payment Schedule 11/12/13

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/11/2013	A Keppel-Garner	3322	25.74	AKG	Paint Supplies
25/11/2013	B Coan	3323	8.39	AKG	Paint Supplies
25/11/2013	A Keppel-Garner	3324	37.58	AKG	Powerline Adaptor
25/11/2013	T Dean	3325	25.20	AKG	Mileage
04/12/2013	Bartlett Tree Experts	3326	1,096.80	Assets	Wallwood Work
04/12/2013	Business By Technology Ltd	3327	189.47	HD	Photocopier usage
04/12/2013	Berrys Ltd	3328	36.00	HD	Event Signage (Xmas Market)
04/12/2013	Blachere Illumination UK Ltd	3329	842.40	Events	Bespoke Illumination
04/12/2013	Cheshire Community Development	3330	30.00	HD	DBS Checks (Knutsford Hosts)
04/12/2013	Cheshire Association Of Local	3331	54.99	Operations	Local Councils Explained
04/12/2013	Cheshire East Council	3332	2,924.53	HD	Rent for Council Offices 2013
04/12/2013	Commercial Caretakers	3333	234.00	HD	Office Cleaning
04/12/2013	Edwards Electrical Limited	3334	108.00	AKG	Portable Appliance Testing
04/12/2013	Manchester Community Pipe Band	3335	150.00	HD	Pipe Band (Xmas)
04/12/2013	Snaggers Amazing Balloons	3336	130.00	HD	Entertainment (Xmas)
04/12/2013	Techno Type	3337	18.31	HD	Stationery
04/12/2013	West Mercia Supplies	3338	95.99	HD	Office Chair (replacement)
04/12/2013	British Telecom	DD	101.52	HD	BT Broadband
04/12/2013	British Telecom	dd	72.31	HD	BT Rental (Sept - Dec)
04/12/2013	Knutsford Window Cleaners	3339	40.00	HD	Window cleaner
05/12/2013	A Keppel-Garner	3340	77.29	AKG	Mileage (x3) + Expenses (paint + xmas)
05/12/2013	V Davies	3341	53.00	AKG	Mileage
05/12/2013	Danfo	3342	20,583.50	AKG	Cleaning / 1 ST Quarter Costs (to 13/02/14)
05/12/2013	AA SIGNS	3343	648.00	AKG	Christmas Market Signage
05/12/2013	PC World	3344	200.50	Operations	2 x Microsoft Publisher
05/12/2013	L Green	3345	15.83	AKG	VAT Refund
05/12/2013	Christine Monro	3346	15.83	AKG	VAT Refund
05/12/2013	Bark n Burr	3347	9.17	AKG	VAT Refund
05/12/2013	Daniel Byrom	3348	17.83	AKG	VAT Refund
05/12/2013	Fiona Watson	3349	15.83	AKG	VAT Refund
05/12/2013	Johannah Ashton-Sykes	3350	15.83	AKG	VAT Refund
05/12/2013	Flitty Bird	3351	15.83	AKG	VAT Refund
05/12/2013	Gina Elliot	3352	15.83	AKG	VAT Refund
05/12/2013	Anna Neill	3353	17.83	AKG	VAT Refund
05/12/2013	Hanley's Confectionery	3354	17.83	AKG	VAT Refund
05/12/2013	Tatton Brewery	3355	15.83	AKG	VAT Refund
05/12/2013	Marriane Salt	3356	15.83	AKG	VAT Refund
05/12/2013	Ian Brackenbury	3357	17.83	AKG	VAT Refund
05/12/2013	Mary Elizabeth Bodycare	3358	15.83	AKG	VAT Refund
05/12/2013	Louise Campbell	3359	15.83	AKG	VAT Refund
05/12/2013	Niche Event Hire	3360	10,040.40	AKG	Christmas Event Services
Total Payments			<u>38,062.71</u>		

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Town Council Meeting January 6th 2014 *In the Lower Council Chamber of the Town Council Offices*

In advance of the meeting, the Town Mayor welcomed everyone to the first meeting of 2014 and wished all a Happy New Year.

13/146 Present

Cllrs B Coan, Forbes, Bancroft, Gardiner, P Coan, Hutchence, Lasham, Malloy, Davies and Raynes.

In attendance: A Keppel-Garner (*Acting Town Clerk*)

13/147 To receive apologies for absence

Apologies were received from Cllrs Dean and J Nicholson (personal business), Goodrich and Houghton (business) and C Nicholson (health).

13/148 To note declarations of Members' interests

Cllr Forbes	13/152 & 13/153	Non-pecuniary	Member of the Transfer of Public Assets Community of Carnegie (UK) Trust.
Cllr Davies	13/153	Non-pecuniary	Known to allotment holders
	13/158	Non-pecuniary	Chairman of Friends of the Moor
Cllr Gardiner	13/158	Non-pecuniary	Vice-Chairman of Friends of the Moor
Cllr B Coan	13/158	Non-pecuniary	Attended Friends of the Moor meetings

13/149 To receive and confirm the minutes of the meeting held on 17th December 2013

Members **resolved** to confirm the minutes following the addition of "and other agencies" to minute 13/143.

13/150 Public Participation

One member of the public enquired as to how discussions are minuted, Cllr Gardiner explained they are summarised as minutes are to reflect decisions not full discussions. They further raised queries concerning the Town Council comments on the Local Plan in relation to Bruntwood site and the dispute with the former town clerk.

Another member queried the water costs on the Allotments business case, whilst another regarding site allocation in the local plan.

13/151 To consider reports from Committees which have met since the previous meeting

The Chairmen of committees presented the minutes of the last meetings and offered to take questions. No questions were raised.

13/152 To consider an update in relation to the asset transfer of the markets and St John's Wood Community Centre

Cllr Malloy updated members that the CEO of Cheshire East confirmed that SJWCC is still for

transfer and suggested a meeting with the school to further the matter. The Acting Town Clerk reported that he and Cllr Dean were meeting with the solicitors to discuss the Market Transfer that week.

- 13/153 To consider a business case in respect of the transfer of the Warren Avenue and Sparrow Lane Allotments**
Members **resolved** to transfer the allotment sites at Sparrow Lane and Warren Avenue on a 125 year leasehold basis from Cheshire East Council and that they continue to be managed on a day-to-day basis by the Knutsford Allotment Society.
- 13/154 To consider an update from the Health Working Group**
Cllr Gardiner updated members that little progress had been made since the last meeting but they were looking at the potential use of the Court building as a health facility.
- 13/155 To receive reports from Members having attended external events since the previous meeting**
Cllr Davies reported on her attendance at the Town Plan group which is now a Community Interest Company. Cllr Malloy reported on attendance at a meeting with George Osborne MP and representatives from Parish Councils affected by HS2.
- 13/156 To receive an update in relation to Member surgeries.**
Cllr Davies and Malloy attended the surgery in December and were visited by one member of the public who raised concern about an unofficial garden centre being established on Mobberley Road; the matter was dealt with by Cllr Malloy.
- 13/157 To receive a report from Cheshire East Councillors**
Cllr Raynes informed members that CEC have publically supported the Cheshire Neighbours Credit Union and that the Council would begin consultation on its budget soon. Cllr Gardiner added that he had attended a meeting of councillors discussing the housing strategy for vulnerable people which would be going out to public consultation in February.
- 13/158 To note and approve payments and receipts**
Members **resolved** to approve the payments listed in annex A and noted the receipts since the last meeting.
- 13/159¹ To consider the value of the Millennium Bursary Award**
Members **resolved** to increase the Millennium Bursary Award to £500 for 2014 and that it be index linked to inflation thereafter.
- 13/160 To consider a recommendation from the Finance Committee with regard to the budget for 2014/15 and to confirm the precept to be set for 2014/15**
Members **resolved** to request a precept of £225,307 which represents a decrease of 1.18% and a band D equivalent of £40.07.
- 13/161 To consider a recommendation from the Personnel Committee in relation to the operational design of the Council**
Members **resolved** to accept the recommendation of the Personnel Committee² for the operational design of the Council and tasked the Personnel Committee to recruit as appropriate.
- 13/162 Member questions to the Town Clerk**
No questions were raised.
- 13/163 To receive a report of Mayoral Duties**

¹ Cllr Lasham left the meeting following this item.

² Three full time staff: Town Clerk (NJC 35-38), Deputy Town Clerk (NJC 30-34) & Mayor's PA / Admin Assistant (NJC 9-14) The workload split between Town Clerk and Deputy as described in Job Descriptions etc could be adjusted to rebalance the work load

Members noted the Mayoral Duties in Annex B.

The Mayor thanked the Acting Town Clerk and Mayor's PA for their hard work with the Christmas Events.

Members expressed sincere thanks to Helen Dytham, Mayor's PA, who was leaving the Council, for her enthusiasm over the past year stating she had been a credit to the council.

13/164 Public Participation

One member of the public stated that the Knutsford Conservation and Heritage Group had visited the court building and welcome the principle of it being used as a health centre.

Another member of the public stated that the South Knutsford Residents Group are not convinced the proposals at Hollow Lane are radical enough for the proposed new houses and offices at the Bruntwood site. The Council were asked if they would be taking a view on the HS2 scheme.

13/165 To consider an update from the Chairman of the Personnel Committee on Personnel Matters

Members **resolved** to exclude the public and press due to the confidential nature of discussions. Cllr P Coan explained that the Borough Solicitor would be attending a Personnel Committee meeting to give advice on matters.

Members **resolved** to readmit the public and press.

13/166 To note the date of the next meeting (17th February 2013)

Members **resolved** to move this item in advance of 13/165.

Members noted the date.

Knutsford Town Council

Payment Schedule

ANNEX A

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/12/2013	Guernsleigh Cheese	3421	10.17	AKG	VAT Refund
16/12/2013	Mandy Godfrey	3422	10.17	AKG	VAT Refund
16/12/2013	Just Plants of Nantwich	3423	17.83	AKG	VAT Refund
16/12/2013	Rush Hey Farm	3424	13.33	AKG	VAT Refund
16/12/2013	Pupcakes Ltd	3425	10.17	AKG	VAT Refund
16/12/2013	Kirsty Unsworth	3426	10.17	AKG	VAT Refund
16/12/2013	Sue Holmes	3427	9.17	AKG	VAT Refund
16/12/2013	Caroline Hemming	3428	17.83	AKG	VAT Refund
16/12/2013	Fire n slice	3429	21.67	AKG	VAT Refund
16/12/2013	Fudgebox	3430	9.17	AKG	VAT Refund
16/12/2013	Safari Event Catering	3431	17.83	AKG	VAT Refund
16/12/2013	Riley & Jess	3432	25.83	AKG	VAT Refund
16/12/2013	Mary Elizabeth Bodycare	3433	2.00	AKG	VAT Refund
16/12/2013	Llanvalley Natural Products	3434	17.83	AKG	VAT Refund
16/12/2013	Rachael's Kitchen Granola	3435	9.17	AKG	VAT Refund
16/12/2013	Glamorous Accessories	3436	10.17	AKG	VAT refund
16/12/2013	Jayne Lomas	3437	19.83	AKG	VAT Refund
16/12/2013	Kensington Food North West	3438	17.83	AKG	VAT Refund
16/12/2013	The Chicken Shed	3439	10.17	AKG	VAT Refund
16/12/2013	Old Garden	3440	9.17	AKG	VAT Refund
16/12/2013	Jaime Beaucoup	3441	9.17	AKG	VAT Refund
16/12/2013	Hoggie Hoggie Hog Roast	3442	21.67	AKG	VAT Refund
16/12/2013	Yum Yum	3443	21.67	AKG	VAT Refund
16/12/2013	Farmers Wife	3444	13.33	AKG	VAT Refund
16/12/2013	Charlotte Ormrod	3445	15.83	AKG	VAT Refund
16/12/2013	Lucianne Cox	3446	10.17	AKG	VAT Refund
16/12/2013	Original Recipes Ltd	3447	17.83	AKG	VAT Refund
16/12/2013	Louise Biddlecombe	3448	15.83	AKG	VAT Refund
16/12/2013	Wood and Slate	3449	15.83	AKG	VAT Refund
16/12/2013	Choo Wen Lee	3450	10.17	AKG	VAT Refund
16/12/2013	Cape rainbow	3451	9.17	AKG	VAT Refund
16/12/2013	Simply Cocoa	3452	10.17	AKG	VAT Refund
16/12/2013	Tricklebank and Roses	3453	10.17	AKG	VAT Refund
16/12/2013	Project Rudolph	3454	10.17	AKG	VAT Refund
16/12/2013	Cheshire Tarts Patisserie	3455	31.67	AKG	VAT Refund
16/12/2013	Joanne Williams	3456	9.17	AKG	VAT Refund
16/12/2013	Eastern Food	3457	9.17	AKG	VAT refund
16/12/2013	Marche Food	3458	15.83	AKG	VAT Refund
16/12/2013	Ruth Oakes	3459	17.83	AKG	VAT Refund
16/12/2013	Forever VIntage	3460	10.17	AKG	VAT Refund
16/12/2013	Ultimate Fudge Outlet	3461	17.83	AKG	VAT Refund
16/12/2013	Airy fairy Cakes and Homebakes	3462	9.17	AKG	VAT Refund
16/12/2013	Knutsford ATC	3463	600.00	Finance	Grant
16/12/2013	Friends of the Moor	3464	1,500.00	Finance	Grant
16/12/2013	A Keppel-Garner	3465	23.96	AKG	Padlocks (Xmas Market Expense)
16/12/2013	Gusto	3466	23.83	AKG	VAT Refund
16/12/2013	Sonja's Signs	3467	25.83	AKG	VAT Refund

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/12/2013	Pate & Wine Co	3468	9.17	AKG	VAT Refund
16/12/2013	Simon Wadsworth	3469	9.17	AKG	VAT Refund
16/12/2013	Clare Howarth	3470	9.17	AKG	VAT Refund
16/12/2013	Airy Fairy	3462R	-9.17	AKG	Cheque Cancellation
19/12/2013	T Dean	3325C	-25.20	AKG	Cheque Cancellation
19/12/2013	T Dean	3471	25.20	AKG	Replacement Cheque (Mileage)
20/12/2013	December Salary	DD	3,965.65	AKG	December Salary
02/01/2014	Mary Elizabeth Bodycare	3472	5.00	AKG	Parking Refund (Xmas Market)
02/01/2014	J Nicholson	3473	12.15	AKG	Expenses (Mileage)
02/01/2014	H Dytham	3474	4.60	AKG	Expenses (Milk)
02/01/2014	Rialtus Business Solutions	3253C	519.41	AKG	Cheque Cancellation (Inv 295)
02/01/2014	Rialtus Business Solutions	3475	519.41	AKG	Replacement Cheque (Inv 295)
02/01/2014	Siemens	DD	285.37	AKG	Copier Rental (Dec to Mar)
02/01/2014	Cheshire Community Development	3476	6.00	HD	DBS Checks
02/01/2014	Techno Type	3477	36.74	AKG	Stationery
02/01/2014	Steve Ikin Limited	3478	1,154.00	ENVIRONMENT	Works to Phone Kiosk and Benches
02/01/2014	Commercial Caretakers	3479	318.00	HD	Office Cleaning Dec + Consumables
02/01/2014	Cumberbirch Building Contracto	3480	608.98	HD	60 King St Scheduled Works
02/01/2014	Orange	DD	38.52	HD	Mobile Dec - Jan
02/01/2014	FP Teleset	DD	150.00	HD	Postage Download
02/01/2014	Ash Waste Services	DD	42.24	HD	Waste Recycling
02/01/2014	Rialtus Business Solutions	3253C	-1,038.82	AKG	Correction (RBS lost cheque)
Total Payments			<u>9,400.74</u>		

ANNEX B

Mayoral Duties

Date	Event	Attended by
28/11/2013	Silk 106 Local Hero Awards	Mayor
30/11/2013	Christmas Lights Switch on Event	Mayor
01/12/2013	Crib Service	Cllr Neil Forbes
03/12/2013	Beaver and Cubs Carol Concert	Cllr Neil Forbes
03/12/2013	Emergency Services Carol Concert	Cllr Vivien Davies
04/12/2013	Knutsford First Responder Cardiac Smart awards	Cllr Vivien Davies
05/12/2013	Opening L'Angelo Italiano Restaurant	Mayor
05/12/2013	Amber Lounge Charity Fundraiser Event	Mayor
06/12/2013	Loo of the Year Awards	Cllr Neil Forbes
06/12/2013	Opus 5 Concert	Mayor
07/12/2013	Wendy Diddams Opticians Art Competition Presentation	Mayor
10/12/2013	St Johns Wood Lunch Club	Cllr Neil Forbes
10/12/2013	Knutsford Academy production	Cllr Vivien Davies
15/12/2013	Brook Street Chapel Carol Concert	Mayor
16/12/2013	Millennium Bursary Interviews	Cllr Neil Forbes
23/12/2013	Christmas Window Competition Presentations	Cllr Neil Forbes
25/12/2013	Lions 'Old Folks' Christmas Lunch	Cllr Neil Forbes

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes *of the* **Town Council Meeting February 17th 2014** *In the Lower Council Chamber of the Town Council Offices*

13/167 Present

Cllrs B Coan, Forbes, Dean, Gardiner, Malloy, Davies and Bancroft

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

13/168 To receive apologies for absence

Apologies were received from Cllrs J Nicholson, Goodrich and Raynes (personal business), Cllrs Nicholson and Hutchence (health) and Cllrs Houghton, Lasham and P Coan (business).

13/169 To note declarations of Members' interests

Cllr Forbes declared non-pecuniary interests in 13/174 as a member of the Transfer of Public Assets Community of Carnegie (UK) Trust and item 13/172 as a director of Your Life Your Way CIC.

Cllr Gardiner declared a non-pecuniary interest in 13/172 as a cabinet support member in this field at CEC and a pecuniary interest in 13/180 as a borough councillor.

13/170 To receive and confirm the minutes of the meeting held on 6th January 2014

Members **resolved** to confirm the minutes which were duly signed by the Mayor.

13/171 Public Participation

No members of the public raised any issues.

13/172 To consider a presentation by Johanne Roberts of the Royal Voluntary Service regarding Dementia Support

The Mayor adjourned the meeting to permit Johanne Roberts to speak. Johanne introduced the work of the Royal Voluntary Service in particular regarding two services being established with the East Cheshire CCG. The Mayor reconvened the meeting.

13/173 To consider reports from Committees which have met since the previous meeting

The Chairmen of the committees, where present, presented the minutes of the meetings and offered to take questions.

13/174 To consider an update in relation to the asset transfer of the Market and St John's Wood Community Centre

Cllr Dean reported that progress had been slow due to the CEC solicitor and that he and the Acting Town Clerk were hoping to meet with the solicitors shortly.

Cllr Malloy reported that he had attended a meeting at the school to discuss the community centre. It was reported that the school are interested in running the community centre and

potentially offering the sports barn for community use as well. Cllr Malloy to report in more depth at the next Operations committee meeting.

The Council thanked Richard Christopherson for his assistance with bringing together the partners for the meeting.

- 13/175 To receive reports from Members having attended external events since the previous meeting**
Cllr Davies reported that she had attended Northern Planning on behalf of the Town Council in respect of the St Johns Church application.
Cllr Malloy reported that he had attended a meeting with Cllr Raynes and the Acting Town Clerk about the 'Knutsford Jelly' which was due to start monthly at the Council Offices.
- 13/176 To receive an update in relation to Member surgeries**
Cllrs Lasham and Houghton attended the February surgery but were not present at the meeting to update.
- 13/177 To receive a report from Cheshire East Councillors**
Cllr Gardiner reported that CEC has produced a balanced budget for the year and did not propose to increase the CEC portion of Council Tax. The Core Strategy was due to be presented to Cabinet and Full Council for approval and it was noted that there was a reduction in the level of safeguarded land, addition of the Booths Park site and removal of the commercial area on Manchester Road.
- 13/178 To note and approve payments and receipts**
Members noted the receipts and **resolved** to approve the payments listed in annex A.
- 13/179 To consider a revised draft Town Council Strategic Plan**
Members **resolved** to adopt the Strategic Plan. Members further **resolved** that the Acting Town Clerk write to all members to enable the working group to establish a wish list of projects for CIL and to invite a representative from Tarporley Parish Council to a future working group meeting to discuss neighbourhood planning.
- 13/180 To consider supporting a proposal made by Sevenoaks Town Council under the Sustainable Communities Act for a return to a system where a percentage of business rates are provided to Town and Parish Councils¹**
Members **resolved** to support the proposal at this stage subject to further information being received at a later date as to how the system would work.
- 13/181 To consider the adoption of Terms of Reference for Working Groups**
Members **resolved** that a working group consisting of Cllrs Gardiner and Forbes investigate the options for establishing, and revise the skeleton, terms of reference for working groups.
- 13/182 To consider revisions to the Council's Standing Orders**
In line with standing orders, this item stands adjourned to the following meeting.
- 13/183 Member questions to the Town Clerk**
Cllr Dean asked the Acting Town Clerk if he knew what was happening with the Court building, the Acting Town Clerk explained that he understood the building was under review by the Ministry of Justice. Cllr Gardiner added that the MoJ are looking to either dispose or reinstate the building and that an officer at CEC was in discussions with the relevant minister.
- 13/184 To receive a report of Mayoral Duties**
The Mayor presented the list of duties undertaken since the last meeting as detailed in Annex B.

¹ Cllr Gardiner, having declared a pecuniary interest, left the room during the discussion and voting of this item.

13/185 Public Participation

A resident stated they were pleased with the progress being made regarding St Johns Wood Community Centre and thanked the Council for its work.

13/186 To consider the recovery of outstanding debts from the Christmas Market

Members **resolved** to exclude the public and press due to sensitive nature of discussions.

Members **resolved** that unless payment is received within 10 days legal proceedings will be commenced against each party to recover the outstanding sum and that the Acting Town Clerk issue a letter by recorded delivery to the debtors informing them of the decision.

Members **resolved** to readmit the public and press.

13/187 To note the date of the next meeting (31st March 2014)

Members **resolved** to discuss this item ahead of 13/186.

Members noted the date.

FINAL

Payments Schedule
17/02/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/01/2014	Knutsford Art Shop	3481	50.00	Events	Xmas Light Comp Vouchers
16/01/2014	Knutsford Beer Festival	3482	1,500.00	Events	Pump-Prime Funding
17/01/2014	January Payroll	DD	5,558.46	AKG	January Payroll
23/01/2014	Orange	DD	37.38	AKG	Orange Bill (Jan - Feb)
24/01/2014	A Keppel-Garner	3483	127.06	OPERATIONS	Reseller Hosting Account
03/02/2014	ICO	DD	35.00	AKG	Renewal of Registration
03/02/2014	V Davies	3484	11.35	AKG	Mileage + Parking
03/02/2014	Fudgebox	3430C	-9.17	AKG	Cheque Cancellation
03/02/2014	Microshade VSM	3485	115.20	AKG	Finance Hosting (Quarterly)
03/02/2014	Business By Technology Ltd	3486	72.46	AKG	Copier Usage (Dec-Jan)
03/02/2014	Dixon Rigby Keogh	3487	3,293.40	AKG	Market and Toilet Legals
03/02/2014	Cheshire East Council	3488	5,973.05	AKG	Xmas Tree and services + wallwood work
03/02/2014	Commercial Caretakers	3489	234.00	AKG	Jan Council Office Cleaning
03/02/2014	BNP Paribas	DD	528.84	AKG	Rental - Old Copier (final)
03/02/2014	Congleton Town Mayor's Charity	3490	35.00	AKG	Civic Ball Ticket
03/02/2014	Knutsford RBL	3491	58.00	AKG	Charity Dinner Tickets (x2)
03/02/2014	A Keppel-Garner	3492	14.92	AKG	Mayor's Ball Stationery
04/02/2014	A Keppel-Garner	3493	51.68	AKG	Mayor's Ball Stationery
04/02/2014	St Johns Wood Lunch Club	3494	400.00	FINANCE	Grant
06/02/2014	Society of Local Council Clerks	3495	204.00	PERSONNEL	Practitioner's Conference
06/02/2014	Assoc Town Centre Management	3496	120.00	AKG	Membership 2014
06/02/2014	Business By Technology Ltd	3497	70.28	AKG	Photocopier Usage
06/02/2014	NetGrowth Ltd	3498	180.00	AKG	Website Support (2hrs)
10/02/2014	Ash Waste Services	DD	19.92	AKG	January Waste Collection
11/02/2014	A Keppel-Garner	3499	29.88	AKG	Expenses
11/02/2014	Cash Friday	3500	503.70	AKG	Temp PA (w/e 26/01)
11/02/2014	Cheshire East Council	3501	776.78	AKG	Traffic Management / Bins
Total Payments			<u>19,991.19</u>		

ANNEX B

Mayoral Events

January / February 2014

Date	Event	Attended By
10/01/2014	Showman's Guild Annual Luncheon	Mayor
14/01/2014	Cheshire Best Kept Station Awards	Mayor
01/02/2014	Senior Citizens Variety Show	Mayor

DRAFT

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes *of the* **Town Council Meeting March 31st 2014** *In the Lower Council Chamber of the Town Council Offices*

13/188 Present

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

In attendance: A Keppel-Garner (Town Clerk)

13/189 To receive apologies for absence

Apologies were received from Cllrs J Nicholson, Davies and Forbes (personal business), Cllr Nicholson (health) and Cllr Lasham (business).

13/190 To note declarations of Members' interests

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

13/191 To receive and confirm the minutes of the meeting held on 17th February 2014

Members **resolved** to confirm the minutes as a true record and they were duly signed by the Mayor.

13/192 Public Participation

A resident spoke concerning the proposed Mistletoe Market, stating their objection to the planned event with reference to the Town Council 2020 Vision and local business interests. They stated that a petition against the event had received over 1000 signatures.

A second resident also spoke concerning the proposed Mistletoe Market with particular reference to concerns regarding the impact on the traffic in Knutsford.

A representative of the Knutsford Conservation and Heritage Group spoke concerning a meeting on the Local Plan scheduled for April 8th and their support for the Sessions House on Toft Road to be brought back into use.

13/193 To consider reports from Committees which have met since the previous meeting

The chairman of the committees presented the minutes of meetings and took questions from members. Cllr Dean requested that the Full Council consider the Mistletoe Market at a future meeting.

Members **resolved** to defer the discussion of the Personnel meetings until the end of the meeting.

Members **resolved** to exclude the public and press due to the confidential nature of the discussions. Cllr Houghton left the meeting.

Members **resolved**¹ that the Personnel Committee have the full support of Council to proceed in line with guidance from the office of the Borough Solicitor and the planned complaint hearing on April 10th. Members further **resolved** that the Mayor has the Council's support and authority in

¹Cllr Malloy abstained from voting.

pursuing the matter with the Police if necessary.
Cllr Houghton returned to the meeting.
Members **resolved** to readmit the public and press.

- 13/194 To consider an update in relation to the asset transfers**
Cllr Dean reported that the transfer of the Markets was imminent with the solicitors agreeing the final wording of the transfer documents.
Cllr Malloy reported that he had received confirmation from CEC that the Millennium Lottery were no longer interested in the Community Centre as 10 years had passed since they awarded the grant.
- 13/195 To receive reports from Members having attended external events since the previous meeting**
Cllr Dean reported on a meeting of the Community Rail Partnership and explained that they were seeking a 30 minute service on the Mid Cheshire Line with the new service being an express service with fewer stops.
Cllr Bancroft reported on attendance at a Neighbourhood Planning seminar which will feed into the Council's 2020 vision.
- 13/196 To receive an update in relation to Member surgeries**
The Town Clerk reported that Cllr Davies had passed on three matters following the March surgery which had been dealt with.
- 13/197 To receive a report from Cheshire East Councillors**
Cllr Raynes reported that as of April 1st the new wholly owned companies would be launched, designed to be run in an independent business-like manner with aims of better services and lower costs.
Cllr Gardiner reported that he had e-mailed Mary Slynne of CEC regarding the Tabley Hill cemetery to ascertain how the new bereavement services company would affect the management of the Cemetery.
- 13/198 To note and approve payments and receipts**
Members **resolved** to approve the payments contained in appendix A and noted the receipts.
- 13/199 To consider the adoption of Terms of Reference for Working Groups**
Members **resolved** that all new working groups establish terms of reference in line with the report presented.
- 13/200 To consider revisions to the Council's Standing Orders**
Members **resolved** that dispensation requests be considered by the Proper Officer in consultation with the Mayor.
Members **resolved** to adopt the revised Standing Orders.
- 13/201 To consider the Council's corporate risk register**
Members **resolved** to adopt the risk register subject to the addition of "+ Finance /IAWG" to risks 23, 24, 32 and 33.
- 13/202 To establish a working group to engage in discussions regarding partnership working with the Knutsford Heritage Centre**
Members **resolved** that the Town Clerk holds an exploratory meeting with representatives of the Heritage Centre to establish where partnership working could be achieved.
- 13/203 To appoint a representative to the "Friends of St John's Wood"**
Members **resolved** to defer the appointment until the Annual Council meeting.
- 13/204 To consider the draft text of the Council's Annual Report and the means by which the report is disseminated**

CLlr B Coan left the meeting; members **resolved** that CLlr Raynes chair the meeting.
Members **resolved** the annual report be disseminated in the most cost effective method to all homes in Knutsford.

13/205 To consider the adoption of an Armorial Bearings usage policy

Members **resolved** to adopt the policy with a few minor changes and the specification that the licences for use of the Armorial Bearings be determined by the Environment Committee or by the Finance Committee if a grant is being awarded.

CLlr B Coan returned to the meeting and took the chair.

13/206 Member questions to the Town Clerk

CLlr Gardiner asked for an update on the King St Enhancement project. CLlr Malloy responded that it was currently in the hands of CEC.

CLlr Bancroft reported a number of issues to the Town Clerk which needed action, stating that the town currently looked shabby.

CLlr Dean congratulated the Town Clerk on his appointment.

13/207 To receive a report of Mayoral Duties

The Mayor presented her mayoral duties as detailed in Annex B. The Mayor in particular referenced her Civic Ball which had sold out and was incredibly well supported raising over £5000 on the night. The Mayor thanked the Town Clerk and Mayor's PA for their work on the event.

13/208 Public Participation

A resident asked if the Council will be taking a view on the Mistletoe Markets.

A second resident stated that they believed the Heritage Centre does a great deal for the town and that the KCHG note that heritage is one of the key USPs of Knutsford.

13/209 To note the date of the next meeting (12th May 2014)

Members noted the date

Payment Schedule 31st March 2014

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
18/02/2014	Cheshire East Council	3502	1,004.52	AKG	Xmas Light Install Support
18/02/2014	FP Teleset	DDF18	150.00	AKG	Franking Machine Credit
21/02/2014	Feb Payroll	DD	2,743.94	AKG	February Payroll
24/02/2014	Orange	DDFEB	37.38	AKG	Feb-Mar Mobile Costs
04/03/2014	A Keppel-Garner	3503	50.00	Personnel	Conf. Accom (1 night)
04/03/2014	FP Teleset	DD	72.00	AKG	Franking Machine Hire
10/03/2014	Cheshire Community Action	3504	60.00	AKG	Communtiy Pride Awards Entry
12/03/2014	Sandbach TC Mayor's Charity	3506	55.00	AKG	Civic Ball Tickets
12/03/2014	Middlewich Mayor's Charity	3507	50.00	AKG	Civic Ball Tickets
12/03/2014	Louise Biddlecombe	3448C	-15.83	AKG	Cheque Cancellation
12/03/2014	Fire n Slice	3429C	-21.67	AKG	Cheque Cancellation
17/03/2014	Sandbach TC Mayor's Charity	3505	55.00	AKG	Civic Ball Tickets
17/03/2014	Cheque Cancellation	3506C	-55.00	AKG	Correction
17/03/2014	Cancellation	3507C	-50.00	AKG	Correction
17/03/2014	Middlewich Mayor's Charity	3506	50.00	AKG	Civic Ball Tickets
17/03/2014	Danielle St Mart	3507	10.20	AKG	Mileage
21/03/2014	MARCH PAYROLL	PAYROLLMAR	3,765.53	AKG	MARCH PAYROLL
24/03/2014	Cash Friday	3508	2,542.66	AKG	Temp Mayor's PA - w/e 02/02
24/03/2014	Orange	DDM01	37.38	AKG	Orange Bill
24/03/2014	FP Teleset	DDM02	150.00	AKG	Franking Machine Credit
24/03/2014	British Telecom	DDM03	162.80	AKG	Call costs to Feb 26
24/03/2014	Dixon Rigby Keogh	3509	3,313.20	AKG	Indoor Market 13/01-06/02
24/03/2014	NY Solutions	3510	3,000.00	AKG	Knutsford Hosts - Consultancy
24/03/2014	West Mercia Supplies	3511	63.08	AKG	Envelopes / Folders
24/03/2014	Techno Type	3512	10.56	AKG	Minute Books
24/03/2014	UKOS	3513	169.15	AKG	Paper
24/03/2014	Dimension Projects Limited	3514	2,400.00	AKG	Consultancy/Banners/Jakets etc
24/03/2014	Commercial Caretakers	3515	234.00	AKG	Feb Cleaning
24/03/2014	Millington Hall Farm	3516	1,260.00	AKG	Oct to Feb maintenance of Lily
24/03/2014	Cumberbirch Building Contracto	3517	22,593.36	AKG	Works to 60 King St
24/03/2014	Society of Local Council Clerk	3518	114.00	AKG	114190/458/KTC141
24/03/2014	Knutsford Window Cleaners	3519	40.00	AKG	Window Cleaning
24/03/2014	Business By Technology Ltd	DDM04	36.38	AKG	Credit Note (Warenty Credit)
24/03/2014	Fisher German	3520	1,822.50	AKG	60 King St Management Fees
24/03/2014	Carl Royle	3521	175.00	AKG	Magician at Mayor's Ball
24/03/2014	A Keppel-Garner	3522	10.49	AKG	Mayor's Ball Stationery
24/03/2014	Yvette Royle	3523	100.00	AKG	Singer at Mayor's Ball
24/03/2014	Knutsford Heritage Centre	3524	500.00	Events	Sponsorship of Crowning Glory
24/03/2014	Knutsford Royal May Day	3525	75.00	Full Council	2014 Programme Advert
25/03/2014	Belle Epoque Limited	3526	2,806.00	AKG	Mayor's Ball Dinner (122 @ 23)
25/03/2014	Belle Epoque	3272C	-1,000.00	AKG	Cancellation: Lost Cheque
27/03/2014	L Benskin	3527	21.91	AKG	Expenses
27/03/2014	Steve Bernstein	3528	50.00	AKG	Singer at Mayor's Ball
27/03/2014	A Keppel-Garner	3529	247.39	AKG	Expenses
27/03/2014	Event Buddha Limited	3530	108.00	AKG	Lighting / Red Carpet for Ball
27/03/2014	Scottish Power	3531	47.00	AKG	2013/14 Unmetered Supply

ANNEX B

Mayoral Events

March 2014

Date	Event	Attended By
14/03/2014	Congleton Mayor's Civic Ball	Mayor
22/03/2014	Bollington Civic Dinner	Mayor
23/03/2014	Sports Relief Bake Off	Mayor
28/03/2014	Crowning Glory Exhibition Opening	Cllr Dean

DRAFT



Events Committee

Knutsford Town Council

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA
01565 653929 www.knutsfordtowncouncil.gov.uk
townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Events and Town Management Committee June 10th 2013 *In the Lower Council Chamber, Council Offices, Knutsford*

- E13/000 Present**
Cllrs Dean, P Coan, Goodrich, Houghton and Forbes
- In attendance: A Keppel-Garner (Deputy Town Clerk / Town Centre Manager)
- E13/001 Appointment of Chairman**
Members **resolved** to appoint Cllr Dean as Chairman.
- E13/002 Appointment of Deputy Chairman**
Members **resolved** to defer the appointment of Deputy Chairman to the following meeting.
- E13/003 Apologies for Absence**
Apologies were received from Cllrs Malloy (personal business), B Coan (personal business) and Davies (personal business)
- E13/004 To note declarations of members interests**
Cllr Forbes declared a non-pecuniary interest in items E/012, E/014, E/016, E/017, E/018, E/019 on the grounds of being disabled, and items E/012, E/016, E/017 on the grounds of being married to a John Lewis Partner.
Cllr Goodrich declared a non-pecuniary interest in items E/012, E/014, E/017, E/018 on grounds of being married to the manager of a Town Centre business.
Cllrs Houghton, Forbes and Coan declared a non-pecuniary interest in item E/014 on grounds of being known to a sponsor of the event.
- E13/005 Public Participation**
No members of the public were present.
- E13/006 To receive and confirm the minutes of the meeting held on 2nd April 2013**
Members **resolved** to approve the minutes.
- E13/007 To note the Committee's terms of reference**
Members noted the terms of reference.
- E13/008 To consider the Committee's budget and spending to date**
Cllr Dean queried the income of £110 under Christmas Festivities. The Deputy Clerk explained this was income received from the fairground rides at the Christmas Switch on 2012.
- E13/009 To note and approve the amount of money collected for the Mayors Charities at the June Artisan Market.**
Members **resolved** to approve the collection of £58.12.
- E13/010 To consider the priorities for the Committee during 2013/14**

Members **resolved** to consider the priorities at the next meeting. Cllr Dean suggested that members think about what the priorities for the committee could be and come to the next meeting with suggestions for the shortlist.

E13/011 To consider the draft tender document for the Christmas Lights

Members discussed the draft tender document, and Christmas Light issues in general. It was **resolved** that the Town Clerk revises the document altering the various lines indicated by the committee, and circulate amongst committee members for further comment prior to issuing.

E13/012 To consider and review the Artisan Market

The Deputy Town Clerk updated members on the feedback which had been received from the first markets, which was overwhelmingly positive. Cllr Forbes requested that the accessibility of the event be improved and raised concerns with regards to food hygiene. The Deputy Town Clerk explained that Environmental Health and Trading Standards had inspected the Wilmslow Artisan Market and raised no concerns, and that they would be invited to investigate the conditions at the Knutsford Artisan Market.

Due to the formal review of the success of the Artisan Market taking place in mid-September, Cllr Dean explained it may be necessary to extend the trial to cover a market in October, whilst the review is concluded.

Cllr Dean and the Deputy Town Clerk explained that data will be gathered to formally review the market, including direct feedback from retailers, residents and visitors. Data will also be gathered to assess the attendance at the market by people outside of Knutsford.

E13/013 To consider matters related to the Knutsford Civic Awards

The Deputy Town Clerk informed the Committee that the Forum of Private Business has come forward to sponsor the event, and will be giving £500 to the Town Council.

Members **resolved** that the Deputy Town Clerk in liaison with Cllr Dean spend a maximum of £500 on decoration and signage for the event.

E13/014 To consider an update from Cllr Houghton on the “Knutsford Promenades”

Cllr Houghton updated the committee on the Knutsford Promenades, highlighting that Tatton Estate have donated £250 towards the cost. Cllr Houghton explained that this would go towards the unforeseen cost of £300 for traffic management, and members **resolved** that the additional £50 be drawn from the Events Committee budget.

E13/015 To consider an update from Cllr Houghton on the “Knutsford Hosts”

Members **resolved** that Norma Young be commissioned to submit a bid to Awards for All on the Town Council’s behalf to fund the project, part of which will be a fee for Norma’s work. Sarah Flannery will then present to the Committee on the project.

E13/016 To consider an update from Cllr Malloy on plans for a Knutsford Beer Festival

Cllr Malloy sent his apologies, stating he will provide an update at the next committee meeting. Members requested that a written report be included with the meeting papers.

E13/017¹ To consider the proposed plan for the Knutsford Christmas Weekend 2013

Cllr Forbes requested it be minuted that the high quality of the report by the Deputy Town Clerk on the event and the other proposals greatly helped decision making.

Members **resolved** that the Christmas Market be held along Princess Street under gazebos.

Members **resolved** not to feature the three wise men with camels as part of the parade.

Members **resolved** that the Deputy Town Clerk further investigate the options for an Ice Rink, favouring an option at zero cost to the committee and which can be in place for a number of weeks.

Members **resolved** that Officers proceed with the organisation of the Knutsford Christmas Weekend in line with the plans presented, as modified by the above resolutions.

E13/018 To consider an update on the Knutsford Antique Market

Members discussed the report and **resolved** that the Deputy Town Clerk liaise with the market

¹ Cllr Houghton left the meeting prior to the discussion of this item.

organiser to organise an Antiques Market on August 18th. Members further **resolved** that the market be preferably held on Silk Mill Street (1st priority), Old Market Place (2nd) or King Street Car Park (3rd), following the Deputy Town Clerk assessing the balance of parking in the town centre for the event.

E13/019 To consider the proposed Outdoor Cinema event

Members **resolved** that the Deputy Town Clerk further investigate the options for Drive in Cinema event.

E13/020 To consider the resolutions log

Members requested additional clarity in the resolutions log.

E13/021 To note the date of the next meeting (22/07/2013)

Members noted the date.

Meeting Closed: 21:05

FINAL

Knutsford Town Council

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA
01565 653929 www.knutsfordtowncouncil.gov.uk
townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Events and Town Management Committee July 22nd 2013 *In the Lower Council Chamber, Council Offices, Knutsford*

E13/022 Present

Cllrs Dean, Davies, Malloy, Houghton, Forbes and P Coan

In attendance: Adam Keppel-Garner (Deputy Town Clerk / Town Centre Manager)

E13/023 To receive apologies for absence

Apologies were received from Cllrs Goodrich and B Coan (personal business).

E13/024 To note declarations of members' interests

Cllr Forbes	Non-Pecuniary	E13/031 and E13/036	Known to owner of land
	Non-Pecuniary	E13/032, E13/035 and E13/036	Due to being disabled
Cllr Houghton	Non-Pecuniary	E13/033	Known to organiser of event
Cllr Malloy	Non-Pecuniary	E13/033	Known to organiser of event
	Non-Pecuniary	E13/031 and E13/036	Known to owner of land
Cllr P Coan	Non-Pecuniary	E13/031 and E13/036	Known to owner of land

E13/025 To appoint a deputy chairman of the Committee

Members **resolved** to appoint Cllr Houghton as deputy chairman.

E13/026 Public Participation

No members of the public were present.

E13/027 To receive and confirm the minutes of the meeting held on 10th June 2013

Members **resolved** to confirm the minutes as an accurate record.

E13/028 To consider matters related to the "Alcohol Consumption in Designated Public Places" order for Knutsford

It was noted that Inspector Mitchell had arrived for the meeting, but had to leave due to delay starting the meeting.

Members discussed the order and its enforcement since introduction and it was agreed that members wished to see the Police display more discretion when enforcing the order on days such as May Day. Cllrs Dean, Davies and Coan to meet with Inspector Mitchell to discuss informally.

E13/029 To consider the Committee's budget and spending to date

Members queried the spending for the Civic Awards, and the Deputy Clerk explained that the majority of costs were for the awards of which a stock remains for future years.

E13/030 To consider the priorities for the Committee during 2013/14

Members discussed the priorities for the Committee, and it was agreed to consider the following at the next meeting:

- 1) To consolidate existing Market events
- 2) To support the continuation and improvement of the Knutsford Promenades
- 3) To investigate new event ideas fully, make decisions and move forward

4) To tie in with Events at Tatton Park

E13/031 To consider an update from Cllr Malloy on plans for a Knutsford Beer Festival

Cllr Malloy updated the committee on a recent meeting with stakeholders to further investigate the options for a Knutsford Beer Festival. It was explained that they are looking to hold an event in April 2014, and various locations were still being investigated further.

E13/032 To consider event ideas for the commemoration of the centenary of World War I

Members discussed different ideas for events, which included Talks around the Town, WWI themed concert and a special Remembrance Sunday parade. It was noted that the 2014 Promenades event would have a WWI theme.

Members requested the Para-drop in Tatton Park be further investigated and reported back to the committee.

E13/033 To consider the proposed "Knutsford Hosts"

Members **resolved** to proceed with the proposals for the 'Knutsford Hosts' and to commit the required £2,200 to fund the project. It was further agreed that the committee request Full Council to grant a budget virement to the committee to cover the costs.

It was noted that an exception to financial regulations would be used given the specialist nature of the project.

E13/034 To consider a Christmas Light competition

Members **resolved** to initiate a children's Christmas Light design competition, with the Events Committee deciding the winners, on the proviso that the motif does not cost more than £800 to produce.

E13/035 To consider matters related to forthcoming events

The Deputy Clerk reported that the organiser of the Antiques Market has informed him that the proposed date of 18th August would clash with another major event in Cheshire, and as such has asked to postpone the event. The Deputy Clerk to liaise with the organiser to establish a new date.

E13/036 To consider an update on the proposed Drive in Cinema event

The Deputy Clerk reported that he was still awaiting information from a potential sponsor. It was agreed that the event continue to be investigated, with a view to a cinema event in 2014.

E13/037 To consider the resolutions log

Members requested further clarity on the resolutions log.

E13/038 To note the date of the next meeting (16/09/2013)

Members noted the date.

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner
Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA
01565 653929 www.knutsfordtowncouncil.gov.uk
townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Events and Town Management Committee September 16th 2013 *In the Lower Council Chamber, Council Offices, Knutsford*

E13/039 Present

Cllrs Dean, Malloy, B Coan and Houghton

In attendance: A Keppel-Garner (Acting Town Clerk) and Police Inspector Mitchell

E13/040 To receive apologies for absence

Apologies were received from Cllrs Forbes, Davies and P Coan (personal business) and Cllr Goodrich (business)

E13/041 To note declarations of members' interests

Cllrs B Coan, Malloy and Houghton declared non-pecuniary interests in E13/051 due to being known to event organisers.

E13/042 Public Participation

No members of the public were present.

E13/043 To receive and confirm the minutes of the meeting held on 22nd July 2013

Members **resolved** to confirm the minutes as an accurate record.

E13/044 To consider matters related to the "Alcohol Consumption in Designated Public Places" order for Knutsford

Cllr Dean presented the background on the item, explaining that there had been some concern as to the implementation of the order. Inspector Mitchell explained that on May Day the Police allow the public to drink on the streets until around 4pm, when the parade has finished, at which point they are asked to return into the drinking establishments.

Members discussed the order with Inspector Mitchell in particular the scope of the order, which covers most of Knutsford.

E13/045 To consider the Committee's budget and spending to date

Members noted that the committee expenditure was likely to increase as Christmas approaches in line with the budgets. Cllr Houghton reminded members that the committee will be considering the draft budget at the next committee meeting.

E13/046 To consider the priorities for the Committee during 2013/14

Members discussed ideas for events to commemorate the centenary of WWI in 2014. Cllr Houghton indicated he would speak with the organisers of the Promenades to see how the 2014 event can be grown. Cllr B Coan suggested the idea of a 'Nostalgia Day'.

E13/047 To consider the future of the Knutsford Artisan Market

Cllr Dean and the Acting Town Clerk presented the information on feedback and surveys undertaken to assess the Artisan Market.

Members **resolved** to continue the Artisan Market, under continual review. The Market will take place 10 times a year, with no market in January and the Town Council continuing to operate the Christmas Market. It

was noted that the Artisan Market organisers would cover the costs of traffic management and waste collection going forward.

Members further **resolved** to organise a trial of the market on King Street with a view to alternating the market each month between the two locations.

E13/048 To consider matters related to the Christmas

- a) **To consider matters related to the Christmas Market**
- b) **To consider matters related to Christmas Lights**
- c) **To consider matters related to the Christmas Switch On**

- a) The Acting Town Clerk briefed members on the Christmas Market, explaining that a high level of applications had been received and the market would generate a greater surplus than budgeted. Members **resolved** that the Acting Town Clerk may offer up to 3 stalls per day free of charge.
- b) Members **resolved** that the Acting Town Clerk and Cllr Dean meet prior to the meeting on October 1st to shortlist entries for the Christmas Lights Competition.
Following a discussion on the tree lights near the Old Town Hall, members **resolved** that the Acting Town Clerk investigate a more detailed proposal for the lights including the price for a one off trial. Members **resolved** that the preference for the column lights is the Christmas Tree Design in the centre with the lantern design either end.
- c) Members **resolved** that a donation up to £500 may be offer to a charity of a celebrities choice in return for their services switching on the Christmas Lights.
Members **resolved** to engage the services of Silk 106.9 for presenting and promoting the switch on event and Christmas Market.

E13/049 To consider the plans for Remembrance Sunday

The Acting Town Clerk briefed members on the proposals for Remembrance Sunday, in particular explaining the Royal British Legion's preference to use a Church for the service than the Academy or Curzon as St Johns Church will be closed.

Members **resolved** that the service should be held in the Methodist Church. Members **resolved** that in the event of a marching band not being available, to proceed with a Piper and Drummer in which case it would be preferred if a full pipe band could be utilised if possible. Members further **resolved** to cover the cost of a small refreshments after the services on the proviso that the Royal British Legion agree to alternate responsibility for this each year.

E13/050 To consider an update on the "Knutsford Hosts"

Cllr Houghton reported that there was no update.

E13/051 To consider matters related to the Knutsford Civic Awards

Members **resolved** to change the name to the Knutsford Town Awards. Members **resolved** to add a Youth Award for 2014 to recognise the contributions of those aged 21 and under, to consist of a badge and certificate. Members **resolved** to introduce a limit of 3 civic awards being presented per year. Members further **resolved** that the awards should continue to be held on Civic Sunday but with a preference for the Award Ceremony be held prior to the Civic Service.

E13/052 Member questions to the Clerk

Cllr Malloy asked the Acting Town Clerk to update the committee on the work of the Promote Knutsford Forum. The Acting Town Clerk explained that over the past 9 months the forum has become much more proactive and membership has increased. Sub-Groups have been established, and the Marketing Sub-Group released a Knutsford Shopping Map and are arranging an exhibition of unique photographs of independent retailers.

E13/053 To consider the resolutions log

Members noted the resolutions log.

E13/054 To note the date of the next meeting (01/10/2013 4pm)

Members noted the date of the next meeting.

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner
Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA
01565 653929 www.knutsfordtowncouncil.gov.uk
townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Events and Town Management Committee October 7th 2013 *In the Lower Council Chamber, Council Offices, Knutsford*

E13/055 Present

Cllrs Houghton, Forbes, Goodrich and Davies

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

E13/056 To receive apologies for absence

Apologies were received from Cllrs B Coan, Malloy and Dean on personal business.

E13/057 To note declarations of members' interests

Cllr Houghton declared a non-pecuniary interest in E13/059 on the grounds that his children attend one of the primary schools which entries were received from.

E13/058 To receive and confirm the minutes of the meeting held on 16th September 2013

Members **resolved** to confirm the minutes as an accurate record which were duly signed by the Deputy-Chairman.

E13/059 To consider matters related to, and the winner of, the Knutsford Christmas Lights Competition

Members discussed the entries and **resolved** that the winner be awarded a £25 gift voucher for Stationery House, and that 5 runners up be awarded £5 gift vouchers.

Members **resolved** that the Acting Town Clerk notify the relevant schools of the winners and runners up, and make arrangements for the Mayor to present the winner with the gift voucher at school.

E13/060 To note the date of the next meeting

Members noted the date of the next meeting (28/10/2013)

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner
Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA
01565 653929 www.knutsfordtowncouncil.gov.uk
townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Events and Town Management Committee October 28th 2013 *In the Lower Council Chamber, Council Offices, Knutsford*

E13/061 Present

Cllrs Dean, Houghton, Malloy, Forbes, Davies and P Coan

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

E13/062 To receive apologies for absence

Apologies were received from Cllrs B Coan and Goodrich (personal business)

E13/063 To note declarations of members' interests

Cllr P Coan declared a non-pecuniary interest in item E13/070 on grounds of being known to one of the companies tendering.

Cllr Forbes declared a non-pecuniary interest in item E13/069 on the grounds of being disabled.

E13/064 To receive and confirm the minutes of the meeting held on October 7th 2013

Members **resolved** to confirm the minutes as true record.

E13/065 To consider the Committee's budget and spending to date

Members requested that further clarity is added to the journal entries to ensure that the Nominal Ledger reports are easier to follow.

E13/066 To consider making a recommendation to the Finance Committee for the setting of the Events Committee budget for 2014/15

Members **resolved** to recommend the budget to Finance with the following alterations:

- a) Reduce the Christmas Event: External Contractors budget to £4,000
- b) Reduce the Christmas Event: Christmas Festivities budget to £3,000
- c) Increase the budget for Remembrance Sunday to £1,500
- d) Increase the budget for New Events to £10,000

E13/067 To consider an update from Cllr Malloy on the Knutsford Beer Festival

Cllr Malloy updated the committee on the progress of the Knutsford Beer Festival Committee in establishing an event for 2014. Members expressed a preference that the Town Council be a partner of the event, and requested that Cllr Malloy report back with options for how the Committee can support the Beer Festival.

E13/068 To consider an update in relation to the Knutsford Hosts

Cllr Houghton updated members on the Knutsford Hosts project.

Members **resolved** to incur the costs of the DBS checks necessary for the project.

E13/069 To consider matters related to Christmas:

- a) To consider lighting of the Christmas Market
- b) To consider the Christmas Tree lights by the Old Town Hall
- c) To delegating authority to the Acting Town Clerk to make any additional orders necessary for the Christmas Market, Switch-On and Crib Service in consultation with the Chairman

- d) **To consider supporting a late night shopping event organised by the Promote Knutsford Forum**
- a) Members **resolved** to place an order for the festoon lighting of the Christmas Market
- b) Members **resolved** to place an order with Festive Lighting for an improved lighting display for 2013 on the proviso that should the committee wish to use the same display in the future the costs would be discounted as indicated in the quotation. Members noted an exception to Financial Regulations on the grounds that the contractor is already providing a quality service to the Town Council
- c) Members **resolved** to delegate authority for any necessary orders for the Christmas Events within the approved budget, to the Acting Town Clerk in consultation with Cllr Dean.
- d) Members **resolved** to commit £200 towards the cost of entertainment for the event.

Members agreed that a representative from the Promote Knutsford Forum should attend meetings quarterly to provide an update on what the group have been doing, or that a report should be tabled for consideration.

E13/070 To consider awarding the tender for the Christmas Lights erection 2014-2016
Members **resolved** to defer the awarding of the tender to the December meeting.

E13/071 Member questions to the Clerk

Cllr Forbes asked the Acting Town Clerk about complaints received from traders unsuccessful in getting a stall at the Christmas Market. The Acting Town Clerk explained that the market was heavily oversubscribed and this was bound to lead to some disappointment, he further explained the decision criteria used for allocating stalls.

Cllr Houghton asked the Acting Town Clerk for an update on the Christmas Light competition and the Acting Town Clerk explained it was in progress and the winner would shortly be notified.

E13/072 To consider the resolutions log
Members noted the log.

E13/073 To note the date of the next meeting (09/12/2013)
Members noted the date.

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner
Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA
01565 653929 www.knutsfordtowncouncil.gov.uk
townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Events and Town Management Committee January 20th 2014 *In the Lower Council Chamber, Council Offices, Knutsford*

E13/090 Present

Cllrs Dean, P Coan, B Coan, Davies and Malloy

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

E13/091 To receive apologies for absence

Apologies were received from Cllrs Goodrich & Houghton (business) and Forbes (personal business)

E13/092 To note declarations of members' interests

No members declared an interest in any agenda item.

E13/093¹ Public Participation

Val Bryant spoke on behalf of the Knutsford Heritage Centre concerning the planned celebrations of the 150 years of Royal May Day and 25 years of the Heritage Centre. Mrs Bryant reported that she hoped to put forward a proposal for support from the Committee with the events at the next committee meeting.

E13/094 To receive and confirm the minutes of the meeting held on December 9th 2013

Members **resolved** to confirm the minutes.

E13/095 To consider the Committee's budget and spending to date

Cllr Dean asked if all invoices had been received for the Christmas Market; the Acting Town Clerk explained that he was awaiting a final invoice from Cheshire East Council.

E13/096 To consider matters related to a trial of the Artisan Market on King St

Cllr Dean reported on a meeting with the organisers of the Market and the Acting Town Clerk regarding a trial on King St. The location of the trial would be from the top of King St down approximately to the Belle Epoque. Members made suggestions as to considerations that need to be given for the trial which Cllr Dean and the Acting Town Clerk will look into. Members **resolved** that the trial should take place in June.

E13/097 To consider an update on the Knutsford Beer Festival

Cllr Malloy reported that the plans for the Beer Festival were well under way and that around 30 barrel sponsors and the main sponsor have been confirmed. The Beer Festival Committee hopes that if there is any beer left over to open the festival during the April Artisan Market.

E13/098 To consider a report on a Knutsford Food Festival

The Acting Town Clerk gave the background to the report. It was suggested that if it was to take a commercial guise that the Committee should seek that a share of the profit be given to the town. Members **resolved** that a Food Festival would be good for Knutsford and options should be investigated further.

E13/099 To consider a suggestion for a Knutsford Music Festival

¹ Cllr P Coan arrived at the end of this item.

The Acting Town Clerk gave the background in support of his report. Members **resolved** that the Acting Town Clerk prepare a report on options for a music event.

E13/100 To consider an update on the Knutsford Promenades

Members **resolved** to discuss this item following E13/093.

The chairman adjourned the meeting to allow Julie Tempest to speak concerning the Promenades. It was reported that an application to the Arts Council had been rejected despite meeting all criteria. The organisers are now looking to a 'Plan B' for the 2014 event and more detail would be presented at the next Committee meeting.

The chairman reconvened the meeting.

E13/101 Member questions to the Clerk

The Acting Town Clerk responded to member queries concerning the Christmas Lights including the take down as well as issues due to weather and the power set up. The Acting Town Clerk is to prepare a list of the 2013 issues with actions to prevent recurrence in preparation for planning for Christmas 2014.

E13/102 To consider the resolutions log

Members noted the log.

E13/103 To note the date of the next meeting (03/03/2014)

Members noted the date.

DRAFT

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner
Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA
01565 653929 www.knutsfordtowncouncil.gov.uk
townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Events and Town Management Committee March 3rd 2014 *In the Lower Council Chamber, Council Offices, Knutsford*

E13/104 Present

Cllrs Houghton, Malloy, P Coan, Davies, Forbes and B Coan

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

E13/105 To receive apologies for absence

Apologies were received from Cllrs Dean and Goodrich on personal business.

E13/106 To note declarations of members' interests

Cllr Forbes declared a non-pecuniary interest in EGP/115 on the grounds of having met with the speaker for a pre-briefing.

E13/107 Public Participation

No members of the public wished to speak under this item.

E13/108 To consider a presentation from Living World Events (in conjunction with the Tatton Estate) on a proposed 'Knutsford Christmas Wonderland'

The chairman adjourned the meeting to allow visitors to speak.

Jemma Gilmartin of Living World Events presented on the 'Mistletoe Markets' proposal, a six week Christmas market comprising of approx. 100 wooden chalets on the Little Heath, open seven days a week. Ms Gilmartin also announced that there would be a public meeting on March 27th to further discuss the plans.

A town centre retailer raised concern as to the impact the proposed market would have on Knutsford and retailers. Members raised concerns on traffic issues and impact upon nearby residents.

The chairman reconvened the meeting.

The proposals were noted and members agreed that more information was needed before the committee could consider supporting the event.

E13/109 To consider a request for £500 towards the "Crowning Glory" Exhibition from Knutsford Heritage Centre

The chairman adjourned the meeting to allow representatives from the Heritage Centre to speak.

Representatives took questions from members before the chairman reconvened the meeting.

Members **resolved** to give £500 towards the Crowning Glory Exhibition as a joint partner of the event.

E13/110 To receive and confirm the minutes of the meeting held on January 20th 2014

Members **resolved** to confirm the minutes.

E13/111 To consider the Committee's budget and spending to date

Members noted the underspend for Christmas activities which was due to efficiencies.

E13/112 To consider matters related to the Antiques Market

The Acting Town Clerk reported that he had received no communication from the organiser of the event which had originally been planned for August 2013 before being postponed. Members agreed that the

Acting Town Clerk chase for a commitment and report back to the committee.

E13/113 To consider an update from Cllr Malloy on the Knutsford Beer Festival

Cllr Malloy provided an update on the Beer Festival, reporting that 56% of the tickets had been sold already and that the festival guide was in production.

E13/114 To consider taking on the responsibility for the Town Centre Bunting

Members **resolved** to request that the May Day Committee ensure the bunting remains up until the end of June and to cover any costs for replacement bunting due to the extended display.

E13/115 To consider matters related to the Knutsford Promenades

The chairman adjourned the meeting.

Sarah Flannery reported on revised plans for a 2014 Knutsford Promenade and the plans for resubmitting the proposals for 2014 as a 2015 event to the Arts Council. It was proposed that the 2014 event would be held on King St at 16:30 on Saturday 5th July.

The chairman reconvened the meeting.

Members **resolved** to support in principle a bid for a 2015 Knutsford Promenades as outlined.

Members **resolved** to support the proposals for the 2014 Knutsford Promenade.

E13/116 Member questions to the Clerk

Cllr Malloy asked how the Artisan Market King St trial would be measured. The Acting Town Clerk reported that footfall counts and visitor surveys would be utilised to compare the market to a Princess St market.

E13/117 To consider the resolutions log

Members noted the resolutions log.

E13/118 To note the date of the next meeting (14/04/2014)

Members noted the date.

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner
Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA
01565 653929 www.knutsfordtowncouncil.gov.uk
townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Events and Town Management Committee March 18th 2014 *In the Lower Council Chamber, Council Offices, Knutsford*

E13/119 Present

Cllrs Dean, P Coan, Forbes, Houghton and Malloy

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

E13/120 To receive apologies for absence

Apologies were received from Cllrs Davies and B Coan (personal business) and Cllr Goodrich (business).

E13/121 To note declarations of members' interests

Cllr Malloy declared a non-pecuniary interest on the grounds that he has had discussions with the organisers of the market in relation to a separate event. Cllr Dean declared a non-pecuniary interest on the grounds that he has had conversations with the organisers in the past.

E13/122 Public Participation

A trader from the Artisan Market spoke about the importance of the market to her business. Rev Cotton asked about what permissions were needed to hold an event on the Moor.

E13/123 To receive and confirm the minutes of the meeting held on March 3rd 2014

Members **resolved** to confirm the minutes subject to the correction of "Gemma" to "Jemma" in E13/108.

E13/124 To consider matters related to the organisation of a monthly street market in Knutsford

The Chairman adjourned the meeting to allow Denise Valente and Vicky Jackson, organisers of the Artisan Market, to address the meeting. It was explained that the partnership had been dissolved and they had agreed who would run which markets, with Ms Jackson taking responsibility for Knutsford.

The Chairman reconvened the meeting.

Members **resolved** to exclude the public and press on the grounds of commercial confidentiality.

Members **resolved** to ensure a market takes place in April.

Members **resolved** that Ms Jackson continue to organise a monthly market in Knutsford, to be named the Knutsford Artisan Market, under continual review.

Members **resolved** to readmit the public and press.

E13/125 To note the date of the next meeting (14/04/2014)

Members noted the date.

Knutsford Town Council

Town Clerk: Adam Keppel-Garner
Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA
01565 653929 www.knutsfordtowncouncil.gov.uk
townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Events and Town Management Committee April 14th 2014 *In the Lower Council Chamber, Council Offices, Knutsford*

E13/126 Present

Cllrs Dean, Forbes, Malloy, Davies and P Coan

In attendance: A Keppel-Garner (Town Clerk) and L Benskin (Mayor's PA)

E13/120 To receive apologies for absence

Apologies were received from Cllrs B Coan and Goodrich on personal business and Cllr Houghton on business.

E13/121 To note declarations of members' interests

Cllr Davies declared a non-pecuniary interest in E13/126 as chairman of Friends of the Moor. Cllr Forbes declared a non-pecuniary interest in E13/130 on the grounds of being married to a John Lewis Partner.

E13/122 Public Participation

No members of the public wished to speak.

E13/123 To receive and confirm the minutes of the meeting held on March 18th 2014

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

E13/124 To consider the Committee income and expenditure 2013/14

Members noted that the Christmas Market made a contribution of £2000 to the committee finances and that overall the committee had underspent due to cost reductions on the Christmas events.

E13/125 To consider the Committee budget and spending to date

The Town Clerk explained that any negative spends on the income/expenditure report were accruals from the 2013/14 financial year which the Council were awaiting invoices for.

E13/126 To consider a partnership arrangement to deliver an Ice Rink for Knutsford in December

Members **resolved** to form a working group consisting of Cllrs Dean and Davies, the Town Clerk and a representative of Living Ventures to further investigate the delivery of an ice rink in Knutsford at Christmas.

E13/127 To receive an update from Cllr Malloy on the Knutsford Beer Festival

Cllr Malloy reported that the Beer Festival had been a great success with the tickets selling out in advance of the event and a post event survey suggesting 97% of attendees would return again. Cllr Dean thanked Cllr Malloy and the Beer Festival Committee for their hard work delivering the event.

E13/128 To consider matters related to and the priorities for the 2014 Christmas Lights display

Members **resolved** to award the Christmas Lights erection contract for 2014 to Edwards Electrical noting the exception to financial regulations.

Members set the following priorities for improvements to the Town Centre light displays: trees in front of the Old Town Hall and illuminations on the railway bridge.

E13/129 To consider matters related to the Makers Artisan Market

Members noted that the market organiser would be giving 25% of the profits of each market to the Town Council. The organiser has also made two stalls available free of charge to local businesses at each market and to community groups.

E13/130 To consider matters related to the Town Awards

Members **resolved** to purchase 50 Youth Award badges.

Members **resolved** to commit £250 to the purchase of robust receptacles for nominations to the Town Awards to be determined by the Town Clerk and Chairman.

E13/131 Member questions to the Clerk

Cllr P Coan asked if the Town Clerk could suggest to local businesses forming a group to purchase bunting for the town centre and arranging a contractor to erect it given the May Day Committee's reluctance to extend the display.

Cllr Dean reported he was meeting Jemma Gilmartin of Living World Events to discuss the train services around the proposed Misteltoe Market event. The Town Clerk reported that the consultations had concluded and that Living World Events would be speaking to the Town Council with revised proposals for the event.

E13/132 To consider the resolutions log

Members noted the log.

E13/133 To note the date of the next meeting (09/06/2014)

Members noted the date.

DRAFT



Environment Committee

Knutsford Town Council

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA
01565 653929 www.knutsfordtowncouncil.gov.uk
townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Environment and General Purposes Committee May 28th 2013 *In the Lower Council Chamber, Council Offices, Knutsford*

EGP13/000 Present

Cllrs Davies, Dean, P Coan, Hutchence and Bancroft

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

EGP13/001 Appointment of Chairman

Members **resolved** to appoint Cllr Davies as Chairman.

EGP13/002 Appointment of Deputy Chairman

Members **resolved** to appoint Cllr Dean as Deputy Chairman.

EGP13/003 Apologies for Absence

Apologies were received from Cllr Forbes and Goodrich (business) and B Coan (personal business)

EGP13/004 To note declarations of members interests

Cllr Bancroft declared a non-pecuniary interest in EGP13/020 – Knutsford in Bloom.

EGP13/005 Public Participation

No members of the public were present.

EGP13/006 To receive and confirm the minutes of the meeting held on 8th April 2013

It was noted that the meeting called for May 20th was not quorate.

Members **resolved** to sign the minutes as a true reflection of the meeting.

EGP13/007 To note the Committee's terms of reference

Members noted the terms of reference, and noted that there was currently no ward councillor for Norbury Booths on the Committee.

EGP13/008 To consider the membership of Working Groups reporting to the Committee

Members **resolved** to add Cllr Bancroft to the Benches Working Group.

Members requested that the Deputy Town Clerk ask Cllr B Coan and Cllr J Nicholson if they wish to remain on the working groups.

EGP13/009 To consider the Committee's budget and spending to date

Cllr Dean enquired why some lines showed a zero year to date expenditure, whilst the current month expenditure showed that money had been spent. The Deputy Clerk explained that it was due to the carryover of commitments and budget from the previous financial year.

EGP13/010 To consider the priorities for the Committee during 2013/14

Members **resolved** to set the following priorities for the year:

1. To make Knutsford a tidy and litter free town. Working with Cheshire East to ensure value

- for taxpayers money with regards to street cleaning services.
- 2. To focus on improvements to communications with the public
- 3. To focus on the issues related to the Moor Pool

EGP13/011 To discuss and consider matters related to the Moor Pool.

Cllr Davies reported that she and Cllrs Goodrich and Dean met with representatives of Natural England, Cheshire Wildlife Trust and Meller Braggins on behalf of Tatton Estates.

Cllr Dean reported that Natural England have appointed Gen Madwick, an open water specialist to investigate the problems and come up with a solution for the entire site, including Tatton Mere, the reed beds and the Moor Pool. Gen Madwick will keep the Town Council updated on her progress. Members discussed the matter, and all agreed that the pool is vitally important to the Town, and that all should be done to preserve the pool. It was agreed that the Deputy Clerk write to Gen Madwick conveying the importance of the pool to the town, highlighting the social and economic benefits it brings to the town.

EGP13/012 To consider an update on the progress of current projects

Members **resolved** to place an order for the repairs to the Sparrow Lane phone box at a cost of £590. It was also agreed that a lock be installed to secure the box, and that the Deputy Clerk look into a transfer to mark the kiosk with the Town Council armorial bearings.

It was agreed that Cllr Hutchence would complete the Bin Survey for Norbury Booths.

EGP13/013 To consider the purchase of Mayor, Deputy Mayor and Town Clerk Robes

Cllr P Coan presented information on the options for purchasing robes. It was agreed that a working group consisting of Cllrs Davies, P Coan, B Coan and the Deputy/Town Clerk investigate the options further. It was further agreed that the working group meet with potential suppliers to see samples of their work to assess quality, such meetings to be open to all councillors.

EGP13/014 To consider the sponsorship of the BT Telephone Kiosk on King Street

Members **resolved** to stop sponsoring the BT Telephone Kiosk on King Street.

EGP13/015 To consider the adoption of an Environmental Policy

Members **resolved** to adopt the policy, with biannual reviews. It was agreed that Cllr Dean and the Deputy Clerk formulate a 1 year action plan for its implementation.

EGP13/016 To consider the draft A-Boards, Banners and Signage Policy

Members **resolved** to adopt the policy following the additional references to signs in section two.

EGP13/017 To receive an update on the Mobberley Road War Memorial Project

Cllr P Coan and the Deputy Clerk reported that Rev. Shepherd of St Cross Church had indicated that the parish were not in favour of the war memorial being relocated. It was agreed the Deputy Clerk request permission to attend the meeting of the Parochial Church Council to speak on behalf of the Town Council on the proposals. It was further agreed that the views of the PCC would be taken as the views of the Parish on the matter.

EGP13/018 To consider the priorities for Highway Maintenance

Members discussed the issues highlighted from the meeting with Highways Officers. It was **resolved** that Cllr Davies and the Deputy Clerk establish the priorities for maintenance.

EGP13/019¹ To consider an update from the Benches Working Group

The Deputy Clerk reported that he and Cllr Dean had met with Dorian Belt of CEC to discuss bench repairs. Dorian Belt had provided a list of the benches for which CEC Streetscape are responsible for. It was noted that other benches would not be maintained by CEC, and that they were the responsibility of those who had the benches installed.

The working group are to meet again to discuss the priorities for bench repairs.

¹ Cllr Hutchence left the meeting prior to the discussion of this item.

EGP13/020 To consider an update from Knutsford in Bloom

Cllr Bancroft informed the committee that routine updates would be presented in March, June, September and December from Knutsford in Bloom. Cllr Bancroft further informed the committee that the town centre businesses are planning displays to coincide with RHS Tatton and that these displays were to be judged by RHS judges. Cllr Bancroft also highlighted the recent installation of the Stag on the Canute Place roundabout, a collaboration between Knutsford in Bloom, Tatton Park and Cheshire East.

EGP13/021 To consider Hedges and Undergrowth covering footpaths and pavements

It was agreed that the Deputy Clerk provide the complainant with the contact details for the officers at CEC to liaise directly with.

EGP13/022 To consider the Town Centre Manager's report

Members noted the report.

EGP13/023 To consider the graphical enhancement of the Town Council armorial bearings

Members **resolved** to place an order for the graphic enhancement of the armorial bearings at a cost of £75.

EGP13/024 To consider the Resolutions Log

Members **resolved** that the actions assigned to Cllr J Nicholson be reassigned to Cllr Davies.

EGP13/025 To note the date of the next meeting (08/07/2013)

Members noted the date.

Meeting Closed: 21:32

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Environment and General Purposes Committee July 16th 2013

In the Lower Council Chamber, Council Offices, Knutsford

EGP/026 Present

Cllrs Davies, Dean, Forbes and P Coan

In attendance: Adam Keppel-Garner (Deputy Town Clerk / Town Centre Manager)

EGP/027 To receive apologies for absence

Cllrs Bancroft and B Coan (Council Business), Hutchence and Goodrich (Personal Business)

EGP/028 To note declarations of members interests

Cllr Forbes

Non-Pecuniary

EGP/036

Member of the Transfer of Public Assets Community of Carnegie (UK) Trust.

Cllr Davies

Non-Pecuniary

EGP/032

Chairman of Friends of the Moor

EGP/029 Public Participation

No matters were raised by members of the public.

EGP/030 To receive and confirm the minutes of the meeting held on 28th May 2013

Members **resolved** to confirm the minutes.

EGP/031 To consider the Committee's budget and spending to date

Members noted the committee budget to date.

EGP/032 To discuss and consider matters related to the Moor Pool

Cllr Davies reported that Tatton Estate have confirmed large fish will be netted from the Moor Pool on the 17th and 18th July. Cllr Dean stated that whilst he was glad it was now happening, Cheshire Wildlife Trust should have arranged it in 2011. The committee hoped it would be successful, and it was noted that it needs to ensure netting is regular to ensure problems do not persist.

EGP/033 To consider a request from the Knutsford LAP on Highways Matters

a) One-Way Survey for Cranford Avenue (Bexton)

b) One-Way Survey for Southfields (Over)

The Deputy Clerk briefly outlined that the Knutsford LAP are looking at creating one-way systems on the Cranford Avenue and Southfields.

Members **resolved** to defer the matter pending a report from Cllr Gardiner on the matter.

EGP/034 To consider the Mobberley Road War-Memorial Project

Members **resolved** that the Deputy Clerk further research the project to ascertain ownership of land the memorial current sits on, and liaise with Cheshire East Council over the use of the land at Richmond Hill. The Deputy Clerk also to speak with specialist contractors for advice and cost information on the relocation aspect of the project.

EGP/035 To consider and the note the status of Committee Projects

The Deputy Clerk reported the Armorial Bearings had now been redrawn and are in use by the Council. Members **resolved** to place the order for the Jubilee Arch plaque to the value of £120. It was noted that an exception to financial regulations would be used given the specialist nature of the project – to ensure the plaque matches current library signage.

EGP/036 To consider matters related to the installation of the King Canute Sculpture at the Council Offices

Members **resolved** to seek clarification from Cheshire East Council for permission to install the sculpture and if granted to place the order for the installation and planting to the value of £3215, subject to Full Council granting a budget virement to the committee to cover costs. It was noted that an exception to financial regulations would be used given the specialist nature of the project – to use the contractor with specialist knowledge of this sculpture from installing it for the RHS Show.

EGP/037 To consider the short term loan of the Richard Harding Watt portrait to Knutsford Heritage Centre for an exhibition in August

Members **resolved** to offer the Richard Harding Watt portrait to the Heritage Centre on short term loan for the duration of their exhibition, on the condition that the Heritage Centre undertake to insure the portrait for the duration of the loan and to undertake any repairs necessary arising from damage during the loan.

EGP/038 To consider the adoption of the Environmental Action Plan

Members **resolved** to adopt the proposed action plan with the addition of a specification to review the plan periodically, and renew annually.

EGP/039 To consider a report from the Benches Working Group

Members agreed that Cheshire East Council should continue to be pressed to take responsibility for all benches on their land which they cannot prove were installed by a third party. It was agreed that the Council take responsibility for the bench near the entrance to Tatton Park, and arrange the area around it to be tidied.

Members asked the Deputy Clerk to enquire with Cllr Gardiner as to whether the removal of a bench needed consent if within a Conservation Area.

EGP/040 To consider the options for appointing a Council Contractor

Members agreed that the Deputy Clerk further investigate the options for a Council contractor, with particular reference to the issues of double taxation, transfer of services/duties and employment status.

EGP/041 To receive and consider an update in relation to Knutsford in Bloom

Members agreed that they wished future reports to focus on what the Knutsford in Bloom volunteers themselves have done.

EGP/042 To consider the Town Centre Manager's report

Members noted the report.

EGP/043 To consider the Resolutions Log

Members noted that only two resolutions remain outstanding.

EGP/044 To note the date of the next meeting

Members noted the date of the next meeting (9th September)

Meeting Closed: 20:28

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Environment and General Purposes Committee September 9th 2013

In the Lower Council Chamber, Council Offices, Knutsford

EGP/045 Present

Cllrs Davies, Dean, P Coan, B Coan, Hutchence and Bancroft

In attendance: Adam Keppel-Garner (Acting Town Clerk & Town Centre Manager) and Cllr Gardiner

EGP/046 To receive apologies for absence

Apologies were received from Cllrs Goodrich (business) and Forbes (personal business)

EGP/047 To note declarations of members interests

No members declared an interest in any agenda item.

EGP/048 Public Participation

A member of the public spoke concerning the lampposts on Stanley Road and the general condition of the surrounding conservation area.

Another member of the public spoke about the importance of preserving the statue at the Cottage Hospital for the town.

EGP/049 To receive and confirm the minutes of the meeting held on 16th July 2013

Members **resolved** to confirm the minutes, subject to specifying in EGP/032 that Cheshire Wildlife Trust should have arranged the netting in 2011.

EGP/050¹ To consider the Committee's budget and spending to date

Members asked a number of questions to the Acting Town Clerk on what the various commitments and spends for the budget lines were.

EGP/051 To discuss and consider matters related to the Moor Pool

Cllr Davies reported that the fish netting had been carried out by Cheshire Wildlife Trust in July. Cllr P Coan stated that he had expected a report from the fish extraction to have been presented by Natural England / Cheshire Wildlife Trust.

EGP/052 To consider supporting the Knutsford Royal May Day Committee's idea of a commemorative clock

Steve Wilkinson, as chairman of the May Day Committee, spoke about the idea of a commemorative clock. He outlined that a local landowner has pledged £1.5k in support of a clock, and that they were currently looking at Canute Place as a potential location.

Members **resolved** that the Town Council support the May Day Committee's idea of a commemorative clock, and look forward to further information as the plan progresses.

EGP/053² To consider a request from the Knutsford LAP on Highways Matters

Cllr Gardiner briefed members on the request from the LAP and explained the background to the

¹ Cllr Hutchence arrived during the discussion of this item.

² Items EGP/053 and EGP/054 were deferred until after item EGP/055 to allow for Cllr Gardiner to arrive.

proposals of one-way systems on Cranford Avenue and Southfields.

Members agreed that providing an appropriate pro-forma is supplied ward councillors for the areas would be willing to carry out the surveys.

EGP/054 To consider matters related to the installation of the King Canute Sculpture at the Council Offices
Cllr Gardiner explained that as the installation was to be in the grounds of a Listed Building that appropriate planning consent is required. Members agreed that the Acting Town Clerk speak with Peter Hooley at CEC to establish what the costs will be.

EGP/055³ To consider establishing a Town War Memorial
Cllr Dean presented the background to the idea of establishing a Town War Memorial, whether a new memorial or the relocation of the statue at the Cottage Hospital. Cllr Davies adjourned the meeting during discussions to allow Tony Davies to give a background to the statue at the Cottage Hospital. Following discussion members **resolved** to establish a working group to further look into the options consisting of Cllrs Dean, P Coan, B Coan and Hutchence.

EGP/056 To consider a request from a resident concerning streetlights and street signage along Stanley Road
Members discussed the request and agreed with the general principle that it would be better to have sympathetically styled streetlights in conservation areas, but understood that the cost implications for the Borough Council would be a deterrent for replacing all lights. It was agreed that the Acting Town Clerk write to the conservation officer to request they look at future replacement of streetlights in conservation areas, and to write to the LAP manager to request they discuss the idea too. Members agreed that changing the road name sign to include "formerly Love Lane" was unlikely to be in line with the Highways Authority regulations on street naming, and further agreed that a Blue Plaque would be a good way forward.

EGP/057 To consider the production of a Knutsford Town Council newsletter
The Acting Town Clerk provided a background to the proposals, and answered questions from members. It was felt that the cost was too great for the Town Council and members **resolved** that the Acting Town Clerk further investigate the production of a Town Council newsletter with a view to making it cost neutral. Cllrs Hutchence and Bancroft voted against the resolution.

EGP/058 Member questions to the Clerk
No members raised any questions.

EGP/059 To consider the Town Centre Manager's report
Members raised concern that the repairs to the Canute Place roundabout had still not been carried out. Members also raised the following issues:

- a) Damage to roadside barriers at Adam's Hill and Canute Place
- b) Traffic issues arising from light timing problems
- c) Fencing along Mobberley Road in poor condition
- d) Hedges along Mobberley Road in poor state
- e) Lighting on and around The Moor poor
- f) Road diversion signage left around the town

EGP/060 To consider the Resolutions Log
Members noted the resolutions log.

EGP/061 To note the date of the next meeting (21/10/2013)
Members noted the date.

³ Cllr Gardiner arrived during the discussion of this item.

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Environment and General Purposes Committee October 21st 2013

In the Lower Council Chamber, Council Offices, Knutsford

EGP/062 Present

Cllrs Davies, Dean, P Coan, Hutchence, Forbes and Bancroft

In attendance: Adam Keppel-Garner (Acting Town Clerk & Town Centre Manager), Dr G Madgwick (Natural England) and Dr M Dobson (APEM)

EGP/063 To receive apologies for absence

Apologies were received from Cllrs B Coan (personal business) and Goodrich (business)

EGP/064 To note declarations of members interests

Cllr Davies declared a non-pecuniary interest in item EGP/067 as chairman of Friends of the Moor. It was noted that all councillors are familiar with the owner of the Moor Pool.

EGP/065 Public Participation

A member of the public raised the following issues; weeds on pavements, benches around town in need of oiling, problems at the moor pool due to loss of the channel, the memorial garden opposite the police station being in need of weeding and the roses in planters requiring pruning around Easter. Cllr Bancroft answered the issues which were covered by the Knutsford in Bloom group.

EGP/066 To receive and confirm the minutes of the meeting held on 9th September 2013

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

EGP/067 To discuss and consider matters related to the Moor Pool

Cllr Davies adjourned the meeting to allow Drs G Madgwick and M Dobson to address the meeting and provide an update on the work carried out by Natural England looking into the environment of the Moor Pool and in particular Tatton Mere. A report was circulated covering the work to date. Members discussed the work being carried out by Natural England and asked questions as to the future work. It was explained that Natural England would like to hold a public meeting to explain the findings and lake management plan once complete which is expected to be in March. Cllr Dean stated the importance of steps to mitigate the fish death issue being present in the management plan. Cllr Davies reconvened the meeting.

EGP/068 To consider the Committee's budget and spending to date

Members **resolved** to defer this item to the end of the meeting.

Members examined the current budget and agreed the projected spending for the committee to be reported to Finance as part of the budget setting process.

EGP/069 To consider a recommendation to the Finance Committee for the setting of the Environment Committee budget for 2014/15

Members **resolved** to defer this item to the end of the meeting.

Members **resolved** to submit the budget request with the following alterations:

- a) Reduce the budget for Streetscape/External Contractors to £500
- b) Reduce the budget for Streetscape/Street Furniture to £3,000
- c) Increase the Professional Fees budget to £500
- d) Reduce the Print budget to £600
- e) Remove the budget for the website

EGP/070 To consider a recommendation to the Finance Committee for establishing an earmarked reserve for the relocation/establishment of a Town Centre War Memorial

Members **resolved** to recommend to the Finance Committee that an earmarked reserve of £5000 is established for the relocation/establishment of a Town Centre Memorial.

EGP/071 To consider the loan of two cottage name stones to Knutsford Heritage Centre

Members **resolved** to indefinitely loan the two stones to the Heritage Centre, provided they were sufficiently protected and insured.

EGP/072 To consider an update on the Mobberley Road War Memorial Project

The Acting Town Clerk provided an update to the committee on the project, explaining that research has shown that St Cross handed the responsibility for the memorial to the Urban District Council in the 1940's.

EGP/073 To consider a minor alteration to the Jubilee Arch Plaque

The Acting Town Clerk explained that a minor error had been spotted on the plaque and members **resolved** to correct the issue at a cost of £48.

EGP/074 To consider matters related to Commemorative Blue Plaques

The Acting Town Clerk explained that the item was placed on the agenda at the request of the Cllr B Coan following the suggestion of a blue plaque on Stanley Road. Members agreed that the decision to defer the consideration of a blue plaque scheme for 2 years in December 2012 should stand.

EGP/075 Member questions to the Clerk

Cllr Davies asked the Acting Town Clerk about the status of the King Canute Sculpture installation. The Acting Town Clerk explained that he was in the process of arranging for a draftsman to prepare the required drawings for a planning application.

Cllr Bancroft asked about two decisions from the previous meeting to which the Acting Town Clerk reported that the matters were in hand and awaiting responses.

EGP/076 To consider the Town Centre Manager's report¹

Cllr P Coan raised the issue of the barriers near Longridge/Higher Downs which the Acting Town Clerk reported had been reported to CEC.

Cllr P Coan further reported the issue of motorcycles using the bicycle racks on Canute Place and King Street. Cllr Forbes suggested that they may not currently be flouting any regulations.

Cllr Dean reported the on-going issue of the poor pavement on Princess Street near Johnsons. The Committee discussed the issue and agreed that pressure should be placed on Cheshire East to address the problem.

Cllr Bancroft raised the issue of Cheshire East stopping the collection of garden waste between November and March. It was agreed to discuss the matter at the next committee meeting.

EGP/077 To consider the Resolutions Log

Cllr Forbes indicated that he had received a number of queries concerning the dog fouling signage which Cllr Gardiner is investigating and requested that the matter be concluded as soon as possible.

EGP/078 To note the date of the next meeting (02/12/2013)

Members noted the date.

¹ Cllr P Coan left the meeting during this item

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Environment and General Purposes Committee December 2nd 2013

In the Lower Council Chamber, Council Offices, Knutsford

EGP13/079 Present

Cllrs Davies, Dean, Bancroft and Hutchence

In attendance: A Keppel-Garner (Acting Town Clerk and Town Centre Manager)

EGP13/080 To receive apologies for absence

Apologies were received from Cllr B Coan (health) Cllr P Coan (business) and Cllr Forbes (personal business).

EGP13/081 To note declarations of members interests

Cllr Bancroft declared a non-pecuniary interest in EGP/088 as chairman of Knutsford in Bloom.

EGP13/082 Public Participation

No members of the public were present.

EGP13/083 To receive and confirm the minutes of the meeting held on 21st October 2013

Members **resolved** to confirm the minutes as a true record following the addition of "Cllr Dean stated the importance of steps to mitigate the fish death issue being present in the management plan" to EGP/067.

Cllr Bancroft asked what questions she had asked at the previous meeting and requested that the detail of questions asked is included in future minutes.

EGP13/084 To consider the Committee's budget and spending to date

Cllr Bancroft asked whether Knutsford in Bloom should be responsible for the Hanging Basket payments in future – it was agreed to place this as an item for discussion at the next meeting.

The Acting Town Clerk drew members' attention to the budget for Publicity and explained the option of an advert in the Royal May Day Programme which would be discussed at Full Council.

EGP13/085 To consider matters related to CEC domestic green waste collection policy

Members discussed the recent changes to green waste collection and **resolved** that Cllr Davies and the Acting Town Clerk send a letter to Cheshire East Council welcoming the allowance to use the black bins for two further collections and drawing on the issue of a lack of consultation with the Town Council on the matter.

EGP13/086 To consider ideas for Town Centre aesthetic improvements which could be delivered with the Cheshire East Probationary Service

The Acting Town Clerk explained that the probationary service had been used to paint the Council Offices and that they were looking for further work. It was agreed to ask all members for ideas on how the team could be utilised in the town.

EGP13/087 To consider matters related to the purchase of additional "Past Mayor's" medallions

Members requested the Acting Town Clerk get two additional quotations based on the same design and a revised design with more detail on the Town Crest.

EGP13/088 To consider an update from Knutsford in Bloom

Cllr Bancroft presented a report from Knutsford in Bloom highlighting the award of Silver Gilt for 2013. Cllr Bancroft explained the colours for 2014 were red, white and blue and that Knutsford in Bloom received the “thriving” award in the neighbourhood awards. Knutsford in Bloom have been invited to the ‘Best Kept Station’ awards in January and are looking for somewhere to display their awards, such as in the library. The committee thanked the group for all their hard work.

EGP13/089 Member questions to the Clerk

No members raised any questions.

EGP13/090 To consider the Town Centre Manager’s report

Members asked the Acting Town Clerk to approach Cycle Knutsford for their views on the obstruction of bicycle racks.

Cllr Bancroft asked that the benches be placed on the report and asked the Acting Town Clerk to chase CEC for an update on the repairs. Cllr Bancroft also reported issues with the traffic lights at Brook St not indicating that someone could be using the crossing.

Cllr Dean asked for an update on the repairs to the barriers at Toft Rd/Stanley Rd.

EGP13/091 To consider the Resolutions Log

Members noted that Cllr Gardiner planned to update the committee on the dog fouling signage in the new year.

EGP13/092 To note the date of the next meeting (13/01/2013)

Members noted the date.

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Environment and General Purposes Committee January 13th 2014

In the Lower Council Chamber, Council Offices, Knutsford

EGP13/093 Present

Cllrs Davies, Dean, B Coan, Bancroft and Hutchence

In attendance: A Keppel-Garner (Acting Town Clerk and Town Centre Manager)

EGP13/094 To receive apologies for absence

Apologies were received from Cllr Forbes (personal business) and Cllr Goodrich (business).

EGP13/095 To note declarations of members interests

Cllr Bancroft declared an interest in EGP13/099 and EGP13/101 as chairman of Knutsford in Bloom.

EGP13/096 Public Participation

No members of the public raised any issues.

EGP13/097 To receive and confirm the minutes of the meeting held on 2nd December 2013

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

EGP13/098 To consider the Committee's budget and spending to date

Members noted the budget and spending to date.

EGP13/099¹ To consider Town Centre aesthetic improvements deliverable by the Cheshire East Probationary Service

The Acting Town Clerk reported that he had asked all members for suggestions following the previous meeting but no additional ideas had been suggested. It was agreed that the Ginnels were the highest priority. Members discussed what responsibility CEC should be taking for some of the suggestions and the Acting Town Clerk was requested to invite a representative to attend a future meeting as well as requesting a programme of works for Knutsford.

EGP13/100 To consider matters related to town centre hanging baskets

Cllr Bancroft presented the background to this item explaining that before CEC started charging for hanging baskets there were an additional 5 posts with baskets along Toft Road including outside the Council Offices. Members **resolved**² to place an order with CEC for the additional 10 baskets required for the 2014/15 financial year.

EGP13/101 To consider the replacement of a bench located in Canute Place damaged in December

The Acting Town Clerk explained that one of the two matching benches in Canute Place had been destroyed. Members **resolved** that the Acting Town Clerk investigate the options for replacing the bench with either an identical replacement, a similar styled bench or if more cost effective two new

¹ Cllr Hutchence arrived at the beginning of this item.

² Cllr Bancroft abstained from voting.

benches with the existing bench being removed for future relocation and report back to Full Council or the Committee.

EGP13/102 To consider replacement signage for the town centre planting containers

Members **resolved** that the Acting Town Clerk be authorised to spend up to £200 on replacement signage on the planters subject to clarification of potential existing sponsorship.

EGP13/103 To consider matters related to 2014 WWI Commemorative projects

Members **resolved** that the Acting Town Clerk apply to CEC's war memorial fund towards the cost of the potential relocation of the existing statue at the Cottage Hospital.

EGP13/104 To consider suggestions to CEC for the locations of dog fouling notices

The Acting Town Clerk explained that CEC would place dog fouling notices in the town at problem areas following the Town Councils request but needed to know the problem areas.

Members suggested a number of problem areas and the chairman adjourned the meeting to permit a member of the public to suggest locations. Members requested the Acting Town Clerk ask all members if they know of any problematic areas and it was suggested that the Knutsford Guardian appeal for information from the public.

EGP13/105 To consider matters related to the footpath adjacent to the Sparrow Lane allotments

Cllr Davies explained that a member of the public had contacted the Mayor regarding the condition of the footpath and had had little help from CEC. Members agreed that the Acting Town Clerk investigate the matter and keep the resident informed.

EGP13/106 Member questions to the Clerk

Cllr Bancroft asked if a response had been received from CEC regarding the Committee's letter on Green Waste collections – Acting Town Clerk to chase. Cllr Davies asked for updates on the King Canute Sculpture and Town Guide; the Acting Town Clerk explained that both projects had been put on hold prior to Christmas and were now receiving attention. Cllr B Coan asked the Acting Town Clerk to chase CEC on repairs to the Mobberley Road fencing.

EGP13/107 To consider the Town Centre Manager's report

It was reported that the barriers at Hollow Lane had been damaged again and members requested the Acting Town Clerk to speak with CEC Highways and the LAP. Cllr Bancroft raised the issue of traffic signage being placed on the flower beds on Toft Road and asked for the Acting Town Clerk to chase the issue of the light sequencing on Brook St, flooding outside the dry cleaners on Princess St and flooding outside Aldi.

EGP13/108 To consider the Resolutions Log

Members noted the log.

EGP13/109 To note the date of the next meeting (24/02/2014)

Members noted the date.

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Environment and General Purposes Committee February 24th 2014

In the Lower Council Chamber, Council Offices, Knutsford

EGP13/110 Present

Cllrs Davies, Dean, Hutchence and Bancroft.

In attendance: A Keppel-Garner (*Acting Town Clerk and Town Centre Manager*)

EGP13/111 To receive apologies for absence

Apologies were received from Cllrs Forbes and B Coan on personal business and Cllr Goodrich on business.

EGP13/112 To note declarations of members interests

Cllr Davies declared a non-pecuniary interest in item EGP13/116 as chairman of 'Friends of the Moor'.

EGP13/113 Public Participation

No members of the public were present.

EGP13/114 To receive and confirm the minutes of the meeting held on 13th January 2014

Members **resolved** to confirm the minutes which were duly signed by the chairman.

EGP13/115 To consider the Committee's budget and spending to date

Members noted the budget and spending to date following two minor questions to the Acting Town Clerk.

EGP13/116 To consider matters related to the Moor Pool

Members **resolved** to arrange a public meeting for the presentation of the information from Natural England in the Jubilee Hall at 6:30pm on April 7th (prior to the Environment Committee meeting).

EGP13/117 To consider the purchase of new 'Past Mayor' Medallions

Members **resolved** to place an order for 5 new 'Past Mayor' medallions with the updated design.

EGP13/118 To consider matters related to the War Memorial projects

Cllr Dean reported that he had spoken with the church leaders concerning the proposed town centre memorial and was waiting to hear back from the Red Cross. It was agreed to hold an informal consultation on the plan in order to gauge public support.

The Acting Town Clerk updated members that he was awaiting information from CEC concerning Richmond Hill and whether it could be used for the Mobberley Road project.

EGP13/119 To consider entering the Cheshire Community Action Community Pride Competition 2014

Members **resolved** to enter the competition.

EGP13/120 To consider the Town Centre Manager's report

Members agreed to ask CEC what can be done about the area prone to flooding on Princess St. It was further agreed to speak with Cheshire East Councillors concerning the condition of the public right of way near Sparrow Lane.

EGP13/121 To consider the Resolutions Log

Members noted the resolutions log.

EGP13/122 To note the date of the next meeting

Members noted the date (7th April) and noted that the meeting would start at 7:15pm to allow for the talk on the Moor Pool.

DRAFT

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Environment and General Purposes Committee April 7th 2014

In the Jubilee Hall, Stanley Road, Knutsford

EGP13/123 Present

Cllrs Davies, Hutchence, Dean, Bancroft and P Coan

In attendance: A Keppel-Garner (Town Clerk)

EGP13/124 To receive apologies for absence

Apologies were received from Cllrs Forbes, Goodrich and B Coan on personal business.

EGP13/125 To note declarations of members interests

Cllr Bancroft	Non-pecuniary	EGP13/130	Chairman of Knutsford in Bloom
Cllr P Coan	Non-pecuniary	EGP13/131	Knew Mr Burton personally
		EGP13/133	Order is close to home
Cllr Davies	Non-pecuniary	EGP13/129	Chairman of Friends of the Moor
		EGP13/133	Order is close to home

EGP13/126 Public Participation

A resident of Higher Downs spoke regarding the proposed Traffic Regulation Order for Manor Park/Higher Downs.

A representative of Knutsford Area for Knutsford Action suggested a bench was not suitable recognition for Mr Burton.

EGP13/127 To receive and confirm the minutes of the meeting held on 24th February 2014

Members **resolved** to confirm the minutes following the alteration of EGP13/116 from 6:30 to 6:45 and the addition to EGP13/120 of "Plus to seek attention from CEC regarding the benches".

EGP13/128 To review the committee spending for the 2013/14 financial year

Members noted the finances for the 2013/14 financial year.

EGP13/129 To consider matters related to the Moor Pool

Members discussed the information presented by Natural England on the recent study into the Moor Pool, noting that the fish netting was the most practical route forward to manage the fish death issue.

The chairman adjourned the meeting to permit a representative from Meller Braggins Estates Plus to speak.

The representative advised that the fish netting which took place in 2013 was organised by Tatton Estates as the land owners and that they had faced delays in getting the necessary permissions from the Environment Agency and Natural England.

The chairman reconvened the meeting.

EGP13/130 To consider an update from Knutsford In Bloom

Cllr Bancroft reported on the work of Knutsford in Bloom highlighting that the meadow had been

sown, Elvis was back on the Canute Place roundabout and that CEC had installed a small metal deer on the Chelford Road roundabout.

EGP13/131 To consider the dedication of a Town Centre bench to Laurie Burton

Members **resolved** to dedicate the new bench in Canute Place to Laurie Burton and requested the Town Clerk to arrange for the installation of a plaque on the bench with the dedication text to be agreed by the committee members via e-mail.

EGP13/132 To consider a request from Knutsford Sports Club use the Town Shield

Members **resolved** to approve the use of the Town Shield by the Knutsford Sports Club on the new entrance signs to the site with appropriate conditions as determined by the Town Clerk.

EGP13/133 To consider proposed Traffic Regulation Orders for Grove Park, Manor Park & Higher Downs and Longridge & Mobberley Road

Members **resolved** to support the proposed TRO for Grove Park.

Members **resolved** to support the proposed TRO for Manor Park & Higher Downs but suggested that the order apply to the opposite side of Higher Downs and stretch further down to the service road.

Members **resolved** to support the proposed TRO for Longridge from the bus stop around the bend, but objected to rest of the TRO.

EGP13/134 Member questions to the Town Clerk

No questions were raised.

EGP13/135 To consider the Town Centre Manager's report

Members **resolved** to carry out the repairs to the 7 benches previously highlighted by the Benches Working Group.

EGP13/136 To consider the Resolutions Log

Members requested the Town Clerk to chase for the installation of the new bench in Canute Place.

EGP13/137 To note the date of the next meeting

Members noted the date.



Finance Committee

Knutsford Town Council

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA
01565 653929 www.knutsfordtowncouncil.gov.uk
townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Finance Committee July 1st 2013

In the Lower Council Chamber, Council Offices, Knutsford

F13/000 Present

Cllrs Houghton, Bancroft, P Coan, B Coan, C Nicholson and J Nicholson.

In attendance: Steve McQuade (Town Clerk/Responsible Financial Officer)

F13/001 To elect a Chairman

It was **resolved** that Cllr Houghton be appointed as the Chair of the Committee.

F13/002 To elect a Deputy Chairman

It was **resolved** that the item be deferred until the next meeting.

F13/003 To receive apologies for absence

Cllr Gardiner (Business) and Cllr Forbes (Pers Business).

F13/004 To note declarations of Members' interests

There were no declarations of interest.

F13/005 To receive and confirm the minutes of the meeting held on 15th April 2013

Members approved the minutes of the meeting subject to it being noted that Cllr Forbes did not declare an interest by virtue of being known to the tenant of 60 King Street (F12/128), also to insert the correct initials for Cllr Nicholson under the same item and to make clearer the level of grants awarded.

F13/006 To note the Committee's Terms of Reference

Members noted the terms of reference.

F13/007 Public Participation

There were no members of the public present.

F13/008 To consider and review Financial Regulations

Members considered the Financial Regulations and reviewed a series of amendments suggested by the Clerk and Members of the Committee. The Clerk undertook to consolidate the marked changes and circulate to members at least one week prior to the next meeting, for review at the next meeting.

F13/009 To appoint Members to the Internal Audit Working Group

It was **resolved** that Cllrs B Coan, P Coan and Bancroft be appointed to the Internal Audit Working Group.

F13/010 To receive the Quarter 4 (Jan to Mar 2013) Internal Audit Working Group (IAWG) Report

Cllr P Coan with the help of the Clerk was asked to table a report at the next meeting. The Committee reviewed the terms of reference and found them to be in order. Members **resolved** that the IAWG review the terms of reference and make any recommendations they feel appropriate at the next

meeting as to the guidance under which they are to operate.

F13/011 To note and consider the report from the Council appointed auditor, including RFO response to recommendations

Members considered and noted the report from the Council's appointed auditor.

F13/012 To consider the Committee's income/expenditure, year to date

Members noted the Committee's expenditure to date. The Clerk was asked to notify the Operations Committee of a possible need to increase its hospitality budget next year.

F13/013 To consider the Council's income/expenditure, year to date

Members reviewed the Council's year to date position.

F13/014 To consider the Council's balance sheet and allocation of reserves

Members reviewed the report submitted by the RFO and **resolved** that, the monies held in general reserve at 1st April 2013, be distributed such that values increased to the values indicated below:

- 120k in contingency earmarked reserves (Name to be changed to Contingency Reserve). Increase from £55k.
- 50k in the 60 King Street ear marked reserve. Increase from existing £30k.
- 23k in a Market (refurbishment/rebuild) ear marked reserve. Creation of new ear marked reserve

F13/015 To consider the resolutions log

There were no outstanding resolutions to report.

F13/016 Financial questions to the Clerk

The RFO agreed to create a log in relation to grants and would present a draft at the next meeting.

F13/017 To note the date of the next meeting (23/09/13)

The Clerk was asked to consult with the Chair of Environment Committee to determine if the dates of the September meetings could be swapped so as to bring forward the Finance Committee meeting by two weeks.

Meeting closed: 20:45

Knutsford Town Council

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA
01565 653929 www.knutsfordtowncouncil.gov.uk
townclerk@knutsfordtowncouncil.gov.uk



Minutes *of the* **Finance Committee August 5th 2013** *In the Jubilee Hall, Knutsford*

F13/018 Present

Cllrs Houghton, Bancroft, B Coan, Gardiner, J Nicholson and C Nicholson.

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

Cllr Houghton noted that this would be the Town Clerk's final meeting and thanked him on behalf of Members and wished him well in his future career.

F13/019 To receive apologies for absence

Apologies were received from Cllr Forbes (Pers Business) and Cllr P Coan (Pers Business)

F13/020 To elect a Deputy Chairman

It was **resolved** that Cllr C Nicholson be appointed as Deputy Chairman

F13/021 To note declarations of Members' interests

Cllr Houghton declared a pecuniary interest being known to the grant applicant (Knutsford Harriers) and due to the fact that his daughter would be seeking to join the club and might benefit by the provision of Council funded equipment from the club.

F13/022 To receive and confirm the minutes of the meeting held on 1st July 2013

Members **resolved** to approve the minutes of the previous meeting as a true record subject to an alteration to F13/010 to state that whilst terms of reference are not a legal requirement, the working group will review them as guidelines, for approval by the Committee.

F13/023 Public Participation

There were no members of the public in attendance.

F13/024 To consider the Committee's income/expenditure, year to date

Members **resolved** that the allocation of the Mayoral travel expenditure be debated at the next meeting.

Members **resolved** that the toilet insurance costs should be journaled to the toilet cost centre under the Operations Committee.

Members **resolved** that they would wish to see an appendix to future reports explaining any costs which appear without a budget provision.

F13/025 To consider the Council's income/expenditure, year to date

Members reviewed and noted the information presented.

F13/026 To consider an update from the Internal Audit Working Group

Cllr B Coan reported that the Q4 audit report would be completed by Cllr P Coan and that the Q1 audit report would be undertaken. It is anticipated reports would appear at the next Committee meeting.

F13/027 To consider the revised Financial Regulations

Members reviewed the document, and detailed a number of changes to be made. It was **resolved** to remove the final paragraph of the appendix, and further **resolved** to specify that if procurement is agreed by the Council or a Committee, which will knowingly result in a direct debit the Finance Committee must be informed, but no longer have to give prior authorisation for the direct debit arrangement.

F13/028 To consider the purchase of the RBS Sales Ledger

Members **resolved** that the extra module be purchased (£370 one off cost and £126 per annum licence fee).

F13/029 To consider information on VAT reclaim and on VAT registration

Members **resolved** that the Council become VAT registered subject to confirming the need to register with the VAT office.

F13/030 To consider matters related to the Council Grant Scheme

a) To consider grant applications

b) To consider the first draft grants database

- a) Members reviewed the application from Knutsford Harriers for £1000 and **resolved** that the applicant be invited to the next meeting to enable further information to be provided.
- b) Members reviewed the database and made suggestions as to how it might be improved. Enquiries would be made with those awarded grants in the previous twelve months to confirm whether monies had been spent and the community benefit generated. The revised database to be reviewed at the next meeting.

F13/031 To authorise Direct Debit agreements

Members **resolved** to approve the direct debit arrangements for the franking machine, new photocopier and mobile phones. It was noted that the authorisation for the mobile phones direct debit was retrospective, and that the criteria for entering into a new photocopier contract as specified by the Operations Committee must be adhered to.

F13/032 To consider the resolutions log

Members reviewed the resolutions log.

F13/033 Financial questions to the Clerk

There were no questions raised.

F13/034 To note the date of the next meeting (23/09/13)

Members noted the date of the next meeting.

Meeting closed: 21:28

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Finance Committee October 7th 2013

In the Lower Council Chamber of the Town Council Offices

F13/035 Present

Cllrs Houghton, Bancroft, Gardiner and P Coan.

In attendance: A Keppel-Garner (Acting Town Clerk) and Cllr Davies

F13/036 To receive apologies for absence

Apologies were received from Cllrs Forbes, B Coan, C Nicholson and J Nicholson on personal business.

F13/037 To note declarations of Members interests

Cllrs Gardiner, Davies and P Coan declared non pecuniary interests in respect of F13/042 in respect of being members of the Friends of the Moor.

All members declared a non-pecuniary interest in being known to the Heritage Centre.

F13/038 To receive and confirm the minutes of the meeting held on 5th August 2013

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

F13/039 Public Participation

No members of the public wished to speak.

F13/040 To consider the Committee's income/expenditure, year to date

Members requested an explanation as to what the Misc Income was, the Acting Town Clerk explained it was a tax refund and grant from CEC along with the Manchester Airport money.

F13/041 To consider the Council's income/expenditure, year to date

Members noted the current financial position of the committees, noting that Assets and Operations both showed an underspend due to the delay in asset transfer.

F13/042 To consider matters related to the Council Grant Scheme

a) To consider grant applications

- i. Knutsford Harriers - £1000
- ii. Friends of the Moor - £1500
- iii. Poppies and Pals - £4250
- iv. Knutsford Heritage Centre - £2000

b) To consider the grants database

c) To consider a request from Great Places to alter the purpose of their grant

Members **resolved** to bring this item forward ahead of F13/040 and to discuss item iv first.

The chairman adjourned the meeting to allow representatives from Knutsford Heritage Centre to take questions from members.

a)

- i. Cllr Houghton reported that the Harriers had withdrawn their application, as they will be seeking to merge with the Knutsford Tri-Club.
- ii. Members **resolved** to award a grant of £1500 to the Friends of the Moor.
- iii. Members **resolved** not to award a grant to Poppies and Pals, but requested the Acting Town Clerk convey the best wishes of the committee to the applicant.
- iv. Members **resolved** to award a grant of £2000 to the Knutsford Heritage Centre. Cllr Houghton complimented the applicant on the quality of their application.
- b) Members noted the grants database.
- c) Members discussed the request for a change of use of the grant and **resolved** to defer the consideration of the request pending further information from Great Places on how the new project will meet the aims of the original grant application and a greater detail of the costings.

F13/043 To consider the budget allocation of the Mayor's travel expenses

Members **resolved** that the Mayor's travel expenses should be coded to "Mayoral Civic Costs" commencing at the beginning of the 2014 financial year.

F13/044 To consider an update from the Internal Audit Working Group

Members noted the 2012 Q4 audit had been completed.

Members discussed the 2013 Q1 audit and **resolved** that:

- a) Quotations, or quotation summaries (as per financial regs) should be presented to committees when considering procurement.
- b) Signatories should check the relevant documentation to ensure accuracy when making payments
- c) Committees should be provided with nominal ledger reports at each relevant committee meeting.
- d) The Finance Committee should view the Cashbook listing since the previous meeting, and summary of unpaid invoices from the Purchase Ledger at each meeting.
- e) The cashbook for the quarter and unpaid purchase ledger listing should be printed and retained at the end of each financial quarter for Internal (internal) audit.

Members requested the Acting Town Clerk enquire with RBS as to if it is possible to generate a date based report from the Purchase Ledger.

F13/045 To consider the draft Committee budget 2014/15

Members reviewed the draft budget and **resolved** to:

- a) Decrease the Member Mileage budget to £300
- b) Decrease the Member Subsistence budget to £100
- c) Removed the Refreshments budget
- d) Increase the grants budget to £20,000
- e) Add a budget for Mayoral Travel Expenses of £700

F13/046 To consider the revised Financial Regulations

Members **resolved** to adopt the revised Financial Regulations with the following changes:

- a) Appendix 1: change "£1k to £5k" to "£500 to £5k", require that between £100 and £500 three verbal quotes are required with the details of the quotes to be kept. Spends under £100 verbal quotes accepted with choice of supplier recorded.
- b) Insert a clause into section 6 (Payments) specifying that the Mayor and/or other signatory shall satisfy themselves that the cheque accords with the amount on the corresponding invoice or documentation
- c) Introduced into 3.3 the specification that Nominal Ledger reports shall also be provided
- d) Change all references to "Kings Coffee House" to "60 King Street".

F13/047 To consider the resolutions log

Members noted that no resolutions were outstanding.

F13/048 Financial questions to the Clerk

No members raised any questions with the Acting Town Clerk.

F13/049 To note the date of the next meeting (04/11/13)

Members noted the date. Cllr Houghton suggested the meeting be called for 6pm to allow additional time given the likely length of the meeting.

Meeting closed: 22:35

FINAL

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Finance Committee November 4th 2013

In the Lower Council Chamber of the Town Council Offices

F13/050 Present

Cllrs Gardiner, Houghton, C Nicholson, J Nicholson, Bancroft, P Coan and B Coan

F13/051 To receive apologies for absence

Apologies were received from Cllr Forbes (Council business)

F13/052 To note declarations of Members interests

Cllr Bancroft declared a non-pecuniary interest in F13/061a on the grounds of being Chairman of Knutsford in Bloom. Cllr Gardiner declared a non-pecuniary interest in F13/061b on the grounds of having a working relationship with the lead officer for Cheshire East CAB.

F13/053 To receive and confirm the minutes of the meeting held on 7th October 2013

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

It was noted that Cllr Bancroft took issue with F13/038 from the approved minutes of the meeting held 5th August.

F13/054 Public Participation

No members of the public wished to speak.

F13/055 To consider the Committee's income/expenditure, year to date

Members noted the Committee's income and expenditure.

F13/056 To consider the Council's income/expenditure, year to date

Members noted the Council's income and expenditure.

F13/057 To consider matters related to the setting of the 2014/15 budget

a) To consider a minor amendment to the Finance Committee budget

b) To consider and review the draft budget proposals from Committees

a) Members resolved that the budget for the Millennium Bursary should appear under "Misc Costs" and not its own budget line

b) Members **resolved** not to alter the Finance budget as submitted.

Members **resolved** to request the Assets Committee review their budget submission in respect of costs for 60 King St

Members **resolved** not to alter the Environment budget as submitted.

Members **resolved** not to alter the Events budget as submitted. However they requested that the "Professional Fees" cost centre be clarified and renamed on three of the budget lines.

Members **resolved** to request the Operations Committee review their budget submission in respect of rent for Council Office meeting space.

Members **resolved** to request the Personnel Committee review their budget submission to

ensure that sufficient provision has been included for recruitment.

Members **resolved** that all committee's with the exception of Finance and Personnel should, with their annual budget submission provide a written synopsis demonstrating their purpose.

F13/058 To consider the Council's general and earmarked reserves for 2014/15

- a) **To consider a recommendation from the Environment Committee to establish a £5,000 earmarked reserve for a Town War Memorial**
- b) **To consider a recommendation from the Operations Committee to establish an earmarked reserve for the future transfer of St. Johns Wood Community Centre**
- c) **To consider the Council's current general and earmarked reserves**
 - a) Members **resolved** to establish an earmarked reserve of £5,000 for a Town War Memorial
 - b) Members **resolved** to establish an earmarked reserve of £36,000 for the future transfer of St Johns Wood Community Centre.
 - c) Members **resolved** to defer the finalising of the earmarked and general reserves pending the final budgets from committees, but agreed to increase the reserves to ensure a 0% effect on the precept.

F13/059 To consider the implication of the budget and reserve proposals in terms of making a recommendation to Council with regard to the potential precept for 2014/15

Members **resolved** to defer the recommendation pending finalised budgets from the Assets, Operations and Personnel Committee.

F13/060 To consider matters related to VAT

Members considered a report by Cllr Bancroft on the Council's VAT registration and **resolved** that with immediate effect to reverse the decision to be VAT registered, to reimburse the charged VAT and to discuss VAT matters more fully at a future meeting.

F13/061 To consider matters related to the Council Grant Scheme

- a) **To consider a grant application from Knutsford in Bloom¹**
- b) **To consider a grant application from Knutsford CAB**
- c) **To consider the grants database**

Members **resolved** to discuss this item after F13/054.

- a) Members **resolved** to award the grant in full (£6,450) at the beginning of the 2014/15 financial year.
- b) Members **resolved** to award the grant in full (£1,604)
- c) Members requested an issues column is added to the grant database.

F13/062 To consider the resolutions log

Members noted the resolutions log.

F13/063 Financial questions to the Clerk

No questions were raised.

F13/064 To note the date of the next meeting (16/12/13)

Members noted the date.

¹ Cllr Bancroft abstained from voting on this application

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Finance Committee December 16th 2013

In the Lower Council Chamber of the Town Council Offices

F13/065 Present

Cllrs Bancroft, Gardiner, C Nicholson, J Nicholson and Forbes

F13/066 To receive apologies for absence

Apologies were received from Cllrs B Coan (health) and Houghton (business)

F13/067 To note declarations of Members interests

Cllr Forbes declared a non-pecuniary interest in item F13/073b on the grounds of being known to the agent for the application.

F13/068 To receive and confirm the minutes of the meeting held on 4th November 2013

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

F13/069 Public Participation

No members of the public were present.

F13/070 To consider the Committee's income/expenditure, year to date

Members **resolved** to rename the budget line "Member Mileage" to "Travel Costs / Mileage".

F13/071 To consider the Council's income/expenditure, year to date

Members noted the income and expenditure.

F13/072 To consider matters related to the setting of the 2014/15 budget

- a) To consider and review the revised draft budget proposals from Committees
 - b) To consider the Council's general and earmarked reserves
 - c) To consider the implication of the budget and reserve proposals in terms of making a recommendation to Council with regard to the potential precept for 2014/15
- a) Members noted that the Operations Committee was not quorate so unable to revise its budget as requested, it was therefore necessary to impose a budget on the committee. Members **resolved** to agree the Operations budget as modified by the RFO.
- b) Members **resolved** to reduce the general reserve by £10,000.
- c) Members **resolved** to recommend that Full Council set a precept of £225,107 noting that it represented a 1.27% decrease.

F13/073 To consider matters related to the Council Grant Scheme

- a) To consider a grant application from 2056 (Knutsford) Squadron Air Training Corps
 - b) To consider a request for change of grant use from Great Places
 - c) To consider the grant database
- a) Members **resolved** to award the grant in full.
- b) Members **resolved** to permit the change of use but that in the future the Committee will not

fund outside bodies by way of facilitators however it would be willing to contribute towards material costs. Members further request a copy of the independent evaluation report as a condition for the change of use.

Members requested that a review of the grant scheme is tabled for the next meeting.

- c) Members noted the grant database.

F13/074 To consider matters related to the adopted recommendations from the Q1 Internal Audit Working Group as per minute F13/044

Members **resolved** that signatories check the payment schedule when signing cheques.

Members **resolved** that the Internal Audit working group investigate the current mechanisms for signing payments.

F13/075 To consider the resolutions log

Members noted that no items were outstanding.

F13/076 Financial questions to the Clerk

Cllr Bancroft asked if the Financial Regulations had been signed off which the Acting Town Clerk confirmed.

Cllr Forbes asked which committee is responsible for the value of the Millennium Bursary and the Acting Town Clerk suggested that Full Council consider the value prior to setting the precept in January.

F13/077 To note the date of the next meeting (27/01/13)

Members noted the date.

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Finance Committee February 3rd 2014

In the Lower Council Chamber of the Town Council Offices

F13/078 Present

CLRs Forbes, P Coan, Gardiner, B Coan and Bancroft

In attendance: A Keppel-Garner (Acting Town Clerk) and CLr Davies

F13/079 To elect a Chairman for the meeting

In the absence of the Chairman and Deputy Chairman members **resolved** that CLr Forbes chair the meeting.

F13/080 To receive apologies for absence

Apologies were received from CLrs Houghton (business), J Nicholson (personal business) and C Nicholson (health).

F13/081 To note declarations of Members' interests

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

F13/082 To receive and confirm the minutes of the meeting held on 16th December 2013

Members **resolved** to confirm the minutes.

F13/083 Public Participation

No members of the public were present.

F13/084 To consider the Committee's income/expenditure, year to date

Members noted the committee finances.

F13/085 To consider the Council's income/expenditure, year to date

Members noted the council finances.

F13/086 To consider matters related to the Council Grant Scheme

- a) To consider a grant application from St Johns Wood Lunch Club
- b) To consider a grant application from St John the Baptist Church
- c) To consider the grant database
- d) To consider the Council 'Grants and Donations' Policy
 - a) Members **resolved** to award the grant in full (£400).
 - b) Members **resolved** to reject the grant application.
 - c) Members requested the Acting Town Clerk to amend the FROLIK record to take account of the modification in grant use which had been previously approved.
 - d) Members **resolved** to defer this item.

F13/087 To consider a report from the Internal Audit Working Group

Cllr Bancroft presented a report on behalf of the Internal Audit Working Group.

Members **resolved** to trial the provision of the Cashbook, Purchase Ledger and Unpaid Purchase ledger reports at Finance Committees.

Members **resolved** that once new staff are in place training on the RBS system should be provided to relevant staff and members.

Members agreed that an appraisal of the finance software should take place following the appointment of the permanent RFO.

Members **resolved** that an Internal Audit Working Group resolutions and recommendations log be a permanent item for the Finance Committee agendas.

F13/088 Financial questions to the Clerk

No questions were raised.

F13/089 To consider the resolutions log

Members noted the log.

F13/090 To note the date of the next meeting (10/03/14)

Members noted the date.

DRAFT

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Finance Committee March 10th 2014

In the Lower Council Chamber of the Town Council Offices

F13/091 Present

Cllrs Houghton, B Coan, P Coan, Bancroft and Gardiner

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

F13/092 To receive apologies for absence

Apologies were received from Cllrs J Nicholson and Forbes (personal business) and Cllr C Nicholson (health).

F13/093 To note declarations of Members' interests

Cllr P Coan	F13/098	non-pecuniary	Daughter was a past May Queen.
Cllr Houghton	F13/098	non-pecuniary	Children are involved in the May Day celebrations.
Cllr B Coan	F13/098	non-pecuniary	Children were involved in the May Day celebrations
Cllrs Gardiner & B Coan	F13/098	non-pecuniary	Known to the signatory to the application.

F13/094 To receive and confirm the minutes of the meeting held on 2nd February 2014

Members **resolved** to confirm the minutes.

F13/095 Public Participation

No members of the public were present.

F13/096 To consider the Committee's income/expenditure, year to date

Members noted the committee income and expenditure to date. It was further noted that the additional reports requested under F13/087 were not helpful in giving members further detail on the financial transactions taking place since the last meeting pertinent to the committee.

F13/097 To consider the Council's income/expenditure, year to date

Members noted the Council's financial position.

F13/098 To consider matters related to the Council Grant Scheme

- a) **To consider a grant application from the Knutsford Royal May Day Committee**
- b) **To consider the grant database**
 - a) Members agreed that the grant application was premature as the 2013/14 grants budget had been fully spent. Furthermore, the committee noted that crown had already been sponsored. It was **resolved** that the May Day Committee be invited to present at the next Committee meeting a revised grant application.
 - b) Members noted the database.

F13/099 To consider a report from the Internal Audit Working Group

Members noted the report.

F13/100 To authorise the assistance of RBS on closing the year end accounts

Members **resolved** to authorise the services of RBS in assisting with the yearend accounts close down noting an exemption under financial regulations due to the speciality of the services.

F13/101 Financial questions to the Clerk

No questions were raised.

F13/102 To consider the resolutions log

Members noted the log.

F13/103 To consider the IAWG resolutions and recommendations log

Members noted the log.

F13/104 To note the date of the next meeting (28/04/14)

Members noted the date.

FINAL

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Finance Committee April 28th 2014

In the Lower Council Chamber of the Town Council Offices

F13/105 Present

Cllrs Houghton, B Coan, Bancroft and Gardiner

In attendance: A Keppel-Garner (Town Clerk)

F13/106 To receive apologies for absence

Apologies were received from Cllrs J Nicholson and Forbes (personal business), Cllr P Coan (business) and Cllr C Nicholson (health).

F13/107 To note declarations of Members' interests

Cllr Houghton	F13/114a	non-pecuniary	Children are involved in the May Day celebrations.
Cllr B Coan	F13/114a	non-pecuniary	Children were involved in the May Day celebrations
Cllrs Gardiner & B Coan	F13/114a	non-pecuniary	Known to the signatory to the application.
Cllr Gardiner	F13/144b	non-pecuniary	Governor for Manor Park School
	F13/114c	non-pecuniary	Cabinet support member for social care and health

F13/108 To receive and confirm the minutes of the meeting held on 3rd February 2014

Members **resolved** to confirm the minutes which were duly signed by the chairman.

F13/109 Public Participation

No members of the public wished to speak.

F13/110 To consider the Committee's income/expenditure for the 2013/14 financial year

Members noted the report.

F13/111 To consider the Council's income/expenditure for the 2013/14 financial year

Members noted the report.

F13/112 To consider the Committee's income/expenditure, year to date

Members noted the report.

F13/113 To consider the Council's income/expenditure, year to date

Members noted the report.

F13/114 To consider matters related to the Council Grant Scheme

- To consider a grant application from the Knutsford Royal May Day Committee
- To consider a grant application from Egerton Pre-School
- To consider a grant application from Cheshire & Shropshire Immediate care group

d) To consider the grant database

The chairman moved this item to follow F13/109

- a) The chairman adjourned the meeting to allow representatives from the Royal May Day Committee to address the meeting; the meeting was reconvened thereafter.
Members **resolved** to award a grant of £2,800 to the Royal May Day Committee for the sponsorship of the grandstand and associated costs (excluding hospitality) and for any additional costs which may contribute towards the event such as towards the carriages.
- b) The chairman adjourned the meeting to allow a representative from Egerton Pre-School to address the meeting; the meeting was reconvened thereafter.
Members **resolved** to award a grant of £280 for the purchase of a tablet.
- c) Members **resolved** not to award a grant as insufficient evidence was provided to demonstrate the benefit to the Knutsford community.
- d) Members noted the database.

F13/115 To consider matters related to the Town Council Insurance Policy

Members requested the Town Clerk speak with the Insurers to establish the detail of the proposed addition of slander and libel cover and report back to the next committee meeting.

F13/116 To consider the Interim Internal Audit Report

Members noted the report and **resolved** that receipts for expenses should be submitted to the Town Clerk when making an expenses claim. The original receipts (if multiple receipts for one claim) should then be kept in a file with a copy being filed with the claim form. It was further agreed that the two members signing payroll in cases of additional payments should be bank signatories.

F13/117 Financial questions to the Clerk

Cllr Bancroft asked the Town Clerk the status of the advertising for a new Deputy Clerk, the Town Clerk reported that it was a matter for the Personnel Committee who would be considering it at their next meeting.

F13/118 To consider the resolutions log

Members noted the log.

F13/119 To note the date of the next meeting (02/06/14)

Members noted the date, and Cllr Houghton thanked all members for the work for the Committee over the past year



Operations Committee

Knutsford Town Council

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA
01565 653929 www.knutsfordtowncouncil.gov.uk
townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Operations Committee July 23rd 2013

In the Lower Council Chamber, Council Offices, Knutsford

013/000 Present

Cllrs Gardiner, Forbes, Dean, Lasham Bancroft, Davies, B Coan and C Nicholson

In attendance: Adam Keppel-Garner (Deputy Town Clerk) and Cllr J Nicholson

013/001 To elect a Chairman

Members **resolved** to appoint Cllr. Raynes as Chairman.

013/002 To elect a Deputy Chairman

Members **resolved** to appoint Cllr. Gardiner as Deputy Chairman.

013/003 To receive apologies for absence

Apologies were received from Cllrs Raynes (personal business) and P Coan (Health)

013/004 To note declarations of Members' interests

Cllr Davies	Non-Pecuniary	O/009	Known to allotment holders
Cllr C Nicholson	Non-Pecuniary	O/009	Known to allotment holders
Cllr Forbes	Non-Pecuniary	O/020, O/021	On the grounds of being disabled
		O/009	Membership of the Transfer of Public Assets
			Community of Carnegie (UK) Trust
		O/021	Chairman of Local Charity
Cllr B Coan	Non-Pecuniary	O/020, O/021	On the grounds of being disabled

013/005 To receive and confirm the minutes of the meeting held on 30th April 2013

Members **resolved** to confirm the minutes as an accurate record.

013/006 Public Participation

Cllr J Nicholson raised concerns on behalf of residents of Mere Court regarding works undertaken to the bank of the River Lily, and whose responsibility the works are. It was agreed that the Deputy Clerk write to Cheshire East and the Manger of Mere court with a view to the two liaising with the Town Council on the matter.

013/007 To note the Terms of Reference of the Committee

Members noted the Terms of Reference.

013/008 To consider an update on the expenditure of the Committee for the year to date

The Deputy Clerk outlined the current spends on a number of lines to the Committee.

It was noted that the Committee should consider the operational costs of the toilets at the next committee meeting.

013/009 To consider matters related to the operational impact of asset transfer

Cllr Forbes reported that the Toilets have now transferred to the Town Council, and that the Bexton Road toilets are undergoing refurbishment. Danfo are also maintaining the King Street toilets prior to their

refurbishment. Members agreed to ask the Personnel Committee to confirm which officer would be the contract manager for the contract with Danfo.

O13/010 To consider the adoption of amended market regulations

Members **resolved** to adopt the revised regulations.

O13/011 To consider options to enter into a new contractual arrangement for the provision of the office photocopier

Members discussed the proposed change of photocopier and **resolved** that delegated authority be given to officers to enter into a new photocopier contract with the caveat that the difference in price between waiting until the end of the current contract, and renewing immediately is halved; otherwise the matter should be referred back to the Committee.

O13/012 To consider recommendations from the Personnel Committee in relation to clothing for Officers and the potential use of 'Live Scribe' at Council Meetings.

Members **resolved** to defer this item pending a fully-costed proposal being presented from the Personnel Committee.

O13/013 To consider the engagement of retained Health and Safety Consultants

Members **resolved** to defer this item pending further investigations.

O13/014 To consider the purchase of the following for the Council Library:

- a) Charles Arnold Baker - £60
- b) Complete Special Events Handbook - £19.95
- c) New Town Centre Managers Survival Guide - £10

Members **resolved** to order the books for the Council Library.

O13/015 To consider the procurement of Business Cards for members and officers

Members **resolved** that business cards be procured by officers in the most cost effective way, which is to normally be that senior officers and the Mayor/Deputy Mayor have professionally printed cards, but that cards for other members should be produced in house if required.

O13/016 To consider the purchase of name badges / ID Cards for members and officers

Members **resolved** to purchase name badges for members and officers as needed.

O13/017 To purchase various display items for use at Council exhibitions

Members **resolved** to order 2 x Banner Stands, A3 and A4 table top banners and three sizes of desktop leaflet holders for Council exhibitions at a total cost of £260.85.

O13/018 To consider options to enter a contract to enable the supply of a franking machine and accessories

Members **resolved** to enter into a 12 month lease for a franking machine with FP Mailing.

O13/019 To consider proposals to improve meeting facilities in the Lower Council Chamber and Committee room

Members **resolved** to defer this item, pending confirmation on the licence for use of the two rooms, or ownership of the building.

O13/020 To consider recycling facilities at the Town Council Offices

Members **resolved** to defer this item pending information from Cheshire East Council on whether they will provide the services.

O13/021 To consider the management of meeting rooms to enable wider use by community groups and to consider the draft Meeting Room Policy

Members **resolved** to defer this item, pending confirmation on the licence for use of the two rooms, or ownership of the building.

O13/022 To consider and review the Council's Risk Register

Members **resolved** that members review the Risk Register and pass comments to the Deputy Town Clerk for updating and discussion at the next meeting. It was further requested that attention be paid to the

consistency of the ratings in the Risk Register.

013/023 To consider the resolutions log

Members requested further clarity in the resolutions log, and for the resolutions to be assigned to appropriate committees/members/officers.

013/024 To note the date of the next meeting (17/09/13)

Members noted the date of the next meeting.

DRAFT

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Operations Committee September 17th 2013

In the Lower Council Chamber, Council Offices, Knutsford

013/025 Present

Cllrs Raynes, P Coan, B Coan, Dean, C Nicholson and Bancroft.

Also in attendance: A Keppel-Garner (Acting Town Clerk) and Cllr J Nicholson

013/026 To receive apologies for absence

Apologies were received from Cllrs Gardiner and Davies (personal business), Cllr Forbes (health) and Cllr Lasham (business)

013/027 To note declarations of Members' interests

No members declared an interest in any item.

013/028 To receive and confirm the minutes of the meeting held on 23rd July 2013

Members **resolved** to confirm the minutes as an accurate record of the meeting.

013/029 Public Participation

No members of the public were present.

013/030 To consider the Committee's budget and spending to date

Members asked what the spend on two budget lines represented and the Acting Town Clerk duly informed members that they were for the Banner Stands and Sales Ledger.

013/031 To consider matters related to the Town Council Offices

- a) **To consider recycling facilities at the Town Council Offices**
- b) **To consider arrangements for Window Cleaning at the Town Council Offices**
- c) **To consider the proposed cleaning recharge to other users of the Council Office shared space**
- d) **To consider a request from Cheshire East Council for the Town Council to be responsible for routine fire safety management at the offices**
- e) **To consider the condition of the Town Council Offices**

Members discussed the report by the Acting Town Clerk and **resolved** that the Acting Town Clerk enquire with two further companies to provide a recycling waste collection service and choose the lowest cost provider.

Members further **resolved** to proceed with arranging quarterly window cleaning at the Council Offices for £40 per quarter.

Members **resolved** that the Acting Town Clerk proceed to recharge the other tenants of the Council offices for the cleaning of the shared space as proposed.

Members **resolved** that whilst the Town Council are happy to do their part for the safety of their employees, the building belongs to Cheshire East so responsibility for routine testing and overall fire safety lies with them as landlords. Members further agreed to ask Cheshire East to advise what their plan is to make the building fire safe.

Members discussed the condition of the Town Council offices. Cllr Nicholson explained that he and Cllr Gardiner were due to meet with Peter Hall to discuss the Council offices at the end of the month; Cllr B

Coan indicated that she wished to attend the meeting also.
Members **resolved** that the Acting Town Clerk have delegated authority to spend up to £500 on immediate remedial cosmetic repairs to the Offices.
Members also agreed a building defect log should be kept.

013/032 To consider the revised tree works schedule for Wallwood

Members **resolved** to place an order with Bartletts for the tree works.

013/033 To consider a verbal report from the ICT Working Group

The Acting Town Clerk reported on the recent meeting of the ICT Working Group and explained they were to schedule a further meeting in light of recent information concerning hosting of the website.

Members **resolved** to purchase two licences for Microsoft Publisher.

013/034 To consider the provision of refreshments for the Larger Council Clerks meeting

Members **resolved** to cover the cost of £35 for refreshments at the LCC meeting and a future Mayor's Networking meeting.

013/035 To consider and review the Council's Risk Register

Members discussed the Risk Register and agreed that members submit comments to the Acting Town Clerk to revise at the next meeting. Cllr P Coan to e-mail the Acting Town Clerk with suggestions for improvements.

013/036 Member questions to the Clerk

Members raised no questions to the Acting Town Clerk.

013/037 To consider the resolutions log

Cllr Bancroft requested that the lining of the resolutions log be improved for clarity, and that acronyms are spelt out.

013/038 To note the date of the next meeting (29/10/13)

Members noted the date.

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Operations Committee October 29th 2013

In the Lower Council Chamber, Council Offices, Knutsford

013/039 Present

Cllrs Raynes, P Coan, Forbes, Davies, Lasham, C Nicholson, Bancroft and Gardiner

Adam Keppel-Garner (Acting Town Clerk and Cllr J Nicholson)

013/040 To receive apologies for absence

Apologies were received from Cllrs B Coan and Dean (personal business)

013/041 To note declarations of Members' interests

No members declared an interest in respect of items on the agenda.

013/042 To receive and confirm the minutes of the meeting held on 17th September 2013

Members **resolved** to confirm the minutes subject to the following changes:

O13/026 - Cllr Forbes was absent to illness not personal business

013/043 Public Participation

No members of the public were present.

013/044 To consider the Committee's budget and spending to date

Members requested the Acting Town Clerk ensure that CEC bill the Town Council for Council Office room rental.

013/045 To consider making a recommendation to the Finance Committee for the setting of the Operations Committee budget for 2014/15

Members **resolved** to submit the budget recommendation with the following amendments:

- a) Remove budget line Council Offices: Equipment Repairs
- b) Remove budget for St Johns Wood CC
- c) Increase the budget for Ground Works: External Contractors to £3,000
- d) Reduce the Ops General: Postage budget to £1,500
- e) Reduce the Ops General: Computer Equipment budget to £2,000
- f) Reduce the Ops General: Misc Costs budget to £2,000

Members **resolved** to request that the Finance Committee establish an earmarked reserve for the future transfer of St Johns Wood Community Centre with the £36,000 underspend from the current financial year.

013/046 To consider office opening hours across Christmas

Members **resolved** to permit the office to close over the Christmas period starting from mid-day Christmas Eve until 2nd January – to be taken from staff holiday entitlement as requested.

013/047 To consider the purchase of "Local Council's Explained"

Members **resolved** to order a copy of Local Council's Explained.

013/048 To consider a report from the ICT Working Group

Members **resolved** to defer discussion until the following meeting to allow time for a written report.

013/049 Member questions to the Clerk

No questions were raised.

013/050 To consider the resolutions log

Members noted the resolutions log.

013/051 To note the date of the next meeting (10/12/13)

Members noted the date.

FINAL

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Operations Committee January 21st 2014

In the Lower Council Chamber, Council Offices, Knutsford

O13/052 Present

Cllrs Raynes, P Coan, B Coan, Davies, Dean, Bancroft and Gardiner

A Keppel-Garner (*Acting Town Clerk*) and S Geary

O13/053 To receive apologies for absence

Apologies were received from Cllrs Forbes (personal business), Lasham (business) and C Nicholson (health).

O13/054¹ To note declarations of Members' interests

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

O13/055 To receive and confirm the minutes of the meeting held on 29th October 2013

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

O13/056 To receive and confirm the minutes of the meeting held on 29th October 2013 of the former Assets committee now absorbed within the Operations committee

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

O13/057 Public Participation

No members of the public were present.

O13/058² To consider the Committee's budget and spending to date

Members noted an overspend on the transfer fees/costs the Acting Town Clerk will get an estimate of the total transfer fees to be incurred for the transfer of the Market Hall and Allotments.

O13/059 To consider matters related to the management of 60 King Street³

Mr Geary explained that a tender process had been completed for work to the front of the property however on planning the programme of works it was apparent that there would be difficulty in carrying the work out this year.

Members **resolved** that work should be carried out to the side elevation up to the budget allocated as well as any work to the front elevation not requiring scaffolding and that Mr Geary's advice be followed⁴. Members further **resolved** to grant an exception to financial regulations for the works to the side elevation due to time constraints and the fact that the chosen contractor has proven to be the most competitive in former tender processes.

Members **resolved** that Mr Geary seek quotations for the internal cleaning of the tower and internal pigeon proofing of the property.

¹ Cllr Gardiner arrived at the beginning of this item

² Cllr P Coan arrived at the beginning of this item

³ Cllr Raynes left the meeting during this item and Cllr Gardiner took the chair

⁴ Details are confidential due to commercial sensitivity and detailed in annex C13/01

Mr Geary explained that the rent review was forthcoming and Members **resolved** that Fisher German negotiate on the Town Council's behalf with particular reference to points made by the committee⁴. Members requested that all committee members be circulated with a copy of the lease and management agreement.

013/060 To consider updates from lead members and the Acting Town Clerk on asset transfer

Cllr Dean updated members that work on the transfer of the Market is with the solicitors and that if necessary pressure will be put on CEC to hasten their solicitor. Cllr Davies explained that the Allotments would be dealt with after the Market transfer and Cllr Malloy reported that he was awaiting a meeting being arrange with the school and CEC regarding the transfer.

013/061 To receive and consider updates on Operational matters

- a) **To receive an update from the cemetery working group**
- b) **To consider matters related to the Public Toilets**
- c) **To consider matters related to Wallwood**

- a) Cllr B Coan reported the working group had not visited the cemetery recently and that most of the dealings had been done via telephone with CEC due to CEC officers being unable to attend. It was agreed that Cllr B Coan contact CEC to ask that they speak with all members of the working group given Cllr C Nicholson's current indisposition.
- b) The Acting Town Clerk reported that the toilets had both won gold in the 2014 Loo of the Year awards and reported on usage.
- c) The Acting Town Clerk reported that the new fencing had been installed and that in the next financial year the committee should consider installing new paths. Members requested the Acting Town Clerk investigate suitable signage for Wallwood.

013/062⁵ To consider a report from the ICT Working Group

Members **resolved** that the Acting Town Clerk arrange a reseller hosting account and to migrate the e-mail service as soon as possible to reduce file storage on the website hosting. Members **resolved** to task the ICT working group with developing a member ICT policy.

013/063 To note an update from the Empty Space Working Group

Cllr Bancroft reported that the working group had met to brainstorm ideas and that they were currently investigating options such as use of the empty spaces as an electricity sub-station, kiosk, changing places toilet or tourist information centre.

013/064 To consider matters related to the Council Offices

- a) **To consider the purchase of a sign for the Council Offices**
- b) **To consider matters related to aesthetic improvements at the Council Offices**

- a) Members **resolved** that the Acting Town Clerk arrange for the installation of a sign at the Council Offices and that the design is first circulated amongst the committee.
- b) Members **resolved** that following work to the wall in the assistants office new carpets are fitted to the two office rooms. Members requested the Acting Town Clerk seek two further quotations prior to placing an order.

013/065 Member questions to the Clerk

No members raised any questions.

013/066 To consider the resolutions log

Members noted the log.

013/067 To note the date of the next meeting (04/03/14)

Members noted the date.

⁵ Cllr P Coan left the meeting during the discussion of this item.

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Operations Committee March 4th 2014

In the Lower Council Chamber, Council Offices, Knutsford

013/068 Present

Cllrs Raynes, Gardiner, Forbes, Davies and P Coan

A Keppel-Garner (*Acting Town Clerk*) and Cllr Malloy

013/069 To receive apologies for absence

Apologies were received from Cllrs Bancroft and C Nicholson (health) and Cllrs Dean and B Coan (personal business)

013/070 To note declarations of Members' interests

Cllr Forbes declared a non-pecuniary interest in items 013/074, 013/075, 013/078 and 013/079 on the grounds of being a member of the Transfer of Public Assets Community of Carnegie (UK) Trust
Cllr Davies declared a non-pecuniary interest in item 013/074 on the grounds of being known to allotment holders.

013/071 To receive and confirm the minutes of the meeting held on 21st January 2014

Members **resolved** to approve the minutes as an accurate record following the removal of the interests of Cllr Forbes.

013/072 Public Participation

No members of the public were present.

013/073 To consider the Committee's budget and spending to date

Members noted the budget and spending to date.

013/074 To receive an update from lead members on the transfer of the Market and Allotments

The Acting Town Clerk reported that the market transfer was in the final stages of the legal preparation subject to agreements over the overage provisions.

Cllr Davies reported that the allotment transfer is waiting behind the market transfer before further progress is made.

013/075 To consider a report from the St Johns Wood Community Centre asset transfer working group

Members **resolved**:

- To suspend the Council's interest in the asset transfer of St Johns Wood Community Centre due to an alternative solution being offer by the School which would meet the Town Council objectives of ensuring a community centre remains at the site. However, should the process fail, the Council would request that Cheshire East Council again offer the transfer of the Community Centre to the Town Council.
- To support the establishment of a viable Academy subject to the continuation of a community centre at the site.
- That the Council is committed to encourage community use at St Johns Wood Community centre and would be open to providing a financial contribution of approximately £15,000 to

accommodate improvements in the Sports Barn subject to a guarantee of its community use in perpetuity.

- To encourage the formation of a shared governance body for the Community Centre consisting of representatives of the school, facility users, the community and Town Council.

Members thanked Cllr Malloy and the members of the working group for their work.

013/076 To receive and consider updates on Operational matters

- a) **To consider updates on the Public Toilets**
- b) **To consider an update from the Cemetery working group**
 - a) Members noted that there had been an issue reported by DANFO of people setting fire to the toilet roll in the toilets at King St. This had resulted in a temporary reduction in opening hours, but they were now back to normal.
 - b) It was reported that the Cemetery working group working group would be meeting with CEC representatives on March 14th. The recent damage to the lawned area over the graves was caused by visitors to the cemetery not operatives.

013/077 To consider the adoption of an IT Policy

Members **resolved** to adopted the policy subject to the amendment of 6.2 to "Officers must ensure that the most up-to-date version of the Members' Register of Interests is uploaded to the website"

013/078 To consider reports from the Empty Spaces working group

- a) **To consider a report by Cllr Malloy on the potential of Scottish Power utilising space in the King St toilet block for a new sub-station**
- b) **To consider a report by Cllr Forbes on the potential of establishing a 'Changing Places' toilet at the Bexton Road toilet block**
- c) **To consider a report by the Acting Town Clerk on developing a Tourist Information Centre at the King St toilet block**

Members **resolved** that the empty spaces working group investigate the three proposed options further.

013/079 To consider permitting the CAB to use the Council Offices for an outreach service

Members **resolved** to permit the CAB to utilise the Lower Council Chamber and Committee Room to operate an outreach service.

013/080 To consider the revised corporate risk register and to recommend its adoption to Full Council

Members suggested a number of amendments and **resolved** to recommend the adoption of the revised Risk Register to Full Council.

013/081 Member questions to the Clerk

No questions were asked of the Acting Town Clerk.

013/082 To consider the resolutions log

Members noted the log.

013/083 To note the date of the next meeting (15/04/14)

Members noted the date.

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Operations Committee April 15th 2014

In the Lower Council Chamber, Council Offices, Knutsford

013/084 Present

Cllrs Raynes, Gardiner, Forbes, Dean and Davies

In attendance: A Keppel-Garner (Town Clerk)

013/085 To receive apologies for absence

Apologies were received from Cllrs Bancroft, P Coan and B Coan (personal business) and Cllr C Nicholson (health).

013/086 To note declarations of Members' interests

Cllr Forbes declared a non-pecuniary interest in items O13/091 on the grounds of being a member of the Transfer of Public Assets Community of Carnegie (UK) Trust

Cllr Davies declared a non-pecuniary interest in item O13/091 on the grounds of being known to allotment holders.

013/087 To receive and confirm the minutes of the meeting held on 4th March 2014

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

013/088 Public Participation

No members of the public were present.

013/089 To review the Committee income and expenditure for the 2013/14 financial year

Members noted the accounts.

013/090 To consider the Committee budget and spending to date

Members noted the income and expenditure to date.

013/091 To receive an update from lead members on the transfer of the Market and Allotments

Cllr Dean reported that the Market transfer was very close and at the final legal stages. Cllr Davies reported that Allotments would transfer shortly after Markets.

013/092 To receive and consider updates on Operational matters

Cllr Forbes reported that the empty spaces working group had met and agreed the delegation of tasks regarding the utilisation of the empty space.

It was reported that the chapel doors at the cemetery had been repainted.

Members agreed that the ideal new paths for Wallwood should be natural looking and hard standing.

Members **resolved** to purchase two licences for ShareO to enable calendar sharing on the office computers.

013/093 Member questions to the Clerk

No questions were raised.

013/094 To consider the resolutions log

The Town Clerk was asked to remind the Personnel Committee of its outstanding task and to enquire if matters are still outstanding.

013/095 To note the date of the next meeting (10/06/14)

Members noted the date.

DRAFT



Assets Committee

Knutsford Town Council

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA
01565 653929 www.knutsfordtowncouncil.gov.uk
townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Assets Committee July 23rd 2013

In the Lower Council Chamber, Council Offices, Knutsford

A13/000 Present

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

In attendance: Adam Keppel-Garner (Deputy Town Clerk) and Cllr J Nicholson

A13/001 To elect a Chairman

Members **resolved** to appoint Cllr. Raynes as Chairman.

A13/002 To elect a Deputy Chairman

Members **resolved** to appoint Cllr. Gardiner as Deputy Chairman.

A13/003 To receive apologies for absence

Apologies were received from Cllrs Raynes and Lasham (personal business) and Cllr P Coan (Health)

A13/004 To note declarations of Members' interests

Cllrs Gardiner, Dean, C Nicholson and B Coan	Non-Pecuniary	A13/008	Known to tenant of 60 King Street
Cllr Forbes	Non-Pecuniary	A13/010, A13/011, A13/012	Membership of the Transfer of Public Assets Community of Carnegie (UK) Trust
		A13/012	Known to owner of land on which an asset sits.
Cllr B Coan	Non-Pecuniary	A13/012	Known to owner of land on which an asset sits.
Cllr Davies and C Nicholson	Non-Pecuniary	A13/012	Known to allotment holders
Cllrs Forbes, B Coan, Davies and C Nicholson	Non-Pecuniary	A13/009	Known to freeholder represented by agents.

A13/005 To receive and confirm the minutes of the meeting held on 30th April 2013

Members **resolved** to confirm the minutes, subject to correcting A12/071 to clarify the Cemetery Liaison Group is a working group not a panel.

A13/006 Public Participation

No members of the public wished to raise matters.

A13/007 To note the Terms of Reference of the Committee

Members noted the terms of reference.

A13/008 To consider matters related to 60 King Street

The Deputy Town Clerk reported that the Lantern has been repaired, and will be reinstalled in September.

A13/009 To consider matters related to works at Wallwood

- **Tree works programme**
- **Request for remedial works to the eastern end of the wood**

Members discussed the proposed tree works and **resolved** that the Deputy Town Clerk liaise with Bartletts to negotiate if the priority works can be shifted within the £1,000 budget.

It was noted that no further information has been received with regard to works at the end of the wood. Members requested that the Deputy Town Clerk ascertain who owns the wall at Wallwood.

A13/010 To consider the initiation of a feasibility study to determine the options available to rebuild/refurbish the market hall.

Members **resolved** that once the freehold of the Market Hall is owned by the Town Council that officers produce a draft ITT for the rebuild/refurbishment for committee approval; to be in bid format and considering any EU tender regulations which may apply.

A13/011 To consider matters related to the potential transfer of the Council Offices

Members **resolved** to defer this matter pending further information from Cheshire East Council.

A13/012 To consider updates from lead members and the Town Clerk on asset transfer

Toilets - Cllr Forbes announced that the toilet freehold has now transferred to the Town Council, and that upon satisfactory completion of works, the lease will be assigned to Danfo.

The Market - Cllr Dean reported that all issues have been agreed by the Town and Borough council, and now toilets have transferred the solicitors will be working on the transfer documents.

Allotments - Cllr Davies reported that she had spoken with Mr Brooks and the Allotment Society and understood that the Mereheath Lane allotments would not be offered to the Town Council.

St John's Wood Centre - Cllr C Nicholson reported that further information was awaited from Cheshire East Council, following a recent working group meeting.

A13/013 To receive and consider draft Terms of Reference for Cemetery Liaison Working Group, to resolve to include the dates of Working Group meetings on the Council's calendar and to consider a report from the Panel in relation to the Cemetery

Members **resolved** that the working group did not need terms of reference, and would continue to report to the Assets Committee meetings.

Cllr Nicholson reported that a number of improvements had been undertaken at the cemetery, including new flower beds, installing screening to hide soil and that trees are awaiting planting. He further reported that he had visited the cemetery on the day of the meeting, and that it was in a good condition.

It was noted that Cheshire East has decided to consider the outsourcing of bereavement services.

A13/014 To review the Committee's budget and spending to date

Members noted the budgets and agreed that £5,000 should remain in the Cemetery budget.

A13/015 To consider the resolutions log

Members noted that no actions remained outstanding.

A13/016 To note the date of the next meeting

Members noted the date (17/09/2013)

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Assets Committee September 17th 2013

In the Lower Council Chamber, Council Offices, Knutsford

A13/016 Present

Cllrs Raynes, P Coan, B Coan, Dean, C Nicholson and Bancroft.

Also in attendance: A Keppel-Garner (Acting Town Clerk) and Cllr J Nicholson

A13/017 To receive apologies for absence

Apologies were received from Cllrs Gardiner and Davies (personal business), Cllr Forbes (health) and Cllr Lasham (business)

A13/018 To note declarations of Members' interests

Cllrs P Coan, B Coan and C Nicholson declared non-pecuniary interests in A13/22 being known to the tenant and 13/024 due to being known to the landowner on which assets sit.

Cllrs C Nicholson and B Coan declared non-pecuniary interests in A13/024 due to being known to allotment holders.

A13/019 To receive and confirm the minutes of the meeting held on 23rd July 2013

Members **resolved** to confirm the minutes as an accurate record of the meeting.

A13/020 Public Participation

No members of the public were present.

A13/021 To consider the Committee's budget and spending to date

Members enquired as to what the spend for Wallwood was; the Acting Town Clerk explained that it was repairs to the fencing.

A13/022 To consider matters related to 60 King Street

Members noted the update from Simon Geary on future works at 60 King Street.

Members discussed the report concerning VAT reclaim, and an option to tax at 60 King Street.

Members **resolved** that Cllrs Bancroft & Raynes and the Acting Town Clerk satisfy themselves that sufficient advice cannot be provided by HMRC prior to obtaining professional advice up to the cost of £500.

A13/023 To consider matters related to Wallwood

a) Request for remedial works to the eastern end of Wallwood

b) Repair or replacement of perimeter fencing to Wallwood

Members discussed the request for remedial works at Wallwood, and **resolved** to ask Bartletts to carry out a survey of the trees and ivy. Cllrs P Coan, Bancroft and the Acting Town Clerk to inspect the areas also, in particular to ascertain where the ivy is growing from.

The Acting Town Clerk informed members that he had arranged for the repair of broken fencing around Wallwood and now another section is broken. The Acting Town Clerk explained that many of the posts were loose or rotten. Members **resolved** to repair the broken section and for the Acting Town Clerk to investigate a permanent solution to the fencing issues.

A13/024 To consider updates from lead members and the Acting Town Clerk on asset transfer

Cllr C Nicholson updated members in relation to the transfer of St Johns Wood Community Centre explaining that the latest information from Cheshire East was that St Johns Wood School had applied for Academy status, although confirmation was awaited.

A13/025 To consider an update from the Cemetery Working Group

Cllr C Nicholson reported that the cemetery was in good condition, and that the toilets had been inspected and found to be in good order.

Members **resolved** that the Cemetery Working Group liaise with the Knutsford Royal British Legion with regard to the Knutsford Academy caring for the Commonwealth War Graves in the cemetery for 2014.

A13/026 Member questions to the Clerk

Cllr J Nicholson asked if the lantern at 60 King Street was now up. Cllr P Coan enquired as to if the lantern has adequate pigeon protection.

A13/027 To consider the resolutions log

Cllr Bancroft requested that the alignment be changed to increase clarity.

A13/028 To note the date of the next meeting

Members noted the date.

FINAL

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Assets Committee October 29th 2013

In the Lower Council Chamber, Council Offices, Knutsford

A13/029 Present

Cllrs Raynes, P Coan, Forbes, Davies, Lasham, C Nicholson, Bancroft and Gardiner

Adam Keppel-Garner (Acting Town Clerk and Cllr J Nicholson)

A13/030 To receive apologies for absence

Apologies were received from Cllrs B Coan and Dean (personal business)

A13/031 To note declarations of Members' interests

Cllr Davies	A13/036	Non-Pecuniary	Known to allotment holders
	A13/037	Non-Pecuniary	Dined at the premises
Cllrs C Nicholson, B Coan & P Coan	A13/037	Non-Pecuniary	Known to tenant
Cllr Gardiner	A13/036	Non-Pecuniary	Known to MD of Tatton Estate

A13/032 To receive and confirm the minutes of the meeting held on 17th September 2013

Members **resolved** to confirm the minutes subject to the following changes:

A13/017 - Cllr Forbes was absent to illness not personal business

A13/025 - Cllr C Nicholson reported that the Working Group would liaise with the Knutsford British Legion with regard to schools caring for the war graves.

A13/033 Public Participation

No members of the public were present.

A13/034 To consider the Committee's budget and spending to date

Cllr Forbes reported that the spend for the toilets would be proportionally lower this financial year than the budget due to the delay in the transfer.

Members **resolved** to transfer £15,000 from the Cemetery budget to the Finance Committee budget under "transfer to reserves" in respect of the £15,000 set into an earmarked reserve for the King Street enhancement project.

A13/035 To consider making a recommendation to the Finance Committee for the setting of the Assets Committee budget for 2014/15

Members **resolved** to submit the budget recommendation with the following a reduction to the 60 King Street: Professional Fees budget from £11,700 to £10,000.

A13/036 To consider updates from lead members and the Acting Town Clerk on asset transfer

Cllr Davies reported that a business case for the Allotments is due to be presented to Council in November. Cllr Gardiner reported that transfer of St Johns Wood was on hold.

Cllr C Nicholson reported on discussions with Cheshire East concerning the usage of the Council Office and explained that at current there are no plans for the building to transfer to the Town Council.

A13/037 To consider matters related to 60 King Street

- a) **To consider the option to tax on 60 King Street**
- b) **To consider a request from the tenant to extend the lease**
 - a) Cllr Raynes reported that investigations into the option to tax were still ongoing and members **resolved** to defer the item until the Finance Committee have concluded their investigations into VAT.
 - b) Members **resolved** that the Acting Town Clerk write to the tenant explaining that the Council are not prepared to extend the lease under its current terms but would be willing to enter into discussions to renegotiate all terms of the lease including the length.

A13/038 To consider an update from the Cemetery Working Group

Cllr C Nicholson reported that the condition of the cemetery was currently good and explained that CEC were to be creating an arm-length company to run the bereavement services.

A13/039 To consider matters related to Wallwood

Members **resolved** to place an order with CEC Streetscape to repair and replace the fencing
The Acting Town Clerk reported that he was still awaiting feedback from Bartlett's in respect of the requested tree works.

A13/040 To consider options for utilising the empty space at the two toilet blocks

Members **resolved** to establish a working group consisting of Cllrs Bancroft, P Coan and Forbes to investigate the options.

A13/041 Member questions to the Clerk

Members requested that the Acting Town Clerk write to Cheshire East and request attention to the lighting at the side of the building.

A13/042 To consider the resolutions log

Members noted the resolutions log.

A13/043 To note the date of the next meeting (10/12/13)

Members noted the date.



Personnel Committee

Knutsford Town Council

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA
01565 653929 www.knutsfordtowncouncil.gov.uk
townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Personnel Committee Meeting held on 20th May 2013 In the Lower Council Chamber, Knutsford

P13/000 Present

Cllrs B Coan, P Coan, Davies, Forbes, Goodrich and Houghton

In attendance: Steve McQuade (Town Clerk)

P13/001 To elect a Chairman

Cllr P Coan was elected as Chairman.

P13/002 To elect a Deputy Chairman

Cllr Houghton was elected as Deputy Chairman.

P13/003 To receive apologies for absence

All Members were present.

P13/004 To note declarations of Members interests

There were no declarations of interest.

P13/005 To receive and confirm the minutes of the meeting held on 20th March 2013

The minutes were approved and signed as an accurate record.

P13/006 To consider matters related to Council Employees

1. To review employee performance
 2. To review the Deputy Town Clerk's probationary period
 3. To consider the Deputy Town Clerk's request for his post to be re-evaluated
 4. To receive and note an update from the Town Clerk in relation to the Deputy Town Clerk's working arrangements
 5. To consider an increase in the allocated hours for the Mayor's PA post
-
- 1) Members reviewed employee performance and asked that the Clerk feedback the comments to the other employees. Members asked that the use of a device known as 'Live Scribe' be referred to the ICT working group and that Operations be asked to consider the provision of additional clothing for the Town Centre Manager that advertise his role whilst working in the Town.
 - 2) Members **resolved** that the Deputy Town Clerk/Town Centre Manager had successfully completed his probation period.
 - 3) Members **resolved** that the post of Deputy Town Clerk/Town Centre Manager be evaluated (Cllr Houghton would bring recommendations to the next meeting).
 - 4) Members noted the arrangement and asked the Town Clerk to ensure there is no impact on performance.
 - 5) Members **resolved** to defer the matter pending further information. Members **resolved** that Cllrs Goodrich and Forbes prepare an operational design for the organisation's employees at the present time and going forward. To report back in six to eight weeks.

P13/007 To consider the on-going review of policies including the employee handbook

Members requested that the resolutions log be extended to the Personnel Committee. Cllr Forbes undertook to review the policy prioritisation.

Initial priorities include flexible working, dress code and appraisal policies.

It was **resolved** that Cllr Houghton reviews the employee handbook and provides feedback at the next meeting.

P13/008 To consider general human resources provision

The Clerk was asked to talk to his counterparts with regard to what is being provided to other organisations.

P13/009 To review the Committee's budget and spending to date

Members reviewed the budget and asked a number of questions.

P13/010 To consider a date for the next meeting

Members agreed to meet on the 9th July at 6pm.

DRAFT

Knutsford Town Council

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA
01565 653929 www.knutsfordtowncouncil.gov.uk
townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Personnel Committee Meeting held on July 11th 2013 In the Lower Council Chamber, Knutsford

P13/011 Present

Cllrs B Coan, P Coan, Davies, Forbes, Goodrich and Houghton

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

P13/012 To receive apologies for absence

All members were present.

P13/013 To note declarations of Members interests

There were no declarations of interest.

P13/014 To receive and confirm the minutes of the meeting held on 20th May 2013

The minutes were approved and signed as an accurate record.

P13/015 To consider matters related to Council Employees:

1. To review the Mayor's PA probationary period
2. To consider an update on the job evaluation review of Deputy Town Clerk/Town Centre Manager post
3. To consider an increase in the allocated hours for the Mayor's PA post

- 1) Members **resolved** that the probation period of the Mayor's PA had successfully been completed.
- 2) Cllr Houghton reported that he had not yet completed the evaluation, but would report back at the next meeting.
- 3) Members **resolved** to discuss this item under item 7 (P13/018).

P13/016 To consider the on-going review of policies including the employee handbook

- a) Cllr P Coan indicated that he would complete work on the dress policy. Employees would be consulted with a view to the report being brought to the next meeting.
- b) Cllr P Coan indicated that the draft flexible working policy had been prepared. Members **resolved** that the flexible working policy be adopted and that the maximum flex carryover be changed to 15 hours in six months' time. Existing flexi balances would be retained, but should be brought to within the policy within six months (the previous resolution in relation to the Deputy Town Clerk would remain in force).
- c) Cllr P Coan indicated that the appraisal policy would be brought to the next meeting after the Town Clerk had reviewed the document and tested it in practice.
- d) Cllr Houghton reported that work on the employee handbook is on-going.
- e) Other policies would be reviewed/created including Leave, Over Time, Grievance, Health and Safety, Data Protection/Retention and Communications.

P13/017 To consider a report from the Town Clerk in relation to the allocation of the Personnel Development Budget

Members agreed in principle to the training analysis and asked for costed proposals at the next meeting.

P13/018 To consider general Human Resources provision, report on analysis from Cllrs Forbes and Goodrich.

Cllr Forbes introduced the report. Members **resolved** the following:

- a) That the Town Clerk is responsible for leading on Health and Safety.
- b) That Cllrs Forbes and Goodrich undertake further analysis in relation to the tasks undertaken by officers, especially those related to ICT/website and Town Centre Management.
- c) That contracts and service level agreements are the responsibility of the Responsible Financial Officer who may delegate day to day contract management to other employees.
- d) That the Town Clerk is responsible for the line management of all employees. This may be reviewed should it become necessary that the Deputy Town Clerk manage some functions involving additional employees. Subject to it being legal the Mayor will act as the Town Clerk's line manager.
- e) That management and collation of the resolutions log is down to the officer clerking the respective meeting.
- f) Members deferred the review of the Mayor's PA's working hours until the next meeting.

P13/019 To review the Committee's budget and spending to date

Members reviewed and noted the expenditure to date.

P13/020 To consider the resolution log

Members asked that more information be added to the log to make clear exactly what each resolution related to.

P13/021 To consider confidential matters in relation to the Complaints and Appeal Panels¹

It was **resolved** to appoint an appeals panel for an on-going complaint. The Panel to be made up of Cllr P Coan (Chair Personnel) and Cllr Davies² (Previous Mayor). In addition a new complaint has been received and would be reviewed by a Panel comprising Cllrs Davies, Houghton and Goodrich.

It was also **resolved** that all parties to complaints be kept up to date.

P13/022 To consider a date for the next meeting

Members determined that the next meeting be held on 6th August.

¹ The Clerk left the meeting during this item

² The previous Mayor and Chair of Personnel had not participated in the original complaint panels.

Knutsford Town Council

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA
01565 653929 www.knutsfordtowncouncil.gov.uk
townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Personnel Committee Meeting held on July 22nd 2013 In the Lower Council Chamber, Knutsford

P13/023 Present

CLRs P Coan, Houghton, Davies, Forbes and B Coan

In attendance: Adam Keppel-Garner (Deputy Town Clerk), Jackie Weaver (ChALC), Sonja Rewhorn (ChALC), CLRs Malloy, Dean, Bancroft, C Nicholson and J Nicholson

P13/02 To receive apologies for absence

Apologies were received from CLR Goodrich (personal business)

P13/02 To note declarations of Members interests

There were no declarations of interest.

P13/02 To receive and confirm the minutes of the meeting held on 11th July 2013

The minutes were approved and signed as an accurate record following clarification to P13/018 point e – the officer clerking the meeting is responsible for the resolutions log, and P13/021 (footnote) – that the Previous Mayor and Chair of Personnel had not participated in the original complaint panels.

P13/02 To consider staffing issues, structure and roles¹

It was discussed to set the interim salary of the Deputy Town Clerk at the level prior to the recent salary increase in of the Town Clerk. It was **resolved** to invite Adam Keppel-Garner in his capacity as Deputy Town Clerk to fulfil the duties of Proper Officer and Responsible Financial Officer on an interim salary of £29,236 (scale point 35) for an interim period of four months at which point it will be reviewed.

It was **resolved** to increase the Mayor's PA post to 35 hours per week during the interim period.

It was reported that the appeal to the on-going complaint had been heard and the panel will act upon the complaint and inform the Town Clerk of decisions.

Members **resolved** that the Operational Design continue as per the timescales in the circulated report, and in conjunction with ChALC.

Members **resolved** that the Town Clerk be allowed to leave on the 9th August. The Mayor to arrange for exit interview and hand back of Council property upon leaving.

P13/02 To note the date of the next meeting (06/08/2013)

Members noted the date.

¹ The Deputy Town Clerk left the room during the discussion of this item

Knutsford Town Council

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA
01565 653929 www.knutsfordtowncouncil.gov.uk
townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Personnel Committee Meeting held on August 6th 2013 In the Lower Council Chamber, Knutsford

P13/029 Present

Cllrs P Coan, B Coan, Davies, Goodrich and Forbes

In attendance: Adam Keppel-Garner (Deputy Town Clerk) and Cllrs J Nicholson and C Nicholson

P13/030 To receive apologies for absence

Apologies were received from Cllr Houghton (business)

P13/031 To note declarations of Members interests

No members declared an interest in any agenda items.

P13/032 To receive and confirm the minutes of the meeting held on 22nd July 2013

Members **resolved** to confirm the minutes as a true record, subject to removing the "the" in 13/027

P13/033 To consider the committee budget and spending to date

Members noted that the employee mileage budget line was showing a higher spend than one would expect at the current stage in the year. Members also questioned if the VAT course had been appropriately split between Member and Employee Training, which the Deputy Clerk will investigate and amend as necessary.

P13/034 To consider a request from the Operations Committee to confirm the officer responsible for managing the DANFO contract

Members pointed to a resolution under P13/018, stating that the RFO is responsible for managing the contract, but may delegate day-to-day management to other employees.

P13/035 To consider matters related to the Operational Design of the Town Council, including the proposed work recording sheet

Cllr Forbes presented the work recording sheet, and explained how it would be used. Members **resolved** to instruct all employees, and temporary staff to complete the work recording sheet from 1st to 30th September.

P13/036 To confirm the 1% pay rise due to all employees

Members **resolved** to confirm the due pay increase to all employees backdated to 1st April 2013.

P13/037 To consider the adjustment of the Deputy Clerk's holiday year

Members discussed the implications for adjusting the Deputy Clerk's holiday year to bring it in line with the Employee Handbook. Members **resolved** to alter the Deputy Clerk's holiday year to run from April to April.

P13/038 To consider outstanding officer leave and flex

Members discussed the outstanding leave for the Town Clerk and **resolved** to authorise the 5 day carry over from 2012 to 2013.

Members discussed the flex accrued by the Deputy Clerk, and **resolved** to:

1. Pay the outstanding flex accrued as of 10th September, to bring the accrued flex to 10 days. To be paid at the current rate (SCP 19).
2. The Deputy Clerk is to then have 6 months to reduce flex from 10 days to the 15 hours prescribed in the Flexible Working Policy, any outstanding flex at this point to be forfeited.

Members discussed the flex situation of the Town Clerk.

P13/039 To consider on-going review of policies, including employee handbook

Members discussed the draft Dress Code, and draft Data Retention/Protection and requested a number of changes. Members **resolved** that the Deputy Clerk make the necessary changes for consideration at the next meeting.

Members noted that the outstanding policies to be developed by the committee were Leave, Overtime, Grievance and Health & Safety.

P13/040 To consider personnel development and training

The Deputy Clerk presented the costs for the PRINCE2 course, and explained to members that it had proved difficult to find a suitable Events Management course which focused on event safety. Members asked the Deputy Clerk to seek information from Cheshire East Council as to what assistance they may be able to offer, and to further investigate the costs for a suitable Events Management course.

P13/041 To consider complaints and appeals

Cllr P Coan updated the committee on the findings of the recent appeal panel noting that the Town Clerk's appeal had been partially successful.

Cllr P Coan informed members that a new complaint had been received, and it was **resolved** that a panel consisting of Cllrs Goodrich, Houghton and Davies investigate the complaint.

P13/042 To consider the resolutions log

Members requested the Deputy Clerk to assign the outstanding actions to members/officers as appropriate, and to add clarity to the log.

P13/043 To consider a date for the next meeting

Members agreed to meet on 10th September at 15:30

Knutsford Town Council

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA
01565 653929 www.knutsfordtowncouncil.gov.uk
townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Personnel Committee Meeting held on September 3rd 2013 In the Committee Room of the Town Council Offices

P13/044 Present

Cllrs P Coan, B Coan, Davies, Goodrich and Forbes

In attendance: Adam Keppel-Garner (Acting Town Clerk)

P13/045 To receive apologies for absence

Apologies were received from Cllr Houghton (business)

P13/046 To note declarations of Members interests

No members declared an interest in any agenda items.

P13/047 To receive and confirm the minutes of the meeting held on 6th August 2013

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

P13/048 To consider complaints and appeals

The Acting Town Clerk left the room during discussion of this item.

Members **resolved** to reconvene the panel and invite both parties to attend on Tuesday 10th September at 2pm.¹

It was agreed that Cllr B Coan contact the complainants to confirm the status of their complaint.

Members **resolved** that the complaints panel substitution on the 13th August 2013 be given retrospective sanction to substitute Cllr P Coan for Cllr Houghton due to last minute inability to attend, on the understanding that Cllr Houghton be free to hear any appeal.¹

Members **resolved** that the Chairman informally convey the thoughts of the Committee to the Acting Town Clerk regarding the e-mail dated 29th August.¹

P13/049 To note the date of the next meeting (10/09/2013)

Members noted the date.

¹ Cllr Forbes abstained from voting.

Knutsford Town Council

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA
01565 653929 www.knutsfordtowncouncil.gov.uk
townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Personnel Committee Meeting held on September 10th 2013 In the Committee Room of the Town Council Offices

P13/050 Present

Cllrs P Coan, B Coan, Forbes, Goodrich, Houghton and Davies

In attendance: Adam Keppel-Garner (Acting Town Clerk), Cllrs J Nicholson and C Nicholson

P13/051 To receive apologies for absence

All members were present.

P13/052 To note declarations of Members interests

No members declared an interest in any agenda items.

P13/053 To receive and confirm the minutes of the meeting held on 3rd September 2013

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

P13/054 To consider the Committee's budget and spending to date

Members noted the budget and spending.

P13/055 To consider Operational Design progress and update

Cllr Forbes updated the committee that officers were completing the task recording sheets for September. Cllr Forbes further updated the committee on a conversation with ChALC which confirmed matters related to the Line Management of the Town Clerk by the Town Mayor.

P13/056 To consider on-going review of policies including draft Data Retention and Dress Code policies

Members **resolved** to adopt the Dress Code policy subject to an amendment at 4.13.

Members discussed the draft data protection policy and **resolved** that Cllrs P Coan and Houghton, with the Acting Town Clerk, review the document for consideration at the next meeting.

P13/057 To consider day to day operational practicalities and the law

Cllr B Coan explained the background of this item was to ensure operational continuity should unforeseeable situations arise. The Acting Town Clerk explained that it would have to be very specific, as different scenarios would have different solutions. Members **resolved** that the Acting Town Clerk devise a list of scenarios and solutions for the committee to consider.

P13/058 To consider complaints and appeals

Members **resolved** to exclude the public and press during the discussion of this item.¹

The committee was advised that the complainants have withdrawn their complaint.

Members **resolved** that the Chairman and Deputy Chairman of the Committee seek legal advice in resolution to complaints/issues and bring the advice back to the Committee which has authorised a

¹ The Acting Town Clerk left the room during discussions of this item.

spend of up to £1000 for professional advice, noting the exception to financial regulations. Members **resolved** to readmit press and public.

P13/059 To consider the Resolutions Log

Members **resolved** that resolution 13/006 will be left in abeyance pending the outcome of the operational design. Cllr Houghton reported that he would conclude reviewing the Staff Handbook following the pending policies being adopted.

P13/060 To consider a date for the next meeting

Members agreed to set the next meeting for 26th September at 3:30pm.

FINAL

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Personnel Committee Meeting held on September 26th 2013 In the Committee Room of the Town Council Offices

P13/061 Present

Cllrs P Coan, B Coan, Goodrich, Houghton and Forbes.

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

P13/062 To receive apologies for absence

Apologies were received from Cllr Davies on personal business.

P13/063 To note declarations of Members interests

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

P13/064 To receive and confirm the minutes of the meeting held on 10th September 2013

Members **resolved** to confirm the minutes as a true records.

P13/065 To consider on-going review of policies including draft Data Retention and to consider the need for Child Protection and other policies

Members **resolved** to adopt the Data Protection and Retention Policy.

Members discussed the need for a Child Protection policy and agreed that the Acting Town Clerk draft a policy for consideration at the next meeting.

Cllr Forbes updated the committee on recent discussions with ChALC in relation to the line management of the Town Clerk. Cllr Forbes reported that the committee may need to review the Discipline and Grievance Policy embedded in the Staff Handbook.

Members **resolved** that Cllr Forbes and the Acting Town Clerk review the Staff Handbook to remove adopted policies into standalone documents.

Members **resolved** that Cllr Forbes and the Acting Town Clerk review the existing Discipline and Grievance Policy and bring and proposed revisions to the next committee meeting.

P13/066 To consider training requests

Members **resolved** that the Acting Town Clerk attend the Health & Safety Workshop on October 3rd and the AMT Conference at a cost of £125 in November, on the proviso that the office remains open.

P13/067 To consider matters related to complaints, appeals and subject access requests

Cllr Forbes reminded members that ChALC offer free HR support as part of their services, including access to legal advice.

Cllr Houghton reported on the advice he had received from a solicitor with regard to the outstanding complaint. Members **resolved** that Cllr Houghton construe the thoughts of the committee to the solicitor to prepare a draft letter. The letter is to be circulated amongst the committee via e-mail with the Acting Town Clerk approving its sending following member feedback.¹

¹ Cllr B Coan abstained from voting.

Members **resolved** that the Acting Town Clerk complete any necessary documents required by the solicitor.¹

P13/068 To consider a date for the next meeting

Members agreed to meet on 24th October at 18:30

FINAL

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Personnel Committee Meeting held on October 24th 2013 In the Committee Room of the Town Council Offices

P13/069 Present

Cllrs Forbes, Davies and Goodrich

In attendance: A Keppel-Garner (Acting Town Clerk) and Cllrs C Nicholson, J Nicholson, Bancroft and Gardiner.

P13/070 To receive apologies for absence

Apologies were received from Cllrs P Coan and B Coan (personal business) and Houghton (business)

P13/071 To elect a chairman for the meeting

In the absence of the Committee Chairman and Deputy Chairman members **resolved** to elect Cllr Forbes as Chairman of the meeting.

P13/072 To note declarations of Members interests

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

P13/073 To receive and confirm the minutes of the meeting held on 26th September 2013

Members **resolved** to confirm the minutes as an accurate record.

P13/074 To consider the committee's budget and spending to date

Members noted the current budget and spending.

P13/075 To consider making a recommendation to the Finance Committee for the setting of the Personnel Committee budget for 2014/15

Members **resolved** that the budget be adjusted to cover the cost of three employees as per the previous staffing arrangement and in line with expected salary progression.

Members requested the "HR Policies" line be renamed.

P13/076 To consider an update on the Operational Design from Cllrs Forbes and Goodrich

Members **resolved** to discuss this item prior to P13/074.

Cllrs Forbes gave an update on the current status of the operational design and explained that following the data collection in September it has been calculated that the Council needs 2.8 FTE staff. Cllr Goodrich posed a number of questions to the Committee primarily as to the amount of work undertaken by the Acting Clerk as Town Centre Manager. Following discussion it was agreed that the current level of work is roughly correct, should not rise and may reduce in the future.

Cllr Forbes explained that the next stage was through working with ChALC to develop a number of options for the operational design of the Council.

Members **resolved** that Cllr Goodrich and Forbes continue their work.

P13/077 To consider an update on the Staff Handbook policy review from Cllr Forbes and the Acting Town Clerk

Members **resolved** to remove the references to Investor in People from the handbook.

P13/078 To consider dignity at work

Members **resolved** to defer this item to the next meeting.

P13/079 To consider agreed minutes redaction

Members **resolved** that the minute redaction should take place in order to ensure that all minutes relating to complaints name neither party.

P13/080 To consider confidential recording of meeting deliberations, part two agenda items and an agreed way forward

Members noted that investigation into the correct procedure for this had been requested by Full Council. Cllr C Nicholson indicated he wished to work with the Acting Town Clerk in his investigation.

P13/081¹ To consider the on-going review of policies, including revised Complaints and Grievance & Disciplinary policies

Members **resolved** to adopt the new complaints policy, subject to the addition of a line referring to the Grievance policy.

Members agreed that Cllr Goodrich and the Acting Town Clerk fine-tune the Grievance and Disciplinary policy for the next meeting.

P13/082 To consider complaints, appeals and subject access requests

Members **resolved** to exclude the public and press due to the sensitive nature of the discussions.

Members **resolved** that upon receipt of a subject access request, the Proper Officer is to request the payment of the £10 fee.

Members **resolved** that the required members will be asked to visit the offices to provide the relevant e-mails and Cllr Forbes and the Acting Town Clerk will redact them as necessary.

Members **resolved** to readmit the press and public.

P13/083 To consider the resolutions log

Members noted the resolutions log.

P13/083 To consider a date for the next meeting

Members **resolved** that the Chairman and Acting Town Clerk set the date for the next meeting.

¹ Cllr Gardiner left prior to the discussion of this item.

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Personnel Committee Meeting held on November 11th 2013 In the Committee Room of the Town Council Offices

P13/084 Present

Cllrs Forbes, P Coan, B Coan and Davies

In attendance: A Keppel-Garner (Acting Town Clerk) and Cllrs C Nicholson, J Nicholson and Gardiner.

P13/085 To receive apologies for absence

Apologies were received from Cllrs Houghton (business) and Goodrich (personal business)

P13/086 To note declarations of Members interests

Cllr B Coan declared a non-pecuniary interest in respect of one of the complaints.

P13/087 To receive and confirm the minutes of the meeting held on 24th October 2013

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

P13/088 To consider staff training requests

Members **resolved** that the Acting Town Clerk attend the ChALC 'Social Media for Local Councils' seminar.

P13/084 To consider matters related to complaints, appeals and subject access requests¹

Members **resolved** to exclude the public and press due to the sensitive nature of discussions.

Members agreed that a new date was to be set for the hearing of the outstanding complaint and it was noted that this would be in line with the Complaints Policy as per the version current at the time of the complaint.

Members **resolved** to establish a complaints sub-committee consisting of Cllrs Davies, Houghton and Goodrich to investigate the two new complaints.

Members discussed a request from the Knutsford Guardian for comment on the outstanding complaint, drafted an appropriate response and **resolved** that Cllr P Coan issue the statement on behalf of the committee.

Members **resolved** to allocate additional resource should the information awaited from the ICO confirm it is necessary; members further **resolved** that Cllr P Coan's offer of additional help in handling the SAR be accepted.

P13/084 To consider a date for the next meeting

Members set the date of the next meeting as 5th December at 6:30pm.

¹ Cllr B Coan left the room during the discussion of one of the complaints.

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Personnel Committee Meeting held on December 5th 2013 In the Committee Room of the Town Council Offices

P13/091 Present

Cllrs B Coan, P Coan, Davies, Forbes and Goodrich

In attendance: A Keppel-Garner (Acting Town Clerk) and Cllrs C Nicholson, J Nicholson, Bancroft, Malloy and Gardiner.

P13/092 To receive apologies for absence

Apologies were received from Cllr Houghton (business)

P13/093 To note declarations of Members' interests

Cllrs B Coan, P Coan, Goodrich and Davies declared non-pecuniary interests due to being the subject of complaints to be discussed. Cllr Gardiner declared a non-pecuniary interest due to being the recipient of correspondence from the complainant.

P13/094 To receive and confirm the minutes of the meeting held on 11th November 2013

Members **resolved** to confirm the minutes as an accurate record.

P13/095 To consider the committee's budget and spending to date

Members noted the overspend for Employee Mileage and the Acting Town Clerk explained that it was expected that the total spend would be no more than £450.

P13/096 To consider a report on, and matters related to, the Council Operational Design¹

Cllr Forbes presented and explained the operational design report.

Members **resolved** to recommend option one as detailed below² to Full Council. Members further **resolved** to extend the increase in hours for the Mayor's PA and the duties of the Acting Town Clerk until the new structure was implemented.

P13/097 To consider revisions to the 2014 Committee budget³

The committee **resolved** to resubmit the budget with the Acting Town Clerk amending the budget based on the operational design being in place from March. It was further agreed that the budget included sufficient funds for recruitment.

Members **resolved** to recommend to Full Council that the Council adopt the principles of the National Living Wage and that this is reflected in the budget.

P13/098 To consider the adoption of a Child Protection Policy

Members **resolved** to adopt the policy on a temporary basis and following comments on the policy from the CEC Safeguarding officer, to recommend the policy for full approval by Full Council.

¹ Cllr J Nicholson arrived during this item.

² Three full time staff: Town Clerk (NJC 35-38), Deputy Town Clerk (NJC 30-34) & Mayor's PA / Admin Assistant (NJC 9-14)

The workload split between Town Clerk and Deputy as described in Job Descriptions etc could be adjusted to rebalance the work load

³ Cllr Malloy left the meeting during the discussion of this item.

P13/099 To consider Flexible Working Hour submissions⁴

Members **resolved** to discuss this item in advance of P13/097.

It was noted that anomalies were identified in the final flexible working hour submissions of the former Town Clerk. It was **resolved** to refer the matter to the Internal Audit working group to liaise with the Acting Town Clerk to investigate if the current flexi-recording mechanism is fit for purpose. Members **resolved** to retrospectively authorise the granting of a flexi-leave day to the Acting Town Clerk due to extenuating circumstances.

P13/0100 To consider the given title of the 'Acting Town Clerk'

Members **resolved** that 'Acting Town Clerk' is the appropriate title unless advice from ChALC that it would be unlawful is received.

P13/0101 To consider matters related to complaints, appeals and subject access requests⁵

Members **resolved** to exclude the public and press due to the confidential nature of the business to be discussed.

Members **resolved** that if the Borough Solicitor advises independent legal advice is necessary then it is done so using existing budget.

Members **resolved** to readmit the public and press.

P13/0102 To consider the resolutions log

Members noted the log.

P13/0103 To consider a date for the next meeting

Members noted the date.

⁴ Cllr B Coan left the meeting after the discussion of this item.

⁵ Cllr Bancroft left the meeting during the discussion of this item.

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Personnel Committee Meeting held on January 15th 2014 In the Lower Council Chamber of the Town Council Offices

P13/114 Present

Cllrs B Coan, P Coan, Davies and Forbes

In attendance: A Keppel-Garner (Acting Town Clerk), Cllr J Nicholson, Cllr Gardiner, S Antrobus (CEC), L Puzio (Deputy Monitoring Officer, CEC)

P13/115 To receive apologies for absence

Apologies were received from Cllrs Houghton and Goodrich (business)

P13/116 To note declarations of Members' interests

All members declared non-pecuniary interests due to being the subject of complaints to be discussed.

P13/117 To receive and confirm the minutes of the meeting held on 9th January 2013

Members **resolved** to confirm the minutes as an accurate record.

P13/118¹ To consider matters related to complaints, appeals and subject access requests

Cllr Davies reported that the second subject access request had been completed ahead of the deadline.

Members **resolved** to exclude the public and press due to the confidential nature of the discussions.

It was noted that L Puzio was in attendance in her capacity as Deputy Monitoring Officer and is not involved in any code of conduct hearings.

Members **resolved** to form a sub-committee to consider all outstanding complaints to decide if they are substantiated and report back to the Personnel Committee. Members **resolved** the sub-committee consist of Cllrs Davies, Forbes and Goodrich.

P13/119²³ To consider matters related to the recruitment of the Town Clerk

Members **resolved** that:

- Cllr Goodrich produce the Job Description and Person Specification for the role with the specification that applicants must be CiLCA qualified and have previous relevant experience including in Markets, Events etc.
- The position is to be advertised on the Cheshire East Website, through ChALC and on the Town Council website.

It was noted that the Acting Town Clerk was to have no input on the recruitment process and applicants apply directly to the Chairman of Personnel.

Members **resolved** to readmit the public and press.

P13/120 To consider a date for the next meeting

Members agreed to meet at 6:30pm on Thursday February 13th.

¹ S Antrobus and L Puzio left the meeting at the end of the discussion of this item.

² The Acting Town Clerk left the meeting for this item

³ Cllr Forbes left the meeting during the discussion of this item.

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Personnel Committee Meeting held on February 3rd 2014 In the Lower Council Chamber of the Town Council Offices

P13/121 Present

Cllrs B Coan, P Coan, Davies and Forbes

In attendance: A Keppel-Garner (Acting Town Clerk) and Cllr Bancroft

P13/122 To receive apologies for absence

Apologies were received from Cllr Houghton (business)

P13/123 To note declarations of Members' interests

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

P13/124 To receive and confirm the minutes of the meeting held on 15th January 2014

Members **resolved** to confirm the minutes.

P13/125 To consider a report from the Internal Audit Working Group on the Council Flexible Working Policy

Members **resolved** that the Acting Town Clerk investigate the 'Green Book' to determine if the Town Council should purchase a copy and to write a clearer letter regarding his opting out of the European working time directive.

Members **resolved** not to suspend the policy and that a working group consisting of the Acting Town Clerk and Cllrs B Coan, Bancroft, Goodrich and Forbes conduct an urgent review of the policy.

Members **resolved** that following the appointment of the permanent town clerk the policy is reviewed by the permanent town clerk and personnel committee.

P13/126 To consider a revised Safeguarding Policy

Members **resolved** to adopt the revised policy on a temporary basis following minor alterations. The policy is then to be reviewed by Katie Jones of CEC and referred to Full Council for full adoption.

P13/127 To consider the adoption of a Health & Safety Policy

Members **resolved** to adopt the policy subject to a minor amendment.

P13/128 To note the date of the next meeting (13/02/14)

Members noted the date.

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Personnel Committee Meeting held on March 6th 2014 In the Committee Room of the Town Council Offices

P13/145 Present

Cllrs P Coan, Davies, Forbes, Houghton, Goodrich and B Coan.

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

P13/146 To receive apologies for absence

All members were present.

P13/147 To note declarations of Members' interests

All members declared non-pecuniary interests in items P13/151 and P13/152 on the grounds that they were subject of complaints to the Monitoring Officer.

P13/148 To receive and confirm the minutes of the meeting held on 13th February 2014

Members **resolved** to confirm the minutes.

P13/149 To consider the committee's budget and spending to date

Members noted the budget. Cllr Forbes reported that he understood there to be changes with regard to employer national insurance contributions in the new financial year which may benefit the Committee's new budget – Acting Town Clerk to look into the changes.

P13/150¹ To consider matters related to the recruitment of the Town Clerk

Members **resolved** that the applications received be sifted to determine those to be invited to interview; the panel to sift the applications to consist of Cllrs Forbes, B Coan and Houghton.

Members further **resolved** that the interview panel consist of Cllrs Goodrich, Houghton, B Coan, P Coan and Forbes with interviews to be held from 6pm on the 25th March. It was further agreed that a meeting of the committee be called immediately after the interviews to appoint the successful candidate.

P13/151 To consider matters related to the council Complaints Code

Members **resolved** to reword clause 7.3 of the Complaints code to: "If no hearing is deemed necessary the panel will decide the matter at this meeting."

P13/152 To consider matters related to complaints and appeals²

Cllr B Coan left the room.

Cllr Forbes reported on behalf of the Complaints sub-committee.

Members **resolved**³ to follow the recommendations with regard to complaint C; that the complaint goes no further.

¹ Cllr Houghton arrived during this item

² Reference to complaints A, B and C is contained in confidential annex C13/02

³ Cllr P Coan abstained from voting.

Members **resolved** that complains A and B be put on hold until the Borough Council Monitoring Officer has determined the complaints issued with CEC.

Cllr B Coan rejoined the meeting.

Cllr Forbes reported that he had spoken with the Monitoring Officer's Clerk who indicated that the Monitoring Officer had not yet considered the outstanding complaints.

With regard to the final outstanding complaint; members requested the Acting Town Clerk write to the complainant and panel inviting them to the reconvened panel meeting on 10th April at 12pm.

P13/153 To consider the resolutions log

Members noted the log.

P13/154 To consider the date for the next meeting

Members agreed to meet on April 10th at 6:30pm.

FINAL

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Personnel Committee Meeting held on March 25th 2014 In the Committee Room of the Town Council Offices

P13/155 Present

Cllrs P Coan, Forbes, Goodrich and B Coan.

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

P13/156 To receive apologies for absence

Apologies were received from Cllrs Davies (personal business) and Houghton (business)

P13/157 To note declarations of Members' interests

All members declared non-pecuniary interests in items P13/151 and P13/152 on the grounds that they were subject of complaints to the Monitoring Officer.

P13/158 To receive and confirm the minutes of the meeting held on 6th March 2014

Members **resolved** to confirm the minutes.

P13/159 To consider matters related to the recruitment of the Town Clerk

Cllr P Coan explained that Cllr Houghton was unable to attend the interview panel at the last minute due to work commitments. Members **resolved** to retrospectively approve the panel membership without Cllr Houghton.

Members **resolved** to appoint Adam Keppel-Garner to the post of Town Clerk. Members **resolved** that the official commencement date be the 1st April.

Members **resolved** that the Town Clerk be tasked with redesigning all posts at the Council in conjunction with Cllrs Forbes and Goodrich, and report back to the committee within two months.

Members **resolved** to authorise the engagement of a temporary member of staff in the intervening period until the new Deputy Clerk is appointed if necessary.

P13/160 To note the date of the next meeting (10th April)

Members noted the next meeting date.

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes of the **Personnel Committee Meeting held on April 10th 2014** In the Committee Room of the Town Council Offices

P13/161 Present

Cllrs P Coan, B Coan, Houghton, Goodrich and Davies

In attendance: A Keppel-Garner (Town Clerk)

P13/162 To receive apologies for absence

Apologies were received from Cllr Forbes (personal business)

P13/163 To note declarations of Members' interests

All members declared a non-pecuniary interest in item P13/169 on the grounds that they were the subject of a complaint.

P13/164 To receive and confirm the minutes of the meeting held on 25th March 2014

Members **resolved** to confirm the minutes.

P13/165 To review the committee's income and expenditure for the 2013/14 financial year

Members noted an underspend on the committee budget for the 2013/14 financial year.

P13/166 To consider matters deferred from previous meetings

- a) **To consider matters related to confidentiality**
- b) **To consider matters related to the European Working Time Directive**
- c) **To consider matters related to positions within the Council**
- d) **To consider matters related to recent monitoring officer correspondence**

- a) Members requested that the Town Clerk ensure all employees sign confidentiality agreements.
- b) Members noted the Town Clerk had opted out of the European Working Time Directive
- c) Members noted that the working group were meeting on the 22nd to develop the Job Description for a new Deputy Town Clerk
- d) Members had received no updates with regard to the complaints being dealt with by the monitoring officer.

P13/167 To approve the carryover of outstanding holiday entitlement from the 2013/14 to 2014/15 holiday year

Members **resolved** to approve the carryover of 1 day annual leave for the Mayor's PA from the 2013/14 to 2014/15 holiday year. Members further **resolved** to pay the 17 days outstanding annual leave for the Town Clerk at SCP 30.

P13/168 To consider matters related to complaints, appeals and subject access requests

Members **resolved** to uphold the complaint and to follow the recommendations of the complaint

panel¹ and that the Town Clerk writes to both parties explaining the outcome.

Members **resolved** to follow the advice from ChALC.¹

Cllr B Coan left the room.

Cllr P Coan outlined a new complaint received, members **resolved** to form a sub-committee consisting of Cllrs Davies, Goodrich and Houghton to investigate the complaint.

The chairman adjourned the meeting.

The meeting was reconvened at 19:37.

Members **resolved** to follow the recommendation of the sub-committee¹ that the complaint be found to be vexatious.

Cllr B Coan re-joined the meeting.

P13/169 To consider the resolutions log

Members noted that all items were in hand.

P13/170 To consider a date for the next meeting

Members agreed to meet at 18:30 on the 8th May.

FINAL

¹ Recommendation contained in confidential annex C13/03

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes of the **Personnel Committee Meeting held on May 8th 2014** In the Committee Room of the Town Council Offices

P13/171 Present

Cllrs P Coan, Goodrich, Forbes and Davies

In attendance: A Keppel-Garner (Town Clerk)

P13/172 To receive apologies for absence

Apologies were received from Cllrs B Coan (personal business) and Houghton (business)

P13/173 To note declarations of Members' interests

All members present declared a non-pecuniary interest in P13/179 as the subject of complaints.

P13/174 To receive and confirm the minutes of the meeting held on 10th April 2014

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

P13/175 To consider the committee's income/expenditure for the year to date

Members noted the income and expenditure to date.

P13/176 To consider the adoption of new and revised policies/policy statements

a) Recruitment of ex-offenders policy statement

b) Appraisal Policy¹

a) Members **resolved** to adopt the policy statement subject to training needs for members and officers being met.

b) Members **resolved** to adopt the policy subject to the specification that the annual appraisal should usually take place in September.

P13/177 To consider matters related to staff training and personal development

Members **resolved** that the Town Clerk attend the SLCC National Conference in October.

Members **resolved** to delegate the Employee Training budget to the Town Clerk to permit the allocation of the budget in line with staff training needs subject to the condition that the Town Clerk may not sanction their own training which remains with the committee. It was further on the understanding that the Town Clerk report courses booked to the committee.

P13/178 To consider the resolutions log

Members noted the resolutions log.

P13/179 To consider matters related to complaints and appeals

Members noted recent correspondence with regard to complaint matters.

P13/180 To consider a report from the Operational Design working group including matters related to the recruitment of a Deputy Town Clerk

¹ Cllr Forbes arrived during the discussion of this item

Members **resolved** to recruit a Deputy Town Clerk at SCP 26-30 as per the job description prepared by the working group and to advertise the post utilising zero cost options. Members further **resolved** that the application vetting panel consists of the Town Clerk, Mayor, Deputy Mayor and committee chairman. Members **resolved** that the interview panel consist of the Town Clerk and four members of the personnel committee and be granted delegation authority to appoint. Members **resolved** to re-grade the Town Clerk's post to SCP 39 with effect the 1st May 2014.

P13/181 To consider a date for the next meeting

Members agreed to meet at 5:30pm on the 13th May followed by 17th June at 6:30pm.

DRAFT



Planning Committee

Knutsford Town Council

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA
01565 653929 www.knutsfordtowncouncil.gov.uk
townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Planning and Licensing Committee May 28th 2013

In the Lower Council Chamber, Council Offices, Knutsford

PL13/000 Present

Cllrs Gardiner, Raynes, Hutchence, Davies and Bancroft.

In attendance: A Keppel-Garner (Deputy Town Clerk) and Cllr P Coan

PL13/001 Appointment of Chairman

Members **resolved** to appoint Cllr Gardiner as Chairman.

PL13/002 Appointment of Deputy Chairman

Members **resolved** to appoint Cllr Davies as Deputy Chairman.

PL13/003 Apologies for Absence

Apologies were received from Cllrs Forbes and Goodrich (business) and B Coan (personal business)

PL13/004 To note declarations of members interests

	Non-Pecuniary	13/1454M	Known to agent and former employee
	" "	13/1926M	" "
Cllr Gardiner	" "	13/1961M	Applicant was host to Cllr Gardiner's Mayor's Ball
	" "	13/1622M	Had discussions with resident on this item
	" "	13/1797M	Guest of this establishment during time as Mayor
Cllr Hutchence	Non-Pecuniary	13/1797M	Guest of this establishment during time as Mayors Consort
Cllr Davies	Non-Pecuniary	13/1961M	Applicant was host to Cllr Davies' Mayor's Ball

PL13/005 To receive and confirm the minutes of the Meeting held 8th April 2013

Members noted that the meeting called for April 29th did not take place due to being inquorate.
Members **resolved** to confirm the minutes as a true record of the meeting.

PL13/006 To consider a response to the Parkgate Consultation

The chairman adjourned the meeting to allow Robin McCluney of Nether Ward Community Group to speak.

Members **resolved** to submit the following comments:

The Committee welcome Tatton Estates approach to start discussions about this area but wish to highlight a number of issues which are apparent to the committee:

1. Issues with access to the Town Centre
2. The Committee would expect the limit of 400 dwellings over 25 years, which are democratically mandated, to be adhered to, and would therefore strongly suggest the number of dwellings proposed should be taken from the 400 allocated.
3. Due consultation needs to be undertaken to assess employment land needs.

PL13/007 To consider a response to the Booths Hall site proposal

The chairman adjourned the meeting to allow Paul Webster of Knutsford Conservation and Heritage Group to speak.

Members **resolved** to submit the following comments:

Summary: The site is high value green belt. Spring Wood is an SSBI and the land between the A537 and Booths Hall which includes a Cricket Club is of exceptional landscape value. To the North between Carrwood and Booths Mere up to 50 houses within the 400 LDF total may be acceptable.

The 82.26 hectare site is in the green belt. It consists of several sections which should under no circumstances be developed.

- a) To the East Spring Woods is environmentally important and we understand is an SBI.
- b) Between the A537 and Booths Hall the open land provides the landscape setting for Booths Hall and as such is of exceptional landscape value
- c) The site includes a successful Cricket Club which is greatly valued by the town
- d) The site includes a lake; Booths Mere which should be retained.
- e) The site is not sustainable as a major housing option, compared to other sites, available as future development options, due to its distance from Knutsford Town Centre.

The Office area to the East of Booths Hall, which is well screened from the A537 is already developed into a successful business park. Further development within this area could be economically desirable and have minimal landscape or environmental impact.

The provision of limited housing, albeit less sustainable than other sites proposed could be acceptable if of limited scale (up to 50 houses) and of "suburban" character; similar to that in neighbouring streets, which would normally be planned further from town centres.

PL13/008 To consider the latest planning applications

Members **resolved** to submit the comments in the table below.

PL13/009 To consider the latest planning decisions

Members noted the latest decisions.

PL13/010 To note comments sent in the period

Members noted the comments.

PL13/011 To note the date of the next meeting (24/06/2013)

Members noted the date.

Meeting Closed: 19:06

Applications 28/05/2013

Application	Address	Application details	Town Council Comments
13/1574M	31, Princess Street	Replacement of the existing rotten timber shop front	The Town Council raise no objections.
13/1808M	4 Leycester Close	Two Storey Rear Extension	The Town Council raise no objections subject to neighbour's comments.
13/1760M	15, Princess Street	Change of use application from existing Bathroom showroom (A1 consent) to Estate Agents customer consultation reception and associated offices (A2 consent)	The Town Council request the planning officer takes a considered position as to whether this application is appropriate with regards to KTC10 of the Macclesfield Borough Local Plan 2004.
13/1454M	Roebuck Farm, Manchester Road	Conversion of brick outbuilding to single dwelling and external cladding with render, erection of new garage/ car shelter	The Town Council raise no objection to the principle, but express concern regarding the proposed extension and changes to the original openings their being replaced by regular windows; resulting in a loss of the original building's character.
13/1409M	Unit B4, Cranford Drive, Mobberley	Installation and erection of Air Conditioning condenser units and extract Grilles to the rear and side elevations of Unit 4	The Town Council raise no objections but request the planning officer take on board the comments from the Environmental Health officer about noise.
13/1926M	Roebuck Farm, Manchester Road	Demolition of existing farmhouse, erection of replacement house and detached double garage (resubmission of 13/0715M)	The Town Council raise no objections but express concern regarding the extension taking the building further into the green belt, and express a preference for simple architecture of the original proposal.
13/1961M	Cottons Hotel & Spa, Manchester Road	Replacement of existing restaurant lounge lounge window with a pair of glazed doors and glazed sidescreens	The Town Council raise no objections.
13/1615M	Silverdale, 35a Goughs Lane	Retrospective application for new accessway	The Town Council raise no objections subject to neighbours' comments, but request a condition requiring replacement trees; as recommended by the Arboriculturalist.
13/1797M	Bar Moda, 21 Princess Street	First floor external drinking area to become enclosed, with new dormer features to each side. New windows installed and slate tiles to match existing.	The Town Council raise no objections, but would request more traditional windows to "enhance" the historical character of the Conservation Area.
13/1995M	16, Woodside	Certificate of proposed lawful development for single storey rear extension to existing original property	The Town Council do not wish to comment. (As this application is a legal interpretation of planning law and the facts presented.)

13/1622M¹	Knutsford High School, Bexton Road	Extension to provide Dining Room/ Entrance Facilities and Studio School	The Town Council raise no objections but expect that neighbours views be sought concerning the overlooking windows. Any concerns about this could be alleviated by the use of an opaque/frosted glass condition.
13/2030M	1, Overfields	Two storey extension to the rear	The Town Council raise no objections subject to neighbour's comments.
13/2007M	16, Woodside	Single storey extension to existing extension	The Town Council raise no objections subject to neighbour's comments.

¹ Cllr Raynes abstained from voting on this matter.

Knutsford Town Council

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA
01565 653929 www.knutsfordtowncouncil.gov.uk
townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Planning and Licensing Committee June 24th 2013 *In the Jubilee Hall, Knutsford*

PL13/012 Present

Cllrs Gardiner, Raynes, Hutchence, Davies and Bancroft.

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

PL13/013 Apologies for Absence

Apologies were received from Cllrs Forbes and B Coan (personal business) and Goodrich (business)

PL13/014 To note declarations of members interests

Cllr Hutchence	Non-Pecuniary	12/116M	Member of the National Trust
Cllr Bancroft	Non-Pecuniary	12/116M	Member of CPRE
Cllr Raynes	Non-Pecuniary	12/116M	Director of CPRE and Finance Portfolio Holder of Cheshire East Council.
Cllr Davies	Non-Pecuniary	12/116M	Member of the National Trust
Cllr Gardiner	Non-Pecuniary	12/116M	Member of the National Trust, CEC Councillor
		13/1999M	Known to Agent
		13/2048M	Known to Agent
		13/2556D	Known to Agent
		13/2310M	Has had conversation with one of the neighbours to this application.

All members declared a non-pecuniary interest in application 13/2201M, being known to the applicant (Cllr Malloy) .

PL13/015 Public Participation

Representations were made on the BeWILDerwood application by seven members of the public ; including a representative from STAG.

PL13/016 To receive and confirm the minutes of the Meeting held 28th May 2013

Members **resolved** to confirm to the minutes as a true reflection of the meeting.

PL13/017 To consider planning application 12/1166M – “BeWILDerwood”

Members **resolved** to object on the grounds that the proposed development is too large, and further expressed concerns that:

1. Development will cause significant increase in levels of traffic, and result in problems with congestion within the Town and on surrounding roads and associated air-quality issues.
2. Development involves the loss of quality agricultural land
3. Development has a significant impact on Ancient Woodland
4. Development will have a significant effect on wildlife

However the Council consider the principle of a similar type of children's adventure playground at Tatton Park to be an acceptable proposition, but only if at a scale suitable for the environment.

Cllrs Gardiner and Raynes abstained from being directly involved in the debate and voting.

Cllr Gardiner adjourned the meeting to allow the public to leave.

PL13/018 To consider the latest planning applications

Members **resolved** to submit the comments in the table below.

Members requested that the Deputy Clerk write to the Planning Officer and request that when being asked to comment on discharge of condition applications, the Council is provided with details of the conditions that are being discharged together with any information that is being considered in order that they can be given proper consideration without the Council having to look them up.

PL13/019 To consider making representations to CEC on the Licence Application for Knutsford Wine Bar

Members **resolved** that the Council raise no objections to the licencing application, but ask officers in the Planning Department why no application for Listed Building Consent has been presented to the Town Council.

PL13/020 To consider the latest planning decisions

Members noted the latest decisions and requested the Deputy Clerk write to the Planning Officer to ask why application 13/1243M was granted when the proposals were considered by Knutsford Town Council to be so un-neighbourly.

PL13/021 To note comments sent in the period

Members noted that no comments had been sent in the period.

PL13/022 To note an update from the Chairman on the management policy relating to responses to Planning Applications, and in particular 'deadline' dates.

Cllr Gardiner explained the new proposed new protocol for dealing with Planning Applications which previously were commented on outside of meetings.

When an application which has a "deadline for comment" date prior to the next committee meeting is received the office will check the decision deadline date with Cheshire East. If the decision deadline date is after the next committee meeting, officers will inform Cheshire East that comments from the Council will be made at the next scheduled meeting (specifying the date) albeit after the "deadline for comment". These applications will then be considered at the next scheduled meeting. Any applications received with a deadline date prior to a committee meeting will be dealt with under the former comment procedure; with all members being asked for their comments to the appropriate officer and the Chair of the Planning Committee reviewing these comments agreeing the representations that are sent; which will be reported to the following committee . Members **resolved** to enact this procedure.

PL13/023 To note the date of the next meeting (15/07/2013)

Members noted the date.

Applications 24/06/2013

Application	Address	Application details	Town Council Comments
13/2056M	Wolseley Lodge, 5 Leycester Road	Conservation consent for the demolition of existing 1960's dormer bungalow on the site of 5, Leycester Road and replacing it with a new 4 bedroom detached family residence and a newly formed vehicular access from Legh Road.	The Council objects to the conservation area consent on the grounds that although the existing house is of no particular merit its replacement neither enhances nor conserves the Conservation Area.
13/2057M	Wolseley Lodge, 5 Leycester Road	Demolition of existing 1960's dormer bungalow on the site of 5 Leycester Road and replacing it with a new 4 bedroom detached family residence and newly formed vehicular access from Legh Road	The Council objects on the grounds that the proposed development is of a design that neither enhances nor conserves the Conservation Area, and that the plans feature a large blank wall along the boundary with the adjacent property on Leycester Road which would be un-neighbourly.
13/1999M	Blackhill Farm, Bexton Road	Rear extension, relocate chimney and revisions to approved porch.	The Council raises no objections .
13/2048M	Bexton Lodge, Toft Road	Conservation area consent for demolition of carport	The Council raises no objections .
13/2043M	16, Grove Park	Two storey side extension and front facing canopy roof	The Council raises no objections subject to neighbour comments.
13/2047M	Bexton Lodge, Toft Road	Alterations and extension, demolition of carport	The Council raises no objections , but comment that the Planning Officer must check that the proposed development does not infringe upon neighbour's boundaries.
13/2005M	Windrush, Bexton Lane	Existing 1950's property remodelled with partial demolition and the addition of two new wings	The Council objects on the grounds that the proposed development is overdevelopment of the site and the design of the proposal is out of character to the existing streetscene.
13/2080M	Dovecroft, Manchester Road	Single storey garden room extension to replace existing conservatory	The Council raises no objections .
13/2100M	3, Lodge Road	Ground floor rear extension to dwelling	The Council raises no objections subject to neighbour comments.
13/2120M	25, Marcliff Grove	Two storey rear extension	The Council objects on the grounds that the proposed development would be un-neighbourly; by virtue of its proximity to neighbours and

			causing loss of light.
13/2105M	Otterburn House, manor Park South	Variation of conditions to proposed new dwelling house (12/3673M)	The Council raises no objections .
13/1701M	3, Windsor Way	Alteration to the existing front elevation with formation of a light-well with protective guard around.	The Council raises no objections .
13/2211M	The Holdings, Manchester Road	New bay window to front elevation and conversion of garage to gamesroom	The Council objects on the grounds that the proposals include the loss of a double garage in an area where on-street parking is a problem, due to traffic speeds (NB It is in a 40 mph area).
13/2201M	29, Thorneyholme Drive	Alternation of extension pitched roof angle to match existing roof forming new	No Comment. (Applicant is a Knutsford Town Cllr)
13/2343M	The Lodge, Toft Road	Construction of a detached dwelling	The Council raises no objections subject to the-land proposed for the new house is not being important to the setting of the listed building.
13/2310M	24, Goughs Lane	Replacement of existing beech hedge with 1.9m high white painted rendered wall with 2m high white painted rendered pillars to match existing.	The Council strongly objects on the grounds that the proposals are out of character to the area, that the removal of hedges would be highly detrimental to the streetscene and detrimental to the character of the Conservation Area.
13/1886M	Leicester Warren Hall, Bexton Lane	Proposed Creation of a new entrance and construction of an extension.	The Council raises no objections .
13/2292D	58, Goughs Lane	Discharge of conditions 3, 8 and 11	No Comment.
13/2356D	Roebuck Farm, Manchester Road	Discharge of conditions 11 and 12 of application No: 13/1056M Conversion of brick outbuilding to single dwelling and erection of new garage / car shelter	No Comment.
13/2368M	14, St Johns Road	Non-Material Amendments, Single Storey Pitched Roof Extension	No Comment.

Knutsford Town Council

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA
01565 653929 www.knutsfordtowncouncil.gov.uk
townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Planning and Licensing Committee July 15th 2013
In the Lower Council Chamber, Council Offices, Knutsford

PI13/024 Present

CLRs Gardiner, Hutchence, Davies and Bancroft.

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

PI13/025 To receive apologies for absence

Apologies were received from CLRs Goodrich, Forbes, Raynes and B Coan (personal business)

PI13/026 To note declarations of Members interests

CLr Gardiner	Non-Pecuniary	13/2565M	Customer of Lloyds TSB
		13/2459M	Known to agent (previous colleague)
		13/2397M	Known to owner of land

PI13/027 Public Participation

No members of the public were present for this item, but two members of the public arrived later and at the Chairman's discretion; owing to a change in the originally advertised start-time for the meeting agreed to let Mr Chaplin speak; he advised the committee of the setting up of the South- Knutsford Residents Group who were working with other groups in the Town in regards to representations on the Local Plan Strategy.

PI13/028 To receive and confirm the minutes of the meeting held on 24th June 2013

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

PI13/029 For Information - Study to Identify Potential Gypsy and Traveller and Travelling Showperson Sites in Cheshire East - Consultation on Methodology and Call

CLr Gardiner briefed members on the proposed study, members noted the information and advised that updates as to the policy situation would be provided as available.

PI13/030 To consider the latest planning applications

Members **resolved** to submit the comments in the table below.

PI13/031 To consider making representations to the appeal of 43a Mobberley Road, (12/4108M, 12/ 4109M)

Members **resolved** to submit representations which repeat the Town Council's comments on this application, and previous applications for this development.

***PL13/032* To consider the latest planning decisions**

Members noted the latest decisions.

***PL13/033* To note the date of the next meeting (05/08/2013)**

Members noted the date of the next meeting.

DRAFT

Applications 24/06/2013

Application	Address	Application details	Comments
13/2244M	Cotton Shop Yard, 67-73, King Street	One non-illuminated sign fixed to brickwork 67 King Street and one non-illuminated sign fixed to rear of 73, King Street	The Council raise no objection to the principle, but feel that the sign at 67 King Street seems overly large for the purpose and suggest it is reduced in size.
13/2483M	26, Northwich Road	Listed building Consent for proposed extension to rear of the property and internal layout alterations to create an open plan living, dining and kitchen area and provide a second bedroom.	The Council raise no objections .
13/2459M	Blackhill Farm, Bexton Road	Detached garage, store and log store	The Council raise no objections .
13/2481M	26, Northwich Road	Proposed extension to rear of the property and internal layout alterations to create an open plan living, dining and kitchen area and provide a second bedroom.	The Council raise no objections .
13/2010M	The Mount, Parkfield Road	Application for a new single storey side extension, conservatory extension, new entrance gates and addition of roof lights to main roof.	The Council object on the grounds that the proposed development is unneighbourly due to its proximity to the property known as the Coach House. Further without the proposed gates opening automatically they could lead to issues of highway safety; due to their proximity to the edge of the highway.
13/2495M	4, Downs End	Single storey rear extension, adaption of existing garage and new boundary fence	The Council raise no objections subject to neighbour comments.
13/2590M	19, Mead Close	New Summerhouse to rear of garden	The Council raise concerns, and request appropriate conditions be attached to any permission to ensure that the summer house is only for the incidental use of the residents of 19 Mead Close.
13/2626M	8, Woodside	The project is to replace existing flat/ pitched roofs on the garage and bay window with a pitched tiled roof. See attached planning support document for detailed description.	The Council raise no objections .
13/2628M	51, Garden Road	Retrospective planning permission sought for existing rear extension to property	The Council raise no objections .
13/2565M	Lloyds TSB PLC, Princess Street	Proposed signs	The Council object on grounds that the number and design of proposed signage is to the detriment of a Grade II listed building. The Council suggest that signs

Application	Address	Application details	Comments
			<p>should be simple, where possible hand painted and limited in number. As such the Council support the principle of a single fascia sign, a single hanging sign and a simple illuminated sign at the ATM.</p> <p>The Council note that to date no Listed Building Consent application has been received for the proposed signs all of which would be affixed to a listed building.</p>
13/2593M	5, Woodside	Single Storey Rear Extension and Front Pitched Roof to Replace Flat Roof. (Amendment to Application 13/0271M)	The Council raise no objections .
13/2397	11 Tatton Street	Advertisement consent for 1 Projecting illuminated sign	The Council raise concerns that if approved other chemists in the vicinity may submit applications for similar signage which when taken together would be detrimental to the character of the Conservation Area.

Knutsford Town Council

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA
01565 653929 www.knutsfordtowncouncil.gov.uk
townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Planning and Licensing Committee August 5th 2013 *In the Jubilee Hall, Knutsford*

PI13/034 Present

Cllrs Gardiner, Hutchence, Davies, Goodrich, Raynes and Bancroft.

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

PI13/035 To receive apologies for absence

Apologies were received from Cllrs Forbes (personal business) and B Coan (Health)

PI13/036 To note declarations of Members interests

Cllr Gardiner	Non-Pecuniary	13/2935M	Known to applicant and agent
		13/2249M	Known to applicant and access to property is from Queen Street ¹
		13/2953M	Known to agent/architect
		12/2897M	Known to agent
		12/2861M	Worked as planning consultant for this property, but not for current owner
Cllr Hutchence	Non-Pecuniary	13/2249M	Property access is on Queen Street ¹
Cllr Davies	Non-Pecuniary	13/2935M	Known to applicant
		13/2782M	Lives on Higher Downs close to
		+ 13/3036M	properties

PI13/037 Public Participation

Mr Henry Brooks presented a background to the Parkgate Application, which was followed by three representatives from community groups submitting their comments on the application. A representative from HOW Planning finished by addressing some of these comments and further introducing the application.

PI13/038 To receive and confirm the minutes of the meeting held on 15th July 2013

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

PI13/039 To consider the planning application 13/ 2935M Land North of Parkgate Industrial Estate

¹ Cllr Gardiner and Cllr Hutchence live on Queen Street

Members **resolved** that they neither wish to show its support nor to oppose the application. The committee *supports* the principal of a development providing 250 houses; which is not in the green belt and provided it is part of the allocation defined in the emergent Local Plan. The committee have misgivings about access to the development, and traffic on Mobberley Road and would *oppose* the proposed solution as inadequate.

The committee further comment that:

- The development would benefit from a footpath/cycleway connecting the development to the Town Centre to increase connectivity to the rest of the Town.
- Planning officers need to consider the application within the context of the emerging Local Plan; having regard to the expansion of Mobberley as well as the proposals for Knutsford
- Consideration must be given to any impact on the low lying flood plains near the development site
- The provision of a second access point to the development would greatly enhance the scheme and reduce potential traffic problems
- Consideration must be given to the potential loss of land previously set aside for Industrial Expansion at the Parkgate Industrial Park, if planning permission were to be granted. The Committee would wish to see how the potential expansion needs of current enterprises on the Parkgate Industrial Estate site will be met.

PI13/040 To consider the latest planning applications

²

Members **resolved** to submit the comments in the table below.

PI13/041 To consider responding to a letter received from Baldwin Design Consultancy Ltd in respect of Proposed Development of Five Oaks Public House, Mobberley Road.

Cllr Gardiner explained the proposed development would consist of two apartment blocks on the site of the Five Oaks public house. Members requested the Deputy Town Clerk write to thank Baldwin Design for the letter but to defer any meeting until an application is formally submitted.

PI13/042 To consider responses received from CEC officers in respect of recent committee communications

Members noted the comments.

PI13/043 To consider the Cheshire East Council 'draft statement of Licensing Policy' consultation

Members agreed to defer the matter to the next meeting to allow members to read the documents.

PI13/044 To consider the latest planning decisions

Members noted with concern the recent decisions and requested the Deputy Town Clerk ask a senior planning officer to attend a future committee meeting.

PI13/045 To note the date of the next meeting

Members noted the date. Cllr Gardiner gave apologies.

² Cllr Goodrich left the meeting following the discussion of application 13/2876M

Applications 05/08/2013

Application	Address	Application details	Comments
13/2881M	68, Westfield Drive	Demolition of existing outhouse and construction of single storey extension to rear elevation	The Council raise no objections , subject to neighbour comments.
13/2449M	43, Manchester Road	Demolition of outbuildings and garage/ bike store and single storey/ rear extension and new boundary wall.	The Council raise no objections , subject to neighbour comments.
13/2779M	9, Glebelands Road	Change polycarbonate conservatory roof to traditional tiled roof and associated works.	The Council raise no objections , subject to neighbour comments.
13/2782M	7, Beechwood	Proposed alterations and extension to existing dwelling first floor with a front/ side extension and a rear extension	The Council comment that two parking spaces should be retained for the property, and if retained within the curtilage of the front garden that a suitable material should be used in creating additional hard-standing.
13/2876M	10, Rockford Lodge	Two storey side extension & entrance canopy. First floor side/front extension two storey rear extension to dwelling.	The Council raise no objections .
13/2822M	38, Princess Street	Existing rear garage doors to be removed, opening to be infilled with high level glass blocks and cavity wall construction to match existing.	The Council object due to the loss of two parking spaces.
13/2843M	4, Beeston Drive	Single storey extension to rear and front elevations. Two storey extension to side elevation of dwelling.	The Council raise no objections , subject to neighbour comments.
13/2769D	1, Oakleigh	Discharge of conditions 3 (materials), 6 (obscured glazing), 8 (highways), 9 (highways drawing condition 15 - landscaping plan and specification, 17 (boundary treatment, 19 (tree protection) and 20 (method statement for construction of driveway).	The Council make no comment.
13/2780M	21, Rockford Lodge	Certificate of lawful proposed development of a single storey rear extension	The Council raise no objections .
13/2953M	Blackhill Farm, Bexton Road	Variation to request additional windows to approved planning application 13/1999M. To include 4 dormer windows, 3 windows and 1 rooflight.	The Council object on the grounds that the variation is out of character with design and style of the house first proposed.
13/2861M	The Hollies, Legh Road	Replace existing windows & door change from timber to UPVC	The Council raise no objections .

Application	Address	Application details	Comments
13/2987M	14, Fir tree Avenue	Alterations and Extensions	The Council raise no objections , subject to neighbour comments.
13/3007M	5, Manor Park South	Single storey rear extension and single storey front extension	The Council raise no objections .
13/3013M	3, South Downs	Single storey rear extension, with front extension and pitched roof to garage.	The Council object on the grounds that the proposed development is unacceptable and at odds with best practice of maintaining a minimum distance of 900mm to boundary in a sub-urban areas, this proposal has only 300mm to the boundary fence
13/2700M	Acorn Cabs, 1, Malt Street	Change of use of building from Taxi Firm to Ice Cream Shop	The Council raise no objections .
13/3036M	5, Beechwood	Proposed alterations and extension to existing link detached dwelling with a single storey front extension, single storey side extension at first floor level above existing garage with two storey side/ rear extension and associated works.	The Council raise no objections , subject to neighbour comments.

Knutsford Town Council

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA
01565 653929 www.knutsfordtowncouncil.gov.uk
townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Planning and Licensing Committee September 2nd 2013 *In the Lower Council Chamber of the Town Council Offices*

PI13/046 Present

Cllrs Gardiner, B Coan, Davies, Raynes, Goodrich and Hutchence.

In attendance: A Keppel-Garner (Acting Town Clerk) and Cllr Dean

PI13/047 To receive apologies for absence

Cllrs Bancroft and Forbes tendered apologies (personal business)

PI13/048 To note declarations of Members interests

Cllr Davies	Non-Pecuniary	13/3293M	Attended a councillors' presentation on the application
Cllr Gardiner	Non-Pecuniary	13/3158M, 13/3162M	Known to applicant (previous client)
		13/3160M	Agent is former employer
		13/3292M	Has held previous discussions with applicant and residents
		13/946M	Known to neighbour directly opposite applicant
		13/3388M, 13/3384M, 13/3386M	Former employee of applicant's agent
		13/3396M	Known to next-door neighbour
		13/3489M	Customer of the bank

PI13/049 Public Participation¹

Representatives from Bruntwood briefed members on the need for expansion at Booths Park, and answered questions. Representations were also made by members of the public on applications 13/3292M & 13/3293M and on the licensing application for the Legh Arms.

PI13/050 To receive and confirm the minutes of the meeting held on 5th August 2013

Members **resolved** to confirm the minutes, which were duly signed by the chairman.

PI13/051 To consider the outline application for Booths Park 13/3293M²

Members **resolved** to raise no objections to the outline application but raise concerns as

¹ Cllr Dean arrived during this item.

² Cllr Raynes abstained from voting in this item.

to the potential impact of any increase in vehicular traffic on the immediate area, in particular Goughs Lane.

PI13/052 To consider the latest planning applications

Members **resolved** to submit the comments below. It should be noted that the following applications 13/3260D, 13/3201D, 13/3383D, 13/3348D, 13/3386D and 13/3432D referred to on the agenda papers were not discussed by the Committee as they related to applications for the discharge of conditions which in accordance with a letter from Mr Hooley at CEC presented to the previous meeting should not be subject to consultation by Town and Parish Councils.

PI13/053 To consider a response to an appeal of planning applications 13/1088M, 13/1158M, 13/1087M for 95, King Street.

Members agreed that the comments on the applications submitted to CEC were sufficient, and there was no need to respond to the appeal.

PI13/054 To consider the Cheshire East Council 'draft statement of Licensing Policy' consultation

Members **resolved** to write to Cheshire East Council giving their full support to the policy.

PI13/055 To consider making representations to CEC on the Licence Applications

Members raised no comment on the licensing application for 'The Lounge'. Members **resolved** to object to the licensing application for 'The Legh Arms' due to the terms of the proposed licence being unsuitable for a property located in a residential area.

PI13/056 To consider the latest planning decisions

Members noted the latest decisions, and reiterated the request for a senior CEC Planning officer to attend a future meeting. Members questioned why there appeared to be an apparent relaxation in standards regarding buildings of a historical or architectural character.

PI13/057 To note the date of the next meeting (23/09/2013)

Members noted the date and Cllrs Davies and Goodrich tendered apologies in advance.

Applications 02/09/2013

Application	Address	Application details	Comments
13/3158M ³	1, The Orchards, Hayton Street	Proposed ground floor single storey extension	The Council raises concern over the lantern roof, subject to neighbour comments.
13/3162M ³	1, The Orchards, Hayton Street	Proposed car port with storage	The Council objects due to the damage to the amenity of the property on Legh Close where the building will be within 2m of a principle window.
13/3104M	Windrush, Bexton Lane	Non material amendment to application no: 13/2005M - Amendment to window size to rear elevation	The Council raises no objections.
13/3160M	The Coach House, Sparrow Lane	Variation of condition 17 on planning permission 13/2105M to retain the existing squash court in a modified form to provide a "palm house" or garden room for the dwelling that is currently under construction	The Council objects on the grounds that this constitutes an application for additional development, which would result in a built form substantially greater in mass on the site, than that which has already been approved.
13/3145M	York Lodge Day Nursery, Sugar Pitt Lane	Change of use of the outbuilding from a dwelling for nursery staff to nursery classroom accommodation	The Council raises no objections.
13/3061M	3, St Peters Ave	Rear single storey extension and conversion of garage to study and alterations to form pitched roof over proposed study	The Council objects on the grounds that neither the design nor the materials to be used would not enhance the existing building which lies on the edge of the St Johns Road Conservation Area. Members further request that the planning officer ensures that there is sufficient parking space to meet the adopted two-car requirement of CEC.
13/3180M	3, Brook Lane	Listed building consent to replace rear window/french door to living room with double-glazed copy	The Council raises no objections subject to the conservation officer being satisfied.
13/3292M	17, Regent Street	Change of use from A1/A3 to A3 for inside and outdoor seating area (Resubmission)	The Council objects on the grounds that it is against planning policy for the area and street and the outside eating area was not part of the designed street. The Council reminds CEC that the building was designed as shop with some ancillary eating area and as such is unsuitable for exclusively restaurant use. The proposed use will extend activity in a building significantly beyond that the time period which was originally intended. However if planning

³ Cllr Gardiner left the room during the discussion and voting on this item; the Meeting was chaired by Cllr Davies in his absence

Application	Address	Application details	Comments
			permission were to be granted a condition should be attached requiring additional noise insulation to be installed.
13/2946M	2, Lowe Drive	Erection of flat roofed garage for dwelling including new brick boundary wall approx 2.7 m tall	The Council raises no objection subject to neighbour comments.
13/3031M	18, Sharston Crescent	New rear conservatory extension and front porch extension	The Council raises no objections subject to neighbour comment, but comment that the description seems erroneous and should be a single story extension.
13/3396M	45, Queensway	Two storey side extension, single storey rear extension, single storey front porch extension.	The Council raises concerns with regard to the style of the rear extension but raises no objections subject to neighbour comments.
13/3412M	16, Willow Green	Single storey side extension to replace existing single storey construction	The Council raises no objections.
13/3380M	22, Rowley Way	Proposed single storey front extension to provide extension to existing garage & new porch, also to convert part of the existing garage to rear to form utility room	The Council raises no objections subject to neighbour comment.
13/3453M	35, North Downs	Single storey front porch	The Council raises no objections.
13/3469M	Lloyds TSB Bank PLC, Princess Street	Listed building consent for replacement of existing signage.	The Council strongly object as the signage is not in keeping with the requirements for listed buildings and suggest the officer requests the applicant takes the opportunity to amend the proposal in favour of signage which in terms of their number, design and materials are more appropriate to with the character of this important heritage building.
13/3442M	2, Fox Grove	Prior Approval of Extensions to the side and rear extending 5m beyond the rear wall, maximum height of 5.5m and eaves height of 23m.	The Council does not wish to comment on this application due to it being a legal determination.

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Planning and Licensing Committee September 23rd 2013
In the Lower Council Chamber of the Town Council Offices

PL13/058 Present

Cllrs Gardiner, Forbes, Hutchence and Bancroft

In attendance: A Keppel-Garner (Acting Town Clerk) and Cllr Dean

PL13/05 To receive apologies for absence

Apologies were received from Cllrs B Coan, Davies and Raynes (personal business) and Cllr Goodrich (Business).

PL13/06 To note declarations of Members interests

Cllr Gardiner	Non-Pecuniary	13/2860M
		13/3537M

Known to agent

Known to applicant

PL13/06 Public Participation

One member of the public spoke on behalf of the Knutsford Conservation and Heritage Group concerning application 13/3520M

PL13/06 To receive and confirm the minutes of the meeting held on 2nd September 2013

Members **resolved** to confirm the minutes, which were duly signed by the chairman.

PL13/06 To consider the latest planning applications

Members **resolved** to submit the comments below.

PL13/06 To consider the latest planning decisions

Members noted the latest decisions.

PL13/06 To note the date of the next meeting (07/10/2013)

Members noted the date.

Applications 02/09/2013

Application	Address	Application details	Comments
13/3504M	15, Sandiway	Single- storey rear extension, single- storey side extension and new garage roof.	The Council raises no objections subject to neighbour comments.
13/3346M	67, King Street	2no.non illuminated signs	The Council considers the signs to be OK but would prefer a hand painted fascia, rather than a vinyl finish, to be more suitable for the Conservation Area.
13/3597M	14, Summersway	Ground floor extension & roof works to front of dwelling	The Council raises no objections subject to neighbour comments.
13/3520M	St John's Parish Church	Reglazing windows including relocation of existing stained glass into the existing stained glass frames; protective guards to stained glass as existing	<p>The Council objects to the application on the grounds that the proposed relocation of the stained glass windows would be to the detriment of the historical integrity of the building. The applicant has failed to provide sufficient reasoning for the Council to go against established practice for buildings of such significant historical importance.</p> <p>The Council further comments that:</p> <ol style="list-style-type: none"> 1) The Council raises no objections to the relocation of the War Memorial window on the grounds that it is supported by the Royal British Legion and would benefit from being viewable by a wider audience. 2) That the existing windows should be intensively cleaned to allow a greater levels of light to flood into the church 3) The existing grills should be removed and a more appropriate, less intrusive protection should be installed.
13/2860M	4, Wolfe Close, Parkgate Industrial Estate	Change of use to D" Leisure (To use as a martial arts centre)	The Council raises no objections subject to a restrictive condition not allowing the unit to change to any other use within Class D2
13/3146M	York Lodge, Sugar Pit Lane	Variation of condition 03 of 44912P to allow 61 children to attend the nursery at any one time	The Council raises concerns that the impact on vehicular traffic attending the site, particularly during the change over from morning to afternoon sessions. The Council requests that the primary authority carry out a traffic survey of the

Application	Address	Application details	Comments
			likely traffic Impact associated with the proposal.
13/3638M	3, Heathfield Square	Prior approval of rear single storey extension extending 5.3m beyond the rear wall, maximum height of 4m and eaves height of 2.5m	The Council does not wish to comment on this application as it is a legal determination.
13/3664M	18, Branden Drive	Certificate of Proposed Lawful Use for a single-storey side extension, with loft conversion and canopy to the front and side	The Council does not wish to comment on this application as it is a legal determination.
13/3537M	Five Oaks Hotel, Mobberley Road	14 number residential retirement apartments ranging from 1 and 2 bedrooms. Change of use from commercial public house to residential retirement village.	<p>Whilst the Council supports the principle of the site being used for residential purposes, the Council objects to the application on the following grounds:</p> <ol style="list-style-type: none"> 1) Overdevelopment - too many units and too much built form within the site. 2) Character The design of the proposed buildings is inappropriate and out of character with the surround 1920's estate. 3) Amenity - the provision of 3 storey height buildings will result in unacceptable levels of overlooking detrimental to the amenity of neighbouring properties. 4) Parking - there is insufficient parking proposed considering the out of centre location and the fact the location is divorced from main services. <p>The Council further comments that the description of the application is misleading as it is not a change of use of the land.</p> <p>The Council comments that the use of entrance gates in this area is inappropriate.</p> <p>However the Council requests that if the application is approved that it would wish to see a residency condition giving residents of Knutsford first priority.</p>
13/3743M	16, Princess Street	1 no. Internally illuminated fascia sign and 1 non illuminated hanging sign.	<p>The Council raises no objection to the hanging sign.</p> <p>The Council objects to the fascia sign on the grounds that internally illuminated signs are not considered acceptable in a conservation area and would request that the fascia sign be hand painted or a matt finish.</p>

Application	Address	Application details	Comments
13/3759M	BAR MONDA, 21, Princess Street	2 no. externally illuminated fascia signs, 2 no. internally illuminated hoarding signs, 1 no. externally illuminated hoarding sign, 1 no. crome lantern sign and 5 no. floodlight signs.	The Council objects to signs A and B as they are internally illuminated signs which are not considered acceptable in a conservation area. The Council would expect an externally illuminated, hand painted sign. The Council raises no objection to sign D.
13/3801M	3, Tabley Close	Proposed First Floor Rear/Side Extension	The Council raises no objection subject to neighbour comments.
13/3777M	20, Tabley Close	First floor extension over existing garage	The Council raises no objections subject to neighbour comments.

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Planning and Licensing Committee October 7th 2013 *In the Lower Council Chamber of the Town Council Offices*

- PL13/066 Present**
Cllrs Gardiner, Davies, Goodrich, Hutchence, Raynes and Bancroft

In attendance: A Keppel-Garner (Acting Town Clerk)
- PL13/067 To receive apologies for absence**
Apologies were received from Cllrs B Coan and Forbes on personal business.
- PL13/068 To note declarations of Members interests**

Cllr Gardiner	Non-Pecuniary	13/3807M	Known to agent
		13/3863M	Known to agent
- PL13/069 Public Participation**
No members of the public were present.
- PL13/070 To receive and confirm the minutes of the meeting held on 23rd September 2013**
Members **resolved** to confirm the minutes, which were duly signed by the chairman.
Members requested that the minutes specify "acceptable" rather than "OK" in future.
- PL13/071 To consider the appeals for 13/ 0119M, 13/0117M, 13/3160M, 13/1236M**
Members noted the appeals.
- PL13/072 To consider the latest planning applications**
Members **resolved** to submit the comments below.
- PL13/073 To consider the latest planning decisions**
Members noted the latest decisions.
- PL13/074 To note the date of the next meeting (28/10/2013)**
Members noted the date.

Applications 07/10/2013

Application	Address	Application details	Comments
13/3687M	2, Heath Drive	Remove perspex roof and replace with tiled roof to match house, build up side wall in matching brickwork.	The Council raises no objections.
13/3807M	West Court, Chelford Road	Alterations and extension, replacement garage	The Council raises no objections.
13/3863M	West Court, Chelford Road	Listed Building Consent for Alterations and extension, replacement garage	The Council objects on the grounds that the modifications detract from the historical design of the building and recommend the applicant consider guidance from the conservation officer for submitting a more appropriate design.
13/3562M	6, Ashworth Park	Erection of two storey side extension	The Council raises no objections but request the case office ensure that the extension does not impact on the neighbours amenity (45° rule) and that the officer check that no trees require felling on the site.
13/3860M	Shaw Heath Social Club, Mobberley Road	Change of use of Car park at Shaw Heath Social Club, Mobberley Road, Knutsford for an unlimited period, 7 days per week 0900 - 1800 as a hand car wash with ancillary use of valeting and vacuuming cars and light commercial vehicles (2 jet wash machines).	The Council objects on the grounds that the existing permission and conditions which protect the residents from noise and disturbance should be kept.
13/3921M	21, St John's Road	Replacement single storey rear extension	The Council raises no objections.
13/4001M	11, Tabley Road	Proposed two storey House and demolition of existing garage at Westfield, Knutsford (Resubmission 13/0182M)	The Council strongly objects on grounds of: <ul style="list-style-type: none"> · Overdevelopment of the site. The proposed development has inadequate amenity space within the curtilage. · The design is entirely incongruous with neighbouring buildings in the Conservation Area. · 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. · The development will potentially damage the amenity of neighbours by encroaching on their privacy by virtue of overlooking. Notwithstanding the 2011 planning permission, this

Application	Address	Application details	Comments
			represents backland development.
13/3988M	26, Pevensey Drive	Resubmission of previously approved application ref: 07/2025P Extension to rear of dwelling at ground and first floor level to form enlarged lounge, dining area and enlarged bedrooms	The Council raises no objections subject to neighbour's comments.

FINAL

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Planning and Licensing Committee October 28th 2013 *In the Lower Council Chamber of the Town Council Offices*

PL13/075

Present

Cllrs Gardiner, Davies, Bancroft, Hutchence and Raynes

In attendance: A Keppel-Garner (Acting Town Clerk) and Cllr P Coan

PL13/076

To receive apologies for absence

Apologies were received from Cllrs B Coan, Goodrich and Forbes on personal business.

PL13/077

To note declarations of Members interests

Cllr Bancroft	Pecuniary	13/4166M
---------------	-----------	----------

Architect is currently employed by the Councillor

Cllr Gardiner	Non-Pecuniary	13/4028M,
---------------	---------------	-----------

Known to agent

13/4083M

Known to agent

13/4166M

Known to agent

PL13/078

Public Participation

No members of the public raised any issues.

PL13/079

To receive and confirm the minutes of the meeting held on 7th October 2013

Members **resolved** to confirm the minutes, which were duly signed by the chairman.

PL13/080

To consider the appeals notice for 13/2343M The Lodge, Toft Road

Members **resolved** to submit no further comment on the application in respect of the pending appeal.

PL13/081

To consider the latest planning applications

Members **resolved** to submit the comments below.

PL13/082

To consider the latest planning decisions

Members noted the latest decisions.

PL13/083

To note the date of the next meeting (18/11/2013)

Members noted the date.

Planning Comments 28/10/2013

Application	Address	Application details	Comments
13/ 4063M	84, Bexton Road	Single Storey rear extension, pitched roof over front facing dormer	The Council raises no objections.
13/4021M	1, Minshull Street	Replacement shop front & re-route existing aluminium extract duct at rear of the property	The Council raises no objections.
13/3991M	5, School Close	Proposed single storey side and rear extension	The Council raises no objections subject to neighbour's comments.
13/4028M	98, King Street	Proposed Internal Works	The Council note the historical importance of both the internal and external features of the building and wish to emphasise the need for the Conservation Officer to take a special interest in the detail of any changes bearing in mind the guidance from English Heritage.
13/4083M ¹	98, King Street	Garden wall and gate including a walled bin store	The Council raises no objections.
13/4100M	6, Coppice Grove	Non material amendment to planning approval 13/1648M proposed two storey side extension and single storey rear extension	The Council raises no objections.
13/4166M ²	The Hayloft, 77, Bexton Road	Alterations to openings on rear elevation	The Council objects on the grounds of the proposed development significantly increasing the level of openings into the building; in contravention of best practice in the conversion of agricultural buildings.
13/4170M	6, Drury Lane	Removal of an existing ground floor stud partition wall (not original) between kitchen and bathroom. Widening of an existing door opening between the living room and kitchen by 600mm. Removal of solid plasterboard to the stair flight (not original) and replacement with a new timber spindled ballustrade. Formation of an archway between the existing front and rear first floor bedrooms internal dividing wall, 800mm wide. New stud partition wall (removable) to form an en-suite and creation of the en-suite within the rear bedroom with associated plumbing alterations. Introduction of a new rooflight to the rear roof slope	The Council raises concerns; particularly to the removal of internal walls and would request that the Conservation Officer pay close attention to this application.

¹ Cllr P Coan left the meeting following the discussion of this application.

² Cllr Bancroft abstained from voting and did not participate in the discussions on this application

Application	Address	Application details	Comments
		above the landing.	
13/4134M	5, Brook lane	Changes to the ground floor layout with new openings, and a new family bathroom and en-suite to first floor.	The Council raises no objections.
13/3878M	Flats 34-36 Royce Court	Amending external elevation for Flats 34,35 and 36 only. Adding 2No Juliet Balconies, enlarging windows and replacing 2No existing windows to sliding doors.	The Council raises no objections.
13/4234M	Follifoot, 23, Leicester Road	Single storey extensions	The Council raises concerns that the proposed alterations could have a detrimental impact the character of the building within a Conservation Area and request the Conservation Office take an interest in the design of this proposal.
13/4308M	14, Valley Way	Two storey residential extension	The Council objects to the application. The plans provided were inconsistent and provided a confused impression of the proposal. However from the details provided there are grounds to object on both privacy and un-neighbourliness.
13/4367M	Roebuck Farm, Manchester Road	Application to vary a condition of planning permission ie condition 2 of planning permission ref. 13/1454M in order to submit revised plans that include a conservatory added to the west elevation of the rendered residential conversion	The Council objects to the vehicle by which this development is being proposed and believe a full planning application should be submitted for this proposal as it is not merely an application to vary.

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Planning and Licensing Committee November 18th 2013

In the Lower Council Chamber of the Town Council Offices

PL13/084 Present

Cllrs Gardiner, Davies, Bancroft and Hutchence

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

PL13/085 To receive apologies for absence

Apologies were received from Cllrs B Coan (health), Forbes and Raynes (personal business) and Goodrich (business)

PL13/086 To note declarations of Members interests

Cllr Bancroft	Pecuniary	13/4310M	Cllr is applicant
Cllrs Hutchence, Davies and Gardiner	Non-Pecuniary	13/4310M	Known to applicant (Cllr Bancroft)
Cllr Gardiner	Non-Pecuniary	13/4581M	Known to architect

PL13/087 Public Participation

No members of the public were present.

PL13/088 To receive and confirm the minutes of the meeting held on 28th October 2013

Members **resolved** to confirm the minutes, which were duly signed by the chairman.

PL13/089 To consider the appeals notice for 13/2782M 7, Beechwood

Members **resolved** to submit no further comment on the application in respect of the pending appeal.

PL13/090 To consider licensing Application for Victoriana Tea Rooms, 73 King Street, Knutsford, Cheshire, WA16 6DX

Members **resolved** to object to the hours of opening on the grounds that it is out of character for a tea room and raise concerns that it may be seeking change of use by stealth.

PL13/091 To consider the latest planning applications

Members **resolved** to submit the comments below.

PL13/092 To consider the latest planning decisions

Members noted recent decisions.

PL13/093 To note the date of the next meeting (09/12/2013)

Members agreed to change the date to the 16th December, with a subsequent meeting on January 6th.

FINAL

Planning Comments 18/11/2013

Application	Address	Application details	Comments
13/4395M	2, Fox Grove	Single storey extensions to side and rear.	The Council raises no objections subject to neighbour comments.
13/4310M ¹	Beech House, Thorneyholme Drive	Proposed Two storey side extension and orangery	The Council does not wish to comment on this application.
13/4448M	13, Warren Avenue	Two storey side extension	The Council raises no objections subject to neighbour comments but require a condition that no further openings are added to the side elevation.
13/4303M	11, Tatton Street	Advertisement Consent for a Projecting Illuminated Sign	The Council raises no objections
13/4581M	54, Bexton Road	Single Storey ground floor extension to the rear and side of an existing semi-detached dwelling	The Council raises concern and request that the officer ensure that sufficient parking to meet the 2 space policy is provided.
13/4606M	38, Fir Tree Avenue	Two storey side extension and single storey rear extension to dwelling with associated alterations	The Council raises no objections subject to neighbour comments.
13/4636M	Cottons Hotel & Spa, Manchester Road	Replacement of internally illuminated signage on existing leisure club and directional signage and freestanding signs in grounds and at hotel entrance.	The Council raises no objections but requests that applications such as this includes the dimensions of existing signage for comparison.

¹ Cllr Bancroft did not speak on this application and it was not discussed by the Committee.

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Planning and Licensing Committee January 6th 2014
In the Lower Council Chamber of the Town Council Offices

PL13/102 Present

Cllrs Gardiner, Hutchence, Davies, Raynes, B Coan and Bancroft.

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

PL13/103 To receive apologies for absence

Apologies were received from Goodrich (business) and Forbes (personal business)

PL13/104 To note declarations of Members interests

Cllr Gardiner	13/5149M	Non-pecuniary	Known to applicant and architect
	13/2935M	" "	Known to applicant

PL13/105 Public Participation

One member of the public spoke of concern about the Parkgate application, particularly in reference to comments submitted by Environmental Health on the noise issues of the site. Representatives from HOW Planning spoke on the changes to the Parkgate application since it was last considered.

PL13/106 To receive and confirm the minutes of the meeting held on 16th December 2013

Members **resolved** to confirm the minutes, subject to two minor spelling changes and the insertion of "no" on the comments of three applications.

PL13/107 To consider the latest planning applications

Members **resolved** to submit the comments below.

PL13/108 To consider the latest planning decisions

Members noted the decisions.

PL13/109 To note the date of the next meeting (20/01/2014)

Members noted the date.

Planning Comments 06/01/2014

Application	Address	Application details	Comments
13/5075M	15, Valley Way	Porch enclosure, bedroom over garage, kitchen extension & internal alterations	The Council raises no objections subject to neighbour comments.
13/5149M	26, Queensway	Ground Floor extension to rear of property with associated glazed canopy.	The Council raises no objections subject to neighbour comments.
13/5192M	12, Sugar Pitt Lane	Remodelling to existing rear ground floor extension with first floor side bedroom extension and second floor loft.	The Council object to this application on the grounds of overdevelopment, inappropriate design and its effect on the privacy of adjoining properties.
13/5222M	The Lemon tree 103, King Street	Change of use of shop into personal Training Studio.	The Council object to this application due to it being in contravention of policy KTC10 of the Macclesfield Borough Local Plan and due to its potential for disturbance to residential amenity.
13/2935M	Land North of Parkgate Industrial Estate, Parkgate Lane	Outline application with all matters reserved except for means of access, for the erection of a high quality residential development (use class C3) with associated woodland buffer, ecological mitigation and enhancements, and open spaces	The Council comment: <ol style="list-style-type: none"> 1) Concern is raised about the Environmental Health report on noise and can only support an application which ensures development has adequate amenity; in terms of appropriate noise attenuation for new residents. 2) The development would put additional strain on an already difficult junction with Mobberley Road and recommend a committee site visit at peak times to witness the current traffic problems. Members further request that the roundabout is installed before the development works begin on site.
13/5211M	185, Ashworth Park	Non Material Amendment to Application 13/0088M - Second storey side extension over existing garage and study	Due to documents not being available on the Cheshire East Planning website, the Council are unable to comment on this application. However, in light of the limited information available it is apparent that the application should be subject to a separate application and not an amendment.
13/5261M	1, Moulton Close	Two-storey front & side extensions	The Council raises no objections subject to neighbours being properly consulted. NB: It appears that some neighbours were not properly

Application	Address	Application details	Comments
			notified of the application.
13/5275M	Whitethorn, Chelford Road	Variation of condition 2 of permission 13/0137M, Ground and first floor side extensions, front, ground floor extension and removal of porch.	The Council object to this application as it appears to be a new design and so should be the subject of a new application not a variation of conditions.

FINAL

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Planning and Licensing Committee January 20th 2014
In the Lower Council Chamber of the Town Council Offices

PL13/110 Present

Cllrs Gardiner, Hutchence, Davies, B Coan and Bancroft.

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

PL13/111 To receive apologies for absence

Apologies were received from Cllrs Goodrich (business), Raynes and Forbes (personal business)

PL13/112 To note declarations of Members interests

Cllr Gardiner	14/0096M	Non-pecuniary	Known to head teacher and chair of governors.
---------------	----------	---------------	---

PL13/113 Public Participation

A representative of South Knutsford Residents Group raised concerns about the delegation of authority in determining planning applications at Cheshire East Council, in particular highlighting dismay at the approval of 13/4950M. Cllr Gardiner recommended that they write to Mr Hooley and Cllr West at CEC and it was agreed that Cllr Gardiner would write on behalf of the Committee as well.

PL13/114 To receive a statement from Debbie Jamieson on Community Infrastructure Levy and Town Improvements

Debbie Jamieson encouraged the Town Council to be proactive in seeking improvements for the town when commenting on applications in particular seeking funds from s106 agreements for town improvements and ensuring that transport issues are looked at more widely. Ms Jamieson also encouraged the Town Council to mandate that local groups/organisations should be consulted on certain applications, such as PTAs, Cycle Knutsford etc when an application is likely to have an impact to them.

PL13/115 To receive and confirm the minutes of the meeting held on 6th January 2013

Members **resolved** to confirm the minutes.

PL13/116 To consider the latest planning applications

Members **resolved** to submit the comments below.

PL13/117 To consider the latest planning decisions

Members noted the decisions and that Peter Hooley is expected to attend a meeting in March to discuss recent decisions. Members were requested that if they have any specific issues to raise with Mr Hooley to inform the Acting Town Clerk.

PL13/118 To note the date of the next meeting (10/02/2014)

Members noted the date.

DRAFT

Planning Comments 20/01/2014

Application	Address	Application details	Comments
13/4967M	2, Minshull Street	Change of use from an office to a Barbers shop	The Town Council requests clarification as to why planning permission is required for this application, when the change of use appears to be permitted under the appropriate section of Permitted Development Order. However the Council does expect to receive notification of a separate application for Advertisement Consent in respect of the new signage ; given that the property is in a conservation area. It was also noted that no specifics were given to the opening times on Sundays and Bank Holidays.
13/4114M	68 Boothfields	Extend roof to form new rooms on roof space	The Council objects on the grounds of the proposals being unneighbourly, overdevelopment of the property and out of character with the street. The Council also note that it could set a precedent leading to a loss of much needed bungalow accommodation within the town.
14/0022M	23 St Johns Avenue	Single storey rear extension and loft conversion	The Council raises no objections subject to neighbour comments and the Conservation Officer being satisfied that it is of an appropriate design.
14/0067M	Cherry Cottage, 8 Croft Lane	To the front of the property, a small single storey extension to in-fill part of an existing porch canopy and the raising of the roof ridge above the existing double garage with the incision of a single front facing rooflight. To the rear of the property	The Council raises no objections subject to neighbour comments but request that the large window shown in the side elevation and overlooking neighbours be removed in order to protect the privacy of adjoining occupiers.
14/0070M	27 St Johns Road	Enlargement of pre-existing basement light well to front	The Council raises no objections.
14/0096M	St Vincents RC Primary School	External Canopy	The Council raises no objections.
14/0085M	Follifoot, 23, Lyecester Road	Variation of Condition 4 (Windows & Doors) on application 13/4234M	The Council raises no objections subject to the Conservation Officer being satisfied that the changes are appropriate.

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Planning and Licensing Committee February 10th 2014
In the Lower Council Chamber of the Town Council Offices

PL13/119 Present

Cllrs Gardiner, Hutchence, Davies, Raynes and Bancroft.

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

PL13/120 To receive apologies for absence

Apologies were received from Cllrs B Coan and Forbes (personal business)

PL13/121 To note declarations of Members interests

Cllr Gardiner	14/0060M	Non-pecuniary	Brought the need for an application to the attention of the planning authority
---------------	----------	---------------	--

PL13/122 Public Participation

Ahead of opening the floor for public participation, Cllr Gardiner reported that in respect of the new consultation for BeWILDerwood, the new information is of a technical nature relating to highways and nature conservation and matters on which the Town Council is not qualified. Notwithstanding this, because the additional information submitted to the Primary Authority is of such a technical nature the Town Council would therefore not anticipate being consulted.

Mr Webster spoke on behalf of Knutsford Conservation and Heritage group concerning applications 14/0161M, 14/0154M and 14/0287M recommending objections be lodged by the Council.

PL13/123 To receive and confirm the minutes of the meeting held on 6th January 2013

Members **resolved** to confirm the minutes.

PL13/124 To consider the latest planning applications

Members **resolved** to submit the comments below.

PL13/125 To consider the latest planning decisions

It was agreed that the Chairman write to the Planning Authority with regard to the approval of application 14/4948M questioning why the application was approved and asking for a detailed explanation as to why the office chose to go against Government advice on such matters.

PL13/126 To note the date of the next meeting (03/03/2014)
Members noted the date.

DRAFT

Planning Comments 10/02/2014

Application	Address	Application details	Comments
14/0161M	White Howe, Legh Road	Single story side extension, proposed "orangery" at rear, new double garage with glazed ink, replacement glazed doors from hall leading to terrace	The Council strongly objects on the grounds that the new garage interrupts the building's façade which destroys the integrity of the Grade II listed building and as such compromises the setting of an iconic building within the town The Council raises concerns regarding the effect of changes to the rear façade and suggest the design of any new conservatory is agreed with the Conservation Officer so as to not detract from the character of the original building.
14/0154M	White Howe, Legh Road	Listed Building Consent for 14/0161M	The Council strongly objects on the grounds that the new garage interrupts the building's façade which destroys the integrity of the Grade II listed building and also compromises the setting of an iconic building within the town. Subject to the Conservation Officer's opinion the Town Council raise no objections to the internal works within the current footprint. The Town Council raises concerns regarding the effect of changes to the rear façade and suggest the design of any new conservatory is agreed with the Conservation Officer so as to not detract from the character of the original building.
13/4714M	68 Warren Avenue	Annexe to form play/guest room	The Council objects on the grounds that the application is considered inappropriate development in the locality by virtue of its size and design effectively creating a structure which looks to have the form of a separate dwelling. The Council further comment that if the applicant wishes to provide play accommodation on the site then a single story detached building or an extension to the existing house would be more appropriate.
14/0145M	3 Lodge Road	Non Material Minor Amendment 13/2100M - Provision of 4 No rooflights	The Council deem it inappropriate to comment as the application has already been determined.
14/0287M	3 Coronation Square	New Dwelling to replace former workshop/store	The Council objects on the grounds that the proposed development would introduce a discordant feature into the Knutsford Town Centre Conservation Area where it is the

Application	Address	Application details	Comments
			intention of the Local Planning Authority to secure a high standard of development in relation to alterations, extensions and new building by requiring the use of sympathetic and compatible building forms and materials. Furthermore the application fails to provide either any on-site parking or vehicular access.
14/0230M	10 Church Mews	Two storey Southerly facing (side)extension to provide open plan living space, W.C, store and Master Bedroom with Ensuite shower room.	The Council raises no objections subject to neighbour comments; particularly regarding the overlooking first floor window.
14/0247M	117A, King Street	Installation of signate comprising of: 1 set of externally illumited text, 1 externally illuminated menu, 1 internally illuminated poster box, 1 internally illuminated take away sign, 1 non, illuminated awning. Painting of shop front in Farrow & Ball Railings	The Council objects to the internally illuminated signage and states that the policy of not allowing internally illuminated signs in a Conservation Area should be enforced. The Council raises no objections to the hanging and facia signage on the condition that it is hand painted on wood and not on vinyl. The Council has no objections to the illuminated menu board.
14/0251M	117A, King Street,	Listed building consent for 14/0247M	The Council objects on the grounds that the level of signage proposed is in appropriate for a building in a Conservation Area.
14/0263M	119, Ashworth Park	Single Storey Front Extensions, First floor Rear Extension and General Alterations.	The Council raises no objections subject to neighbour comments.
14/0315M	19 North Downs,	Two storey rear extension and garage conversion to new kitchen	The Council raises concern that the application appears to impede the 45 degree angle rule with regard to 17 North Downs and would result in a loss of light and shadowing due to its juxtaposition.
14/0340M	104 Grove Park	Two storey rear extention	The Council raises no objections subject to neighbour comments.
14/0235M	24, Grove Park	Single storey flat roof garden room extension to rear elevation	The Council raises no objections subject to neighbour comments but comment that the design appears to be unsympathetic with the existing structure.
14/0060M	Floreat House, Windsor Way	1 non illuminated faciasign, 1 non illuminated hoarding sign and 1 hoarding	The Council suggest that this may be an invalid application as it appears to cover two separate sites. The Council raise no objections to the non-illuminated facia sign on the premises.

Application	Address	Application details	Comments
			The Council strongly objects to the hoarding sign and hoarding as it is out of character with the predominantly residential area and could set a precedent for end terraces to be used as advertising hoardings. The Council note it is also adjacent to the Town Centre Conservation Area and therefore out of keeping with its context. Furthermore the application gives insufficient information with regard to the materials to be used.
13/4671M	Silverdale, Goughs Lane	Triple Garage Extension	The Council objects on the grounds that the proposed development would introduce a discordant feature into the Legh Road Conservation Area where it is the intention of the Local Planning Authority to secure a high standard of development in relation to alterations, extensions and new building by requiring the use of sympathetic and compatible building forms and materials.

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Planning and Licensing Committee March 3rd 2014

In the Lower Council Chamber of the Town Council Offices

PL13/127 Present

Cllrs Gardiner, Davies, Bancroft, B Coan and Raynes.

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

PL13/128 To receive apologies for absence

Apologies were received from Cllr Forbes (personal business) and Cllrs Goodrich and Hutchence (business)

PL13/129 To note declarations of Members interests

Cllr Gardiner 14/0565M Non-Pecuniary

Cllr B Coan 14/0545M Non-Pecuniary

Applicant is a near neighbour
Back of applicant's property
adjacent to councillor's property
and to that of a near relative

PL13/130 Public Participation

A resident spoke concerning the Aldi application (14/0656M) and the opportunity to request outstanding obligations for the site are met, in particular increasing safety and making the site more accessible.

Another resident spoke on the same application asking if the site was still proposed to have a community use.

A representative of Knutsford Conservation and Heritage Group raised serious concern that CEC had not noted the comments of the Town Council nor another community group in respect of the White Howe application. This representative also spoke on the Aldi application.

PL13/131 To receive and confirm the minutes of the meeting held on 10th February 2014

Members **resolved** to confirm the minutes following a minor correction to the planning application reference number in PL13/125.

PL13/132 To consider the latest planning applications ¹

¹ Cllr B Coan abstained from voting on all applications

Members **resolved** to submit the comments below.

PL13/133 To consider a response to consultation on speed limit changes on the A537

Members **resolved** to strongly support the introduction of a 30mph speed limit on Goughs Lane and to the roundabout at Booths Hall.

PL13/134 To consider a response to the two consultations on upgrades to the base stations at the Old Water Tower and Toft Hall Estate

Members raised no objections to the proposed upgrades.

PL13/135 To consider the latest planning decisions

Members noted that Peter Hooley would be attending a members meeting prior to the next Committee meeting.

PL13/136 To note the date of the next meeting (24/03/2014)

Members noted the date.

FINAL

Planning Comments 03/03/2014

Application	Address	Application details	Comments
14/0320M	Maple House, 62 Goughs Lane	Proposed rear extension and remodelled and additional dormers	The Council raises concern over the potential issues of privacy and loss of parking spaces. The Council requests that officers investigate these matters and ensure the opinion of neighbours are taken into account.
14/0463M	3 South Downs	Single storey front extension with pitched roof. White cladding to existing elevations	The Council raises no objections subject to neighbour comments.
14/0511M	The Holdings, Manchester Road	Lawful Development Certificate for a proposed single storey rear extension	The Council does not wish to comment on this application as it is a matter of legal interpretation.
14/0548M	33 Queensway	Certificate of lawful purposes for ground floor rear extension	The Council does not wish to comment on this application as it is a matter of legal interpretation.
14/0391M	The Toft, Toft Road	Retrospective planning application for a shed	The Council raises no objections .
14/0505M	38 Fir Tree Avenue	Variation of condition 4 on 13/4606M	The Council raises no objections subject to neighbour comments.
14/0565M	14 George Street	Proposed par single, part two storey side extension	The Council raises no objections subject to neighbour comments but request the planning officer ensure there is sufficient off street parking provided on site.
14/0561M	2a Manchester Road	First Floor front extension and single story rear/side extension (to replace existing conservatory) to dwelling	The Council raises no objections subject to neighbour comments.
14/0518M	The Orchard, Brook Lane	Extension to driveway in non-porous material	The Council raises no objections subject to the engineer being sure that the site -drainage works.
14/0545M	Woodend, Sandiway	Single and two storey side and rear extensions with front and rear dormers	The Council objects on the grounds that the development compromises the privacy of neighbours due to the introduction of additional first floor windows.
14/0724M	41 Northwich Road	Ground floor side extension	The Council raises no objections subject to neighbour comments.
14/0656M ²	Aldi Store, Brook Street	Proposed Car Park extension to existing food-store and minor change to existing car park layout.	The Council objects on the grounds that this application, if approved, would serve to prejudice the ability of the remainder of the land around it to be developed. As such the application is considered premature until a comprehensive scheme to develop the whole site can be brought forward. Therefore KTC recommends that the application should be refused .

² Cllr Raynes abstained from voting on this application

Application	Address	Application details	Comments
			<p>The Council further raises concerns regarding pedestrian safety; the safe crossing at the main entrance onto Brook St and failure to fully meet the requirements of the Equality Act and Part M of the Building Regulations in respect of best practice with regard to the previous application.</p> <p>The Council requests that if the application is approved that a feature should be installed; which pays due regard to the Caesar's Place cottages which formerly occupied the site.</p> <p>Furthermore the Council request that if the application is approved the surfacing is of a permeable material.</p>
14/0619M	1 Norburys Yard	Conservation Area Consent for demolition and rebuilding of existing pair of semi-detached dwellings	The Council notes this application has been withdrawn.
14/0744M	13 Woodvale Road	Part single/part two storey side and rear extensions	The Council requests that the planning officer investigates the 45 degree angle rule with respect to 15 Woodvale Road, as the proposed extension looks to impede this, However if the office is satisfied there is not harm on this point then the Council raises no objections subject to neighbour comments.
14/0700M	Cottons Hotel & Spa, Manchester Road	Proposed pergola structure to external dining area	The Council raises no objections subject to neighbour comments.

Knutsford Town Council

Acting Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Planning and Licensing Committee March 24th 2014
In the Lower Council Chamber of the Town Council Offices

PL13/137 Present

Cllrs Gardiner, Goodrich, Hutchence, Raynes and B Coan.

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

PL13/138 To receive apologies for absence

Apologies were received from Cllr Forbes, Bancroft and Davies (personal business).

PL13/139 To note declarations of Members interests

Cllr Gardiner	14/0806M	Non-pecuniary	Known to the architect
	14/0946M	Non-pecuniary	Known to the architect in a professional capacity

PL13/140 Public Participation

The agent for the Heath stated that some of the facts in the statement to be made on the Knutsford Heath appeared incorrect and offered to meet with the Knutsford Conservation and Heritage Group to discuss.

A representative of the Knutsford Conservation and Heritage Group announced that a meeting has been organised to discuss site allocations in the Local Plan where representatives from Bruntwood, HOW Planning, CEC and Crown Estates were all hoped to be present. All members were invited to attend.

A representative from the South Knutsford Residents Group spoke in support of application 14/0946.

PL13/141 To consider a statement from Paul Webster on the Knutsford Heath

Mr Webster spoke in his capacity as joint vice-chairman of the Knutsford Conservation and Heritage Group. Mr Webster stated that KCHG are seeking support for a proposal to be submitted to Cheshire East Council as part of the site allocation process of the Local Plan to give the Heaths 'green space designation' which would afford them the same protection as Green Belt land.

Members requested the detail of the proposal be sent to the Acting Town Clerk for circulation amongst the committee and that the report be considered at the next committee meeting.

- PL13/142 To receive and confirm the minutes of the meeting held on 3rd March 2014**
Members **resolved** to confirm the minutes, which were duly signed by the chairman.
- PL13/143 To consider the latest planning applications**
Members **resolved** to submit the comments below.
- PL13/144 To consider matters related to the Cheshire East Local Plan**
Cllr Raynes stated that it was vital to get involved with the site allocations in the Local Plan. Cllr Gardiner encouraged all members to attend the meeting organised by KCHG. It was agreed that the strategy of how to engage with the next stage of the Local Plan would be considered at the next committee meeting with a view to making a recommendation to Full Council.
- PL13/145 To consider a response to the Licencing application for Pizza Express**
Members noted the application and raised no comment.
- PL13/146 To consider the latest planning decisions**
Members noted the decisions.
- PL13/147 To note the date of the next meeting (14/04/2014)**
Members noted the date.

DRAFT

Planning Comments 24/03/2014

Application	Address	Application details	Comments
14/0806M	Windrush, Bexton Lane	Revision to the rear facade of previous approval 13/2005M. Full height glazing incorporated replacing previous first floor terrace to centre of rear facade. New front gate added.	The Council raises no objections subject to neighbour comments.
14/0807M	Mobberley Rd Filling Station	Advertisement Consent for Shop Fascia Sign	The Council raises no objections but requests that the planning authority consider the proliferation of freestanding signs and the illumination times outside of operational hours.
14/0860M	23 Hallside Park	Ground floor extensions (3 no.) to front, and rear. Detached garage with loft room over to rear garden of dwelling	The Council raises no objections subject to neighbour comments.
14/0871M	Grove Farm House, Westfield Drive	Alterations to existing extension to the farmhouse	The Council raises no objections subject to neighbour comments.
14/0881M	24 Lilac Avenue	Prior Approval for rear extension extending to 274cm, maximum height of 364cm and eaves height not higher than original height of house. Width extension will be 298cm	The Council does not wish to comment on this application as it is a matter of legal interpretation.
14/0935M	Prospect House, Tabley Hill Lane	Proposed single storey extension to rear, new garage, new brick walls and gates to the existing site entrance off Tabley Hill Road	The Council objects to this application on the grounds that the combination of the extension, new garage and new walls would compromise the character of the green belt.
14/1007M	Norburys Yard	Demolition and rebuild of existing pair of semi detached dwellings	The Council raises no objections to the proposal but would not like to see any conflict between this and the larger development on the adjacent site in respect of neighbour relationships.
14/1008M	1 Norburys Yard	Demolition and rebuild of existing pair of semi detached dwellings - re submission of 13/4202M	The Council raises no objections to the proposal but would not like to see any conflict between this and the larger development on the adjacent site in respect of neighbour relationships.
14/0913M	Aldwarden Hill, Legh Road	Replacement of recently installed sliding folding doors with traditional french doors and windows	The Council raises no objections and welcomes the enhancements to a listed building.
14/0901M	2 Swinton Square	Prior approval for change of use from B1 (offices) to class C3 (dwelling)	The Council does not wish to comment on this application as it is a matter of legal interpretation.
14/1020M	5 Fir Tree Avenue	Proposed front facing Porch	The Council raises no objections.
14/1041M	55 Warren Avenue	2 storey side extension and single storey front porch extension. Fence to boundary with footpath. Removal of existing dropped kerb access to side parking area and creation of new front	The Council raises no objections subject to neighbour comments.

Application	Address	Application details	Comments
		driveway with new dropped kerb onto highway.	
14/1024M	7 Beechwood	Proposed alterations and extensions to existing link detached dwelling with a single storey front extension, single storey side extension at first floor level above existing garage with two storey side/rear extension and associated works (Resubmission)	The Council raises no objections subject to neighbour comments and there being sufficient room for two parking spaces.
14/0946M	Keisley, Parkfield Road	Glazed link and revised garage gable (amendment to planning approval ref 13/1517M)	The Council raises no objections to the principle but notes the increased ridge height and hopes that neighbours have been duly consulted.

DRAFT

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Planning and Licensing Committee April 14th 2014

In the Lower Council Chamber of the Town Council Offices

PL13/148 Present

Cllrs Gardiner, Hutchence, Forbes, Davies, Raynes and Bancroft

In attendance: A Keppel-Garner (Town Clerk), Cllr P Coan and L Benskin (Mayor's PA)

PL13/149 To receive apologies for absence

Apologies were received from Cllrs Goodrich and B Coan (personal business)

PL13/150 To note declarations of Members interests

Cllr Forbes	Non-pecuniary	PL13/152	Known to owner of the land
			Member of the Transfer of Public Assets
			Community of Carnegie (UK) Trust
	Non-pecuniary	PL13/155	Known to the owner of some of the land
Cllrs Bancroft	Non-pecuniary	PL13/152	Members of the KCHG
Davies and Raynes			
Cllr Bancroft	Non-pecuniary	14/1452M	Known to the architect
Cllr Gardiner	Non-pecuniary	PL13/151	Founding member of the KCHG
	Non-pecuniary	14/1230M	Known to architect
		14/1278M	Known to applicant
		14/1350M	Has discussed a previous application with
			the applicant and separate matters
		14/1452M	Known to architect
		14/1423M	Known to applicant as ward councillor
			dealing with un-associated matter
Cllrs Raynes and	Non-pecuniary	PL13/155	Member of CEC
Gardiner			

PL13/151 Public Participation

A representative of the South Knutsford Residents Group spoke regarding application 14/1564M stating that it was not in the conservation area and that no members of SKRG objected to the application.

PL13/152 To consider a report from Knutsford Conservation and Heritage Group on the Knutsford Heath

Mr Webster presented the report as vice-chairman of the group.

Members **resolved** that the committee in principle supports that the appropriate planning designation be applied to the Heath and Little Heath consistent with its legal status as Common Land and its ecological importance and recommends that the Full Council consider supporting

the proposals.

PL13/153 To receive and confirm the minutes of the meeting held on 24th March 2014

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

PL13/154 To consider the latest planning applications

Members **resolved** to submit the comments below.

PL13/155 To consider matters related to the Cheshire East Local Plan

The Chairman encourages members of the public and councillors to write to George Osborne MP to support Cheshire East with their proposals for Knutsford.

Members **resolved** to support the proposals for Knutsford as contained with the submission copy of the Cheshire East Local Plan with regard to the proposed housing sites, the employment sites, the open space and the strategic employment sites. However the Council has reservations regarding the allocation of a large area of safeguarded land to the west of Mereheath Road and north of Tabley Road and suggests that although the total area of land designated may be appropriate this area be allocated in more disparate locations on the edge of the Town.

PL13/156 To consider the latest planning decisions

Members noted the decisions.

PL13/157 To note the date of the next meeting (28/04/2014)

Members noted the date.

Planning Comments 14/04/2014

Application	Address	Application details	Comments
14/1148M	ATS 4 Malt St	1no. part illuminated building sign and 1no. Externally illuminated hanging sign (advert consent)	The Council strongly objects to sign 1A on the grounds that as an internally illuminated sign it should not be permitted in a conservation area, raises no objections to sign 1B and request that the luminescence for the hanging sign be limited to an appropriate level for the Conservation Area.
14/1230M	The Old Vicarage, Stanley Rd	3no. Dormer windows to west elevation	The Council raises no objections subject to neighbour comments.
14/0969M	The Paddocks, Chelford Road, Ollerton	Certificate of lawfulness for a single storey front extension	The Council does not comment on this legal determination.
14/1278M	The Coppice, Tabley Road	Single storey rear extension and 1st floor extension over the existing garage	The Council raises concern and requests the planning officer be satisfied that there are no privacy issues arising from the development with regard to the neighbouring properties.
14/1271M	The Mount, Parkfield Road	Application for minor amendments to planning approval number 13/2010M. Application for new single storey side extension, new entrance gates and addition of roof lights to main roof	The Council raises no objections subject to neighbour comments.
14/1350M	17 Regent St	Removal of condition 6 (hours) attached to planning application 13/3292M change of use from A1/A3 to A3 for inside and outside area (Resubmission)	The Council objects to the application on the grounds that extending the opening hours will result in levels of noise and disturbance detrimental to the residential amenities of neighbouring occupiers and see no reason for the change to be made given that planning approval has only just been granted.
14/1423M	98 Mobberley Road	Formation of balcony over roof of existing garage	The Council objects on the grounds that it is unneighbourly due to loss of privacy and potential for unacceptable noise levels.
14/1339M	Coach House, Parkfield Rd	The client proposes to a new detached brick built garage to provide secure parking to the front of the coach house. The garage will be accessed from the existing drive and will be set well back from the road and screen by existing and new vegetation. In a	The Council objects on the grounds that the development is detrimental to the character of the Conservation Area by virtue of its obscuring the view of this important building.
14/1367M	14 Carrwood	Removal of existing conservatory and flat roof over garage. Proposed Ground Floor and First Floor Extensions and alterations	The Council raises no objections in principle but raises concerns that the 45 degree-angle rule may be breached resulting in an unacceptable loss of light to the neighbouring principle windows.
14/1438M	11 Tabley Grove	Part single and part two storey extension to side and rear	The Council raises no objections subject to neighbour comments.

Application n	Address	Application details	Comments
14/1173M	8 Church View	Ground floor rear extension to dwelling. Demolition of timber store structure to rear	The Council raises no objections but would prefer the use of French Doors over the folding doors proposed.
14/1378M	1 Montmorency Rd	Ground floor extension to rear elevation of dwelling	The Council raises no objections subject to neighbour comments.
14/1452M	Pentland Lodge, Glebelands Road	Extensions and Alterations	The Council raises no objections subject to neighbour comments but requests the planning officer ensure there is sufficient on-site parking.
14/1033M	8 Drury Lane	Listed building consent to increase height of wall in Cheshire brick to original height of 260cm to form a 4 walled garden	The Council raises no objections.
14/1691M	11 Beggermans Lane	Extension to dwelling house to provide additional reception rooms at ground floor and additional bedrooms at first. New feature porch to front elevation.	The Council raises concern that this may constitute overdevelopment of the site by virtue of the proportion of the site that will be covered by building relative to the open space around it and is additionally concerned that there will be insufficient parking provision available on site.
14/1721M	7 Keepers Close	Single storey extension to rear (north east) elevation	The Council raises no objections subject to neighbour comments.
14/1387M	Holly House, Sugar Pit Lane	First floor side extension	The Council raises concern that the proposed new windows may compromise the privacy of adjoining properties.
14/1562M	18 Glebelands Road	Part two storey and part single storey extension to rear and new porch to front	The Council comments that the planning officers should satisfy themselves that there is sufficient parking provision on site and also requests a condition be attached to any permission granted to require obscured glazing and non-opening windows are used for in the proposed east window.
14/1564M	56 Goughs Lane	Removing existing garage roof and rebuilding with higher ridge to accommodate studio room over. New oak frame carport next to existing garage.	The Council objects on the grounds that the location, size and proximity of the resultant garage to the Conservation Area would detract from the character of a historic house and its environs.
14/1493M	24 Fir Tree Avenue	Two storey extension to replace existing flat roof ground floor extension	The Council objects on the grounds of a loss of privacy caused by the proposed balcony.
14/1638M	14 Keepers Close	Single Storey side extension	The Council raises no objections subject to neighbour comments.

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

Council Offices, Toft Road, Knutsford, Cheshire, WA16 6TA

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Planning and Licensing Committee April 28th 2014

In the Lower Council Chamber of the Town Council Offices

PL13/158 Present

Cllrs Gardiner, Hutchence, Davies, Raynes and Bancroft

In attendance: A Keppel-Garner (Town Clerk)

PL13/159 To receive apologies for absence

Apologies were received from Cllrs B Coan, Goodrich and Forbes (personal business)

PL13/160 To note declarations of Members interests

All members	Non-pecuniary	14/1480M	Known to a co-owner of an adjacent property
Cllr Bancroft	Non-pecuniary	14/1480M	Has had a conversation with the architect on issues pertaining to this application
		14/1795M	Has discussed other planning matters with the applicant
Cllrs Davies, Gardiner and Bancroft	Non-pecuniary	PL13/164	Has attended a presentation at Booths Park on planning matters at the site
Cllr Gardiner	Non-pecuniary	14/1795M	Has had discussions with the applicant on other matters as a Councillor

PL13/161 Public Participation

A resident raised concern regarding the proposals at Booths Park regarding a lack of consultation. A representative of the Knutsford Conservation and Heritage Group spoke with regard to the proposals at Booths Park stating that the Local Plan context was important and that KCHG support the Local Plan proposed provision for Knutsford.

A resident spoke against the Booths Park proposals concerning a lack of improvement to community facilities and suggesting the sports field should be designated as protected open space for sports.

A representative of the South Knutsford Residents Group voiced their concerns over the proposals for Booths Park.

A third resident spoke against the Booths Park proposals raising concern it could devalue their property and reduce quality of life due to its proximity to their home.

A final resident spoke in objection to the proposals asking why it had been added at such a late stage of the Local Plan process.

PL13/162 To receive and confirm the minutes of the meeting held on 14th April 2014

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

PL13/163 To consider the latest planning applications

Members **resolved** to submit the comments detailed below.

PL13/164 To consider giving formal support to the Booths Park proposals by way of a letter to the EIP Inspector considering the CEC Local Plan Core Strategy.

The chairman moved this item to follow PL13/161.

The chairman adjourned the meeting to allow representatives from Bruntwood to speak on the proposals who stating they were submitting the proposals to protect their position but had looked at the potential scheme in little detail at the current stage.

Members **resolved** not to give formal support to the proposals.

PL13/165 To consider the latest planning decisions

Members noted the decisions.

PL13/166 To consider the latest planning appeal decisions

Members noted the decisions

PL13/167 To note the date of the next meeting (19/05/2014)

Members noted the date. The chairman thanked all members for the work at the committee over the past civic year.

DRAFT

Planning Comments 28/04/2014

Application	Address	Application details	Comments
14/1396M	Firs Coach House, Parkfield Road	Single Storey extension and internal modifications	The Council raises concern that the front extension to the property may be detrimental to the conservation area and request the Conservation Officer pay due attention.
14/1738M	40 Grove Park	First Floor extension over existing garage to front (South East) elevation	The Council notes that the garage is too small to house two vehicles and therefore request the officer ensure that two parking spaces are provided within the curtilage of the property in accordance with planning policy but otherwise raises no objections subject to neighbour comments.
14/1608M	20 Summersway	To build a connected garage to left (east) of house, reduce size of 2 windows to the right of the north facade. Replace all windows on the north facade. Replace single storey flat roof with sloping roof in line with garage roof. Render front of house and side of garage.	The Council raises no objections subject to neighbour comments.
14/1707M	The Holdings, Manchester Road	Single storey rear extension	The Council raises no objections subject to neighbour comments.
14/1727M	49 Springwood Avenue	Non-Material Amendment on Planning Approval 12/1665M-Two Storey Side Extension	The Council raises no objections.
14/1795M	6 Carrwood	Single storey kitchen extension and utility room with pitched roof	The Council raises no objections subject to neighbour comments.
14/1930M	45 Boothfields	First floor side and rear extension over existing single storey garage and kitchen	The Council objects on the grounds that the proposals would lead to terracing, loss of parking spaces and overdevelopment of the site.
14/1480M ¹	Heath Lodge, Parkgate Lane	Demolition of two buildings and Erection of 14 no Residential Dwellings	<p>The Council objects on the following grounds:</p> <ul style="list-style-type: none"> • Overdevelopment of the site by virtue of the number of properties and layout • Access problems and the internal site arrangement is not adequate and could lead to highways safety issues • Concern that the design does not respect the local vernacular style • The privacy of neighbouring properties at 79-91 Parkgate would be compromised. <p>The Council does not object to the principle of residential development on this site.</p>

¹ Cllr Davies left the meeting during the discussion of this item. Cllr Gardiner abstained from voting due to the fact he may be on the Northern Planning Committee of CEC when the application is considered by the primary authority.