



# Proceedings of Knutsford Town Council

**2014-2015**

## TABLE OF CONTENTS

<b>Full Council</b> .....	<b>5</b>
May 12 <sup>th</sup> 2014 .....	6
June 16 <sup>th</sup> 2014 .....	12
July 28 <sup>th</sup> 2014 .....	17
September 15 <sup>th</sup> 2014 .....	23
October 27 <sup>th</sup> 2014 .....	29
December 8 <sup>th</sup> 2014 .....	34
January 12 <sup>th</sup> 2015 .....	41
February 12 <sup>th</sup> 2015 .....	46
February 23 <sup>rd</sup> 2015 .....	47
March 30 <sup>th</sup> 2015 .....	52
<b>Events Committee</b> .....	<b>57</b>
June 9 <sup>th</sup> 2014 .....	58
July 21 <sup>st</sup> 2014 .....	61
September 8 <sup>th</sup> 2014 .....	63
October 20 <sup>th</sup> 2014 .....	65
December 1 <sup>st</sup> 2014 .....	67
January 19 <sup>th</sup> 2015 .....	69
March 2 <sup>nd</sup> 2015 .....	71
April 13 <sup>th</sup> 2015 .....	73
<b>Environment Committee</b> .....	<b>75</b>
May 19 <sup>th</sup> 2014 .....	76
July 7 <sup>th</sup> 2014 .....	78
September 1 <sup>st</sup> 2014 .....	80
October 13 <sup>th</sup> 2014 .....	83
November 24 <sup>th</sup> 2014 .....	85
January 5 <sup>th</sup> 2015 .....	87
February 16 <sup>th</sup> 2015 .....	89
March 23 <sup>rd</sup> 2015 .....	91
<b>Finance Committee</b> .....	<b>92</b>
June 2 <sup>nd</sup> 2014 .....	93
July 14 <sup>th</sup> 2014 .....	95
October 6 <sup>th</sup> 2014 .....	97

December 15 <sup>th</sup> 2014 .....	100
February 2 <sup>nd</sup> 2015 .....	103
March 16 <sup>th</sup> 2015 .....	106
April 27 <sup>th</sup> 2015 .....	109
<b>Operations Committee.....</b>	<b>112</b>
June 10 <sup>th</sup> 2014 .....	113
July 22 <sup>nd</sup> 2014.....	116
September 9 <sup>th</sup> 2014 .....	119
October 21 <sup>st</sup> 2014 .....	121
December 2 <sup>nd</sup> 2014 .....	124
December 16 <sup>th</sup> 2014 .....	126
January 20 <sup>th</sup> 2015 .....	127
March 3 <sup>rd</sup> 2015 .....	129
April 14 <sup>th</sup> 2015 .....	131
<b>Personnel Committee.....</b>	<b>132</b>
May 13 <sup>th</sup> 2014 .....	133
June 17 <sup>th</sup> 2014 .....	134
August 5 <sup>th</sup> 2014 .....	136
September 8 <sup>th</sup> 2014 .....	138
October 23 <sup>rd</sup> 2014 .....	139
November 24 <sup>th</sup> 2014 .....	141
January 15 <sup>th</sup> 2015 .....	142
February 24 <sup>th</sup> 2015 .....	144
March 30 <sup>th</sup> 2015 .....	145
April 14 <sup>th</sup> 2015 .....	146
April 20 <sup>th</sup> 2015 .....	147
<b>Planning Committee.....</b>	<b>148</b>
May 19 <sup>th</sup> 2014 .....	149
June 16 <sup>th</sup> 2014.....	153
July 7 <sup>th</sup> 2014 .....	157
July 28 <sup>th</sup> 2014 .....	161
September 1 <sup>st</sup> 2014 .....	166
September 22 <sup>nd</sup> 2014 .....	171
October 13 <sup>th</sup> 2014 .....	174

November 3 <sup>rd</sup> 2014 .....	178
December 1 <sup>st</sup> 2014 .....	181
January 5 <sup>th</sup> 2015 .....	185
January 26 <sup>th</sup> 2015 .....	190
February 16 <sup>th</sup> 2015 .....	194
March 2 <sup>nd</sup> 2015 .....	197
March 23 <sup>rd</sup> 2015 .....	201
April 20 <sup>th</sup> 2015 .....	207
<b>Neighbourhood Plan Committee .....</b>	<b>212</b>
July 22 <sup>nd</sup> 2014 .....	213
October 30 <sup>th</sup> 2014 .....	214
December 10 <sup>th</sup> 2014 .....	215
January 14 <sup>th</sup> 2015 .....	216
February 11 <sup>th</sup> 2015 .....	218
March 17 <sup>th</sup> 2015 .....	220
April 28 <sup>th</sup> 2015 .....	222



# Full Council

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

01565 653929

[www.knutsfordtowncouncil.gov.uk](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## **Minutes of the Annual Meeting of Knutsford Town Council held on May 12<sup>th</sup> 2014 In the Jubilee Hall, Knutsford**

*In advance of the meeting the outgoing Mayor, Cllr Barbara Coan, welcomed all to the meeting and gave a short statement of thanks.*

### **14/000 Present**

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

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

### **14/001 To elect the Town Mayor**

A notice to permit the official photographer to take photographs during the meeting was moved and members **resolved** to suspend the standing order necessary for the duration of the meeting.

It was proposed by Cllr Gardiner, seconded by Cllr Goodrich and **resolved** that Cllr Forbes be elected as Town Mayor.

### **14/002 To receive the declaration of acceptance of office from the newly elected Town Mayor**

Cllr Forbes signed the declaration of acceptance of office.

### **14/003 To elect the Deputy Town Mayor**

It was proposed by Cllr Houghton, seconded by Cllr Hutchence and **resolved** that Cllr Dean be elected as Deputy Town Mayor.

### **14/004 To receive the declaration of acceptance of office from the newly elected Deputy Town Mayor**

Cllr Dean signed the declaration of acceptance of office.

### **14/005 To formally appoint the Mayor's Cadet**

Cllr Forbes gave a background to the new Mayor's Cadet scheme and formally appointed Cadet Flight Sergeant Adam Beeston of the 2056 (Knutsford) Squadron Air Training Corps as the Mayor's Cadet.

### **14/006 To appoint representatives to outside bodies**

Members **resolved** to appoint representatives to outside bodies as detailed in Annex A.

### **14/007 To appoint committees and sub-committees**

Members **resolved** to appoint members to the standing committees as detailed in Annex B.

- 14/008 To receive declarations of members' interests**  
Cllr Forbes declared a pecuniary interest in 14/013 on the grounds of being the recipient of the allowance.
- 14/009 To consider apologies for absence**  
Apologies were received from Cllrs Lasham (business), C Nicholson (health) and J Nicholson (personal business).  
Members **resolved** to approve the absences of Cllrs C and J Nicholson for a period of three months.
- 14/010 To receive and approve the minutes of the meeting held 31<sup>st</sup> March 2014**  
Members **resolved** to approve the minutes as a true record of the meeting.
- 14/011 To receive a statement from the newly elected Town Mayor**  
Cllr Forbes addressed the meeting, thanked members for the honour of being elected Town Mayor and gave a short speech. Cllr Forbes announced that during his year in office he would be fundraising for Knutsford GROW and the St John's Wood Lunch Club.  
Cllr Forbes invested Mrs Jacquie Forbes with the Mayoress's chain.
- 14/012 To give a vote of thanks to the outgoing Mayor**  
Cllr Houghton proposed a vote of thanks for the hard work undertaken by Cllr B Coan during her tenure as Town Mayor. Cllr Forbes then presented the Cllr B Coan with the past Mayor's medal.
- 14/013 To consider making an allowance to meet the expenses of the office of Town Mayor**  
Cllr Forbes left the room and Cllr Dean took the chair.  
Members **resolved** to make an allowance of £500 to the Mayor.
- 14/014 To consider the appointment of bank signatories**  
Members **resolved** to remove Cllr Gardiner as a bank signatory and to add Cllr Dean.
- 14/015 To note and approve payments and receipts and approve the transfer of £3,618.19 from the Civic Ball account to the Current Account**  
Members **resolved** to approve the payments listed in Annex C and noted the receipts. Members further **resolved** to approve the transfer of funds.
- 14/016 To approve the Annual Governance Statement and Accounting Statements of the Annual Return**  
Members **resolved** to approve the two sections for signing by the Town Mayor.
- 14/017 Public Participation**  
A resident raised the issue of poor sound quality at the meeting and expressed that he and those near him were unable to hear parts of the discussions.  
A representative of the Royal May Day Committee wished the Mayor every success in their civic year and thanked the Council for its support of the event.
- 14/018 To note date of next ordinary meeting (16/06/14)**  
Members noted the date.

ANNEX A

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



Appointments to Outside Bodies

Body	Nominee(s)
Town Plan CIC	Cllr Davies
Friend of the Heath	Mayor
Citizens Advice Bureau	Cllr Goodrich
ChALC Regional Meeting	Cllrs Dean and Bancroft
Mid Cheshire Line Community Rail Partnership	Cllr Dean
Local Area Partnership	Cllr P Coan
Knutsford in Bloom	Cllrs Gardiner and Houghton
Friends of the Moor	Cllr B Coan
CCG Combined Surgeries Project	Cllr Forbes
Friends of St Johns Wood	Cllr Bancroft

## ANNEX B

### Knutsford Town Council

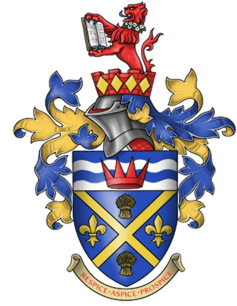
**Town Clerk: Adam Keppel-Garner**

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

01565 653929

[www.knutsfordtowncouncil.gov.uk](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



### Appointments to Committees

*All committees also include the Mayor and Deputy Mayor as ex-officio members.*

#### Finance

Cllr Bancroft  
Cllr B Coan  
Cllr P Coan  
Cllr Gardiner  
Cllr Houghton  
Cllr J Nicholson

#### Environment

Cllr Bancroft  
Cllr B Coan  
Cllr P Coan  
Cllr Davies  
Cllr Goodrich  
Cllr Hutchence

#### Operations

Cllr Bancroft  
Cllr B Coan  
Cllr P Coan  
Cllr Davies  
Cllr Gardiner  
Cllr Malloy  
Cllr C Nicholson  
Cllr Raynes

#### Events

Cllr B Coan  
Cllr P Coan  
Cllr Davies  
Cllr Goodrich  
Cllr Houghton  
Cllr Malloy

#### Planning

Cllr Bancroft  
Cllr P Coan  
Cllr Davies  
Cllr Gardiner  
Cllr Hutchence  
Cllr Raynes

#### Personnel

Cllr B Coan  
Cllr Davies  
Cllr Goodrich  
Cllr Houghton

## ANNEX C

### Knutsford Town Council

Payment Schedule 12/05/2014

Current and Civic Ball Accounts

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque #</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/05/2014	Knutsford Lions	345	4,626.80	AKG	Proceeds from Mayor's Charity
06/05/2014	Cheshire Search and Rescue	346	4,626.80	AKG	Proceeds from Mayor's Charity
01/04/2014	Monkton Properties	344	190.00	AKG	Refund of overpayment
31/03/2014	J Farber	3534	150.00	AKG	Mayor's Ball Photography
31/03/2014	Knutsford Royal May Day	3533	100.00	AKG	Donation - Town Crier @ Xmas
31/03/2014	La Belle Epoque	3272	1,000.00	AKG	Cheque Cancellation Cancellation
31/03/2014	Civic Ball Account	TRF	40.00	AKG	Correction
31/03/2014	Siemens	DD	285.37	AKG	March-June Copier Rental
27/03/2014	John Greenall & Co	3532	384.00	AKG	Payroll Services
10/04/2014	Dimension Projects	3535	2,400.00	AKG	Replacement of 3514
23/04/2014	Knutsford in Bloom	3536	6,450.00	Finance	Grant
23/04/2014	Mayor's Charity Fund	3537	50.00	AKG	CEC Mayor's Charity Dinner
23/04/2014	Payroll - April	PAY-APR	6,606.86	AKG	Payroll - April
29/04/2014	Knutsford Royal May Day	3538	2,800.00	Finance	Grant
29/04/2014	Egerton Pre-School	3539	280.00	Finance	Grant
06/05/2014	A Keppel-Garner	3540	44.95	AKG	Placecards x 5
06/05/2014	A Keppel-Garner	3541	214.05	AKG	Expenses
06/05/2014	L Benskin	3542	21.40	AKG	Expenses
06/05/2014	Carpetright	TFR	953.53	Operations	Office Carpets
06/05/2014	Knutsford Old Folks Club	3543	24.50	AKG	Jubilee Hall 7th April
06/05/2014	Knutsford Old Folks Club	3544	28.00	AKG	Jubilee Hall 13th May
06/05/2014	Dimension Projects Ltd	3514C	-2,400.00	AKG	Cheque Cancellation (lost)
06/05/2014	Ash Waste Services	MDD01	23.33	AKG	Recycling Collection April
06/05/2014	Business By Technology Ltd	MDD02	120.13	AKG	Copier Usage to April 14
06/05/2014	Orange	MDD03	37.99	AKG	Mobile Costs April
07/05/2014	The Royal Bank of Scotland	MDD04	4.00	AKG	Payroll Insertion
07/05/2014	FP Teleset	DD	150.00	AKG	Franking Machine Credit
07/05/2014	Macclesfield Charter Trustees	3288C	-60.00	AKG	Lost Cheque
07/05/2014	Macclesfield Charter Trustees	3545	60.00	AKG	Replacement of 3288
07/05/2014	Event Buddha Limited	3546	36.00	AKG	PA for Town Meeting
07/05/2014	Cheshire Community Development	3547	6.00	AKG	DBS Check (Cllr Forbes)
07/05/2014	Cheshire Association Of Local	3548	1,604.89	AKG/Personnel	Training / Membership
07/05/2014	Cheshire East Council	3549	3,489.33	AKG	Rental / Road Closures
07/05/2014	Commercial Caretakers	3550	468.00	AKG	March Cleaning
07/05/2014	Curzon Cinemas	3551	126.00	AKG	Town Meeting
07/05/2014	Edwards Electrical Limited	3552	8,450.36	AKG	Xmas Lights Install
07/05/2014	Thomas Fattorini Ltd	3553	446.13	AKG	Mayor's Cadet Badge of Office
07/05/2014	Gusto Restaurants Ltd	3554	100.00	AKG	Mayor Making Canapes
07/05/2014	JDH Business Services	3555	482.88	AKG	Internal Audit Fees for 13/14
07/05/2014	Lithotech Design & Print Ltd	3556	132.36	AKG	Business Cards

07/05/2014	Microshade VSM	3557	115.20	AKG	Finance System Hosting Q1
07/05/2014	Millington Hall Farm	3558	252.00	AKG	March River Lily Work
07/05/2014	NetGrowth Ltd	3559	492.00	AKG	Website Hosting 2014/15
07/05/2014	PR Jones	3560	40.00	AKG	Past Mayor's Medal Engraving
07/05/2014	Rialtas Business Solutions Ltd	3561	1,214.40	AKG	RBS Finance Software 2014/15
07/05/2014	Scottish Power	3562	32.63	AKG	2011 Standing Charge Xmas Ligh
07/05/2014	Striking Displays UK Limited	3563	136.80	Events	A5 Nomination Boxes
07/05/2014	Techno Type	3564	18.66	AKG	Pens
07/05/2014	UK Point of Sale Group Ltd	3565	228.00	Events	Floor Nomination Boxes x 2
07/05/2014	West Mercia Supplies	3566	47.51	AKG	Monitor Riser
07/05/2014	Zurich Municipal	3567	1,717.95	AKG	Council Insurance 2014/15
07/05/2014	St Johns Wood Lunch Club	3568	400.00	AKG	Replacement of #3494
07/05/2014	St Johns Wood Lunch Club	3494C	-400.00	AKG	Lost Cheque (cancellation)

<b>Total Payments</b>	<u>48,848.81</u>
-----------------------	------------------

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

01565 653929

[www.knutsfordtowncouncil.gov.uk](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

### Town Council Meeting June 16<sup>th</sup> 2014

*In the Lower Council Chamber of the Town Council Offices*

#### 14/019 Present

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

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

#### 14/020 Apologies for Absence

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

Members **resolved**<sup>1</sup> to approve Cllr Lasham's absence on the grounds of business.

#### 14/021 To note declarations of Members' interests

Cllr Forbes	Non-pecuniary	14/027	Member of the Transfer of Public Assets Community of Carnegie (UK) Trust.
Cllr Malloy	Non-pecuniary	14/032	Committee member of the Knutsford Conservation and Heritage Group (KCHG)
	Non-pecuniary	14/034	Deputy Chairman of the Town Plan
Cllr Bancroft	Non-pecuniary	14/032	Member of KCHG
Cllr Davies	Non-pecuniary	14/032	Former chairman of KCHG
Cllr B Coan	Non-pecuniary	14/026	Raised funds for the Lions during time as Mayor
Cllr Gardiner	Non-pecuniary	14/032	Established KCHG
Cllrs P Coan, B Coan, Bancroft and Malloy	Non-pecuniary	14/032	Known to the owner of the Heath
Cllr Raynes	Non-pecuniary	14/027	Asset Portfolio Holder at Cheshire East Council

#### 14/022 Public Participation

No members of the public wished to speak.

#### 14/023 To consider a presentation from Paul Hancock, Chief Fire Officer regarding the Fire Service in Knutsford

The Mayor adjourned the meeting to permit Paul Hancock to address the Council. Paul explained the changes being undertaken in Knutsford and across Cheshire and took questions from members. The Mayor reconvened the meeting.

#### 14/024 To receive and approve the minutes of the meeting held 12<sup>th</sup> May 2014

Members **resolved** to approve the minutes subject to the correction of the location.

<sup>1</sup> Cllr Forbes abstained from voting.

- 14/025 To consider reports from Committees which have met since the previous ordinary meeting**  
Cllr Forbes requested clarity over the resolution made by the Environment Committee EGP13/133 to which Cllr Davies explained that the committee felt that double yellow lines along the whole street would do more harm than good, but supported double yellow lines around the bends.  
Cllr Bancroft enquired when the interviews for a new Deputy Town Clerk would be held, Cllr Goodrich confirmed they were due to be held the following day.
- 14/026 To consider endorsing the Knutsford Lions' Young Leaders in Service scheme**  
The Mayor adjourned the meeting to allow a representative of the Knutsford Lions to address the Council. The Mayor reconvened the meeting and members **resolved** to endorse the scheme.
- 14/027 To consider an update in relation to the asset transfers**  
Cllr Dean reported that the transfer documents for the Market had been signed and were awaiting CEC to sign and complete. Cllr Davies reported that the allotments would follow thereafter.  
Cllr Malloy reported that the Operations Committee had agreed to take a step back from the transfer of St John's Wood Community Centre and discussions were ongoing between the school and CEC.
- 14/028 To receive reports from Members having attended external events since the previous meeting**  
Cllr Raynes reported attendance at the CEC Conference where one aspect discussed was site allocations in the Local Plan.  
Cllr Dean reported attendance at two meetings of the Mid-Cheshire Community Rail Partnership where pressure is growing with support for an improvement to the service. Cllr Dean had also attended the AGM of ChALC.  
Cllr Bancroft reported attendance at a meeting regarding Neighbourhood Planning.
- 14/029 To receive an update in relation to Member surgeries**  
Cllrs B Coan and Forbes undertook the May surgery where one resident raised issues which were being looked into.
- 14/030 To receive a report from Cheshire East Councillors**  
Cllr Raynes reported on a number of initiatives across the borough being undertaken by Cheshire East; including an additional £30,000 being available for repairs to war memorials.  
Cllr Gardiner reported on the work of the Highways LAP.
- 14/031 To note and approve payments and receipts**  
Following a number of questions, members **resolved** to approve the payments listed in Annex A.
- 14/032 To consider a recommendation from the Planning Committee to support proposals made by the Knutsford Conservation and Heritage Group regarding Knutsford Heath**  
Members **resolved** to support the principal that the Heath and Little Heath be classified as Local Green Space consistent with its legal status as Common Land and its ecological importance as per recommendation of the Planning Committee.
- 14/033 To consider matters related to the Town Council's 2020 Vision**  
Members **resolved** to establish a Neighbourhood Plan Committee. Members further **resolved** to appoint Cllrs Bancroft, Davies, Raynes and B Coan to the committee.  
Members **resolved** to assign the aims to committees as recommended by the Strategic Plan Working Group. Members further **resolved** to assign vision 8 to the Planning Committee.  
Members **resolved** to note the CIL projects list and that they be considered by the committees.  
Members **resolved** to establish a working group to investigate the asset transfer of the Council Offices consisting of Cllrs Bancroft, Goodrich, P Coan, B Coan and the Town Clerk.
- 14/034<sup>2</sup> To consider matters related to the Local Plan Site Allocations**  
Cllr Raynes explained that CEC were encouraging and offering support to communities to help support the Neighbourhood Planning process.

---

<sup>2</sup> Cllr P Coan left the meeting prior to this item.

**14/035 To note the appointment of the Mayor's Chaplain**

Cllr Forbes reported the appointment of Rev. Rob C Cotton as his chaplain for his year in office.

**14/036 To consider a request from the Operations Committee to release £10,000 from the Council's reserves for new paths in Wallwood.**

Members **resolved** to release £10,000 from the Council's reserves for the new paths.

**14/037 Member questions to the Town Clerk**

No questions were asked of the Town Clerk.

**14/038 To receive a report of Mayoral Duties**

Cllr Forbes reported on his duties as per Annex B.

**14/039 Public Participation**

A member of the public spoke advising that some projects detailed under the CIL wish list may not be suitable uses of CIL.

A representative of the South Knutsford Residents Group stated they would like to engage with the Council on the production of a neighbourhood plan.

**14/040 To consider matters related to outstanding debtors**

Members **resolved** to exclude the public and press due to the confidential nature of the business to be transacted.

Members **resolved** to reclaim the outstanding fees via bailiffs in one instance and to be on the creditor list of the company in another.

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

**14/041 To note the date of the next meeting (28<sup>th</sup> July 2014)**

Members noted the date.

## Knutsford Town Council

Payment Schedule 16/06/2014

Current and Civic Ball Accounts

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/05/2014	A Keppel-Garner	3569	37.62	Environment	Bench Plaque
19/05/2014	Payroll May	PAYROLL	5,089.55	AKG	May Payroll
19/05/2014	A Keppel-Garner	3570	33.58	AKG	Paper / Legal Seals
28/05/2014	A Keppel-Garner	3571	22.35	AKG	Card (civic stationery)
28/05/2014	Cllr Forbes	3572	500.00	Council	Mayor's Allowance
29/05/2014	Knutsford ATC	3573	58.00	AKG	Tickets – Civic Cost
03/06/2014	Community Spirit	3574	3,000.00	Finance	Council Grant
03/06/2014	T Dean	3575	98.69	AKG	Mileage Claim / Expenses
03/06/2014	Civic Account	TFR2	179.97	AKG	Transfer to cover cheque
06/06/2014	Siemens	DDJ02	285.37	AKG	Copier Lease
06/06/2014	FP Teleset	DDJ03	222.00	AKG	Franking Machine Credit + Hire
06/06/2014	Ash Waste Services	DDJ04	23.33	AKG	Recycling Collection
10/06/2014	Cllr Forbes	3576	77.50	AKG	Mileage Claim
10/06/2014	L Benskin	3577	12.87	AKG	Expenses
10/06/2014	Cllr B Coan	3323C	-8.39	AKG	Cancellation of old cheque
10/06/2014	Cllr B Coan	3578	134.03	AKG	Mileage + Replacement #3323
10/06/2014	A Keppel-Garner	3579	63.18	AKG	Expenses
10/06/2014	Dixon Rigby Keogh	3580	4.00	AKG	Consideration for Transfers
10/06/2014	Orange	DDJ01	44.09	AKG	May/June mobile costs
10/06/2014	FP Mailing	DDC	-72.00	AKG	Correction for Bank Rec
10/06/2014	FP Mailing	DDCC	72.00	AKG	Correction for Bank Rec
10/06/2014	Business By Technology Ltd	DDJ05	84.13	AKG	Copier Usage April
10/06/2014	Business By Technology Ltd	DDJ06	87.26	AKG	Copier usage May
10/06/2014	The Royal Bank of Scotland	DDJ07	10.00	AKG	Payroll Fee
10/06/2014	Ash Waste Services	DDJ07	23.57	AKG	May Recycling
11/06/2014	Tinned Snail Ltd	3581	36.00	Operations	Coasters
11/06/2014	A Keppel-Garner	3582	15.00	Operations	Hi-Ball Glasses
11/06/2014	Cheshire Community Development	3583	106.00	AKG	DBS Checks (TD, LB, AKG)
11/06/2014	Cheshire East Council	3584	4,210.66	Environment	Pole Installation for Town Maps 2012/13
11/06/2014	CIS Street Furniture Ltd	3585	1,770.00	AKG	Replacement Bench Canute Place
11/06/2014	Commercial Caretakers	3586	234.00	AKG	May Cleaning – Council Offices
11/06/2014	Cumberbirch Building Contracto	3587	324.00	AKG	60 King St Window Repair
11/06/2014	Danfo	3588	12,653.21	AKG	Toilet Costs (less credit) 12/02-13/05
11/06/2014	Dixon Rigby Keogh	3589	2,363.00	AKG	Legal Fees for Market Transfers
11/06/2014	Thomas Fattorini Ltd	3590	1,386.26	AKG	Past Mayor's Pendants (x5)
11/06/2014	Knutsford Directory	3591	633.00	Council	Publication of Annual Report + Promenades
11/06/2014	Knutsford Bloom	3592	150.00	BC / AKG	End of year gifts / Flowers for Cllr Nicholson
11/06/2014	Lithotech Design & Print Ltd	3593	166.32	AKG	Posters/Nomination Forms
11/06/2014	MBC Badge Company	3595	251.40	Events	Youth Award Badges
11/06/2014	NetGrowth Ltd	3597	21.00	AKG	Service Charge - back up of S3 Storage
11/06/2014	Knutsford Window Cleaners	3598	40.00	AKG	Window Cleaning - June
11/06/2014	West Mercia Supplies	3599	31.77	AKG	Stationery + Monitor Riser
11/06/2014	Zurich Municipal	3600	53.00	Finance	Slander/Libel Insurance Cover

<b>Total Payments</b>	<b>34,527.32</b>
-----------------------	------------------

## ANNEX B

### Mayoral Engagements

May / June 2014

Date	Event	Attended
14/05/2014	Cheshire East Mayor Making	Cllr Forbes
15/05/2014	Congleton Town Council Mayor Making	Cllr Forbes
16/05/2014	Knutsford Lions - Charter Anniversary Dinner	Cllr Forbes
18/05/2014	Sandbach Town Council Annual Council Meeting	Cllr Forbes
19/05/2014	Middlewich Town Council Mayor Making & Annual Meeting	Cllr Forbes
20/05/2014	Knutsford Rotary & Inner Wheel Clubs 75th Charter Anniversary	Cllr Forbes
20/05/2014	Crewe Town Council Mayor Making	Cllr Dean
	Community Spirit Longridge & Shaw Heath in Bloom Hanging Basket	Cllr Forbes
24/05/2014	Workshop	
26/05/2014	Knutsford Lions Street Fair	Cllr Forbes
01/06/2014	Congleton Town Council Civic Church Service	Cllr Forbes
03/06/2014	Macclesfield Charter Trustees AGM & Mayor Making Ceremony	Cllr Forbes
06/06/2014	Grand Opening of BP Garage	Cllr Forbes
06/06/2014	Knutsford Host's Welcome Event	Cllr Forbes
08/06/2014	Churches Together in Knutsford Pentecost Picnic	Cllr Forbes
14/06/2014	Tatton Singers Summer Concert	Cllr Forbes
15/06/2014	Middlewich Town Council Annual FAB Festival	Cllr Forbes

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

01565 653929

[www.knutsfordtowncouncil.gov.uk](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## **Minutes** *of the* **Town Council Meeting July 28<sup>th</sup> 2014** *In the Lower Council Chamber of the Town Council Offices*

*In advance of the meeting a minute silence was held in memory of former Mayor of Knutsford, Beth Page who passed away on July 7<sup>th</sup>.*

### **14/042 Present**

Cllrs Forbes, P Coan, Gardiner, Bancroft, Houghton, Goodrich, Hutchence, Lasham and Malloy

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

### **14/043 Apologies for Absence**

Apologies were received from Cllrs B Coan, Dean, Davies, Raynes and J Nicholson (personal business) and Cllr C Nicholson (health)

Members **resolved** to approve the absence of Cllrs J and C Nicholson for a further six months.

### **14/044 To note declarations of Members' interests**

Cllr Forbes	Non-pecuniary	14/046, 14/049, 14/057, 14/058	Member of the Transfer of Public Assets Community of Carnegie (UK) Trust.
Cllr Gardiner	Non-pecuniary	14/046	Involved in issues of the reuse of the building in capacity as CEC councillor
	Non-pecuniary	14/057, 14/058	Cheshire East Councillor
Cllr Bancroft	Non-pecuniary	14/050	Chairman of Knutsford in Bloom

### **14/045 Public Participation**

A representative of the Knutsford Conservation and Heritage Group spoke with regard to the next stages of the Local Plan, the potential relocation of Egerton Primary School and requested clarity regarding minute 14/032.

### **14/046 To consider matters related to the Knutsford Sessions House**

- To consider a response to the consultation on the future of the Crown Court in Knutsford**
- To consider a notice of motion from Cllrs Goodrich, Bancroft and P Coan that the Town Council take an active lead in the protection of the Sessions House for Public use**

The Mayor adjourned the meeting to permit representatives from Her Majesty's Court and Tribunal Services to address the meeting and take questions from members; the meeting was subsequently reconvened.

- Members **resolved** to raise no objections to the permanent closure of the court service but request the Estates department discuss the future of the building with residents.
- Members **resolved** that the Council take an active lead role in seeking to preserve the

Sessions House building with an element of public access in any potential redevelopment and to incorporate community use for the town of Knutsford. Members further **resolved** that a working group be established consisting of Cllrs Goodrich, Hutchence, Bancroft and P Coan which has a discretionary budget of £500 to be spent through the Town Clerk.

**14/047 To receive and approve the minutes of the meeting held 16<sup>th</sup> June 2014**

Members **resolved** to approve the minutes subject to the correction of 14/032 to "Members resolved to support the principal that the Heath and Little Heath be classified as Local Green Space consistent with its legal status as Common Land and its ecological importance as per recommendation of the Planning Committee."

**14/048 To note the minutes of committees which have met since the previous meeting**

Cllr Gardiner informed members that the Planning Committee would be reviewing the conservation areas in Knutsford at its September meeting and asked if any members have issues to raise to pass them to the Town Clerk.  
Members noted the minutes of the committees.

**14/049 To receive an update on the asset transfer of the Market Hall and Allotments**

The Town Clerk reported that the Market Hall had now transferred and that the lease for the Allotments was with the Council's solicitors. The Town Clerk further explained that the transfer of Market Rights was currently with Cheshire East for signing.

**14/050 To receive reports from Members having attended external events since the previous meeting**

Cllr Bancroft reported on attendance at a meeting of Community Spirit and highlighted that the group were awaiting information from Cheshire East regarding the transfer of St John's Woodland.

Cllr Bancroft further reported on the North West in Bloom judging and that the Knutsford in Bloom group are awaiting the results. It was agreed that the Mayor write to all those who have assisted KiB with the competition.

Cllr Goodrich reported on a meeting with the Citizens Advice Bureau on the future of the service in Knutsford explaining that a further report would be made at a future meeting.

Cllr Malloy reported on his attendance at the Mid-Cheshire Rail Users Association AGM which he would talk to under 14/060.

**14/051 To receive an update in relation to Member surgeries**

The members attending the surgery were not present at the meeting.

**14/052 To receive a report from Cheshire East Councillors**

Cllr Gardiner reported on the potential relocation of the Egerton Primary School, providing additional background information to members. Cllr Gardiner further highlighted the £900k surplus in the CEC budget would be used for community grants and encouraged groups to apply.

**14/053 To note and approve payments and receipts**

Members **resolved** to approve the payments in schedule A.

**14/054 To consider matters related to the Town Council's 2020 Vision**

Members **resolved** to adopt the action plans as submitted by the Environment, Operations and Events committees as part of the 2020 Vision.

**14/055 To consider covering the expenses of the Mayor's Cadet**

Members **resolved** to meet the travel and parking expenses of the Mayor's Cadet when it is more cost effective than travelling with the Mayor.

**14/056 To consider a recommendation from the Finance Committee to allow the committee to authorise payments**

Members **resolved** to delegate the authorisation of payments to the Finance Committee as recommended.

- 14/057<sup>1</sup> To consider a recommendation from the Environment Committee regarding the asset transfer of the land at Richmond Hill**  
Members **resolved** to request that Cheshire East Council consider the transfer of the land at Richmond Hill to the Town Council and that the Environment Committee develop a business case for Council approval.
- 14/058 To consider a report from the Council Offices working group**  
Members **resolved** to request that Cheshire East Council consider the transfer of the Council Offices to the Town Council and that the working group develop a business case for Council approval.
- 14/059 To consider a response to the CEC review on Polling District, Places and Stations**  
Members **resolved** to raise concerns that some sites may be subject to building works during the next elections and comment that the Council should implement a means for members of the public to easily find out which polling station they can vote at when they do not have their polling cards to hand on polling days.
- 14/060 To consider officially supporting the creation a half-hourly service on the Knutsford line and the re-opening of the Middlewich Branch**  
Members **resolved** to support the creation of a half-hourly service on the Knutsford line and the re-opening of the Middlewich Branch Line and to express its support in the current consultation.
- 14/061 To consider revised Standing Orders**  
Following being proposed and seconded, in line with standing orders this item stood adjourned to the following meeting.
- 14/062 Member questions to the Town Clerk**  
Cllr Goodrich asked for an update on the employment situation within the Town Council. The Town Clerk explained that the new Mayor's PA had commenced employment that day and that Council now employed a market hall cleaner following the transfer of the market.  
Cllr Houghton asked for assistance from the Town Clerk regarding a highways matter which the Town Clerk explained he would help facilitate a meeting.
- 14/063 To receive a report of Mayoral Duties**  
Cllr Forbes reported on his duties as per Annex B.
- 14/064 Public Participation**  
A representative of KCHG raised five points regarding the future of the Sessions House which covered the importance of a planning brief for the building and the potential for it to be sold at less than best value.  
A resident raised the issue of out of area students and the impact this may have on land required by the Academy.
- 14/065 To note the date of the next meeting**  
Members noted the date.

---

<sup>1</sup> Cllr Gardiner left the meeting during the discussion of this item.

# Knutsford Town Council

## ANNEX A

### Payment Schedule: 28<sup>th</sup> July 2014

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
17/06/2014	Leicester Warren Hall	3594	250.00	AKG	Deposit for Mayor's Ball 2015
17/06/2014	MDR Creative	3596	90.00	AKG	Presentation Cheque (reusable)
17/06/2014	British Telecom	DD	176.37	AKG	M/J/J Line Rental
18/06/2014	A Keppel-Garner	3601	38.19	AKG	Market Website Costs
18/06/2014	John Dodds Ltd	3602	71.88	Operations	Office Mugs
18/06/2014	Friends of the Heath	3603	9.00	AKG	Freeholder Hut Rent 2014-2023
18/06/2014	Cllr V Davies	3604	11.80	AKG	Mileage / Parking
20/06/2014	Payroll June	PAYROLL	5,441.93	AKG	Payroll June
23/06/2014	Orange	DD	43.75	AKG	June Mobile Costs
24/06/2014	SLCC	3605	434.00	AKG	DTC Membership / CiLCA registration
03/07/2014	A Keppel-Garner	3606A	6.99	AKG	Rope (Proms Banner)
03/07/2014	A Keppel-Garner	3606B	195.00	AKG	Engraving/Leaflets
11/07/2014	Mr Robert Meadows	3607	900.00	LB	Knutsford Promenades
18/07/2014	July Payroll	PAYROLL	6,176.53	AKG	July Payroll
18/07/2014	Canute Badminton Club	3608	210.00	Finance	Council Grant
18/07/2014	Friends of the Heath	3609	400.00	Finance	Council Grant
18/07/2014	Knutsford Youth Orchestra	3610	200.00	Finance	Donation
18/07/2014	Knutsford Musical Theatre Co	3611	1,000.00	Finance	Council Grant
18/07/2014	L Benskin	3612	108.79	AKG	Expenses
18/07/2014	A Keppel-Garner	3613	143.85	AKG	Expenses / Mileage
18/07/2014	Danfo (UK) Ltd	3614	749.62	AKG	Refund of Overpayment
18/07/2014	Victoria Cross Trust	3615	137.50	Events	Donation - Tony Davies
18/07/2014	Royal British Legion	3616	137.50	Events	Donation - Tony Davies
18/07/2014	Animal Island	3617	1,350.00	AKG	50% deposit for Reindeer Hire (xmas)
18/07/2014	Event Buddha Limited	3618	186.00	LB	PA Equipment (promenades)
18/07/2014	Cheshire Association Of Local	3619	150.00	AKG	Chairmanship Training (NF/PC)
18/07/2014	Cheshire East Council	3620	200.00	LB	Road Closure Costs
18/07/2014	Commercial Caretakers	3621	234.00	LB	Office Cleaning
18/07/2014	Deva Blinds	3622	412.99	Operations	Council Office Blinds
18/07/2014	Display Wizard	3623	135.59	Events	Town Awards Roller Banner
18/07/2014	Jonathan Farber	3624	150.00	AKG	Town Awards + Civic Sunday photography
18/07/2014	Fisher German	3625	1,822.50	AKG	Q1 Management Fee (60 King St)
18/07/2014	Steve Ikin Limited	3626	56.00	AKG	Desk Repair + Bench Plaque fitting
18/07/2014	iPrint Cheshire	3627	453.66	AKG	Promenades Flyers + Civic Sunday Print
18/07/2014	Microshade VSM	3628	115.20	LB	RBS Software Quarterly Hosting
18/07/2014	Zurich Municipal	3629	385.74	AKG	Market Hall Insurance
18/07/2014	Zero Signs and Digital Ltd	3630	113.48	LB	Promenades Banner
18/07/2014	Society of Local Council Clerk	3631	174.00	LB	SLCC Effective Supervision
18/07/2014	Nat. Assoc. British Market Aut	3632	310.80	Ops / Personnel	Membership / Training Course
18/07/2014	PC World	3633	55.99	AKG	Laptop Dock
18/07/2014	Mummy Bakes	3634	160.00	AKG	Town Awards Catering
18/07/2014	Techno Type	3635	51.53	LB	Franking & Address Labels
18/07/2014	West Mercia Supplies	3636	122.62	AKG	Misc Stationery
18/07/2014	Ash Waste Services	DD	31.63	LB	Council Offices Bin Collection
18/07/2014	Business By Technology Ltd	DD	81.22	LB	Photocopier - June 2014
18/07/2014	Orange	DD	37.38	LB	Mobile Phones - July
18/07/2014	The Royal Bank of Scotland	DD	4.00	LB	Payroll Amendment

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/07/2014	Cllr Forbes	3637	96.55	AKG	Mileage Claim
22/07/2014	Gusto Restaurants Ltd	3638	1,200.00	AKG	Civic Sunday Catering + Munch w/ Mayor
22/07/2014	Knutsford Little Theatre	3639	25.00	AKG	Deposit - Mayoral Event
<b>Total Payments</b>			25,048.58		

FINAL

**Mayoral Engagements**

June / July 2014

Date	Event	Attended By
19/06/2014	Annual Open Day - NeuroMuscular Centre	Mayor
28/06/2014	Plumley Village Fete	Mayor
29/06/2014	Knutsford Civic Sunday Parade & Service	Mayor/Deputy Mayor
30/06/2014	Cheshire Constabulary Awards Ceremony	Mayor
02/07/2014	Toft Taverners St Anne's Away day send off	Mayor
04/07/2014	2056 (Knutsford) Squadron Annual Dining-In Night	Mayor
05/07/2014	Gymfinity Gymnastics - Medal Presentation	Mayor
05/07/2014	Knutsford Promenades	Mayor/Deputy Mayor
06/07/2014	Alderley Edge Parish Council Civic Sunday Service	Mayor
07/07/2014	Manor Park-My World Graduation Ceremony	Mayor
10/07/2014	Friends of the Moor Play Area Opening	Mayor
13/07/2014	40 <sup>th</sup> Ordination Anniversary of Father John Joyce	Mayor
15/07/2014	Foodies Festival Photocall	Mayor
16/07/2014	Munch with the Mayor – Gusto	Mayor/Deputy Mayor
16/07/2014	Funeral of former Town Mayor Beth Page	Mayor
18/07/2014	Foodies Festival - Tatton Park	Mayor
20/07/2014	Poynton Civic Service and Civic Awards	Mayor
21/07/2014	Reception at Knutsford Medi-Spa for the RHS Displays	Mayor
26/07/2014	Community Spirit Annual Fun Day	Mayor

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

01565 653929

[www.knutsfordtowncouncil.gov.uk](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

### **Town Council Meeting held September 15<sup>th</sup> 2014**

*In the Lower Council Chamber of the Town Council Offices*

*In advance of the meeting a minute silence was held in memory of Councillor Clive Nicholson who passed away on September 11<sup>th</sup>.*

#### **14/066 Present**

Cllrs Forbes, Dean, Goodrich, Bancroft, Malloy and Houghton.

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

#### **14/067 Apologies for Absence**

Apologies were received from Cllrs B Coan, Raynes, Hutchence, Nicholson, Gardiner and Davies (personal business) and Cllr Lasham (business)

#### **14/068 To note declarations of Members' interests**

Cllr Forbes	14/072	Non-pecuniary	User of the CAB service
	14/073	Non-pecuniary	Member of the Transfer of Public Assets Community of Carnegie (UK) Trust.
Cllr Malloy	14/079	Non-pecuniary	Volunteer Host
Cllr Houghton	14/079	Non-pecuniary	Personal friend of Sarah Flannery

#### **14/069 Public Participation**

A representative of the Knutsford Promenades thanked the Town Council for its support for the Promenades event and highlighted that CEC had made a contribution of £25,000 towards the 2015 event.

#### **14/070 To receive and approve the minutes of the meeting held 28<sup>th</sup> July 2014**

Members **resolved** to approve the minutes, which were duly signed by the Mayor, subject to the correction of 14/060 to refer to the Middlewich Branch Line.

#### **14/071 To note the minutes of committees which have met since the previous meeting**

The minutes were noted and no questions raised.

#### **14/072 To consider the future of the Knutsford CAB service**

Cllr Goodrich introduced the item and the Mayor adjourned the meeting to permit Jacquie Grinham, Chief Officer of Cheshire East CAB North to address the Council. The meeting was subsequently reconvened and members **resolved** to support a two sessions per week Citizens Advice Service in Knutsford from January 2015 to April 2016 at a cost of £18,140 per annum (pro-rata to April 2015) and to approach the Parish Councils with residents accessing the service for a contribution to these costs.

#### **14/073 To receive an update on asset transfers**

Cllr Dean reported the Market Rights for Knutsford had now transferred to the Town Council and that the Operations Committee had adopted a Market Rights Policy.

The Town Clerk reported that no progress had been made on the Allotments due to no responses being received from the solicitor acting for Cheshire East Council.  
Cllr Malloy reported no update on St Johns Wood Community Centre/ Sports Barn.

- 14/074 To receive reports from Members having attended external events since the previous meeting**  
Cllr Forbes reported on attendance at a Parish and Town Councils meeting with the Police and Crime Commissioner where the matter of CCTV was discussed.  
Cllr Malloy reported attendance at a meeting regarding HS2 indicating there was little news to update. Cllr Dean also attended the meeting at a different session.  
Cllr Bancroft reported attendance at the Community Spirit meeting in her capacity as the Council's representative on the Friends of St John's Woodland indicating there had been no progress. Cllr Forbes had also attended the meeting.  
Cllr Houghton reported on a number of meetings regarding a highways issue with Bexton Pre-school and Leicester Warren Hall.
- 14/075 To receive an update in relation to Member surgeries**  
No members of the public attended the September surgery whilst two attended July.
- 14/076 To receive a report from Cheshire East Councillors**  
Cllr Forbes circulated a report from Cllr Raynes which highlighted Cheshire East's £25m investment in improving local roads, the Local Plan undergoing the final examination hearings and the Council's review of parking charges.
- 14/077 To note and approve payments and receipts**  
Members **resolved** to approve the payments in Annex A.
- 14/078 To consider matters related to the Town Council's 2020 Vision**  
Members **resolved** to adopt the Planning Committee action plan as part of the 2020 Vision.
- 14/079 To consider the future of the Knutsford Hosts project**  
Members **resolved** to defer consideration of the report to the next meeting to allow additional meetings to take place.  
Members **resolved** to enter the project into the North East Cheshire Business Awards.
- 14/080 To consider a revised Safeguarding policy**  
Members **resolved** to adopt the revised policy after clarifying a minor amendment.
- 14/081 To consider the threshold at which a contract 'materially affects' the finances of the Council**  
Members **resolved** to set the threshold at 1% of the Council's budgeted expenditure.
- 14/082 To consider a recommendation from the Environment Committee regarding a Town Ranger**  
Members **resolved** to appoint a Town Ranger as per the recommendation including to take responsibility for the watering of floriculture starting April 2015.
- 14/083 To consider revised Standing Orders**  
Members **resolved** to adopt the revised Standing Orders including the amendment to the terms of reference for the Planning Committee giving delegated authority to respond to consultations on Planning and Licensing policy on behalf of the Council; with the exception of the Local Plan and Neighbourhood Plan.
- 14/084 To appoint representative members to the Promote Knutsford Forum and Friends of the Moor**  
Members **resolved** to appoint the Mayor as representative on the Promote Knutsford Forum and to appoint Cllr P Coan onto the Friends of the Moor, subject to his agreement.
- 14/085 Member questions to the Town Clerk**  
No members asked any questions to the Town Clerk.

**14/086 To receive a report of Mayoral Duties**

The Mayor reported on his engagements as per Annex B and highlighted two forthcoming fundraising events.

**14/087 Public Participation**

A member of the public suggested the Welcome Theatre may be interested in participating in 'Knutsford's got the Talent Factor', that the Knutsford Hosts could undertake a parking survey to help provide information on parking in the town centre and commented on the Town Ranger role.

**14/088 To note the date of the next meeting (27/10/2014)**

Members noted the date.

FINAL

# Knutsford Town Council

## ANNEX A

### Current/ Deposit Account

#### Payment Schedule 15/09/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2014	Ash Waste Services	DD02	672.89	LB	Rental & Collection - July/Aug
01/08/2014	Macclesfield Charter Trustees	3288C(2)	-60.00	AKG	Bank Rec Correction
01/08/2014	Macclesfield Charter Trustees	3545	60.00	AKG	Bank Rec Correction
15/08/2014	Charge Card	TU-1	300.00	AKG	Officer Card Credit
15/08/2014	Card Fees	CP-FEE	9.95	AKG	Pre-Paid Card Fee
15/08/2014	Correction	CP-FEE(C)	-9.95	AKG	Correction
18/08/2014	Payroll	PAYROLL	8,020.92	AKG	August Payroll
21/08/2014	Land Registry	3640	7.00	ENV	SIM Search Fee
01/09/2014	Ash Waste Services	DD03	391.68	AKG	Waste Collection
01/09/2014	FP Teleset	DD04	150.00	LB	Franking Machine Credit - July
01/09/2014	British Telecom	DD05	172.72	AKG	Call Costs
01/09/2014	Business By Technology Ltd	DD06	96.60	LB	Copier Usage - Jul/Aug
05/09/2014	Orange	DD01	37.94	LB	Mobile Phones - August 14
05/09/2014	Siemens	DD07	345.37	AKG	Quarterly Copier Rental + Service Fee
05/09/2014	The Royal Bank of Scotland	DD08	14.00	LB	Payroll Charges - July 14
05/09/2014	United Utilities Water PLC	DD09	4.61	AKG	Market Hall Water Costs
05/09/2014	United Utilities Water PLC	DD10	213.52	AKG	Market Hall Water Costs
10/09/2014	Business By Technology Ltd	DD11	87.70	AKG	Copier Usage Aug/Sept
10/09/2014	Ansa Environmental Services	3641	306.36	Events	Traffic Management Costs (Proms)
10/09/2014	BDO (Audit)	3642	960.00	AKG	2013/14 External Audit Fee
10/09/2014	Event Buddha Limited	3643	2,209.81	Operations	Meeting Audio Equipment
10/09/2014	Cheshire Community Action	3644	50.00	NP Committee	OCSI Report
10/09/2014	Cheshire East Council	3645	182.40	AKG	Credit - Traffic Mgmt May 13
10/09/2014	Commercial Caretakers	3646	501.60	LB	Offices Cleaning - July 2014
10/09/2014	Cumberbirch Building Contracto	3647	418.52	AKG	Re-pointing at 60 King St
10/09/2014	Danfo	3648	12,581.31	LB	Toilet Costs to 13/08/14
10/09/2014	Janaken Presentation Ltd	3649	49.75	AKG	Notice Board (Market)
10/09/2014	iPrint Cheshire	3650	56.76	AKG	Business Cards (400)
10/09/2014	Office Furniture Online	3651	351.60	Operations	Leaflet Display
10/09/2014	PHS Compliance	3652	475.20	AKG	Fixed Wire Testing Market
10/09/2014	Property Maintenance Services	3653	163.00	AKG	Lights & Toilet Seat Repairs
10/09/2014	Society of Local Council Clerk	3654	228.00	AKG	Finance Course - LB + AKG
10/09/2014	UKOS	3655	162.73	LB	Copier Paper - 6 months supply
10/09/2014	Knutsford Window Cleaners	3656	40.00	AKG	Sept Window Cleaning
10/09/2014	West Mercia Supplies	3657	92.89	LB	A4 Envelopes
10/09/2014	L Benskin	3658	83.81	AKG	Expenses
10/09/2014	A Keppel-Garner	3659	184.65	AKG	Expenses
10/09/2014	The Guvnors	3660	100.00	AKG	Deposit - Mayor's Ball
10/09/2014	J Tempest	3661	1550.00	AKG	Hosts/Promenades

**Total Payments** 31,263.34

---

**Knutsford Town Council****Civic Account****Payment Schedule 15/09/2014**

---

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/09/2014	L Benskin	347	20.10	AKG	Refund of Munch 1 (- M2)
10/09/2014	Current/ Deposit Account	TFR-3	438.94	AKG	Event Costs
<b>Total Payments</b>			<u>459.04</u>		

---

---

**Knutsford Town Council****Charge Card****Payments Made 01/08/14 to 10/09/14**

---

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/08/2014	Payment Card Fee	CP-FEE	9.95	AKG	Monthly Fee + Annual
26/08/2014	DisplaySense Limited	CP01	51.52	Operations	A1 Snapframes
02/09/2014	Rymans	CP02	6.39	AKG	A3 Card
<b>Total Payments</b>			<u>67.86</u>		

---

## ANNEX B

### Mayoral Engagements August / September 2014

Date	Event	Attended By
29/07/14	PCC Parish & Town Councils' Meeting	Mayor
02/08/14	Opening of Photographic Exhibition	Mayor
03/08/14	Cheshire Game & Angling Fair	Mayor
03/08/14	The Great Knutsford Cake-Off	Mayor
03/08/14	WW1 & Branch 90 <sup>th</sup> Anniversary Service	Mayor
04/08/14	WW1 Centenary Commemoration	Mayor
06/08/14	National Play Day – Friends of the Moor	Mayor
08/08/14	Knutsford Hosts' Welcome Event	Mayor
11/08/14	Town Awards' Presentation	Mayor
14/08/14	Abbeyfield House Summer Party	Deputy Mayor
19/08/14	Community Grant Cheque Presentations	Mayor
19/08/14	Knutsford Youth Football	Mayor
24/08/14	WW1 Commemoration Open Air Service	Mayor
03/09/14	Friends of the Heath Meeting	Mayor
07/09/14	Makers' Market – Judging of Stalls	Mayor
12/09/14	Heritage Open Day	Mayor
13/09/14	Green Flag raising – Friends of the Moor	Mayor

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

01565 653929

[www.knutsfordtowncouncil.gov.uk](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

### **Town Council Meeting held October 27<sup>th</sup> 2014**

*In the Lower Council Chamber of the Town Council Offices*

#### **14/089 Present**

Cllrs Forbes, Dean, Nicholson, Bancroft, Malloy, Raynes and Davies.

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

#### **14/090 Apologies for Absence**

Apologies were received from Cllrs B Coan, Gardiner, Hutchence, Goodrich, Lasham (personal business) and Cllr Houghton (business)

#### **14/091 To note declarations of Members' interests**

Cllr Forbes	14/095 & 14/103	non-pecuniary	Member of the Transfer of Public Assets Community of Carnegie (UK) Trust.
Cllr Davies	14/095	non-pecuniary	Known to Allotment Holders
Cllr Raynes	14/103	non-pecuniary	Assets Portfolio holder for Cheshire East Council
Cllr Malloy	14/101	non-pecuniary	Member of the Knutsford Hosts
Cllr Bancroft	14/094	non-pecuniary	Chairman of Knutsford in Bloom

#### **14/092 Public Participation**

A resident raised concerns over the timing of the road closure for the Pumpkin Path event which the Town Council were supporting with regard to the publicised event times.

A second resident spoke concerning the relocation of the statue to form a new War Memorial. The Mayor indicated that the Town Clerk would speak to the resident after the meeting to explain the current status of the project.

#### **14/093 To receive and approve the minutes of the meeting held 15<sup>th</sup> September 2014**

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

#### **14/094 To note the minutes of committees which have met since the previous meeting**

Members noted the minutes and no questions were raised to committee chairmen.

#### **14/095 To receive an update on asset transfers**

The Town Clerk reported that the engrossment leases were awaited from CEC for the Allotment transfers.

#### **14/096 To receive reports from Members having attended external events since the previous meeting**

Cllr Bancroft reported attendance at the ChALC AGM where the main theme was concerning the Local Plan and Neighbourhood Planning.

Cllr Dean reported attendance at a meeting of the Mid Cheshire Community Rail Partnership and gave an update on recent progress.

#### **14/097 To receive an update in relation to Member surgeries**

Cllr Bancroft reported that no members of the public attended the October surgery.

**14/098 To consider an update from the Health & Social Care working group**

Members approved the draft Terms of Reference provided by the working group subject to the acronyms being expanded.

Cllr Malloy reported that the GPs were leading on developing a plan for presentation in January. The preferred site being the current hospital site. Cllr Malloy further reported that he hoped to arrange a meeting to discuss the proposed introduction of parking charges at the hospital.

Cllr Malloy reported that Mr Derek Empson MBE has stood down from the working group; members **resolved** a vote of thanks to Mr Empson for his contribution to the working group and agreed that the Mayor send a letter expressing the thanks of the Council.

**14/099 To receive a report from Cheshire East Councillors**

Cllr Raynes gave a brief update on HS2 and highlighted that CEC had given £25,000 to the Knutsford Promenades.

**14/100 To note and approve payments and receipts**

Members noted the payments approved by the Finance Committee and **resolved** to approve the payments in Annex A.

**14/101 To consider the future of the Knutsford Hosts project**

The Mayor adjourned the meeting to allow Sarah Flannery to address the Council on two occasions during the discussions; subsequently reconvening the meeting.

Members **resolved** to approve a six month extension of the project covering the expenses incurred by the Hosts project manager up to £100 per month in line with Member expense submissions.

Members **resolved** that the working group comprising Cllrs Houghton, Forbes, Malloy, Bancroft, the Town Clerk and Sarah Flannery assess the long term options for the continuation of the project; to report back in January.

**14/102 To consider revisions to the Civic Protocol**

Members **resolved** to adopt the revised "Mayor's Cadet" section of the Civic Protocol.

**14/103<sup>1</sup> To consider recommendations from the Operations Committee regarding Asset Transfers**

Members **resolved** to request the transfer, subject to business case, of the open spaces at St Helena/North Downs/Longridge and Ashworth Park, Silk Mill Street car park and Booths Garden.

Members **resolved** that the Council consider the transfer of the former play areas on Manor Crescent and Mobberley road, dependent upon the thoughts of local residents, after the transfers requested above.

Members further **resolved** to note the decisions of the Operations Committee to monitor or take no action concerning the other areas highlighted.

**14/104 Member questions to the Town Clerk**

Cllr Dean enquired if the Town Clerk knew how to arrange a resident's parking scheme. The Town Clerk indicated it would be a matter for CEC.

**14/105 To receive a report of Mayoral Duties**

Cllr Forbes reported on his duties as per Annex B.

Cllr Forbes additionally highlighted Knutsford in Bloom being awarded Silver Gilt and the awards conferred upon the town through the Cheshire Community Pride Awards.

**14/106 Public Participation**

Two members of the public spoke concerning the Knutsford Hosts project.

**14/107 To consider matters related to outstanding debtors**

Members **resolved** to exclude the public and press due to the confidential nature of the business to be transacted.

Members **resolved** to write off the two outstanding debts from the 2013 Christmas Market.

---

<sup>1</sup> Cllr Raynes abstained from voting.

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

**14/108 To note the date of the next meeting**  
Members noted the date.

FINAL

## Payment Schedule 27/10/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/10/2014	Barleyhops	3365C	-9.17	AKG	Cancel Unpresented Cheque
14/10/2014	Twiss	3371C	-17.83	AKG	Unpresented Cheque Cancel
14/10/2014	Atkinson	3375C	-10.17	AKG	Unpresented Cheque Cancel
14/10/2014	Evans	3376C	-9.17	AKG	Unpresented Cheque Cancel
14/10/2014	Cakery	3381C	-9.17	AKG	Unpresented Cheque Cancel
14/10/2014	Terragourment	3393C	-9.17	AKG	Unpresented Cheque Cancel
14/10/2014	Olivia	3394C	-21.67	AKG	Unpresented Cheque Cancel
14/10/2014	Cumbrian Pig CO	3407C	-15.83	AKG	Unpresented Cheque Cancel
14/10/2014	Riley & Jess	3432C	-25.83	AKG	Unpresented Cheque Cancel
14/10/2014	Original Recipies	3447C	-17.83	AKG	Unpresented Cheque Cancel
14/10/2014	Oakes	3459C	-17.83	AKG	Unpresented Cheque Cancel
14/10/2014	Vintage	3460C	-10.17	AKG	Unpresented Cheque Cancel
17/10/2014	Knutsford Harriers	3676	625.00	Finance	Grant Application
17/10/2014	Cheshire Search and Rescue	3677	1,750.00	Finance	Grant Application
17/10/2014	Egerton Pre-School	3678	280.00	Finance	Grant Application
17/10/2014	Knutsford Talking Newspaper	3679	700.00	Finance	Grant Application
17/10/2014	Knutsford Job Advice Clinic	3680	200.00	Finance	Grant Application
17/10/2014	St Cross XmasTree Festival	3681	150.00	Finance	Donation Request
21/10/2014	Cllr Neil Forbes	3682	117.00	AKG	Civic Mileage
21/10/2014	Cllr T Dean	3683	42.90	AKG	Member Mileage
21/10/2014	RBL Poppy Appeal	3684	55.50	AKG	Poppy Wreaths
21/10/2014	Cheshire East Council	3685	21.00	AKG	TEN Application Fee
21/10/2014	Mrs L Benskin	3686	81.45	AKG	Expenses
21/10/2014	Clare Stuart West	3687	14.63	AKG	Clare Stuart West
22/10/2014	FP Teleset	DD01	150.00	LB	Franking Machine Credit
22/10/2014	Business By Technology Ltd	DD02	107.93	LB	Copier Usage 14th Sep/14thOct
22/10/2014	Opus Energy	DD03	303.78	AKG	Market Electricity 30/08 to 01/10
22/10/2014	The Royal Bank of Scotland	DD04	10.00	AKG	RBS Payroll Charge
22/10/2014	United Utilities Water PLC	DD05	119.20	AKG	Water/Wastewater 12/07 -10/10
22/10/2014	Orange	DD06	38.20	LB	Mobile Phones 08/10 to 07/11
23/10/2014	Ansa Environmental Services	3688	402.24	Ops	Offices Sign Installation
23/10/2014	Berrys Ltd	3689	38.40	AKG	TM Signs - Pumpkin Path
23/10/2014	Buysigns Limited	3690	74.34	Environment	Canute Sculpture Sign
23/10/2014	Commercial Caretakers	3691	262.80	LB	Offices Cleaning - Sept 2014
23/10/2014	Danfo	3692	13,247.82	LB	Credit Note - July & August
23/10/2014	CURZON CINEMAS	3693	180.00	NP COM	NP Public Meeting - Room Hire
23/10/2014	West Mercia Supplies	3694	72.66	LB	Stationery
23/10/2014	Millington Hall Farm	3695	1,512.00	AKG	Maintenance Costs - Apr to Sep
23/10/2014	THE LEAFLET TEAM	3696	234.20	AKG	Market Promo Leaflets
23/10/2014	Microshade VSM	3697	115.20	LB	Quarterly Hosting Fee
23/10/2014	NEW MOON PUB COMPANY	3698	457.70	LB	Munch with the Mayor 2
23/10/2014	Techno Type	3699	53.94	LB	Stationery
23/10/2014	PHS Compliance	3700	54.00	Ops	Market Fire Extinguisher Test
23/10/2014	Scotlight Commercial	3701	95.90	Ops	3 x Lights for front elevation
23/10/2014	Simply Plumbing UK	3702	84.00	AKG	Kath's Cafe Water Tap Repair
23/10/2014	A Keppel-Garner	3703	34.17	Ops / AKG	Map Software / Milk
23/10/2014	A Keppel-Garner	3704	7.50	AKG	Market Hall Key

23/10/2014 October Payroll

PAYROLL

7,707.64

AKG

October Payroll

**Total Payments**

29,227.26

***Civic Account Payments***

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque #</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/10/2014	Knutsford Lions	348	40.00	AKG	Mayor's Charity Donation (BC)
21/10/2014	Cheshire Search & Rescue	349	40.00	AKG	Mayor's Charity Donation (BC)

***Officer Card Payments***

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque #</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/09/2014	Cross Country Trains	CP03	77.25	AKG	Railfare (conference)
17/09/2014	Asda	CP04	4.79	AKG	Tea / Coffee
18/09/2014	HMCTS	CP05	70.00	Council	Warren Issue Fee
18/09/2014	Click Healthcare Limited	CP08	29.99	AKG	Leg Rest
25/09/2014	HM Registry	CP06	33.00	Environment	Searches (Cotton Shop Yard)
25/09/2014	MyHermes	CP07	35.88	AKG	Delivery of Town Guides/Maps
29/09/2014	Correction	Correction	-3.00	AKG	Correction to CP06
29/09/2014	Pre-paid Financial Solutions	CP-FEE2	6.00	AKG	Payment Card Fees
23/10/2014	Timpsons	CP09	7.50	AKG	Replacement front Door Key
<b>Total Payments</b>			261.41		

**ANNEX B**

## Mayoral Engagements

### September/October 2014

<u>Date</u>	<u>Event</u>	<u>Attended By</u>
16/09/2014	Summer Reading Challenge Award	Mayor
17/09/2014	Munch with the Mayor #2	Mayor
21/09/2014	Winsford Open Air Service & Parade	Mayor
23/09/2014	Knutsford Heritage Centre 25th Anniversary	Mayor
25/09/2014	Nxtep Personal Training Launch Evening	Deputy Mayor
28/09/2014	Civic Service	Mayor
30/09/2014	Knutsfordian Exhibition	Mayor
03/10/2014	Knutsford Lions Charity Concert	Mayor
05/10/2014	Middlewich Civic Service & Parade	Mayor
05/10/2014	Crewe Civic Service	Deputy Mayor
09/10/2014	Community Pride Awards Evening	Mayor
10/10/2014	Knutsford Scouts Annual District Dinner	Mayor
16/10/2014	Dylan Thomas Centenary Celebration	Mayor
17/10/2014	Silk 106.9 Local Hero Awards 2014	Mayor
21/10/2014	Barclays Walking Treasure Hunt	Mayor

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

01565 653929

[www.knutsfordtowncouncil.gov.uk](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

### **Town Council Meeting held December 8<sup>th</sup> 2014**

*In the Lower Council Chamber of the Town Council Offices*

#### **14/109 Present**

Cllrs Forbes, Dean, Davies, Bancroft, Gardiner, Hutchence, Houghton, Lasham, Malloy, Raynes and Gray.

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

#### **14/110 To note the results of the Nether Ward by-election**

Members noted the results of the by-election held on November 13<sup>th</sup>.

Christopher Gray	271	<i>Elected</i>
Julie Tempest	160	
Graeme Webster	62	

The Town Clerk confirmed Cllr Gray had signed his declaration of acceptance of office and the Mayor welcomed Cllr Gray to the Council.

#### **14/111 Apologies for Absence**

Apologies were received from Cllrs Goodrich (business) Nicholson, P Coan (personal business) and B Coan (health).

Members **resolved** to approve Cllr B Coan's absence for a period of 5 months.

#### **14/112 To note declarations of Members' interests**

Cllr Forbes	Non-pecuniary	14/116	Member of the Transfer of Public Assets Community of Carnegie (UK) Trust.
Cllr Raynes	Non-pecuniary	14/122	Finance Portfolio Holder at Cheshire East Council

#### **14/113 Public Participation**

A representative of South Knutsford Residents Group expressed the group's support for the Council providing a funding contribution to CEC towards the town centre CCTV.

#### **14/114 To receive and approve the minutes of the meeting held 27<sup>th</sup> October 2014**

Members **resolved** to approve the minutes which were duly signed by the Mayor following a typographical corrections to 14/092 and 14/098.

#### **14/115 To note the minutes of committees which have met since the previous meeting**

Cllr Bancroft asked if the Personnel Committee had appointed a maternity cover Deputy Town Clerk; the Mayor confirmed it had.

#### **14/116 To receive an update on asset transfers**

The Town Clerk reported he was awaiting final confirmation on rights to access over the track at Warren Avenue but that transfer of the two allotment sites was imminent. The Town Clerk explained he was awaiting a formal response from Cheshire East Council on their intentions to transfer other assets as requested.

- 14/117 To receive reports from Members having attended external events since the previous meeting**  
Cllr Forbes reported on attendance at an A556 stakeholder meeting, the King St enhancement engagement event, a meeting of Community Spirit and the CEC Town and Parish Conference. Cllr Bancroft reported on attendance at a meeting of Community Spirit and the Macclesfield area meeting of ChALC.
- 14/118 To receive an update in relation to Member surgeries**  
Cllr Hutchence reported attendance at the December surgery where no members of the public attended.
- 14/119 To consider an update from the Health & Social Care working group**  
Cllr Malloy provided an update primarily regarding the introduction of parking charges at the community hospital. Members **resolved** to invite the Chief Executive of the East Cheshire NHS to explain matters and to express concerns to Cheshire East Highways given the potential safety implications.
- 14/120 To receive a report from Cheshire East Councillors**  
Cllr Raynes gave an update on the current status of the Local Plan and provided information on the Cheshire East energy project.  
Members requested the Town Clerk ask CEC for details of the s106 funds allocated to Knutsford.
- 14/121 To note and approve payments and receipts**  
Members **resolved** to approve the payments detailed in Annex A.
- 14/122 To consider making a contribution towards the costs of town centre CCTV**  
Members **resolved** to make a contribution towards the costs of town centre CCTV at a cost of £12,950 per year for three years subject to an option to exit after 12 months if service provision is not up to the required standard.
- 14/123 To consider a report from the Sessions House working group**  
Members **resolved** to apply to Cheshire East Council to register the Sessions House as a community asset. Members **resolved** that the working group arrange a public meeting to allow the public to express their thoughts on the future of the building.
- 14/124 To consider matters related to the Knutsford CAB service**  
Members **resolved** to note the report provided by the Chief Officer of CE-CAB North and adjust the projected spend for the current financial year accordingly.
- 14/125 To consider a recommendation from the Neighbourhood Plan Committee**  
Members **resolved** to apply for the Parish of Knutsford to be designated a Neighbourhood Area and to authorise the Neighbourhood Plan committee to continue with the production of a Neighbourhood Plan as per the committee terms of reference.
- 14/126 To consider the membership of committees**  
Members **resolved** to appoint Cllr Gray to the Operations, Neighbourhood Plan and Finance committees and Cllr Houghton to the Neighbourhood Plan committee whilst removing Cllr Nicholson from the Finance committee and Cllrs B Coan and Raynes from the Neighbourhood Plan committee.
- 14/127 To consider supporting the Good Neighbours Scheme**  
Cllr Gardiner outlined the scheme and encouraged members to publicise that the scheme is in need of additional volunteer drivers.
- 14/128 Member questions to the Town Clerk**  
Cllr Hutchence enquired about the cost and necessity for the meeting microphone system. Cllr Forbes referred Cllr Hutchence to the Operations Committee minutes and reported that he received comments from members of the public that they had found it difficult to hear members during

meetings.

Cllr Bancroft requested that the Town Clerk invite representative of Cheshire East Council to attend the January Council meeting to discuss the King St enhancement project.

**14/129 To receive a report of Mayoral Duties**

The Mayor reported on attendance at the events detailed in Annex B. The Mayor extended his thanks to officers and the community for the fantastic Christmas weekend events and to all stallholders who donated prizes towards raising funds for the Mayor's charity and good cause.

**14/130 Public Participation**

No members of the public wished to address the Council.

**14/131 To note the date of the next meeting**

Members noted the date.

FINAL

# Knutsford Town Council

## ANNEX A

### Payment Schedule 08/12/2014

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/11/2014	SLCC	3705	256.00	AKG	TC Membership
11/11/2014	SLCC	3706	20.00	Personnel	Community Governance Registration
11/11/2014	Mereside Brass	3707	100.00	AKG	Crib Service Band
11/11/2014	Knutsford Promenades	3708	4,000.00	Events	Contribution to 2015 Event
11/11/2014	Ansa Environmental Services	3709	517.25	Events	Pumpkin Path Road Closure
11/11/2014	Burrows Communications Ltd	3710	5,160.00	Environment	Town Guides Reprint
11/11/2014	Cheshire East Council	3711	52.30	AKG	Wallwood – Use of parking bays
11/11/2014	Chilli Cactus Limited	3712	293.00	Events	Christmas Flyers
11/11/2014	Commercial Caretakers	3713	234.00	AKG	Offices Cleaning Oct 14
11/11/2014	Dixon Rigby Keogh	3714	406.00	AKG	Registration of Wallwood
11/11/2014	Envisage Promotions Limited	3715	273.56	Events	Santa Hire
11/11/2014	Festive Lighting Company	3716	13,984.56	Events	Christmas Light Hire
11/11/2014	Fisher German	3717	3,652.20	AKG	60 King St – Management Fees
11/11/2014	Juliette Hamilton Design	3718	50.00	Environment	Elvis Replacement Antlers
11/11/2014	Steve Ikin Limited	3719	1,078.00	Environment	Bench Repairs
11/11/2014	KDE Ltd	3720	72.00	Operations	Market Hall Electricity Works
11/11/2014	Ash Waste Services	DD01	355.36	AKG	Market Waste Nov
11/11/2014	Opus Energy	DD02	254.17	AKG	Oct Electricity (Market)
13/11/2014	Office Furniture Online	3721	784.80	Operations	Market Tables & Chairs
13/11/2014	Snaggers Amazing Balloons	3722	130.00	AKG	Christmas Light Switch On
13/11/2014	West Mercia Supplies	3723	111.78	AKG	Stationery / Market Costs / Fire Extinguisher
13/11/2014	Pear Technology Services Ltd	3724	432.00	Operations	Mapping Software Licence & LR
13/11/2014	KDE Ltd	3725	396.00	Operations	Emergency Lighting Work (Market)
13/11/2014	iPrint Cheshire	3726	506.40	Events	Business Welcome Pack Printing
13/11/2014	Sarah Raisbeck	3727	60.00	AKG	Bugler at Remembrance Sunday
13/11/2014	Techno Type	3728	81.50	AKG	Posters (Christmas Events)
13/11/2014	Dixon Rigby Keogh	3729	3,600.00	AKG	Allotment Transfer Legal Costs
13/11/2014	PC World	3730	104.48	AKG	Microsoft Publisher
13/11/2014	Orange	DD03	39.00	AKG	October Mobile Costs
13/11/2014	Baker Boothman Edy	3731	24.12	AKG	Xmas Electricity (2011/12/13)
13/11/2014	TechnoType	3732	64.56	AKG	Xmas Electricity (2011/12/13)
13/11/2014	The Pudding Club	3733	9.84	AKG	Xmas Electricity (2011/12/13)
13/11/2014	The Men's Room	4734	15.12	AKG	Xmas Electricity (2011/12/13)
13/11/2014	Edmunson Electrical	3735	3.00	AKG	Xmas Electricity (2011/12/13)
13/11/2014	Dixon Rigby Keogh	3736	103.00	AKG	Allot Registry / Consideration
19/11/2014	Payroll	PAYROLL	7,707.64	AKG	November Payroll
22/11/2014	Abigail Chetham	3737	75.00	AKG	Talent Factor Prize
22/11/2014	Jacob Phillips	3738	150.00		Talent Factor Prize
02/12/2014	Knutsford Old Folks Club	3739	28.00	Events	Jubilee Hall - Lantern W/shop
02/12/2014	The Joshua Tree	3740	350.00	Events	Donation - Mark Radcliffe – Xmas Lights
03/12/2014	L Benskin	3741	32.59	AKG	Expenses
03/12/2014	C Stuart-West	3742	53.01	AKG	Expenses
03/12/2014	N Forbes	3743	103.65	AKG	Mileage Claim
03/12/2014	A Keppel-Garner	3744	85.48	AKG	Expenses
03/12/2014	Cranford Cafe	2750	286.25	AKG	Catering @ two events (Rem Sun / Lions)
03/12/2014	AA SIGNS	3745	674.16	Events	Xmas Market AA Road Signs
03/12/2014	Belle Epoque Limited	3746	1,584.00	AKG	60 King St - Ceiling Repair

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/12/2014	Berrys Ltd	3747	76.80	AKG	Xmas Road Closure Signs
03/12/2014	Event Buddha Limited	3748	2,786.40	Events	Christmas Event - Staging
03/12/2014	Commercial Caretakers	3749	286.80	LB	Offices Cleaning - Nov 2014
03/12/2014	Dixon Rigby Keogh	3751	28.00	AKG	Disbursements: Market Transfer
03/12/2014	Dimension Projects Limited	3752	2,600.00	Events	Knutsford Hosts Costs (jackets/consultancy)
03/12/2014	KDE Ltd	3753	132.00	Operations	Electrical Remedial Works (Market)
03/12/2014	THE LEAFLET TEAM	3754	453.00	AKG	Indoor Market - Xmas Promo
03/12/2014	Knutsford Little Theatre	3755	100.00	AKG	Talent Factor Venue Hire
03/12/2014	Niche Event Hire	3756	8,653.80	Events	Niche - Christmas Market
03/12/2014	People and Places Partnership	3757	1,200.00	Events	People & Places Signage Review
03/12/2014	Rentokill Pest Control	3758	5,660.40	AKG	Bird Dropping Removal Nov 14 (60 King St)
03/12/2014	Techno Type	3759	7.99	AKG	Poster Print (Market)
03/12/2014	Vision ICT Ltd	3760	66.00	AKG	Biennial fee for .gov.uk
03/12/2014	Knutsford Window Cleaners	3761	40.00	AKG	Window Cleaners
03/12/2014	West Mercia Supplies	3762	17.19	LB	Stationery
03/12/2014	FP Teleset	DD1	72.00	AKG	Quarterly Rental Franking
03/12/2014	The Royal Bank of Scotland	DD2	10.00	AKG	Payroll Charge
03/12/2014	Gusto Restaurants Ltd	3764	184.80	AKG	Xmas Post Meeting Refreshments
03/12/2014	Northwich Mayor's Xmas Charity	3763	44.00	AKG	Civic Tickets
03/12/2014	CURZON CINEMAS	3765	72.00	AKG	Scoping Meeting Room Hire
03/12/2014	British Telecom	DD	178.47	AKG	Phone / Broadband
<b>Total Payments</b>			<u>71,023.43</u>		

**Knutsford Town Council**  
**Charge Card Payment Schedule**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/11/2014	Booths	CP10	4.49	AKG	Coffee
11/11/2014	WM Morrison	CP11	2.50	AKG	Orange Juice (Remembrance)
11/11/2014	Trophy Store	CP12	24.93	AKG	Talent Trophies
11/11/2014	Pre-paid Finance Solutions	CP-FEES	2.00	AKG	Card Fees (Oct/Nov)
19/11/2014	Musgrove Willows	CP13	114.00	Events	Lantern Making Materials
26/11/2014	Amazon	CP15	17.37	AKG	Table Cloth

<b>Total Payments</b>	<u>165.29</u>
-----------------------	---------------

FINAL

## ANNEX B

### Mayoral Engagements

November / December 2014

Date	Event	Attended By
23/10/2014	North West in Bloom Awards	Mayor
24/10/2014	WW1 Photos at The Heritage Centre	Mayor
24/10/2014	North West in Bloom Awards	Deputy Mayor
29/10/2014	Knutsford Hosts Welcome Event	Mayor
02/11/2014	Nantwich Civic Service	Mayor
04/11/2014	Young Leaders in Service Partner Meeting	Mayor
09/11/2014	Remembrance Sunday – St Cross Service	Mayor
09/11/2014	Remembrance Sunday – St John's Service	Mayor
09/11/2014	Remembrance Sunday – Memorial Hospital	Mayor
09/11/2014	Remembrance Sunday – Tatton Park	Mayor
11/11/2014	Remembrance Day at KTC Offices	Mayor
13/11/2014	Promote Knutsford Forum	Mayor
15/11/2014	Macmillan Cancer Support	Mayor
15/11/2014	Choral Concert Handel's Messiah	Mayor
16/11/2014	Knutsford Youth Orchestra Choir	Mayor
19/11/2014	Tatton Estate Management Drinks Party	Mayor
20/11/2014	The Welcome AGM	Mayor
22/11/2014	Knutsford has the Talent Factor	Mayor
27/11/2014	Tatton Park Town & Parish Council Liaison Meeting	Mayor
28/11/2014	Pantomania	Mayor
29/11/2014	Christmas Market Raffle Stall	Mayor
29/11/2014	Christmas Lights Switch On	Mayor
30/11/2014	Crib Service	Mayor
02/12/2014	Cubs & Beavers Carol Service	Mayor
05/12/2014	Loo of the Year Awards	Mayor
06/12/2014	Christmas Tree Festival & Lantern Parade	Mayor
07/12/2014	Northwich Mayor's Charity Lunch	Mayor

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

01565 653929

[www.knutsfordtowncouncil.gov.uk](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

### **Town Council Meeting held January 12<sup>th</sup> 2015**

*In the Lower Council Chamber of the Town Council Offices*

#### **14/132 Present**

Cllrs Forbes, Dean, Bancroft, P Coan, Goodrich, Gray, Hutchence, Lasham, Malloy and Raynes.

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

#### **14/133 Apologies for Absence**

Apologies were received from Cllr Nicholson (personal business), Cllrs Gardiner, Davies and B Coan (health) and Cllr Houghton (business).

#### **14/134 To note declarations of Members' interests**

Cllr Forbes	Non-pecuniary	14/136	On the grounds of being disabled and being married to a John Lewis Partner.
	Non-pecuniary	14/141	Member of the Transfer of Public Assets Community of Carnegie (UK) Trust.
	Non-pecuniary	14/137	On the grounds of being disabled.
Cllr Malloy	Non-pecuniary	14/136	Chairman of Town Plan working group
	Non-pecuniary	14/149	On the grounds that they are a Knutsford Host
Cllr P Coan	Non-pecuniary	14/149	On the grounds that they are a Knutsford Host
Cllr Raynes	Non-pecuniary	14/141	Portfolio Holder for Assets and CEC
Cllr Bancroft	Non-pecuniary	14/137	On the grounds of being married to a regular user of the Hospital.
Cllr Goodrich	Non-pecuniary	14/136	On the grounds of being married to a town centre retail manager.

#### **14/135 Public Participation**

A resident enquired as to why the Council website had not been updated with the latest draft minutes.

A resident spoke concerning the introduction of the parking charges at the community hospital.

A representative of Knutsford Conservation and Heritage Group spoke concerning the King Street enhancements referencing previous work carried out by the Town Plan group and suggesting the Neighbourhood Plan is the best vehicle for the project to be progressed through.

A representative of South Knutsford Residents Group echoed the comments made by KCHG and raised a number of potential issues which had not been addressed.

A resident raised concerns regarding the draft budget and its implication on the precept demand.

#### **14/136 To consider matters related to the King Street Enhancement Project**

The Mayor adjourned the meeting to allow representatives from Cheshire East Council to address members. CEC Officers briefed members on the progress to date and took questions. The Mayor reconvened the meeting and members **resolved** to invite the Cheshire East officers back to the February meeting to present the findings of the engagement events. Members further **resolved** to consider the appropriate structure for the continuation of the King St enhancement scheme at the next meeting.

- 14/137 To consider matters related to parking charges at Knutsford Community Hospital**  
The Mayor adjourned the meeting to allow the CEO of the East Cheshire NHS trust to address members regarding the introduction of parking charges at the community hospital. Members raised concern over the impact parking charges would have on regular short-visit users of the hospital and the effect of parking charges displacing parking to neighbouring streets. The Mayor reconvened the meeting.
- 14/138 To receive and approve the minutes of the meeting held 8<sup>th</sup> December 2014**  
Members **resolved** to approve the minutes which were duly signed by the Mayor following the insertion of "of the two allotment sites" to 14/115.
- 14/139 To note the minutes of committees which have met since the previous meeting**  
Members noted the minutes and raised no questions to the committee chairmen.
- 14/140 To consider a recommendation from the Finance Committee with regard to the budget for 2015/16 and to confirm the precept to be set for 2015/16**  
Cllr Forbes outlined two potential reductions in the precept requirement. Members **resolved** to confirm the budget as amended and set the precept for 2015/16 at £241,846 representing a Band D equivalent of £42.95; a 7.34% increase.
- 14/141 To receive an update on asset transfers**  
The Town Clerk reported that he was still awaiting confirmation over rights at the Warren Avenue allotment site and that once received the leases can be signed. The Town Clerk further reported that Cheshire East Council has confirmed it will transfer the Council Offices subject to business case. The Town Clerk explained he was still awaiting a formal response to other asset transfer requests.
- 14/142 To receive reports from Members having attended external events since the previous meeting**  
No members had attended external events since the December meeting.
- 14/143 To receive an update in relation to Member surgeries**  
Cllr Forbes provided details of the January surgery which had 5 visitors.
- 14/144 To receive a report from Cheshire East Councillors**  
Cllr Raynes provided information on the 7<sup>th</sup> ASDV created by Cheshire East Council to manage the public, social and home transport. Cllr Raynes further highlighted a series of outdoor events taking place and that in 2014 625 people were assisted by the Housing Department of CEC to help keep a roof over their head.
- 14/145 To note and approve payments and receipts**  
Members **resolved** to approve the payments detailed in Annex A.
- 14/146 To consider matters related to Rail Services in Knutsford**  
Members **resolved** that the Town Clerk write to reaffirm the Council's support for a ½ hourly service at Knutsford and the reopening of the Middlewich Branch Line and to encourage Cheshire East Council to either back the proposals made by Cheshire West and Chester Council or develop their own similar proposals for improvements to Rail Services, cc'ing George Osborne MP. Members also expressed support for the introduction of a link between the Mid-Cheshire Line and Manchester Airport.
- 14/147 To consider enrolling in the Local Council Award Scheme**  
Members **resolved** to enrol in the Local Council Award Scheme seeking Quality Gold status and to task: the Personnel Committee with developing a training policy for members and employees to be approved by Council, the Town Clerk with developing a Business Plan, the Town Clerk with preparing the necessary statements for Council approval, the Environment Committee with developing a Community Engagement policy and the Town Clerk with ensuring all information required to be published online is on the Town Council website.

**14/148 To consider creating a Community Work Placement**

Members **resolved** to create a community work placement as outlined.

**14/149 To consider matters related to the Knutsford Hosts project**

Cllr Forbes provided an update, explaining that no expenses would be claimed by the project coordinator or publicity coordinator and that a further report would be made at the next meeting. The project coordinator had requested that members note no Host receives expenses. Cllr Forbes further explained that the project coordinator was exploring a potential partnership opportunity which would be reported to the February Council meeting.

**14/150 Member questions to the Town Clerk**

Cllr Bancroft asked when the public meeting concerning the Sessions House would be held, the Town Clerk explained he was awaiting information from HMCTS but that a date will be fixed shortly.

Cllr Goodrich asked the Town Clerk to prepare a best practice guide for members giving apologies for absence.

**14/151 To receive a report of Mayoral Duties**

The Mayor reported on attendance at the events detailed in Annex B.

**14/152 Public Participation**

A resident spoke concerning the importance of sustainable transport facilities at the community hospital including cycle parking and shower facilities and further encouraged members to promote the Wilmslow link bus to the airport.

A resident expressed that he was impressed by the debate from Cllrs Gray and Bancroft regarding the King St enhancements and expressed support for the Neighbourhood Plan taking the project forward.

A resident spoke encouraging members to attend the board meeting of the NHS trust on January 29<sup>th</sup>.

A resident supported the Council creating a community work placement and stressed that it must provide the participant with skills to help them get back into work.

**14/153 To note the date of the next meeting**

Members noted the date.

# Knutsford Town Council

## ANNEX A

### Payment Schedule

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/12/2014	December Payroll	PAYROLL	8,145.51	AKG	December Payroll
17/12/2014	L Benskin	3772	11.96	AKG	Batteries
06/01/2015	Cheshire East Council	3773	40.00	AKG	Lottery Licence (Civic Ball)
06/01/2015	L Benskin	3774	4.99	AKG	Office Coffee/Sugar
06/01/2015	E Hutchinson	3775	74.85	AKG	Refund of Munch 3 Ticket
06/01/2015	Cllr Forbes	3776	91.00	AKG	Civic Mileage
06/01/2015	Fisher German	3777	594.00	Operations	Indoor Market Survey
06/01/2015	Commercial Caretakers	3778	288.00	AKG	Cleaning Cover
06/01/2015	Manchester Community Pipe Band	3779	500.00	AKG	Rem Sun / Xmas / Lantern Parade
06/01/2015	Signs of Good Taste	3780	260.00	Operations	Market Sign
06/01/2015	West Mercia Supplies	3781	16.54	AKG	Toilet Rolls
06/01/2015	MBC Badge Company	3782	163.50	EGP	Former Mayor's Cadet Badges
06/01/2015	Ansa Environmental Services	3783	105.00	AKG	Christmas Support (signage)
06/01/2015	Techno Type	3784	17.03	LB	A4 Laminator Pouches
06/01/2015	Ash Waste Services	DD01	9.24	AKG	Excess Weight Charges (Market)
06/01/2015	EE	DD02	39.32	AKG	Mobile Costs Dec
06/01/2015	FP Teleset	DD03	150.00	LB	Postage
06/01/2015	Siemens	DD04	285.37	AKG	Quarterly Copier Lease Fee
06/01/2015	Orange	DD05	3.98	AKG	Final Orange Mob Costs
06/01/2015	EE	DD	60.00	AKG	Mischarge (refunded)
06/01/2015	Macclesfield Charter Trustees	3545C	-60.00	AKG	Cancellation of Cheque
06/01/2015	Dixon Rigby Keogh	3736C	-103.00	AKG	Cancellation (returned)
06/01/2015	Business By Technology Ltd	DD05	179.27	AKG	Nov Copier Usage
07/01/2015	CE Citizens Advice Bureau	3785	2,250.00	Council	Funding of Service to 31/03/15
07/01/2015	Loch Fyne Seafood and Grill	3786	937.65	AKG	Munch with the Mayor 3
<b>Total Payments</b>			<u>14,064.21</u>		

**Knutsford Town Council**  
**Charge Card Payment Schedule**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/12/2014	123.reg.co.uk, Webfusion Ltd	CP17	8.38	Neighbourhood Plan Committee	Neighbourhood Plan Domain
17/12/2014	Envato	CP18	39.39	NP Committee	Wordpress Theme (NP Website)
17/12/2014	Booths	CP19	4.20	AKG	Refreshments (Xmas Meeting)
06/01/2015	Pre-paid FS	CP-FEE4	3.00	AKG	Card Fees
<b>Total Payments</b>			<u>54.97</u>		

**ANNEX B**

**Mayoral Engagements**

December 2014/ January 2015

<b>Date</b>	<b>Event</b>	<b>Attended By</b>
11/12/2014	Knutsford Academy production of 'Hairspray'	Mayor
13/12/2014	Tatton Singers with Bexton Juniors: Choral Xmas Concert	Mayor
14/12/2014	Knutsford Unitarian Chapel Carol Service	Mayor
16/12/2014	St John's Wood Lunch Club Christmas Party	Mayor
18/12/2014	Winsford TC Christmas Carol Service & Tree of Lights	Deputy Mayor
20/12/2014	Children's Christmas Art Competition Awards	Mayor
24/12/2014	Knutsford Methodist Christmas Midnight Communion	Mayor
25/12/2014	Knutsford Lions Christmas Day Luncheon	Mayor
07/01/2015	Munch with the Mayor at Loch Fyne	Mayor
09/01/2015	Showmen's Guild of GB Annual Lunch	Mayor

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

01565 653929

[www.knutsfordtowncouncil.gov.uk](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

### **Town Council Meeting held February 12<sup>th</sup> 2015**

*In the Lower Council Chamber of the Town Council Offices*

#### **14/154 Present**

Cllrs Forbes, P Coan, Goodrich, Gardiner, Gray and Hutchence

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

#### **14/155 Apologies for Absence**

Apologies were received from Cllrs Bancroft, Nicholson, Dean and Raynes (personal business), Cllrs Malloy, Houghton and Lasham (business) and Cllrs Davies and B Coan (health)

#### **14/156 To note declarations of Members' interests**

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

#### **14/157 Public Participation**

A representative of Knutsford Conservation and Heritage Group endorsed the plans outlined by Wright Marshall at the public meeting and urged the council to seek that outcome.

A resident spoke in favour of Wright Marshall purchasing the Sessions House but questioned what the council could do to seek this considering the requirements of the Ministry of Justice in getting best value for the building.

#### **14/158 To receive and approve the minutes of the meeting held 12<sup>th</sup> January 2015**

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

#### **14/159 To consider matters related to the sale of the Sessions House**

Cllr Forbes gave the background to the discussion and outlined the discussion held at the public meeting.

Members **resolved** that the Town Council has sought and recognises the views of members of the community at a public meeting that their preferred use of the Sessions House is as an Auction House/Fine Art and Antiques Salesroom with some community space provided. Members further **resolved** that the preservation of the building is paramount and to support the development of some community space within the building. Members **resolved** to express these views to HMCTS, George Osborne MP and the Ministry of Justice.

#### **14/160 Public Participation**

A resident commented on the promotion of the public meeting, stating it could have been promoted better to encourage more attendees.

#### **14/161 To note the date of the next meeting**

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](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

### **Town Council Meeting held February 23<sup>rd</sup> 2015**

*In the Lower Council Chamber of the Town Council Offices*

#### **14/162 Present**

Cllrs Forbes, Gardiner, Goodrich, Gray, Malloy, Raynes, Bancroft, P Coan and Nicholson

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

#### **14/163 To hold a minute of silence in respect of the passing of Wilson Hamman, former Mayor of Knutsford**

Members held a one minute silence in memory of Wilson Hamman; town councillor from 1998 to 2011 and Mayor of Knutsford 2005/6.

#### **14/164 To consider apologies for absence**

Apologies were received from Cllrs B Coan and Davies (health), Houghton, Lasham and Hutchence (business) and Dean (personal business)

#### **14/165 To note declarations of Members' interests**

Cllr Malloy declared a non-pecuniary interest in item 14/167 on the grounds of being the chairman of the Town Plan Town Centre working group. Cllrs Malloy and P Coan declared a non-pecuniary interest in item 14/182 on the grounds of being Knutsford Hosts. Cllrs Nicholson, Gardiner and P Coan declared a non-pecuniary interest in item 14/181 on the grounds of being known to the tenant of 60 King Street.

#### **14/166 Public Participation**

No members of the public wished to address the Council.

#### **14/167 To consider matters related to the King Street Enhancement Project**

The Mayor adjourned the meeting to allow CEC officers and Cllr David Topping to address the meeting. A presentation on the results of the recent engagement concerning the King Street enhancement project was received and members and the public afforded the opportunity of asking questions. The meeting was reconvened.

#### **14/168 To receive and approve the minutes of the meeting held 12<sup>th</sup> February 2015**

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

#### **14/169 To note the minutes of committees which have met since the previous ordinary meeting**

Members noted the committee minutes.

#### **14/170 To receive an update on asset transfers**

The Town Clerk reported that the deeds for Allotment transfer had been signed but that the Council is awaiting the confirmation of the site plan of Sparrow Lane allotments to be approved by CEC. The Town Clerk reported the Council Office transfer working group was gathering data to begin developing the business case.

- 14/171 To receive reports from Members having attended external events since the previous meeting**  
The Mayor and other members reported attendance at the public meeting on the future of the Sessions House and the consultation engagement event at the Old Town Hall for the relocation of the Haron Baronian statue.
- 14/172 To receive an update from the Health and Social Care working group**  
Cllr Malloy reported that the working group had not met since the last meeting due to holidays. Cllr Malloy reported the decision of the East Cheshire NHS trust to offer 4 hours free parking at the community hospital.
- 14/173 To receive an update in relation to Member surgeries**  
Cllr Malloy reported that three members of the public attended the February surgery and that the issues raised of footpath maintenance, parking at Bexton School and Council Tax problems were being dealt with by Cheshire East Council.
- 14/174 To receive a report from Cheshire East Councillors**  
Cllr Raynes reported on recent news stories from CEC including a new lifestyle centre at Crewe and that the CEC element of Council Tax would be frozen for the fifth consecutive year.
- 14/175 To note and approve payments and receipts**  
Members **resolved** to approve the payments listed in Annex A.
- 14/176 To consider the Council's bank signatories**  
Members **resolved** that the Council's bank signatories be amended to be the Town Mayor, Deputy Town Mayor, Chairman of the Finance Committee and Deputy Chairman of the Finance Committee with the Town Clerk for administrative purposes.
- 14/177 To consider the Council's Corporate Risk Register**  
Members **resolved** to adopt the revised corporate risk register.
- 14/178 To consider matters related to s106 agreements**  
Members noted the records provided by CEC of s106 agreements in Knutsford. Members **resolved** that the Town Clerk seek additional information for some of the s106 agreements which appear to be in abeyance to establish if the monies will be spent. Members **resolved** that the Planning Committee seek to have an input on all future s106 agreements for Knutsford as part of the consultation process and that a list of projects be developed.
- 14/179 To consider membership of Committees**  
Following Cllr Davies' resignation from committees members **resolved** to appoint Cllr Nicholson to the Environment Committee, Cllr Gardiner to the Personnel, Neighbourhood Planning and Events committees, Cllr Goodrich to the Operations Committee and Cllr Gray to the Planning Committee.
- 14/180 To consider revisions to the Council's Standing Orders**  
In accordance with standing orders, this item stands adjourned to the next meeting.
- 14/181 To consider matters related to VAT and opting to tax commercial properties**  
Members **resolved** to suspend Standing Order 48 for the discussion of this item to allow the matter to be considered without deferral to the Finance and Operations Committees.  
Members **resolved** to register for VAT on the grounds of opting to tax 60 King Street with effect April 1<sup>st</sup> 2015.  
Members **resolved** to opt to tax the Indoor Market with effect April 1<sup>st</sup> 2015 and to incorporate the output tax due within the current rents at the current time.
- 14/182 To consider matters related to the Knutsford Hosts project**  
The Town Clerk reported that the organiser indicated the Knutsford Hosts would be established as an unincorporated community association and that they hoped the Town Council would remain a key

partner.

The Mayor moved the remainder of the discussion to follow 14/185.

Members **resolved** to exclude the public and press on the grounds of the confidential nature of the discussions to be held.

Members **resolved** that the Internal Audit Working Group report to the next meeting of the Finance Committee with revised questions regarding the outstanding issues to be authorised by the committee. The Town Clerk and IAWG to develop a guide for managing future partnership projects.

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

**14/183 Member questions to the Town Clerk**

No members had any questions for the Town Clerk.

**14/184 To receive a report of Mayoral Duties**

The Mayor reported on the engagements outlined in Annex B.

**14/185 Public Participation**

A resident spoke in support of the Town Council engaging closer with the s106 agreements for Knutsford.

**14/186 To note the date of the next meeting (30/03/2015)**

Members noted the date.

FINAL

# Knutsford Town Council

## ANNEX A

### Payment Schedule 23/02/2015

<u>Date</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/02/2015	Knutsford Tennis Club	3798	1,500.00	Finance	Council Grant
03/02/2015	Knutsford Methodist Church	3799	200.00	Finance	Donation
03/02/2015	Awards for All	3797	400.00	AKG	Return of unspent Grant
03/02/2015	Ash Waste Services	DD01	356.20	AKG	Jan Office / Market Waste
03/02/2015	Ash Waste Services	DD02	353.68	AKG	Feb Office / Market Waste
03/02/2015	United Utilities Water PLC	DD03	129.61	AKG	Market Water Charges
18/02/2015	Payroll	PAYROLL	8,279.03	AKG	February Payroll
18/02/2015	Charge Card	TU-4	300.00	AKG	Top-Up Card
18/02/2015	S Sherliker	3800	13.09	AKG	Expenses
18/02/2015	A Keppel-Garner	3801	82.89	AKG	Mileage / Expenses
18/02/2015	Congleton Mayor's Charities	3802	30.00	AKG	Civic Event Ticket
18/02/2015	Winsford Mayor's Charities	3803	60.00	AKG	Civic Event Tickets
18/02/2015	Poynton Town Council	3804	17.00	AKG	Civic Event Tickets
18/02/2015	ICO	DD	35.00	AKG	2015 Registration
18/02/2015	Knutsford Window Cleaners	3805	40.00	AKG	Office Window Clean
18/02/2015	CURZON CINEMAS	3806	84.00	AKG	Room Hire: Sessions House Public Meet
18/02/2015	Bartlett Tree Experts	3807	576.00	OPS	Treeworks - Wallwood
18/02/2015	West Mercia Supplies	3808	117.67	AKG	Stationery
18/02/2015	Commercial Caretakers	3809	267.60	AKG	Jan Office Cleaning
18/02/2015	Greenbarnes Ltd	3810	570.99	Operations	Market Hall Noticeboard
18/02/2015	Society of Local Council Clerk	3811	480.00	Personnel	Cert HE Community Governance 1/2
18/02/2015	Society of Local Council Clerk	3812	396.00	Personnel	Practitioner Conference 2015
18/02/2015	Cumberbirch Building Contracto	3813	825.60	AKG	60 King Street - Planned Works
18/02/2015	Techno Type	3814	39.13	AKG	Stationery
18/02/2015	Business By Technology Ltd	DD01	77.60	AKG	Photocopier Usage
18/02/2015	FP Teleset	DD02	193.20	AKG	Postage Charge
18/02/2015	Opus Energy	DD03	299.27	AKG	Electricity - Market Hall
18/02/2015	The Royal Bank of Scotland	DD04	14.00	AKG	Payroll Fees
15/01/2015	EE	DD05	31.15	AKG	January Mobile Costs
25/01/2015	January Payroll	PAYROLL	9,325.22	AKG	January Payroll
<b>Total Payments</b>			<u>25,093.93</u>		

## Knutsford Town Council

### Charge Card

#### List of Payments 12/01/2015 and 18/02/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/01/2015	Paperbox Limited	CP20	58.10	AKG	Mayor's Ball Stationery
19/01/2015	Co-Op	CP21	9.49	AKG	Office Coffee
19/01/2015	Host Lincoln Ltd	CP22	115.06	AKG	Web Hosting
20/01/2015	4Team Corp	CP23	24.95	AKG	ShareO Licence
29/01/2015	Simply Direct	CP24	22.65	AKG	Rechargable Batteries
03/02/2015	Co-Op	CP25	3.85	AKG	Office Tea/Sugar
05/02/2015	Vapextech	CP26	33.90	AKG	Battery Chargers (x2)
05/02/2015	Prepaid Financial Solutions	CP-FEE5	5.10	AKG	Top-Up Card Fees
09/02/2015	Stamps Direct Limited	CP27	31.62	AKG	Self-Inking Stamp
09/02/2015	HM Land Registry	CP28	6.00	AKG	Title Plan / Map

Total Payments      310.72

## ANNEX B

### Mayoral Engagements

January / February 2015

<u>Date</u>	<u>Event</u>	<u>Attended By</u>
13/01/2015	Awards Evening : Cheshire Best Kept Station	Mayor
15/01/2015	Knutsford Store Opening - Tesla	Mayor
16/01/2015	Official Opening of Studio@Knutsford	Mayor
17/01/2015	Cavalcade of Strings – Poynton Town Council	Mayor
27/01/2015	Holocaust Memorial Day Service	Deputy Mayor
31/01/2015	Spring Awakening – Knutsford Musical Theatre Group	Deputy Mayor
17/02/2015	Crewe Mercian Regiment Parade	Deputy Mayor
18/02/2015	Knutsford Mayor's Charity Quiz	Mayor
20/02/2015	Crewe Civic Dinner	Mayor

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

01565 653929

[www.knutsfordtowncouncil.gov.uk](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

### **Town Council Meeting held March 30<sup>th</sup> 2015**

*In the Lower Council Chamber of the Town Council Offices*

In advance of the meeting the Mayor thanked all councillors on behalf of Knutsford for their work on behalf of the town during their term of office.

#### **14/187 Present**

Cllrs Forbes, Dean, Raynes, Malloy, Houghton, P Coan, Gardiner, Hutchence, Nicholson, Gray and Bancroft.

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

#### **14/188 To consider apologies for absence**

Apologies were received from Cllrs Goodrich (personal business) Lasham (business), Davies and B Coan (health)

#### **14/189 To note declarations of Members' interests**

Cllr Malloy declared a non-pecuniary interest in items 14/203 on the grounds of being a Knutsford Host and 14/201 on the grounds of being deputy chairman of the Town Plan Implementation Committee and chairman of the Town Plan Town Centre working group.

Cllr Gardiner declared a non-pecuniary interest in item 14/200 on the grounds of being known to the Chief Officer.

Cllr Forbes declared a non-pecuniary interest in item 14/193 on the grounds of being a member of the transfer of Public Assets Community of Carnegie (UK) Trust.

#### **14/190 Public Participation**

A resident stated that they felt that sport should appear prominently within one of the Neighbourhood Plan working groups and commented on the progress of the Sportsbarn being opened for community use.

#### **14/191 To receive and approve the minutes of the meeting held 23<sup>rd</sup> February 2015**

Members **resolved** to approve the minutes which were duly signed by the Mayor following the correction of typographical errors.

#### **14/192 To note the minutes of committees which have met since the previous ordinary meeting**

Members noted the committee minutes.

#### **14/193 To receive an update on asset transfers**

The Town Clerk reported that the transfer of the Allotments was still outstanding due to a legal matter requiring resolution from Cheshire East Council's solicitor.

#### **14/194 To receive reports from Members having attended external events since the previous meeting**

Cllr Dean reported on attendance at a meeting of the Community Rail Partnership reporting that new artwork would be installed at the station through the Knutsford Academy and that whilst the new tender includes additional trains for Knutsford none are currently timetabled for peak times;

something which the partnership is pushing to get corrected.

Cllrs Nicholson and Dean reported on attendance at the Manchester Airport Parish Council meetings outlining the success of airport city and potential expansion of terminal 2 which may result in additional night flights.

**14/195 To receive an update from the Health and Social Care working group**

Cllr Malloy read a statement from the East Cheshire NHS outlining that the three Knutsford GP practices are continuing to work together and with partners to design and implement a model of primary care that enables them to meet the pressures currently affecting the health system whilst moving towards further increasing access to and improving the range of care that can be delivered within the practice, the community and at patient homes.

**14/196 To receive an update in relation to Member surgeries**

Cllr Houghton reported that 2 issues were raised at the March surgery; the need for a dog bin at Manor Crescent and weeds between paving at Hollingford Place.

**14/197 To receive a report from Cheshire East Councillors**

Cllr Raynes reported on a number of initiatives from Cheshire East Council including the Council achieving funding for a PhD to investigate potential of exploiting the geothermal energy under Crewe, achieving funding for a programme with Catch 22, development at Macclesfield and the Fairer Power Scheme.

Cllr Gardiner updated members on the transfer of the former St Johns Community Centre to the new academy and the progress on making the Sportsbarn open for community use outside of school hours. Cllr Raynes responded to a question from Cllr Houghton on the Council's decision not to loan money to BeWILDerwood, stating that a number of other projects were higher priority.

Cllr Gardiner responded to a question from Cllr Bancroft concerning the cleaning of street signage and disappointing delays in officers responding to Town Council queries.

Cllr Gardiner reported on the delay in implementing a puffin crossing at Bexton School.

**14/198 To note and approve payments and receipts**

Members **resolved** to approve the payments listed in Annex A.

**14/199 To consider revisions to the Council's Standing Orders**

Following discussion members **resolved** that the removal of Standing Order 35J be put to the vote.

Members **resolved** to remove Standing Order 35J.

Members **resolved** to modify Standing Order 77 as proposed.

**14/200 To receive a report from the Knutsford Citizen's Advice Bureau**

Members noted the report submitted by the Chief Officer of the Cheshire East Citizens Advice Bureau.

**14/201 To appoint a representative to the King St Enhancement project board**

Members **resolved** to appoint Cllr Gray to the King St Enhancement project board. Cllr Gray expressed the need for the Council to give a clear steer of its views on the project for him to represent at the board meetings.

**14/202 To consider the recommendation of the Personnel Committee for the adoption of a Training Policy**

Members **resolved** to adopt the Training Policy as recommended.

**14/203 To consider matters related to the Knutsford Hosts project**

Members **resolved** that the Town Clerk submit the end of project report to Awards for All without further delay.

**14/204 Member questions to the Town Clerk**

The Town Clerk responded to a question from Cllr Forbes explaining that whilst when Parliament is dissolved all seats of the House of Commons are vacated and former MPs are no longer MPs that for the Town Council all members remain councillors until 4 days after the election at which point

members automatically retire and the new councillors take office; with the exception of the Mayor and Deputy Mayor who remain in office until the election of Mayor at the Annual Council meeting. The Town Clerk responded to a question from Cllr Malloy on SIDs, explaining the Council has use of a temporary SID from CEC but requires volunteers to place it and that the Highways LAP was looking at permanent SIDs.

The Town Clerk confirmed to Cllr Houghton that CEC were looking to install a dog-bin at Manor Crescent.

The Town Clerk outlined the process for the Council making representations on planning applications between May 11<sup>th</sup> and Mayor Making.

**14/205 To receive a report of Mayoral Duties**

The Mayor reported on the engagements outlined in Annex B. The Mayor highlighted the opportunity for members and the public to sponsor a brick to help the Scouts raise funds for the new Scout Hut. The Mayor further highlighted his Civic Ball raising over £5,000 and featuring Cllr Raynes performing on the Cello.

**14/206 Public Participation**

A resident thanked Cllr Raynes for his excellent judgement in relation to BeWILDerwood and community use of the Sportsbarn.

**14/207 To note the date of the next meeting (18/05/2015)**

Members noted the date. Cllr Hutchence thanked the Mayor for his chairmanship throughout the civic year.

**Knutsford Town Council****Current Account****ANNEX A****Payment Schedule 30/03/2015**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/03/2015	Payroll	PAYROLL	9,689.12	AKG	Payroll
26/03/2015	Mid Cheshire Com Rail	3832	250.00	Finance	Grant
26/03/2015	A Keppel-Garner	3833	262.00	Personnel	Reimbursement - Town Ranger Ad
26/03/2015	A Keppel-Garner	3834	162.04	AKG	Expenses
26/03/2015	Cllr J Nicholson	3835	12.50	AKG	Mileage
26/03/2015	S Sherliker	3836	7.88	AKG	Expenses
26/03/2015	Cllr N Forbes	3837	121.10	AKG	Mileage / Expenses
26/03/2015	C Stuart-West	3838	15.47	AKG	Mileage / Expenses
26/03/2015	Knutsford Royal May Day	3839	60.00	Environment	Advert in 2015 Programme
26/03/2015	Curzon Cinemas	3840	198.00	AKG	Annual Town Meeting Venue
26/03/2015	Association of Town Centre Man	3841	120.00	AKG	ATCM Membership 2015
26/03/2015	West Mercia Supplies	3842	24.70	AKG	Replacement Keyboards (x2)
26/03/2015	Techno Type	3843	15.00	AKG	Poster Print
26/03/2015	Steve Ikin Limited	3844	579.00	Environment	Bench Refurbishment
26/03/2015	iPrint Cheshire	3845	43.20	AKG	Backdrop Print
26/03/2015	Leicester Warren Hall	3846	2,713.40	AKG	Mayor's Ball 2015
26/03/2015	The Royal Bank of Scotland	DD	10.00	AKG	Payroll Fee
<b>Total Payments</b>			<b>14,283.41</b>		

## Knutsford Town Council

### Charge Card

#### Payment Schedule 26/03/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/02/2015	Cheshire East Council	CP29	192.50	Operations	Planning Fee - Outdoor Market
24/02/2015	Co-Op	CP-31	3.69	AKG	Tea/Coffee
04/03/2015	123-REG	CP30	20.94	Operations	Allotment Domain
04/03/2015	Pre-paid Financial Solutions	CP-FEE5	1.00	AKG	Monthly Fee
10/03/2015	The Paperbox	CP-32	19.56	AKG	Civic Ball Card
22/03/2015	Tesco	CP-33	5.00	AKG	Teabags

<b>Total Payments</b>	<u>242.69</u>
-----------------------	---------------

## ANNEX B

### Mayoral Engagements

February / March 2015

<u>Date</u>	<u>Event</u>	<u>Attended By</u>
25/02/2015	Hosts Welcome Event	Mayor
27/02/2015	Murder Mystery Event at Knutsford Library	Mayor
01/03/2015	Makers' Market Raffle Ticket Sales	Mayor
01/03/2015	Makers' Market Stall Judging	Mayor
06/03/2015	Congleton Mayor's Charity Ball	Mayor
11/03/2015	Promote Knutsford Forum	Mayor
13/03/2015	Poynton Mayoral Spring Concert	Mayor
20/03/2015	Winsford Mayor's Civic Ball	Mayor
21/03/2015	Knutsford Scouts New HQ Launch	Mayor
21/03/2015	Mayor's Civic Ball	Mayor
22/03/2015	Knutsford Jog	Mayor
27/03/2015	Judging & Photos for Knutsford Community Champions	Mayor
27/03/2015	Launch of the GROW/ Tatton Estate Management Horticultural Education Bursary	Mayor
28/03/2015	Macclesfield Male Voice Choir at Knutsford Methodist Church	Mayor
29/03/2015	Mayor of Cheshire East Sunday Lunch	Mayor



# Events Committee

# 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 June 9<sup>th</sup> 2014**

*In the Lower Council Chamber, Council Offices, Knutsford*

### **E14/000 Present**

Cllrs Dean, Forbes, Malloy, Davies, Goodrich and B Coan

In attendance: A Keppel-Garner (Town Clerk)

### **E14/001 To appoint a Chairman**

Members **resolved** to appoint Cllr Dean chairman.

### **E14/002 To appoint a Deputy Chairman**

Members **resolved** to defer the appointment of deputy chairman to the next meeting.

### **E14/003 To receive apologies for absence**

Apologies were received from Cllrs P Coan (personal business) and Houghton (business)

### **E14/004<sup>1</sup> To note declarations of members' interests**

Cllr Forbes	E14/010 + 012	Non-pecuniary	Married to a John Lewis partner
Cllr Goodrich	E14/012	Non-pecuniary	Married to the manager of a town centre business
Cllr Davies	E14/016	Non-pecuniary	Known to Tony Davies
Cllrs B Coan, Forbes and Malloy	E14/013	Non-pecuniary	Known to the potential sponsor

### **E14/005 Public Participation**

A resident spoke with regard to the King Street Makers Market trial highlighting the issues of disruption caused by the noise of the band and smoke/smells from the hot food area which was located outside his home.

### **E14/006 To receive and confirm the minutes of the meeting held on 14<sup>th</sup> April 2014**

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

### **E14/007 To note the committee's terms of reference**

Members noted the terms of reference.

### **E14/008 To consider the committee's budget and spending to date**

Members noted the budget and spending to date and asked the Town Clerk for detail on the costs of the Town Awards to date and the utilities charge for the Christmas lights.

### **E14/009<sup>2</sup> To consider matters related to the Town Awards**

The Town Clerk announced that the Forum of Private business have come forward to sponsor the

<sup>1</sup> Cllr Goodrich arrived during this item

<sup>2</sup> Cllr B Coan arrived during the discussion of this item

Town Awards for a second year.

Members **resolved** that the Town Clerk purchase a Town Awards roller banner.

Members **resolved** that the panel may make a number of commendations to those who do not receive an award but are worthy of mentioning, consisting of a letter from the Mayor and announcement at the Town Awards presentation and that this be added to the Town Awards policy

Members further **resolved** to add to the Town Awards policy that the main sponsor of the Town Awards be entitled to appoint a representative on the decision panel.

Members **resolved** that Cllr B Coan be added to the decision panel for the 2014 awards.

**E14/010 To consider matters related to the Makers Market and to review the King St trial**

The Town Clerk presented the results of a visitor survey and other feedback from visitors, residents, market traders and local businesses following the King Street trial.

Members **resolved** that visitors to the July market be surveyed, footfall for July be compared to the June market and that the Town Clerk and chairman meet with the market organisers to investigate different potential layouts for a market on King Street following the feedback received.

**E14/011 To consider matters related to the Knutsford Promenades**

The chairman moved this item to follow E14/005 and adjourned the meeting to permit the event organisers, Sarah Flannery and Julie Tempest, to speak. The detail of the promenade route and entertainment was highlighted. The chairman reconvened the meeting and members **resolved** that the Council fully support the event as proposed and that a statement/press release be issued on behalf of the Council by the Town Clerk and chairman. It was further **resolved** that the event be properly evaluated as directed by the chairman.

The meeting was adjourned to permit Sarah Flannery to highlight the planning process for the 2015 event and subsequently reconvened.

**E14/012 To consider matters related to the Christmas Weekend**

Members **resolved** that the Christmas Weekend be organised in line with the proposals presented by the Town Clerk subject to the stalls being taken down overnight to open Princess Street to traffic. It was further agreed that the options for outsourcing the organisation of the market be investigated for 2015. Members **resolved** that the Princess Street carpark be utilised for the fairground.

It was **resolved** that officers further investigate the introduction of a lantern parade, possibly coinciding with the St Cross Christmas Tree festival.

Members further **resolved** to make a donation of up to £500 to a charity of a celebrity's choice for the switching on of the Christmas lights; subject to member approval following the information on the proposed celebrity.

It was agreed to look into a charity Christmas card competition to raise funds for the Mayor's charities.

**E14/013 To consider the production of a "Welcome to Knutsford" business pack**

Members **resolved** to permit the sponsorship of the pack on the proviso that it is sponsored by a Knutsford business in line with the Town Clerk's recommendations. Members further **resolved** that should a business not wish to sponsor the pack that CEC be approached to cover the costs and if the costs cannot be covered that the pack is not produced.

**E14/014 To consider matters related to the proposed Antique Market**

The Town Clerk reported that the proposed organisers had decided not to proceed with the market due to other commitments. Members **resolved** that the Town Clerk research the options for a market with regard to support from the antique shops in Knutsford and if an organiser would like to organise an event supported, but not financially, by the Town Council.

**E14/015 To consider the proposed Outdoor Cinema event**

Members **resolved** to consult with the Friends of the Heath and nearby residents to gain feedback to determine if a cost neutral event would be supported.

**E14/016 To consider hiring a uniformed re-enactor to raise awareness of the centenary of WWI in the Town Centre**

Members **resolved** that the Town Clerk arrange the re-enactors to raise awareness of the centenary at the August Makers Market at a cost of £275 subject to clarification regarding the detail of the

proposed re-enactments.

**E14/017 Member questions to the Clerk**

Cllr Dean asked the status of the skating rink to which the Town Clerk reported that Gusto had rescinded their offer of a partnership for 2014 due to concern over the commercial viability of the skating rink without the Mistletoe Market going ahead.

**E14/018 To consider the resolutions log**

Members noted the resolutions log.

**E14/019 To note the date of the next meeting (21/07/2014)**

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](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

**Events and Town Management Committee July 21<sup>st</sup> 2014**

*In the Lower Council Chamber, Council Offices, Knutsford*

### **E14/020 Present**

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

In attendance: A Keppel-Garner (Town Clerk)

### **E14/021 To receive apologies for absence**

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

### **E14/022 To note declarations of members' interests**

Cllr Forbes declared non-pecuniary interests in items E14/024 on the grounds of having attended a pre-meeting briefing on the proposed event and E14/029 on the grounds of being married to a John Lewis partner.

### **E14/023 Public Participation**

No members of the public wished to address the committee.

### **E14/024 To consider matters related to a Knutsford Culture Festival**

The chairman adjourned the meeting to allow a presentation from Jo Hartley and Richard Wigley. Members asked questions about the proposed event, of which the base concepts were pitched to the committee. The meeting was reconvened and members discussed the proposals. Members **resolved** to express that the committee are very interested in the event but require more defined proposals and a clear request for support to enable the committee to consider supporting the event.

### **E14/025 To receive and confirm the minutes of the meeting held on 9<sup>th</sup> June 2014**

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

### **E14/026 To consider the committee's budget and spending to date**

Members noted the budget and spending to date.

### **E14/027 To consider the development of an action plan for the 2020 Vision aims assigned by Council**

Members **resolved** to adopt the proposed action plan.

### **E14/028 To consider becoming a partner for the Time4Town's Pioneer**

Members **resolved** not to become a partner for the Times4Town Pioneer but requested the Town Clerk to investigate further options for town centre audits.

### **E14/029 To consider matters related to the Makers Market**

The Town Clerk outlined feedback from the market organisers that they could find no viable option for the market on King St taking into account the feedback from residents.

Members **resolved** that Princess Street is the preferred location for the Makers Market going forward.

**E14/030 To consider matters related to the Outdoor Cinema Event**

Members **resolved** that in line with the consultation responses the plans for an outdoor cinema event are not progressed.

**E14/031 To consider matters related to Christmas Festivities**

**a) To consider matters related to a Lantern Parade**

**b) To consider matters related to Christmas illuminations**

a) Cllr P Coan left the meeting. The Town Clerk outlined the research into the idea undertaken by the Deputy Town Clerk. Members **resolved** to allocate a £500 budget for the event and await a full report on the proposals at the next meeting. Cllr P Coan re-joined the meeting.

b) Members **resolved** to hold the children's Christmas light design competition as per the 2013 arrangements but with added guidance on the design to ensure entries are feasible to produce in line with the committee budget.

Members **resolved** to enter into a four year agreement with Festive Lighting for a new scheme on the trees outside the Old Town Hall as per the "Mini-balls" option presented.

**E14/032 Member questions to the Clerk**

Cllr Malloy asked if the Promenades had been reviewed. The Town Clerk explained that the Chairman would be arranging an event evaluation and a report would be presented at the next meeting. The Town Clerk further gave feedback from the retailers following his attendance at the retailer meeting. Cllr Davies asked for an update on the re-enactor at the Makers Market which the Town Clerk explained was in hand.

**E14/033 To consider the resolutions log**

It was noted that the election of Deputy Chair had been missed off the resolutions log and agenda.

**E14/034 To note the date of the next meeting**

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](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

**Events and Town Management Committee September 8<sup>th</sup> 2014**

*In the Lower Council Chamber, Council Offices, Knutsford*

### **E14/035 Present**

Cllrs Dean, Houghton, Forbes and Davies

In attendance: A Keppel-Garner (Town Clerk)

### **E14/036 To receive apologies for absence**

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

### **E14/037 To note declarations of members' interests**

Cllr Forbes declared non-pecuniary interests in items E14/039 on the grounds of being disabled and E14/040 on the grounds of being married to a John Lewis partner.

Cllr Houghton declared a non-pecuniary interest in item E14/040 on the grounds of being personally known to one of the speakers. Cllr Davies declared a non-pecuniary interest in item E14/041 as a Friend of the Heritage Centre.

### **E14/038 Public Participation**

No members of the public wished to speak.

### **E14/039 To discuss parking provision within Knutsford<sup>1</sup>**

The Town Clerk explained Cheshire East Council were assessing parking provision and pricing in Knutsford. The committee raised a number of parking issues for the Town Clerk to pass to CEC.

### **E14/040 To consider matters related to the Knutsford Promenades 2015**

The chairman adjourned the meeting to allow the event organisers to address the committee and answer questions; it was subsequently reconvened and members **resolved** to contribute £4,000 towards the event from the current budget and cover the cost of the road closures and event insurance subject to the condition that if, following consultation, a significant number of residents and retailers object to the proposals an alternative Knutsford location be found.

### **E14/041 To consider sponsoring the Knutsford Heritage Centre's WWI Exhibition**

The chairman adjourned the meeting to allow a trustee of the Heritage Centre to address the committee and answer questions; it was subsequently reconvened and members **resolved** to sponsor the exhibition at a cost of £250.

### **E14/042 To receive and confirm the minutes of the meeting held on 21<sup>st</sup> July**

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

### **E14/043 To consider the committee's budget and spending to date**

Members noted the committee's budget and spending to date.

<sup>1</sup> The Chairman moved this item to follow E14/041

- E14/044 To elect a deputy chairman of the committee**  
Members **resolved** to appoint Cllr Houghton as Deputy Chairman of the committee.
- E14/045 To consider matters related to the Lantern Parade**  
The Town Clerk provided an update, stating that retailers supported the event. The Town Clerk further explained that the Deputy Town Clerk would table a report at the next meeting.
- E14/046 To consider commissioning a Town Centre Audit**  
Members **resolved** to commission Towns Alive to conduct a Town Centre Audit as proposed subject to the receipt of satisfactory references from other towns.
- E14/047 To consider matters related to the 2020 Vision Action Plan including determination of the priorities and targets**  
Members **resolved** to adopt the action plan and that the Town Clerk begins working on the first to priority aims.
- E14/048 To consider supporting the Knutsford Pumpkin Path through covering the costs of the traffic management**  
Members **resolved** to cover the costs of the traffic management up to the cost of £500 to support the event.
- E14/049 To consider matters related to the Town Awards**  
Members considered the report by the review group and **resolved** that a sponsors award be introduced; that instead of announcing to winners they have won when inviting them, that they are informed they have been shortlisted with two additional parties per category also being shortlisted and that, subject to costs, short videos are prepared about the winners for the awards presentation.
- E14/050 To consider matters related to a complaint about access during the Makers Market**  
Members **resolved** to exclude the public and press on the grounds of the sensitivity of the discussions. Cllr Dean introduced the complaint and explained he had attempted to speak to the complainant. Members **resolved** that Cllr Dean attempt to speak with the complainant to resolve matters and that he also suggest that the owners of Regent St introduce a means for allowing exit from the car park when the market is on through replacing the current bollard with a removable one. Members **resolved** to readmit the public and press.
- E14/051 Member questions to the Clerk**  
No questions were raised.
- E14/052 To consider the resolutions log**  
Members noted the resolutions log.
- E14/053 To note the date of the next meeting**  
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](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

**Events and Town Management Committee October 20<sup>th</sup> 2014**

*In the Lower Council Chamber, Council Offices, Knutsford*

### **E14/054 Present**

Cllrs Houghton, Forbes, Malloy and Davies

In attendance: A Keppel-Garner (Town Clerk)

### **E14/055 To receive apologies for absence**

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

### **E14/056 To note declarations of members' interests**

Cllr Forbes declared a non-pecuniary interest in item E14/060 on the grounds of being married to a John Lewis Partner.

### **E14/057 Public Participation**

A resident enquired as to the road closure arrangements for the Pumpkin Path event. The Town Clerk explained that letters were going to residents and detailed the closure. It was suggested that it be publicised on the town council website.

### **E14/058 To receive and confirm the minutes of the meeting held on 8<sup>th</sup> September**

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

### **E14/059 To consider the committee's budget and spending to date**

Members noted the budget and spending to date after asking for clarification on Christmas Lights and Town Awards costs.

### **E14/060 To consider matters related to Christmas Events**

a) **To consider matters related to the Lantern Parade**

b) **To consider matters related to the Christmas Weekend**

a) Members **resolved** to increase the budget to £1000 but to seek to mitigate the costs incurred for the policing of the event and subject to adequate, signed, provision for disabled spectators at the end of the parade.

b) Members noted the reports concerning the Christmas Weekend

### **E14/061 To consider the draft committee budget 2014/15**

Members **resolved** to recommend the budget to the Finance Committee subject to the increase the lantern parade budget to £1000.

### **E14/062 Member questions to the Clerk**

No members asked any questions to the Town Clerk.

### **E14/063 To consider the resolutions log**

Members noted the resolutions log.

**E14/064** To note the date of the next meeting (01/12/2014)  
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](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

### **Events and Town Management Committee December 1<sup>st</sup> 2014**

*In the Lower Council Chamber, Council Offices, Knutsford*

**E14/065 Present**

Cllrs Houghton, Goodrich, Malloy and Davies

In attendance: A Keppel-Garner (Town Clerk)

**E14/066 To receive apologies for absence**

Apologies were received from Cllrs P Coan (business), Dean, Forbes and B Coan (personal business)

**E14/067 To note declarations of members' interests**

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

**E14/068 Public Participation**

No members of the public wished to address the committee.

**E14/069 To receive and confirm the minutes of the meeting held on 20<sup>th</sup> October**

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

**E14/070 To consider the committee's budget and spending to date**

Members noted the budget and spending to date.

**E14/071 To consider the results of the Town Centre survey**

Members noted the report and **resolved** to refer the survey results to the Environment Committee to investigate the signage issues and to the Operations Committee to investigate the toilet signage.

**E14/072 To consider a report on proposals for a Knutsford Food Festival**

Members **resolved** that officers further investigate a Knutsford Food Festival, liaise with local businesses and potential sponsors in order to prepare an event proposal at the January meeting.

**E14/073 To consider a report on proposals for a Knutsford Music Event**

Members **resolved** that the Town Clerk investigate interest in a group being formed to deliver a Music Event as outlined.

**E14/074 Member questions to the Clerk**

Cllr Malloy asked how the Christmas Weekend had gone; the Town Clerk reported that feedback had been positive on all events and asked members to pass on any feedback in order for the committee to review the event in January.

**E14/075 To consider the resolutions log**

Members noted the resolutions log.

**E14/076 To note the date of the next meeting**

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](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

### **Events and Town Management Committee January 19<sup>th</sup> 2015**

*In the Lower Council Chamber, Council Offices, Knutsford*

#### **E14/077 Present**

Cllrs Dean, Houghton, Malloy and P Coan

In attendance: A Keppel-Garner (Town Clerk)

#### **E14/078 To receive apologies for absence**

Apologies were received from Cllrs Forbes (personal business), Goodrich (business) Davies and B Coan (health)

#### **E14/079 To note declarations of members' interests**

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

#### **E14/080 Public Participation**

No members of the public wished to address the committee.

#### **E14/081 To receive and confirm the minutes of the meeting held on 1<sup>st</sup> December 2014**

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

#### **E14/082 To consider the committee's budget and spending to date**

Members noted the budget and spending to date and noted that the Christmas Market had generated a £6,000 surplus for the committee.

#### **E14/083 To consider plans for the 2015 Christmas Events**

Members **resolved** that officers proceed with organising the Christmas Events as outlined and within the budget allocated.

Members requested the Town Clerk look into additional events/activities which could take place on the weekends between the Christmas Market and Christmas Day.

#### **E14/084 To consider plans for the 2015 Town Awards**

Members **resolved** that officers proceed with organising the event as per the timetable and budget outlined.

#### **E14/085 To consider matters related to the 2015 Christmas Lights**

Members discussed the ball lights in the trees outside the Old Town Hall noting that a defect stopped them working for a period of time. Members **resolved** the Town Clerk seek to ensure there is appropriate reporting procedures established over the Christmas period and that the contract for hire includes a specific service agreement on timescales for remedying a fault.

Members **resolved** to follow the recommended actions subject to the definition of the three sponsorship opportunities. It was agreed that the Town Clerk develop a list of targets for sponsorship to be shared between members.

**E14/086 Member questions to the Clerk**

Members asked the Town Clerk to investigate options for commemorative events marking the millennial anniversary of King Canute landing in England (2015) or the North (2016).

**E14/087 To consider the resolutions log**

Members noted the reduction in budget for new events in the 2015/16 committee budgets approved by Council and agreed that the Food Festival be prioritised over a music event.

**E14/088 To note the date of the next meeting**

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](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

**Events and Town Management Committee March 2<sup>nd</sup> 2015**

*In the Lower Council Chamber, Council Offices, Knutsford*

**E14/089 Present**

Cllrs Houghton, Gardiner, Malloy and P Coan

In attendance: A Keppel-Garner (Town Clerk)

**E14/090 To receive apologies for absence**

Apologies were received from Cllrs Goodrich and Forbes (business), Dean (personal business) and B Coan (health)

**E14/091 To note declarations of members' interests**

Cllr Malloy declared a non-pecuniary interest in E14/097 as chairman of the Beer Festival Committee.

**E14/092 Public Participation**

A trustee of Knutsford Heritage Centre outlined the importance of events connected with King Canute and outlined that she would be undertaking research on King Canute at Winchester Cathedral. A representative of the Knutsford Promenades outlined some of the plans for the 2015 event, suggested King Canute could be a key theme for the 2016 Promenades and requested the item be added to the next committee agenda for a full update.

**E14/093 To receive and confirm the minutes of the meeting held on 19<sup>th</sup> January 2015**

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

**E14/094 To consider the committee's budget and spending to date**

Members noted the budget and spending to date.

**E14/095 To consider an event to mark the millennial anniversary of King Canute's arrival in England/the North**

Members **resolved** to defer consideration of this item pending information from the Heritage Centre but supported the principle of some form of celebratory event.

**E14/096 To consider an update in relation to the Promote Knutsford Forum**

Members noted the report.

**E14/097 To consider an update from Cllr Malloy on the Knutsford Beer Festival 2015**

Cllr Malloy outlined the plans for the 2015 event and highlighted that the festival would raise funds for Lower Moss Wood, the Mayor's Charities and East Cheshire Hospice.

**E14/098 Member questions to the Clerk**

No members raised questions to the Town Clerk.

**E14/099 To consider the resolutions log**

Members noted the resolutions log.

**E14/100**    **To note the date of the next meeting (13/04/2015)**  
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](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

**Events and Town Management Committee April 13<sup>th</sup> 2015**  
*held in the Lower Council Chamber, Council Offices, Knutsford*

### **E14/101 Present**

Cllrs Houghton, Gardiner, P Coan, Malloy and Goodrich

In attendance: A Keppel-Garner (Town Clerk)

### **E14/102 To receive apologies for absence**

Apologies were received from Cllrs Dean and Forbes (personal business) and B Coan (health).

### **E14/103 To note declarations of members' interests**

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

### **E14/104<sup>1</sup> Public Participation**

No members of the public wished to address the committee.

### **E14/105 To receive and confirm the minutes of the meeting held on 2<sup>nd</sup> March 2015**

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

### **E14/106 To consider the committee's budget and spending to date**

Members noted the budget and spending to date.

### **E14/107 To consider a draft tender for the supply and installation of Christmas Lights**

Members discussed the tender and made a number of alterations. Members **resolved** the Town Clerk advertise the tender subject to the amendments.

### **E14/108 To consider events to mark the millennial anniversary of King Canute's arrival in England/the North**

Members **resolved** to support the report circulated by the Heritage Centre and that the Town Council take a leading role in coordinating the celebrations with the Heritage Centre.

### **E14/109 Member questions to the Town Clerk**

Members discussed the Makers Market and asked the Town Clerk to enquire if there was a protocol for rotating traders to ensure the market is refreshed and ask if a list of traders can be published each month.

Cllr Goodrich enquired if any complaints had been received about the market being held on Easter Sunday; the Town Clerk reported that one complaint had been made.

The chairman adjourned the meeting to allow a member of the public to state that the Methodist Church had a stall at the Makers Market.

### **E14/110 To consider the resolutions log**

Members noted the resolutions log and that the idea of a Food Festival would be looked at for 2016.

<sup>1</sup> Cllr P Coan arrived at the beginning of this item.

**E14/111 To note the date of the next meeting**  
Members noted the date.

FINAL



# Environment Committee

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

01565 653929

[www.knutsfordtowncouncil.gov.uk](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

**Environment and General Purposes Committee May 19<sup>th</sup> 2014**

*In the Council Offices, Knutsford*

**EGP14/000 Present**

Cllrs Davies, Dean, P Coan, Hutchence and Goodrich.

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

**EGP14/001 To appoint a Chairman**

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

**EGP14/002 To appoint a Deputy Chairman**

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

**EGP14/003 To receive apologies for absence**

Apologies were received from Cllr Forbes (council business), Cllrs B Coan and Bancroft (personal business).

**EGP14/004 To note declarations of members interests**

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

**EGP14/005 Public Participation**

No members of the public were present.

**EGP14/006 To receive and confirm the minutes of the meeting held on 7<sup>th</sup> April 2014**

Members **resolved** to confirm the minutes as a true record following the correcting of the spelling of "Meller Braggins" in EGP13/129.

**EGP14/007 To note the committee's terms of reference**

Members noted the terms of reference.

**EGP14/008 To consider the membership of Working Groups reporting to the Committee**

Members noted the membership of working groups.

**EGP14/009 To consider the Committee's budget and spending to date**

Members noted the budget and spending to date.

**EGP14/010 To consider matters related to the War Memorial Projects**

The Town Clerk reported that CEC had conditionally awarded an £8,000 grant towards the cost of relocating the statue from the cottage hospital to the town centre. It was agreed that the working group continue to further the project with regard to exact location and design of the memorial. It was further agreed to add Tony Davies and a representative from the Knutsford branch of the Royal British Legion to the working group.

**EGP14/011 To consider the binding of loose leaf minutes and acceptances of office**

Members **resolved** to arrange for the binding of all loose leaf minutes and acceptances of office.

**EGP14/012 To consider matters related to a Council lengthsman/ranger**

Members **resolved** to establish a working group consisting of Cllrs Bancroft, Goodrich, Dean and the Town Clerk to establish the range of duties which could be undertaken, evaluate the pros and cons of an employed post vs contractor and produce a recommendation to the Committee.

**EGP14/013 To consider the Town Maintenance report**

The Town Clerk reported he was waiting on CEC to action a number of points raised on the report. Members reported the following items requiring attention; damaged street lighting column and street sign on Regent St, the board at Egerton Youth Club regarding building work 4 years ago and excessive signage at the BP garage on Mobberley Road.

**EGP14/014 To consider the Resolutions Log**

Members noted the log.

The Town Clerk reported that the planning application for the installation of the King Canute sculpture had been submitted to CEC. The Town Clerk drew members' attention to the editorial proof of the new Town Guide which required attention and that the dog fouling issues had been reported to CEC via Cllr Gardiner and are awaiting action.

**EGP14/015 To note the date of the next meeting (30/06/2014)**

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](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

### **Environment and General Purposes Committee July 7<sup>th</sup> 2014**

*In the Lower Council Chamber of the Town Council Offices*

#### **EGP14/016 Present**

Cllrs Davies, Dean, P Coan and Bancroft.

In attendance: A Keppel-Garner (*Town Clerk*) & L Benskin (*Deputy Town Clerk*)

#### **EGP14/017 To receive apologies for absence**

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

#### **EGP14/018 To note declarations of members interests**

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

#### **EGP14/019 Public Participation**

A resident spoke with respect to item EGP14/022 and outlined two proposals that she would like the members to consider.

The chair of the Egerton Primary School governors endorsed the proposals outlined by the resident and added that the cul-de-sac outside the school was being used by parents despite the danger to pupils and a scheme which had been agreed with Booths.

A representative of the South Knutsford Residents Group further endorsed the proposals and noted that SKRG would also be interested in Speed Trap training to monitor Goughs Lane.

#### **EGP14/020 To receive and confirm the minutes of the meeting held on 19<sup>th</sup> May 2014**

Members **resolved** to confirm the minutes as a true record following the correcting of the recorded date of the meeting from 7<sup>th</sup> April to 19<sup>th</sup> May 2014.

#### **EGP14/021 To consider the Committee's budget and spending to date**

Members noted the budget and spending to date.

#### **EGP14/022 To consider suggestions from a resident for:**

- a) **Speed Indicating Devices at the four arterial roads entering Knutsford**
- b) **Slow Down / Speed Indicating Devices along Bexton Road**
- c) **Designation of Bexton Road as a School Zone with appropriate speed limit**

Members discussed the proposals detailed and **resolved** that the Town Clerk look into the costs to the Council of Speed Indication Devices (SIDs) and contact Cheshire East Council to ascertain the mechanism by which Bexton Rd could be designated a School Zone and what that designation means.

#### **EGP14/023 To consider matters related to the War Memorial Projects**

Members **resolved** to recommend to Council that a request be made to Cheshire East Council to consider the transfer of the land at Richmond Hill on Mobberley Road to the Town Council with details of the terms of transfer, to enable a business case for the transfer to be developed for Council to consider.

**EGP14/024 To consider the development of an action plan for the 2020 Vision aims assigned by Council**  
Members **resolved** to adopt the action plan as laid out by the Town Clerk in his report and note the comments made by Cllr Bancroft that would be relevant for the next stage of the process and request the Council to adopt the same as part of the Strategic Plan.

Members agreed to consider how the issues raised at the meeting relating to road safety and protection of Woodland could be incorporated into the plan and to discuss at the next meeting what elements of the action plan would be prioritised and who would deal with them.

**EGP14/025 To consider the production of a "Welcome to Knutsford" residents pack**  
Members requested the Town Clerk to talk to local Estate Agents and request details of numbers of new residents brought into Knutsford through sales and lettings over the last 12 months and ascertain if they would be interested in sending out such packs to their clients.

**EGP14/026 To consider matters related to parking on Cotton Shop Yard and Heritage Way**  
Members **resolved** that the Town Clerk carry out investigations to see if the owner of Cotton Shop Yard can be ascertained and write to the owner of Heritage Way to ask them to prevent vehicles parking on the mosaic.

**EGP14/027 To consider formally requesting dropped kerbs on King Street at the entrance to the King St Car Park**  
Members **resolved** to formally request Cheshire East Council to drop the kerbs at the entrance to the King St car park.

**EGP14/028 Member questions to the Town Clerk**  
Cllr P Coan asked what the current status of the King St enhancement project was. The Town Clerk reported that Cheshire East had prepared some illustrations of what could be done given the width of the road at various points which had been shown to the retailers meeting earlier this afternoon. The Town Clerk advised that he would circulate the illustrations to the Council by email.

Cllr Davies asked what the current position was as regards the King Canute sculpture being placed at the front of the Council offices was. The Town Clerk advised that the deadline date for the planning decision was last Friday 4<sup>th</sup> July but that he had heard nothing as yet regarding the result of the application. If approved the works would commence as soon as possible.

**EGP14/029 To consider the Town Maintenance report**  
Members requested that Cheshire East Council be chased again with respect to item 12 from September 2013.  
Members reported the following items requiring attention; cleaning of the bus stops, the use of lightweight replacement manhole covers, the banner at the bottom of hollow lane, the plastic tags being left on barriers and lampposts by the Makers Market organisers, Lorries mounting the pavement and causing damage on Princess St, and the excessive signage at the BP garage on Mobberley Rd be raised with the business owners again.  
Cllr Bancroft reported improvements to the bins on Toft Rd and addition of a bin on Adams Hill would be undertaken by Cheshire East if desired; members agreed to the suggestion.

**EGP14/030 To consider the Resolutions Log**  
Members noted the log.  
The Town Clerk reported that the repairs to the benches would be progressed after the upcoming judging from North West in Bloom had taken place.

**EGP14/031 To note the date of the next meeting (01/09/2014)**  
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](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

### **Environment and General Purposes Committee 1<sup>st</sup> September 2014**

*In the Lower Council Chamber of the Town Council Offices*

**EGP14/032 Present**

Cllrs Hutchence, Goodrich, P Coan and Bancroft.

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

**EGP14/033 Election of Chairman**

In the absence of the Chairman and Deputy Chairman members **resolved** Cllr Goodrich chair the meeting.

**EGP14/034 To receive apologies for absence**

Apologies were received from Cllrs Forbes, B Coan and Dean (personal business) and Cllr Davies (health).

**EGP14/035 To note declarations of members interests**

Cllr Bancroft declared a non-pecuniary interest in EGP14/042 and EGP14/050 on the grounds of being chairman of Knutsford in Bloom. Cllrs Bancroft and P Coan declared a non-pecuniary interest in EGP14/044 on the grounds of being known to the landowner.

**EGP14/036 Public Participation**

A resident spoke in support of the *Remembering the War Dead* project but asked how it could ensure that houses not visible from the road could be marked.

**EGP14/037 To receive and confirm the minutes of the meeting held on July 7<sup>th</sup> 2014**

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

**EGP14/038 To consider the Committee's budget and spending to date**

Members noted the budget and spending to date.

**EGP14/039 To consider matters related to the 2020 Vision Action Plan including determination of the priorities and targets**

Members **resolved** to set the targets as presented subject to the alteration of 11.1 to March 2015 and 9.4 to December 2015.

Members further **resolved** that the Deputy Town Clerk be tasked with undertaking the survey of community venues at 3.1; that the Mayor's PA compile the directory of voluntary organisations at 6.1 and that the Town Clerk provide members with maps of their ward to identify open spaces.

**EGP14/040 To consider a report from the Town Ranger working group**

Members **resolved** to recommend to the Town Council that a Town Ranger scheme is introduced starting from April 2015.

- EGP14/041 To consider an update from the War Memorial working group**  
Cllr P Coan and the Town Clerk updated members on recent meetings of the working group. Members **resolved** that the committee's preferred location for a new War Memorial is the Little Heath.
- EGP14/042 To consider matters related to replacement antlers for the 'Elvis' stag on the Canute Place roundabout**  
Members **resolved** to order the replacement willow antlers at a cost of £50 plus any fuel costs.
- EGP14/043 To consider matters related to the war memorial cottages on Manchester Road**  
Members **resolved** to write to the owner of the cottage featuring the memorial stone conveying the feelings of the committee and suggesting that they undertake the cleaning of the memorial stone as a mark of respect to the town. It was further agreed that the Town Clerk write to Tatton Park, advising them of the link between the estate and cottages.
- EGP14/044 To consider a consultation on the diversion of footpath FP11**  
Members **resolved** to support the diversion of the footpath noting that it would create a longer and more scenic walk.
- EGP14/045 To consider sponsoring or working in partnership with the 'Remembering the War Dead' project**  
Members **resolved** to support the idea behind the project but to defer consideration of support to the next meeting inviting the project members to the next meeting to discuss further.
- EGP14/046 To consider matters related to the installation of the King Canute Sculpture**  
Members requested the Town Clerk further investigate the removal of the sycamore tree. Members **resolved** that the Town Clerk arrange a sign for the new sculpture with the design being circulated amongst the committee prior to order.
- EGP14/047 To note and consider the results of the CEC Winter Garden Waste Shutdown consultation**  
Members **resolved** that the Town Clerk inform Cheshire East that the Council does not support a complete shutdown to the service but has no objection to a reduced service of a collection every four weeks starting on the 24<sup>th</sup> November.
- EGP14/048 To consider the introduction of a welcome to Knutsford residents pack**  
Members **resolved** to introduce the residents' pack, to be primarily distributed via the Estate Agents, funded by 8 advertisements at £150 as recommended.
- EGP14/049 To consider highways matters**  
The Town Clerk highlighted issues raised by a resident to Cllr Davies via e-mail. Members **resolved** that the Town Clerk organise the use of the CEC intelligent SID to be sited at Manchester Road, Northwich Road, Toft Road, Mobberley Road and Mereheath Lane across a 10 day period. Members further **resolved** to raise the issues of parking on Tatton St and the subsequent traffic issues caused and the issues raised on Green St to Cheshire East.
- EGP14/050 To receive and consider an update from Knutsford in Bloom**  
Members **resolved** to defer the update to the next meeting.
- EGP14/051 Member questions to the Town Clerk**  
No questions were raised.
- EGP14/052 To consider the Town Maintenance report**  
Members noted the report.
- EGP14/053 To consider the Resolutions Log**  
Members noted the resolutions log.
- EGP14/054 To note the date of the next meeting (13/10/2014)**  
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](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

### **Environment and General Purposes Committee 13<sup>th</sup> October 2014**

*In the Lower Council Chamber of the Town Council Offices*

#### **EGP14/055 Present**

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

In attendance: L Benskin (*Deputy Town Clerk*), A Keppel-Garner (*Town Clerk*) and Cllr Gardiner.

#### **EGP14/056 To receive apologies for absence**

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

#### **EGP14/057 To note declarations of members interests**

Cllr Bancroft declared a non-pecuniary interest in EGP14/068 as Chairman of Knutsford in Bloom.

Cllr Forbes declared a non-pecuniary interest in EGP14/062 on the grounds of being disabled.

#### **EGP14/058 Public Participation**

No members of the public wished to speak.

#### **EGP14/059 To receive and confirm the minutes of the meeting held on September 1<sup>st</sup> 2014**

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

#### **EGP14/060 To consider the Committee's budget and spending to date**

Members noted the budget and spending to date.

#### **EGP14/061 To consider the 'Remembering the War Dead' Project**

Cllr Malloy had been due to attend but was unable to on grounds of health.

#### **EGP14/062 To consider highways matters**

Cllr P Coan reported that the newly implemented double yellow lines on Higher Downs have shifted the parking issues further down the road.

Members **resolved** to defer the discussion of budgeting for highways improvements, pending further information on the costs and data on the number of accidents caused by speeding.

#### **EGP14/063 To consider the draft budget for 2015/2016**

Members **resolved** to recommend to the Finance Committee that the £5000 underspend for the 2014 Projects be put into reserves towards the Richmond Hill project / War Memorial.

Members **resolved** to recommend the budget to the Finance Committee subject to the removal of the hanging baskets budget.

#### **EGP14/064 To consider the Street Naming Suggestion Scheme**

Members discussed the scheme and it was agreed members submit names to the Deputy Town Clerk to be considered at a future meeting. Cllr P Coan recommended that the names should be in context with specific areas when suggested.

- EGP14/065 To consider a commemorative memorial for Cllr Clive Nicholson**  
Members discussed an appropriate memorial in memory of Cllr Clive Nicholson. Members **resolved** to defer consideration of this item for three months and that Cllr Forbes speak with Cllr J Nicholson.
- EGP14/066 To consider the purchase of "Past Mayor's Cadet Badges"**  
Members **resolved** to purchase 25 circular badges subject to Council's decision as to when such a badge would be awarded.
- EGP14/067 To consider the purchase of additional copies of the Knutsford Town Guide**  
Members **resolved** to purchase an additional 10,000 copies of the town guide at a cost of £4,532 with the current Mayor's name removed to prevent the town guides being outdated in May.
- EGP14/068<sup>1</sup> To receive and consider an update from Knutsford in Bloom**  
The chairman moved this item to follow EGP/059.  
Cllr Bancroft gave a short update on the work of Knutsford in Bloom. Members discussed the allocation of the budget for hanging baskets; members **resolved** to devolve the existing budget to the Knutsford in Bloom group through the Council's grant scheme.
- EGP14/069 Member questions to the Clerk**  
Cllr Dean asked if it was possible to find out who owned the land on the west side of the Moor Pool as it is infested with Japanese Knotweed. The Town Clerk advised that the issue had been reported to CEC and Cheshire Wildlife Trust who lease the adjacent land following a recent report from a member of the public.  
  
Cllr Bancroft asked if the parking and traffic issues on Tatton St and Green St that had been reported to the Highways LAP could be monitored for a response. The Deputy Town Clerk advised it would.
- EGP14/070<sup>2</sup> To consider the Town Maintenance report**  
Members review and noted the report.  
Cllr Bancroft asked for the drainage/flooding issue outside Aldi to be added to the report and for CEC to be chased regarding the same and noted that the Hollow Lane/Brook St damaged railings had not been repaired by CEC.
- EGP14/071 To consider the Resolutions Log**  
Members noted the resolutions log.
- EGP14/072 To note the date of the next meeting (24/11/2014)**  
Members noted the date.

---

<sup>1</sup> Cllr Gardiner left the meeting following the discussion of this item.

<sup>2</sup> Cllr Hutchence left 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](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

### **Environment and General Purposes Committee 24<sup>th</sup> November 2014**

*In the Lower Council Chamber of the Town Council Offices*

#### **EGP14/073 Present**

Cllrs Davies, Bancroft, Forbes, P Coan and Goodrich

In attendance: L Benskin (*Deputy Town Clerk*) and Cllr Gray.

#### **EGP14/074 To elect a Chairman**

The Deputy Town Clerk advised that Cllr Davies had resigned as committee Chairman.

Members **resolved** to appoint Cllr Dean as chairman. In the absence of Cllr Dean members **resolved** that Cllr Forbes chair the meeting.

#### **EGP14/075 To receive apologies for absence**

Apologies were received from Cllrs Hutchence, B Coan and Dean (personal business)

#### **EGP14/076 To note declarations of members interests**

Cllrs Davies and P Coan declared a non-pecuniary interest in EGP14/080 as members of the Royal British Legion.

#### **EGP14/077 Public Participation**

No members of the public wished to speak.

#### **EGP14/078 To receive and confirm the minutes of the meeting held on 13<sup>th</sup> October 2014**

Members **resolved** to confirm the minutes which were duly signed by the chairman<sup>1</sup>.

#### **EGP14/079 To consider the Committee's budget and spending to date**

Members noted the budget and spending to date.

#### **EGP14/080 To consider a report from the War Memorial Working Group**

Cllr P Coan provided a report on behalf of the working group alongside a report prepared by Derek Empson on behalf of the Royal British Legion. Members **resolved** to endorse the Library Gardens as the preferred site for the War Memorial to be moved to following public consultation over the plans in the terms suggested in the report.

#### **EGP14/081 To consider matters related to a Blue Plaque Scheme**

Members **resolved** that the Town Clerk should provide a scoping report on the scheme for the next meeting.

#### **EGP14/082 To consider matters related to the Committee's 2020 Vision aims**

Members **resolved** to extend the timescale for 'Aim 9.1 - Produce a Community Asset Register identifying all open spaces with details of who is responsible for the area' previously discussed at

<sup>1</sup> Cllr Bancroft voted against this resolution as she did not feel EGP14/064 accurately represented the decision reached.

EGP14/039 to January 2015 to enable the new mapping software to be utilised for the same.

**EGP14/083 To consider suggestions received for the Street Naming Suggestion Scheme**

Members **resolved** to ask the Public to provide suggestions for street names for new developments, why they have chosen them and which area of the town they should be used in. It should be made clear in any promotion that there is no guarantee that the names put forward will be chosen by Cheshire East Council and that there are strict criteria that need to be applied to any suggestions submitted under the CEC suggestion scheme rules.

**EGP14/084 To consider new Welcome to Knutsford entrance signage**

Members **resolved** that the officers should investigate likely costs for replacement signage using the Royal Wootton Bassett sign as a base, including the coat of arms and "Welcome to historic Knutsford" or "Welcome to Knutsford, historic market town" as the text.

**EGP14/085 Member questions to the Clerk**

Members raised no questions to the Deputy Town Clerk.

**EGP14/086 To consider the Town Maintenance report**

Members reviewed and noted the report.

Cllr Bancroft noted that the Aldi drainage issue and Hollow Lane barriers raised at EGP14/070 had not been added to the report as yet.

Cllr Bancroft congratulated Mr Ikin on his renovation of the benches but noted the others now looked shabby and should also be sanded and re varnished to improve their appearance.

Cllr Bancroft advised that one of the Bollards on King St outside Boutique d'or has been damaged and is currently a trip hazard.

Cllr Goodrich & Cllr Bancroft asked for an agenda item to be added for the next meeting regarding potentially adding bollards to Cotton Shop Yard and Heritage Way.

Cllr P Coan asked that the advertising banners being put outside Aldi be raised with Planning Enforcement.

Cllr P Coan noted that the ornate plasterwork at 1 Mobberley Rd appeared to be in poor condition.

Members requested the Town Clerk check the legal standing of the property and the maintenance obligations of the owner and write a suitable letter to them regarding the same.

**EGP14/087 To consider the Resolutions Log**

Members noted the resolutions log. Cllr Forbes highlighted that the report requested at EGP13/057 was overdue.

**EGP14/088 To note the date of the next meeting (05/01/2015)**

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*

**Environment and General Purposes Committee 5<sup>th</sup> January 2015**

*In the Lower Council Chamber of the Town Council Offices*

### **EGP14/089 Present**

Cllrs Dean, Forbes, Hutchence and Bancroft,

In attendance: A Keppel-Garner (*Town Clerk*) and S Sherliker (*Deputy Town Clerk, maternity cover*)

### **EGP14/090 To receive apologies for absence**

Apologies were received from Cllrs Davies and B Coan (health), Goodrich and P Coan (business).

### **EGP14/091 To note declarations of members interests**

Cllr Hutchence declared a non-pecuniary interest in item EPG14/096 on the grounds of being known to the owner of the adjacent business. Cllr Forbes declared a non-pecuniary interest in item EPG14/096 on the grounds of being disabled.

### **EGP14/092 Public Participation**

A resident recommended that the signage audit be referred to the Conservation Area working group for consideration.

A representative from Knutsford Conservation and Heritage Group expressed the group's support for a Blue Plaque scheme, suggested that bollards be looked at as part of the Neighbourhood Plan / King Street enhancement and restated their preference that any new welcome signage refer to Knutsford as "Historic".

### **EGP14/093 To elect a Deputy Chairman**

Members **resolved** to defer the appointment of a Deputy Chairman to the next meeting.

### **EGP14/094 To receive and confirm the minutes of the meeting held on 24<sup>th</sup> November 2014**

Members **resolved** to approve the minutes which were duly signed by the Chairman

### **EGP14/095 To consider the Committee's budget and spending to date**

Members noted the budget and spending to date.

### **EGP14/096 To consider the installation of Bollards on Cotton Shop Yard and Heritage Way**

Members **resolved** that officers contact the owner of Heritage Way requesting they develop a suitable solution to stop the disruption caused by parking at the entrance. Members further **resolved** to refer the matter at Cotton Shop Yard to CEC for a suitable resolution.

### **EGP14/097 To consider advertising in the 2015 Royal May Day Programme**

Members **resolved** to place a half page advert in the 2015 Royal May Day Programme

### **EGP14/098 To consider the refurbishment of further Benches within the Town**

Members **resolved** that the benches at the Rachel Bloor garden and in front of St Johns Church be refurbished with a total budget of £800.

- EGP14/099 To consider the signage audit referred by the Events Committee**  
Members **resolved** to establish a working group comprising Cllrs Bancroft, Dean and one other with representatives of KCHG and the Heritage Centre to review the report and make recommendations to the committee.
- EGP14/100 To consider new 'Welcome to Knutsford' entrance signage**  
Members **resolved**<sup>1</sup> to arrange the installation of two new "Welcome to Knutsford, Historic Market Town" signs on Chelford Road and Mereheath Lane with a total budget of £2,200.
- EGP14/101 To consider matters related to a Blue Plaque Scheme**  
Members **resolved** that the Town Clerk develop a Blue Plaque scheme for consideration at the next meeting including initial suggestions for new blue plaques.
- EGP14/102 Member questions to the Clerk**  
There were no member questions to the Clerk.
- EGP14/103 To consider the Town Maintenance report**  
Members noted the regular lack of feedback from Cheshire East Council in relation to maintenance requests. Members requested the Town Clerk write to Cllr Gardiner in his capacity as a Cheshire East Councillor providing a copy of the outstanding maintenance issues asking him to seek a response to each item.
- EGP14/104 To consider the Resolutions Log**  
The Town Clerk reported that the advertising spaces on the Residents Pack had sold quickly and that the pack was due to be printed shortly.
- EGP14/105 To note the date of the next meeting (16/02/15)**  
Members noted the date.

---

<sup>1</sup> Cllr Hutchence voted against the resolution.

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

01565 653929

[www.knutsfordtowncouncil.gov.uk](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

### **Environment and General Purposes Committee 16<sup>th</sup> February 2015**

*In the Lower Council Chamber of the Town Council Offices*

#### **EGP14/106 Present**

Cllrs Forbes, Goodrich, P Coan, Hutchence, and Bancroft,

In attendance: A Keppel-Garner (*Town Clerk*) and S Sherliker (*Deputy Town Clerk, maternity cover*)

#### **EGP14/107 Appointment of Chairman**

In the absence of the Chairman, members **resolved** that Cllr Goodrich chair the meeting.

#### **EGP14/108 To receive apologies for absence**

Apologies were received from Cllrs Dean (personal business) and Davies and B Coan (Health)

#### **EGP14/109 To note declarations of members interests**

Cllr Bancroft declared a non-pecuniary interest in EPG14/118 on grounds of being the Chairman of Knutsford in Bloom. Cllrs Bancroft and Forbes declared non-pecuniary interests in EHP14/119 on the grounds of being Chairman and Trustee respectively, of local organisations.

#### **EGP14/110 Public Participation**

A member of the public noted additional items which should be included in the town centre enhancements list.

A representative of the Friends of the Moor requested signage to the toilets and to "the Moor and Play Area". The bridge from the car park over the river Lily was said to be rapidly deteriorating and could be improved to meet accessibility requirements.

#### **EGP14/111 To receive and confirm the minutes of the meeting held on 5<sup>th</sup> January 2015**

Members **resolved** to approve the minutes which were duly signed by the Chairman

#### **EGP14/112 To elect a Deputy Chairman**

Members **resolved** that Cllr Goodrich be elected as Deputy Chairman

#### **EGP14/113 To consider the Committee's budget and spending to date**

Members noted the budget and spending to date.

#### **EGP14/114 To consider the adoption of the Blue Plaque Scheme**

Members **resolved** to adopt the Blue Plaque Scheme as proposed.

Members **resolved** to appoint Cllrs Dean, P Coan, and Bancroft to the appraisal panel and that the appraisal panel investigate the seven proposals itemised in the report.

#### **EGP14/115 To consider entering the 2015 Cheshire Community Pride Awards**

Members **resolved** to enter the awards as per 2014 and that for 2016 the Council seek recommendations from the public for the "working with young people" and "Community Initiative" categories.

- EGP14/116 To consider repairs to the Mayoral Chain**  
Members **resolved** that the whole of the fob be re-enamelled at a cost of £650 and that it be sent for repair in mid-July as recommended.
- EGP14/117 To consider prioritising issues raised from a town centre walk-about with CEC**  
Members **resolved** to defer prioritising issues until the next meeting.
- EGP14/118 To consider an update from Knutsford in Bloom**  
Members noted the report and recorded their appreciation of the work done by Knutsford in Bloom and its achievements each year.
- EGP14/119 To consider working with CVSCE to arrange a “Meet the Funders” event**  
Members **resolved** to cover the cost of venue hire for the event.
- EGP14/120 To consider matters related to the Committee’s 2020 Vision aims**  
Members noted the update.
- EGP14/121 To consider matters related to the introduction of the Town Ranger**  
Members **resolved** that the Town Clerk procure the items outlined in the report with the exception of the back-pack leaf blower. Members further **resolved** that the Town Clerk arrange the lease and livery of a suitable van in accordance with Financial Regulations.
- EGP14/122 To consider the introduction of a Town Council newsletter**  
Members **resolved** not to proceed with the production of a newsletter as outlined and asked the Town Clerk to develop an alternative idea including visuals.
- EGP14/123 Member questions to the Clerk**  
There were no member questions to the Clerk.
- EGP14/124 To consider the Town Maintenance report**  
Members noted the report and requested the addition of the items raised by the resident under public time.
- EGP14/125 To consider the Resolutions Log**  
Members noted the log.
- EGP14/126 To note the date of the next meeting**  
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](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

**Environment and General Purposes Committee 23<sup>rd</sup> March 2015**

*In the Lower Council Chamber of the Town Council Offices*

- EGP14/127 Present**  
Cllrs Dean, Goodrich, Bancroft, P Coan, Hutchence, J Nicholson,  
In attendance: S Sherliker (*Deputy Town Clerk, maternity cover*)
- EGP14/128 To receive apologies for absence**  
Apologies were received from Cllrs B Coan (health) and Forbes (personal business)
- EGP14/129 To note declarations of members interests**  
No member declared an interest in any item on the agenda
- EGP14/130 Public Participation**  
No member of the public wished to speak.
- EGP14/131 To receive and confirm the minutes of the meeting held on 16<sup>th</sup> February 2015**  
Members **resolved** to confirm the minutes which were duly signed by the chairman.
- EGP14/132 To consider the Committee's budget and spending to date**  
Members noted the budget and spending to date.
- EGP14/133 To consider a report from the Signage Working Group**  
Members **resolved** that Cheshire East Council be requested to undertake recommendations 1-4 in the report and that Officers investigate improvements to the finger post network as outlined, options for market signage at the ginnel and options for relocating the town centre maps as outlined and updating the existing maps
- EGP14/134 Member Questions to the Clerk**  
There were no member questions to the Clerk.
- EGP14/135 To consider the Town Maintenance report**  
Members noted the report and requested the addition of the items listed in the signage report and the addition of repair and maintenance of the railings along Ladies Mile and Little Heath.  
That the Clerk be requested to follow up the items previously referred to Cllr Gardiner as CEC councillor
- EGP14/136 To consider the Resolutions Log**  
Members noted the log. It was reported that CEC had indicated they would be able to do some of the issues highlighted in the town walkabout and would update the council shortly
- EGP14/137 To note the date of the next meeting (26/05/15)**  
Members noted the date.



# Finance Committee

# 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 June 2<sup>nd</sup> 2014**

*In the Lower Council Chamber of the Town Council Offices*

**F14/000 Present**

Cllrs Houghton, Gardiner, B Coan and P Coan

In attendance: A Keppel-Garner (Town Clerk)

**F14/001 To appoint a Chairman**

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

**F14/002 To appoint a Deputy Chairman**

Members **resolved** to appoint Cllr B Coan as Deputy chairman.

**F14/003 To receive apologies for absence**

Apologies were received from Cllrs Dean, Forbes, J Nicholson and Bancroft (personal business)

**F14/004 To note declarations of members' interests**

Cllrs P Coan, B Coan and Gardiner declared non-pecuniary interests in F14/010 on the grounds of being known to the applicant.

**F14/005 Public Participation**

No members of the public wished to speak.

**F14/006 To receive and confirm the minutes of the meeting held on 28<sup>th</sup> April 2014**

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

**F14/007 To note the committee's terms of reference**

Members noted the terms of reference.

**F14/008 To consider the committee's income/expenditure, year to date**

Members noted the current budget to date.

**F14/009 To consider the Council's income/expenditure, year to date**

Members noted the Council's income and expenditure to date.

**F14/010 To consider matters related to the Council's Grant Scheme**

a) **To consider a grant application from Community Spirit**

b) **To consider the grant database**

The chairman moved this item to follow F14/005 and adjourned the meeting to permit the applicant to address the committee. Following a number of questions the meeting was reconvened.

a) Members **resolved** to award a grant of £3000 and encouraged Community Spirit to ensure the

portion of funding toward the *In Bloom* projects utilised sustainable planting through the use of perennials rather than annuals.

- b) Members noted the database.

**F14/011 To consider matters related to the Internal Audit Working Group**

**a) To consider the Internal Audit Working Group's Terms of Reference**

**b) To appoint Members to the Internal Audit Working Group**

- a) Members noted the terms of reference for the Internal Audit Working Group
- b) Members **resolved** to reappoint Cllrs B Coan, P Coan and Bancroft to the Internal Audit Working Group and further appointed Cllr B Coan as lead member of the working group.

**F14/012 To consider the Internal Auditor's report**

Members noted the report.

**F14/013 To consider the Council's balance sheet and allocation of reserves**

Members noted the reserves.

**F14/014 To consider matters related to the Town Council Insurance Policy**

Members **resolved** to add £500,000 Slander and Libel cover to the council insurance policy at a cost of £53.

**F14/015 Financial questions to the Clerk**

No questions were raised.

**F14/016 To consider the resolutions log**

Members noted the log.

**F14/017 To note the date of the next meeting (14/07/2014)**

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](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

**Finance Committee July 14<sup>th</sup> 2014**

*In the Lower Council Chamber of the Town Council Offices*

**F14/018 Present**

Cllrs Houghton, Gardiner, P Coan and Bancroft.

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

**F14/019 To receive apologies for absence**

Apologies were received from Cllrs Dean, Forbes, J Nicholson and B Coan (personal business)

**F14/020 To note declarations of members' interests**

Cllr Gardiner declared a non-pecuniary interest in F14/025 (b) on the grounds of being known to members of Knutsford Musical Theatre Company and having nominated Children's Adventure Farm Trust as one of his charities during his Mayoral year, F14/025 (d) on the grounds of being a committee member of Friends of the Heath and F14/025 (f) on the grounds of being Vice Chair of one of the local primary schools.

**F14/021 Public Participation**

No members of the public wished to speak.

**F14/022 To receive and confirm the minutes of the meeting held on 2<sup>nd</sup> June 2014**

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

**F14/023 To consider the committee's income/expenditure, year to date**

Members noted the current budget to date.

**F14/024 To consider the Council's income/expenditure, year to date**

Members noted the Council's income and expenditure to date.

**F14/025 To consider matters related to the Council's Grant Scheme**

- a) To consider a grant application from Canute Badminton Club
- b) To consider a grant application from Knutsford Musical Theatre Company
- c) To consider a donation request from the Knutsford Youth Orchestra
- d) To consider a grant request from the Friends of the Heath
- e) To consider a grant application from Cheshire & Warrington Carers Centre
- f) To consider a grant application from Hands on Heart
- g) To consider the grant database

The chairman moved this item save for (e) and (g) to follow F14/021 and adjourned the meeting to permit the applicants to address the committee. Following a number of questions the meeting was reconvened.

a) Members **resolved** to award a grant of £210 to cover the costs of mandatory training for volunteers and noted their disapproval of the charges being levied by Egerton Youth Club to the junior section of the badminton club and requested the Town Clerk write to Egerton Youth Club regarding the same.

b) Members **resolved** to grant £1000 by way of sponsorship for the sound and lighting equipment for the

next production.

c) Members **resolved** to provide a donation of £200 for start-up costs.

d) Members **resolved** to grant £400 towards the cost of the information boards.

e) Members **resolved** to decline the application and direct the applicant to Cheshire East Council which has funding for this service.

f) Members **resolved** to defer the grant application until the applicant had approached the local primary schools and ascertained which were interested in part funding the equipment.

g) Members noted the database.

**F14/026 To consider the 2013 Q4 Internal Audit WG report**

Members noted the report subject to additional detail on which assets were checked and noting a general lack of detail.

**F14/027 To consider requesting additional delegated powers from the Full Council in respect of authorising payments**

Members **resolved** to request additional delegated powers from Full Council to enable them to authorise payments.

**F14/028 To consider the procurement of a pre-paid payment card for officer use**

Members **resolved** to procure a pre-paid payment card for officer use and adopt the internal controls recommended subject to 50% internal audit checks for the first two quarters.

**F14/029 To consider matters related to electronic payments**

Members **resolved** to implement electronic payment mechanisms and adopt the internal controls as recommended.

**F14/030 To consider the procurement of card machine for council payments**

Members requested that officers review the last two year's accounts and estimate the likely transaction charges that would have been incurred if a card machine had been used so members could further consider this item at the next meeting.

**F14/031 To note and authorise Direct Debit arrangements**

Members **resolved** that the water, electric and other utility charges related to the Market including business rates be paid by Direct Debit, but that a direct debit arrangement should not be set up with the stationary suppliers unless a discount was to be offered for this method of payment.

**F14/032 Financial questions to the Clerk**

Cllr Bancroft asked if the Town Clerk was still the Responsible Financial Officer. The Town Clerk confirmed that he was.

**F14/033 To consider the resolutions log**

Members noted the log and requested that the RFO arrange appropriate training sessions for members and new officers on the finance software.

**F14/034 To note the date of the next meeting (22/09/2014)**

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*

**Finance Committee October 6<sup>th</sup> 2014**

*In the Lower Council Chamber of the Town Council Offices*

**F14/035 Present**

Cllrs Houghton, Gardiner, P Coan, Forbes and Bancroft.

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

**F14/036 To receive apologies for absence**

Apologies were received from Cllrs Dean, Nicholson and B Coan (personal business)

**F14/037 To note declarations of members' interests**

Cllr Forbes declared a non-pecuniary interest in F14/043 on the grounds of being a chartered banker.

Cllr Bancroft declared a non-pecuniary interest in F14/042 on the grounds of being known to individuals involved in the organisations asking for grants under applications C, D, F and G.

Cllr Gardiner declared a non-pecuniary interest in F14/042 on the grounds of being known to both the chair of Egerton Pre-School and a member of staff at the preschool and an individual involved in the organisation of the Christmas Tree festival.

Cllr Houghton declared a non-pecuniary interest in F14/042A on the grounds of being a friend of a member of the applying organisation and his daughter being a member of the club.

**F14/038 Public Participation**

No items were raised by members of the public.

**F14/039 To receive and confirm the minutes of the meeting held on 14<sup>th</sup> July 2014**

Members **resolved** to confirm the minutes subject to amendment of F14/026 which were duly signed by the chairman.

**F14/040 To consider the committee's income/expenditure, year to date**

Members noted the committee's income and expenditure to date.

**F14/041 To consider the Council's income/expenditure, year to date**

Members noted the Council's income and expenditure to date.

**F14/042 To consider matters related to the Council's Grant Scheme**

- a) To consider a grant application from Knutsford Harriers
- b) To consider a grant application from Cheshire Search & Rescue
- c) To consider a grant application from Egerton Pre-School
- d) To consider a grant application from Knutsford & District Talking Newspaper
- e) To consider a grant application from Knutsford Job Advice Clinic
- f) To consider a grant application from Tatton Singers
- g) To consider a donation request from St Cross Christmas Tree Festival
- h) To consider a revised grant policy
- i) To consider the grant database

- a) The chairman adjourned the meeting to allow a representative of the Knutsford Harriers to answer questions from members before subsequently reconvening the meeting. Members **resolved** to award a grant of £625 to cover the costs of the training of one coach and one assistant coach.
- b) The chairman adjourned the meeting to allow a representative of Cheshire Search and Rescue to answer questions from members before subsequently reconvening the meeting. Members **resolved** to award a grant of £1750 to cover the cost of 35 safety helmets.
- c) The chairman adjourned the meeting to allow a representative of the Egerton Pre-School to answer questions from members before subsequently reconvening the meeting. Members **resolved** to award a grant of £280 to cover the costs of two tablets.
- d) The chairman adjourned the meeting to allow a representative of the Knutsford & District Talking Newspaper to answer questions from members before subsequently reconvening the meeting. Members **resolved** to award a grant of £700 to cover the costs of publicity materials and a new website.
- e) The chairman adjourned the meeting to allow a representative of the Knutsford Job Advice Clinic to answer questions from members before subsequently reconvening the meeting. Members **resolved** to award a grant of £200 towards the costs of the operation of the Job Advice Clinic.
- f) Members **resolved** not to award a grant.
- g) The chairman adjourned the meeting to allow a representative of the St Cross Christmas Tree Festival to answer questions from members before subsequently reconvening the meeting. Members **resolved** to make a donation of £150 towards the publicity of the event.
- h) Members **resolved** not to adopt the new grants policy.
- i) Members noted the grant database.

**F14/043 To consider the Council's banking arrangements**

Members **resolved** to defer the consideration of this item to form part of the advice to be sought under F14/044.

The Chairman left the meeting following this item and members **resolved** to appoint Cllr Forbes to chair the meeting.

**F14/044 To consider matters related to VAT**

Members **resolved** that Cllr Bancroft continue with research for external professional advice on VAT matters.

**F14/045 To note the External Auditor's report**

Members noted the External Auditor's report.

**F14/046 To consider revised Financial Regulations**

Members **resolved** to increase the tender threshold detailed at 11.1(b) from £15,000 to £30,000 and defer the consideration of the remainder of the Financial Regulations to the next meeting.

**F14/047 To approve payments**

Members **resolved** to approve the payments listed in Schedule A.

**F14/048 To consider the procurement of a card machine for council payments**

Members **resolved** to roll consideration of this item into the requested professional advice as per F14/044.

**F14/049 Financial questions to the Clerk**

Cllr Forbes asked as to why the Committee's budget was not being reviewed at this meeting in line with the other committees and the spirit of Standing Order 77 and queried as to whether the usual chairman would be holding a meeting to set the same in advance of the next scheduled committee meeting. The Town Clerk advised that another meeting was not planned but that he would speak to the Chairman of the committee.

Cllr Bancroft advised that at the last meeting a revised copy of the 2013 Q4 Internal Audit WG report had been requested but not yet circulated. The Town Clerk advised he would circulate the same via email after the meeting.

Cllr Bancroft asked whether the training for officers and members on the RBS finance system could be delayed until the review of any professional advice received relating to F14/043 and F14/044 took place.

***F14/050* To consider the resolutions log**

Members noted the resolutions log.

***F14/051* To note the date of the next meeting**

Members noted the date.

**FINAL**

# Knutsford Town Council

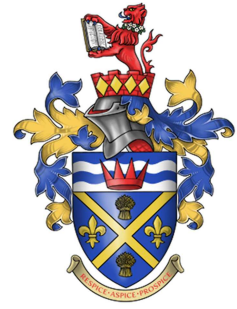
**Town Clerk: Adam Keppel-Garner**

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

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



## Minutes

*of the*

**Finance Committee December 15<sup>th</sup> 2014**

*In the Lower Council Chamber of the Town Council Offices*

**F14/052 Present**

Cllrs Forbes, Bancroft, Gardiner and Dean.

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

**F14/053 To appoint a chairman**

In the absence of the Chairman and Deputy Chairman members **resolved** to appoint Cllr Forbes as Chairman of the meeting.

**F14/054 To receive apologies for absence**

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

**F14/055 To note declarations of members' interests**

Cllr Bancroft declared a non-pecuniary interest in item F14/058a on the grounds of being Chairman of Knutsford in Bloom and F14/058b on the grounds of being known to the trustees presenting at the meeting.

Cllr Gardiner declared a non-pecuniary interest in item F14/058a on the grounds of being known to the Chairman of Knutsford in Bloom and F14/058b on the grounds of being known to members of the board of trustees.

Cllr Forbes declared a non-pecuniary interest in item F14/058a on the grounds of being known to the Chairman of Knutsford in Bloom.

**F14/056 Public Participation**

No members of the public wished to address the committee.

**F14/057 To receive a presentation from Mark Davies of CCLA**

The chairman adjourned the meeting to allow Mark Davies of the CCLA to address the committee and answer questions from members regarding the Local Authority Properties Fund; the meeting was subsequently reconvened.

**F14/058 To consider matters related to the Council's Grant Scheme**

- a) **To consider a grant application from Knutsford in Bloom for 2015/16<sup>1</sup>**
- b) **To consider a grant application from Knutsford Heritage Centre for 2015/16**
- c) **To consider the grant database**

- a) Members noted that no Knutsford in Bloom volunteers receive expense payments for their work enhancing the town's floriculture. Members **resolved** to award a grant of £10,260 to Knutsford in Bloom to be paid at the beginning of the 2015/16 financial year. The

<sup>1</sup> Cllr Bancroft abstained from voting on this item.

Chairman passed on the feedback he had received about how the floriculture in the town has improved over the years.

- b) The Chairman adjourned the meeting to allow trustees from Knutsford Heritage Centre to answer questions from members. The meeting was subsequently reconvened and members **resolved** to award a grant of £9,000 to be paid at the beginning of the 2015/16 financial year.
- c) Members noted the grant database.

**F14/059 To consider the position of Deputy Chairman of the committee**

The Chairman moved this item to follow F14/070. Members **resolved** to appoint Cllr Gardiner Deputy Chairman.

**F14/060 To receive and confirm the minutes of the meeting held on 6<sup>th</sup> October 2014**

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

**F14/061 To consider the committee's income/expenditure, year to date**

Members noted the budget and spending to date.

**F14/062 To consider the Council's income/expenditure, year to date**

Members noted the Council's budget and spending to date.

**F14/063 To consider the draft Finance committee budget 2015/16**

Members **resolved** to amend the draft budget as follows:

- Council Grant Scheme: 103/4261– from £15,000 to £10,000
- Elections Costs: 101/4050 – from £13,000 to £7,000
- Heritage Centre Grant: 103/4265 addition of £9,000

Members **resolved** to adopt the budget.

**F14/064 To consider a recommendation to Full Council for the setting of the 2015/16 budget and precept**

**a) To consider the committee budget submissions 2015/16**

**b) To consider the Council's reserves**

- a) Members **resolved** to recommend the following amendments to committee budgets:

Operations Alter the budget line 205/1000 from £60,748 to £70,000  
Alter the budget line 510/4999 from £11,170 to £1,170 and insert an additional budget line 510/4952 of £10,000  
Add projected income for 2014/15 to 530/1020 of £180

Environment Alter the budget line 310/4200 from £3,000 to £1,500

Events Alter the budget line 401/4112 from £1,000 to £500  
Alter the budget line 401/4180 from £4,000 to £3,500  
Alter the budget line 401/4255 from £2,000 to £1,000  
Alter the budget line 402/1200 from £10,000 to £12,000  
Alter the budget line 402/4180 from £6,000 to £7,000  
Alter the budget line 403/4180 from £30,000 to £27,000

Neighbourhood Plan Alter the budget line 700/4999 from £5,000 to £4,000 and insert an additional budget line 700/4151 of £1,000.

- b) Members **resolved** to follow the recommendations of the Environment and Operations Committees with respect to the reserves.

Following considering the precept requirement members further **resolved** to recommend the following additional amendments

Environment Remove the budget line 330/4216  
Alter the budget line 330/4180 from £3,500 to £2,000

Events Alter the budget line 450/4600 from £10,000 to £4,000

Members **resolved** to recommend the budget as amended to Full Council which results in a precept of £249,446.

**F14/065 To consider matters related to the Internal Audit Working Group**

**a) To consider the Q1 2014 Internal Audit working group report**

**b) To consider membership of the Internal Audit working group**

- a) Members noted the report.
- b) Members **resolved** to set the membership of the working group to Cllrs Bancroft, Gardiner and Gray.

**F14/066 To consider revised Financial Regulations**

Members **resolved** to adopt the financial regulations as amended.

**F14/067 To approve payments**

Members **resolved** to approve the payments in Annex A.

**F14/068 To consider matters relating to VAT**

Members **resolved** to procure VAT and accounting advice from Grant Thornton at an approximate cost of £3,800.

**F14/069 Financial questions to the Clerk**

No questions were raised by members.

**F14/070 To consider the resolutions log**

Members noted the resolutions log.

**F14/071 To note the date of the next meeting**

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](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

**Finance Committee February 2<sup>nd</sup> 2015**

*In the Lower Council Chamber of the Town Council Offices*

### **F14/072 Present**

Cllrs Houghton, P Coan, Bancroft, Gardiner and Gray

In attendance: A Keppel-Garner (*Town Clerk*) and S Sherliker (*Deputy Town Clerk – Maternity Cover*)

### **F14/073 To receive apologies for absence**

Apologies were received from B Coan (Health) and Forbes & Dean (Personal Business)

### **F14/074 To note declarations of members' interests**

Cllr Gardiner declared a non-pecuniary interest in item F14/079c as acting chairman of the Friends of the Moor, and F14/079b on grounds of being known to members of Knutsford Tennis Club.

Cllr Bancroft declared a non-pecuniary interest in item F14/079b on the grounds of being known to members of the committee of Knutsford Tennis Club.

### **F14/075 Public Participation**

No members of the public wished to speak.

### **F14/076 To receive and confirm the minutes of the meeting held on 15 December 2015**

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

### **F14/077 To consider the committee's income/expenditure, year to date**

Members noted the budget and spending to date.

### **F14/078 To consider the Council's income/expenditure, year to date**

Members noted the Council's budget and spending to date.

### **F14/079 To consider matters related to the Council's Grant Scheme**

- a) **To consider a donation request from Knutsford Methodist Challenge 150 team**
- b) **To consider a grant application from Knutsford Tennis Club**
- c) **To consider the grant database**

- a) The Chairman adjourned the meeting to allow a representative of the Knutsford Methodist Challenge 150 team to address the committee and subsequently reconvened the meeting. Members **resolved** to make a donation of £200 to assist fundraising events.
- b) The Chairman adjourned the meeting to allow a representative of the Knutsford Tennis Club to address the committee and subsequently reconvened the meeting. Members **resolved** to make a grant of £1500 towards the cost of repairing the playing surfaces of two junior tennis courts.
- c) Members noted the grants database.

**F14/080 To consider the Q2 2014/2015 Internal Audit working group report.**

Members noted the Q2 Internal Audit report and the issue of the lack of detail on the charge-card statement. The Town Clerk was requested to look into an alternative card which would provide more accurate reporting.

**F14/081 To approve payments**

Members **resolved** to approve the payments listed in Annex A

**F14/082 Financial questions to the Clerk**

No questions were raised by members.

**F14/083 To consider the resolutions log**

Members noted the resolutions log.

**F14/084 To note the date of the next meeting**

Members noted the date.

DRAFT

**Knutsford Town Council**  
**Current/ Deposit Account**  
**Payment Schedule 02/02/2015**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/01/2015	L Benskin	3789	39.98	AKG	Mileage (CiLCA)
29/01/2015	Crewe Town Council	3788	60.00	AKG	Civic Dinner Tickets
29/01/2015	Microshade VSM	3790	122.40	AKG	Quarterly hosting RBS/Pear
29/01/2015	KDE Ltd	3791	510.00	Operations	Electrical Works Market Lights
29/01/2015	Ansa Environmental Services	3792	2,225.54	AKG	Christmas Tree Canute Place
29/01/2015	Society of Local Council Clerk	3793	292.80	AKG	ILCA training CSW
29/01/2015	Bartlett Tree Experts	3794	1,550.40	Ops	Wallwood tree works
29/01/2015	West Mercia Supplies	3795	27.33	AKG	Cleaning materials market
29/01/2015	Fisher German	3796	1,822.50	AKG	Q4 Management 60 King St
29/01/2015	Opus Energy	DD01	239.16	AKG	Market electricity
29/01/2015	Business By Technology Ltd	DD02	101.00	AKG	Photocopier usage Jan 2015

<b>Total Payments</b>	<u>6,991.11</u>
-----------------------	-----------------

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

01565 653929

[www.knutsfordtowncouncil.gov.uk](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

**Finance Committee March 16<sup>th</sup> 2015**

*In the Lower Council Chamber of the Town Council Offices*

### **F14/085 Present**

Cllrs Gardiner, P Coan, Bancroft, Dean, Gray and Forbes

In attendance: A Keppel-Garner (*Town Clerk*) and S Sherliker (*Deputy Town Clerk – Maternity Cover*)

### **F14/086 To receive apologies for absence**

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

### **F14/087 To note declarations of members' interests**

Cllr Forbes declared a non-pecuniary interest in item F14/093 being a chartered banker. Cllr Bancroft declared a non-pecuniary interest in item F14/092a on grounds of being known to the applicant. Cllr P Coan declared a non-pecuniary interest in item F14/095 on grounds of being a Knutsford Host.

### **F14/088 Public Participation**

No members of the public wished to speak.

### **F14/089 To receive and confirm the minutes of the meeting held on 2 February 2015**

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

### **F14/090 To consider the committee's income/expenditure, year to date**

Members noted the budget and spending to date.

### **F14/091 To consider the Council's income/expenditure, year to date**

Members noted the Council's budget and spending to date.

### **F14/092 To consider matters related to the Council's Grant Scheme**

#### **a) To consider an application from the Mid Cheshire Community Rail Partnership**

#### **b) To consider the grant database**

#### **a) Cllr Dean provided information on the organisation making the grant application.**

Members **resolved** to make a grant of £250 for the production and distribution of 2,500 copies of the 'Take the Train' leaflet.

#### **b) Members noted the grants database**

### **F14/093 To consider investing in the CCLA Properties Fund**

Independent financial advice needed to be sought to consider specific investment opportunities, as part of a portfolio. Members **resolved** that the matter be deferred until after the elections when the new council could develop an investment strategy.

**F14/094 To consider the Interim Internal Auditor's report.**  
Members noted the interim internal auditor's report.

**F14/095 To consider matters related to the Knutsford Hosts project raised by the IAWG**  
The chairman moved this item to follow item F14/099 and Members **resolved** to exclude members of the public and press on grounds of the sensitive nature of the business to be transacted. Members **resolved** that the Town Clerk request additional information from the project coordinator as outlined by the Internal Audit working group and amended by committee. Members **resolved** to readmit the public and press.

**F14/096 To approve payments**  
Members **resolved** to approve the payments listed in Annex A

**F14/097 Financial questions to the Clerk**  
No questions were raised by members.

**F14/098 To consider the resolutions log**  
Members noted the resolutions log and agreed to remove the outstanding Grant Application inviting the organisation to submit a new application in the new financial year.

**F14/099 To note the date of the next meeting (27/04/15)**  
Members noted the date.

# Knutsford Town Council

## ANNEX A

### Current/ Deposit Account

#### Payment Schedule 16<sup>th</sup> March 2104

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2015	Ash Waste Services	DD	395.42	AKG	Market Place waste collection
02/03/2015	CE Mayor's Charity Fund	3816	50.00	AKG	Civic Tickets
10/03/2015	CE CAB	3815	2,250.00	AKG	Replacement to #3815
10/03/2015	CE CAB	3785C	-2,250.00	AKG	Cancelled Cheque - Lost
11/03/2015	Ansa Environmental Services	3817	448.42	AKG	Christmas Weekend - Bins
11/03/2015	Buysigns Limited	3818	249.54	Environment	Acrylic Signs - Planters
11/03/2015	Cheshire East Council	3819	5,410.30	AKG	Nether Ward By-Election
11/03/2015	Commercial Caretakers	3820	234.00	AKG	KTC office cleaning February
11/03/2015	Danfo	3821	12,906.14	AKG	Toilet Costs Q4
11/03/2015	Grant Thornton LLP	3822	2,220.00	AKG	Vat Consultancy
11/03/2015	Hewitts Printers Ltd	3823	78.00	AKG	Draw Tickets Printing
11/03/2015	KDE Ltd	3824	246.71	AKG	Replacement Water Heater - Market
11/03/2015	Millington Hall Farm	3825	1,260.00	AKG	Oct - Feb Lily Maintenance
11/03/2015	PHS Compliance	3826	180.00	AKG	Fire Alarm Test Market
11/03/2015	Techno Type	3827	26.46	AKG	Consultation Posters
11/03/2015	Whitby's Granite Products	3828	5,000.00	Ops	50% Deposit - Cemetery Work
11/03/2015	West Mercia Supplies	3829	22.17	AKG	Keyboards
11/03/2015	EE	DD01	54.14	AKG	March Mobile Costs
11/03/2015	Opus Energy	DD02	435.84	AKG	Feb Market Electricity
11/03/2015	British Telecom	DD03	167.88	AKG	Phone & Broadband
11/03/2015	Business By Technology Ltd	DD04	113.12	AKG	Feb Copier Usage
11/03/2015	FP Teleset	DD05	72.00	AKG	Franking Machine Rental
11/03/2015	C Stuart-West	3830	37.62	AKG	Expenses + Mileage
11/03/2015	CCA	3831	60.00	Environment	Comm Pride Awards 2015
<b>Total Payments</b>			<b>29,667.76</b>		

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

01565 653929

[www.knutsfordtowncouncil.gov.uk](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

### **Finance Committee April 27th 2015**

*In the Lower Council Chamber of the Town Council Offices*

#### **F14/100 Present**

Cllrs Gardiner, P Coan, Bancroft, Gray and Forbes

In attendance: S Sherliker (*Deputy Town Clerk – Maternity Cover*)

#### **F14/101 To receive apologies for absence**

Apologies were received from Cllrs Houghton (business), Dean (personal business) and B Coan (health)

#### **F14/102 To note declarations of members' interests**

Cllr Gardiner declared a non-pecuniary interest in FP14/ 109b on grounds of being the acting chairman of the Friends of the Moor.

Cllr Forbes declared a non-pecuniary interest in F14/111 on grounds of being a chartered banker and FP14/109 on grounds of being disabled.

Cllr Bancroft declared a non-pecuniary interest in item FP14/114 on grounds of being chairman of the Knutsford in Bloom .

#### **F14/103 Public Participation**

No members of the public wished to speak.

#### **F14/104 To receive and confirm the minutes of the meeting held on 16<sup>th</sup> March 2015**

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

#### **F14/105 To consider the committee year end income/expenditure 2014/15**

Members noted the budget and expenditure to date.

#### **F14/106 To consider the Council year end income/expenditure, 2014/15**

Members noted the income and expenditure to date.

#### **F14/107 To consider the committee income/expenditure year to date**

Members noted the budget and expenditure to date.

#### **F14/108 To consider the Council income/expenditure year to date**

Members noted the Council's income and expenditure to date.

#### **F14/109 To consider matters related to the Council's Grant Scheme**

##### **a) To consider an application from the south Manchester Angling Club**

##### **b) To consider the grant database**

- a) Members **resolved** to consider this item following F14/104. The Chairman adjourned the meeting to allow a representative of South Manchester Angling Club to speak and answer member's questions. The meeting was then subsequently reconvened. Members **resolved** to make a grant of £400 for the purchase of material for the making of a 360 ft

- path around the pool bank and on fishery maintenance.
- b) Members noted the grants database

**F14/110 To consider the Internal Audit Working Group Q3 report**

Members noted the interim internal auditor's report.

**F14/111 To consider the accounting arrangements report by Grant Thornton LLP**

Members **resolved** that at the first committee meeting of the new civic year a 'banking and investments working group' be established to consider the matters itemised in the RFO's report and that the Internal Audit Working Group review the format of reports with reference to the recommendation under section 5.5. Members further **resolved** that the recommendations on all points in the Grant Thornton Report are addressed by the Banking and investments working group in the new Civic Year.

**F14/112 To approve payments**

Members **resolved**<sup>1</sup> to approve the payments listed in Annex A

**F14/113 Financial questions to the Clerk**

The Town Clerk was to respond directly to a query relating to the format of the nominal ledger report from the accountant.

**F14/114 To consider the resolutions log**

Members noted the resolutions log and action to be deferred to after the elections.

**F14/115 To note the date of the next meeting ( 29/6 /15)**

Members noted the date.

---

<sup>1</sup> Cllr Bancroft abstained from voting on this item

# Knutsford Town Council

## Payment Schedule 27/04/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2015	Knutsford in Bloom	3849	10,260.00	Finance	Grant
01/04/2015	Knutsford Heritage Centre	3850	9,000.00	Finance	Grant
01/04/2015	CE-CAB North	3851	18,140.00	Council	Grant
16/04/2015	A Keppel-Garner	3852	69.76	AKG	Reimbursement- Dropbox Licence
16/04/2015	Event Buddha Limited	3853	180.00	AKG	Mayor's Ball
16/04/2015	Cheshire Association Of Local	3854	29.00	AKG	Good Councillors Guides x 20
16/04/2015	Cheshire East Council	3855	2,924.53	AKG	Council Office Rental 2015/16
16/04/2015	City Dassing	3856	285.96	Operations	LLYM Merchandise
16/04/2015	Commercial Caretakers	3857	378.00	AKG	Market Hall Cleaning Cover
16/04/2015	CURZON CINEMAS	3858	165.00	AKG	Meet the Funders Event
16/04/2015	Danfo	3859	14,331.42	AKG	Q1 Toilet Contract
16/04/2015	The Direct Office Supply Co Lt	3860	306.00	AKG	Filing Cabinet
16/04/2015	Discount Displays	3861	236.94	Operations	Market A-Board
16/04/2015	Edwards Electrical Limited	3862	8,485.35	AKG	Christmas Lighting Install
16/04/2015	Fisher German	3863	1,822.50	AKG	Q1 Mgt Fee 60 King Street
16/04/2015	Grant Thornton LLP	3864	2,508.00	Finance	Review of Accouting Systems
16/04/2015	John Greenall & Co	3865	480.00	AKG	Payroll 2014/15
16/04/2015	Kit & Kaboodle	3866	30.00	AKG	Replacement of Light Bulbs
16/04/2015	Microshade VSM	3867	122.40	AKG	Q1 Citrix Hosting
16/04/2015	Nat. Assoc. British Market Aut	3868	381.60	AKG	2015 Membership
16/04/2015	Rialtas Business Solutions Ltd	3869	664.80	AKG	2015 RBS Licence & Support
16/04/2015	Society of Local Council Clerk	3870	34.99	AKG	Employment Law Reference Book
16/04/2015	Techno Type	3871	15.98	AKG	Poster Print (Butchers Week)
16/04/2015	United Utilities Water PLC	3872	306.35	AKG	Wastewater 15/16
16/04/2015	The White Orchid Floral Boutiq	3874	100.00	AKG	Flowers @ Mayor's Ball
16/04/2015	West Mercia Supplies	3874B	29.14	AKG	Cleaning Supplies
16/04/2015	Ash Waste Services	dd	472.28	AKG	Market Bin Collection
16/04/2015	Business By Technology Ltd	DD02	116.21	AKG	March Copier Usage
16/04/2015	FP Teleset	DD03	150.00	AKG	Franking Machine Credit
16/04/2015	Opus Energy	DD04	447.07	AKG	March Market Electricity
16/04/2015	The Royal Bank of Scotland	DD05	10.00	AKG	Payroll Fee
20/04/2015	Payroll	PAY-M1	10,035.73	AKG	April Payroll
20/04/2015	Land Registry	3875	200.00	Operations	Registration of Cemetery
20/04/2015	Cheshire Association Of Local	3876	1,323.50	AKG	ChALC Annual Membership
21/04/2015	Zurich Municipal	3877	2,420.51	AKG	Council Insurance
21/04/2015	Whitby's Granite Products	3878	7,000.00	Operations	Standing of Gravestones
21/04/2015	Techno Type	3881	12.60	AKG	Box Files
21/04/2015	Clare Stuart-West	3879	20.28	AKG	Mileage/Expenses
21/04/2015	S Sherliker	3880	1.34	AKG	Expenses Reimbursement
22/04/2015	MCCRP	3832C	-250.00	AKG	Returned Grant Cheque
22/04/2015	Cheshire West +Chester Council	3882	250.00	AKG	Re-issue of #3832
30/03/2015	Cllr T Dean	3848	101.25	AKG	Mileage Claim
30/03/2015	Cllr N Forbes	3847	27.00	AKG	Civic Mileage
<b>Total Payments</b>			<b>93,497.24</b>		



# Operations Committee

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

01565 653929

[www.knutsfordtowncouncil.gov.uk](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

**Operations Committee June 10<sup>th</sup> 2014**

*In the Lower Council Chamber, Council Offices, Knutsford*

### **014/000 Present**

Cllrs Raynes, Gardiner, Forbes, Bancroft, Malloy and Davies

*In attendance: A Keppel-Garner (Town Clerk) and Simon Geary (Fisher German)*

### **014/001 To appoint a Chairman**

Members **resolved** to appoint Cllr Raynes chairman.

### **014/002 To appoint a Deputy Chairman**

Members **resolved** to appoint Cllr Gardiner deputy chairman.

### **014/003 To receive apologies for absence**

Apologies were received from Cllrs B Coan, P Coan and Dean (personal business) and Cllr Nicholson (health).

### **014/004 To note declarations of members' interests**

Cllr Forbes declared a non-pecuniary interest in items 014/011, 014/013 and 014/014a on the grounds of being a member of the Transfer of Public Assets Community of Carnegie (UK) Trust and item 014/012 on the grounds of being an occasional wheelchair user.

Cllr Gardiner declared a non-pecuniary interest in item 014/009 on the grounds of being known to the tenant and item 014/011 as a Cheshire East Councillor.

Cllr Raynes declared non-pecuniary interests items 014/011 on the grounds of being a Cheshire East Councillor and 014/14e on the grounds of being the Portfolio Holder for Assets at Cheshire East Council.

### **014/005 Public Participation**

A resident spoke concerning the appropriateness of the decision made at the March committee meeting regarding the St Johns Wood Community Centre and asked about the scope and progress on the transfer of open spaces as highlighted in the Council's 2020 Vision. The chairman indicated that a full response to the questions raised would be provided in writing by the Town Clerk.

### **014/006 To receive and confirm the minutes of the meeting held on 15<sup>th</sup> April 2014**

Members **resolved** to confirm the minutes subject to the addition to minute 013/092 that the paths should be environmentally acceptable.

### **014/007 To note the committee's terms of reference**

Members noted the terms of reference.

### **014/008 To consider the membership of working groups reporting to the committee**

Members noted the membership and agreed that Cllr Forbes join the St Johns Wood Community Centre working group.

**014/009 To consider matters related to 60 King Street**

Simon Geary outlined the proposed work for 60 King Street for the financial year and indicated that the required works to the front of the building are planned for the 2015/16 financial year. It was requested that a date for these works be fixed with the tenant.

**014/010 To consider the committee budget and spending to date**

The Town Clerk answered questions from the members on certain spends to date; members noted the budget and spending.

**014/011 To receive an update on the transfer of the Allotments and the St Johns Wood Community Centre**

Cllr Davies reported that no further progress had been made with regard to the transfer of Allotments as they were waiting for the market to transfer.

Cllr Malloy reported that regular meetings had been held with the school and that the sports barn has received funding for improvements.

**014/012 To consider matters related to Wallwood**

Members **resolved** to request that Full Council release £10,000 from reserves to cover the costs of new paths in Wallwood. Members further **resolved** that the Town Clerk seek professional assurance on the best solution for the paths and arrange further quotations for the work.

**014/013 To consider matters related to the Indoor Market**

The Town Clerk reported that transfer was expected w/c 30<sup>th</sup> June.

Members **resolved** to approve the proposed changes to the Indoor Market Regulations.

Members **resolved** that the Markets Officer consider and decide all applications for any vacant stalls which may arise in accordance with clear set criteria to be established by the Town Clerk and that the committee scrutinise all decisions at the next suitable meeting and consider any appeals.

Members **resolved** to give all stallholders one month rent free following the transfer to allow for the changes in payment mechanisms which will be in place.

Members **resolved** that the Town Clerk arrange all necessary contracts required for the management of the market. Members requested the Town Clerk provide members with a list and details of all stallholders upon transfer.

**014/014 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
- c) To consider matters related to the Council Offices
- d) To consider the purchase of new office mugs and glasses
- e) To receive a progress report from the Empty Space working group

a) The Town Clerk reported on the usage figures highlighting the spike in usage on May Day. Cllr Forbes reported that the usage was lower than the council had expected based upon the usage data provided by CEC prior to transfer.

b) The Town Clerk reported that Cllr C Nicholson had reported that he had visited the cemetery and found all to be in good order.

c) Members **resolved** to authorise the Town Clerk to arrange for the installation of blinds in the two offices. Members agreed to defer the consideration of purchasing photo canvases for the officers to the next meeting.

d) Members **resolved** to purchase new mugs, glasses and coasters as outlined in the report.

e) Cllr Forbes reported that Danfo had indicated their support for the proposed uses of the empty space and indicated they would be willing to service a changing places toilet at no cost. Cllr Malloy reported that Scottish Power had submitted a proposal to the working group for their new sub-station which would be considered by the working group at their next meeting. The Town Clerk reported that the solicitors had recommended seeking clarity from CEC regarding the overage at King St as they believed it could be argued it should not apply for the proposed uses.

**014/015 To consider the purchase of meeting room audio equipment**

Members **resolved** to purchase meeting room audio equipment as per option 2 of the Town Clerk's report.

**014/016 Member questions to the Clerk**

Cllr Gardiner requested an update at the next meeting on the progress regarding the rent review at 60 King Street.

**014/017 To consider the resolutions log**

Members noted the log and requested the Town Clerk alter the format of future reports to increase clarity.

**014/018 To note the date of the next meeting (22/07/14)**

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](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

**Operations Committee July 22<sup>nd</sup> 2014**

*In the Lower Council Chamber, Council Offices, Knutsford*

### **014/019 Present**

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

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

### **014/020 To receive apologies for absence**

Apologies were received from Cllrs Nicholson (health), Raynes and B Coan (personal business).

### **014/021 To note declarations of members' interests**

Cllr Forbes declared a non-pecuniary interest in items O14/026 and OL14/029c on the grounds of being a member of the Transfer of Public Assets Community of Carnegie (UK) Trust and item O14/025 on the grounds of being disabled and an occasional wheelchair user.

Cllr Gardiner declared a non-pecuniary interest in items O14/029c on the grounds of being a member of Cheshire East Council and OL14/031 on the grounds of being known to the tenant as a Cheshire East Councillor.

Cllr P Coan declared a non-pecuniary interest in item OL14/031 on the grounds of being personally known to the tenant.

### **014/022 Public Participation**

No members of the public were present; the time was given to a contractor quoting for work to explain the product and his quotation.

### **014/023 To receive and confirm the minutes of the meeting held on 10<sup>th</sup> June 2014**

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

### **014/024 To consider the committee budget and spending to date**

The Town Clerk explained that the Markets budget had been separated into clear detail now the transfer had taken place. The Town Clerk explained the spending to date where the budget was near spent.

### **014/025 To consider matters related to Wallwood**

Members discussed the entrances to Wallwood with regard accessibility.

Members **resolved** to commission new paths in Wallwood as per the quotation submitted and ask the contractor to quote for the maintenance of the paths. Members **resolved** that the Town Clerk investigate the access arrangements arrange the most appropriate works to be undertaken.

### **014/026 To receive an update on asset transfers**

Cllr Dean reported that the Market Hall had transferred on July 7<sup>th</sup> but the Market Rights had not yet transferred due to a hold up with Cheshire East.

It was reported that the Allotments were to be given full attention by the Council solicitors later this week.

Cllr Forbes updated the committee on matters regarding St Johns Wood Sports Barn.

Members **resolved** to exclude the public and press on the grounds of the sensitive nature of the discussions to be undertaken.

Members **resolved** that the working group continue to liaise with partners regarding the sports barn and express the reticence of the committee regarding the discussed operational suggestion.

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

**O14/027 To consider and review the Council's Risk Register**

Members **resolved** to add the Operations Committee to the responsible column of the Risk Register for the "*Loss of income (market hall vacancies)*" risk.

**O14/028 To consider the development of an action plan for the 2020 Vision aims assigned by Council**

Members **resolved** to adopt the action plan, subject to the amendment that any businesses cases are developed by a working group with officers.

**O14/029 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**

**c) To consider matters related to the Council Offices**

a) Cllr Forbes reported an increase in toilet usage for the past month and that a minor signage issue had been rectified.

b) Members **resolved** to add two members to the working group on a temporary basis due to the personal circumstances of two current members. Members **resolved** to appoint Cllrs Davies and Bancroft to the working group on this basis.

c) Members **resolved** to authorise the Town Clerk to spend up to £200 on framing old photographs or procuring new framed or canvas prints of Knutsford for the offices. Members **resolved** to authorise the Town Clerk to procure a new desk pedestal and storage cupboard at a cost of £180 subject to CEC not being able to provide them at no cost.

**O14/030 To consider matters related to the Indoor Market**

Members **resolved** to approve the amendments to market rental calculations, noting the comments regarding the use of the area outside the front of the market being how CEC ran the market.

Members **resolved** that it be the policy of the Council that traders are not offered a holiday from rents

Members **resolved** that going forward no trader be permitted to occupy more than 2 stalls in the market; noting that there be no requirement for those who currently occupy more than 2 to reduce the number they currently occupy.

Members **resolved** to arrange the installation of the noticeboard, leaflet racks and snap frames as proposed and further **resolved** not to install locks on the toilet doors but to install a notice that the toilets are for market users only.

Members **resolved** to defer the consideration of external refurbishment to the market hall pending a costed report.

Members **resolved** that the Town Clerk prepare a draft ITT for redevelopment of the market site for consideration at the next committee meeting specifying that 2 floors of trading space be sought with a budget below the EU tender thresholds.

Members **resolved** that Fisher German be commissioned to undertake a survey to highlight priority works required within the next 12 to 24 months; noting an exception to financial regulations on the grounds that they have previously carried out a building survey.

Members **resolved** to undertake the proposed marketing subject to the utilisation of the reverse of flyers to promote other Council events or initiatives.

Members **resolved** to undertake the action related to the half-stall at the end of the market as per the recommendation of the Town Clerk.

Members **resolved** to write to traders indicating that from September it is expected that all stalls be open on market days and that suitable cover is arranged should the trader be unable to open themselves.

**O14/031 To consider an update regarding 60 King Street**

Members agreed that the Town Clerk express the thoughts of the committee regarding the rent review to the Council's agent.

**014/032 Member questions to the Clerk**

Cllr Bancroft asked if the letter had been sent to the member of the public following the last meeting which the Town Clerk confirmed.

**014/033 To consider the resolutions log**

Members noted the log.

**014/034 To note the date of the next meeting (09/09/14)**

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](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

**Operations Committee September 9<sup>th</sup> 2014**

*In the Lower Council Chamber, Council Offices, Knutsford*

### **014/035 Present**

Cllrs Raynes, Gardiner, Forbes, Malloy, Bancroft, Davies and Dean

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

### **014/036 To receive apologies for absence**

Apologies were received from Cllrs C Nicholson (health), P Coan and B Coan (personal business).

### **014/037 To note declarations of members' interests**

Cllr Forbes declared a non-pecuniary interest in item 014/041 on the grounds of being a member of the Transfer of Public Assets Community of Carnegie (UK) Trust and item 014/045a on the grounds of being disabled. Cllr Gardiner declared a non-pecuniary interest in item 014/042 on the grounds of being known to the tenant as a Cheshire East Councillor. Cllr Raynes declared a non-pecuniary interest in item 014/041 as Assets Portfolio holder at Cheshire East Council. Cllr Davies declared a non-pecuniary interest in item 014/041 on the grounds of being known to allotment holders.

### **014/038 Public Participation**

A resident addressed the committee with regards to the access to Wallwood and suggested the Council appoint an Officer the responsibility of Equality matters. The resident spoke further regarding St Johns Wood Community Centre and Sports Barn and Open Spaces.

### **014/039 To receive and confirm the minutes of the meeting held on 22<sup>nd</sup> July 2014**

Members **resolved** to confirm the minutes as a true record, subject to a minor typographical correction to 014/030, and they were duly signed by the chairman.

### **014/040 To consider the committee budget and spending to date**

Members noted the budget and spending to date after asking for clarification on current year spends from the Town Clerk.

### **014/041 To consider an update on asset transfers**

The Town Clerk reported that the council's solicitor has been chasing CEC's solicitor but no progress had been made since the last meeting.

### **014/042 To consider matters related to 60 King St**

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

The managing agent for 60 King St provided an update on the negotiations taking place with regards the rent review.

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

### **014/043 To consider matters related to the 2020 Vision Action Plan including the target completion dates and working group membership**

Members **resolved** to adopt the action plan as submitted subject to the target date for action 4.3 being set to October 2015. Members **resolved** to establish a working group consisting of Cllrs Bancroft, Forbes and Dean and the Town Clerk to undertake the actions assigned to the Asset Transfer Working Group.

**014/044 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**
  - c) **To consider matters related to Wallwood**
- a) Cllr Forbes reported that an agreement had been made with Cheshire East Council regarding the use of the public toilets by parking wardens.
- b) A report prepared by Cllr Bancroft was circulated and noted. The working group would continue to look into matters and report back.
- c) Members **resolved** to undertake the priority A tree works as per the schedule submitted. Members requested the Town Clerk seek further quotations for a single sign at Wallwood for the next meeting.

**014/045 To consider matters related to the Indoor Market**

- a) **To consider external refurbishment of the Market Hall**
  - b) **To consider the draft ITT for a rebuild of the Market Hall**
- a) Members **resolved** to undertake the works outlined with the recommended contractor. Members further **resolved**<sup>1</sup> that the Town Clerk arrange the installation of external lighting. Members requested the Town Clerk seek further quotations for external signage, in keeping with the conservation area. Members **resolved** to purchase seating as per option D of the report.
- b) Members **resolved** to exclude the public and press due to the commercially sensitive nature of the discussions. Members discussed the draft ITT and it was agreed to make minor changes and seek external input on the document prior to further consideration at the next meeting. Members **resolved** to readmit the public and press.

**014/046 To consider the adoption of the Markets Policy**

Members **resolved** to adopt the Markets Policy subject to alterations.

**014/047 To consider the resolutions log**

Members noted the resolutions log and requested the font size be increased.

**014/048 To note the date of the next meeting**

Members noted the date.

---

<sup>1</sup> Cllr Bancroft voted in objection to this resolution.

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

01565 653929

[www.knutsfordtowncouncil.gov.uk](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

### **Operations Committee October 21<sup>st</sup> 2014**

*In the Lower Council Chamber, Council Offices, Knutsford*

#### **014/049 Present**

Cllrs Raynes, Gardiner, Forbes, Malloy, Bancroft, Davies and P Coan

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

#### **014/050 To receive apologies for absence**

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

#### **014/051 To note declarations of members' interests**

Cllr Forbes declared a non-pecuniary interest in item 014/060 on the grounds of being a member of the Transfer of Public Assets Community of Carnegie (UK) Trust and item 014/055a on the grounds of being disabled. Cllr Raynes declared a non-pecuniary interest in item 014/060 on the grounds of being Assets portfolio holder at Cheshire East Council. Cllrs Gardiner and P Coan declared a non-pecuniary interest in item 014/055c on the grounds of being known to the tenant.

#### **014/052 Public Participation**

No members of the public wished to address the committee.

#### **014/053 To receive and confirm the minutes of the meeting held on 9<sup>th</sup> September 2014**

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

#### **014/054 To consider the committee budget and spending to date**

Members noted the budget and spending to date.

#### **014/055 To receive and consider updates on Operational matters**

- a) **To consider updates on the Public Toilets**
- b) **To consider matters related to Wallwood**
- c) **To consider matters related to 60 King Street<sup>1</sup>**

- a) Cllr Forbes gave an update from the Empty Spaces working group confirming that CEC has waived the overage for the three projects being looked at and that Danfo had offered to service a Changing Places toilet at no cost to the Council.

Members **resolved** that the working group prepare a report demonstrating the benefits of a Changing Places toilet being installed at the Bexton Road toilets, update Danfo on progress and look into grants which may cover the project costs. Members further **resolved** that a business case be prepared for a Tourist Information Centre being created in the King St toilet building and that the working group speak with Danfo and Scottish Power regarding the substation.

- b) Members **resolved** that the Cllr Bancroft, Cllr P Coan and the Town Clerk determine which trees would be suitable for planting in the glade within Wallwood. Members requested the Town Clerk to get quotes for a wooden sign and look into other options. Members further

<sup>1</sup> The Chairman moved this item to precede 014/064.

agreed to look into installing additional benches in the spring.

- c) Members **resolved** to exclude the public and press on the grounds of the sensitivity of the discussions.

The Town Clerk updated members on the rent review progress and members **resolved** to follow the course of action outlined in confidential annex C14/02.

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

**014/056 To consider the purchase of Pear Mapping Software**

Members **resolved** to purchase the software including reimbursing the Town Clerk the £20 covering his winning a portion of the software at the SLCC Conference.

**014/057 To consider a business case for an improved Outdoor Market**

Members **resolved** that the Town Clerk develop a trial scheme for consideration at the next meeting.

**014/058 To consider matters related to the Indoor Market**

Members **resolved** that the essential electric works be undertaken but that further quotes are obtained for the non-essential works. Members **resolved** that the Town Clerk write to Cheshire East Council enclosing an invoice for the works which should have been undertaken prior to the transfer of the market.

Members **resolved** to install new lighting at a cost of £750.

Members **resolved** to purchase one hand-painted sign advertising the opening hours and one A2 sized oak noticeboard for the front of the market.

Members agreed a separate meeting be held to discuss the redevelopment of the market hall to be arranged by the Town Clerk.

**014/059 To consider the disposal of old computers and books**

Members **resolved** that the Town Clerk e-mail members with the list of books planned for disposal with members having 14 days to request a book be kept; after which they are disposed of.

Members **resolved** to offer the three computers to community organisations noting the importance of ensuring no data is left on the hard drives and that organisations be informed of the need for portable appliance testing.

**014/060 To consider an update from the Asset Transfer Working Group**

Members **resolved** to recommend that Council requests the transfer, subject to business case, of the Priority A transfers: the open spaces at St Helena/North Downs/Longridge and Ashworth Park, Silk Mill Street car park and Booths Garden.

Members further **resolved** to recommend that Council consider the transfer of the former play areas on Manor Crescent and Mobberley Road, dependent upon the thoughts of local residents, after the Priority A transfers.

Members **resolved** to monitor the condition of the play area on Southfields and the Barncroft and to take no action concerning all other historical play areas.

Members **resolved** that the committee reassess the transfer of the Taxi Office after priority A transfers; with its potential for a positive community space but the previous pressing need of finding the CAB a new office has been met by CEC offering them this location; to be reviewed if costs to CAB service are substantially higher than expected.

Members **resolved** that no action is taken regarding a transfer of the bus shelters and that the transfer of the Library, Bus Station, Woodland near the Moor and St Johns Churchyard are not pursued unless matters significantly change.

**014/061 To consider the draft committee budget 2015/16**

Members **resolved** to submit the draft budget to the Finance Committee subject to the following alterations

- a) Addition of a £15,000 budget for a changing places toilet
- b) Increasing the projected spend for Wallwood by £1000 to cover new benches
- c) Merging of the "Misc Costs", "Misc Purchases" and "Equipment Purchases" into one budget of £2,000.

Members further **resolved** to request that the surplus generated by the market be allocated to the earmarked reserve for the market hall and that the reserve for St John's Wood Community Centre be

removed.

**014/062 Members questions to the Town Clerk**  
No questions were raised.

**014/063 To consider the resolutions log**  
Members noted the resolutions log.

**014/064 To note the date of the next meeting**  
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](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

### **Operations Committee December 2<sup>nd</sup> 2014**

*In the Lower Council Chamber, Council Offices, Knutsford*

#### **014/065 Present**

Cllrs Raynes, Malloy, Bancroft, Davies and P Coan

*In attendance: A Keppel-Garner (Town Clerk) and Cllr Gray*

#### **014/066 To receive apologies for absence**

Apologies were received from Cllr Forbes on civic business, Cllr Gardiner on business and Cllrs B Coan and Dean on personal business.

#### **014/067 To note declarations of members' interests**

Cllr P Coan declared a non-pecuniary interest in O14/074b on the grounds of being known to the tenant. Cllr Davies declared a non-pecuniary interest in O14/075 on the grounds of being known to allotment holders.

#### **014/068 Public Participation**

No member of the public wished to address the committee.

#### **014/069 To receive and confirm the minutes of the meeting held on 21<sup>st</sup> October 2014**

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

#### **014/070 To consider the committee budget and spending to date**

Members noted the budget and spending to date.

#### **014/071 To consider an update on asset transfers**

The Town Clerk updated members on progress with the Sports Barn in that the Leisure Trust look set to run it operationally. The Town Clerk further updated members on a meeting between Cllr Forbes, the Town Clerk and Cllrs Gardiner and Raynes (in a CEC capacity) regarding the requested asset transfers where it was indicated that the transfer of the Council Offices was likely, open spaces possible depending on format of transfer (leasehold/freehold) but that car parks was unlikely.

#### **014/072 To consider reports from the Empty Spaces working group**

##### **a) To consider the installation of a Changing Places toilet at Bexton Road**

##### **b) To consider the development of a TIC service at King Street**

a) Members **resolved** that a Changing Places toilet be installed at Bexton Road. Members agreed that the budget be left in for the 2015/16 financial year but that the Town Clerk seek grant funding.

b) Members **resolved** to defer the consideration of introducing a Tourist Information Centre for the 2016/17 financial year; expressing that the option of delivering a service within the Heritage Centre could be a potential solution.

#### **014/073 To consider matters related to Wallwood**

Members **resolved** that the Town Clerk arrange for the installation of a wooden sign for Wallwood up

to a cost of £600; featuring the Council's armorial bearings and the text to be "Wallwood", "Knutsford Town Council" and the website and phone number. It was further **resolved** not to accept a contribution from Bartletts towards the sign in return for "supported by Bartletts" appearing on the sign.

Members adjourned the meeting to allow a member of the public to speak regarding lighting for Wallwood; the meeting was subsequently reconvened and members **resolved** that the Town Clerk investigate low-level, vandal proof lighting for Wallwood and that a grant to cover the cost also be investigated.

**014/074 To receive and consider updates on Operational matters**

**a) To consider updates on the Public Toilets**

**b) To consider updates related to 60 King Street**

**c) To approve the renewal of the mobile phone contracts**

a) The Town Clerk reported that results of a town centre survey would be presented at the next meeting which highlights an issue with signage to the toilets.

b) The Town Clerk reported that emergency works had to be undertaken to a ceiling in the premises which was in addition to the planned budget.

c) Members **resolved** to approve the renewal of the contracts on the same tariff.

**014/075 To consider matters related to the Allotments**

Members agreed the principle that the majority of improvements should be derived from the Allotment Society. Members **resolved** that a new agreement be investigated between the council and Allotment Society. Members further **resolved** that officers look into the cost of signage for the two sites and the removal of the scalplings from the Warren Avenue site.

**014/076 To consider a report from the Cemetery working group**

Members **resolved** that the working group investigate the improvements as outlined for further consideration by the committee. Members further **resolved** to formally press for a response from Cheshire East Council to the issues raised by the Town Clerk and to investigate the sale of the Cemetery Lodge. Members agreed not to look into a promotional leaflet for the cemetery at the current point in time.

**014/077 To consider matters related to the Indoor Market**

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

Members **resolved** that the Town Clerk write to the two stallholders allowing a 3-6 month dispensation regarding opening on Tuesdays due to mitigating circumstances but expressing the importance of opening and the length of the waiting list.

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

The Town Clerk explained that the planned rendering had been postponed to March on the advice of the contractor but that lighting would be installed regardless to ensure the market is not dark for winter.

**014/078 Members questions to the Town Clerk**

No questions were asked to the Town Clerk.

**014/079 To consider the resolutions log**

Members noted the resolutions log. Cllr Davies asked for an update regarding the trial outdoor market plans to which the Town Clerk explained that he was awaiting additional quotations for supply of stalls.

**014/080 To note the date of the next meeting**

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](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

**Operations Committee December 16<sup>th</sup> 2014**

*In the Lower Council Chamber, Council Offices, Knutsford*

### **O14/081 Present**

Cllrs Gardiner, Malloy, Bancroft, Forbes, Dean, Gray, and P Coan

*In attendance: A Keppel-Garner (Town Clerk) and L Benskin (Deputy Town Clerk)*

### **O14/082 To receive apologies for absence**

Apologies were received from Cllrs Raynes (business), B Coan (personal business) and Davies (health).

### **O14/083 To note declarations of members' interests**

Cllrs P Coan and Gardiner declared a non-pecuniary interest in O14/085 on the grounds of being known to the tenant.

### **O14/084 Public Participation**

No members of the public were present.

### **O14/085 To receive and confirm the minutes of the meeting held on 2<sup>nd</sup> December 2014**

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

### **O14/086 To consider matters related to 60 King St**

Members **resolved** to exclude the public and press due to the confidential nature of the business to be transacted.

Members **resolved** that the rent review be concluded as per previous discussions and to inform the tenant that upon conclusion of the rent review that the Council would be open to renegotiation of the lease subject to the tenant covering all legal costs, providing details of the refurbishment works intended and that any new lease should be a fully repair and insuring lease.

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

### **O14/087 To note the date of the next meeting**

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 January 20<sup>th</sup> 2015**

*In the Lower Council Chamber, Council Offices, Knutsford*

### **014/088 Present**

Cllrs Gardiner, Malloy, Bancroft, Gray and Dean

In attendance: A Keppel-Garner (Town Clerk)

### **014/089 To receive apologies for absence**

Apologies were received from Cllrs Forbes and Raynes (personal business) and Cllrs Davies and B Coan (health).

### **014/090 To note declarations of members' interests**

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

### **014/091 Public Participation**

No members of the public were present.

### **014/092 To receive and confirm the minutes of the meeting held on 16<sup>th</sup> December 2014**

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

### **014/093 To consider the committee budget and spending to date**

Members noted the budget and spending to date.

### **014/094 To consider an update on asset transfers**

The Town Clerk reported that the transfer of the Allotments was expected in early February and that Cheshire East Council had confirmed they would transfer the Council Offices subject to business case. Members **resolved** to authorise the Town Clerk to incur expenditure in preparing building plans for the Taxi Office on the understanding that such expenditure would be reimbursed by Cheshire East Council.

### **014/095 To consider matters related to a trial Outdoor Market**

Members **resolved** to hold a trial Outdoor Market as outlined changing the trial months to May and June subject to the monitoring of trader interest.

### **014/096 To consider matters related to the Council's website**

Members **resolved** that the Town Clerk arrange to develop a new website for the Town Council and that the e-mail issue be fixed in the interim period at a cost of £75.

### **014/097 To consider a report from the Cemetery working group**

Cllr Bancroft reported that little improvement had been seen at the Cemetery despite numerous contacts with CEC and Orbitas. Members **resolved** that the working group meet with senior officers/members of CEC and Orbitas with a view to establishing an SLA for the future management of the cemetery. Members further **resolved** to authorise the Town Clerk to incur up to £5,000 of expenditure in consultation with the Cemetery working group in order to re-stand headstones in the cemetery.

**014/098 To consider matters related to the Public Toilets**

The Town Clerk reported on a request from Knutsford Police requesting that the King Street toilets be closed at 8pm to deter young people from gathering and potentially committing crime.

Members **resolved** not to alter the times and to remind the Police that they have the necessary powers to deal with such incidents.

**014/099 Members questions to the Town Clerk**

Cllr Malloy raised a query related to the paths in Wallwood; the Town Clerk explained the contractor would be correcting the issue and that from April the Town Ranger would maintain the paths.

**014/100 To consider the resolutions log**

Members noted the resolutions log.

**014/101 To note the date of the next meeting**

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](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

### **Operations Committee March 3<sup>rd</sup> 2015**

*In the Lower Council Chamber, Council Offices, Knutsford*

#### **014/102 Present**

Cllrs Raynes, P Coan, Malloy, Bancroft, Forbes and Gardiner

In attendance: A Keppel-Garner (Town Clerk)

#### **014/103 To receive apologies for absence**

Apologies were received from Cllrs Gray (personal business), Goodrich and Dean (business) and B Coan (health)

#### **014/104 To note declarations of members' interests**

Cllr Forbes declared a non-pecuniary interest in item 014/108 on the grounds of being a member of the Transfer of Public Assets Community of Carnegie (UK) Trust and item 014/114 on the grounds of being a trustee of Knutsford GROW. Cllrs Gardiner and P Coan declared a non-pecuniary interest in item 014/112 on the grounds of being known to the tenant.

#### **014/105 Public Participation**

No members of the public were present.

#### **014/106 To receive and confirm the minutes of the meeting held on 20<sup>th</sup> January 2015**

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

#### **014/107 To consider the committee budget and spending to date**

Members noted the budget and spending to date.

#### **014/108<sup>1</sup> To consider an update on asset transfers**

The Town Clerk updated members on the transfer of the Allotments, which was waiting action from CEC. Members enquired when the Council Office WG would next be meeting.

#### **014/109 To consider matters related to the Knutsford Cemetery**

Cllr Gardiner outlined the meeting the working group had held with officers from Orbitas.

Members **resolved** to adopt the vision for Knutsford Cemetery with a minor amendment.

Members **resolved** to allocate the 2015/16 budget for the cemetery to the re-standing of grave stones subject to the working being carried out to a safe standard.

Members **resolved** that the Town Clerk arrange to register the Cemetery and lodge with the Land Registry.

#### **014/110 To consider matters related to Allotments**

Members **resolved** that upon completion of the leases the Town Clerk arrange for the removal of scalping and installation of signage. Members **resolved** to provide the secretary of the Allotment Society with a designated e-mail address. Members further **resolved** that it be the Council's policy

<sup>1</sup> Cllr Bancroft arrived at the beginning of this item.

that all income to the Council from the letting of Allotments shall be ring-fenced for improvements to the Allotment sites; at year end any money not spent be placed into an earmarked reserve for Allotments and with effect the 2016/17 financial year the Council will not usually incur expenditure at the Allotment sites which is not covered by allotment income or the earmarked reserve.

**014/111 To consider matters related to Wallwood**

Members requested officers further investigate options for lighting Wallwood and develop a justification for why lighting is needed.

Members **resolved** that the Town Clerk arrange the installation of two heavy duty teak 1200mm benches; ideally through Cheshire East Council at no cost if possible.

**014/112 To consider an update in relation to 60 King Street**

Members noted correspondence received from the tenant and **resolved** to refer all matters through the Council's agent. Members requested the Town Clerk ensure the agent attend the next committee meeting to update on the rent review.

**014/113 To consider matters related to the Indoor Market**

Members **resolved** to increase the budget allocated for the Love your Local Market fortnight merchandise to £200.

Members **resolved** that the Town Clerk write to the traders reminding them of their obligation to be open for the full official market hours expressing that the regulations will be strictly enforced with effect June.

Members **resolved** that transfer of stalls is not permitted and that a trader wishing to quit must surrender their stall for reallocation by the Council.

**014/114 To consider community website hosting**

Members **resolved** to provide community website hosting at a cost of £15 per year with the caveat that there is minimal time incurred by officers in providing the service.

**014/115 To consider authorising the Town Clerk to arrange the clearance of the Freeholders' Hut**

Members **resolved** to authorise the Town Clerk to arrange the clearance of the Freeholders' Hut.

**014/116 Members questions to the Town Clerk**

No members raised questions to the Town Clerk.

**014/117 To consider the resolutions log**

Members noted the resolutions log.

**014/118 To note the date of the next meeting (14/04/2015)**

Members noted the date. Cllr Forbes tendered his apologies on Civic Business.

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

01565 653929

[www.knutsfordtowncouncil.gov.uk](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

### **Operations Committee April 14<sup>th</sup> 2015**

*In the Lower Council Chamber, Council Offices, Knutsford*

**014/119 Present**

Cllrs Raynes, Gray, P Coan, Malloy, Goodrich and Gardiner

In attendance: A Keppel-Garner (Town Clerk)

**014/120 To receive apologies for absence**

Apologies were received from Cllrs Bancroft, B Coan (health), Forbes and Dean (personal business)

**014/121 To note declarations of members' interests**

Cllrs P Coan and Gardiner declared a non-pecuniary interest in item 014/126 on the grounds of being known to the tenant.

**014/122 Public Participation**

No members of the public were present.

**014/123 To receive and confirm the minutes of the meeting held on 3<sup>rd</sup> March 2015**

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

**014/124 To consider the 2014/15 committee budget and spending**

Members noted the committee budget and spending for the 2014/15 financial year.

**014/125 To consider an update on asset transfers**

The Town Clerk reported that the allotment transfer was still delayed and requested Cllrs Raynes and Gardiner to chase in their capacity as Cheshire East Councillors.

**014/126 To consider matters related to 60 King Street**

The Council's agent joined the meeting and members **resolved** to exclude the public and press on the grounds of the confidential nature of the discussions. Members **resolved** to authorise the Council's agent to finalise the rent review with the tenant within agreed parameters. An update was given on the budget for 2015/16. Members **resolved** to readmit the public and press.

**014/127 To consider matters related to the Indoor Market**

Members **resolved** to purchase an a-board for promoting the Indoor Market.

**014/128 Members questions to the Town Clerk**

No questions were asked to the Town Clerk.

**014/129 To consider the resolutions log**

Members noted the resolutions log.

**014/130 To note the date of the next meeting (01/06/2015)**

Members noted the date.



# Personnel Committee

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

01565 653929

[www.knutsfordtowncouncil.gov.uk](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes of the **Personnel Committee Meeting held on May 13<sup>th</sup> 2014** In the Committee Room of the Town Council Offices

**P14/001 Present**

Cllrs Goodrich, B Coan and Forbes

In attendance: A Keppel-Garner (Town Clerk)

**P14/002 To elect a chairman**

Members **resolved** to appoint Cllr Goodrich as chairman.

**P14/003 To elect a deputy chairman**

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

**P14/004 To receive apologies for absence**

Apologies were received from Cllrs Dean & Davies (personal business) and Houghton (business)

**P14/005 To note date of the next meeting**

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](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes of the **Personnel Committee Meeting held on June 17<sup>th</sup> 2014** In the Committee Room of the Town Council Offices

### **P14/006 Present**

Cllrs Goodrich, B Coan, Davies and Forbes

In attendance: A Keppel-Garner (Town Clerk)

### **P14/007 Apologies for Absence**

Apologies were received from Cllrs Houghton (business) and Dean (personal business)

### **P14/008 To note declarations of Members' interests**

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

### **P14/009 To receive and confirm the minutes of the meetings held on 8<sup>th</sup> May and 13<sup>th</sup> May 2014**

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

### **P14/010 To consider the committee's budget and spending to date**

Members noted the budget and spending to date.

### **P14/011 To consider a request from the Operations Committee regarding outstanding reports from the Personnel Committee on Livescribe and branded clothing**

Members **resolved** that Livescribe was no longer required.

Members **resolved** that the Town Clerk report to the Operations Committee following investigating the costs of purchasing branded hi-vis tabards and the branding of existing hi-vis jackets.

Members further **resolved** that it be Council policy that all clothing items purchased in the future should be Council branded.

### **P14/012 To consider a revised Flexible Working Policy**

Cllr Forbes reported on behalf of the working group. Members **resolved** to adopt the revised policy with effect 17<sup>th</sup> September providing the 3 months' notice of a change of policy as required by the current Flexible working policy.

### **P14/013 To consider matters related to staff training, personal development and appraisal**

The Town Clerk reported that the SLCC Standards course he was booked to attend had been cancelled due to low numbers. Members **resolved** that the Town Clerk book himself onto the course when it is next available subject to reasonability of expenses.

The Town Clerk reported he would be booking the new Deputy Town Clerk onto the SLCC Finance Course, registering them for the CiLCA and booking them onto the CiLCA support courses offered by ChALC.

Members **resolved** that the Town Clerk attend the NABMA course on Market Operations.

### **P14/014 To consider matters related to recruitment and vacancies**

Cllr Goodrich reported that the panel had met to appoint a new Deputy Town Clerk and that Lisa

Benskin would be offered the post.

Members **resolved** that should a vacancy arise, to advertise for a new Mayor's PA, utilising zero-cost means, with a shortlisting panel consisting of 3 members of the committee and the Town Clerk and an interview panel consisting of 4 members of the committee and the Town Clerk with delegated authority to appoint.

The chairman adjourned and subsequently reconvened the meeting.

Members **resolved** to advertise for a Market Hall Cleaner; that the Town Clerk draw up an appropriate job description and person specification and an interview panel consisting of two members of the committee plus the Town Clerk be delegated authority to appoint.

Members **resolved** that for all future vacancies applicants apply using an application form to be developed by the Town Clerk and Town Mayor.

Members further **resolved** that the budget for the employment costs of the Market Cleaner be vired from the Operations Committee budget to the Personnel Committee budget in line with the committee's terms of reference and the chairman report the virement to the next Full Council meeting.

**P14/015 To consider the draft contract for the Town Clerk**

Members **resolved** to exclude the public and press due to the confidential nature of the business to be transacted.

Members considered the draft contract, requested the Town Clerk clarify the type of pension offered by the Cheshire Pension Fund, made alterations to the notice period required, salary payment date and **resolved** to authorise the Town Mayor to sign on behalf of the Council.

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

**P14/016 To consider a date for the next meeting**

Members did not set a date for the next meeting.

# 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 August 5<sup>th</sup> 2014 In the Lower Council Chamber of the Town Council Offices

### **P14/017 Present**

Cllrs Goodrich, Davies and Forbes

In attendance: Lisa Benskin (Deputy Town Clerk)

### **P14/018 Apologies for Absence**

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

### **P14/019 To note declarations of Members' interests**

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

### **P14/020 To receive and confirm the minutes of the meetings held on 17<sup>th</sup> June 2014**

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

### **P14/021 To consider the committee's budget and spending to date**

Members noted the budget and spending to date. The Chairman asked which officer the Eye Test had been for; the Deputy Clerk confirmed it was for her.

### **P14/022 To consider an update on staffing matters**

The Deputy Clerk advised that the Mayor's PA vacancy had now been filled by Clare Stuart-West who had started on Monday 29<sup>th</sup> July. The Market Cleaner vacancy had been filled by Alan Bolshaw. As a result there were no vacancies at present.

Members **resolved** to exclude the public and press due to the confidential nature of the business to be transacted.

The Deputy Clerk provided an update on a personal situation related to the Deputy Clerk.

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

### **P14/023 To consider a revised Discipline, Grievance and Competence Policy**

Members **resolved** to adopt the policy with immediate effect subject to some minor typographical amendments and an addition to clause 3.9 so that it reads as follows *"Dismissal of the Town Clerk must be ratified by Full Council but the Town Clerk may be suspended by the Personnel Committee on full pay until the next meeting of the Full Council"*.

### **P14/024 To review the performance management system**

The Chairman asked for feedback from the Deputy Town Clerk and the Town Mayor on the operation of the recently introduced Appraisal system. Both advised that the system was developing well and proving useful.

The Chairman asked that this item remain on the agenda for Personnel Committee meetings moving forward.

**P14/025 To clarify if the Business Plan referred to in the Town Clerk's job description is the 2020 Vision**  
Members **resolved** that the Chairman and Cllr Forbes would consult their notes from previous meetings and advise the Town Clerk and Town Mayor. The Chairman advised that he would speak with the Town Clerk upon his return from annual leave.

**P14/026 To consider the resolutions log**

The Chairman requested that the following resolution "*Members further **resolved** that the budget for the employment costs of the Market Cleaner be vired from the Operations Committee budget to the Personnel Committee budget in line with the committee's terms of reference and the chairman report the virement to the next Full Council meeting*" from the last meeting at P14/014 be entered onto the Resolutions Log and progressed.

**P14/027 To consider a date for the next meeting**

Members resolved that the meeting date be set for 6pm on Monday 8<sup>th</sup> September.

FINAL

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

01565 653929

[www.knutsfordtowncouncil.gov.uk](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes of the **Personnel Committee Meeting held on September 8<sup>th</sup> 2014** In the Lower Council Chamber of the Town Council Offices

### **P14/028 Present**

Cllrs Goodrich, Davies, Houghton and Forbes

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

### **P14/029 To receive apologies for absence**

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

### **P14/030 To note declarations of Members' interests**

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

### **P14/031 To receive and confirm the minutes of the meeting held 5<sup>th</sup> August 2014**

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

### **P14/032 To consider the committee's budget and spending to date**

Members noted the budget and spending to date.

### **P14/033 To consider officer training**

The Town Clerk reported that he had booked the Deputy Town Clerk onto the SLCC Allotments course at no cost to the Council in return for the Council hosting the event.

Members **resolved** that the Town Clerk book onto the SLCC *Planning Demystified* course and attend the ICO day course on Freedom of Information and Data Protection.

### **P14/034 To review the Deputy Town Clerk's probationary period**

Members **resolved** to end the Deputy Town Clerk's probationary period and confirm her in post.

### **P14/035 To consider staffing matters**

Members **resolved** to recruit a Deputy Town Clerk on maternity cover starting December 2014 as per the Deputy Town Clerk's current role; advertising in October with an interview panel comprising 3 members of the Personnel Committee and the Town Clerk, with delegated authority to appoint.

### **P14/036 To review the performance management system**

Cllr Forbes and the Town Clerk both indicated the system was working well.

### **P14/037 To consider the resolutions log**

Members noted the resolutions log.

### **P14/038 To consider a date for the next meeting**

Members agreed to meet at 6:30pm on 23<sup>rd</sup> October.

# 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 October 23<sup>rd</sup> 2014** In the Lower Council Chamber of the Town Council Offices

### **P14/039 Present**

Cllrs Goodrich, Davies and Forbes

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

### **P14/041 To receive apologies for absence**

Apologies were received from Cllrs B Coan and Dean (personal business) and Cllr Houghton (business).

### **P14/042 To note declarations of Members' interests**

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

### **P14/043 To receive and confirm the minutes of the meeting held 9th September 2014**

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

### **P14/044 To consider the committee's budget and spending to date**

Members noted the budget and spending to date.

### **P14/045 To consider the Town Clerk undertaking the CertHE in Community Governance: Local Council Management**

Members **resolved** that the Council cover the costs of the Town Clerk undertaking the CertHE.

### **P14/046 To consider staffing matters**

#### **a) To consider the Council's maternity leave policy**

#### **b) To consider the award of annual salary increments**

a) Members **resolved** that the Council's maternity leave policy be in line with the green book provisions.

b) Members **resolved** to exclude the public and press on the grounds of the sensitive nature of the discussions.

Members **resolved** that the annual salary increments be awarded in April 2015 in line with contracts of employment; placing the Town Clerk on SCP40, Deputy Town Clerk on SCP27 and Mayor's PA and Market Cleaner on SCP 10.

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

### **P14/047 To consider the draft committee budget 2015/16**

Members **resolved** to recommend the draft budget subject to an increase in the Personal Development budget to £2100.

### **P14/048 To consider matters related to complaints**

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

Members **resolved** that Cllr Forbes draft a letter for the committee chairman to send to the CEO of

Cheshire East Council asking for an update on the outstanding complaints.  
Members **resolved** to readmit the public and press.

**P14/049 To review the performance management system**

The Mayor and Town Clerk reported the system was working well.

**PL14/050 To consider the resolutions log**

Members noted the resolutions log.

**PL14/051 To consider a date for the next meeting**

Members agreed to meet on 15<sup>th</sup> January 2015 at 6:30pm.

FINAL

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

01565 653929

[www.knutsfordtowncouncil.gov.uk](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes of the **Personnel Committee Meeting held on November 24<sup>th</sup> 2014** In the Lower Council Chamber of the Town Council Offices

### **P14/052 Present**

Cllrs Goodrich, Houghton, Davies and Forbes

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

### **P14/053 To receive apologies for absence**

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

### **P14/054 To note declarations of Members' interests**

Cllrs Forbes, Davies and Goodrich declared non-pecuniary interests in P14/059 on the grounds of being subject to previous complaints.

### **P14/055 To receive and confirm the minutes of the meeting held 23<sup>rd</sup> October 2014**

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

### **P14/056 To consider the committee's budget and spending to date**

Members noted the budget and spending to date noting the potential overspend on the Employee Travel costs.

### **P14/057 To consider matters related to recruitment**

Members **resolved** that the interview panel for the Deputy Town Clerk (maternity cover) position comprise 2 members of the committee and the Town Clerk.

### **P14/058 To consider matters related to employee training**

Members **resolved** that the Town Clerk attend the 2015 SLCC Practitioners Conference.

### **P14/059 To consider matters related to complaints**

Members **resolved** to exclude the public and press on the grounds of the confidential business to be transacted.

Members **resolved** that Cllr Goodrich check that the two outstanding complaints related to those covered by the Monitoring Officer investigations and if so write to advise the complainant that the matter has been resolved.

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

### **P14/060 To note the date of the next meeting**

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 Personnel Committee Meeting held on January 15<sup>th</sup> 2015 In the Committee Room of the Town Council Offices

### **P14/061 Present**

Cllrs Goodrich, Dean, and Forbes

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

### **P14/062 To receive apologies for absence**

Apologies were received from Cllrs Davies and B Coan (health) and Cllr Houghton (business).

### **P14/063 To note declarations of Members' interests**

Cllr Goodrich declared a non-pecuniary interest in item P14/070 on the grounds that he was named in the correspondence being discussed.

### **P14/064 To receive and confirm the minutes of the meeting held 24<sup>th</sup> November 2014**

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

### **P14/065 To consider the committee's budget and spending to date**

Members noted the budget and spending to date.

### **P14/066 To receive an update on the local government pay award 2014/15 and to consider the implications of the rise in Living Wage**

Members noted the local government pay award 2014/15.

Members **resolved** that the rise in Living Wage be implemented with effect December 1<sup>st</sup> 2014.

### **P14/067 To review the Mayor's PA's probationary period**

Members **resolved** to end the Mayor's PA's probationary period and confirm her in post. The Town Clerk reported that the Mayor's PA would be undertaking the *Introduction to Local Council Management (ILCA)* online course.

Members **resolved** that the Town Clerk undertake a job evaluation for the Mayor's PA post.

### **P14/068 To consider matters related to the recruitment of a Town Ranger**

Members **resolved** to approve the draft Job Description and Person Specification. Members further **resolved** that the Town Clerk arrange to advertise the job utilising free methods and should a suitable number of candidates not be forthcoming to advertise the job in the Knutsford Guardian for two weeks.

### **P14/069 To review current staffing arrangements**

Members noted that the Deputy Town Clerk was now on maternity leave and that the maternity cover Deputy Town Clerk had started.

### **P14/070 To consider matters related to complaints**

Members **resolved** to exclude the public and press on the grounds of the confidential nature of

discussions.

Members noted recent correspondence and **resolved** that no action be taken.

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

**P14/071 To consider a date for the next meeting**

Members **resolved** to meet on 24<sup>th</sup> February at 6:30pm.

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 Personnel Committee Meeting held on February 24<sup>th</sup> 2015 In the Committee Room of the Town Council Offices

**P14/072 Present**

Cllrs Goodrich, Gardiner and Forbes

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

**P14/073 To receive apologies for absence**

Apologies were received from Cllrs B Coan (health), Houghton (business) and Dean (personal business)

**P14/074 To note declarations of Members' interests**

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

**P14/075 To receive and confirm the minutes of the meeting held 15<sup>th</sup> January 2015**

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

**P14/076 To consider the committee's budget and spending to date**

Members noted the budget and spending to date.

**P14/077 To consider the interview panel for the Town Ranger post**

Members **resolved** that an interview panel comprising the Town Clerk and two councillors be delegated authority to interview and appoint the Town Ranger. Members requested the Town Clerk speak to Cheshire East Council about how they interview for such posts.

**P14/078 To consider the draft Training Policy and to recommend its adoption to Council and to consider Officer training requests**

Members **resolved** to recommend the adoption of the Training Policy to the Town Council.

Members **resolved** to authorise the Town Clerk to attend the CEC Event Safety course.

**P14/079 To consider a revised Member / Officer Protocol**

Members **resolved** to adopt the revised Member/Officer Protocol.

**P14/080 To consider the Mayor's PA post evaluation**

Members **resolved** to exclude the public and press due to the confidential nature of the business to be transacted.

Members **resolved** to re-grade the Mayor's PA post to SCP 16-22 with automatic progression from SCP 16-19 and performance based progression from SCP 20-22 incorporating the proposed changes to the Job Description. Members **resolved** that the incumbent be advanced to SCP 18 and that the Town Clerk arrange for the contract to be redrafted accordingly.

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

**P14/081 To consider a date for the next meeting**

Members agreed to meet on April 14<sup>th</sup> at 6pm.

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

01565 653929

[www.knutsfordtowncouncil.gov.uk](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes of the **Personnel Committee Meeting held on March 30<sup>th</sup> 2015** In the Committee Room of the Town Council Offices

**P14/082 Present**

Cllrs Goodrich, Gardiner and Forbes

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

**P14/083 To receive apologies for absence**

Apologies were received from Cllrs B Coan (health), Houghton (business) and Dean (personal business)

**P14/084 To note declarations of Members' interests**

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

**P14/085 To receive and confirm the minutes of the meeting held 24<sup>th</sup> February 2015**

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

**P14/086 To consider matters related to complaints**

Members **resolved** to establish a Complaints Sub-Committee comprising Cllrs Gardiner, Forbes and Goodrich noting that whilst the Mayor and chairman are not normally on said sub-committee and that any potential appeal would be dealt with by the new Mayor following and another committee member.

The chairman adjourned the meeting. The meeting was reconvened at 3:35.

Members noted that the sub-committee planned to hold a formal hearing to investigate the complaint on April 20<sup>th</sup>; inviting the complainant, defendant and two witnesses.

**P14/087 To note the date of the next meeting (14/04/2015)**

Members noted the date; Cllr Forbes tendered apologies on personal business.

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

01565 653929

[www.knutsfordtowncouncil.gov.uk](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes of the **Personnel Committee Meeting held on April 14<sup>th</sup> 2015** In the Committee Room of the Town Council Offices

**P14/088 Present**

Cllrs Goodrich, Houghton and Gardiner.

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

**P14/089 To receive apologies for absence**

Apologies were received from Cllrs Forbes and Dean (personal business) and B Coan (health).

**P14/090 To note declarations of Members' interests**

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

**P14/091 To receive and confirm the minutes of the meeting held March 30<sup>th</sup> 2015**

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

**P14/092 To consider the committee budget and spending 2014/15**

Members noted the budget and spending for the 2014/15 financial year. It was noted that employee mileage was overspent and the Town Clerk reported that this was likely to occur in 2015/16 also; the increase being due to increased activity.

**P14/093 To consider the date of implementation to any changes in the National Living Wage**

Members **resolved** to implement any future changes in the National Living Wage with effect the April 1<sup>st</sup> following the announcement.

**P14/094 To consider a revised Officer Code of Conduct**

Members **resolved** to adopt the revised policy.

**P14/095 To consider a revised Equal Opportunities Policy**

Members **resolved** to adopt the revised policy.

**P14/096 To consider a revised Freedom of Information Publication Scheme**

Members **resolved** to adopt the revised policy and that the Town Clerk routinely update the document schedule.

**P14/097 To consider approval of the carryover of outstanding holiday entitlement from the 2014/15 to 2015/16 holiday year**

Members **resolved** to approve the carryover.

**P14/098 To consider a date for the next meeting**

Members **resolved** to meet at 6pm on 15<sup>th</sup> June.

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

01565 653929

[www.knutsfordtowncouncil.gov.uk](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes of the **Personnel Committee Meeting held on April 20<sup>th</sup> 2015** In the Committee Room of the Town Council Offices

**P14/088 Present**

Cllrs Goodrich, Gardiner and Forbes

In attendance: A Keppel-Garner (*Town Clerk*) & S Sherliker (*Deputy Town Clerk, maternity cover*)

**P14/089 To receive apologies for absence**

Apologies were received from Cllrs Houghton (business), Dean (personal business) and B Coan (health)

**P14/090 To note declarations of Members' interests**

All members declared a non-pecuniary interest in P14/091 on the grounds that they were known to the subject of the complaint.

**P14/091 To consider matters related to complaints**

Cllr Forbes reported that he had received a complaint about the Citizens Advice Bureau and that it had been referred to the Chief Officer of the CAB.

Members noted a complaint had been made in relation to the Makers Market and that it was being progressed in line with the complaints policy.

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

Cllr Gardiner reported to the committee as chairman of the complaints sub-committee. Members **resolved** that Cllr Goodrich write to both parties of the complaint outlining the sub-committee decision and requiring the defendant to undertake code of conduct training and write a letter of apology to the complainant.

**P14/092 To note the date of the next meeting (15/06/2015)**

Members noted the date.



# Planning Committee

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

01565 653929

[www.knutsfordtowncouncil.gov.uk](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

### **Planning and Licensing Committee May 19<sup>th</sup> 2014** *In the Lower Council Chamber of the Town Council Offices*

**PL14/000 Present**

Cllrs Gardiner, Hutchence, Davies Raynes, and P Coan

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

**PL14/001 To appoint a Chairman of the Committee**

Members **resolved** to appoint Cllr Gardiner chairman.

**PL14/002 To appoint a Deputy Chairman**

Members **resolved** to appoint Cllr Davies Deputy chairman.

**PL14/003 To note the Committee Terms of Reference**

Members noted the terms of reference.

**PL14/004 To receive apologies for absence**

Apologies were received from Cllr Forbes (council business), Cllrs Dean and Bancroft (personal business)

**PL14/005 To note declarations of Members interests**

Cllr Gardiner	14/2081M	Non-pecuniary	Known to agent
Cllrs Gardiner & Davies	14/2252M	Non-pecuniary	Known to applicant concerning other matters within the town
Cllr Gardiner	14/2248M	Non-pecuniary	Known to next door neighbour of property

**PL14/006 Public Participation**

A representative of the South Knutsford Residents Group expressed disappointment that application 14/0913M, which in both the view of the Group and the Town Council enhanced the property, had been refused.

**PL14/007 To receive and confirm the minutes of the meeting held on 28<sup>th</sup> April 2014**

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

**PL14/008 To consider the latest planning applications**

The chairman adjourned the meeting to allow representation by the applicant's agent on application 14/2152M

Members **resolved** to submit the comments below.

**PL14/009 To appoint a representative to work with community organisations concerning the Local Plan site allocations**

Members **resolved** that Cllr Davies be appointed as the Council's representative.

**PL14/010** To consider the latest planning decisions  
Members noted the decisions.

**PL14/011** To note the date of the next meeting (16/06/2014)  
Members noted the date.

**FINAL**

## Planning Comments 19/05/2014

Application	Address	Application details	Comments
14/1900M	13 Woodvale Road	First floor side extension	The Council notes that the application only details a first floor side extension yet the supporting plans also show a second two-storey extension; so the Council considered both. The Council raises no objections subject to neighbour comments.
14/2058M	26 Northwich Road	Proposed replacement garage within the curtilage of a listed former toll house, Toll Bar Cottage to provide secure overnight parking/extra storage	The Council raises no objections.
14/2059M	26 Northwich Road	Listed Building Consent for a proposed replacement garage within the curtilage of a listed former toll house, Toll Bar Cottage to provide secure overnight parking/extra storage	The Council raises no objections.
14/1416M	3 Heathfield Square	Two storey rear extension	The Council raises no objections subject to neighbour comments.
14/2152M	25-29 Canute Place	Full planning permission for the retention and flexible change of use (by virtue of Class E of Part 3 of the GPDO 1995) of the following - A1 shops or -A2 Financial and Professional services or - A3 Restaurant/café or B1a offices at first floor or - car showroom (sui generis)	The Council raises no objections but requests that all aspects of A3 usage is given an appropriate Full assessment by the planning officers.
14/1967M	16 Goughs Lane	Retrospective consent for three demountable garden structures	The Council requests that the primary authority check the status of the land and confirm whether it is within the curtilage of the property's garden or is non-residential greenbelt, prior to consideration of the application, as the status of the land will have a material impact on the appropriateness or otherwise of the proposed structures.
14/2156M	95 King Street (Piccolino)	Application to vary Planning Permission 12/4455M for additional dining at first floor and roof terrace at rear by removal of existing glazed lantern above 2 storey rear extension	The Council <b>objects</b> to the loss of the lantern, on the grounds that it is detrimental to the character of this Listed building in the conservation area. Notwithstanding that approval has previously been given, for a similar proposal the Council comments that the Environmental Health Officer should carefully consider the realistic noise levels produced in the late evening and ensure there will be no impact on the amenity of the

Application	Address	Application details	Comments
			residential neighbours.
14/2161M	95 King Street (Piccolino)	Listed Building Consent to vary Planning Permission 12/4455M for additional dining at the first floor and roof terrace at rear by removal of existing glazed lantern above 2 storey rear extension.	The Council <b>objects</b> to the loss of the lantern, on the grounds that it is detrimental to the character of this Listed building in the conservation area.
14/2081M	Elsterne, Toft Road	Alterations, sub-division, part re-construction and extensions of existing semi-detached dwelling to create 5 apartments, demolition of existing garage	The Council <b>objects</b> on the grounds that inadequate parking has been shown to be provided and notes that 10 spaces should be included to meet current policy requirements.
14/2214M	30 Higher Downs	New pitched roof over existing garage	The Council raises no objections.
14/2210M	32 Higher Downs	New pitched roof over existing garage	The Council raises no objections.
14/2134M	10 Tabley Road	New dwelling similar to approved scheme 12/2004M with 3 floors (basement, ground and first)	The Council <b>objects</b> on the grounds of overdevelopment of the site and inappropriate back-land development.
14/2248M	Linwood, Bexton Lane	Proposed single storey rear extension with flat roof plus 2 storey elements with tiled hipped roofs. Two storey extension to front of house with hipped tiled roof.	The Council raises no objections subject to neighbour comments.
14/2252M	13 Gaskell Avenue	Listed Building Consent to add one conservation roof light on the front elevation, low down close to the roof leads in order to give access for clearing of leaves, moss etc. and other maintenance to prevent water ingress to the main front bedroom.	The Council raises no objections.
14/2222M	Red Walls, Parkfield Road	Demolition of bungalow, garage and summer house, erection of new dwelling, replacement of timber gates and hard and soft landscaping.	The Council <b>objects</b> on the grounds that the new dwelling is would be out of keeping with the prevailing design in the Legh Road Conservation Area and would represent overdevelopment when considered in the context of its historical surroundings. Informative: the planning authority should be assured that if permission is were to be granted that the proposal to excavate for the basement would not undermine the integrity of the trees on site or undermine the detrimentally affect drainage of the area.

# 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 June 16<sup>th</sup> 2014**

*In the Lower Council Chamber of the Town Council Offices*

**PL14/012 Present**

Cllrs Gardiner, Davies, Bancroft and Raynes

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

**PL14/01 To receive apologies for absence**

Apologies were received from Cllrs Dean and Forbes (personal business) and Hutchence (business).

**PL14/01 To note declarations of Members interests**

Cllr Raynes	Non-pecuniary	14/2093M & 14/2376M 14/2124M	Architect is a contractor of the Cllr Known to neighbour
Cllr Gardiner	Non-pecuniary	14/1923M 14/1874M 14/2389M & 14/2392M	Known to two neighbours Tenant is hairdresser to the Cllr Known to neighbours of the property

**PL14/01 Public Participation**

No members of the public raised comments.

**PL14/01 To receive and confirm the minutes of the meeting held on 19<sup>th</sup> May 2014**

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

**PL14/01 To consider the latest planning applications**

Members **resolved** to submit the comments in the table below.

The chairman requested a review of the conservation areas be considered at a committee meeting in September.

**PL14/01 To consider the application for a Premises Licence by Deli Boys, 21 a Tatton Street**

The Council **resolved** to raise concern with the licensing officer regarding the potential disruption to residential properties caused by the sale of alcohol taken off premises and note that on clement days the businesses offers a service on the highway (pavement) which could be detrimental to those walking past if customers had imbibed too much alcohol.

**PL14/01 To consider the latest planning decisions**

Cllr Davies reported that she had represented the Council at Northern Planning where she spoke regarding the extension to the Aldi car park. The application was approved.  
Members noted the latest decisions.

**PL14/01 To note the date of the next meeting (07/07/2014)**

Members noted the date.

## Planning Comments 16/06/2014

Application	Address	Application details	Comments
14/1923M	Manor House, Manor Park South	Proposed Single Storey Rear Extension & Alterations to Conservatory Roof	The Council raises no objections subject to neighbour comments.
14/2093M <sup>1</sup>	97 King Street	Two storey glazed & brick side extension	The Council <b>strongly objects</b> on the grounds that the development is out of character and does not match the existing streetscene within the Conservation Area. It fails to enhance the Conservation Area and is to the detriment of the character of a listed building. The Council regard the development as contrary to retained Policy BE1 of the MBC Local Plan due to the fact it is neither in keeping with nor does it improve the positive aspects of the character of Knutsford. It is further contrary to retained Policy BE3 of the MBC Local Plan in so far as it does not enhance the character of the Conservation Area.
14/2095M <sup>1</sup>	97 King Street	Listed Building Consent for Two storey brick & glazed side extension	The Council <b>strongly objects</b> on the grounds that the development is out of character and does not match the existing streetscene within the Conservation Area. It fails to enhance the Conservation Area and is to the detriment of the character of a listed building. The Council regard the development as contrary to retained Policy BE1 of the MBC Local Plan due to the fact it is neither in keeping with nor does it improve the positive aspects of the character of Knutsford. It is further contrary to retained policy BE3 of the MBC Local Plan in that it does not enhance the character of the Conservation Area.
14/2124M	43 Ashworth Park	Proposed two storey side extension	The Council raises concern regarding the proximity of the extension to the next door property and ask the officer to take particular care when considering the potential damage to the amenity of the adjacent properties.

<sup>1</sup> Cllr Gardiner abstained from voting and expressed no personal opinion on the application

Application	Address	Application details	Comments
14/1994M	Morven, Manor Park South	Renewal of existing consent Ref:11/1983M for "Proposed Utility Room, detached garage, conversion and extension of existing garage to form a study, closure of one vehicular access and provision of new pedestrian access gate and associated alterations to front garden and boundary treatment	The Council <b>objects</b> to the proposal on the grounds of impact and effect on amenity of the neighbouring residential property and that the detached garage in the front garden would be detrimental to the streetscene.
14/2229M	Council Offices, Toft Rd	The proposal is to install a sculpture of King Canute in the grounds of the council offices	The Council does not comment on its own application.
14/2389M	10-12 King Street	Replacement of existing outbuildings	The Council raises no objections
14/2392M	10 King Street	Listed building consent for replacement of existing outbuildings	The Council raises no objections
14/2407M	The Legh Arms, Brook Street	1 x Externally illuminated double sided projection sign and bracket, 3 x non illuminated sign written text direct to building, 1 x non illuminated twin post sign	The Council raises no objections but comments that permission has not been applied for a white board which is presently on the site.
14/2376M	Hilbre, St John's Road	Proposed single storey side and rear extension. Modification of roof to enable habitable rooms in roofspace	The Council raises no objections subject to neighbour comments and subject to adequate parking being provided within the curtilage of the property in accordance with the Council's Policy.
14/1874M	68 King Street	First floor extension to flat	The Council raises no objections.
14/1982M	68 King Street	Listed building consent for first floor extension to flat	The Council raises no objections.
14/2361M	94A King Street	Minor extension to existing compact commercial kitchen	The Council raises no objections but request an appropriate condition be applied to manage external storage.
14/2362M	94A King Street	Listed building consent for Minor extension to existing compact commercial kitchen	The Council raises no objections.
14/2439M	6 Lichfield Close	Side extension over existing garage	The Council raises concern that the development would adversely affect the amenity of 7 Litchfield Close and asks the officer pay particular attention to the external view of the property.

Application	Address	Application details	Comments
14/2514M	2 Buckingham Drive	Proposed additional detached garage	The Council raises no objections but ask the arboriculturalist be satisfied that no trees are detrimentally affected by the proposed development and that a condition be applied to enforce that the appropriate methodology for construction is employed to protect the trees.
14/2552M	Cheshire Bldg Soc, 59 King St	Fascia Sign	The Council raises no objections but requests a condition be attached that ensures that the illumination level is appropriate for a conservation area.
14/2489M	124 Grove Park	Two storey side and front extension above existing ground floor	The Council <b>objects</b> on the grounds of overdevelopment of the site and would have a detrimental effect on the amenity of 121 Grove Park.
14/2584M	15 Meadow Drive	Demolition of single storey side and rear extension, and erection of new 2 storey side and single storey rear extension	The Council <b>objects</b> on the grounds of overdevelopment of the site and would have a detrimental effect on the amenity of neighbouring properties.
14/2595M	14 Keepers Close	Proposed single storey side extension	The Council raises concern and requests the officer ensure that 2 parking spaces are provided within the curtilage of the property in accordance with the Council's policy.

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

01565 653929

[www.knutsfordtowncouncil.gov.uk](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

### **Planning and Licensing Committee July 7<sup>th</sup> 2014** *In the Lower Council Chamber of the Town Council Offices*

#### **PL14/021 Present**

Cllrs Gardiner, Davies, Bancroft, Raynes, P Coan

*In attendance: A Keppel-Garner Town Clerk) & L Benskin (Deputy Town Clerk)*

#### **PL14/022 To receive apologies for absence**

Apologies were received from Cllrs Forbes, Dean and Hutchence (personal business)

#### **PL14/023 To note declarations of Members interests**

Cllr Raynes	Non-pecuniary	14/2812M	Architect is a contractor of the Cllr
Cllr Davies	Non-pecuniary	14/2678M	Known to the Applicants
Cllr Bancroft	Non-pecuniary	14/2744M	Known to the Head teacher
Cllr Gardiner	Non-pecuniary	14/2583M	Known to the agent
		14/2744M	Cheshire East Council School and Cllr is a
			governor at another Knutsford school
		14/2090M	Cheshire East Application
		14/2720M	Known to the architect

#### **PL14/024 Public Participation**

A representative of the South Knutsford Resident's Group (SKRG) spoke with respect to PL14/27 and requested that members consider supporting appropriate applications to Cheshire East Council for designations to protect Windmill Wood.

#### **PL14/025 To receive and confirm the minutes of the meeting held on 16<sup>th</sup> June 2014**

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

#### **PL14/026 To consider the latest planning applications**

Members **resolved** to submit the comments in the table below.

#### **PL14/027 To consider the proposal from the South Knutsford Resident's Group Relating to Windmill Wood**

Members **resolved** to support the efforts of the South Knutsford Resident's Group and Ollerton with Marthall Parish Council as set out in their submission and would provide help and assistance were they can to establish the correct environmental and planning controls. Members also requested the Town Clerk write to Fisher German asking that they make all purchasers fully aware of the status of the land, rights of way, footpaths and bridleways and rights of use of the public for many years which they hope will be maintained. In addition members will request Cheshire East Council carry out a review of the land to make a Tree Protection Order by Woodland or Group Order; as appropriate.

#### **PL14/028 To consider the latest planning decisions**

Members noted the latest decisions and added that the decisions reached by Cheshire East Council

regarding Aldi and Morvern were disappointing.

**PL14/029 To note the date of the next meeting (28/07/2014)**  
Members noted the date.

FINAL

## Planning Comments 07/07/2014

Application	Address	Application details	Comments
14/2583M	The Paddock, Chelford Road	Alterations and additions to dwelling	The Council raises no objections subject to neighbour comments.
14/2655M	154 Grove Park	Proposed 2 storey extension and internal alterations including basement	The Council <b>objects</b> to the proposal on the grounds that the development would result in a loss of a garage in a cul-de-sac location, the modifications involve changes to the front of the house that are not in keeping with the street scene, would result in a loss of light to neighbouring properties, and constitute overdevelopment. Furthermore inaccurate plans have been provided with respect to the locations of the neighbouring houses.
14/2744M	Bexton Primary School	Roof extension to existing primary school to fill in an existing courtyard with an existing lightweight canopy. Scheme involves 7 new roof windows, two to the new roof and 5 to the existing roof and 2 new windows above existing roof level.	The Council raises no objections.
14/2678M	2 Grove Park	First floor side extension and single storey front extension with relocation of front entrance	The Council raises no objections subject to neighbour comments.
14/2789M	37 Woodlands Drive	Extension to existing property to form new garage	The Council raises no objections subject to neighbour comments.
14/2701M	ATS 4 Malt St	1no part illuminated building sign	The Council <b>objects</b> on the grounds that the materials suggested are unacceptable and internally illuminated signs are against planning policy for a Conservation area.
14/2438M	8 Drury Lane	Listed building consent to increase height of the existing garden wall from 70cm to 183cm	The Council raises no objections subject to the approval of the conservation officer and neighbour comments.
14/2822M	29 St John's Avenue	Proposed single storey side and rear extension, internal alterations and loft conversion incorporating rear dormer windows	The Council <b>objects</b> on the grounds that dormer windows are inappropriate given the detrimental effect on the neighbour's amenity; by virtue of potential over-looking and loss of privacy. The Council has no objections to other

Application	Address	Application details	Comments
			elements of the design.
14/2791M	5 Ash Grove	Proposed single storey rear and side extension	The Council raises no objections subject to neighbour comments.
14/2866M	2 Swinton Square	Minor elevation changes and addition of balconies	The Council requests that the Planning officer pays careful regard to the approved scheme on Norburys Yard and checks that this application would not detrimentally affect the amenity of those properties or the existing neighbours.
14/2720M	Windrush, Bexton Lane	Variation to roof pitch to garage from existing planning permission 13/2005M, and alteration of garage entrance door	The Council raises no objections subject to neighbour comments.
14/2676M	Bexton Lodge, Toft Road	Alteration, Extension and Demolition of Carport	The Council <b>objects</b> on the grounds that the siting of the extension is close to the boundary of the property; would result in the loss of important space about the building, which would be detrimental to the character of the Conservation area. The Council suggests that a better design could be achieved by locating an extension elsewhere within the considerable plot. This could provide the accommodation without the detrimental effect on the Conservation area. The Council requests that the arboriculturalist check the tree on the neighbour's property which is likely to be affected.
14/2812M	Jabulani, Bexton Lane	Modification to previous approval 11/4599M to bring building forward 400mm	The Council raises no objections.
14/2561M	Cheshire Bldg Soc, 59 King St	Listed Building Consent - Replace existing lettering, finish acrylic for new logo and letters finish stainless steel, repaint fascia panel to blue nationwide and retain the trough lighting	The Council raises concern about the lack of consistency in the application documents which make it difficult to comment on the application and wishes to ensure that acrylic is not used in the Conservation area. The drawings also make reference to a hanging sign not detailed within the application.

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

01565 653929

[www.knutsfordtowncouncil.gov.uk](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

### **Planning and Licensing Committee July 28<sup>th</sup> 2014** *In the Lower Council Chamber of the Town Council Offices*

**PL14/030 Present**

Cllrs Gardiner, Hutchence, Bancroft and P Coan

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

**PL14/031 To receive apologies for absence**

Apologies were received from Cllrs Forbes, Dean, Davies and Raynes (personal business)

**PL14/032 To note declarations of Members interests**

Cllr Bancroft	Non-pecuniary	14/3055M	Met with Aldi regarding KiB matters
		14/1686M	Known to owner through KiB
Cllr P Coan	Non-pecuniary	14/3055M	Frequent shopper at Aldi
Cllr Gardiner	Non-pecuniary	14/3383M +	Historic working relationship with agent
		14/3385M	" "
		14/3027M	Known to neighbour of property
		14/1686M	Known to applicant's son
		14/3250M	Property is next-door to his Priest's house
		14/3397M	Known to agent

**PL14/033 Public Participation**

A resident spoke in relation to application 14/3027M expressing concern that the plans are not accurate making it difficult to judge the impact of the development.

A representative of the Knutsford Conservation and Heritage Group expressed interest that The Crown Estate met with members when they had not engaged with the Local Plan public meeting organised by the group. KCHG further welcomed the 2020 Vision action plan and expressed interest in being one of the community groups involved.

**PL14/034 To receive and confirm the minutes of the meeting held on 7<sup>th</sup> July 2014**

Members **resolved** to approve the minutes subject to amendment.

**PL14/035 To receive an update from the Chairman on a meeting held with Crown Estates**

The Chairman briefed members on a meeting between Cllrs Gardiner, Bancroft and Davies and representatives of the Crown Estate with regards to the Local Plan.

**PL14/036 To consider the development of an action plan for the 2020 Vision aims assigned by Council**

Members **resolved** to adopt the action plan.

**PL14/037 To consider the latest planning applications**

Members **resolved** to submit the comments below.

**PL14/038 To consider the latest planning decisions**  
Members noted the decisions.

**PL14/039 To receive reports from members of planning issues in Knutsford**

Cllr Bancroft reported the following planning issues:

- Excessive signage at Fryers garden centre
- Excessive signage at the BP Station at Mobberley Road

Cllr Bancroft further enquired whether the new signage at the Real Fruit Creamery required planning consent. The Town Clerk was asked to request planning officers investigate the three matters.

**PL14/040 To note the date of the next meeting (01/09/2014)**

Members noted the date.

FINAL

## Planning Comments 28/07/2014

Application	Address	Application details	Comments
14/2836M	8 Beechwood	First floor side extension and general alterations	The Council raises no objections subject to neighbour comments.
14/2841M	82 Bexton Road	Existing flat roof front dormer converted to a pitched roof with a K render finish.	The Council raises no objections subject to neighbour comments.
14/3027M	8 Croft Lane	Resubmission of previous application (14/0067M) to cover Change of material to wall above existing garage from brick to timber, including the addition of 3 windows in lieu of roof light and change in position of flue to rear.	The Council raises concerns regarding the long windows and replacement roof lighting and requests that neighbours are fully consulted and their concerns listened to.
14/3055M	Aldi Store, Brook Street	Variation of Condition 17 (opening hours) on application 12/4266M	The Council raises no objections to the application but asks that the existing hours of illumination are strictly adhered to and enforced as appropriate.
14/1686M	2 Branden Drive	Demolition of existing fire damaged detached house and erection of two semi-detached dwelling houses	The Council <b>objects</b> on the grounds that the development is unneighbourly, overdevelopment of the site and out of keeping with the existing streetscene by virtue of its style, materials and the loss of front garden. Furthermore there is no evidence of sufficient space being provided within the curtilage of the development for 4 parking spaces as per the adopted parking standards and the access to/from the site would involve reversing close to a bend.
14/2970M	9 Sugar Pit Lane	Erection of 32 sqm detached, flat-roofed, timber-framed 'granny annex' to rear garden of private dwelling house.	The Council <b>objects</b> on the grounds that the development is unneighbourly with respect of 25 Queensway and the proposals provide inappropriate accommodation for the purpose stated in the application documents. The required accommodation could be better provided either as an extension or immediately adjacent to the dwelling house. Furthermore the Council requests that if permission is granted a condition be placed to restrict the use of the accommodation to that which is ancillary residential to the main house.
14/3136M	2 St Georges Close	The proposal is to demolish the existing double garage and replace it with a triple garage, with ancillary accommodation above. Creating a new parking court between the house and proposed garage.	The Council <b>objects</b> on the grounds that it is over-development. Furthermore the Council requests that if permission is granted a condition be placed to restrict the first floor accommodation be restricted to uses that would be

Application	Address	Application details	Comments
			ancillary to the residential use of the main house and that the garage be used for domestic use only. The application also suggests the enclosure of land which involves the encroachment into an area which is currently open space and would require a change of use planning permission to garden curtilage.
14/3250M	1 Garden Road	Two Storey and Single Storey Side Extension (Renewal of reference 11/1837M)	The Council raises no objections but request that no additional windows are added to the side elevations for reasons of overlooking.
14/3282M	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 <b>objects</b> on the grounds that the plans are not sufficiently detailed to establish the changes proposed to the historic structure and are therefore are not in accordance with requirements for plans relating to applications for Listed Building Consent. However the Council would object to anything that would substantially alter the character of a listed building.
14/3352M	8 King Street	Change of use from professional office (A2) into private health clinic (D1) including the erection of internal partitions	The Council raises no objections but raises concern as to the accessibility for customers and staff with mobility issues.
14/3353M	8 King Street	Listed Building Consent change of use from professional office (A2) into private health clinic (D1) including the erection of internal partitions	The Council raises no objections subject to the approval of the Conservation Officer.
14/3359M	71 Shaw Drive	Single storey front elevation extension	The Council <b>objects</b> on the grounds that the development would be detrimental to the streetscene by creating a terracing effect and on the grounds of loss of garage which would have implications for the parking on the street.
14/3397M	Aldwarden Hill, Legh Road	Listed building consent for new French doors and 2 no. windows to lower ground level	The Council raises no objections.
14/3399M	Mobberley Rd Filling Station	The retention of an Automated Teller Machine	The Council raises no objections.
14/3410M	Mobberley Rd Filling Station	Advertisement consent for the retention of an Automated Teller Machine Illuminated sign	The Council <b>object</b> to the level of illumination and request it is reduced to a level appropriate for an ATM. Furthermore the Council requests the Planning Officer investigate the level of signage at the site and enforce the removal of any without

Application	Address	Application details	Comments
			consent.
14/3398M	3 St Georges Close	Retrospective application for replacing existing fences with brick walls	The Council raises no objections.
14/3421M	3 Rockford Lodge	Two storey extension over existing garage, side and rear extension and material alterations to walls and roof	The Council raises no objections subject to neighbour comments.
14/3383M	The Old Vicarage, St Johns Road	3 No. Conservation style roof lights	The Council raises no objections.
14/3385M <sup>1</sup>	The Old Vicarage, St Johns Road	3 No. Dormer windows to west elevation	The Council <b>objects</b> to the dormers on the grounds that they are considered to be inappropriate in a conservation area.

<sup>1</sup> Cllr Gardiner abstained from voting on this application

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

01565 653929

[www.knutsfordtowncouncil.gov.uk](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

### **Planning and Licensing Committee September 1<sup>st</sup> 2014** *In the Lower Council Chamber of the Town Council Offices*

**PL14/030 Present**

Cllrs Gardiner, Bancroft, Hutchence, P Coan and Raynes

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

**PL14/031 To receive apologies for absence**

Apologies were received from Cllrs Forbes and Dean (personal business) and Cllr Davies (health)

**PL14/032 To note declarations of Members interests**

Cllr Bancroft	Non-pecuniary	14/3489M	Known to architect
Cllr Gardiner	Non-pecuniary	14/3792M	Known to neighbours
	Non-pecuniary	PL14/035	Met with speaker with a CEC Officer to discuss matters in capacity as CEC Councillor.
	Non-pecuniary	14/3877M	Known to neighbours
Cllrs Coan, Bancroft and Gardiner	Non-pecuniary	PL14/041	Known to the landowner affected

**PL14/033 Public Participation**

A resident spoke on behalf of 9 fellow residents in objection to application 14/3792M outlining a number of points of objection.

A representative of the South Knutsford Residents Group highlighted the approval of application 14/2222M by 1 vote at the Cheshire East Planning Committee.

**PL14/034 To receive and confirm the minutes of the meeting held on 28<sup>th</sup> July 2014**

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

**PL14/035 To consider a presentation from Frazer Lloyd Jones of Thomas Jones & Sons with respect to the Heath Lodge, Parkgate Lane**

Mr Lloyd-Jones briefed members on the changes to the scheme which would be submitted as a new application which have been undertaken to mitigate the issues raised by the Town Council and the Cheshire East Planning Committee.

**PL14/036 To consider matters related to Heritage and Planning raised by KCHG**

A representative of the Knutsford Conservation and Heritage Group highlighted an article in the Daily Telegraph where Dame Jenny Abramsky highlighted planning as the biggest threat to Britain's heritage and the importance of promoting Local Green Space.

**PL14/037 To consider the latest planning applications**

Members **resolved** to submit the comments below.

**PL14/038 To consider a Technical Consultation on Planning**

Members agreed to review the consultation and consider a response for the next meeting.

**PL14/039 To consider the planning appeal with respect to application 14/1480M**

Members noted the appeal.

**PL14/040 To consider the latest planning decisions**

Members noted the decisions and agreed to request that the officer assigned to 14/2836M be assigned to all Knutsford planning matters due to their particular eye for design.

**PL14/041 To note the proposed diversion of footpath 11**

Members noted the proposed diversion, expressing that it creates a more scenic route.

**PL14/042 To receive reports from members of planning issues in Knutsford**

The Town Clerk reported that the matters raised at the previous meeting were under investigation by Cheshire East. No new issues were raised.

**PL14/043 To note the date of the next meeting (22/09/2014)**

Members noted the date.

FINAL

## Planning Comments 01/09/2014

Application	Address	Application details	Comments
14/3355M	7 Teal Avenue	Two storey and single storey extensions with detached garage	The Council raises no objections but believe the project could be achieved in a way which would be more neighbourly and request the planning officer discuss with the applicant to consider the positioning of the garage which the Council believe could be better placed to the front of the site.
14/3442M	Norburys Yard	Variation of condition 3 on application ref: 11/1992M, detail of stair enclosure not included within original planning application	The Council raises no objections.
14/3489M	8 Rutherford Drive	Proposed orangery	The Council raises no objections.
14/3563M	Hylands, Mobberley Road	Proposed lounge & bedroom, ensuite extension to ground & first floor	The Council raises no objections subject to the approval of the Conservation Officer.
14/3671M	37 Acacia Avenue	Single Storey Rear Extension	The Council makes no comment on this legal determination.
14/3689M	14 Lilac Avenue	Single Storey side and rear extension	The Council raises no objections.
14/3697M	12 Sugar Pit Lane	Variation of Condition 2 (Plans) on Application 13/5192M	The Council raises no objections.
14/3706M	19 Sandiway	2 storey side extension plus room extension with the creation of a dormer window	The Council raises no objections but requests that the planning officer satisfy themselves that sufficient parking is provided within the curtilage of the site in accordance with planning policy.
14/3720M <sup>1</sup>	The Oaks, Mobberley Road	Demolition of existing Public House (Five Oaks) to create 13 new apartments and associated parking and landscaping	The Council <b>supports</b> this application on the grounds that the applicant has listened to previous objections and made a significant improvement to the scheme. Furthermore the type of accommodation provided is needed in the town.

<sup>1</sup> Cllr Gardiner abstained from voting and did not participate in the discussion of this application

Application	Address	Application details	Comments
14/3771M	16 Mereheath Park	2 Storey Rear Extension, Single Storey infill Extension to Side to include new Entrance and a Garage Extension to Rear	The Council raises no objections but request the planning officer pay particular regard to the 45 degree rule.
14/3792M <sup>23</sup>	2 Gloucester Road	New house	<p>The Council <b>objects</b> on the following grounds:</p> <ol style="list-style-type: none"> <li>1. Unneighbourly by virtue of loss of privacy due to the balcony. The Council requests that the officer also check if the building would have a detrimental impact on the levels of light in the living spaces.</li> <li>2. The design is not appropriate due to its position and is blatantly out of character with the streetscene</li> <li>3. Overdevelopment compared to other buildings on the established estate and the small recreational area provided.</li> <li>4. Highways safety concerns have not been adequately addressed.</li> <li>5. The first floor living room could cause light pollution due to it being a living space on the first floor.</li> </ol> <p>Furthermore the Council believes that the application is so contrary to Planning Policy that its approval would set a dangerous precedent in Knutsford and could lead to “hotch potch” development across the town; particularly in an area of otherwise uniform street-scene.</p>
14/3806M	1 Yewlands Drive	Single storey extension to accommodate the enlarging of the existing dining room to the side elevation of the property and the creation of a new study. Extending the existing front elevation of the garage to allow the provision of a store/utility room at the rear of the garage. The entrance hallway to be extended in line with the garage frontage to enlarge the lobby and allow room for modifications to the size of the existing cloakroom/WC for the installation of a shower	The Council raises no objections.

<sup>2</sup> Cllr Gardiner moved this item to be discussed prior to PL14/035

<sup>3</sup> Cllr Gardiner abstained from voting and did not participate in the discussion of this application

Application	Address	Application details	Comments
14/3826M <sup>4</sup>	43a Mobberley Road	Single storey extension to new dwelling house	The Council requests that the planning officer ensure they are aware of the history of the site and ensure that the previous planning permission has been effected so as to permit the application to be considered as an extension; otherwise the Council has no comment subject to neighbour comments.
14/3839M	10 Willow Green	Two storey extension to side	The Council raises no objections.
14/3873M	Knutsford High School, Bexton Road	Two number external signs to read 'The Studio @ Knutsford' to be fixed to the walls of the new Studio building, as detailed in the supporting documents	The Council raises no objections but requests a condition stipulating that the hours of illumination are limited such that illumination ends within 30 minutes of the school being vacated.
14/3877M	Bexton Rise, Bexton Lane	Proposed demolition of single storey roofs at rear of property and erection	The Council raises no objections subject to neighbour comments.
14/3915M	Cranford, 20 Gaskell Avenue	First floor en-suite extension, rear dormer and alterations	The Council notes that the building is locally listed and <b>objects</b> on the grounds that the variation in the dormer windows detract from the Conservation Area and request a design that is more sympathetic with its surroundings.
14/3972M	Gate Mews, Chelford Road	Detached single storey garage	The Council comment that the building would be within the Greenbelt and that its effect on its openness should be fully evaluated.

<sup>4</sup> Cllr Hutchence arrived 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*

### **Planning and Licensing Committee September 22<sup>nd</sup> 2014** *In the Lower Council Chamber of the Town Council Offices*

#### **PL14/044 Present**

Cllrs Gardiner, Bancroft, Hutchence, P Coan and Dean

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

#### **P14/045 To receive apologies for absence**

Apologies were received from Cllrs Davies and Forbes (personal business) and Cllr Raynes (health).

#### **P14/046 To note declarations of Members interests**

Cllrs Bancroft, Gardiner and P Coan	Non-pecuniary	14/3394M	Known to the proprietor
Cllr Gardiner	Non-pecuniary	14/4276M	Known to a neighbour of the property

#### **P14/047 Public Participation**

A resident spoke in objection to application 14/4276M outlining their reasons for objecting. Their comments were endorsed by another resident.

#### **P14/048 To receive and confirm the minutes of the meeting held on 1<sup>st</sup> September 2014**

Members **resolved** to confirm the minutes subject to the insertion of "variation in the" to 14/3915M and correction of commend to comment on 14/3972M.

#### **P14/049 To consider the latest planning applications**

Members **resolved** to submit the comments below.

#### **P14/050 To consider the Technical Consultation on Planning**

Members **resolved** to delegate Cllr Bancroft, Cllr Gardiner and the Town Clerk to respond to the consultation on behalf of the committee.

#### **P14/051 To consider matters related to the 2020 Vision Action Plan including determination of the priorities and targets**

Members **resolved** to set the targets as per the report. Members **resolved** that the Town Clerk draft a letter for committee approval requesting Cheshire East to consult the Town Council on certain applications as per actions 8.5 and 8.6 of the 2020 Vision.

#### **P14/052 To consider the latest planning decisions**

Members noted the decisions.

#### **P14/053 To receive reports from members of planning issues in Knutsford**

The Town Clerk updated the committee on the previously reported issues.

#### **P14/054 To note the date of the next meeting**

Members noted the date.

## Planning Comments 01/09/2014

Application	Address	Application details	Comments
14/4012M	16 Stanley Road	Permission for vehicular access across public footpath (tarmacadam pavement) adjacent to my property at the specified address in order to progress to Highway Authority stage	The Council <b>objects</b> on the grounds of on the grounds of the importance of protecting the streetscene in the conservation area. Whilst the Council support the provision of additional off street parking, particularly in this location, the expanse of the proposed access way would result in the removal of a feature from the streetscene and the provision of hard standing would have a detrimental effect on the conservation area contrary to policy KTC1 of the Macclesfield Borough Local Plan.
14/4125M	Co-operative Late Shop, 8 Parkgate Lane	New plant, shop front colour change	The Council raises no objections subject to an appropriate condition to control noise emissions and that such a condition is monitored regularly.
14/4276M <sup>1 2</sup>	The Orchards, Toft Road	Construction of 3 bed detached dwelling and a pair of 3 bed semi-detached dwellings following demolition of The Orchards dwelling	The Council <b>strongly objects</b> on the grounds of overdevelopment of the site and that the proposed development would detract from the existing spacious streetscene on this particular stretch. The Council is concerned that the development would be out of character with the existing streetscene and set a dangerous precedent for similar development in this area. The Council raises concerns about the consequences of vehicular ingress and egress onto the plot due to increased daily activity. The Council further believes the proposed development would adversely affect neighbouring properties through encroaching upon their privacy and request that full consideration is given to the views of the neighbours. The Council also note the comments regarding the tree survey and ask that a full assessment of the report is made and that the Planning Authority ensure appropriate conditions are attached should they be minded to grant

<sup>1</sup> Cllr Dean arrived during the discussion of this application.

<sup>2</sup> Cllr Gardiner abstained from voting and did not discuss this application.

Application	Address	Application details	Comments
			planning permission.
14/3994M	25-29 Canute Place	External alterations to allow use of first floor as offices subsequent to Planning 14/2154M	Whilst the Council has no objections to the principle of full height windows the Council <b>objects</b> to the windows opening on the grounds that it would be out of character and detrimental to the character of the area and lead to potential amenity issues.

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*

### **Planning and Licensing Committee October 13<sup>th</sup> 2014** *In the Lower Council Chamber of the Town Council Offices*

#### **PL14/055 Present**

Cllrs Gardiner, Bancroft, Hutchence, Davies and P Coan

In attendance: L Benskin (*Deputy Town Clerk*)

#### **P14/056 To receive apologies for absence**

Apologies were received from Cllrs Forbes, Dean and Raynes (personal business)

#### **P14/057<sup>1</sup> To note declarations of Members interests**

All	Non-pecuniary	14/4305M	Known to a co-proprietor of an adjoining property
Cllr Gardiner	Non-pecuniary	14/4394M	Known to the architect
	Non-pecuniary	14/4305M	Spoken to the applicant with a CEC officer on site regarding local objections. Also known to the architect.
	Non-pecuniary	14/4058M	Spoken to the applicant, CEC officer and landowner on site some time ago, did not pass any comment on the proposal.

#### **P14/058 Public Participation**

One resident spoke with respect to application 14/4305M and highlighted that local projects should be considered for the benefit of any developers contributions and the proximity of Shaw Heath Social Club to the development.

Three residents spoke regarding item P14/063 and requested that the committee support the Statement of Common Ground submitted. One such speaker raised concerns regarding the accuracy of item 9 of the Statement.

One resident spoke regarding item P14/064 and drew attention to the Nantwich Appraisal and Strategy 2013 which they felt would be a useful template for Knutsford and indicated that South Knutsford Residents Group would be keen to take part with regards to the Legh Rd Conservation area.

One resident alerted members to the Department Communities and Local Government updated Planning Policy guidance with respect to development protection for the Green Belt.

#### **P14/059 To receive and confirm the minutes of the meeting held on 22<sup>nd</sup> September 2014**

Members **resolved** to confirm the minutes as drafted.

#### **P14/060 To consider the latest planning applications**

Members **resolved** to submit the comments below.

#### **P14/061 To consider the draft letter requesting additional Cheshire East Consultation in line with the 2020 Vision**

<sup>1</sup> Cllr P Coan arrived at the beginning of this item

Members **resolved** to approve the letter subject to a minor amendment.

**P14/062 To consider representations to the Appeal for The Old Vicarage, Stanley Road**

Members **resolved** not to submit any further comments given the previously submitted comments would have been passed to the inspector.

**P14/063 To consider supporting the Community Groups' Statement of Common Ground**

Members **resolved** to note and support the statement.

**P14/064 To consider the review of conservation areas in Knutsford**

The chairman moved this item to follow P14/066. Members **resolved** to set up a working group consisting of Cllrs Gardiner, Davies and Bancroft and the Deputy Town Clerk alongside inviting representatives of Knutsford Conservation and Heritage Group, Nether Ward Community Group, North Knutsford Community Group, South Knutsford Residents Group and South East Knutsford Residents Association.

**P14/065 To consider the latest planning decisions**

Members noted the decisions.

**P14/066 To receive reports from members of planning issues in Knutsford**

The Deputy Town Clerk updated the committee on the previously reported issues raised.

**P14/067 To note the date of the next meeting**

Members noted the date.

## Planning Comments 01/09/2014

Application	Address	Application details	Comments
14/4058M	Knutsford Day Nursery, 2a Brook Street	Change of use - convert adjoining piece of land into a children's play area	The Council does not object to the principle of the change of use application but <b>objects</b> to the removal of the trees on the ground that this would be detrimental to the character of the street.
14/4305M <sup>2</sup>	Heath Lodge, Parkgate Lane	Demolition of two buildings and Erection of 13 No Residential Dwellings (re-sub of refused planning application 14/1480M)	The Council <b>supports</b> the application with the proviso that all conditions requested by all consultees be applied should permission be granted, in particular appropriate; acoustic fenestration, drainage works and ground treatment and that where possible hedges and trees should be retained or newly planted in consultation with neighbours.
14/4366M	Gate Mews, Chelford Road, Ollerton	Single storey extension to Reindeer Cottage, to provide third bedroom plus lounge and breakfast room, plus utilising existing covered porch area to accommodate hall and utility room and staircase to existing loft space	The Council raises no objections subject to neighbour comments.
14/4394M	21 Goughs Lane	Proposed rear side bedroom extension	The Council raises no objections subject to neighbour comments.
14/4432M	Whitethorn, Chelford Road	Variation of condition 2 of permission 13/0137M, ground and first floor side and rear extensions, front ground floor extension and removal of porch	The Council <b>strongly objects</b> and proposes that the applicant submit a full application as the application for variation of this condition is an inappropriate way for such changes to be dealt with.
14/4435M	88 Grove Park	Two storey extension to north side elevation, garage and open porch to ground floor. Provide two new bedrooms to first floor levels. Single storey sun lounge to south elevation to replace existing conservatory	The plans available for inspection were limited and the Council is therefore unable to fully appraise the application. Notwithstanding this the Council <b>objects</b> on the grounds of overdevelopment of the site, that the development is out of character and detrimental to the streetscene and unneighbourly due to the changing ground level.

<sup>2</sup> Cllr Gardiner abstained from voting and did not take part in the discussion on this application

Application	Address	Application details	Comments
14/4494M	14 Stanley Road	Permission for vehicular access across public footpath (tarmacadam pavement) adjacent to my property at the specified address in order to progress to Highway Authority stage	The Council <b>objects</b> on the grounds that the development would have a detrimental impact to the character of the streetscene.
14/4505M	45 Summers Way	Removal of existing garage followed by two storey side extension and single storey rear 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 November 3<sup>rd</sup> 2014** *In the Lower Council Chamber of the Town Council Offices*

#### **PL14/068 Present**

Cllrs Gardiner, Bancroft, Hutchence and Davies

In attendance: L Benskin (*Deputy Town Clerk*)

#### **P14/069 To receive apologies for absence**

Apologies were received from Cllrs Forbes, Dean, Raynes and P Coan (personal business)

#### **P14/070 To note declarations of Members interests**

All members	Non-pecuniary	14/4457M	Know the owner of the premises
Cllr Gardiner	Non-pecuniary	14/4656M & 14/4869M	Vice-Chairman of Governors of the applicant and involved in decisions relating to the plans submitted
Cllr Hutchence	Non-pecuniary	14/4656M & 14/4869M	Married to the Vice-Chairman of Governors of the applicant

#### **P14/071 Public Participation**

One resident spoke with respect to application 14/4655M and raised concerns as to whether the proposed extension would be sufficient for the likely expansion of the school. Concern was also raised about the failure to provide additional parking as part of the plans.

Architect Jonathan Holt spoke on behalf of the applicant with respect to application 14/4457M.

#### **P14/072 To receive and confirm the minutes of the meeting held on 13<sup>th</sup> October 2014**

Members **resolved** to confirm the minutes as drafted.

#### **P14/073 To consider the latest planning applications**

Members **resolved** to submit the comments below.

#### **P14/074 To note the Appeal decision for The Old Vicarage, Stanley Road**

Members noted the decision.

#### **P14/075 To consider licensing application for Co-operative Group Food Limited, 12 Parkgate Lane**

Members **resolved** to raise no objections.

#### **P14/076 To note the response from Cheshire East Council following the request for additional consultations**

Members noted the response received and **resolved** that Cllr Gardiner should raise the issue with the Director responsible for Planning at Cheshire East Council, Caroline Simpson and report back to the committee.

#### **P14/077 To consider the latest planning decisions**

Members noted the decisions and **resolved** that the Town Clerk write to Peter Hooley with respect to the error that had been made in the officers report with respect to application 14/3915M.

**P14/078 To receive reports from members of planning issues in Knutsford**

The Deputy Town Clerk updated the committee on the previously reported issues raised and provided copies of the Planning Log that would be used to keep such issues under review moving forward.

**P14/079 To note the date of the next meeting (01/12/14)**

Members noted the date.

FINAL

## Planning Comments 03/11/2014

Application	Address	Application details	Comments
14/4489M	Sharston House Nursing Home, Manor Park South	Proposed single storey extension to provide day lounge at Sharston House Nursing Home	The Council <b>objects</b> to the application merely on the ground that the design is unsympathetic to the character of the original building.
14/4457M	25 Canute Place	Advertisement consent for illuminated fascia sign	The Council <b>objects</b> on the grounds that the site lies within the Conservation Area and as such policy stipulates that the signage should not be internally illuminated. Additionally the materials chosen are inappropriate and detrimental to the character of the Conservation Area.
14/4592M	25 Northwich Road	Single storey rear kitchen extension	The Council raises no objection subject to neighbour comments.
14/4606M	22 Freshfields	Single storey front, side and rear extension	The Council <b>objects</b> on the grounds that the extension would be detrimental to the character of the street by virtue of filling in the gap between the semi-detached houses and moving the building forward of the existing building line. Additionally it is considered to be detrimental to the amenity of the neighbours.
14/4786M	Brackenbend, Tabley Road	Demolition of existing conservatory and addition of 2 storey side extension and single storey side and rear extension	The Council <b>objects</b> on the grounds that the proposed works are overdevelopment of the site and would represent unneighbourly development.
14/4712M	20 Summersway	Extension to utility room (current garage) and amendment to approved 14/1608M	The Council raises no objection subject to neighbour comments.
14/4441M	8 Stanley Road	Single storey bay side extension to replace existing porch, single skin brick rear shed to replace existing timber	The Council raises no objection subject to neighbour comments.
14/3049M	Shaw Heath Social Club, Mobberley Road	Continuing use of car park as a hand car wash and car valeting service	The Council requests that the permission provided be time limited to a period of 5 years given the nature of the use.
14/4656M <sup>1</sup>	Manor Park School & Nursery,	Construction of a new, two storey, five class and library extension together with the associated external works	The Council raises concerns that reports from CEC Highways, Sport England and an arboriculturalist have not been provided and that additional parking provision hasn't been made.
14/4869M <sup>2</sup>	Manor Park School & Nursery,	Retrospective application for the works undertaken at the School	The Council raises no objections

<sup>1</sup> Cllr Gardiner abstained from voting and did not take part in the discussion on this application

<sup>2</sup> Cllr Gardiner abstained from voting and did not take part in the discussion on this application

# 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 December 1<sup>st</sup> 2014** *In the Lower Council Chamber of the Town Council Offices*

#### **PL14/080 Present**

Cllrs Gardiner, Bancroft, Hutchence and Davies

In attendance: A Keppel-Garner (Town Clerk)

#### **PL14/081 To receive apologies for absence**

Apologies were received from Cllrs Forbes and Dean (personal business), Cllr P Coan (business) and Cllr Raynes (CEC Business).

#### **PL14/082 To note declarations of Members interests**

Cllr Hutchence	Non-pecuniary	14/4913M	Known to applicant
Cllr Gardiner	Non-pecuniary	14/4913M	Known to applicant
	Non-pecuniary	14/5043M	Known to agent
	Non-pecuniary	14/5042M	Known to agent
	Non-pecuniary	14/5187M	Known to applicant in his capacity as a CEC Councillor.
Cllrs Gardiner, Davies and Hutchence	Non-pecuniary	14/4905M	Known to near neighbour of the development

#### **PL14/083 Public Participation**

A representative of the South Knutsford Residents Group expressed their dismay at the approval of the Orchards, Toft Road application. They further spoken on behalf of SKRG and South East Knutsford Residents Group on application 14/4905M and raised concerns about new fencing on Legh Road and the irony of a petrol station selling alcohol.

#### **PL14/084 To receive and confirm the minutes of the meeting held on 3<sup>rd</sup> November 2014**

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

#### **PL14/085 To consider the latest planning applications**

Members **resolved** to submit the comments below.

#### **PL14/086 To consider licensing application for Shell Service Station, Toft Road**

Members noted the application.

#### **PL14/087 To consider representations to the Appeal for The Old Vicarage, Stanley Road**

Members agreed that no additional representation was required.

#### **PL14/088 To consider the latest planning decisions**

Members noted the decisions and requested that the Town Clerk write to Peter Hooley asking why no condition regarding the trees was added to 14/4058M as requested by the Town Council.

#### **PL14/089 To consider the decision with respect to The Orchards, Toft Rd**

Members noted that Cllr Gardiner had written to Mr Hannaby at CEC regarding the decision and that

he would be attending a committee meeting in the new year.

**PL14/090 To review the Planning Issues Log**  
Members noted the log.

**PL14/091 To note the date of the next meeting (05/01/2015)**  
Members noted the date.

**FINAL**

## Planning Comments 01/12/2014

Application	Address	Application details	Comments
14/4940M	63 Northwich Road	Construction of a detached 3 bedroom dwelling on the land at the side of 63 Northwich Road	The Council <b>strongly objects</b> on grounds of the proposal being out of character with the streetscene by virtue of creating a terracing effect. Furthermore it is contrary to NPPF Section 7 by virtue of the proposed development detracting from the strong sense of place that exists in this location through its detrimental effect on the Town's character and its impact upon neighbours. The application is also considered to be overdevelopment of the site as well as failing to provide adequate access and egress to the site insofar as a vehicle cannot enter and exit in a forward gear.
14/4913M	9 Cranford Square	Two storey side extension to dwelling	The Council raises no objections subject to neighbour comments but requests a condition be attached to any permission requiring that no windows are installed in the side of the property.
14/4993M	The Old Vicarage, St Johns Road	Installation of a new stepped basement access stair externally, comprising of a new access door, new stairs and new handrails	The Council raises no objections to the principle of the work but raises concerns that a separate unit of accommodation could be created by stealth. The Council requests an informative be added that a further application would be required to create separate accommodation.
14/5043M	95 King Street	Listed Building Consent for installation of retractable parasol to first floor external terrace	The Council <b>objects</b> on the grounds of the inappropriate nature of the development attached to a listed building and that the design is inappropriate for a conservation area.
14/5042M	95 King Street	Installation of Retractable Parasol to First Floor External Terrace	The Council <b>objects</b> on the grounds of the inappropriate nature of the development attached to a listed building and that the design is inappropriate for a conservation area. Furthermore that noise disturbance to occupiers of neighbouring properties would be increased due to additional usage of the terrace area.
14/4973M	38 Queensway	Ground floor rear extension and garage roof alterations to front/side of dwelling	The Council raises no objections subject to neighbour comments.
14/4905M	Land of rear of 41 Chelford Road	New bungalow	The Council <b>objects</b> to the application on the grounds of insufficient information being provided and the poor quality of the drawings and presentation; making any meaningful assessment of the proposal almost impossible. The application requires resubmission and the application should be asked to provide additional information. The present

Application	Address	Application details	Comments
			application also lacks detail in particular to retention of existing buildings and access to the site.
14/5187M	The Pavilions, 4 Knutsford Business Park, Mobberley Road	Change of use of upper floor of existing office building from B1 offices to D1 - IVF Clinic, inc provision of external plant at rear of building	The Council raises no objections subject to the conditions mentioned in the report being attached to any permission and an additional condition regarding the appropriate disposal of clinical waste being added.
14/5267M	25 Tabley Grove	Entrance porch extension to front elevation, two storey extension to side elevation and single storey extension to rear elevation	The Council raises no objections subject to neighbour comments.
14/5092M	1 Racefield Road	2 storey side extension plus single storey rear extension	The Council raises no objections subject to neighbour comments.
14/5146M	14 King Street	Listed Building Consent for construction of a detached single storey office/store with mezzanine in the rear yard/garden	The Council <b>objects</b> on the grounds that it would detract from the character of the conservation area and the historical integrity of the listed building.
14/5143M	14 King Street	Construction of a rear detached single storey office/store	The Council <b>objects</b> on the grounds that it would detract from the character of the conservation area and the historical integrity of the listed building. Furthermore the proposal would result in loss of amenity to the property by virtue of loss of garden.
14/5233M	Bay Tree House, Parkfield Road	New single storey side extension, reworked front door and loggia to left hand side of front elevation, replacement of front wall and railings	The Council <b>strongly objects</b> on the grounds that the form of fencing proposed is contrary to the former conservation officer's views on fencing within the Legh Road Conservation Area. Furthermore it is considered that it would be in completely appropriate to introduce "Tudor" features into the design of a late 20 <sup>th</sup> Century property within a conservation area characterised by late Victorian buildings which would be considered to be inappropriate historical referencing.
14/4983M	1B Princess Street	Change of use from current B1 listing to the proposed D2, from office to private fitness/exercise studio	The Council raises no objections subject to a condition requiring that the business operates on an appointment only basis; in order to ensure that the parking provision is adequate.

# 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 January 5<sup>th</sup> 2015** *In the Lower Council Chamber of the Town Council Offices*

**PL14/092 Present**

Cllrs Gardiner, Bancroft, Hutchence and Dean

*In attendance: A Keppel-Garner (Town Clerk) and S Sherliker (Deputy Town Clerk - maternity cover)*

**PL14/093 To receive apologies for absence**

Apologies were received from Cllr Davies (Health) and Cllrs Raynes and Forbes (personal business).

**PL14/094 To note declarations of Members interests**

Cllrs Hutchence, Dean, Bancroft and Gardiner	Non-pecuniary	14/5523M / 14/5351M	Known to applicant through his being a tenant of the Town Council
Cllr Hutchence	Non-pecuniary	14/5559M	Known to applicant
Cllr Bancroft	Non-pecuniary	14/5574M	Known to applicant
	Non-pecuniary	14/5636M	Known to agent
Cllr Gardiner	Non-pecuniary	14/5559m	Known to applicant
Cllrs Gardiner and Hutchence	Non-pecuniary	14/5574M	Known to applicant
	Non-pecuniary	14/5575M	Known to near neighbour

**PL14/095 Public Participation**

A representative of Tatton Estates clarified that CEC had incorrectly registered application 14/5574M as Windsor House when it was Floreat House.

Two residents spoke regarding 14/4786M outlining the problems with the planning decision.

**PL14/096 To elect a Deputy Chair**

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

**PL14/097 To receive and confirm the minutes of the meeting held on 1<sup>st</sup> December 2014**

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

**PL14/098 To consider matters related to the approval of 14/4786M - Brackenbend**

Members discussed the decision with reference to the points raised by the two residents in attendance. Members **resolved** that the Town Clerk write to Caroline Simpson at Cheshire East Council cc'ing George Osborne MP and both the CEO and Leader of the Council. Members further **resolved** that the Town Clerk write to Eric Pickles MP cc'ing George Osborne MP regarding the way planning policy is being interpreted.

**PL14/099 To consider the latest planning applications**

Members **resolved** to submit the comments below.

**PL14/100 To consider the latest planning decisions**

Members noted the latest decisions.

- PL14/101** To consider request from Conservation Working Group that Planning Committee write to Cheshire East Council advising that conservation area appraisal has started  
Members **resolved** the Town Clerk write to Cheshire East Council.
- PL14/102** To review the Planning Issues Log  
Members noted the log and requested that 14/4786M, 'Brackenbend' be added.
- PL14/103** To note the date of the next meeting  
Members noted the date.

FINAL

## Planning Comments 05/01/2015

Application	Address	Application details	Comments
14/5351M	10-12 King Street	Listed building consent for proposed change of use	The Council raises no objections to the principle of the planning application however raises concerns regarding the design. Specifically concerns as to the design of the rear patio doors. Furthermore the Council requests that the Conservation Officer is satisfied with all internal works. The Council further requests that some recognition of the replaced front door is kept.
14/5353M	10-12 King Street	Proposed change of use to convert whole building ground and first floor to one separate resident unit over two floors	The Council raises no objections to the principle of the planning application however raises concerns regarding the design.
14/5376M	11 St Johns Avenue	Part demolition of outhouse and erection of single storey rear extension	The Council raises no objections subject to neighbour comments.
14/5387M	14 Willow Green	Mix of single and two storey extensions with change in materials to part of existing property	The Council raises no objections subject to neighbour comments but requests the officer ensure there will be no impact on privacy from the side window.
14/5395M	141 Ashworth Park	Two storey side and rear extensions	The Council raises no objections subject to neighbour comments.
14/5514M	Bexton Lodge, Toft Road	Extensions and alterations	The Council raises no objections subject to a reduction in the number of roof lights by 50%.
14/5523M	97 King Street	Listed building consent for single storey brick & glazed side extension	The Council <b>strongly objects</b> on the grounds that the proposal is out of keeping with the character of the Town Centre Conservation Area and adjacent listed building. The Council believes a more traditional single or two storey building would be more appropriate. The Council expresses concern that the development would not in fact constitute an extension due to the lack of any internal connection to 97 King Street. The Council further comments that the submitted plans are not sufficient detailed for a Listed Building Consent application.
14/5531M	97 King Street	Single storey glazed and brick side extension (resubmission of 14/2093M)	The Council <b>strongly objects</b> on the grounds that the proposal is out of keeping with the character of the Town Centre

Application	Address	Application details	Comments
			conservation area and adjacent listed building. The Council believes a more traditional single or two storey building would be more appropriate. The Council further expresses concern that the development would not in fact constitute an extension due to the lack of any internal connection to 97 King Street.
14/5558M	43 Summersway	2 storey side extension and internal alterations	The Council raises no objections subject to neighbour comments.
14/5559M	Oakfield, 25 Leycester Road	First floor extension, and single storey side extension with internal alterations plus other alterations	<p>The Council <b>strongly objects</b> to the scheme on the grounds that is detrimental to the character and setting of the Conservation Area and would if allowed constitute overdevelopment in the Conservation Area. Furthermore the council raises the following specific issues with the application:</p> <p>Front: dormer windows in original roof and roof light in roof to side of dormers, gable window (over front window) and roof light in original roof.</p> <p>Rear: roof light in original roof.</p> <p>Side Front: dormer window in original roof. The proposed room off the original house features 6 velux windows in the roof which is excessive and inappropriate for an original building in the conservation area. Powder coated double doors are not sympathetic to the design of neither the house nor the conservation area. The fully glazed link room and the powder coated doors to the 2 storey room are both inappropriate and is sympathetic with neither the design of the house nor the conservation area. The council is concerned that the double garage could become a separate residential dwelling affecting the already "at risk" conservation area.</p> <p>Opposite Side: the glazed link building is visible to neighbours and un-neighbourly with potential light pollution and effect on the character of the neighbourhood and neighbouring property.</p> <p>Overall this is a huge alteration to the character of the existing house located in what has been identified as an "at risk" Conservation Area.</p>
14/5574M	Floreath House, 1 Windsor Road	Retention and flexible change of use of A1 at ground floor or B1	The Council raises no objections to flexible use on the proviso that it is limited to A1, A2 or B1 and that it specifically excludes

Application	Address	Application details	Comments
			A3, A4 and A5 in the interests of the surrounding residential area.
14/5575M	Amaris, 1 Leycester Road	Construction of two storey and single storey extensions	The Council raises no objections subject to neighbour comments but request that the roof light be removed as it appears unnecessary.
14/5601M	1 Lee Close	Single storey sun lounge extension to side elevation	The Council raises no objections subject to neighbour comments.
14/5614M	2 Mobberley Road	Vehicular access position and construction of new detached double garage with gym over	The Council <b>objects</b> on the grounds that the development would create a separate planning unit and result in an unacceptable loss of trees, detrimental to the character of the site and its surroundings. The Council raises concerns regarding the proximity of the point of access to a busy junction.
14/5636M	47 Ashworth Park	Front facing first floor extension, rear single storey extension and alterations to rear facing dormers	The Council raises no objections but requests that the planning officer assess the impact of potential light pollution from the roof lights on proximate properties.
14/5445M	6 Ashworth Park	Erection of a 1st floor side extension on top of an existing garage. Planning permission has been previously granted - reference number 13/3562M. This application is for an amended set of plans.	The Council raises no objections subject to neighbour comments.
14/5587M	18 Beechwood Avenue	Proposed rear single storey pitched roof extension & alterations	The Council raises no objections subject to neighbour comments.
14/5775M	12 Grove Park	Rear 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 January 26<sup>th</sup> 2015**  
*In the Lower Council Chamber of the Town Council Offices*

### **PL14/104 Present**

Cllrs Gardiner, Hutchence, Bancroft, P Coan and Raynes

In attendance: A Keppel-Garner (Town Clerk)

### **PL14/105 To receive apologies for absence**

Apologies were received from Cllr Davies (Health) and Cllrs Dean and Forbes (personal business).

### **PL14/106 To note declarations of Members' interests**

Cllrs Gardiner, Hutchence and Bancroft	Non-pecuniary	PL14/111	Uses the Vodafone network
Cllrs Gardiner, P Coan and Bancroft	Non-pecuniary	15/0103M	Known to the owner of the property
Cllrs Bancroft	Non-pecuniary	14/1686M	Known to the applicant
Cllr Gardiner	Non-pecuniary	14/5384M	Known to a neighbour

### **PL14/107 Public Participation**

A representative of the Tatton Estate spoke in relation to applications 15/0103M and 15/0167M. A representative of the applicant spoke in relation to 14/1686M giving background to the application. A resident spoke in relation to application 14/1686M and its effect on the Cross Town Conservation Area. A representative of the South Knutsford Residents Group spoke in relation to application 14/5731M regarding the building line.

### **PL14/108 To receive and confirm the minutes of the meeting held on 5<sup>th</sup> January 2015**

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

### **PL14/109 To consider the latest planning applications**

Members **resolved** to submit the comments below.

### **PL14/110 To note the Appeal decision of 14/1480M (Heath Lodge, Parkgate Lane)**

Members noted the appeal had been dismissed.

### **PL14/111 To consider the Pre-Planning consultation for the upgrade to the Base Station Installation at Shaw Heath Social Club**

Members resolved that the Council raises no objections but requests that the impact of the mast be minimised suggesting that it perhaps be camouflaged; perhaps to resemble a tree.

### **P14/112 To consider the latest planning decisions**

Members noted the latest decisions.

### **P14/113 To review the Planning Issues Log**

Members noted the log and requested that the Town Clerk chase for a response from CEC regarding

**P14/114** issue #8 (Wolsey Lodge, Legh Road)  
**To note the date of the next meeting**  
Members noted the date.

FINAL

## Planning Comments 26/01/2015

Application	Address	Application details	Comments
14/5858M	Hylands Mobberley Road	Proposed addition of Granny Annex to rear of property	The Council raises no objections subject to neighbour comments, and the acoustic mitigation proposals recommended by Environmental Protection be included in the proposal and that a condition be added to ensure that it remain ancillary to the main dwelling.
14/5833M	Midland Bank, Princess St	Replacement of internal and external ATM	The Council raises no objections.
14/5864M	25/26/27 Royce Court	Amending external elevation for flats 25, 26 & 27, adding 2 no Juliet Balconies, enlarging 2 no windows and replacing 2 no existing windows to sliding doors	The Council raises no objections subject to the noise mitigation recommended by Environmental Protection is included as part of the proposal.
14/5731M	62a Goughs Lane	Extension and alterations	The Council <b>objects</b> on the grounds of the seriously detrimental effect on the streetscene on Goughs Lane due to its design and being built out to the pavement in a way which will damage the character of the streetscene to the detriment of the adjacent Conservation Area. Furthermore the development will have an adverse effect on the streetscene of Oakleigh by virtue of the development being built out to the boundary of adjacent properties.
14/5889M	Linby Lodge, Glebelands Road	New external spiral staircase to side of dwelling	The Council is unable to comment as no plans have been lodged online and requests that plans are made available and additional time allowed for the Council to consider the application.
14/5384M	39 Tatton Street	Single Storey Extension	The Council <b>objects</b> on the grounds of loss of amenity space to service the property and detrimental impact on the residential amenity of the neighbours.
14/5831M	40 Glebelands Road	Proposed single storey side extension and conversion of existing garage into living accommodation. Remodelling of existing façade.	The Council raises no objections subject to neighbour comments.
14/5389M	ATS 4 Malt St	Advertisement consent for 1 no part externally illuminated building sign	The Council raises no objections in principle however wishes to see a matt finish to the sign and hours of illumination limited to

Application	Address	Application details	Comments
			8pm. or one hour after the cessation of trading each day.
14/5897M	20 Lee Close	Proposed two storey extension, two storey rear extension and single storey rear extension	The Council <b>objects</b> on the grounds of a loss of parking contrary to adopted planning policy, overdevelopment of site, privacy issues for neighbours and the significant loss of private residential amenity space.
15/0166M	Jabulani, Bexton Lane	G/F Front Porch and First Floor Bedroom	The Council raises no objections subject to neighbour comments.
15/0167M	2 Windsor Way	Construction of New Basement Lightwell and Railings	The Council raises no objections subject to neighbour comments.
15/0103M	3-7 Canute Place	5 No externally illuminated fascia logos, 2 No externally illuminated projecting signs	The Council <b>objects</b> on the grounds that the number signs which are considered to be excessive and requests the applicant resubmit the application with no more than two fascia signs and one projecting sign. In addition the materials should be amended to ones with a matt finish
14/1686M	2 Branden Drive	Revised plans for demolition of existing fire damaged house and erection of two semi-detached dwelling houses	The Council <b>objects</b> on the grounds of the impact on the streetscene, fenestrations and the effect on the character of adjoining properties which comprises single dwellings per plot.in addition to the detrimental impact the new houses would have on the adjacent Conservation Area
14/5517M	Partridge Rise & Hawthorne Cottage, Moss Lane, Tabley	Removal of Section 52 Agreement relating to Planning Permissions 45393P and 222203P	Insufficient information was provided to allow members to consider the removal of the section 52 agreement and Cllr Gardiner undertook to write to Caroline Simpson regarding the lack of information and to request the Council is given additional time to be consulted with the information.

# 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 February 16<sup>th</sup> 2015** *In the Lower Council Chamber of the Town Council Offices*

**PL14/115 Present**

Cllrs Gardiner, Hutchence, Bancroft and P Coan

In attendance: A Keppel-Garner (Town Clerk) and S Sherliker (Deputy Town Clerk – Maternity Cover)

**PL14/116 To receive apologies for absence**

Apologies were received from Cllr Davies (health) and Cllrs Dean, Raynes and Forbes (personal business).

**PL14/117 To note declarations of Members' interests**

No members declared an interest in any items or applications to be discussed.

**PL14/118 Public Participation**

A representative of SKRG spoke concerning application 14/5785 stating that large houses in their own grounds were characteristic of the Legh Road Conservation Area.

**PL14/119 To receive and confirm the minutes of the meeting held on 26<sup>th</sup> January 2015**

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

**PL14/120 To consider the latest planning applications**

Members **resolved** to submit the comments below.

**P14/121 To consider the latest planning decisions**

Members noted the latest decisions.

**P14/122 To review the Planning Issues Log**

Members noted the log.

**P14/123 To note the date of the next meeting**

Members noted the date.

## Planning Comments 16/02/2015

Application	Address	Application details	Comments
15/0074M	196 Grove Park	Single storey side extension and building on top of existing garage	The Council <b>objects</b> on the grounds that loss of the garage will result in the loss of a parking space contrary to the Macclesfield Local Plan saved policy DC6. It is particularly noted that offsite parking is an issue in this location.
15/0096M	19 Beechwood	Ground & First Floor Extension & Alterations to Front, Side & Rear	The Council <b>objects</b> on the grounds of a loss of garage for the purpose of parking a vehicle and inadequate evidence of sufficient parking on site contrary to Macclesfield Local Plan saved policy DC6. In addition, the development would create a terracing effect at odds with the character of the other houses.
15/0187M	4 Rockford Lodge	Proposed rear single storey extension	The Council raises no objections.
15/0245M	17 King Street	Construction of one townhouse on land to the rear	The Council <b>objects</b> on the grounds of inadequate parking for the proposed residential unit and existing commercial unit, contrary to Macclesfield Local Plan saved policy DC6 and DC7. The Council notes the provision of one space in the Norbury Yard development but that it is not enforceable as it is outside the curtilage of the application and anyway only provides one space. Furthermore, the development would result in a loss of light to potential residential accommodation at 17 and 19 King Street. The development would result in inadequate amenity space for both the proposed dwelling and 17 King Street. It would result in a detrimental impact on the amenity of neighbouring properties including the residential development under construction at Norbury Yard. The development, through infilling the space would have a detrimental effect on the character of the Conservation Area. Furthermore it would be detrimental to the streetscene and affect the view of the Listed Building enjoyed via the rear public vista.
15/0246M	17 King Street	Listed Building Consent for construction of one townhouse on land to rear	The Council notes that the only works requiring listed building consent is for the alterations to the front door. The Council raises no objections to the listed building consent.
15/0129M	Oak Tree House, 64 Goughs	Application for removal or variation of a	The Council raises no objections but is disappointed that the

Application	Address	Application details	Comments
	Lane	condition following grant of planning permission (13/1666M)	species of hedge is not a more rural species.
15/0300M	Nxtep PT, 103 King Street	Variation of condition 3 to extend opening hours on application 13/5222M	The Council raises no objections but request the opening hours for Sundays and Bank Holidays be in line with retail properties on Sundays i.e. not before 10 am and not after 5 pm.
14/5785M	The Willows, Parkfield Road	Demolition of existing 2 storey house and garage and erection of 2 no 2 storey houses with integral garages and associated landscaping	The Council firstly notes that the Legh Road Conservation Area has been identified as ' <i>at risk</i> ' by English Heritage. The Council <b>objects</b> on the grounds that the application is considered to be a cramped form of development not in keeping with the design rules for Conservation Areas. Furthermore there is a lack of space around buildings and a loss of trees vital to the character of the conservation area, to the detriment of the Conservation Area.
15/0159M	14 Sharston Crescent	Single storey front extension and pitched roof to replace existing flat roof	The Council <b>objects</b> on the grounds that the development would be out of character with the area by virtue of design and materials. The development would detract from the streetscene through bringing forward the dwelling within the curtilage and that this would reduce the viability of the current parking provision.
15/0384M	33 Higher Downs	Ground floor extension to existing kitchen and conversion of existing garage into utility room	The Council <b>objects</b> on the grounds that the loss of garage and insufficient evidence of replacement provision is contrary to saved Local Plan Policy DC6

# 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 March 2<sup>nd</sup> 2015** *In the Lower Council Chamber of the Town Council Offices*

- PL14/124 Present**  
Cllrs Gardiner, Hutchence, Bancroft and P Coan
- In attendance: A Keppel-Garner (Town Clerk)
- PL14/125 To receive apologies for absence**  
Apologies were received from Cllrs Dean, Gray and Raynes (personal business) and Cllr Forbes (business).
- PL14/126 To note declarations of Members' interests**  
No members declared an interest in any items or applications to be discussed.
- PL14/127 Public Participation**  
A resident spoke in objection to application 14/0451M outlining a number of reasons that the development was not suitable. A representative of SKRG spoke in relation to application 14/0486M stating that it neither supporting nor objected to the development but making comment on elements of the application.  
Cllr Gardiner read a letter submitted by a resident for the attention of the committee in objection to 14/0451M.
- PL14/128 To receive and confirm the minutes of the meeting held on 16<sup>th</sup> February 2015**  
Members **resolved** to confirm the minutes which were duly signed by the chairman following the addition of a missing sentence outlining the subject SKRG spoke upon during public time.
- PL14/129 To consider the latest planning applications**  
Members **resolved** to submit the comments outlined below.
- PL14/130 To consider the latest licensing applications**  
Members **resolved** to raise no objections to the licensing application submitted for 50 King Street but comment that a close of sales at 2300 may be more appropriate due to the given location.
- PL14/131 To consider matters relating to the Section 106 Agreements**  
Members noted that Council had tasked the committee with ensuring that representations are made to CEC whenever s106 agreements may be suitable for development. Members noted the item would appear on all future committee agendas as a reminder.  
Members noted that no applications considered at the meeting were subject to s106 agreements.
- PL14/132 To consider the Appeal for 14/3792 - 2 Gloucester Road, Knutsford**  
Members **resolved** that Cllr Gardiner draft a letter, for circulation amongst committee members, further outlining the Council's objections to the development to be sent to the Planning Inspectorate.
- PL14/133 To consider the latest planning decisions**

Members noted the latest decisions.

**PL14/134 To review the Planning Issues Log**

Members noted the planning log and requested the Town Clerk seek updates to outstanding issues.

FINAL

## Planning Comments 02/03/2015

Application	Address	Application details	Comments
15/0451M <sup>1</sup>	51 Beggarmans Lane	New rear first floor bedroom extension	The Council <b>objects</b> on the grounds that the development would constitute overdevelopment by virtue of its size and massing. It would also be unneighbourly in so far as it will have an overbearing impact on adjacent properties; causing over-shadowing their living space and garden and result in an unacceptable loss of light to said living space
15/0411M	20 Acacia Avenue	2 storey side extension, single storey rear extension and small entrance porch to front elevation	The Council raises no objections subject to neighbour comments
15/0271M	5 Brook Lane	Listed building consent to enlarge window on left side	The Council <b>objects</b> to the creation of an enlarge opening at the first floor in so far it is would be at odds with the character of fenestration expected of the 18 <sup>th</sup> century cottage. The Council comments that whilst the style of fenestration proposed, looks to be aping an 18 <sup>th</sup> century style is not in keeping with the overall appearance of the cottage due to the size and as such would harm both the visual character and historical integrity of this heritage asset .
15/0126M	82 King Street	Listed Building Consent for installation of new NatWest chevron	The Council <b>objects</b> on the grounds that the proposed signage is excessive and recommends that the signage be limited to the hanging sign, fascia application and opening-times. Furthermore the Council objects to the proposed materials on the grounds that they are inappropriate for use on a Grade II listed building and should instead be hand painted.
15/0658M	2 Church Hill	Listed Building Consent for Change of Use from C3 Dwelling to B1 Business and re-opening of linking door at First Floor (retrospective)	The Council <b>objects</b> to the works which have already taken place on the grounds that they fundamentally alter the nature of the building and requests that enforcement action is undertaken to ensure the original structure is reinstated.

<sup>1</sup> Cllr Gardiner Abstained from voting on this application

Application	Address	Application details	Comments
15/0657M	2 Church Hill	Change of Use from C3 Dwelling to B1 Business and Re-opening of Linking Door at First Floor (Retrospective)	The Council <b>objects</b> to the loss of town centre residential accommodation on the grounds that it is contrary to the LDF policy to maximise the provision of sustainable housing
15/0131M	Cadet Centre, Blackhill Lane	Demolish 2 No existing Cadet Huts and build a joint cadet hut on the existing site	The Council raises no objections subject to neighbour comments.
15/0527M	13 Grove Park	First Floor Extension above existing garage	The Council raises no objections subject to neighbour comments.
15/0140M	82 King Street	Advertisement Consent for 1 Fascia Sign, 1 Hanging Sign and 1 Plaque	The Council <b>objects</b> on the grounds that the proposed signage is excessive and recommends that the signage be limited to the hanging sign, fascia application and opening-times. Furthermore the Council objects to the proposed materials on the grounds that they are inappropriate for use on a Grade II listed building and should instead be hand painted.
15/0470M	12 Tabley Close	Erection of new single storey extension to rear and first floor extension over garage	The Council raises no objections subject to neighbour comments.
15/0486M	2 St Georges Close	The demolition of an existing detached double garage and replacement with a new build detached triple garage with ancillary accommodation above	<p>The Council <b>objects</b> on the grounds that the proposed garage with encroach into important visual open space within the plot and effectively extend the expanse of buildings within the curtilage as well as resulting in a loss of mature planting at the edge of the site all to the detriment of the Conservation Area.</p> <p>The Council is further concerned that a triple garage; with accommodation above, is too large and too distant from the main house to remain wholly ancillary. It also envisages the applicants potentially building in between the house and the proposed garage (possibly under permitted development rights). Thereby creating a mega- house; completely out of keeping with the other houses in this small and carefully-designed development on the edge of the Legh Road Conservation Area .</p>
15/0557M	24 Manchester Road	Part single, part two storey extension at the side and rear of the existing dwelling house & demolition of the existing single storey extension/garage	The Council <b>objects</b> on the grounds of overdevelopment of the site, an unneighbourly form of development and loss of light to 22 Manchester Road

# 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 March 23<sup>rd</sup> 2015** *In the Lower Council Chamber of the Town Council Offices*

**PL14/135 Present**

Cllrs Gardiner, Bancroft, P Coan, Gray, Raynes and Hutchence

In attendance: S Sherliker *Deputy Town Clerk (maternity cover)*

**PL14/136 To receive apologies for absence**

Apologies were received from Cllrs Dean and Forbes (personal business).

**PL14/137 To note declarations of Members' interests**

Cllr Gardiner	Non -pecuniary	15/0654M	Historically engaged on golf club consultation (5yrs ago)
	Non -pecuniary	15/0723M	Known to applicant through Knutsford Conservation & Heritage Group.

**PL14/138 Public Participation**

A resident spoke regarding application 15/0893M stating that traditional paving should be protected and that no lighting or refuse storage had been shown in the plans.

A resident spoke in objection to application 15/0732M stating there had been no consultation with English Heritage.

A resident spoke in objection to application 15/0893M and made comments on elements of the application.

A representative of Tatton Estates spoke in relation to 15/0812M and thanked KCHG for their help in devising a sensitive scheme. Consequently the original proposal had been amended.

Cllr Gardiner read a letter submitted by a resident for the attention of the committee in objection to 15/0732M. Councillor Gardiner informed the meeting that he had been advised that the applicant's agents had admitted that an error had been made and that KCHG had not been consulted as had been stated.

**PL14/139 To receive and confirm the minutes of the meeting held on 2 March 2015**

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

**PL14/140 To consider the latest planning applications**

Members **resolved** to submit the comments outlined below.

**PL14/141 To consider matters relating to the Section 106 Agreements**

Members noted that no applications considered at the meeting were subject to s106 agreements.

**PL14/142 To consider the latest planning decisions**

Members noted the latest decisions.

Members noted that application 14/5889M had been approved despite plans not being made available to the Town Council when requested. Members **resolved** that a letter be sent to the Local Government Ombudsman, to request a call-in of the application on grounds that CEC had failed to come back to the Town Council and failed to provide information to the public which was considered by the Town Council to be a breach of normal protocol.

**PL14/143 To review the Planning Issues Log**

Members noted the planning log and raised the following additional issues; internally illuminated sign at Spices, Princess Street; illuminated sign affixed to a tree at 9 Tabley Road and an advertisement at 23 Garden Road.

**PL14/144 To note the date of the next meeting**

Members noted the date

FINAL

## Planning Comments 23/03/2015

Application	Address	Application details	Comments
14/5861M	Reindeer Cottage, Chelford Mews	Conservatory, part gable end and part lean-to design	The Council raises no objection subject to neighbour comments.
15/0333M <sup>1</sup>	Shaw Heath Social Club, Mobberley Road	Upgrade to an Existing Telecommunications installation and associated works	The Council raises no objections.
15/0336M	38 Racefield Road	Single storey back extension	The Council raises no objections subject to neighbour comments.
15/0547M <sup>2</sup>	Brackenbend, Tabley Road	Demolition of existing conservatory and replacement with proposed 2 storey side extension and single storey rear and side extension. Resubmission of 14/4786M	The Council <b>objects</b> on grounds that it is an overdevelopment of the site and unneighbourly because of the insufficient distance between the side elevation of the proposed extension and neighbouring elevation of the adjacent property on Queensway.
15/0581M	4 Royal Court, Tatton Street	Fit 2 no wall mounted air conditioning units to the rear of the commercial office building	The Council <b>objects</b> on grounds that the positioning of the proposed units would be detrimental to the external appearance of the buildings and as such out of character with the area.
15/0654M	Knutsford Golf Club House	Material Amendments to approved scheme 11/3643M	The Council raises no objections.
15/0732M	Heath House, 19 Gaskell Avenue	Proposed detached dwelling and separate garage	The Council <b>strongly objects</b> on grounds that the development would be detrimental to the character of the Conservation Area style and have a detrimental impact on neighbouring properties in this area.
15/0761M	12 Lowland Way	Proposed First Floor Extension	The council <b>strongly objects</b> on grounds that this is an overdevelopment of the site and is unneighbourly. The council believes the Town has a need for bungalows and believes its retention is

<sup>1</sup> Cllr Gardiner abstained from voting on this application

<sup>2</sup> Cllr Gardiner abstained from voting and discussing this application

Application	Address	Application details	Comments
			of value to the Town.
15/0771M	4 Brookdale Avenue	Proposed Alterations, Rear Extension, Side Extension	The council raises no objections subject to neighbour comments.
15/0808M	32 Grove Park	Demolition of existing garage and rebuild of two storey side extension	The Council raises no objections subject to commenting that there is a need to provide two spaces for cars on this site.
15/0812M	44 King Street	Reinstatement of windows at the first floor level and continued use of upper floors as offices	The Council raises no objection subject to the use of appropriate traditional materials and would request a suitably worded condition be attached to any permission-
15/0831M	16 Meadow Drive	Rear Extensions - single storey & 2 storey	The Council <b>objects</b> on grounds that the two-storey first-floor will impinge on the 45 degree angle and would result in significant loss of light to the neighbouring property to the detriment of their residential amenity.
15/0865M	47 Summersway	Two storey side extension	The Council raises concerns over the scale of the development and considers that the design would alter the streetscene and introduce a discordant element to the street. The Council also objects to the loss of a garage as it would result in insufficient parking within the site.
15/0893M	95 King Street	Installation of a raised timber-decked terrace adjoining existing building with a glass balustrade	The Council makes no objection subject to refuse storage and a time limit on the area not being used beyond 11pm.
15/0894M	95 King Street	Installation of a raised timber-decked terrace adjoining existing building with a glass balustrade	The Council makes no objection subject to refuse storage and a time limit on the area not being used beyond 11pm.
15/0911M	Area of Silk Mill Car Park	Change of use to allow for use of car park area 3 days per week as an Outdoor Market	The Council does not wish to comment on its own application.
15/0929M	25-29 Canute Place	Removal or Variation of Condition 8 on application 14/4457M	The Council <b>objects</b> to the removal or variation to condition 8 on grounds that this is situated in a Conservation Area and therefore a significant level of detail should be required for such

Application	Address	Application details	Comments
			matters.
15/0952M	Mobberley Rd Filling Station	Advertisement consent	The Council does not object to the advertisement on the back of the fence but <b>objects</b> to one on the side of the car wash which is considered to be excessive and over-prominent in the streetscene.
15/0966M	2 Mobberley Road	Partial demolition of existing dwelling and construction of a two storey rear extension, single storey rear extension (orangery) and the construction of single storey detached double garage	The Council raises no objection subject to neighbours' comments.
15/1045M	15 Grove Park	Two storey rear extension to replace existing single storey new porch and internal alterations	The Council <b>objects</b> on the grounds that the proposal is considered to be un-neighbourly in so far as the minimum distances between properties are not maintained, there is an unacceptable loss of parking in an area where on-street parking is a recognised problem, the loss of garden would be detrimental to both the amenity of the occupiers and would be detrimental to the streetscene given its corner location.
15/1060M	10 Mallard Close	Side elevation single storey extension	The Council raises no objection subject to neighbour comments.
15/1091M	11 Rockford Lodge	Prior notification for single storey rear extension	The Council chooses not to comment as this is permitted development and needs to be compared against any previous permissions
15/1130M	66 Mobberley Road	Loft conversion	The Council <b>objects</b> on grounds that the proposal would be detrimental to the character of the Conservation Area and out of keeping with the streetscene and that would be un-neighbourly due to unacceptable levels of overlooking.

Application	Address	Application details	Comments
15/1137M	68-70 King Street	Creation of 1 bed flat from derelict office space; creation of 2 bed flat in attic space over 68-70 King Street	The Council <b>objects</b> due to concerns over the impact on a listed building. In principle the Council supports this kind of accommodation in this area but the level of detail provided is insufficient and suggests the potential for unacceptable harm to the character and historical integrity of the listed building.
15/1129M	64 Mobberley Road	Loft conversion and new garage	The Council <b>objects</b> on grounds that it would be detrimental to the character of the Conservation Area and out of keeping with the streetscene and that it is unneighbourly due to unacceptable levels of overlooking.
15/1236M	47 Mobberley Road	Loft conversion including lead facades & flat roof, rear elevation single storey extension	The Council <b>objects</b> on grounds that the proposal would have a negative impact on the Conservation Area and on neighbouring properties. It also would provide very little amenity space and would have a negative impact on the roofline.

# 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 20<sup>th</sup> 2015 In the Lower Council Chamber of the Town Council Offices

#### **PL14/145 Present**

Cllrs Gardiner, Bancroft, P Coan and Gray

In attendance: S Sherliker *Deputy Town Clerk (maternity cover)*

#### **PL14/146 To receive apologies for absence**

Apologies were received from Cllrs Raynes (business) and Hutchence (business)

#### **PL14/147 To note declarations of Members' interests**

Cllr Gardiner	Non -pecuniary	15/1065M	Known to neighbour
	Non -pecuniary	15/1448M	Known to friend of applicant
	Non -pecuniary	15/1692M	Known to neighbour
Cllr Bancroft	Non -pecuniary	15/1089M &	Known to architect
		15/1360M	

#### **PL14/148 Public Participation**

The applicant spoke in relation to 15/1160M and explained the design and choice of materials.

The agent for the applicant of 15/1687M stated that there was already a concentration of retail premises in that area and that a change of use would increase footfall along Minshall Street.

A representative of the South Knutsford Residents Group (SKRG) commented on 15/1448M and noted that there were few differences from the previous application, 14/5559M. SKRG emphasised that this was in the Legh Rd Conservation Area and urged that the decision under delegated authority should take full account of the Conservation Area's 2005 Review recommendations relating to plot size and Conservation Officers' views.

#### **PL14/149 To receive and confirm the minutes of the meeting held on 23<sup>rd</sup> March 2015**

Members **resolved** to confirm the minutes subject to amendments in PL14/138 Public Participation, deleting reference to a 'representative of the SRKG' and substituting 'a resident' and to amending reference number 15/083M to 15/0893M. The minutes were then duly signed by the chairman.

#### **PL14/150 To consider the latest planning applications**

Members **resolved** to submit the comments outlined below.

#### **PL14/151 To consider matters relating to the Section 106 Agreements**

Members noted that no applications considered at the meeting were subject to s106 agreements. Cheshire East Council was to be asked to provide information of pending

decisions.

**PL14/152 To consider the latest planning decisions**

Members noted the latest decisions. Concern was expressed about retrospective planning approval having been granted for application 15/0658M involving work on a listed building. Members **resolved** to write to Caroline Simpson, Director of Economic Growth & Prosperity, Cheshire East Council, expressing the Town Council's discontent at their decision.

**PL14/153 To review the Planning Issues Log**

Members noted the planning issues log and requested that items 20 & 21 be re-attributed to Cllr Hutchence.

**PL14/154 To note the date of the next meeting (19/05/15)**

Members noted the date of the meeting.

DRAFT

## Planning Comments 20/04/15

Application	Address	Application details	Comments
15/0919M	31 Mellor Crescent	Construction of two storey extension and conversion of existing garage into cloakroom, boiler room & study/playroom	The Council raises no objections subject to neighbour comments.
15/1065M <sup>1</sup>	Lyndhurst, Bexton Lane	Renewal of planning permission granted 25th January 2012 Ref 11/4394M - Demolish Existing Dwelling and Garage and Rebuild New Dwelling & Garage	The Council <b>Objects</b> on grounds that size and position of the dormer window would be out of character of the streetscene. In addition the Council is concerned that the description of the proposed works is considered to be misleading in so far as it fails to mention the significant changes to the approved scheme including the fact that it would introduce a 3-storey building into the streetscene. In consequence the Council recommends that the neighbouring properties are re-notified and given sufficient time to respond
15/1089M	111, Warren Avenue	Rear facing two storey extension	The Council raises no objection, subject to neighbour comments.

<sup>1</sup> Cllr Gray abstained from voting on this application

Application	Address	Application details	Comments
15/1211M	Brae Cottage Legh Rd	Listed Building Consent for Internal and external alterations and refurbishment	The Council has no objection in principle to this application. Notwithstanding this there is some concern about the lack of detail regarding internal fittings and therefore the Council requests that the Conservation Officer takes particular care to consider these alterations and be sure that no fixtures and/or fittings will be removed which would be detrimental to the historical integrity of the original building. It is also noted that existing trees are said to be 'past their prime'; it is hoped that the planning officers, together with their arboricultural colleagues will seek to ensure that these trees are retained.
15/1232M	53 Summersway	New garden room on footprint of existing conservatory at rear, front bay and front porch	The Council raises no objections subject to neighbour comments.
15/1360M	13 Beggarmans Lane	Proposed side facing chimney stack & replacement side facing boundary wall	The Council raises no objections subject to neighbour comments.
15/1379M	20 Glebelands Road	Proposed first floor extension over existing garage. Two storey side extension. Alterations to existing roof.	The Council raises no objections subject to neighbour comments.
15/1399M	Jabulani, Bexton Lane	Non Material Amendment (Modify Existing Dormer) on Application 11/4599M - Front single storey extension with dressing room over one end.	The Council raises no objections subject to neighbour comments.
15/1448M	Oakfield 25 Leycester Road	First floor extension. Single storey side extension. Internal alterations to coach house. Rear single story extension and loft conversion and internal alterations to main dwelling house. Alterations to link main dwelling to coach house. External raised terrace and alterations to driveway. New detached double garage.	The Council notes that an earlier application, to which it had objected, had been withdrawn. The Council supports the comments submitted by the South Knutsford Residents Group and maintains its <b>strong objection</b> to this proposed development on the grounds that it would be detrimental to the character and setting of the Conservation Area and would, if allowed, constitute overdevelopment.

Application	Address	Application details	Comments
			Overall this is a huge alteration to the character of the existing house in a Conservation Area identified as being “at risk” by English Heritage.
15/1450M	Cheshire House, 50 King Street	Listed building consent for Conversion of building into wine bar including minor internal demolition works as listed in schedule of works, new door openings, window openings and landscaping to rear.	This Council <b>objects</b> on grounds that the proposed works would cause irreversible damage to an 18 <sup>th</sup> century listed building and that the terrace to be added would be detrimental to its character. It was also noted that there was no application for Change of Use and the Town Council looks forward to receiving this shortly.
15/1487M	46, Meadow Drive	Extension over existing flat roof garage, adding 2 bedrooms and a bathroom	The Council raises no objections subject to neighbour comments.
15/1671M	51, Beggarmans Lane	Single storey front extension to increase length of Garage, including new pitched roof to garage and porch canopy.	The Council raises no objections subject to neighbour comments and the Highways Officer being satisfied with the parking arrangements.
15/1687M	15 Minshull Street	Change of use from A1 (retail) to A4 (drinking establishment) with a proportion of A1 (off licence) use	The Council raises no objection to the Change of Use subject to the Planning Officers ensuring that the proposal complies with policy KTC10 of the Macclesfield Local Plan in terms of the vitality of Minshull Street and the Town Centre as a whole. The Council also requests that a condition be attached to any planning permission to the effect that clientele congregate at the rear of the premises only, for smoking and other non-drinking purposes.
15/1160M	14 Stanley Road	Construction of a dormer window to rear elevation	The Council has no objection subject to neighbour comments and has no objection to the materials proposed.
15/1692M	Land Adjacent to Fiddlers Leap, Off Bexton Lane	Variation of Conditions 3 (garage) and 13 (chimney & internal layout) on Application 02/1631P	The Council raises no objections subject to neighbour comments.



# Neighbourhood Plan Committee

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

01565 653929

[www.knutsfordtowncouncil.gov.uk](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

**Neighbourhood Plan Committee July 22<sup>nd</sup> 2014**

*In the Lower Council Chamber, Council Offices, Knutsford*

### **N14/000 Present**

Cllrs Bancroft, Forbes, Dean and Davies

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

### **N14/001 To appoint a Chairman**

Members **resolved** to appoint Cllr Raynes chairman.

### **N14/002 To appoint a Deputy Chairman**

In the absence of the chairman members **resolved** Cllr Davies chair the meeting.

Members **resolved** to appoint Cllr Davies deputy chairman

### **N14/003 To receive apologies for absence**

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

### **N14/004 To note declarations of members' interests**

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

### **N14/005 Public Participation**

A representative of HOW Planning spoke on behalf of the Tatton Estate; welcoming the concept of a Neighbourhood Plan but suggesting that once buy in in the town is established that the process be put on hold pending the finalising of the Local Plan.

A representative of the South Knutsford Residents Group wished the committee well in its aims and stated the group would do anything it can to help.

The Town Clerk circulated comments from the Knutsford Conservation and Heritage Group where they too wished the committee well and expressed an interest in being represented on the committee.

### **N14/006 To note the committee's terms of reference**

Members noted the terms of reference.

### **N14/007 To note the committee budget**

Members noted the committee budget.

### **N14/008 To consider the first stages of establishing a Neighbourhood Plan for Knutsford**

The chairman adjourned the meeting to allow representatives from Cheshire Community Action to address the meeting. Members discussed the Neighbourhood Planning process with CCA.

The chairman reconvened the meeting.

Members **resolved** that a public meeting be organised in the Cranford Suite featuring a full presentation from Cheshire Community Action, with as many representatives of the community invited to attend, to determine public interest.

Members **resolved** to purchase the OCSI report for Knutsford at a cost of £50.

Members **resolved** that the Town Clerk arrange the detail of the public meeting.

### **N14/009 To consider the frequency of committee meetings**

It was agreed to next meet after the public meeting and to determine the frequencies thereafter.

# 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*

### **Neighbourhood Plan Committee October 30<sup>th</sup> 2014** *In the Lower Council Chamber, Council Offices, Knutsford*

#### **N14/010 Present**

Cllrs Bancroft, Raynes, Forbes, Dean and Davies

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

#### **N14/011 To receive apologies for absence**

Apologies were received from Cllr B Coan (personal business)

#### **N14/012 To note declarations of members' interests**

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

#### **N14/013 Public Participation**

A resident referred to the previous minutes where a representative of HOW Planning recommended postponing the process of creating a Neighbourhood Plan until after the Local Plan was completed; highlighting that it was regretful anyone would suggest deferring the process.

A second resident highlighted the importance of strengthened community engagement during the process.

#### **N14/014 To co-opt non-voting members to the committee**

Members **resolved** to defer the co-option of non-voting members to the next meeting.

#### **N14/015 To note the committee budget and spending to date**

Members noted the budget and spending to date.

#### **N14/016 To consider a recommendation to Council as to whether the Council should continue to support the production of a Neighbourhood Plan including to consider the neighbourhood area such a plan should cover**

Members **resolved** to recommend that Council approve the development of a Neighbourhood Plan for Knutsford and that the neighbourhood area be the Parish of Knutsford. It was noted that it would be necessary to engage with surrounding parishes where development will effect Knutsford, the example being the development in Tabley on Northwich Road.

#### **N14/017 To consider the next stages of developing a Neighbourhood Plan, subject to Council's approval**

Members discussed the need for a scoping meeting with CCA to agree the scope of a Neighbourhood Plan to enable a timely completion of the Neighbourhood Plan; including a stakeholder analysis.

Members **resolved** that the Town Clerk organise the meeting.

#### **N14/018 To consider the draft committee budget 2015/16**

The chairman adjourned the meeting to allow representatives of the Town Plan to answer questions regarding the budget they required when undertaking the Town Plan; the meeting was subsequently reconvened and members **resolved** to recommend the draft budget to Finance.

#### **N14/019 To consider a date for the next meeting**

Members agreed to set the scoping meeting for December 9<sup>th</sup> at 7pm and the next committee meeting to December 10<sup>th</sup> at 7pm.

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

01565 653929

[www.knutsfordtowncouncil.gov.uk](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

### **Neighbourhood Plan Committee December 10<sup>th</sup> 2014** *In the Lower Council Chamber, Council Offices, Knutsford*

#### **N14/020 Present**

Cllrs Dean, Bancroft, Davies, Forbes and Gray

Brian Chaplin (SKRG), Sarah Ganczarski (KCHG), David Denne (Town Plan)

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

#### **N14/021 To appoint a Chairman**

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

#### **N14/022 To appoint a Deputy Chairman**

Members **resolved** to appoint Cllr Bancroft Deputy Chairman.

#### **N14/023 To receive apologies for absence**

Apologies were received from Cllr Houghton (business).

#### **N14/024 To note declarations of members' interests**

No members declared an interest in any item to be considered.

#### **N14/025 Public Participation**

No members of the public wished to speak.

#### **N14/026 To approve the minutes of the meetings held July 22<sup>nd</sup> and October 30<sup>th</sup>**

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

#### **N14/027 To consider the committee's budget and spending to date**

Members noted the budget and spending to date.

#### **N14/028 To co-opt non-voting members to the committee**

Members **resolved** to co-opt a representative of each of the following groups to the committee: Knutsford Conservation and Heritage Group, South Knutsford Residents Group, South East Knutsford Residents Group, Town Plan Implementation Committee, Nether Knutsford Residents Group, North Knutsford Residents Group and Community Spirit.

#### **N14/029 To consider the next stages of developing a Neighbourhood Plan**

Members **resolved** the Town Clerk set up a website for the Neighbourhood Plan.

Members **resolved** the Town Clerk apply for any suitable funding to further the Neighbourhood Plan when it becomes available.

Members agreed that further work was needed to define the scope of the Neighbourhood Plan. A designated section of the new website would be created to discuss the scope.

#### **N14/030 To consider a date for the next meeting**

Members agreed to meet at 7pm on the 14<sup>th</sup> January 2015.

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

01565 653929

[www.knutsfordtowncouncil.gov.uk](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

**Neighbourhood Plan Committee January 14<sup>th</sup> 2015**

*In the Lower Council Chamber, Council Offices, Knutsford*

### **N14/031 Present**

Cllrs Dean, Bancroft, Forbes and Gray

Brian Chaplin (SKRG), Sarah Ganczarski (KCHG), David Denne (Town Plan), Robin McCluney (NWCG), Alex Chaplin (NKCG) and Anna Righton (SERG)

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

### **N14/032 To receive apologies for absence**

Apologies were received from Cllr Davies (health) and Cllr Houghton (business)

### **N14/033 To note declarations of members' and co-opted members' interests**

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

### **N14/034 Public Participation**

A resident encouraged the committee to take a lead on the King St enhancement plans.

A resident requested that Cycle Knutsford be co-opted to the committee stating they were not a cycling group but a residents group with large membership with an aim of improving cycle access across the town.

### **N14/035 To approve the minutes of the meetings held December 10<sup>th</sup> 2014**

Members **resolved** to approve the minutes subject to the correction of typographical error in N14/020.

### **N14/036 To consider the committee's budget and spending to date**

Members noted the budget and spending to date.

### **N14/037 To co-opt non-voting members to the committee**

Members agreed that no further members be co-opted at the current stage.

### **N14/038 To consider the scope of the Neighbourhood Plan**

Members **resolved** that Brian Chaplin, Robin McCluney and the Town Clerk develop a communications strategy for the Neighbourhood Plan.

A draft scope prepared by Brian Chaplin was circulated. Members agreed to review and provided feedback for a further draft at the next meeting.

### **N14/039<sup>1</sup> To consider the next stages of developing a Neighbourhood Plan**

Members **resolved** that potential brownfields sites are investigated by ward to feed into the site allocations of the Local Plan.

Members **resolved** that Cllr Gray lead working group to develop a plan for the Town Centre.

<sup>1</sup> Alex Chaplin arrived at the beginning of this item.

**N14/040 To consider a date for the next meeting**  
Members **resolved** to meet on February 11<sup>th</sup> at 7pm

FINAL

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

01565 653929

[www.knutsfordtowncouncil.gov.uk](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

### **Neighbourhood Plan Committee February 11<sup>th</sup> 2015** *In the Lower Council Chamber, Council Offices, Knutsford*

#### **N14/041 Present**

Cllrs Dean, Bancroft, Forbes and Gray

Brian Chaplin (SKRG), Sarah Ganczarski (KCHG), David Denne (Town Plan), Robin McCluney (NWCG), Alex Chaplin (NKCG) and Anna Righton (SERG)

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

#### **N14/042 To receive apologies for absence**

Apologies were received from Cllrs Davies (health) and Houghton (business)

#### **N14/043 To note declarations of members' and co-opted members' interests**

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

#### **N14/044 Public Participation**

A representative of Cycle Knutsford outlined the Cycle Plan for Knutsford which was currently under development with CEC.

A resident spoke in relation to schools and the Neighbourhood Plan.

#### **N14/045 To approve the minutes of the meetings held January 14<sup>th</sup> 2015**

Members **resolved** to approve the minutes which were duly signed by the Chairman.

#### **N14/046 To consider the committee's budget and spending to date**

Members noted the budget and spending to date.

#### **N14/047 To co-opt non-voting members to the committee**

It was agreed that Cllrs Bancroft and Dean with the Town Clerk would meet Thomas Evans from CEC to discuss the membership of the committee and scope of the Neighbourhood Plan.

#### **N14/048 To note the comments on the Neighbourhood Area designation**

Members noted the comments made on the consultation. It was noted that the representation made by HOW Planning on behalf of the Tatton Estate was incorrect when it stated that the Inspector for the Local Plan had stated additional growth was required for the Northern Settlements including Knutsford.

#### **N14/049 To consider the scope of the Neighbourhood Plan**

The scope was discussed and, noting the meeting with Thomas Evans, it was agreed that Brian Chaplin revise the draft scope, removing the vision and adding specific reference to the Town Centre.

#### **N14/050 To consider the next stages of developing a Neighbourhood Plan**

It was agreed that all in-town brownfield sites would be submitted to the Town Clerk for discussion at the next meeting and that the Town Clerk would collate the skills audit responses.

**N14/051 To consider a date for the next meeting**

It was agreed the Town Clerk set the date of the next meeting once a suitable venue had been booked.

FINAL

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

01565 653929

[www.knutsfordtowncouncil.gov.uk](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

### **Neighbourhood Plan Committee March 17<sup>th</sup> 2015**

*In the Lower Council Chamber, Council Offices, Knutsford*

#### **N14/052 Present**

Cllrs Dean, Bancroft, Forbes, Gardiner and Gray

Brian Chaplin (SKRG), Kenneth Rhodes (KCHG), David Denne (Town Plan), Terry Griffiths (NWCG), Alex Chaplin (NKCG), Kane Gunter (Community Spirit) and Anna Righton (SERG)

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

#### **N14/053 To receive apologies for absence**

Apologies were received from Cllr Houghton (business)

#### **N14/054 To note declarations of members' and co-opted members' interests**

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

#### **N14/055 Public Participation**

A representative of the Tatton Estate spoke with reference to the minutes of the previous meeting; outlined their support for the proposed structure of the committee and informed members of the Estate's keenness to be involved and assist with the development of the plan.

A resident spoke in support of the proposed structure.

#### **N14/056 To approve the minutes of the meetings held February 11<sup>th</sup> 2015**

Members **resolved** to approve the minutes subject to the addition of "including Knutsford" at the end of N14/048.

#### **N14/057 To consider the committee's budget and spending to date**

Members noted the budget and spending to date.

#### **N14/058 To note the designation of the Knutsford Neighbourhood Area**

Members noted the designation of the Parish of Knutsford as the Knutsford Neighbourhood Area.

#### **N14/059 To consider the next steps of developing the Knutsford Neighbourhood Plan**

Members **resolved** to establish eight working groups covering the themes the plan will cover; Heritage, Housing, Town Centre & Shopping, Employment, Getting Around, Health, Environment Green Spaces & Leisure and Education & Community.

Members **resolved** that the committee be responsible for overseeing the Local Infrastructure section of the plan.

Members **resolved** to adopt the terms of reference skeleton for the working groups subject to the specification that the working group chairman "will not normally be a councillor" and that meetings "would not normally be open to the public".

Members **resolved** to assign link councillors to the working groups as follows; Cllr Bancroft – Heritage and Education, Cllr Forbes – Health, Cllr Gray – Town Centre, Cllr Gardiner – Housing and Environment, Cllr Dean – Employment and Getting Around.

It was agreed that suggestions for the Neighbourhood Plan vision be sent to the Town Clerk for

circulation.

**N14/060 To consider adopting a Communications Strategy**

Members agreed that comments and suggested alterations to the draft strategy be submitted to the Town Clerk.

**N14/061 To consider a date for the next meeting**

Members agreed to meet on 28<sup>th</sup> April.

FINAL

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

01565 653929

[www.knutsfordtowncouncil.gov.uk](http://www.knutsfordtowncouncil.gov.uk)

[townclerk@knutsfordtowncouncil.gov.uk](mailto:townclerk@knutsfordtowncouncil.gov.uk)



## Minutes

*of the*

**Neighbourhood Plan Committee April 28<sup>th</sup> 2015**

*In the Lower Council Chamber, Council Offices, Knutsford*

**N14/062 Present**

Cllrs Dean, Bancroft, Gardiner and Gray

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

**N14/063 To receive apologies for absence**

Apologies were received from Cllrs Houghton (business) and Forbes (council business)

**N14/064 To note declarations of members' interests**

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

**N14/065 Public Participation**

No members of the public wished to address the committee.

**N14/066 To approve the minutes of the meetings held March 17<sup>th</sup> 2015**

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

**N14/067 To consider the committee's budget and spending to date**

Members noted the budget and spending to date.

**N14/068 To review progress in establishing the 8 strategic working groups and consider next steps**

Members **resolved** that the Town Clerk contact all community groups to provide information on the Neighbourhood Plan and need for volunteers.

Members further **resolved** to host stalls promoting the Neighbourhood Plan at the Lion's Street Fayre and June Makers Market.

Members **resolved** to arrange a leaflet drop of the whole town at a cost of up to £700.

Members **resolved** to purchase a Neighbourhood Plan roller banner, stall banner and small desktop stand. Members **resolved** the Town Clerk apply for funding through locality to cover the costs of the publicity drive.

Members **resolved** to host a stall at both Booths (two mornings) and Aldi (one morning)

The chairman adjourned and subsequently reconvened the meeting to allow members of the public to address the committee.

**N14/069 To consider a date for the next meeting**

Members agreed to meet at 7pm on June 9<sup>th</sup>.