



Proceedings of Knutsford Town Council

2016-2017



Full Council

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

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

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Annual Meeting of Knutsford Town Council *held on*

May 31st 2016

In the Jubilee Hall, Knutsford

In advance of the meeting a minute silence was held in memory of former Mayor of Knutsford, Hilda Gates, who passed away on May 10th.

16/000 Present

Cllrs Nicholson, Forbes, Bancroft, Coan, Dean, 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 Wells-Bradshaw and **resolved** that Cllr Nicholson be elected Town Mayor.

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

Cllr Nicholson signed the declaration of acceptance of office.

15/003 To elect the Deputy Town Mayor

It was proposed by Cllr Greenstein and seconded by Cllr Farber that Cllr Malloy be elected Deputy Town Mayor; the motion failed. It was proposed by Cllr Coan, seconded by Cllr Hutchence and **resolved** that Cllr Forbes be elected Deputy Town Mayor.

15/004 To receive the declaration of acceptance of office from the newly elected Deputy Town Mayor

Cllr Forbes signed the declaration of acceptance of office.

15/005 To formally appoint the Mayor's Cadet and receive their acceptance of office

The Mayor announced the appointment of Sergeant Sam Harpley of the 2056 (Knutsford) Squadron Air Training Corps as the Mayor's Cadet 2016/17 and presented their badge of office.

15/006 To appoint representatives to outside bodies

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

15/007 To appoint committees and sub-committees

Members **resolved** to appoint members to committees and sub-committees as detailed in Annex B.

15/008 To receive apologies for absence

Apologies were received from Cllr Goodrich (business)

15/009 To receive declarations of members' interests

Cllr Nicholson declared a pecuniary interest in 16/014 on the grounds of being the recipient of the allowance.

15/010 To receive a statement from the newly elected Town Mayor

Cllr Nicholson addressed the meeting, thanked members for the honour of being elected Town Mayor and gave a short speech. Cllr Nicholson announced that during her year in office she would be fundraising for Knutsford Scouts, Knutsford GROW and Knutsford Lions. Cllr Nicholson announced Cllr Mrs Gray as her Consort and invested her with her chain of office.

15/011 To receive a statement from the outgoing Town Mayor

Cllr Dean reflected on his year in office, thanking everyone who had enabled a total of £11,155 to be shared between Knutsford Scouts and the Salvation Army. Cllr Dean highlighted that serving as Mayor gave him opportunity to witness the amount of voluntary work that goes on in Knutsford.

15/012 To give a vote of thanks to the outgoing Town Mayor

Cllr Gardiner proposed a vote of thanks to Cllr Dean for the hard work undertaken by him during his tenure as Town Mayor. Cllr Nicholson then presented Cllr Dean with the past Mayor's medal.

15/013 To receive and approve the minutes of the meeting held 16th May 2016

Members **resolved** to approve the minutes following the addition of "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" to 15/193 and rewording of 15/198 to "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." The minutes were duly signed by the Mayor.

15/014 To consider making an allowance to meet the expenses of the office of Town Mayor

Cllr Nicholson left the room and Cllr Forbes chaired the meeting.
Members **resolved** to make an allowance of £500 to the Mayor.
Cllr Nicholson returned to the room.

15/015 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.

15/016 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.

15/017 To consider the terms of reference of the Neighbourhood Plan Committee

Members **resolved** to increase the number of members on the committee to 6 plus the Mayor and Deputy Mayor. Members **resolved** to appoint Cllr Farber to the committee.

15/018 To note and approve payments

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

15/019 Public Participation

No members of the public wished to address the Council.

15/020 To note date of next meeting

Members noted the date.

FINAL

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 Coan
Cllr Greenstein
Cllr Mrs Gray

Cllr Malloy
Cllr Power
Cllr Wells-Bradshaw

Finance

Cllr Bancroft
Cllr Coan
Cllr Dean

Cllr Gardiner
Cllr Gray
Cllr Malloy

Neighbourhood Plan

Cllr Bancroft
Cllr Dean

Cllr Gardiner
Cllr Gray

Assets & Operations

Cllr Bancroft
Cllr Coan
Cllr Farber
Cllr Mrs Gray

Cllr Goodrich
Cllr Malloy
Cllr Wells-Bradshaw

Personnel

Cllr Farber
Cllr Goodrich

Cllr Mrs Gray
Cllr Wells-Bradshaw

Planning

Cllr Bancroft
Cllr Coan
Cllr Dean

Cllr Farber
Cllr Gardiner

Tour of Britain Sub-Committee

Cllr Coan
Cllr Forbes
Cllr Greenstein

Cllr Malloy
Cllr Power
Cllr Wells-Bradshaw

Knutsford Town Council

ANNEX C

Payment Schedule 31/05/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/05/2016	R White	4234	2.99	AKG	Reimbursement
18/05/2016	A Keppel-Garner	4235	158.00	AKG	Reimb. (Mayor Making Food)
18/05/2016	Carpet Right	4236	1,341.50	AKG	Carpet (CEC to reimburse)
18/05/2016	Hertel Solutions Limited	4237	50.40	AKG	Monthly Water Monitoring
18/05/2016	The Leaflet Team	4238	552.00	AKG	Market Leaflet Drop (inc. print)
18/05/2016	Society of Local Council Clerk	4239	369.40	Personnel	Leadership in Action Conference
18/05/2016	Tatton Garden Society	4240	500.00	Events	Sponsorship of Canute Garden
18/05/2016	Techno Type	4241	37.97	AKG	Posters (Market)
18/05/2016	Trade UK	4242	105.08	AKG	Graffiti Remover and Brushes
18/05/2016	UKOS	4243a	115.13	AKG	Paper
18/05/2016	UKOS	4243b	17.99	AKG	Pens
18/05/2016	West Mercia Supplies	4244	14.94	AKG	Clipboards
18/05/2016	WPS Insurance Brokers	4245	425.63	AKG	Van Insurance
18/05/2016	Network	DD [45]	6.00	AKG	Road Fund Licence Increase
18/05/2016	Network	DD [55]	305.00	AKG	Van Lease June
18/05/2016	Be Fuel Cards	DD [56]	80.50	AKG	Van Diesel 72.22L
18/05/2016	Knutsford Methodist Church	366	100.00	AKG	Venue Hire
18/05/2016	Knutsford Scouts	367	5,016.49	AKG	Donation
18/05/2016	Salvation Army	368	6,016.49	AKG	Donation
Total Payments			<u>4,082.53</u>		

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Minutes

of the

Town Council Meeting held July 11th 2016

In the Lower Council Chamber of the Town Council Offices

16/021 Present

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

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

16/022 To receive apologies for absence

Apologies were received from Cllrs Bancroft, Farber, Gray and Mrs Gray (personal business)

16/023 To receive declarations of members' interests

Cllrs Power and Malloy declared a non-pecuniary interest in 16/031 on the grounds of being users of the Children's Centre.

16/024 Public Participation

A representative of the South Knutsford Residents Group expressed concern in relation to speeding on Toft Road and Chelford Road and recommended SIDs be installed to complement the work of the community speedwatch group.

A representative of the Tabley Road Speedwatch Group reported on their activity and highlighted problems in the area. Cllr Goodrich provided an update from the Highways working group which met that evening to discuss speeding in Knutsford and reported the Environment Committee would be looking at matters.

A resident spoke to support the release of reserves for the War Memorial project.

16/025 To receive and confirm the minutes of the meeting held 31st May 2016

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

16/026 To note the minutes of committees which have been published since the previous ordinary meeting

Cllr Power provided an update from the Tour of Britain Sub-Committee, highlighting Cyclefest and that the sub-committee was looking at legacy projects.

Cllr Forbes enquired as to the status of the Neighbourhood Plan survey and appointment of a Project Manager; Cllr Gardiner responded that the digital survey would be launched the following week followed by the paper survey and that the committee would be looking at appointing a Project Manager at the July committee meeting.

Cllr Goodrich reported the Personnel Committee was in the process of recruiting an Administration Assistant following the split of the Mayor's PA role to Mayor's PA and Administration Assistant.

Cllr Gardiner reported the Planning Committee was considering the frequency of its meetings.

- 16/027 To receive reports from Members having attended external events since the previous meeting**
Cllr Dean reported on attendance at the Community Rail Partnership meeting highlighting that improved services and 'new' rolling stock should be in place by December 2017. Cllr Dean further reported that support for the Mid Cheshire Rail Link Campaign was building, that a steam train visit in 2017 was being planned and that Manchester Airport had kept the land reserved for a potential link to the Airport.
- 16/028 To receive a report from Cheshire East Councillors**
Cllr Dean reported on attendance at the Manchester Airport Consultative Committee where he had raised the issue of night flight noise.
Cllr Gardiner explained how local highways schemes are decided upon by the Cheshire East Highways working group; noting that Knutsford shared a budget with the surrounding three rural wards.
Cllr Wells-Bradshaw reported that the finances of the council were healthy with a modest underspend of £500,000. Cllr Wells-Bradshaw further highlighted the Tour of Britain and Cyclefest.
Cllr Gardiner provided an update on the issues in Congleton with the former mill building which the council has had to make arrangements to demolish.
- 16/029 To receive an update from the Health and Social Care working group**
Cllr Malloy relayed a request from Jerry Hawker that the Town Council write to support a central medical centre.
- 16/030 To receive reports from members attending the monthly Makers' Market stall**
Cllr Wells-Bradshaw encouraged more members to attend the stall. Cllr Malloy reported that there had been lots of engagement regarding Tour of Britain, the Canute Millennial Celebrations and Heritage Open Days and that he had reported a number of blocked gullies and potholes with residents.
- 16/031 To consider an update in relation to the Children's Centre**
Cllr Gardiner reported that the Head of Children's Services at Cheshire East Council had had a positive meeting with the Friends of Cheshire East Children's Centres.
Members noted the report provided by the working group.
- 16/032 To consider the release of reserves for Bunting, Festive Illuminations and the War Memorial Project**
Members **resolved** to approve the release of reserves for the War Memorial project as outlined. Members **resolved** to approve the release of reserves for the purchase and installation of town centre bunting as outlined. Members **resolved** to approve the release of reserves for the infrastructure costs of the festive illuminations as outlined.
- 16/033 To note and approve payments**
Members **resolved** to approve the payments detailed in Annex A.
- 16/034 Member questions to the Town Clerk**
Cllr Wells-Bradshaw enquired as to when the plaque for the tree on Higher Town Green would be reinstated.
- 16/035 To consider the resolutions log**
Members noted the log.

16/03 To receive a report of Mayoral Duties

The Mayor thanked all those who attended the Civic Sunday parade and service and reported on attendance at the events detailed in Annex B.

16/037 Public Participation

A resident thanked the council for the update on highway matters.

16/038 To note date of next meeting

Members noted the date.

FINAL

Knutsford Town Council

ANNEX A

Payment Schedule 11/07/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/06/2016	EE	DD [79]	62.08	AKG	May Mobile Costs
20/06/2016	The Mere	369	6,892.95	AKG	Civic Ball 2016
20/06/2016	Charge Card	TFR	300.00	AKG	Card Top Up
22/06/2016	June Payroll	PAY-JUN	9,605.68	AKG	June Payroll
04/07/2016	Society of Local Council Clerk	4264	187.00	AKG	DTC Membership
04/07/2016	Alan Bolshaw	4265	36.00	AKG	Strawberries for Civic Sunday
04/07/2016	A Keppel-Garner	4266	113.00	ToB	Reimbursement - TOB Leaflets
04/07/2016	St Cross Xmas Tree Fest.	4267	200.00	Finance	Grant
04/07/2016	Commercial Caretakers	4268	306.00	AKG	Office Cleaning June
04/07/2016	D A Greenslade	4269	210.00	AKG	Repair to Market Roof
04/07/2016	Hobson Health Limited	4270	132.00	Personnel	Occupational Health Assessment
04/07/2016	KDE Ltd	4271a	156.00	AKG	Install of switches to stalls
04/07/2016	KDE Ltd	4271b	744.00	AKG	Electrical Remedial Works
04/07/2016	KDE Ltd	4271c	178.09	AKG	Plug Installation for Radio
04/07/2016	PRS for Music	4272	369.96	Assets	PRS Licence (for Radio)
04/07/2016	Society of Local Council Clerk	4273	93.87	AKG	Knowles + Interviewing Books
04/07/2016	Spotted Penguin Group	4274	907.20	AKG	Chairs (CEC to reimb.)
04/07/2016	Strictly Tables and Chairs	4276	227.70	AKG	Tables (CEC to reimb.)
04/07/2016	Trade UK	4276a	34.00	AKG	Wood Stain
04/07/2016	Trade UK	4276b	23.14	AKG	Storage Box and WeedKiller
04/07/2016	Williamsons of Castle	4277	50.00	AKG	Scones for Civic Sunday
04/07/2016	West Mercia Supplies	4278a	11.39	AKG	Notepads
04/07/2016	West Mercia Supplies	4278b	64.02	AKG	Cleaning Mats & Toilet Roll (Market)
04/07/2016	West Mercia Supplies	4278c	37.42	AKG	Laminating Pouches
04/07/2016	Opus Energy	DD [102]	631.40	AKG	June Market Electricity
04/07/2016	Siemens	DD [80]	285.37	AKG	Final Photocopier Lease Payment
04/07/2016	Be Fuel Cards	DD [81]	80.05	AKG	Diesel 71.19L
04/07/2016	Network	DD [86]	305.00	AKG	July Van Lease
04/07/2016	FP Teleset	DD [94]	165.00	AKG	Franking Machine Ink Cartridge
04/07/2016	Ash Waste Services	DD [95/99]	552.72	AKG	July Waste Collection
04/07/2016	Land Registry	4279	200.00	Assets	Registration Fee (60 King St)
04/07/2016	Land Registry	4280	2.00	Assets	Search Fee
04/07/2016	Cllr Nicholson	4281	59.75	AKG	Mileage Claim (x6)
04/07/2016	Cllr Bancroft	4282	20.70	AKG	Mileage Claim
04/07/2016	A Keppel-Garner	4283	16.67	AKG	Mileage Claim (x4)
04/07/2016	C Stuart-West	4284	40.34	AKG	Mileage (x13) + Reimbursement

Total Payments 23,300.50

Knutsford Town Council

Charge Card

List of Payments made between 10/05/2016 and 04/07/2016

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
17/05/2016	TradeFix Direct	CP16-06	39.68	AKG	Bench Repair Bolts
31/05/2016	Booths	CP16-05	24.50	AKG	Batteries
07/06/2016	Money Claim Online	CP16-07	35.00	Council	Claim
07/06/2016	Ikea	CP16-08	54.40	AKG	Frames (new rooms)
07/06/2016	Pre-paid Financial Solutions	CPFEE	2.20	AKG	Card Fees
22/06/2016	Land Registry	CP16-09	6.00	AKG	Title Look Up
21/06/2016	123-REG	CP16-10	8.39	ToB	Tour of Britain Domain
04/07/2016	B & Q	CP16-011	9.00	AKG	Teak Oil
04/07/2016	Co-Op	CP16-012	0.49	AKG	Milk

Total Payments 179.66

ANNEX B

Mayoral Engagements

Date	Event	Attended
19/05/2016	Knutsford District Scouts AGM	Mayor
23/05/2016	Photoshoot - Grants & Charities	Mayor
26/05/2016	Our House by KMTC	Mayor
30/05/2016	Lions Street Fayre	Deputy Mayor
31/05/2016	Town Council Meeting & Mayor Making	Mayor
31/05/2016	Town Council Meeting & Mayor Making	Mayor
02/06/2016	RHS Flower Show Consultation Meeting	Mayor
12/06/2016	Queen's BD Street Party Highland Way	Deputy Mayor
14/06/2016	Canute Lunch Club Queen's Birthday Tea	Mayor
16/06/2016	Neuromuscular Centre Annual Open Day, Winsford	Mayor
18/06/2016	Opening of Big Viking Weekend	Mayor
18/06/2016	Tatton Singers' Concert	Mayor
19/06/2016	Congleton Civic Sunday	Mayor
21/06/2016	Cheshire Show Drinks Party	Mayor
25/06/2016	Gymfinity Gymnastics	Mayor
26/06/2016	Knutsford Civic Sunday	Mayor
30/06/2016	My World Graduation	Mayor
03/07/2016	Alderley Edge Civic Sunday	Mayor
03/07/2016	Sandbach Civic Sunday & Freedom of Town	Mayor
06/07/2016	Waving off over 70s for day out	Mayor
08/07/2016	2056 (Knutsford) Squadron ATC Dinner	Mayor
09/07/2016	Manor Park School Summer Fair	Mayor

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Minutes

of the

Town Council Meeting held September 5th 2016

In the Lower Council Chamber of the Town Council Offices

16/039 Present

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

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

16/040 To receive apologies for absence

Apologies were received from Cllr Farber (personal business)

16/041 To receive declarations of members' interests

Cllrs Gardiner and Hutchence declared a pecuniary interest in 16/049 on the grounds that one of the charity trustees was engaged as their estate agent.

16/042 Public Participation

No members wished to address the Council.

16/043 To receive and confirm the minutes of the meeting held 11th July 2016

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

16/044 To note the minutes of committees which have been published since the previous meeting

Cllr Gardiner reported that the Neighbourhood Plan committee had appointed Urban Imprint to project manage and advise on the process. Cllr Goodrich reported that the Personnel Committee had overseen the appointment of Sarah Morgan as Administration Assistant.

16/045 To receive reports from Members having attended external events since the previous meeting

Cllr Malloy reported on attendance at the Mid-Cheshire Rail Link Campaign business case launch, highlighting the positivity behind the campaign and new business case.

Cllr Forbes reported on attendance at an information session on the motorway junction improvements. Cllr Bancroft reported on a meeting with Cheshire East Council to discuss planning matters.

16/046 To receive a report from Cheshire East Councillors

Cllr Dean reported that the Mid-Cheshire Rail Link was supported by Cheshire East Council and that the project now was to get it into the Strategic Economic Plan for Cheshire and Warrington.

Cllr Wells-Bradshaw reported that she had arranged and held a productive meeting with the Town Clerk, Cllr Don Stockton and Andrew Kehoe of CEC in relation to a number of asset

management issues and it was hoped that communications would now improve. Cllr Gardiner reported that the Cabinet were looking at future budget challenges and that it was likely difficult decisions would have to be taken with the potential that some services may be cut and council tax would likely increase.

16/047¹ To receive reports from members attending the monthly Makers' Market stall

Cllr Gardiner reported he had received queries in relation to parking on Cotton Shop Yard and understands that the matter was being discussed by the Environment Committee. Cllr Malloy reported that there was lots of interest in the Tour of Britain. Cllr Bancroft reported lots of interest in the Neighbourhood Plan.

16/048 To consider an update from the War Memorial Cottage Hospital Sale working group

Cllr Gardiner provided an update from the working group that it had met with the representatives of the British Red Cross outlining a moral case for a significant donation from the proceeds of the sale to be donated to the Town Council to spend on community facilities in the Town. Cllr Gardiner reported that the working group was awaiting a response from the British Red Cross on the matter but were chasing the Chief Executive.

16/049² To reaffirm the trustees of the Charity of Marjorie Hurst

Members **resolved** to defer the item to the next meeting, requesting the Chairman of the charity and Mr Baron attend the meeting. Cllrs Gardiner and Hutchence abstained from voting.

16/050 To consider the adoption of a revised Credit Management Policy

Members **resolved** to amend 5.2 to state that reminder letters be sent by first class registered post and **resolved** to amend 5.2b to state that the council is likely to take court action. Members **resolved** to adopt the revised policy.

16/051 To consider the adoption of a revised Civic Protocol

Members **resolved** to adopt the revised protocol subject to the specification that the Mayor's term in office lasts one *civic* year.

16/052 To consider a recommendation from the Finance Committee to adopt an Investments Policy

Members **resolved** to adopt the policy subject to amending clause 3.4 to read "no one investment".

16/053 To consider a recommendation from the Assets and Operations Committee to transfer £20,000 from the General Reserve to the Earmarked Works Reserve

Members **resolved** to approve the transfer of reserves.

16/054 To note and approve payments

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

16/055 To receive a report of Mayoral Duties

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

16/056 Member questions to the Town Clerk

Cllr Power requested the Town Clerk ensure that any erroneous banners are removed from

¹ Cllr Power arrived during the discussion of this item.

² Cllr Hutchence arrived at the beginning of this meeting.

the town centre prior to the Tour of Britain coming through. The Mayor took the opportunity to thank the Tour of Britain Sub-Committee for their work.

Cllr Wells-Bradshaw requested the Town Clerk pass on the thanks of the Council to the Deputy Town Clerk for her tremendous work on the Tour of Britain, going above and beyond her duties. Cllr Wells-Bradshaw further thanked the Town Clerk for ensuring the plaque for the tree on Higher Town Green was reinstated.

16/057 To consider the resolutions log

Members noted the log.

16/058 Public Participation

A resident reported gaps in the distribution of the Neighbourhood Plan survey, the Town Clerk undertook to discuss and address.

16/059 To note date of next meeting

Members noted the date.

DRAFT

Knutsford Town Council

Payment Schedule - 05/09/2016

Payments to be made by Cheque

Payee	Amount	Auth.	Detail	Cheque #
CE Mayor's Charity	£ 90.00	AKG	Ball Tickets (x2)	4304
A Keppel-Garner	£ 109.49	AKG	Reimbursements	4305
C Stuart-West	£ 43.14	AKG	Reimbursement / Mileage (x3)	4306
Cheshire West & Chester	£ 100.00	AKG	Grant (replacement cheque)*	4307
New Moon Pub Co	£ 349.65	AKG	Taste of Cheshire Evening	370

TOTAL TO BE PAID BY CHQ

£ 692.28

Payments to be made by BACS

Payee	Amount	Auth.	Detail	Reference(s)
BDO	£ 1,200.00	AKG	External Audit 2015/16	139
ChALC	£ 200.00	AKG	LCAS Assessment	133
Cheshire East Council	£ 15,540.00	AKG	CCTV Contribution 2016/17	142
Clearabee	£ 157.20	AKG	Removal of bulk waste at Market	126
Commercial Caretakers	£ 234.00	AKG	Office Cleaning	123
Danfo	£ 13,373.52	AKG	Contract Costs (less income r'cd)	63/128
Hampshire Flag Co	£ 1,218.00	Council	Town Centre Bunting	132
Pest Buster	£ 90.00	AKG	Treatment at Market Hall	138
Posturite	£ 469.80	Assets	Adjustable Chair	125
TechnoType	£ 35.00	AKG	Photos for downstairs rooms	124
TechnoType	£ 13.32	AKG	TOB Posters	129
Trade UK	£ 34.98	AKG	Loppers and Hoe	136
Trade UK	£ 24.99	AKG	Fork and Spade	137
J Williams	£ 60.00	AKG	Refund Xmas Market 2016**	
Glaisyer's Solicitor	£ 1,948.00	Assets	Court Issue Fee***	134

TOTAL TO BE PAID BY BACS

£ 34,598.81

Payments to be made by Direct Debit

Payee	Amount	Auth.	Detail	Reference(s)
EE	£ 45.89	AKG	EE	140
EE	£ 46.98	AKG	July Mobile Costs	141
Payroll	£ 8,341.67	AKG	August Payroll	
ASH Waste	£ 546.66	AKG	August Waste Collection	121/122
BBT	£ 87.61	AKG	Photocopier Usage	130
FP Mailing	£ 90.00	AKG	Franking Machine Rental	127
Opus Energy	£ 701.03	AKG	Market Hall Electricity	701.03

TOTAL TO BE PAID BY DD

£ 9,859.84

TOTAL TO BE PAID**£****45,150.93**

* Previous cheque voided after recipient indicated lower amount was required.

** replaces a missing cheque. *** Payment made due to time constraints.

Mayoral Engagements

Date	Event	Attended
12/07/2016	Royal Tea Party with Manchester Airport	Mayor
12/07/2016	Wizard of Oz at Knutsford Academy	Mayor
14/07/2016	St John's Wood Respect Graduation	Mayor
14/07/2016	Abbeyfield Summer Party	Mayor
17/07/2016	Nature on the Heath	Mayor
17/07/2016	Poynton Civic Service	Deputy Mayor
17/07/2016	Retirement Service for Mrs Roisin Moore	Deputy Mayor
19/07/2016	Press Call at RHS Tatton	Mayor
21/07/2016	RHS Floral Walk Award Presentation	Mayor
22/07/2016	Knutsford in Bloom Judging	Mayor
27/07/2016	A Taste of Cheshire	Mayor
28/07/2016	CEC LCAS Certificate Presentation	Mayor
31/07/2016	Service of Commemoration	Mayor
03/08/2016	Annual Play Day	Mayor
04/09/2016	Induction Service for Rev Scott Manning	Deputy Mayor

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

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

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Town Council Meeting held October 17th 2016

In the Lower Council Chamber of the Town Council Offices

16/060 Present

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

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

16/061 To receive apologies for absence

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

16/062 To receive declarations of members' interests

Cllr Malloy declared a non-pecuniary interest in 16/064 on the grounds of being a member of the Mid-Cheshire Rail Users Association and 16/071 on the grounds of being a member of Friends of the Moor. Cllr Gardiner declared a non-pecuniary interest in 16/071 on the grounds of being Treasurer of Friends of the Moor.

16/063¹ Public Participation

A member of the public spoke in relation to the sale of the War Memorial Cottage Hospital stating that the Town Council should be leading the way on returning the building to the community and encouraged the formation of a Community Trust. The resident also stated that the proposed new constituency should be Altrincham and Knutsford, not Tatton Park. A representative of Tatton Estate Management Property expressed support for the Mid-Cheshire Rail Link Campaign.

16/064 To receive and consider a presentation in respect of the Mid-Cheshire Rail Link Campaign

The Mayor adjourned the meeting to allow the Chairman of the campaign to address the Council who outlined the business plan behind the campaign and benefits to the wider area. The meeting was reconvened and members noted the update and expressed continued support for the campaign.

16/065 To consider the affirmation of the trustees of the Charity of Marjorie Hurst

The Mayor adjourned the meeting to allow the Chairman of the charity to address the Council; he introduced Mr Baron as a new trustee and gave a background to the work of the charity. The meeting was reconvened and members **resolved**:

- 1) to affirm Collin Hurrell and Rick Dallimore as trustees serving the 2014-2018 term and Valerie Young, Simon Armstrong and Paul Baron as trustees serving the 2016-2020 term

¹ Cllr Power arrived during this item.

- 2) that the Town Council makes biennial appointments to the charity at Mayor Making each applicable year
- 3) that the Town Clerk agrees a process for the recruitment of trustees, including for casual vacancies, with the charity.

16/066 To receive and confirm the minutes of the meeting held 5th September 2016

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

16/067 To note the minutes of committees which have been published since the previous meeting

Members noted the minutes. Cllr Gardiner reported the appointment of Urban Imprint as consultants for the Neighbourhood Plan.

16/068 To receive reports from Members having attended external events since the previous meeting

Cllr Dean reported on attending a meeting with Manchester Airport where the Mid-Cheshire Rail Link was discussed as well as the Western Link.

Cllr Forbes reported on attending the Cheshire Community Pride Awards where Knutsford received a *Little Gem* Award for the Canute Place roundabout.

Cllr Gardiner reported on attendance with Cllr Nicholson at a Tatton Estate Management meeting in relation to the Cheshire Gateway reporting that there was no direct effect on Knutsford at this stage but that the land in question is currently remaining in the Green Belt.

Cllr Wells-Bradshaw reported on attendance at the Boundary Commission Public Hearings.

Cllr Malloy reported on meeting with the Police in respect of anti-social behaviour on the Moor and invited all members to a further meeting that week.

Cllr Nicholson reported on attendance at the Manchester Airport Parish Councils meeting and stated that Manchester Airport would be presenting at a future meeting.

16/069 To receive a report from Cheshire East Councillors

Cllr Wells-Bradshaw reported that new LED street lighting was being installed and that she had spoken at Northern Planning in relation to the Guy Salmon application which was subsequently refused.

Cllr Gardiner reported that the Local Plan examinations had taken place for Knutsford and praised the input of Brian Chaplin, Paul Website, Debbie Jamison and Terri Griffiths.

Cllr Dean reported that it was likely Cheshire East Council would be raising council tax each year in light of extreme pressures on the budget. Cllr Dean further reported that a devolution deal was being discussed with Cheshire West and Warrington.

Cllr Bancroft raised concerns about the condition of footpaths on Hollow Lane and Mobberley Road. Cllr Farber raised concerns about parking on Market Place and Moorside and loose cobbles on the roundabout. Cllr Gardiner responded that pressures on budgets mean that lower priority issues such as loose cobbles on the roundabout are less likely to receive attention.

16/070 To receive reports from members attending the monthly Makers' Market stall

Cllrs Wells-Bradshaw, Farber and Malloy all spoke of the benefits of the stall.

16/071 To consider the principle of funding an additional CCTV camera on the Moor

Members **resolved** to request Cheshire East Council to undertake a security review of the Moor including to consider lighting and CCTV requirements.

The Mayor adjourned the meeting for a five minute recess.

16/072 To consider approving the production of Conservation Area guidance as recommended by the Planning and Licensing Committee

Members **resolved** to approve the production of the guidance as outlined.

16/073 To consider a submission in respect of the consultation for the 2018 Parliamentary Boundary Review

Members **unanimously resolved** to submit the consultation response as drafted.

16/074 To consider a submission in respect of the Local Government Finance Settlement Technical Consultation 2017/18

Members **resolved** to strongly object to the proposals and submit the consultation response as drafted subject to reordering of paragraphs for emphasis.

16/075 To consider revisions to Standing Orders

It was proposed and seconded to reduce the quorum of all committees to three members. This proposal and the proposed revisions circulated stood adjourned without debate to the following meeting.

16/076 To consider the adoption of a Scheme of Delegation

Members **resolved** to defer this item.

16/077 To consider the adoption of a Partnership Working Policy

Members **resolved** to adopt the policy subject to the addition of a clause to entitle the Council to request any information deemed relevant by the council regarding the project in order to make an informed decision, in particular in relation to funding and allocation of funds requested, background information related to project providers e.g who are the individuals or bodies applying for partnership funding. Details of interests (pecuniary and non-pecuniary) of the individuals/bodies providing services and professional input to the project.

16/078 To receive a report of Mayoral Duties

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

16/079² To note and approve payments

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

16/080³ Member questions to the Town Clerk

Cllr Coan enquired as to the repair to the RADAR lock at the Bexton Road toilets, the Town Clerk undertook to chase DANFO. Cllr Forbes enquired if the resolutions log was absent as no actions were outstanding, the Town Clerk confirmed.

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

The Town Clerk responded to questions on an outstanding debtor.

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

16/081 Public Participation

No members of the public were present.

16/082 To note date of next meeting

Members noted the date.

² Cllr Farber left the meeting at the beginning of this item.

³ Cllr Dean left the meeting at the end of this item.

Knutsford Town Council

Payment Schedule - 17/10/2016

Payments to be made by Cheque

Payee	Amount	Auth.	Detail	Cheque #
A Keppel-Garner	£ 48.53	AKG	Mileage (x1) and reimb. (parking, adaptors)	4309
L Benskin	£ 16.97	AKG	Reimb. (cable ties, masking tape)	4310
Cllr Dean	£ 30.50	AKG	Mileage Claims (x2)	4311
Cllr Nicholson	£ 90.84	AKG	Mileage Claims (x5) + subsistence (x1)	4312

TOTAL TO BE PAID BY CHQ £ 186.84

Payments to be made by BACS

Payee	Amount	Auth.	Detail	Reference(s)
Knutsford Heritage Centre	£ 50.00	AKG	Ambassador Dinner Tickets	16-045
Knutsford Lions	£ 187.80	Finance	Donation	16-046
Knutsford Harriers	£ 440.00	Finance	Grant	16-047
Commercial Caretakers	£ 234.00	AKG	September Office Cleaning	174
Cumberbirch Contractors	£ 9,863.96	Assets	Works at 60 King Street	175
Festive Lighting	£ 30,860.19	AKG	Christmas Illuminations	173
Gain Audio	£ 2,099.60	Finance	Sponsorship of Pumpkin Path	179
DA Greenslade	£ 310.00	AKG	Repairs at 60 King Street	168
Hertel	£ 50.40	AKG	Water Monitoring (Market Hall)	165
Steve Iken	£ 246.00	AKG	Installation of Door to Crib	169
KDE Ltd	£ 51.59	AKG	Repair to Fire Alarm (Market Hall)	170
Leander Architectural	£ 312.60	Env.	Henry Royce Blue Plaque	161
Society of Local Council Clerks	£ 546.00	AKG	Code of Conduct Training + National Conf.	546
Manchester Window Cleaners	£ 40.00	AKG	Office Window Cleaning	166

TOTAL TO BE PAID BY BACS £ 45,292.14

Payments to be made by Direct Debit

Payee	Amount	Auth.	Detail	Reference(s)
Royal Bank of Scotland	£ 0.80	AKG	August Banking Fees	16-040
Royal Bank of Scotland	£ 9.60	AKG	September Banking Fees	16-041
Royal Bank of Scotland	£ 4.00	AKG	Autopay Addition Fee	176
ASH Waste	£ 541.00	AKG	Waste Collection October	171/172/177
BE Fuel Cards	£ 0.60	AKG	Card No Use Fee	178
EE	£ 103.92	AKG	Mobile Contracts	162
Network	£ 159.00	AKG	Van Lease	159

TOTAL TO BE PAID BY DD £ 818.92

TOTAL TO BE PAID £ 46,297.90

Knutsford Town Council

Charge Card

List of Payments made between 05/07/2016 and 10/10/2016

Date Paid	Payee Name	Cheque Ref	Amount Paid	Authorized Ref	Transaction Detail
06/07/2016	Moo	CP16-013	140.28	AKG	Business Cards (x7)
08/07/2016	Post Office Ltd	CP16-014	17.48	AKG	Parcel Postage
08/07/2016	SoloPress	CP16-015	42.00	AKG	Mayoral Cards
08/07/2016	Stamps Direct Ltd	CP16-016	32.93	AKG	Council Stamp
14/07/2016	Survey Gizmo	CP16-017	19.12	NP	Subscription
28/07/2016	HM Land Registry	CP16-018	3.00	AKG	Document Look Up
28/07/2016	Prepaid Financial	CP-FEES	2.10	AKG	Card Fees
28/07/2016	Coop	CP16-019	5.00	AKG	Coffee
24/08/2016	Royal Tablecloths	CP16-019	87.76	AKG	Tablecloths
24/08/2016	HM Land Registry	CP16-020	6.00	AKG	Register ext (Cotton Sh Yrd)
24/08/2016	Print-a-Banner	CP16-021	94.98	NP	NP Banners
24/08/2016	Solopress	CP16-022	46.00	NP	NP Flyers
24/08/2016	Vikings	CP16-023	16.99	AKG	Telephone
21/09/2016	Prepaid Financial	CP-FEES	6.27	AKG	Card Fees (01/08-21/09)
21/09/2016	Aldi	CP16-024	7.36	AKG	Handwash/Toilet Roll
21/09/2016	InStamp	CP16-025	9.95	AKG	'Paid' Stamp
21/09/2016	Timpsons	CP16-026	4.80	AKG	Keyrings
21/09/2016	Land Registry	CP16-027	3.00	AKG	Document Lookup
22/09/2016	My Hermes	CP16-028	5.95	AKG	Posting Town Guides
30/09/2016	Co-Op	CP16-029	3.54	AKG	Milk and Biscuits
Total Payments			554.51		

ANNEX B

Mayoral Engagements

Date	Event	Attended
06/09/2016	Tour of Britain, Tatton Park	Mayor
13/09/2016	Summer Reading Challenge at Knutsford Library	Mayor
17/09/2016	St Vincent's Parish Gala Evening in aid of The Christie	Mayor
18/09/2016	Winsford Civic Service	Mayor
18/09/2016	Bollington Civic Service	Cllr Dean
18/09/2016	Macclesfield Civic Service	Mayor
25/09/2016	Brook Street Unitarian Chapel Anniversary Service	Deputy Mayor
25/09/2016	Wilmslow Civic Service	Mayor
28/09/2016	Manchester Airport MacMillan Coffee Morning	Mayor
02/10/2016	St John's Toft Harvest Thanksgiving	Mayor
06/10/2016	Knutsford Beer Festival - VIP Preview	Mayor

Knutsford Town Council

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townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Town Council Meeting held November 22nd 2016

In the Lower Council Chamber of the Town Council Offices

16/083 Present

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

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

16/084 To receive apologies for absence

Apologies were received from Cllrs Goodrich, Hutchence and Bancroft (personal business) and Greenstein (business). Apologies were further received from Cllr Farber on the grounds he held a pecuniary interest in the main item being discussed.

16/085 To receive declarations of members' interests

Cllrs Dean and Gardiner declared a non-pecuniary interest in 16/088 on the grounds of being Cheshire East Councillors. Cllrs Malloy, Gardiner and Coan declared a non-pecuniary interest in 16/088 on the grounds of being known to a tenant of the Council Offices.

16/086 Public Participation

No members of the public were present.

16/087 To receive and confirm the minutes of the meeting held 17th October 2016

Members **resolved** to approve the minutes subject to the following amendments; changing 'resident' to 'member of the public' under 16/063, moving Cllr Powers arrival to 16/063 and a typographical correction to 16/077.

16/088 To consider a recommendation from the Assets and Operations Committee in respect of the transfer of the Town Council Offices

Members discussed the business case and asked questions of the Asset Transfer working group. Members **resolved** to request that Cheshire East Council returns ownership of the Town Council Offices to the Town Council with a view to running the hybrid model outlined in the business case with an accessible chamber.

Members **resolved** to establish a working group to negotiate with Cheshire East Council on the terms of the transfer as per the terms of reference contained within the report and appointed Cllrs Forbes, Coan and Wells-Bradshaw to the same.

Members **resolved** to exclude the public and press on the grounds of the commercial sensitivity of discussions. Members **resolved** to set the remit of the working group as discussed. The Town Clerk was requested to ask all members to provide information for negotiations within a set period. Members **resolved** to readmit the public and press.

16/089 To note and approve payments

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

16/090 Public Participation

No members of the public were present.

16/091 To note date of next meeting

Members noted the date.

ANNEX A

Knutsford Town Council Payment Schedule - 22/11/2016

Payments to be made by BACS

Payee	Amount	Auth.	Detail	Reference(s)
SLCC	£ 150.00	Pers.	Community Governance Deposit	16-055
Richard Wilson	£ 130.00	AKG	Piper at Remembrance Sunday	16-056
Hertel (HSL Compliance)	£ 100.80	AKG	Market Water Monitoring	212
Leander Architectural	£ 312.60	AKG	Blue Plaque (Sessions House)	207
Techno Type	£ 26.62	AKG	Notebooks	208
UKOS	£ 120.89	AKG	Paper	214
Urban Imprint	£ 1,984.50	AKG	NP Consultancy (Oct)	215
Envisage Group	£ 333.56	AKG	Santa Hire	219
Dell	£ 1,437.60	Assets	2 x Laptops	218
Original Pictures (Craig Barker)	£ 85.00	AKG	Mayoral Christmas Cards	220
Sarah Raisbeck	£ 75.00	AKG	Bugler at Remembrance Sunday	217
Techno Type	£ 47.95	AKG	Christmas Posters	222
Vision ICT	£ 66.00	AKG	.gov.uk Domain Renewal	216
Rentokil	£ 2,004.00	AKG	Works at 60 King St	211
TOTAL TO BE PAID BY BACS				£ 6,874.52

Payments to be made by Direct Debit

Payee	Amount	Auth.	Detail	Reference(s)
ASH Waste	£ 20.30	AKG	Excess Weight Charge	209
Opus	£ 447.07	AKG	Market Electricity	210
BBT	£ 123.55	AKG	Photocopier Usage	213
FP Mailing	£ 150.00	AKG	Franking Machine Credit	150
TOTAL TO BE PAID BY DD				£ 740.92

TOTAL TO BE PAID	£	7,615.44
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Knutsford Town Council

Town Clerk: Adam Keppel-Garner

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

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Town Council Meeting held December 5th 2016

In the Lower Council Chamber of the Town Council Offices

16/092 Present

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

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

16/093 To receive apologies for absence

Apologies were received from Cllr Goodrich (business).

16/094 To receive declarations of members' interests

Cllr Gardiner declare a non-pecuniary interest in 16/106 on the grounds of being parliamentary assistant to the Parliamentary Undersecretary for Care and Support.

16/095¹ Public Participation

A resident congratulated the council on the Christmas Weekend events stating that it had been a superb weekend and was efficiently organised. They further commented that the market was quite crowded at times and that the bass from the music was strong on one's hearing aid.

A resident of Ashworth Park addressed the council in relation to the consultation on enhancing the unequipped area on Ashworth Park outlining her objections.

A resident spoke in support of allocating further monies to the War Memorial project highlighting the significant proportion of the population which went to war from Knutsford compared with other areas.

16/096 To receive and confirm the minutes of the meeting held 22nd November 2016

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

16/097 To note the minutes of committees which have been published since the previous meeting

Members took the opportunity to thank all officers, with a round of applause, for the successful Christmas Weekend which had taken place. Members thanked the Deputy Town Clerk who led the organisation of the events in particular.

Members noted the minutes of committee meetings and raised no questions to the Chairmen.

16/098 To receive reports from Members having attended external events since the previous meeting

Cllr Dean reported on attendance at the Cheshire East Town and Parish Conference which

¹ Cllr Coan arrived during this item.

focused on the pre-budget consultation.

Cllr Mrs Gray reported on attendance at the Friends of the Heath AGM where it was noted the group had had a successful year.

Cllr Power expressed thanks to Friends of the Moor for their hard work over the year.

16/099 To receive a report from Cheshire East Councillors

Cllr Wells-Bradshaw reported on the pre-budget consultation and that the council was seeking to be proactive with repairs and improvements to streetlighting. Cllr Wells-Bradshaw further reported that the ward councillors had been invited to a meeting to look at new proposals for the Land Rover garage following its recent refusal.

Cllr Gardiner reported that he and Cllr Wells-Bradshaw had been part of a working group preparing the council's response to the Boundary Commission proposals.

Cllr Dean reported he had been looking into a number of resident parking issues but highlighted that residents' parking schemes were not always the solution.

16/100 To receive reports from members attending the monthly Makers' Market stall

Cllr Power commented on how useful the stall continued to be for engaging with the community.

16/101 To consider an update from the Health and Social Care working group

Members noted the report which highlighted that the Knutsford Wellbeing Centre bid has progressed to the next round of assessment and consideration.

16/102 To consider the adoption of a Scheme of Delegation

Members **resolved** to adopt the policy adding the Chairman of the Planning Committee to the terms of reference for the Urgency Committee.

16/103 To consider revisions to Standing Orders

Members **resolved**² to amend the quorum for the Planning Committee to three members but not to alter the quorum of any other committee. Cllr Bancroft wished it to be noted that she did not object to reducing the quorum of the Planning Committee. Members **resolved** to approve the proposed changes to the terms of reference and revisions to standing orders as outlined in report C1613 adding "staff welfare" to the Personnel Committee terms of reference.

16/104 To consider a recommendation from the Environment Committee to allocate a further £5,000 towards the War Memorial Project and to approve the use of part of the Allotments reserve for works to hedges at Warren Avenue

Members **resolved** to approve the release of reserves.

16/105 To receive a report of Mayoral Duties

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

16/106 To consider a presentation from Dr Adrian Heald on 'Health Matters'

The Mayor adjourned the meeting to allow Dr Heald to present on the Cheshire Health Record. Dr Heald outlined how the system works and its benefits.

16/107 To note and approve payments

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

² Cllr Bancroft voted against the resolution.

16/108 Member questions to the Town Clerk

No member raised any questions.

16/109 Public Participation

The Chairman of the joint PPG meetings reported they had requested George Osborne MP chair a meeting on the Health and Wellbeing Centre to ensure progress was made.

A resident asked questions of Dr Heald which were to be answered following the close of the meeting.

16/110 To note date of next meeting

Members noted the date and the Mayor wished all a Merry Christmas.

FINAL

Knutsford Town Council

Payment Schedule - 05/12/2016

TRANSFERS

Payee	Amount	Auth.	Detail
Yorkshire Bank	£ 50,000.00	AKG	6 Month Fixed Rate Bond (0.30%)
Lloyds	£ 50,000.00	AKG	9 Month Fixed Rate Bond (0.75%)
Nationwide	£ 50,000.00	AKG	12 Month Fixed Rate Bond (0.80%)
Santander	£ 50,000.00	AKG	Business Reward Saver

TOTAL TO TRANSFER £ 200,000.00

Payments to be made by CHEQUE

Payee	Amount	Auth.	Detail	Reference(s)
Lambing Shed	£ 380.00	AKG	Mayoral Fundraising Event	C16-07
Don Giovanni	£ 937.65	AKG	Mayoral Fundraising Event	C16-08

TOTAL TO BE PAID BY CHEQUE £ 1,317.65

Payments to be made by BACS

Payee	Amount	Auth.	Detail	Reference(s)
Broxap	£ 559.20	Environment	Lockable Bollards	227
KDE Ltd	£ 117.60	AKG	Repair to sink (Market Hall)	223
Royal Mail	£ 15.36	AKG	NP Survey Returns	224
Site Supply Solutions	£ 127.75	Assets	Hi-Vis Jackets	225
Trade UK	£ 22.00	AKG	Tarpaulin	228
Trade UK	£ 71.00	AKG	Hammerite and Masking Tape	229
C Stuart-West	£ 52.03	AKG	Mileage (x4) & Reimbursements	16-057
T Dean	£ 23.40	AKG	Mileage (x2)	16-058
Caroline Grant	£ 55.00	AKG	Refund Christmas Market	16-059
Fryers Garden Centre	£ 40.00	AKG	Refund Christmas Market	16-060

TOTAL TO BE PAID BY BACS £ 1,083.34

Payments to be made by Direct Debit

Payee	Amount	Auth.	Detail	Reference(s)
BBT	£ 123.55	AKG	Photocopier Usage	213
FP Telset	£ 150.00	AKG	Franking Machine Credit	221
Network	£ 305.00	AKG	Van Lease	226

TOTAL TO BE PAID BY DD £ 578.55

TOTAL TO BE PAID **£ 2,979.54**

(excluding transfers)

ANNEX B

Mayoral Engagements

Date	Event	Attended
11/10/2016	Northwich Mayor's Indian Fundraiser	Mayor
13/10/2016	Manor Park Primary School Council	Mayor
13/10/2016	Community Pride Competition Awards	Deputy Mayor
15/10/2016	Big Draw	Mayor
15/10/2016	Cheshire East Mayor's Ball	Mayor
18/10/2016	Danish Ambassador Visit	Mayor
21/10/2016	Cheshire's Silk 106.9 Local Hero Awards	Mayor
22/10/2016	Raise the green flag on the Moor	Mayor
26/10/2016	A Taste of Italy	Mayor
28/10/2016	BiB North West Awards	Mayor
31/10/2016	Pumpkin Path Window Judging	Mayor
31/10/2016	Pumpkin Path	Mayor
02/11/2016	Mayor of Macclesfield's Charity Dinner	Mayor
03/11/2016	Fryers Garden Centre Grand Christmas Opening	Mayor
10/11/2016	Manchester Airport Festival of Remembrance	Mayor
11/11/2016	Minute Silence	Mayor
13/11/2016	Remembrance Sunday	Mayor
19/11/2016	Tatton Singers Concert	Mayor
22/11/2016	Launch of MHA's Live at Home Scheme	Mayor
22/11/2016	Egerton Primary School	Mayor
27/11/2016	Mobberley Civic Service	Mayor
29/11/2016	Mayor's Charity Afternoon Tea	Mayor

Knutsford Town Council

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townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Town Council Meeting held January 9th 2017

In the Lower Council Chamber of the Town Council Offices

16/111 Present

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

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

16/112 To receive apologies for absence

Apologies were received from Cllr Wells-Bradshaw and Malloy (business).

16/113 To receive declarations of members' interests

All members except Cllrs Coan and Goodrich declared a pecuniary interest in relation to setting the precept on the grounds of being council tax payers in Knutsford and requested a dispensation in respect of this which was granted by the Town Clerk.

Cllr Bancroft declared a non-pecuniary interest in respect of 16/102 on the grounds of being Chairman of Knutsford in Bloom.

16/114 Public Participation

No members of the public wished to address the committee.

16/115¹ To consider local policing issues with Chief Inspector Rob Dickinson

The Mayor adjourned the meeting to allow Chief Inspector Rob Dickinson and Sgt Kelly Johnston to address the Council. Members raised a number of issues relating to policing including anti-social behaviour, obstructive parking enforcement, road traffic collisions, fitness to drive and the use of CCTV. The issue of fitness to drive through prescription drug impairment was also raised.

The police stated that all burglaries are investigated and that anti-social behaviour across Knutsford was down compared to the previous 12 months, with 'shipped in' problems having been addressed. It was noted that the police cannot respond to parking obstruction reports via social media and that they need to be called to attend the issue in person. It was reported the police have a good relationship with the schools and work with families and social housing providers to tackle issues. The police reported that not all issues are caught by CCTV due to the roving cameras not always being on the right spot at the right time.

The Mayor thanked the Inspector and Sergeant for attending and the meeting was reconvened.

¹ Cllr Farber arrived during this item.

- 16/116 To receive and confirm the minutes of the meeting held 5th December 2016**
Members **resolved** to confirm the minutes subject to the following amendments;
- Adding to 16/098 that Cllr Power thanked Friends of the Moor for their hard work over the year.
 - Adding to 16/103 that Cllr Bancroft wished it to be noted that she did not object to the reducing of the quorum of the Planning Committee.
- 16/117 To note the minutes of committees which have been published since the previous meeting**
Members noted the minutes.
- 16/118 To receive reports from Members having attended external events since the previous meeting**
Cllr Forbes reported on attendance with the Town Clerk at Bexton and Egerton Primary Schools to consult with the children as part of the consultation on the Ashworth Park play area, stating that it was an enjoyable experience and the results would be published shortly.
- 16/119 To receive a report from Cheshire East Councillors**
Cllr Gardiner reported the Inspector had reported on the Local Plan that it was acceptable subject to minor alterations which were not significant to Knutsford. Cllr Gardiner further reported that Cheshire East would be agreeing its budget in February.
Cllr Dean reported he had been working on a number of resident parking issues and would be writing to employers on the Knutsford Business Park about issues.
A query was raised regarding a pollution workshop in other areas but not Knutsford, Cllr Gardiner suggested this was due to there being proposals for new Air Quality Management Areas in other areas but not Knutsford.
A query was raised regarding the poor street lighting in the Town Centre, asking if it was still on the agenda for Cheshire East to tackle; Cllr Gardiner undertook to chase on the matter.
A query was raised as to whether Cheshire East was incurring fines for breaching pollution limits in Knutsford; Cllr Dean undertook to look into the matter.
- 16/120 To consider joining the Mid Cheshire Rail Users Association at a cost of £25 per annum**
Members **resolved** to join the association.
- 16/121 To consider a recommendation from the Finance Committee with regard to the budget for 2017/18 and to confirm the precept to be set for 2017/18**
Members **resolved**² to reinstate the Knutsford in Bloom grant to £8,250 and to establish a working group to review the funding arrangements for Knutsford in Bloom.
The meeting was adjourned for a five minute recess, with Cllr Gray absent at the point the meeting reconvened.
Members **resolved** that the additional surplus from 60 King Street less £1,250 be allocated to the earmarked works reserve. Cllr Gray returned to the meeting.
Members **resolved** to remove the budget creating an earmarked reserve for the Council Offices. Members **resolved** to increase the budget for professional fees for the Neighbourhood Plan by £10,000. Members **resolved** to reinstate the Environment New Projects budget of £4,000 and approve the budget as revised, setting the precept for 2017/18 at £286,020.
- 16/122 To receive a report of Mayoral Duties**
The Mayor reported on attendance at events as detailed in Annex B.

² Cllr Bancroft abstained from voting.

16/123 To note and approve payments

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

16/124 Member questions to the Town Clerk

Cllr Farber requested that warning signs be installed once the cabling works have been completed at the town centre trees. Cllr Forbes enquired when funds would be transferred in accordance with the Investments policy, the Town Clerk confirmed he was waiting on the institutions. Cllr Bancroft requested that when agendas are revised that the Chairman is advised and a hard-copy is reissued clearly detailing the amendment. Cllr Gardiner requested that the Events Committee ensure that with all events there is a proportion of non-council contribution to costs. Cllr Bancroft enquired when the planters on Princess Street would be returned to their proper position, the Town Clerk confirmed it would be sorted that week.

16/125 Public Participation

No members of the public were present.

16/126 To note date of next meeting

Members noted the date.

DRAFT

Knutsford Town Council

Payment Schedule - 09/01/2017

Payments to be made by BACS

Payee	Amount	Auth.	Detail	Reference(s)
A Keppel-Garner	£ 160.54	AKG	Reimbursements	16-059
L Benskin	£ 19.79	AKG	Reimbursements	16-060
Glaisyers*	£ 156.00	AKG	Court Fees	16-065
AA Media*	£ 687.60	AKG	Christmas Market Road Signage	244
ANSA*	£ 792.07	AKG	Christmas Event Bins & Road Sweep	246
Bartlett Tree Experts*	£ 192.00	Assets	Works to Sparrow Lane Tree	245
Berrys Ltd*	£ 240.00	AKG	Advance Notice Road Signs	240
Event Buddha*	£ 3,054.00	AKG	Christmas Switch On	230
Event Buddha*	£ 12,637.99	AKG	Christmas Market	231
City of Chester Band*	£ 550.00	AKG	Lantern / Reindeer Parades	238
Commercial Caretakers*	£ 234.00	AKG	Office Cleaning November	236
Fisher German*	£ 499.00	AKG	Management Fee	233
Steve Ikin*	£ 250.00	AKG	Installation of Blue Plaques	247
Trevor Norbury (The Tree Man)*	£ 1,430.00	AKG	Shop Christmas Tree Installation	248
Urban Imprint*	£ 1,984.50	AKG	Neighbourhood Plan Consultancy	241
SLCC	£ 284.00	AKG	Subscription	16-067
Eagle Education	£ 360.00	Personnel	AAT Bookkeeping Course	252
Handmade Parade	£ 1,600.00	Events	Lantern Parade	254
Hertel (HSL Solutions)	£ 50.40	AKG	Water Monitoring at Market	253
Manchester Window Cleaners	£ 85.00	AKG	Council Offices & Market Window Clean	249
Cameron Ormesher	£ 512.00	AKG	Millennium Bursary	16-068
Commercial Caretakers	£ 234.00	AKG	Office Cleaning December	258
Fisher German	£ 1,200.00	AKG	Management of works at 60 King St	259
Ivy Cottage Tree Farm	£ 535.50	AKG	Shop Christmas Trees	262
DA Greenslade	£ 160.00	AKG	Gutter Clearance 60 King St	263

TOTAL TO BE PAID BY BACS

£ 27,908.39

Payments to be made by Direct Debit

Payee	Amount	Auth.	Detail	Reference(s)
ASH	£ 502.51	AKG	Market & Office Waste Collect Dec	234/235
FP Telset	£ 150.00	AKG	Franking Machine Credit	239
Network	£ 305.00	AKG	Van Lease	226
BBT	£ 209.47	AKG	Photocopier Usage	232
BT	£ 87.31	AKG	Calls and Line Rental Q3	237
BE Fuel Cards	£ 7.24	AKG	Card fee	243
Opus	£ 36.05	AKG	Market Electricity (final bill)	242
EE	£ 45.89	AKG	Mobile Costs October	250
EE	£ 54.74	AKG	Mobile Costs November	251
RBS	£ 18.00	AKG	Bank Fees	16-064
Payroll	£ 9,368.46	AKG	December Payroll	N/A
ICO	£ 35.00	AKG	Registration Fee	16-066
BE Fuel Cards	£ 86.04	AKG	Diesel	257
Network	£ 305.00	AKG	Van Lease	256

ASH	£	441.34	AKG	Market & Office Waste Collect Jan	260/261
FP Telset	£	150.00	AKG	Franking Machine Credit	255

TOTAL TO BE PAID BY DD

£ 11,802.05

TOTAL TO BE PAID

£ 39,710.44

(* denotes payment already authorised by RFO under FR 6.4a)

FINAL

Knutsford Town Council

Charge Card

List of Payments made between 01/10/2016 and 31/12/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/10/2016	My Hermes	CP16-030	5.00	AKG	Surcharge
19/10/2016	Sheldons Dairy	CP16-031	65.67	AKG	Milk and Guardian 33wks
03/11/2016	SoloPress	CP16-032	36.00	AKG	Christmas Posters - A4
03/11/2016	SoloPress	CP16-033	33.60	AKG	Xmas Posters - A3
03/11/2016	SoloPress	CP16-034	148.00	AKG	Christmas Flyers
03/11/2016	Vikings	CP16-035	7.99	AKG	Duct Tape
03/11/2016	Co-Op	CP16-036	18.41	AKG	Tea/Coffee/Sugar
03/11/2016	Amazon	CP16-037	20.32	AKG	Speakers
03/11/2016	Amazon	CP16-038	34.99	AKG	Powerline Adaptor
04/11/2016	Prepaid Financial Solutions	CP-FEE	2.20	AKG	Card Fees
22/11/2016	Microsoft	CP16-039	252.00	Assets	Office 365 Subscription x 3
25/11/2016	Aldi	CP16-040	1.99	AKG	Screenwash
25/11/2016	Co-Op	CP16-041	3.04	AKG	Toilet Roll
25/11/2016	Sheldons	CP16-031	11.94	AKG	Milk and Guardian 6wks
25/11/2016	Solopress	CP16-042	30.00	AKG	'I've Voted' Stickers
25/11/2016	Screwfix	CP16-043	19.99	AKG	Cutting Discs
25/11/2016	B&Q	CP16-052	91.00	AKG	Tree Lights
09/12/2016	Huddersfield Electrical	CP16-044	2.10	AKG	Em. Lighting Test Keys
09/12/2016	Bestprice / Audio Print	CP16-045	25.48	AKG	Stickers for Consultation
09/12/2016	WZNo1	CP16-046	2.99	AKG	Clock Movement
09/12/2016	Splaks	CP16-047	21.09	AKG	HDMI to VGA Adaptor
09/12/2016	Amazon	CP16-048	12.80	AKG	Decorations for Market
09/12/2016	Amazon	CP16-049	7.47	AKG	Decorations for Market
09/12/2016	Amazon	CP16-050	9.82	AKG	Decorations for Market
14/12/2016	Amazon	CP16-38C	-34.99	AKG	Cancel CP16-038
14/12/2016	Sharper Edge	CP16-051	64.71	AKG	Solar Lights
16/12/2016	Prepaid Financial Solutions	CP-FEE	10.10	AKG	Card Fees
20/12/2016	PC World	CP16-053	47.49	AKG	Router
20/12/2016	Lost & Found	CP16-054	120.00	Personnel	Staff Christmas Meal Subsidy
20/12/2016	Co-op	CP16-055	14.44	AKG	Coffee / Sugar / Toilet Roll

Total Payments 1,085.64

ANNEX B

Mayoral Engagements

Date	Event	Attended
03/12/2016	Competition Prize Giving at Wendy Diddams	Mayor
06/12/2016	Canute Lunch Club Christmas Lunch	Deputy Mayor
06/12/2016	Scouts & Beavers Carol Concert	Mayor
11/12/2016	St Cross Christmas Tree Festival	Mayor
14/12/2016	<i>Billy Elliott at Knutsford Academy</i>	Mayor
16/12/2016	Winsford Mayor's Carol Service	Deputy Mayor
16/12/2016	Cubs 100 Years' Promise	Mayor
17/12/2016	Tatton Singers' Christmas Concert	Mayor
18/12/2016	Unitarian Chapel Christmas Carol Service	Deputy Mayor
19/12/2016	Millennium Bursary Interviews	Mayor
17/12/2016	Tatton Singers' Christmas Concert	Mayor
22/12/2016	Christmas Window Awards	Mayor
25/12/2016	Knutsford Lion's Christmas Dinner	Mayor

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

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

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Town Council Meeting held February 20th 2017

In the Lower Council Chamber of the Town Council Offices

16/127 Present

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

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

16/128 To receive apologies for absence

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

16/129 To receive declarations of members' interests

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

16/130 Public Participation

A resident spoke in relation to the Local Plan outlining disappointment that it restricts the amount of green buffer at CS18b by specifying the number of dwellings on the site. The resident noted that a further consultation was approved by Cheshire East Council on the Site Allocations and Development Policies Document.

16/131 To consider a response to the consultation on the closure of the Wilmslow Job Centre

The Mayor moved this item forward and adjourned the meeting to allow Collin Billingsley of the Department of Work and Pensions to address the council. Mr Billingsley outlined the reasons behind the proposals and answered questions from members. The meeting was reconvened and members **resolved** that the Town Clerk respond to the consultation as follows: objecting to the closure should the proposals for outreach services in Knutsford not be introduced, highlighting the difficulties in travelling from Knutsford to Macclesfield compared with Wilmslow, encouraging the Department to engage in the forthcoming Cheshire East Council consultation on bus services and encouraging the Department to introduce more modern approaches to its appointments.

16/132 To receive and confirm the minutes of the meeting held 9th January 2017

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

16/133 To note the minutes of committees which have been published since the previous meeting

Cllr Malloy highlighted the Town Awards nominations being open and encouraged members and the public to nominate. Cllr Malloy took questions on the trial Events Forum which the Events Committee had approved.

16/134 To receive reports from members having attended external events since the previous meeting

Cllr Malloy reported on attendance at the AGM of the Welcome, noting that concern was raised about a reduction in funding.

Cllr Dean reported on attendance at a meeting of the Community Rail Partnership highlighting that the introduction of half-hourly trains had now been delayed to May 2018.

16/135 To receive reports from members attending the monthly Makers' Market stall

Cllr Wells-Bradshaw reported the February market was well attended and encouraged more members to staff the stall. Cllr Malloy reported many queries raised were in relation to the Local Plan and the Music Festival.

16/136 To receive a report from Cheshire East Councillors

Cllr Dean reported on an forthcoming consultation on the bus services with the aim of reducing the total subsidies. Cllr Dean highlighted that all except the day-time town circular service were subsidised and expressed concern that services may be cut prior to an increase in population from new housing.

Cllr Gardiner reported that the increase in council tax for Cheshire East Council had been approved at 4.99%, including 3% for adult social care.

Cllr Wells-Bradshaw reported lots of issues raised recently were in relation to housing and that she had been working behind the scenes to resolve asset transfer issues.

16/137 To consider a response to the consultation on modifications to the Cheshire East Local Plan

The meeting was adjourned for a five minute recess.

Members **resolved** to make no further comments on the Local Plan Strategy.

16/138 To consider revisions to Standing Orders

In accordance with standing orders the proposed revisions stood adjourned without discussion.

16/139 To receive a report of Mayoral Duties

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

16/140 To review the Council's Corporate Risk Register

Members **resolved** to adopt the Risk Register subject to the following amendments:

- Addition of further narrative on risk 3 (Bank Failure)
- To increase the likelihood of risk 28 to 3 (loss of income)
- Add reference to e-fraud procedures to risk 26 (risk of fraud)

16/141 To note and approve payments

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

16/142 Member questions to the Town Clerk

Cllr Forbes enquired when the council's savings accounts would be open in line with the Investments Policy, the Town Clerk reported he was waiting on the new institutions to open the accounts.

16/143 Public Participation

The council was thanked for the discussion held on the Local Plan.

16/144 To note date of next meeting (03/04/2017)

Members noted the date.

Knutsford Town Council

Payment Schedule - 20/02/2017

Payments to be made by Cheque

Payee	Amount	Auth.	Detail	Cheque / Ref
Poynton Civic Hall	£ 30.00	AKG	Mayor's Hog Roast (x2)	4315 / 16-082
Scottish Power	£ 92.61	AKG	Electricity Xmas Tree Ball Lights	4316 / 305

TOTAL TO BE PAID BY CHQ £ 122.61

Payments to be made by BACS

Payee	Amount	Auth.	Detail	Reference(s)
Glaisyer's Solicitors*	£ 1,114.00	Assets	Court Fees	16-076
Knutsford Methodist Church	£ 1,000.00	Fin.	Grant	16-081
S Morgan	£ 25.00	AKG	Reimb. Eye Test	16-080
Winsford Town Council	£ 54.00	AKG	Town Mayor's Bavarian Ball (x2)	16-082
Bollington Town Council	£ 25.00	AKG	Town Mayor's Civic Dinner (x1)	16-082
Commercial Caretakers	£ 234.00	AKG	Office Cleaning January	302
DANFO	£ 10,428.68	AKG	Toilet Contract Costs Q4	287/293-5
Industrial Door Engineering Ltd	£ 414.00	AKG	Repair to Market Hall Doors	292
Northwich Town Council	£ 382.80	AKG	Installation of Benches (Cemetery)	299
SLCC	£ 212.20	Pers.	Practitioners' Conference (LB)	304
Trade UK	£ 33.98	AKG	Grit Salt	279
Trade UK	£ 21.99	AKG	Floor Repair Tape	298
Cheshire East Council	£ 30.00	AKG	Mayor's Charity Dance (x1)	16-083
West Mercia Supplies	£ 44.49	AKG	Envelopes / Paper Towels	289
West Mercia Supplies	£ 5.63	AKG	Mop Head	290
L Benskin	£ 3.88	AKG	Milk and Teabags	16-084
Middlewich Town Council	£ 25.00	AKG	Masquerade Ball Ticket (x1)	16-085
Crewe Town Council	£ 25.00	AKG	Civic Ball Ticket (x1)	16-085

TOTAL TO BE PAID BY BACS £ 14,079.65

Payments to be made by Direct Debit

				Reference(s)
RBS	£ 8.80	AKG	Bank Fees December	16-078
RBS	£ 5.60	AKG	Bank Fees January	16-077
ICO	£ 35.00	AKG	Data Controller Registration 2017	16-079
ASH Waste	£ 425.95	AKG	Waste Collection (Market/Office)	300/301
BBT	£ 83.45	AKG	Photocopier Usage January	303
BE Fuel Cards	£ 0.72	AKG	Card non-usage fee	296

TOTAL TO BE PAID BY DD £ 559.52

TOTAL TO BE PAID £ 14,761.78

* Payment authorised by RFO and made on grounds of urgency.

Knutsford Town Council

Card Payments 01/01/17 to 13/02/17

Payee	Amount	Auth.	Detail	Ref
Solopress	£ 74.00	Events	Town Awards Nominations	CP16-056
Print-a-Banner	£ 47.02	Events	Town Awards Banner	CP16-057
Cheshire East Council	£ 192.50	Environment	Planning Application	CP16-058
Co-Op	£ 10.75	AKG	Tea/Coffee etc	CP16-059
Prepaid Financial	£ 1.00	AKG	Card Fee	CP-FEE
Aldi	£ 15.96	AKG	Toilet Roll	CP16-060
Cheshire East Council	£ 20.00	AKG	Lottery Licence Renewal	CP16-061
Noble Express	£ 37.38	AKG	Glasses	CP16-062

ANNEX B

Mayoral Engagements

Date	Event	Attended
06/01/2017	Showmen's Guild of Britain Annual Lunch	Mayor
10/01/2017	Cheshire Best Kept Stations Award	Mayor
16/01/2017	Bexton Primary School Council Meeting	Mayor
18/01/2017	Mayor's Annual Fun Pub Quiz	Mayor
19/01/2017	Knutsford Academy Parliament	Mayor
27/01/2017	Cheshire East's Holocaust Memorial Day	Mayor
04/02/2017	Knutsford Lions Senior Citizens Variety Show	Mayor
10/02/2017	Crewe Mayor's Civic Ball	Mayor
17/02/2017	Macclesfield Mayor's Ball	Mayor
18/02/2017	Sandbach Mayor's Folk Comedy & Rockabilly Evening	Mayor
19/02/2017	Mayor of Cheshire East's Civic Service	Mayor

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

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

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Town Council Meeting held April 3rd 2017

In the Lower Council Chamber of the Town Council Offices

16/145 Present

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

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

16/146 To receive apologies for absence

Apologies were received from Cllrs Farber and Greenstein (business)

16/147 To receive declarations of members' interests

Cllr Dean declared a non-pecuniary interest in 16/149 on the grounds of being a member of the Manchester Airport Consultative Committee in his capacity as a Cheshire East Councillor. Cllr Gardiner declared a non-pecuniary interest in 16/149 on the grounds of being chairman of the Manor Park governors.

16/148¹ Public Participation

A resident spoke in relation to the CIL consultation; suggesting there should be no £0 CIL rates and highlighting that the borough council has not undertaken an indoor/outdoor sports needs assessment and requesting the Town Council to request that Knutsford Leisure Centre be featured in the s123 list or draft infrastructure plan.

A member of the public sought clarification that the proposed Centennial War Memorial would not replace the cottage hospital as the town's war memorial; Cllr Dean confirmed this was the case. The member of the public further asked when access to council meetings would be through the front door rather than the rear door, commenting it was not befitting of the council.

A town centre retailer spoke in support of the proposals to introduce a dedicated Town Centre Manager role, highlighting the support the business community offers to the town and the importance of the role in supporting the business community and strengthening the town centre. The retailer further noted that a number of businesses are in support of the idea of a Business Improvement District.

16/149 To receive a presentation from Manchester Airport on airport development including infrastructure developments and future airspace changes

The Mayor adjourned the meeting to allow a representative of the airport to address the council. The presentation covered the forthcoming developments at Manchester Airport and

¹ Cllr Hutchence arrived during this item.

changes to airspace led by the Department for Transport. It was noted that arrival paths would likely remain the same and that the night flights policy was due for renewal by the end of 2017, but that the airport planned to renew the existing policy to allow a consultation to be undertaken in 2018. The council was invited to encourage more schools to participate in the attendance scheme and to have greater involvement itself. The meeting was reconvened.

16/150 To receive and confirm the minutes of the meeting held 20th February 2017

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

16/151 To note the minutes of committees which have been published since the previous meeting

Cllr Gardiner expressed his thanks to former councillor Yvonne Bancroft for her work as both a member of and Chairman of the Planning Committee.

Cllr Malloy highlighted the upcoming Town Meeting and Town Awards.

Cllr Forbes highlighted that Minerva Arts had withdrawn their funding request since the previous Finance Committee meeting.

16/152 To receive reports from members having attended external meetings or events since the previous meeting

Cllr Nicholson reported on attendance at the Manchester Airport Parish Councils meeting.

Cllr Gardiner reported on attendance at a meeting of the Heritage Centre Trustee's Board, highlighting the Lions' Centenary exhibition and a planned exhibition focusing on Knutsford's commerce history.

Cllr Mrs Gray reported on meeting with the Chief Officer of the Cheshire East North Citizens Advice Bureau and suggested he be invited to address the council within the next twelve months.

16/153 To receive reports from members attending the monthly Makers' Market stall

Cllr Wells-Bradshaw reported engagement continued to be effective on the stall and Cllr Dean noted an increase in the number of new residents attending the stall that are younger than previous incoming residents.

16/154 To receive a report from Cheshire East Councillors

Cllr Wells-Bradshaw reported that Cheshire East Council was continuing to look to provide food waste recycling, that a full consultation would be undertaken but the council was looking to introduce the service in 2019.

16/155 To consider revisions to Standing Orders

Members **resolve** to approve the changes as outlined which included one amendment to Financial Regulations.

16/156 To consider filling vacancies on committees

Members **resolved** to appoint Cllr Malloy to the Planning Committee. Members **resolved** to appoint Cllr Power to the Neighbourhood Plan Committee. Members **resolved** to appoint Cllr Malloy to the Environment Committee.

16/157 To consider a response to the Cheshire East Council consultations on Community Infrastructure Levy and the Site Allocations and Development Policies Document

Members **resolved** that to respond to the consultation on Community Infrastructure levy outlining the following key points;

- a) Given the uplift in value, no development sites in Knutsford should have a CIL rate of

£0

- b) The s123 list should include commitment of funds for improvements/redevelopment of the Leisure Centre / sports and leisure facilities within Knutsford
- c) All strategic sites allocated in Knutsford through the Local Plan should be included within charging zone five
- d) Clarity is sought on how s106 and CIL will operate together
- e) It is preferred that payments are not made in instalments
- f) A footnote should be added regarding the CIL funds for Hollow Lane improvements that if the funds are raised from the current s106 agreement further CIL funds would not be necessary.

16/158 To consider an update from the War Memorial Cottage Hospital working group

Cllr Gardiner reported that attempts to receive funds for the community from the sale of the war memorial cottage hospital had been rejected by both British Red Cross and Crown Estate. The Town Clerk had written to NHS England requesting the proceeds they receive are earmarked to future health development in Knutsford but no reply had been received to date. Cllr Gardiner further reported that an Article IV Direction has been put in place by Cheshire East Council which requires full planning consent for any demolition of the building. Cllr Gardiner thanked Mr Derek Empson and Mmes Sylvia Chaplin, Mabel Taylor and Charlotte Peters-Rock for their help and information on the working group's actions to date.

16/159 To consider an update from the Health and Social Care working group

The Mayor adjourned the meeting for a five-minute recess.

Cllr Malloy read a statement from Jerry Hawker, Chief Officer of NHS ECCCCG which stated that the application under the Estates and Technologies Fund had been unsuccessful and they would now be working on a proposal through the NHS Property Services capital programme.

16/160 To consider a revision to the Civic Protocol to add the Scouts to the organisations which may provide a Mayor's Cadet

Members **resolved** to add the Scouts and Guides to the list of organisations which may provide a Mayor's Cadet.

16/161 To consider a report on the provision of Town Centre Management

Members **resolved** to approve the recruitment of a dedicated Town Centre Manager as outlined and to task the Personnel Committee with making the necessary arrangements.

16/162 To consider a recommendation from the Assets and Operations Committee to remove Land at Ashworth Park from the council's asset transfer list

Members **resolved**² to remove the Land at Ashworth Park from the council's asset transfer list.

16/163 To receive a report of Mayoral Duties

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

16/164 To note and approve payments

Members **resolved**³ to approve the payments detailed in Annex A, removing the payment to Knutsford in Bloom to allow the working group reviewing the funding arrangements to report to the Finance Committee.

² Cllr Forbes voted against the resolution.

³ Cllr Gardiner voted against the resolution.

16/165 Member questions to the Town Clerk

Members requested the Town Clerk write to the Scouts to thank them for their assistance in bulb planting at Wallwood and to Egerton and Bexton primary schools to inform them that the park at Ashworth Park would not be proceeding.

16/166 Public Participation

A resident thanked the council for its discussion and decision on the CIL consultation and queried if there was a duplication of effort between the council's Health and Social Care working group and the Neighbourhood Plan Health working group.

16/167 To note date of next meeting (08/05/2017)

The Mayor thanked all members and officers for their work, support and contributions over the past civic year and for their support in her fundraising events.
Members noted the date.

FINAL

Knutsford Town Council

Payment Schedule - 03/04/2017

Payments to be made by Cheque / Cash

Payee	Amount	Auth.	Detail	Cheque / Ref
Hewitts Printers	£ 69.60	AKG	Raffle Tickets (Civic Ball)	373 / C1609
Techno Type	£ 16.68	AKG	Card (Civic Ball)	374 / C1610
Decades Disco*	£ 345.00	AKG	Disco (Civic Ball)	Cash / C1612
Wilshaws of Bexton Ltd	£ 3,002.76	AKG	Leicester Warren Hall (Civic Ball)	376 / C1611
iPrint Cheshire Ltd	£ 43.20	AKG	A0 Posters (Civic Ball)	375/C1613
TOTAL TO BE PAID BY CHEQUE				£ 3,434.04

Payments to be made by BACS

Payee	Amount	Auth.	Detail	Reference(s)
Secret Garden of Springfield	£ 2,700.00	Fin.	Grant	17-01
Knutsford Heritage Centre	£ 3,655.00	Fin.	Grant	17-03
CE CAB North	£ 18,688.00	Fin.	Grant	17-04
Rialtus Business Solutions	£ 694.80	AKG	Finance System 2017/18	1
Curzon Cinema	£ 198.00	AKG	Annual Town Meeting	2
Cheshire East Council	£ 2,924.53	AKG	Council Office Rent 2017/18	5
ChALC	£ 1,446.31	AKG	2017/18 Subscription	7
Hand Drawn Maps	£ 375.00	AKG	Deposit - Shopping Map Design	8
Bartlett Tree Experts	£ 729.60	Assets	Wallwood Works	345
Bartlett Tree Experts	£ 345.60	Env.	Oak Tree on Moor	346
Burrows Communications	£ 2,880.00	Env.	Additional Town Guides (new ed.)	348
ChALC	£ 45.00	AKG	Audit Training (TD)	347
KDE Ltd	£ 70.20	AKG	PAT (Market Hall)	342
RR Winward	£ 1,050.00	AKG	River Lily Maintenance	350
Northwich Town Council	£ 1,622.40	Assets	Works at Warren Av. Allotment	339
Phoenix Health & Safety	£ 654.00	AKG	IOSH Managing Safety Training (LB)	351
Royal Mail	£ 0.41	AKG	Postage (prepaid)	343
Site Supply Solutions	£ 37.34	AKG	Branded Jumpers (Town Ranger0	340
Society of Local Council Clerks	£ 1,290.00	Pers.	Comm Gov. Modules 2017	341 / 9
Urban Imprint	£ 2,205.00	AKG	NP Consultancy March	336
Manchester Window Cleaners	£ 40.00	AKG	Office Window Cleaning	349
Zurich Municipal	£ 36.00	AKG	LCAS Seminar (LB)	317
Knutsford Royal May Day	£ 130.00	Env.	Advert in May Day Programme	352
Cllr Forbes	£ 62.00	AKG	Mileage (x 4)	16-091
C Stuart-West	£ 79.66	AKG	Reimbursements / Mileage	16-092
A Keppel-Garner	£ 23.00	AKG	Reimb. Mayor's Board Name add.	16-093
Cllr Nicholson	£ 132.80	AKG	Mileage (x 10)	16-094
CEC Mayor's Charity	£ 29.50	AKG	Civic Lunch	16-095
TOTAL TO BE PAID BY BACS				£ 42,144.15

Payments to be made by Direct Debit

Payee	Amount	Auth.	Detail	Reference(s)
Payroll	£ 9,368.46	AKG	March Payroll	PAY
FP Mailing	£ 210.00	AKG	Franking Machine	3
United Utilities	£ 332.68	AKG	Market Wastewater 2017/18	4
Network	£ 305.00	AKG	April Van Lease	6
BE Fuel Cards	£ 90.59	AKG	Diesel	338
EE	£ 52.69	AKG	Mobile Costs	337
FP Mailing	£ 150.00	AKG	Franking Machine Credit	344

TOTAL TO BE PAID BY DD**£ 10,359.42****TOTAL TO BE PAID****£****55,937.61**

Knutsford Town Council

Card Payments 14/02/2017 to 27/03/2017

Payee	Amount	Auth.	Detail	Ref
Amazon	21.99	AKG	Essential Guide - Planning Law	CP16-063
Pre-paid Financial Solutions	3.00	AKG	Fees (2x month 1x internation)	CP-FEE
Ebay (grandshine108)	6.38	AKG	HDMI Adaptor	CP16-064
Amazon (yongtop)	23.97	AKG	Computer mice	CP16-065
Wildflowershop.co.uk	215.00	AKG	Flower bulbs (Wallwood)	CP16-066
Brunel Engaving	60.36	AKG	Memorial Bench Plaque	CP16-067
HM Land Registry	3.00	AKG	Register View	CP16-068
Timpsons	46.00	AKG	Key Cutting	CP16-069
Boots	9.31	AKG	Refreshments	CP16-070

ANNEX B

Mayoral Engagements

Date	Event	Attended
27/02/2017	Tree Planting on The Moor for Vivien Davies	Mayor
10/03/2017	Mayor of Cheshire East Charity Dance	Deputy Mayor
10/03/2017	Congleton Mayor's Charity Ball	Mayor
11/03/2017	Poynton Mayor's Charity Event	Deputy Mayor
12/03/2017	Northwich Mayor's Charity Lunch	Mayor
18/03/2017	Knutsford Mayor's Charity Ball	Mayor
19/03/2017	Knutsford Jog	Mayor
23/03/2017	Winsford Mayor's Bavarian Ball	Deputy Mayor
24/03/2017	Crewe Civic Awards Dinner	Mayor
27/03/2016	St John's Wood Respect Graduation	Mayor
28/03/2017	Launch of Lions' Centenary Exhibition	Mayor
30/03/2017	Halle Agma Concert at Bridgewater Hall	Mayor



Assets & Operations Committee

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

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

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Assets and Operations Committee held on July 18th 2016

in the Lower Council Chamber of the Town Council Offices

A16/022 Present

Cllrs Mrs Gray, Coan, Farber, Forbes, Malloy, Nicholson and Wells-Bradshaw

In attendance: A Keppel-Garner (Town Clerk)

A16/023 To receive apologies for absence

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

A16/024 To note declarations of members' interests

Cllrs Nicholson, Coan and Farber declared a non-pecuniary interest in A16/040 on the grounds of being known to the tenant. Cllrs Coan and Farber declared a non-pecuniary interest in A16/035 on the grounds of being known to the landowner. Cllr Forbes declared a non-pecuniary interest in A16/037 on the grounds of being a trustee of one of the beneficiaries of the Mayor's charity fundraising.

A16/025 Public Participation

No members of the public were present.

A16/026 To receive and confirm the minutes of the meeting held on 6th June 2016

Members **resolved** to confirm the minutes subject to reference to the overhead pylons being added to A16/012.

A16/027 To consider the committee budget and spending to date

Members noted the budget and spending to date.

A16/028 To consider matters related to the public toilets

The Town Clerk reported that the new locking mechanism had now been installed in all toilets. It was noted that the usage figures would be monitored to determine if the new mechanisms increased the number of paying users.

A16/029 To consider an update in relation to Business Rates for the Town Council Offices

The Town Clerk reported that Cheshire East Council had stated their intention to begin charging the Town Council business rates in respect of the areas of the offices occupied by the Town Council. The Town Clerk reported that he had objected to the imposition on a number of grounds and was awaiting a meeting with the Borough Council to discuss.

A16/030 To consider commissioning a tree survey at Higher Town Green

Members **resolved** to commission the survey with the lowest cost provider and to feedback

to the unsuccessful companies why they were not chosen.

A16/031 To consider works requested to be undertaken at Wallwood by the agents for the neighbouring property

Members **resolved** that the Town Ranger should investigate and determine if he can undertake the required works; if not the Town Clerk should seek quotations for the work to be undertaken and dependent upon cost either instruct a contractor or authorise the neighbouring property's agent to undertake the work.

A16/032 To consider enforcement powers

Members **resolved** not to explore taking on enforcement duties any further but to enquire if Cheshire East Council would consider a similar arrangement with the Town Council as has been arranged for parking enforcement.

A16/033 To consider a recommendation from the Cemetery Working Group in respect of benches

Members **resolved** to approve the new cemetery benches policy and to install a plaque as outlined in report A1606.

A16/034 To consider approving a new supplier for the Council Office recycled waste collection

Members **resolved** the Town Clerk approach ANSA for a quote and subject to contractual arrangements to enter into a contract with the best supplier.

A16/035 To consider an application for a Market Licence for CycleFest

Members **resolved** to grant the market licence and to charge the standard fees noting that the Council's policy does not allow for the waiving of fees for commercial markets.

A16/036 To consider offering the Town Ranger's services to surrounding parishes

Members **resolved** to consult the Personnel Committee on the service to highlight any personnel issues. Members further **resolved** the Town Clerk prepare detailed proposals for the next meeting taking on board the issues raised by members.

A16/037 To consider provision of promotional re-usable bags for the Market Hall

Members **resolved**¹ to purchase 500 bags as per the style outlined, branded one side for the Market Hall and one side for the Town Council, to be sold for £5 with a £1 donation from each sale going to the Mayor's charity funds.

A16/038 Member questions to the Town Clerk

Members **resolved** to exclude the public and press on the grounds of the sensitivity of discussions. The Town Clerk was requested to write to Cllr Don Stockton in relation to an asset management issue. Members **resolved** to readmit the public and press. Cllr Malloy commented that the new lighting in the market was a great improvement but noted the new radio crackled slightly. Cllr Farber requested consideration be given to the purchase of Town Council pin badges. The Chairman adjourned the meeting for a five minute recess.

A16/039 To consider the resolutions log

Members noted the log.

A16/040 To consider matters related to 60 King Street including to consider the earmarked reserve for works

The Town Clerk provided an update in relation to the building works which were scheduled

¹ Cllr Forbes abstained from voting on this resolution.

for completion by the end of the month.

Members **resolved** to recommend to Council that £20,000 be transferred from the general reserve to the E/M works reserve.

Members **resolved** to exclude the public and press on the grounds of the sensitivity of discussions. Members **resolved**² to undertake the action detailed in confidential annex C16/01.

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

A16/041 To note the date of the next meeting (12/09/2016)

Members noted the date.

FINAL

² Cllr Coan voted against the resolution.

Knutsford Town Council

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

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townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Assets and Operations Committee held on June 6th 2016

in the Lower Council Chamber of the Town Council Offices

A16/000 Present

Cllrs Goodrich, Mrs Gray, Bancroft, Coan, Farber, Forbes, Malloy, Nicholson and Wells-Bradshaw

In attendance: A Keppel-Garner (Town Clerk)

A16/001 To elect a Chairman

Members **resolved** to elect Cllr Goodrich as Chairman.

A16/002 To elect a Deputy Chairman

Members **resolved** to elect Cllr Mrs Gray as Deputy Chairman.

A16/003 To receive apologies for absence

All members were present.

A16/004 To note declarations of members' interests

Cllrs Nicholson, Coan and Farber declared a non-pecuniary interest in A16/018 on the grounds of being known to the tenant. Cllr Malloy declared a non-pecuniary interest in A16/018 on the grounds of being a Friend of Knutsford Heritage Centre. Cllrs Gray, Nicholson and Farber declared a non-pecuniary interest in A16/018 on the grounds of working closely with the Heritage Centre on other matters. Cllr Forbes declared a non-pecuniary interest in A16/011 and A16/012 on the grounds of being a member of the Transfer of Public Assets community of Carnegie (UK) Trust.

A16/005 Public Participation

A resident indicated that he had passed comments on item A16/018 to the Town Clerk.

A16/006 To receive and confirm the minutes of the meeting held on 18th April 2016

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

A16/007 To note the committee's terms of reference

Members noted the terms of reference.

A16/008 To review the Committee's progress in achieving the 2020 Vision

Members noted the tasks assigned to the committee and **resolved** to amend the target date for 7.2 to December 2016.

A16/009 To consider the membership of working groups reporting to the committee

Members **resolved** to appoint Cllrs Malloy, Farber and Forbes to the Empty Spaces working group. Members **resolved** to appoint Cllrs Goodrich, Mrs Gray, Nicholson and Bancroft to the Cemetery working group. Members **resolved** to appoint Cllrs Goodrich, Farber and Malloy to the ICT working

group. Members **resolved** to appoint Cllrs Forbes, Wells-Bradshaw, Bancroft, Coan and Power to the Asset Transfer working group. Members **resolved** to appoint Cllrs Nicholson, Mrs Gray and Dean to the Market working group.

A16/010 To consider the committee budget and spending to date

Members noted the budget and spending to date.

A16/011 To consider the business case for the transfer of Booths Garden

Members **resolved** that consideration of the asset transfer be shelved pending engagement with Cheshire East Council and progression through the Environment Committee.

A16/012 To consider the business case for the transfer of Ashworth Park

Members **resolved** to approve the principle of the transfer of Ashworth Park and to task the Asset Transfer working group with undertaking a consultation. The Town Clerk was requested to enquire with Scottish Power in relation to the overhead pylons.

A16/013 To consider matters related to the public toilets

The Town Clerk provided an update from Danfo that new locking mechanisms would be installed in all toilets within the next two weeks.

A16/014 To consider charges to the Cheshire East Parking department in respect of use of Public Toilets and Council Office cleaning

Members **resolved** not to alter the charging arrangements.

A16/015 To consider a recommendation from the Personnel Committee in respect of the purchase of a suitable chair for officer use at council meetings

Members **resolved** to authorise expenditure of up to £770 for the purchase of a suitable chair in line with recommendations from an Occupational Health Advisor.

A16/016 To consider commissioning a tree survey at Higher Town Green

Members requested the Town Clerk seek additional quotations.

A16/017 To consider a recommendation from the Cemetery Working Group in respect of Cemetery Benches

Members **resolved** to rescind the existing bench policy as recommended and to purchase two benches for installation in the cemetery.

A16/018 To consider matters related to 60 King Street

The Town Clerk provided an update on the queries raised at the previous meeting and confirmed the Heritage Centre was willing to take loan of the relief. Members **resolved** to sell the table and figurines with Wright Marshall and to loan the relief of Mrs Gaskell to the Heritage Centre for display. Members **resolved** to exclude the public and press due to the confidential nature of discussions. The Town Clerk provided an update on management matters and members **resolved** to readmit the public and press. Members **resolved** that the Town Clerk register the freehold of 60 King Street with the Land Registry.

A16/019 Member questions to the Town Clerk

Cllr Coan enquired if the items sent to Wright Marshall had sold; the Town Clerk confirmed that the desk and bureau sold for £100 each.

A16/020 To consider the resolutions log

Members noted the log.

A16/021 To note the date of the next meeting

Members noted the date.

Knutsford Town Council

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Minutes

of the

Assets and Operations Committee held on September 12th 2016

in the Lower Council Chamber of the Town Council Offices

A16/042 Present

Cllrs Mrs Gray, Bancroft, Coan, Forbes, Malloy, Nicholson and Wells-Bradshaw

In attendance: A Keppel-Garner (Town Clerk)

A16/043 To receive apologies for absence

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

A16/044 To note declarations of members' interests

Cllr Forbes declared a non-pecuniary interest in A16/049 on the grounds of being a trustee of one of the Mayor's charities. Cllrs Nicholson and Coan declared a non-pecuniary interest in A16/056 on the grounds of being known to the tenant. Cllr Wells-Bradshaw declared a non-pecuniary interest in A16/053 on the grounds of being a Cheshire East Borough Councillor.

A16/045 Public Participation

No members of the public were present.

A16/046 To receive and confirm the minutes of the meeting held on 18th July 2016

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

A16/047 To consider the committee budget and spending to date

Members noted the budget and spending to date and the Town Clerk answered queries on percentage spends to date.

A16/048 To consider an update in relation to Business Rates for the Town Council Offices

The Town Clerk reported that demands had been issued to the Town Council for a number of rooms in the Council Offices and explained that they were to be challenged on a number of grounds. The Town Clerk reported that he expected the Town Council may end up with some liability for business rates and as a minimum would argue that no charges should be introduced until the new financial year.

A16/049 To consider provision of promotional re-usable bags for the Market Hall

Members **resolved** to amend the sale price to £3.00 and further **resolved** that any surplus being donated to the Mayor's Charities.

A16/050 To consider the purchase of council badges and hi-vis vests

Members **resolved** to purchase 20 branded hi-vis vests. Members **resolved** not to purchase

enamel pin badges.

A16/051 To consider matters related to the Market Hall waste collection

Members **resolved** to approve the commissioning of an additional waste collection service as outlined to authorise the Town Clerk commission the service with ANSA or Suez; whichever proves most competitive.

A16/052 To consider commissioning a feasibility study for the Market Hall redevelopment

Members congratulated the Town Clerk on the content of the Health Check report which highlighted how the market had improved since the Town Council took the asset on. Members **resolved** to defer this item pending further information.

A16/053 To consider a verbal update from Cllr Wells-Bradshaw and the Town Clerk following a meeting held with Cheshire East Council in relation to asset management matters

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

Cllr Wells-Bradshaw and the Town Clerk provided an update in relation to the condition of the Council Offices, transfer of the Council Offices and ongoing matters related to the cemetery. Members **resolved**¹ to commission legal advice.

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

The Chairman adjourned the meeting for a five minute recess.

A16/054 Member questions to the Town Clerk

Cllr Forbes enquired if the Town Clerk knew who had completed his 360 appraisal and who had not yet completed polls to set dates for various working group meetings.

Cllr Coan enquired if he could get a magnetic name badge.

A16/055 To consider the resolutions log

Members noted the resolutions log.

A16/056 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.

The Town Clerk provided an update in relation to management matters.

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

A16/057 To note the date of the next meeting

Members noted the date.

¹ Cllr Wells-Bradshaw voted against the resolution.

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Minutes

of the

Assets and Operations Committee held on October 24th 2016

in the Lower Council Chamber of the Town Council Offices

A16/058 Present

Cllrs Goodrich, Mrs Gray, Coan, Farber, Forbes, Malloy and Wells-Bradshaw

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

A16/059 To receive apologies for absence

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

A16/060 To note declarations of members' interests

Cllrs Coan and Farber declared a non-pecuniary interest in item A16/074 on the grounds of being known to the tenant. Cllr Farber declared a pecuniary interest in A16/075 on the grounds of holding a licence to occupy space within the Council Offices.

A16/061 Public Participation

A neighbour of the Warren Avenue allotments spoke in relation to the size of a boundary hedge which required attention, stating that it should be retained but reduced in height.

A16/062 To receive and confirm the minutes of the meeting held on 12th September 2016

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

A16/063 To consider the committee budget and spending to date

Members noted the budget and spending to date.

A16/064 To consider matters related to charges to Cheshire East Council in respect of public toilet usage and office cleaning against the free permit supplied for the Town Ranger

Members **resolved** not to charge Cheshire East Council for the outlined activities on the basis of receiving the free permit subject to review and it being recorded in accordance with accounting practices.

A16/065 To consider matters related to the Allotments

The Chairman adjourned the meeting to allow the resident to address the committee. The meeting was subsequently reconvened and members **resolved** to delegate authority to authorise the works to the Town Clerk subject to it being within the current budget and subject to the Allotment Society being in agreement.

A16/066 To consider commissioning a feasibility study for the Market Hall redevelopment

Members **resolved** to engage NABMA Market Place to undertake a feasibility survey to the brief to be agreed by the Town Clerk with Cllrs Farber and Goodrich.

- A16/067 To consider a report from the Empty Spaces working group**
Members **resolved**¹ to liaise with a local agent to determine if the space at Bexton Road can be brought to market. Members further **resolved** the same for the space at King Street. Members **resolved** to authorise £1,000 to be spent on architect plans to support a planning application for change of use and to develop a specification for works to ascertain firm costs.
- A16/068 To consider an update from the Asset Transfer working group and to consider membership of the same**
Members **resolved** to revise the membership of the working group to Cllrs Forbes, Coan, Gray, Mrs Gray and Bancroft.
- A16/069 To consider the purchase of new laptops**
Members **resolved** that the ICT working group be tasked with developing a policy on the disposal of old computing equipment. Members **resolved** to authorise the purchase of two laptops at a cost of £600 each.
- A16/070 To consider the council's internet and telephony contracts**
Members **resolved** to change the council's telephony contract to the Virgin Media 200mbps service and to purchase a new phone system as outlined.
- A16/071 To consider the contracting out of the Town Ranger to surrounding parishes**
Members **resolved** to note the potential in the future and to revisit if circumstances change.
- A16/072 Member questions to the Town Clerk**
Members raised the faulty light at the Market Hall, decking at 60 King Street and a faulty RADAR lock at Bexton Road; the Town Clerk undertook to attend to all issues.
- A16/073 To consider the resolutions log**
Members noted the log.
- A16/074 To consider matters related to 60 King Street**
The Town Clerk provided an update in relation to the removal of the decking and members **resolved** to request the Conservation Officer to begin enforcement action for its removal. The Town Clerk provided an update on repairs in relation to the tower and staircase. Members **resolved** to exclude the public and press on the grounds of the confidential nature of discussions. Members **resolved** to undertake the action detailed in confidential annex 16-02. Members **resolved** to readmit the public and press.
- A16/075 To consider a recommendation to Town Council in relation to the transfer of the Council Offices**
Members **resolved**² to exclude the public and press on the grounds of the confidential nature of discussions. Cllr Farber left the meeting. Members **resolved** to recommend the transfer of the Town Council Offices to Full Council as per the report. Members **resolved** to readmit the public and press. Cllr Farber returned to the meeting.
- A16/076 To consider matters related to the Council's Asset Portfolio**
Members **resolved** to exclude the public and press on the grounds of the confidential

¹ Cllr Farber voted in favour of the resolution.

² Cllr Farber abstained from voting.

nature of discussions.

The Town Clerk provided an update on matters following a meeting with the head of Cheshire East Asset's department. Members **resolved** not to pursue the action agreed at the previous meeting.

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

A16/077³ To consider the draft committee budget 2017/18

Members **resolved** to amend the draft budget as follows:

- a) Decrease budget line 201/4160 to £750
- b) Decrease budget line 545/4183 to £1000

Members **resolved** to recommend the draft budget to the Finance Committee.

A16/078 To note the date of the next meeting

Members noted the date.

FINAL

³ Cllr Farber left the meeting during the discussion of this item.

Knutsford Town Council

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Minutes

of the

Assets and Operations Committee held on November 28th 2016

in the Lower Council Chamber of the Town Council Offices

A16/079 Present

Cllrs Goodrich, Mrs Gray, Bancroft, Coan, Farber, Forbes, Malloy and Wells-Bradshaw

In attendance: A Keppel-Garner (Town Clerk)

A16/080 To receive apologies for absence

Apologies were received from Cllr Nicholson (personal business)

A16/081 To note declarations of members' interests

Cllr Forbes declared a non-pecuniary interest in A16/090 on the grounds of being trustee to a charity which uses the council's website hosting service. Cllrs Farber and Coan declared an interest in A16/084 and A16/096 on the grounds of being known to the tenant.

A16/082 Public Participation

No members of the public wished to address the committee.

A16/083 To consider an appeal against the revocation of a licence to trade at Knutsford Market Hall

The Chairman brought this item forward on the agenda and members **resolved** to exclude the public and press on the grounds of commercial sensitivity. The Town Clerk provided an update and recommended a course of action, the trader addressed the committee and outlined problems that led to the revocation of the licence. Members **resolved** to uphold the appeal on the condition that all future payments are made by Standing Order by the first of each month and that any future failure to pay on time will result in an automatic revocation of the licence. Members **resolved** to readmit the public and press.

A16/084 To consider matters related to 60 King Street

The Chairman brought this item forward on the agenda.

The works for the 2017/18 financial year were outlined and it was agreed the agents must fix a date for the works as soon as possible. The issue of the decking was being progressed by Planning Enforcement and the agents reported on the requirement to replace the staircase in the Gaskell Tower due to woodworm; the liability for repair was to be determined. The Chairman adjourned the remainder of the item to the end of the meeting.

A16/085 To receive and confirm the minutes of the meeting held on 24th October 2016

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

A16/086 To consider the committee budget and spending to date

Members noted the budget and spending to date.

- A16/087 To consider works to the hedges at the Warren Avenue Allotments**
Members **resolved** to authorise the works being undertaken by Northwich Town Council at a cost of £1,354 subject to the consent of the Allotment Society. Members further **resolved** to request Council approve the utilisation of the Allotments reserve to fund the works.
- A16/088 To consider matters related to Wallwood and Higher Town Green**
Members **resolved** to approve the works schedule for Wallwood. Members **resolved** to approve the works at Higher Town Green and to authorise the Town Clerk to incur up to £500 for the same. Members **resolved** to proceed with the bluebell planting for Wallwood as outlined and **resolved** to revisit the horticulture planting at Higher Town Green after the previously agreed works had been undertaken.
- A16/089 To consider a policy of quinquennial building maintenance surveys**
Members **resolved** to recommend the Finance Committee adds the following regulation to section 14 of Financial Regulations: "All buildings the responsibility of the council shall be subject to a quinquennial building survey. The Town Clerk shall ensure such surveys are undertaken under the direction of the Assets and Operations Committee."
- A16/090 To consider the fees for services under the jurisdiction of the committee**
Members **resolved**¹ to set the fees as outlined in report A1619.
- A16/091 To consider the need for a Disaster Recovery Policy**
Members **resolved** that Cllrs Forbes and Goodrich develop a draft policy for consideration at the next meeting.
- A16/092 To consider matters related to Fire Safety at the Council Offices**
The Town Clerk reported that the Fire Risk Assessment would be undertaken by Cheshire East Council shortly and that he would be discussing procedures with the officer.
- A16/093 To consider an update on public toilet usage**
Members noted the usage figures and noted that there had been no complaints about the toilets since transfer. It was agreed to continue to monitor usage.
- A16/094 Member questions to the Town Clerk**
The Town Clerk responded to a question on the progress of installing the new broadband connection stating that it was still in progress awaiting action from Virgin Media.
- A16/095 To consider the resolutions log**
Members noted the log and requested that priority be given to registering 60 King Street.
- A16/096 To consider matters related to 60 King Street (cont.)**
Members **resolved** to exclude the public and press on the grounds of commercial sensitivity. Members **resolved**² to take action as detailed in Confidential Annex C1603. Members **resolved**³ to take action as detailed in Confidential Annex 1603. Members **resolved** to readmit the public and press.
- A16/097 To note the date of the next meeting**
Members noted the date.

¹ Cllr Forbes abstained from voting on this resolution.

² Cllrs Coan and Farber abstained from voting on this resolution.

³ Cllr Coan and Farber voted against this resolution.

Knutsford Town Council

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Minutes

of the

Assets and Operations Committee held on January 16th 2017

in the Lower Council Chamber of the Town Council Offices

A16/098 Present

Cllrs Goodrich, Mrs Gray, Bancroft, Coan, Farber, Forbes, Nicholson and Wells-Bradshaw

In attendance: A Keppel-Garner (Town Clerk)

A16/099 To receive apologies for absence

Apologies were received from Cllr Malloy (business)

A16/100 To note declarations of members' interests

Cllr Farber declared a pecuniary interest in A16/104 on the grounds of being a tenant at the Council Offices. Cllr Nicholson declared a non-pecuniary interest in A16/108 on the grounds of being known to the tenant. Cllr Forbes declared a non-pecuniary interest in A16/108 on the grounds of being disabled.

A16/101 Public Participation

A resident of Ashworth Park spoke in relation to the community consultation stating the consultation was flawed for not including a 'leave as is' option and that the low response rate did not indicate support for the proposals. The resident further outlined a number of reasons why the site was not suitable.

A16/102 To receive and confirm the minutes of the meeting held on 28th November 2016

Members **resolved** to approve the minutes, which were duly signed by the Chairman, subject to the addition of Cllr Bancroft to the attendance list.

A16/103 To consider the committee budget and spending to date

Members noted the budget and spending to date.

A16/104 To consider updates on Asset Transfers including to consider the results of the Ashworth Park community consultation

Cllr Forbes presented the results of the community consultation outlining the background to the consultation. Members **resolved** to recommend the Neighbourhood Plan designate the site as Local Green Space. Members **resolved** not to progress the asset transfer of Ashworth Park and to remove it from the Asset Transfer list.

Cllr Forbes reported that the Council Office Transfer Negotiation working group had met and agreed a detailed case for Cheshire East to transfer the building freehold for £1.

A16/105 To consider the adoption of a Disaster Recovery Policy

Members **resolved** to adopt the policy with the following addition; "the Town Clerk shall use

best endeavours to keep members informed”.

A16/106 Member questions to the Town Clerk

No questions were raised.

A16/107 To consider the resolutions log

Members noted the log.

A16/108 To consider matters related to 60 King Street

Members **resolved** that the item of furniture be held at the Town Council Offices and the sale of it be considered at the next meeting.

Members **resolved** to exclude the public and press on the grounds of the sensitivity of discussions. Members **resolved** to get costs for the most appropriate action to tackle the pigeon issues at 60 King Street and that the Town Clerk press Cheshire East Council on ensuring the ginnels are cleansed better.

Members **resolved** to seek legal advice on responsibility regarding the staircase and **resolved** to chase the Conservation Officer on their views for a replacement.

Members **resolved** to undertake the action detailed in confidential annex C1604

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

A16/109 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 January 30th 2017

in the Lower Council Chamber of the Town Council Offices

A16/110 Present

Cllrs Mrs Gray, Bancroft, Coan, Malloy and Wells-Bradshaw

In attendance: A Keppel-Garner (Town Clerk)

A16/111 To receive apologies for absence

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

A16/112 To note declarations of members' interests

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

A16/113 To consider a notice of proposed works served upon the Council under the Party Wall etc Act 1996 in respect of works to 37 Regent Street affecting the rear wall of the Market Hall

Concerns were raised on three areas; effect of a heated zone against the wall of the unheated market causing condensation, the ability of the market hall to support the new structure and impact of any future redevelopment of the market hall. Members outlined a preference of a separate wall being created with a gap between the two buildings.

Members **resolved** that Fisher German be appointed to act on behalf of the Council in any dispute. Members **resolved** to dispute the works on the grounds that the committee was not qualified to consider the effects of the works on the Market Hall and that the concerns raised by the committee be relayed to the surveyor.

A16/114 To note the date of the next meeting

Members noted the date.

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

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

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Assets and Operations Committee held on February 27th 2017

in the Lower Council Chamber of the Town Council Offices

A16/115 Present

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

In attendance: A Keppel-Garner (*Town Clerk*), S Geary (*Fisher German*)

A16/116 To receive apologies for absence

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

A16/117 To note declarations of members' interests

Cllrs Nicholson and Farber declared a non-pecuniary interest in A16/119 on the grounds of being known to the tenant. Cllr Forbes declared a non-pecuniary interest in A16/122 on the grounds of being disabled. Cllr Nicholson declared a non-pecuniary interest in A16/119 on the grounds of being known to proprietors of H Cumberbirch & Sons.

A16/118 Public Participation

No members of the public were present.

A16/119 To consider matters related to 60 King Street

- a) To consider matters related to the repair of the tower staircase
- b) To consider matters related to the removal of pigeons from the building
- c) To consider matters related to the decking installed at the side of the building
- d) To consider general management matters

The council's agent provided an update in relation to the repairs required for the staircase and members **resolved** to instruct the agent to give notice to the tenant requiring the repair of the staircase in line with advice received by the agent.

Members **resolved** to defer the consideration of pigeon deterrents pending a fully costed proposal from Gauntlet.

Members **resolved** to exclude the public and press on the grounds of the commercially sensitive nature of discussions. Members **resolved** to take the action detailed in confidential annex C1605

Members **resolved** to readmit the public and press. The agent reported on the next scheduled works and members **resolved** to approve the programme of works and chosen contractor.

A16/120 To receive and confirm the minutes of the meetings held on 16th January and 30th January

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

A16/121 To consider the committee budget and spending to date

Members noted the budget and spending to date.

A16/122 To consider an update in relation to the Allotments

The Town Clerk reported on a meeting held with the Allotment Society. Members **resolved** to approve officers further investigating the creation of accessible plot on Warren Avenue and the installation of accessible compostable toilets at both sites and to prepare a full report for committee consideration including funding arrangements. Members noted the current charging mechanism in place at the allotments whereby an additional levy is raised by the society for its operational costs. Members noted the society's difficulty in recruiting a Secretary and Treasurer and requested the Town Clerk to suggest they sought help from CVSCE.

A16/123 To consider works to gravestones at Knutsford Cemetery

Members **resolved** to approve the outlined works and authorise the Town Clerk to place the contract for works following due diligence.

A16/124 Member questions to the Town Clerk

Members enquired who one purchases a grave from at the cemetery, the Town Clerk confirmed that Orbitas manage all bereavement services. Members enquired what the turnout for the Ashworth Park consultation was compared to the Neighbourhood Plan consultation, the Town Clerk confirmed that there was a response rate of 19.03% for the Ashworth Park consultation and 12.19% for the Neighbourhood Plan consultation. Members enquired if the heating could be adjusted to ensure meeting rooms were sufficiently warm.

A16/125 To consider the resolutions log

Members noted the log.

A16/126 To note the date of the next meeting (10/04/2017)

Members noted the date.

Knutsford Town Council

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01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Assets and Operations Committee held on April 10th 2017

in the Lower Council Chamber of the Town Council Offices

A16/127 Present

Cllrs Goodrich, Mrs Gray, Coan, Forbes, Malloy, Farber and Wells-Bradshaw.

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

A16/128 To receive apologies for absence

Apologies were received from Cllr Nicholson (personal business).

A16/129 To note declarations of members' interests

Cllrs Coan and Farber declared a non-pecuniary interest in A16/139 on the grounds of being known to the tenant.

A16/130 Public Participation

No members of public were present.

A16/131 To receive and confirm the minutes of the meetings held on 27th February

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

A16/132 To consider the committee budget and spending 2016/17

Members noted the budget and spending report.

A16/133 To consider an update from the Empty Spaces working group

The Town Clerk provided an update that the working group had been awaiting plans from Whitebox on the possibilities of the conversion at the buildings with plans for Bexton Road having now been received.

A16/134 To consider joining the National Allotments Society

Members **resolved** to join the National Allotment Society.

A16/135 To consider public toilet usage data

Members noted the data and asked the Town Clerk to project the impact on the increased usage on the budget. Members further raised an issue with doors sticking at King Street and asked if data is collected for RADAR usage.

A16/136 To consider matters related to Knutsford Cemetery

Members **resolved** to adopt the revised vision and objectives for the cemetery.

Members **resolved** that the cemetery gates and toilets no longer be closed with access being provided 24hrs a day.

Members **resolved** to approve the Service Level Agreement subject to the addition of a consideration and instructed the Town Clerk to sign the SLA on behalf of the council and write to the borough council stating the council's understanding that no other services will be affected by the implementation of the SLA.

Members **resolved** to :

- a) accept the return of the cemetery chapel
- b) task the cemetery working group with developing proposals for its refurbishment and ongoing operation for approval by the committee
- c) seek funds from Cheshire East Council for the outstanding repairs at the chapel
- d) authorise the Town Clerk, in consultation with the Town Mayor and committee Chairman, to determine the timing of the return of the chapel

A16/137 Member questions to the Town Clerk

The Town Clerk responded to a question in relation to the Party Wall Act agreement for the Market Hall, explaining the works and that he had approved the signing of the agreement following a recommendation from the council's surveyor.
The Town Clerk confirmed the market bags had been delivered.

A16/138 To consider the actions log

Members requested the Town Clerk press Land Registry for an update on the registration of 60 King Street.

A16/139 To consider matters related to 60 King Street

- a) **To consider matters related to the removal of pigeons from the building**
- b) **To consider general management matters**
 - a) It was agreed to defer this item to the next meeting to allow for investigation of the options for poisoning and working with neighbours on a solution. The Town Clerk was asked to investigate the equipment required and health and safety implications of the Town Ranger cleaning pigeon guano.
 - b) Members **resolved** to exclude the public and press on the grounds of the confidential nature of discussions.
The Town Clerk provided an update and members **resolved** to undertake the action detailed in confidential annex C16/06. The Town Clerk provided an update in respect of the removal of the decking.
Members **resolved** to readmit the public and press.

A16/140 To note the date of the next meeting

Members noted the date. The Chairman thanked members for their work on the committee and working groups over the past civic year.



Environment Committee

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

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Minutes

of the

Environment Committee held on 4th July 2016

in the Lower Council Chamber of the Town Council Offices

- EGP16/000 Present**
Cllrs Hutchence , Bancroft, Power, Greenstein, Coan and Goodrich
In attendance: L Benskin (*Deputy Town Clerk*)
- EGP16/001 To elect a Chairman of the Committee**
Members **resolved** to elect Cllr Coan Chairman of the Committee.
- EGP16/002 To note the Committee Terms of Reference**
Members noted the Terms of Reference.
- EGP16/003 To elect a Deputy Chairman of the Committee**
Members **resolved** to elect Cllr Power Deputy Chairman of the Committee.
- EGP16/004 To receive apologies for absence**
Apologies were received from Cllrs Nicholson and Forbes (Personal Business).
- EGP16/005 To note declarations of members interests**
None
- EGP16/006 Public Participation**
No members of the public wished to speak.
- EGP16/007 To receive and confirm the minutes of the meeting held on 23rd May 2016**
Members **resolved** to confirm the minutes and they were duly signed by the Chairman.
- EGP16/008 To consider the Committee's budget and spending to date**
Members noted that the budget and spending to date.
- EPG16/009 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 advised that the National Play Day event was being held on the Moor on the 3rd August 2016 from 2pm to 4pm.
Cllr Power advised that the Moor was suffering with flooding in areas and ANSA has deemed this was not part of their maintenance schedule and so the matter had been referred back to CEC. It was noted that CEC Councillor assistance may be needed in due course. Cllr Power indicated that the Friends were considering planting to help the problem and asked if money would be available to assist from the Town Council.

Cllr Coan advised if this was to be considered a detailed report as to the plants required and their benefits and costs would be necessary.

EGP16/010 To consider the Committee's progress against the 2020 Vision

Members **resolved** to amend the Action Plan dates as recommended in report ENV1601 save for 9.4 which was increased to March 2017.

EGP16/011 To consider the membership of Working Groups reporting to the Committee

Members **resolved** that;

- Cllrs Coan, Hutchence, Bancroft and Dean be appointed to the War Memorial working group;
- Cllrs Bancroft, Hutchence and Greenstein be appointed to the Blue Plaques Appraisal Panel;
- Cllrs Hutchence, Power, Goodrich and Greenstein be appointed to the Highways working group.

EGP16/012 To consider an update following a visit to the CCTV Control room

Cllrs Goodrich and Greenstein provided an update to the Committee following the visit.

EGP16/013 To consider the type of bins to be used within the Town Centre

Members agreed that their preference was for cast iron bins to be used within the Town Centre Conservation Area and **resolved** that;

- The damaged cast iron bin be requested from ANSA and the Town Ranger to ascertain what work was required and if a possible a suitable bracket be purchased to use the bin. If this was not possible a new open cast iron bin should be purchased for Heritage Way;
- The plastic bins be replaced in the Town Centre with cast iron bins at a rate of one per year. The Heritage Way bin being the first if the refurbished bin could not be used.
- The current cast iron bins should continue to be refurbished for as long as possible, when it is no longer possible they should be replaced with an open cast iron bin.

EGP16/014¹ To consider the matters to be referred to the Highways Working Group

Members **resolved** that the items listed in report ENV1604 be referred to the Highways working group and agreed that the Police should be invited to the meeting on 11th July.

EGP16/015² To consider the parking issue on Church Walk

The Deputy Town Clerk reported that from 7 visits to the area the Police had issued 15 Advisory notices, 3 Fixed Penalty Notices and had one vehicle towed away for obstruction.

Members agreed that Cllr Coan and Cllr Power review the area and investigate potential options for discussion at the next meeting.

EGP16/016 To consider any matters requiring the Town Ranger's attention

Cllr Bancroft asked that the weeding of the Town Centre be attended to.

EGP16/017 To consider the Town Maintenance report

Members considered the report.

¹ Cllr Hutchence left the meeting at 9.05pm at the end of the discussion on this item.

² Cllr Greenstein left the meeting at 9.15pm at the end of the discussion on this item.

EGP16/018 To consider the Resolutions Log

Members considered the Resolutions Log.

EGP16/019 Questions to the Clerk

Members had no questions for the Clerk.

EGP16/020 To note the date of the next meeting (10th October 2016)

Members noted the date.

FINAL

Knutsford Town Council

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Minutes

of the

Environment Committee held on 10th October 2016

in the Lower Council Chamber of the Town Council Offices

EGP16/021 Present

Cllrs Coan , Bancroft, Power, Greenstein and Nicholson

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

EGP16/022 To receive apologies for absence

Apologies were received from Cllrs Forbes and Hutchence (Personal Business) and Cllr Goodrich (Business).

EGP16/023 To note declarations of members interests

Cllr Nicholson declared a non-pecuniary interest in EGP16/036 on the grounds of being the widow of a former councillor.

EGP16/024 Public Participation

A resident from Meadow Drive advised the Committee that the state of the road was awful and contained numerous potholes. The resident requested that the Committee contact Cheshire East Council to see if the road could be resurfaced.

A representative of SKRG advised members that they would support the refurbishment of the parish pump to be considered at item EGP16/33. The representative also advised that whilst an information board would be supported at the St Helena's site (EGP16/34) it would be important to ascertain all available information first. It was noted that a Scheduled Monument Consent would have been required for the works to take place in 2000 and that a copy of this should be sought.

A representative from the KCHG also noted that the group supported items EGP16/33 and EGP16/34. The representative also relayed the concerns of the group with respect to the roll out of LED lighting in the Conservation Areas and noted that whilst they had no objection to the change, time should be taken to ensure appropriate fittings and lighting types for these important areas.

EGP16/025 To receive and confirm the minutes of the meeting held on 4th July 2016

Members resolved to approve the minutes subject to the amendments discussed and they were duly signed by the Chairman.

EGP16/026 To consider the Committee's budget and spending to date

Members considered the budget and noted that spending had been low to date but that there were a number of items on the agenda this evening that would change this position if agreed.

EGP16/027 To consider matters related to the Friends of the Moor

Cllr Power referred to the written report provided by the group and supported the requests for CCTV on the Moor. The Chairman noted that this issue was to be discussed at the next full council meeting. The Committee thanked the Friends of the Moor for their work with the refurbished playground.

EGP16/028 To consider an update with respect to Highways

Members noted the update.

EGP16/029 To consider the parking issue on Church Walk

Members **resolved** to respond to the proposed Traffic Regulation order requesting that;

- no loading at any time restrictions, signage and kerb lining be added in the area coloured red on the plan, or
- the kerbs be raised in height to stop parking on them, or
- Cast Iron bollards be placed along the pavement edge to stop parking

EGP16/030 To consider matters relating to Cotton Shop Yard

Members **resolved** to purchase and install two of the 'Blackpool' style cast iron removable bollards at both ends of Cotton Shop Yard.

EGP16/031 To consider matters related to the roll out of LED Lighting

Members **resolved** to advise Cheshire East Council that whilst they are content for LED lighting to be used in the Conservation Area, the type of fitment should be chosen to enhance the heritage style of the original lighting columns and the type of illumination should provide a softer warmer light in these areas. Furthermore, should any columns require replacement in the Conservation Area they should be replaced with heritage style columns.

EGP16/032 To consider matters related to the Woodlands Drive K6 Phone Box

Members **resolved** to adopt the telephone box from BT and carry out works to repair and restore the same.

EGP16/033 To consider the refurbishment of the Parish Pump on Chelford Rd

Members **resolved** to refurbish the pump in line with the scope of works detailed in report ENV1607 and offer the current wooden casing to the Knutsford Heritage Centre if they would like it.

The Chairman adjourned the meeting for a five minute recess.

EGP16/034 To consider matters related to St Helena's Churchyard

Members requested the Deputy Town Clerk attempt to obtain the Scheduled Monument Consent and ancillary documents for the site from 2000. The Committee would then consider the installation of an information board once the additional information had been received and a decision has been made with respect to the asset transfer/future use of land.

EGP16/035 To consider relocation of a bench

Members **resolved** to relocate the bench as detailed in report ENV1605 to the end of Garden Lane behind St Vincent's Church.

EGP16/036 To consider memorials for former Cllrs V Davies and C Nicholson

Members **resolved** to cover the costs an Oak Tree including planting and a plaque on the Moor in memory of Cllr Vivien Davies, with the wording of the plaque to be

agreed between the Friends of the Moor and Environment Committee.
Members further **resolved** to install a bench in memory of Cllr C Nicholson, as detailed in report ENV1612.

EGP16/037 To consider repairs to the King Canute Mosaic

As costings for the repairs had not been provided by Fisher German, members **resolved** to defer the consideration of this item to the next meeting.

EGP16/038 To consider matters related to floriculture at the Welcome Signs

Members agreed in principle to install flower beds underneath the 'Welcome to Knutsford' signs and requested the Deputy Town Clerk to investigate options and costings to be considered at a future meeting.

EGP16/039 To consider the draft committee budget 2017/18

The Deputy Town Clerk circulated an amended draft budget. Members **resolved** to amend the draft budget as follows:

- a) Increase budget line 310/4200 to £3,500
- b) To add a 'New Projects' budget of £10,000 to cost centre 330

Members **resolved** to recommend the draft budget to the Finance Committee.

EGP16/040 To consider any matters requiring the Town Ranger's attention

Members noted that the weeds in the Town Centre needed attention

EGP16/041 To consider the Town Maintenance report

Members requested the following items be added:

- Road Surface Deterioration and pot holes at Meadow Drive
- Pot holes leaving the cobble sets exposed on Church Hill
- Pavement surface deterioration on Hollow Lane and Middle Walk
- Damaged and sloping cobbles on Mobberley Road close to the Shambles
- Road Surface deterioration on Princess Street

and as such requested a letter to Cheshire East Council Highways be sent covering the above issues and the poor state of the roads in the Town generally.

EGP16/042 To consider the Resolutions Log

Members considered the Resolutions Log.

EGP16/043 Questions to the Clerk

Members had no questions for the Clerk.

EGP16/044 To note the date of the next meeting (14th November 2016)

Members noted the date.

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Minutes

of the

Environment Committee held on 14th November 2016

in the Lower Council Chamber of the Town Council Offices

EGP16/045 Present

Cllrs Coan, Power, Greenstein and Goodrich

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

As it was necessary for some members to leave the meeting early, the Chairman prioritised those matters requiring urgent attention with the remainder of items being adjourned to the next meeting.

EGP16/046 To receive apologies for absence

Apologies were received from Cllrs Forbes, Bancroft, Nicholson and Hutchence (Personal Business).

EGP16/047 To note declarations of members interests

Members had no interests to declare.

EGP16/048 Public Participation

No members of the public wished to address the Committee.

EGP16/049 To receive and confirm the minutes of the meeting held on 10th October 2016

Members resolved to approve the minutes subject to the amendments discussed and they were duly signed by the Chairman.

EGP16/050 To consider an update from the Highways Working Group

Cllr Goodrich advised that to date the working group had been focusing on SIDS to date. The group's views on this would be detailed further with respect to item EGP15/051 and the proposed budget line removal. It was noted that the next meeting was to be held on 26th November.

EGP16/051 To note and consider the removal of the New Projects Budget from the draft committee budget 2017/18 following the Finance Committee Meeting

Members **resolved** to request that Full Council reinstate the budget line and provide a budget of £4,000 on the basis that data is provided to support the need for two SIDS and the CEC position is ascertained in advance of the January meeting.

EGP16/052 To consider matters relating to the memorial for former Cllr Vivien Davies

Members **resolved** to agree the proposed wording which had been approved by the Friends of the Moor and Mr Davies, namely "This tree is planted in memory of Vivien Davies, former Chairman of Friends of The Moor, Knutsford Town Mayor and

Councillor for her many years of commitment to the Moor and the community of Knutsford”

EGP16/053 To consider matters related to the roll out of LED Lighting

Members requested that the Deputy Town Clerk write to Frank Jordon of Cheshire East Council in the strongest terms with respect to the roll out of LED lighting in Conservation areas and their failure to listen to the Town Council.

EGP16/054 To consider repairs to the King Canute Mosaic

As costings for the repairs had not been provided by Fisher German, the Chairman deferred the consideration of this item to the next meeting.

EGP16/055 To consider an update from the War Memorial Working Group

Members **resolved** to recommend that Full Council release an additional £5,000 from general reserves to enable the project to go ahead.

EGP16/056 To consider relocation of the Mereheath Lane/Tatton Park Bench

Members **resolved** that the Town Ranger remove the bench given its rotten state.

EGP16/057 To note the date of the next meeting (19th December 2016)

Members noted the date.

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Minutes

of the

Environment Committee held on 6th February 2017

in the Lower Council Chamber of the Town Council Offices

EGP16/058 Present

Cllrs Coan, Bancroft, Nicholson and Forbes

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

EGP16/059 To receive apologies for absence

Apologies were received from Cllrs Power, Greenstein and Goodrich (personal business and Cllr Hutchence (business)).

EGP16/060 To note declarations of members interests

Cllr Forbes declared a non-pecuniary interest in EGP16/071 on the grounds of having a disability. Cllr Bancroft declared a non-pecuniary interest in EGP16/072 as Chairman of Knutsford in Bloom.

EGP16/061 Public Participation

A resident raised concerns with respect to item EGP16/068 and the difficulties the parking along this road causes both for the movement of traffic, the damage to the grass verges and the obstruction of pavements for pedestrians.

EGP16/062 To receive and confirm the minutes of the meeting held on 14th November 2016

Members resolved to approve the minutes subject to a minor amendment and they were duly signed by the Chairman.

EGP16/063 To consider matters related to the Friends of the Moor

Members considered the report from Friends of the Moor and the requests made. It was noted that officers were preparing a report with respect to potential works on the River Lily Bridge and as that this was a project the Council would lead on. The issue of street lighting repair priority had been raised with Cheshire East Council previously and they had indicated the area did not qualify for 'emergency' repair status. Members requested the Deputy Town Clerk write to Knutsford Police with respect to their views on additional lighting requested near the Scout Hut and to Cheshire East Highways with respect to the works requested on Moorside. Members **resolved** that with regret they were not minded to purchase two more benches for the Moor as they considered the current provision sufficient.

EGP16/064 To consider matters related to the roll out of LED Lighting

Members requested that officers obtained costs from Cheshire East Council for the Heritage style LEDs before they could consider the matter further. Members further requested that the removal of the heritage lantern in Goughs Lane be perused by way of the planning issues log.

- EGP16/065 To consider repairs to the King Canute Mosaic**
Members **resolved** that officers obtain a third quote for the works and that the authority to choose the best (not necessarily the lowest) quote be delegated to the Town Clerk on the basis that the costs of the works be split 50/50 with Monckton Properties via their agents. If a 50/50 split was not agreed then the matter will return to the committee for further consideration.
- EGP16/066 To consider an update from the Highways Working Group**
Members noted the update provided by the Deputy Town Clerk.
- EGP16/067 To receive an update on the Definitive Map Modification Order for path between 95-97 King St**
Members noted the update provided by the Deputy Town Clerk.
- EGP16/068 To consider parking issues on Garden Road**
Members **resolved** that the Deputy Town Clerk write to Cheshire East Council requesting the to re-surfacing of the pavement adjacent to the grass verge and to request proposals for resolution of the verge parking. In addition given the changing town dynamics, members request that the long awaited review of parking restrictions takes place in the 2017/18 financial year.
- EPG16/069 To consider advertising in the 2017 Knutsford Royal May Day Program**
Members **resolved** to take out a full page advert in the program at a cost of £130. Members requested the Town Clerk circulate the proposed advert to the Committee for comment prior to submission.
- EGP16/070 To consider parking issues on Keepers Close and Surrounding Area**
Members **resolved** that steps requested by Cllr Dean in report ENV1619 be actioned by officers.
- EGP16/071 To consider a response to the CEC Highways Satisfaction Survey**
Members reviewed the survey and **resolved** that the changes noted by the Deputy Town Clerk be made and the survey submitted.
- EGP16/072 To consider matters relating to the Bollards on Cotton Shop Yard**
Members **resolved** that the frequency of cars parking on Cotton Shop Yard be monitored for the present time to see if alternative measures were necessary at the foot of the pathway. Members further **resolved** that a letter be sent to Cheshire East Council noting the construction of the road, reminding them of their duty of care and suggesting that signage be put in place to advise people not to park on the pathway.
- EGP16/073 To receive the annual update from Knutsford in Bloom**
Members noted the update and congratulated Knutsford in Bloom and their volunteers on their Gold Award at North West in Bloom.
- EGP16/074 To consider any matters requiring the Town Ranger's attention**
Members noted an issue on Richmond Hill that needed the Town Ranger's or Cheshire East Council attention and some signage requiring cleaning on Manchester Road.
- EGP16/075 To consider the Town Maintenance report**
Members noted the report. Members were concerned that the fencing on Ladies Mile and around the Heath has still not been repaired from a Health and Safety perspective, despite being raised in 2015. Members requested the Deputy Town Clerk

write to Cheshire East Council and the landowner regarding the issue.

EGP16/076 To consider the Resolutions Log

Members noted the log.

EGP16/077 Questions to the Clerk

No questions were raised.

EGP16/078 To note the date of the next meeting (20th March 2017)

Members noted the date.

FINAL

Knutsford Town Council

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Minutes of the Environment Committee held on 20th March 2017 in the Lower Council Chamber of the Town Council Offices

EGP16/079 Present

Cllrs Coan, Goodrich, Hutchence and Power

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

EGP16/080 To receive apologies for absence

Apologies were received from Cllrs Forbes and Nicholson (personal business) and Cllr Greenstein (business)

EGP16/081 To note declarations of members' interests

No member declared an interest on any item.

EGP16/082 Public Participation

No members of the public were present.

EGP16/083 To receive and confirm the minutes of the meeting held on 6th February 2016

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

EGP16/084 To consider the Committee's budget and spending to date

Members noted the budget and spending to date.

EGP16/085 To consider matters related to the Friends of the Moor

Cllr Power reported there was no update since that tabled at the previous meeting, highlighting a few minor incidents which had been reported to the police and noting the police response to issues had been good.

EGP16/086 To consider an update from the Highways Working Group

It was noted that the working group meeting had been postponed and consequentially there was no update.

EGP16/087 To consider matters related to the Booths Garden

Members **resolved** that officers further investigate options for improvement including to consider the suggestions of flower beds and wildflower planting and the issues of ongoing maintenance with a view to providing a range of options for committee consideration. It was agreed that the Town Ranger should commence refurbishment of the benches and bins.

EGP16/088 To consider matters related to the Open Spaces Improvements

Members **resolved** to undertake the actions outlined for the current financial year

and that officers engage with Cheshire East Council and other land owners on the issues requiring their attention. Members **resolved** to adopt the outlined working action plan with the amendment to OS-07 (Manor Crescent play area) that the Scouts be consulted.

EGP16/089 To consider the purchase of additional Town Guides

Members **resolved** that the additional guides be purchased as outlined to be provided with the initial print run.

EGP16/090 To receive an update with regards to the Windmill Wood TPO

Members **resolved** to invite the appropriate officer from Cheshire East Council to attend the next meeting to explain their response to the TPO request and provide an idea of the timescale and process for making an Order.

EGP16/091 To consider matters related to Cycling Infrastructure as recommended by the Tour of Britain Legacy Working Group

Members **resolved** to task officers with further investigating cycle racks, directional signage, production of a new edition of the Knutsford Cycle Map and the development of cycle friendly routes.

EGP16/092 To receive an update and consider matters related to the Definitive Map Modification Order Application for the path between 95-97 King St

Members **resolved** to appeal the decision of Cheshire East Council to not make the medication order. Members thanked the Deputy Town Clerk for her work on this issue.

EGP16/093 To consider matters relating to the bollards on Cotton Shop Yard

The Deputy Town Clerk provided an update following the installation of the bollard that parking was still taking place. Members **resolved** to purchase a cast iron planter to be installed at the bottom of Cotton Shop Yard to prevent vehicular access and that the Deputy Town Clerk write to businesses explaining the issues and action being taken.

EGP16/094 To consider any matters requiring the Town Ranger's attention

Members reported issues requiring the Town Ranger's attention being; bins and benches on Booths Garden, clearing under the Band of Hope planter on Gaskell Avenue, road signs requiring cleaning on Victoria Street. Members suggested the Assets committee consider the potential of a water reservoir in the Town Ranger van to allow for certain jobs being undertaken.

EGP16/095 To consider the Town Maintenance report

Members requested the addition of the damaged railings on Toft Road being added to the log.

EGP16/096 To consider the Committee Actions Log

Members noted the log.

EGP16/097 Questions to the Clerk

No questions were raised.

EGP16/098 To note the date of the next meeting

Members noted the date.



Events Committee

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

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

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Events and Town Management Committee held on 17th 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 21st 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 (27th June 2016)

Members noted the date.

Knutsford Town Council

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townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Events and Town Management Committee held on 27th June 2016

in the Lower Council Chamber of the Town Council Offices

E16/000 Present

Cllrs Malloy, Power, Mrs Gray, Greenstein, Nicholson and Coan

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

E16/001 To elect a Chairman of the Committee

Members **resolved** to elect Cllr Malloy Chairman.

E16/002 To elect a Deputy Chairman of the Committee

Members **resolved** to elect Cllr Power Deputy Chairman.

E16/003 To note the Committee Terms of Reference

Members noted the terms of reference.

E16/004 To receive apologies for absence

Apologies were received from Cllrs Forbes (personal business) and Wells-Bradshaw (business)

E16/005 To note declarations of members interests

Cllr Malloy declared a non-pecuniary interest in item E16/010 on the grounds of being a member of the Friends of Knutsford Heritage Centre and E16/012 on the grounds of being a Knutsford Host.

E16/006 Public Participation

A representative of the Heritage Centre thanked the Mayor for attending the opening of the Viking Weekend.

E16/007 To receive and confirm the minutes of the meeting held on 17th May 2016

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

E16/008 To consider the Committee's budget and spending to date

Members noted the budget and spending to date.

E16/009 To consider a new Event - Knutsford Art Trail

The Town Clerk reported that the presenters were unable to attend at late notice. Members expressed concern at the price of the event and wished to see more information on the breakdown of costs. It was agreed to submit comments to the Deputy Town Clerk and to defer the item to the next meeting.

E16/010 To receive an update with respect to the Canute Millennial celebrations

Cllr Nicholson reported the Viking Weekend was a huge success and had a great turnout.

E16/011 To consider matters related to RHS Tatton

Members requested the Deputy Town Clerk enquire if the invitation to host the stall was open to non-councillors and if not to extend the invitation to all councillors.

Cllr Nicholson reported on attendance at the RHS consultative meeting and members requested the Deputy Town Clerk write to RHS/Tatton Park to encourage greater promotion of Knutsford.

E16/012 To consider matters related to the Tour of Britain 2016

Cllr Power have an update from the sub-committee, highlighting the Cycle Fest event being hosted on the Heath by Tatton Estate Management and Event Buddha, the banner sponsorship opportunities and website. It was noted that the main focus of the sub-committee now was to build a legacy from the event.

E16/013 To consider changes to the Christmas Illuminations

Members **resolved** to approve the change for the Toft Road tree lights, opting for the 'twinkling lights' option.

E16/014 To consider external contractor arrangements for the Christmas Events

Members **resolved** to approve the Town Clerk issuing a tender for the external contractor provision for the Christmas market and lights switch-on event and authorising the Town Clerk to award a three year contract following consultation with the Chairman and Deputy Chairman. Members **resolved** that the Town Clerk seek quotations for the reindeer provision and to enter into a three year agreement with a supplier following consultation with the Chairman and Deputy Chairman. Members **resolved** to approve the procurement of a balloon-man for the switch-on event at a cost of up to £200 and it was requested that the possibility of branding the balloons be looked into.

E16/015 Member questions to the Clerk

Cllr Power requested the Tour of Britain leaflets be distributed to schools.

Cllr Nicholson highlighted the Knutsford Heritage Open Days leaflets which were distributed at the Cheshire Show, expressing concern on behalf of the Heritage Centre that the name of the event was confusable with the Heritage Centre. Cllr Malloy confirmed the event was named for the national Heritage Open Days event.

Cllr Nicholson highlighted that it had been necessary to source external traffic management for Civic Sunday as the police had withdrawn their support for such events. The Town Clerk stated that the Deputy Town Clerk was investigating training for officers to undertake such traffic management.

E16/016 To consider the Resolutions Log

Members noted the log.

E16/017 To note the date of the next meeting

Members noted the date

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Minutes

of the

Events and Town Management Committee held on 19th September 2016

in the Lower Council Chamber of the Town Council Offices

E16/018 Present

Cllrs Malloy, Wells-Bradshaw, Mrs Gray and Power

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

E16/019 To receive apologies for absence

Apologies were received from Cllrs Forbes, Nicholson, Greenstein and Coan

E16/020 To note declarations of members interests

Cllr Malloy declared a non-pecuniary interest in item E16/025 on the grounds of being a Friend of Knutsford Heritage Centre.

E16/021 Public Participation

No members of the public wished to address the Committee.

E16/022 To receive and confirm the minutes of the meeting held on 27th June 2016

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

E16/023 To consider the committee's budget and spending to date

Members noted the budget and spending to date.

E16/024 To consider proposals for a Knutsford Art Trail

The Chairman adjourned the meeting to enable Julie Niven and Georgie Johnson to address the Committee with respect to their proposal to provide a Knutsford Art Trail.

The Chairman reconvened the meeting and members agreed that they would consider the event idea at the next meeting when considering the budget for 2017/18. Cllr Power advised that he would attend the Wilmslow Art Trail (13th to 16th October) to see how a similar event worked in practice.

E16/025 To consider matters related to the Christmas Events

The Chairman moved this item to be considered earlier in the meeting. Members **resolved** to approve the recommendations contained in report E1609. Members further **resolved** that in light of the Olympic success of team GB in Rio, a local Olympian should be sought if possible for the Christmas Light Switch On in 2016.

E16/026 To receive an update with respect to the Canute Millennial celebrations

Members reviewed the report provided and asked that the Heritage Centre send the detail of the program of Events for the Canute Millennial Festival to the Deputy Town Clerk so that

it could be added to the Town Council Website Events page. Members noted that the format of the invite received for the Ambassador's lunch did not display properly and requested this be brought to the organisers' attention.

E16/027 To review and consider matters related to the Tour of Britain 2016

Members noted the report and that whilst the monies raised from the sponsorship of Highways Banners had not been as high as hoped, the event itself had been a great success and brought large numbers of people into the Town. It was noted that whilst figures had been requested from Cyclefest organisers they were not yet available to ascertain how much of the monies spent by the Council had been recouped.

Members thanked the Deputy Town Clerk, Town Clerk, Cllrs Power, Wells-Bradshaw and the Tour of Britain Sub-Committee for the huge amount of work undertaken for the Event.

Members noted that should a new event such as this be taken on in future the officer and Councillor time required should be fully understood and considered. Members further thanked Knutsford One and the business community for their support and also Tatton Estate Management and Event Buddha.

Members **resolved** to defer items 4.2 and 4.3 to the next meeting so that they could be given careful consideration to ensure the right outcomes.

E16/028 To consider matters related to Town Centre Bunting

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

E16/029 To consider matters related to the Promote Knutsford Forum

Members **resolved** to approve the recommendations contained in report E1606 but noted that the Coach Friendly Town initiative would be progressed subject to Officer time constraints.

E16/030 To consider matters related to Town Centre Management

Members **resolved** to approve the recommendation contained in report E1607.

E16/031 To consider the Committee's progress against the 2020 Vision

Members **resolved** to approve the recommendations contained in report E1606.

E16/032 To consider the Committee's priorities for 2016/17 and 2017/18

Members **resolved** to reinvestigate the Town Awards and as to whether this would be a priority for 2017 and agreed that at this stage, their priorities for 2016/17 and 2017/18 were:

- a) Commemorate the Centenary of the end of the First World War in November 2018;
- b) A Music Festival

E16/033 Member questions to the Clerk

Members had no questions for the Deputy Town Clerk.

E16/034 To consider the Resolutions Log

Members noted the log.

E16/035 To note the date of the next meeting (1st November)

Members noted the date.

Knutsford Town Council

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townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Events and Town Management Committee held on 10th October 2016

in the Committee Room of the Town Council Offices

E16/036 Present

Cllrs Malloy, Wells-Bradshaw, Mrs Gray, Greenstein, Coan, Nicholson and Power

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

E16/037 To receive apologies for absence

Apologies were received from Cllr Forbes (personal business).

E16/038 To note declarations of members interests

No members had any interests to declare.

E16/039 To consider the approval of the revised risk assessment in respect of the Christmas Trees

Members reviewed the revised financial risk assessment and **resolved** to approve the same as amended.

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Minutes

of the

Events and Town Management Committee held on 12th December 2016

in the Committee Room of the Town Council Offices

E16/058 Present

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

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

E16/059 To receive apologies for absence

Apologies were received from Cllrs Forbes and Greenstein (Personal Business) and Cllr Coan (Health)

E16/060 To note declarations of members interests

None

E16/061 Public Participation

A member of the public spoke with respect to item

E16/062 To receive and confirm the minutes of the meeting held on 1st November 2016

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

E16/063 To consider the committee's budget and spending to date

E16/064 To review the Canute Millennial Celebrations

E16/065 To consider the committee's budget and spending to date

Members noted the budget and spending to date.

E16/066 To review the Canute Millennial Celebrations

E16/067 To consider ideas for commemorative events for the end of WW1 in 2018

E16/068 To consider matters related to the Tour of Britain legacy

E16/069 To review the Town Christmas Events

E16/070 To consider the nomination process for the Town Awards

E16/071 Member questions to the Clerk

E16/072 To consider the Resolutions Log

Members noted the log.

E16/073 **To note the date of the next meeting (23rd January 2017)**
Members noted the date.

Knutsford Town Council

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Minutes

of the

Events and Town Management Committee held on 12th December 2016

in the Committee Room of the Town Council Offices

E16/058 Present

Cllrs Malloy, Power, Nicholson and Wells-Bradshaw

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

E16/059 To receive apologies for absence

Apologies were received from Cllrs Forbes, Greenstein, Gray (personal business) and Coan (health)

E16/060 To note declarations of members' interests

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

E16/061 Public Participation

A member of the public spoke with respect to item E16/065 and the key dates in 2018 that could be commemorated and the key themes of commemoration across the Country for 2018 which could be tailored to Knutsford's involvement in WW1. It was also noted that there were a couple of traveling exhibitions that could also work well in Knutsford.

E16/062 To receive and confirm the minutes of the meeting held on 1st November 2016

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

E16/063 To consider the committee's budget and spending to date

Members noted the budget and spending to date.

E16/064 To review the Canute Millennial Celebrations

The Chairman adjourned the meeting to allow a representative of the Heritage Centre to address the committee. The meeting was subsequently reconvened and members expressed thanks to the Heritage Centre for all their work on the celebrations.

E16/065 To consider ideas for commemorative events for the end of WW1 in 2018

Members **resolved** to establish a working group comprising Cllrs Malloy, Wells-Bradshaw, Coan and Nicholson with the remit to invite members of the public with an interest, to investigate commemorative events for 2018.

E16/066 To consider matters related to the Tour of Britain legacy

Cllr Malloy provided an update following the recent meeting and members **resolved** to approve the revised terms of reference.

E16/067 To review the Town Christmas Events

The Deputy Town Clerk provided a summary update; members raised the issue of public access to toilets and traffic implications. Members thanked the Officers for their hard work in organising the event. It was noted that a member of the public had informally complained about the crib service not being on the first Sunday of advent and the Deputy Town Clerk explained the consultation with the Churches and Catenians which had taken place prior to the committee approving the change. It was noted that the Chairman and Deputy Chairman would be meeting with Officers to review the event and that a detailed report would be provided following that meeting.

E16/068 To consider the nomination process for the Town Awards

Members **resolved** to approve the process detailed in report E1615.

E16/069 Member questions to the Clerk

No questions were raised by members.

E16/070 To consider the Resolutions Log

Members noted the log.

E16/071 To note the date of the next meeting (23rd January 2017)

Members noted the date.

Knutsford Town Council

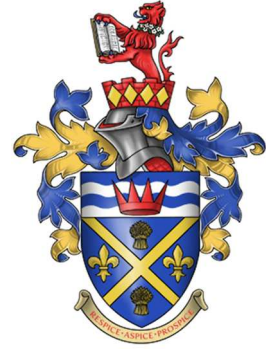
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01565 653929

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townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Events and Town Management Committee held on 23th January 2017

in the Committee Room of the Town Council Offices

E16/072 Present

CLlrs Malloy, Power, Nicholson, Wells-Bradshaw, Greenstein, Mrs Gray and Coan

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

E16/073 To receive apologies for absence

Apologies were received from Cllr Forbes (personal business)

E16/074 To note declarations of members' interests

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

E16/075 Public Participation

A member of the public spoke with respect to item E16/081 and indicated that whilst they were in favour of the aims of combining the awards with the Town Meeting, they were concerned it was going to make the meeting even longer and potentially discourage the public from attending.

E16/076 To receive and confirm the minutes of the meeting held on 12th December 2016

Members **resolved** to confirm the minutes, subject to a minor amendment, which were duly signed by the Chairman.

E16/077 To consider the committee's budget and spending to date

Members noted the budget and spending to date. Members asked why the amounts paid to external contractors at Christmas had increased. The Deputy Town Clerk advised that as the number of stalls at the Christmas Market was higher than anticipated the costs increased accordingly, as did the funds recovered.

E16/078 To consider the Register of Landlords

Members **resolved** that the register be compiled in accordance with the recommendations in E1617, and that the exercise should be repeated on a five-yearly basis to ensure information is kept up to date.

E16/079 To consider the creation of an Events Forum

Members resolved to pursue the idea in line with the terms of reference on a trial basis, noting that consideration of recommendations 2, 3 and 4 in E1618 be deferred till the completion of the trial period. Members further **resolved** that minutes of the Events Forum should be reported to the Events Committee and the trial should be operated by the Chairman and not involve any officer time.

E16/080 To consider matters related to the Music Festival

Members noted the update provided by the working group and **resolved** to approve the concept as detailed in report E1619.

E16/081 To consider the Event structure for the Town Awards

Members **resolved** to approve the Event Structure as detailed in E1620 save for the removal of item 7 which would instead be dealt with in section 13, the Open Forum, and limit the length of the Community Groups presentations to 2 minutes. Members further **resolved** to authorise a budget of £200 to be made available for the interval refreshments.

E16/082 Member questions to the Clerk

No questions were raised by members.

E16/083 To consider the Resolutions Log

Members noted the log.

E16/084 To note the date of the next meeting (6th March 2017)

Members noted the date.

FINAL

Knutsford Town Council

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Minutes

of the

Events and Town Management Committee held on 27th February 2017

in the Committee Room of the Town Council Offices

E16/085 Present

Cllrs Malloy, Power, Nicholson, Forbes, Mrs Gray, Greenstein and Wells-Bradshaw

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

E16/086 To receive apologies for absence

Apologies were received from Cllr Coan (personal business)

E16/087 To note declarations of members' interests

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

E16/088 To receive and confirm the minutes of the meeting held on 23rd January 2017

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

E16/089 To consider matters relating to the Music Festival

Members **resolved** to delegate authority to officers to organise the event within the agreed budget in consultation with the Music Festival working group as set out in report E1621.

Members **resolved** to approve the risk assessment subject to amending "workload" to "excessive unworkable workload".

The meeting was adjourned to allow the Finance Committee to convene. The meeting was reconvened¹.

E16/090 To note the date of the next meeting

Members noted the date.

¹ Cllr Farber joined the meeting. Cllr Wells-Bradshaw had left the meeting.

Knutsford Town Council

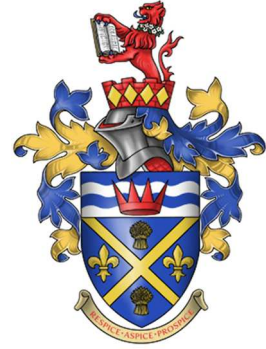
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01565 653929

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townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Events and Town Management Committee held on 6th March 2017

in the Committee Room of the Town Council Offices

E16/091 Present

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

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

E16/092 To receive apologies for absence

Apologies were received from Cllrs Forbes and Nicholson (personal business) and Cllr Greenstein (business)

E16/093 To note declarations of members interests

Cllr Power declared a non-pecuniary interest in E16/098, in relation to the Crib, on the grounds of being a member of the Knutsford Catenians.

E16/094 Public Participation

A resident spoke in relation to the proposed souling play being performed by Minerva Arts with grant support from the Town Council outlining that he was concerned to see it stated the plays were 'lost' as the Warburton Soulers continue to perform them in Knutsford.

E16/095 To receive and confirm the minutes of the meetings held on 27th February 2017

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

E16/096¹ To consider the committee's budget and spending to date

Members noted the budget and spending to date.

E16/097 To consider recommendations from the Tour of Britain Legacy Working Group

Members **resolved** that the establishment of an annual Duathlon/Triathlon be further investigated and to recommend that the Environment Committee consider the other recommendations from the working group as outlined.

E16/098 To consider and review the Christmas 2016 Event

Members **resolved** to note and approve the outlined changes for 2017; namely improving the application form the Christmas market, the introduction of a Santa's Grotto being investigated, seeking a resolution to safety issues caused by the Methodist Church Christmas Fair traders leaving during the market, the organisation of a pre-event volunteer briefing, amending the Sunday close of the market to 4pm and investigating the options for providing toilets in Canute Place for the event.

Members discussed the Crib service and requested it be an item on the next agenda for consideration and requested the Deputy Town Clerk contact ministers for their views on the

¹ Cllr Power arrived during this item.

event.

E16/099 Member questions to the Clerk

Members enquired why the incumbent Mayor was not featured on the Town Awards nomination forms, it was noted as a point to consider as part of the event review. Members requested the Music Festival be a standing item on agendas for updates prior to the inaugural event.

E16/100 To consider the Resolutions Log

Members noted the log.

E16/101 To note the date of the next meeting

Members noted the date.

FESTIVAL

Knutsford Town Council

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Minutes

of the

Events and Town Management Committee held on 18th April 2017

in the Committee Room of the Town Council Offices

E16/102 Present

Cllrs Malloy, Power, Nicholson, Coan and Mrs Gray

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

E16/103 To receive apologies for absence

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

E16/104 To note declarations of members interests

Cllr Power declared a non-pecuniary interest in E16/113 on the grounds of being a member of the Knutsford Catenians.

E16/105 Public Participation

No members of the public wished to address the committee.

E16/106 To receive and confirm the minutes of the meetings held on 6th March 2017

Members **resolved** to confirm the minutes subject to the addition of Cllr Power's declaration of a non-pecuniary interest in relation to the Crib.

E16/107 To consider the committee's budget and spending 2016/17

Members noted the budget and spending 2016/17.

E16/108 To consider a report from the WW1 2018 Commemorations working group

Members **resolved** to approve the terms of reference. Cllr Coan reported on the initial ideas of the working group and the Chairman adjourned the meeting to allow members of the public to provide information before subsequently reconvening. The initial ideas were approved by the committee with the working group tasked to investigate further

E16/109 To receive an update on the Knutsford Music Festival

The Town Clerk provided an update covering the planned promotion and confirming the four events planned by the working group. The Town Clerk explained the first announcement was due shortly and that a meeting was arranged to discuss the schools concert.

E16/110 To consider the disposal of unused Christmas Illuminations

Members **resolved** to retain the festoon lights until the illumination scheme for 2018 had been determined with the view that they may be put to use in other parts of the town. Members further **resolved** to dispose of the motif lights, offering the competition piece from 2013 to the child who designed it or their school and that officers be authorised to dispose

of the others seeking best value if possible.

E16/111 To consider participating in the Knutsford Heritage Open Days event

Members **resolved** that the cemetery chapel and council chamber be opened for the event.

E16/112 To receive an update on the application for a permanent Road Closure Order for the Makers Market

The Town Clerk provided a report following a meeting with Cheshire East Highways who had indicated that it would not be possible to get a permanent traffic regulation order to cover the market. The Town Clerk was asked to investigate further and look at potential fee reductions for the temporary orders.

E16/113 To consider matters related to the Crib Service

It was noted the main issue was the crib not being seen from the service and the poor lighting. It was agreed that all members would provide comments to the Town Clerk to bring to the next committee meeting and feedback would be sought from the Clergy.

E16/114 Member questions to the Clerk

Cllr Power thanked officers for their work to date on the Music Festival.

E16/115 To consider the Actions Log

Members noted the log and requested the Town Awards and Christmas be on the next committee agenda.

E16/116 To note the date of the next meeting

Members noted the date.



Finance Committee

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

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Minutes

of the

Finance Committee meeting held on June 20th 2016

in the Lower Council Chamber of the Town Council Offices

F16/000 Present

Cllrs Forbes, Bancroft, Coan, Dean and Malloy.

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

F16/001 To appoint a Chairman

Members **resolved** to appoint Cllr Forbes Chairman.

F16/002 To appoint a Deputy Chairman

Members **resolved** to appoint Cllr Malloy Deputy Chairman.

F16/003 To receive apologies for absence

Apologies were received from Cllrs Gray, Gardiner and Nicholson (personal business)

F16/004 To note declarations of members' interests

Cllr Forbes	Non-pecuniary	F16/010a	Known to applicant
Cllr Malloy	Non-pecuniary	F16/010a	Attends Christmas Tree festival
Cllr Bancroft	Non-pecuniary	F16/010	Chairman of Knutsford in Bloom

F16/005 Public Participation

No members of the public wished to address the committee.

F16/006 To receive and confirm the minutes of the meeting held on 25th April 2016

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

F16/007 To note the committee's terms of reference

Members noted the committee's terms of reference.

F16/008 To consider the committee's income/expenditure, year to date

Members noted the committee's income and expenditure to date.

F16/009 To consider the Council's income/expenditure, year to date

Members noted the council's income and expenditure to date and **resolved** to request the Assets and Operations Committee review the level of the earmarked reserve for 60 King Street.

F16/010 To consider matters related to the Council's Grant Scheme

- a) **To consider a donation request from the St Cross Christmas Tree Festival**
- b) **To consider a grant application from the Knutsford Harriers & Athletics Club**
- c) **To consider the grant database**
 - a) The Chairman adjourned the meeting to allow representatives of the Knutsford Community Christmas Tree Festival to address the committee, the meeting was subsequently reconvened and members **resolved** to make a donation of £200.
 - b) Members **resolved** to defer the application pending receipt of further information.
 - c) Members noted the grants database and requested the Town Clerk chase for the outstanding information.

F16/011 To consider revisions to the Financial Regulations

Members **resolved** that:

- The limit specified in 3.5 be increased to £300
- 5.1 specify the review be undertaken following each ordinary elections.
- 5.4 state that signatories ensure payments being made accord with the approved schedule
- 11.1b be amended to 'reasonable endeavours'
- 11.1d be amended to specify that tender envelopes be marked for the tender in question
- 12.3 and 15.4 be amended to specify 'council or appropriate committee'
- "accounting and financial record keeping where appropriate" be inserted to the terms of reference in Annex 3.

Members **resolved** to defer consideration of amendments to 17.2 and Annex 2 to the next meeting. Members **resolved** to adopt the revised Financial Regulations subject to the aforementioned amendments.

F16/012 To appoint members to the Grants Policy Review working group and Banking and Investments working group

Members **resolved** to appoint Cllrs Bancroft, Dean and Forbes to the Banking and Investments working group. Members **resolved** to disband the Grants Policy Review working group and to task the Town Clerk with developing a new policy in line with the work the working group had undertaken to date.

F16/013 To consider the Internal Auditor's report

Members noted the report.

F16/014 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) It was noted the terms of reference were now embedded within Financial Regulations.
 - b) Members **resolved** to appoint Cllrs Bancroft, Coan and Dean to the Internal Audit working group.

F16/015 To approve payments

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

F16/016 Financial questions to the Clerk

Cllr Coan enquired what the bunting that had been purchased was for; the Town Clerk confirmed this was for the Indoor Market.

F16/017 To consider the resolutions log

Members noted the resolutions log.

F16/018 To note the date of the next meeting

Members noted the date.

F16/018

Knutsford Town Council

ANNEX A

Payment Schedule

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/06/2016	Cllr Dean	4246	71.00	AKG	Mileage Claim (x7)
13/06/2016	Cllr Nicholson	4247	500.00	Council	Mayor's Allowance
13/06/2016	Knutsford Old Folks Club	4248	48.00	AKG	Jubilee Hall Hire
13/06/2016	A Keppel-Garner	4249	221.35	AKG	Reimbursements
13/06/2016	A Keppel-Garner	4250	31.44	AKG	Reimbursements
13/06/2016	2056 (Knutsford) ATC	4251	30.00	AKG	Civic Dinner Ticket
13/06/2016	Blachere Illumination UK Ltd	4252	157.20	AKG	LYLM Bunting
13/06/2016	Cheshire Community Action	4253	640.00	NP	NP Survey Consultancy
13/06/2016	Commercial Caretakers	4254	234.00	AKG	May Office Cleaning
13/06/2016	Fisher German	4255	1,200.09	AKG	60 King St Management Fees
13/06/2016	KDE Ltd	4256a	79.32	AKG	Repair to Faulty Light (Market)
13/06/2016	KDE Ltd	4256b	1,542.72	Assets	New Lighting at Market Hall
13/06/2016	Knutsford Handyman	4257	500.00	AKG	Painting of Rooms (CEC to reimburse)
13/06/2016	Leander Architectural	4258	1,103.64	AKG	Blue Plaques (x3)
13/06/2016	National Association of Local	4259	60.00	Council	LCAS Registration Fee
13/06/2016	PR Jones	4260	70.00	AKG/Env	Engrave Past Mayor Medal / Repair Chain
13/06/2016	Society of Local Council Clerk	4261	76.60	AKG	New Local Council Administration (CAB)
13/06/2016	UKOS	4262	8.70	AKG	Pens
13/06/2016	Knutsford Window Cleaners	4263	35.00	AKG	Market Window Cleaning
13/06/2016	Ash Waste Services	DD [57/58]	542.35	AKG	Market Waste Collection June
13/06/2016	FP Teleset	DD [59/74]	330.00	AKG	Franking Machine Rental & Credit
13/06/2016	EE	DD [70]	51.79	AKG	May Mobile Costs
13/06/2016	Opus Energy	DD [73]	629.68	AKG	May Market Electricity
13/06/2016	Business By Technology Ltd	DD [75]	83.62	AKG	May Photocopier Usage
13/06/2016	British Telecom	DD [76]	72.88	AKG	Q1 Call Costs

Total Payments 8,319.38

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

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

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Finance Committee meeting held on August 1st 2016

in the Lower Council Chamber of the Town Council Offices

F16/019 Present

Cllrs Forbes, Malloy, Gardiner, Bancroft, Gray and Coan.

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

F16/020 To receive apologies for absence

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

F16/021 To note declarations of members' interests

Cllrs Gardiner and Coan Non-pecuniary F16/034 Known to outstanding debtors.

F16/023 Public Participation

No members of the public wished to address the committee.

F16/024 To receive and confirm the minutes of the meeting held on 20th June 2016

Members **resolved** to approve the minutes which were duly signed by the Chairman subject to the correction of the attendance list to omit Cllr Gardiner and to add his apologies.

F16/025 To consider the committee's income/expenditure, year to date

Members **resolved** to utilise the additional income from CAB donations to increase the grants budget.

F16/026 To consider matters related to the Council's Grant Scheme

a) To consider a donation request from the Knutsford One

b) To consider the grant database

a) The Chairman adjourned the meeting to allow representatives of Knutsford One to address the committee. The meeting was subsequently reconvened and members **resolved** to sponsor the Pumpkin Path event by covering the costs of the event management. Members further **resolved** to recommend the Events Committee review the event and consider how it can work closer with the organisers. Cllr Power left the meeting.

b) Cllr Gardiner provided an update from Friends of the Moor. Members noted the log.

F16/027 To consider amendments to Financial Regulations deferred from the previous meeting

Members **resolved** to amend the section Risk Assessments to state that when considering any new or significantly altered activity/function (including processes or procedures) the RFO shall prepare a draft Risk Assessment for the activity and shall bring a draft addressing the legal and financial liabilities and Risk Management issues that arise to the appropriate committee/Council for consideration and, if thought appropriate, adoption. The Risk Assessment shall be referred to the Finance Committee for consideration. Should the Finance Committee consider any anomalies or omissions in the Risk Assessment it shall be referred back to the submitter to clarify or rectify. In the event the submitter disagrees with the opinion of the Finance Committee it shall be referred to Council.

The Chairman adjourned the meeting for a five minute recess.

Members **resolved** to add an additional clause to Annex 2 to state that Class A users are not permitted to authorise the release of payments. Members further **resolved** to insert 'only' to the specification of user privileges in clause 1 of Annex 2.

F16/028 To consider a report from the Banking and Investments working group

Members **resolved** to accept the working group recommendations not to procure external advice. Members further **resolved** to approve the Town Clerk developing a policy for approval by Full Council in accordance with the principles outlined by the working group.

F16/029 To note progress with online banking

The Town Clerk and Cllr Forbes provided an update that the system was live and they were in the process of creating the user accounts.

F16/030¹ To consider a revised grant scheme

Members **resolved** to adopt the revised grant scheme subject to typographical corrections and the following alterations:

- To amend 4.3 to state that where an item of expenditure exceeds £500 applicants should demonstrate best value which may be by the submission of quotations.
- To amend 5.3 similar to 4.3 but that this would normally be by the submission of quotation.
- To refer to clause 5.5 under 2.2
- To amend 8.2 and 8.3 to refer to payments not cheques
- To state under 4.1 that an application shall not proceed to committee until all required information has been provided.
- To amend 1.2 to state that the purpose of the policy is to ensure that grant expenditure is open and transparent.
- To amend 5.4 to state that applicants must attend the meeting.

F16/031 To approve payments

Members **resolved** to approve the payments detailed in Annex A with the exception of #4294.

Members requested a breakdown of what was being received for sponsorship of the Tour of Britain be circulated to the committee. Members **resolved** to approve the payment of #4294.

The Chairman adjourned the meeting for a five minute recess.

F16/032 Financial questions to the Clerk

Members requested a hard copy of the new Grants Policy and revised Financial Regulations be offered to the committee.

¹ Cllr Malloy left the meeting during the discussion of this item.

F16/033 To consider the resolutions log

Members noted the resolutions log. The Town Clerk reported on discussions with the Knutsford Harriers; the committee agreed that it would not hold it against the organisation if the training had taken place prior to the application being considered by the committee but that that there was no guarantee a grant would be awarded.

F16/034 To consider the council's income/expenditure, year to date

Members **resolved** to exclude the public and press on the grounds of confidentiality of the discussions. Members reviewed the debtors report and the Town Clerk provided an update on recovery action. Members **resolved** to readmit the public and press.

F16/035 To note the date of the next meeting

Members noted the date.

DRAFT

Knutsford Town Council

ANNEX A

Payment Schedule

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/07/2016	July Payroll	PAY-07	9,491.16	AKG	July Payroll
22/07/2016	Cllr Forbes	4286	16.50	AKG	Mileage (x1)
22/07/2016	Cllr Dean	4287	17.10	AKG	Mileage Claim (x1)
25/07/2016	Cheshire West & Chester	4288	250.00	AKG	Replacement Cheque
25/07/2016	Cheshire West & Chester	4143C	-250.00	AKG	Cancellation of Lost Cheque
25/07/2016	Cheshire Community Action	4254C	-640.00	AKG	Cancel lost cheque
25/07/2016	Cheshire Community Action	4289	640.00	AKG	Reissue of 4254
25/07/2016	A McKenna	4290	70.00	AKG	Reissue of 4193
25/07/2016	A McKenna	4193C	-70.00	AKG	Cancel lost cheque
25/07/2016	A Keppel-Garner	4291	45.67	ToB	ToB Website Theme (reimb.)
25/07/2016	THE LEAFLET TEAM	4285	2,200.00	NP	Survey Print and Distro
25/07/2016	BLUE ARROW TRAFFIC	4292	570.00	AKG	Civic Sunday Traffic Management
25/07/2016	Event Buddha Limited	4293	677.17	Assets	Radio Install - Market Hall
25/07/2016	Cheshire East Council	4294	6,000.00	Council	Sponsorship of Tour of Britain
25/07/2016	Cumberbirch Building Contracto	4295	27,357.52	AKG	Works @ 60 King St
25/07/2016	Hertel Solutions Limited	4296	100.80	AKG	June/July Water Monitoring
25/07/2016	Microshade VSM	4297	124.74	AKG	Q2 Citrix Hosting
25/07/2016	PPL	4298	156.61	Assets	PPL Licence (Radio for Market)
25/07/2016	Royal Mail	4299	112.80	NPlan	Royal Mail Licence
25/07/2016	United Utilities Water PLC	4300	12.51	AKG	Warren Ave Water Cost Apr-Jul
25/07/2016	Knutsford Window Cleaners	4301	40.00	AKG	Window Cleaning @ Office
25/07/2016	West Mercia Supplies	4302	152.46	AKG	Waste Paper Bins x 4 + Shredder
25/07/2016	Business By Technology Ltd	DD [103]	109.08	AKG	June Photocopier Usage
25/07/2016	Network	DD [112]	305.00	AKG	Van Lease August
25/07/2016	Be Fuel Cards	DD [114]	83.35	AKG	Diesel - 72.18L
25/07/2016	United Utilities Water PLC	DD [119]	183.19	AKG	Market Water Q1
25/07/2016	Posturite Ltd	4303	67.74	AKG	Footrest
Total Payments			<u>47,823.40</u>		

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

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

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Finance Committee meeting held on September 26th 2016

in the Lower Council Chamber of the Town Council Offices

F16/036 Present

Cllrs Forbes, Dean, Gardiner, Bancroft, Gray and Coan.

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

F16/037 To receive apologies for absence

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

F16/038 To note declarations of members' interests

Cllrs Gardiner and Coan Non-pecuniary F16/051 Known to outstanding debtors.

Cllrs Gardiner and Dean Non-pecuniary F16/051 Member of external debtor organisation

F16/039 Public Participation

No members of the public wished to address the committee.

F16/040 To receive and confirm the minutes of the meeting held on 1st August 2016

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

F16/041 To consider the committee's income/expenditure, year to date

Members noted the committee's income/expenditure to date, noting that the committee appeared to have exceeded budget expenditure due to the former Mayor's fundraising expenditure being in the current financial year but the majority of income in the previous financial year due to the discordance between the civic year and financial year.

F16/042 To consider the council's income/expenditure, year to date

Members noted the council's income/expenditure to date.

F16/043 To consider matters related to the Council's Grant Scheme

- a) To consider a grant application from the Knutsford Harriers
- b) To consider a donation request from the Knutsford Lions
- c) To consider a grant application from Minerva Arts
- d) To consider the grant database

a) Members **resolved** to award the grant of £440.

b) Members **resolved** to award the donation of £187.80.

c) The Chairman adjourned the meeting to allow the applicant to address the committee and take questions from members, the meeting was subsequently

reconvened and members **resolved** to defer consideration of the application pending confirmation as to whether the project will receive Heritage Lottery Funding and more detail on the proposed project.

- d) Cllr Gardiner reported on the outstanding proof of expenditure from Friends of the Moor was due to delays in the organisation being invoiced and that this would be forthcoming now that work had started on the play area. The Town Clerk confirmed that Knutsford in Bloom paperwork had now been submitted. The Town Clerk reported on an update received from the Talking Newspaper and members **resolved** to note that whilst it was not spent directly in line with the approve grant it was spent in line with the aims and objectives of the organisation.

F16/044 To approve the addition of “The Town Clerk shall ensure that checks have been undertaken to verify the supplier bank account details presented on the invoice” to regulation 6.2 of the Financial Regulations

Members **resolved** to approve the amendment to Financial Regulations.

F16/045 To determine the membership of the Banking & Investments working group established under the recently adopted Investments Policy

Members **resolved** that the working group comprise the Chairman and Deputy Chairman of the committee.

F16/046 To approve the investments procedure

Members **resolved** to approve the procedure, subject to additional clarity at point 6 to specify “approval meeting (Finance Committee / Town Council)”.

F16/047 To note the conclusion of external audit

Members noted that no matters had been raised by the external auditor.

F16/048 To consider the Internal Audit working group report for Q4 2015/16 and RFO response

Members noted the report and noted the outstanding laptop had been returned. Members requested clarity on which planters were owned by KiB and which by the Town Council, which had been highlighted for checking in the Q1 2016/17 Internal Audit working group checks which were due to be undertaken shortly. It was noted the working group would be reviewing the RFO response to outstanding matters as part of the 2016/17 Q1 inspection.

F16/049 To approve payments

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

F16/050 Financial questions to the Clerk

Cllr Gardiner enquired what the table sent for sale with Wright Marshall had sold for; the Town Clerk confirmed the sale price was £40. Cllr Gray enquired if Fisher German survey the contracted works at 60 King Street prior to approval of invoices, the Town Clerk undertook to confirm.

F16/051 To consider matters related to outstanding debtors

Members **resolved** to exclude the public and press on the grounds of the confidentiality of discussions. The Town Clerk provided an update on outstanding debtors. Members **resolved** to readmit the public and press.

F16/052 To consider the resolutions log

Members noted the log.

F16/053 **To note the date of the next meeting**
Members noted the date.

FINAL

Knutsford Town Council

Payment Schedule - 26/09/2016

Payments to be made by Cheque

Payee	Amount	Auth.	Detail	Cheque #
A Keppel-Garner	£ 19.43	NP	NP Survey Online (reimb.)	4308

TOTAL TO BE PAID BY CHQ £ 19.43

Payments to be made by BACS

Payee	Amount	Auth.	Detail	Reference(s)
Northwich TC	£ 36.00	AKG	Town Mayor's Charity Meal	16-38
Clare & Illingworth	£ 240.00	AKG	Refund	16-37
Commercial Caretakers	£ 252.00	AKG	Office Cleaning + Chapel Clean	145
Fisher German	£ 1,049.99	AKG	Mgt 60 King Street	150
Knutsford Handyman	£ 30.00	AKG	Repair to toilet doors @ Market	156
Leaflet Team	£ 572.00	AKG	Market Leaflet Print & Distro	154
MDR Creative	£ 150.00	AKG	Bike Trail Leaflets	152
Shaw & Sons Limited	£ 378.00	Env	Binding of Minutes	144
Technotype	£ 39.96	AKG	A1 Poster Prints (5no. Market)	153
WMS	£ 53.48	AKG	Market Cleaning Materials	157
Trade UK	£ 65.98	AKG	Wheelbarrow & Shears	160
Glaisyers Solicitors	£ 714.00	Assets	Legal Fees	161

TOTAL TO BE PAID BY BACS £ 3,581.41

Payments to be made by Direct Debit

Payee	Amount	Auth.	Detail	Reference(s)
ASH Waste	£ 609.09	AKG	September Waste Collection	148/149
BBT	£ 82.25	AKG	Photocopier Usage	155
BE Fuel Cards	£ 83.95	AKG	Diesel	151
BT	£ 69.02	AKG	Line Rental & Usage	146
FP Mailing	£ 150.00	AKG	Franking Machine Credit	147
Network	£ 305.00	AKG	Van Lease	143
Network	£ 305.00	AKG	Van Lease 10/10-09/11	159

TOTAL TO BE PAID BY DD £ 1,604.31

TOTAL TO BE PAID £ 5,205.15

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

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

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www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes *of the* **Finance Committee meeting held on October 5th 2016** *in the Lower Council Chamber of the Town Council Offices*

F16/054 Present

Cllrs Forbes, Dean, Bancroft, Gray and Coan.

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

F16/055 To receive apologies for absence

Apologies were received from Cllrs Malloy, Gardiner and Nicholson (personal business)

F16/056 To note declarations of members' interests

Cllr Bancroft	Non-pecuniary	F16/059	Chairman of Knutsford in Bloom
Cllrs Coan and Dean	Non-pecuniary	F16/059, F16/060	Known to personnel involved in applicant organisations

F16/057 Public Participation

No members of the public wished to address the committee.

F16/058 To receive and confirm the minutes of the meeting held on 26th September 2016

Members **resolved** to confirm the minutes, which were duly signed by the Chairman, subject to additional clarity in F16/048.

F16/059 To consider an application for a Large Grant for £8,250 from Knutsford in Bloom

In advance of this item the Chairman explained the new process for Large Grants under the recently adopted Community Grants Scheme, detailing that following this meeting approved grants would be in the budget, subject to the combination of budgets in November and the approval of the budget by Full Council in January.

The Chairman adjourned the meeting to allow representatives of Knutsford in Bloom to address the committee and take questions from members. The meeting was subsequently reconvened and members **resolved**¹ to award the grant. It was agreed Knutsford in Bloom would work with the Town Council to establish whether, if large vatable services could be purchased by the Town Council and donated in kind to Knutsford in Bloom, a smaller grant could be made to reduce overall Town Council expenditure.

F16/060 To consider an application for a Large Grant for £3,654 from Knutsford Heritage Centre

The Chairman adjourned the meeting to allow representatives of Knutsford Heritage Centre to address the committee and take questions from members. The meeting was

¹ Cllr Bancroft abstained from voting.

subsequently reconvened and members **resolved** to award the grant. It was agreed that Knutsford Heritage Centre would get competitive quotes to ensure value for money was being delivered in accordance with 4.3 of the Community Grants Policy.

F16/061 To consider the draft committee budget 2017/18

Members **resolved** to approve the draft budget, subject to the following amendments:

- a) Decrease budget line 102/4031 to £50
- b) Decrease budget line 102/4030 to £200
- c) Decrease budget line 102/4035 to £500

F16/062 To review the risk assessment approved by the Events and Town Centre Management Committee in relation of the Town Centre Christmas Trees

Members **resolved** to refer the risk assessment back to the Events and Town Centre Management Committee with the requirement that an additional risk be inserted as follows:

Risk: Lack of suitable insurance and associated risks

Risk Ratings : 1/1/1

Mitigation: Ensure contractor has PLI, clarify in agreement that once installed responsibility of shopkeeper to ensure safe. Ensure KTC PLI covers activity.

F16/063 To note the date of the next meeting

Members noted the date.

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

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townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Finance Committee meeting held on November 7th 2016

in the Lower Council Chamber of the Town Council Offices

F16/064 Present

Cllrs Forbes, Malloy, Coan, Dean, Gray and Nicholson.

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

F16/065 To receive apologies for absence

Apologies were received from Cllrs Gardiner and Bancroft (personal business)

F16/066 To note declarations of members' interests

Cllrs Forbes and Dean Non-pecuniary F16/068a Known to applicant

Cllr Coan Non-pecuniary F16/071 Known to outstanding debtor

All members except Cllr Coan declared a pecuniary interest in relation to recommending the precept on the grounds of being council tax payers in Knutsford and requested a dispensation in respect of this which was granted by the Town Clerk.

F16/067 Public Participation

No members of the public were present.

To consider matters related to the Council's Grant Scheme

F16/068 a) To consider a grant application from Knutsford Methodist Church

b) To consider the grant database

a) The Town Clerk reported the applicant had requested the application be deferred.

b) The Town Clerk reported that the Friends of the Moor had now spent the grant and that the confirmation was due shortly.

F16/069 To receive and confirm the minutes of the meeting held on 5th October 2016

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

F16/070 To consider the committee's income and expenditure to date

The Town Clerk reported that a new 'committee' had been created on the system to separate out the civic fundraising from the overall Finance budget for clarity. Members noted the income and expenditure to date.

F16/071 To consider the Council's income and expenditure to date

Members noted the council's income and expenditure to date.

Members **resolved** to exclude the public and press on the grounds of the sensitivity of

discussions. The Town Clerk provided an update on outstanding debtors. Members **resolved** to readmit the public and press.

F16/072 To consider a recommendation to Full Council for the setting of the 2017/18 budget and precept

a) To consider the committee budget submissions

b) To consider the Council's reserves

Members **resolved** to reduce 103/4261 to £9,000.

Members **resolved** to remove 4216/330 from the budget.

Members further **resolved** to approve the draft budget subject to the following amendments:

- a) Reduce 101/4101 to £1,400
- b) Reduce 103/4264 to £7,000 on the basis the Council directly purchase some services instead of granting funds
- c) Increase 103/1905 to £1,500
- d) Decrease 104/4030 to £500
- e) Reduce 415/4180 to £500
- f) Reduce 700/4090 to £27,700

Members **resolved** to recommend the budget as amended to Full Council which results in a precept of £274,770.

F16/073 To approve the Mayor's PA and Administration Assistant being added as Class C users of the council's online banking system

Members **resolved** to approve the addition of the Administration Assistant and Mayor's PA as class c users of the system.

F16/074 To approve payments

Members **resolved** to approve the payments detailed in Annex A subject to confirmation regarding the payment to Knutsford Lions.

F16/075 To consider the resolutions log

Members noted the log.

F16/076 To note the date of the next meeting

Members noted the date.

ANNEX A

Knutsford Town Council

Payment Schedule - 07/11/2016

Payments to be made by Cheque

Payee	Amount	Auth.	Detail	Cheque #
Knutsford RBL	£ 74.00	AKG	Wreaths	16-050
Cheshire East Council	£ 21.00	AKG	TEN Licence	16-054
TOTAL TO BE PAID BY CHQ				£ 95.00

Payments to be made by BACS

Payee	Amount	Auth.	Detail	Reference(s)
Animal Island	£ 2,700.00	AKG	Reindeer Hire - Christmas Event	193/194
Bollington Balloons (Alex Ireland)	£ 200.00	AKG	Balloon Man - Christmas Event	204
Broxap	£ 1,441.20	Assets	2 x Benches for Cemetery	190
Cheshire Woodlands	£ 660.00	Assets	Tree Survey - Higher Town Green	199
Chilli Cactus Ltd	£ 154.80	AKG	Christmas Leaflet/Poster Design	191
Commercial Caretakers	£ 306.00	AKG	Office Clean Oct + Chapel and Market	192
Danfo	£ 14,331.42	AKG	Contract Payment	188
Microshade VSM	£ 124.74	AKG	Citrix Hosting Q3	185
RR Winward	£ 1,680.00	AKG	River Lily Maint. March-Sept	203
Fisher German	£ 1,000.00	AKG	60 King St Management	200
Royal Mail	£ 161.28	AKG	NP Survey Returns	184
Trade UK	£ 67.00	AKG	Hammerite Paint 5L	186
Trade UK	£ 15.94	AKG	Dust Sheet	187
N Forbes	£ 17.50	AKG	Mileage Claim (x2)	16-049
Knutsford Lions	£ 22.00	AKG	Tickets (Civic)	16-051
Macclesfield Mayor's Charity	£ 24.95	AKG	Tickets (Civic)	16-048
A Keppel-Garner	£ 31.47	AKG	Mileage (x1) & Reimbursement	16-052
KDE Ltd	£ 48.14	AKG	Replacement Bulb at Market	205
West Mecia Supplies	£ 136.52	AKG	Stationery & Cleaning Supplies	206
J Nicholson	£ 73.50	AKG	Mileage Claim (x4)	16-053
TOTAL TO BE PAID BY BACS				£ 23,196.46

Payments to be made by Direct Debit

Payee	Amount	Auth.	Detail	Reference(s)
Network	£ 146.00	AKG	Correction to 17/10 Schedule	159
ASH Waste	£ 501.89	AKG	Waste Collection - Market and Offices	195/196
BBT	£ 99.53	AKG	Photocopier Usage	181/182
BBT	£ 900.00	AKG	Photocopier - Final Payment	180
BE Fuel Cards	£ 87.10	AKG	Diesel	189
EE	£ 46.25	AKG	October Mobile Costs	197
FP Telset	£ 90.00	AKG	Franking Machine Lease	198
Network	£ 305.00	AKG	Van Lease 10/11-09/12	159
United Utilities	£ 31.62	AKG	Warren Avenue Allotments Water (July-Oct)	183
United Utilities	£ 154.24	AKG	Market Water (July-Oct)	201
TOTAL TO BE PAID BY DD				£ 2,361.63

TOTAL TO BE PAID	£	25,653.09
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Knutsford Town Council

Town Clerk: Adam Keppel-Garner

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

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes *of the* **Finance Committee meeting held on January 30th 2017** *in the Lower Council Chamber of the Town Council Offices*

F16/077 Present

Cllrs Malloy, Bancroft, Coan, Dean and Gray.

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

F16/078 To receive apologies for absence

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

F16/079 To note declarations of members' interests

Cllr Bancroft	Non-pecuniary	F16/085	Chairman of Knutsford in Bloom
Cllr Dean	Non-pecuniary	F16/081a	Known to Rev. Cotton

F16/080 Public Participation

A resident spoke in support of the grant application from Knutsford Methodist Church.

F16/081 To consider matters related to the Council's Grant Scheme

- To consider a grant application from Knutsford Methodist Church**
- To consider a grant application from Minerva Arts**
- To consider a grant application from the Secret Garden of Springfields**
- To consider the grants database**

- The Chairman adjourned the meeting to allow representatives of the applicant to address the committee. The meeting was reconvened and members **resolved** to award a grant of £1,000.
- The Chairman adjourned the meeting to allow representatives of the applicant to address the committee. The meeting was reconvened and members **resolved** to award a grant of £500 payable in April and drawn from the 2017/18 committee budget with the condition that the applicant engages with the Events Committee.
- The Chairman adjourned the meeting to allow representatives of the applicant to address the committee. The meeting was reconvened and members **resolved** to award a grant of £2,700 payable in April and drawn from the 2017/18 committee budget.
- Members noted the database.

F16/082 To receive and confirm the minutes of the meeting held on 7th November 2016

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

- F16/083 To consider the committee's income and expenditure to date**
Members noted the committee's income and expenditure to date.
- F16/084 To consider the Council's income and expenditure to date**
Members noted the Council's income and expenditure to date.
- F16/085 To establish a working group to review the funding arrangements for Knutsford in Bloom**
The reasoning for the working group was discussed. The Chairman adjourned the meeting. The meeting was reconvened and members **resolved** to establish a working group as per the terms of reference provided with the additions that the working group additionally reports to the Environment Committee (on Knutsford in Bloom matters), that the working group review the funding arrangements for all regular recipients of grants in excess of £2,000 and that the working group include a representative of Knutsford in Bloom for the discussions on Knutsford in Bloom funding arrangements. Members **resolved** to appoint Cllrs Malloy, Power and Nicholson to the working group.
- F16/086 To consider matters related to the Internal Audit WG**
The Town Clerk reported that the report for Q1 and audits for Q2 and Q3 were outstanding. Cllr Bancroft presented the Internal Audit working group Q1 report to the meeting reporting on the main findings. It was noted the report would be properly presented to the next committee meeting for consideration.
- F16/087 To approve payments**
Members **resolved** to approve the payments detailed in Annex A.
- F16/088 To consider the resolutions log**
Members noted the log.
- F16/089 To note the date of the next meeting**
Members noted the date.

ANNEX A

Knutsford Town Council

Payment Schedule - 30/01/2017

Payments to be made by BACS

Payee	Amount	Auth.	Detail	Ref(s)
Goch & Co	£ 55.00	AKG	Christmas Market Refund	
Crewe Town Council	£ 35.00	AKG	Civic Ball	16-069
Macclesfield Town Council	£ 40.00	AKG	Civic Ball	16-070
Sandbach Town Council	£ 28.00	AKG	Civic Event	16-071
L Benskin	£ 33.97	AKG	Batteries and Badlocks	16-072
Congleton Town Council	£ 40.00	AKG	Civic Ball	16-073
C Stuart-West	£ 10.16	AKG	Reimbursement + Mileage	16-074
Northwich Town Council	£ 20.00	AKG	Civic Luncheon	16-075
ANSA	£ 268.92	AKG	Market Bins Q3	273
ANSA	£ 995.24	AKG	Town Centre Christmas Tree	285
ATCM	£ 120.00	AKG	Membership 2017	267
Blue Arrow TM	£ 570.00	AKG	Lantern Parade Road Closure	265
Cumberbirch	£ 979.51	AKG	60 King St Works	274
Festive Lighting	£ 528.00	AKG	Xmas Lights Callout Charge (Canute Place)	268
Fisher German	£ 3,690.19	AKG	60 King St Management Fee	269
Fisher German	£ 95.00	AKG	60 King St Management Fee	281
Glaisyers Solicitors	£ 1,044.00	AKG	Legal Fees	278
KDE Ltd	£ 384.00	AKG	Fire Alarm & Emergency Light Test (Market)	264
Microshade VSM	£ 124.74	AKG	Citrix Hosting	266
MCRUA	£ 20.00	Council	Membership 2017	272
Pear Technology	£ 168.00	AKG	Annual Support & Updates	283
Royal Mail	£ 1.15	AKG	Pre-paid Returns	284
Techno Type	£ 31.97	AKG	A1 Posters	270
United Utilities	£ 146.15	AKG	Market Hall Water Q3	276
United Utilities	£ 27.85	AKG	Warren Av. Allotment Water Q3	286
Urban Imprint	£ 1,984.50	AKG	NP Consultancy	271
WMS	£ 23.75	AKG	Bin Bags	279
WMS	£ 87.65	AKG	Cleaning Materials	280

TOTAL TO BE PAID BY BACS

£ 11,552.75

Payments to be made by Direct Debit

				Reference(s)
Payroll January	£ 9,368.46	AKG	January Payroll	
BBT	£ 128.77	AKG	Photocopier Usage December	288
EE	£ 60.55	AKG	December Mobile Costs	282
FP Mailing	£ 90.00	AKG	Franking Machine Lease	277
Network	£ 305.00	AKG	Van Lease Feb	275

TOTAL TO BE PAID BY DD

£ 9,952.78

TOTAL TO BE PAID**£****21,505.53**

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

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

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Finance Committee meeting held on February 27th 2017

in the Lower Council Chamber of the Town Council Offices

F16/090 Present

Cllrs Forbes, Malloy, Gray and Nicholson.

In attendance: A Keppel-Garner (*Town Clerk*) and Cllrs Mrs Gray, Greenstein, Power and Farber.

F16/091 To receive apologies for absence

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

F16/092 To note declarations of members' interests

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

F16/093 To receive and confirm the minutes of the meeting held on 30th January 2017

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

F16/094 To consider and approve the Financial Risk Assessment submitted by the Events and Town Centre Management Committee in respect of the Music Festival

Members **resolved** to approve the risk assessment noting the amendment for the workload risk to read "excessive unworkable workload"

F16/095 To note the date of the next meeting

Members noted the date

Knutsford Town Council

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01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes *of the* **Finance Committee meeting held on March 13th 2017** *in the Lower Council Chamber of the Town Council Offices*

F16/096 Present

Cllrs Forbes, Malloy, Coan, Dean, Gardiner and Gray.

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

F16/097 To receive apologies for absence

Apologies were received from Cllr Nicholson (personal business)

F16/098 To note declarations of members' interests

Cllrs Forbes, Dean and Coan declared non-pecuniary interests in F16/108 on the grounds of being known to outstanding debtors. Cllr Forbes declared a non-pecuniary interest in F16/106 on the grounds of being a recipient of some of the training being paid for.

F16/099 To receive and confirm the minutes of the meeting held on 27th February 2017

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

F16/100 To consider the committee's income and expenditure to date

Members noted the committee income and expenditure to date.

F16/101 To consider the Council's income and expenditure to date

Members noted the Council income and expenditure to date.

F16/102 To consider matters related to the Internal Audit working group

a) To appoint a member to the working group

b) To consider the 2016/17 Q1 working group report

c) To consider the 2016/17 Q2 working group report

a) It was agreed not to appoint a member to the working group until the new Civic Year.

b) Members noted the report and noted that on the one issue outstanding the Q2 review had confirmed that the Town Clerk had been correct.

c) Members noted the report.

F16/103 To consider the interim Internal Audit report

Members noted the report and the RFO's response to the issues raised.

F16/104 To consider revisions to the council's Financial Regulations

Members **resolved** to approve the amendments as outlined. Members **resolved** that the

Internal Audit working group check 1 in 50 BACS payment details.

- F16/105 To consider correspondence in relation to the approved Minerva Arts grant**
Members **resolved** to place the grant on hold and to write to Minerva Arts requiring they seek agreement from the Warburton Soulers and attend a future meeting to outline how they will work with existing souling groups and the community.
- F16/106 To approve payments**
Members **resolved** to approve the payments detailed in Annex A.
- F16/107 To consider the outstanding actions log**
Members noted the log.
- F16/108 To consider the council's outstanding debtor schedule**
Members **resolved** to exclude the public and press on the grounds of the confidential nature of discussions.
Members noted the schedule but requested it be provided in the alternative format for future meetings. The Town Clerk reported the writing off of a debt under £100.
Members **resolved** to readmit the public and press.
- F16/109 To note the date of the next meeting (24/04/2017)**
Members noted the date.

ANNEX A**Knutsford Town Council**
Payment Schedule - 13/03/2017**Payments to be made by BACS**

Payee	Amount	Auth.	Detail	Reference(s)
Crewe Town Council	£ 25.00	AKG	Civic Awards Ticket	16-086
Cheshire Search & Rescue	£ 200.00	AKG	Donation for First Aid @ Xmas	16-087
Mike Brown	£ 15.00	AKG	Toilet Roll / Cleaning materials	16-088
L Benskin	£ 100.78	AKG	Mileage / Reimbursement	16-089
Broxap	£ 543.60	AKG	Bench	324
ChALC	£ 240.00	AKG	Media Training (x3) - credit	332/158
Commercial Caretakers	£ 252.00	AKG	Office Cleaning March	316
Crazy Bags	£ 1,266.00	Assets	Promotional Bags	307
Festive Lighting	£ 528.00	AKG	Callout Fee (Dec)	291/318
Hertel (HSL Solutions)	£ 100.80	AKG	Water Monitoring at Market	311
Jacques Landscapes	£ 268.44	AKG	Bollard Installation	319
KDE Ltd	£ 67.20	AKG	Repair to Toilet (Market)	323
KDE Ltd	£ 54.00	AKG	Repairs to Fire Alarms (Market)	330
KDE Ltd	£ 133.67	AKG	Repair to Sink (Market)	314
Trade UK	£ 57.47	AKG	Paint, Lock and Tool	322
Tehcno Type	£ 11.87	AKG	Pens	328
UKOS	£ 120.89	AKG	A4 Paper	313
Urban Imprint	£ 2,079.30	AKG	NP Consultancy	308
WMS	£ 13.66	AKG	Folders	309
WMS	£ 18.16	AKG	Punch Wallets + Holepunch	310
WMS	£ 13.14	AKG	Letter Tray	325
WMS	£ 5.15	AKG	Pens	326
WMS	£ 14.62	AKG	Bleach /Mophead	327
UKOS	£ 9.55	AKG	A3 Paper	333

TOTAL TO BE PAID BY BACS £ 6,138.30

Payments to be made by Direct Debit

Payee	Amount	Auth.	Detail	Reference(s)
ASH Waste	£ 564.19	AKG	March Waste Collection	320/321
BT	£ 77.89	AKG	Q4 Line Rental / Calls	331
EE	£ 53.17	AKG	Feb Mobiles	306
Network	£ 305.00	AKG	Van Lease	312
BBT	£ 141.44	AKG	Feb Photocopier Usage	334

TOTAL TO BE PAID BY DD £ 1,141.69

TOTAL TO BE PAID £ 7,279.99

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

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

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Finance Committee meeting held on April 24th 2017

in the Lower Council Chamber of the Town Council Offices

F16/110 Present

Cllrs Forbes, Coan, Gardiner and Gray.

In attendance: A Keppel-Garner (*Town Clerk*) and Cllr Mrs Gray.

Noting it was the final committee meeting of the civic year, the Chairman thanked all members giving special thanks to those who have served on the working groups over the civic year.

F16/111 To receive apologies for absence

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

F16/112 To note declarations of members' interests

Cllr Gardiner declared a non-pecuniary interest on the grounds of being known to two of the signatories to the donation request under F16/115 by virtue of them being Cheshire East Councillors.

Cllr Coan declared a non-pecuniary interest in F16/124 on the grounds of being known to an outstanding debtor. Cllrs Gardiner and Gray declared a non-pecuniary interest in F16/124 on the grounds of being a customer of a company on the outstanding debtors schedule. Cllr Gardiner declared a non-pecuniary interest in F16/124 on the grounds of being known to a senior member of a company on the outstanding debtors schedule.

F16/113 Public Participation

No members of the public were present.

F16/114 To receive and confirm the minutes of the meeting held on 13th March 2017

Members **resolved** to confirm the minutes subject to the addition of "some of" to Cllr Forbes's interest in F16/098.

F16/115 To consider matters related to the Council's Grant Scheme

a) **To consider a donation request from the Cheshire Neighbours Credit Union**

b) **To consider the grants database**

a) Members **resolved** to grant the donation of £200 with the condition that the union report to the council on the success of the campaign and confirm which employers they will be engaging with.

b) Members noted the database.

- F16/116 To consider the council's income and expenditure 2016/17, the balance sheet and allocation of reserves and to note the council's 2016/17 annual return**
Members noted the council's income and expenditure 2016/17. Members noted the balance sheet and **resolved** to reinstate the value of the by-elections reserve once the payment for the forthcoming by-election is made. Members noted the annual return.
- F16/117 To consider the committee's income and expenditure to date**
Members noted the income and expenditure to date.
- F16/118 To consider the Council's income and expenditure to date**
Members noted the income and expenditure to date.
- F16/119 To consider the 2016/17 Q3 internal audit working group report**
Members noted the report and **resolved** to task the Town Clerk with reporting to the next committee meeting with proposals for a change in payment card.
- F16/120 To consider a report from the Grants Review working group**
The Town Clerk provided a verbal update that the working group had reviewed all regular grants above £2,000 and proposed no change to these funding arrangements but recommended that the Town Clerk, upon validating a grant application, report to the committee on areas where VAT might be saved by the council purchasing and gifting items instead of a grant payment.
The Town Clerk further reported on a meeting with Knutsford in Bloom to review its funding arrangements where a number of points had been discussed. Members **resolved** that the 2017/18 grant be issued and that the working group provide a detailed report to the next committee meeting on proposals.
- F16/121 To approve payments**
Members **resolved** to approve the payments detailed in Annex A.
- F16/122 Questions to the Clerk**
No questions were raised.
- F16/123 To consider the actions log**
Members noted the log.
- F16/124 To consider the council's outstanding debtors report**
Members **resolved** to exclude the public and press on the grounds of the commercial sensitivity of discussions. The Town Clerk provided updates on outstanding debtors and reported the planned writing off of an unrecoverable debt.
Members **resolved** to readmit the public and press.
- F16/125 To note the date of the next meeting**
Members noted the date.

ANNEX A

Knutsford Town Council

Payment Schedule - 24/04/2017

Payments to be made by BACS

Payee	Amount	Auth.	Detail	Reference(s)
Knutsford in Bloom	£ 8,250.00	Fin.	Grant	17-02
Michael Oldham	£ 212.80	AKG	Cleaning cover at Market Hall	16-096
Robin White	£ 2.99	AKG	Replacement of Chq 4234	16-014
A Keppel-Garner	£ 7.00	AKG	Trowels (reimb.)	16-097
A Keppel-Garner	£ 81.85	AKG	Dropbox Renewal (reimb.)	17-05
A Keppel-Garner	£ 11.25	AKG	Mileage Claim	17-06
Cll Nicholson	£ 114.80	AKG	Mileage + Reimbursement	17-07
ANSA	£ 349.60	AKG	Market Bin Collection	359
Cheshire East Council	£ 5,580.35	AKG	Business Rates: Council Offices	17/18/19
Commercial Caretakers	£ 252.00	AKG	Office Cleaning March	353
Fisher German	£ 3,645.00	AKG	Agent Fee: 60 King Street	361/362
G & G Signs	£ 132.48	Assets	Market Street Signs	356
John Greenhall & Co	£ 612.00	AKG	Payroll Services 2016/17	365
KDE Ltd	£ 73.80	AKG	PAT Testing (Offices)	358
Microshade VSM	£ 124.74	AKG	Q1 Citrix Hosting	15
NABMA	£ 381.60	AKG	Membership 2017/18	13
Open Forum Events	£ 276.00	NP	Housing & Health Event att.	10
Society of Local Council Clerks	£ 118.80	AKG	ILCA Course (SM)	355
Spot 4 Property Maintenance	£ 69.99	AKG	Repair to Market Flooring	16
TechnoType	£ 29.98	AKG	Certificate Printing (Town Awards)	357
Whitby's	£ 7,116.00	Assets	Works at Cemetery	354
WMS	£ 100.14	AKG	Really Useful Boxes	360
St John's Knutsford PCC	£ 250.00	AKG	Hire of St Johns (Music Fest)	17-08

TOTAL TO BE PAID BY BACS

£ 27,793.17

Payments to be made by Direct Debit

Dual Energy	£ 4,757.75	AKG	Market Electricity Sept to Apr	363
Payroll (addl)	£ 788.72	Pers.	Additional Payment	
ASH Waste	£ 15.10	AKG	Market/Office Bin Collection (inc. credit)	335/11/12
BBT	£ 151.04	AKG	Photocopier Usage March	364
BE Fuel Cards	£ 0.72	AKG	Non-use fee	14

TOTAL TO BE PAID BY DD

£ 955.58

TOTAL TO BE PAID**£****28,748.75**



Neighbourhood Plan Committee

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

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

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Neighbourhood Plan Committee Meeting held on 14th June 2016

in the Lower Council Chamber of the Town Council Offices

N16/000 Present

Cllrs Gardiner, Bancroft, Farber, 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), Mr K Thompson (Health WG), Mr K Rhodes (Town Centre WG) and Mr Griffiths (Environment and Open Spaces WG)

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

N16/001 To appoint a Chairman

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

N16/002 To appoint a Deputy Chairman

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

N16/003 To receive apologies for absence

Apologies were received from Cllrs Forbes and Nicholson (personal business), and Mrs Jamison (Leisure and Sport WG).

N16/004 To note declarations of members' and co-opted members' interests

No members declared an interest in any item.

N16/005 Public Participation

No members of the public wished to address the committee.

N16/006 To approve the minutes of the meeting held May 24th 2016

Members **resolved** to confirm the minutes, subject to the correction of a typographical error at paragraph N15/088, which were duly signed by the Chairman.

N16/007 To note the committee's terms of reference

Members noted the terms of reference.

N16/008 To appoint link councillors for the working groups

Members **resolved** to appoint the following link councillors to the working groups:

- Cllr Gardiner – Housing
- Cllr Farber – Education and Community
- Cllr Bancroft – Environment, Open Spaces, Leisure and Sport and Heritage

- Cllr Gray – Town Centre
- Cllr Forbes – Health
- Cllr Dean – Employment and Getting Around

N16/009 To note the committee's budget and spending year to date

Members noted the budget and spending to date noting the £640 incurred for CCA consultancy on the survey.

N16/010 To consider the questions for the initial survey

Members **resolved**¹ to approve the survey questions subject to the agreed changes and further agreed the next meeting would finalise the final format of the complete survey.

N16/011 Public Participation

A member of the public noted that progress had been made in this meeting with respect to the questionnaire but that the committee needed to ensure they were meeting the needs of Knutsford residents and moving the wider plan forward. They also noted that a project manager was required quickly and would have been useful 6 months ago.

Another member of the public asked why the questionnaire was being done before the project manager was appointed. The Chairman noted that the committee had agreed that matters be progressed in that order at the previous meeting.

N16/012 To consider the date of the next meeting (28th June 2016)

The Committee noted the date.

¹ Cllr Gray abstained from voting on this resolution.

Knutsford Town Council

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01565 653929

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townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Neighbourhood Plan Committee Meeting held on 28th June 2016

in the Lower Council Chamber of the Town Council Offices

N16/013 Present

Cllrs, Bancroft, Farber, Dean and Gray.

Mr S Nixon (Getting Around WG), Mrs S Chaplin (Heritage WG), Mr B Chaplin (Housing WG), Mrs Jamison (Leisure and Sport WG) Mr K Rhodes (Town Centre WG) and Mr Griffiths (Environment and Open Spaces WG)

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

N16/014 To receive apologies for absence

Apologies were received from Cllrs Forbes, Nicholson and Gardiner (personal business), Mr K Thompson (Health WG) and Mrs Dalzell (Education and Community WG)

N16/015 To note declarations of members' interests

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

N16/016 Public Participation

No members of the public were present.

N16/017 To approve the minutes of the meeting held June 14th 2016

Members **resolved** to approve the minutes, which were duly signed by the Chairman subject to citing the title of the Environment, Open Spaces, Leisure and Sport and working group in full, noting Cllr Grays abstention in NP16/016 and adding it was "further agreed the next meeting would finalise the final format of the complete survey" to NP16/010.

N16/018 To consider the committee's budget and spending to date

Members noted the budget and spending to date and that appointing a project manager would be considered at the next meeting.

N16/019¹ To consider the initial survey

Members **resolved** to approve the minor alterations to the questions for Housing and Education and Community. Members agreed the introduction subject to incorporation of comments made at the meeting, to be finalised in the draft survey by the committee via e-mail. Members **resolved** the survey be distributed to every household and further **resolved** it be printed at A5. Members **resolved** to provide a business reply envelope with each

¹ Mr Nixon arrived at the beginning of this item.

survey and that the council offices be the only drop-off location. Members **resolved** not to hold support sessions but that assistance be provided to anyone who requests it and that the Town Clerk offer assistance to residential homes.

Members **resolved** to provide the survey online via the paid-for version of Survey Gizmo. It was agreed to promote the survey as widely as possible and members **resolved** the Town Clerk spend up to £300 on promotional materials, in consultation with Cllr Farber and Mrs Jamison. Members **resolved** not to incentivise completing the survey.

Members **resolved** the survey be released on 18th July, with a competition deadline of 18th September.

N16/020 Public Participation

No members of the public were present.

N16/021 To note the date of the next meeting

Members noted the date.

DRAFT

Knutsford Town Council

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01565 653929

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Minutes

of the

Neighbourhood Plan Committee Meeting held on 27th July 2016

in the Lower Council Chamber of the Town Council Offices

N16/022 Present

Cllrs Gardiner, Bancroft, Forbes, Nicholson and Gray.

Mrs L Dalzell (Education and Community WG), Mr B Chaplin (Housing WG), Mr S Nixon (Getting Around WG), Mr K Griffiths (Environment and Open Spaces WG) and Mrs D Jamison (Leisure and Sport WG)

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

N16/023 To receive apologies for absence

Apologies were received from Cllrs Dean and Farber (personal business) and from Mrs S Chaplin (Heritage WG) and Mr K Thompson (Health WG).

N16/024 To note declarations of members' interests

Cllr Gray declared a non-pecuniary interest in N16/028 on the grounds of having met a potential consultant.

N16/025 Public Participation

A resident informed the committee of the timetable for the Local Plan hearings which commence in September.

N16/026 To approve the minutes of the meeting held June 28th 2016

Members **resolved** to confirm the minutes, subject to a correction to the attendance and apologies list.

N16/027 To consider the committee's budget and spending to date

Members noted the budget and spending to date.

N16/028 To consider matters related to the appointment of a Project Manager

Members **resolved** that Cllr Bancroft, Cllr Gardiner, Mr Chaplin and the Town Clerk meet with representatives from Urban Imprint and for the company to present at a meeting to be held in August. The Town Clerk was requested to enquire if neighbouring council's had used consultants and ascertain details.

N16/029 To receive updates from working groups

Cllr Gray reported a sub-group of the Town Centre working group had held a meeting.

N16/030 Questions to the Town Clerk

The Town Clerk responded to questions relating to the publication and publicity of the initial survey, which he reported should be delivered imminently. Mrs Jamison expressed concern that the main consultation period was across August. The principle of extending the deadline was agreed.

N16/031 Public Participation

A resident raised a query relating to the wording of a question in the online survey, to which the Town Clerk undertook to amend to clarify. A resident enquired how the survey would be publicised. A resident enquired about the parity of working group's progress.

N16/032 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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townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Neighbourhood Plan Committee Meeting held on 25th August 2016

in the Lower Council Chamber of the Town Council Offices

N16/032 Present

Cllrs Gardiner, Nicholson and Gray.

Mrs L Dalzell (Education and Community WG), Mr B Chaplin (Housing WG), Mrs S Chaplin (Heritage WG), Mr K Griffiths (Environment and Open Spaces WG)

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

N16/033 To receive apologies for absence

Apologies were received from Cllrs Bancroft, Dean, Farber and Forbes (personal business) and from Mr K Thompson (Health WG), Mr S Nixon (Getting Around WG), and Mrs D Jamison (Leisure and Sport WG)

N16/034 To note declarations of members' interests

Cllr Gray declared a non-pecuniary interest in N16/028 on the grounds of having met a potential consultant.

N16/035 Public Participation

There were no members of the public.

N16/036 To approve the minutes of the meeting held July 27th 2016

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

N16/037 To consider the appointment of Urban Imprint as project managers for the Neighbourhood Plan

The Chairman adjourned the meeting to allow representatives from Urban Imprint to present to the committee. The meeting was reconvened and members **resolved** to appoint Urban Imprint as consultants/project managers for the Neighbourhood Plan, subject to references and further **resolved** that the Town Clerk be authorised to agree the initial contractual arrangements and scope in consultation with Cllr Gardiner, Cllr Bancroft and Mr Chaplin.

N16/038 To note the date of the next meeting

Members noted the date.

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Minutes

of the

Neighbourhood Plan Committee Meeting held on 27th September 2016

in the Lower Council Chamber of the Town Council Offices

N16/039 Present

Cllrs Gardiner, Bancroft, Forbes, Dean and Gray.

Mrs L Dalzell (Education and Community WG), Mr B Chaplin (Housing WG), Mrs S Chaplin (Heritage WG), Mr K Rhodes (Town Centre WG), Mr K Griffiths (Environment and Open Spaces WG), Mr K Thompson (Health WG), Mr S Nixon (Getting Around WG), and Mrs D Jamison (Leisure and Sport WG)

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

N16/040 To receive apologies for absence

Apologies were received from Cllrs Farber and Nicholson (personal business)

N16/041 To note declarations of members' interests

Cllr Gardiner declared a non-pecuniary interest on the grounds the agent presenting was a former employer.

N16/042 Public Participation

A representative of the Knutsford Conservation and Heritage Group welcomed the appointment of Urban Imprint as consultants. He further stated that the group wishes to see how site allocations will be approached given a zero dwelling requirement following the strategic site allocations in the Local Plan and further encouraged the committee to have further presentations from Tatton Estates and Crown Estate.

N16/043 To consider a presentation on revised proposals for *Land off of Oakleigh* from Barton Willmore

The Chairman adjourned the meeting to allow Barton Willmore and members of the public to address the committee. An updated scheme was presented that reduced the number of dwellings to three and the committee afforded opportunity to question the agents. The meeting was reconvened.

N16/044 To approve the minutes of the meeting held August 25th 2016

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

N16/045 To consider the committee's budget and spending to date

Members noted the budget and spending to date. Mrs Jamison requested the report provide more clarity on consultation costs. It was agreed the Chairman and Town Clerk

would review the budget report format.

N16/046 To receive updates from working groups

Mrs Dalzell reported that she had sought data from the schools on intake figures and capacity. Mr Chaplin reported that the Housing working group had met in September, focused at looking at the Design Guide and would be convening another meeting after the Knutsford session of the Local Plan examination. Mrs Jamison reported that whilst the working group had not met she had been seeking clarity from CEC about what sports and leisure policies could look like in the Neighbourhood Plan. Mr Griffiths reported that the Cheshire Wildlife Trust offer consultancy for Neighbourhood Plans. Mr Thompson enquired if any updates had been received from Jerry Hawker; the Chairman confirmed there had not.

N16/047 To receive an update in relation to the appointment of Urban Imprint and in relation to the initial survey

Members noted the deadline for the survey had been extended to October 23rd and that the issue of houses being missed from the distribution was being investigated.

Cllr Gardiner reported that he, the Town Clerk and Mr Chaplin had met with Urban Imprint and agreed that the first stage would be a three month appointment to analyse the survey responses, produce a critical path/project plan, undertake gap analysis and meeting with the working groups but that the exact detail was still to be agreed.

It was agreed to hold an open meeting with Urban Imprint for all volunteers involved in the Neighbourhood Plan on either 18th or 19th October.

N16/048 Questions to the Town Clerk

Cllr Bancroft requested the banner on Hollow Lane be repositioned and enquired how the committee can avoid losing unspent budget. Mr Nixon enquired how many responses to the survey had been received; the Town Clerk confirmed it was approximately 650. Mrs Jamison highlighted three areas of the website which needed updating.

N16/049 Public Participation

A resident expressed that he was encouraged by the discussions and appointment of Urban Imprint, expressing the importance of closely monitoring the critical path and holding a contingency for overspend in the budget.

A representative of the Nether Ward Community Group expressed confusion as to why Barton Willmore were presenting to the committee and sought clarification as to whether the Neighbourhood Plan could amend the Green Belt boundaries, which the Chairman confirmed it could not.

N16/050 To note the date of the next meeting

Members noted the date.

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Minutes

of the

Neighbourhood Plan Committee Meeting held on 25th October 2016

in the Lower Council Chamber of the Town Council Offices

N16/051 Present

Cllrs Gardiner, Nicholson, Forbes, Dean and Gray.

Mr B Chaplin (Housing WG), Mrs S Chaplin (Heritage WG), Mr K Rhodes (Town Centre WG), Mr K Thompson (Health WG), Mr S Nixon (Getting Around WG), and Mrs D Jamison (Leisure and Sport WG)

In attendance: C Stuart-West (*Mayor's PA*)

N16/052 To receive apologies for absence

Apologies were received from Cllrs Bancroft and Farber (personal business), Mrs L Dalzell and Mr K Griffiths,

N16/053 To note declarations of members' interests

There were no interests to declare

N16/054 Public Participation

No members of the public wished to participate

N16/055 To approve the minutes of the meeting held 26th September 2016

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

N16/056 To consider the committee's budget and spending to date

Members **resolved** to seek clarification of the timing and funding of the referendum, what the £5,000 grant figure represents and why potential grants of £15,000 and £7,500 were not included. Members further **resolved** to recommend the budget to the Finance Committee subject to increasing 700/4999 to £1,000.

N16/057 To receive an update in relation to the appointment of Urban Imprint

Cllr Gardiner reported the allocation of time to be provided by Urban Imprint to the project areas over the next three months. Cllr Gardiner explained that meeting with land owners would take place with Cllrs Gardiner and Bancroft with Urban Imprint and it was agreed the detail from these would be reported back to the committee. The detail was noted and members stated that they would not expect expenses to exceed 5% except in exceptional circumstances and that an itemised bill should be provided. It was requested that Urban Imprint prioritise the analysis of the survey results.

N16/058 Questions to the Town Clerk

A list of scheduled meetings with Urban Imprint was requested.

N16/059 Public Participation

No members of the public wished to participate

N16/060 To note the date of the next meeting

Members noted the date.

FINAL

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Minutes

of the

Neighbourhood Plan Committee Meeting held on 29th November 2016

in the Lower Council Chamber of the Town Council Offices

N16/061 Present

Cllrs Gardiner, Bancroft, Nicholson, Forbes and Dean.

Mr B Chaplin (Housing WG), Mrs S Chaplin (Heritage WG), Mr K Rhodes (Town Centre WG), Mr K Thompson (Health WG), Mr S Nixon (Getting Around WG), Mr K Griffiths (Environment and Open Spaces WG), Mrs L Dalzell (Education and Community WG) and Mrs D Jamison (Leisure and Sport WG)

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

N16/062 To receive apologies for absence

Apologies were received from Cllrs Gray (personal business) and Farber (business)

N16/063 To note declarations of members' interests

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

N16/064 Public Participation

A representative of the Nether Ward Community Group stated that their member of the Employment working group had changed his e-mail address and that she would provide an updated contact to Cllr Dean.

N16/065 To approve the minutes of the meeting held October 25th 2016

Members **resolved** to approve the minutes, which were duly signed by the chairman, subject to a typographical correction to N16/057.

N16/066 To consider the committee's budget and spending to date

Members noted the budget and spending to date.

N16/067 To note and consider the reduction of the Professional Fees budget from £40,000 to £27,700 in the draft committee budget 2017/18 following the Finance Committee meeting

Cllr Forbes explained the reasons the Finance Committee had amended the budget, which was based on advice received from Urban Imprint. Members **resolved** to accept the imposed budget subject to clarification from Urban Imprint at the end of the year that they are still convinced that £5,000 is an appropriate amount for additional external consultants.

N16/068 To consider updates from working groups

Mr Thompson reported on a meeting of the Health working group, stating that they were awaiting the results before progressing but needed a clear plan of what they are to achieve.

Mrs Jamison reported on a meeting of the Sports & Leisure working group and requested the Town Clerk seek clarity from Cheshire East Council on whether they will be adopting CIL. Mrs Jamison outlined the main areas her group was focusing on as sport land use and investment in the leisure centre.

Mrs Dalzell reported on a meeting of the Education working group and was awaiting information on school place planning but noted there was likely to be a need for 50 primary school places and 62 secondary school places, the latter of which could be accommodated within Knutsford Academy.

The Town Clerk provided an update from Cllr Gray stating that the Town Centre working group had met with Urban Imprint and that a further meeting was planned in January.

Mr Griffiths reported the Environment & Open Spaces working group had met and was gathering data and would be looking at wildlife corridors, local green spaces and meeting with Cheshire Wildlife Trust to explore the services they offer.

Mrs Chaplin reported that the Heritage working group had discussed arranging for character assessments being undertaken by volunteers from Manchester University under the direction of Urban Imprint at no additional cost; the committee agreed to this being undertaken.

Mr Chaplin reported that the Housing working group would be evaluating the current housing stock.

Cllr Dean reported that he had met with Urban Imprint to further the work of the Employment working group and believes that this section of the plan could be quite simple to achieve in terms of policy.

N16/069 Questions to the Town Clerk

The Town Clerk responded to a question stating that the Planning Committee had met with Barton Willmore in relation to the development at Northwich Road. Members requested that an actions log be created for the committee and introduced as a standing item for the committee meetings.

N16/070 Public Participation

A member of the public stated that they expected Barton Willmore to submit an outline application in Spring 2017 and queried at what stage is CIL determined.

N16/071 To note the date of the next meeting (31st January 2017)

Members noted the date.

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Minutes

of the

Neighbourhood Plan Committee Meeting held on 31st January 2017

in the Lower Council Chamber of the Town Council Offices

N16/072 Present

Cllrs Gardiner, Bancroft, Gray, Nicholson and Dean.

Mr B Chaplin (Housing WG), Mrs S Chaplin (Heritage WG), Mr K Rhodes (Town Centre WG), Mr K Thompson (Health WG), Mr M Price (Getting Around WG), Mrs L Dalzell (Education and Community WG) and Mr D Clayton (Leisure and Sport WG)

In attendance: A Keppel-Garner (*Town Clerk*), J Maginness (Urban Imprint)

N16/073 To receive apologies for absence

Apologies were received from Cllrs Forbes (personal business) and Farber (business) and from Mr Griffiths and Mrs Jamison.

N16/074 To note declarations of members' interests

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

N16/075 Public Participation

A resident raised concern about results of the survey being skewed to meet personal agendas and urged caution in interpretation of survey results. A second resident asked when the survey analysis would be completed and when the public would be briefed.

N16/076 To approve the minutes of the meeting held November 29th 2016

Members **resolved** to confirm the minutes, which were duly signed by the Chairman, subject to a typographical correction to N16/064.

N16/077 To consider the committee's budget and spending to date

The Town Clerk reported that the budget for the 2017/18 financial year had been increased by Council on the advice of Urban Imprint when it approved the budget. Members noted the budget and spending to date.

N16/078 To consider protocol for working group meetings

Members **resolved** to adopt the protocol adding that invitations to meetings, including agendas and minutes, should be circulated by e-mail.

N16/079 To consider the results of the initial survey and publication of the same

Members noted the raw data and it was agreed that Urban Imprint would produce graphs if requested by a working group should a member of the working group not be able to produce them themselves. Urban Imprint stated they would now be undertaking gap

analysis and producing reports for each theme group.

It was agreed that a press release be issued stating the raw data was available to view and that each working group produce a paragraph on the highlights for their theme.

N16/080 To consider commissioning Cheshire Wildlife Trust to undertake work in relation to the Environment and Open Spaces section of the Neighbourhood Plan

Members **resolved** to engage Cheshire Wildlife Trust as per the quotation received.

N16/081 To consider an update on project management of the Neighbourhood Plan following a meeting with Urban Imprint including to note the next steps of the development of the Neighbourhood Plan

Urban Imprint reported that two workshops would be held with the steering committee covering Vision and Objectives and Spatial Planning and that the next stage would then be to look at policy areas. A more detailed timeline/project plan was to be created and guidance on policies would be created for the working groups.

N16/082 To consider link councillors assigned to working groups

The Chairman reminded councillors to fully engage with their groups and that he was happy to cover for Cllr Farber for the Education and Community working group.

N16/083 To receive updates from working groups

Cllr Gray reported that the Town Centre working group had met and agreed a series of primary objectives.

Mr Thompson reported that the Health working group would be issuing a note to other working groups on ensuing preventative health features across the plan and that a letter was being sent to the GPs to engage them in matters.

Mr Clayton reported that the Sports and Leisure working group had met and reviewed the raw survey results and that main themes had been identified from the same for further consideration.

Mrs Chaplin reported the Heritage working group was meeting the following week and would be looking at the data and scoping out ideas on the findings.

Mr Chaplin reported the Housing working group had held two meetings with a focus on producing a non-residential design guide, a first draft of which has been prepared and that they would be looking at a shop-front design guide. The working group would be looking at existing housing stock from local plan data.

Mrs Dalzell reported that the analysis of primary school places indicates a deficiency once all houses in the local plan are built, highlighted the key findings of the survey and reported that Urban Imprint were writing to the school head-teachers.

Mr Price reported that the Getting Around working group had a change in chairmanship (Mr Price being appointed chairman) and had appointed champions for the key areas of their theme. Mr Price highlighted the main results of the plan and stated a meeting with Cheshire East Council was being arranged to discuss a traffic management study.

Cllr Bancroft reported that the Environment and Open Spaces working group was beginning to look at local green space designation.

Cllr Dean reported that the Employment working group membership had dwindled and that it may need to merge with the Housing working group although members would be sought for the group first.

N16/084 Questions to the Town Clerk

No members raised any questions.

N16/085 To consider the Actions Log

Members noted the log. The Town Clerk provided an update on CIL provided by Cheshire

East Council.

N16/086 Public Participation

A resident responded to a point made in the meeting and reassured the committee they did not challenge the result of the survey or the proposed traffic survey.

N16/087 To note the date of the next meeting

Members noted the date.

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Minutes

of the

Neighbourhood Plan Committee Meeting held on 28th February 2017

in the Lower Council Chamber of the Town Council Offices

N16/088 Present

Cllrs Gardiner Gray and Forbes.

Mr B Chaplin (Housing WG), Mrs S Chaplin (Heritage WG), Mr K Thompson (Health WG), Mr M Price (Getting Around WG), Mrs L Dalzell (Education and Community WG), K Griffiths (Environment and Open Spaces WG) and Mrs D Jamison (Leisure and Sport WG)

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

N16/089 To receive apologies for absence

Apologies were received from Cllrs Farber, Dean and Nicholson (personal business)

N16/090 To note declarations of members' interests

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

N16/091 Public Participation

A resident commented they were pleased to see councillors expressing concern over the lack of infrastructure planning in a recent article in the Knutsford Guardian. The resident further commented on the Cheshire East Council CIL consultation noting that the proposed charge for offices is £0.

N16/092 To receive and consider a presentation from Ken Brodie on mixed use of town centre car parks and highways studies.

Mr Brodie gave a presentation on options for mixed developments on three car parks within the town centre which could accommodate a number of dwellings whilst not reducing the number of car parking spaces.

N16/093 To approve the minutes of the meeting held January 31st 2017

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

N16/094 To consider the committee's budget and spending to date

Members noted the budget and spending to date.

N16/095 To consider the next steps of the Neighbourhood Plan

Members highlighted that the gap analysis was awaited. Members **resolved** to consider this at the next meeting with representatives of Urban Imprint present.

N16/096 To consider and review the stage two and three scope of works for the Neighbourhood Plan consultancy

Members noted the scope of works and agreed to discuss with Urban Imprint fully at the next meeting.

N16/097 To receive updates from working groups

Mr Price reported that a meeting had been held with Cheshire East Council to discuss congestion and a good response to the issues raised was received. The next meeting of the Getting Around working group would be focusing on traffic congestion.

Mrs Jamison reported the next Sports and Leisure working group was next meeting at the end of March.

Mrs Dalzell reported that she had met with Knutsford Academy who would be presenting on the Kingsfield project at a joint meeting with the Sports and Leisure working group at the end of March.

Mrs Chaplin reported the Heritage working group had held two meetings, was agreeing its objectives and had a group of students preparing to undertake the character assessment.

Mr Chaplin reported the Housing working group had met and was looking at affordable housing and finalising the non-residential design guide draft.

Cllr Gray reported the Town Centre working group had held two meetings and considered focusing on tackling traffic and parking issues in the town centre first as key.

Mr Thompson reported the Health working group was meeting with representatives of the three GP surgeries to engage them on the Neighbourhood Plan.

Mr Griffiths reported the Environment and Open Spaces working group was undertaking Local Green Space designation which once completed would be circulated for the other working groups to review.

N16/098 To consider merging the *Employment and Shopping* and *Housing* working groups

Members **resolved** to merge the two working groups on a temporary basis.

N16/099 Questions to the Town Clerk

Mrs Jamison enquired if a follow up article was planned to the recent Knutsford Guardian article on the plan; the Town Clerk reported that further press releases could be issued.

N16/100 Public Participation

A resident invited the committee to consider the Cheshire East Council consultation on CIL.

N16/101 To note the date of the next meeting

Members noted the date.

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Minutes

of the

Neighbourhood Plan Committee Meeting held on 28th March 2017

in the Lower Council Chamber of the Town Council Offices

N16/102 Present

Cllrs Gardiner, Dean, Gray and Forbes.

Mr B Chaplin (Housing WG), Mrs S Chaplin (Heritage WG), Mr K Thompson (Health WG), Mr M Price (Getting Around WG), Mrs L Dalzell (Education and Community WG), K Griffiths (Environment and Open Spaces WG) and Mrs D Jamison (Leisure and Sport WG)

In attendance: A Keppel-Garner (*Town Clerk*), Bob Phillips and Jo Gregory (*Urban Imprint*)

N16/089 To appoint a Chairman

In the absence of Cllr Gardiner, members **resolved** that Cllr Dean be appointed chairman for the meeting.

N16/090 To receive apologies for absence

Apologies were received from Cllrs Farber and Nicholson (personal business)

N16/091 To note declarations of members' interests

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

N16/092 Public Participation

A resident spoke in relation to the Cheshire East consultations, outlining that KCHG would be responding and raising a number of points including that the CIL rate for offices was too low and that the scale of development in Knutsford is deemed to be right and that no further housing should be allocated in the SADPD.

N16/093 To approve the minutes of the meeting held February 28th 2017

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

N16/094 To elect a Deputy Chairman

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

N16/095 To consider the committee's budget and spending to date

Members noted the budget and spending to date.

N16/096 To consider and review the project management and next steps of the Neighbourhood Plan and to receive an update on the gap analysis undertaken by Urban Imprint

Urban Imprint reported on the gap analysis highlighting a skew in the age of respondents and highlighting geographic areas with low response rates. Members **resolved** to establish a

working group to develop a consultation strategy, comprising Cllr Forbes, Mr Chaplin and Mrs Dalzell. Members were encouraged to send their ideas for consideration. Members expressed the opinion that the project plan was lacking in detail and it was agreed this be reviewed at the next meeting.

N16/097 To consider the appointment of link councillors for the Heritage, Environment & Open Spaces and Sports & Leisure working groups

Cllr Gardiner arrived and took over from Cllr Dean as Chairman.

It was **resolved** to appoint Cllr Gardiner as the link councillor for Heritage and Environment & Open Spaces and Cllr Forbes as link councillor for Sports & Leisure.

N16/098 To consider matters related to the Cheshire East Council consultations on the Community Infrastructure Levy and Site Allocations and Development Policies Document to advise and inform the Town Council's response to the consultations

The consultations were discussed and it was agreed that the Chairman feedback the key points to the Council to inform its response. The key issues highlighted were that all new development sites in Knutsford should be in the same charging zone, that commercial development should attract CIL and that the CIL projects list must include funds for sports/leisure provision. Cllr Dean left the meeting. It was agreed that advice on how CIL would work was needed from Cheshire East.

N16/099 To consider the implications of the Housing White Paper regarding site allocations

Mr Philips reported on the Housing White Paper. It was agreed that site allocations were not necessary in Knutsford as the housing requirement had been met but that the document be considered by the Housing working group.

N16/100 To consider the draft Knutsford Design Guide

It was agreed that members provide feedback to Mr Chaplin who will amalgamate and feedback to the committee.

N16/101 To consider a member of the committee attending the 'Better Housing, Better Health' event

Members **resolved** Mr Chaplin attend the event.

N16/102 Questions to the Town Clerk

The Town Clerk was asked for updates from the working groups; which are detailed below.

N16/103 Updates from working groups

Mr Price reported that the working group had met with Andrew Ross of Cheshire East Council and had agreed to form a liaison group which would be reported on at the next meeting.

Mrs Dalzell reported that arranging a meeting with Mark Bailey of Cheshire East Council was progressing very slowly and requested the Chairman to assist with expediting the matter.

Mrs Dalzell further reported she had met with the manager of the Library who would like to expand services but is limited by the current arrangements.

Mrs Jamison reported that the working group had met with Everybody Sport and Leisure and Knutsford Academy about their plans for the 'Kingsfield' project. Mrs Jamison further reported that the working group would be looking at how to maximise the use of existing playing fields.

Mr Griffiths reported the working group had reviewed 37 spaces for local green space designation.

Cllr Gray reported that the group was making progress.

Mr Chaplin reported that the working group had not met since the previous committee

meeting.

Mrs Chaplin reported that the working group had not met since the previous committee meeting.

Mr Thompson reported that the working group had met with representatives of the GP surgeries where it was stated that they have capacity for around 680 more patients before consideration of closing for registrations would be required.

N16/104 Public Participation

A representative of Tatton Estate Management introduced a new employee of the organisation. A resident queried if the Design Guide would be part of the Neighbourhood Plan.

N16/105 To consider the day meetings are held and agree the date of the next meeting

It was **resolved** to set the meetings for the last Wednesday of the month.

FINAL



Personnel Committee

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 June 1st 2016** in the Committee Room of the Town Council Offices

P16/000 Present

Cllrs Goodrich, Mrs Gray, Farber, Forbes, Nicholson and Wells-Bradshaw.

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

P16/001 To appoint a Chairman

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

P16/002 To appoint a Deputy Chairman

Members **resolved** to appoint Cllr Mrs Gray as Deputy Chairman.

P16/003 To note the committee's terms of reference

Members noted the terms of reference.

P16/004 To receive and confirm the minutes of the meetings held 17th May 2016

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

P16/005 To consider the committee's budget and spending to date

Members noted the budget and spending to date; noting the variation in percentage spending due to tax code changes.

P16/006 To consider matters related to the purchase of a suitable chair for officer use at council meetings

Members **resolved** to commission an Occupational Health Assessment for the Deputy Town Clerk and further **resolved** to offer the Deputy Town Clerk the opportunity not to clerk meetings until the matter is resolved.

P16/007 To consider the council's lone working arrangements and policy

Cllr Forbes reported on the background to the item and members agreed the Town Clerk draft a policy for consideration at a future meeting.

P16/008 To consider the resolutions log

The Town Clerk reported that no resolutions stood outstanding.

P16/009 To set a date for the next meeting

Members agreed to meet on June 8th at 17:15.

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Minutes

of the

Personnel Committee Meeting held on June 8th 2016

in the Committee Room of the Town Council Offices

P16/010 Present

Cllrs Goodrich, Nicholson and Wells-Bradshaw.

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

P16/011 To receive apologies for absence

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

P16/012 To note declarations of members' interests

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

P16/013 To receive and confirm the minutes of the meetings held 1st June 2016

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

P16/014 To consider matters related to the splitting of the Mayor's PA / Administration Assistant role including recruitment for the same

The Town Clerk outlined proposals for the splitting of the role including draft job descriptions and proposed salary grading. Members **resolved** to split the role as outline, that the current Mayor's PA continue to fulfil the Mayor's PA role and to advertise for an Administration Assistant, specifying the days they would work.

Members further **resolved** a shortlisting panel comprising three members of the committee and the Town Clerk shortlist applicants and to establish an interview panel comprising three members of the committee and the Town Clerk with delegated authority to appoint.

P16/015 To set a date for the next meeting

It was agreed to meet on July 13th at 5:15pm.

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

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

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Personnel Committee Meeting held on July 13th 2016

in the Committee Room of the Town Council Offices

P16/016 Present

Cllrs Goodrich, Forbes and Farber.

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

P16/017 To receive apologies for absence

Apologies were received from Cllrs Nicholson, Mrs Gray and Wells-Bradshaw (personal business)

P16/018 To note declarations of members' interests

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

P16/019 To receive and confirm the minutes of the meetings held 8th June 2016

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

P16/020 To consider the committee budget and spending to date

Members noted the budget and spending to date and requested a projected budget for the next meeting.

P16/021 To consider matters related to the recruitment of an Administration Assistant

Cllr Forbes provided an update and indicated that interviews would be concluded at the end of the week.

P16/022 To consider an update in relation to the Occupational Health Assessment

The Town Clerk provided an update that the assessment had been undertaken and provided detail from the assessment. Members **resolved** that Officers advise committee chairman to ensure that a five minute break is taken every 1.5hrs. Members **resolved** that the Town Clerk monitor if the new arrangements have positive effect.

P16/023 To consider the adoption of a Lone Working Policy

Members **resolved** to adopt the policy, subject to typographical changes.

P16/024 To consider the Town Clerk's attendance at the SLCC National Conference

Members **resolved** to authorise the Town Clerk's attendance.

P16/025 Member questions to the Town Clerk

Members enquired about the Town Clerk's flex write-off and if it was being managed.

P16/026 To set a date for the next meeting

Members agreed not to set a date, but for the Town Clerk to call a meeting when required.

FINAL

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Minutes of the Personnel Committee Meeting held on October 4th 2016 in the Committee Room of the Town Council Offices

P16/027 Present

Cllrs Goodrich, Forbes, Nicholson, Mrs Gray and Wells-Bradshaw.

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

P16/017 To receive apologies for absence

Apologies were received from Cllr Farber (*personal business*)

P16/018 To note declarations of members' interests

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

P16/019 To receive and confirm the minutes of the meetings held 13th July 2016

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

P16/020 To consider the committee budget and spending to date

Members noted the budget and spending to date.

P16/021 To consider personnel implications in relation to contracting out the Town Ranger

The Town Clerk reported that the incumbent Town Ranger was not seeking additional hours. Members noted that there were alternative options should the Assets and Operations Committee consider the idea worth furthering.

P16/022 To note the annual employee appraisals have been undertaken and to consider the award of annual salary incremental progressions with effect April 2017

The Town Clerk reported that all appraisals except one had been undertaken. Members **resolved** to exclude the public and press due to the confidential nature of discussions. The Town Clerk provided a detailed report on issues arising from appraisals. It was agreed that Cllr Goodrich and the Town Clerk develop a plan how to deal with some of the issues which had become apparent. Members **resolved** to approve the annual incremental awards payable in April 2017. Members **resolved** to readmit the public and press.

P16/023 To consider matters related to employee training

Members **resolved** to approve the Town Clerk undertaking the AAT Advanced Certificate in Bookkeeping. Members **resolved**¹ to approve the Deputy Town Clerk undertaking the

¹ Cllr Mrs Gray voted against the resolution expressing that it was not the correct time for the training to be undertaken.

Certificate in Planning offered by Central Law Training subject to conditions. Members **resolved** to approve the Deputy Town Clerk attending the SLCC Practitioners' Conference 2017.

P16/024² To consider the draft committee budget 2017/18

Members **resolved** to amend the draft budget as follows:

- a) Decrease budget line 600/4021 to £100
- b) Decrease budget line 600/4027 to £500

Members **resolved** to recommend the draft budget to the Finance Committee.

P16/025 Member questions to the Town Clerk

Cllr Mrs Gray enquired whose responsibility it was to determine which officer would represent the Council at an external meeting. It was confirmed that it was the Town Clerk as line manager, not the Chairman of a committee.

P16/026 To set a date for the next meeting

Members agreed that the Town Clerk convene a meeting when required.

FINAL

² Cllrs Nicholson and Wells-Bradshaw left at the beginning of this item.

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Minutes

of the

Personnel Committee Meeting held on November 17th 2016

in the Committee Room of the Town Council Offices

P16/038 Present

Cllrs Goodrich, Forbes, Farber, Mrs Gray and Wells-Bradshaw.

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

P16/039 To receive apologies for absence

Apologies were received from Cllr Nicholson (*personal business*)

P16/040 To note declarations of members' interests

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

P16/041 To receive and confirm the minutes of the meetings held 4th October 2016

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

P16/042 To consider the committee budget and spending to date

Members noted the budget and spending to date.

P16/043 To consider a recommendation from the Events and Town Centre Management Committee to undertake an Operational Design and to note the committee's in principle support for a dedicated Town Centre Manager role

Members **resolved** to undertake an Operational Design process to cover the period to the end of January. Members **resolved** that this be progressed by Cllrs Forbes, Goodrich and the Town Clerk.

P16/044 To consider a subsidy of £25 per employee towards the staff Christmas social

Members **resolved** to approve a subsidy of £25 per employee attending the Christmas social event.

P16/045 To consider an update on staffing matters

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

It was noted that the Absence and Leave policy would be amended at a future date to require a handover between the Town Clerk and Deputy Town Clerk between holidays. The Town Clerk provided an update on staffing matters.

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

P16/046 Member questions to the Town Clerk

Members enquired who the Fire Safety Officer was, the Town Clerk confirmed it was him.

P16/047 To set a date for the next meeting

Members agreed the Town Clerk call a meeting when necessary.

FINAL

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Minutes

of the

Personnel Committee Meeting held on December 19th 2016

in the Committee Room of the Town Council Offices

P16/048 Present

Cllrs Goodrich, Mrs Gray, Nicholson, Forbes, Farber and Wells-Bradshaw.

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

P16/049 To receive apologies for absence

All members were present.

P16/050 To note declarations of members' interests

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

P16/051 To receive and confirm the minutes of the meetings held 17th November 2016

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

P16/052 To consider the committee budget and spending to date

Members noted the budget and spending to date.

P16/053 To consider a confidential staffing issue

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

Following discussion adjourned the meeting to allow the Town Clerk to gather further information; the meeting was subsequently reconvened and members **resolved** that the Town Clerk seek guidance from NALC/SLCC on the issue and further **resolved** to fund six sessions as outlined in confidential report P1602.

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

P16/054 Member questions to the Town Clerk

No members raised any questions.

P16/055 To set a date for the next meeting

It was agreed to meet in January.

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Minutes

of the

Personnel Committee Meeting held on March 27th 2017

in the Committee Room of the Town Council Offices

P16/056 Present

Cllrs Goodrich, Nicholson, Forbes and Wells-Bradshaw.

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

P16/057 To receive apologies for absence

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

P16/058 To note declarations of members' interests

No member declared an interest in any item.

P16/059 To receive and confirm the minutes of the meetings held 19th December 2016

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

P16/060 To consider the committee budget and spending to date

Members noted the budget and spending to date. The Town Clerk reported he had booked the Deputy Town Clerk on the IOSH Managing Safely training course since the report was prepared.

P16/061 To review the Administration Assistant's probationary period

Members **resolved** to end the probationary period and confirm the Administration Assistant in post.

P16/062 To consider a report from Cllrs Forbes and Goodrich on the Operational Design including recommendations in respect of Town Centre Management and an update on the progress to date

Cllr Forbes provided an update on the work to date in relation to the Operational Design, outlining that the first conclusion was that there is not sufficient capacity to increase the resource for Town Centre Management within the current officer roles. It was also noted that a dedicated Town Centre Manager would contribute to reducing the workload of the Town Clerk and also of the Deputy Town Clerk which would allow for more delegation and further reduction in workload of the Town Clerk.

Members **resolved** to recommend to Council that it review the requirements for Town Centre Management noting that there was not sufficient capacity to increase resource in the current officer roles should it wish to.

- P16/063 To consider the approval of carryover of holiday entitlement to the 2017/18 leave year**
Members **resolved** to approve the carryover of up to three days for the Administration Assistant. Members **resolved** to approve the carryover of up to four days for the Mayor's PA. Members **resolved** to approve the carryover of up to five days for the Deputy Town Clerk. Members **resolved** to approve the carryover of up to five days for the Town Clerk and further **resolved** to pay the Town Clerk for the five days leave outstanding.
The Chairman requested the committee consider the holiday entitlement and increased entitlement for length of service at the next meeting.
- P16/064 To consider the Town Clerk attending the SLCC Leadership in Action Conference 2017**
Members **resolved** to approve the Town Clerk's attendance at the conference.
- P16/065 To consider matters related to staff welfare**
Members **resolved** to exclude the public and press on the grounds of the sensitive nature of discussions. The Town Clerk provided an update on staff welfare issues. Members **resolved** to readmit the public and press.
- P16/066 Member questions to the Town Clerk**
The Town Clerk responded to questions in relation to the Council's policy on Social Media.
- P16/067 To set a date for the next meeting**
Members agreed to meet on May 15th at 16:30.

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Minutes *of the* **Personnel Committee Meeting held on April 18th 2017** in the Committee Room of the Town Council Offices

P16/068 Present

Cllrs Goodrich, Mrs Gray, Nicholson, Forbes, Farber and Wells-Bradshaw.

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

P16/057 To receive apologies for absence

All members were present.

P16/058 To note declarations of members' interests

Cllr Forbes raised a non-pecuniary interest in P16/063 on the grounds of being disabled.

P16/059¹ To receive and confirm the minutes of the meetings held 27th March 2017

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

P16/060 To consider the committee budget and spending to date

It was noted this had not be circulated with the agenda.

P16/061 To consider a report from Cllrs Forbes and Goodrich on the Operational Design

Cllr Forbes provided an update that a full report would be provided to the next meeting with a series of recommendations which included increasing the hours for the Town Centre Manager role and changes in some officer duties. Cllr Forbes confirmed the Music Festival had been factored into the OD.

P16/062 To consider matters related to the recruitment of a Town Centre Manager

This item was deferred to the next meeting.

P16/063 To consider staff holiday entitlement and leave policies

The Town Clerk reported that advice was received from ChALC that there are no issue relating to the increase in holiday entitlement being tied to length of service.

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

The Town Clerk reported on staff absences; it was agreed that a quarterly report of absences should be submitted to the committee. Members requested the Town Clerk provide access to staff policies, noting they are not published on the website. Members **resolved** that the Town Clerk and Chairman investigate attendance improvement plans and improved policy

¹ Cllr Mrs Gray arrived at the beginning of this item

on a non-urgent basis and report back to a future committee meeting.
Members **resolved** to readmit the public and press.

P16/064 Member questions to the Town Clerk

The Town Clerk responded to a question in relation to work experience placements stating that placements are offered when it is deemed to be able provide a worthwhile placement.

P16/065 To consider the committee Actions Log

Members noted the log and the updates received from the Town Clerk.

P16/066 To note the date of the next meeting

It was noted that the next meeting would be held at 2:30pm on Tuesday 9th May.

FINAL



Planning Committee

Knutsford Town Council

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Minutes of the Planning and Licensing Committee 1st June 2016 In the Lower Council Chamber of the Town Council Offices

PL16/000 Present

Cllrs Bancroft, Gardiner, Dean, Coan and Farber.

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

PL16/001 To elect a Chairman of the Committee

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

PL16/002 To elect a Deputy Chairman of the Committee

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

PL16/003 To note the Committee Terms of Reference

Members noted the terms of reference.

PL16/004 To receive apologies for absence

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

PL16/005 To note declarations of Members' interests

Cllr Gardiner	Non-pecuniary	16/2132M	Known to the agent
	Non-pecuniary	16/2137M	Known to the agent
	Non-pecuniary	PL16/008	Known to Cerda representative
Cllr Coan	Non-pecuniary	16/2306M	Known to landowners
	Non-pecuniary	16/2307M	Known to landowners
Cllr Farber	Non-pecuniary	16/2137M	Known to agent
	Non-pecuniary	16/0937M	Known to agent and applicant
	Non-pecuniary	16/1714M	Known to applicant
	Non-pecuniary	16/2407M	Known to agent and applicant
	Non-pecuniary	16/2306M	Known to landowner
Cllr Dean	Non-pecuniary	16/2037M	Known to landowner
	Non-pecuniary	16/2134M	Known to agent
	Non-pecuniary	16/2306M	Known to owners
	Non-pecuniary	16/2307M	Known to owners
	Non-pecuniary	16/2307M	Known to owners

PL16/006 Public Participation

A representative of SKRG congratulated the new Chairman on her election and thanked the previous Chairman for his work. They noted that application 16/2367M was not in the conservation area but close to it. With respect to application 16/2383T it was noted that the plan forming part of the application was not accurate and noted that the planting the owners had previously been ordered to carry out by CEC had not yet been done.

The landowner of the site for which applications 16/2306M & 16/2307M have been submitted advised that he was unaware of the individuals making the application and that he had not been consulted on the same. He also advises that the lease in place with the tenants does not allow for sub-letting without landowner permission. The landowner noted that he did not want the area to be turned into a pay and display car park.

PL16/007 To receive and confirm the minutes of the meeting held on 9th May 2016

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

PL16/008 To consider proposals for illumination at the Old Town Hall

The Chairman adjourned the meeting to allow representatives from Cerda and Marsdens to outline their illuminations plan for the Old Town Hall. It was noted that the design was intended to enhance the building in a subtle manner. The Chairman reconvened the meeting and members noted that if they were asked to comment on the application they would be supportive of the same.

PL16/009 To consider proposals for new signage at the Courtyard Coffee House

The Chairman adjourned the meeting to allow the owner of the building to address the committee with respect to the plans to encourage more visitors to the Penny Farthing Museum. The Chairman reconvened the meeting and members **resolved** to advise the Conservation Officer that whilst they like the concept they consider the size is inappropriately large in this location given the impact on the conservation area and the potential for passing traffic to engage with the sign.

PL16/010 To consider the latest planning applications

Members **resolved** to submit the comments outlined below. Members further **resolved** that the Deputy Town Clerk write to Mr Hooley regarding the fast tracking of a decision relating to application 16/2137M. This action by Cheshire East Council resulted in the Committee being unable to comment on the application prior to the decision being made.

PL16/011 To consider matters relating to the Section 106 Agreements

Members noted that no applications were subject to s106 agreements.

PL16/012 To consider the latest planning decisions

Members noted the latest decisions.

PL15/013 To review the Planning Issues Log

Members noted the log. Members requested items 16 and 30 be chased further with CEC by the Deputy Town Clerk following previous advice that they could not be progressed in the case officers absence as access was not available to her computer. Members **resolved** to request that new enquiries be started for these items if CEC IT department were unable to provide the required access.

PL16/014 To note the date of the next meeting (13th June 2016)

Members noted the date.

Planning Comments 01/06/2016

Application	Address	Application details	Comments
16/2132M	14 Springwood Avenue	Proposed side and rear extensions and alterations	The Council raises no objection to the development in principle but should the application be granted requests a condition that the front elevation is amended to be set back by one brick and a corresponding drop of the ridge tiles on the extension, to avoid a terracing affect that would alter the streetscene. The Council also requests a condition that the materials used for the extension are as close as possible to the original brick and tile size, colour and detail and that the fenestration is also sympathetic to the original. This property is on a street of 1920s houses much of which remain unchanged and is a potential candidate for a conservation area.
16/2137M	23 Glebelands Road	First floor side extension over existing garage	The Council raises no objections subject to neighbours' comments.
16/2173M	Rugosa, Manchester Road	Demolition of existing and erection of 2 detached houses	The Council raises no objections subject to neighbours' comments. ¹
16/0937M	22 King Street	Listed Building Consent for refurbishment and rebuilding of rear outbuilding and new entrance area	The Council raises no objections.
16/2367M	High Trees, 51 Chelford Road	Demolition of existing rear conservatory, rear and side single storey extension to existing single storey detached dwelling, remodelling of existing roof.	The Council raises no objections subject to neighbours' comments. However, should the application be granted requests a condition that there should be no future conversion of the roof space.
16/1714M	Cheshire House,	Construction of a retractable roof over the rear	The Council raises no objections subject to neighbours'

¹ Cllr Dean voted against this resolution

Application	Address	Application details	Comments
	50 King Street	outdoor sitting/dining area	comments but should the application be granted requests a condition that the retractable roof must be freestanding and must not be attached to the listed building.
16/2407M	Rear of 1 Princess Street	Change of use from current D2 to D1 from private fitness/exercise studio to therapy room for private Reiki treatments.	The Council raises no objections.
16/2306M	County Sessions House Toft Road	Temporary pay and display car park with installation of solar pay and display machine	The Council objects to the application on the grounds that the application is invalid as the landowner has not been served the appropriate notice and does not consent to the application. Furthermore the application 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 per se. As such until a certificate of lawful use or an appropriate application for change of use has been made it is not possible for the application to be approved. Any such application for change of use is likely to be prejudicial to the intended use of the premises. Notwithstanding the above the proposed installation and proposed location, directly in front of the listed building, would have a detrimental impact on the character of the listed building and the Conservation area.
16/2307M	County Sessions House Toft Road	Listed Building Consent for temporary pay and display car park with installation of a solar pay and display machine	The Council objects to the application on the grounds that the application is invalid as the landowner has not been served the appropriate notice and does not consent to the application. Furthermore the application 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 per se. As such until a certificate of lawful use or an appropriate application for change of use has been made it is not possible for the

Application	Address	Application details	Comments
			application to be approved. Any such application for change of use is likely to be prejudicial to the intended use of the premises. Notwithstanding the above the proposed installation and proposed location, directly in front of the listed building, would have a detrimental impact on the character of the listed building and the Conservation area. The Council believes listed building consent would not be necessary for the proposed development as it is not attached to or part of the listed building.
16/2134M	3 Tabley Grove	2 storey extension and single storey rear extension	The Council raises no objections subject to neighbours' comments.
16/2483M	84 Bexton Road	Car port extension to side	The Council raises no objections subject to neighbours' comments.
16/2383T	2 St Georges Close	Works to TPO trees: 3 Lime trees (thin), 1 Beech tree (crown reduction), 7 Sycamore trees (fell)	The Council objects to the felling of 7 sycamore trees but should the application be granted requests a condition that they are replaced with similar indigenous deciduous mature species. Furthermore the Council notes that the trees the landowner was required to replace due to previous unlawful felling have not yet been planted.

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Minutes of the Planning and Licensing Committee 13th June 2016 *In the Lower Council Chamber of the Town Council Offices*

PL16/015 Present

Cllrs Bancroft, Gardiner, Nicholson, Dean and Farber.

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

PL16/016 To receive apologies for absence

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

PL16/017 To note declarations of Members' interests

Cllr Gardiner	Non-pecuniary	16/2149M	Had previous discussions with the
		16/2570M	applicant on the application.
Cllr Farber	Non-pecuniary	16/2176M	Known to applicant
		16/2578M	Known to agent
		16/2570M	Known to applicant
Cllr Dean	Pecuniary	16/2578M	Co-owner of house next door

PL16/018 Public Participation

A resident drew the committee's attention to two issues for the planning log; the installation of bollards and painting of a fence in the Legh Road Conservation Area.

PL16/019 To receive and confirm the minutes of the meeting held on 1st June 2016

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

PL16/020 To consider the latest planning applications

Members **resolved** to submit the comments outlined below.

Members requested the Town Clerk write to Peter Hooley requesting the applicants for 16/2628T be informed of the implications of their property being both listed and within a Conservation Area.

PL16/021 To consider the latest licensing applications

Members **resolved** to raise no objections to the licensing applications for the Botanist and Tatton Park.

PL16/022 To consider matters relating to the Section 106 Agreements

Members noted that no applications were subject to s106 agreements and that an advice note had recently been circulated.

PL16/023 To consider the latest planning decisions

Members noted the latest decisions.

PL16/024 To review the Planning Issues Log

Members requested the fencing and bollards at Roxborough, Legh Road raised under public participation be added to the log. Members noted that the remedial planting at 2 St George's Close had not yet been undertaken and requested it be added to the log for monitoring.

The Town Clerk was requested to check on progress with issues which had been delayed through an enforcement officer being absent and if necessary escalate the issue through Cllrs Dean and Gardiner. Members requested the Town Clerk enquire about the delay in determining the application for Spices' illuminated signage.

PL15/025 To note the date of the next meeting

Members noted the date.

DRAFT

Planning Comments 13/06/2016

Application	Address	Application details	Comments
16/2149M ¹	St Vincent de Paul Catholic Primary School	New playground area and associated works	The Council raises no objections, subject to neighbour comments but requests a condition that the hedge is protected and retained save the entrance to the new building.
16/2631M	21 Beechwood	Upgrading of roof and walls to existing, rear, ground floor playroom to dwelling	The Council raises no objections, subject to neighbour comments.
16/2698T	Spinney End, Chelford Road	Proposal for works to 24 trees at property	The Council OBJECTS to the felling of non-diseased trees and those that do not require removal for the better health of surrounding trees and requests that semi-mature deciduous replacements are planted at the boundaries of the grounds to minimise the impact on the Conservation Area.
16/2176M	1 Canute Place (Offices 1, 2, 3)	Fascia sign, hoarding sign and hanging V shaped sign (retrospective)	The Council STRONGLY OBJECTS to the hoarding and V shaped signs on the grounds that they are out of keeping with the character of the building and detrimental to the wider Conservation Area, particularly the historic buildings opposite. Notwithstanding, the council raises no objections to the other signage on the condition that they are not internally illuminated.
16/2628T	Broad Terraces, Legh Road	Removal of two holly trees	The Council STRONGLY OBJECTS to the removal of the trees on the grounds of the detrimental impact on the character of the street scene and the AT RISK Conservation Area.
16/2578M ²	52 Manor Park North	Existing conservatory to be replace with single	The Council raises no objections, subject to neighbour

¹ Cllr Gardiner abstained from discussion and voting on this item.

² Cllr Dean abstained from discussion and voting on this item.

Application	Address	Application details	Comments
		storey rear extension to kitchen	comments.
16/2570M ³	22 Manchester Road	Erection of 28sqm detached, flat roofed, timber-framed annex to rear garden of private dwelling	The Council OBJECTS on the grounds the proposed building is almost as large as the footprint of the existing house and contains its own kitchen and bathroom leading to concerns that this could be a new dwelling by stealth. Notwithstanding if approved the council requests a condition that the building remain ancillary to the main dwelling.

³ Cllr Gardiner abstained from discussion and voting on this item.

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Minutes

of the

Planning and Licensing Committee 4th July 2016

In the Lower Council Chamber of the Town Council Offices

PL16/026 Present

Cllrs Bancroft, Gardiner, Dean, Coan and Forbes

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

PL16/027 To receive apologies for absence

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

PL16/028 To note declarations of Members' interests

Cllr Gardiner	Non-pecuniary	16/2827M	Known to the agent
Cllr Forbes	Non-pecuniary	16/2907T	Known to contractor
	Non-pecuniary	16/2839M	Known to landowner
	Non-pecuniary	16/2840M	Known to landowner
Cllr Coan	Non-pecuniary	16/2304M	Known to tenant
	Non-pecuniary	16/2839M	Known to landowner
	Non-pecuniary	16/2840M	Known to landowner
	Non-pecuniary	PL16/035	Known to owner of former Court house
Cllr Dean	Non-pecuniary	PL16/035	Known to owner of former Court house

PL16/029 Public Participation

A member of the public spoke with respect to item PL16/037 and stated that they considered the extension to item 8.1 of the 2020 vision to be excessive. It was suggested that if this was to be agreed the Legh Road Conservation Area should be looked at separately given its 'at risk' status.

A representative of SKRG noted the approval of the Brae Cottage application 15/3419M despite the Council objection to the proposals. It was also noted that the conditions requested by the Committee in the event the application was refused have not been followed.

The representative also noted that application 16/2769M for consideration by the Committee was in the Conservation Area and the proposed wall as part of the development abuts footpath 19.

PL16/030 To receive and confirm the minutes of the meeting held on 13th June 2016

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

PL16/031 To consider the latest planning applications

Members **resolved** to submit the comments outlined below.

PL16/032 To consider the Appeal for 2 Mobberley Road, Application: 15/5699M

Members **resolved** to submit the following further comment:

"The Council supports the local Planning Officers decision to refuse the application and strongly objects to the application, particularly the loss of the additional trees required to create parking. The Council is concerned that the application may be a 'Trojan horse' to create another property on the site at a future date. The protection of trees in a conservation area is a paramount function of such a designation, 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."

PL16/033 To consider the Appeal for Ivy Lodge, Tabley Road, Application: 15/5114M

Members agreed to submit no further comments with respect to this application.

PL16/034 To consider correspondence from Cheshire East Council regarding application 16/2137M

Members noted that they were disappointed with the response received and requested that a further letter be sent to Mr Round and copied to Cllr Arnold.

PL16/035 To consider the latest licensing applications

Members **resolved** to submit the comments outlined below.

PL16/036 To consider matters relating to the Section 106 Agreements

Members noted that no applications were subject to s106 agreements.

PL16/037 To consider the Committee's progress in achieving the 2020 Vision

Cllr Bancroft advised that the Conservation working group had met in the last 12 months and that the Conservation Areas were also being reviewed as part of the Neighbourhood Plan Heritage Working Group.

Members **resolved** to amend the following target dates to read:

8.1 March 2018

8.2 September 2018

PL16/038 To consider the latest planning decisions

Members noted the latest decisions and requested letters to be sent to Peter Hooley with respect to applications 15/3417M and 16/0692M.

PL16/039 To review the Planning Issues Log

Members requested that further queries be raised of Highways and Planning with respect to their response regarding the bollards at Roxburgh on Legh Rd.

Cllr Bancroft asked that a new sign at the Longview Hotel be reported to Planning Enforcement and added to the log.

PL15/037 To note the date of the next meeting (25th July 2016)

Members noted the date.

Planning Comments 04/07/2016

Application	Address	Application details	Comments
16/2587M	6 Ashworth Park	Proposed single storey side extension to create new garage and partial conversion of existing garage into new playroom	The Council raises no objections subject to neighbours' comments and the Highways Officer being satisfied that the proposed development does not affect the line of sight given the corner plot. The Council also requests that the officer ensures the garage meets the NEW internal dimension requirements.
16/2604M	20 Sandiway	Proposed extension to form dormer windows	The Council notes that although the NPPF would indicate that the loss of a single storey dwelling/bungalow would be at odds with national policy, in light of similar developments in the vicinity, raises no objections subject to neighbours' comments.
16/2504M	165 Ashworth Park	Two storey front extension with new dormer to front elevation	The Council objects to the proposed extension on the grounds that it fails to pay due regard to the architectural style and relative dimensions of the original dwelling and therefore presents an incongruous form of development. Furthermore the location of the extension at the front of the property is detrimental to the building and the wider streetscene contrary to policy GC10 in the emerging local plan. The Council also requests that the officer ensures the garage meets the NEW internal dimension requirements.
16/2769M	The Glade, 6 Lovat Drive	Demolition of an existing detached property to be replaced with new. Construction of a new boundary wall to the south west side of the plot	The Council raises no objections subject to neighbours' comments but requests a condition that an appropriate scheme of works is provided to ensure the protection of any trees that could potentially be impacted upon by the proposed development. The Council also considers the

Application	Address	Application details	Comments
			design would benefit from the introduction of a chimney to accord with the arts and crafts design the property is replicating.
16/2827M	3 Valley Way	First floor side extension over existing garage/utility, lounge bay window, front elevation canopy and single storey rear extension	The Council raises no objections subject to neighbours' comments, but requests that the officer ensures the garage meets the NEW internal dimension requirements.
16/2304M	60 King Street	Listed building consent for repairs to the external fabric of the building	The Council does not comment on its own applications.
16/2839M	Town Hall, Princess Street	Installation of external lighting, amended bollard design and minor internal alterations	The Council fully supports the external lighting proposals. The Council has no objections to the remainder of the application provided the Conservation Officer is satisfied with the design and that the materials to be used are of appropriate quality to ensure longevity.
16/2840M	Town Hall, Princess Street	Listed building consent for installation of external lighting, amended bollard design and minor internal alterations	The Council fully supports the external lighting proposals. The Council has no objections to the remainder of the application provided the Conservation Officer is satisfied with the design and that the materials to be used are of appropriate quality to ensure longevity. The Council is concerned that the internal neon signs references L23/L24 are unsuitable for the design of a listed building.
16/2933M	18 King Street	Change of use from a retail unit into a tattoo studio	The Council objects to the change of use application on the grounds that a loss of an A1 retail unit in this location will be detrimental to the future vitality and economic vibrancy of this part of King St where footfall is lower. In the event that the change of use is granted the Council requests a condition that the hours of operation are restricted to normal retail hours.

Application	Address	Application details	Comments
16/2934M	18 King Street	Listed building consent for change of use from a retail unit into a tattoo studio	The Council raises no objections subject to the Conservation Officer's approval of the proposed scheme and would request that advice is provided with respect to appropriate signage to be affixed to a listed building in the Conservation Area.
16/3015M	4 St Peter's Avenue	Single storey kitchen extension	The Council raises no objections subject to neighbours' comments, but requests that the officer ensures an appropriate construction method statement is provided given the extension abuts a steep slope to ensure the stability of the building.
16/2651M	60 Mereheath Park	Single storey side extension and front porch	The Council raises no objections subject to neighbours' comments.
16/2907T	6 Woodside	Crown lifting by removal of lowest three branches	The Council raises no objections subject to the arboriculturalist being satisfied that the method statement for the works will not cause damage to the tree.

Licensing Applications 04/07/16

Address	Application details	Comments
Shell Toft Road Knutsford WA16 OPE	<p>We, Shell UK Oil Products Limited, do hereby give notice that we have applied to the Licensing Authority at Cheshire East Council for a minor variation to the Premises Licence at Toft Road, Knutsford, Cheshire, WA16 OPE and known as Shell Knutsford</p> <p>The application is to:-</p> <ul style="list-style-type: none"> Change the internal layout of the premise 	<p>The Council raises no comments with respect to this application.</p>
Old Sessions House (formerly Knutsford Crown Court) Toft Road Knutsford WA16 OPB	<p>Notice is hereby given that Cookson Hotels LLP have applied to Cheshire East Council pursuant to s.17 of the Licensing Act 2003 for a premises licence in respect of hotel premises to be known as Old Sessions House (Formerly Knutsford Crown Court) Toft Road, Knutsford, Cheshire, WA16 OPB</p> <ul style="list-style-type: none"> Provision of Indoor Sporting Events, Live and Recorded Music, Performance of Dance, and Similar Entertainment to Music and Dance, from 08:00am to 02:00 hours, Monday to Sunday Exhibition of films and sale of alcohol for consumption on and off the premises from 00:00am to 23:59, Monday to Sunday Provision of Late Night Refreshment from 23:00pm to 05:00, Monday to Sunday Opening hours 00:00am to 23:59, Monday to Sunday On New Year's Eve all permitted hours may continue until the start of hours permitted on New Year's Day and an 	<ul style="list-style-type: none"> In the first instance the Council would note that no Planning application for change of use has been submitted for these premises and as such they remain classified as a court building, rendering the application unsuitable for the buildings class. Secondly, there is already a licensed premise in the Town called 'The Old Sessions House' and the renaming of this premises is therefore likely to cause confusion. The Council objects to the proposal on the grounds that it does not satisfy the licensing objectives for the following reasons: <ul style="list-style-type: none"> The Prevention of Public Nuisance The provision of late night refreshment and live music should be limited to 1am

	<p>additional hour to the hours permitted for the provision of Regulated Entertainment is to be permitted on the day when British Summertime commences</p>	<p>and the request for continuous opening from New Year's Eve to New Year's Day should be refused given the proximity of both sides of the premises of residential property.</p> <p>- Public Safety</p> <p>The Council is concerned for the safety of individuals leaving the premises late at night intoxicated, given the location of the premises on a busy arterial road within the town.¹</p>
<p>The Angel 98 King Street Knutsford WA16 6HQ</p>	<p>Application has been made by Joseph Holt Ltd to the Licensing Authority of Cheshire East Council to vary the Premises Licence for the Angel at 98 King Street, Knutsford, Cheshire, WA16 6HQ. The application includes the following terms:-</p> <ol style="list-style-type: none"> 1. To extend the terminal hour for the sale of alcohol, provision of regulated entertainment and provision of late night refreshment on Thursday from Midnight to 1am and on Friday and Saturday evenings from 1am to 2am. 2. To add film as a permitted activity from 10am to Midnight on Sunday to Thursday, 10am to 1am on Thursday, and 10am to 2am on Friday and Saturday. 3. To permit the sale of alcohol and such regulated entertainment authorised by the licence on New Years Eve commencing 10:00 31st December until 02:00 on the 1st January. 	<p>The Council does not object to the whole application but considers that the provision of live music should be limited until 1am in order to prevent public nuisance to residential properties in the vicinity of the premises.</p>

¹ Cllr Dean abstained from discussion and voting on this item

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

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

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Planning and Licensing Committee 25th July 2016 In the Lower Council Chamber of the Town Council Offices

PL16/038 Present

Cllrs Bancroft, Gardiner, Coan and Nicholson

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

PL16/039 To receive apologies for absence

Apologies were received from Cllrs Farber, Dean and Forbes (Personal Business)

PL16/040 To note declarations of Members' interests

Cllr Gardiner	Non-pecuniary	16/3366M	Known to the Agent and has provided advice to the applicant as a CEC Cllr
	Non-pecuniary	16/3206M	Owned by CEC and is a CEC Cllr
	Non-pecuniary	16/2980M	Known to applicant
	Non-pecuniary	PL16/044	Member of Friends of the Heath
	Non-pecuniary	16/3366M	Spoken to the applicant as a CEC Cllr
	Non-pecuniary	16/2270M	Spoken to the applicant as a CEC Cllr
	Non-pecuniary	16/3323T	Known to applicant
	Non-pecuniary	16/3342T	Known to applicant
Cllr Nicholson	Non-pecuniary	16/3323T	Known to applicant
	Non-pecuniary	16/3342T	Known to applicant
Cllr Coan	Non-pecuniary	16/2980M	Known to applicant
	Non-pecuniary	16/3335M	Known to applicant
	Non-pecuniary	16/3366M	Known to applicant
Cllr Bancroft	Non-pecuniary	16/2980M	Known to applicant
	Non-pecuniary	16/3070M	Known to architect

PL16/041 Public Participation

A representative of SKRG noted that they were puzzled with respect to the applications for tree works 16/3323T and 16/3342T, given that they are in addition to application 16/2398T for works at the same address and this was a large amount of tree works at the same address in the conservation area.

They also noted that they have failed to receive a response from the Brae Cottage case officer Declan Cleary regarding the conditions that have not been imposed.

PL16/042 To receive and confirm the minutes of the meeting held on 4th July 2016

Members **resolved** to confirm the minutes subject to a minor typographical amendment, which were duly signed by the Chairman.

PL16/043 To consider the latest planning applications

Members **resolved** to submit the comments outlined below.

The Chairman adjourned the meeting prior to the discussion with respect to application 16/3103M to enable the agent for the application to address the Committee with respect to the same. The meeting was subsequently reconvened.

At the end of this item, after the consideration of the applications, the Chairman adjourned the meeting for a 5 minute recess.

PL16/044 To consider the latest licensing applications

Members **resolved** to submit the comments outlined below.

PL16/045 To consider the latest planning decisions

Members noted the latest decisions and **resolved** that the Deputy Town Clerk arrange a meeting with Sean Hannaby and David Malcolm of CEC with Cllrs Bancroft, Dean and Gardiner attending the meeting.

Members requested that the case officer for application 16/2306M be contacted to ascertain that a certificate of ownership was provided by the applicant detailing the correct owner - Mr Cookson to ensure appropriate notice of the application was provided. If not the application should not have been granted and will be invalid.

PL16/046 To consider matters relating to the Section 106 Agreements

Members noted that no applications were subject to s106 agreements.

PL16/047 To consider changing the frequency of Planning Committee Meetings

Members **resolved** that the meeting frequency would change to every two weeks from September 2016.

Members also agreed that if the number of applications warrants it, a meeting should also be held at 6pm on Monday 15th August.

PL16/048 To review the Planning Issues Log

Members noted that they would discuss the further responses provided by Planning and Highways regarding the bollards and the 6ft high green fencing which is contrary to the saved Macclesfield Conservation area policy, at Roxburgh on Legh Rd at the meeting to be arranged referred to in PL16/045.

Cllr Bancroft asked that the roller banner signs outside Elite Health at 14 Princess Street be reported to Planning Enforcement/Community Wardens as the town centre is a Conservation Area and the footpath is narrow at this point.

PL15/037 To note the date of the next meeting

Members noted that the next meeting would take place on 15th August 2016.

Planning Comments 25/07/2016

Application	Address	Application details	Comments
16/3043M	7 Tabley Road	Erection of single-storey rear/side extension, new dormer roofs, minor façade alterations to external works/garden area	The Council objects on the grounds that the design is inappropriate for the Conservation Area, detrimental to the character of the property and the Conservation Area, and requests a more appropriate and sympathetic design is submitted.
16/3070M	7 Beggarman's Lane	Two storey side and front facing extension	The Council raises no objections subject to the officer being satisfied that two cars can be parked within the curtilage of the property and requests a condition that the annexe is not to be separated from the main house and must remain ancillary to the main dwelling.
16/3088M	70 Boothfields	Extend bungalow to the side and rear and convert the loft space	The Council raises no objections subject to neighbours' comments but notes that an application will be required to the Public Rights of Way unit for a diversion to footpath 21. The Council also notes that footpath 13 in the vicinity of the property needs a similar diversion application.
16/3103M	46 King Street	Maintain the flexible change of use for A1, A2 and A3 + detailed planning permission for Evuna Restaurant with outdoor terrace area	The Council raises no objection subject to neighbours' comments.
16/3104M	46 King Street	Listed building consent to maintain the flexible change of use for A1, A2 and A3 + detailed planning permission for Evuna Restaurant with outdoor terrace area	The Council objects to the attachment of a canopy to the rear of the building as this would be detrimental to the character of the listed building within the Conservation Area. The Council suggests an alternative such as a free standing canopy should be considered as approved by the Conservation Officer at the rear of 'Corks Out' a similar building on the same street.
16/3318M	23 Sandleigh Avenue	Proposed demolition of existing outbuildings and new rear extension	The Council raises no objection subject to neighbours' comments.
16/3327M	9 Forester Avenue	Proposed first floor side extension and two	The Council raises no objection subject to neighbours'

Application	Address	Application details	Comments
		storey rear extension	comments.
16/3335M	12 Mansion Drive	Erection of concrete posted fence to a side boundary	The Council raises no objection subject to neighbours' comments.
16/3366M¹	8 Beechwood	First floor side extension and general alterations	The Council raises no objection subject to neighbours' comments.
16/3371M	30 Higher Downs	New pitched roof over rear extension and side dormer and removal of chimney	The Council raises no objection subject to neighbours' comments.
16/3404M	5 Toft Road	Replacement fascia and projecting sign	The Council raises no objection subject to neighbours' comments.
16/3431M	5 Toft Road	Replacement shop front, new external compressors (air conditioning and cold room) and part infill of existing rear door opening	The Council raises no objection subject to neighbours' comments.
16/3429M	5 Heron Close	Two storey side extension, single storey rear extension, widened vehicle access	The Council supports the application as a good example of how a residential property should be extended.
16/3442M	2 Malt Street	To change planning use from A3 Restaurant and Bar to B1 Office Premises	The Council supports the application for the change of use.
16/3206M²	Tatton Park	Installation of a number of access points throughout a variety of premises at Tatton Park	The Council raises no objection subject to neighbours' comments.
16/2980M	92 King Street	Advertisement Consent for 1 Fascia Sign	The Council supports this application on the basis that it is a good example of signage within the Town Centre Conservation Area - a hand painted, non-illuminated sign for a business on the first floor of the building.
16/1165M	Land & Garages North of 12 Lowe Drive	AMENDED PLANS: Demolition of existing garages and erection of four, two-storey 2 bedroom 3 bedroom house, all within curtilage car parking accessed off Lowe Drive	The Council objects to the application given the volume of residents' concerns and the existing parking problems on this street, and considers the loss of parking spaces to be overdevelopment. The Council considers that the plans should be revised and that Plot 5 should become a parking court for the new and existing residents. The Council is concerned that the turning circle required by the residents

¹ Cllr Gardiner abstained from the discussion and voting on this application.

² Cllr Gardiner abstained from the discussion and voting on this application.

Application	Address	Application details	Comments
			leaving the new property driveways will not be sufficient given the residents across from the development park on the road and would suggest a Highways Officer visit the site to properly consider the implications of the proposal.
16/2270M	22 Manchester Road	AMENDED PLANS: Erection of 28sqm detached, flat-roofed, timber-framed annex to rear garden of private dwelling	The Council considers the 'revised plans' are indistinguishable from those initially submitted. As such it repeats its early comments - The Council OBJECTS on the grounds the proposed building is almost as large as the footprint of the existing house and contains its own kitchen and bathroom leading to concerns that this could be a new dwelling by stealth. Notwithstanding if approved the council requests a condition that the building remain ancillary to the main dwelling.
16/3323T	Spinney End, Chelford Road	Tree works to remove ivy and deadwood on Black Pine tree and crown lift Norway Maple and Horse Chestnut to 5m and thin and deadwood crowns	The Council objects to the application unless the arboriculture officer considers the proposed works are required for the good husbandry of the trees concerned. The Council notes that this application is submitted by a neighbour and not the owner of the property.
16/3324T	Cherry Trees, Chelford Road	The tree is in the garden of Cherry Trees but the garden of the applicant backs onto this garden. This application is for works to the parts of the tree which overhang the applicant's garden. T4 Horse Chestnut - thin and reduce sections of crown which overhang applicant's garden to increase light to garden	The Council objects to the application unless the arboriculture officer considers the proposed works are required for the good husbandry of the tree concerned. The Council notes that this application is submitted by a neighbour and not the owner of the property.
16/3401T	9 Parkhill Court, Manor Park South	Works to trees	The Council objects to the application unless the arboriculture officer considers the proposed works are required for the good husbandry of the trees concerned. The Council notes that this application is submitted by a neighbour and not the owner of the property.
16/3239T	Oakwood, Tabley Road	T1 - Black Pine - fell to ground level. T2 - Scots Pine - fell to ground level	The Council strongly objects to the removal of healthy preserved trees given the impact such removal would have

Application	Address	Application details	Comments
			on the character of the street.

Licensing Comments 04/07/16

Address	Application details	Comments
The Heath/Little Heath Northwich Road Knutsford WA16 0LY	<p>APPLICATION FOR A NEW PREMISES LICENCE : LICENSING ACT 2003</p> <p>Notice is hereby given that I, The Marsh Partnership, have applied on 8th July 2016 to Cheshire East Council in respect of the premises known as The Heath and Little Heath, Northwich Road, Central Knutsford, WA16 0LY, for a Time Limited Premises Licence on Tuesday 6th September 2016 for CycleFestKnutsford (a free pop up festival to co-inside with The Tour Of Britain Stage 3 event taking part in Knutsford Town Centre)</p> <p>Providing the following licensable activities:</p> <ul style="list-style-type: none"> • Live and Recorded Music, The Performance of Dance, and anything of a similar description from 09:00 to 22:00 • Supply of Alcohol from 11:00 to 22:00 	The Council raises no objection to the application but requests the proposed timings are enforced to prevent Public Nuisance to the residential properties surrounding the Heath.

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

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Planning and Licensing Committee 15th August 2016 *In the Lower Council Chamber of the Town Council Offices*

PL16/050 Present

Cllrs Bancroft, Gardiner, Coan and Nicholson

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

PL16/051 To receive apologies for absence

Apologies were received from Cllrs Farber and Dean (personal business) and Cllr Forbes (council business)

PL16/052 To note declarations of Members' interests

Cllr Gardiner	Non-pecuniary	16/3676	Known to agent
Cllrs Nicholson, Gardiner and Coan	Non-pecuniary	16/3730T, 16/3806T	Known to agent

PL16/053 Public Participation

A resident raised concern about a Certificate of Lawful Use application which was not on the Council's agenda but involved the creation of an additional access. Cllr Gardiner undertook to take this up in his capacity as a Borough Councillor.

PL16/054 To receive and confirm the minutes of the meeting held on 25th July 2016

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

PL16/056 To consider the latest planning applications

Members **resolved** to submit the comments outlined below.

The Chairman adjourned the meeting to allow the agent for 16/3689M to address the committee. The meeting was subsequently reconvened.

The Chairman adjourned the meeting for a 5 minute recess following consideration of application 16/3503M.

PL16/057 To note the comment sent for 16/3488M, 19 Princess Street

Members noted that the comment sent for this application, which was due for consideration prior to the meeting was that the Council has no objection to the fascia signs as they are to accommodate the slight alteration in the trading name and they are not internally illuminated. However, the Council strongly objects to the fixed, internally illuminated sign (ref MK02) proposed as this is contrary to the saved Macclesfield Conservation Area Planning Policy, which states that signs should be hanging, of a heritage style and should not be internally illuminated. The sign should be in keeping with Conservation Area policy and be hanging (as opposed to fixed) and non-internally illuminated

PL16/058 To consider the latest planning decisions

Members noted the latest decisions.

PL16/059 To consider matters relating to the Section 106 Agreements

Members noted that no applications were to be subject to s106 agreements.

PL16/060 To review the Planning Issues Log

Members noted the log and noted two additional items raised by members of the public would be added. Members requested the Town Clerk write to Andrew Round explaining the importance of the Highways Department considering the importance of Conservation Areas when making decisions which fall outside the remit of planning. Members requested further information in relation to the painted fence on Legh Road.

PL16/061 To note the date of the next meeting

Members noted the date.

DRAFT

Planning Comments 15/08/2016

Application	Address	Application details	Comments
16/3710M	Elsterne, Toft Road	Variation of condition 3 on approval 14/2081M - Alterations, sub-division, part re-construction and extensions of existing semi-detached dwelling to create 5 apartments, demolition of existing garage	The Council OBJECTS on the grounds that the variation of condition will facilitate a change to the side elevation treatment leading to the creation of an additional opening which will facilitate unacceptable levels of overlooking to neighbouring properties.
16/2121M	Guy Salmon, Manchester Road	To update the appearance of the existing Land Rover and Rolls Royce Dealership to the current Land Rover corporate identity.	The Council STRONGLY OBJECTS on the grounds that the proposed changes are inappropriate for the Green Belt location on a prime entrance route into the Historic Market Town in the countryside by virtue of inappropriate design. The Council recommends a new scheme is developed to be more in keeping with the rural character of the area. The Council notes that the application includes advertising and expects an Advertisement Consent application will also be required.
16/3730T	41 Bexton Lane	Works to trees	The Council raises no objections.
16/3689M	Aldi, 4 Brook Street	Extension to existing foodstore, extension to car park, addition of mezzanine to warehouse and extension of delivery hours	The Council raises no objections to the principle of the extension and welcomes changes to improve access and increase parking provision. The Council requests the Conservation Officer assess the impact of the extended front of the building in relation to the view of the Grade II listed Old Library building and if necessary work with the applicant to reduce the impact. The Council requests a condition that the replacement trees be semi-mature and a mix of deciduous and coniferous trees to reduce the detriment of residential amenity to the Branden Drive properties year round. The Council further requests a condition to set the delivery hours such that no deliveries can take place before 9am

Application	Address	Application details	Comments
			Sundays to protect the residential amenity both now and in the future. The Council requests a condition that the car parking provides for 2 hours parking.
16/3503M	38 Grove Park	Extend front porch to include new bin store. Widen head of drive to allow parking for two vehicles.	The Council raises no objections, subject to neighbour comments and subject to the Highways Department being confident that the proposal can accommodate two cars parking off road.
16/3483M	1 and 3 Chelford Road	Dual application for attic conversion with rear dormers to numbers 1 and 3 Chelford Road	The Council STRONGLY OBJECTS on the grounds that the proposed development would, by virtue of its design and size, detract from the character of the buildings and the Legh Road Conservation Area, recorded as being AT RISK by Historic England. Further, the Council requests the Conservation Officer undertakes a site visit.
16/3676M	1 Rockford Lodge	Single storey side extension	The Council raises no objections, subject to neighbour comments.
16/3690M	County Sessions House, Toft Road	Installation of Commemorative Blue Plaque	The Council does not comment on its own application.
16/3767T	9 Rockford Lodge	Tree work to trim back 2m of overhanging branches	The Council OBJECTS to the proposed works unless they are proved to be essential to the longevity and health of the trees concerned.
16/3762T	Sparrow Lane Allotments	Works to oak trees	The Council does not comment on its own application.
16/3806T	Heath House, 19 Gaskell Avenue	Works to trees.	The Council raises no objections.
16/3706T	Parkfield House	Fell Leyland Cypress Conifer Tree	The Council OBJECTS to the loss of a significant tree from the AT RISK Legh Road Conservation Area and if there is nothing wrong with the tree strongly believes it must remain.
16/3846M	Old Town Hall	Advertisement Consent for 4 No. Gold Vinyl Window Signs, 2 No. Brass Plaques, 5 No. Gold Vinyl Window Keys	The Council raises no objections to the brass plaques which it considers suitable for the listed building in the Knutsford Conservation Area. The Council OBJECTS to the proposed vinyl stickers on the

Application	Address	Application details	Comments
			grounds that the material is out of character with both the Grade II listed building and if the signage is considered necessary recommends it is created using appropriate materials e.g. paint applied directly to the glass.

FINAL

Knutsford Town Council

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

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Planning and Licensing Committee 5th September 2016

In the Lower Council Chamber of the Town Council Offices

PL16/062 Present

Cllrs Bancroft, Gardiner, Nicholson, Coan and Dean

In attendance: A Keppel-Garner (*Town Clerk*), Cllrs Gray and Mrs Gray

PL16/063 To receive apologies for absence

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

PL16/064 To note declarations of Members' interests

Cllrs Gardiner and Dean	Non-pecuniary	16/4136M & 16/4135M	Discussions with officials and applicants as part of the pre-planning process in their capacity as Borough Councillors.
Cllrs Gardiner and Dean	Non-pecuniary	16/4102M	Owned by Cheshire East Council
Cllr Gardiner	Non-pecuniary	16/4169M	Known to applicant
Cllr Gardiner	Non-pecuniary	16/4136M & 16/4135M	Professionally known to agents
Cllr Gardiner	Non-pecuniary	16/3846	Known to owner
Cllr Dean	Non-pecuniary	16/4136M & 16/4135M	Known to applicants
Cllr Coan	Non-pecuniary	16/3846M	Known to owner
		16/4136M & 16/4135M	Known to owner and applicant

PL16/065 Public Participation

A representative of the North Knutsford Community Group spoke in relation to 16/4064M outlining numerous concerns and highlighting the need for green buffer to minimise impact to a key entrance to Knutsford.

A representative of Knutsford Football Club highlighted that they had not been consulted on the proposals for 16/4064M and detailed a number of objections including a lack of clarity and questionable statements in the application.

A representative of the Knutsford Conservation and Heritage Group urged the committee to consider the application for the County Court house in great detail and highlighted vagueness in the application. They further expressed concern at the application for car show rooms being passed by Cheshire East Council, urging a complaint to be lodged.

A representative of Tatton Estate Management stated they had been consulted on the proposals at Egerton Youth Club, but noted that no drainage plans had been submitted.

A resident raised objections to 16/4000M stating it would greatly impact on residential amenity and views from the adjacent property.

PL16/066 To receive and confirm the minutes of the meeting held on 15th August 2016
Members **resolved** to confirm the minutes which were duly signed by the Chairman.

PL16/067 To consider the latest planning applications
Members **resolved** to submit the comments outlined below.

PL16/068 To consider the latest licensing applications
Members **resolved** to raise no objections to the application for 46 King Street.

Members **resolved** to adjourn the meeting at 18:55 to allow the Town Council meeting to start and for the meeting to be reconvened following the conclusion of the same.

PL16/069 To consider applications 16/4136M and 16/4135M (County Sessions House)
The meeting was reconvened at 2020 when Cllrs Nicholson, Gray and Mrs Gray joined the meeting. Cllrs Mrs Gray and Gray left the meeting after discussion of the application, but prior to voting.

Members **resolved**¹ to **STRONGLY OBJECT** to both applications relating to this historically important listed building within the Town Centre Conservation Area and submit the following comments:

The proposed external appearance would be detrimental to the overall character of this iconic building within Knutsford.

The proposals fail to recognise the proportions, elevation treatments or materials used in the original building and as such are clearly not only unsympathetic to the original building but detract considerably from the original building.

There appears to be no attempt to design the exterior in a manner that would enhance or showcase this grade II* listed building sitting within such a prominent position in Knutsford. While the Town Council finds the style and design of the extension when viewed from Toft Road to be poor, the Town Council is more concerned with the rear elevation which presents to an equally public vista with little attempt to mitigate its appearance.

The Town Council considers that the bland external appearance employed in this instance be unsympathetic as a freestanding hotel elsewhere within Knutsford let alone attached to one of Knutsford's most iconic listed buildings.

The materials proposed are considered to be inappropriate and fail to reflect the quality of the original building.

The Town Council is concerned that the failure to provide detailed drawings of proposed car parking provision at the front of the building or the manner in which pedestrian/vehicle traffic will be separated. This is particularly important with reference to the planning permission granted for use of the front area as a temporary public car park and not exclusively for patrons of the hotel.

The Town Council is very pleased by the manner in which the proposal seeks to preserve

¹ Cllr Dean abstained from voting on this resolution.

the interior feel and space of the original court building and trusts that any future amendments to the scheme will not be to the detriment of the original fabric of the building.

The Town Council raises no objections with the number of proposed bedrooms, and wishes to emphasise that it is the exterior to which the Town Council objects.

The Town Council supports a condition requiring an archaeological survey, as recommended by the County Archaeologist department.

The Town Council is surprised that there has been no public consultation by the applicant for the alterations to such an important building.

PL16/070 To consider petitioning Cheshire East Council to establish an Article IV Direction for the at risk Legh Road Conservation Area

Members **resolved** to petition for an Article IV Direction for the Legh Road Conservation Area to protect screening, walls and frontages, to seek the retention of boundary trees, hedging and significant planting in front gardens and to prevent any physical installations on verges.

PL16/071 To consider an update from the meeting held with Cheshire East Council on planning matters

Cllr Bancroft reported on the meeting and highlighted that information was due from Cheshire East Council. It was explained a meeting with Ian Dale to discuss conservation issues would be arranged.

PL16/072 To consider the latest planning decisions

Members noted the latest decisions.

PL16/073 To consider matters relating to the Section 106 Agreements

Members noted that no applications were to be subject to s106 agreements.

PL16/074 To review the Planning Issues Log

Members noted the log.

PL16/075 To note the date of the next meeting

Members noted the date, Cllr Gardiner tendered apologies on personal business.

Planning Comments 05/09/2016

Application	Address	Application details	Comments
16/3681M	12 Rowley Way	Proposed double storey kitchen and bedroom extension to front and rear elevations	The Council raises no objections, subject to neighbour comments.
16/3835M	5 Fir Tree Avenue	Non Material Amendment to approved application 16/1417M.	The Council notes permission has been granted but considers the changes not to be non-material. The Town Clerk was asked to complain that the council was not given sufficient time to comment.
16/3846M	Old Town Hall, Princess Street	4 No. Gold Vinyl Window Signs, 2 No. Brass Plaques, 5 No. Gold Vinyl Window Keys	The Council raises no objections to the brass plaques which it considers suitable for the listed building in the Knutsford Conservation Area. The Council OBJECTS to the proposed vinyl stickers on the grounds that the material is out of character with both the Grade II listed building and if the signage is considered necessary recommends it is created using appropriate materials e.g. paint applied directly to the glass.
16/3895T	2 St Georges Close	T11 - Common Lime - Fell tree to ground level, T16 - Common Beech - Fell tree to ground level, T26 - Sycamore - Fell tree to ground level, T27 - Sycamore - Fell tree to ground level and replant with 4 native broad leaved trees. 2 x Ash and 2 x Oak nursery standards. Locations of tree planting are to be specified by the applicant.	This conservation area has been identified as at risk, due in part to the reduction of residential greenery. This property is on a highly visible corner position of the conservation area and any tree felling may have a huge and lasting impact upon the area and the nature of the town as a whole. The applicant is currently under enforcement action for previous tree felling and shrubbery removal without the appropriate permission. The Council requests only the trees identified as in need of felling by the arboricultural specialist be felled after inspection to confirm by a Cheshire East Council tree officer - bearing in mind the effect upon the conservation area and entry into Knutsford - and appropriate replacements of semi-mature size being planted as a condition to any permission.

Application	Address	Application details	Comments
16/3929T	43 Bexton Road	Oak - T1 - Deadwood removal - Removal of epicormic growth - Weight reduction on all major laterals by 30% to reduce leverage and contain - Crown thin up to 20% - Crown Lift - Removal of Ivy Lime - T2 - Deadwood removal - Removal of epicormic growth - Crown thin up to 25% - Crown Lift - Crown Reduction	The Council raises no objections.
16/3979T	Marshside, Toft Road	22 trees to be removed. All are conifers that have grown to a height in excess of 25 feet reducing light to garden and damage to fencing. Also causing issue with neighbours as the trees block out light in their garden also.	The Council raises no objections but requests replacement planting of deciduous trees to the front garden.
16/3936M	Knutsford Service Station, 9 Toft Road	Advertisement Consent for a 5m tall shell monolithic price sign - retrospective application	The Council raises no objections.
16/4000M	1 Rowley Bank Cottage, Toft Road	Proposed replacement single storey side and rear extension, replacement porch, windows and conservation rooflights	The Council OBJECTS on the grounds that the proposed extension is not in keeping with the character of the original building, noted to be of Townscape Merit and requests the Conservation Officer is consulted on this application.
16/4029M	19 Hillside Road	Proposed ground floor extension to side elevation, bedroom extension to first floor above garage	The Council raises no objections.
16/4064M	Egerton Youth Club, Mereheath Lane	Construction of parent/spectator covered standing and covered seating area to 3G pitch and pitch 7, erection of pitch lighting to pitch 7 and conversion of section of garage building to form wc facilities. (Resubmission of 16/1874M)	The Council OBJECTS on the grounds that the proposal fails to meet the requirements of development in the Greenbelt by failing to meet any exception policy. In the event that permission is granted the Council requests conditions for significant screening and restrictions to the hours of operation for the floodlight and that a comprehensive traffic management plan is prepared.
16/4102M	Tatton Park, Knutsford Drive	Temporary change of use of car park to allow the erection of a marquee.	The council raises no objections but requests a condition that marquees are promptly removed after use to facilitate the full use of the car park in spring and summer and

Application	Address	Application details	Comments
			further requests a traffic management plan is prepared. The council suggests Cheshire East Council may wish to ensure the Knutsford gate is staffed to facilitate access and egress on event days.
16/2176M	1 Canute Place (Offices 1, 2, 3)	Amended Plans: Fascia sign, hoarding sign and a hanging V shaped sign (Retrospective)	Having considered the revised plans, the Council reiterates its comments that it STRONGLY OBJECTS to the hoarding and V shaped signs on the grounds that they are out of keeping with the character of the building and detrimental to the wider Conservation Area, particularly the historic buildings opposite. Notwithstanding, the council raises no objections to the other signage on the condition that they are not internally illuminated. In addition the Council comments that applied lettering, as has been used on OKA opposite, would be an excellent method of branding for this building.
16/4108M	18 Lodge Road	Proposed first floor side extension and two storey rear extension to form increased living accommodation	The Council raises no objections subject to neighbour comments and those of National Rail.
16/4032M	73 Ashworth Park	Rear ground floor extension and internal alterations to create Garden Room with decking area	The Council raises no objections subject to neighbour comments.
16/3812D	Rugosa, Manchester Road	Discharge of conditions on planning application 16/2173M - Demolition of existing and erection of 2 detached houses	The Council raises no objections subject to neighbour comments.
16/4169M	61 Parkgate	Side extension to bungalow with existing first floor room extended	The Council raises no objections subject to neighbour comments.
16/4162T	Spinney End, Chelford Road	Fell a blue cedar and a cedar tree	The Council STRONGLY OBJECTS unless significant evidence of the trees being diseased or presenting damage to the property is presented.

Knutsford Town Council

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

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Planning and Licensing Committee 3rd October 2016 *In the Lower Council Chamber of the Town Council Offices*

PL16/076 Present

Cllrs Bancroft, Dean, Farber and Coan

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

PL16/077 To receive apologies for absence

Apologies were received from Cllrs Forbes and Gardiner (Personal Business) and Cllr Nicholson (Health)

PL16/078 To note declarations of Members' interests

Cllr Farber	Non-pecuniary	16/1084M	Known to Agent and Architect
	Pecuniary	16/1416M	Applicant is a Client
	Non-pecuniary	16/1416M	Known to Agent and Architect

PL16/079 Public Participation

A resident raised concerns with respect to application 16/4546T for the Lake House and the fact that the application did not mention that much of the work was to be done in the Grade A Site of Biological Importance. The resident noted that any removal of trees in this area needed to be considered carefully, as a build-up of water at Sanctuary Moor could result in flooding of the River Lily.

PL16/080 To receive and confirm the minutes of the meeting held on 5th September 2016

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

PL16/081 To consider the latest planning applications

Members **resolved** to submit the comments outlined below.

PL16/086 To consider the planning decisions since the previously held meeting

Members noted the latest decisions.

PL16/087 To consider matters relating to the Section 106 Agreements

Members noted that no applications were to be subject to s106 agreements.

PL16/088 To confirm the comments submitted in respect of applications due for consideration at the inquorate committee meeting due to be held on 19th September 2016

Members **resolved** to ratify the comments detailed in Annex A.

PL16/089 To consider meeting frequency and length of time needed

Members agreed not to change the existing meeting operation but agreed that presentations should not fall on nights when Full Council followed the Planning Committee meetings.

PL16/090 To consider the committee's constitution

Members **resolved** to proceed with option 2.3 as detailed in report PL1604 and recommend to Full Council that Standing Orders be amended to reduce the quorum for the Planning and Licensing Committee to three voting members.

PL16/091 To consider an advisory leaflet for the Town Centre and Legh Road Conservation Areas

Members **resolved** for guidance leaflets to be produced for all Conservation Area occupants and request Full Council authorise the required expenditure.

PL16/092 To review the Planning Issues Log

Members noted the log.

PL15/093 To note the date of the next meeting (17th October 2016)

Members noted the date.

DRAFT

Planning Comments 03/10/2016

Application	Address	Application details	Comments
16/4400M	Gaskell Rise and Mallory Point, Egerton House, Longridge	Variation of condition 3 on approval 06/1310P - Erection of 2no. Three storey block of flats containing 15no. Units, 1no. Three storey block of flats containing 12no. Units & 14no. Three storey dwellings. (56 dwellings in total) plus access, parking and landscape alterations	The Council raises no objections subject to neighbours' comments.
16/4385T	119 Mobberley Road	Works to trees - Fell - Pine Tree	The Council Strongly Objects to the application on the grounds that the tree is key to the streetscene in the Conservation Area and requests that the Arboriculturalist officer attend the site and offer advice.
16/4516M	65a King Street	Change of use of first and second floors from beauty salon to offices - Retrospective	The Council raises no objections subject to neighbours' comments. ¹
16/4494T	12 Hallside Park	Works to TPO trees	The Council raises no objections subject to neighbours' comments.
16/4528M	3 Balmoral Close	Lawful Development Certificate for a Proposed Use or Development - Rear facing single storey extension	The Council raises no objections subject to neighbours' comments.
16/4546T	Lake House, Legh Road	Birch (T1) - Fell to ground level in order to aid establishment of adjacent Oak trees, Oak (T2) - Remove lowest limb to south that extends into site and is resting in canopy of good quality Swamp Cypress, Sycamore (T4) - Fell to ground level & treat stump to prevent re-growth, Horse Chestnut (T6) - Fell to ground level as poor quality tree with insufficient space to develop to maturity, Sycamore (T8) - Fell to ground level	The Council raises no objections subject to the 16 new trees being of broad leaved indigenous varieties, semi mature and suitable for the location. The Arboriculturalist officer needs to view the site and offer advice on the works to ensure that the water table/level of surface water run off does no change to reduce the risk of flooding.

¹ Cllr Farber did not take part in the discussion or voting on this application

Application	Address	Application details	Comments
		as tree is growing through canopy of adjacent mature Pine tree & has no space to establish to maturity, Alder (T9) - Remove decayed stem & leave remaining stem for biodiversity, Alder (T10) - Coppice - tree has been displaced at the root-plate by T9 falling into it and now grows at 45 degrees over pond area, Sycamore (T11) - Reduce canopy to south by 3m back to inner sub-lateral growth in order create suitable easement from northern gable & tower of Lake House, Sweet Chestnut (T12) - Reduce canopy to south by 3m back to inner sub-lateral growth in order create suitable easement from northern gable & tower of Lake House, Willow, Alder, Birch (G1) - Re-coppice as part of ongoing pond restoration works NOTE - All other work proposed is exempt from s.211 notice by virtue of the trees being dead/dying and dangerous. These trees have been dealt with via a 5 day written notice	
16/4588M	Foxfield, Oakleigh	Double storey side/rear extension, single storey rear extension and porch addition	The Committee will consider this item at the next meeting on 17th October as no documents were available online at the time of the meeting to consider.
16/4585M	Cherry Trees, 23E Bexton Road	Sub-Division of a Detached House Amendments to approved plans 16/1084M	The Council raises no objections subject to neighbours' comments.

ANNEX A

Comments of 19th September 2016

Application	Address	Application details	
16/4215T	Chantry Dane, Legh Road	T1 Conifer Located at the rear of the property closest to the fish pond, fell to as close to ground level as possible to increase the view down the garden and prevent debris falling into the pond.	The Council raises no objections subject to neighbours' comments.
16/4218M	3 Fir Tree Avenue	Demolition of existing attached single storey garage on side elevation. Construction of 1.5 storey side/front garage extension with loft room above, and single storey side/rear kitchen extension. Loft conversion to house with roof windows to the rear.	The Council raises no objections subject to neighbours' comments.
16/4242T	Hallside House, Chelford Road	Works to trees	The Council raises no objections subject to neighbours' comments.
16/4233T	10 Blackhill Lane	Oak tree - Remove lower branches are overhanging the pavement.	The Council raises no objections subject to the views of the CEC Arboriculturalist.
16/4234T	Unitarian Chapel, Adams Hill	Remove one sycamore tree and trim back by less than 5%, one silver birch tree	The Council raises no objections despite the decisions having made already given the short window of time for comments.
16/4256M	41 Bexton Road	Two storey side and rear extension	The Council raises no objections subject to neighbours and the provision of adequate root protection as advised by the CEC Arboriculturalist.
16/4316M	4 Stanley Road	Small rear upper floor infill extension to existing house	The Council raises no objections subject to neighbours' comments.

16/3976M	46 King Street	Re-instatement of the hanging sign onto the existing hanging frame to the front elevation of 46 King Street & individual metal lettering above the existing entrance door	In view of the status of the Listed Building set within the Conservation Area the Council objects to the proposed treatment of the hanging sign and requests the use of a hand painted as opposed to vinyl sign. The Council also objects to the proposed window treatment and would request frosted or etched glass as opposed to vinyl being applied to the listed building. The Council raises no objection to the exterior lighting or individual lettering over the entrance. The Council would also appreciate it if the gloss black on the signage could be replaced with matt black given the building is in the Conservation Area.
16/4089T	5 Heathfield Square	Reduce the height and spread of horse chestnut tree to approximately 8m to begin the annual pollarding process.	The Council raises no objections subject to neighbours' comments.
16/4348M	Bredon, 54 Goughs Lane	Resubmission of application 16/2743M for amendments to permission 15/5355M for the Redevelopment of the Existing Bungalow with the Addition of Single Storey Rear and Side Extensions. A First Floor Over Existing Building and Garage Extension	The Council raises no objections subject to neighbours' comments.
16/4339T	Broad Terraces, Legh Road	Removal of holly tree	Given that the tree is in the at risk Legh Road Conservation Area, the Council asks that the CEC Arboriculturalist inspect the site prior to deciding the application, and that should permission for removal be given that a requirement for replacement is made as in application 16/2628T.
16/4421M	13 Carrwood	Proposed new detached house and separate garage located within the existing garden of 13 Carrwood and extension of existing tarmac driveway. Erection of new 2 metre high separating wall between the new and existing property	The Council strongly objects to the application on the grounds that it is unneighbourly due to the overlooking of 7 South Downs, there is a dramatic reduction to the outside amenity of the existing and proposed property, the proposed curtilage is inappropriate to the special density of housing in this area and out of keeping with the character of the

			neighbouring properties. The Council request that the proposed development is assessed by Highways to ensure the access and egress is appropriate and that a Construction Method Statement be obtained with respect to noise and access for neighbouring residents.
16/4413M	56 Goughs Lane	We believe the proposal falls within permitted development rights but require written confirmation of this	The Council raises no objections subject to neighbours' comments.
16/4447T	22 Comber Way	Tree works to remove lower lateral limbs of Oak tree, reduction in height of row comprising Hollies, Laurels & Yew and reduction of long lateral limbs of second Oak tree	The Council notes that as the trees are not in the curtilage of the applicant a visit should be made by the CEC Arboriculturalist to see if the works are necessary as they are in the at risk Legh Road Conservation Area. The owner of the property should also be notified prior to any works being approved.

Licensing Applications

Address	Application details	Comments
Waitrose, 28-30 Princess Street, Knutsford, WA16 6BN	<p>LICENSING ACT 2003: MINOR VARIATION OF PREMISES LICENCE</p> <p>Applicant: Waitrose Ltd Premises: Waitrose, 28-30 Princess Street, Knutsford, WA16 6BN</p> <p>The application is:</p> <ul style="list-style-type: none"> To approve alterations to the premises. Full details of which can be inspected on the application. 	The Committee notes that it is not possible to comment on the content of the application as it is not provided online. The Committee requests that the Town Council is provided with the information necessary to comment on the applications submitted or that more detailed information and plans are available online.
The Lost & Found at Old Town Hall, Princess Street, Knutsford, WA16 6BY	<p>LICENSING ACT 2003: MINOR VARIATION OF PREMISES LICENCE</p> <p>Application has been made by Marston's PLC, to the Licensing Authority of Cheshire East Council pursuant to S41A of the Licensing Act 2003 to vary the Premises Licence for The Lost & Found at Old Town Hall, Princess Street, Knutsford, WA16 6BY.</p> <p>The application includes the following terms:-</p> <ul style="list-style-type: none"> Minor Variation to amend the layout of the premises as per the drawings deposited with the Licensing Authority 	The Committee notes that it is not possible to comment on the content of the application as it is not provided online. The Committee requests that the Town Council is provided with the information necessary to comment on the applications submitted or that more detailed information and plans are available online.

Knutsford Town Council

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townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Planning and Licensing Committee 17th October 2016 *In the Lower Council Chamber of the Town Council Offices*

PL16/094 Present

Cllrs Bancroft, Dean, Forbes, Gardiner and Coan

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

PL16/095 To receive apologies for absence

Apologies were received from Cllrs Nicholson and Farber (Personal Business)

PL16/096 To note declarations of Members' interests

Cllr Gardiner Non-pecuniary 16/4798M Known to Agent

PL16/097 Public Participation

No residents wished to address the committee at this stage.

PL16/098 To receive and confirm the minutes of the meeting held on 3rd October 2016

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

PL16/099 To consider the latest planning applications

Members **resolved** to submit the comments outlined below.

PL16/100 To consider the proposed Base Station installation at Shell, Toft Rd

Members **resolved** to object to the proposed site on the following grounds;

- Concerns with respect to public safety of the antenna, given its close proximity to a petrol station.
- It will be visible from the listed and locally listed buildings which surround the site and adjacent to a Conservation Area.
- The proposed installation is inappropriate as it protrudes 15m above the roof line of the existing building on the site and extremely close to residents' properties who will be forced to look at it.
- The Council believes a more suitable location should be selected.
- The Council requests that the neighbouring businesses are made aware of the proposals and given the opportunity to comment.

PL16/101 To consider the latest planning decisions

Members noted the latest decisions.

PL16/102 To consider matters relating to the Section 106 Agreements

Members noted that no applications were to be subject to s106 agreements.

PL16/103 To review the Planning Issues Log

Members noted the log and provided two items to the Deputy Town Clerk to report to Planning Enforcement and add to the log.

PL15/104 To note the date of the next meeting
Members noted the date.

FINAL

Planning Comments 17/10/2016

Application	Address	Application details	Comments
16/4588M	Foxfield, Oakleigh	Double storey side/rear extension, single storey rear extension and porch addition	The Council is concerned that the applicant appears to have built an extension that was previously refused and not that which permission was provided for. The Council strongly objects to the retrospective application and insists that enforcement action is taken.
16/4647M	Silverdale, 35a Goughs Lane	Proposed detached double garage and garden store with area of paving to rear of garage	The Council raises no objections subject to neighbour comments.
16/4675T	Unitarian Chapel, Adams Hill	Tree works to prune Oak tree by 5%	The Council raises no objections.
16/4702M	Staddlestones, Chelford Road	Non material amendment to approval 16/0670M - Conversion of garage and outbuilding to ancillary accommodation - extension of planning permission of approved application 12/3941M	The Council strongly objects to the application on the grounds that the accommodation is not ancillary to the main house but is a new residence within the green belt and should be refused.
16/4770T	Units 1 to 3, Longridge Trading Estate	Scots pine T1 - T3 - fell	The Council objects on the grounds that these are preserved trees and there is no evidence that the trees are diseased, damaged or dying. The trees provide significant greenery in an industrial setting for the wider community. In the event that permission is granted, it is requested that a condition is added that they should be replaced with similar semi mature evergreen trees.
16/4723M	349 Longridge	Proposed single storey extension to rear elevation	The Council raises no objections subject to neighbour comments.
16/4779M	26 Tabley Close	Rear extension alterations to roof and elevations	The Council raises no objections subject to neighbour comments.
16/4798M	31 Boothfields	2 storey side extension	The Council raises no objections subject to neighbour comments.
16/4823T	The Hollies, Legh Road	Tree works to Silver Birch tree to remove 3-4 low limbs	The Council raises no objections.

Application	Address	Application details	Comments
16/4834T	63 Beggarman's Lane	Tree works to Oak tree to crown thin deadwood	The Council raises no objections.
16/4698T	Wolseley Lodge, Legh Road	Tree works to 2 Lime trees to reduce the height by 1/3	The Council raises concerns that the proposed works will potentially damage the trees to their long term detriment, set within a Conservation Area identified as at risk by Historic England.
16/4899M	9 Forester Avenue	First floor side extension and double storey rear extension	The Council raises no objections subject to neighbours' comments.

Knutsford Town Council

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townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Planning and Licensing Committee 31st October 2016 *In the Lower Council Chamber of the Town Council Offices*

PL16/105 Present

Cllrs Gardiner, Forbes, Dean and Coan

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

PL16/106 To receive apologies for absence

Apologies were received from Cllr Nicholson (civic business) and Cllrs Bancroft and Farber (personal business)

PL16/107 To note declarations of Members' interests

Cllr Gardiner	Non-pecuniary	16/4969T	Known to agent
	Non-pecuniary	16/5054M	Known to applicant

PL16/108 Public Participation

A resident spoke in relation to the applications for the Lake House concerning the impact on the view from Toft Road and its impact on the Legh Road Conservation Area and the impact on the SBI of Sanctuary Moor. They further highlighted the potential for the proposed gates to affect the Conservation Area.

A resident spoke in relation to application 16/4973M noting that it is within the Green Belt and noting the number of dwellings within this area.

PL16/109 To receive and confirm the minutes of the meeting held on 17th October 2016

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

PL16/110 To consider the latest planning applications

Members **resolved** to submit the comments outlined below.

PL16/111 To consider the latest planning decisions

Members noted the latest decisions and requested the Town Clerk to query with Cheshire East how ancillary accommodation had been deemed non ancillary. Members further requested Cllr Gardiner take the matter up in his Cheshire East Council capacity.

PL16/112 To consider matters relating to the Section 106 Agreements

Members noted that no applications were to be subject to s106 agreements.

PL16/113 To review the Planning Issues Log

Members noted the log and requested the Town Clerk chase for an update on issue #37.

PL16/114 To note the date of the next meeting

Members noted the date.

Planning Comments 31/10/2016

Application	Address	Application details	Comments
16/4913T	Garden House, Toft Road	Works to trees	The Council raises no objections subject to confirmation from the Arboricultural Officer that works are required and requests a condition requiring replanting of a semi-mature tree of a similar species unless the Arboricultural Officer deems this prejudicial to the retained Beech.
16/4847M	9 Willow Green	Proposed two storey side extension & single storey rear extension	The Council raises no objections, subject to neighbour comments.
16/4969T	82 Bexton Road	Oak (T20) Prune to remove 5 lowest lateral branches of up to 150 mm diameter Reason: To improve ground clearance over road and garden and increase ambient light and air circulation beneath crown	The Council raises no objections.
16/4900M	8 Stanley Road	Lawful Development Certificate for a proposed small side extension to infill an existing alcove and to form a new side entrance. The addition of a rear dormer and two roof lights. The erection of an outbuilding.	The Council does not comment on this legal determination.
16/4985M	38 Grove Park	Non material minor amendment to planning permission 16/3503M - Extend front porch to include new bin store. Widen head of drive to allow parking for two vehicles	The Council notes this application has been decided and is concerned that a liberal interpretation of what is a non-material amendment is being applied.
16/5019M	Lake House, Legh Road	Listed Building consent for; New vehicular access and alterations and new extensions to rear (west) elevation at lower ground levels to provide a garden room, gym and pool room to Grade II listed building.	The Council OBJECTS on the grounds of inappropriate development by virtue of the design and scale being detrimental to the character of the Listed Building particularly the loss of important original features including the crenulated wall and stone staircase. Furthermore the application would have a detrimental affect upon an important view, as cited in the Conservation Area Appraisal 2004, of the Conservation Area across Sanctuary Moor (an

Application	Address	Application details	Comments
			important ecological asset and SBI) including the distant view from public realm. The Council notes the images showing this view depict it in summer and in full leaf hiding the impact the application would have on this view for half the year.
16/5018M	Lake House, Legh Road	New vehicular access and alterations and new extensions to rear (west) elevation at lower ground levels to provide a garden room, gym and pool room to Grade II listed building.	The Council OBJECTS on the grounds of inappropriate development by virtue of the design and scale being detrimental to the character of the Listed Building particularly the loss of important original features including the crenulated wall and stone staircase. Furthermore the application would have a detrimental affect upon an important view, as cited in the Conservation Area Appraisal 2004, of the Conservation Area across Sanctuary Moor (an important ecological asset and SBI) including the distant view from public realm. The Council notes the images showing this view depict it in summer and in full leaf hiding the impact the application would have on this view for half the year.
16/5054M	61 Parkgate	Resubmission following approval of application number 16/4169M. Single storey side and front extension with new overhang roof to front elevation	The Council raises no objections, subject to neighbour comments.
16/5147M	Elsterne, Toft Road	Variation of Condition 3 (plans) on Application 14/2081M - Alterations, sub-division, part re-construction and extensions of existing semidetached dwelling to create 5 apartments, demolition of existing garage.	Notwithstanding the Council's original objections to this scheme it raises no objections to the proposed changes.
16/4973M	Gate Mews, Chelford Road, Ollerton	Demolish existing buildings and build a new 3 storey dwelling with a new access road and 2 car porte cochere	The Council OBJECTS on the grounds that the creation of residential properties in the Green Belt is not supported by the NPPF by virtue of this application demonstrating no exceptional circumstances and as such the proposed dwelling would have a will detrimental effect upon the

Application	Address	Application details	Comments
			character and openness of the Green Belt.
16/5113M	26 Mereheath Park	Replace conservatory with brick built lounge extension; remove some internal walls to form large dining/kitchen/living room; replace existing flat roofs with pitched roofs in matching interlocking tiles; render the exterior brick work with off-white self-coloured render; re-design the front porch area and replace white PVC windows with anthracite grey windows	The Council raises no objections, subject to neighbour comments.

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

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

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Planning and Licensing Committee 14th November 2016 *In the Lower Council Chamber of the Town Council Offices*

PL16/115 Present

Cllrs Gardiner, Forbes, Dean, Farber and Coan

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

PL16/116 To receive apologies for absence

Apologies were received from Cllrs Nicholson and Bancroft (personal business)

PL16/117 To note declarations of Members' interests

Cllr Farber	Non-pecuniary	16/4849M	Known to landowner
	Non-pecuniary	16/5088M	Known to landowner
	Non-pecuniary	16/3665M	Known to agent
Cllr Gardiner	Non-pecuniary	16/4849M	Known to landowner
	Non-pecuniary	16/5222M	Known to applicant
Cllr Coan	Non-pecuniary	16/4898M	Known to landowner
	Non-pecuniary	16/5088M	Known to landowner
Cllr Dean	Non-pecuniary	16/5088M	Landowner is a personal friend

PL16/118 Public Participation

A resident spoke with respect to application 16/5317M and highlighted that this was the same property for which an application for a double garage had been submitted a couple of weeks ago. The resident also thanked the Committee and Councillors for their submissions at the Northern Planning Committee with respect to application 16/4064M and the concessions that were achieved as a result.

PL16/119 To receive and confirm the minutes of the meeting held on 31st October 2016

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

PL16/120 To consider the latest planning applications

Members **resolved** to submit the comments outlined below.

PL16/121 To consider the latest licensing applications

Members **resolved** to submit the comments outlined below.

PL16/122 To consider the latest planning decisions

Members noted the latest decisions.

PL16/123 To consider matters relating to the Section 106 Agreements

Members noted that no applications were to be subject to s106 agreements.

PL16/124 To review the Planning Issues Log

Members noted the log and raised a new entry with respect to signage for 'The Yard' restaurant.

PL16/125 To note the date of the next meeting

Members noted the date.

FINAL

Planning Comments 14/11/2016

Application	Address	Application details	Comments
16/5168M	7 Beggarman's Lane	First floor front facing extension and side facing single storey extension. Resubmission of withdrawn application 16/3070M	The Council raises no objections subject to neighbours' comments.
16/5241M	35 Grove Park	Proposed First Floor Side Extension, conversion of garage and front porch extension	The Council raises no objections subject to neighbours' comments and the planning officer being convinced there is sufficient space within the curtilage for two vehicles to park.
16/5250M	11 Tabley Close	Erection of first floor bedroom, store room and bathroom over existing kitchen diner	The Council raises no objections subject to neighbours' comments.
16/5192M	29 Carrwood	Revised design for side/rear, and front porch extension with internal/external alterations	The Council raises no objections subject to neighbours' comments.
16/5215M	4 Woodvale Road	Small single storey conservatory extension to rear elevation of property.	The Council raises no objections subject to neighbours' comments.
16/4594M	3 Beggarman's Lane	Certificate of proposed lawful development for a side extension	The Council does not comment on this type of application.
16/4898M	Knutsford Sports Club	To erect a shed 13ft x15ft (4x4.5m) adjacent to an existing shed for the purposes of storing sporting equipment for use on site.	The Council raises no objections subject to neighbours' comments especially those of 39 Mereheath Park.
16/5088M	Sessions House Lodge, Toft Road	Advertisement Consent for the erection of 4 flagpoles	The Council objects to the placement of four flagpoles and considers this to be an excessive given the size of the site and inappropriate given that this is a prominent listed building in a conservation area, the façade of which will be obscured should the application be allowed. The Council would not object to two 6m flagpoles at balanced points on the site frontage.
16/5347M	23 Branden Drive	Proposed bay window and porch to front elevation	The Council raises no objections subject to neighbours' comments.
16/5317M	Silverdale, 35a Goughs Lane	Single storey rear orangery to replace existing conservatory and widening of the front porch	The Council raises no objections subject to neighbours' comments, but notes the number of comments regarding

Application	Address	Application details	Comments
		canopy	the accuracy of the plans and would request that the officer double checks the same. The Council further notes that some windows detailed on the elevation drawings are not reflected on the block plan.
16/5233M	Heath House, 19 Gaskell Avenue	Proposed single storey detached dwelling and separate garage	The Council has considered the inspectors appeal report and agreeing with the same in its entirety, objects to the principle of development on this site and considers it would be detrimental to the character of the conservation area and should be rejected.
16/5365M	39 Queensway	Proposed 2 storey side extension, single storey rear extension and front porch, new boundary walls and garden building	The Council raises no objections subject to neighbours' comments, but is concerned that applicants consider it appropriate to represent land on the public highway as a designated parking space to serve their property.

Licensing Applications 14/11/2016

Address	Application details	Comments
<p>Shell Knutsford, Toft Road, Knutsford, WA16 0PE</p>	<p>LICENSING ACT 2003 : MINOR VARIATION OF PREMISES LICENCE</p> <p>Notice is hereby given that on 26th October 2016 Shell UK Oil Products Limited applied to Cheshire East Council for a minor variation of the Premises Licence in respect of the premises known as Shell Knutsford, Toft Road, Knutsford, WA16 0PE.</p> <p>The proposed variation is to:-</p> <ul style="list-style-type: none"> Change the internal layout of the premises in accordance with the plan submitted with the application. 	<p>Notwithstanding the fact that the Council is unable to view the plans online, we expect it is probably likely that no issue would be raised.</p>

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Minutes

of the

Planning and Licensing Committee 29th November 2016

In the Lower Council Chamber of the Town Council Offices

PL16/126 Present

Cllrs Bancroft, Gardiner, Dean and Farber

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

PL16/127 To receive apologies for absence

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

PL16/128 To note declarations of Members' interests

It was noted that Bartlett Tree Experts were the agents for a number of applications and that they are employed by the Council for tree works.

Cllr Farber Non-pecuniary 16/5463M Known to agent

Cllrs Farber, Dean and Gardiner Non-pecuniary 16/5507T Known to applicant

PL16/129 Public Participation

A resident commented that 15/4719M was not within the Legh Road Conservation Area, that application 16/5507T was very difficult to identify the tree referred to due to the poor plan and lack of a design and access statement for 16/4719M made interpreting the plans difficult.

PL16/130 To receive and confirm the minutes of the meeting held on 14th November 2016

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

PL16/131 To consider the latest planning applications

Members **resolved** to submit the comments detailed below.

PL16/132 To consider an appeal in respect of application no. 16/0692M

The appeal was noted.

PL16/133 To consider the latest planning decisions

Members noted the decisions.

PL16/134 To consider what types of applications are considered by the committee

Members **resolved** that the committee considers the following application types in addition to normal applications:

- All applications for tree works
- Applications for the discharge of conditions which relate to Listed Buildings or buildings within a Conservation Area
- All non-material minor amendments

- Certificates of Lawful Existing Use or Development (CLEUD)
and not to consider Certificates of Lawful Proposed Use or Development (CLPUD) or
discharges of conditions except as outlined.

***PL16/135* To consider matters relating to the Section 106 Agreements**

Members noted that no applications were to be subject to s106 agreements.

***PL16/136* To review the Planning Issues Log**

Members noted the log and requested the Town Clerk chase Cheshire East on a number of
outstanding issues.

***PL16/137* To note the date of the next meeting**

Members noted the date.

FINAL

Planning Comments 29/11/2016

Application	Address	Application details	Comments
16/5349D	The Orchards, 36 Toft Road	Discharge of Condition 4 on approved application 16/0426M	The Council raises no comments on this application.
16/5407T	The Copse, Chelford Road	Works to 16 trees, including removal of 4	The Council raises no objections but requests that felled trees are replaced with a semi-mature specimen of a similar species where appropriate.
16/5463M	4 Downs End	Non material amendment to 16/1227M	The Council notes this application has been approved.
16/5471M	18 Lodge Road	Proposed first floor side extension and two storey rear extension to form increased living accommodation. Resubmission of 16/4108M	The Council raises no objections, subject to neighbour comments.
16/4719M	56 Goughs Lane	Loft conversion to include 2 Velux windows and 2 Velux Cabrio window/balcony to rear elevation	The Council raises no objections, subject to neighbour comments.
16/5536D	1 Rowley Bank Cottage, Toft Road	Discharge of conditions 3 & 4 on application 16/4000M - Proposed replacement single storey side and rear extension, replacement porch, windows and conservation rooflights.	The Council raises no objections.
16/5513T	Thornsett, Bexton Lane	T1. Oak, reduce both in crown height and sides by 2-2.5m and crown thin 15% focusing on the main forks. T2. Scots Pine, fell to as close to ground level as possible.	The Council notes that the pine appears to be outside the curtilage of the applicant's property and questions the need to fell this tree as the application states that it is neither diseased nor causing damage.
16/5507T	Stonelegh, Legh Road	Works to Tree - Fell T1 Cypress	The Council OBJECTS on the grounds of impact from the loss of the tree on the amenity of the AT RISK Legh Road Conservation Area, however if the arboriculturalist considers that the tree needs removal, the council requests that a semi-mature replacement tree of a suitable species is planted.
16/5515T	29 Goughs Lane	T1 Silver Maple - Reduce lateral growth on both sides of the tree by 2-3m to manage encroachment and shape. and crown lift the	The Council raises no objections.

Application	Address	Application details	Comments
		lower branches to provide 4m clearance from ground level.	
16/5426D	63 Northwich Road	Discharge of conditions 1, 2, 4-9 on approved 14/4940M	The Council raises no comments on this application.

FINAL

Knutsford Town Council

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01565 653929

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townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Planning and Licensing Committee 12th December 2016

In the Lower Council Chamber of the Town Council Offices

PL16/138 Present

Cllrs Bancroft, Gardiner, Dean and Farber

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

PL16/139 To receive apologies for absence

Apologies were received from Cllrs Nicholson and Forbes (Personal Business) and Cllr Coan (Health)

PL16/140 To note declarations of Members' interests

It was noted that Bartletts Tree Experts were the agents on application 16/5517T and that they are employed by the Council for tree works.

Cllr Gardiner	Non-pecuniary	16/5588M	Vodafone a historic client and present mobile phone provider
	Non-pecuniary	16/5685M	Known to agent
	Non-pecuniary	16/5714M	Visited applicant as CEC Councillor with respect to social care
	Non-pecuniary	16/5781M	Known to Head of the applicant
	Non-pecuniary	16/5766M	Known to a director of Monckton Properties
	Non-pecuniary	16/5677M	Known to applicant
Cllr Farber	Pecuniary	16/5781M	Client
	Non-pecuniary	16/5690M	Known to applicant
	Non-pecuniary	16/5790M	Known to applicant
	Non-pecuniary	16/5766M	Known to applicant

PL16/141 Public Participation

A representative of SKRG advised that application 16/5732M was in the Conservation Area, and with respect to 16/5588M noted that whilst they don't wish to hold back technological advances they cannot believe there is not an alternative site available.

With respect to the Planning Decisions the representative noted that they were surprised that no enforcement action had been taken with respect to application 16/4588M.

PL16/142 To receive and confirm the minutes of the meeting held on 29th November 2016

Members **resolved** to confirm the minutes subject to a minor addition which were duly signed by the Chairman.

PL16/143 To consider a presentation on revised plans for the Sessions House

The Chairman adjourned the meeting so that Chris Murren from Hayes and Partners could

address members with respect to the revisions to be made to the current planning application. The Chairman reconvened the meeting and members **resolved** to discuss the changes and decide as to whether to submit additional comments at the next planning meeting.

PL16/144 To consider the latest planning applications

Members **resolved** to submit the comments detailed below.

PL16/145 To consider the latest planning decisions

Members noted the decisions and requested the Deputy Town Clerk prepare correspondence to Peter Hooley of CEC with respect to application 16/4588M.

PL16/146 To consider matters relating to the Section 106 Agreements

Members noted that no applications were to be subject to s106 agreements.

PL16/136 To review the Planning Issues Log

Members noted the log.

PL16/137 To note the date of the next meeting (9th January 2017)

Members noted the date.

FINAL

Planning Comments 12/12/2016

Application	Address	Application details	Comments
16/5588M	Knutsford Service Station, 9 Toft Road	The siting of a telecommunications base station comprising the installation of a 20m high slimline monopole, with 3 no. antennas, 2 no. 300mm dishes, 2 no. equipment cabinets and ancillary works	The Council strongly objects to the proposed site on the grounds that it has concerns with respect to safety of the antenna given its close proximity to a petrol station, believes that the proposed installation is an eyesore which is inappropriate as it protrudes 15m above the roof line of the existing building on the site and the residents properties who will be forced to look at it. It will be visible from the listed and locally listed buildings which surround the site and adjacent to a Conservation Area. The Council also asks that the neighbouring businesses are made aware of the proposals and given the opportunity to comment. The Committee urges the consideration of a sympathetic alternative by using existing structures in the area to provide a suitable aesthetic response.
16/5639M	6 Ladies Mile	Demolition of existing rear conservatory and front porch and construction of rear single storey kitchen extension and front single storey entrance canopy	The Council raises no objections subject to neighbours' comments.
16/5656M	57 Westfield Drive	Proposed extension and alterations, formation of new roof, rooms within roof space and dormer windows. Site entrance, brick and timber boundary walls and timber garden shed.	The Council strongly objects to the application on the grounds of overdevelopment of the site, and considers the proposals to be unneighbourly, overlooking and a detriment to residential amenity to the surrounding properties by virtue of the 13 new first floor windows which are totally unacceptable in this location. The height of the proposed wall is not in line with the existing streetscene. This application must be refused.
16/5640M	28 Grove Park	First floor front extension over garage, 2 storey side extension over hall entrance, single storey rear kitchen extension, and single storey bay	The Council is concerned about the loss of a garage in an area where there is a distinct lack of parking. If the applicant is able to demonstrate that two parking spaces

Application	Address	Application details	Comments
		window extension to the front	are available within the curtilage of the property in order to comply with Macclesfield Local Plan saved policy DC6.
16/5685M	10 Autumn Avenue	Proposed two storey side extension single storey rear extension new pitched roof to front garage and porch and alterations	The Council raises no objections subject to neighbours' comments.
16/4803M	Longview Hotel, 51-55 Manchester Road	Advertisement Consent for replacement sign at forecourt of hotel	The Council objects to the size of the sign given its location in a residential area, opposite a prominent open space and considers a 30% reduction in size of the sign would be more suitable.
16/5714M	9 Tabley Close	Proposed side and rear single storey extension and garage conversion.	The Council raises no objections subject to neighbours' comments.
16/5375M	Mere Court	Replacement windows, doors, fascias & soffits and cladding on 39 apartments.	The Council raises no objections subject to neighbours' comments.
16/5770M	3 Tabley Close	Prior approval	The Council makes no comment on this application.
16/5690M	Rapallo, Tabley Road	Erection of single storey rear extension	The Council raises no objections subject to neighbours' comments.
16/5781M	Knutsford Academy, Bexton Road	Proposed continuation of refenestration of the school buildings and installation of skid entrance canopy over main doors	The Council raises no objections subject to neighbours' comments. ¹
16/5679M	34 Lilac Avenue	Single storey side and rear extensions	The Council requests that the Planning Officer checks that the garage is of the required minimum size to qualify as such and if it is not, requests the same is relabelled as a store and the Officer ensures sufficient parking is available within the curtilage of the property for two parking spaces in order to comply with Macclesfield Local Plan saved policy DC6.
16/5795M	32 Fir Tree Avenue	Removal of conservatory at rear of property and replace with single storey extension	The Council raises no objections subject to neighbours' comments.
16/5732M	6 Rutherford Drive	Proposed rear orangery style conservatory	The Council raises no objections subject to neighbours' comments.

¹ Cllr Farber did not participate in the discussion or voting on this item

Application	Address	Application details	Comments
16/5517T	Chantry Lane, Legh Road	Fell Conifer Tree	The Council objects on the grounds that the application is for the felling of a tree in the AT RISK Legh Rd Conservation Area and for which no evidence has been provided as to why such removal is necessary. Furthermore the tree is located adjacent to the Sanctuary Moor local wildlife site.
16/5647T	Bramley, Legh Road	Works to trees	The Council objects on the grounds that the application is for the felling of a tree in the AT RISK Legh Rd Conservation Area. If the Primary authority decide to allow the application the Council requests a semi mature indigenous evergreen tree replace the same.
16/5762D	Birchwood House, 58 Goughs Lane	Discharge of conditions 4 & 9 on approval 13/0951M for demolition of existing dwelling & rear pool house and replacement 2 storey dwelling with part basement storey	The Council notes that before discharging such conditions the Planning Officer must be satisfied that the facing materials are appropriate, the schedule of historic works and drawings is satisfactory and that no damage has occurred to the fabric of the building. The Council also requests that a copy of the photo record to be provided is also submitted to the Town's Heritage Centre.
16/5715M	Station House, Adams Hill	The works proposed are all minor maintenance operations, which will not result in a material alteration to the external appearance of the building	The Council raises no objections subject to neighbours' comments.
16/5677D	2 Mobberley Road	Discharge of conditions 3, 4 & 5 on application 15/5699M - Proposed dismantle of existing house and re-position 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 notes that before discharging such conditions the Planning Officer must be satisfied that the facing materials are appropriate, the schedule of historic works and drawings is satisfactory and that no damage has occurred to the fabric of the building. The Council also requests that a copy of the photo record to be provided is also submitted to the Town's Heritage Centre.
16/5758T	Land At, Leycester Road	Works to Sycamore tree	The Council raises no objections subject to the Primary authorities Arboriculturist being satisfied the works are appropriate.

Application	Address	Application details	Comments
16/5790M	7 Autumn Avenue	Demolition of existing garage and proposed single and two storey front/side extension.	The Council raises no objections subject to neighbours' comments.
16/5766M	19 Canute Place	Change of use from retail (A1) to retail (A1) and nail bar (sui generis) together with external works	The Council raises no objections subject to appropriate details as to how the new wall detail will attach to the existing window being provided.

FINAL

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Minutes of the Planning and Licensing Committee 9th January 2017 *In the Lower Council Chamber of the Town Council Offices*

PL16/149 Present

Cllrs Bancroft, Gardiner, Dean and Coan

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

PL16/150 To receive apologies for absence

Apologies were received from Cllrs Nicholson, Forbes and Farber (Personal Business)

PL16/151 To note declarations of Members' interests

Cllr Gardiner	Non-pecuniary	16/5986M	Dealt with
	Non-pecuniary	17/0174M	Known to agent
Cllr Gardiner/Cllr Bancroft	Non-pecuniary	16/6139M & 16/6053M	Well known to objectors to these applications

PL16/152 Public Participation

A member of the public spoke with respect to application 16/6053M on behalf of the neighbouring residents and indicated that the cottages were buildings of townscape merit and the proposed development did not accord with the NPPF or the Macclesfield Borough saved policies. Additional concerns with respect to the proposed works were also raised including the effect on the local wildlife site at Sanctuary Moor.

PL16/153 To receive and confirm the minutes of the meeting held on 14th December 2016

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

PL16/154 To consider the latest planning applications

Members **resolved** to submit the comments outlined below.

PL16/156 To consider an appeal in respect of application 16/1009M, 2 Gloucester Road

Members **resolved** to write to the inspector asking him to review all facts regarding highways and that due regard is paid to the comments from residents as Cheshire East Council has used the previous Inspector's comments as a baseline and not referred to the facts; notwithstanding the Town Council's previous objections the Inspector should relook at visibility from the exit of the site.

PL16/157 To note comments sent since the last meeting

Members noted the comments.

PL16/158 To consider the latest planning decisions

The Town Clerk reported he had issued a guidance note on s112 notices following a

note to the Town Council in the decision reports. Members **resolved** to note with concern the information and write to Cheshire East expressing concern that the council should be considering not putting TPOs on trees when the Legh Road Conservation Area is at risk.

Members noted the decisions.

PL16/159¹ To consider matters relating to the Section 106 Agreements

Members noted that no applications were subject to s106 agreements.

PL16/160 To note the date of the next meeting

Members noted the date.

PL16/161 To consider the revised plans for applications 16/4136M and 16/4135M, Knutsford Sessions House

Members **resolved**² to continue to **STRONGLY OBJECT** on the grounds that:

- a) the artist's interpretations are considered to be inaccurate and misleading being not in proportion to proper rear view of the fenestrations and minimise the visual difference from the existing sandstone and the proposed brick and brick work.
- b) the proposed materials are not appropriate – the existing Listed Building set in a prominent position within the Conservation Area is sandstone and any extension should complement this by being built in matching materials eg sandstone and not brick.
- c) the proposals will detrimentally impact on the historic kerb appeal of Knutsford and therefore detrimentally effect the visitor economy of the town.

PL16/162 To review the Planning Issues Log

Members noted the log and noted that more signage had appeared at the Sessions House car park.

¹ Cllr Coan arrived at the beginning of this item.

² Cllrs Dean and Gardiner abstained from discussion and voting on this resolution.

Planning Comments 09/01/2017

Application	Address	Application details	Comments
16/5862M	Dovecote, 1 Lovat Drive	Replacement boundary fence and gates. (Retrospective)	The Council OBJECTS on the grounds that the proposal is out of character with the AT RISK Legh Road Conservation Area which is for hedges at the front of properties. However if the officer determines to approve the application the Council requests a condition for planting of an evergreen hedge to the front and removal of the trellis.
16/6008T	115 Mobberley Road	Removal of conifer tree	The Council raises no objections.
16/5986M	4 Beechwood	Front, side and rear extensions at ground floor. Side extension at first floor along with internal alterations	The Council raises no objections subject to neighbour comments
16/6098M	Cherry Wood, Manor Park South	Convert integral garage into a storeroom and sitting room and build a new detached garage	The Council raises no objections subject to neighbour comments and a condition requiring the retention of onsite trees.
16/6143T	46 Carrwood	50% Crown reduction to 2no. Beech trees	The Council raises no objections.
16/5987T	Wallwood, Tatton Street/King Street	T8 Oak - Reduce the crown overhanging the roadside by 1.5 - 2 m to provide clearance. T36 Leylandii - Remove due to the future implications on the building and it's foundations	The Council does not comment on its own application.
16/6169M	37 Regent Street	Proposed external alterations and extension to existing restaurant / cafe (A3)	The Council raises no objections subject to neighbour comments.
16/6105M	The Glade, 6 Lovat Drive	Variation of condition 2 (elevations) on approved 16/2769M	The Council raises no objections.
16/6215M	5 Green Acre Close	Proposed rear two storey extension, single storey front extensions and alterations to	The Council raises no objections subject to neighbour comments.

Application	Address	Application details	Comments
		provided remodelled house and new detached double garage and access	
16/6235M	20 Lee Close	Demolition of existing single storey attached garage, proposed two-storey side extension and single-storey rear extension.	The Council raises no objections subject to neighbour comments.
16/6233M	20 Lilac Avenue	Single storey rear extension, and minor alterations	The Council raises no objections subject to neighbour comments.

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Minutes of the Planning and Licensing Committee 23rd January 2017 *In the Lower Council Chamber of the Town Council Offices*

PL16/163 Present

Cllrs Bancroft, Farber, Gardiner, Coan

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

PL16/164 To receive apologies for absence

Apologies were received from Cllr Dean (borough council business) and Cllrs Forbes and Nicholson (personal business)

PL16/165 To note declarations of Members' interests

Cllr Farber	Non-pecuniary	17/0174M	Known to agent
	Non-pecuniary	17/0030M	Known to applicant
	Non-pecuniary	16/6223M	Known to applicant and neighbour
Cllrs Gardiner	Non-pecuniary	17/0174M	Known to agent
Cllrs Gardiner & Bancroft	Non-pecuniary	16/6139M & 16/6053M	Well known to objectors to these applications

PL16/166 Public Participation

A member of the public spoke with respect to application 16/6053M on behalf of the neighbouring residents and indicated that the cottages were buildings of townscape merit and the proposed development did not accord with the Macclesfield Borough saved policies. Additional concerns with respect to the proposed works were also raised including the effect on the local wildlife site at Sanctuary Moor.

A further member of the public spoke on behalf of the residents of Sandiway with respect to application 16/6139M and detailed their objections to the scheme which they consider to be overdevelopment and out of character with the existing street.

PL16/167 To receive and confirm the minutes of the meeting held on 9th January 2017

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

PL16/168 To consider the latest planning applications

Members **resolved** to submit the comments outlined below.

PL16/169 To consider street trading application for the B58085 Layby (Knutsford/Knutsford Rd)

Members raised no objections to the application.

PL16/170 To consider the latest planning decisions

Members noted the decisions.

PL16/171 To consider matters relating to the Section 106 Agreements

Members noted that no applications were subject to s106 agreements.

PL16/172 To review the Planning Issues Log

Members noted the log and Cllr Bancroft asked that the planning usage class be checked for Chicinos as they have an upstairs restaurant.

Discussion took place with respect to the production of an additional log for Planning like a resolutions log but with more detail. The Committee briefly discussed the matter and agreed that the Chairman should discuss the issue with the Town Clerk and then the matter could appear on the Agenda for the next meeting.

PL16/173 To note the date of the next meeting (6th February 2017)

Members noted the date.

DRAFT

Planning Comments 23/01/2017

Application	Address	Application details	Comments
16/6223M	43 Bexton Road	Proposal: Proposed single storey front and rear extension including internal alterations and new windows.	The Council raises no objection subject to neighbours' comments.
17/0030M	21 Bexton Road	Proposed Single Storey Side and Rear Extension	The Council raises no objection subject to neighbours' comments.
16/6139M¹	20 Sandiway	Proposed demolition of existing double garage and construction of pair of semi-detached dwellings, with new vehicular access	The Council strongly objects on the grounds that the proposed works constitute overdevelopment of the site and as such are contrary to sections 48 and 53 of the NPPF and DC41 of the Macclesfield Local Plan Saved Policies. There is insufficient space to accommodate two properties on the site and the development would have a detrimental impact to amenity for the adjoining neighbours' properties by way of overlooking to the properties to the rear and overshadowing of the properties to the side. The design is incongruous with the character of the street; introducing a faux replica style of late Victorian architecture in a street of otherwise 1950/1960s suburban styles. There is insufficient space within the proposed development to allow ingress and egress from the site in a forward gear and this is also likely to cause difficulty to the property on right to adequately park on their frontage. There is also inadequate amenity space proposed to serve a pair four-bedroom properties of this size and character.
16/4570T	Holly Lodge, 29 Bexton Road	Sycamore- prune because of excessive shading to our garden preventing grass	The Council raises no objection subject to neighbours' comments.

¹ Cllr Coan arrived during the discussion of this application

Application	Address	Application details	Comments
		from growing, preventing light to the house due to height.	
17/0058M	46 Meadow Drive	Proposed single storey rear extension (including works to demolish existing conservatory)	The Council raises no objection subject to neighbours' comments, on the assumption that there is adequate space within the curtilage of the property to complete the works.
17/0171M	19 Beeston Drive	Proposal: Single storey front porch and rear extension	The Council raises no objection subject to neighbours' comments.
17/0134M	20 Grove Park	Proposal: Single storey extension to rear to replace existing extension	The Council raises no objection subject to neighbours' comments.
16/6053M	2 & 4 Croft Lane	Demolition, Extension and alterations to existing dwellings	The Council strongly objects to this application to this application to reconfigure a pair of rural style cottages into a pair of urban semi - detached houses. This site is situated within the Legh Road Conservation Area which English Heritage describes as at risk. The proposed redevelopment fails to enhance or preserve the Conservation Area and, in the opinion of this Council would be detrimental to the character of the Conservation Area. Although the architectural style employed is a pastiche of the original cottage at the front it introduces a mixing a number of faux and modern architectural styles to the rear. The building in taking up the significant majority of the site's frontage fails to recognise the benefit of green spaces within the character of this Conservation Area. This Council considers the application represents overdevelopment of the site and as such is contrary to sections 48 and 53 of the NPPF and DC41 of the Macclesfield Local Plan Saved Policies. Although the Council notes that there is a pair of semi-detached properties further along Croft Lane they occupy far large plots than the proposed development, and are far more in keeping with the proportions of their neighbouring

Application	Address	Application details	Comments
			<p>plots. Furthermore, the site is opposite Sanctuary Moor a local wildlife site of significance and the development proposed is considered to be at odds with the character of the amenity this site represents. It is noted that no ecology report has been submitted as part of the application documentation and is concerned by this. The Council also understands that there are issues with foul and surface water in this area and therefore a drainage report that fully addresses the proposed development and its affects upon the site and its environs should be submitted before this application is determined. Finally, because the property sits on a very narrow highway representing a country lane the provision of an additional access to the new development could give rise to highway safety issues.</p> <p>The Council notes that notwithstanding the above comments that the application was registered as a domestic householder application incorrectly and that whilst the description of the application has changed, the revised application nor the additional paperwork required has been provided. We hope the additional required fee has been submitted to the Primary authority.</p>
17/0173T	Holly Tree House, Parkfield Road	Paper Birch (1) crown reduction 6-10 ft and Cherry (2) crown reduction 4-6 ft	The Council raises no objection subject to neighbours' comments.
17/0153T	5 St John's Road	Works to trees	The Council raises no objection subject to neighbours' comments.
17/0174M	39 Queensway	Proposed 2 storey extension to side, single storey extension to rear and front porch, new boundary walls and garden building. Resubmission of 16/5365M.	The Council raises no objection subject to neighbours' comments and requests a condition be added to any permission that may be granted in order to ensure the garage is maintained and used for the purpose of vehicular parking and does not become incidental to the dwelling

Application	Address	Application details	Comments
			house; as this would cause there to be insufficient parking within the curtilage of the dwelling house. NB We would also request that the officer ensures the high boundary wall as the side of the property does not extend beyond the front wall of the existing dwelling house.

FINAL

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

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

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Planning and Licensing Committee 6th February 2017 In the Lower Council Chamber of the Town Council Offices

PL16/174 Present

Cllrs Bancroft, Farber, Gardiner, Coan

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

PL16/175 To receive apologies for absence

Apologies were received Cllrs Forbes and Nicholson (personal business)

PL16/176 To note declarations of Members' interests

Cllr Farber	Non-pecuniary	17/0021M	Known to applicant
	Non-pecuniary	16/6171M	Known to applicant and agent
	Non-pecuniary	17/0051M	Known to applicant
	Non-pecuniary	17/0052M	Known to applicant
	Non-pecuniary	17/0418M	Known to applicant and their marketing company
Cllr Gardiner	Non-pecuniary	17/0315M	Known to applicant
	Non-pecuniary	17/0051M	Known to agents
	Non-pecuniary	17/0052M	Known to agents
	Non-pecuniary	17/0315M	Known to neighbours

PL16/177 Public Participation

A member of the public thanked the Committee for raising and chasing the fence installation at 1 Lovat Drive and noted the same now awaited removal.

PL16/178 To receive and confirm the minutes of the meeting held on 23rd January 2017

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

PL16/179 To consider the latest planning applications

Members **resolved** to submit the comments outlined below.

PL16/180 To consider the latest planning decisions

Members noted the decisions and expressed their concern that the inspectors appeal report appeared to be disregarded.

PL16/181 To consider matters relating to the Section 106 Agreements

Members noted that no applications were subject to s106 agreements.

Members **resolved** for officers to request information from CEC with respect to their proposed policy on CIL, the Committee's wish to be consulted at the outset of any

development qualifying for CIL or s106 provision, and an update as to the current s106 balances.

PL16/182 To review the Planning Issues Log

Members reviewed and noted that a number of the items had been outstanding for some time. Members **resolved** for correspondence to be sent to Sean Hannaby, Peter Hooley and copied to Cllr Arnold with a copy of the outstanding list in the format presented to the committee and request updates on all long outstanding items.

The Chairman again requested the addition of an Actions Log. The Deputy Town Clerk reminded the committee that it had agreed at the previous meeting that the Chairman must first speak with the Town Clerk.

PL16/183 To note the date of the next meeting (20th February 2017)

Members noted the date.

FINAL

Planning Comments 06/02/2017

Application	Address	Application details	Comments
17/0021M	12 Fir Tree Avenue	Single and two storey side extension(s) to dwelling	The Council raises no objection subject to neighbours' comments.
17/0151M	10 Montmorency Road	Certificate of lawful proposed development of 4m rear extension to existing bungalow. Materials to match existing	The Council does not comment on such legal determinations.
16/6171M	131 Ashworth Park	Replacement of existing rear conservatory with garden room and porch extension to front elevation, internal reconfiguration.	The Council raises no objection subject to neighbours' comments.
17/0051M	92a King Street	Advertisement consent for one projecting sign	The Council objects to the application on the grounds that whilst they support the concept, the structure proposed is too large in terms of height and projection of 5ft 7" and is likely to lead to problems with high sided vehicles in this street given the narrowness of the pavement (2ft), and the low ground clearance of 13ft when considered against the railway bridge on the same street which is 15ft high to enable large vehicle clearance. The drawings provided do not appear to be to scale with the buildings referenced in it nor to accord with the measurements provided in the supporting statement. Most importantly the proposed signage is disproportionate to the size of the building.
17/0052M	92a King Street	Listed Building Consent for proposed projecting sign fixed to return wall of 92 King Street. Metal bracket supporting black penny farthing sign with gold directional arrow below	The Council objects to the application on the grounds that whilst they supports the concept, the structure proposed is too large in terms of height and projection of 5ft 7" and is likely to lead to problems with high sided vehicles in this street given the narrowness of the pavement (2ft), and the low ground clearance of 13ft when considered against the railway bridge on the same street which is 15ft high to enable large vehicle clearance. The drawings provided do not appear to be to scale with the buildings referenced in it nor to accord with the measurements provided in the

Application	Address	Application details	Comments
			supporting statement. Most importantly the proposed signage is disproportionate to the size of the building. Furthermore the Council is disappointed that the application requires removal of a lantern which is considered to be an important feature in the streetscape which forms part of the Conservation Area. It is noted that at the time of commenting, the Conservation Officer has not yet detailed their comments on the proposal.
17/0329M	28 Manor Crescent	Single storey extension to the side	The Council raises no objection subject to neighbours' comments.
17/0391M	Knutsford Library, Toft Road	Installation of new War Memorial including the relocation of the Haron Baronian Statue from Memorial House, Northwich Road, removal of existing bird bath and works to trees on site (NB: Town Council application)	The Council does not comment on its own applications.
17/0418M	4 Brook Street	Variation of Conditions 12 (delivery hours) and 17 (opening hours) on application 12/4266M	The Council objects to this application. The delivery and operating hours for this site were carefully set at 7am to 9pm two years ago when the store was open to take into account the fact that the store is surrounded by residential properties and to protect residential amenity. Nothing has changed during this time which would give reason for a variation to these hours. The store is opposite a Grade 1 Listed Building and has unique acoustic issues given the 'amphitheatre' siting of the building. This resulting in the traveling of sound to neighbouring residents, which has only got worse since the recent removal of trees along the boundary with such properties, to enable the extension of the car park. The Council would note that it is extremely concerned that the Environmental Health Officer has commented on projected noise levels based on a survey at the Sandbach store. Given the particular sound issues at the Knutsford

Application	Address	Application details	Comments
			site it is imperative that the actual site is attended and reported on in advance of the decision of this application.
17/0315M	7 Sugar Pitt Lane	Non-material amendment to planning approval 15/2947M - Demolition of existing garage and proposed two storey side and rear extension	<p>The Council requests a condition to require top opening windows on this development to preserve residential amenity and avoid overlooking.</p> <p>It is noted that this application was issued and decided on the same day and as such the Council is concerned that a liberal interpretation of what is and is not non-material is being adopted under s96A Town and County Planning Act 1990.</p>

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01565 653929

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townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Planning and Licensing Committee 20th February 2017

In the Lower Council Chamber of the Town Council Offices

PL16/184 Present

Cllrs Bancroft, Farber, Gardiner and Dean.

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

PL16/185 To receive apologies for absence

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

PL16/186 To note declarations of Members' interests

Cllr Farber	Non-pecuniary	17/0021M	Known to applicant
	Non-pecuniary	17/0393T	Known to agent
	Non-pecuniary	17/0392T	Known to applicant and agent
	Non-pecuniary	17/0688M	Known to agent
	Non-pecuniary	17/0716M	Known to agent
Cllr Gardiner	Non-pecuniary	17/0487M	Known to applicant as governors for Manor Park school
	Non-pecuniary	17/0688M	Known to agent
	Non-pecuniary	17/0716M	Known to agent
	Non-pecuniary	17/0716M	Known to agent
Cllr Bancroft	Non-pecuniary	17/0392T	Known to neighbour
	Non-pecuniary	17/0699M,	Has previously employed the architect
	Non-pecuniary	17/0700M	

PL16/187 Public Participation

A resident spoke in relation to 17/0547M, outlining their objections on the grounds of overdevelopment and loss of privacy.

A representative of South Knutsford Residents Group spoke in relation to; 17/0392T highlighting that a number of other trees had been removed from the area and no reasons for the removal of this tree had been given, that they had alerted the Chairman and Town Clerk to an issue in the Legh Road Conservation Area for the planning issues log and that they had also alerted the Deputy Town Clerk to the fact a new document in relation to 16/6053M shows two additional dwellings for the site which are not covered by the current application.

PL16/188 To receive and confirm the minutes of the meeting held on 6th February 2017

Members **resolved** to confirm the minutes which were duly signed by the Chairman subject to an amendment to delete the final eleven words from PL16/182 such that the minute ends with "Town Clerk".

- PL16/189 To consider the latest planning applications**
Members **resolved** to submit the comments outlined below.
- PL16/190 To consider the latest planning decisions**
Members noted the latest decisions.
- PL16/191 To consider matters relating to the Section 106 Agreements**
Members noted that no applications were subject to s106 agreements.
- PL16/192 To consider the meeting frequency and format**
Members **resolved** to adopt the format as outlined in report PL1605 with the addition that agendas also include any items requiring urgent attention.
- PL16/193 To review the Planning Issues Log**
Members noted the log.
- PL16/194 To note the date of the next meeting (6th March 2017)**
Members noted the date.

Planning Comments 20/02/2017

Application	Address	Application details	Comments
17/0487M	6 Tabley Close	Proposed 2 storey side extension, single storey rear extension, internal refurbishments and driveway and crossover to be widened	The Council raises no objections, subject to neighbour comments.
17/0393T	63 Manchester Road	Removal of Cherry Tree and replacement with an Amelanchier Lamarckii (service Berry).	The Council raises no objections.
17/0392T	Stonelegh, Legh Road	T1 Silver Birch fell, located at the rear left side of the property.	The Council requests that the arboriculturalist encourages the applicant to plant a replacement semi-mature tree in the interests of the character of the general area and conservation area.
17/0415T	Woodgarth, 6 Leycester Road	Works to trees	The Council requests that the arboriculturalist encourages the applicant to plant a replacement semi-mature tree in the interests of the character of the general area and conservation area.
17/0441M	28 Lilac Avenue	Single storey porch extension to front elevation. Two storey extension to side elevation and first floor extension to rear elevation.	The Council OBJECTS on the grounds of overdevelopment, creation of a terracing effect and neighbourliness by virtue of overshadowing and overbearing impact of the proposals. The Council notes that the proposed garage appears to be insufficiently sized to accommodate an average sized car.
17/0480M	20 Willow Green	Proposed single storey front extensions and alterations	The Council raises no objections, subject to neighbour comments.
17/0547M	57 Westfield Drive	Proposed extension and alterations, formation of new roof, rooms within roof space and dormer windows. Site entrance, brick and timber boundary walls and timber garden shed. (re submission of 16/5656M)	The Council considers that this new application does not overcome the reasons for refusal of 16/5656M despite the slight reduction in windows and fenestration. Therefore the Council STRONGLY OBJECTS on the grounds of overdevelopment of the site, and considers the proposals to be unneighbourly, overlooking and a detriment to residential amenity to the surrounding properties by virtue of the new first floor windows which are totally

Application	Address	Application details	Comments
			unacceptable in this location. The height of the proposed wall is not in line with the existing streetscene.
17/0646M	60 King Street	Listed Building Consent	The Council does not comment on its own application.
17/0633M	18 Rowley Way	Rear two storey extension, external & internal alterations and new windows & render finish to walls	The Council raises no objections, subject to neighbour comments.
17/0661M	13 Mereheath Park	Demolition of existing single storey garage/conservatory extension to side of property new replacement single storey extension to side of property to provide additional living space.	The Council raises no objections, subject to neighbour comments.
17/0672M	3 Woodside	Two storey front extension and internal alterations to existing dwelling	The Council raises no objections, subject to neighbour comments.
17/0690M	10 Roxby Way	Proposal: Single storey rear extension to replace existing conservatory and alterations to front entrance with pitched roof over	The Council raises no objections, subject to neighbour comments.
17/0688M	The Hill, Parkfield Road	Replacement of existing communal entrance canopy with new glass entrance porch, revised driveway layout and updated landscaping	The Council raises no objections, subject to neighbour comments.
17/0716M	17 Grassfield Way	Demolition of existing attached garage and construction of new 2 storey side extension	The Council raises no objections, subject to neighbour comments.
17/0699M	11 Valley Way	Two storey side facing extension.	The Council raises no objections, subject to neighbour comments.
17/0700M	Abbeyfield House, Bexton Road	Front facing two storey extension to provide accommodation for new lift and extension of ground floor office	The Council raises no objections, subject to neighbour comments.

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Minutes

of the

Planning and Licensing Committee 6th March 2017

In the Lower Council Chamber of the Town Council Offices

PL16/195 Present

Cllrs Gardiner, Farber, Coan and Dean.

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

PL16/196 To elect a Chairman

Members **resolved** that Cllr Gardiner be elected Chairman of the Committee.

PL16/197 To elect a Deputy Chairman

Members **resolved** that Cllr Farber be elected Deputy Chairman of the Committee.

PL16/198 To receive apologies for absence

Apologies were received Cllrs Forbes and Nicholson (personal business)

PL16/199 To note declarations of Members' interests

Cllr Farber	Non-pecuniary	17/0764M	Known to applicant and agent
Cllr Gardiner	Non-pecuniary	17/0764M	Known to agent
	Non-pecuniary	17/1009M	Known to agent

PL16/200 Public Participation

A member of the public spoke with respect to application numbers 17/0980M and 17/0820M noting that both properties were within the Conservation Area and of Townscape Merit.

A representative of KCHG provided a written statement which was read by the Chairman indicating their objection to application numbers 17/0937M and 17/0940M on the grounds of introducing a safety hazard, obscuring the deer sculptures on each roundabout, detrimentally affecting the town's attractiveness, being within (17/0937) a Conservation Area and the Neighbourhood Plan giving attention to reducing clutter which such advertisements would counter.

A representative of SKRG advised that they supported the objections raised by KCHG with respect to application 17/0937M and 17/0940M.

PL16/201 To receive and confirm the minutes of the meeting held on 20th February 2017

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

PL16/202 To consider the latest planning applications

Members **resolved** to submit the comments outlined below.

PL16/203 To consider matters relating to the Section 106 Agreements
Members noted that no applications were subject to s106 agreements.

PL16/204 To note the date of the next meeting (20th March 2017)
Members noted the date.

FINAL

Planning Comments 06/03/2017

Application	Address	Application details	Comments
17/0720M	Old Town Hall, Princess Street	<i>Town Council application:</i> Listed Building Consent for Installation of Commemorative Blue Plaque	The Council does not comment on its own application.
17/0764M	White House Farm, Bexton Lane	Variation of conditions 2 on application 16/0879M - Replacement 2 storey dwelling with detached garage, associated access and landscaping	The Council raises no objection subject to neighbours' comments.
17/0820M	Hollow Lane Cottage	Two storey extension to provide new lounge and study on the ground floor and 2 no. bedrooms on the first floor	The Council raises no objection subject to neighbours' comments but requests a condition be added to any permission granted to protect the trees within surrounding the property to maintain the heavy tree coverage, which as noted in the 2007 Cross Town Conservation Area appraisal, "makes an important visual contribution seen from Brook Streetto the Conservation Area".
17/0856M	48 Goughs Lane	Alterations to existing vehicular entrance to the dwelling to include new entrance gates with piers and side walls, all setback from boundary with the public roadway	The Council objects to the application on the basis of the inappropriately large size and scale of the of the gates, piers and side walls relative to the frontage of the property.
17/1007M	3 Fir Tree Avenue	New external chimney to new lounge fireplace, block up a first-floor side window to bedroom, and ground floor side window to lounge, and 2no. new ground floor side windows either side of new chimney/fireplace.	The Council raises no objection subject to neighbours' comments.
17/1002M	4 Merlin Avenue	Rear facing single storey extension	The Council raises no objection subject to neighbours' comments but would request that the Planning Officers checks that the replacement garage is sufficiently wide to place a car within it and that two cars can fit outside the garage within the curtilage of the property.

Application	Address	Application details	Comments
17/0937M	Land at, Manchester Road Roundabout	Advertisement Consent for the erection of four sponsorship signs on the roundabout. One facing each entry point onto the roundabout (excluding Gaskell Avenue).	The Council STRONGLY OBJECTS to an application for any signage on this roundabout, given the character, appearance and role of this roundabout in the Conservation Area it is entirely inappropriate and fails to positively enhance the Conservation Area and as such should be refused. The suggested signage could cause distraction on an extremely busy 5 road junction, within which is a pedestrian crossing that is heavily used by pupils of Knutsford Academy and two primary schools. The Council previously noted that the Highways Authority have objected to the planting of trees in the centre of the roundabout on the grounds that it would cause restricted visibility for drivers looking to see the traffic approaching from the opposite direction. (see attached pictures)
17/0940M	Goughs Lane Roundabout	Advertisement Consent for erection of 4 sponsorship signs on the roundabout. One facing each entry point onto the roundabout	The Council STRONGLY OBJECTS to an application for any signage on this roundabout, given the character, appearance and role of this roundabout in the Green Belt and adjacent to the Legh Road Conservation Area considered 'at risk' by English Heritage it is entirely inappropriate. This is a high-speed roundabout at the entrance to Booths Park at the entrance to a Key Employment area as recognised in the Cheshire East Local Plan currently employing 1300 people which is likely to double based on current outline planning permission, the signs would cause restricted visibility for drivers looking to see the traffic approaching from the opposite direction.
17/1032M	4 Ladies Mile	Two storey side extension with the removal of the existing outbuilding and creation of a new front porch.	The Council raises no objection subject to neighbours' comments.
17/1009M	76 Bexton Road	Proposed side and rear extension, new front porch canopy, external render coat and alterations.	The Council raises no objection subject to neighbours' comments.

Application	Address	Application details	Comments
17/0980M	57 Manchester Road	Alterations to existing vehicular parking area and formation of light well	The Council raises no objection subject to neighbours' comments.
17/1033M	Somerville, Legh Road	Variation of condition 2, on existing permission 15/5021M; Demolition and replacement of existing dwelling.	The Council raises no objection subject to neighbours' comments.

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Minutes of the Planning and Licensing Committee 20th March 2017 *In the Lower Council Chamber of the Town Council Offices*

PL16/205 Present

Cllrs Gardiner, Coan and Dean.

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

PL16/206 To receive apologies for absence

Apologies were received Cllrs Forbes and Nicholson (personal business) and Cllr Farber (business)

PL16/207 To note declarations of Members' interests

Cllr Dean	Non-pecuniary	17/1197M	Similar personal experience of a tree damaging his property
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PL16/208 Public Participation

A representative of Neighbourhood Plan Heritage Working Group spoke with respect to PL16/213 and indicated that the task of selecting the properties to be covered by the Article IV declaration could be carried out by the Conservation Area Review Working Group and would fit within their remit.

PL16/209 To receive and confirm the minutes of the meeting held on 6th March 2017

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

PL16/210 To consider the latest planning applications

Members **resolved** to submit the comments outlined below.

PL16/211 To consider the latest licensing applications

Members **resolved** to submit the comments outlined below.

PL16/212 To consider the latest planning decisions

Members noted the decisions.

PL16/213 To consider which properties in the Legh Road Conservation Area require an Article IV Direction

Members **resolved** that the Conservation Area Review Working Group consider the properties in the Legh Road Conservation Area and reported back to the Committee in 4 weeks time. Members further **resolved** that Cllr Gardiner should take the place of former Cllr Bancroft on this group and asked the Deputy Town Clerk to arrange a meeting.

PL16/214 To consider matters relating to the Section 106 Agreements

Members noted that no applications were subject to s106 agreements.

PL16/215 To consider the Planning Actions Log
Members noted the log.

PL16/216 To review the Planning Issues Log
Members noted the log.

PL16/217 To note the date of the next meeting (3rd April 2017)
Members noted the date.

FINAL

Planning Comments 20/03/2017

Application	Address	Application details	Comments
17/1095M	15 Queensway	Single storey flat roof extensions & partial conversion of garage	The Council raises no objection subject to neighbours' comments but requests that the Officer ensure that there is sufficient space within the curtilage to park two vehicles off the Highway.
17/1249M	Cheshire House, 50 King Street	Construction of a retractable roof over the rear outdoor sitting/dining area	The Council raises no objections subject to neighbours' comments but given the plans are not clear, requests a specific condition to ensure no affixing of the any part of the canopy frame to the Listed Building in order to protect the building and its architectural merit.
17/1250M	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 objections subject to neighbours' comments but given the plans are not clear, requests a specific condition to ensure no affixing of the any part of the canopy frame to the Listed Building in order to protect the building and its architectural merit.
17/1240T	The Laurels, Legh Road	T1 Beech, reduce low and mid crown on property side by 2-3m, T2 Oak fell to low stump, T3 Oak reduce long misshapen branch over highway by 2-3m and remaining trees in woodland garden remove major deadwood where necessary	The Council objects to the application and is concerned that the applicant has failed to provide the documents required for the application including an arboriculturalist report to support the claim that the trees are dying and unstable and require work. The condition of the trees should be investigated by the CEC arboriculturalist.
17/1218T	10 Hallside Park	Tree one (Lime Tree) - Crown thin by up to 30% and reduce height to match trees 2,3,4,5, and deadwood removal, Tree two (Lime Tree) - Crown thin by up to 10% and deadwood removal, Tree three (Lime Tree) - Crown thin	The Council raises no objection subject to neighbours' comments as the work appears to be simple husbandry works.

Application	Address	Application details	Comments
		by up to 15% and deadwood removal, Tree four (Lime Tree) - Crown thin by up to 15% and deadwood removal and Tree five (Lime Tree) - Crown thin by up to 15% and deadwood removal	
17/1241M	8 Lindop Close	Proposed erection of two extensions one to the east, and one to the west	The Council raises no objection subject to neighbours' comments.
17/1197T	Oakhurst, Toft Road	Section 211 Notice: Works to trees.	The Council raises no objections to the application.
17/1319M	37 Regent Street	Proposed change of use from restaurant / cafe (A3) to bar restaurant (A4) and erection of a non-permeant structure / canopy	The Council requests that the recommendations contained within the Acoustic Report are added as conditions to any permission granted along with a condition that the open area at the front of the premises is not be used after 11pm in order to reduce disturbance to residents living near to this development.

Licensing Applications 20/03/2016

Address	Application details	Comments
<p>April's, 37 Regent Street, Knutsford, Cheshire East, WA16 6GR</p>	<p>NOTICE FOR A VARIATION OF A PREMISES LICENCE: LICENSING ACT 2003</p> <p>April's Kitchen Limited has applied to Cheshire East Council for a variation of the premises licence for April's, 37 Regent Street, Knutsford, Cheshire East, WA16 6GR as follows:</p> <ul style="list-style-type: none"> • To alter the layout of the premises in accordance with the plan deposited with the application. • To permit the sale of alcohol and provision of regulated entertainment until 23:00 Sunday to Wednesday and until 01:00 Thursday to Saturday. • To permit the provision of late night refreshment until 23:30 Sunday to Wednesday and until 01:30 Thursday to Saturday. • To replace Annex 2 with a new operating schedule with additional conditions. • To add non-standard timings for Christmas Eve, New Year's Eve and days preceding bank holidays. 	<p>The Council notes the licence variation request and whilst it has no objections per se it would request that the open area at the front of the building is not used by clientele past 23:00 and that the license therefore requires that the licensable activities that take place beyond this time do so within the building. This is in order to prevent public nuisance to the residents living immediately adjacent to the site as evidenced by the public comments from residents in response to Planning Application 17/1319M.</p> <p>Furthermore the Council would request that the additional opening hours provided for Christmas Eve, New Year's Eve and days preceding bank holidays are limited to 01:30 to prevent public nuisance to adjacent residents.</p>

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Minutes of the Planning and Licensing Committee 3rd April 2017 In the Lower Council Chamber of the Town Council Offices

PL16/218 Present

Cllrs Gardiner, Coan and Dean.

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

PL16/219 To receive apologies for absence

Apologies were received Cllrs Forbes and Nicholson (personal business) and Cllr Farber (business)

PL16/220 To note declarations of Members' interests

Cllr Coan	Non-pecuniary	17/1258T, 17/1259T & 17/1257T	Agent is a contractor whom he instructs
Cllr Gardiner	Non-pecuniary	17/0600M	Visited the adjacent site and spoke to a neighbour about the application
	Non-pecuniary	17/1270M	Agent is a former colleague
	Non-pecuniary	17/1262M	Property is within a short distance of home

PL16/221 Public Participation

A resident spoke in objection to 17/0660M expressing particular concern for the size of the proposed window and its overlooking effect.

A resident spoke in relation to 17/1449M welcoming the cycling parking and suggesting the committee encourage to ensure it is secure cycle parking and shower facilities as well as encouraging the production of a travel plan for the applicant's future applications.

A resident spoke in objection to 17/1423M highlighting comments from the Inspector following the previous application for the site being dismissed at appeal.

The applicant for 17/1423M outlined how they had modified the scheme following the previous comments from Planning Officers and the Inspector.

PL16/222 To receive and confirm the minutes of the meeting held on 20th March 2017

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

PL16/223 To consider the latest planning applications

Members **resolved** to submit the comments outlined below.

- PL16/224 To consider matters relating to the Section 106 Agreements**
Members noted that no applications were subject to s106 agreements.
- PL16/225 To note the date of the next meeting**
Members noted the date.

DRAFT

Planning Comments 03/04/2017

Application	Address	Application details	Comments
17/1285T	Cherry Trees, Chelford Road	Section 211 Notice: Tree works to fell Lime tree	The Council raises no objections.
17/1263T	2 Buckingham Drive	Works to trees - Lime (T1) Inspect for defects remove dead wood. Remove unsafe branch & Prune - Beech (T2) Cut back branch ends overhanging roof and chimney giving 3m clearance, inspect crown for defects, cut out any dead wood, light thinning of crown	The Council raises no objections.
17/1258T	12 Buckingham Drive	Works to tree - T1 Yew reduce & prune.	The Council raises no objections.
17/1259T	Somerford, 19 Leycester Road	T1 Oak located at the right hand side of the property, remove large low limb leading over the property roof (NNW) back into the main stem. In addition, remove a further 2 - 3 limbs off the bottom skirt of branches to balance the crown	The Council raises no objections.
17/0660M	41 Cranford Avenue	Demolition and replacement of existing single storey rear outbuilding with single storey rear extension. Existing hipped roof to dwelling to be built up to form new gable, 2no. existing chimneys to be built up to suit new roof. Existing rear roof dormer window to be replaced with new dormer window.	The Council OBJECTS on the grounds that the proposed extensions will have a detrimental impact on the Town Centre Conservation Area; in addition the introduction of an unacceptable level of overlooking from the new dormer. The Council notes the plans appear to show the proposed ground floor extension being built over the boundary lines.
17/1257T	26 Rowley Way	Removal of T1 Oak located at the rear of the property	In the absence of any evidence to suggest the tree is causing structural damage to the property or is considered to be dead, dying or diseased, the Council OBJECTS to the felling of this protected tree.

Application	Address	Application details	Comments
17/0975M	68 Boothfields	Extend roof to form rooms in roof space	The Council raises no objections, subject to neighbour comments.
17/1262M	20 George Street	Rear extension and garage conversion	The Council OBJECTS to the conversion of the garage on the grounds of the detrimental effect on parking provision in an area where on-street parking is extremely limited due to the narrowness of the street and parking restrictions thereon. Notwithstanding this the Council raises no objections to the single storey rear extension.
17/1270M	Kingswood, 15 Leicester Road	Proposal: Erection of a gymnasium and security hut within the curtilage of the Kingswood property	The Council considers that there is a lack of information to enable explain why the hut is required, it is considered that further information is required to support such an application within the AT RISK Legh Road Conservation Area. The Council OBJECTS on the grounds that the design fails to positively enhance the Conservation Area and the hut, but virtue of its location at the front of the site is detrimental to the character of the Conservation Area.
17/1296M	7 Sugar Pit Lane	Change existing ground floor window to a bay	The Council raises no objections but requests that more accurate drawings are submitted to the Planning Officer to enable it to be assessed.
17/1449M	Springwood Building, Booths Park, Chelford Road	Proposal: External alterations to existing building	The Council raises no objections.
17/1423M	2 Rutherford Drive	Single storey extension to existing building	The Council OBJECTS on the grounds of inappropriate design as the proposals fails to reflect with the character of the property as a group of building and consequentially is considered to be detrimental to the character of the AT RISK Legh Road Conservation Area.

Application	Address	Application details	Comments
17/1482M	4 Tabley Road	Accommodation for ageing parents in 2 storey dwelling (to replace extant approval 16/0932M dated 17.06.16) in style of converted coach house	<p>The Council OBJECTS on the following grounds;</p> <ul style="list-style-type: none"> a) The proposed building will prevent the provision of adequate parking to serve the existing and proposed dwelling. b) The proposal represents a separate residential unit which is not in keeping with the character of the area c) The proposal will result in poor inter-relationships between the existing and proposed dwellings to the detriment of residential amenity to both. <p>NB: In the event of this being approved the Council requests a condition that it be occupied as ancillary residential occupation and there should be no subdivision without consent from the Planning Authority.</p>
17/1352T	Broad Terraces, Legh Road	Section 211 Notice: Works to trees	The Council raises no objections.
17/1450M	16 Conway Close	Demolish existing detached garage and construct single storey side and rear extension.	The Council raises no objections, subject to neighbour comments.

FINAL

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

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

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Planning and Licensing Committee 18th April 2017 In the Lower Council Chamber of the Town Council Offices

PL16/226 Present

Cllrs Gardiner, Farber, Coan, Dean and Malloy.

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

PL16/227 To receive apologies for absence

Apologies were received Cllrs Forbes and Nicholson (personal business).

PL16/228 To note declarations of Members' interests

Cllrs Farber and Malloy	17/1679M/ 17/1680M	Non-pecuniary	Customer of the bank
Cllr Dean	17/1679M/ 17/1680M	Non-pecuniary	Wife a customer of the bank
Cllr Farber	17/1799M 17/1827M 17/1386M	Non-pecuniary Non-pecuniary Non-pecuniary	Known to agent Known to applicant Known to agent
Cllr Gardiner	17/1799M 17/1837M	Non-pecuniary Non-pecuniary	Known to agent Known to agent as a former colleague

PL16/229 To receive and confirm the minutes of the meeting held on 3rd April 2017

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

PL16/230 To consider the latest planning applications

Members **resolved** to submit the comments detailed below.

PL16/231 To consider the latest planning decisions

Members **resolved** that the Town Clerk write to Cheshire East Council concerning 16/5588M requesting a full explanation as to why it was deemed appropriate to grant consent and whether alternative sites were considered and rejected.

Members **resolved** to request the planning officer for 17/0547M write to neighbouring residents explaining why it was deemed appropriate to grant consent.

Cllr Gardiner agreed to a request that when the committee strongly objects to an application that it be called in by ward members to be considered by the Northern Planning Committee of Cheshire East Council.

PL16/232 To consider matters relating to the Section 106 Agreements

Members noted that no applications were subject to s106 agreements.

PL16/233 To consider the Planning Actions Log
Members noted the log.

PL16/234 To review the Planning Issues Log
Members noted the log and the update provided by the representative of SKRG.

PL16/235 To note the date of the next meeting
Members noted the date.

FINAL

Planning Comments 18/04/2017

Application	Address	Application details	Comments
17/1635M	3 Molly Potts Close	Formation of raised gable and alterations to rear elevation roof. New window	The Council raises no objections subject to neighbour comments.
17/1642M	19 Beeston Drive	Resubmission for rear extension and revised front porch extension	The Council raises no objections subject to neighbour comments.
17/1680M	82 King Street	Full planning permission for the installation of an internal DDA compliant entrance ramp and steps following structural alterations to the existing lobby and ground floor, along with the breaking out of the existing entrance steps and installation of a new external door	The Council raises no objections on the condition that the design of the door, being lengthened by the removal of the steps, remains in proportion to the original and overall design of the building.
17/1679M	82 King Street	listed building consent for the installation of an internal DDA compliant entrance ramp and steps following structural alterations to the existing lobby and ground floor, along with the breaking out of the existing entrance steps and installation of a new external door	The Council raises no objections on the condition that the design of the door, being lengthened by the removal of the steps, remains in proportion to the original and overall design of the building.
17/1723M	1 Rowley Bank Cottage, Toft Road	Removal of vehicular access to Toft Rd, introduction of new picket fence, wall/gate and use of approved access off Croft Lane under application 16/3775M as new vehicular access	The Council raises no objections subject to the Conservation Officer being satisfied with the modifications to the front of the house.
17/1616T	Mere Court, Ruskin Court	Section 211 Notice: Fell cherry and rowan trees	The Council raises no comments.
17/1799M	15 Mereheath Park	Proposed two storey front extension and single storey rear extension	The Council raises no objection to the principle of the extension but raises concerns for the loss of the garage and requests the planning officer ensure that sufficient car parking spaces for two cars are provided within the curtilage of the site, noting the lamp standard to the front of the property which may make access difficult. Further, the council notes the concerns raised by 26 Mereheath Park and requests the planning

Application	Address	Application details	Comments
			officer investigate the potential commercial usage.
17/1760M	6 Kenilworth Avenue	Extension to create a new first floor and to extend ground floor to rear and side. New external insulation and overcladding with white render and red cedar timber cladding to finish extensions and existing external walls.	The Council OBJECTS on the grounds of an increase in overlooking resulting from the first floor windows and comments that the design of the street is relatively uniform and this seeks to introduce a design which is detrimental to the character of the streetscene.
17/1827M	32 Glebelands Road	Proposed single story rear extension & second floor extension to front & side	The Council raises no objections subject to neighbour comments.
17/1838M	36 Manor Crescent	demolition of single storey garage and flat roofed side structure and rear conservatory and proposed two storey side extension with integral garage and single storey rear extension	The Council raises no objections subject to neighbour comments.
17/1893T	10 Seymour Chase	Shorten branches of oak tree	The Council raises no objections.
17/1707M	45 Ashworth Park	Construction of 2no. new dormer windows to front of existing property to accommodate enlargement of existing first floor bedrooms. Construction of new single storey rear extension.	The Council raises no objections subject to the planning officer being assured that there is sufficient car parking for two vehicles in line with policy.
17/1802T	Bexton Lodge, Toft Road	Fell T1 – Horse Chestnut and fell T2, T3, T4 Poplars	The Council OBJECTS to the felling of these trees and considers that the Horse Chestnut is of particular importance to the character of the Conservation Area and streetscene requiring its retention. The poplars too are important, albeit to a lesser extent, to the character of the Conservation Area and streetscene and should therefore be retained.
17/1837M	Glyngaire, Tabley Road	Certificate of lawful existing use for conversion of car port to garage, alterations and extensions to dwelling.	The Council raises no comment.
17/1386M	26 Bexton Road	Proposed replacement garage	The Council raises no objections but requests a condition that the garage be retained for parking or domestic storage and not ancillary

Application	Address	Application details	Comments
			accommodation and that there be no physical barrier enclosing the rear of the area, including to prevent the erection of external rear walls.

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townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Planning and Licensing Committee 2nd May 2017 In the Lower Council Chamber of the Town Council Offices

PL16/236 Present

Cllrs Farber, Malloy and Dean

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

PL16/237 To receive apologies for absence

Apologies were received Cllrs Forbes, Gardiner, Coan and Nicholson (personal business).

PL16/238 To note declarations of Members' interests

Cllr Dean	17/1996M and 17/9038M	Non-pecuniary	Has been written to concerning both applications
Cllr Farber	16/6139M	Non-pecuniary	Known to applicant
	17/1996M	Non-pecuniary	Known to applicant and agent
	17/1979T	Non-pecuniary	Known to agent as a council contractor
	17/2103M	Non-pecuniary	Known to agent

PL16/239 Public Participation

A resident spoke in relation to 17/1996M in relation to conservation issues with the visibility of the ducting and condenser units. A number of residents spoke in relation to 17/1996M outlining their objections primarily on the grounds of overlooking and un-neighbourliness by virtue of increased light and noise pollution. The agent and application for 17/1996M spoke in relation to their application, responding to some of the points raised.

A resident spoke in relation to 16/6139M, stating that the revised plans were not significant and that the previous reasons for objection still stood.

PL16/240 To receive and confirm the minutes of the meeting held on 18th April 2017

Members **resolved** to confirm the minutes, subject to a minor typographical correction, which were duly signed by the Chairman.

PL16/241 To consider the latest planning applications

It was **resolved** to submit the comments detailed below.

PL16/242 To consider matters relating to the Section 106 Agreements

It was noted no applications were subject to s106 agreements.

PL16/243 To note the date of the next meeting

The date of the next meeting (15th May 2017) was noted.

PLANNING COMMENTS: 02/05/2017

Application	Address	Application details	Comments
17/1996M	The Botanist, 41a King Street	Erection of a first floor extension and associated external alterations to existing unit	The Council OBJECTS on the grounds of unsustainable design by virtue of the condenser units not being visible on the plans and the cladding of the extractor ducting resulting in the ducting being unserviceable and further on the grounds of overlooking from the first floor window and increased light pollution.
16/6139M	20 Sandiway	Proposed demolition of existing double garage and construction of pair of semi detached dwellings, with new vehicular access	The Council repeats its previous objections and furthermore adds that the turning circle provided does not provide sufficient access for deliveries etc.
17/1938M	121 Warren Avenue	Proposal: Ground and first floor side extension to dwelling	The Council OBJECTS on the grounds of overdevelopment by virtue of the loss of amenity through developing the front garden. The Council considers that the precedent of similar extensions in the area does not apply to this property due to its unique plot layout and that a building of such mass would be out-of-character with the existing streetscene.
17/1921M	10 Carrwood	Demolition of existing single storey linked side double garage. Construction of two storey side extension, plus single storey side/rear extension. Construction of single storey side kitchen extension. Demolition of existing enclosed porch, construction of new porch canopy. Minor alterations and general refurbishment	The Council raises no objections, subject to neighbour comments and subject to the borough council arboriculturalist being satisfied regarding the necessity for the removal of the trees.
17/1940M	21 Heath Drive	Replacement of existing conservatory with single storey extension to rear elevation	The Council raises no objections, subject to neighbour comments.
17/1979T	Woodleigh Cottage, Legh Road	Section 211 Notice: Works to Yew and Cypress Trees	The Council considers that the felling of the trees would have a detrimental impact on the AT RISK LEgh

Application	Address	Application details	Comments
17/2042M	1 Summersway	Retrospective application for a section of new 1.8m tall timber fencing to the side elevation.	The Council requests a condition of hedge planting on front of the fencing to soften the visual effect of the stark wooden fence but otherwise raises no objections subject to neighbour comments and subject to the comments of the Highways department.
17/2103M	3 Coronation Square	Variation of condition 2 on approved application 15/5091M	The Council raises no objections, subject to neighbour comments.



Tour of Britain Sub-Committee

Knutsford Town Council

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Minutes

of the

Tour of Britain Sub-Committee Meeting held on 23rd May 2016

in the Lower Council Chamber of the Town Council Offices

TB15/000 Present

Cllrs Malloy, Coan, Power and Wells-Bradshaw.

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

TB15/001 To elect a Chairman of the Sub-Committee

Members **resolved** to elect Cllr Power as Chairman.

TB15/002 To elect a Deputy Chairman of the Sub-Committee

Members decided not to appoint a Deputy Chair at this stage but revisit the item at the next meeting following the start of the new Civic year.

TB15/003 To receive apologies for absence

No apologies were received.

TB15/004 To note declarations of members interests

Cllr Malloy declared a non-pecuniary interest in TB15/008 on the grounds of being a member of Friends of the Knutsford Heritage Centre, a member of Cycle Knutsford and a Knutsford Host.

TB15/005 To consider co-opting non-voting non-councillor members

Members noted that they would like to appoint members from interested groups and the Deputy Town Clerk was asked to invite the following groups to the next meeting and ask if they have a representative that would wish to be part of the Committee;

- Cycle Knutsford
- Knutsford One (Retailers)
- Knutsford Tri Club
- Knutsford Hosts
- Tatton Estates
- Neighbourhood Plan Working Group for Environment, Open Spaces, Leisure and Sport

TB15/006 To consider the objectives and priorities of the Sub- Committee

Members noted that there were a number of queries that needed investigation before they could properly decide their focus but that it was important to manage expectations. The Deputy Town Clerk was asked to ascertain which items on the list below officers could obtain answers to and members agreed that any remaining items would be investigated by the Chairman:

- How many cars is it possible to fit on the Heath?

- Who do RHS Tatton use for the provision of their car parking and toilet facilities?
- Obtain Further details of the size and specification of the screen quoted for by Event Buddha are required;
- Ascertain how many visitors Tatton Park are preparing for – and how many visitors do the ToB organisers think are likely to attend Knutsford;
- Ascertain which local groups – e.g Scouts, Cadets, Young Leaders in Service, Knutsford Hosts would potentially have capacity to assist;
- Ascertain which Councillors would be able to make a commitment to assisting with the Event on the day;
- Where exactly is the finish at Tatton Park?

TB15/007 To consider Advertisement and Marketing

Members **resolved** to accept Cheshire East Councils offer of a stand at the Royal Cheshire Show on 21st and 22nd June but to politely decline the offer with respect to the Nantwich Show. Members requested that officers ascertain availability of Volunteers such as the Hosts and Heritage Centre, Councillors and Officers to man the stall at the Show.

Members requested that a page be added to the Town Council website with respect to the Event and that a social media campaign is developed for the Event.

Members **resolved** for the Deputy Town Clerk to obtain 3/4 banners to promote the event on Town Council owned land up to a budget of £200. The banners should detail that the Tour of Britain is coming to Knutsford twice on Tuesday 6th September and to contact the office for more information on sponsorship opportunities.

TB15/008 To consider a date for the next meeting

The Deputy Town Clerk provided all members with a list of potential dates for future meetings and requested that each member email her with their availability for the proposed dates so the future meetings dates could be set.

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Minutes

of the

Tour of Britain Sub-Committee Meeting held on 6th June 2016

in the Lower Council Chamber of the Town Council Offices

TB16/000 Present

Cllrs Malloy, Coan, Power, Wells-Bradshaw, Greenstein and Forbes.

In attendance: L Benskin (*Deputy Town Clerk*), Cllr Nicholson

TB16/001 To elect a Chairman of the Sub-Committee

Members **resolved** to elect Cllr Power as Chairman.

TB16/002 To elect a Deputy Chairman of the Sub-Committee

Members **resolved** to elect Cllr Wells-Bradshaw as Deputy Chairman.

TB16/003 To receive apologies for absence

No apologies were received.

TB16/004 To note the Sub-Committees Terms of Reference

Members noted the terms of reference.

TB16/005 To note declarations of members interests

Cllr Malloy declared a non-pecuniary interest in items TB16/007 on the grounds of being a member of Friends of the Knutsford Heritage Centre, a member of Cycle Knutsford and a Knutsford Host.

Cllrs Power and Wells-Bradshaw declared a non-pecuniary interest in items TB16/007 & TB16/008 on the grounds on being known to Tatton Estate Management.

TB16/006 To receive and confirm the minutes of the meeting held on 23rd May 2016

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

TB16/007 To consider co-opting non-voting non-councillor members

The Chairman adjourned the meeting so that members of the groups invited to the meeting could indicate if they wished to be appointed as non-voting non-councillor members of the Committee. During this period a presentation was made by Tatton Estate Management and Event Buddha with respect to 'Cyclefest' a mini free entry festival to take place on the Heath on the 6th September designed to appeal to visitors to the event.

Members **resolved** to appoint Nicky Hutton (Gusto) and Peter Murray (Pulse of Perfumery) to represent the Retailers Group on the Committee, and Heather Clawson from Tatton Estate Management.

TB16/008 To consider the objectives and priorities of the Sub- Committee

Members **resolved** that the objectives and priorities of the Sub-Committee are;

- to maximise focus on Knutsford
- to recoup the money invested by the Council and generate a surplus
- to create a legacy from the event

Members further **resolved** to set up a Working group consisting of two Councillors and up to 5 co-opted interested party representatives to consider the legacy the event could provide to the Town and report back to the sub-committee with proposals at the next meeting.

TB16/009 To consider Sponsorship and Branding

Following on from the earlier presentation members **resolved** to agree to support the 'Cyclefest' proposal from Tatton Estate Management and Event Buddha in principle subject to the fine detail of the plans being agreed and members being appointed as liaison to assist this process. Members further **resolved** to appoint Cllrs Power and Wells-Bradshaw for this role.

In addition members **resolved** to request Officers to check appropriate domains available and create a holding page for a separate Knutsford Tour of Britain website.

Members **resolved** to charge a flat rate of £80 plus VAT to provide a 6ft x 3ft banner space on the existing highway barriers with the completed banner being provided by interested parties. Members further **resolved** that options for discounts to be applied for double banners and a higher charge for prime locations should be made available.

TB16/010 To consider Advertisement and Marketing

Members **resolved** to request Officers to produce and have printed A5 leaflets to promote the event to be available prior to the next Makers Market up to a budget of £100.

TB16/011 To note the date of the next meeting (27th June 2016)

Members noted the date.

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Minutes

of the

Tour of Britain Sub-Committee Meeting held on 27th June 2016

in the Lower Council Chamber of the Town Council Offices

TB16/012 Present

Cllrs Power, Coan Greenstein and Malloy

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

TB16/013 To receive apologies for absence

Apologies were received from Cllrs Wells-Bradshaw (business) and Forbes (personal business) and from Mses Hutton and Clawson.

TB16/014 To note declarations of members interests

Cllr Malloy declared a non-pecuniary interest in item TB16/018 on the grounds of being a member of Cycle Knutsford and a Knutsford Host.

TB16/015 To receive and confirm the minutes of the meeting held on 6th June 2016

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

TB16/016 To consider co-opting non-voting non-councillor members

There were no members to co-opt.

TB16/017 To consider the progress made against the Sub-Committee priorities

Cllr Power reported on the Cheshire Show and stated he would be speaking to Egerton School pupils. It was agreed that the promotion of Knutsford as the place to see the race twice was key. The Chairman adjourned the meeting to allow business representatives to highlight their plans for a cycle trail before reconvening the meeting.

Members **resolved** that the Deputy Town Clerk contact the penny-farthing riders group and other cycle groups to request they routinely cycling in Knutsford to build excitement for the race.

Members requested the Environment Committee reviews the A-boards, Banners and Signage policy and consider exceptions for special events. Members **resolved** that that signs be installed below the welcome to Knutsford signs at a cost of up to £150.

Members **resolved** to charge £50 inclusive of VAT for advertising on the website.

Members agreed not to purchase the artwork offered by Cheshire East Council but agreed to look at this after the event.

TB16/018¹ To receive an update from the Legacy Working Group

Cllr Malloy reported that the working group aimed to have two further meetings before reporting to the committee with recommendations.

¹ Cllr Greenstein arrived during the discussion of this item.

TB16/019 To receive an update on Cyclefest

Cllr Power reported that he had met with the organisers and lots of planning had already been undertaken. It was agreed to recommend the start time be altered to 10am.

TB16/020 To consider Sponsorship and promotion of the Highway Banner advertising

It was agreed to encourage businesses to co-promote the sponsorship opportunity and that members would feed leads to the Deputy Town Clerk.

TB16/021 To consider Advertisement and Marketing of Knutsford to Tour of Britain visitors

It was agreed to get the leaflets at the M6 services. It was noted the legacy working group was looking at encouraging visitor returns.

TB16/022 To consider the Resolutions Log

Members noted the log.

TB16/023 To note the date of the next meeting

Members noted the date.

DRAFT

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Minutes

of the

Tour of Britain Sub-Committee Meeting held on 19th July 2016

in the Lower Council Chamber of the Town Council Offices

TB16/024 Present

Cllrs Power, Malloy, Wells-Bradshaw, Forbes and Coan
Ms H Clawson and Ms N Hutton

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

TB16/025 To receive apologies for absence

Apologies were received from Cllr Greenstein (Personal Business)

TB16/026 To note declarations of members interests

Ms Clawson declared a pecuniary interest in item TB16/030 on the grounds of being an employee of Tatton Estate Management and organiser of Cyclefest. Cllr Forbes declared a non-pecuniary interest in TB16/033 on the grounds of being married to a John Lewis Partner.

TB16/027 To receive and confirm the minutes of the meeting held on 27th June 2016

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

TB16/028 To consider co-opting non-voting non-councillor members

Members **resolved** to co-opt Alison Webb of the New Moon Company to the Committee.

TB16/029¹ To receive an update from the Legacy Working Group

Cllr Malloy advised that the working group had met twice since the last Committee meeting and had prepared a report detailing their recommendations for events, cycles stores and the improvement of cycling education and aspirations.

TB16/030 To receive an update on Cyclefest

Ms H Clawson updated the Committee with the progress being made towards the Event and noted that a business briefing was being held alongside the Council at 6pm on 28th July. Ms Clawson indicated that volunteers would be needed on site but the precise details of what they were needed to do had not been finalised as yet.

TB16/031 To consider matters related to Health and Safety

The Deputy Town Clerk advised that she had advised the Cyclefest organisers that we would want to see a risk assessment for the Event and the same for Cheshire East Council. Given that as a Council we are not organising an event, the task is to ensure the relevant parties are taking all necessary precautions and questioning them if the assessments to not

¹ Ms N Hutton arrived during the discussion of this item.

seem appropriate. Cllr Wells-Bradshaw indicated that CEC's first aid cover was being provided by the British Red Cross, but that the Knutsford provision should be checked with CEC. Cllr Forbes asked whether temporary barriers would be used along the race route in Knutsford, the Deputy Town Clerk indicated that she would check with CEC.

TB16/032 To consider matters related to road closures

The Deputy Town Clerk advised that CEC had indicated that the road closures to the A50 on the first pass of the race would be implemented by the Police. On the second pass the closures to the A537 and A50 would be implemented approximately 20/25 minutes before the first riders reached the Monks Heath traffic lights. These will be hard closures meaning that no diversions will be in place. The closure of Northwich Road and Manchester Road will be at the King Street roundabout. Road closed ahead boards would be in place near Stanley Road and Tabley Road respectively but there will be no diversions.

Canute Place and Tatton Street will have parking restrictions from 7pm on the 5th September with no parking cones being deployed. The closure of these roads will be implemented 20 to 25 mins before the race arrives.

Ms Webb asked if it would be possible for Canute Place and Princess Street to be closed for the duration of the event/the day to enable The Old Sessions House and other businesses to place tables and chairs on the street. Members **resolved** that the road closures be restricted to those organised by Cheshire East Council.

TB16/033 To consider Advertisement and Marketing of Knutsford to Tour of Britain visitors

Members **resolved** that the costs for the website advertising should be, £50 plus VAT for the small 125x125 pixel adverts, £70 for the medium 300x 250 pixel adverts and that the larger banner adverts to appear at the top of each page or on a rolling basis would be available to the first 5 businesses to take a premium banner as part of the £200 plus VAT price for this banner option.

Members further **resolved** that officers had authority to order additional Tour of Britain promotional leaflets if required at a cost of £113 plus VAT.

TB16/034 To consider Sponsorship and promotion of the Highway Banner advertising

The Deputy Town Clerk advised that she did not have capacity to sell the banner spaces herself and was still awaiting leads from Councillors as to businesses interested in taking a banner.

Having reviewed report TB04, Members **resolved** to take the marquee space available and provided a budget of £300 to cover the costs of arranging the same.

TB16/035 To consider the progress made against the Sub- Committee priorities;

- a) to create a legacy from the event**
- b) to maximise focus on Knutsford**
- c) to recoup the money invested by the Council and generate a surplus**

- a) Members resolved to refer the Events detailed in report TB03 to the Events Committee and the Permanent Legacy Projects and Education and Inspiration recommendations to the Environment and General Purposes Committee for consideration.
- b) Members requested that the Deputy Town Clerk get in contact with the Mr Dewberry with respect to the offer of his vintage vehicle and Penny Farthing and ascertain more information. Members **resolved** that the details of expenses required for the Penny Farthing group be ascertained before a decision is made with respect to their involvement. Members **resolved** to give the Deputy Town Clerk delegated authority to

agree the locations that the retailers bike trail could be positioned in, once appropriate permissions had been obtained.

The Chairman adjourned the meeting for a 5 minute recess. Members **resolved** to exclude the public and press on the grounds of the commercial sensitivity of discussions.

- c) Members **resolved** that the Deputy Town Clerk prepare a draft response to the CycleFest organisers for the approval of the voting members of the Committee only, with Cllr Power and Cllr Wells-Bradshaw having authority to 'sign off' the final version on the Committee's behalf.

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

TB16/036 To consider the Resolutions Log

Members noted the log.

TB16/037 To note the date of the next meeting (Tuesday 2nd August 2016)

Members noted the date.

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

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

01565 653929

www.knutsfordtowncouncil.gov.uk

townclerk@knutsfordtowncouncil.gov.uk



Minutes

of the

Tour of Britain Sub-Committee Meeting held on 2nd August 2016

in the Lower Council Chamber of the Town Council Offices

TB16/038 Present

Cllrs Power, Malloy and Forbes

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

TB16/039 To receive apologies for absence

Apologies were received from Cllr Greenstein and Coan(Personal Business), Cllr Wells-Bradshaw (Health), Ms Clawson (Business)

TB16/040 To note declarations of members interests

Cllr Malloy declared a non-pecuniary interest as a Committee member of Cycle Knutsford and a Friends of the Moor Committee member.

TB16/041 To receive and confirm the minutes of the meeting held on 19th July 2016

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

TB16/042 To review the Sub-Committee budget and spending to date

Members noted the budget and spending to date.

TB16/043 To consider co-opting non-voting non-councillor members

Members **resolved** to co-opt Su Russell of Cycle Knutsford to the Committee. Members noted that as this appointment was made in the individual's absence they could choose to step down if they wish.

TB16/044 To receive an update and consider matters related to Cyclefest

An update had been received by email from Ms Clawson with noted that two media partners were now involved with the event and that the Makers Market would now be running the stalls on the Heath and they would be priced accordingly. Members noted that if Cyclefest needed volunteers to assist at the event, details as to their requirements was needed urgently.

TB16/045 To consider matters related to Road Closures

The Chairman moved this item to an earlier point in the meeting and adjourned the meeting to allow a member of the public to address the Committee to request that Minshull Street was not closed for the Tour of Britain. The Deputy Town Clerk explained the road closures already in place for the event and indicated that they were organised by Cheshire East. The Chairman reconvened the meeting. Members advised that if the retailers on Minshull Street wished to apply for a road closure on 6th September they would need to apply to Cheshire East for the appropriate permission themselves.

TB16/046 To receive an update following the Business Briefing Event on 28th July 2016

Cllr Power indicated that the briefing was well attended. Cllr Malloy noted that there were not as many attendees or questions as he would have hoped. Members noted that communication between the Council and the Retailers was key for this event. Cllr Power noted any assistance that can be provided from Councillors in visiting businesses with information would be welcomed.

TB16/047 To consider matters related to Health and Safety

The Deputy Town Clerk provided an update from Andrew Latham at Cheshire East with respect to the queries raised at the last meeting with respect to the Northwich Rd roundabout and safety barriers. Members requested the Deputy Town Clerk continue review the information from CEC on this key location.

TB16/048 To consider Advertisement and Marketing of Knutsford to Tour of Britain visitors

Cllr Power advised that the bike trail around the Town Centre organised by the retailers with assistance as requested was gathering pace and numerous orange bikes should be visible around the Town in the coming weeks. Friends of the Moor would also be decorating a bike as part of the Play Day on 3rd August.

Members noted that it was important to keep checking that promotion was being provided by Cheshire East and that information to promote Knutsford was being passed to them.

Cllr Forbes noted that Change Control would be important both with respect to the time invested by Officers and Councillors and the continuity of the brand message.

TB16/049 To consider website advertisement prices

The Deputy Town Clerk explained that the packages agreed at the last meeting with respect to the Highway and Website banners was not viable given the limitations of the website. Members **resolved** that the 300 x 250 website spaces would be given to the first four businesses who had signed up for a premium banner, with the remainder being given a 125 x125 space along with the other banner sponsors until the website slots are full.

TB16/050 To consider Sponsorship and Promotion

The Deputy Town Clerk provided an update on the costings to have a marquee, tables and 2 chairs set up and taken away in the sponsor's areas adjacent to the finish line. Members requested that Cllr Power prepare a members briefing to encourage Councillors to assist on the day.

The Deputy Town Clerk provided an update on the Highway Sponsorship Banners and the sales to date. Cllr Power advised that he had visited a number of businesses regarding banners and was actively following up leads.

The Chairman adjourned the meeting for a 5 minute recess.

TB16/051 To consider the progress made against the Sub- Committee priorities;

a) to maximise focus on Knutsford

b) to recoup the money invested by the Council and generate a surplus

c) to create a legacy from the event

a) Members noted that it was important to keep promotion for the event high both using our own website and social media feeds and also ensuring items are being passed to CEC regularly.

Members **resolved** to use all available advertising space at the Council's disposal for posters promoting the event including those boards usually reserved for the Indoor Market until the Tour of Britain event has finished ensuring footfall for the event and prolonged exposure. Members asked that the Deputy Town Clerk email the Chairman

and Deputy Chairman of the Assets and Operations Committee regarding the resolution.

- b) Members noted that further sales were required on the Highways Banner if the Committee was to recoup the money invested by the Town Council to bring the event to the Town. Members **resolved** to reduce the budget available to the Committee for the Event by £1000 to £1500.
- c) The Legacy objectives have been passed to the appropriate committees.

TB16/052 To consider the Resolutions Log

Members noted the log and reiterated the importance and urgency of TB16/035 with respect to Cyclefest.

TB16/053 To note the date of the next meeting (Monday 15th August 2016)

Members noted the date.

DRAFT

Knutsford Town Council

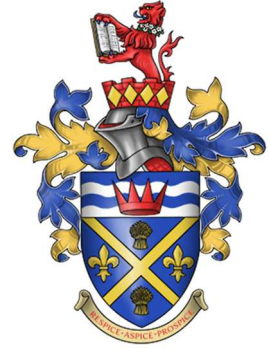
Town Clerk: Adam Keppel-Garner

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Minutes

of the

Tour of Britain Sub-Committee Meeting held on 15th August 2016

in the Heath Room of the Town Council Offices

TB16/054 Present

Cllrs Wells-Bradshaw, Malloy and Forbes

Ms N Hutton

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

TB16/055 To receive apologies for absence

Apologies were received from Cllr Power (Business), Cllr Greenstein (Personal Business) and Cllr Coan (Council Business) and Ms Clawson and Ms Webb (Business)

TB16/056 To note declarations of members interests

Cllr Malloy declared a non-pecuniary interest as a Committee member of Cycle Knutsford.

TB16/057 To receive and confirm the minutes of the meeting held on 2nd August 2016

Members **resolved** to confirm the minutes subject to amendments from Cllrs Forbes and Malloy, which were duly signed by the Chairman.

TB16/058 To review the Sub-Committee budget and spending to date

Members noted the budget and spending to date. The Deputy Town Clerk advised that it would now not be necessary for further leaflets to be ordered and advised that Highway Banner sales had now reached £2,200.

TB16/059 To consider co-opting non-voting non-councillor members

Members agreed that it would not be appropriate to co-opt further members to the Committee at this late stage.

TB16/060 To consider a proposal from Brainwave

The Chairman adjourned the meeting to allow a representative from Brainwave to address the Committee. They detailed the work that the charity undertakes in general and in the Knutsford area and that all their funds are raised from corporate and charity donors and fundraising. The representative indicated that they were keen to get involved in the event to raise their profile to the visitors and to promote their charity cycle race that takes place in May 2017.

The Chairman reconvened the meeting and the members **resolved** to invite Brainwave to join the Council on the stall in Tatton Park subject to the condition that this was allowed by Cheshire East Council.

TB16/061 To receive an update and consider matters related to Cyclefest

Members noted that they would welcome updates directly from Cyclefest to them with

respect to the event. Cllr Wells-Bradshaw indicated that from her conversations with Cyclefest organisers that she was aware that the VIP area had been removed from the plans, the Premises Licence has been granted, the Makers Market are now involved in sourcing and setting up the festival village stalls at their usual rates. Agreement had also been reached that the Council would receive a 15% share of any profit made.

TB16/062 To consider the Retailers Bike Trail and promotion of the same

Ms Hutton advised that 34 bikes had now been allocated to businesses and that some more were still to be painted. It was noted that the support of Cheshire Autobody with this task had been invaluable. Ms Hutton noted that Knutsford One were also considering a competition on the day to encourage visitors round the bike trail with the chance to win a bike from Bikes n Gear, provided that all those allocated bikes agreed to contribute to pay for the bike. Members **resolved** to thank Cheshire Autobody by providing them with a double banner space free of charge.

TB16/063 To consider matters related to Health and Safety

The Deputy Town Clerk provided an update on the road closures and agreement with respect to the barriers to be put in place on the Northwich Road roundabout with Cheshire East Council.

Members asked the Deputy Town Clerk to chase the Health and Safety risk assessments due from Cyclefest organisers and Cheshire East Council so that they could be reviewed at the final meeting if support was to continue to be offered.

TB16/064 To consider matters related to the Finish Line presence at Tatton Park

Members **resolved** that if Councillor cover could not be obtained in full for the stall by Monday 22nd August the space and marquee package should be cancelled.

TB16/065 To consider matters related to Highway Banner Advertising

The Deputy Town Clerk provided an update on the sales today and asked that leads continued to be provided.

TB16/066 To consider the progress made against the Sub- Committee priorities;

- a) to maximise focus on Knutsford
- b) to recoup the money invested by the Council and generate a surplus
- c) to create a legacy from the event

a) Members noted that progress was being made against this priority but **resolved** that a change freeze should be put in place to stop anything new being done to avoid a detrimental impact on officer resources and time.

b) It was noted that banner sales were continuing to be progressed and the profit share percentage had now been agreed with Cyclefest. Members **resolved** to reduce the budget available to them further and limited the same to £750.

c) Members agreed not to take part in the 'Love to ride' scheme promoted by Cheshire East Council.

TB16/067 To consider the Resolutions Log

Members noted that detail was required urgently as to available personnel on the day and what support if any Cyclefest required from the Councillors.

TB16/068 To note the date of the next meeting (Tuesday 30th August 2016)

Members noted the date.