



# Proceedings of Knutsford Town Council

**2015-2016**



# Full Council

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

01565 653929

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## Minutes of the Annual Meeting of Knutsford Town Council

*held on*

**May 18<sup>th</sup> 2015**

*In the Jubilee Hall, Knutsford*

### **15/000 Present**

Cllrs Dean, Nicholson, Bancroft, Coan, Forbes, Farber, Gardiner, Mrs Gray, Gray, Greenstein, Hutchence, Malloy, Power and Wells-Bradshaw

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

### **15/001 To elect the Town Mayor**

It was proposed by Cllr Gardiner, seconded by Cllr Coan and **resolved** that Cllr Dean be elected Town Mayor.

### **15/002 To receive the declaration of acceptance of office from the newly elected Town Mayor**

Cllr Dean signed the declaration of acceptance of office.

### **15/003 To note the results of the Town Council elections**

Members noted the results of the elections held on May 7<sup>th</sup>.

#### *Bexton Ward*

Tony Dean	<i>Elected unopposed</i>
Christine Gray	<i>Elected unopposed</i>
Simon Hutchence	<i>Elected unopposed</i>

#### *Over Ward*

Yvonne Bancroft	1209	<i>Elected</i>
Peter Coan	886	<i>Elected</i>
Jonathan Farber	905	<i>Elected</i>
Neil Forbes	921	<i>Elected</i>
Jane Froelich	819	
Julian Goodrich	871	<i>Elected</i>
Michael Houghton	811	
Andrew Malloy	1278	<i>Elected</i>

#### *Nether Ward*

Stewart Gardiner	855	<i>Elected</i>
Christopher Gray	690	<i>Elected</i>
James Power	650	<i>Elected</i>
Julie Tempest	650	

#### *Norbury Booths Ward*

Charlotte Greenstein	802	<i>Elected</i>
Janet Nicholson	970	<i>Elected</i>
Hayley Wells-Bradshaw	870	<i>Elected</i>
Jon Wells-Bradshaw	764	

- 15/004 To consider when any declarations of acceptance of office and written undertakings to comply with the Code of Conduct adopted by the Council which have not been received as provided by law shall be received**  
The Town Clerk reported that all members had signed their Declarations of Acceptance of Office.
- 15/005 To elect the Deputy Town Mayor**  
It was proposed by Cllr Forbes, seconded by Cllr Gray and **resolved** that Cllr Nicholson be elected Deputy Town Mayor.
- 15/006 To receive the declaration of acceptance of office from the newly elected Deputy Town Mayor**  
Cllr Nicholson signed the declaration of acceptance of office.
- 15/007 To formally appoint the Mayor's Cadet and receive their acceptance of office**  
The Mayor announced the appointment of Cadet Corporal Nancy Nuttal of the 2056 (Knutsford) Squadron Air Training Corps as the Mayor's Cadet 2015/16 and presented their badge of office.
- 15/008 To appoint representatives to outside bodies**  
Members **resolved** to appoint representatives to outside bodies as detailed in Annex A.
- 15/009 To appoint committees**  
Members **resolved** to appoint members to committees as detailed in Annex B.
- 15/010 To receive declarations of members' interests**  
Cllr Dean declared a pecuniary interest in 15/016 on the grounds of being the recipient of the allowance.
- 15/011 To consider apologies for absence**  
Apologies were received from Cllr Goodrich (personal business)
- 15/012 To receive a statement from the newly elected Town Mayor**  
Cllr Dean addressed the meeting, thanked members for the honour of being elected Town Mayor and gave a short speech. Cllr Dean announced that during his year in office he would be fundraising for Knutsford Scouts and the Salvation Army.  
Cllr Dean invested Mrs Gill Dean OBE with the Mayoress's chain.
- 15/013 To receive a statement from the outgoing Town Mayor**  
Cllr Forbes reflected on his year in office and thanked everyone who had enabled him to raise £9,027.62 to be shared between Knutsford GROW and St John's Wood Lunch Club with an additional £1,437.22 being fund matched making a grand total of £10,504.84.
- 15/014 To give a vote of thanks to the outgoing Town Mayor**  
Cllr Gardiner proposed a vote of thanks to Cllr Forbes for the hard work undertaken by him during his tenure as Town Mayor. Cllr Dean then presented Cllr Forbes with the past Mayor's medal.
- 15/015 To receive and approve the minutes of the meeting held 30<sup>th</sup> March 2015**  
Members **resolved** to approve the minutes subject to a typographical correction.
- 15/016 To consider making an allowance to meet the expenses of the office of Town Mayor**  
Cllr Dean left the room and Cllr Nicholson took the chair.  
Members **resolved** to make an allowance of £500 to the Mayor.  
Cllr Dean returned to the room.
- 15/017 To confirm the Council continues to meet the requirements to exercise the General Power of Competence**  
Members **resolved** that the Council continues to meet the requirements to exercise the General Power of Competence.



**15/018 To consider the appointment of bank signatories**

Members **resolved** that the bank signatories be the Mayor, Deputy Mayor, Chairman and Deputy Chairman of the Finance Committee and the Town Clerk for administrative purposes.

**15/019 To appoint members to the Health & Social Care working group**

Members **resolved** to appoint Cllrs Gardiner, Mrs Gray, Malloy and Wells-Bradshaw to the Health & Social Care working group.

**15/020 To note and approve payments**

Members **resolved** to approve the payments in Annex C

**15/021 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.

**15/022 To consider the publication of the Town Council Annual Report in the Knutsford Directory**

Members **resolved** to publish the Annual Report in the Knutsford Directory.

**15/023 Public Participation**

A resident spoke concerning the Local Plan emphasising the importance of the Neighbourhood Plan and offering the support of the Knutsford Resident Groups with its preparation.

**15/024 To note date of next meeting**

Members noted the date.

## ANNEX A

### Appointments to Outside Bodies

#### Organisation

Town Plan Steering Group  
Friends of the Heath  
Promote Knutsford Forum  
Citizens Advice Bureau  
ChALC  
Community Rail Partnership  
Knutsford in Bloom  
Friends of the Moor  
CCG Combined Surgeries Project  
Friends of St John's Wood  
Knutsford Heritage Centre Trustee

#### Council Representative

Cllr Gray  
Town Mayor  
Town Mayor  
Cllr Mrs Gray  
Cllrs Dean & Bancroft  
Cllr Dean  
Cllr Nicholson  
Cllr Power  
Cllr Forbes  
Cllr Bancroft  
Cllr Gardiner

## ANNEX B

### Committee Membership

#### Environment

Cllr Bancroft  
Cllr Coan  
Cllr Greenstein

Cllr Goodrich  
Cllr Hutchence  
Cllr Power

#### Events

Cllr Mrs Gray  
Cllr Farber  
Cllr Malloy

Cllr Power  
Cllr Wells-Bradshaw

#### Finance

Cllr Bancroft  
Cllr Coan  
Cllr Farber

Cllr Forbes  
Cllr Gray  
Cllr Malloy

#### Neighbourhood Plan

Cllr Bancroft  
Cllr Forbes

Cllr Gardiner  
Cllr Gray

#### Operations

Cllr Bancroft  
Cllr Forbes  
Cllr Gardiner  
Cllr Mrs Gray

Cllr Goodrich  
Cllr Malloy  
Cllr Power  
Cllr Wells-Bradshaw

#### Personnel

Cllr Forbes  
Cllr Goodrich

Cllr Mrs Gray  
Cllr Greenstein

#### Planning

Cllr Bancroft  
Cllr Farber  
Cllr Gardiner

Cllr Gray  
Cllr Greenstein

# Knutsford Town Council

## ANNEX C

### Payment Schedule 13/05/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/05/2015	Middlewich Mayor's Charity	3884	50.00	AKG	Civic Dinner Tickets
06/05/2015	Knutsford RBL	3885	60.00	AKG	Annual Dinner Tickets
06/05/2015	Mark Tuersley	3883	250.00	AKG	Civic Ball Band
06/05/2015	EE	DD01	33.71	AKG	April Mobile Costs
06/05/2015	United Utilities Water PLC	DD02	96.72	AKG	Market Hall Water
12/05/2015	A Keppel-Garner	3889	109.38	AKG	Mileage / Reimbursement
12/05/2015	C Stuart-West	3886	24.25	AKG	Mileage
12/05/2015	Knutsford Old Folks Club	3890	56.00	AKG	Jubilee Hall Bookings
12/05/2015	Knutsford Methodist Church	3887	200.00	AKG	Reissue of #3799 (lost)
12/05/2015	Knutsford Methodist Church	3799C	-200.00	AKG	Cancel - lost cheque
12/05/2015	Curzon Cinema	3888	180.00	AKG	Replacement of #3888 (lost)
12/05/2015	Curzon Cinema	3693C	-180.00	AKG	Cancel - lost cheque
13/05/2015	Techno Type	3891	91.93	AKG	Posters (Markets, Town Award)
13/05/2015	iPrint Cheshire	3892	1,364.51	Events	Town Awards forms / Welcome Packs
13/05/2015	The Leaflet Team	3893	504.00	Operations	LYLM Leaflet Drop (Print/Dist)
13/05/2015	Cheshire Facepainting	3895	100.00	AKG	Love Your Local Market Event
13/05/2015	The Grain	3896	462.00	Operations	Wallwood Sign
13/05/2015	Ansa Environmental Services	3897	242.10	Operations	Wallwood Bench Install
13/05/2015	Animal Island	3898	1,350.00	Events	Reindeer Hire Deposit
13/05/2015	Commercial Caretakers	3900	325.20	AKG	Office Cleaning April
13/05/2015	Jonathan Farber	3901	150.00	AKG	2015 Ball Photos
13/05/2015	Knutsford Window Cleaners	3902	40.00	AKG	Window Cleaning Offices
13/05/2015	Scottish Power	3903	116.30	AKG	Electricity - Main Tree light
13/05/2015	West Mercia Supplies	3904	14.00	AKG	Folders
13/05/2015	Envisage Promotions Limited	3905	333.56	Events	Santa Hire 2015
13/05/2015	Cheshire East Council	3899	800.00	AKG	Makers Market Road Closures x4
13/05/2015	Ash Waste Services	DD01	426.05	AKG	Market Hall Waste Collection
13/05/2015	The Royal Bank of Scotland	DD02	10.00	AKG	Payroll Fee
13/05/2015	St John's Wood Lunch Club	352	4533.81	AKG	Mayor's Charities Donation
13/05/2015	Knutsford GROW	351	4533.81	AKG	Mayor's Charities Donation

**Total Payments** 16.077.33

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## Minutes

*of the*

### **Town Council Meeting held June 8<sup>th</sup> 2015**

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

#### **15/025 Present**

Cllrs Dean, Nicholson, Coan, Forbes, Farber, Gardiner, Goodrich, Mrs Gray, Gray, Greenstein, Hutchence, Malloy, Power and Wells-Bradshaw

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

#### **15/026 To consider apologies for absence**

Apologies were received from Cllr Bancroft (personal business)

#### **15/027 To note declarations of Members' interests**

Cllr Forbes declared a non-pecuniary interest in item 15/031 on the grounds of being a member of the Transfer of Public Assets Community of Carnegie (UK) Trust.

#### **15/028 Public Participation**

No members of the public wished to address the Council.

#### **15/029 To receive and approve the minutes of the meeting held 18<sup>th</sup> May 2015**

Members **resolved** to approve the minutes which were duly signed by the Mayor subject to a typographical correction to 15/016 and additional detail being added to 15/013.

#### **15/030 To note the minutes of committees which have met since the previous ordinary meeting**

Members noted the minutes.

#### **15/031 To receive an update on asset transfers**

The Town Clerk reported that the lease for the allotment sites at Sparrow Lane and Warren Avenue was due to complete within the next week or two and that the Asset transfer working group was due to meet to begin development of the business cases for the next series of asset transfers.

#### **15/032 To receive reports from Members having attended external events since the previous meeting**

Cllr Farber reported on attendance at the Town Council's Neighbourhood Plan stall at the Makers Market and raised a query concerning parking and traffic at Manor Park School which Cllr Gardiner responded to.

Cllr Mrs Gray reported on a meeting with the chief officer of the Cheshire East North CAB and reported on attendance figures at the sessions hosted at the Council Offices.

Cllr Gardiner reported on attending an informal meeting with Trustees of Knutsford Heritage Centre and that we would be attending his first trustee meeting shortly.

Cllr Forbes reported on attendance at the Community Spirit AGM and a meeting regarding the Sports Barn which was also reported on by Cllr Coan.

Cllr Gray reported on attending a meeting of the King St enhancement project board and requested the Town Clerk circulate his notes from the meeting.

Cllr Power reported on attendance at a meeting of the Friends of the Moor and commented on the engagement the group have undertaken with the community support officer to reduce

antisocial behaviour and highlighted the 'Play Day' in August.

**15/033 To receive an update in relation to Member surgeries**

Cllr Nicholson reported that one member of the public attended the June surgery with a query regarding the King Street enhancements.

**15/034 To receive a report from Cheshire East Councillors**

Cllr Gardiner reported on a forthcoming meeting of the Highways LAP and highlighted the council's work on respite care provision.

Cllr Wells-Bradshaw reported that the leader of Cheshire East Council had indicated a wish to reduce the council's asset portfolio by 30% and that she hoped to be able to assist in her role as Chairman of the Jobs, Assets and Regeneration overview and scrutiny committee to facilitate the desired transfers to the town council as efficiently as possible.

Cllr Dean reported that one matter the council was looking into was introducing drop-off turning circles at schools, noting it was a long term project.

**15/035 To consider matters related to Windmill Wood**

Cllr Hutchence gave a background to the item and recommended it be deferred to a future meeting to allow the Environment Committee gain further information on the item. Members **resolved** to defer the item as recommended.

**15/036 To appoint a the Chairman of the Events Committee**

The Town Clerk reported that it was necessary to appoint the chairman as they are part of the Town Award decision panel which is due to meet prior to the planned committee meeting. Members **resolved** to appoint Cllr Malloy as chairman of the Events Committee.

**15/037 To note and approve payments and receipts**

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

**15/038 Member questions to the Town Clerk**

Queries were raised regarding the contribution towards the town centre CCTV, the Town Clerk explained what the contribution went towards and the terms of the agreement between the Town Council and Cheshire East Council.

Cllr Wells-Bradshaw enquired about the van leased for the Town Ranger and whether it would be liveried with Town Council branding, which the Town Clerk confirmed was correct.

**15/039 To receive a report of Mayoral Duties**

Cllrs Forbes and Dean reported on the events detailed in Annex B.

**15/040 Public Participation**

A member of the public addressed the council regarding Neighbourhood Planning.

**15/041 To note the date of the next meeting**

Members noted the date.

# Knutsford Town Council

## ANNEX A

### Payment Schedule – 08/06/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/05/2015	May Payroll	PAY-M2	9,519.41	AKG	May Payroll
26/05/2015	Knutsford Lions	3907	21.00	AKG	Street Fayre Stall (NP)
26/05/2015	Awards for All	3797C	-400.00	AKG	Cancel Cheque (returned)
26/05/2015	South Manchester Angling Club	3908	400.00	Finance	Grant
28/05/2015	Cllr Tony Dean	3909	500.00	Council	Mayoral Allowance
03/06/2015	Central Contracts	3906	500.00	AKG	Van Deposit
03/06/2015	A Keppel-Garner	3910	146.83	AKG	Reimbursements
03/06/2015	Knutsford ATC	3911	60.00	AKG	Annual Dinner Tickets (Civic)
03/06/2015	Cllr N Forbes	3912	16.50	AKG	Mileage Claim (Civic)
03/06/2015	JDH Business Services	3894	517.57	AKG	Internal Audit 2014/15
03/06/2015	Event Buddha Limited	3913	492.00	AKG	Outdoor Market Gazebos
03/06/2015	Cheshire Association Of Local	3914	300.00	AKG	Councillor Training
03/06/2015	Cheshire East Council	3915	15,540.00	Council	2015/16 Contribution to CCTV
03/06/2015	Commercial Caretakers	3916	234.00	AKG	May Office Cleaning
03/06/2015	Cranford Cafe	3917	191.26	AKG	Mayor Making Refreshments
03/06/2015	Dixon Rigby Keogh	3918	1,200.00	AKG	Allotment Legal Costs
03/06/2015	KDE Ltd	3919	216.00	AKG	Light Install at Market Hall
03/06/2015	PR JONES	3920	30.00	AKG	Engrave Past Mayor Medal
03/06/2015	Techno Type	3921	10.00	AKG	Poster Print
03/06/2015	West Mercia Supplies	3922	27.94	AKG	Stationery
03/06/2015	WPS Insurance Brokers	3923	412.50	AKG	Van Insurance 2015/16
03/06/2015	Ash Waste Services	DD01	519.34	AKG	Waste Collection June (Market + Office)
03/06/2015	Business By Technology Ltd	DD02	287.78	AKG	Photocopier Usage April
03/06/2015	British Telecom	DD03	72.54	AKG	Telephone Costs
03/06/2015	EE	DD04	30.31	AKG	May Mobile Costs
03/06/2015	FP Teleset	DD05	317.28	AKG	Franking Machine Costs
03/06/2015	Opus Energy	DD06	409.48	AKG	May Market Hall Electricity
03/06/2015	Charge Card	15-01	300.00		Charge Card Credit
<b>Total Payments</b>			<b>31,871.74</b>		

## Knutsford Town Council

### Charge Card

#### List of Payments made between 01/04/2015 and 02/06/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/04/2015	Pre-Paid Financial Solutions	CP-FEES	1.00	AKG	Monthly Card Fee
08/04/2015	Vikings Retail	CP-35	2.99	AKG	Picture Hooks/ Pins
10/04/2015	Co-op	CP-36	7.87	AKG	Refreshments (SLCC Course)
05/05/2015	Pre-Paid Financial Solutions	CP-FEES	1.10	AKG	Monthly Card Fee
<b>Total Payments</b>			<u>12.96</u>		

## ANNEX B

### Mayoral Engagements

April to June

#### 2014/15 Civic Year

<b>Date</b>	<b>Event</b>	<b>Attended By</b>
03/04/2015	Good News Singers at Knutsford Methodist Church	Mayor
12/04/2015	Dedication to New Squadron Banner - Knutsford ATC	Mayor
18/04/2015	Help George - Charity Concert by FLS Big Swing	Mayor
23/04/2015	Knutsford Beer Festival	Mayor
24/04/2015	Knutsford Beer Festival	Mayor
25/04/2015	Middlewich Mayor's Civic Ball	Mayor
28/04/2015	Rotary Club Charter Night	Mayor
02/05/2015	Knutsford Royal May Day	Mayor
08/05/2015	Knutsford & District Branch RBL Annual Dinner	Mayor
09/05/2015	Born in Song 150th Celebration Concert	Deputy Mayor
10/05/2015	St John's Wood Lunch Club VE Day Tea Party	Mayor
11/05/2015	Sip for Stroke Coffee Morning	Mayor
14/05/2015	Knutsford U3A AGM and Anniversary Tea	Mayor
14/05/2015	Knutsford Scouts Bon Voyage & AGM	Deputy Mayor
17/05/2015	Knutsford Lions Charter Anniversary Celebration	Mayor

#### 2015/16 Civic Year

<b>Date</b>	<b>Event</b>	<b>Attended By</b>
21/05/2015	Congleton Mayor Making	Mayor
24/05/2015	Pentecost Picnic	Cllr Forbes
24/05/2015	The Battle of Middlewich Heritage	Mayor
25/05/2015	Stall Judging & Street Tour	Mayor
27/05/2015	Cheshire East Mayor Making	Mayor
01/06/2015	RHS Flower Show Consultation	Mayor
07/06/2015	Congleton Civic Service & Parade	Mayor

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## Minutes

*of the*

### **Town Council Meeting held July 20<sup>th</sup> 2015**

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

#### **15/042 Present**

Cllrs Dean, Nicholson, Coan, Forbes, Farber, Gardiner, Mrs Gray, Gray, Hutchence, Malloy, Power and Wells-Bradshaw

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

#### **15/043 To receive apologies for absence**

Apologies were received from Cllrs Greenstein and Bancroft (personal business) and Cllr Goodrich (business)

#### **15/044 To note declarations of Members' interests**

The following non-pecuniary interests were declared; Cllr Forbes, 15/046 and 15/056 on the grounds of being disabled and 15/049 on the grounds of being a member of the Transfer of Public Assets Community of Carnegie (UK) Trust., Cllr Malloy, 15/046 on the grounds of being Deputy Chairman of the Town Plan Town Centre working group, Cllrs Gardiner, Dean and Wells-Bradshaw, 15/046 and 15/049 on the grounds of being a Cheshire East Councillor, Cllr Dean, 15/046 on being chairman of the project board.

#### **15/045 Public Participation**

Cllr Wells-Bradshaw read a statement regarding the reported sale of Bexton Court confirming that Cheshire East Council are not selling the site and that it would never be up for sale on the open market.

A resident asked if there was overlap between the Heath & Social Care working group remit and that of the Health working group of the Neighbourhood Plan.

A resident raised concern about the closure of intermediate beds in the Borough by CEC.

A retailer raised concerns about the proposed King Street Enhancement Scheme in particular the reduction in parking and a perception that the scheme fails to address the problems on King Street.

A resident asked which group has the power over the King Street Enhancement Scheme, pointing to a number of different groups, such as the Neighbourhood Plan Committee, which have looked at the scheme.

A resident asked why the King Street Enhancement Scheme was not being addressed through the Neighbourhood Plan process.

A representative of Cheshire Area for Cheshire Action encouraged members to attend the next CEC Full Council meeting where a petition was to be submitted.

#### **15/046 To receive a talk from Cheshire East Council on the King Street Enhancement Scheme and to consider the Town Council view on the proposals**

The Mayor adjourned the meeting to allow representatives from Cheshire East Council to address the Council. An introduction to the current scheme was given and the process for how the present scheme had been developed. The recent engagement events were highlighted which had 2700 people viewing the plans and 735 speaking with engagement staff.



Cllr Forbes expressed disappointment that the plans had not been presented to the Town Council prior to wider engagement as had previously been agreed and raised concern that some residents in Over Ward did not receive the flyers promoting the engagement events. Cllr Forbes further highlighted issues with the present scheme relating to disabled access. Cllr Gray expressed concern that the scheme was not taking a view of the whole town centre and suggested the funds available could be better spent delivering improvements across the town centre. Concerns were raised by a number of members on the loss of parking spaces and the importance of choosing the best materials and retaining the historical character of the area were highlighted.

The Mayor gave opportunity for the public to further address the Council; several members of the public spoke raising concerns about the present scheme. The meeting was reconvened and members **resolved** to defer formal consideration of the scheme until the end of the consultation.

- 15/047 To receive and approve the minutes of the meeting held 8<sup>th</sup> June 2015**  
Members **resolved** to approve the minutes which were duly signed by the Mayor subject to a typographical correction to 15/031.
- 15/048 To note the minutes of committees which have met since the previous meeting**  
Members noted the minutes.
- 15/049 To receive an update on asset transfers**  
The Town Clerk reported that the leases for the Sparrow Lane and Warren Avenue allotments had now been completed.  
Cllr Forbes gave an update on the St John's Wood Sports Barn; reporting that whilst the Council had agreed not to take ownership of the Community Centre, one of the conditions that the lunch club be permitted to continue using the building had not been met.
- 15/050 To receive reports from Members having attended external events since the previous meeting**  
Cllr Forbes highlighted the forthcoming Community Spirit Fun Day.  
Cllr Malloy reported on attendance at the Mid Cheshire Rail Users Association AGM. Cllr Dean reported on attendance at the ChALC area meeting and requested the Town Clerk arrange a visit from Peaks and Plains at a future council meeting.
- 15/051 To receive an update in relation to Member surgeries**  
Cllr Mrs Gray reported that there had been no attendees at the July surgery.  
Members briefly discussed the surgeries and agreed to feedback comments to the Town Clerk.
- 15/052 To receive a report from Cheshire East Councillors**  
Cllr Gardiner provided an update on the closure of respite care beds at two sites in the borough highlighting that alternate provision had been made in the borough.
- 15/053 To consider an update from the Health & Social Care working group**  
Members **resolved** to approve the revised terms of reference for the working group.  
Cllr Malloy provided an update from the NHS Eastern Cheshire CCG.
- 15/054 To note and approve payments and receipts**  
Members **resolved** to approve the payments detailed in Annex A.
- 15/055 To consider the Town Council undertaking the direction of Knutsford Parking Wardens**  
Members **resolved** to undertake a trial of the direction of Knutsford Parking Wardens to be monitored by the Environment Committee which was delegated authority to determine the continuation of the trial.
- 15/056 To appoint the Emergency Plan co-ordinator and deputies**  
The Mayor adjourned the meeting to allow the Emergency Plan Community Co-ordinator to address the meeting; it was subsequently reconvened and members **resolved** to appoint Cllr Dean as co-ordinator with Cllrs Wells-Bradshaw, Gardiner and Coan as deputies each representing their

respective wards.

**15/057 To receive an update from the Citizen's Advice Bureau**

Cllr Mrs Gray reported on a meeting with the chief officer of the Cheshire East North Citizens Advice Bureau. It was noted that the continuation of the Council's support would be considered at the September meeting.

**15/058 Member questions to the Town Clerk**

Cllr Coan requested the Town Clerk arrange a visit from the Highways Agency to discuss the M6 widening works with the Council. Cllr Coan further enquired about Higher Town Green, asking if the Town Clerk had found out sufficient information for Land Registry to accept its registration; the Town Clerk confirmed he was still investigating.

**15/059 To receive a report of Mayoral Duties**

The Mayor reported on his attendance at recent engagements as detailed in Annex B.

**15/060 Public Participation**

A resident raised a number of points concerning the St John's Wood Sports Barn and members requested the Town Clerk to request from Cheshire East that ward councillors are updated on issues.

A resident highlighted the Council's Conservation Area Review survey, encouraging the public to submit responses and further enquired if Historic England had been consulted on the King Street Enhancement proposals.

**15/061 To note the date of the next meeting**

Members noted the date.

**Knutsford Town Council****ANNEX A****Current/ Deposit Account****Payment Schedule 29/06/2015 to 16/07/2015**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/06/2015	Communtiy Spirit	3937	3,383.00	Finance	Grant
08/07/2015	Civic Account	CIV-TFR	4,645.21	AKG	Civic Costs
08/07/2015	EE	DD	30.61	AKG	June Mobile Costs
08/07/2015	Charge Card	CTFR	300.00	AKG	Top Up Card
13/07/2015	July Payroll	PAYROLL	9,562.41	AKG	July Payroll
16/07/2015	Cheshire Association Of Local	3939	30.00	AKG	Training Course
16/07/2015	Clearabee Limited	3940	199.00	Ops	Clearance of Freeholders Hut
16/07/2015	Commercial Caretakers	3941	234.00	AKG	June Office Cleaning
16/07/2015	Danfo	3942	12,738.01	AKG	Toilet Costs Q2
16/07/2015	Fisher German	3943	6,435.00	AKG	Rent Review Agent Fees
16/07/2015	Kit & Kaboodle	3945	50.00	AKG	Corrective works at Market Hall
16/07/2015	THE LEAFLET TEAM	3946	519.00	NP	Print & Distribution of Leaflets
16/07/2015	Mereside Brass	3947	200.00	AKG	Band at Civic Sunday
16/07/2015	Microshade VSM	3948	122.40	AKG	Q2 Citrix
16/07/2015	Techno Type	3950	5.40	AKG	Certificate Prints
16/07/2015	Tunncliffe Signs	3951	1,589.96	AKG	Allotment Signage & Van Livery
16/07/2015	West Mercia Supplies	3952	66.06	AKG	Stationery / Market Toilet Rolls
16/07/2015	Ash Waste Services	DD01	412.86	AKG	July Waste Costs
16/07/2015	Business By Technology Ltd	DD02	153.29	AKG	June Copier Usage
16/07/2015	EE	DD03	64.99	AKG	Mobile Costs July
16/07/2015	The Royal Bank of Scotland	DD04	10.00	AKG	Autopay Charge
16/07/2015	A Keppel-Garner	3936	264.06	AKG	Reimbursements / Mileage
16/07/2015	C Stuart-West	3938	10.45	AKG	Mileage / Reimbursement
16/07/2015	S Sherliker	3953	14.50	AKG	Reimbursement
16/07/2015	A Keppel-Garner	3954	92.49	AKG	Sack Trolley / Key Cut
16/07/2015	Knutsford Old Folks Club	3955	56.00	AKG	Jubilee Hall Hire
<b>Total Payments</b>			<b>41,188.70</b>		

## Knutsford Town Council

### Charge Card

#### Payment Schedule 09/06/2015 to 16/07/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/06/2015	Sticka.co	CP-40	2.99	AKG	No Smoking Sticker
15/06/2015	Screwfix	CP-39	175.58	AKG	Town Ranger Tools
15/06/2015	Transtools	CP-41	136.68	AKG	Town Ranger Tools
15/06/2015	Pre-paid Financial Solutions	CP-FEES	2.20	AKG	Card Fees
16/06/2015	Co-Op	CP-38	8.85	AKG	Co-Op
18/06/2015	Crown Supplies	CP42	18.99	AKG	Cleaning Kit (Town Ranger)
18/06/2015	Co-op	CP43	15.50	AKG	Town Awards Juice/Cake
30/06/2015	Vikings	CP44	2.99	AKG	White Spirit
30/06/2015	Travis Perkins Trading Co	CP45	14.31	AKG	Clear silicone + Applicator
08/07/2015	Pre-paid Financial Solutions	CP-FEES	2.00	AKG	Card Fees

Total Payments 380.09

### Mayoral Engagements

## ANNEX B

Date	Event	Attended By
14/06/2015	Society Sunday at St John's Church	Mayor
20/06/2015	Tatton Singers' Concert	Deputy Mayor
26/06/2015	Charity VIP Preview Evening	Mayor
27/06/2015	Fabfest 2015	Mayor
28/06/2015	Knutsford Civic Sunday & Town Awards	Mayor
01/07/2015	Toft Taverners – Wave off for Lytham Trip	Deputy Mayor
03/07/2015	ATC Annual Dinner	Mayor
04/07/2015	Gymfinity Gymnastics Annual Competition	Mayor
04/07/2015	Knutsford Promenades	Mayor
05/07/2015	Alderley Edge Civic Sunday	Mayor
05/07/2015	Alsager Civic Service	Mayor
09/07/2015	St John's Wood Respect Graduation	Mayor
10/07/2015	My World	Mayor
11/07/2015	Guinness World Records Summer Reading Challenge	Mayor
12/07/2015	Macclesfield Civic Service	Cllr N Forbes
12/07/2015	Knutsford Mayor's Charity Treasure Hunt	Mayor
16/07/2015	Abbeyfield Summer Party	Mayor
17/07/2015	Launch of First Responder Recruitment	Mayor
19/07/2015	Friends of the Heath Summer Event	Mayor
19/07/2015	Poynton Civic Service	Cllr N Forbes

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

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## Minutes

*of the*

### **Town Council Meeting held September 28<sup>th</sup> 2015**

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

- 15/062 To hold a minute of silence in respect of the passing of Vivien Davies, former Mayor of Knutsford**  
Members held a one minute silence in memory of Vivien Davies Mayor of Knutsford 2012/13.
- 15/063 Present**  
Cllrs Dean, Nicholson, Bancroft, Farber, Gardiner, Goodrich Mrs Gray, Gray, Greenstein, Hutchence, Malloy, Power and Wells-Bradshaw
- In attendance: A Keppel-Garner (*Town Clerk*)
- 15/064 To receive apologies for absence**  
Apologies were received from Cllrs Coan and Forbes (personal business)
- 15/065 To note declarations of Members' interests**  
Cllr Gardiner declared a non-pecuniary interest in 15/076 on the grounds of being involved through his employment.
- 15/066 Public Participation**  
A representative of the Knutsford Conservation and Heritage Group welcomed the proposed letter concerning the Local Plan and suggested an amendment to include reference to the employment land.  
A representative of the South Knutsford Residents group endorsed the comments of KCHG and the detail of the letter, expressing a similar sentiment on behalf of the North Knutsford Community Group.
- 15/067 To receive a presentation Highways England concerning the M6 widening programme**  
The Mayor adjourned the meeting to allow representatives from Highways England to address the Council. The scheme was introduced with an expected start date of December 2015 for work lasting two years to create a Smart Motorway utilising the existing hard-shoulder as an additional lane. The improvements were expected to significantly reduce journey times for 25 years on current models. The Mayor thanked Highways England and commented on how well briefed they were before reconvening the meeting.
- 15/068 To consider the continued support of a Citizen's Advice Bureau service in Knutsford**  
The Mayor adjourned the meeting to allow the Chief Officer of the Cheshire East CAB North to address the Council; the meeting was subsequently reconvened and members **resolved** to continue funding the CAB service in Knutsford for a period of four years. Members further **resolved** to request contributions towards the service from neighbouring parishes.
- 15/069 To receive and approve the minutes of the meeting held 20<sup>th</sup> July 2015**  
Members **resolved** to confirm the minutes which were duly signed by the Mayor subject to the correction of 15/052 from "intermediate beds" to "respite beds".
- 15/070 To note the minutes of committees which have met since the previous meeting**

Members noted the minutes of the committees which had met. The Town Clerk responded to a question in relation to the Personnel Committee minutes on the new working arrangements for the Deputy Town Clerk and undertook to confirm the same by e-mail. Cllr Gardiner, as chairman of the Neighbourhood Plan Committee, encouraged residents to get involved with the Neighbourhood Plan.

**15/071 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 highlighting the continued push for the reopening of the Middlewich Branch line and its engagement with Manchester Airport over the airport's strategic plan.

**15/072 To receive update in relation to Member surgeries**  
No residents attended the September surgery.

**15/073 To receive a report from Cheshire East Councillors**  
Cllr Gardiner reported that there was much number crunching to do by Cheshire East Council in order to achieve the required level of savings in the next financial year. Cllr Gardiner further updated members on improvements to Adult Social Care, citing a new minimum of 30 minute appointments. Cllr Bancroft asked what could be done regarding the low staffing at Cheshire East and the effect it has on services such as planning and cemetery maintenance. Cllr Gardiner highlighted a forthcoming meeting between himself, Cllr Bancroft and representatives of residents groups to discuss delegated planning decisions with Cheshire East Council.  
Cllr Wells-Bradshaw stated that the three ward councillors had been undertaking lots of work in relation to the King Street Enhancements and that an announcement would be made soon.  
Cllr Malloy raised the current consultation on minimum council tax payments, provided a brief precis of the consultation and undertook to circulate details to all members.

**15/074 To receive an update from the Health and Social Care working group**  
Cllr Malloy reported that the working group had not met since June but read a statement from Jerry Hawker, Chief Officer of the NHS Eastern Cheshire Clinical Commissioning Group which stated that work was still ongoing with the various partners involved in the project and that a meeting was to be coordinated in due course.

**15/075 To receive an update on asset transfers**  
Cllr Wells-Bradshaw reported that options were being investigated and costed for the transfer of the Council Offices. Cllr Bancroft reported that a business case for the transfer of Booths Garden was being developed. Cllr Power reported that work was still ongoing for the transfer of Ashworth Park.

**15/076<sup>1</sup> To note and approve payments and receipts**  
Members **resolved** to approve the payments detailed in Annex A.

**15/077 To consider support the campaign against the closure of Macclesfield Courts**  
Members **resolved**<sup>2</sup> to support the campaign against the closure of Macclesfield Courts as prepared by the South & East Cheshire Magistrates.

**15/078 To consider a submission to the Planning Inspectorate concerning the Local Plan**  
Members **resolved** to submit a letter to the Planning Inspectorate as drafted with the addition of information on the employment and safeguarded land.

**15/079 To consider establishing a working group to review the Council surgeries**  
Members **resolved** that the Town Clerk investigate options for the continuation of the Council surgeries with a steer that the stalls at the Makers Market were deemed successful.

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<sup>1</sup> Cllr Greenstein left the meeting at this item.

<sup>2</sup> Cllrs Wells-Bradshaw and Gardiner abstained from voting.

- 15/080 To consider a recommendation from the Personnel Committee to adopt a Filming of Council Meetings Policy**  
Members **resolved** to adopt the policy subject to the removal of the clause which permitted the public participating in meetings to be filmed.
- 15/081 To consider a request from the Events Committee to cover the costs of infrastructure installation for the new Christmas Illuminations**  
Members **resolved**<sup>3</sup> to approve an overspend by the Events Committee to cover the infrastructure costs for the installation of new Christmas illuminations.
- 15/082 Member questions to the Town Clerk**  
No members raised any questions.
- 15/083 To receive a report of Mayoral Duties**  
The Mayor reported on the duties detailed in Annex B and thanked the Deputy Mayor and Cllr Forbes for the duties they had undertaken on his behalf.
- 15/084 Public Participation**  
A resident spoke in relation to the letter to be submitted to the Planning Inspector on the Local Plan. A second resident echoed the comments made.
- 15/085 To note the date of the next meeting**  
Members noted the date.

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<sup>3</sup> Cllr Bancroft voted against the resolution.

# ANNEX A

## Knutsford Town Council Current/ Deposit Account Payment Schedule 28/09/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/09/2015	Knutsford Lions	3986	360.00	Finance	Grant
08/09/2015	Cheshire Search & Rescue	3987	1,100.00	Finance	Grant
08/09/2015	Brook Street Chapel	3988	1,500.00	Finance	Grant
08/09/2015	Knutsford Photographic Society	3989	200.00	Finance	Grant
17/09/2015	Northwich Town Mayor's Charity	3990	34.00	AKG	Dinner Tickets (x2)
17/09/2015	Cllr N Forbes	3991	30.65	AKG	Mileage Claim
17/09/2015	S Sherliker	3992	6.62	AKG	Reimbursement
17/09/2015	Ash Waste Services	DD01	405.84	AKG	September Waste Collection
17/09/2015	Business By Technology Ltd	DD02	111.31	AKG	Copier usage - August
17/09/2015	Be Fuel Cards	DD03	78.76	AKG	Fuel: 70.66L 25/08
17/09/2015	EE	DD04	47.24	AKG	August Mobile Costs
17/09/2015	EE	DD05	52.51	AKG	September Mobile Costs
17/09/2015	FP Teleset	DD06	222.00	AKG	Franking Machine – Credit & Rental
17/09/2015	Network	DD07	305.00	AKG	October Van Lease
17/09/2015	Opus Energy	DD08	254.84	AKG	August Electricity - Market
17/09/2015	British Telecom	DD09	70.45	AKG	Q2 Line Rental and Calls
21/09/2015	A Keppel-Garner	3993	171.08	AKG	Reimbursements
21/09/2015	R White	3994	63.18	AKG	Mileage Claims (x4)
21/09/2015	Commercial Caretakers	3995	234.00	AKG	Office Cleaning August
21/09/2015	KDE Ltd	3996	93.60	AKG	Repairs to Sink (Market)
21/09/2015	PR JONES	3997	500.00	Environment	Enamel repair - Mayor's Chain
21/09/2015	Reaseheath College	3998	355.00	AKG	Brush Cutter Course & PA6 Re-Assessment
21/09/2015	Society of Local Council Clerk	3999	474.00	Personnel	SLCC National Conference
21/09/2015	Techno Type	4000	48.97	AKG	Poster Prints (Market and KTC Stall)
21/09/2015	Tunncliffe Signs	4001	1,589.96	AKG	Replacement of #3951 (lost)
21/09/2015	Tunncliffe Signs	3951C	-1,589.96	AKG	Cancellation (Lost)
21/09/2015	UKOS	4002	224.53	AKG	Paper
<b>Total Payments</b>			<b>6,943.58</b>		

### Civic Ball Account

21/09/2015	On Course Catering Ltd	353	774.50	AKG	Golf Day Catering
<b>Total Payments</b>			<b>774.50</b>		

### Payments Deferred by Finance Committee

*Request from Finance Committee for further information (supplied by e-mail) prior to approval.*

24/08/2015	Cumberbirch Building Contractors	3968	1,004.40	AKG	Repair to pavement & drain (60 King St)
24/08/2015	D A Greenslade	3669	170.00	AKG	Roof Works at 60 King Street
24/08/2015	HJ Consulting Engineers Ltd	3985	696.00	AKG	Survey - 60 King Street
11/08/2015	A Keppel-Garner	3958	224.91	AKG	Reimbursements
25/08/2015	A Keppel-Garner	3959	65.55	AKG	Mileage & Reimbursement
<b>Total Payments</b>			<b>2160.86</b>		



**Mayoral Engagements**

Date	Event	Attended By
21/07/2015	High Legh GC National Academy Grand Opening	Mayor
25/07/2015	Longridge & Shaw Heath Fun Day	Mayor
26/07/2015	Sandbach Civic Parade	Mayor
04/08/2015	Knutsford WI Inspiring Women Exhibition	Deputy Mayor
05/08/2015	Friends of the Moor Play Day	Cllr Neil Forbes
29/08/2015	NW Parachute Regiment Rededication & Service	Mayor
03/09/2015	BHF Heartstart Course	Mayor
08/09/2015	Knutsford Library Summer Reading Challenge	Mayor
10/09/2015	Opening of Golfino	Mayor
10/09/2015	Unitarian Chapel Heritage Open Day	Mayor
17/09/2015	NeuroMuscular Centre Open Day, Winsford	Mayor
18/09/2015	Church Hill Café Opening at St John's Church	Mayor
20/09/2015	Bollington Civic Service	Mayor
20/09/2015	Mayor of Cheshire East Civic Service	Deputy Mayor
20/09/2015	Winsford Salt Fair Service	Cllr Neil Forbes
22/09/2015	Knutsford Mayor's Charity Golf Day	Mayor
23/09/2015	Conquest of England with Danish Consul	Deputy Mayor
27/09/2015	Unitarian Chapel Anniversary Service	Mayor

# Knutsford Town Council

Town Clerk: Adam Keppel-Garner

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## Minutes

of the

### Town Council Meeting held November 2<sup>nd</sup> 2015

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

#### 15/086 Present

Cllrs Dean, Nicholson, Hutchence, Mrs Gray, Wells-Bradshaw, Greenstein, Bancroft, Malloy, Farber, Forbes, Goodrich, Gardiner, Gray and Power.

#### 15/087 To receive apologies for absence

Apologies were received from Cllr Coan on personal business.

#### 15/088 To note declarations of Members' interests

Cllr Forbes	Non-pecuniary	15/090	On the grounds of being disabled
	Non-pecuniary	15/091	Married to a John Lewis Partner
			Member of charity of which Tatton Estate Management is corporate patron.
Cllr Malloy	Non-pecuniary	15/090	Deputy Chairman of Town Plan, Chairman of Town Plan Town Centre working group.
Cllr Nicholson	Non-pecuniary	15/091	Known to the Tatton Estate
Cllr Gardiners and Wells-Bradshaw	Non-pecuniary	15/091	Known to the Tatton Estate
	Non-pecuniary	15/090	On the King St enhancement project board
Cllr Dean	Non-pecuniary	15/090	Chairman of King St enhancement project board
Cllr Power	Non-pecuniary	15/091	Known to the Tatton Estate

#### 15/089 Public Participation

A representative from Cheshire Area for Cheshire Action spoke in relation to discussions at Cheshire East Council concerning health and social care.

A resident raised three questions in relation to the Tatton Estate presentation concerning proposals for development at North West Knutsford.

#### 15/090 To consider a presentation from Cheshire East Council on the King Street Enhancement Scheme

The Mayor adjourned the meeting to allow representatives of Cheshire East Council to address the Town Council. A presentation was received covering the results of the consultation work undertaken which showed that businesses did not support the proposed scheme but there was support from residents. Cheshire East Council representatives stated that the project was being referred to the Town Council to determine the way forward. Members of the public were given opportunity to raise questions prior to the meeting being reconvened. Cllr Wells-Bradshaw left the meeting. Members **resolved** to refer the King Street Enhancement Project to the Neighbourhood Plan Committee.<sup>1</sup>

#### 15/091 To consider a presentation from the Tatton Estate on their consultation work over the summer

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

The Mayor adjourned the meeting to allow representatives of the Tatton Estate to address the Council which comprised a presentation on the consultation work on design codes over the summer and plans for additional development at North West Knutsford. Members of the public were given opportunity to raise questions prior to the meeting being reconvened.

- 15/092 To receive and approve the minutes of the meeting held 28<sup>th</sup> September 2015**  
Members **resolved** to confirm the minutes which were duly signed by the Mayor.
- 15/093 To note the minutes of committees which have met since the previous meeting**  
Members noted the minutes of the committees which had met.
- 15/094 To receive reports from Members having attended external events since the previous meeting**  
Cllr Nicholson reported on attendance at the Manchester Airport Parish Councils meeting stating that a new Environment and Ecology website was now up and running where aircraft noise could be tracked. Cllr Nicholson further reported on attendance with Cllrs Gray and Mrs Gray at the 59<sup>th</sup> Cheshire Community Pride awards where Knutsford was awarded “runner up” in the best Market Town category and received a Little Gem Award for Marble Arch. Cllr Nicholson further reported on attendance at the North West in Bloom awards with Knutsford in Bloom where they were awarded Silver Gilt and a discretionary award for the Business Community efforts.  
Cllr Bancroft reported on a meeting with planning officers at Cheshire East Council in relation to issues highlighted through the Planning Committee and attendance at the ChALC AGM.
- 15/095 To receive update in relation to Member surgeries**  
Cllr Greenstein reported that no members of the public had attended the October surgery.
- 15/096 To receive a report from Cheshire East Councillors**  
Cllr Dean reported that the Local Plan Inspection was close to its final 14 days.
- 15/097 To receive an update from the Health and Social Care working group**  
Cllr Malloy reported the working group had not met since June and was unable to get a date from the East Cheshire NHS trust and Clinical Commissioning Group for a meeting. The Mayor undertook to get involved to seek an appropriate structure and engagement from partners.
- 15/098 To note and approve payments and receipts**  
Members **resolved** to approve the payments detailed in Annex A.
- 15/099 To consider changes to the remit of the Environment and Operations Committees including to consider alterations to Standing Orders**  
Members **resolved** to transfer responsibility for the Town Ranger to the Operations Committee. Changes to the Council’s Standing Orders stood adjourned to the following meeting.
- 15/100 To consider a recommendation from the Operations Committee that the council audio-records all meetings**  
Members **resolved** to refer the matter back to the Operations Committee for further consideration.
- 15/101 Member questions to the Town Clerk**  
Cllr Bancroft asked if any Parish Councils had responded to the request towards funding the Citizens Advice Bureau, the Town Clerk confirmed that to date none had. Cllr Bancroft requested additional detail be added to payment schedules when mileage claims were being authorised. Cllr Farber asked if ChALC offered training on Planning matters, the Town Clerk confirmed that two sessions had been recently held and that more were likely in the new year.
- 15/102 To receive a report of Mayoral Duties**  
The Mayor reported on the duties detailed in Annex B.

**15/103 Public Participation**

Two residents spoke in relation to the Local Plan.

**15/104 To note the date of the next meeting**

Members noted the date.

FINAL

# Knutsford Town Council

## ANNEX A

### Payment Schedule

November 2<sup>nd</sup> 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>
21/10/2015	Payroll	PAYROLL	9,873.18	AKG	October Payroll
22/10/2015	S Sherliker	4014	13.27	AKG	Mileage / Reimbursement
22/10/2015	Society of Local Council Clerk	4015	284.00	AKG	Town Clerk Membership 2015/16
22/10/2015	Cheshire East Council	4016	10.00	AKG	Event Safety Course Attendance (LB)
22/10/2015	Cllr Dean	4017	150.30	AKG	Mileage Claims
26/10/2015	RBL Poppy Appeal	4018	74.00	AKG	Wreaths
26/10/2015	A Keppel-Garner	4019	54.00	AKG	Mileage / Reimbursements
26/10/2015	Danfo	4021	12,590.17	AKG	Toilet Contract Costs Aug-Nov
26/10/2015	Display Wizard	4022	135.59	NP	Neighbourhood Plan Banner
26/10/2015	KDE Ltd	4023	1,421.18	Ops / AKG	Electrical Works @ Market Hall
26/10/2015	Microshade VSM	4024	122.40	AKG	Citrix Hosting
26/10/2015	Society of Local Council Clerk	4025	150.00	AKG	Quotes & Tendering Course (AKG)
26/10/2015	Tunncliffe Signs	4026	837.74	Environment	2 x Welcome to Knutsford Signs
26/10/2015	West Mercia Supplies	4027	160.12	AKG	Cleaning Supplies
26/10/2015	Network	DD [1009]	305.00	AKG	Van Lease November
26/10/2015	United Utilities Water PLC	DD [1011]	128.64	AKG	Market Water - 10/07-08/10
26/10/2015	FP Teleset	DD [997]	150.00	AKG	Franking Machine Credit
26/10/2015	Business By Technology Ltd	DD [998]	131.45	AKG	Copier usage September
26/10/2015	Be Fuel Cards	DD996/1005	70.48	AKG	Card Fee
26/10/2015	ChALC	4020	35.00	AKG	Pensions Update Seminar (AKG)
26/10/2015	R White	4028	49.40	AKG	Mileage Claim x3
26/10/2015	Cllr N Forbes	4029	14.00	AKG	Mileage Claim x 1
<b>Total Payments</b>			<b>26,759.92</b>		

**Mayoral Engagements**

Date	Event	Attended By
29/09/2015	Lord Lieutenant's Young People's Poppy Awards	Mayor
02/10/2015	Knutsford Lions Charity Concert	Mayor
03/10/2015	Manor Park School Autumn Fair	Deputy Mayor
04/10/2015	Middlewich Civic Service	Deputy Mayor
09/10/2015	Reflections on life of Elizabeth Gaskell Exhibition	Mayor
11/10/2015	Winsford Civic Service	Mayor
15/10/2015	59th Community Pride Awards	Deputy Mayor
16/10/2015	Knutsford Scouts Annual Dinner	Deputy Mayor
18/10/2015	Nantwich Civic Service	Mayor
20/10/2015	Northwich Mayor's Indian Night	Mayor
30/10/2015	NFU Mutual Office Opening	Mayor
31/10/2015	Pumpkin Path	Mayor

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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## Minutes

*of the*

### **Town Council Meeting held December 14<sup>th</sup> 2015**

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

#### **15/104 Present**

Cllrs Dean, Nicholson, Hutchence, Mrs Gray, Bancroft, Coan, Malloy, Farber, Forbes, Goodrich, Gardiner, Gray and Power.

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

#### **15/105 To receive apologies for absence**

Apologies were received from Cllrs Wells-Bradshaw (business) and Greenstein (health).

#### **15/106 To note declarations of Members' interests**

Cllrs Dean and Gardiner declared a non-pecuniary interest in 15/116 on the grounds of being Cheshire East Councillors.

#### **15/107 Public Participation**

No members of the public wished to address the Council.

#### **15/108 To receive and approve the minutes of the meeting held 2<sup>nd</sup> November 2015**

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

#### **15/109 To note the minutes of committees which have met since the previous meeting**

Members noted the minutes. Members expressed thanks to Officers and the Events Committee for the Christmas events.

#### **15/110 To receive reports from Members having attended external events since the previous meeting**

Cllr Mrs Gray reported on a meeting with the Chief Officer of the Citizens Advice Bureau where it had been discussed that the CAB were keen to re-start services in Longridge due to demand and this was waiting on space in the Council Offices being made available by Cheshire East Council for training purposes.

Cllr Bancroft reported on attendance at the NALC 'Communities Can' conference where there was much discussion on Planning and Neighbourhood Planning and a talk on devolution of services.

Cllr Forbes reported on attendance with Cllr Bancroft at the CEC Town and Parish Council conference where it was announced that the council tax support grant would not be cut in 2016 but reduced by half.

Cllr Forbes further reported on attendance at a meeting of Community Spirit where concerns were raised about the lack of parking enforcement in the Longridge area.

Cllr Mrs Gray reported on attendance with Cllr Nicholson at a meeting of the Canute Millennial working group and displayed the agreed branding.

Cllr Power reported on attendance at meetings of the Friends of the Moor and drew members' attention to the hard work of the group and expressed thanks to the committee. Cllr Dean reported likewise in relation to the Friends of the Heath.

Cllr Gardiner reported on attendance at an informal trustees meeting of the Heritage Centre.

Cllr Dean reported on attendance at a meeting of the Community Rail Partnership in relation to

a steam train visit in 2017 and the Best Kept Station awards in January.

**15/111 To receive update in relation to Member surgeries**

Cllr Farber reported that no members of the public had attended the December surgery.

**15/112 To receive a report from Cheshire East Councillors**

Cllr Dean reported that the Leader of Cheshire East Council had given notice to resign his position in the new year. Cllr Gray raised a query regarding a request for information made early in the year by the Town Clerk and subsequently Cllr Wells-Bradshaw and Cllr Gray to which no response had been received.

**15/113 To receive an update from the Health and Social Care working group**

Cllr Malloy reported that there was no update. Cllr Dean reported that he had had a meeting with the Leader of Cheshire East Council who was getting personally involved with a new Knutsford medical centre.

**15/114 To note and approve payments**

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

**15/115 To consider revisions to Standing Orders as adjourned from the November meeting**

Members **resolved** not to amend standing orders but highlighted the need for greater communication between the Environment and Operations committees in relation to the management of green spaces.

**15/116 To consider a recommendation from the Finance Committee in relation to the Cheshire East Council consultation on the Council Tax Support Grant**

Cllr Forbes reported on the recommendation as Chairman of the Finance Committee and reminded members of the announcement made at the Town and Parish Council conference that the grant would be made in 2016 at 50% of the current value and removed completely in 2017. Members noted the recommendation in light of the new information.

**15/117 Member questions to the Town Clerk**

Cllr Nicholson commented on the table covering, thanking the Town Clerk for arranging promptly following the suggestion from the Operations committee.

**15/118 To receive a report of Mayoral Duties**

The Mayor reported on the duties detailed in Annex B. The Mayor announced that the Christmas Market raffle had raised £505 for the Mayor's Charities and thanked all councillors for their efforts selling raffle tickets.

**15/119 Public Participation**

No members of the public wished to address the Council.

**15/120 To note the date of the next meeting (11<sup>th</sup> January 2016)**

Members noted the date.



# Knutsford Town Council

## ANNEX A

### Payment Schedule 14<sup>th</sup> December 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>
20/11/2015	Cllr Dean	4054	60.80	AKG	Mileage Claims (x4)
20/11/2015	VOID CHEQUE	4053	0.00	AKG	VOID CHEQUE
24/11/2015	November Payroll	PAYROLL	7,745.83	AKG	November Payroll
01/12/2015	Be Fuel Cards	DD [1040]	81.01	AKG	Fuel 11/11 71.39L
01/12/2015	FP Teleset	DD [1047]	72.00	AKG	Franking Machine Rental
04/12/2015	AA SIGNS	4055	687.60	AKG	Christmas Market Signage
04/12/2015	Animal Island	4056	1,350.00	Events	Reindeer Hire
04/12/2015	Aria Technology Ltd	4057	637.30	Ops	Monitor and Computer
04/12/2015	Event Buddha Limited	4058	9,640.24	AKG	Christmas Event Supplies
04/12/2015	Berrys Ltd	4059	48.00	AKG	Advance Notice Road Closure Signs
04/12/2015	City of Chester Band	4060	500.00	AKG	Marching Band (Reindeer and Lantern)
04/12/2015	Commercial Caretakers	4061	234.00	AKG	Office Cleaning November
04/12/2015	Cranford Cafe	4062	204.00	AKG	Remembrance Sunday Refreshments
04/12/2015	D A Greenslade	4063	120.00	AKG	Roofing works at 60 King St
04/12/2015	Steve Ikin Limited	4064	1,091.00	Events/AKG	Improvements to Crib
04/12/2015	KDE Ltd	4065	908.79	AKG	Compliance testing @ Market + rep heater
04/12/2015	Reaseheath College	4066	250.00	AKG	Town Ranger Hedge trimmer Training
04/12/2015	Techno Type	4067	318.61	AKG	Stationery and Print (Christmas)
04/12/2015	West Mercia Supplies	4068	33.58	AKG	Stationery
04/12/2015	British Telecom	DD [1055]	79.58	AKG	Phone Usage + Rental
04/12/2015	Ash Waste Services	DD[1062/3]	429.76	AKG	Market /Council Office Waste December
04/12/2015	Network	DD[1066]	305.00	AKG	Van Lease to 09/01/16
04/12/2015	Business By Technology Ltd	DD[1068]	87.01	AKG	Copier Usage November
04/12/2015	Ansa Environmental Services	4069	532.76	Events	Pumpkin Path Road Closure
04/12/2015	UKOS	4070	141.60	AKG	A4 and A3 Paper
04/12/2015	Discount Displays	4071	159.00	AKG	Freestanding Whiteboard
04/12/2015	Glaisyers Solicitors	4072	960.00	Ops	Legal Advice
07/12/2015	A Keppel-Garner	4073	93.69	AKG	Mileage (x1) & Reimbursements
<b>Total Payments</b>			<b>26,771.16</b>		

## ANNEX B

### Mayoral Engagements

Date	Event	Attended
05/11/2015	First Responders' Heartstart Course	Mayor
06/11/2015	Cross Keys - Official Opening	Mayor
08/11/2015	Remembrance Sunday	Mayor
13/11/2015	Knutsford Rugby Club Sportsman's Dinner	Mayor
15/11/2015	Gaskell Service at Unitarian Chapel	Mayor
21/11/2015	Tatton Singers' 40th Anniversary Concert	Mayor
22/11/2015	Mobberley Parish Civic Sunday	Mayor
24/11/2015	Knutsford Tennis Club Court Opening	Deputy Mayor
28/11/2015	Mayor's Stall at Christmas Market	Mayor
28/11/2015	Christmas Market & Lights	Mayor
01/12/2015	Mid Cheshire Community Rail Partnership Carol Service	Mayor
04/12/2015	Connecting Cheshire Broadband Photoshoot	Mayor
05/12/2015	Knutsford Lantern Parade	Mayor
05/12/2015	Knutsford Crib Service	Mayor
07/12/2015	Knutsford Christmas Window Judging	Mayor
08/12/2015	Beaver & Cub Carol Service	Mayor
09/12/2015	We Will Rock You at Knutsford Academy	Mayor
12/12/2015	Prize-giving at Wendy Diddams	Mayor

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

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## Minutes

*of the*

### **Town Council Meeting held January 11<sup>th</sup> 2016**

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

#### **15/121 Present**

Cllrs Dean, Nicholson, Hutchence, Mrs Gray, Wells-Bradshaw, Greenstein, Malloy, Bancroft, Farber, Forbes, Goodrich, Coan, Gardiner, Power and Gray.

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

#### **15/122 To receive apologies for absence**

All members were present.

#### **15/123 To note declarations of Members' interests**

All members declared a pecuniary interest in respect of setting the precept at 15/132 and all members requested a dispensation for the same which was granted by the Town Clerk.

Cllrs Forbes and Gardiner	Non-pecuniary	15/134	Known to beneficiaries
Cllrs Malloy and Power	Non-pecuniary	15/127	Users of Children's Centre
Cllr Gardiner	Non-pecuniary	15/127	Deputy Chairman of Manor Park School Governors
Cllr Nicholson	Non-pecuniary	15/127	Governor at Manor Park School
Cllrs Gardiner, Dean and Wells-Bradshaw	Non-pecuniary	15/127	Cheshire East Councillors
Cllrs Gardiner, Coan, Dean and Hutchence	Non-pecuniary	15/138	Members of organisation involved.
Cllrs Farber, Nicholson, Coan, Gardiner and Power	Non-pecuniary	15/139	Known to tenant of 60 King Street
Cllr Greenstein	Pecuniary	15/139	Tenant of 60 King St is client

#### **15/124 Public Participation**

A representative of Knutsford Conservation and Heritage Group spoke regarding 'fracking' inviting the Town Council to organise a public meeting on the issue once more is known about potential 'fracking' in the area. Cllr Dean responded that he was seeking information from the Environment Agency.

The Community Development Co-ordinator of Great Places spoke in relation to the proposed closure of the Children's Centre outlining the centre's importance.

Four users of the Children's Centre addressed the Council outlining how the centre had benefited them, outlining problems with the consultation and alternative venues, and opposing the proposed closure.

A resident encouraged the Town Council to respond to the consultation of the same and suggested the importance of an impact assessment being undertaken.

#### **15/125 To receive and approve the minutes of the meeting held 14<sup>th</sup> December 2015**

Members **resolved** to confirm the minutes as a true record which were duly signed by the Mayor subject to a correction to 15/111.

#### **15/126 To note the minutes of committees which have met since the previous meeting**

Members noted the minutes. Cllr Mrs Gray provided a report on the Canute Millennial celebrations.

- 15/127 To consider a response to the Cheshire East Council consultation on the closure of Knutsford Children's Centre**  
The Mayor moved this item to follow 15/126 and adjourned the meeting to allow representatives of Cheshire East Council to address the meeting.  
A background to the proposals was presented and clarification on what is meant by "de-designation" as opposed to closure. Concern was expressed that the consultation did not communicate the message presented by the visiting officers. The Mayor reconvened the meeting and members **resolved** that Cllrs Gray, Mrs Gray, Malloy and Power prepare a response to the consultation; to be circulated to all members for comment and further **resolved** that the Town Clerk be authorised to submit the response on behalf of the Council.
- 15/128 To receive reports from Members having attended external events since the previous meeting**  
No members had attended an external event since the previous meeting.
- 15/129 To receive update in relation to Member surgeries**  
Cllr Power reported no members of the public had attended the January surgery.
- 15/130 To receive a report from Cheshire East Councillors**  
Cllr Wells-Bradshaw reported that she had been dealing with a number of issues with street lighting in particular on King Edward Road. Cllr Gardiner reported that three candidates were in the running for Leader of Cheshire East Council and that a consultation on the Local Plan was forthcoming.
- 15/131 To receive an update from the Health and Social Care working group**  
Cllr Malloy reported that there was no update to present.
- 15/132 To consider a recommendation from the Finance Committee with regard to the budget for 2016/17 and to confirm the precept to be set for 2016/17**  
Members **resolved**<sup>1</sup> to approve the budget and set the precept for 2016/17 at £247,108.
- 15/133 To reaffirm support for the re-opening of the Middlewich Branch Line now renamed the Mid Cheshire Rail Link Campaign**  
Members **resolved** to reaffirm support for the re-opening of the Middlewich Branch Line.
- 15/134 To note and approve payments**  
Members **resolved** to approve the payments detailed in Annex A
- 15/135 Member questions to the Town Clerk**  
Cllr Farber enquired about plans for the Civil Defence of Knutsford. The Town Clerk reported the town has an Emergency Plan.
- 15/136 To receive a report of Mayoral Duties**  
The Mayor reported on the duties detailed in Annex B.
- 15/137 Public Participation**  
A resident enquired about the progress of engaging George Osborne MP in the health centre project; the Mayor responded that Cllr Wells-Bradshaw was best placed to take the matter forward.
- 15/138 To consider the recovery of outstanding debts**  
Members **resolved** to exclude the public and press on the grounds of the confidential nature of discussions.

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<sup>1</sup> Cllr Farber voted against this resolution.

Members **resolved** that the Town Clerk serve letters of intent upon the two outstanding debtors, offering a payment schedule to assist in repayment and report back to Council.

**15/139 To consider matters related to the Council's asset portfolio**

Members **resolved** to approve the action detailed in confidential annex C15/05

Cllr Greenstein left the meeting.

Members **resolved** to adjourn this item to the next meeting.

**15/140 To note the date of the next meeting (22<sup>nd</sup> February 2016)**

Members noted the date.

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# Knutsford Town Council

## ANNEX A

### Payment Schedule January 2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/12/2015	Charge Card	TRF	300.00	AKG	Top-up
14/12/2015	Ash Waste Services	DD [1076]	50.74	AKG	Excess Weight Charge
16/12/2015	December Payroll	PAYROLL	8,907.89	AKG	December Payroll
05/01/2016	Blue Arrow Traffic Management	4081	570.00	AKG	Lantern Parade Traffic Management
05/01/2016	Commercial Caretakers	4082	234.00	AKG	December Office Cleaning
05/01/2016	Cumberbirch Building Contractors	4083	1,420.80	AKG	Gutter clearance inc scaffold
05/01/2016	Hampshire Flag Company	4084	57.54	AKG	Christmas Bunting for Market
05/01/2016	Hertel Solutions Limited	4085	100.80	AKG	Market Legion Mon (Nov/Dec)
05/01/2016	KDE Ltd	4086	151.68	AKG	Repair to Lighting Unit
05/01/2016	Knutsford Electrical Supplies	4087	6.00	AKG	Light Fitting Starters
05/01/2016	NALC	4088	234.00	AKG	Communities Can Conference
05/01/2016	Silk 106.9 FM	4089	480.00	Events	Christmas Light Switch On
05/01/2016	West Mercia Supplies	4090	19.24	AKG	Pens / Mouse
05/01/2016	Ansa Environmental Services	4091	775.76	AKG	Bins and Street Clean - Xmas
05/01/2016	Be Fuel Cards	DD [1075]	6.00	AKG	New Card
05/01/2016	Be Fuel Cards	DD [1082]	2.68	AKG	Unleaded 2.5L
05/01/2016	Network	DD [1086]	305.00	AKG	January Van Lease
05/01/2016	EE	DD [1089]	51.31	AKG	December Mobile Costs
05/01/2016	Ash Waste Services	DD [1087/8]	428.20	AKG	January Market Waste Collectio
05/01/2016	ICO	DD	35.00	AKG	Registration Renewal
05/01/2016	R White	4074	19.26	AKG	Mileage Claim (x2)
05/01/2016	Cllr Bancroft	4092	131.25	AKG	Travel (Train) Claim (x 1)
05/01/2016	Holy Bagels	4128	95.00	AKG	Christmas Market Refund
05/01/2016	Clare Patterson	4129	95.00	AKG	Christmas Market Refund
05/01/2016	Tatton Brewery Ltd	4130	75.00	AKG	Christmas Market Refund
05/01/2016	Ms P Beddard	4131	95.00	AKG	Christmas Market Refund
05/01/2016	Andrew Berwick	4075	55.00	AKG	Christmas Market Refund
05/01/2016	L Pickering	4076	55.00	AKG	Christmas Market Refund
05/01/2016	Bunjee Products Ltd	4077	75.00	AKG	Christmas Market Refund
05/01/2016	Chloe Robinson	4078	60.00	AKG	Christmas Market Refund
05/01/2016	E & D Creatives	4079	55.00	AKG	Christmas Market Refund
05/01/2016	Sarah Stoneham	4080	55.00	AKG	Christmas Market Refund
05/01/2016	Natalie Spencer	4093	60.00	AKG	Christmas Market Refund
05/01/2016	Frank Melling	4094	55.00	AKG	Christmas Market Refund
05/01/2016	TGLE Greater Manchester	4095	55.00	AKG	Christmas Market Refund
05/01/2016	Lyndsey Green	4097	55.00	AKG	Christmas Market Refund
05/01/2016	Little Green Tree Company	4096	55.00	AKG	Christmas Market Refund
05/01/2016	The Mere	4098	75.00	AKG	Christmas Market Refund
05/01/2016	Kim Eagle	4099	55.00	AKG	Christmas Market Refund
05/01/2016	N Metcalfe	4100	55.00	AKG	Christmas Market Refund
05/01/2016	Original Pictures Ltd	4101	55.00	AKG	Christmas Market Refund
05/01/2016	Louise Campbell	4102	55.00	AKG	Christmas Market Refund
05/01/2016	Sian Owen	4103	70.00	AKG	Christmas Market Refund
05/01/2016	Pupcakes	4104	60.00	AKG	Christmas Market Refund
05/01/2016	Ruth Smith	4105	60.00	AKG	Christmas Market Refund
05/01/2016	Mhari Oakes	4106	55.00	AKG	Christmas Market Refund
05/01/2016	Stockley Farm	4107	75.00	AKG	Christmas Market Refund

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/01/2016	Jamie Edwards	4108	50.00	AKG	Christmas Market Refund
05/01/2016	Wood and Slate	4109	55.00	AKG	Christmas Market Refund
05/01/2016	M Richards	4110	65.00	AKG	Christmas Market Refund
05/01/2016	Lesley McGeagh	4111	65.00	AKG	Christmas Market Refund
05/01/2016	Carol Allen	4112	65.00	AKG	Christmas Market Refund
05/01/2016	Hazel Burgess	4113	65.00	AKG	Christmas Market Refund
05/01/2016	H20 Ltd	4114	55.00	AKG	Christmas Market Refund
05/01/2016	Belgian Beer Co	4115	55.00	AKG	Christmas Market Refund
05/01/2016	The Cheese Yard	4116	55.00	AKG	Christmas Market Refund
05/01/2016	Isobel Carse	4117	60.00	AKG	Christmas Market Refund
05/01/2016	Gusto	4118	55.00	AKG	Christmas Market Refund
05/01/2016	ManCoCo Ltd	4119	75.00	AKG	Christmas Market Refund
05/01/2016	James Ratcliffe	4132	55.00	AKG	Christmas Market Refund
05/01/2016	Hadi Loftabady	4120	110.00	AKG	Christmas Market Refund
05/01/2016	Angela de Fouw	4121	55.00	AKG	Christmas Market Refund
05/01/2016	The Real Fruit Creamery	4122	75.00	AKG	Christmas Market Refund
05/01/2016	Rickson's Ltd	4123	55.00	AKG	Christmas Market Refund
05/01/2016	J Ryding	4124	55.00	AKG	Christmas Market Refund
05/01/2016	Roger Forster	4125	110.00	AKG	Christmas Market Refund
05/01/2016	Gemma Wright	4126	55.00	AKG	Christmas Market Refund
05/01/2016	Georgina Nicholson	4127	55.00	AKG	Christmas Market Refund
05/01/2016	Project Rudolph	4133	60.00	AKG	Christmas Market Refund
05/01/2016	Patrick Stone	4134	512.00	AKG	Millennium Bursary
05/01/2016	The Mere	357	1,350.00	AKG	Deposit for Mayor's Ball
<b>Total Payments</b>			<u>19,164.15</u>		

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**Knutsford Town Council****Charge Card****List of Payments made between 30/10/2015 and 05/01/2016**

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/10/2015	Land Registry	CP54	12.00	AKG	Title Plans
05/11/2015	Cheshire East Council	CP51	21.00	AKG	TEN Licence (Christmas Market)
05/11/2015	Namebadge International	CP52	54.06	AKG	Councillor Name Badges
05/11/2015	Small World Design Ltd	CP53	98.99	Finance	Bushnell Speed Gun (Grant)
05/11/2015	Prepaid Financial Solutions	CP-FEES	6.00	AKG	Card Fees
13/11/2015	My Hermes	CP-58	13.49	AKG	Market Sign Delivery
20/11/2015	Beaumonde	CP-56	27.55	Events	5 x Snowman Lanterns
20/11/2015	Screwfix	CP-57	31.99	AKG	Helmet & Visor (Town Ranger)
20/11/2015	4 Your Home	CP-59	14.79	AKG	Tablecloth
20/11/2015	Wilko	CP-60	12.50	AKG	Christmas Lights (Market Tree)
25/11/2015	B & Q	CP-61	24.61	AKG	Town Ranger Materials
25/11/2015	Vikings	CP-62	7.99	AKG	LED Lightbulb
25/11/2015	Co-Op	CP-63	5.00	AKG	Coffee
26/11/2015	Print a Banner	CP-64	23.50	AKG	Banner
10/12/2015	Microsoft	CP-65	99.99	AKG	Windows 10
10/12/2015	Timpsons	CP-66	6.00	AKG	Key Cut
14/12/2015	Booths	CP-67	94.18	AKG	Refreshments Post Dec Council
14/12/2015	Pre-paid Financial Solutions	CP-FEE	2.00	AKG	Card Fees
14/12/2015	4 Your Home	CP-59	2.96	AKG	Correction
30/12/2015	Tesco	CP-68	3.50	AKG	Screenwash
<b>Total Payments</b>			<u>562.10</u>		



## ANNEX B

### Mayoral Engagements

Date	Event	Attended
21/12/2015	Millennium Bursary Interviews	Mayor
25/12/2015	Christmas Day Methodist Church Service Reading	Mayor
25/12/2015	Knutsford Lions Christmas Day Luncheon	Mayor
08/01/2016	Showmen's Guild of GB Lunch	Mayor

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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## Minutes

*of the*

### **Town Council Meeting held February 22<sup>nd</sup> 2016**

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

#### **15/141 Present**

Cllrs Dean, Nicholson, Mrs Gray, Wells-Bradshaw, Greenstein, Malloy, Farber, Forbes, Coan, Gardiner, Power and Gray.

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

#### **15/142 To receive apologies for absence**

Apologies were received from Cllrs Bancroft and Goodrich (health) and Cllr Hutchence (business)

#### **15/143 To note declarations of Members' interests**

Cllr Malloy	Non-pecuniary	15/152	User of the Children's Centre
Cllr Nicholson	Non-pecuniary	15/152	Lives near the land in question

#### **15/144 Public Participation**

A representative of the Knutsford Vikings Swimming Club informed the council of a change with the management of the leisure centre swimming pool which was detrimentally affecting the club. Cllr Dean reported he had already arranged to meet with the Chief Executive of Everybody Sports and Leisure Trust to discuss the issue. A resident raised concerns that Cheshire East Council was neglecting its duties in Knutsford and in particular in Longridge where a number of issues had not been attended to over a number of years. Cllrs Gardiner and Dean requested he contact them directly with more information.

#### **15/145 To consider a presentation in relation to securing the finish of the Tour of Britain 2016 in Knutsford**

Cllr Malloy reported that the Events Committee had referred this item to Full Council and outlined the committee's support for the proposal. The Mayor adjourned the meeting to allow representatives of Cheshire East Council to address the meeting. The meeting was reconvened and members **resolved** to support the Tour of Britain finishing in Tatton Park and to commit £5,000 towards the costs; subject to the Town Council receiving income from licencing of advertising rights to allow the council to recover costs. Members **resolved** to appoint Cllr Power to the project team. Some members expressed a preference that the route should be along King Edward Road rather than King Street.

#### **15/146 To consider matters relating to Policing in Knutsford**

The Mayor adjourned the meeting to allow Inspector Catherine Mitchell to address the Council. It was noted that a number of Speedwatch groups had been established in

Knutsford and that the police felt CCTV was working efficiently.

- 15/147 To receive and approve the minutes of the meeting held 11<sup>th</sup> January 2016**  
Members **resolved** to confirm the minutes as a true record which were duly signed by the Mayor subject to a correction to 15/111.
- 15/148 To note the minutes of committees which have met since the previous meeting**  
Members noted the minutes. Cllr Malloy reported on the most recent Events Committee meeting and confirmed that the 2016 Christmas Market would be held on December 3<sup>rd</sup> and 4<sup>th</sup>.
- 15/149 To consider an update from Cllr Dean in relation to ‘fracking’**  
Cllr Dean reported on a meeting held with the Environment Agency concerning fracking and the forthcoming information day being jointly hosted by the agency with the Health and Safety Executive. Cllr Dean further reported that a councillor briefing had been arranged for the same day.
- 15/150 To receive reports from Members having attended external events since the previous meeting**  
Cllr Forbes reported on a meeting of Community Spirit noting that the group were pleased to see the Town Council take on the direction of parking enforcement officers. Cllr Gardiner reported on a meeting of the Trustee Board of Knutsford Heritage Centre noting that the Heritage Centre would likely be seeking an annual contribution from the Town Council towards the costs of operating the facility.  
Cllr Dean reported on a meeting of the Mid Cheshire Community Rail Partnership noting that a potential Steam Train visit would be taking place in May 2017, subject to raising sufficient sponsorships which may include asking the Town Council for a small contribution.
- 15/151 To receive an update in relation to the February council surgery**  
Cllrs Malloy and Greenstein reported that four visitors attended the surgery raising a variety of issues covering the Children’s Centre, progress on the Neighbourhood Plan and condition of roads.
- 15/152 To receive a report from Cheshire East Councillors**  
Cllr Gardiner reported that the Cheshire East Council Tax would be increasing and that the council was due to meet to formally appoint the new Leader that week and to discuss the revisions to the Local Plan prior to consultation.  
Cllr Dean reported that he had attempted to reduce the size of the employment land allocation in the revised Local Plan at the Strategic Planning Board, but had been unsuccessful and instead sought conditions that it could not be retail parks or large storage sheds.  
Cllr Nicholson enquired what mitigation was planned for the housing allocation off Northwich Road, noting that the site and existing houses already suffer flooding; Cllr Gardiner responded that policy SE13 covered Flood Risk.  
Members asked when the decision would be made on the Children’s Centre and when the Council would receive a response to its consultation response.  
Cllr Coan urged the CEC councillors to take on board the comments from the Knutsford Vikings raised earlier in the meeting.
- 15/153 To receive an update from the Health and Social Care working group**

Cllr Malloy reported that the working group was to meet shortly and expected an update for the next meeting.

**15/154 To consider the membership of committees**

Members **resolved** to appoint Cllr Coan to the Planning and Events committees.

**15/155 To consider revisions to the Council's Standing Orders**

In accordance with standing orders this item stood adjourned to the next ordinary meeting.

**15/156 To consider the Council's Corporate Risk Register**

Members **resolved** to adopt the revised register subject to the amendment of "Risk to public from trees" to cover all council land.

**15/157 To consider options for the continuation of council surgeries**

Members **resolved** to abolish the monthly surgeries with immediate effect, continuing the Makers Market stall and to introduce a booking system for members of the public to meet directly with councillors on issues.

**15/158 Member questions to the Town Clerk**

Cllr Coan raised a query in relation to Speedwatch data gathered which Cllr Greenstein undertook to provide a written response.

**15/159 To receive a report of Mayoral Duties**

The Mayor reported on the engagements outlined in Annex B.

**15/160 To note and approve payments**

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

**15/161 To consider the resolutions log**

Members noted the resolutions log.

**15/162 Public Participation**

A resident enquired if a surgery could be held routinely in Longridge, Cllr Forbes responded that such surgeries had been held historically and were not successful.

**15/163 To consider the recovery of outstanding debts**

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

Members **resolved** the Town Clerk progress the outstanding debt to the small claims court.

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

**15/164 To note the date of the next meeting (4<sup>th</sup> April 2016)**

Members noted the date.

# Knutsford Town Council

## Charge Card

### List of Payments Made between 12/02/2016 and 15/02/2016

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
08/02/2016	Knutsford Mayor's Fund	CP450	80.00	AKG	Card Bal Tickets
08/02/2016	Knutsford Mayor's Fund	CP459	38.60	AKG	Coffee and Milk
08/02/2016	Knutsford Cricket Club	CP450	245.00	Finance	Document Lookup
08/02/2016	Knutsford Youth Choir	CP451	500.00	AKG	Coffee etc
08/02/2016	Brews Energy Co Ltd	CP452	40.00	Operations	Basic Repairs Wallwood
08/02/2016	Cheshire East Council	CP453	320.00	AKG	Lost and Found Renewal
12/02/2016	A Keppel-Garner	4150	21.34	AKG	Reimbursement: Milk/Guardian
12/02/2016	Original Pictures Ltd	Total Payments	89.00	AKG	Re-issue of #4048
12/02/2016	Original Pictures Ltd	4048C	-85.00	AKG	Cancellation (lost)
12/02/2016	S Sherliker	4152	13.27	AKG	Reissue of #4014
12/02/2016	S Sherliker	4014C	-13.27	AKG	Cancellation (lost cheque)
12/02/2016	Ass. of Town Centre Management	4153	120.00	AKG	Membership 2016
12/02/2016	Commercial Caretakers	4154	234.00	AKG	Office Cleaning January
12/02/2016	Dixon Rigby Keogh	4155	46.00	AKG	Disbursements (Warren Ave)
12/02/2016	Knutsford Handyman	4156	122.50	AKG	Floor repairs + Light works
12/02/2016	Scottish Power	4157	120.71	AKG	Princess St Trees Electricity
12/02/2016	Techno Type	4158	7.68	AKG	Card
12/02/2016	West Mercia Supplies	4159	101.67	AKG	Stationery
12/02/2016	United Utilities Water PLC	4160	12.50	AKG	Q2 Water Costs (Warren Av. Allotments)
12/02/2016	FP Teleset	DD [1108]	43.20	AKG	Rate Change Charge
12/02/2016	Business By Technology Ltd	DD [1111]	26.65	AKG	January Copier Usage
12/02/2016	FP Teleset	DD [1112]	150.00	AKG	Franking Machine Credit
12/02/2016	United Utilities Water PLC	DD [1114]	132.07	AKG	Q3 Water Costs (Market)
12/02/2016	EE	DD [1120]	45.91	AKG	Feb Mobile Costs
12/02/2016	Ash Waste Services	DD[1116-8]	345.87	AKG	Waste Collection – Market/Council Office
15/02/2016	Royal May Day Committee	4161	130.00	Environment	Advert in Programme
15/02/2016	Town Mayor's Charity	4162	40.00	AKG	Middlewich Civic Dinner
<b>ANNEX A</b>			Total Payments	2,949.10	

## ANNEX B

### Mayoral Engagements

Date	Event	Attended
12/01/2016	Cheshire's Best Kept Stations' Awards	Mayor
20/01/2016	Mayor's Annual Charity Pub Quiz	Mayor

27/01/2016	Crewe Civic Honours to GB Olympic Gymnasts	Mayor
05/02/2016	Phillipe Alexander Celebration Dinner	Mayor
06/02/2016	Knutsford Lions Senior Citizens' Variety Show	Deputy Mayor
19/02/2016	Knutsford Heritage Centre Photoshoot	Mayor

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# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

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## Minutes

*of the*

### **Town Council Meeting held March 29<sup>th</sup> 2016**

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

#### **15/165 Present**

Cllrs Dean, Nicholson, Bancroft, Coan, Farber, Gardiner, Gray, Mrs Gray, Greenstein, Malloy, Power, Wells-Bradshaw

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

#### **15/166 To receive apologies for absence**

Apologies were received from Cllrs Forbes and Hutchence (health) and Cllr Goodrich (business)

#### **15/167 To note declarations of Members' interests**

Cllrs Dean, Wells-Bradshaw and Gardiner declared non-pecuniary interests in 15/169 on the grounds of being Cheshire East Councillors.

#### **15/168 Public Participation**

A resident raised concern about the shortage of school places and the lack of land allocation for education in the plan.

A representative of the combined Knutsford community groups queried if the total housing number was 950 or an uncapped number, noted the required support for the North Cheshire Growth Village, recommended that the housing allocation at Longridge include the safeguarded land, questioned the justification of the extent of employment land and its appropriateness in north west Knutsford, queried why the protected open space on Mereheath Lane was being removed from the greenbelt, questioned why there were not green buffers on all sites and reiterated the importance of a design guide.

A representative of the Tatton Estate expressed disappointment that Parkgate West had not been allocated.

A resident spoke in relation to the importance of a relief road in reducing congestion, citing the support in the 2010 Town Plan and commenting that the progress on the Neighbourhood Plan had been disappointing.

A resident commented that it was advantageous for the town to make the best of the current draft local plan rather than it be scrapped and the process restarted.

A representative of the South East Residents Association noted their support for the combined community groups comments, expressed concern that the level of safeguarded land was excessive and raised several points on the inappropriateness of development at the Booths Park safeguarded site.

A resident suggested the Local Plan be rejected as it focuses too heavily on housing numbers with a lack of reference to community facilities and infrastructure; stating it was incomplete due to lack of consideration of the Knutsford Academy's Kingsfield

project. The resident spoke further as lead resident of the sports and leisure working group of the Neighbourhood Plan, stating that positive conversations had taken place with developers and landowners to enhance the current facilities and that the greatest need and opportunity was improvement of the Leisure Centre, especially the inadequate swimming facilities.

**15/169 To consider a response to the Cheshire East Council consultation on the Cheshire East Local Plan Strategy**

Members **resolved** to comment that to ensure the delivery of the sites allocated for housing is in accordance with the character of the town, density requirements should be set for each site and the total number of dwellings should not exceed 950 across the allocated sites.

Members **resolved** to comment that each housing site allocation should be developed with similar proportions of housing type and tenure, paying particular regards to the identified needs of the local community and character of the town.

Members **resolved** to comment that the eastern part of PSS607 (land south of Longridge) should be allocated for housing instead of safeguarded to ensure the community and economic benefits of development can be achieved in this part of town. To balance the housing allocation for Knutsford an equal area of housing land in North West Knutsford should be allocated as safeguarded in place of housing allocation; e.g. part of site PSS603 which was originally safeguarded in the 2014 Submission Local Plan.

Members **resolved** to comment that the public open space to the south-west of PSS607 should be allocated as protected open space in addition to its greenbelt protection.

Members **resolved** to support policy 15.268 and other similarly worded policy statements requiring comprehensive landscaping schemes and woodland planting along the boundary of the employment allocations for Knutsford.

Members agreed that comments on infrastructure be placed at the top of the council's response to the consultation.

Members **resolved**<sup>1</sup> to request land be reserved and safeguarded for a potential orbital/relief road from the B5085 (Mobberley Road) clockwise to the A50 north (Manchester Road) i.e. approximately 270°.

Members **resolved** to comment that serious consideration should be given to enhance and improve road the existing road infrastructure, including for cyclists, in Knutsford and its immediate environs in order to reduce congestion and ease traffic flows. Specific examples to be considered are upgrading Pavement Lane and connecting to the A537 (Chelford Road) and improvements to Seven Sisters Lane and its two junctions as a route between the A537 and A50.

Members **resolved** to comment that timely provision must be made for primary education in the most suitable locations as development proceeds, including for a new school in Knutsford if required.

Members **resolved** to comment that the site presently occupied by Egerton School

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<sup>1</sup> Cllrs Wells-Bradshaw and Gardiner abstained from voting.



should be allocated for community purposes (education, health, public leisure etc) prior to any other usage should it become vacant during the plan period.

Members **resolved** to comment that sufficient infrastructure for health and social care must be provided for in town including support for a new medical facility, as development proceeds.

Members **resolved** to comment that a significant proportion of CEC retained CIL/s106 monies should be used to enhance existing, and provide new, leisure facilities in Knutsford as it grows during the period.

**15/170 Public Participation**

A representative of the North Knutsford Community Group commented that the Council should not be specific on the swap for safeguarded/housing land at North Knutsford, and noting that the only Grade II farm land in Cheshire is east of the A50 at Knutsford. A resident commented in relation to decision to request the safeguarding of land for a relief road that it does not go far enough in a policy sense and that a feasibility study should be undertaken by the end of the year.

A resident commented that the site allocation stage of the local plan may result in more housing in Knutsford.

A resident thanked the council for the points made, noted the omission of reference to the plans of Knutsford Academy under the Kingsfield Project and commented that over ward had been overburdened.

**15/171 To note the date of the next meeting**  
Members noted the date.

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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## Minutes

*of the*

### **Town Council Meeting held April 4<sup>th</sup> 2016**

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

#### **15/172 Present**

Cllrs Nicholson, Bancroft, Coan, Forbes, Farber, Gardiner, Goodrich, Gray, Mrs Gray, Hutchence, Malloy and Power

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

#### **15/173 To receive apologies for absence**

Apologies were received from Cllrs Greenstein and Dean (personal business) and Cllr Wells-Bradshaw (business)

#### **15/174 To note declarations of Members' interests**

Cllrs Malloy and Power declared a non-pecuniary interest in 15/177 on the grounds of being users of the centre. Cllrs Coan and Gardiner declared a non-pecuniary interest in 15/176 on the grounds of being members of the Royal British Legion. Cllrs Nicholson and Gardiner declared a non-pecuniary interest in 15/177 on the grounds of being governors at Manor Park school.

#### **15/175 Public Participation**

A representative of the Nether Ward Community Group spoke on behalf of the aligned community groups in relation to the Town Council's resolutions on the Local Plan consultation agreeing with the principle of the change in allocation at Longridge and North West Knutsford but not the specifics.

A representative of the South Knutsford Residents Group spoke on behalf of the aligned community groups suggesting that the Town Council should reaffirm its support for the North Cheshire Growth village in its final submission. He further stressed the importance of the land at the sports clubs remaining in the green belt.

A resident reported on attendance at a scrutiny committee meeting of Cheshire East Council where the children's centre was discussed and provided an update on the information received.

#### **15/176 To consider matters related to the sale of the War Memorial Cottage Hospital ("Memorial House")**

The Town Clerk provided a background to the report prepared. The Deputy Mayor adjourned the meeting to allow residents to address the Council. The meeting was reconvened and members **resolved** to establish a working group to explore the views of the public and seek a considerable financial sum from any sale to the Town Council to recognise the initial investment of the town including to meet with representatives of the British Red Cross and Crown Estates. Members further **resolved** to appoint Cllrs Gardiner, Malloy and Coan, Mr Empson MBE and Mrs Taylor to the working group.

- 15/177 To consider matters related to the de-designation of the Knutsford Children's Centre**  
Members discussed the most recent news on the de-designation of the children's centre and requested officers attend the next suitable meeting to thoroughly respond to the town council's consultation comments.
- 15/178 To receive and confirm the minutes of the meeting held February 22<sup>nd</sup> 2016**  
Members **resolved** to confirm the minutes, which were duly signed by the Deputy Mayor, following a correction to the attendance list and addition of the word "some" to the final sentence of minute 15/145.
- 15/179 To note the minutes of committees which have been published since the previous meeting**  
Members noted the minutes of committees. Cllr Power clarified the works being undertaken to the Christmas Crib. Cllr Malloy reported that he had received comments from residents about the lack of progress on the Neighbourhood Plan.
- 15/180 To receive reports from Members having attended external events since the previous meeting**  
Cllr Farber reported on his time on the council Makers Market stall; stating it was a great opportunity to speak to residents and encouraging all members to make every best endeavour to staff the stall.  
Cllr Power reported on meetings of the Cheshire East Tour of Britain Project Board; reporting that the route through Knutsford had been agreed as being along King Edward Road rather than King Street and highlighting the opportunities for the town to capitalise on the event.  
Cllr Gardiner reported on attendance at a meeting of the Heritage Centre board of trustees reporting that the Heritage Centre would be applying for more regular council funding later in the year.  
Cllr Nicholson reported on attendance at a Manchester Airport consultative meeting.  
Cllr Malloy highlighted attendance at a meeting on the Knutsford Academy's Kingsfield project.
- 15/181 To receive a report from Cheshire East Councillors**  
Cllr Gardiner highlighted the impending installation of advisory 20mph speed limits around Bexton school, Egerton school, Knutsford Academy and Yorlston Lodge. Cllr Gardiner further reported that potholes would now receive additional attention, noting that few repairs were carried out between November and March due to winter gritting requirements.
- 15/182 To receive an update from the Health and Social Care working group**  
Members noted the written update provided by Jerry Hawker, Chief Executive of the NHS Eastern Cheshire Clinical Commissioning Group. Cllr Malloy confirmed that the favoured location for a new health centre is the existing hospital site.
- 15/183 To consider revisions to the Council's Standing Orders**  
Members **resolved** to approve the revisions to Standing Orders as proposed with the exception of the deletion of standing order 79 which would instead be phrased to allow members to remain in the room having declared a pecuniary interest and clarify the legal rules set out in relation to such interests.

**15/184 To receive a report of Mayoral Duties**

Members noted the mayoral engagements detailed in Annex B.

**15/185 Member questions to the Town Clerk**

Cllr Bancroft requested the resolutions log feature on future council agendas.

**15/186 To note and approve payments**

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

**15/187 Public Participation**

A resident spoke in relation to the War Memorial Cottage Hospital, citing a similar case in Northolt Pinner which should be investigated and encouraging the council to review documentation in the Cheshire and National archives.

A representative of Knutsford Conservation and Heritage Group spoke in relation to the Town Council's resolutions on the Local Plan consultation suggesting the request for land to be safeguarded for some form of relief road was premature.

**15/188 To note the date of the next meeting**

Members noted the date.

# Knutsford Town Council

## ANNEX A

### Payment Schedule 04/04/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/03/2016	Ash Waste Services	DD [1154]	17.81	AKG	Jan Excess Weight Charges
16/03/2016	HMRC	DD	1,016.92	AKG	VAT Payment Q3
15/03/2016	Charge Card	TFR	300.00		Charge Card Credit
24/03/2016	J Nicholson	4177	11.70	AKG	Mileage Claim (x1)
24/03/2016	A Keppel-Garner	4178	44.27	AKG	Mileage / Reimbursements
24/03/2016	Cheshire East Council	4179	100.00	Environment	Road Name Application (A556)
24/03/2016	Cheshire Community Action	4180	100.00	Environment	Comm. Pride Awards
29/03/2016	Cllr T Dean	4181	64.10	AKG	Mileage Claim (x5)
29/03/2016	Cheshire Association Of Local	4182	30.00	AKG	Roles & Responsibilities Course
29/03/2016	Cheshire East Council	4183	1,450.07	Environment	Installation of Boundary Signs
29/03/2016	Cumberbirch Building Contractors	4184	979.20	AKG	Paving Repairs @ 60 King St
29/03/2016	Danfo	4185	12,735.59	AKG	Q4 Toilet Costs
29/03/2016	Festive Lighting Company	4186	180.00	AKG	Works to Canute Place Poles
29/03/2016	Knutsford Handyman	4187	500.00	AKG	Repair to Bin Compound
29/03/2016	Techno Type	4188	75.96	AKG	Market Posters and A0 Town Map
29/03/2016	West Mercia Supplies	4189	68.57	AKG	Stationery / Cleaning Materials
29/03/2016	EE	DD [1147]	45.91	AKG	March Mobile Costs
29/03/2016	Opus Energy	DD [1155]	5,540.55	AKG	Market Electricity
29/03/2016	Be Fuel Cards	DD[1152/3]	76.51	AKG	Van Diesel
29/03/2016	Curzon	4190	165.00	AKG	Re-issue of 3858 (lost)
29/03/2016	Curzon	3858C	-165.00	AKG	Cancellation (lost)
29/03/2016	iPrint Cheshire	359	144.00	AKG	Roller Banners (Civic Ball)
29/03/2016	Techno Type	360	15.36	AKG	Card (Civic Ball)
01/04/2016	Rialtas Business Solutions	4191	678.00	AKG	Finance Software 2016/17
01/04/2016	Cheshire East Council	4192	3,408.53	AKG	Office Rent 2016/17 and Market Hall Business Rates
<b>Total Payments</b>			<b>23,337.16</b>		

## Knutsford Town Council

### Charge Card

#### List of Payments made between 01/03/2016 and 29/03/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/03/2016	Timpsons	CP-74	7.50	AKG	Market Key
15/03/2016	Prepaid Financial Solutions	CP-FEE	3.20		Card Fees
15/03/2016	United Utilities	CP-75	34.90	AKG	Searches (War Mem Project)
17/03/2016	SoloPress	CP-76	29.00	AKG	A5 Market Leaflets x 250
17/03/2016	SoloPress	CP-77	42.00	AKG	Compliment Slips
<b>Total Payments</b>			<u>116.60</u>		

## ANNEX B

### Mayoral Engagements

<b>Date</b>	<b>Event</b>	<b>Attended</b>
25/02/2016	Knutsford Hosts Welcome Evening	Mayor
26/02/2016	Crewe Civic Reception & Dinner	Mayor
27/02/2016	Macclesfield Mayor's Charity Ball	Deputy Mayor
05/03/2016	Middlewich Mayor's Thai Dinner	Mayor
06/03/2016	Makers' Market	Mayor
11/03/2016	Congleton Mayor's Charity Ball	Mayor
12/03/2016	Tatton Singers Concert	Mayor
18/03/2016	Knutsford Mayor's Charity Ball	Mayor
19/03/2016	Plantathon at Fryers' Roses	Mayor
24/03/2016	Northern Rail Secure Station Photoshoot	Mayor
24/03/2016	Photoshoot for Promenades	Mayor
24/03/2016	Official Opening Canute Exhibition	Mayor

# Knutsford Town Council

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## Minutes

*of the*

### **Town Council Meeting held May 16<sup>th</sup> 2016**

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

#### **15/189 Present**

Cllrs Dean, Bancroft, Farber, Forbes, Gardiner, Goodrich, Gray, Mrs Gray, Greenstein, Hutchence, Malloy, and Wells-Bradshaw

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

#### **15/190 To receive apologies for absence**

Apologies were received from Cllrs Nicholson, Power and Coan (personal business)

#### **15/191 To note declarations of Members' interests**

Cllr Forbes declared a non-pecuniary interest in 15/198 on the grounds of being a member of the Toft Road patients' participation group. Cllr Gardiner declared a non-pecuniary interest in 15/193 on the grounds of being a Cheshire East councillor and Cllr Malloy declared non-pecuniary interests in 15/193 on the grounds of being a user of the Children's Centre and 15/197 on the grounds being a parent of a child at Manor Park School.

#### **15/192<sup>1</sup> Public Participation**

A representative of the Friends of Cheshire East Sure Start Centres highlighted information received under a Freedom of Information request outlining the need for more information.

A user of the Children's Centre highlighted the importance of the services and highlighted the loss of the Cherubs service as being highly detrimental.

A representative of Great Places expressed concerns about who would be monitoring the quality of the outreach provision and what would happen if the number of users fell.

Rev. Cotton advised members that a former Mayor of Knutsford had passed away, enquired about the number of non-Conservative Mayors and asked for assistance promoting the Hampers of Hope service.

#### **15/193 To consider matters related to the de-designation of the Knutsford Children's Centre**

The Mayor adjourned the meeting to allow Kath O'Dwyer and Jonathan Potter of Cheshire East Council to address the council and take questions from members.

Members expressed concern that the changes to the Children's Centre service would see the removal of the core purpose of Children's Centres namely the early intervention for the most disadvantaged families; a fact that was not disputed by the Cheshire East Council representatives present. Members expressed concern about the level of savings which could be achieved, the future monitoring of the service and lack of clarity on

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

service changes. The meeting was reconvened and members **resolved** to request Kath O'Dwyer and Jonathan Potter come back to a future meeting to provide an update on concerns raised, which they agreed to.

Members **resolved** that the working group comprising Cllrs Gray, Mrs Gray, Malloy and Power reconvene to consider what the Town Council can do.

Members **resolved** the Town Clerk write to the Citizens Advice Bureau and Cherubs to establish exactly why their services stopped.

- 15/194 To receive and confirm the minutes of the meetings held March 29<sup>th</sup> and April 4<sup>th</sup> 2016**  
Members **resolved** to confirm the minutes of the meeting held March 29<sup>th</sup> which were duly signed by the Mayor. Members **resolved** to confirm the minutes of the meeting held April 4<sup>th</sup> which were duly signed by the Mayor.

- 15/195 To note the minutes of committees which have been published since the previous meeting**

Members noted the minutes. Cllr Gardiner enquired about the discussions at Environment in relation to parking problems around schools.

- 15/196 To receive reports from Members having attended external events since the previous meeting**

Cllr Forbes reported on attendance at the induction of the new vicar at St Cross Church. Cllr Bancroft reported on attendance at a briefing on the Cheshire East design code. Cllr Dean reported on attendance at an airport consultative committee meeting. Cllr Farber reported on presenting the awards for Knutsford Photographic Society.

- 15/197 To receive a report from Cheshire East Councillors**

Cllr Wells-Bradshaw reported that Cllr Olivia Hunter had been elected Mayor of Cheshire East, reported that the council was working on plans for the Tour of Britain and that works had been undertaken to improve the surface of King Street.

Cllr Dean reported that he was seeking an improved system for the repair of highways faults to decrease the time between reporting issues and repair.

Cllr Malloy enquired if a resolution had been reached in relation to the dispute between Knutsford Vikings Swimming Club and the Leisure Trust. Cllr Dean reported that a number of groups in other towns had withdrawn opposition to the proposed changes. Cllr Malloy enquired whether Manor Park School had received its full allocation of pupils, Cllr Gardiner reported that it was lower than hoped.

- 15/198 To receive an update from the Health and Social Care working group**

Cllr Malloy read a statement from Jerry Hawker reporting that a submission would be made to the Primary Care Transformation Fund, George Osborne MP had been updated and confirmed his support and that work with the NHS Property Service was progressing at a slower pace with an update expected in September.

- 15/199 To consider the adoption of a ward casework protocol**

Members **resolved** to adopt the protocol.

- 15/200 To consider matters related to the monthly stall at the Makers Market**

Members **resolved** that officers develop a rota and consult members on the times the stall should operate.

- 15/201 To consider matters related to the Local Council Award Scheme**



Members **resolved** that the Town Council publishes all necessary information online to meet the criteria for the Foundation and Quality Awards

Members **resolved** that the Town Council qualifies for both the Foundation and Quality Award by virtue of meeting all requirements.

Members **resolved** that the Town Council meets the requirements of the Quality Gold Award.

Following amendments to the draft text, members **resolved** that the Town Council has prepared the required statements for the Quality Gold Award.

**15/202 To approve the Terms of Reference for the War Memorial Cottage Hospital working group and consider a recommendation that an application be submitted to list the building as an Asset of Community Value**

Members **resolved** to approve the terms of reference. Members further **resolved** to apply to Cheshire East Council to list the building as an asset of community value.

**15/203 To approve the Annual Governance Statement and Annual Accounting Statements of the Annual Return**

Members **resolved** to approve the Annual Governance Statement and further **resolved** to approve the Annual Accounting Statements.

**15/204<sup>2</sup> Member reports**

Cllr Forbes praised a local PCSO for their work protecting *Elvis* on May Day. Cllr Farber reported parking problems on Church Walk, which the Town Clerk confirmed would be considered by the Environment Committee at their next meeting, and further reported a number of thefts from handbags in local supermarkets.

Cllr Malloy reported parking issues in a number of locations which require investigation, and it was agreed to consider this at the next ordinary meeting.

Members **resolved** that this item does not appear on future agendas and instead an item is provided for the reporting of issues reported to members at the Makers Market Stall.

**15/205 To note and approve payments**

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

**15/206 Member questions to the Town Clerk**

Cllr Gray enquired if the Town Clerk had received data from Tabley Road Speedwatch.

**15/207 To consider the resolutions log**

Members noted the resolutions log and requested that the review of partnership working be prioritised.

**15/208 To receive a report of Mayoral Duties**

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

**15/209 Public Participation**

The new Planning lead from Tatton Estate Management introduced themselves to members.

**15/210 To note the date of the next meeting**

Members noted the date.

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<sup>2</sup> Cllr Gardiner left the meeting at the end of this item.

# Knutsford Town Council

## ANNEX A

### Payment Schedule 16/05/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/04/2016	Mayor's Charity Fund (CEC)	4212	54.00	AKG	Tickets - Civic Luncheon
21/04/2016	Community Spirit	2413	2,938.00	Finance	Grant
21/04/2016	St Johns Wood Lunch Club	4214	400.00	Finance	Grant
21/04/2016	Great Places	4215	1,328.00	Finance	Grant
22/04/2016	April Payroll	PAY-01	9,433.35	AKG	April Payroll
30/04/2016	FP Teleset	DD [18]	150.00	AKG	Franking Machine Credit
30/04/2016	EE	DD [19]	47.99	AKG	April Mobile Costs
30/04/2016	Opus Energy	DD [20]	309.88	AKG	April Electricity (Market)
30/04/2016	Opus Energy	DD [24]	555.07	AKG	April Market Electricity
03/05/2016	Ash Waste Services	DD [30/31]	526.73	AKG	May Waste Collection - Market
09/05/2016	Bartlett Tree Experts	4216a	346.80	Events	Commemorative Tree
09/05/2016	Bartlett Tree Experts	4216b	2,608.80	AKG	Wallwood Tree Works
09/05/2016	Cheshire Association Of Local	4217	30.00	AKG	Charimanship II (JN)
09/05/2016	Cheshire East Council	4218	1,800.00	AKG	Market Road Closures 15/16
09/05/2016	Commercial Caretakers	4219	234.00	AKG	April Office Cleaning
09/05/2016	Danfo	4220	14,331.42	AKG	Q1 Public Toilet Contract Cost
09/05/2016	Discount Displays	4221	21.53	AKG	A-Board Cover
09/05/2016	John Greenall & Co	4222	576.00	AKG	2015/16 Payroll
09/05/2016	Hertel Solutions Limited	4223	50.40	AKG	Market Water Monitoring
09/05/2016	JDH Business Services	4224	566.40	AKG	Internal Audit 2015/16
09/05/2016	Knutsford Directory	4225	665.00	AKG	Publication of Annual Report
09/05/2016	National Association of Local	4226	54.99	AKG	Local Council's Explained
09/05/2016	Society of Local Council Clerk	4227	840.00	Personnel	Comm Governance Modules 2016
09/05/2016	Knutsford Window Cleaners	4228	40.00	AKG	Window Cleaning Council Office
09/05/2016	West Mercia Supplies	4229	34.42	AKG	Market Bleach and Handtowels
09/05/2016	Zurich Municipal	4230	2,207.85	Finance	Insurance Policy 2016/17
09/05/2016	Network	DD [17]	305.00	AKG	April Van Lease
09/05/2016	United Utilities Water PLC	DD [23]	112.09	AKG	Market Water Usage
09/05/2016	Business By Technology Ltd	DD [32]	82.94	AKG	April Photocopier Usage
09/05/2016	Be Fuel Cards	DD [36]	0.60	AKG	Fuel Card Monthly No Use Fee
09/05/2016	L Benskin	4231	31.46	AKG	Mileage (x1) + Reimbursement
09/05/2016	Mike Brown	4232	9.75	AKG	Market - Cleaning Materials
09/05/2016	A Keppel-Garner	4233	9.79		Toilet Roll / Handwash
09/05/2016	Midnight Cats	365	780.00		Band at Mayor's Ball
<b>Total Payments</b>			<b>41,482.26</b>		

## ANNEX B

### Mayoral Engagements

Date	Event	Attended
06/04/2016	Tree Planting for Queen's 90 <sup>th</sup> Birthday	Mayor
10/04/2016	Macclesfield Thanksgiving Service	Mayor
16/04/2016	Middlewich Civic Dinner	Mayor
17/04/2016	Mayor of Cheshire East Charity Sunday Lunch	Mayor
21/04/2016	Tree Dedication Ceremony for Queen's 90 <sup>th</sup> Birthday	Deputy Mayor
22/04/2016	Poynton Mayor's At Home Charity Night	Mayor
24/04/2016	St George's Day Parade with Knutsford District Scouts	Mayor
28/04/2016	Tatton Singers' 40 <sup>th</sup> Anniversary Dinner	Mayor
03/06/2016	Institution & Collation of New Reverend	Mayor
03/05/2016	Presentation of Awards to Knutsford Photographic Society	Cllr Farber
05/05/2016	Launch of Knutty King Ale by Tatton Brewery	Mayor
06/05/2016	Winsford Mayor's Civic Ball	Mayor
07/06/2016	Knutsford Royal May Day	Mayor
14/05/2016	Mancunian Singers Concert	Mayor
15/05/2016	Knutsford Lions Annual Charter Lunch	Mayor



# Events Committee

# Knutsford Town Council

Town Clerk: Adam Keppel-Garner

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## Minutes

*of the*

### Events and Town Management Committee held on June 15<sup>th</sup> 2015

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

#### **E15/001 Present**

Cllrs Malloy, Power, Farber, Wells-Bradshaw and Nicholson

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

#### **E15/002 To appoint a Deputy Chairman**

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

#### **E15/003 To receive apologies for absence**

Apologies were received from Cllrs Dean and Mrs Gray (personal business)

#### **E15/004 To note declarations of members interests**

Cllr Malloy declared a non-pecuniary interest in E15/013 on the grounds of being chairman of the Beer Festival Committee.

#### **E15/005 Public Participation**

No members of the public wished to address the committee.

#### **E15/006 To receive and confirm the minutes of the meeting held on 13<sup>th</sup> April 2015**

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

#### **E15/007 To note the committee's terms of reference**

Members noted the terms of reference following clarity over the Town Centre Management function.

#### **E15/008 To review the Committee's progress in achieving the 2020 Vision**

Members noted the aims assigned to the committee and progress to date.

#### **E15/009 To consider the Committee's budget and spending to date**

Members noted the budget and spending to date. The Town Clerk reported that the cost of the contract for the Christmas lights on the trees outside the Old Town Hall had been reduced and a refund presented for 2014; the change being to reflect the actual number of lights used which were fewer than the agreed quote.

#### **E15/010 To consider committee priorities for 2015-2019 including ideas for new events**

Members discussed ideas for new events and linking more with Tatton Park. It was agreed to invite a representative from Tatton Park to the next meeting. It was further agreed to consider priorities and new events at the next meeting.

- E15/011 To consider contributing to the costs incurred by the Royal May Day Committee for town centre bunting**  
Members **resolved** to make a donation of £875 towards the cost of the replacement bunting, representing 50% of the cost. Members further agreed that bunting should stay up until after RHS Tatton.
- E15/012 To consider matters related to the Town Crier**  
Members **resolved** to utilise the Town Crier time at the Christmas Weekend and prior to the Knutsford Promenades. Members further **resolved** to promote the Town Crier to local organisations and businesses.
- E15/013 To consider an update regarding the Knutsford Beer Festival**  
Cllr Malloy reported on the success of the 2015 Beer Festival which raised £6,000 for local charities and good causes. It was reported that the 2016 event would move to a new, bigger venue in the town centre.
- E15/014 To consider sponsoring Mereside Brass Band to develop a marching youth band**  
Members **resolved** to support the principle of sponsoring the Mereside Brass Band to develop a youth marching band on the proviso that they also seek sponsorship. Cllrs Farber and Power undertook to assist the band with PR.
- E15/015 To consider matters related to the Canute Millennial**  
The chairman adjourned and subsequently reconvened the meeting to allow a representative of the Heritage Centre to address the committee. Members discussed the confidential report presented to the committee and **resolved** to support the outline proposals.
- E15/016 To note the date of the next meeting (27/07/2015)**  
Members noted the date.

# Knutsford Town Council

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## Minutes

*of the*

### Events and Town Management Committee held on July 27<sup>th</sup> 2015

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

#### **E15/017 Present**

Cllrs Power, Farber, Mrs Gray Wells-Bradshaw and Nicholson

In attendance: A Keppel-Garner (*Town Clerk*), Cllr Gardiner and Cllr Hutchence

#### **E15/018 To receive apologies for absence**

Apologies were received from Cllrs Dean and Malloy (personal business)

#### **E15/019 To note declarations of members interests**

Cllr Farber declared a non-pecuniary interest in E15/023 on the grounds of advising the Heritage Centre on the project. Cllrs Power and Gardiner declared a non-pecuniary interest in E15/028 on the grounds of being members of St Vincent's Church. Cllr Power declared a non-pecuniary interest E15/028 on the grounds of being a member of the Catenians.

#### **E15/020 Public Participation**

A town centre retailer spoke on behalf of a number of retailers concerning the Knutsford Promenades; expressing that whilst the content of the event was excellent there was a perceived failure in the marketing resulting in low attendance for the event which had a detrimental impact on business. Concern was raised that the town centre was so quiet despite considerable investment. Further concern was expressed that despite the business community expressing a preference for the event to take place on a Sunday to minimise disruption to businesses, the event had taken place on a Saturday.

#### **E15/021 To receive and confirm the minutes of the meeting held on 15<sup>th</sup> June 2015**

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

#### **E15/022 To consider the Committee's budget and spending to date**

Members noted the budget and spending to date.

#### **E15/023 To consider matters related to the Canute Millennial**

The Deputy Chairman adjourned the meeting to allow representatives from the Heritage Centre to address the committee. The meeting was subsequently reconvened. Members discussed the tabled report and agreed that clarity was needed on a number of points and that the options need refinement to make the workload more manageable. Members **resolved** that the Knutsford Ward Cheshire East Councillors be requested to seek CEC funding for the events. Members agreed to consider the report fully at the next committee meeting.

**E15/024 To consider committee priorities for 2015-2019 including to review recent events and consider ideas for new events**

The Deputy Chairman moved this item to follow E15/020.

Members discussed the Knutsford Promenades; expressing disappointment in the turnout but complimenting the content of the performances and the amount of time and work put in by the organisers. Concerns were raised about the marketing of the event and members expressed a wish for greater clarity about how funds had been spent. Concerns were raised that invited guests had not been adequately received and looked after. Members **resolved** that a meeting be held with the event organisers to discuss the 2016 event.

Members discussed greater ties with RHS Tatton and **resolved** that the Chairman and Deputy Chairman meet with Borough Cllr Jamie Macrae, chairman of the Tatton Park board to discuss.

Members agreed that the Council should hold a regular stall at the Makers Market, except in August, to promote the Council and engage with the public on events and other issues.

Cllr Farber undertook to report back to the next committee meeting with recommendations for Council branded display exhibition equipment.

It was agreed that the focus for 2016 would be the Canute Millennial celebrations.

**E15/025 To consider an event to celebrate HM The Queen's 90<sup>th</sup> Birthday**

Members **resolved** to hold a street party in the Town Centre and to establish a working group comprising Cllrs Power, Nicholson and Mrs Gray to develop a plan for the event.

**E15/026 To establish a working group to develop the Music Festival**

Members agreed that given the focus for 2016 should be on the Canute Millennial that the Music Festival should be held in 2017 but a musical element be incorporated into the Canute Millennial Celebrations.

Members **resolved** to establish a working group comprising Cllrs Malloy, Farber and Power to develop ideas for a Music Festival.

**E15/027 To consider matters related to the Makers Market**

The Town Clerk provided an update following a meeting with the market organiser.

Members discussed the implications of the development of the Old Town Hall in relation to the hot food area; the Town Clerk undertook to report back to the organiser and to liaise with Cheshire East Highways in relation to options for utilising part of Canute Place.

**E15/028 To consider improvements to the Crib**

Members **resolved** to undertake the improvements to the Crib and seek contributions from the Churches.

**E15/029 To consider awarding the Christmas Lights Tender contract**

Members **resolved** to defer this item to a dedicated meeting to be called by the Town Clerk.

**E15/030 Member questions to the Town Clerk**

No members raised any questions.

**E15/031 To note the date of the next meeting (05/10/2015)**

Members noted the date.



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## Minutes

*of the*

### Events and Town Management Committee held on August 3<sup>rd</sup> 2015 *in the Lower Council Chamber of the Town Council Offices*

#### **E15/032 Present**

Cllrs Malloy, Power, Farber, Nicholson, Mrs Gray and Wells-Bradshaw.

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

#### **E15/033 To receive apologies for absence**

Apologies were received from Cllr Dean (personal business)

#### **E15/034 To note declarations of members interests**

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

#### **E15/035 Public Participation**

No members of the public were present.

#### **E15/036 To receive and confirm the minutes of the meeting held on 27<sup>th</sup> July 2015**

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

#### **E15/037 To consider awarding the Christmas Lights Tender contract**

Members **resolved** to award the contract to Festive Lighting subject to the scheme being tailored by a panel comprising Cllrs Wells-Bradshaw, Farber and Power. Members **resolved** that subject to the agreement of the panel, the Town Clerk takes the necessary steps to enter into the contract. Members **resolved** to set the budget for the panel at £21,500 and further **resolved** to request that Full Council authorises the committee to overspend on the budget allocated to allow for the installation of infrastructure for column lighting.

Members **resolved** to set the specification previously discussed for the Christmas Lights to guide the panel. Members **resolved** to seek sponsorship towards the lighting schemes.

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## Minutes

*of the*

### Events and Town Management Committee held on September 29<sup>th</sup> 2015

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

#### **E15/038 Present**

Cllrs Malloy, Power, Farber, Nicholson, Mrs Gray and Wells-Bradshaw.

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

#### **E15/039 To receive apologies for absence**

Apologies were received from Cllr Dean (civic business)

#### **E15/040 To note declarations of members interests**

Cllr Malloy declared a non-pecuniary interest in E15/044 on the grounds of being known to the organisers and having participated in the 2015 event.

Cllr Farber declared a non-pecuniary interest in E15/049 on the grounds of being known to the organisers and advising them on branding.

Cllr Nicholson declared a non-pecuniary interest in E15/049 and E15/044 on the grounds of being known to the organisers.

#### **E15/041 Public Participation**

A resident read extracts from a letter which had been submitted to the committee concerning the 2015 Promenades. They expressed concern about level of attendance and the public funding of the event compared to other successful events in Knutsford.

#### **E15/042 To receive and confirm the minutes of the meeting held on 3<sup>rd</sup> August 2015**

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

#### **E15/043 To consider the Committee's budget and spending to date**

Members noted the budget and spending to date.

#### **E15/044 To consider matters related to the Knutsford Promenades 2016**

The Chairman adjourned the meeting to allow the organisers to address the committee. The meeting was subsequently reconvened. The organisers outlined the plans for the 2016 event and requested the support of the Council in helping to promote, engage and inform the event as well as a financial contribution of £4,000. It was agreed to consider the financial aspect as part of item E15/051.

#### **E15/045 To consider supporting the Knutsford Pumpkin Path by covering the cost of traffic management**

Members **resolved** to cover the costs of the traffic management for the Pumpkin Path.

#### **E15/046 To consider an event to celebrate HM The Queen's 90<sup>th</sup> Birthday**

Members **resolved** that the working group develop alternative ideas for events or activities.

**E15/047 To receive an update on Christmas Events and Illuminations**

The Town Clerk provided an update on the Christmas Illuminations, stating that option three had been selected. Members requested the Town Clerk investigate the arrangements for timing of the lighting to minimise disturbance to residents.

The Town Clerk reported that the Christmas Market was on track to produce a surplus to the committee of around £6,000 and that the Crib Service would be rotated to face the Crib.

Cllr Power reported he was meeting with representatives of the local churches to discuss the improvements to the Crib.

It was noted that a celebrity to turn on the lights was still required.

**E15/048 To consider requesting that the Knutsford Flag is flown at the DCLG office during 2016 as part of Canute Millennial celebrations**

The Chairman adjourned the meeting to allow a resident to address the committee and present the idea. The meeting was subsequently reconvened and members **resolved** that the Town Clerk write to George Osborne MP to request support and subsequently write to the Department for Communities and Local Government to request that the Knutsford flag be flown during 2016. The Town Clerk was further requested to look into the purchase of an additional Knutsford flag.

**E15/049 To receive an update on the meeting held with Knutsford Heritage Centre representatives on the Canute Millennial celebrations for 2016**

The Chairman adjourned the meeting to allow representatives of the Heritage Centre to provide an update to the committee on the plans for 2016 events following revisions after the informal briefing held previously. It was noted that a full update would be provided at a future meeting. The meeting was subsequently reconvened.

**E15/050 To consider the purchase of an exhibition stand**

Members **resolved** to purchase a branded exhibition stand.

**E15/051 To consider the draft committee budget 2016/17**

Members **resolved** that the Heritage Centre and Knutsford Promenades be directed to apply for funding from the Finance Committee through the Council's grant scheme with the in principle support of the Events Committee for the proposed events.

Members **resolved** to reduce the Celebratory Events (4257/450) to £2,500 and recommend the draft budget to the Finance Committee.

**E15/052 Member questions to the Town Clerk**

Cllr Farber requested the Town Clerk's assistance in designing the branding for the exhibition stand.

**E15/053 To note the date of the next meeting (09/11/2015)**

Members noted the date.

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## Minutes

*of the*

### Events and Town Management Committee held on 9<sup>th</sup> November 2015

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

#### **E15/054 Present**

Cllrs Malloy, Power, Farber, Nicholson, Mrs Gray and Wells-Bradshaw.

In attendance: L Benskin (*Deputy Town Clerk*)

#### **E15/055 To receive apologies for absence**

Apologies were received from Cllr Dean (Personal Business)

#### **E15/056 To note declarations of members interests**

Cllr Malloy declared a non-pecuniary interest in E15/061 on the grounds of being a Friend of Knutsford Heritage Centre.

Cllr Farber declared a non-pecuniary interest in E15/058 on the grounds of being known to Tatton Park and E15/061 on the grounds of being known to the Knutsford Heritage Centre.

Cllr Nicholson declared a non-pecuniary interest in E15/058 on the grounds of being known to Tatton Park and E15/061 on the grounds of being known to the Knutsford Heritage Centre.

Cllr Power declared a non-pecuniary interest in E15/064 on the grounds of being a member of St Vincent's Church.

#### **E15/057 Public Participation**

No members of the public wished to address the meeting.

#### **E15/058 To consider ways to work closer with Tatton Park for the promotion of Knutsford**

The Chairman adjourned the meeting to allow a representative of Tatton Park to address the committee. The meeting was subsequently reconvened and members **resolved** that Cllr Power and Cllr Farber meet with Carol Mullineux and her colleagues to discuss specifics on how Tatton Park and the Town Council can work together.

#### **E15/059 To receive and confirm the minutes of the meeting held on 29<sup>th</sup> September 2015**

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

#### **E15/060 To consider the Committee's budget and spending to date**

Members noted the budget and spending to date.

#### **E15/061 To consider an update from Knutsford Heritage Centre on the Canute Millennial celebrations**

The Chairman adjourned the meeting to allow a representative of the Knutsford Heritage Centre to address the committee. The meeting was subsequently reconvened and members **resolved** that a letter from the Mayor be sent to the Danish Ambassador to invite the Danish Royal Family to Knutsford during the Canute Millennial celebrations and to George Osborne

MP for his support with respect to such a visit.

**E15/062 To consider a report from the Queen's Birthday Celebration working group**

Members **resolved** to support the recommendations of the working group and proceed with the activities and steps set out in report E1510 subject to the letter to the schools not being sent until the three tree options had been selected. Members **resolved** that Cllr Farber speak to Fryers regarding the potential for a celebratory rose gift pack that could be sold to the general public and report back to the working group. Members further **resolved** that quotes be obtained for plaques to be placed at the sites the trees are planted. Members requested that the Deputy Town Clerk produce a Street Party Guide for review.

**E15/063 To consider recent correspondence regarding town centre bunting**

Members **resolved** that quotes and samples be obtained for bunting to enable the committee to consider if the Council should purchase its own town centre bunting.

**E15/064 To consider an update in relation to the Christmas Weekend**

The Deputy Town Clerk provided an update on the events planned for the Christmas Weekend. With respect to the Christmas Illuminations, the Deputy Town Clerk advised that the planned column motifs for King Edwards Rd and Toft Rd had been removed from the contract for this year as the lampposts could not be tested in time. This meant a reduction in the contract price.

It was noted that a celebrity had not yet been secured to turn on the lights; members **resolved** that the lights should be switched on by the Mayor and May Queen without a celebrity this year and ad infinitum.

Members were advised that the improvements to the crib had been completed and members **resolved** that a budget of £100 be provided to replace and update the plaque within the crib, the wording on the plaque to be agreed with Cllr Power.

**E15/065 To consider matters related to the Lantern Parade**

Members **resolved** to proceed with the Lantern Parade as suggested within report E1513.

**E15/066 Member questions to the Town Clerk**

Members requested an update regarding the request made to DCLG for the Knutsford flag to be flown at their offices during the Canute Millennial in 2016 and the obtaining of a branded exhibition stand for use at the Makers Market.

**E15/067 To note the date of the next meeting**

Members agreed to defer the next planned meeting until 5<sup>th</sup> January 2016

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## Minutes

*of the*

### Events and Town Management Committee held on 15<sup>th</sup> February 2016

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

#### **E15/082 Present**

Cllrs Malloy, Power, Farber, Nicholson, Mrs Gray and Wells-Bradshaw.

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

#### **E15/083 To receive apologies for absence**

Apologies were received from Cllr Dean (Personal Business)

#### **E15/084 To note declarations of members interests**

Cllr Malloy declared a non-pecuniary interest in E15/089 on the grounds of being a member of Friends of the Moor.

Cllr Power declared a non-pecuniary interest in E15/064 on the grounds of being a member of the Catenians.

#### **E15/085 Public Participation**

No members of the public wished to address the committee.

#### **E15/086 To receive and confirm the minutes of the meeting held on 5<sup>th</sup> January 2016**

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

#### **E15/087 To consider the Committee's budget and spending to date**

Members noted the budget.

#### **E15/088<sup>1</sup> To consider matters related to the Tour of Britain 2016**

The Chairman adjourned the meeting to allow the Cheshire East Visitor Economy Manager, a representative of Tatton Park and the Chairman of the Promote Knutsford Forum to address the committee. The background to a stage of the Tour of Britain being held in Cheshire East was given and the potential for the stage to pass through Knutsford twice with the finish of the stage at Tatton Park was outlined. The meeting was reconvened and members **resolved** to support the principle of the Town Council paying £5,000 to secure the stage passing through Knutsford twice and finishing in Tatton Park, Knutsford and to refer the matter to Full Council.

#### **E15/089 To consider matters relating to the Queen's 90<sup>th</sup> Birthday Celebrations**

The Chairman adjourned the meeting to allow a representative of Bartlett Tree Experts to address the committee. The meeting was reconvened and it was agreed that the working group meet with Bartlett Tree Experts on site to establish the most suitable tree / location for decision at the next meeting.

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

It was agreed that the DCLG street party guidance be reviewed by the working group and that it be published with Town Council branding following review.

**E15/090 To consider an update from Knutsford Heritage Centre on the Canute Millennial celebrations**

The Chairman adjourned the meeting to allow a representative of the Heritage Centre to address the committee. It was reported that the Danish Ambassador would be attending one of the planned events. An outline of the planned events was given and artwork for the sponsors programme and souvenir guide was presented. Members expressed keenness to see sponsors on board by the next meeting. The chairman reconvened the meeting.

**E15/091 To consider the purchase of a new Knutsford Town Council Flag**

The Town Clerk reported that the request to fly the flag at DCLG had been rejected on the grounds that it was not a county flag. Members thanked Mr Webster for bringing the idea to the Committee.

**E15/092 To consider matters relating to the Town Awards**

Members discussed arrangements for the 2016 awards. Members **resolved**<sup>2</sup> to cancel the 2016 awards with a view to the awards being held biennially.

**E15/093 To consider the purchase of Town Bunting**

Members requested further information on the quality of the bunting given the wide variation in price of the quotes obtained. It was agreed that the Deputy Town Clerk speak with the Royal May Day Committee to discuss future arrangements for bunting and to establish the condition of the existing bunting.

**E15/094 To consider improvements to the Crib**

Members **resolved** to commission the enlargement of the side windows and installation of a rear door to the crib with adequate security.

**E15/095 To receive an update following the Christmas Lights review meeting**

Cllr Malloy provided an update on the meeting with the contractor and reported a discount had been achieved due to the faults with the main tree lights.

**E15/096 Member questions to the Clerk**

Cllr Power enquired if the Town Ranger could be trained to facilitate road closures; the Town Clerk confirmed this was being investigated. Cllr Mrs Gray enquired about member attendance at the Makers Market stall and the Town Clerk confirmed that the rota was first drawn up with members of the committee prior to asking remaining councillors to fill slots.

**E15/097 To consider the Resolutions Log**

Members requested an update on the marching band item at the next meeting.

**E15/098 To note the date of the next meeting**

Members noted the date.

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<sup>2</sup> Cllr Malloy voted against this resolution.



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## Minutes

*of the*

### Events and Town Management Committee held on 21<sup>st</sup> March 2016

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

#### **E15/099 Present**

Cllrs Malloy, Farber, Nicholson, Coan and Wells-Bradshaw.

In attendance: L Benskin (*Deputy Town Clerk*)

#### **E15/100 To receive apologies for absence**

Apologies were received from Cllr Dean, Mrs Gray (Personal Business) and Cllr Power (Business)

#### **E15/101 To note declarations of members interests**

Cllr Malloy declared a non-pecuniary interest in E15/106 on the grounds of being a member of Friends of the Knutsford Heritage Centre.

Cllr Coan declared a non-pecuniary interest in E15/106 on the grounds of being known to the Heritage Centre.

Cllr Farber declared a non-pecuniary interest in E15/105 on the grounds of being known to the attending representative, E15/106 on the grounds of being known to the Heritage Centre and E15/110 on the grounds of being known to the organisers.

#### **E15/102 Public Participation**

No members of the public wished to address the committee.

#### **E15/103 To receive and confirm the minutes of the meeting held on 15<sup>th</sup> February 2016**

Members **resolved** to confirm the minutes subject to the amendment of a small typographical error which were duly signed by the Chairman.

#### **E15/104 To consider the Committee's budget and spending to date**

Members noted the budget and the additional cost for works to the illuminations temporary poles due to be paid before the year end.

#### **E15/105 To receive an update from the Tatton Garden Society with respect to RHS Tatton 2016**

The Chairman adjourned the meeting so that a representative of Tatton Garden Society could address the meeting with respect to the progress made to the RHS Tatton 2016 Canute themed garden that the Society are producing with financial support from the Council and the Knutsford Heritage Centre. It was noted that whilst the society's members had the stand covered for the whole event, but if Council members wished to assist with manning the stand they were very welcome to do so. The Chairman reconvened the meeting.

#### **E15/106 To consider matters related to Town Bunting**



Members noted the response from the May Day Committee and reviewed the samples provided. Members agreed to defer their decision until further information on installation and removal costs were provided.

**E15/107<sup>1</sup> To consider matters related to the Tour of Britain 2016**

An update was provided by the Deputy Clerk in the absence of Cllr Power. Members raised concerns about the race director's preference for the race route to run along King St given the disruption this will cause to retailers on race day and during the required reparation works to the road surface, as well as the limited viewing space for spectators. Members requested that a meeting was arranged with CEC, the Race Director and Highways to discuss the above issues alongside sponsorship opportunities as soon as possible.

**E15/108 To receive an update with respect to the Canute Millennial celebrations**

Cllr Nicholson provided an update following her recent meeting with the Heritage Centre with respect to the Canute Millennial plans and circulated copies of the event brochure and sponsorship opportunities brochure for members to review.

**E15/109 To consider matters relating to the Queen's 90th Birthday Celebrations**

Members **resolved** to plant an Oak Tree at Higher Town Green. Members also **resolved** that the date on the plaque wording contained in report E1518 be amended to read "21<sup>st</sup> April 2016" that being the date of the Queen's 90<sup>th</sup> Birthday. Members further **resolved** that the dedication ceremony take place at 10.30am on 21<sup>st</sup> April 2016.

**E15/110 To consider matters related to the Makers Market**

Members provided any issues or queries they wished to be raised with the market operators at the annual review meeting the Chairman and Deputy Clerk would be attending in April.

**E15/111 To consider a new event – Knutsford Advent Live**

Members **resolved** that officers explore the viability of the idea with local businesses, community groups and schools and report further at a future meeting.

**E15/112 Member questions to the Clerk**

Members had no questions for the Deputy Clerk

**E15/113 To consider the Resolutions Log**

Members noted the resolutions log.

**E15/114 To note the date of the next meeting**

Members noted the date.

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

# Knutsford Town Council

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## Minutes

*of the*

### Events and Town Management Committee held on 17<sup>th</sup> May 2016

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

**E15/115 Present**

Cllrs Malloy, Coan, Mrs Gray, Power and Wells-Bradshaw.

In attendance: L Benskin (*Deputy Town Clerk*)

**E15/116 To receive apologies for absence**

Apologies were received from Cllr Dean, Cllr Farber and Cllr Nicholson (Personal Business)

**E15/117 To note declarations of members interests**

Cllr Malloy declared a non-pecuniary interest in E15/121 on the grounds of being a member of Friends of the Knutsford Heritage Centre, in E15/128 on the grounds of being a member of Cycle Knutsford.

**E15/118 Public Participation**

No members of the public wished to address the committee.

**E15/119 To receive and confirm the minutes of the meeting held on 21<sup>st</sup> March 2016**

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

**E15/120 To consider the Committee's budget and spending to date**

Members noted the budget and spending to date.

**E15/121 To receive an update with respect to the Canute Millennial celebrations**

The Chairman adjourned the meeting so that a representative of the Knutsford Heritage Centre could address the Committee and members could ask questions following the report submitted. The Chairman reconvened the meeting and Cllr Gray noted that the plans were progressing well and the feedback received on the work to date had been excellent.

**E15/122 To consider matters related to RHS Tatton**

The Chairman adjourned the meeting so that a representative of the Tatton Garden Society could address the Committee. The Chairman reconvened the meeting and Members **resolved** to pay a sum of £500 to the Tatton Garden Society on the proviso that the floral elements of the display are given to the Town Council to pass on to Knutsford in Bloom and other interested parties to be utilised in the Town after the flower show.

**E15/123 To consider matters related to Town Bunting**

Members **resolved** to request Full Council to release monies from the General Reserve to purchase bunting for use in the Town Centre based upon the quote received from Hampshire Flag Company and cover the costs of installation and removal of that bunting for

the current financial year.

**E15/124 To consider amending the plaque accompanying the Queen's 90th Birthday Oak Tree**

Members **resolved** to amend the wording on the plaque to the suggested alternate wording detailed in report E1523.

**E15/125 To consider potential commemoration of the 100th Anniversary of the Battle of the Somme**

Members **resolved** to ask the Deputy Town Clerk to contact local churches to ascertain if there are any services taking place to mark the occasion that the Town Council could support and promote.

**E15/126 To consider taking part in Knutsford Heritage Open Days**

Members **resolved** to support the event as detailed in report E1524 but not to provide any budget to the event.

**E15/127 To consider pricing for the Christmas Market 2016**

Members **resolved** to approve the recommendations proposed within report E1525.

**E15/128 To consider matters related to the Tour of Britain 2016**

The Chairman adjourned the meeting to allow representatives from interested groups to provide ideas and suggestions to the Committee. The Chairman reconvened the meeting and Members **resolved** to create a Tour of Britain Sub-Committee, amend the Draft terms of Reference to allow for the Sub-Committee to comprise of 6 councillors and for a budget of £2,500 to be allocated to the Sub-Committee from budget line 4600 "New Events". Members further **resolved** that Cllrs Malloy, Power, Wells-Bradshaw and Coan be appointed to the Sub-Committee with further members to be appointed when the Committee membership changes at the start of the new Civic year.

**E15/129 Member questions to the Clerk**

Members had no questions for the Deputy Clerk

**E15/130 To consider the Resolutions Log**

Members noted the resolutions log.

**E15/131 To note the date of the next meeting (27<sup>th</sup> June 2016)**

Members noted the date.



# Environment Committee

# Knutsford Town Council

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## Minutes

*of the*

### Environment Committee held on May 26<sup>th</sup> 2015

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

#### **EGP15/000 Present**

Cllrs Bancroft, Coan, Greenstein, Hutchence and Nicholson.

In attendance: S Sherliker (*Deputy Town Clerk, maternity cover*)

#### **EGP15/001 To elect a Chairman**

Members **resolved** to elect Cllr Hutchence as Chairman

#### **EGP15/002 To elect a Deputy Chairman**

Members **resolved** to elect Cllr Nicholson as Deputy Chairman

#### **EGP15/003 To receive apologies for absence**

Apologies were received from Cllrs Dean (personal business), Power and Goodrich (business).

#### **EGP15/004 To note declarations of members interests**

No member declared an interest in any item on the agenda

#### **EGP15/005 Public Participation**

No member of the public wished to speak.

#### **EGP15/006 To receive and confirm the minutes of the meeting held on 23<sup>rd</sup> March 2015**

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

#### **EGP15/007 To note the committee's terms of reference**

Members noted the terms of reference.

#### **EGP15/008 To consider the membership of Working Groups reporting to the Committee**

Members **resolved** that Cllrs Bancroft, Coan, Hutchence and Dean be appointed to the War Memorial Working Group. Members **resolved** that Cllrs Coan, Bancroft and Dean be appointed to the Blue Plaque appraisal panel.

#### **EGP15/009 To review the Committee's progress in achieving the 2020 Vision**

Members reviewed the action plan and achievements to date.

Members **resolved** to amend the target dates assigned to the aims as follows 9.1, 9.2 and 9.3 – to September 2015 and aim 11.1 to December 2015.

Members **resolved** that Officers undertake a condition survey of the Public Rights of Way network with a target date of September 2015.

Members **resolved** that the following members survey their ward to identify trees which would suit protection under a Tree Preservation Order Cllrs Coan, Bancroft, Greenstein,

Hutchence and Power

Members **resolved** to defer establishing a Highways working group to further aims 10.1 and 10.2 to follow consultation with the Chairman of the Neighbourhood Plan Committee regarding overlap.

**EGP15/010 To consider the Committee's budget and spending to date**

Members noted the budget and spending to date.

**EGP15/011 To consider the Community Space Survey results**

Members noted the report.

**EGP15/012 To consider the Town Maintenance report**

Members noted the report and the omission of the repair and maintenance of the railings along Ladies Mile and Little Heath and of items noted under EPG14/110 (signage to the Moor and the bridge over the River Lily). The Deputy Town Clerk was requested to follow up the items previously referred to Cllr Gardiner as CEC councillor.

**EGP15/013 To consider the Resolutions Log**

Members noted the log.

**EGP15/014 To note the date of the next meeting (06/07/15)**

Members noted the date.

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## Minutes

*of the*

### Environment Committee held on July 6<sup>th</sup> 2015

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

#### **EGP15/015 Present**

Cllrs Hutchence, Bancroft, Coan, Greenstein, Goodrich, Nicholson & Power.

In attendance: S Sherliker (*Deputy Town Clerk, maternity cover*)

#### **EGP15/016 To receive apologies for absence**

Apologies were received from Cllr Dean (personal business)

#### **EGP15/017 To note declarations of members interests**

Cllr Nicholson Non - pecuniary EGP15/021 Executive of Scout organisation, having permissive use of the woodland.

#### **EGP15/018 Public Participation**

A representative of the SKRG spoke in relation to Windmill Wood and its opposition to a planning application for a two storey dwelling within the Greenbelt.

#### **EGP15/019 To receive and confirm the minutes of the meeting held 26<sup>th</sup> May 2015**

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

#### **EGP15/020 To consider the Committee's budget and spending to date**

Members noted the budget and spending to date.

#### **EGP15/021 To consider the matters related to Windmill Wood**

Members **resolved** to liaise with neighbouring Parish Councils for Ollerton and Toft on the matter of woodland conservation and make representations to Cheshire East Council for the commissioning of tree and wildlife surveys.

#### **EGP15/022 To consider priorities for the Town Ranger**

Members received an update on the Town Ranger's work and priorities. Members requested that future tasks include the identification and recording of potential trip hazards on pavements and of dirty road signs, to be noted on the town maintenance log, and brought to the attention of Cheshire East Council.

#### **EGP15/023 To consider improvements to the fingerpost network**

Members **resolved** that improvements to the fingerpost network be undertaken as outlined and that the quotation by LeaderArchitectural be accepted and expenditure allocated from the Street Furniture budget. Members further **resolved** to allocate £100 for the purchase of paint and materials by the Town Ranger for repainting fingerpost columns. Members further **resolved** that the all direction fingers to the Moor should denote "The Moor and Play Area" and that new fingers be purchased

accordingly.

**EGP15/024 To establish a Highways working group as part of the 2020 vision**

Members **resolved** that Cllrs Goodrich, Greenstein, Hutchence and Power be appointed to the Highways working group, and the terms of reference include the co-option of additional individuals as appropriate.

**EGP15/025 To consider the Town Maintenance report**

Members agreed that item numbers 25, 26, 35, 41 be removed owing to general improvement of the issues and requested the addition of insecure bollard casing on Bexton Road and a developing pothole in Canute Place be monitored by the Town Ranger.

**EGP15/026 To consider the Resolutions Log**

Members noted the log and in relation to the Welcome to Knutsford signs requested that attention be given to siting the signs at the actual parish boundary. The Chairman agreed to liaise with Cllr Gardiner and the Town Clerk regarding School Zone designation.

**EGP15/027 To note the date of the next meeting (September 14<sup>th</sup> 2015)**

Members noted the date.



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## Minutes

*of the*

### **Environment Committee held on 14<sup>th</sup> September 2015**

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

**EGP15/028 Present**

Cllrs Hutchence, Bancroft, Coan, Greenstein, Nicholson & Power.

In attendance: S Sherliker (*Deputy Town Clerk, maternity cover*)

**EGP15/029 To receive apologies for absence**

Apologies were received from Cllrs Goodrich & Dean (personal business)

**EGP15/030 To note declarations of members interests**

No members declared an interest in any item on the agenda

**EGP15/031 Public Participation**

A representative of the SKRG commended the proposed Community Engagement Policy in particular the commitment to avoid the use of jargon.

**EGP15/032 To receive and confirm the minutes of the meeting held 6<sup>th</sup> July 2015**

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

**EGP15/033 To consider the Committee's budget and spending to date**

Members noted the budget and spending to date.

**EGP15/034 To consider a report from the Knutsford PCSO Gary Fulton**

Members received a report from the PCSO for Shaw Heath and Longridge on issues in the area and it was agreed that he would attend the committee meeting on a quarterly basis. Cllr Power conveyed the appreciation of the Friends of the Moor for the effective policing of that area. Members raised issues relating to parking obstructions in the town and the problem of motorcycles speeding on the A50; the latter of which would be referred to a senior officer.

**EPG15/035 To consider a request to use the town shield on medals for the 2020 Knutsford Great Race**

Members agreed in principle to the use of the town shield on the medals but requested a visual image of the design prior to granting a licence.

**EGP15/036 To consider priorities for the Town Ranger**

Members received an update on the Town Ranger's work and priorities and requested that future tasks include the renovation of benches in the Tabley Road cemetery. Members **resolved** that a petrol powered hedge trimmer and strimmer/brush cutter be purchased at the approximate cost of £225 from the materials budget. Members noted the positive impact made by the Town Ranger and that there had been many

complimentary comments from the public for the work he had done, and requested that the Town Clerk convey their appreciation for his excellent work.

**EGP15/037 To consider priorities for Parking Enforcement**

Members noted that the Civil Enforcement Officers (CEO) were not empowered to take action on parking obstructions in all known problem areas. It was agreed that the CEOs would be directed to focus enforcement in the Town Centre during their existing working hours at lunchtimes, particularly Fridays, and morning and afternoon 'rush hour' including around all schools at start/finish times.

**EGP15/038 To consider an update from the War Memorial Working Group**

Members noted the report.

**EGP15/039 To consider the adoption of a Community Engagement Policy**

Members **resolved** to adopt the Community Engagement Policy subject to the following amendments:

3.1 insert: 'meeting'

3.3 delete: 'such as at monthly surgeries and stalls at the Makers Market'

3.5 insert after 'community..' 'in addition to traditional forms of communication'..

4.7c) amend/add (eg letters, leaflets, social media etc.)

General: addition of full-stops.

**EGP15/040 To consider the Town Maintenance report**

Members agreed that item numbers 24, 51, 87 should be removed owing to general improvement of the issues and requested that outstanding issues be followed up. Cllr Power requested that the issue of the deteriorating River Lily bridge which is inaccessible to wheelchair users be pursued with CEC.

**EGP15/041 To consider the Resolutions Log**

Members noted the log.

**EGP15/042 To note the date of the next meeting (19th October 2015)**

Members noted the date.

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## Minutes

*of the*

### **Environment Committee held on 19<sup>th</sup> October 2015**

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

**EGP15/043 Present**

Cllrs Hutchence, Bancroft, Greenstein, Goodrich, Nicholson and Power.

In attendance: L Benskin (*Deputy Town Clerk*)

**EGP15/044 To receive apologies for absence**

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

**EGP15/045 To note declarations of members interests**

Cllr Nicholson                      Non-pecuniary                      EGP15/051                      Known to the landowner

**EGP15/046 Public Participation**

A member of the public highlighted that there were a number of unnecessary road signs still in place in Knutsford despite appearing on the maintenance report and suggested that an audit of signage be carried out by the Town Ranger.

**EGP15/047 To receive and confirm the minutes of the meeting held 14<sup>th</sup> September 2015**

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

**EGP15/048 To consider the Committee's budget and spending to date**

Members noted the budget and spending to date.

**EGP15/049 To consider matters related to the Friends of the Moor<sup>1</sup>**

The meeting was adjourned to allow a representative from Friends of the Moor to address the Committee regarding the operation, future plans and current issues of the group.

The meeting was reconvened and members agreed that the Moor should appear as a regular agenda item and that the request for a letter to be sent to CEC regarding the Green Belt assessment be considered at the next meeting when all members had reviewed the report. It was agreed that memorials for recently departed members be considered at the next meeting when the families involved had been consulted as to their views.

**EPG15/050 To consider the installation of new Blue Plaques**

Members **resolved** to order and install the Blue Plaques as outlined in the report ENV1506 (adopting the amending wording for the Sessions House) following their review by a proof reader known to Cllr Power, save for that relating to the Old Town Hall the wording of which would be considered at the next meeting.

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<sup>1</sup> Cllr Goodrich arrived during the presentation of this item

**EGP15/051 To consider matters related to Windmill wood**

Members agreed that representatives from the Parish Councils covering Ollerton and Toft be invited to the next meeting to discuss matters related to the Wood.

**EGP15/052 To consider an update from the Highways working group**

Cllr Power provided an update to the members from the working group. Members agreed that a letter should be sent to Cllr Gardiner asking for an update regarding SIDs and the request for their use within Knutsford to the Highways LAP.

**EGP15/053 To consider the draft committee budget for 2015/16**

Members **resolved** to recommend to Council that the Town Ranger cost centre (305) be transferred to the Operations Committee and for the Grounds and Open Spaces cost centre (550) be transferred to the Environment Committee. Members further **resolved** to request permission from Finance to defer setting their budget until after a decision on the above proposal is made at the Full Council meeting on 2<sup>nd</sup> November.

**EGP15/054 To consider the Town Maintenance report**

Members agreed that the Town Ranger should review the items listed in the report to check their current status so that those still outstanding could be chased by the Deputy Town Clerk and the schedule be updated before the next meeting. Cllr Bancroft asked that the lighting at the top of King Street near Wallwood be added to the report alongside the removal of the redundant sign legs on the exit of Booths Car Park next to the Police Station wall.

**EGP15/041 To consider the Resolutions Log**

Members noted the log.

**EGP15/042 To note the date of the next meeting (30<sup>th</sup> November 2015)**

Members noted the date.

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## Minutes

*of the*

### Environment Committee held on 30<sup>th</sup> November 2015

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

#### **EGP15/064 Present**

Cllrs Hutchence, Bancroft, Greenstein, Goodrich, Nicholson and Coan.

In attendance: L Benskin (*Deputy Town Clerk*)

#### **EGP15/065 To receive apologies for absence**

Apologies were received from Cllrs Power and Dean (Personal Business)

#### **EGP15/066 To note declarations of members interests**

Cllr Nicholson	Non-pecuniary	EGP15/070	Known to the landowner
	Non-pecuniary	EGP15/073	Widow of a recently departed member

#### **EGP15/067 Public Participation**

A member of the public spoke with respect to item EGP15/072 and reminded the Committee that the residents groups of Knutsford had also carried out a Green Belt assessment. A copy of the report is available in the library section of the Knutsford Neighbourhood Plan website.

#### **EGP15/068 To receive and confirm the minutes of the meeting held 2<sup>nd</sup> November 2015**

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

#### **EGP15/069 To consider the Committee's budget and spending to date**

Members noted the budget and spending to date.

#### **EGP15/070 To consider matters related to Windmill Wood**

The Chairman adjourned the meeting to allow representatives of Plumley with Toft and Bexton and Ollerton with Marthall Parish Councils to address the Committee. The meeting was subsequently reconvened and members **resolved** to write to CEC to request clarification as to the status of the Wood and a response to the SKRG submission of July 2014 and further **resolved** to write to the landowners and invite them to attend a subsequent meeting or provide a written response regarding the status of the Wood and their future plans for the same that they are willing to disclose to the Committee.

#### **EPG15/071 To consider the installation and wording of a Blue Plaque at the Old Town Hall**

Members **resolved** to amend the wording for the Blue Plaque to be installed to:

'Old Town Hall'

Market Hall and Meeting Rooms designed in 1872 by Alfred Waterhouse.

Built by Lord Egerton for use by the public.

**EGP15/072**

**To consider matters related to the Friends of the Moor and the ARUP Green Belt Assessment Report**

An update from the Chairman of Friends of the Moor was circulated in the absence of Cllr Power. Members **resolved** to write to CEC to request that they promote the priority of the Moor when responding to lighting faults. With respect to the materials to be used for the new seating under the shelter, members noted that this was a decision for Friends of the Moor based on the advice they had received.

**EGP15/073**

**To consider memorials for recently departed Members**

Members supported the suggestion from Friends of the Moor for a bench and tree in memory of former Cllr Vivien Davies for her service to the town and requested that a written proposal was put before the Committee if any assistance was required which would be considered accordingly. Members agreed that a suitable memorial for former Cllr Clive Nicholson should be considered by the Chairman and Cllr Nicholson and reported back to the Committee when decided upon.

**EGP15/074**

**To consider a request to use the Town Shield on medals for the 2020 Knutsford Great Race**

Members **resolved** that to grant outline permission to the Great Race 2020 for use of the Town Shield subject to final approval of the production design.

**EGP15/075**

**To consider a report from the War Memorial working group**

Members **resolved** to approve the proposed action outlined in report ENV1509.

**EGP15/076**

**To consider the Town Maintenance report**

Members reviewed the report and requested that with respect to item 93 the Town Ranger look at the bench and provide a costing for the repair to be considered at the next meeting.

**EGP15/077**

**To consider the Resolutions Log**

Members noted the log.

**EGP15/078**

**To note the date of the next meeting**

Members noted the date.

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## Minutes

*of the*

### **Environment Committee held on 18<sup>th</sup> January 2016**

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

#### **EGP15/079 Present**

Cllrs Hutchence, Bancroft, Goodrich, Power and Nicholson

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

#### **EGP15/080 To receive apologies for absence**

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

#### **EGP15/081 To note declarations of members interests**

Members noted that Higher Town Green was owned by the Town Council.

#### **EGP15/082 Public Participation**

A member of the public advised that as part of a photographic survey of heritage assets they were undertaking they had visited the site of St Helena's which was in a poor state. This had been reported to Cheshire East Council and they requested that the Town Council assist in chasing and monitoring action at the site.

#### **EGP15/083 To receive and confirm the minutes of the meeting held 30<sup>th</sup> November 2015**

Members **resolved** to confirm the minutes.

#### **EGP15/084 To consider the Committee's budget and spending to date**

Members noted the budget and spending to date.

#### **EGP15/085 To consider a report from Knutsford PCSO Gary Fulton**

PCSO Fulton was unable to attend the meeting therefore his report was deferred to a future meeting.

#### **EPG15/086 To consider matters related to the Friends of the Moor**

Cllr Power provided a report from Friends of the Moor that had been previously circulated to members.

The Deputy Town Clerk advised that CEC Highways had indicated that it would not be possible to increase lighting fault response times for the Moor beyond the current 12 working day fault response time. Cllr Power advised that Cllr Wells-Bradshaw had requested to be copied in on all emails to CEC regarding lighting issues in the town.

#### **EGP15/087 To consider priorities for Parking Enforcement**

Members discussed the issue and noted that their main priorities were for traffic warden provision on evenings and weekends, particularly Sundays as this was when parking on double yellow lines seemed to be most prevalent. It was noted that cars

parking on double yellow lines outside Golfino and opposite the Princess St Car park causes an obstruction and was an issue that should be looked at by the Highways Working Group.

**EGP15/088 To consider a request to use the Town Shield on medals for the 2020 Knutsford Great Race**

The Deputy Town Clerk showed members a sample badge which had been provided so members could see the proposed design accurately. Members **resolved** to grant a licence for the use of the Town Shield for the Great Race 2020 entrants' badges and complimented the organisers on the excellent design.

**EGP15/089 To consider advertising in the 2016 Royal May Day Programme**

Members **resolved** to place a full page advert in the 2016 Programme. Members requested the Town Clerk circulate the advert design to members in advance of the submission date.

**EGP15/090 To consider matters related to Rights of Way and the Definitive Map**

Members **resolved** to apply for a Definitive Map Modification order to record a public footpath between 95 and 97 King Street.

**EGP15/091 To consider matters related to Unsigned Urban Public Rights of Way**

Members **resolved** that signs should be provided on paths FP14 and FP15 but were unnecessary on the other urban public rights of way.

**EGP15/092 To consider the Open Spaces Survey results**

Members agreed to refer the results of the survey to the Neighbourhood Plan Environment, Open Spaces, Leisure and Sport working group.

Members **resolved** to receive reports at each meeting from the Council appointed representative of Friends of the Moor and every other meeting with respect to Friends of the Heath.

Members further **resolved** to approve recommendations 3.3A, 3.3B, 3.3C, 3.3D, 3.3E within the report. Members requested that CEC be asked to provide dog bins as well as signage at the locations detailed in 3.3C.

Members **resolved** to undertake actions OS-11, OS-15, OS-23 and OS-26. Members also requested that the costs of a bug hotel be investigated.

Members **resolved** that the remainder of the suggested actions be considered by the Environment, Open Spaces, Leisure and Sport working group with the caveat that any items the Town Clerk or Deputy Town Clerk considered needed attention more urgently be brought back to the Committee.

**EGP15/093 To consider the Town Maintenance report**

Cllr Bancroft asked for the following items be added to the report for monitoring :

- ANSA needed chasing to carry out the meadow mowing required at the Barncroft
- CEC agreed to provide new bins at Wallwood and outside the train station entrance on Adams Hill which had not yet arrived

**EGP15/094 To consider the Resolutions Log**

Members noted the log.

**EGP15/095 To note the date of the next meeting**

Members noted the date.



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## Minutes

*of the*

### **Environment Committee held on 29<sup>th</sup> February 2016**

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

**EGP15/096 Present**

Cllrs Hutchence, Bancroft, Power and Coan

In attendance: L Benskin (*Deputy Town Clerk*)

**EGP15/097 To receive apologies for absence**

Apologies were received from Cllrs Greenstein (Health), Cllr Dean and Nicholson (Personal Business) and Cllr Goodrich (Business)

**EGP15/098 To note declarations of members interests**

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

**EGP15/099 Public Participation**

A representative of SKRG spoke with respect to EGP15/105 and indicated that the request to the Northern Planning seeking the designation of the wood as local green space had been sent by both post and email to Mr Hooley and the Chair of the Northern Planning Committee at the time, as such he cannot understand how the paper was not received.

A member of Ollerton with Marthall Parish Council advised that Plumley with Toft and Bexton Parish Council had undertaken a tree survey and were surprised that the Wood didn't have any protection. The concerns of both parishes are that the 35 native trees in particular may be felled mistakenly unless they are afforded protection.

**EGP15/100 To receive and confirm the minutes of the meeting held 18<sup>th</sup> January 2016**

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

**EGP15/101 To consider the Committee's budget and spending to date**

Members noted the budget and spending to date.

**EGP15/102 To consider a report from Knutsford PCSO Gary Fulton**

Members noted the contents of the report and wished to pass their thanks to PCSO Fulton for providing the written report. The Chairman noted that the query as to whether the Council have any plans to extend the coverage of the Town's further CCTV with respect to the Moor and King St car park was not something that could be addressed by the Committee and should be directed to the Town Clerk and Mayor for consideration for the Full Council Agenda.

**EGP15/103 To consider matters related to the Friends of the Moor**

Members noted the report and Cllr Power advised that Friends of the Moor had received a number of positive comments with respect to the new tables that had been installed.

**EGP15/104 To consider matters related to the River Lily Bridge**

Members agreed that a letter be sent to Cheshire East Council with respect to the current condition of the bridge and any funding that may be available to assist with its improvement.

**EGP15/105 To consider matters related to Windmill Wood**

Members **resolved** to write to Ollerton and Marthall and Plumley with Toft and Bexton Parish Councils advising of their intention to write to CEC to seek Tree Protection Orders (TPOs) on the trees in the Knutsford Parish area of the wood and enlist their support in making similar applications in writing to CEC.<sup>1</sup>

**EGP15/106 To consider the 2016/17 Town Guide**

Members discussed and provided some suggested changes and additions to the 2016/17 Town Guide. Members **resolved** to approve the commencement of the 2016/17 guide as outlined in report ENV1515. Members appointed Cllrs Hutchence, Greenstein and Power to review the editorial content as prepared. Members requested that May 2018 be the target completion date for the 18/19 Guide.

**EGP15/107 To consider an application with respect to the naming of the new A556 Relief Road**

Members **resolved** to make an application for the naming of the A556 Relief Road as (in order of preference) Knutsford Way, Tatton Way or King Canute Way.

**EGP15/108 To consider the binding of minutes**

Members **resolved** to approve the binding of the minutes as recommended in report ENV1517.

**EGP15/109 To consider repairs to the bench at the Corner of Cranford Avenue/Westfield Drive**

Members **resolved** that the Town Ranger repair the bench at a cost of approximately £200 for materials.

**EGP15/110 To consider entering Knutsford into the Cheshire Community Pride Awards**

Members **resolved** to enter the Community Pride Awards for the categories recommended in report ENV1518.

**EGP15/111 To consider the Town Maintenance report**

Members noted the report.

**EGP15/112 To consider the Resolutions Log**

Members noted the log.

**EGP15/113 To note the date of the next meeting (11<sup>th</sup> April 2016)**

Members noted the date.

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<sup>1</sup> Cllr Hutchence voted against this resolution

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

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## Minutes

*of the*

### **Environment Committee held on 11<sup>th</sup> April 2016**

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

**EGP15/114 Present**

Cllrs Nicholson, Bancroft, Power, Greenstein, Goodrich and Coan

In attendance: L Benskin (*Deputy Town Clerk*)

**EGP15/115 To receive apologies for absence**

Apologies were received from Cllr Hutchence (Business) and Cllr Dean (Personal Business)

**EGP15/116 To note declarations of members interests**

Cllr Power declared an interest in EGP15/121 as a member of Friends of the Moor.

**EGP15/117 Public Participation**

No members of the public wished to speak.

**EGP15/118 To receive and confirm the minutes of the meeting held 29<sup>th</sup> February 2016**

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

**EGP15/119 To consider the Committee's budget and spending to date**

Members noted the budget and spending to date.

**EGP15/120 To receive an update with respect to the progress of the A556 Relief Road**

Christopher Burrows, Community Liaison Manager for Costain who are building the road on behalf of Highways England provided a presentation on progress to date and answered members' questions. The Chairman subsequently reconvened the meeting.

**EPG15/121 To consider matters related to the Friends of the Moor**

Cllr Power provided an update as Council appointed representative on the Friends of the Moor Committee and noted that he was pleased to advise that new play equipment including additional swings and a Wendy house would be added to the baby section of the playground.

**EGP15/122 To consider matters related to the Friends of the Heath**

The Deputy Town Clerk advised that the secretary of Friends of the Heath had indicated that they were unable to attend this meeting but would attend or provide a written update for the next meeting.

**EGP15/123 To consider the publication of the Town Council Annual Report within the Knutsford**

## **Directory**

Members **resolved** to place an 8 page Annual Report in the Knutsford Directory.

### **EGP15/124 To consider priorities for Parking Enforcement**

Members queried as to whether the Civil Enforcement Officers are able to notify the Police directly in circumstances where they cannot issue a ticket but an obstruction is being caused – the Deputy Town Clerk advised she would check with the Parking Services Officer and update the Committee when a response was received.

St Vincents School on Manor Park South was an area highlighted as needing attention. Members **resolved** that the Deputy Town Clerk write to local primary schools to explain the elementary style drop off system and ascertain if it is something they would consider trialling.

### **EGP15/125 To consider any matters requiring the Town Ranger's attention**

Cllr Goodrich asked that the Town Ranger investigate an access point to properties 74 to 82A on Mobberley Rd which appeared to be blocked by a gate.

Cllr Bancroft thanked the Town Ranger and Officers for dealing with fly posting in the Town swiftly.

### **EGP15/126 To receive an update with respect to the naming of the new A556 Relief Road**

The Chairman moved this item to before item 6 on the Agenda and adjourned the meeting so that Christopher Burrows, Community Liaison Manager could explain the reasons as to why the new A556 Relief Road would not be named.

### **EGP15/127 To consider the Town Maintenance report**

Members noted the report and provided updates on a number of items to enable the maintenance log to be updated.

### **EGP15/128 To consider the Resolutions Log**

Members noted the log. The Deputy Town Clerk provided an update that had been received from Cllr Gardiner with respect to SIDs. A review would be undertaken by CEC to ascertain the appropriate sites to enable decisions then to be taken on the number, locations and costs of the devices.

### **EGP15/129 Questions to the Clerk**

Cllr Coan raised the issue of continued parking on the public right of way at Cotton Shop Yard. The Chairman asked that the item be placed on the agenda for the next meeting.

### **EGP15/130 To note the date of the next meeting (23<sup>rd</sup> May 2016)**

Members noted the date.

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## Minutes

*of the*

### **Environment Committee held on 23<sup>rd</sup> May 2016**

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

#### **EGP15/131 Present**

Cllrs Hutchence , Bancroft, Power, Greenstein and Coan

In attendance: L Benskin (*Deputy Town Clerk*)

#### **EGP15/132 To receive apologies for absence**

Apologies were received from Cllr Goodrich (Business) Nicholson and Dean (Personal Business)

#### **EGP15/133 To note declarations of members interests**

Cllr Bancroft declared an interest in item EGP15/146 as Chairman of Knutsford in Bloom. Cllr Power declared an interest in item EGP15/147 as a member of Friends of the Moor.

#### **EGP15/134 Public Participation**

No members of the public wished to speak.

#### **EGP15/135 To receive and confirm the minutes of the meeting held on 11<sup>th</sup> April 2016**

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

#### **EGP15/136 To consider the Committee's budget and spending to date**

Members noted that the budget and spending to date.

#### **EPG15/137 To consider matters related to the Friends of the Moor**

Cllr Power provided an update as Council appointed representative on the Friends of the Moor Committee and noted that the AGM has been held last week and the plans for the new equipment within the baby section of the playground and additional swings had been passed.

#### **EGP15/138 To consider matters related to the Friends of the Heath**

The Chairman adjourned the meeting so the Secretary of Friends of the Heath could address members with respect to the current plans of the group. FotH requested the Committee's help with obtaining 4 litter bins for the heath as litter this was the biggest issue for the group. The Chairman requested that the FotH seek permission from the landowner for the siting of additional bins and then revert back to the Committee who would see if they could then assist in the process of obtaining bins in the location indicated.

**EGP15/139 To consider matters relating to the War Memorial Project**

Members **resolved** to award the contract for the new War Memorial to Blackwell's Stonecraft and to authorise the Town Clerk to submit an application for Planning Permission based on the working groups preferred design and authorise a budget of up to £500 for any necessary architect fees. Members further **resolved** to approve the roll of honour detailed in Annex A and to request the release of the earmarked reserve and allowance to utilise up to £5,000 from the general reserve as outlined in report ENV1521.

Members of the Committee asked if the Town Clerk could ask Blackwells to provide a design for a two stepped plinth up to an overall height of 2m provided this could fit all the names on it.

**EGP15/140 To consider matters relating to Parking on Church Walk**

Members requested that the Deputy Town Clerk contact CEC to investigate the potential for obtaining double yellow lines in the area and perhaps a bike rack on the wider section of the road.

**EGP15/141 To consider a repair to the Mayor's Chain**

Members **resolved** that the required repair to the Mayor's Chain be carried out at a cost of £50.

**EGP15/142 To receive an update on the Definitive Map Modification Order Application**

The Deputy Town Clerk provided an update on the process and noted that the application had now been submitted. It was noted that this had taken place before all the user evidence forms requested had been returned, due to a new planning application for the area. It was intended that the additional user evidence obtained be submitted in due course. The Deputy Town Clerk advised that the priority afforded to the application was dependent upon a number of factors including the decision on the planning application for the area.

**EGP15/143 To consider matters related to Cotton Shop Yard**

Members **resolved** for officers to complete both of the suggested options contained in ENV1523 to attempt to ascertain the owner.

**EGP15/144 To consider matters related to Dog Fouling**

Members noted the complaints received from members of the public on this issue and that CEC had recently commenced a campaign called "Dog Watch". Members requested that the Deputy Town Clerk contact the campaign and ascertain if the roadshow could come to Knutsford, and if so arrange a press release to promote the same. Members requested that the Town Ranger highlight occurrences to CEC Dog Wardens so problem areas can be highlighted and tackled.

**EGP15/145 To consider the wording of the Blue Plaque for the 'Old Town Hall'**

Members **resolved** that the wording remain as previously agreed as they considered this to be a more accurate reflection of the buildings usage. Members noted that if the landowner was not happy with the original wording then a blue plaque would not be put in place at this location.

**EGP15/146 To consider any matters requiring the Town Ranger's attention**

Cllr Bancroft noted that weeds were a particular problem in the Town at present and provided a list of areas needing attention. Cllr Power asked that the Mercy Planter on Gaskell Avenue be revisited.

**EGP15/147 To consider the Town Maintenance report**

Members noted the report and provided updates on some items. Cllr Bancroft asked when the bollards were due to be replaced on King St outside Boutique D'or. The Deputy Town Clerk advised that it was soon but she would check the date and diarise the same to check the repairs were made.

**EGP15/148 To consider the Resolutions Log**

Members noted the log and requested an update on the SIDs review. It was noted that the next Highways Minor works meeting was not until September. Members agreed that the issue should be considered by the Highways Working Group and asked the Deputy Town Clerk to arrange a meeting of the group. Members requested that the Speedwatch groups data was available for this meeting and CEC councillors were invited.

**EGP15/149 Questions to the Clerk**

Members had no questions for the Clerk.

**EGP15/150 To note the date of the next meeting (4<sup>th</sup> July 2016)**

Members noted the date.



# Finance Committee



# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

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## Minutes

*of the*

### **Finance Committee meeting held on June 29<sup>th</sup> 2015**

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

**F15/000 Present**

Cllrs Forbes, Malloy, Gray, Farber, Coan and Dean.

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

**F15/001 To appoint a Chairman**

Members **resolved** to appoint Cllr Forbes Chairman.

**F15/002 To appoint a Deputy Chairman**

Members **resolved** to appoint Cllr Malloy Deputy Chairman.

**F15/003 To receive apologies for absence**

Apologies were received from Cllrs Bancroft and Nicholson (personal business)

**F15/004 To note declarations of members' interests**

Cllrs Coan, Malloy and Forbes declared a non-pecuniary interest in item 15/010a on the grounds of being known to the applicant's signatory.

Cllr Forbes declared a non-pecuniary interest in F15/014 on the grounds of being a chartered banker.

**F15/005 Public Participation**

No members of the public wished to address the committee.

**F15/006 To receive and confirm the minutes of the meeting held on 27<sup>th</sup> April 2015**

Following the insertion of Cllr Dean's apologies members **resolved** to confirm the minutes which were duly signed by the chairman.

**F15/007 To note the committee's terms of reference**

Members noted the terms of reference.

**F15/008 To consider the committee's income/expenditure, year to date**

Members noted the committee income and expenditure and requested that the cost centre for the Mayor's Fundraising be split in two to allow for clearer reporting given the difference in the civic and financial years.

**F15/009 To consider the Council's income/expenditure, year to date**

Members noted the Council income and expenditure.

- F15/010 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**  
a) The chairman adjourned the meeting to allow a representative of Community Spirit to respond to questions from members. The meeting was subsequently reconvened and members **resolved** to award a grant of £3,383 comprising of £3,233 as allocated in the grant application and an additional £150 to cover the costs of fuel and transport costs for the highlighted projects. Members further **resolved** that the Town Clerk specify in the grant letter that the Council does not provide grants towards food or hospitality therefore the £150 requested for this purpose was not included.  
b) Members noted the grants database.
- F15/011 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 **resolved** to remove clause ten of the terms of reference. Members further **resolved** to alter 6.4 to "Evidence of compliance with Financial Regulations in all of the above". Members **resolved** to adopt the terms of reference as amended.  
b) Members **resolved** to appoint Cllrs Bancroft, Nicholson and Coan to the working group.
- F15/012 To consider the Internal Auditor's report**  
Members noted the report.
- F15/013 To consider the Council's balance sheet and allocation of reserves**  
Members noted the balance sheet.
- F15/014 To establish a Banking and Investments working group**  
Members **resolved** to appoint the working group comprising Cllrs Forbes, Farber and Dean.
- F15/015 To approve payments**  
Members **resolved** to approve the payments detailed in Annex A.
- F15/016 To consider procuring a BP Fuel Card**  
Members **resolved** to authorise the procurement of a BP Fuel Card and **resolved** to approve the settlement of the account by Direct Debit.
- F15/017 To approve the statement of income from the Mayor's Charity Collection**  
Members **resolved** to approve the statement.
- F15/018 Financial questions to the Clerk**  
No questions were asked to the Town Clerk.
- F15/019 To consider the resolutions log**  
Members noted the log.
- F15/020 To note the date of the next meeting (07/09/2015)**  
Members noted the date.

# Knutsford Town Council

## ANNEX A

### Payment Schedule 29/06/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
10/06/2015	Charge Card	CP-TRSF	300.00		Card top up
10/06/2015	Mike Brown	3924	14.75	AKG	Market Toilet Rolls
16/06/2015	A Keppel-Garner	3925	75.95	AKG	Reimbursement (Timpsons)
24/06/2015	Ansa Environmental Services	3927	97.44	AKG	Sign Installation
24/06/2015	Chevron Traffic Management Ltd	3928	342.00	AKG	Beer Festival Traffic Management
24/06/2015	Steve Ikin Limited	3929	1,514.00	Ops	Work at Market Hall
24/06/2015	Knutsford Directory	3930	499.00	Council	Publication of Annual Report
24/06/2015	Start Traffic Management Ltd	3931	144.30	AKG	Road Cones & Barrier Chains
24/06/2015	West Mercia Supplies	3932	124.57	AKG	Cleaning Materials + Stationery
24/06/2015	Business By Technology Ltd	DD01	116.46	AKG	May Copier Usage
24/06/2015	The Royal Bank of Scotland	DD02	10.00	AKG	Payroll Fee
24/06/2015	Siemens	DD03	285.37	AKG	Photocopier Rental Q1
25/06/2015	Knutsford Royal May Day	3926	875.00	Events	Donation to Bunting Costs
25/06/2015	SLCC	3934	187.00	AKG	DTC SLCC Membership
25/06/2015	A Keppel-Garner	3935	108.88	AKG	Reimbursement: TR Materials
25/06/2015	South Manchester Angling Club	3933	400.00	AKG	Replacement of Cheque #3908
25/06/2015	South Manchester Angling Club	3908C	-400.00	AKG	Cancel Cheque (lost)
30/06/2015	June Payroll	PAYROLL	8,734.50	AKG	June Payroll

**Total Payments** 13,429.22

# Knutsford Town Council

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## Minutes

*of the*

### Finance Committee meeting held on September 7<sup>th</sup> 2015

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

**F15/021 Present**

Cllrs Forbes, Malloy, Bancroft, Nicholson, Gray and Dean.

In attendance: S Sherliker (*Deputy Town Clerk, maternity cover*)

**F15/022 To receive apologies for absence**

Apologies were received from Cllrs Coan and Farber (personal business)

**F15/023 To note declarations of members' interests**

Cllr Nicholson declared a non-pecuniary interest in item 4c on grounds of being known to the signatory of the application from Brook St Chapel.

**F15/024 Public Participation**

No members of the public wished to address the committee.

**F15/025 To consider matters related to the Council's Grant Scheme**

- a) To consider a grant application from Cheshire Search and Rescue
  - b) To consider a donation request from Knutsford Photographic Society
  - c) To consider a grant application from the Brook St Chapel
  - d) To consider a grant application from the Knutsford Lions
  - e) To consider the grants database
- a) The Chairman adjourned the meeting to allow a representative of Cheshire Search and Rescue (CSAR) to speak and answer member questions. The meeting was subsequently reconvened and members **resolved** to make a grant of £1,100 towards the cost of 60 personal issue radios for CSAR team members.
  - b) The Chairman adjourned the meeting to allow a representative of the Knutsford Photographic Society to speak and answer member questions. The meeting was subsequently reconvened and members **resolved** to make a donation of £200 for the purchase of trophies for the "Best Digital Image" category in their annual photographic competition.
  - c) The Chairman adjourned the meeting to allow a representative of the Brook Street Chapel to speak and answer member questions. The meeting was subsequently reconvened and members **resolved** to make a grant of £1,500 towards the cost of emergency repairs and inspections to interior oak beams.
  - d) Members considered an application from the Knutsford Lions and **resolved** to make a grant of £360 for the production of award certificates for the 'Young Leaders in Service' scheme.

e) Members noted the Grants database.

- F15/026 To receive and confirm the minutes of the meeting held on 29<sup>th</sup> June 2015**  
Members **resolved** to confirm the minutes which were duly signed by the chairman.
- F15/027 To consider the committee's income/expenditure, year to date**  
Members noted the committee income and expenditure.
- F15/028 To consider the Council's income/expenditure, year to date**  
Members noted the Council income and expenditure.
- F15/029 To consider the Internal Audit Working Group Report**  
Members noted the report of the 2015 Q1 Internal Audit and the 2014 Q4 Audit which was undertaken on the same date.
- F15/030 To note the conclusion of the External Audit**  
Members noted the report which concluded that all relevant legislation and regulatory requirements had been met.
- F15/031 To approve payments**  
Members **resolved** to approve the payments detailed in Annex A, with the exception of cheque references: 3958, 3959, 3968, 3985 and 3669 for which approval was deferred pending the provision of further details.
- F15/032 To approve the terms of reference of the Banking and Investments working group**  
Members **resolved** to approve the terms of reference subject to an amendment in section 4 to delete reference to the "Environment Committee" and substitute the words "Finance Committee".
- F15/033 Financial Questions to the Clerk**  
No questions were asked.
- F15/034 To consider the resolutions log**  
Members noted the log.
- F15/035 To note the date of the next meeting (12/10/2015)**  
Members noted the date.

# Knutsford Town Council

## ANNEX A

### Payment Schedule 07/09/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/07/2015	Gusto Restaurants Ltd	3944	500.00	AKG	Town Awards Refreshments
21/07/2015	Millington Hall Farm	3949	1,008.00	AKG	River Lily Maintenance M/A/M/J
21/07/2015	RBS	BANK CHARGE	25.00	AKG	Trace Charge
03/08/2015	Ash Waste Services	DD01	408.79	AKG	Waste Collection
03/08/2015	Be Fuel Cards	DD02	92.92	AKG	Bp Fuel Card Annual Fee
03/08/2015	FP Teleset	DD03	150.00	AKG	Franking Machine Credit
03/08/2015	Network	DD04	1,830.02	AKG	Van Lease - Advance Rental
03/08/2015	Network	DD05	305.00	AKG	Van Lease 10/07 - 09/08
03/08/2015	Network	DD06	305.00	AKG	Van Lease 10/08 - 09/09
06/08/2015	Promote Knutsford Forum	3957	8,000.00	AKG	CEC Funding (mispaid to KTC)
11/08/2015	A Keppel-Garner	3958	224.91	AKG	Reimbursements
17/08/2015	August Payroll	PAYROLL	9,383.35	AKG	August Payroll
24/08/2015	A Keppel-Garner	3959	65.55	AKG	Mileage & Reimbursement
24/08/2015	D A Greenslade	3669	170.00	AKG	Roof Works at 60 King Street
24/08/2015	Zurich Municipal	3960	36.00	Personnel	LCAS Seminar (AKG)
24/08/2015	Ansa Environmental Services	3961	364.69	Events	Promenades Road Closure
24/08/2015	One Ash Training	3962	126.00	AKG	Basic Tree Survey Training RW
24/08/2015	BDO (Audit)	3963	960.00	AKG	External Audit 2014/15
24/08/2015	Ray Britland Contracting	3964	324.00	Ops	Planing removal @ Allotments
24/08/2015	Celexon UK Ltd	3965	641.98	Ops	Projector & Screen
24/08/2015	Clearabee Limited	3966	74.00	AKG	Removal of Old Desk at Market Hall
24/08/2015	Commercial Caretakers	3967	295.20	AKG	July Office Cleaning
24/08/2015	Cumberbirch Building Contractors	3968	1,004.40	AKG	Repair to pavement & drain (60 King St)
24/08/2015	Helping Hand Company Ltd	3970	48.72	AKG	Litter Picker / Handiscoop etc
24/08/2015	Steve Ikin Limited	3971	53.00	AKG	Fitting Crest Sign on Planters
24/08/2015	KDE Ltd	3972	217.76	AKG	Repair to Water Heater
24/08/2015	Kit & Kaboodle	3973	185.00	AKG	Replacement of bulbs in Market
24/08/2015	Knutsford Multi-Academy Trust	3974	38.47	AKG	Town Centre WG Meeting Room
24/08/2015	The Leaflet Team	3975	396.00	Ops	Market Promo print & drop
24/08/2015	Reaseheath College	3976	385.00	AKG	Weed Spraying Certification RW
24/08/2015	Site Supply Solutions Ltd	3977	257.29	AKG	Uniform & PPE for Town Ranger
24/08/2015	Society of Local Council Clerk	3978	480.00	Personnel	'15 Community Governance (2/2)
24/08/2015	Techno Type	3979	33.98	AKG	Market Hall Posters
24/08/2015	Knutsford Window Cleaners	3980	40.00	AKG	Window Cleaning July
24/08/2015	West Mercia Supplies	3981	179.50	AKG	Cleaning Materials
24/08/2015	Business By Technology Ltd	DD01	168.36	AKG	Copier Usage July
24/08/2015	FP Teleset	DD02	150.00	AKG	Postage Credit
24/08/2015	Network	DD03	305.00	AKG	Van Lease 10/09 – 09/10
24/08/2015	Opus Energy	DD04	184.37	AKG	Market Electricity July 2015
24/08/2015	The Royal Bank of Scotland	DD05	14.00	AKG	Payroll Fee
24/08/2015	United Utilities Water PLC	DD06	120.27	AKG	Q1 Water Bill (Market)
28/08/2015	Knutsford Old Folks Club	3982	56.00	AKG	Re-issue of #3955 (lost)
28/08/2015	Knutsford Old Folks Club	3955C	-56.00	AKG	Cancellation - lost cheque
28/08/2015	Community Spirit	3983	3,383.00	AKG	Reissue of #3937 (lost)
28/08/2015	Community Spirit	3937C	-3,383.00	AKG	Canellation - lost cheque
28/08/2015	Mereside Brass	3984	200.00	AKG	Reissue of #3947 (lost)
28/08/2015	Mereside Brass	3947C	-200.00	AKG	Cancellation (lost)

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/08/2015	HJ Consulting Engineers Ltd	3985	696.00	AKG	Survey - 60 King Street

<b>Total Payments</b>	<u>30,247.53</u>
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FINAL

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

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## Minutes

*of the*

### **Finance Committee meeting held on October 12<sup>th</sup> 2015**

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

**F15/036 Present**

Cllrs Forbes, Malloy, Bancroft, Farber, Coan, Nicholson, Gray and Dean.

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

**F15/037 To receive apologies for absence**

All members were present.

**F15/038 To note declarations of members' interests**

Cllr Malloy declared a non-pecuniary interest in F15/040a on the grounds of being involved with another Speedwatch group in Knutsford. Cllr Nicholson declared a non-pecuniary interest in item F15/040a on the grounds of having been in correspondence with the applicants. Cllr Farber declared a non-pecuniary interest in F15/040a on the grounds of being known to the applicants.

**F15/039 Public Participation**

No members of the public wished to address the committee.

**F15/040 To consider matters related to the Council's Grant Scheme**

**a) To consider a donation request from the Tabley Road Speedwatch Group**

**b) To consider the grant database**

a) The Chairman adjourned the meeting to allow representatives of the group to address the committee; the meeting was subsequently reconvened and members **resolved** to award a donation of £180. Following further discussion members **resolved** that the equipment instead be purchased by the Town Council and provided on indefinite loan to the group.

b) Members noted the grants database.

**F15/041 To receive and confirm the minutes of the meeting held on 7<sup>th</sup> September 2015**

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

**F15/042 To consider the committee's income/expenditure, year to date**

Members noted the budget and spending to date.

**F15/043 To consider the Council's income/expenditure, year to date**

Members noted the Council's income and expenditure to date.



- F15/044 To consider the draft committee budget 2015/16**  
Members **resolved** to adopt the draft budget.
- F15/045 To receive an update from the Banking and Investments working group**  
Cllr Forbes provides an update on the progress to date. Members **resolved** that Cllr Bancroft join the working group.
- F15/046 To approve payments**  
Members **resolved** to approve the payments detailed in Annex A.
- F15/047 Financial questions to the Town Clerk**  
Cllr Bancroft requested the Town Clerk place a revision of Financial Regulations on a future agenda. The Town Clerk undertook to draft the proposed revisions.
- F15/048 To consider the resolutions log**  
Members noted the log.
- F15/049 To note the date of the next meeting**  
Members noted the date of the next scheduled meeting on November 23<sup>rd</sup>. It was agreed that an additional committee meeting be held on November 16<sup>th</sup> to consider any grant applications in order to facilitate the November 23<sup>rd</sup> meeting focusing exclusively on the budget.

**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>
01/10/2015	Siemens	DD	345.37	AKG	Copier Hire
05/10/2015	C Stuart-West	4003	26.87	AKG	Mileage Claim
05/10/2015	A Keppel-Garner	4004	16.98	AKG	Reimbursement (Brush/Ebay Fee)
05/10/2015	Barry Carter Motor Products	4005	308.95	Environment	Strimmer & Trimmer
05/10/2015	Cheshire Community Development	4006	6.00	AKG	Deputy Mayor DBS Check
05/10/2015	Ensign Flag Co. Ltd	4007	74.40	AKG	Replacement Union Flag
05/10/2015	Green Magic	4008	222.60	Ops	3 x External A1 Posterboards
05/10/2015	Knutsford Handyman	4009	180.00	Ops	Ivy Removal @ Market Hall
05/10/2015	Leander Architectural	4010	3,270.26	Environment	Finger Post Improvements
05/10/2015	West Mercia Supplies	4011	52.75	AKG	Stationery / Mop Bucket
05/10/2015	Commercial Caretakers	4012	234.00	AKG	Office Clean Sept
05/10/2015	Ash Waste Services	DD02	478.27	AKG	Market Waste Collection October
05/10/2015	Opus Energy	DD03	234.47	AKG	Sept Market Electricity
05/10/2015	Cllr Nicholson	4013	23.40	AKG	Mileage Claim (x2)

<b>Total Payments</b>	<u>5,474.32</u>
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# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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## Minutes

*of the*

### **Finance Committee meeting held on November 16<sup>th</sup> 2015**

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

**F15/050 Present**

Cllrs Forbes, Malloy, Bancroft, Farber, Coan, Nicholson, Gray and Dean.

In attendance: A Keppel-Garner (*Town Clerk*) and Cllrs Power and Mrs Gray

**F15/051 To receive apologies for absence**

All members were present.

**F15/052 To note declarations of members' interests**

Cllr Forbes declared a pecuniary interest in respect of payment #356 on the grounds of being the recipient and a non-pecuniary interest in F15/054a on being known to the applicants.

Cllr Bancroft declared a non-pecuniary interest in F15/054a on the grounds of being Chairman of the organisation.

Cllr Farber declared a non-pecuniary interest in F15/054b on the grounds of being known to the applicants.

Cllr Malloy declared non-pecuniary interests in F15/054a on the grounds of volunteering with the organisation F15/054b on the grounds of being a Friend of the Heritage Centre.

Cllr Nicholson declared a non-pecuniary interest in F15/054a and F15/054b on the grounds of being known the applicants.

Cllr Power declared a non-pecuniary interest in F15/054a on the grounds of being a member of Knutsford in Bloom.

**F15/053 Public Participation**

No members of the public wished to address the committee.

**F15/054 To consider matters related to the Council's Grant Scheme**

- a) **To consider a grant application from Knutsford in Bloom**
- b) **To consider a grant application from Knutsford Heritage Centre**
- c) **To consider the current Grants and Donations Policy**
- d) **To consider the grant database**

- a) The Chairman adjourned the meeting to allow representatives from Knutsford in Bloom to address the committee. The meeting was subsequently reconvened and members **resolved**<sup>1</sup> to award a grant of £10,260 to be drawn from the

<sup>1</sup> Cllr Bancroft abstained from voting on this resolution.

2016/17 budget to be paid in April 2016.

- b) The Chairman adjourned the meeting to allow representatives from Knutsford Heritage Centre to address the committee. The meeting was subsequently reconvened and members **resolved**<sup>2</sup> to award a grant of £6,000 to be drawn from the 2016/17 budget to be paid in April 2016 subject to receiving a full breakdown of the costs for the events as proposed in advance.
- c) Cllr Mrs Gray left the meeting. Members **resolved** to delete “we cannot legally do this” from clause 6, specify in clause 7 that receipts will be required and amend the final sentence in the second paragraph of section “what we will do after a decision is made” to “We do this as payments cannot be approved there and then at the meeting where the grant is approved”.  
Members further **resolved** a working group be established to review the policy comprising Cllrs Bancroft, Power, Coan and Farber.
- d) Cllr Power left the meeting. Members requested the Town Clerk write to Friends of the Moor to ask for clarification as to whether the grant will be spent as requested. Members noted the database.

**F15/055 To receive and confirm the minutes of the meeting held on 12<sup>th</sup> October 2015**

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

**F15/056 To consider the Q2 Internal Audit working group report**

Members noted the internal audit working group report.

**F15/057 To approve payments**

Cllr Forbes left the meeting for this item.

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

**F15/058 To approve a consequential alteration of the Banking and Investment working group terms of reference to increase the approved membership to four**

Members **resolved** to amend the terms of reference for the working group.

**F15/059 Financial questions to the Town Clerk**

Cllr Bancroft requested an agenda item to review the terms of reference of the Internal Audit working group at a future meeting.

**F15/060 To consider the resolutions log**

Members noted the log.

**F15/061 To note the date of the next meeting (23/11/2015)**

Members noted the date

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<sup>2</sup>Cllr Bancroft voted against this resolution. Cllr Forbes abstained from voting on this resolution.

# Knutsford Town Council

## ANNEX A

### Payment Schedule 16/11/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
26/10/2015	Cllr Forbes	4029	14.00	AKG	Mileage Claim (Civic)
05/11/2015	Gordon Macaoidh	4030	200.00	AKG	Piper @ Remembrance Sunday
05/11/2015	Sarah Raisbeck	4031	70.00	AKG	Bugler @ Remembrance Sunday
05/11/2015	EE	DD [1024]	45.91	AKG	October Mobile Costs
09/11/2015	Ansa Environmental Services	4032	89.28	AKG	Repairs to Fencing
09/11/2015	Berrys Ltd	4033	36.00	AKG	Advance Notice Signs
09/11/2015	Commercial Caretakers	4034	270.00	AKG	Market Clean Cover
09/11/2015	Chilli Cactus Limited	4035	547.00	AKG	Christmas Flyers
09/11/2015	Hertel Solutions Limited	4036	100.80	AKG	Market Water Monitoring (S/O)
09/11/2015	Knutsford Electrical Supplies	4037	28.50	AKG	Light Bulbs x 25
09/11/2015	Locksmiths of Knutsford	4038	115.00	AKG	Repair to Lock on Market Doors
09/11/2015	Techno Type	4039	150.79	AKG	Christmas Posters
09/11/2015	FP Teleset	DD [1020]	150.00	AKG	Franking Machine Credit
09/11/2015	Business By Technology Ltd	DD [1026]	80.82	AKG	Copier Usage October
09/11/2015	Ash Waste Services	DD[1021/2]	424.70	AKG	November Waste Collection
09/11/2015	Knutsford Handyman	4040	370.00	Ops	Painting of Market + Minor Works
09/11/2015	Lorna Lucas	4041	65.00	AKG	Christmas Market Refund
09/11/2015	Isabel Watson	4042	65.00	AKG	Christmas Market Refund
09/11/2015	Juliette Hamilton	4043	45.00	AKG	Christmas Market Refund (pt)
09/11/2015	Cllr Forbes	356	34.00	AKG	Refund (Bangers and Puds)
<b>Total Payments</b>			<u>2,901.80</u>		

# Knutsford Town Council

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## Minutes

*of the*

### **Finance Committee meeting held on November 23<sup>rd</sup> 2015**

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

**F15/062 Present**

Cllrs Forbes, Malloy, Bancroft, Coan, Gray and Dean.

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

**F15/063 To receive apologies for absence**

Apologies were received from Cllrs Farber and Nicholson (personal business)

**F15/064 To note declarations of members' interests**

All members declared a pecuniary interest in relation to recommending the precept on the grounds of being council tax payers in Knutsford. All members requested a dispensation in respect of this which was granted by the Town Clerk.

**F15/065 Public Participation**

No members of the public were present.

**F15/066 To receive and confirm the minutes of the meeting held on 16<sup>th</sup> November 2015**

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

**F15/067<sup>1</sup> To consider the committee's income/expenditure, year to date**

Members noted the income and expenditure year to date.

**F15/068 To consider the Council's income/expenditure, year to date**

Members noted the Council's income and expenditure year to date.

**F15/069 To consider a recommendation to Full Council regarding the Council Tax Support Grant**

Members **resolved** to recommend to Full Council that the Council object to the proposal to stop paying an element of the Council Tax Support Grant to the Town Council and to recommend that a joint letter be signed with other Town Councils.

**F15/070<sup>2</sup> To consider a recommendation to Full Council for the setting of the 2016/17 budget and precept**

a) **To consider the committee budget submissions**

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

<sup>2</sup> Cllr Bancroft arrived at the beginning of this item.

**b) To consider the Council's reserves**

Members **resolved** to recommend the following amendments to committee budgets:

- a) Add £6,000 to the budget line 103/4265
- b) Increase budget line 103/1905 to £255
- c) Decrease budget line 450/4600 to £3,000
- d) Alter the general reserve to £114,000
- e) Decrease the projected expenditure in budget line 232/4090 by £488
- f) Decrease budget line 103/4261 to £7,000
- g) Decrease budget line 501/4180 to £13,000
- h) Decrease budget line 330/4230 to £1,000
- i) Decrease budget line 330/4450 to 2,000

Members **resolved** to recommend the budget as amended to Full Council which results in a precept of £246,237.

**F15/071 To approve payments**

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

**F15/072 Financial questions to the Town Clerk**

No questions were raised.

**F15/073 To note the date of the next meeting**

Members noted the date

## Knutsford Town Council

### ANNEX A

#### Payment Schedule 23/11/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/11/2015	Cumberbirch Building Contractors	4044	914.40	AKG	Works at 60 King Street
16/11/2015	Fisher German	4045	4,965.00	AKG	60 KS Mgt fee + Valuation of toilet space
16/11/2015	Handmade Parade CIC	4046	900.00	Events	Lantern Parade Lanterns
16/11/2015	THE LEAFLET TEAM	4047	512.00	AKG	Xmas Leaflet Drop (Market)
16/11/2015	Original Pictures Ltd	4048	85.00	AKG	Christmas Cards (Mayor)
16/11/2015	Site Supply Solutions Ltd	4049	71.21	Finance	Speedwatch Jackets (Grant)
16/11/2015	Snaggers Amazing Balloons	4050	130.00	AKG	Balloon Modelling at Switch On
16/11/2015	Knutsford Window Cleaners	4051	150.00	AKG	Window Cleaning
16/11/2015	The Royal Bank of Scotland	DD [1028]	4.00	AKG	Amendment Fee
16/11/2015	Opus Energy	DD [1032]	279.20	AKG	Indoor Market Electricity Oct
16/11/2015	EE	DD [1038]	67.57	AKG	October Mobile Costs
16/11/2015	St Vincent's Church	4052	70.00	AKG	Room Hire (2 x NP Meet)

<b>Total Payments</b>	<b>8,148.38</b>
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# Knutsford Town Council

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## **Minutes** *of the* **Finance Committee meeting held on February 1<sup>st</sup> 2016** *in the Lower Council Chamber of the Town Council Offices*

### **F15/074 Present**

Cllrs Forbes, Bancroft, Malloy, Farber, Dean, Gray and Coan.

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

### **F15/075 To receive apologies for absence**

Apologies were received from Cllr Nicholson (personal business)

### **F15/076 To note declarations of members' interests**

All members	Non-pecuniary	F15/079c	Known to sibling of Chairman of the organisation
Cllr Dean	Non-pecuniary	F15/079c	Member of the organisation in capacity as Town Mayor
Cllr Farber	Non-pecuniary	F15/079c	Founder member of organisation
	Non-pecuniary	F15/079a	Known to applicant and daughter a member
Cllr Bancroft	Pecuniary	F15/082	Husband owns shares in potential contractor

### **F15/077 Public Participation**

No members of the public wished to address the committee.

### **F15/078 To consider the committee's income/expenditure, year to date**

Members noted the committee's income and expenditure to date.

### **F15/079 To consider matters related to the Council's Grant Scheme**

**a) To consider a grant application from the Knutsford Youth Choir**

**b) To consider a donation request from Knutsford Cricket Club**

**c) To consider a grant application from the Promote Knutsford Forum**

**d) To consider the grant database**

a) The Chairman adjourned the meeting to allow a representative of the organisation to speak and answer member questions. The meeting was subsequently reconvened and members **resolved** to make a grant of £500 towards the first year operating costs.

b) The Chairman adjourned the meeting to allow a representative of the organisation to speak and answer member questions. The meeting was subsequently reconvened and members **resolved** to make a grant of £245 towards the costs of

- the separator netting on condition that accounts be provided in advance.
- c) The Chairman adjourned the meeting to allow a representative of the organisation to speak and answer member questions. The meeting was subsequently reconvened and members discussed the application. The meeting was adjourned to allow the representative to answer further queries before being reconvened. Two motions were proposed and seconded, both of which failed. The committee requested the Personnel Committee to review the job description of the Town Centre Manager.
  - d) Members noted the grants database

**F15/080 To receive and confirm the minutes of the meeting held on 23<sup>rd</sup> November 2015**

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

**F15/081 To consider the Council's income/expenditure, year to date**

Members noted the budget and spending to date.

**F15/082 To consider an update from the Banking and Investments working group**

Members noted and **resolved** to approve the recommendation that no change was necessary to the systems and operation of the charge card.

Cllr Bancroft left the meeting.

Members **resolved** that the working group question potential advisors with a standard set of questions drawn up by the working group and report back to the next meeting.

Cllr Bancroft returned to the meeting.

**F15/083 To approve payments**

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

**F15/084 Financial questions to the Town Clerk**

The Town Clerk answered a query about the purchase of the speed gun, confirming it was on permanent loan to the Tabley Road Speedwatch group.

**F15/085 To consider the resolutions log**

Members noted the log.

**F15/086 To note the date of the next meeting (14/03/2016)**

Members noted the date.

**ANNEX A**

**Knutsford Town Council**  
**Current/ Deposit Account**  
**Payment Schedule 01/02/2016**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/01/2016	January Payroll	PAYROLL	8,907.89	AKG	January Payroll
19/01/2016	Ash Waste Services	DD [04/05]	3.10	AKG	Excess Weight Charge
19/01/2016	Network	DD [1098]	305.00	AKG	Van Lease - 10/02-10/03
19/01/2016	Siemens	DD [1099]	285.37	AKG	Photocopier Lease
19/01/2016	Business By Technology Ltd	DD [1100]	95.39	AKG	Photocopier Usage December
19/01/2016	Opus Energy	DD [1102]	291.26	AKG	Market Electricity November
19/01/2016	Opus Energy	DD [1103]	263.76	AKG	Market Electricity December
19/01/2016	Be Fuel Cards	DD [75/93]	79.65	AKG	Diesel - 71.64L
25/01/2016	Nicola Williams	4135	60.00	AKG	Christmas Market Refund
25/01/2016	A Keppel-Garner	4136	115.06	AKG	Reimbursement: Web Hosting
25/01/2016	Ansa Environmental Services	4137	856.04	AKG	Town Centre Christmas Tree
25/01/2016	Cheshire Association Of Local	4138	30.00	AKG	Training Course – Cllr Bancroft
25/01/2016	Display Wizard	4139	661.19	Events	Council Display Stand
25/01/2016	Microshade VSM	4140	124.74	AKG	Finance Software Hosting
25/01/2016	Signs of Good Taste	4141	112.48	Ops	Modification to Market Sign
25/01/2016	Knutsford Window Cleaners	4142	40.00	AKG	Window Cleaning
25/01/2016	Cheshire West & Chester Council	4143	250.00	AKG	Replacement of #3882
25/01/2016	Cheshire West & Chester Council	3882C	-250.00	AKG	Cancellation (lost)

<b>Total Payments</b>	<b>12,230.93</b>
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# Knutsford Town Council

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## Minutes

*of the*

### **Finance Committee meeting held on March 14<sup>th</sup> 2016**

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

#### **F15/087 Present**

Cllrs Forbes, Bancroft, Malloy, Farber, Dean and Gray.

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

#### **F15/088 To receive apologies for absence**

Apologies were received from Cllrs Coan and Nicholson (personal business)

#### **F15/089 To note declarations of members' interests**

Cllr Malloy Non-pecuniary F15/094 Member of Friends of the Moor and Friends of Knutsford Heritage Centre.

Cllr Gray Non-pecuniary F15/094 Married to the Council appointed member of the Canute Millennial committee. Married to a volunteer of the Talking Newspaper.

Cllr Farber Non-pecuniary F15/094 Known to trustees of Knutsford Heritage Centre.

#### **F15/090 Public Participation**

No members of the public were present.

#### **F15/091 To receive and confirm the minutes of the meeting held on 1<sup>st</sup> February 2016**

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

#### **F15/092 To consider the committee's income/expenditure, year to date**

Members noted the committee's income and expenditure to date.

#### **F15/093 To consider the Council's income/expenditure, year to date**

Members noted the budget and spending to date.

#### **F15/094 To consider matters related to the Council's Grant Scheme**

Members **resolved** to confirm the terms of reference of the Grants Policy Review working group.

Members **resolved** to release the grant in respect of the information supplied by Knutsford Heritage Centre.

Members noted the explanation from Friends of the Moor as to why the grant had not yet been spent and agreed to review in six months.

Members **resolved** that the Town Clerk write to the Knutsford and District Talking Newspaper stating that the grant must be spent within the next six months in line with the original application.

Members noted the grants database.

**F15/095 To consider the Q3 Internal Audit working group report**

Members noted the report noting that the recommendation from Q1 was still outstanding.

**F15/096 To consider arrangements for External Audit 2017/18**

Members noted the changes to external audit and **resolved** to remain in the sector-led body scheme.

**F15/097 To approve payments**

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

**F15/098 Financial questions to the Town Clerk**

Cllr Gray enquired what debts were outstanding to the Council and expressed concern about the delay in recovering the same. Members requested that any debts overdue by two months or more be reported to the Finance Committee routinely.

Cllr Malloy enquired if the underspent Grants budget could be carried over to the new financial year; the Town Clerk confirmed this was at the discretion of Full Council.

**F15/099 To consider the resolutions log**

Members noted the log.

**F15/100 To note the date of the next meeting**

Members noted the date.

# Knutsford Town Council

## ANNEX A

### Payment Schedule March 14<sup>th</sup> 2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/03/2016	Hewitts Printers	358	78.00	AKG	Raffle Tickets (Civic)
07/03/2016	Society of Local Council Clerk	4173	600.00	Personnel	Community Governance Modules
07/03/2016	Cheshire Association Of Local	4163	30.00	AKG	Training Course (Greenstein)
07/03/2016	Cumberbirch Building Contractors	4166	405.60	AKG	Paving Repairs (60 King St)
07/03/2016	Dixon Rigby Keogh	4167	87.00	AKG	Disbursements (Sparrow Lane)
07/03/2016	Festive Lighting Company	4176	29,129.69	Events	Christmas Lights 2015
07/03/2016	Fisher German	4169	3,023.78	Operations	Council Office Survey + 60 KS Mgt
07/03/2016	Hertel Solutions Limited	4170	100.80	AKG	Water Monitoring Feb/Mar Market
07/03/2016	RR Winward	4171	2,016.00	AKG	River Lily Maintenance (8mths)
07/03/2016	Office Furniture Online	4172	204.00	Ops	2 x Tables (Market)
07/03/2016	Techno Type	4174	29.98	AKG	Market Posters
07/03/2016	UKOS	4175	46.18	AKG	Paper (coloured / Mayor's)
07/03/2016	Network	DD [1126]	305.00	AKG	March Van Lease
07/03/2016	British Telecom	DD [1135]	64.68	AKG	Q4 Telephone Usage
07/03/2016	Business By Technology Ltd	DD [1143]	132.80	AKG	Photocopier Usage February
07/03/2016	Siemens	DD [1144]	285.37	AKG	Photocopier Lease
07/03/2016	Ash Waste Services	DD[1131/2]	454.00	AKG	March Waste Collection
07/03/2016	FP Teleset	DD[127/34]	222.00	AKG	Franking Machine Lease + Credit
07/03/2016	Cheshire East Council	4164b	240.00	AKG	Car Park Use - Xmas Market
07/03/2016	Commercial Caretakers	4165	234.00	AKG	February Office Cleaning
<b>Total Payments</b>			<u>37,688.88</u>		

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

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## Minutes

*of the*

### Finance Committee meeting held on April 25<sup>th</sup> 2016

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

#### **F15/101 Present**

Cllrs Forbes, Bancroft, Malloy, Coan, Dean and Gray.

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

#### **F15/102 To receive apologies for absence**

Apologies were received from Cllrs Farber and Nicholson (personal business)

#### **F15/103 To note declarations of members' interests**

Cllr Forbes	Non-pecuniary	F15/106	Known to grant applicants in relation to Community Spirit and Great Places
	Non-pecuniary	F15/106	Patron of the Canute Lunch Club
Cllrs Malloy and Coan	Non-pecuniary	F15/106	Known to grant applicants in relation to Community Spirit and Great Places
Cllr Coan	Non-pecuniary	F15/112	Known to an outstanding debtor

#### **F15/104 Public Participation**

No members of the public wished to address the committee.

#### **F15/105 To receive and confirm the minutes of the meeting held on 14<sup>th</sup> March 2016**

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

#### **F15/106 To consider matters related to the Council's Grant Scheme**

The Chairman adjourned the meeting to allow representatives of Community Spirit to address the committee; the meeting was subsequently reconvened and members **resolved** to award a grant of £2,938 to Community Spirit towards the costs of their activities.

The Chairman adjourned the meeting to allow representatives of the Canute Lunch Club to address the committee; the meeting was subsequently reconvened and members **resolved**<sup>1</sup> to award a grant of £400 to the Canute Lunch Club to support running costs.

The Chairman adjourned the meeting to allow representatives of Great Places to address the committee; the meeting was subsequently reconvened and members **resolved** to award a grant of £1,328 to Great Places to support the 'My World' scheme.

Members noted the grants database.

<sup>1</sup> Cllr Forbes abstained from voting on this resolution

- F15/107 To consider the committee's income/expenditure 2015/16**  
Members noted the committee's income and expenditure.
- F15/108 To consider the council's income/expenditure 2015/16**  
Members noted the council's income and expenditure.
- F15/109 To note the council's 2015/16 annual return**  
Members noted the draft annual return.
- F15/110 To consider the Council's balance sheet and allocation of reserves**  
Members noted the balance sheet and allocation of reserves.
- F15/111 To consider the committee's income/expenditure, year to date**  
Members noted the committee's income and expenditure.
- F15/112 To consider the council's income/expenditure, year to date**  
Members noted the council's income and expenditure.
- F15/113 To consider a report from the Banking and Investments working group**  
Members **resolved** that RBS Bankline be used to facilitate digital banking subject to the adoption of appropriate procedures and safeguards.
- F15/114 To consider matters related the council's insurance including to enter into a new contract for insurance provision**  
Members **resolved** to enter into a five-year insurance contract with Zurich Municipal.
- F15/115 To consider revisions to the council's Financial Regulations**  
Members **resolved** to adopt Annex 2; covering digital banking safeguards subject to minor amendments. Members **resolved** to approve the changes to regulations 6.1 and 6.8. The chairman differed consideration of the remaining proposed changes to the next meeting.
- F15/116 To approve payments**  
Members **resolved** to approve the payments detailed in Annex A.
- F15/117 Financial questions to the Town Clerk**  
Cllr Bancroft enquired if the outstanding action from the Q1 internal audit working group review was still outstanding; the Town Clerk confirmed it was.
- F15/118 To consider the resolutions log**  
Members noted the log.
- F15/119 To note the date of the next meeting**  
Members noted the date.



# Knutsford Town Council

## Finance Committee

### ANNEX A

#### Payment Schedule 25/04/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/04/2016	Citizens Advice Bureau	4194	18,412.00	Council	Grant 2016/17
18/04/2016	Knutsford in Bloom	4195	10,260.00	Finance	Grant 2016/17
18/04/2016	Knutsford Heritage Centre	4196	6,000.00	Finance	Grant 2016/17
18/04/2016	Middlewich Mayor's Charity	4162C	-40.00	AKG	Cancellation (lost cheque)
18/04/2016	Middlewich Mayor's Charity	4197	90.00	AKG	Civic Dinner Tickets + 4162 replacement
18/04/2016	A Keppel-Garner	4198	99.32	AKG	Mileage (x1) + Reimbursement
18/04/2016	Cheshire Association Of Local	4199	1,473.11	AKG	Good Councillors Guide 2016 + Subscription
18/04/2016	Commercial Caretakers	4200	234.00	AKG	March Office Cleaning
18/04/2016	CURZON CINEMAS	4201	198.00	AKG	Cranford Suite for Town Meeting
18/04/2016	Elliott Consultants Ltd	4202	1,650.00	Ops	Survey of Cemetery Chapel
18/04/2016	Fisher German	4203	846.60	AKG	60 King St Management Fee
18/04/2016	Hertel Solutions Limited	4204	50.40	AKG	Market Hall Water Monitoring
18/04/2016	Illingworth Ingham Ltd	4205	130.94	Environment	Bench Slats (Cranford Ave)
18/04/2016	Microshade VSM	4206	124.74	AKG	Q1 Citrix Hosting
18/04/2016	Nat. Assoc. British Market Aut	4207	381.60	AKG	Membership 2016/17
18/04/2016	Site Supply Solutions Ltd	4208	117.01	AKG	Town Ranger PPE / Uniform
18/04/2016	Trade UK	4209	52.98	AKG	Pressure Weed Sprayer
18/04/2016	United Utilities Water PLC	4210	31.90	AKG	Warren Avenue Water to 31/03
18/04/2016	Business By Technology Ltd	DD [1171]	208.56	AKG	March Copier Usage
18/04/2016	United Utilities Water PLC	DD [11]	321.60	AKG	Market Hall Surface Water 2016/17
18/04/2016	Network	DD [6]	305.00	AKG	April Van Lease Costs
18/04/2016	Ash Waste Services	DD [8/9]	522.81	AKG	April Waste Collection
18/04/2016	A McKenna	4193	70.00	AKG	Christmas Market Refund
18/04/2016	D Brade	361	15.00	AKG	Balloons for Ball
18/04/2016	S Moss	363	45.00	AKG	Refund – Overpayment for Ball
18/04/2016	Winsford Town Mayor's Charity	4211	70.00	AKG	Civic Dinner Tickets
<b>Total Payments</b>			<b>41,670.57</b>		



# Assets & Operations Committee

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

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## Minutes

*of the*

### Operations Committee held on June 1<sup>st</sup> 2015

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

#### **O15/000 Present**

Cllrs Goodrich, Forbes, Gardiner, Mrs Gray, Malloy, Nicholson, Power and Wells-Bradshaw

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

#### **O15/001 To appoint a Chairman**

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

#### **O15/002 To appoint a Deputy Chairman**

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

#### **O15/003 To receive apologies for absence**

Apologies were received from Cllrs Bancroft and Dean (personal business)

#### **O15/004 To note declarations of members' interests**

Cllrs Gardiner and Nicholson declared a non-pecuniary interest in O15/010 on the grounds of being known to the tenant. Cllrs Gardiner and Wells-Bradshaw declared a non-pecuniary interest in O15/012 on the grounds of being Cheshire East Councillors. Cllr Forbes declared a non-pecuniary interest in O15/012 on the grounds of being a member of the Transfer of Public Assets Community of Carnegie (UK) Trust. Cllr Power declared a non-pecuniary interest in O15/012 on the grounds that he keeps bees on a friend's allotment.

#### **O15/005 Public Participation**

No members of the public were present.

#### **O15/006 To receive and confirm the minutes of the meeting held on 14<sup>th</sup> April 2015**

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

#### **O15/007 To note the committee's terms of reference**

Members noted the terms of reference.

Cllr Forbes enquired if the committee had delegated authority for the sale of assets, the Town Clerk confirmed that the terms of reference delegate "day to day" management and that the sale of an asset would be a Council decision.

Members discussed the number of members of the committee and requested the Town Clerk place the committee size on the agenda in Autumn for consideration.

#### **O15/008 To review the Committee's progress in achieving the 2020 Vision**

Members noted the aims and target dates assigned to the committee.

**O15/009 To consider the membership of working groups reporting to the committee**

Members **resolved** that the Council Office Transfer working group be merged into the Asset Transfer working group and that it comprise 5 members. Members **resolved** to appoint Cllrs Forbes, Bancroft, Wells-Bradshaw, Coan and Power to the working group.

Members **resolved** to that the Cemetery working group comprise 4 members and further **resolved** to appoint Cllrs Mrs Gray, Goodrich, Nicholson and Bancroft to the working group. Members **resolved** to appoint Cllrs Forbes, Gardiner and Malloy to the Empty Spaces working group.

Members **resolved** to appoint Cllrs Farber, Goodrich and Malloy to the ICT working group.

**O15/010 To consider matters related to 60 King Street**

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

Members noted the progress on the rent review and the Town Clerk confirmed that the conclusion of the review was imminent. The Town Clerk was asked to arrange a tour of the premises for members, through the agent. The Town Clerk was requested to confirm details of the contract with the agent.

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

**O15/011 To consider the committee budget and spending to date**

Members noted the budget and spending to date.

**O15/012 To consider an update on Asset Transfers**

The Town Clerk reported that the completion of the Allotment leases was expected shortly following the leases having been resealed following minor amendments.

Cllr Forbes reported on the ongoing discussions concerning the St John's Wood Sports Barn; which, whilst not an asset transfer, the Over Ward councillors were involved in seeking suitable community use.

**O15/013 To consider matters related to markets**

Members received an update from the Town Clerk on the Indoor Market and requested that quotes be sought for internal repainting for consideration at the next committee meeting.

The Town Clerk reported on the attendance of two traders as had previously been discussed by the committee and further reported his intention to revoke a licence as provided by the Market Regulations.

Members discussed the Outdoor Market trial and **resolved** that the Town Clerk speak with Altrincham Market and develop proposals for a second trial in 2016.

**O15/014 To consider the purchase of projection equipment**

Members **resolved** that the ICT working group determine the appropriate equipment and that the Town Clerk be authorised to purchase the recommended equipment up to a value of £1000.

**O15/015 Member questions to the Town Clerk**

No questions were raised.

**O15/016 To consider the resolutions log**

Members noted the resolutions log. Cllr Gardiner, as the Town Council's representative on the Heritage Centre Trustee board, undertook to provide an update on how the Council and Heritage Centre could co-deliver a Tourist Information Centre.

**015/017 To note the date of the next meeting (13/07/2015)**  
Members noted the date.

FINAL

# Knutsford Town Council

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## **Minutes** *of the* **Operations Committee held on July 13<sup>th</sup> 2015** *in the Lower Council Chamber of the Town Council Offices*

### **015/018 Present**

Cllrs Forbes, Gardiner, Mrs Gray, Malloy, Nicholson, Power and Wells-Bradshaw

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

### **015/019 To receive apologies for absence**

Apologies were received from Cllrs Goodrich (business), Dean and Bancroft (personal business)

### **015/020 To note declarations of members' interests**

Cllr Forbes declared a non-pecuniary interest in O15/024 on the grounds of being a member of the Transfer of Public Assets Community of Carnegie (UK) Trust. Cllr Nicholson declared a non-pecuniary interest in item O15/024 on the grounds of being known to the tenant. Cllr Gardiner declared a non-pecuniary interest in item O15/025 on the grounds of being a Cheshire East Councillor and item O15/028 on the grounds of being known to a tenant. Cllr Power declared a non-pecuniary interest on item O15/028 on the grounds of keeping bees on the allotments.

### **015/021 Public Participation**

No members of the public were present.

### **015/022 To receive and confirm the minutes of the meeting held on 1<sup>st</sup> June 2015**

Members **resolved** to confirm the minutes subject to a correction in O15/016 from "receive" to "provide" and to change "TIC" to "Tourist Information Centre"

### **015/023 To consider the committee budget and spending to date**

Members noted the budget and spending to date after raising queries on performance to budget on a number of lines.

### **015/024 To consider an update on Asset Transfers**

The Town Clerk reported that the leases for the two allotment sites had completed. Cllr Forbes reported that he had received an update from a Cheshire East Officer regarding asset transfers indicating there was to be no increase in pace of transferring assets.

### **015/025 To consider an update on the St John's Wood Sports Barn**

Cllr Forbes provided an update on recent developments with increased community use at the Sports Barn detailing that an agreement had been reached for the summer and there were two potential providers of services; Everybody Sports and Leisure and the Academy.

CLlr Malloy gave a further update and members requested the Town Clerk seek an update of the current position for the next meeting.

**015/026 To consider matters related to 60 King Street**

Members noted that the rent review had been concluded.

Members **resolved** to instruct the agent that the back-dated rent increase is to be included with the next quarter payment.

Members **resolved** that the Town Clerk write to Fisher German expressing the committee's feeling in relation to the rent review.

**015/027 To consider commissioning a feasibility study for the Market Hall rebuild/renovation**

Members **resolved** to establish a Market working group tasked with reviewing the form and function of a replacement building. Members **resolved** to appoint Cllrs Dean, Nicholson and Mrs Gray to the Market working group. Members requested the Town Clerk seek additional detail from the NABMA Market Place regarding the feasibility study and that Cllr Gardiner contact Rushmoor and Trafford councils for feedback on the company's service.

**015/028 To approve the Allotment Society agreement**

Members **resolved** to approve the agreement subject to the following alterations:

- 1) To specify that the keeping of bees in line with BBKA guidance be permitted as part of 3.19 of the agreement
- 2) To detail further examples of permitted buildings on the allotments under 3.15 namely rabbit hutches, chicken coups and bee hives.
- 3) To add a clause stating that the Council shall provide to the Society any guidance and advice on any matter relating to the management of the Allotments.

**015/029 To consider offering the services of the Town Ranger to Neighbouring Parishes**

Members requested the Town Clerk report to the next meeting with details of the work currently being undertaken by the Town Ranger.

**015/030 To consider an update on lighting in Wallwood**

Members **resolved** not to pursue installing lighting at Wallwood on the grounds that it would be prohibitively expensive and introduce an urban character into the woodland.

**015/031 Member questions to the Town Clerk**

No questions were asked of the Town Clerk.

**015/032 To consider the resolutions log**

Members noted the log.

**015/033 To note the date of the next meeting (21/09/2015)**

Members noted the date.

# Knutsford Town Council

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## **Minutes** *of the* **Operations Committee held on September 21<sup>st</sup> 2015** *in the Lower Council Chamber of the Town Council Offices*

### **015/034 Present**

Cllrs Goodrich, Forbes, Malloy, Bancroft, Power, Nicholson, Wells-Bradshaw, Mrs Gray and Gardiner.

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

### **015/035 To receive apologies for absence**

Apologies were received from Cllr Dean on personal business.

### **015/036 To note declarations of members' interests**

Cllr Bancroft declared a non-pecuniary interest in O15/041 on the grounds of being Chairman of Knutsford in Bloom.

Cllr Nicholson declared a non-pecuniary interest in O15/049 on the grounds of being known to the tenant of 60 King Street.

### **015/037 Public Participation**

A resident spoke concerning the proposed asset transfers drawing particular regard to the potential detrimental effect on the Moor of creating new parks and suggesting that transfers be put on hold pending consultation responses from the Open Space Survey and direct consultation.

### **015/038 To receive and confirm the minutes of the meeting held on 13th July 2015**

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

### **015/039 To consider the committee budget and spending to date**

Members noted the budget and spending to date and briefly discussed the level of usage at the Public Toilets.

### **015/040<sup>1</sup> To consider updates from the Asset Transfer working group**

Members **resolved** to approve the terms of reference for the working group.

Cllr Forbes provided an update on the transfer of St Helena park, outlining that it would be a big project and take time to develop.

Cllr Wells-Bradshaw provided an update on the transfer of the Council Offices stating that fact finding was still ongoing and a full update would be provided in due course.

Cllr Power provided an update on the transfer of Ashworth Park stating he was researching costs and awaiting responses from the Open Spaces consultation.

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



- O15/041<sup>2</sup> To consider a recommendation to Council on the business case for the transfer of Booths Garden**  
Members **resolved** to defer consideration of the business case pending further information.
- O15/042 To consider matters related to Wallwood**  
Members **resolved** to undertake the works identified to remove deadwood and to fell the trees identified close to the boundary wall. Members further **resolved** that the Town Clerk and Cllrs Bancroft and Nicholson meet with Bartlett Tree Experts to discuss the outstanding works and future woodland management.
- O15/043 To consider matters related to the Indoor Market**  
Members **resolved** to commission the works to remove the Ivy growing on the rear of the building. Members **resolved** to commission the internal refurbishment works outlined in the report O1501. Members **resolved** to arrange for the installation of existing festoon lighting to the front of the Market Hall as outlined in report O1501. Members **resolved** to amend the official opening days of the market as recommended in report O1501. Members **resolved** to cover the cost of music licences subject to traders covering the cost of required infrastructure. Members **resolved**<sup>3</sup> to install poster boards on the toilet buildings as outlined in report O1501. Members **resolved** to proceed with triennial leaflet drops as outlined in report O1501 with the rear of the leaflets used to promote the Town Council and its events. Members **resolved** to delegate authority for incurring expenditure for the Market Publicity budget to the Town Clerk, capped at £150 per instance.
- O15/044 To consider matters related to Higher Town Green**  
Members **resolved** not to alter the arrangements for the management of Higher Town Green but to install a small plaque citing the Council's ownership of the land and to arrange a tree survey to identify any required tree works on a health and safety basis.
- O15/045 To receive an update from on the St John's Wood Sports Barn**  
The Town Clerk read an update received from the Cheshire East Council Partnerships manager which stated that St John's Wood School are to manage the Sports Barn with an agreement, including conditions for continued community use, is being developed and will be required as a condition of the transfer. Future bookings and activity will be booked and overseen by the school.
- O15/046 To consider the purchase of ICT equipment**  
Members **resolved**<sup>4</sup> that the ICT working group determine the appropriate replacement computer and that the Town Clerk be authorised to purchase the recommended equipment up to a value of £600.
- O15/047 To consider the council recording its meetings**  
Members **resolved** that the ICT working group be tasked with investigating options for the Council to record its meetings.
- O15/048 To consider an update from the Cemetery working group**  
Members noted the update from the Cemetery working group.
- O15/049 To consider the management of the Council's asset portfolio**

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<sup>2</sup> Cllr Gardiner left the meeting at the end of this item.

<sup>3</sup> Cllr Bancroft voted against the resolution.

<sup>4</sup> Cllr Bancroft voted against the resolution.

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

Members **resolved** to proceed with option C as detail under section 2.4 of confidential report O1502 and tasked the Town Clerk with making enquiries on a number of points.

Members **resolved** that the Town Clerk undertake the action detailed in confidential annex C1501.

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

***O15/050* Member questions to the Town Clerk**

No members asked questions to the Town Clerk.

***O15/051* To consider the resolutions log**

Members noted the log.

***O15/052* To note the date of the next meeting**

Members noted the date.

DRAFT

# Knutsford Town Council

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## **Minutes** *of the* **Operations Committee held on October 26<sup>th</sup> 2015** *in the Lower Council Chamber of the Town Council Offices*

### **015/053 Present**

Cllrs Goodrich, Forbes, Malloy, Bancroft, Power, Nicholson, Wells-Bradshaw, Mrs Gray and Gardiner.

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

### **015/054 To receive apologies for absence**

Apologies were received from Cllr Dean on personal business.

### **015/055 To note declarations of members' interests**

Cllr Forbes declared a non-pecuniary interest in items 015/059 and 015/066 on the grounds of being a member of the Transfer of Public Assets Community of Carnegie (UK) Trust, item 015/059 on the grounds of being known to a potential contractor. Cllrs Nicholson and Gardiner declared a non-pecuniary interest in 015/066 on the grounds of being known to the tenant. Cllr Power declared non-pecuniary interests in 015/066 on being known to a potential advisor and 015/064b on the grounds of keeping bees on allotments and assisting a friend with managing an allotment.

### **015/056 Public Participation**

No members of the public wished to address the committee.

### **015/057 To receive and confirm the minutes of the meeting held on 21<sup>st</sup> September 2015**

Members **resolved** to confirm the minutes which were duly signed by the Chairman subject to the addition of Cllr Bancroft to the attendance list.

### **015/058 To consider the committee budget and spending to date**

Cllr Forbes enquired as to why the Council Office waste (201/4167) budget was at 83.4% at this stage of the year. The Town Clerk undertook to investigate and respond in writing. Members noted the budget and spending to date.

### **015/059 To consider an update from the Asset Transfer working group**

Cllr Forbes provided a brief update that the working group estimate two assets may transfer in the next financial year. Cllr Wells-Bradshaw explained the need for a survey to highlight required works at the Council Offices to inform the business case. Members **resolved** to commission Fisher German to undertake the survey.

### **015/060 To consider an update from the Empty Spaces working group**

The Chairman moved this item to follow 015/065.

Members **resolved** to exclude the public and press on the grounds of the commercial sensitivity of the business to be transacted.

Cllr Forbes provided an update on the proposed Changing Places facility at Bexton Road and members **resolved** that the Town Clerk issue a tender for the works required.

Cllr Forbes provided an update on recent discussions with Scottish Power regarding the potential for a sub-station at King St. Members **resolved** that the Town Clerk investigate potential commercial use for the space.

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

**O15/061 To consider an update from the ICT working group on meeting recording**

Members **resolved** to purchase the equipment and recommend the policy statement to Council as detailed in report O1509.

**O15/062 To consider matters related to the Public Toilets including operational issues and revenue protection**

The Town Clerk circulated a report on usage. Cllr Forbes highlighted the reduced usage year to date compared to 2014. The Town Clerk reported that DANFO was investigating a new locking mechanism to reduce the instances of the doors being left ajar. Members requested that the Town Clerk chase DANFO on previously highlighted issues of maintenance at the King Street toilets.

**O15/063 To consider whether to request Council alter the number of members appointed to the Operations Committee at the next review of Standing Orders**

Members **resolved** not to request an alteration to the number of members appointed to the committee.

**O15/064 To consider matters related to the development of the committee budget 2016/17**

- a) **To set the Indoor Market Fees 2016/17**
- b) **To set the Allotment Fees 2016/17**
- c) **To consider in principle the transfer of the responsibility for the Town Ranger oversight from Environment to the Committee and the transfer of Council owned Open Spaces responsibility from Operations to the Environment Committee; subject to approval of Council to the Standing Orders**
- d) **To consider the draft committee budget 2016/17**
  - a) Members **resolved** to increase the fees by 2.5%
  - b) Members **resolved** to increase the fees by 2.5%
  - c) Members **resolved** to request that Council transfers the responsibility for the Town Ranger from Environment to Operations. Members **resolved** that the Open Spaces budget should remain with Operations.
  - d) Members **resolved** to reduce the General Operations/Misc Purchases budget to £1000. The Town Clerk reported that the budget for 60 King Street would be amended following the revised budget from the Council's agent. Members **resolved** to submit the draft budget to the Finance Committee.

**O15/065 To consider offering the services of the Town Ranger to Neighbouring Parishes**

Members **resolved** to defer this item to the December meeting.

**O15/066 To consider matters related to 60 King Street**

The Chairman moved this item to follow O15/038.

Members **resolved** to exclude the public and press on the grounds of the commercial sensitivity of the business to be transacted.

The Council's agent provided an update on the proposed works in the current financial year and members agreed to proceed with the works as planned. It was agreed that the agent

advise the tenant not to use a power-washer for cleaning the flagstones in order to minimise water ingress. It was agreed that the Council's agent arrange to remove the loose render from the garden wall.

Members **resolved** to undertake the action detailed in confidential annex C1502

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

**015/067 Member questions to the Town Clerk**

Cllr Malloy asked about the recent thefts from the Market Hall and the Town Clerk confirmed that the police were aware and that the committee would be considering the matter at its December meeting.

Cllr Power highlighted the importance of ensuring that any recordings of meetings do not publish the parts of the meeting where the public and press are excluded. The Town Clerk confirmed that sufficient safeguards would be taken to prevent this.

**015/068 To consider the resolutions log**

Members noted the log.

**015/069 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

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## Minutes of the Operations Committee held on December 7<sup>th</sup> 2015 in the Lower Council Chamber of the Town Council Offices

### **015/070 Present**

Cllrs Forbes, Malloy, Bancroft, Power, Nicholson, Wells-Bradshaw, Mrs Gray and Gardiner.

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

### **015/071 To receive apologies for absence**

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

### **015/072 To note declarations of members' interests**

Cllr Forbes declared a non-pecuniary interest in O15/077 on the grounds of being known to a prospective tenderer and on the grounds of being disabled.

Cllrs Gardiner, Nicholson, Power and Bancroft declared a non-pecuniary interest in O15/083 on the grounds of being known to the tenant.

### **015/073 Public Participation**

No members of the public wished to address the committee.

### **015/074 To receive and confirm the minutes of the meeting held on 26<sup>th</sup> October 2015**

Members **resolved** to confirm the minutes, which were duly signed by the chairman, following the omission of the exact location of the bees from O15/055.

### **015/075 To consider the committee budget and spending to date**

Members noted the budget and spending to date.

### **015/076 To consider the committee budget 2015/16 as amended by the Finance Committee**

Members noted the amended budget.

### **015/077 To appoint the Changing Places tender appraisal panel**

Members **resolved** to appoint Cllrs Goodrich, Gardiner and Malloy to the appraisal panel.

### **015/078 To consider an update from Cllr Gardiner in relation to developing a Tourist Information Centre**

Cllr Gardiner reported to the committee as the Council's representative on the Heritage Centre Board in relation to an idea to house a tourist information centre within the Heritage Centre where the shop presently is, involving the council paying an element of rent and employing required staff for the TIC. Members discussed the idea with a general consensus that a physical tourist information centre was outdated and not necessary for Knutsford.

**015/079 To consider matters related to the recording of meetings**

Members **resolved** that in light of opposition from Council not to make arrangements for the recording of meetings.

**015/080 To consider matters related to the Public Toilets**

The Town Clerk reported that he had met with Danfo and that steps were being taken to minimise anti-social behaviour at the King Street toilets and that Danfo were in the process of investigating a new locking mechanism but could not provide an estimate as to when installation of the same could be completed. Members **resolved** that the Town Clerk write to Danfo formally requesting an estimate as to a date when a new mechanism could be installed and should this not be prior to the first committee meeting of 2016, to invite a representative to said meeting. Cllr Power left the meeting.

Members **resolved** not to alter the opening times of the toilets.

Members **resolved** to invite the Community Inspector to a meeting of Council in the new year.

**015/081 To consider offering the services of the Town Ranger to Neighbouring Parishes**

Members **resolved** that the Town Clerk investigate the matter further.

**015/082 To consider additional street signage for the Market Hall**

Members **resolved** to arrange for the signage as outlined in report O1512.

**015/083 To consider matters related to 60 King Street**

The Chairman moved this item to follow O15/069.

Members **resolved** to exclude the public and press on the grounds of the commercial sensitivity of discussions. Members **resolved** to undertake the action detailed in confidential annex C1503.

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

**015/084 Member questions to the Town Clerk**

Cllr Gardiner requested the Town Clerk remind him of required actions in relation to references for NABMA Market Place. Cllr Bancroft requested the Town Clerk look into covers for the tables to reduce glare.

**015/085 To consider the resolutions log**

Members noted the log and that one item from the previous minutes needed adding.

**015/086 To note the date of the next meeting**

Members noted the date.

# Knutsford Town Council

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## **Minutes** *of the* **Operations Committee held on December 21<sup>st</sup> 2015** *in the Lower Council Chamber of the Town Council Offices*

### **015/087 Present**

Cllrs Goodrich, Forbes, Dean, Power, Nicholson, Mrs Gray and Gardiner.

In attendance: A Keppel-Garner (Town Clerk) and Cllr Gray

### **015/088 To receive apologies for absence**

Apologies were received from Cllrs Malloy and Bancroft (personal business) and Wells-Bradshaw (business).

### **015/089 To note declarations of members' interests**

Cllrs Power, Nicholson and Gardiner declared a non-pecuniary interest in O15/092 on the grounds of being known to the tenant.

### **015/090 Public Participation**

No members of the public were present.

### **015/091 To receive and confirm the minutes of the meeting held on 7<sup>th</sup> December 2015**

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

### **015/092 To consider matters related to 60 King Street**

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

Representatives of the Fisher German, the Council's agent, outlined the future works required at 60 King Street, discussions with the tenant concerning the works and other management matters prior to leaving the meeting.

Members **resolved** to undertake the action detailed in confidential annex C1504. Members further **resolved** to instruct the Council's agent to arrange to undertake the outlined works within the available budget.

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

### **015/093 To note the date of the next meeting (25/01/2016)**

Members noted the date of the next meeting.



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## Minutes of the Operations Committee held on January 25<sup>th</sup> 2016 *in the Lower Council Chamber of the Town Council Offices*

### **015/094 Present**

Cllrs Goodrich, Nicholson, Wells-Bradshaw, Bancroft, Malloy, Mrs Gray and Power.

In attendance: A Keppel-Garner (Town Clerk) and Cllr Farber

### **015/095 To receive apologies for absence**

Apologies were received from Cllrs Dean, Gardiner and Forbes (personal business)

### **015/096 To note declarations of members' interests**

Cllr Power declared a non-pecuniary interest in O15/104 on the grounds of keeping bees on an allotment. Cllrs Nicholson, Farber and Power declared a non-pecuniary interest in O15/105 on the grounds of being known to the tenant.

### **015/097 Public Participation**

No members of the public were present.

### **015/098 To receive and confirm the minutes of the meeting held on 21<sup>st</sup> December 2015**

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

### **015/099<sup>1</sup> To consider the committee budget and spending to date**

Members noted the budget and spending to date; noting the overspend on the waste contract at the Council Offices due to price increases in the contract.

### **015/100 To consider matters related to Wallwood**

Members **resolved** to approve the tree works recommended by Bartlett Tree Experts. It was agreed that Cllr Farber investigate option for sponsorship of Wallwood to reduce future costs.

### **015/101 To consider the sale of surplus furniture**

Members **resolved** to approve the sale of the three items outlined in report O1514.

### **015/102 To consider matters related to the Cemetery**

Members **resolved** that commemorative bench provision in the cemetery be delivered by the Town Council, to be the Broxap Kennington 1.8m bench, a fee of £1,000 per bench installed in locations agreed with the Cemetery working group and with the Town Council undertaking suitable maintenance for the life of the bench.

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

Members **resolved** that the Town Clerk seek quotations for a full structural survey of the Chapel.

**015/103 To consider the purchase of two additional tables for the seating area at the Market Hall**

Members **resolved** to authorise the purchase of the two tables.

**015/104 To consider matters related to the Allotments**

Members **resolved** to approve the provision of a skip for each site to facilitate a one-off clearance.

**015/105 To consider matters related to 60 King Street**

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

Members **resolved** to rescind the recommendation previously made to Full Council.

Members **resolved** to undertake the actions detailed in confidential annex C15/06.

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

**015/106 Member questions to the Town Clerk**

Cllr Farber requested that more comfortable seats are investigated.

**015/107 To consider the resolutions log**

Members noted the log.

**015/108 To note the date of the next meeting**

Members noted the date.

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## **Minutes** *of the* **Operations Committee held on March 7<sup>th</sup> 2016** *in the Lower Council Chamber of the Town Council Offices*

### **O15/109 Present**

Cllrs Goodrich, Forbes, Nicholson, Gardiner, Wells-Bradshaw, Malloy, Mrs Gray and Power.

In attendance: A Keppel-Garner (Town Clerk) and Cllr Farber

### **O15/110 To receive apologies for absence**

Apologies were received from Cllrs Dean and Bancroft (personal business)

### **O15/111 To note declarations of members' interests**

Cllr Forbes declared non-pecuniary interests in O15/116 on the grounds of being a member of the Transfer of Public Assets Community of Carnegie (UK) Trust and O15/119 on the grounds of being disabled.

Cllrs Nicholson, Gardiner, Farber and Power declared a non-pecuniary interest in O15/121 on the grounds of being known to the tenant.

### **O15/112 Public Participation**

No members of the public were present.

### **O15/113 To receive and confirm the minutes of the meeting held on 25<sup>th</sup> January 2016**

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

### **O15/114 To consider the committee budget and spending to date**

Members noted the budget and spending to date.

### **O15/115 To consider matters related to the public toilets and revenue protection**

The Chairman adjourned the meeting to allow representatives from Danfo to address the committee.

Members expressed concerns about the frequency toilet doors are left locked open or not shutting properly. The representative from Danfo briefed members on a newly developed prototype lock which was being tested in Knutsford; it was agreed Danfo would feedback data on the prototype for the next meeting for members to determine the way forward. Members thanked Danfo for attending the meeting prior to the Chairman reconvening the meeting.

### **O15/116 To receive an update from the Asset Transfer working group**

Cllr Forbes provided an update that the business cases were still in development for the outlined asset transfers stressing the importance of these being developed promptly with the expectation that two business cases would be presented at the next committee

meeting.

**015/117 To consider an update from the Empty Spaces working group**

Members **resolved** that the Town Clerk write to the Cheshire East Council portfolio holder requesting clarification on the overage clawback. Members **resolved** to instruct an architect to advise on what space could be utilised in the void area and further **resolved** that the Town Clerk be authorised to incur up to £750 on the service.

**015/118 To consider matters related to the Cemetery Chapel**

Members **resolved** to commission the structural survey of the chapel with Elliott Consultants. Members **resolved** to request financial and operational detail in relation to the management of the cemetery under the Freedom of Information Act. Members **resolved** that the Town Clerk write to Cheshire East Council requesting a meeting in relation to establishing an agreement for the management of the Cemetery.

**015/119 To consider meeting room seating**

Members **resolved** not to purchase any new meeting room seating, but that the Personnel Committee consider any seating necessary on workplace assessment grounds.

**015/120 To consider matters related to the Indoor Market**

Members **resolved** to install lighting and accept sponsorship for the radio as outlined in report O1520. Members **resolved** not to install heating and further **resolved** to install a gate on the bin compound. Members **resolved** the market be referred to as the 'Market Hall' henceforth.

**015/121 To consider matters related to 60 King Street**

Members **resolved** to exclude the public and press on the grounds of the sensitivity of discussions.

Members **resolved** to undertake the action detailed in confidential annex C15/07.

Members **resolved** that the agent undertake the asset check and report to the Internal Audit working group.

Members requested a more detailed methodology for the planned works particularly in relation to any required scaffolding and that the tenant should sign to confirm they have no objections to the proposed works being undertaken.

Members **resolved** that the agent hold two separate meetings with the tenant to discuss the two outstanding issues independently.

Members **resolved** that the Town Clerk investigate why the building was not registered with HM Land Registry when the lease was competed in 2009.

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

**015/122 Member questions to the Town Clerk**

Cllr Forbes requested a copy of the confidential annex referred to in the previous minutes.

**015/123 To consider the resolutions log**

Members noted that the Outdoor Market would be looked at for 2017.

**015/124 To note the date of the next meeting**

Members noted the date.

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## Minutes

*of the*

### **Assets and Operations Committee held on April 18<sup>th</sup> 2016**

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

#### **015/125 Present**

Cllrs Goodrich, Forbes, Bancroft, Nicholson, Gardiner, Wells-Bradshaw, Malloy, Mrs Gray and Power.

In attendance: A Keppel-Garner (Town Clerk)

#### **015/126 To receive apologies for absence**

Apologies were received from Cllr Dean (personal business)

#### **015/127 To note declarations of members' interests**

Cllr Forbes declared a non-pecuniary interest in O15/131 on the grounds of being a member of the Transfer of Public Assets Community of Carnegie (UK) Trust. Cllrs Gardiner, Nicholson and Power declared a non-pecuniary interest in O15/135 on the grounds of being known to the tenant. Cllr Gardiner declared a non-pecuniary interest in O15/131 on the grounds of being a Cheshire East Councillor.

#### **015/128 Public Participation**

A resident commented on three items within the committee's remit commenting that Wallwood had been tastefully improved over the past years, the Market Hall was running efficiently and the new traders had improved the offer greatly and that the Town Ranger was proving to be an excellent service to the town.

#### **015/129 To receive and confirm the minutes of the meeting held on 7<sup>th</sup> March 2016**

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

#### **015/130 To consider the committee budget and spending 2015/16**

Members noted the budget and spending.

#### **015/131 To receive an update from the Asset Transfer working group**

Cllr Forbes reported that two businesses cases had been reviewed by the working group and required further work prior to being presented to the committee.

#### **015/132 To consider the purchase of a suitable chair for officer use at council meetings**

The Chairman reported that the Personnel Committee was still considering the matter which was deferred to the next meeting.

#### **015/133 To consider the council's policy on works to council owned trees by neighbouring properties**

Members **resolved** to adopt the policy, subject to minor alterations and that the Town Clerk arrange for neighbours of council land to be informed of the policy. Members **resolved** to undertake the outlined works to the tree on Sparrow Lane. Members **resolved** to add to the policy that works would 'not normally' be undertaken by the council.

**015/134 To consider matters related to the public toilets**

Members noted an update from Danfo on the trial locking mechanisms.

**015/135 To consider matters related to 60 King Street**

The Town Clerk reported that the managing agent had undertaken an asset check of the council owned items and that the tenant wished to return three items to the council. Members **resolved** that the agent arrange for a valuation of the items and enquire with the Conservation Officer if the removal of the Gaskell portrait is permissible under the listed building rules.

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

The Town Clerk provided an update in relation to the management of 60 King Street and took questions from members.

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

**015/136 Member questions to the Town Clerk**

Members requested an update from the Cemetery working group at the next meeting.

**015/137 To consider the resolutions log**

Members noted the log.

**015/138 To note the date of the next meeting**

Members noted the date.



# Personnel Committee

# Knutsford Town Council

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## Minutes

*of the*

### Personnel Committee Meeting held on 17<sup>th</sup> May 2016

in the Committee Room of the Town Council Offices

**P15/044 Present**

Cllrs Goodrich, Forbes and Mrs Gray.

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

**P15/045 To receive apologies for absence**

Apologies were received from Cllrs Nicholson and Dean (personal business) and Cllr Greenstein (business)

**P15/046 To note declarations of members' interests**

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

**P15/047 To receive and confirm the minutes of the meetings held 13<sup>th</sup> April 2016**

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

**P15/048 To consider the committee's budget and spending year to date**

Members noted the budget and spending to date.

**P15/049 To consider the council's absence and leave policy**

Members **resolved** to adopt the revised policy subject to specifying that absence reviews be written, leave entitlement be as per existing contractual obligations.

**P15/050 To consider revisions to the council's Staff Handbook**

Members **resolved** to adopt the revised Staff Handbook, subject rewording of the policy on media statements such that all statements must go through the Office of the Town Clerk, to reinsert the policy on Timekeeping and to clarify that original receipts must be submitted for expense claims.

**P15/051 To review the Deputy Town Clerk's working arrangement**

The Town Clerk provided an update confirming that there had been no operational issues for the new arrangement and that no complaints had been received. Members agreed to review lone working arrangements at the next meeting.

**P15/052 To consider the resolutions log**

Members noted the log.

**P15/053 To consider a date for the next meeting**

It was agreed to meet on 1<sup>st</sup> June, time to be confirmed.



# Knutsford Town Council

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## Minutes

*of the*

### **Personnel Committee Meeting held on June 15<sup>th</sup> 2015**

in the Committee Room of the Town Council Offices

**P15/000 Present**

Cllrs Goodrich, Greenstein, Forbes and Nicholson.

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

Apologies were received from Cllrs Mrs Gray and Dean (personal business)

**P15/001 To appoint a Chairman**

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

**P15/002 To appoint a Deputy Chairman**

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

**P15/003 To note the committee's terms of reference**

Members noted the terms of reference.

**P15/004 To receive and confirm the minutes of the meetings held 14<sup>th</sup> April 2015 and 20<sup>th</sup> April 2015**

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

**P15/005 To consider the committee's budget and spending to date**

Members noted the budget and spending to date. Members requested the Town Clerk to advise the committee at the next meeting of the projected spend for the year given the delay in recruiting the Town Ranger and the increase in Mayor's PA grading.

**P15/006 To appoint members to hear the appeal of a complaint dealt with by the committee**

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

All members declared a non-pecuniary interest due to being known to the appellant.

Members **resolved** that Cllrs Dean and Greenstein hear the appeal and that only point three of the appeal be considered by the panel.

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

**P15/007 To note the appointment of the Town Ranger and consider an update on staffing**

The Town Clerk reported that the Town Ranger had been appointed and would be starting on June 24<sup>th</sup>. Members **resolved** to exclude the public and press on the grounds of the confidential nature of discussions. The Town Clerk provided an update on current staffing.

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

**P15/008 To consider the Town Clerk's training and development 2015/16**

Members **resolved** to authorise the Town Clerk's attendance at the outlined courses.

**P15/009 To set a date for the next meeting**

Members **resolved** that the Town Clerk set the date of the next meeting to fall prior to another committee meeting.

FINAL

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## Minutes

*of the*

### **Personnel Committee Meeting held on September 17<sup>th</sup> 2015**

in the Committee Room of the Town Council Offices

**P15/010 Present**

Cllrs Goodrich, Forbes, Greenstein, Mrs Gray, and Nicholson.

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

**P15/011 To receive apologies for absence**

Apologies were received from Cllr Dean (personal business)

**P15/012 To note declarations of members' interests**

All members declared a non-pecuniary interest on the grounds of being known to the subject of the complaint.

**P15/013 To receive and confirm the minutes of the meetings held 15<sup>th</sup> June 2015**

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

**P15/014 To consider the committee's budget and spending to date**

Members noted the budget and spending to date, noting a probable overspend due to changes in salaries after the budgets had been set.

**P15/015 To consider matters related to DBS checks**

Members noted that the DBS check for the Deputy Mayor was to be undertaken shortly.

**P15/016 To consider implications of the new National Living Wage**

When the spinal column point salary would be lower, members **resolved** to pay the Living Wage as set by Living Wage Commission until such time this rate is overtaken by the National Living Wage at which point said staff would be paid the National Living Wage as a minimum.

**P15/017<sup>1</sup> To consider a report from the Complaints Appeal Panel**

Members **resolved** to exclude the public and press on the grounds of the sensitivity of discussions. Cllr Nicholson left the meeting on personal business. Members **resolved** to uphold the original sanction set by the complaints panel with the alteration that training is recommended not required. Members **resolved** to readmit the public and press. Cllr Nicholson returned to the meeting.

**P15/018 To consider a recommendation to Council to adopt a Filming of Council Meetings Policy**

Cllr Power gave the background on this item and members **resolved** to recommend the policy for adoption by Council subject to a minor correction.

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

**P15/019 To consider revisions to the Employee Dress policy**

Members **resolved** to revise the policy as outlined.

**P15/020 To consider a flexible working request from the Deputy Town Clerk**

Members **resolved** to exclude the public and press on the grounds of the sensitivity of discussions.

Members **resolved** to approve the request on a six month trial basis for it to be reviewed to ensure it works for both employee and council.

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

**P15/021 To set a date for the next meeting**

Members **resolved** to meet at 3pm on Thursday 22<sup>nd</sup> October.

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## Minutes

*of the*

### **Personnel Committee Meeting held on October 22<sup>nd</sup> 2015**

in the Committee Room of the Town Council Offices

**P15/022 Present**

Cllrs Goodrich, Forbes, Mrs Gray, and Nicholson.

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

**P15/023 To receive apologies for absence**

Apologies were received from Cllrs Greenstein (business) and Dean (personal business).

**P15/024 To note declarations of members' interests**

Cllrs Goodrich, Nicholson and Forbes declared a non-pecuniary interest in P15/030 on the grounds of having been through the borough council complaints process.

**P15/025 To receive and confirm the minutes of the meetings held 17<sup>th</sup> September 2015**

Members **resolved** to confirm the minutes which were duly signed by the Chairman subject to the addition of "on personal business" to P15/017 to explain Cllr Nicholson's departure from the meeting.

**P15/026 To consider the committee's budget and spending to date**

Members noted the budget and spending to date.

**P15/027 To consider the employee mileage reimbursement rate**

Members **resolved** to amend future contracts to specify that the vehicular mileage rates for employees will be HMRC rate rather than the Green Book rate and that the Town Clerk arranges for the changes to be brought in for all current employees.

**P15/028 To consider an update in relation to pensions**

The Town Clerk provided an update on the auto-enrolment requirements stating the Council's staging date was April 2017. The Town Clerk provided a further update on employees currently in the pension scheme. It was agreed that a pensions update be provided on an annual basis.

**P15/029 To consider changes to the Market Cleaner contract to accommodate additional opening hours**

The Town Clerk reported that having undertaken the Market Cleaner's appraisal it is anticipated that the additional workload can be managed within the current contractual hours. It was agreed to review this should the position change.

**P15/030 To consider a revised complaints policy**

Members **resolved** to adopt the revised policy.

**P15/031 To receive an update on employee training and to retrospectively authorise the Town Clerk's attendance at the ChALC pensions seminar**

Members **resolved** to retrospectively authorise the Town Clerk's attendance at the ChALC pensions seminar. Members **resolved** that the Town Clerk be delegated authority to authorise his own attendance at training courses costing less than £40 subject to consultation with the Chairman. The Town Clerk provided an update on the training courses attended by the Deputy Town Clerk and Town Ranger.

**P15/032 To consider the award of annual salary incremental progressions with effect April 2016**

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

Members **resolved** to authorise the annual salary increments for all employees subject to completion of satisfactory appraisal, with the requirement that the Town Mayor report on the conclusion of the Town Clerk's appraisal prior to the increment being awarded.

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

**P15/033 To consider the draft 2015/16 budget**

Members **resolved** to reduce the employee mileage budget to £500 and further **resolved** to recommend the draft budget to Finance.

**P15/034 To set a date for the next meeting**

It was agreed that the Chairman and Town Clerk set the date for the next meeting when required.

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## Minutes

*of the*

### **Personnel Committee Meeting held on February 24<sup>th</sup> 2016**

in Meeting Room A of the Town Council Offices

**P15/035 Present**

Cllrs Goodrich, Forbes, Mrs Gray, and Nicholson.

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

**P15/023 To receive apologies for absence**

Apologies were received from Cllr Dean (personal business) and Cllr Greenstein (business)

**P15/024 To note declarations of members' interests**

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

**P15/025 To receive and confirm the minutes of the meetings held 22<sup>nd</sup> October 2015**

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

**P15/026 To consider the committee's budget and spending to date**

Members noted the budget and spending to date and the revised budget projections.

**P15/027<sup>1</sup> To review the Town Ranger's probationary period**

Members **resolved** to end the Town Ranger's probationary period and confirm them in post.

**P15/028 To consider the administrative line management of the Town Clerk**

The chairman provided the background to the item and it was agreed that he speak with the Town Mayor and report back to the next meeting.

**P15/029 To consider the Town Clerk attending the SLCC Leadership in Action Conference 2016**

Members **resolved** to authorise the Town Clerk's attendance at the conference.

**P15/030 To note the conclusion of the Town Clerk's appraisal**

This item was deferred to the next meeting.

**P15/031 To consider the approval of carryover of holiday entitlement to the 2016/17 leave year**

Members **resolved** to authorise the carryover of holiday entitlement for the Mayor's PA.  
Members **resolved** to authorise the carryover of 5 days of holiday entitlement for the Deputy Town Clerk and to offer either payment or carryover of the outstanding balance.  
It was agreed to review the Council's leave policy at the next meeting.

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

**P15/032 To review the “Town Centre Manager” element of the Town Clerk’s job description**

It was noted that the Town Clerk had written off ~20 days of untaken flex-time and 6 days of annual leave in the current holiday year. It was agreed that written off flex be featured in the weekly dashboard. Members **resolved** Cllrs Goodrich and Forbes undertake a review of the operational design of the council.

**P15/033 To consider a date for the next meeting**

It was agreed to meet on Wednesday 13<sup>th</sup> April at 2pm.

FINAL



# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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

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## Minutes

*of the*

### **Personnel Committee Meeting held on 13<sup>th</sup> April 2016**

in the Committee Room of the Town Council Offices

**P15/034 Present**

Cllrs Goodrich, Forbes, Mrs Gray, and Nicholson.

In attendance: L Benskin (*Deputy Town Clerk*)

**P15/035 To receive apologies for absence**

Apologies were received from Cllr Dean (personal business) and Cllr Greenstein (business)

**P15/036 To note declarations of members' interests**

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

**P15/037 To receive and confirm the minutes of the meetings 24<sup>th</sup> February 2016**

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

**P15/038 To consider the committee's budget and spending to date**

Members noted the budget and spending to date.

**P15/039 To consider the administrative line management of the Town Clerk**

Members **resolved** that the Mayor remain the Town Clerk's administrative line manager.

**P15/040 To note the conclusion of the Town Clerk's appraisal**

Members noted that the Town Clerk's appraisal had concluded and the Chairman signed the appraisal document.

**P15/041 To consider a recommendation to the Operations Committee in respect of the purchase of a suitable chair for officer use at council meetings**

Members adjourned this item to the next meeting so that a recommendation from a professional could be obtained as to the most appropriate chair for the circumstances, which could then be recommended to the Operations Committee for purchase.

**P15/042 To consider a report from the Operational Design working group**

Members **resolved** to accept the flex write off and keep a closer eye on this moving forward, to instruct the Town Clerk to carry over 6 days holiday from holiday year 2015/16 to 2016/17 and consider taking holidays when possible.

**P15/043 To consider a date for the next meeting**

It was agreed to meet on Tuesday 17<sup>th</sup> May at 2pm. Members requested the Resolutions Log and Leave Policy appear on the agenda for the next meeting.



# Planning Committee

# Knutsford Town Council

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## Minutes of the Planning and Licensing Committee 19<sup>th</sup> May 2015 In the Lower Council Chamber of the Town Council Offices

### **PL15/000 Present**

Cllrs Dean, Bancroft, Farber, Gardiner, Gray and Greenstein.

In attendance: S Sherliker *Deputy Town Clerk (maternity cover)* and Cllr Power

### **PL15/001 To elect a Chairman of the Committee**

Members **resolved** to elect Cllr Gardiner as Chairman

### **PL15/002 To elect a Deputy Chairman of the Committee**

Members **resolved** to elect Cllr Bancroft as Deputy Chairman.

### **PL15/003 To note the Committee Terms of Reference**

Members noted the Terms of Reference

### **PL15/004 To receive apologies for absence**

Apologies were received from Cllr Nicholson (personal business)

### **PL15/005 To note declarations of Members' interests**

Cllr Gardiner	Non-pecuniary	15/1810M	Known to applicant
	Non-pecuniary	15/1517M	Known to agent & associate
Cllr Dean	Non-pecuniary	15/2192M	Known to applicant
Cllr Faber	Non-pecuniary	15/2036M	Known to applicant
Cllr Bancroft	Non-pecuniary	15/2036M	Known to agent

### **PL15/006 Public Participation**

No member of the public requested to speak.

### **PL15/007 To receive and confirm the minutes of the meeting held on 20 April 2015**

Members **resolved** to confirm the minutes which were duly signed by the chairman, subject to amendment in PL14/148 (last line) to delete the word "over".

### **PL15/008 To consider the latest planning applications**

Members **resolved** to submit the comments outlined below.

### **PL15/009 To consider the latest licensing applications**

Members **resolved** to submit the comments outlined below.

### **PL15/010 To consider matters relating to the Section 106 Agreements**

Members noted that no applications considered at the meeting were subject to s106 agreements.

- PL15/011 To appoint members to the Conservation Area Review Working Group**  
Members **resolved** that Cllrs Bancroft and Greenstein be appointed and to seek further nominations for the vacancy.
- PL15/012 To consider the draft Town Centre Conservation Area Questionnaire**  
The meeting was adjourned and subsequently reconvened for a representative of the South Knutsford Residents Group to provide information on the development of the questionnaire and trial survey.  
Members **resolved** to conduct the Character Assessment survey of the Town Centre Conservation Area with businesses and residents within the area, subject to the addition of a question as to whether there was a need to expand or contract the boundary of the Conservation Area.
- PL15/013<sup>1</sup> To review the Committee's progress in achieving the 2020 Vision**  
Members noted the aims assigned to the committee and **resolved** to amend the target date for 8.1 to March 2016.  
Members further **resolved** that a working group comprising Cllrs Bancroft and Gardiner be formed to review Listed & Locally Listed Buildings to meet the aims of 8.2.
- PL15/014 To consider the latest planning decisions**  
Members noted the latest decisions and **resolved** to write to Cheshire East Council in relation to applications 15/01236M and 15/0865M over the Planning Department's failure to comply with their own policies.  
Members further **resolved** to invite a senior planning officer to address the Town Council's newly elected Members and to address particular concerns relating to the adopted signage policy for the Town Centre and the high level of transgressions.
- PL15/015 To review the Planning Issues Log**  
Members noted the planning issues log and requested the addition of two further items, New fascia and advertising boards at 'a la turka' restaurant, King Street and the illuminated sign at L'angolo Italiano, King Street.
- PL15/016 To note the date of the next meeting (08/06/15)**  
Members noted the date of the meeting.

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<sup>1</sup> Cllr Power left the meeting prior to discussion of this item

## Planning Comments 19/05/15

Application	Address	Application details	Comments
15/1801M	98 Mobberley Road	Formation of balcony over roof of existing garage	The Council, whilst not objecting to the proposal, believes there would be improvement to the scheme if the bottom of the glass screening at the sides of the balcony were composed of frosted glass, with clear glass at the top.
15/1517M	Silverdale, 35a Goughs Lane	Proposed detached garage	The Council <b>objects</b> to the application on grounds that it would be an overdevelopment of the site. Additionally it would result in an unacceptable loss of space around the property which is considered to be unsympathetic to the streetscene. As such the proposal would be detrimental to the character of the Conservation Area; already identified by English Heritage as being "At Risk". Furthermore the proposal is considered to be unneighbourly and detrimental to the residential amenity of adjoining occupiers.
15/1659M	Wychwood, 4 Leycester Road	Proposed Rear Orangery Style Summer House	The Council raises no objections subject to neighbour comments.
15/1822M	Bentley Manchester, Mobberley Rd	No 2 Fascia Signs and No 1 Totem Sign	The Council raises no objections subject to neighbour comments.
15/1736M	16 Mereheath Park	Dormer extension, single storey rear extension	The Council <b>objects</b> to the proposed first floor dormer extension on grounds that it is an inappropriate design in an area of otherwise

Application	Address	Application details	Comments
			uniform house-styles. Additionally the proposed roof terrace would afford levels of overlooking to the detriment of the occupiers of adjoining properties. However the Council has no objection in principal to the ground floor rear extension.
15/2036M	14 Ashworth Park	Proposed two storey side extension and rear single storey extension	The Council raises no objection subject to neighbour comments.
15/1959M	13 Albert Street	Single storey extension to rear of existing dwelling plus loft conversion	The Council raises no objection subject to neighbour comments.
15/1814M	18 Beech Drive	Drop kerb application to allow off road parking for family cars	The Council raises no objection subject to neighbour comments and to the consent of the Cheshire East Council Highways Officer.
15/2192M	2a Stanley Road	Two storey side extension and alterations to existing dwelling	The Council raises no objection subject to neighbour comments.
15/2016T	Somerville, Legh Road	Proposed tree work to various trees in Conservation Area	The Council <b>objects</b> to the felling of the two holly trees (nos. 10 & 11) at the front of the property in that it would have a detrimental effect on the streetscene.
15/2038T	Toft End, 2 Leycester Road	Fell conifer & silver birch	The Council raises no objection to the felling of the conifer.
15/2067T	Somerford, 19 Leycester Rd	Proposed tree work to various trees in Conservation Area	The Council raises no objection subject to neighbour comments.
15/2065T	7 Rutherford Drive	Remove large stem to beech overhanging lawn	The Council makes no comment

Application	Address	Application details	Comments
15/1845T	Kirkbeck, 7 Leycester Road	Remove/reduce sycamore, beech & various ornamental trees, fell <i>Robinia</i>	The Council raises no objection but is concerned that the works being proposed affect a tree not in the ownership of the applicant.
15/1880T	Holly House, Manchester Road	Reduce chestnut and beech	The Council makes no comment.
15/1693T	Ash Court, King Edward Road	Crown lift Horse Chestnut	The Council makes no comment.

### Licensing Applications

Address	Application details	Comment
Cross Keys, 52 King Street	Minor Variation to a Premises Licence Notice is given that Enterprise Inns PLC have applied to Cheshire East Borough Council on 5th May 2015 for a minor variation to the premises licence at the premises known as: Cross Keys of 52 King Street, Knutsford WA16 6DT. The application is for changes to the layout of the premises as detailed on the plan attached to the application	The Council <b>objects</b> to the licence variation because it is not known what it specifically relates to, as no information has been provided by the primary authority despite this Council's best efforts to obtain it.

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## Minutes

*of the*

### Planning and Licensing Committee 8<sup>th</sup> June 2015

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

#### **PL15/017 Present**

Cllrs Dean, Farber, Gardiner, Gray and Greenstein.

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

#### **PL15/018 To receive apologies for absence**

Apologies were received from Cllrs Bancroft and Nicholson (personal business)

#### **PL15/019 To note declarations of Members' interests**

Cllr Dean	Non-pecuniary	15/2360M	Property almost backs onto own home
Cllr Greenstein	Non-pecuniary	15/2448M	Known to applicant
Cllr Gardiner	Non-pecuniary	15/2360M	Previous discussions with next door neighbour regarding procedure
Cllrs Gardiner & Dean	Non-pecuniary	15/2478M	Known to next door neighbour

#### **PL15/020 Public Participation**

A representative of South Knutsford Residents Group spoke in relation to application 15/1233M, drawing attention to specific points of the application and further enquired if an application was required for the car wash at *The Smoker*, which the chairman advised was outside the parish boundary.

#### **PL15/021 To receive and confirm the minutes of the meeting held on 19<sup>th</sup> May 2015**

Members **resolved** to confirm the minutes which were duly signed by the chairman subject to the removal of reference to an interest declaration by Cllr Gray in PL15/005 which had not been made.

A resident thanked the Town Clerk and complimented his redesign of the Town Centre Conservation Area survey.

#### **PL15/022 To consider the latest planning applications**

Members **resolved** to submit the comments outlined below.

#### **PL15/023 To consider the latest licensing applications**

Members **resolved** to raise no objections.

#### **PL15/024 To consider matters relating to the Section 106 Agreements**

Members noted that no applications considered at the meeting were subject to s106 agreements.



**PL15/025 To consider the latest planning decisions**

Members noted the latest decisions.

**PL15/026 To consider matters related to café furniture on pavements**

Members **resolved** to raise no objections to permission being granted for café furniture on pavements subject to no permission being granted on pavements in Knutsford which are less than 1.2m in width.

**PL15/027 To review the Planning Issues Log**

Members noted the log.

**PL15/028 To note the date of the next meeting**

Members noted the date.

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## Planning Comments 08/06/15

Application	Address	Application details	Comments
15/1233M	Bay Tree House, Parkfield Road	Construction of an oak framed three bay garage	The Council raises no objections subject to a condition that the trees shown to be felled are retained to preserve the character of the street scene in the Conservation Area and a further condition that the driveway be constructed of a pervious material so as not to affect trees on the site.
15/1854M	11 Rockford Lodge	Two storey extension to front	The Council raises no objection subject to neighbour comments and subject to the officer being assured that sufficient parking is provided on site in accordance with the emerging local plan and saved policy DC6 of the Macclesfield Local Plan.
15/2209M	5 Garden Road	Garage conversion and first floor side extension	The Council raises no objections subject to a condition requiring a second parking space within the curtilage of the property.
15/2305M	3 Mallard Close	Side Bedroom over part garage and single storey rear extension	The Council raises no objections subject to neighbour comments.
15/2360M	84 Glebelands Road	Two storey front, side and rear elevation extensions and single storey rear extension.	The Council <b>objects</b> on the grounds of overdevelopment and that the rear extension will have a detrimental effect on the rear elevation of neighbouring properties causing a loss of light.

Application	Address	Application details	Comments
15/2406M	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 <b>objects</b> to the level of trees proposed to be removed on the grounds that removal would have a detrimental effect on the Conservation Area. The Council would not object to an application removing significantly fewer trees.
15/2413M	14 Sugar Pitt Lane	Proposed extension to first floor	The Council raises no objections subject to neighbour comments.
15/2440M	1 Brookdale Avenue	Single storey rear extension to existing bungalow	The Council raises no objections subject to neighbour comments.
15/2442M	41 Carrwood	Two storey side extension and single storey rear extension	The Council raises no objections subject to neighbour comments.
15/2448M	62a Goughs Lane	Extension and alterations (resubmission of planning application 14/5731M)	The Council raises no objections subject to neighbour comments.
15/2316M	Yarnbury, Tabley Road	Proposed first floor extension	The Council raises no objections subject to neighbour comments.
15/2473M	3 Fir Tree Avenue	Demolition of existing attached single storey garage on side elevation. Construction of 2 storey side extension and single storey rear extension.	The Council raises no objections subject to neighbour comments.
15/2478M	165 Ashworth Park	New front dormers to existing loft conversion	The Council raises no objections subject to neighbour comments.
15/2518M	7 Grassfield Way	Two storey side extension and single storey rear extension	The Council raises no objections subject to neighbour comments.

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## Minutes

*of the*

### Planning and Licensing Committee 6 July 2015

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

#### **PL15/029 Present**

Cllrs Bancroft, Dean, Farber, Gardiner, Gray and Greenstein.

In attendance: S Sherliker (*Deputy Town Clerk, maternity cover*)

#### **PL15/030 To receive apologies for absence**

Apologies were received from Nicholson (personal business)

#### **PL15/31 To note declarations of Members' interests**

Cllr Dean	Non-pecuniary	15/2690M	Neighbour to applicant
Cllr Farber	Non-pecuniary	15/2690M	Known to applicant
	Non-pecuniary	15/2962M	Known to applicant and agent
	Non-pecuniary	15/2891M	Known to agent
	Non-pecuniary	15/2820M	Customer of applicant
	Non-pecuniary	15/2821M	Customer of applicant
Cllr Gardiner	Non-pecuniary	15/2690M	Known to neighbour
	Non-pecuniary	15/2704M	Member of Cheshire East Council
	Non-pecuniary	15/2804M	Previous discussion with applicant
	Non-pecuniary	15/2931M	Known to applicant and agent
	Non-pecuniary	15/2947M	Previous discussion with applicant
Cllr Greenstein	Non-pecuniary	15/2962M	Known to applicant

#### **PL15/032 Public Participation**

A resident spoke in objection to application 15/2614 commenting on inaccuracies and omissions in the application and noting specific points for members' consideration.

A representative of the South Knutsford Residents Group spoke in relation to applications 14/5785M, 15/2070M, 15/2758M and an application in a neighbouring parish in Windmill Wood. The Chairman responded that it was not appropriate for the town council planning committee to make formal comment on non-strategic applications, not in the parish.

#### **PL15/033 To receive and confirm the minutes of the meeting held on 8 June 2015**

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

#### **PL15/034 To consider the latest planning applications**

Members **resolved** to submit the comments outlined below.

#### **PL15/035 To consider matters relating to the Section 106 Agreements**

Members noted that no applications considered at the meeting were subject to s106 agreements.

#### **PL15/036 To consider the latest planning decisions**

Members noted the latest decisions and **resolved** to write to the CEC Planning Manager Mr Peter Hooley in relation to deficient information for application nos. 15/2614M, 15/2758M and the decision on application 15/1687M expressing dissatisfaction that the Town Council's recommended condition had not been cited in entirety. It was reported that an appeal against Cheshire East Council's refusal to grant planning permission for application 14/3792M, 2 Gloucester Rd had been dismissed.

**PL15/037 To review the Planning Issues Log**

Members noted the log.

**PL15/038 To note the date of the next meeting (27 July 2015)**

Members noted the date and Cllr Greenstein's apologies due to personal business.

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## Planning Comments 06/07/15

Application	Address	Application details	Comments
14/5785M	The Willows, Parkfield Rd	Demolition of existing 2-storey house and garage and erection of 2 no. 2 storey houses with integral garages and associated landscaping.	The Council objects on grounds that the proposal fails to enhance the Legh Road Conservation Area in so far that it splits the existing plot into two residential units reducing the space around the building which is considered to represent a cramped form of development, not in keeping with the prevailing character of the Conservation Area.
15/2070M	2 Branden Drive	Demolition of existing fire damaged detached house and erection of two semi-detached dwelling houses.	The council objects to the application on grounds that it would be an over-development of the site. It would represent an inappropriate design close to a Conservation Area; out of keeping with the prevailing uniform character of residential properties in the immediately surrounding area. Although the proposal would not satisfy the requirement for the minimum 4 parking spaces, there is particular concern that these spaces may be deficient in size and that they cannot be accessed/egressed in a forward gear giving rise to highway safety concerns, particularly given that the site is located on a bend.
15/2320M	4 Stanley Road	Rebuild of dilapidated/ dangerous front wall using existing and reclaimed materials to same height and specifications as original wall; moving gate from right hand side to more central position.	The council raises no objection subject to neighbour comments.
15/2499M	100 Mobberley Road	Retrospective application for the erection of timber	The Council raises no objection subject to neighbour

Application	Address	Application details	Comments
		fence on existing boundary wall and addition of timber gate.	comments and also subject to the muted colour of the fence indicated on the application drawings being conditioned accordingly.
15/2529M	4 Royal Court, Tatton Street	Proposal to fit 2 no. air condition units into loft space & ventilation via louvers in the roof tiles.	The Council raises no objection subject to neighbour comments.
15/2539M	59 Ashworth Park	Two storey side extension and new side porch.	The Council raises no objection subject to neighbour comments.
15/2548M	1 Teal Avenue	Proposed removal of the rear section of existing garage and construction of a 2 storey extension to the side to create a ground floor kitchen utility area with first floor bedroom/en-suite over. Internal alterations to existing dwelling.	The Council raises no objection subject to neighbour comments.
15/2614M	13A Gaskell Avenue	Demolition of single storey outbuilding and erection of single storey kitchen extension with minor structural internal modifications; Replacement ground floor windows to rear elevation and erection of new garden wall to match existing.	The Council believes this application to be invalid on grounds of the insufficient and inaccurate information provided and would expect to be consulted again should it be remade. The Council notes the neighbour's comments and, on the basis of available information would <b>object</b> to the application on the following grounds: i) the proposal appears to require partial demolition of part of the actual house and not just an outbuilding, as stated, ii) there is a lack of clarity as to the existing and proposed roof structure and height, iii) the house is attached to a grade II listed building within a Conservation Area and neither a Listed Building Consent application nor the required Design and Access and Heritage Impact Statements have been provided.



Application	Address	Application details	Comments
15/2680M	32 Meadow Drive	Front first floor and rear single storey extension and alterations.	The Council raises no objection subject to neighbour comments.
15/2690M	10 Trevone Close	Proposed 2 storey side extension and new front porch.	The Council raises no objection subject to neighbour comments but notes that the proposed extension features a 'Juliet balcony' and hopes that this would not result in unacceptable levels of overlooking for the occupiers of the property to the rear.
15/2704M <sup>1</sup>	Knutsford Leisure Centre, Westfield Drive	Removal and replacement of 8 no. external floodlight fittings to existing sports pitch mounted on existing column. Replacement /additional external lighting to car parking area. Works comprise installation of new lighting columns with LED fittings (4 no.) and replacement of existing external light fittings to existing columns with LED type(10 no.) to car park area.	The Council raises no objection.
15/2758M	17 Goughs Lane	Demolition and rebuilding of field shed for storage.	The Council believes that insufficient evidence has been provided for a site within the Legh Road Conservation Area and also in relation to vehicular access and movements to the site, and would <b>object</b> to the application on these grounds. The Council expects to be consulted further and given opportunity to comment, once this information has been provided.
15/2804M	St John's Wood Community School, Longridge,	Variation of Condition 3 on Application 10/2798M (Hours of Use).	The Council notes concerns of neighbours relating to potential noise nuisance and suggests that temporary

<sup>1</sup> Cllr Gardiner abstained from voting on this application

Application	Address	Application details	Comments
			permission should be granted in order to allow the situation to be monitored and reviewed.
15/2820M <sup>2</sup>	St Cross Church, Mobberley Rd	Removal of 3 no. existing antennas with and replacement with 3 no new antennas, removal of 1 no. equipment cabinet and installation of 2 no. equipment cabinets, plus ancillary works.	The Council raises no objection.
15/2821M	St Cross Church, Mobberley Rd	Listed Building Consent, Ref: Application 15/2820M Removal & Replacement of Antennas	The Council raises no objection.
15/2850M	1, Roxby Way	Proposed single storey side & rear extension, front porch, front canopy, replacement windows and external render coat to replace existing cladding.	The Council raises no objection subject to neighbour comments.
15/2891M	10 Church Mews	Erection of timber garden building, decking and garden fence to rear elevation	The Council raises no objection subject to neighbour comments
15/2931M	48 Cranford Avenue	New Build dwelling within the curtilage of the existing garden.	The Council <b>objects</b> on grounds that the new property, as designed is considered to be of an inappropriate design which is incongruous and out of keeping with both the Victorian and early 20 <sup>th</sup> century House in the immediately surrounding area.
15/2947M	7 Sugar Pit Lane	Demolition of existing garage and proposed two -storey side and rear extension	The Council raises no objection subject to neighbour comments.
15/2962M	5 Grassfield Way	Two storey front extension and internal adaptation works	The Council raises no objection subject to neighbour comments

<sup>2</sup> Cllr Bancroft joined the meeting prior to discussion of this item

Application	Address	Application details	Comments
15/2991M	56 St Johns Avenue	Widening of existing vehicular entrance by 1.1 m, erection of replacement entrance gates and erection of summer house	The Council raises no objection subject to neighbour comments.

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## Minutes of the Planning and Licensing Committee 27<sup>th</sup> July 2015 In the Lower Council Chamber of the Town Council Offices

### PL15/039 Present

Cllrs Gardiner, Dean, Gray and Farber.

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

### PL15/040 To receive apologies for absence

Apologies were received from Cllrs Bancroft, Nicholson and Greenstein (personal business)

### PL15/041 To note declarations of Members' interests

Cllr Dean	Non-pecuniary	15/3179M	'Called in' the application to CEC Planning Committee
Cllr Hutchence	Non-pecuniary	15/3179M	Known to applicant
Cllrs Farber, Hutchence & Gardiner	Non-pecuniary	15/3018M	Known to landlord
		15/3019M	
Cllr Gardiner	Non-pecuniary	15/3032M	Known to architect
	Non-pecuniary	15/3826M	Known to next-door neighbour
	Non-pecuniary	15/3059M	Known to next-door neighbour
	Non-pecuniary	15/3179M	Known to applicant

### PL15/042 Public Participation

A representative of the South Knutsford Residents Group expressed disappointment that application 15/1448M had been approved by Cheshire East Council despite the strong opposition of both the Town Council & SKRG. The representative further enquired whether the recently approved outline permission for housing at Parkgate Lane was 250 or 200 homes, to which the landowner confirmed was 200.

### PL15/043 To receive and confirm the minutes of the meeting held on 6<sup>th</sup> July 2015

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

### PL15/044 To consider the latest planning applications

The chairman adjourned the meeting to allow representatives for the applications at the Old Town Hall to address the committee. The meeting was subsequently reconvened. Members **resolved** to submit the comments outlined below.

### PL15/045 To consider matters relating to the Section 106 Agreements

Members noted that no applications considered at the meeting were subject to s106 agreements.

**PL15/046 To consider the latest planning decisions**

Members noted the latest decisions and **resolved** that the Town Clerk write to Caroline Simpson asking why officers insist on not giving sufficient weight to the comments of the strong objections of the Town Council in respect of 14/1448M.

**PL15/047 To review the Planning Issues Log**

Members noted the log and requested that the Town Clerk chase for updates.

**PL15/048 To note the date of the next meeting**

The Chairman announced that it was necessary to call an additional committee meeting during the summer recess and it was agreed that this be held on Monday 17<sup>th</sup> August.

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## Planning Comments 27/07/15

Application	Address	Application details	Comments
15/3018M	Old Town Hall, Princess Street	Restoration and Change of Use from retail (Class A1) to Bar/restaurant (A4/A3), including creation of external seating area with jumberellas, new shop front, disabled access, internal alterations, plant extraction & associated works.	The Council raises no objections but expresses concerns over the parking. The Council requests a condition concerning how the cobbles will be dealt with to ensure their long term retention and that any furniture installed in the area is suitable.
15/3019M	Old Town Hall, Princess Street	Listed Building Consent	The Council raises no objections but requests a condition concerning how the cobbles will be dealt with to ensure their long term retention and that any furniture installed in the area is suitable.
15/0547M	Brackenbend, Tabley Road	Amended Plans for Single storey side extension and two-storey side extension.	The Council notes that the applicant has sought to overcome some of the previous objections from the original application however they have not fully been dealt with. The Council <b>objects</b> on the grounds of inappropriate design detracting from the character of the streetscene.
15/2180M <sup>1</sup>	29 Glebelands Road	Redevelopment of existing site with demolition of existing building and erection of 2 no. detached dwellings with new access arrangements.	The Council <b>objects</b> on the grounds that the development represents overdevelopment of the site and is not in keeping with the character of the streetscene.
15/2826M	Bexton Rise, Bexton Lane	2 no. two storey side extensions with a two storey rear extension with a single storey rear kitchen/breakfast	The Council <b>objects</b> on the grounds that the proposed garage would be detrimental to the residential amenity

<sup>1</sup> Cllr Gardiner abstained from discussion and voting on this application.

Application	Address	Application details	Comments
		room extension with a new front porch and new forward detached garage.	of Birch Cottage by means of loss of light.
15/3032M	42 Glebelands Road	Extension over single storey garage, on left had side of the house. Garage extended forward to accommodate larger car.	The Council raises no objections, subject to neighbour comments.
15/3059M	37 Tatton Street	Change of Use of existing ground floor osteopathy practice into additional living accommodation and single storey rear extension associated with existing first floor living accommodation.	The Council raises no objections, subject to neighbour comments.
15/3179M	Oakfield, 25 Leycester Road	Variation of condition 4 to Application 15/1448M - 1st floor extension, single storey side extension. Internal alterations to coach house. Rear single storey extension and loft conversion and internal alterations to main dwelling house. Alteration to link main dwelling to coach house. External raised terrace and alterations to driveway. New detached double garage.	The Council <b>objects</b> on the grounds that the condition is important for the preservation of the character of the Legh Road Conservation Area, which is designated "at Risk" by Historic England and further that the condition is required to be in accordance with policy BE1 of the Macclesfield Borough Local Plan 2004.
15/3218M	9 Victoria Street	Small single storey rear and small porch extension.	The Council raises no objections, subject to neighbour comments.
15/3342M	47 Mobberley Road	Rear elevation single storey extension.	The Council raises no objections, subject to neighbour comments.
15/3219M	Sessions House Lodge, Toft Road	Replace windows to rear and one side of property with side opening double glazed casement.	The Council is unable to comment on this Listed Building Consent application as insufficient information has been provided. The Council requests that it is <b>re-consulted</b> when appropriate information has been provided.
15/3289M	1, South Downs	Single storey side extension and kitchen extension. Single storey extension to opposite side and loft conversion.	The Council raises no objections, subject to neighbour comments.

# Knutsford Town Council

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## Minutes

*of the*

### Planning and Licensing Committee 17<sup>th</sup> August 2015

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

#### **PL15/049 Present**

Cllrs Gardiner, Dean, Nicholson, Bancroft, Gray and Farber.

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

#### **PL15/050 To receive apologies for absence**

Apologies were received from Cllr Greenstein (personal business)

#### **PL15/051 To note declarations of Members' interests**

Cllr Dean	Non-pecuniary	15/3616M	Known to applicant
Cllr Gardiner	Non-pecuniary	15/3616M	Known to agent
Cllr Farber	Non-pecuniary	15/3460M	Known to landlord
	Non-pecuniary	15/3616M	Known to applicant

#### **PL15/052 Public Participation**

A resident spoke in relation to application 15/3363M outlining concerns of a loss of privacy and damage to the Legh Road Conservation Area.

A representative of the Royal British Legion highlighted that they had not been aware of the proposed listing of the Cross Town Memorial, but were in dialogue with Historic England.

A representative of SKRG spoke in relation to 15/3419M suggesting a number of conditions to minimise disruption and echoed the comments of the resident on 15/3363M. Dismay was expressed at recent planning decisions from Cheshire East Council, going against the comments of the Town Council.

A resident spoke in relation to application 15/3419M outlining concerns with the proposed plans.

#### **PL15/053 To receive and confirm the minutes of the meeting held on 27<sup>th</sup> July 2015**

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

#### **PL15/054 To consider a request from Historic England for consideration of the documentation relating to the Listing of the Cross Town War Memorial**

Members **resolved** to support the listing of the Cross Town War Memorial.

#### **PL15/055 To consider the latest planning applications**

Members **resolved** to submit the comments outlined below.

#### **PL15/056 To consider matters relating to the Section 106 Agreements**

Members noted that no applications considered at the meeting were subject to s106 agreements.



**PL15/057 To consider the latest planning decisions**

Members noted the latest decisions

**PL15/058 To review the Planning Issues Log**

Members noted the log and raised concern that enforcement officers are not giving due regard to the issues raised, a number of which are within Conservation Areas. Members requested the Town Clerk write to Caroline Simpson on the matter. Cllr Gardiner undertook to speak with the Conservation Officer on the potential of an Article IV direction for the Town Centre Conservation Area.

**PL15/059 To note the date of the next meeting (14<sup>th</sup> September 2015)**

Members noted the date.

FINAL

## Planning Comments 17/08/15

Application	Address	Application details	Comments
15/3296M <sup>1</sup>	Foxfield, Oakleigh	Double storey side/rear extension, single storey rear extension and render to existing dwelling	The Council <b>objects</b> on the grounds of overdevelopment by virtue of size of the resultant dwelling and the potential harm building the extension would have to the established beech trees.
15/3363M	Pantiles, Chelford Road	Demolition of detached house with integral double garage. Construction of a 2-storey detached replacement dwelling with integral double garage	The Council <b>objects</b> on the grounds that the proportion of built form to open space does not accord with that of adjoining properties and would fail to preserve the character of the <b>AT RISK</b> Legh Road Conservation Area. In addition, the provision of three additional windows overlooking the Firs Coach House would be significantly detrimental to the residential amenity by virtue of loss of privacy to the rear garden.
15/3303M	9 Acacia Avenue	Single storey flat roof extension to replace existing pitched roof extension	The Council raises no objections, subject to neighbour comments.
15/3404M	110 Grove Park	Proposed single storey side extension	The Council raises no objections, subject to neighbour comments.
15/3241M	Car Park at Shaw Heath Social Club, Mobberley Road	Continuing use of car park as a hand car wash and car valeting service	The Council raises no objections, subject to neighbour comments.
15/3419M <sup>2</sup>	Brae Cottage Legh Rd	Listed building consent for proposed extensions over three floors to rear of existing property, including demolition and alteration works	The Council <b>objects</b> on the grounds of inappropriate development by virtue of the scale and size and that it fails to properly separate the extension from the existing built form; thereby confusing the building's archaeology

<sup>1</sup> Cllr Nicholson arrived during the discussion of this item.

<sup>2</sup> Cllr Farber arrived during the discussion of this item.

Application	Address	Application details	Comments
			for future generations.
15/3417M	Brae Cottage Legh Rd	Proposed extensions over three floors to rear of existing property, including demolition and alteration works	<p>The Council <b>objects</b> on the grounds of inappropriate development by virtue of the scale and size and that it fails to properly separate the extension from the existing built form thereby confusing the building's archaeology for future generations.</p> <p>Should the application be approved the Council requests the following conditions:</p> <ol style="list-style-type: none"> <li>1) That working times are restricted to Monday to Friday 8am to 6pm, Saturday 9am to 1pm, no work Sundays and Bank Holidays – to minimise disturbance to nearby residents.</li> <li>2) That works on site are undertaken in such a way so as to ensure that no run-off of potentially polluting materials enter the waterway through the recently installed land drains In order to protect Knutsford's only Grade A SBI which forms the western edge of the garden, conditions</li> <li>3) That no burning of waste is permitted on site in order to minimise impact upon nearby residents.</li> </ol>
15/3217M	2, 3 & 4 Royce Court	Conversion of 3 No studio flats into 2 No one-bedroom apartments. External elevation amended. Enlarging 3 No windows and replacing one patio door to a window.	The Council raises no objections, subject to neighbour comments.
15/3314M	Cheshire House, 50 King Street	1 No fascia sign and 1 No projecting sign	The Council supports the application and praises the applicant on choosing forms of advertisement that are in keeping with the character of the Conservation Area and thereby serve to enhance it.
15/3414M	Parkgate Farm, Parkgate Lane	Change of use of land to equestrian/agricultural to include formation of 60x20m outdoor horse exercise area bounded by timber post and rail fence	The Council raises no objections, subject to neighbour comments.

Application	Address	Application details	Comments
15/3460M	25-29 Canute Place	Full planning permission for the retention and flexible change of use and the installation of 2 No air conditioning units	The Council raises no objections, subject to neighbour comments but requests a condition relating to noise management; due to the proximity of residential dwellings be attached to any permission.
15/3555M	14 Willow Green	Proposed two storey and single storey rear extension	The Council raises no objections, subject to neighbour comments.
15/3566M	7 Warren Avenue	Demolition of existing single garage. Construction of 2-storey side extension, single storey side/rear garage and utility extension, single storey rear kitchen extension and single storey front porch extension	The Council raises no objections, subject to neighbour comments.
15/3583M	50 Grove Park	Two storey side extension and internal alterations	The Council raises no objections, subject to neighbour comments.
15/3616M	White House Farm, Bexton Lane	Demolition of existing buildings and replacement two storey dwelling with an integrated garage, associated access and landscaping	The Council raises no objections, subject to neighbour comments but requests that a condition be attached to any permission which removes the permitted development rights for extensions and outbuildings- In the interest of preserving the residential amenity of adjoining occupiers.
15/3403T	13 Gaskell Avenue	1. Silver Birch crown lift & reduce 2. Horse Chestnut in school grounds, reduce length of branches	The Council raises no objections.
15/3352T	188 Grove Park	Crown reduction to Beech Tree, Reduction to Sycamore	The Council raises no objections.

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## Minutes

*of the*

### Planning and Licensing Committee 14<sup>th</sup> September 2015

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

#### **PL15/060 Present**

Cllrs Gardiner, Bancroft, Greenstein and Farber.

In attendance: S Sherliker Deputy Town Clerk (*maternity cover*)

#### **PL15/061 To receive apologies for absence**

Apologies were received from Cllrs Gray (personal business) and Nicholson (personal business)

#### **PL15/062 To note declarations of Members' interests**

Cllr Bancroft	Non-pecuniary	15/3287M	Resident of Thorneyholme Drive
Cllr Farber	Non-pecuniary	15/2270M	Known to Agent
	Non-pecuniary	15/4057M	Known to Architect
Cllr Gardiner	Non-pecuniary	15/4057M	Known to Architect
	Non-pecuniary	15/3755M	Known to Agent

#### **PL15/063 Public Participation**

A representative of the SKRG spoke in relation to application 15/3725M which was said to be a new application and not a re-submission. CEC had cautioned the landowner and contractor over the unauthorised removal of protected trees. The Town Council was asked to request that native species are replanted. Comments were also made in relation to applications 15/3966M and 15/3959M. SKRG had written to CEC Caroline Simpson seeking a meeting to discuss concerns over the large number of this Committee's recommendations that have been overruled by Cheshire East Planning Officers under delegated authority.

#### **PL15/064 To receive and confirm the minutes of the meeting held on 17<sup>th</sup> August 2015**

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

#### **PL15/065 To consider recent correspondence from CEC regarding planning decisions**

This item was deferred for later consideration.

#### **PL15/066 To consider the latest planning applications**

Members **resolved** to submit the comments outlined below.

#### **PL15/067 To consider the latest licensing applications**

Members **resolved** to submit the comments outlined below

#### **PL15/068 To consider matters relating to the Section 106 Agreements**

Members noted that no applications considered at the meeting were subject to s106 agreements.

**PL15/069 To consider the latest planning decisions**

Members noted the latest decisions.

**PL15/070 To review the Planning Issues Log**

Members noted the increase in outstanding issues relating to signage and the apparent inaction over enforcement of advertisement regulations. Members requested that the Town Clerk write to Caroline Simpson, CEC expressing dissatisfaction over the low priority accorded to enforcing advertisement regulations and the inadequate resources allocated to fulfilling its legal duty.

**PL15/071 To note the date of the next meeting**

Members agreed to alter the date of the next meeting.

FUNNY

## Planning Comments 14/09/15

Application	Address	Application details	Comments
15/3287M	14 Thorneyholme Drive	Loft conversion with side gable rear facing dormer and roof lights to front	The Council <b>objects</b> on grounds that the proposed design would have an unbalancing effect on the external appearance of the semi-detached house, detrimental both to the character of that building and to the street-scene which is otherwise homogeneous. Additionally it would be unneighbourly due to overlooking particularly from the proposed floor to ceiling windows.
15/3755M	76 Bexton Road	Proposed extensions and alterations	Although the Council recognises that this is a large extension given existing alterations to neighbouring properties, the Council makes no objection, subject to neighbour comments.
15/3749M	20 Lee Close	Demolition of existing and construction of replacement dwelling	The Council makes no objection to the proposed extension but is concerned about provision of parking to the front which would be too cramped space to accommodate three vehicles and suggest that it would be more appropriate for only two parking spaces to be provided. If planning permission is granted the Council would request that a condition be imposed for the retention of the tree to the rear of the property.
15/2770M	Chantry Dane, Legh Road	Listed Building Consent for Removal of 2 No Internal Walls to form new living kitchen, restoration of the original internal cellar access and formation of new external cellar access steps & door	The Council raises no objection to the Listed Building Consent application but would like the scheme to be amended in order to show evidence of where the original interior walls were located.

Application	Address	Application details	Comments
15/3725M	2 St Georges Close	Demolition of existing detached double garage, new build detached triple garage with ancillary accommodation above. Resubmission of 15/0486M	The Council <b>strongly objects</b> on grounds of the detrimental impact on the character of the street-scene and the Conservation Area. Additionally because of the harm to the residential amenity of neighbouring properties. The Council notes with concern the applicant's apparent failure to address the comments previously made and flouting of landscaping conditions attached to the earlier permission.
15/3959M	Pantiles, Chelford Road	Demolition of garden shed & garden structure, removal of leylandii hedge	The Council makes no objection subject to the replacement of the leylandii hedge with a more suitable species.
15/4057M	68-70 King Street	Creation of one bed flat in attic space	The Council welcomes the creation of a one-bedroomed flat in principal but <b>objects</b> to this application on grounds that the hipped roof is inappropriate relative to other rooflines in the Town Centre and is detrimental to the character of the Conservation Area.
15/4056M	68-70 King Street	Listed Building Consent for Creation of One Bed Flat in attic space	The Council <b>objects</b> to the present application on grounds that the hipped design of the roof is inappropriate relative to other rooflines in the Town Centre and is detrimental to the character of the Conservation Area.
15/3966M	48 Goughs Lane	Demolition of existing two storey detached house, provision of replacement dwelling and freestanding garage	The Council <b>strongly objects</b> to the proposed development on grounds of a) the detrimental impact on the residential amenity of neighbouring properties on the right and left hand sides causing loss of light to living rooms, b) the scale of the proposed replacement dwelling is considered to be too large for the plot c) the introduction of three



Application	Address	Application details	Comments
			storeys in place of two storeys is considered inappropriate and likely to lead to increased levels of over-looking detrimental to the amenity of the adjoining occupiers. d) the proposed development is opposite a Conservation Area which is considered by English Heritage to be ' <b>at risk</b> ' and the proposal is considered to be detrimental to the setting of the Conservation Area for the reasons set out above.
15/3987M	12 Mereheath Park	Single storey rear extension, first floor side dormer extension & introduction of pitched roof over. Conversion of part of garage to utility	The Council has no objection in principle to the rear extension but feels that the dormer proposed to the side is unsympathetic to the building and should be deleted from the proposal or redesigned.
15/3791T	Bryanston, 3 Chelford Road	Works to trees in conservation area	The Council has no objection subject to works being done in the appropriate season.
15/3885T	3 Fairmead, Legh Road	Works to TPO Trees	The Council has no objection subject to works being done in the appropriate season.
15/3675T	22 Aylesby Close	Works to TPO Trees	The Council has no objection subject to works being done in the appropriate season.
15/3693T	10 Rockford Lodge	Works to TPO Trees	The Council has no objection subject to works being done in the appropriate season.
15/3720T	Maple House, 50 Grassfield Way	Works to TPO Trees	The Council has no objection subject to works being done in the appropriate season.
15/3789T	17 Gaskell Avenue	Works to TPO Trees	The Council has no objection subject to works being done in the appropriate season.

## Licensing Applications

Applicant	Address	Application details	Comments
Marston's Estates Ltd	Former Town Hall, Princess Street	<p>To enable the sale of alcohol between 10:00 and 00:00 Sunday to Thursday, and 10:00 and 02:00 the following morning Friday and Saturday.</p> <p>To enable the sale of alcohol for extended hours at Bank Holidays and on other limited days as specified in the application.</p> <p>To enable Regulated Entertainment (as specified in the application) when the</p> <p>Premises are open for the sale of alcohol principally Sunday to Thursday 10:00 – 00:00 and Friday to Saturday 10:00 – 02:00 and non-standard times.</p> <p>To enable the provision of late night refreshment principally Sunday to Thursday 10:00 – 00:00 and Friday to Saturday 10:00 – 02:00 and non-standard times.</p>	<p>Knutsford Town Council has no objection in principle to this application but wishes the license to be restricted to midnight to protect the residents of the free-standing properties to the rear from noise and disturbance. Although it is in the town centre, there are many older residents in the vicinity and it is felt that it would be inappropriate for a general 2 am licence on this occasion.</p>

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## Minutes of the Planning and Licensing Committee 29<sup>th</sup> September 2015 *In the Lower Council Chamber of the Town Council Offices*

### **PL15/072 Present**

Cllrs Gardiner, Bancroft, Gray, Greenstein and Farber.

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

### **PL15/073 To receive apologies for absence**

Apologies were received from Cllrs Dean (civic business) and Nicholson (personal business)

### **PL15/074 To note declarations of Members' interests**

Cllr Gardiner      Non-pecuniary      15/4106M      Known to rear neighbour

### **PL15/075 Public Participation**

A representative of South Knutsford Residents Group suggested a minor correction to the minutes and reported that a meeting has been arranged between representatives of the planning committee, residents groups and senior Cheshire East Council planning officers decisions under delegated authority.

### **PL15/076 To receive and confirm the minutes of the meeting held on 14<sup>th</sup> September 2015**

The Town Clerk presented revisions to the minutes following the feedback from SKRG and the Chairman. Members **resolved** to confirm the amended minutes which were duly signed by the chairman.

### **PL15/077 To consider the latest planning applications**

Members **resolved** to submit the comments outlined below.

### **PL15/078 To consider matters relating to the Section 106 Agreements**

Members noted that no applications considered at the meeting were subject to s106 agreements.

### **PL15/079 To consider the latest planning decisions**

Members noted the latest decisions.

### **PL15/080 To review the Planning Issues Log**

The Town Clerk presented an updated log received from Cheshire East Council which provided updates on a number of outstanding issues. The Chairman requested members review the updates for discussion at the next meeting.

### **PL15/081 To note the date of the next meeting**

Members noted the date.

## Planning Comments 29/09/15

Application	Address	Application details	Comments
15/4074M	'Somerford' , 19 Leycester Road	Removal of rear chimney and rear window changing to bi-fold doors	The Council raises no objections, subject to neighbour comments.
15/4106M	5 Grove Park	alteration to existing roofs including rear dormer	The Council <b>objects</b> to the application on the grounds of unneighbourly development by virtue of a loss of privacy and because of its inappropriate design relative to other properties in the locality .
15/4281M	163 Ashworth Park	First floor side extension, including rear balcony	The Council raises no objections, subject to neighbour comments but requests a condition that the trees; forming a hedge along the rear of the property, are retained to protect the amenity and privacy of dwellings on Beech Drive by virtue of the introduction of a balcony.
15/4075T	'Rowan', 23 Goughs Lane	Felling of pine tree at the front of property	The Council <b>objects</b> to the felling of the tree unless the Borough Council arboriculturalist confirms that the tree is structurally unsound. The Council would raise no objections to appropriate husbandry to remove excess weight. Should the felling be permitted the Council requests that the replacement is a semi-mature tree of suitable size and species, noting that the Council does not consider an Ash to be suitable.
15/2614M	13A Gaskell Avenue	<i>Amended Plans</i> Demolition of a single storey outbuilding and erection of single storey extension with minor structural internal modifications and replacement ground floor windows to rear elevation, erection of a new garden wall to match existing.	The Council raises no objections subject to neighbour comments and subject to the fence and hedge being retained along the front and side of the property rather than the proposed wall.
15/4197M	13A Gaskell Avenue	Listed Building Consent for works detailed above.	The Council raises no objections subject to the Conservation Officer being satisfied.

Application	Address	Application details	Comments
15/4196M	13A Gaskell Avenue	Conservation Area Consent for works detailed above.	The Council raises no objections subject to the Conservation Officer being satisfied.

FINAL

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## Minutes of the Planning and Licensing Committee 26<sup>th</sup> October 2015 *In the Lower Council Chamber of the Town Council Offices*

### **PL15/082 Present**

Cllrs Gardiner, Bancroft, Gray, Nicholson, Dean and Farber.

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

### **PL15/083 To receive apologies for absence**

Apologies were received from Cllr Greenstein (personal business)

### **PL15/084 To note declarations of Members' interests**

Cllr Bancroft	Non-pecuniary	15/4426M	Known to applicant's family
Cllr Nicholson	Non-pecuniary	15/4429M	Members of scout executive
Cllr Farber	Non-pecuniary	15/4608M	Known to agent and applicant
	Non-pecuniary	15/4599M	Known to applicant
	Non-pecuniary	15/4405M	Known to applicant
	Non-pecuniary	15/4478M	Known to applicant
	Non-pecuniary	PL15/089	Discussed business with applicant for licence
Cllr Gardiner	Non-pecuniary	15/4608M	Known to agent and applicant
	Non-pecuniary	15/4459M	Known to agent and applicant
	Non-pecuniary	15/4429M	Known to applicant and a number of people involved in project
Cllrs Gardiner, Farber, Dean, Gray and Nicholson	Non-pecuniary	15/4459M	Headquarters of the Tatton Conservative Office

### **PL15/085 Public Participation**

A representative of the Knutsford Conservation and Heritage Group spoke in relation to application 15/4459M outlining the group's objections on a number of grounds.

A representative of the applicant for 15/4459M gave a brief background to the detail of the application.

A representative of the South Knutsford Residents Group stated that the meeting referred in the previous minutes with senior Cheshire East Planning officers had now taken place. Comment was also made on application 15/4427M.

### **PL15/086 To receive and confirm the minutes of the meeting held on 29 September 2015**

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

### **PL15/087 To consider the latest planning applications**

Members **resolved** to submit the comments outlined below.

**PL15/088 To consider the Appeal regarding 17 King Street Knutsford 15/0245M**

Members **resolved** to submit no further comments.

**PL15/089 To consider the latest licensing applications**

Members **resolved** to submit no comments on the licencing applications for 10 Princess Street and The Cross Keys.

**PL15/090 To consider matters relating to the Section 106 Agreements**

Members noted that no applications considered at the meeting were subject to s106 agreements.

**PL15/091 To consider the latest planning decisions**

Members noted the latest decisions.

**PL15/092 To review the Planning Issues Log**

Members noted the log.

**PL15/093 To note the date of the next meeting**

Members noted the date.

## Planning Comments 26/10/15

Application	Address	Application details	Comments
15/4426M	Partridge Rise, Moss Lane, Tabley	Removal of Condition 3 of PP 22203P for dwelling to remove Agricultural Occupancy Restriction	The Council comments that there is insufficient information to determine if all avenues of advertising for disposal of the property to persons able to comply with the restrictive-occupation by agricultural workers have been explored and request that the applicant provides additional information relating to the same, be provided in advance of any decision being made.
15/4427M	Broad Terraces, Legh Road	Repairs, repainting to exterior of property along with installation of new boundary fence	The Council raises no objections but expressed disappointment that the application was only submitted after the unauthorised development had been reported by the Council.
15/4494M	33 Bexton Road	Replacement dwelling	The Council <b>objects</b> on the grounds that the replacement dwelling is inappropriate development by virtue of its size, design and elevated position would be detrimental to the character of the streetscene.
15/4478M	43 Beggermans Lane	Proposed single & two storey side extension	The Council raises no objections, subject to neighbour comments.
15/4593M	82 King Street	Lowering ATM, section of sash window removed/modified, new window infill panel, stone window cill to be repositioned, door temporarily removed, possible removal of handrails to entrance door	The Council raises no objections, subject to neighbour comments.
15/4594M	82 King Street	Listed Building Consent for building works as per 15/4593M	The Council raises no objections, subject to neighbour comments.
15/4505M	11 Regent Street	Installation of window to gable end of	The Council raises no objections, subject to neighbour



Application	Address	Application details	Comments
		Apt 11 following conversion of loft space	comments.
15/4506M	11 Regent Street	Listed Building Consent for window installation as per 15/4505M	The Council raises no objections, subject to neighbour comments.
15/4607M	37 Lilac Avenue	Side two storey domestic extension	The Council <b>objects</b> on the grounds that development would result in a loss of on-site parking spaces contrary to the parking standards set out in the submission version of the Cheshire East Local Plan. Additionally the proposed extension would result in the unbalancing of the semi-detached property and lead to a terracing effect with neighbouring properties, to the detriment of the street's character.
15/4429M	1st Knutsford Scout Hut, Church Walk	Demolition of existing building/s and replacement with new Scout Hut with associated external works	The Council <b>supports</b> the application but would suggest that the proposed internal door to the main hall is replaced with a double door in order to maximise internal accessibility.
15/4591M	19 King Street	Listed Building Consent as per 15/4592M	The Council raises no objections subject to the views of the Conservation Officer in relation to the proposed signage. The Council <b>strongly objects</b> to the internal grills on the grounds of their being detrimental effect to the character of the Listed Building.
15/4592M	19 King Street	Advertisement consent for hanging sign and fascia sign	The Council raises no objections subject to the views of the Conservation Officer in relation to the proposed signage.
15/4608M	Old Town Hall, Princess Street	Listed Building Application for installation of tanking system & replacement/repairs to windows	The Council considers that insufficiently detailed information has been submitted with this Listed Building Consent application to determine the full impact of the proposed works upon the structure of this heritage asset so therefore the Council is unable to comment. However the Council raises no objections in principle to the nature of the works which are proposed.

Application	Address	Application details	Comments
15/4459M	Conservative Club, Manchester Road	Full planning permission for retention and flexible change of use	The Council <b>objects</b> to the proposed flexible change of use which is considered to be inappropriate for this building; particularly given its in sensitive location.-It is suggested that an application for a specific use be submitted for any proposed change. Any future application must include provision for car parking to serve the proposed use of the building.
15/4676M	5 Victoria Street	Single storey rear extension	The Council raises no comment as this looks to be an application for prior approval.
15/4615M	10 Stanley Road	single storey ground floor extension, conversion of outbuilding and addition of roof dormer	The Council raises no objections, subject to neighbour comments.
15/4405T	2 Mobberley Road	Removal of trees in relation to application 15/2406M	The Council requests that <b>only</b> those trees whose removal is expressly required to facilitate the development are granted permission to be felled.
15/4415T	5 Molly Potts Close	To fell Pine, Silver Birch & Conifer Tree	The Council comments that insufficient information has been provided to determine if it is appropriate for these trees to be felled and requests to be re-consulted when the additional information <del>it</del> is made available.
15/4440T	Stonelegh, Legh Road	To fell self-seeded holly trees at front and side of property and fell 3 holly trees at rear of property	The Council raises no objections
15/4521T	1A Molly Potts Close	Works to oak trees	The Council comments that the tree appears to be on Cheshire East Council land.
15/4397T	14 Heathfield Square	Works to trees in conservation area	The Council makes no comment, but is concerned that the tree looks to be situated between Nos. 14 and 16 Heathfield Square and as such would suggest that consent from the other owners is sought first.
15/4639T	Archery House, 16 Leycester Road	Works to trees - felling of five trees	The Council comments that insufficient detail has been provided to enable consideration of the application: particularly if it is appropriate for these trees to be felled and requests to be re-consulted when the additional

Application	Address	Application details	Comments
			information is made available.

# Knutsford Town Council

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## Minutes of the Planning and Licensing Committee 16<sup>th</sup> November 2015 *In the Lower Council Chamber of the Town Council Offices*

### **PL15/094 Present**

Cllrs Gardiner, Bancroft, Greenstein, Gray, Dean, Nicholson and Farber.

In attendance L Benskin (*Deputy Town Clerk*)

### **PL15/095 To receive apologies for absence**

No apologies were received

### **PL15/096 To note declarations of Members' interests**

Cllr Gardiner	Non-pecuniary	15/4231M	Known to applicant and applicant provides accountancy services
	Non-pecuniary	15/4832M	Known to applicant
	Non-pecuniary	15/4429M	Former employee of Emery Planning provider of Design and Heritage Statement and know to Cheshire Woodlands Arboricultural consultancy

### **PL15/097 Public Participation**

Two members of the public provided objections with respect to application 15/5021M on various grounds.

### **PL15/098 To receive and confirm the minutes of the meeting held on 26<sup>th</sup> October 2015**

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

### **PL15/099 To consider a talk from Tatton Estate Management on flexible change of use in Town Centre properties**

A representative from Tatton Estate Management explained their reasoning behind the recent and forthcoming applications for Change of Use to allow the flexible uses of a building and asked that such factors be borne in mind when future applications are before the Committee.

### **PL15/100 To consider the latest planning applications <sup>1</sup>**

Members **resolved** to submit the comments outlined below.

With respect to application 15/4910M Cllrs Gardiner and Greenstein raised concerns that the proposal could lead to a potential increase in accident and therefore proposed that if minded to grant the permission a condition should be applied to make the existing access for entry only and the proposed access for exit only alongside a contribution being made by the applicant to the highways authority to support a reduction in the speed limit on this road. This proposal was not passed by the

<sup>1</sup> Cllrs Nicholson & Farber arrived during the discussion of this item

Committee.

**PL15/101 To consider the Appeal regarding 95 King Street Knutsford 15/0893M**

Members **resolved** that notwithstanding their earlier comments they wish to support the primary authority in its reasons for refusing this application at the appeal<sup>2</sup>.

**PL15/102 To consider the Appeal regarding 3 Fir Tree Avenue 15/2473M**

Members **resolved** to submit no further comments.

**PL15/102 To consider the latest licensing applications**

Members **resolved** to object to the application with respect to the requested hours for the sale of alcohol and request that they are limited to 10:00 to 18:00 Monday to Friday and a period of 6 hours on Sunday ending no later than 18:00 in the interest of protecting the amenity of the area.

**PL15/103 To consider matters relating to the Section 106 Agreements**

Members noted that no applications considered at the meeting were subject to s106 agreements and there were no other S106 matters outstanding at this time.

**PL15/104 To consider the latest planning decisions**

Members noted the latest decisions and that the Officers Report with respect to application 15/4106M did not refer to KTC comments. Members requested that the Town Clerk write to Sean Hannaby noting that KTC's comments were not taken into account by the officer preparing the report and reiterate that if the officer is unable to find KTC comments for any application they should phone and request the same from the Town Clerk. Members further noted that within the CEC officers report on the same application suggested the facts of the case were other than as they appear on the ground.

**PL15/105 To review the Planning Issues Log**

Members noted the log and requested that an additional 'Resolved' column be added to the printed log and those items resolved since the last meeting be highlighted in colour for ease of review.

**PL15/106 To note the date of the next meeting (7<sup>th</sup> December 2015)**

Members noted the date.

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<sup>2</sup> Cllr Gray voted against this resolution.

## Planning Comments 16/11/15

Application	Address	Application details	Comments
15/4231M	92a King Street	Advertisement Consent for 1 Fascia Sign	The Council <b>objects</b> on the grounds that this is an inappropriate form of signage for the location on a listed building in the Conservation Area.
15/4737M	7 Mereheath Park	Addition of First Floor Existing Single Storey Bungalow	The Council raises no objection subject to neighbours comments.
15/4771M	170 Mobberley Road	Single Storey Extension to Rear of Garage & Change of Use from Garage to Bedroom	The Council raises no objection subject to neighbour comments and subject to the condition that two parking spaces are provided on site in accordance with the parking standards in Appendix C of the emerging local plan.
15/4832M	The White House, Tabley Road	Conversion of Single to Two Storey Garage & Entrance Gates	The Council raises no objection subject to the following conditions being applied: (i) the use of the building shall be exclusively residential, and (ii) the use of the building shall be used solely for purposes ancillary to the main dwelling. The Council notes that the application wording should in fact read "Conversion of an existing garage building and creation of an additional room above".
15/4853M	3 Rockford Lodge	Single and Double Storey Side Extension with Single Storey Rear Extension	The Council <b>objects</b> on the grounds that the proposed development extends beyond the existing frontage of the property which is out of keeping with the character of other properties in the cul de sac and the prevailing streetscene.
15/4863M	4 St Peter's Avenue	Single Storey Kitchen Extension	The Council raises no objection subject to neighbour comments.
15/4869M	16 Tatton Street	Loft Conversion	The Council raises no objection subject to neighbour comments.
15/4887M	15 Tabley Close	Single Storey Side & Rear Extension	The Council raises no objection subject to neighbour comments.

Application	Address	Application details	Comments
15/4910M <sup>3</sup>	Cottons Hotel, Manchester Road	Existing temporary construction site access to become permanent additional access to hotel	The Council raises no objections.
15/4965M	25-29 Canute Place	2x Internally Illuminated Fascia Signs on main elevation and one on the back of the building & 1x Projecting Sign on main elevation	The Council <b>objects</b> on the grounds that the proposed materials and internal illumination are detrimental to the Conservation area; which is at odds with the saved policies set out in the Macclesfield Borough Local Plan. NB Note to Officer -This application looks in part to be retrospective as some of the signs look to be in place already.
15/4966M	76 Grove Park	Proposed Bedroom & Utility Extension	The Council raises no objections subject to the following conditions: (i) No further windows in the side elevation of the property or Juliet balcony to avoid overlooking the adjacent property, (ii) two parking spaces are provided on site in accordance with the parking standards in Appendix C of the emerging local plan.
15/5021M	Somerville, Legh Road	Demolition and replacement of existing dwelling	The Council <b>objects</b> to the proposed development on the grounds that the extending of the property to both boundaries is overdevelopment of the site, the proposed extension projects beyond the line of the current and neighbouring property which would result in a loss of light to the neighbours living quarters.
15/5036M	Old Town Hall, Princess Street	Removal of Condition 7 from existing permission 15/3018M	The Council raises no objection to the application.
15/5037M	Old Town Hall, Princess Street	Removal of Condition 7 from existing permission 15/3019M	The Council raises no objection to the application.
15/5039M	53 Bexton Road	Side extension replacing existing garage	The Council <b>objects</b> to the proposed development on the grounds that it is unneighbourly due to the proposed Juliet balcony overlooking the neighbour's property; to the detriment of the residential amenity of the

<sup>3</sup> Cllrs Gardiner and Greenstein voted against this resolution.

Application	Address	Application details	Comments
			neighbouring occupiers. However if the application were to be approved the Council requests that a condition is attached that two parking spaces are provided on site in accordance with the parking standards in Appendix C of the emerging local plan.
15/5059M	17 Goughs Lane	Replacement Shed in Paddock	The Council raises no objections <sup>4</sup> .
15/5064M	15 Mellor Crescent	Single Storey Side Extension for disabled bedroom & bathroom	The Council raises no objection subject to neighbour comments and subject to the condition that two parking spaces are provided on site in accordance with the parking standards in Appendix C of the emerging local plan.
15/5080M	66 Manor Park South	Ground and First Floor Extension to Dwelling	The Council raises no objection subject to neighbour comments.
15/4809T	Woodgarth, 6 Leicester Road	Fell 2 Oak Trees	The Council raises no objections subject to the arboriculturalist being satisfied that the trees are beyond being saved and that they be replaced by oak trees. The Council requests that if possible the neighbours be notified of the application.
15/4986T	23 Balmoral Close	Works to trees subject to TPO	The Council notes that the applicant is not the landowner and therefore considers it is not an appropriate application.

<sup>4</sup> Cllr Greenstein voted against this resolution



# Knutsford Town Council

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## Minutes of the Planning and Licensing Committee 7<sup>th</sup> December 2016 *In the Lower Council Chamber of the Town Council Offices*

### **PL15/107 Present**

Cllrs Gardiner, Bancroft, Gray, Dean and Farber.

In attendance L Benskin (*Deputy Town Clerk*)

### **PL15/108 To receive apologies for absence**

Apologies were received from Cllrs Greenstein and Nicholson on Personal Business

### **PL15/109 To note declarations of Members' interests**

Cllr Gardiner	Non-pecuniary	15/5091M	Known the architect
	Non-pecuniary	15/5314M	Agent is a former colleague
	Non-pecuniary	15/5022M	Known to the agent and applicant
Cllr Farber	Non-pecuniary	15/5175M	Known to the applicant
	Non-pecuniary	15/5431M	Known to the landowner and Client
	Non-pecuniary	15/5022M	Known to landlord and applicant
Cllr Gray	Non-pecuniary	15/5414M	Owner of a similar business

### **PL15/110 Public Participation**

A member of the public spoke with respect to application 15/5019M and suggested that method statements should be requested with respect to the water issuing from the River Lily and access to the site.

A representative from SKRG raised concerns with respect to application 15/5314M and the potential traffic problems created by deliveries on Chelford Rd during the peak period of usage from 7.30am to 9.30am and construction traffic parking on Parkfield Rd. Concerns were also raised with respect to applications 15/5226M and 15/5355.

### **PL15/111 To receive and confirm the minutes of the meeting held on 16th November 2015**

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

### **PL15/112 To consider the latest planning applications**

Members **resolved** to submit the comments outlined below.

### **PL15/113 To consider the Appeal for Planning Application 15/1801M**

Members **resolved** to make no further comment.

### **PL15/114 To consider matters relating to the Section 106 Agreements**

Members noted that no applications considered at the meeting were subject to s106 agreements and there were no other S106 matters outstanding at this time. Members requested that the CEC Councillors provide an up to date s106 agreement list to be circulated with the next agenda.

**PL15/115 To consider the latest planning decisions**

Members requested a strongly worded letter be sent to Peter Hooley regarding the decision in respect of application 15/3725M.

**PL15/116 To review the Planning Issues Log**

Cllr Farber requested that CEC be further contacted regarding item 30 as a digital totem had also been installed at the Shell garage which had not been present before.

Cllr Bancroft requested that clarification be sought as to whether item 27 was resolved as there was still an active appeal on this site.

**PL15/117 To note the date of the next meeting (4<sup>th</sup> January 2016)**

Members noted the date.

## Planning Comments 07/12/2015

Application	Address	Application details	Comments
<a href="#">15/5091M</a>	3 Coronation Square	Demolition of existing derelict outhouse & store and construction of new 1 bed dwelling on existing location	The Council raises no objection subject to neighbours comments but notes that method statements should be requested with respect to the water issuing from the site into the nearby River Lily and access to the site for construction vehicles.
<a href="#">15/4987M</a>	4 Buckingham Drive	Renewal of Lapsed Application for Demolition of Rear Conservatory and Erection of Single Storey Rear Extension and Side Extension at First Floor (Resubmission of 11/0166M which has lapsed)	The Council raises no objection subject to neighbours' comments.
<a href="#">15/5114M</a>	Ivy Lodge, Tabley Road	Proposed outline residential development for construction of one detached dwelling with access reserved	The Council raises no objections but requests that a condition be attached to any permission that the proportion of the site occupied by the development shall be no greater than that shown on the indicative drawings.
<a href="#">15/5157M</a>	60 King Street	Installation of Commemorative Blue Plaque	This Council is the applicant and it would therefore be inappropriate to comment on this application.
<a href="#">15/5161M</a>	Royal George Hotel, 3 Regent Street	Installation of Commemorative Blue Plaque	This Council is the applicant and it would therefore be inappropriate to comment on this application.
<a href="#">15/5169M</a>	6 Queensway	Single storey rear/side extension	The Council raises no objection subject to neighbours' comments.
<a href="#">15/5195M</a>	41 Acacia Avenue	Proposed two storey and single storey extension to the side elevation	The Council raises no objection subject to neighbours' comments.
<a href="#">15/5214M</a>	Ty Coed, 2 Leycester Close	Remodel and extension to dwelling	The Council <b>objects</b> to the application on the grounds that (1) the proposed works are overdevelopment in that the proportion of the frontage to the depth of the proposed building would be inappropriate and out of keeping with the character of its surroundings. (2)The

Application	Address	Application details	Comments
			proposed extension is unneighbourly insofar as it would be overbearing to "Santosa" and would overlook "Four Oaks". (3)The suggested materials are inappropriate and not in keeping with the character of the Legh Road Conservation area.
<a href="#">15/5175M</a>	Lower Ground Floor, 25 King Street	Change of use from storage to dance studio (children's) in lower ground floor area	The Council supports the application but requests a condition restricting the hours of opening to those detailed in the application be attached to any permission granted.
<a href="#">15/5226M</a>	Oldfield, Legh Road	Construction of pool house	The Council raises no objections subject to the officer being satisfied as to the construction methods of the pool itself.
<a href="#">15/5314M</a>	Pantiles, Chelford Road	Demolition of existing detached dwelling with integral double garage and construction of a replacement two-storey detached dwelling with integral double garage (resubmission of 15/3363M)	The Council raises no objections subject to neighbours' comments but requests a condition be applied to any permission requiring all construction traffic and materials to be housed within the site or at least off the highway.
<a href="#">15/5355M</a>	Bredon, 54 Goughs Lane	Redevelopment of the existing bungalow with addition of single storey rear and side extension. A first floor over existing building and garage extension	The Council raises no objection subject to neighbours' comments.
<a href="#">15/5022M</a>	46 King Street	Flexible change of use as either A1, A2 or A3 & restoration and alteration to shop front, alteration to existing rear door, installation of window in rear elevation and associated internal refurbishment and repairs	While the Council does not object to the principal of the proposal for the change of use to flexible usage of Classes A1, A2 and A3, the Council <b>strongly objects</b> to the proposals insofar as the alterations of the building are detrimental to the character of this historic building within the Conservation Area and the neighbouring streetscene. Furthermore if planning permission were to be granted the Council requests a condition is attached to any change of use permission granted limiting opening hours to those of a standard A3 use i.e no later than 11pm on any day.

Application	Address	Application details	Comments
<a href="#">15/5431M</a>	11 Grassfield Way	Single storey front extension, two storey side extension and single storey rear extensions	The Council raises no objection subject to neighbours' comments.
<a href="#">15/5261T</a>	1 Holford Crescent	Fell mature oak tree	The Council raises no objection but requests a condition be attached to any permission granted requiring the planting of a replacement tree of a similar species.
<a href="#">15/5414M</a>	York Lodge, Sugar Pit Lane	Variation of condition 3 (hours of opening) on approved application 13/3146M - variation of condition 3 of 44912P to allow 61 children to attend the nursery at any one time	The Council raises no objection subject to neighbours' comments.

## Licensing Applications

Applicant	Application details	
The Knutsford Wine Bar Ltd 41A King Street, Knutsford	Premises Licence Variation to remove condition 19 of Annex 2, Intoxicating liquor shall not be sold or supplied on the premises otherwise than to persons taking a table meal in the restaurant area.	The Council raises no objection.

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## Minutes of the Planning and Licensing Committee 4<sup>th</sup> January 2016 *In the Lower Council Chamber of the Town Council Offices*

### **PL15/118 Present**

Cllrs Gardiner, Bancroft, Gray, Dean and Greenstein.

In attendance L Benskin (*Deputy Town Clerk*)

### **PL15/119 To receive apologies for absence**

Apologies were received from Cllr Nicholson on Personal Business and Cllr Farber on Business.

### **PL15/120 To note declarations of Members' interests**

Cllr Gardiner	Non-pecuniary	15/5379M	Known to the applicant
	Non-pecuniary	15/5399M	Agent is former employer
	Non-pecuniary	15/5707M	Known to the applicant

### **PL15/121 Public Participation**

A representative from Tatton Estate Management spoke with respect to application 15/5023M and noted that the original plans had been adapted in consultation with heritage groups and the central door position was maintained as a result. The requested change to the windows was to enable improved retail unit operation. With respect to application 15/5680M they did not consider permission was required for the flag as the pole was already in situ, it had been included on the plans for completeness and to show the full extent of the intended signage on the building.

A representative from the Knutsford Conservation and Heritage Group (KCHG) noted that with respect to application 15/5023M they were happy that the central position of the door was to be maintained. KCHG advised that they objected strongly to the commercial flag as part of 15/5680M.

A representative of the South Knutsford Residents Group (SKRG) highlighted their submission in support of CEC with respect to the appeal regarding application 15/5785M which had been circulated amongst members. They also advised that they didn't object to application 15/5671 which had been dealt with sympathetically by the architect.

A further representative of KCHG advised that whilst they did not object to application 15/5671 they considered that the principle of changes 'being necessary for modern living' was not in itself a justification for works in a historic property. They had no objections with respect to application 15/5699 and consider it would improve the visual impact of the property.

### **PL15/122 To receive and confirm the minutes of the meeting held on 7<sup>th</sup> December 2015**

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

**PL15/123 To consider the latest planning applications**

Members **resolved** to submit the comments outlined below.

**PL15/124 To consider matters relating to the Section 106 Agreements**

Cllr Dean noted that he had circulated an up to date s106 agreement list to committee members by email as requested at the last meeting.

**PL15/125 To consider the latest planning decisions**

Members requested a letter be sent to Peter Hooley regarding the decisions in respect of applications 15/4056M, 15/4057M, 15/4591M, 15/4459M and 15/3219M.

**PL15/126 To review the Planning Issues Log**

Members reviewed and noted the Log.

**PL15/127 To note the date of the next meeting (25<sup>th</sup> January 2016)**

Members noted the date.

DRAFT

## Planning Comments 04/01/2016

Application	Address	Application details	Comments
14/5785M	The Willows, Parkfield Road	Demolition of existing two-storey house and garage and erection of 2 two-storey houses with integral garages and associated landscaping.	The Council firstly notes that the Legh Road Conservation Area has been identified as 'at risk' 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. <sup>1</sup>
15/5023M	46 King Street	Listed Building Consent for the flexible change of use as either A1 or A2 or A3 and the restoration and alteration to shop front, alteration to existing rear door, installation of window in rear elevation and associated internal refurbishment and repairs.	The Council <b>strongly objects</b> to the proposals insofar as the external alterations of the building are detrimental to the character of this historic building within the Conservation Area. The Council has no objections to the internal alterations proposed.
15/5152T	Bexton Cottage, Bexton Lane	Works to TPO Trees - Oak Tree Crown Reduction	The Council makes no comment with respect to this application.
15/5379M	Old Town Hall, Princess Street	1 x Scaffolding wrap Advertisement Consent	The Council raises no objections to the application.
15/5399M	2 Slaters Court	Retrospective planning application for conversion of class B1(a) office building to 3 no. apartments (Class C3)	The Council raises no objections but notes that there is an existing problem with access for vehicles entering and leaving Slaters Court.
15/5433T	Oakdene, Bexton Lane	Works to TPO Trees - Remove Diseased Fork Branch from Sweet Chestnut Tree	The Council makes no comment with respect to this application.

<sup>1</sup> Members also resolved to write a letter in support of the CEC decision to refuse this application which is now subject to appeal



Application	Address	Application details	Comments
15/5435T	23 Garden Road	Works to TPO Trees	The Council makes no comment with respect to this application.
15/5443T	Tanglewood, Spinney Lane	Works to TPO Trees - To fell Pine tree	The Council raises no objection to the application.
15/5448M	Fairfield, Tabley Road	Two storey and single storey rear elevation extension	The Council raises no objection subject to neighbours' comments particularly any received from 'Clarewood'.
15/5450M	71 Woodlands Drive	Entrance Porch, Single Storey Rear Extension, Outhouse Adaptation and Loft Conversion	The Council raises no objection subject to neighbours' comments.
15/5484M	Somerford, 19 Leycester Road	Amendment to Approval 15/4074M (Change of bi-fold door material from timber to aluminium)	The Council raises no objection to the application.
15/5548T	77 Mereheath Park	Works to TPO trees - Crown reduction T1 & T2 20% to 2 Ash Trees. Fell 1 Ash Tree T3 or reduce crown by 30%	The Council makes no comment with respect to this application.
15/5608M	1 South Downs	Non Material Amendment to Application 15/3289M (Rendering)	The Council raises no objection to the application.
15/5647M	20 Woodvale Road	Proposed single storey extensions	The Council raises no objection subject to neighbours' comments.
15/5666M	4 Regent Street	Repositioning of existing entrance door and shopfront, to be moved outwards to align with the existing adjacent shopfront	The Council raises no objection to the application but notes that the application address is incorrect and should read 14 Regent Street.
15/5671M	The Round House, Legh Road	Addition of Lower Ground Floor Garden Room and Internal Alterations to Create a Large Living Kitchen	The Council raises no objection subject to neighbours' comments.
15/5672M	The Round House, Legh Road	Listed Building Consent for Addition of a Lower Ground Floor Garden Room and Internal Alterations to Create a Large Living Kitchen	The Council raises no objection subject to neighbours' and the Conservation Officer's comments.
15/5680M	Conservative Club, Manchester Road	5 x OKA shop signage, 1 x OKA hanging sign, 1 x OKA flag	The Council raises no objection to the application.

Application	Address	Application details	Comments
15/5699M	2 Mobberley Road	Proposed dismantle of existing house and reposition within plot to provide long term sustained protection to protected tree front. New build to be replacement/extended house with replica frontage to maintain conservation area character to frontage with Mobberley Road	The Council <b>objects</b> to the application, particularly the loss of the additional trees required to create parking and is concerned that the application may be a 'Trojan horse' to create another property on the site at a future date. <b><u>The protection of trees in a conservation area is a paramount function of such a designation</u></b> , and the loss of so many trees in a prominent position in the street at the junction of two roads, would have a highly detrimental impact upon the character of the Conservation area.
15/5707M	14 Delmar Road	Two Storey Rear Extension to Dwelling	The Council raises no objection subject to neighbours' comments.
15/5727M	3 Brook Lane	Listed Building Consent for alterations	The Council raises no objection.
15/5746M	34 Summersway	Rear single storey extension and roof alterations	The Council raises no objection subject to neighbours' comments.
15/5765M	60 Bexton Road	Single storey extension to the rear of the existing semi-detached house	The Council raises no objection but notes that the loss of parking means that the proposal does not accord with the parking standards in Appendix C of the emerging local plan.
15/5780M	8 Delmar Road	Two storey side extension and alterations	The Council raises no objection subject to neighbours' comments.
15/5787M	41 Carrwood	Resubmission of application 15/2442M, two storey side extension and single storey rear extension	The Council raises no objection subject to neighbours' comments.
15/5789M	25 Marcliff Grove	Single storey and two storey rear extension	The Council <b>objects</b> to the application on the grounds that the proposed two storey extension impedes the 45 degree angle rule resulting in a loss of light detrimental to the neighbours amenity.

# Knutsford Town Council

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## Minutes of the Planning and Licensing Committee 25<sup>th</sup> January 2016 *In the Lower Council Chamber of the Town Council Offices*

### **PL15/128 Present**

Cllrs Bancroft, Dean, Farber, Gray and Greenstein.

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

### **PL15/129 To receive apologies for absence**

Apologies were received from Cllrs Nicholson and Gardiner (personal business)

### **PL15/130 To note declarations of Members' interests**

Cllr Greenstein	Non-pecuniary	16/0217M	Known to owner
Cllr Farber	Non-pecuniary	16/0066M	Known to landlord
	Non-pecuniary	16/0090M	Known to landlord
	Non-pecuniary	16/0210M	Known to applicant
	Non-pecuniary	16/0165M	Known to agent/architect
Cllr Bancroft	Non-pecuniary	16/0006M	Known to Deputy Chairman in respect of neighbouring property
	Non-pecuniary	16/0165M	Known to applicant

### **PL15/131 Public Participation**

A representative of the South Knutsford Residents Group spoke in relation to application 16/0217M commenting that it was a complicated application to follow due to it referring to two previous schemes.

### **PL15/132 To receive and confirm the minutes of the meeting held on 4<sup>th</sup> January 2016**

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

### **PL15/133 To consider the latest planning applications**

Members **resolved** to submit the comments outlined below.

### **PL15/134 To note appeal decision in respect of application 15/2473M 3 Fir Tree Avenue.**

Members noted the appeal had been dismissed.

### **PL15/135 To consider matters relating to the Section 106 Agreements**

Members noted they had received the latest schedule of active agreements.

### **PL15/136 To consider the latest planning decisions**

Members expressed disappointment at the approval of application 15/3966M. The Chairman adjourned the meeting to seek clarification from a resident on points prior to reconvening the meeting.

**PL15/137 To review the Planning Issues Log**

The Town Clerk circulated an updated log following receipt of updates from Cheshire East Council. Members requested the Town Clerk contact Sean Hannaby in relation to a letter being sent to town centre businesses about signage rules. Members further requested the Town Clerk to clarify the rules with regards deemed consent as conflicting information had been received from officers at Cheshire East Council.

**PL15/138 To note the date of the next meeting**

Members noted the date.

FINAL

## Planning Comments 25/01/2016

Application	Address	Application details	Comments
15/5768M	10 Mallard Close	Side elevation single storey extension	The Council raises no objections, subject to neighbour comments.
16/0006M	Cherry Trees, 23E Bexton Road	Subdividing single detached house to create two semi-detached homes	The Council raises no objections, subject to neighbour comments.
15/5832M	6a King Street	Alterations to existing dwelling; demolishing two small stores	The Council raises no objections, subject to neighbour comments.
16/0069M	Brackenbend, Tabley Road	Render to existing painted brickwork and to new extension	The Council raises no objections, subject to neighbour comments.
16/0066M	Old Town Hall, Princess Street	Listed Building Consent for internal alterations to provide single pizza oven, single pizza oven flue and lighting to the forecourt area	The Council raises no objections, subject to neighbour comments.
16/0092M	Old Town Hall, Princess Street	Non Material Amendment - addition of external terrace lighting	The Council raises no objections, subject to neighbour comments.
16/0120M	Canute Square, 2 Canute Place	Advertisement consent for replacement signage	The Council raises no objections, subject to neighbour comments.
15/5661M	10 Royce Court	Conversion of 3 studio flats into 2 one-bedroom apartments, external elevation amended for 3 flats, enlarging 2 windows, blocking up window & replacing 2 windows into 2 sliding doors, juliet balconies, additional parking spaces to the rear	The Council raises no objections, subject to neighbour comments.
16/0140M	26 Teal Avenue	Proposed extensions and alterations	The Council raises no objections, subject to neighbour comments.
16/0165M	11 Church Mews	Two storey side extension	The Council raises no objections, subject to neighbour comments.
16/0160M	266 Longridge	Orangery to front of property	The Council raises no objections, subject to neighbour comments.

Application	Address	Application details	Comments
16/0119M	40 Bexton Road	Extension to existing loft bedroom, including new ensuite plus alterations at first floor landing so to create ensuite to main bedroom	The Council raises no objections, subject to neighbour comments.
16/0210M	17 Glebelands Road	Proposed ground floor extension to rear elevation	The Council raises no objections, subject to neighbour comments.
16/0217M	Bexton Lodge, Toft Road	Variation of Condition 2 (Plans) on Application 14/5514M - extensions and alterations - resubmission of application 14/2676M	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.
15/5821T	Oakwood, Tabley Road	Fell Hornbeam tree	The Council <b>objects</b> to the felling of the tree and suggests that crown raising would achieve the desired effect.
16/0059T	Council Offices, Toft Rd	Fell sycamore to ground level	The Council is unable to comment as the site plan is not available on the planning portal. The Council requests the plans are provided to allow the Council to comment at its meeting to be held February 15 <sup>th</sup> and that no decision is made prior to this.
16/0149T	Estate Office, Rostherne Lane	Works to sycamore tree	The Council raises no objections, subject to neighbour comments.

# Knutsford Town Council

Town Clerk: Adam Keppel-Garner

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## Minutes of the Planning and Licensing Committee 15<sup>th</sup> February 2016 *In the Lower Council Chamber of the Town Council Offices*

### **PL15/139 Present**

Cllrs Gardiner, Dean, Farber and Gray.

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

### **PL15/140 To receive apologies for absence**

Apologies were received from Cllrs Nicholson, Greenstein and Bancroft (personal business)

### **PL15/141 To note declarations of Members' interests**

Cllr Farber	Non-pecuniary	16/0272M	Known to applicant
	Non-pecuniary	16/3931M	Known to agent
	Non-pecuniary	16/0235M	Known to agent
	Non-pecuniary	16/0288M	Known to applicant
Cllr Gardiner	Non-pecuniary	16/3931M	Known to agent
	Non-pecuniary	16/0288M	Known to applicant
	Non-pecuniary	16/0427M	Known to agent
	Non-pecuniary	16/0555M	Known to agent

### **PL15/142 Public Participation**

The Chairman read a statement on behalf of the South Knutsford Residents Group which expressed concern in relation to 16/0426M on the grounds that the proposed garage is in front of the defined building line of the street. The Chairman read a statement on behalf of a resident which noted an authorised advertisement at the Conservative Club Building.

### **PL15/143 To receive and confirm the minutes of the meeting held on 25<sup>th</sup> January 2016**

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

### **PL15/145 To consider the latest planning applications**

Members **resolved** to submit the comments outlined below.

### **PL15/146 To consider matters relating to the Section 106 Agreements**

Members noted that no applications were subject to s106 agreements.

### **PL15/147 To consider the latest planning decisions**

Members noted the latest decisions and requested the Town Clerk write to Sean Hannaby in relation to 15/5214M expressing concern that the impact on Santosa appears to have been ignored and that the Planning Officer has failed to give sufficient weight to the impact development would have on a Conservation Area designated 'at

risk' by Historic England and to enquire if Cheshire East Council consults Historic England on applications within the Conservation Area.

**PL15/148 To review the Planning Issues Log**

Members noted the log.

**PL15/149 To note the date of the next meeting**

Members noted the date.

FINAL



## Planning Comments 15/02/2016

Application	Address	Application details	Comments
15/2931M	48 Cranford Avenue	New Build dwelling within the curtilage of the existing garden.	The Council considers that the amendments are significantly different to the original application and therefore a new application should be required. Notwithstanding, the Town Council will comment following it's meeting on 7 <sup>th</sup> March.
16/0288M	21 Princess Street	Advertisement consent for 4 signs	The Town Council <b>OBJECTS</b> to the proposed advertisement on the grounds that the level and style of illumination is inappropriate in a Conservation Area contrary to saved policy DC52 by virtue that the illuminated advertisement is neither unobtrusive nor discreet and policy DC53 in that the advertisement detracts from the Conservation Area.
16/0335M	3 Heathfield Square	First Floor Extension	The Council raises no objections, subject to neighbour comments.
16/0395M	Freemasons Arms, Silkmill Street	Listed building consent for installation of commemorative blue plaque	The Council does not comment on its own application.
16/0235M	2 Over Place	Single Storey Rear Extension	The Council raises no objections, subject to neighbour comments.
16/0247M	7 Princess Street	Proposed installation of ATM through central window frame	The Council <b>OBJECTS</b> on the grounds of highway safety due to the positioning of the ATM on a narrow pavement which is already a 'pinch point' on the street.
16/0248M	7 Princess Street	Advertisement consent for two non-illuminated fascia signs at ATM	Notwithstanding the Council's objection to the planning application, the Council raises no objections to the advertisement consent.

Application	Address	Application details	Comments
16/0427M	17 Stanley Road	Loft conversion including rear conservation roof windows	The Council raises no objections, subject to neighbour comments.
16/0372M	Pantiles, Chelford Road	Variation of Condition 2 (Plans) on Approval 15/5314M - Demolition of existing detached dwelling with integral double garage and construction of a replacement two-storey detached dwelling with attached single garage (resubmission of 15/3363M)	The Council raises no objections, subject to neighbour comments.
16/0426M	The Orchards, Toft Road	Detached garage	Notwithstanding the already overdeveloped site, the Council <b>OBJECTS</b> on the grounds that the position of the garage to the front of the property will detrimentally affect the character of the streetscene. The Council further raises concern that the proximity of trees which may be damaged or even removed which would further detriment the streetscene.
16/0485M	21 Tabley Grove	Demolition of existing side garage and rear outrigger. Construction of two storey side extension and single storey rear extension.	The Council raises no objections, subject to neighbour comments and subject to the planning officer being confident that sufficient parking can be provided on site.
16/0272M	2 Beeston Drive	Rear single storey extension	The Council raises no objections, subject to neighbour comments.
16/0555M	Blackhill Farm, Bexton Road	Garage building with garden room and gym	The Council <b>OBJECTS</b> on the grounds of overdevelopment of the site by virtue the size and location of the garage would be obstructive to the detriment of the site and amenity of adjoining properties.
16/0477M	77 Woodlands Drive	First Floor Extension	The Council raises no objections; subject to neighbour comments and the planning officer assessing the impact on the rear windows of 75a particularly with regards to the 45 degree rule having not been breached.

Application	Address	Application details	Comments
16/0059T	Council Offices, Toft Rd	Fell sycamore to ground level	The Council raises no objections.

FINAL

# Knutsford Town Council

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## Minutes

*of the*

### Planning and Licensing Committee 7<sup>th</sup> March 2016

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

#### **PL15/150 Present**

Cllrs Gardiner, Dean, Farber, Greenstein, Coan and Gray.

In attendance: L Benskin (*Deputy Town Clerk*)

#### **PL15/151 To receive apologies for absence**

Apologies were received from Cllrs Nicholson and Bancroft (personal business)

#### **PL15/152 To note declarations of Members' interests**

Cllr Coan	Non-pecuniary	16/0536M	Known to applicant
	Non-pecuniary	16/0537M	Known to applicant
Cllr Farber	Non-pecuniary	16/0536M	Known to applicant
	Non-pecuniary	16/0537M	Known to applicant
	Non-pecuniary	16/0879M	Known to applicant
	Non-pecuniary	16/0509M	Known to applicant
	Non-pecuniary	16/0670M	Known to applicant
	Non-pecuniary	16/0778M	Known to applicant
	Non-pecuniary	16/0861M	Known to applicant
Cllr Gardiner	Non-pecuniary	16/0932M	Known to agent
	Non-pecuniary	16/0536M	Known to applicant
	Non-pecuniary	16/0537M	Known to applicant
	Non-pecuniary	16/0975M	Governor of local primary school
	Non-pecuniary	16/1009M	Called in to Northern Planning Committee as CEC Councillor
Cllr Greenstein	Non-pecuniary	16/0879M	Known to applicant
	Non-pecuniary	15/3296M	Known to applicant
Cllr Dean	Non-pecuniary	16/0879M	Known to applicant

#### **PL15/153 Public Participation**

The Agent for application 16/0879M spoke about the changes made to the proposed development in this revised application to produce a simpler and more modest scheme. It was noted that the Committee had not objected to the original scheme.

A representative of SKRG relayed concerns on behalf of residents relating to applications 16/0859M, 15/3296M, 16/0975M and 16/0670M.

A resident of Malvern Drive circulated a paper to the members and spoke on behalf of 9 residents with respect to application 16/1009M. They noted that the redesigned proposal failed to address the concerns raised by the planning inspector in refusing the previous planning appeal for the site, and requested members object to the revised

application for these reasons.

**PL15/154 To receive and confirm the minutes of the meeting held on 15<sup>th</sup> February 2016**  
Members **resolved** to confirm the minutes which were duly signed by the chairman.

**PL15/155 To consider the latest planning applications**  
Members **resolved** to submit the comments outlined below.

**PL15/156 To consider the latest licensing applications**  
Members comments detailed below.

**PL15/157 To consider appeals for planning applications 15/3616M, 15/4494M, 14/5785M**  
Members noted the appeals and agreed not to make additional representations.

**PL15/158 To consider matters relating to the Section 106 Agreements**  
Members noted that no applications were subject to s106 agreements.

**PL15/159 To consider the latest planning decisions**  
Members noted the latest decisions.

**PL15/160 To review the Planning Issues Log**  
Members noted the log.

**PL15/161 To note the date of the next meeting (29<sup>th</sup> March 2016)**  
Members noted the date.

## Planning Comments 07/03/2016

Application	Address	Application details	Comments
16/0509M	Hillcrest House, Tabley Hill Lane	Traditional oak frame garden room extension to side of house	The Council raises no objections subject to neighbours' comments.
16/0536M	Old Town Hall, Princess Street	Listed Building Consent for display of 4 interior hanging signs, 2 exterior projecting signs, 1 internally illuminated menu box, 1 non illuminated entrance sign, 4 vinyl window signs	The Council supports the sympathetic design of the signs but <b>objects</b> to the rectangular 'sign', shown on drawing number V3, above the entrance to the building which is detrimental to the character of the Listing Building and the Conservation area and at odds with the relevant saved policies set out in the Macclesfield Borough Local Plan.
16/0537M	Old Town Hall, Princess Street	Advertisement Consent for 2 exterior projecting signs, 4 interior hanging signs, 1 non-illuminated entrance sign, 1 internally illuminated menu box and 4 vinyl window signs	The Council supports the sympathetic design of the signs but <b>objects</b> to the internal illumination of the projecting signs ('A') and the rectangular 'sign', shown on drawing number V3, above the entrance to the building both of which are considered to be detrimental to the character of the Grade II Listed Building, its setting and the wider Conservation Area and at odds with the relevant saved policies set out in the Macclesfield Borough Local Plan.
16/0607M	15 Heath Drive	Sun lounge to rear elevation	The Council raises no objections subject to neighbours' comments.
16/0670M	Staddlestones, Chelford Road	Conversion of garage and outbuilding to ancillary accommodation	The Council <b>objects</b> as the proposed development constitutes a self-contained residential unit which cannot be considered as 'ancillary' to the main property. Therefore the proposal is contrary to the policies GC8 and GC10 of the Macclesfield Borough Local Plan and as such should be refused.
16/0057M	59 King Street	Listed Building Consent to remove and replace one window to rear of building to same spec as original	The Council raises no objections subject to the Conservation officer being satisfied with the materials and methodology to be employed.
16/0772M	One Oak, Manchester Road	Replacement of bungalow with two detached	The Council raises no objections subject to neighbours'

Application	Address	Application details	Comments
		houses	comments and the officer being satisfied that the drainage provision for the driveway is appropriate.
16/0778M	Albis UK Ltd, Haig Road	Proposed small section of roof extension to factory 1 to increase working space internal to access and work on existing equipment	The Council supports the application.
16/0832M	14 Regent Street	Listed Building Consent to reposition existing entrance door and shopfront outwards to align with the existing adjacent shopfront	The Council raises no objections.
16/0816M	13 Princess Street	Retrospective advertisement consent for an internally illuminated fascia sign	The Council <b>objects</b> to the internally illuminated sign which is detrimental to the character of the Conservation area and at odds with the relevant saved policies set out in the Macclesfield Borough Local Plan.
16/0850M	115 King Street	Advertisement consent for 1 projecting sign	The Council <b>objects</b> to the internally illuminated sign, the high level of luminosity of the sign and the inappropriate material used which are considered to be detrimental to the character of the Conservation area and at odds with the relevant saved policies set out in the Macclesfield Borough Local Plan. The Council also considers that the position and luminosity of the sign at first floor level is both detrimental to the amenity of nearby residents, detrimental to the character of the Grade II Listed Building and out of keeping with the character of the Conservation Area; which determines it to be at odds with the relevant saved policies set out in the Macclesfield Borough Local Plan.
16/0851M	115 King Street	Listed Building consent for sign on shop front	The Council <b>objects</b> to the inappropriate material used which is considered to be detrimental to the character of the Conservation area and at odds with the relevant saved policies set out in the Macclesfield Borough Local Plan. The Council also considers that the position of the sign at first floor level is both detrimental to the character of the Grade II Listed Building and the Conservation area; which

Application	Address	Application details	Comments
			determines it to be at odds with the relevant saved policies set out in the Macclesfield Borough Local Plan.
16/0859M	3 Fir Tree Avenue	Demolition of existing attached single storey garage on side elevation. Construction of 2 storey side/rear extension and single storey side/front extension.	The Council <b>objects</b> to the application on the grounds that the positioning of the extension will lead to an unacceptable loss of light to the neighbouring property which would be detrimental to the residential amenity of its occupiers.
16/0879M	White House Farm, Bexton Lane	Replacement two storey dwelling with detached garage, associated access and landscaping	The Council raises no objections, subject to neighbour comments. However would request that a condition be attached to any permission which removes the permitted development rights for extensions and outbuildings. In the interest of preserving the longer-term residential amenity of adjoining occupiers.
16/0858M	12 Seymour Chase	Single Storey extensions for utility room and garden room	The Council raises no objections subject to neighbours' comments.
16/0861M	108 Grove Park	Single storey front porch extension	The Council raises no objections subject to neighbours' comments.
16/0932M	4 Tabley Road	Single storey rear extension and replacement garages	The Council raises no objections subject to neighbours' comments.
15/3296M	Foxfield, Oakleigh	Double storey side/rear extension, single storey rear extension and render to existing dwelling	The Council <b>objects</b> on the grounds of the proposal representing overdevelopment of the site; by virtue of size of the resultant dwelling and the potential harm the building of the proposed extension would have upon the established beech trees and their longevity. However, in the event of permission being granted the Council requests an appropriately worded condition be applied to protect the root system of the aforementioned beech trees on the adjoining property. The Council also notes the description of the application is incorrect as the proposed development is for a two storey front and side extension.
16/0975M	Bexton Primary School, Blackhill Lane	Replacement of current dilapidated portable mobile nursery block with replacement portable	The Council raises no objections subject to the vacated land being used as a car park for parents to ease existing school



Application	Address	Application details	Comments
		classroom block in new location on existing school site. Existing building to be returned to playground use.	related parking problems in the immediate area.
16/1009M	2 Gloucester Road	New build house	The Council <b>objects</b> to the application on the grounds that the proposal constitutes overdevelopment of the site, would have an unacceptable effect on the established and mature character and appearance of the wider area contrary to the objectives of development plan policies BE1, H2 and DC1 and the proposed vehicular access location would be contrary to highway safety. <sup>1</sup>
16/0782T	Oak House, Croft Lane	Removal of oak tree	The Council is unable to properly consider the application due to insufficient information being provided and would request that the primary authority request a full arboriculturalist report to support the contention that the tree is diseased and needs to be removed.
16/0781T	1 Molly Potts Close	Works to trees	The Council is unable to properly consider the application due to insufficient information being provided and would request that the primary authority request a full arboriculturalist report to support the need for the proposed works and detail as to why the three hornbeam trees require removal.
16/0739T	Tithe House, 6 Chelford Road	Tree works to fell 3 sycamores and replace with oak or sweet chestnut	Whilst the Council may support the principle of the proposed works it notes that there is no arboriculturalist report to support the need for the proposed works.

<sup>1</sup> Cllr Gardiner abstained from discussion and voting with respect to this item

## Licensing Applications

Applicant	Address	Application details	Comments
New World Trading Company (UK) Limited	The Botanist 41a King Street Knutsford WA16 6DW	Notice of Application for a Minor Variation under the Licensing Act 2003 To alter the layout of the premises in accordance with the plan deposited with the application	Members noted that online information was not available with respect to the application and therefore were unable to make any meaningful comment on the same.

# Knutsford Town Council

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## Minutes

*of the*

### Planning and Licensing Committee 29<sup>th</sup> March 2016

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

#### **PL15/162 Present**

Cllrs Gardiner, Dean, Farber, Greenstein, Coan, Bancroft and Gray.

In attendance: L Benskin (*Deputy Town Clerk*)

#### **PL15/163 To receive apologies for absence**

Apologies were received from Cllrs Nicholson (Personal Business)

#### **PL15/164 To note declarations of Members' interests**

Cllr Coan	Non-pecuniary	16/0883M	Known to owners
Cllr Bancroft	Non-pecuniary	16/1167M	Applicant spoke to Cllr Bancroft regarding the application some time ago
Cllr Farber	Non-pecuniary	16/1090M	Known to Licensee/Landlord
	Non-pecuniary	16/1167M	Known to applicant
	Non-pecuniary	16/0812M	Known to applicant
	Non-pecuniary	16/0833M	Known to Landlord
	Non-pecuniary	16/1035M	Known to business owner
	Non-pecuniary	16/1035M	Known to agent
	Non-pecuniary	16/1430T	Known to applicant
	Non-pecuniary	16/0986M	Known to owner
	Non-pecuniary	The Bronx	Known to owner
Cllr Gardiner	Non-pecuniary	16/1167M	Had discussions with the applicant which were not prejudicial
Cllr Greenstein	Pecuniary	16/1006M	Is the applicant
	Non-pecuniary	15/0692M	Known to owner
Cllr Members	Non-pecuniary	16/1006M	Applicant is a member

#### **PL15/165 Public Participation**

A member of public expressed their support for the Committee and noted that their comments are not being given the appropriate consideration by CEC.

They also raised an objection on behalf of KCHG with respect to application 16/1035M and the effect it may have on future development and/or access to future development in the area.

A representative from SKRG highlighted that applications 16/0692M, 16/14300T and 16/1130M are in the Conservation Area. With respect to the latter it was noted that the application is to restore the gateway back to the Victorian design. They also noted that they were delighted to see affordable housing being proposed in the town in the form of application 16/1165M.

The agent for application 16/0692M advised that he and the owner were aware of the representations made by neighbours and intended to work with them in overcoming their concerns re privacy and noise. The agent confirmed when asked by the Chairman that the application was for ancillary accommodation in the form of a recreational space for the children of the family.

**PL15/166 To receive and confirm the minutes of the meeting held on 7<sup>th</sup> March 2016**

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

**PL15/167 To consider the latest planning applications**

Members **resolved** to submit the comments outlined below.

**PL15/168 To consider a report from the Listed Buildings Review working group**

Members **resolved** to approve the recommendations proposed by the working group in report PL1503. In addition at the request of Cllr Coan the Listed Buildings Review Working Group were requested to look at a number of older post boxes within the Town which were considered to be of heritage interest and therefore potentially worthy of being considered for listing.

**PL15/169 To consider the latest licensing applications**

Members resolved to submit the comments outlined below.

**PL15/171 To consider matters relating to the Section 106 Agreements**

Members noted that no applications were subject to s106 agreements.

**PL15/172 To consider the latest planning decisions**

Members noted the latest decisions and noted with concern that that CEC officers appeared to have ignored the comments made by the Committee and requested that Peter Hooley was invited to attend a future meeting to discuss the issue.

**PL15/173 To review the Planning Issues Log**

Members noted the log. Cllr Bancroft asked that the Broad Terraces development (15/4427M) be raised with planning enforcement as they have planted 'box balls' rather than Yew Tree hedging. Cllr Gardiner asked that the development at the rear of 10/11 Tabley Rd which was adjacent to 2 Manchester Rd also be checked as the homes did not appear to have been built in accordance with the approved plans.

**PL15/174 To note the date of the next meeting (18<sup>th</sup> April 2016)**

Members noted the date.

## Planning Comments 29/03/2016

Application	Address	Application details	Comments
<a href="#">16/1006M</a>	16 Oakleigh	Proposed first floor rear extension over existing ground floor extension and removal of cladding to replace with render and alterations to create pitched roof to porch	The Council makes no comment with respect to this application as the applicant is a member of the Town Council.
<a href="#">16/0627M</a>	17 Regent Street	Proposed change of use from A1 shop to A3 restaurants and café	The Council raises no objections to the application but requests a condition be attached to any permission that is granted limiting the hours of opening to 11pm in order to prevent unacceptable levels of noise disturbance to the residential properties adjacent to the application site.
<a href="#">16/0692M<sup>1</sup></a>	2 Rutherford Drive	Conversion of existing garage to two storey	The Council raises no objections subject to neighbours' comments.
<a href="#">16/1084M</a>	Cherry Trees, 23E Bexton Road	Sub-divide a detached house into a pair of semi-detached houses	The Council raises no objections subject to neighbours' comments.
<a href="#">16/0812M</a>	29 Princess Street	Change of use from A1 shop to sui generis for the premise to operate a nail salon	The Council raises no objections.
<a href="#">16/0883M</a>	Knutsford Crown Court, Toft Road	One pay and display machine	The Council <b>objects</b> to the application on the grounds that it is considered to be premature in so far as the land on which the proposed machine is to be sited is ancillary to the Court House and its use as the same and is not a car park <i>per se</i> . As such an application would be required to secure planning permission for the use of the land to be changed to a car park. In addition the machine is inappropriately located and would be detrimental to the setting and character of this Grade II Listed Building in the Conservation Area. Furthermore, such equipment would require significant signage to be displayed on the site to

<sup>1</sup> Cllr Greenstein abstained from voting on this application

Application	Address	Application details	Comments
			render its use lawful (under the rules permitting the charging in car parks). Although this signage would require a separate application for Advertisement Consent to be submitted, the requirement for such signage in itself and its impact upon the setting of the Grade II Listed Building in a Conservation Area would be material to the consideration in the determination of the current application. Finally there appears to be the potential of an error with the Certificate of Ownership as the applicant claims to be the owner of the premises (including the Court House) and our information would suggest otherwise. Please make sure you check this situation and clarify matters with the applicant.
<a href="#">16/1165M<sup>2</sup></a>	Land and garages north of 12 Lowe Drive	Demolition of existing garages and erection of four 2-storey 2-bed houses and one 2-storey 3-bed house, all with within curtilage car parking	The Council raises no objections subject to neighbours' comments.
<a href="#">16/1167M<sup>3</sup></a>	2a Stanley Road	Single storey rear and side extensions to existing property	The Council raises no objections subject to neighbours' comments.
<a href="#">16/1090M</a>	Angel Hotel, King Street	Listed building consent to form new gents toilet, removal of staircase and new windows to entrance lobby	The Council raises no objections subject to the Conservation Officer being satisfied that the work is appropriate and in keeping with the character of the Listed Building.
<a href="#">16/1241M</a>	15 Pevensey Drive	Side/rear extension and attic conversion	The Council raises no objections subject to neighbours' comments.
<a href="#">16/0986M</a>	Norbury's Yard	Revised stair enclosure at Church Walk	The Council raises no objections subject to neighbours' comments.
<a href="#">16/1035M<sup>4</sup></a>	The Pavilions, 5 Cranford Drive	Expansion and reconfiguration of the existing UPA building car park, alongside new site perimeter boundary treatments and associated	The Council raises no objections provided the permission is granted on a temporary basis so as not to prejudice future development potential on or adjacent to the site. It is

<sup>2</sup> Cllr Coan voted against this resolution

<sup>3</sup> Cllr Bancroft voted against this resolution

<sup>4</sup> Cllr Coan voted against this resolution

Application	Address	Application details	Comments
		landscaping	suggested that a temporary period of five years would be appropriate.
<a href="#">16/1130M</a>	The Firs, Parkfield Road	Modification of existing boundary wall to provide new entrance gates	The Council supports the application on the grounds that the proposal would serve to enhance the Legh Road Conservation Area.
<a href="#">16/1227M</a>	4 Downs End	Single storey side extension, front elevation bay and entrance canopy	The Council raises no objections subject to neighbours' comments.
<a href="#">16/1382M</a>	101 Ashworth Park	Two storey side extension, single storey rear extension & remodelling to property	The Council raises no objections subject to neighbours' comments.
<a href="#">16/1430T</a>	Stonelegh, Legh Road	Removal of Two Holly Trees	The Council <b>objects</b> to the application as these trees are an integral part of the streetscene in the 'at risk' Legh Road Conservation Area. Furthermore the applicant has stated that the trees are not diseased neither are they presenting any stability issues themselves or causing structural problems for neighbouring buildings which could render felling necessary and override the amenity benefits to the Conservation Area.
<a href="#">16/1268T</a>	Tatton Court, King Street	Proposed tree works to T1 Sorbus, T3 Birch-Minor, T4 Birch, G5 Purple Plums, G6 Acers	The Council raises no objections.

## Licensing Applications

Applicant	Address	Application details	Comments
Neil Gazzard	The Bronx 21 Princess Street	<p>Neil Gazzard does hereby give notice that he has applied to the Cheshire East Borough Council on 21st March 2016 for a minor variation to the Premises known as The Bronx at 21 Princess Street, Knutsford, Cheshire, WA16 6BW</p> <p>The application is to remove the following restrictions:</p> <p>No one under the age of 18 will be allowed to enter or remain on the premises after 2100 save on Christmas Eve and New Year's Eve.</p> <p>No person under fourteen shall be in the bar of the licensed premises during the permitted hours unless one of the following applies:</p> <ul style="list-style-type: none"> <li>• He is the child of the holder of the premises license.</li> <li>• He resides in the premises, but is not employed there.</li> <li>• He is in the bar solely for the purpose of passing to or from some part of the premises which is not a bar and to or from which there is no other convenient means of access or egress.</li> <li>• The bar is in railway refreshment rooms or other premises constructed, fitted and intended to be used bona fide for any purpose to which the holding of the license is ancillary.</li> </ul>	The Council raises no objections.



Geronimo Festival UK Ltd	Event Field Tatton Park	NOTICE is hereby given that Geronimo Festival UK Ltd have applied on 18th March 2016 to Cheshire East Council in respect of the premises known as Event Field, Tatton Park, Knutsford, Cheshire, WA16 6QN For a Premises License Variation to increase the capacity of Geronimo Festival from 9999 to 14,999 attendees.	The Council raises no objections.
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FINAL

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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## Minutes

*of the*

### **Planning and Licensing Committee 18<sup>th</sup> April 2016**

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

#### **PL15/175 Present**

Cllrs Gardiner, Dean, Bancroft and Coan.

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

#### **PL15/176 To receive apologies for absence**

Apologies were received from Cllrs Nicholson and Gray (personal business) and Cllrs Greenstein and Farber (business)

#### **PL15/177 To note declarations of Members' interests**

Cllrs Dean & Coan	Non-pecuniary	16/1549M	Known to owners
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Cllr Gardiner	Non-pecuniary	16/1549M	Known to agents
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Cllr Dean	Non-pecuniary	16/1361M	Received communications from many members of the public on application
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#### **PL15/178 Public Participation**

A resident expressed delight at issues raised under the 'issues log' were finally being addressed by Cheshire East Council and expressed concern that too much reliance was given to previous decisions when Cheshire East Council determine applications asking rhetorically if a bad precedent can be ignored.

A representative of the South Knutsford Residents Group clarified that 16/1418M was not in the Legh Road Conservation Area and commented that the applications for 2 St Georges Close would affect the street scene. He further commented that he had attended the appeal for the Willows.

#### **PL15/179 To receive and confirm the minutes of the meeting held on 28<sup>th</sup> March 2016**

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

#### **PL15/180 To consider the latest planning applications**

Members **resolved** to submit the comments outlined below.

#### **PL15/181 To consider matters relating to the Section 106 Agreements**

Members noted that no applications were subject to s106 agreements.

#### **PL15/182 To consider the latest planning decisions**

Members noted the latest decisions.

#### **PL15/183 To review the Planning Issues Log**

Members noted the log.

**PL15/184 To note the date of the next meeting (9<sup>th</sup> May 2016)**  
Members noted the date.

FINAL

## Planning Comments 18/04/2016

Application	Address	Application details	Comments
16/1417M	5 Fir Tree Avenue	Existing double garage removed and replaced with new one and a half storey side extension with integrated double garage and new single storey extension to the rear.	The Council raises no objections, subject to neighbour comments.
16/1361M	5 Summers Close	Proposed two-storey extension and remodelling of existing internal configuration.	The Council comments that whilst it has no objections in principle it is concerned of potential overlooking from the first-floor side elevation windows and requests a condition that they are opaque glass with high-level openings.
16/1509M	1 Oak View	Ground floor front extension, garage conversion & roof alterations, (replacement of flat roof with pitched) to dwelling.	The Council raises no objections, subject to neighbour comments.
16/1418M	24 Goughs Lane	Remodelling of front elevation, erection of a new garage and remodelling and extension to the rear elevation.	The Council <b>OBJECTS</b> on the grounds of overdevelopment of the overall plot to the detriment of the character of the area which is characterised by large houses within large plots with spacious surrounds. It is further detrimental to the adjacent Legh Road Conservation Area which is designated <b>at risk</b> by Historic England.
16/1528M	1 Tabley Grove	Proposed Two Storey Side Extension and Single Storey Rear Extension.	The Council raises no objections, subject to neighbour comments.
16/1549M <sup>1</sup>	County Sessions House, Toft Road	Listed Building Consent - Investigative work and internal alterations, enabling works for subsequent LBC/planning application for change of use	The Council raises no objections but requests a full audit and photographic record is undertaken before and after the works and retained for future records and that a condition is applied that the works be undertaken by a

<sup>1</sup> Cllr Dean abstained from voting on this application.

Application	Address	Application details	Comments
			suitably qualified contractor with expertise in works to historic buildings.
16/1422M	Rugosa, Manchester Road	Demolition of existing house and erection of three detached houses.	The Council <b>STRONGLY OBJECTS</b> on the grounds of overdevelopment of site by virtue of the number of units and lack of space. The proposed development is out of character with the existing streetscene and the proposed development adjacent. Furthermore it would be unneighbourly due to overlooking to the rear from the proposed third-storey unit. The design is inappropriate and does not reflect the character of Knutsford or the surrounding houses; noting that the land opposite is Green Belt and the design is discordant with the draft Design Guide.
16/1564M	2 St Georges Close	Non Material Minor Amendment to application 15/3725M - Amendments to the rear and right elevations, including a proposed additional feature window in the gable of the right elevation and 3 operable roof lights upon the rear elevation.	The Council raises no objections, subject to neighbour comments.
16/1536M	22 Grove Park	2 storey side extension, first floor extension over existing garage and new porch.	The Council raises no objections, subject to neighbour comments.
16/1557M	39 Mobberley Road	Loft conversion with dormer to rear	The Council raises no objections but requests a condition that the roof lights are of a conservation standard and of appropriate materials.
16/1512T	The Sycamores, Legh Road	Works to TPO Trees	The Council requests a condition to require replacement trees due to the effect on the Conservation Area.
16/1514T	2 St Georges Close	Works to various trees	The Council requests that felled trees are replaced with appropriate semi-mature specimens.

Application	Address	Application details	Comments
16/1574T	Woodlands, Croft Lane	Works to trees in Conservation Area	The Council raises no objections, subject to a condition requiring replacement of felled trees.
16/1408T	1 Molly Potts Close	Works to TPO Trees - Two oak trees to the Rear of the property on Toft road (T1 and T2) in attached photo. To reduce the Crown of the tree canopy in line with the other trees along the same road whilst still maintaining their shape.	The Council raises no comment.

# Knutsford Town Council

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## Minutes of the Planning and Licensing Committee 9<sup>th</sup> May 2016 In the Lower Council Chamber of the Town Council Offices

### **PL15/185 Present**

Cllrs Gardiner, Dean, Bancroft and Farber.

In attendance: L Benskin (*Deputy Town Clerk*)

### **PL15/186 To receive apologies for absence**

Apologies were received from Cllrs Nicholson, Gray, Greenstein, Coan (Personal business)

### **PL15/187 To note declarations of Members' interests**

Cllr Bancroft	Non-pecuniary	16/2069M	Lives on the same street
	Non-pecuniary	16/2002M	Lives on the same street
Cllr Farber	Non-pecuniary	16/1715M	Known to applicant
	Non-pecuniary	16/0939M	Known to applicant
	Non-pecuniary	16/1595M	Known to applicant
	Non-pecuniary	16/2036M	Known to agent
	Non-pecuniary	16/2069M	Known to agent
Cllr Dean	Non-pecuniary	16/1717M	Known to applicant and landowner
	Non-pecuniary	16/2059T	Neighbour of and known to applicant
Cllr Gardiner	Non-pecuniary	16/2036M	Known to agent
	Non-pecuniary	16/1717M	Known to landowner
All members	Non-pecuniary	16/2059T	Applicant is Council arboriculturist
	Non-pecuniary	16/1967T	Applicant is Council arboriculturist

### **PL15/188 Public Participation**

A resident spoke with respect to 16/1717M and their surprise that the passageway to be used for the proposed development was referred to as an "underutilised piece of land" given it was used by the public as an access route until the fences were put in place. Concern was also raised with respect to the glass balustrades and 'text manifestations' which would have an impact on the streetscene.

A representative from SKRG expressed regret that application 15/5021M was approved despite the Council's objection, although noted that part of the development had been reduced to single storey.

A representative of Knutsford Football Club expressed their surprise at application 16/1874M given that they had not been consulted as the neighbours to the site and the Town's club that had been operating for 187 years. They advised that scale of the development was inappropriate for the requirements of the club.

### **PL15/189 To receive and confirm the minutes of the meeting held on 18<sup>th</sup> April 2016**

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

**PL15/190 To consider the latest planning applications**

Members **resolved** to submit the comments outlined below.

**PL15/191 To consider matters relating to the Section 106 Agreements**

Members noted that no applications were subject to s106 agreements.

**PL15/192 To consider the latest planning decisions**

Members noted the latest decisions.

**PL15/193 To review the Planning Issues Log**

Members noted the log.

**PL15/194 Public Participation**

No members of the public wished to speak.

**PL15/195 To consider a response to the consultation on the Cheshire East Council Design Code**

The Chairman adjourned the meeting to allow members of the public to provide their comments on the code which were noted by the Deputy Town Clerk. The meeting was subsequently reconvened and members **resolved** the Deputy Town Clerk would circulate the list of comments made to the members for review and comment and that this would form the basis of the Consultation Response which would be developed and finalised by the Chairman.

**PL15/196 To note the date of the next meeting (13<sup>th</sup> June 2016)**

Members noted the date.



## Planning Comments 09/05/2016

Application	Address	Application details	Comments
<a href="#">16/1740M</a>	26 Teal Avenue	Single storey rear extension, 1st floor extension above existing garage, new bay window to front elevation and new pitched roof over existing conservatory	The Council raises no objections, subject to neighbours' comments.
<a href="#">16/1715M</a>	Cheshire House, 50 King Street	Listed Building Consent for construction of a retractable roof over the rear outdoor sitting/dining area	The Council raises no objection to the principle of a retractable roof but considers that the design is inappropriate for a listed building and that any approved design should be freestanding and not attached to the listed building.
<a href="#">16/0939M</a>	22 King Street	Refurbishment and rebuilding of rear outbuilding and new entrance area	The Council raises no objections, subject to neighbour comments. The Council notes that although the application does not specify that the individually protected TPO tree in the curtilage of the listed building is to be removed, conditions should be attached to any permission granted to protect the tree and its root system during construction.
<a href="#">16/1719M</a>	29 Carrwood	Proposed rear/side extension and alterations	The Council raises no objections, subject to neighbours' comments.
<a href="#">16/1847M</a>	6 Lee Close	Double storey side extension, single storey rear extension and widening of hardstanding to drive	The Council raises no objections, subject to neighbours' comments.
<a href="#">16/1850M</a>	82 King Street	Replacement of existing ATM. All disturbed finishes, internal and external, to be made good. Adjust power and data to suit new machine interview room door to be temporarily removed to allow ATM transit. Possible	The Council raises no objections, subject to the Conservation Officer being happy with the proposed changes.

Application	Address	Application details	Comments
		temporary removal of hand rails to entrance door.	
<a href="#">16/1851M</a>	82 King Street	Listed building consent for replacement of existing ATM (See 16/1850M)	The Council raises no objections, subject to the Conservation Officer being happy with the proposed changes.
<a href="#">16/1595M</a>	Kirkbeck, 7 Leicester Road	Extension to the east facing side of the existing dwelling by extending the existing garage alongside of the existing dwelling forming a new family room	The Council raises no objections, subject to the neighbours' comments. The Council notes that the proposed extension is in close proximity to the trees on the boundary of the site and that conditions should be attached to any permission granted to ensure that the trees are not removed and that the root systems are protected of all trees within and immediately adjacent to the site.
<a href="#">16/0720M</a>	The Royal George Hotel, 3 Regent Street	Listed Building Consent for restaurant refurbishment, inc: new shop front glazing to replace existing, new signage to replace existing, new interior works inc relocation of bar	The Council raises no objections and welcomes the reintroduction of the original fireplaces.
<a href="#">16/1783M</a>	The Royal George Hotel, 3 Regent Street	Advertisement consent for 5 fascia signs, one hanging sign, one hoarding and one other sign	The Council raises no objections to the principle of the advertisements, but feel that the two signs indicated at point 3 on the plan are both inappropriate and unnecessary and should therefore be removed from the application.
<a href="#">16/1884M</a>	40 Grassfield Way	Demolition of garage, hall & wc to dwelling and erection of single and two storey extensions to front, rear and side elevations of dwelling	The Council raises no objections, subject to neighbours' comments.
<a href="#">16/1874M</a>	Egerton Football Club, Mereheath Lane	Construction of stands, seating area, toilet facilities and turnstiles in connection with football pitch development	The Council considers that the application is premature and that there is insufficient information with the Design and Access statement and as such the application should be withdrawn and resubmitted. Notwithstanding this view, the Council <b>objects</b> on the grounds that the development is unattractive, utilitarian in design and the height of the

Application	Address	Application details	Comments
			stands is inappropriate in the Green belt. Furthermore the construction of the Spectator's stands and associated facilities would result in a loss of existing facilities for the young people of Knutsford, as these pitches would no longer be freely available. Additionally, there has been a lack of community engagement with respect to these plans. Furthermore the extremely high lighting columns would have a detrimental impact to both residents' amenity and to wildlife over a wider area as would the increased noise disturbance and traffic such a facility would attract.
<a href="#">16/1905M</a>	11 Autumn Avenue	First floor extension to side elevation with single storey and two storey extensions to rear	The Council <b>objects</b> to the application on the grounds that the application would be overdevelopment of the site and would be detrimental to the character of the existing streetscene in that it would create a terracing effect.
<a href="#">16/1679M</a>	Reindeer Cottage, Chelford Road	Internal conversion and window/door alterations	The Council raises no objections, subject to neighbours' comments.
<a href="#">16/2036M</a>	19 St Johns Avenue	Single storey rear extension	The Council raises no objections, subject to neighbours' comments and the conservation officer being satisfied with the plans.
<a href="#">16/2069M</a>	2 Thorneyholme Drive	Rear single storey extension	The Council raises no objections, subject to neighbours' comments. <sup>1</sup>
<a href="#">16/1717M</a>	95 King Street	Ground level dining area	The Committee would advise the Officer that Knutsford Town Council are in the process of submitting an application for an Definitive Map Modification Order to designate a public right of way across this land, which from

<sup>1</sup> Cllr Bancroft abstained from voting on this application

Application	Address	Application details	Comments
			the evidence obtained has been used for a significant period of time by members of the public, as such the Public Rights of Way team should be added as a consultee to this application. Notwithstanding this the Committee note the comments of the Planning Inspector when refusing a previous application (15/0893M) for this use on 29th January 2016 and do not consider this revised proposal to overcome the Inspector's objections and therefore would <b>object</b> to the current application.
<a href="#">16/2002M</a>	14 Thorneyholme Drive	Side extension	The Council <b>objects</b> to the application as the proposed development would unbalance a pair of semi-detached properties; resulting in harm to the character of the street-scene and the additional fenestration in the roof space is of an unacceptable level and would cause unacceptable levels of overlooking to the detriment of the adjoining neighbours.
<a href="#">16/2065T</a>	Cadet Centre, Blackhill Lane	Works are limited to removal of branches that currently prevent access to entrance gates. No trees to be removed.	The Council raises no comment.
<a href="#">16/2042T</a>	1 Cranford Avenue	Works to trees	The Council <b>objects</b> on the grounds that there is insufficient evidence to support the removal of an important tree in the Conservation area.
<a href="#">16/2059T</a>	4 Trevone Close	T1 Sycamore - reduce canopy overhanging property by 1.5-2m, T2 Red Maple - reduce crown height & sides by 1-2m	The Council raises no objection but notes that the trees are outside the applicant's control.
<a href="#">16/2061T</a>	Underwood, Glebelands Road	Tree works to 2 Beech trees	The Council raises no comment.
<a href="#">16/2014T</a>	18 Delmar Road	Crown lift oak trees	The Council <b>objects</b> on the grounds that no evidence to suggest the tree is diseased or dying and therefore needs

Application	Address	Application details	Comments
			to be removed. If permission for the works is granted they should take place at an appropriate time of the year to ensure longevity. Furthermore the removal of trees in a group of this nature could have a detrimental impact on the character of application site and the wider area.
<a href="#">16/1967T</a>	Linwood, Bexton Lane	T1 Oak 25% crown reduction, T2 Scotch Pine 25% crown reduction	The Council raises no objection but is bemused as to why someone so far away from the trees location is making the application.

## Licensing Applications 09/05/16

Address	Application details	
<p>Brasserie Blanc Royal George Hotel, King Street</p>	<p><b>Licensing Act 2003</b> <b>Application for a Minor Variation to Premises Licence</b></p> <p>An application has been made by Blanc Brasseries Ltd for a minor variation to a Premises Licence for premises known as Brasserie Blanc, Royal George Hotel, King Street, Knutsford</p> <p>The application has been made in respect of proposed internal alterations</p>	<p>The Council raises no comment</p>
<p>The Angel 98 King Street, Knutsford</p>	<p><b>Licensing Act 2003</b> <b>Variation of Premises Licence</b></p> <p>To change internal layout of the premises as per the drawing deposited with the Licensing Authority To extend the hours permitted for authorised regulated entertainment and late night refreshment to coincide with the hours already authorised for the sale of alcohol namely to midnight Sunday-Thursdays and 01.00 the following morning Friday-Saturday</p> <p>To remove certain conditions currently on the licence as specified in the application To allow opening for non-residents from 07.00 daily</p>	<p>The Council objects to the extensions of hours which it considers would lead to an increase in noise and disturbance; to the detriment of the amenity of neighbouring residents.</p>



# Neighbourhood Plan Committee

# Knutsford Town Council

**Town Clerk: Adam Keppel-Garner**

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## Minutes

*of the*

### Neighbourhood Plan Committee Meeting held on June 9<sup>th</sup> 2015

in the Lower Council Chamber of the Town Council Offices

**N15/000 Present**

Cllrs Gardiner, Gray, Forbes and Dean.

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

**N15/001 To appoint a Chairman**

Members **resolved** to appoint Cllr Gardiner Chairman.

**N15/002 To appoint a Deputy Chairman**

Members **resolved** to appoint Cllr Bancroft Deputy Chairman.

**N15/003 To receive apologies for absence**

Apologies were received from Cllrs Nicholson and Bancroft (personal business)

**N15/004 To note declarations of members' interests**

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

**N15/005 Public Participation**

A planning consultant for the Tatton Estate spoke regarding design quality and its importance for preserving the character of Knutsford with particular reference to an event in June with architect John Simpson.

**N15/006 To approve the minutes of the meetings held April 28<sup>th</sup> 2015**

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

**N15/007 To note the committee's terms of reference**

Members noted the terms of reference.

**N15/008 To appoint link councillors for the eight strategic working groups**

Members **resolved** to appoint Cllr Gray as link member for the Town Centre & Shopping working group, Cllr Bancroft as link member for the Heritage and Environment, Green Space & Leisure working groups, Cllr Forbes as link member for the Health working group, Cllr Gardiner as link member for the Housing and Education & Community working groups and Cllr Dean as link member for the Employment and Getting Around working groups.

**N15/009 To consider the committee's budget and spending to date**

Members note the budget and spending to date.



**N15/010 To review progress in establishing the 8 strategic working groups and consider next steps**  
Members noted the modest progress in recruiting volunteers and that the flyer was due to go out shortly.

**N15/011 Public Participation**  
Two residents spoke regarding volunteers for the working groups.

**N15/012 To consider a date for the next meeting**  
Members agreed to meet on either 8<sup>th</sup> or 15<sup>th</sup> September.

FINAL

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## Minutes

*of the*

### Neighbourhood Plan Committee Meeting held on September 15<sup>th</sup> 2015

in the Lower Council Chamber of the Town Council Offices

#### **N15/013 Present**

Cllrs Gardiner, Forbes and Bancroft.

Mr K Rhodes (Town Centre and Shopping WG)

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

#### **N15/014 To receive apologies for absence**

Apologies were received from Cllrs Gray and Nicholson (personal business), Cllr Dean (borough council business) and Mr K Thompson (business).

#### **N15/015 To note declarations of members' and co-opted members' interests**

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

#### **N15/016 Public Participation**

A resident spoke concerning the numerous working groups under the Council and requested that the committee ensure there is no duplication of effort.

Mr Brooks of the Tatton Estate outlined their support for the Neighbourhood Plan and keenness to be involved in the working groups and expressed the importance of master planning and design codes.

#### **N15/017 To approve the minutes of the meetings held June 9<sup>th</sup> 2015**

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

#### **N15/018 To consider the committee's budget and spending to date**

Members noted the budget and spending to date.

#### **N15/019 To review progress in establishing the 8 strategic working groups and consider next steps**

- a) **To receive an update from the Health working group**
- b) **To receive an update from the Getting Around working group**
- c) **To receive an update from the Town Centre & Shopping working group**
- a) Cllr Forbes provided an update on behalf of the working group outlining the sub-themes the working group would be focusing on and identified topics it expected to be covered by other working groups, such as Healthy High Streets.
- b) The Town Clerk provided an update on behalf of the working group, outlining the sub-themes it had identified, which included looking at a relief road. It was agreed to feedback that the working group continue looking at Internet Access but that this would fall under the infrastructure section of the plan.
- c) Mr Rhodes provided an update on behalf of the working group outlining the sub-themes it had identified and some of the informal evidence gathering the group had undertaken, such as on the number of cars parked in the town centre.

**N15/020 Public Participation**

Mr Brooks highlighted transport and connectivity as a key element of the plan and expressed the importance of not viewing housing areas and employment areas as being separate and distinct.

**N15/021 To consider a date for the next meeting**

It was agreed to meet on 27<sup>th</sup> October at 7pm.

FINAL

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## Minutes

*of the*

### Neighbourhood Plan Committee Meeting held on October 27<sup>th</sup> 2015

in the Lower Council Chamber of the Town Council Offices

#### **N15/022 Present**

Cllrs Gardiner, Bancroft, Dean, Nicholson, Forbes and Gray.

Mr K Rhodes (Town Centre and Shopping WG), Mr S Nixon (Getting Around WG), Mrs S Chaplin (Heritage WG), Mr B Chaplin (Housing WG), Mr R Watts (Employment WG) and Mr K Thompson (Health WG)

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

#### **N15/023 To receive apologies for absence**

All members were present.

#### **N15/024<sup>1</sup> To note declarations of members' and co-opted members' interests**

Cllrs Gardiner and Nicholson declared a non-pecuniary interest in N15/027 on the grounds of being known to Tatton Estate.

#### **N15/025 Public Participation**

No members of the public wished to address the committee.

#### **N15/026 To approve the minutes of the meeting held September 15<sup>th</sup> 2015**

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

#### **N15/027 To receive a presentation from the Tatton Estate on their consultation work over the summer**

The Chairman adjourned the meeting to allow representatives of the Tatton Estate to address the committee. A presentation was given on the consultation work regarding a design code which was undertaken during the summer in addition to information on proposals for 'Parkgate Village'.

The Chairman reconvened the meeting and requested that the Town Clerk invite Bruntwood, Crown Estate and Emery Planning to address the committee at future meetings.

#### **N15/028 To consider the committee's budget and spending to date**

Members noted the budget and spending to date.

#### **N15/029 To receive an update following a meeting held between the Town Clerk, Chairman and Tom Evans of Cheshire East Council**

The Town Clerk reported on the meeting held on October 7<sup>th</sup> where the progress with the working groups was discussed. Tom Evans made it clear that the next step was a survey to ensure the working groups were on the right track and to demonstrate the community engagement with the process. It was agreed that each working group develop around three questions for the survey with an aim of

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

producing the same in the new year.

The Town Clerk stressed the importance of the working groups developing objectives for each section stating these were as important as the policies and that an overall vision needed developing.

The Town Clerk reported clarification sought from Tom Evans on some issues, such as whether a relief road could be planned for. The Town Clerk was requested to seek additional information on this point.

**N15/030<sup>2</sup> To review progress in establishing the 8 strategic working groups and consider next steps**

- a) **To receive an update from the Health working group**
- b) **To receive an update from the Getting Around working group**
- c) **To receive an update from the Town Centre & Shopping working group**
- d) **To receive an update from the Employment working group**
- e) **To receive an update from the Environment, Open Spaces and Leisure working group**
- f) **To receive an update from the Heritage working group**
- g) **To receive an update from the Housing working group**
- a) Mr Thompson updated the committee that the working group had met on a number of occasions and was making good progress. The working group presently supports the concept of a 'super-surgery' but the key would be transport links. The working group was exploring pollution issues and seeking wider input from clinicians.
- b) Mr Nixon updated the committee that the working group had met on a number of occasions but many of the early discussions were on non-planning issues which could not be tackled through the Neighbourhood Plan. The working group recommends a project manager is appointed for the whole plan.
- c) Cllr Gray updated the committee that there was a query over the future of the King Street project and its impact on the town centre but that the working group had not met since the last committee meeting.
- d) Mr Watts reported that the working group had held its first meeting and had little to report to date.
- e) Cllr Bancroft reported that the working group had held its first meeting and was seeking additional group representation at its second meeting in November.
- f) Mrs Chaplin reported that the working group was looking at a number of heritage issues and that at the next meeting a SWOT analysis of Knutsford's heritage was planned.
- g) Mr Chaplin updated that the working group had met twice and had a good representative group; the working group had begun to develop its three questions.

**N15/031 To consider whether to vary the boundary of the Neighbourhood Plan area**

Members **resolved** to invite representatives from Tabley Parish Council to the next meeting to discuss alterations to the boundary of the Knutsford Neighbourhood Plan.

**N15/032 To consider setting the 2015/16 committee budget**

Members **resolved** to amend the budget to a total of £35,000; noting that this was exclusive of any external grant funding that could be sourced. Members **resolved** to submit the budget to the Finance Committee.

**N15/033 Public Participation**

A resident reiterated the comments that a project manager is required to oversee and develop the Neighbourhood Plan.

A representative of the Tatton Estate enquired who would lead on the Design Code.

**N15/034 To consider a date for the next meeting**

Members agreed the dates suggested; 8<sup>th</sup> December and 12<sup>th</sup> January.

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<sup>2</sup> Cllr Dean left the meeting at the end of this item.

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## Minutes

*of the*

### Neighbourhood Plan Committee Meeting held on December 8<sup>th</sup> 2015

in the Lower Council Chamber of the Town Council Offices

#### **N15/035 Present**

Cllrs Gardiner, Bancroft, Nicholson and Gray.

Mr K Rhodes (Town Centre and Shopping WG), Mr S Nixon (Getting Around WG), Mrs S Chaplin (Heritage WG), Mr B Chaplin (Housing WG), and Mr K Thompson (Health WG)

In attendance: A Keppel-Garner (*Town Clerk*) and Cllr Mrs Gray

#### **N15/036 To receive apologies for absence**

Apologies were received from Cllrs Forbes and Dean (personal business) and Mr Watts.

#### **N15/037 To note declarations of members' and co-opted members' interests**

Cllrs Nicholson and Gardiner declared a non-pecuniary interest in N15/040 on the grounds of being known to the presenters.

#### **N15/038 Public Participation**

No members of the public wished to address the committee.

#### **N15/039 To approve the minutes of the meeting held October 27<sup>th</sup> 2015**

Members **resolved** to approve the minutes which were duly signed by the chairman, following a correction to N15/030 that Cllr Gray not Mr Rhodes provided the update and to add declared non-pecuniary interests to N15/024 from Cllrs Nicholson and Gardiner.

#### **N15/040 To receive a presentation from the Crown Estate in relation to future development in Knutsford**

The Chairman adjourned the meeting to allow representatives of the Crown Estate to address the committee. A presentation on their proposals for development at North West Knutsford was given and it was indicated that they aimed to submit an outline application in late 2016 or early 2017. Concerns were raised about the potential flooding on the area and that the extent of the green buffer appears inadequate. It was suggested that additional green space is needed in the employment area. KCHG enquired about the potential uses of the employment land, new homes at the Academy site, ensuring design quality and the connecting of communities. The meeting was reconvened.

#### **N15/041 To consider variation of the Neighbourhood area in discussion with Tabley Parish Council**

Members agreed to defer the item to the January meeting.

**N15/042 To consider the committee's budget and spending to date**

Members noted the budget and spending to date.

**N15/043 To review progress in establishing the 8 strategic working groups and consider next steps**

- a) To receive an update from the Health working group
  - b) To receive an update from the Getting Around working group
  - c) To receive an update from the Town Centre & Shopping working group
  - d) To receive an update from the Employment working group
  - e) To receive an update from the Environment, Open Spaces and Leisure working group
  - f) To receive an update from the Heritage working group
  - g) To receive an update from the Housing working group
  - h) To receive an update from the Education and Community working group
- a) Mr Thompson provided an update that the working group is meeting approximately monthly and making good progress on developing the questions for the survey.
  - b) Mr Nixon reported the working group had not met since the previous committee meeting but was due to meet the following week to discuss the draft questions.
  - c) Cllr Gray provided an update that the most recent meeting had new members attend and was a bit like starting from scratch. It was suggested that the Shopping element of the working group's remit should be transferred to the Employment working group.
  - d) The Town Clerk provided an update that the working group was close to finalising its draft questions.
  - e) Cllr Bancroft reported the working group was working on developing its questions.
  - f) Mrs Chaplin reported that the working group was finalising its draft questions.
  - g) Mr Chaplin reported that the meetings had benefited greatly from input from developers who had attended the meetings in helping shape the questions asked.
  - h) Cllr Gardiner reported the working group had recently met and that it was currently small in number.

**N15/044 To approve a change in name for the Environment, Open Spaces and Leisure working group to Environment, Open Spaces, Leisure and Sports**

Members **resolved** to approve the change.

**N15/045 To consider the adoption of a Code of Conduct for volunteers in the Neighbourhood Plan working groups.**

Members **resolved** to adopt the code of conduct following minor alterations.

**N15/046 Public Participation**

A resident spoke stating that Knutsford was different to some other areas in that it is entirely surrounded by green belt.

**N15/047 To note the date of the next meeting (12/01/2016)**

Members noted the date.

# Knutsford Town Council

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## Minutes

*of the*

### **Neighbourhood Plan Committee Meeting held on January 12<sup>th</sup> 2016**

in the Lower Council Chamber of the Town Council Offices

#### **N15/048 Present**

Cllrs Gardiner, Bancroft, Forbes and Gray.

Mr K Rhodes (Town Centre and Shopping WG), Mr S Nixon (Getting Around WG), Mrs S Chaplin (Heritage WG), Mr B Chaplin (Housing WG)

In attendance: L Benskin (*Deputy Town Clerk*)

#### **N15/049 To receive apologies for absence**

Apologies were received from Cllr Dean (Civic), Cllr Nicholson (Personal Business) Mr Thompson (Health) and Mr Watts (Personal Business)

#### **N15/050 To note declarations of members' and co-opted members' interests**

There were no declarations of interests

#### **N15/051 Public Participation**

A representative of KCHG highlighted that the CEC consultation with respect to the Local Plan amendments was due to take place in mid-March and asked if it was the Committee's intention for their consultation survey to be issued prior to the CEC consultation.

A representative of SERA raised concerns with respect to the plans for housing and further development on the Booths Hall site by Bruntwood.

#### **N15/052 To approve the minutes of the meeting held December 8<sup>th</sup> 2015**

Members **resolved** to approve the minutes subject to amendments to N15/035 and N15/040 which were duly signed by the Chairman.

#### **N15/053 To receive a presentation from Bruntwood in relation to future development in Knutsford**

The Chairman adjourned the meeting to allow representatives from Bruntwood to address the meeting on their for housing, employment and leisure development on the Booths Hall site. The representatives answered questions from the Committee and members of the public. The meeting was subsequently reconvened.

#### **N15/054 To consider variation of the Neighbourhood area in discussion with Tabley Parish Council**

Members agreed to defer the item until the next meeting as a representative from Tabley Parish Council failed to attend the meeting. Members requested that the Town Clerk ask for a response in writing on the issue if Tabley Parish Council were unable to attend the next meeting. The Chairman noted that he would be happy to attend a Tabley Parish Council



meeting if preferred.

**N15/055 To consider the committee's budget and spending to date**

Members noted that they had not all received the report as part of their Agenda packs but noted that the budget and spending had not changed since the previous meeting.

**N15/056 To review progress in establishing the 8 strategic working groups and consider next steps**

- a) To receive an update from the Health working group
  - b) To receive an update from the Getting Around working group
  - c) To receive an update from the Town Centre & Shopping working group
  - d) To receive an update from the Employment working group
  - e) To receive an update from the Environment, Open Spaces and Leisure working group
  - f) To receive an update from the Heritage working group
  - g) To receive an update from the Housing working group
  - h) To receive an update from the Education and Community working group
- a) Cllr Forbes advised that the working group had met, considered and formulated their questions for the consultation and submitted them to the Town Clerk.
- b) Mr Nixon advised that the working group had also submitted their questions to the Town Clerk and had not yet set the date of their next meeting.
- c) Cllr Gray advised that the working group had identified the areas which they wished to focus on but were having difficulty in narrowing down the questions they wished to ask as part of the consultation due to the wide range of issues the group covered.
- d) In the absence of Mr Watts and Cllr Dean, the Deputy Town Clerk read an update submitted by the group. The working group advised that they have agreed their questions for submission and at their next working group meeting will be looking at the potential for an employers/business survey. It discussed the principle of shopping being transferred under its remit and raised no objections.
- e) Cllr Bancroft reported that the working group had discussed their three questions and were meeting tomorrow to finalise them for submission. Cllr Bancroft noted that they were generic questions to ensure the group was on the right track.
- f) Mrs Chaplin reported that the working group had agreed their questions and submitted them to the Town Clerk. The group has not yet set a date for their next meeting.
- g) Mr Chaplin updated that the working group had agreed the broad outline of their questions which were a mix of specific and generic. The group has not yet arranged their next meeting.
- h) Cllr Gardiner advised that a small group had now been formed and whilst they had some good ideas needed another meeting to finalise their questions.

**N15/057 To consider transferring the responsibility for shopping from the Town Centre and Shopping working group to the Employment working group**

Members **resolved** that the responsibility for shopping be transferred to the Employment working group and that as part of the review they should consider the "Healthy High Street" concept.

**N15/058 Questions to the Clerk**

Cllr Gray noted that despite his efforts and those of the Town Clerk and Cllr Wells-Bradshaw the vehicular traffic movement data requested from CEC has not been provided. Members agreed that if Cllr Dean was also unsuccessful in obtaining the data an FOI request be sent for the same.

**N15/059 Public Participation**

A representative of SKRG raised concerns about the progress being made with the consultation survey and the likelihood that it would clash with the CEC Local Plan amendments consultation which would impact on responses. This concern was echoed by a representative of KCHG.

A member of the public asked if the dates of all working group meetings could be added to the website.

**N15/060 To consider a date for the next meeting**

Members agreed the date suggested of 16<sup>th</sup> February 2016

FINAL

# Knutsford Town Council

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## Minutes

*of the*

### Neighbourhood Plan Committee Meeting held on February 16<sup>th</sup> 2016

in the Lower Council Chamber of the Town Council Offices

#### **N15/061 Present**

Cllrs Gardiner, Bancroft, Forbes, Dean, Nicholson and Gray.

Mr K Rhodes (Town Centre and Shopping WG), Mr S Nixon (Getting Around WG), Mrs S Chaplin (Heritage WG), Mr B Chaplin (Housing WG), Mrs L Dalzell (Education and Community WG), Mr K Griffiths (Environment and Open Spaces WG), Mrs D Jamison (Sports and Leisure WG), Mr K Thompson (Health WG)

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

#### **N15/062 To receive apologies for absence**

Apologies were received from Mr Watts (personal business)

#### **N15/063 To note declarations of members' and co-opted members' interests**

No member or co-opted member declared an interest in any item on the agenda.

#### **N15/064 To approve the Environment, Open Spaces, Sports and Leisure working group appointing two members to the committee**

Members **resolved** to approve two members being appointed to the committee from the working group.

#### **N15/065 Public Participation**

A resident raised queries in relation to some of the proposed questions, highlighting the lack of questions on fracking, noise disturbance from aircraft using Manchester airport and reference to the Health Centre and local shops as opposed to out of town shopping.

#### **N15/066 To consider variation of the Neighbourhood area in discussion with Tabley Parish Council**

It was noted that no response had been received from the Parish Council in relation to their attendance at a meeting. Members **resolved** the Town Clerk write to the Parish Council specifying what the committee wishes to explore with the Parish Council.

#### **N15/067 To approve the minutes of the meeting held January 12<sup>th</sup> 2016**

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

#### **N15/068 To consider the committee's budget and spending to date**

Members noted the budget and spending to date.

**N15/069 To consider the draft project plan**

Members **resolved** to adopt the project plan.

**N15/070<sup>1</sup> To consider the draft questions for the initial survey**

Mr Empson was invited to join the meeting to advise on the surveys undertaken as part of the 2010 Town Plan.

Members **resolved** to seek professional support to formulate the questionnaire, allowing access to the working group chairmen for a final draft to be submitted back to the committee for approval, to include details of how data should be processed. Members further **resolved** to authorise the Town Clerk to spend up to £2,000 on said service should CCA not be able to provide the service for free.

**N15/071 To consider reports from working groups**

The majority of working groups had not met since the previous committee meeting and were awaiting the responses from the survey before their next meetings. Mrs Chaplin reported the Heritage working group would be meeting to look at historic character assessments as its next phase of work. Mrs Dalzell reported the working group had met and required clarification on what was defined as 'community' to avoid overlap with other groups. Mrs Jamison reported that the first meeting of the Sports and Leisure sub-working group was being planned.

**N15/072 Questions to the Clerk**

No questions were raised.

**N15/073 Public Participation**

A resident expressed disappointment about the lack of progress on the plan. A representative of Cheshire Area for Cheshire Action highlighted the importance of the Heath section covering a wide range of issues including respite care.

**N15/074 To note the date of the next meeting (15/03/2016)**

Members noted the date.

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<sup>1</sup> Cllr Gray arrived during the discussion of this item.

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## Minutes

*of the*

### Neighbourhood Plan Committee Meeting held on March 15<sup>th</sup> 2016

in the Lower Council Chamber of the Town Council Offices

#### **N15/075 Present**

Cllrs Gardiner, Bancroft, Forbes, Dean and Gray.

Mr S Nixon (Getting Around WG), Mrs S Chaplin (Heritage WG), Mr B Chaplin (Housing WG), Mrs L Dalzell (Education and Community WG), Mrs D Jamison (Sports and Leisure WG), Mr K Thompson (Health WG)

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

#### **N15/076 To receive apologies for absence**

Apologies were received from Cllr Nicholson and Mr Griffiths (personal business)

#### **N15/077 To note declarations of members' and co-opted members' interests**

Cllr Gardiner declared a non-pecuniary interest in N15/080 on the grounds of being a former colleague of the presenter from Emery Planning.

#### **N15/078 Public Participation**

A representative of the Knutsford Conservation and Heritage Group enquired about plans for the Knutsford Academy and the relocation of Egerton School stating that the public need to know about the plans.

A representative of the Cheshire Area for Cheshire Action raised concern about the sale of Memorial House, suggesting it be listed as an asset of community value and utilised for the community. Documents were provided from the Land Registry in relation to the covenants on the land.

#### **N15/079 To approve the minutes of the meeting held February 16<sup>th</sup> 2016**

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

#### **N15/080 To receive a presentation from Emery Planning in relation to future development in Knutsford**

The Chairman adjourned the meeting to allow representatives from Emery Planning to address the committee. The committee expressed concern about the proposed access to the site being through existing public open space and that the layout of the site was poor. The committee considered that the layout as presented would not deliver the socioeconomic benefits to this part of Knutsford and that it should be revised to link better with the existing Longridge estate. The meeting was reconvened.

**N15/081 To consider reports from working groups**

Mrs Chaplin reported that the Heritage working group was now meeting monthly and starting heritage character assessments. Cllr Bancroft reported that the Sports and Leisure sub-group had held two meetings and was moving forward. Mrs Dalzell reported that the Education and Community working group was coordinating a meeting where representatives of CEC would be discussing school places planning.

**N15/082 Questions to the Clerk**

Cllr Forbes enquired how the detailed spending requirements of s106/CIL in the Local Plan would affect the Neighbourhood Plan. Cllr Gardiner responded that CIL would still come to the Town Council.

Cllr Bancroft requested DLCG be invited to address the committee on Neighbourhood Planning.

Mr Chaplin enquired if the urban potential of Knutsford, now recorded at 75, could be used to reduce the safeguarded land requirement given it had previously been recorded at 0.

**N15/083 Public Participation**

A representative of the Cheshire Area for Cheshire Action enquired why there had been no meeting of the Health working group.

**N15/084 To consider the date of the next meeting**

It was agreed to meet on April 26<sup>th</sup>.

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## Minutes

*of the*

### **Neighbourhood Plan Committee Meeting held on May 24<sup>th</sup> 2016**

in the Lower Council Chamber of the Town Council Offices

#### **N15/085 Present**

Cllrs Gardiner, Bancroft, Forbes, Dean and Gray.

Mr S Nixon (Getting Around WG), Mrs S Chaplin (Heritage WG), Mr B Chaplin (Housing WG), Mrs L Dalzell (Education and Community WG), Mrs D Jamison (Sports and Leisure WG), Mr K Thompson (Health WG), Mr K Rhodes (Town Centre WG) AND Mr Griffiths (Environment and Open Spaces WG)

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

#### **N15/086 To receive apologies for absence**

Apologies were received from Cllr Nicholson (personal business)

#### **N15/087 To note declarations of members' and co-opted members' interests**

No members declared an interest in any item.

#### **N15/088 Public Participation**

The new Planning Officer for Tatton Estate Management introduced themselves to the committee.

#### **N15/089 To approve the minutes of the meeting held March 15<sup>th</sup> 2016**

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

#### **N15/090 To receive a presentation from Barton Wilmore in relation to development near Oakleigh, Knutsford**

The Chairman adjourned the meeting to receive a presentation from Barton Wilmore. The meeting was reconvened and members expressed concern that the indicative design would have a detrimental effect on the surrounding Green Belt and that the density of housing may be inappropriate.

#### **N15/091 To note the committee's budget and spending year to date**

Members noted the budget and spending to date.

#### **N15/092 To consider organisational arrangements and structures for the Neighbourhood Plan**

The Chairman outlined discussions held with members on proposed changes to the structure of the committee. Members **resolved** to proceed with the initial survey, investigate the appointment of a Project Manager, revisit the working group structure

following the results of the initial survey and to request that Council increase the number of councillors appointed to the committee to 6.

**N15/093 To consider matters related to the initial survey**

Members **resolved** to proceed with the initial survey and to review the questions at the next meeting.

**N15/094 To consider reports from working groups**

Mrs Dalzell reported that a meeting of the Education and Community working group was cancelled last minute due to the attending CEC officer cancelling.

Mrs Chaplin reported that the Heritage working group had met twice since the previous meeting and was looking at character assessments.

Mr Griffiths reported he was working with the Town Clerk to create revised open spaces map for Knutsford.

**N15/095 Questions to the Clerk**

Cllr Bancroft asked if DCLG had responded to the request to attend a meeting, the Town Clerk confirmed they had not. Cllr Gardiner reported on attendance at a meeting of Tabley Parish Council and requested the Town Clerk send the Parish Council a map of the area the Town Council considers could be covered by the Neighbourhood Plan.

**N15/096 Public Participation**

A resident expressed dissatisfaction at the progress of the Neighbourhood Plan. Another resident raised concern about the questionnaire being published in its current form.

**N15/097 To consider the date of the next meeting**

It was agreed to meet on Tuesday 14<sup>th</sup> June.