



Proceedings of Knutsford Town Council

2017-2018



Full Council

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

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

01565 653929

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townclerk@knutsfordtowncouncil.gov.uk



Minutes of the Annual Meeting of Knutsford Town Council

held on

May 8th 2017

In the Cranford Suite, Curzon, Knutsford

17/000 Present

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

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

17/001 To elect the Town Mayor

It was proposed by Cllr Coan, seconded by Cllr Mrs Wells-Bradshaw and **RESOLVED** that Cllr Forbes be elected Town Mayor.

17/002 To receive the declaration of acceptance of office from the newly elected Town Mayor

Cllr Forbes signed the declaration of acceptance of office.

17/003 To note the results of the Over Ward by-election and to consider when any declarations of acceptance of office and written undertakings to comply with the Code of Conduct adopted by the Council which have not been received as provided by law shall be received

The Town Clerk read the results of the by-election for Over ward held on 4th May.

Rebecca O'Rourke	364	
David Stephenson	305	
Jon Wells-Bradshaw	532	<i>Elected</i>

17/004 To elect the Deputy Town Mayor

It was proposed by Cllr Gardiner, seconded by Cllr Mrs Gray and **RESOLVED** that Cllr Coan be elected Deputy Town Mayor.

17/005 To receive the declaration of acceptance of office from the newly elected Deputy Town Mayor

Cllr Coan signed the declaration of acceptance of office.

17/006 To formally appoint the Mayor's Cadet and receive their acceptance of office

The Mayor announced the appointment of Jack Murphy of the Knutsford Fire Cadets as the Mayor's Cadet 2017/18 and presented their badge of office.

17/007 To appoint representatives to outside bodies

It was **RESOLVED** to appoint representatives to outside bodies as detailed in Annex A.

17/008 To appoint committees

The Town Clerk reported that the proposed committee appointments did not accord with Standing Orders by virtue of four committees not having representation from all four council wards. It was **RESOLVED** to suspend Standing Order 58B and appoint the committees as detailed in Annex B.

17/009 To receive apologies for absence

Apologies were received from Cllrs Dean, Farber, Goodrich, Greenstein and Malloy (personal business)

17/010 To receive declarations of members' interests

Cllr Forbes declared a pecuniary interest in 17/014 on the grounds of being the recipient of the allowance.

17/011 To receive a statement from the newly elected Town Mayor

Cllr Forbes addressed the meeting, thanked members for the honour of being elected Town Mayor and gave a short speech. Cllr Forbes announced that during his year in office he would be fundraising for the Knutsford Youth Orchestra, Knutsford Friendship Café and Mid Cheshire Riding for the Disabled. Cllr Forbes announced Mrs Jacquelyn Forbes as Mayoress and invested her with her chain of office.

17/012 To receive a statement from the outgoing Town Mayor

Cllr Nicholson reflected on her year in office, thanking the Mayor's PA for her support as well as Cllrs Forbes and Mrs Gray as her deputy and Consort respectively and all those who attended her fundraising events during the year which had enabled a total of £5,828 to be raised for her chosen charities; Knutsford GROW, Knutsford Lions and Knutsford Scouts. Cllr Nicholson presented the outgoing Mayor's Cadet, Sergeant Sam Harpley, with his Past Mayor's Cadet badge.

17/013 To give a vote of thanks to the outgoing Town Mayor

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

17/014 To consider making an allowance to meet the expenses of the office of Town Mayor

Having declared a pecuniary interest, Cllr Forbes relinquished the chair and Cllr Coan presided over this item. It was **RESOLVED**¹ to make an allowance of £500 to the Mayor and further **RESOLVED**¹ to task the Finance Committee with reviewing the level of the Mayor's Allowance.

17/015 Public Participation

A resident congratulated Cllr Nicholson on a splendid year of service, expressed disappointment that five councillors were absent at such an important meeting and suggested that the Mayoralty be spread amongst a larger pool of councillors.

17/016 To note date of next meeting

Members noted the date.

¹ Cllr Forbes abstained from discussion and voting.

ANNEX A

Appointments to Outside Bodies

Organisation

Friends of the Heath
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
Cllr Mrs Gray
Cllrs Dean
Cllr Dean
Cllr Nicholson
Cllr Power
Cllr Forbes
Cllr Forbes
Cllr Gardiner

ANNEX B

Committee Membership

Environment

Cllr Goodrich
Cllr Hutchence
Cllr Nicholson

Cllr Power
Cllr Wells-Bradshaw

Events

Cllr Greenstein
Cllr Malloy

Cllr Power
Cllr Mrs Wells-Bradshaw

Finance

Cllr Dean
Cllr Gardiner

Cllr Gray
Cllr Mrs Gray

Neighbourhood Plan

Cllr Dean
Cllr Gardiner

Cllr Gray
Cllr Nicholson

Assets & Operations

Cllr Farber
Cllr Goodrich
Cllr Mrs Gray

Cllr Malloy
Cllr Nicholson
Cllr Mrs Wells-Bradshaw

Personnel

Cllr Farber
Cllr Goodrich

Cllr Mrs Gray
Cllr Mrs Wells-Bradshaw

Planning

Cllr Dean
Cllr Farber

Cllr Gardiner
Cllr Wells-Bradshaw

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Minutes

of the

Town Council Meeting held 19th June 2017

In the Lower Council Chamber of the Town Council Offices

In advance of the meeting a minute silence was held in respect of the recent terrorist attacks in Manchester and London and the tragedy of Grenfell Tower, London.

17/032 Present

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

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

17/033 To receive apologies for absence

Apologies were received from Cllrs Nicholson, Dean and Greenstein (personal business) and Cllr Goodrich (business)

17/034 To receive declarations of members' interests

Cllr Malloy declared a non-pecuniary interest in 17/042 on the grounds of being a member of the Mid-Cheshire Community Rail Partnership.

17/035 Public Participation

No members of the public wished to address the council.

17/036 To receive and confirm the minutes of the meetings held 15th May 2017

It was **RESOLVED** to confirm the minutes.

17/037 To note the minutes of committees which have been published since the previous ordinary meeting

Cllr Malloy highlighted the forthcoming Music Festival and thanked officers and Cllrs Farber and Power for their work on the event. It was noted that the event had received huge support from the business community.

17/038 To receive reports from Members having attended external events since the previous meeting

Cllr Malloy reported on attendance a youth meeting at the Welcome Café where the café would be opening 2-3 evenings a week and including a drop-in space for young members of the community.

Cllr Power reported on meeting with local police in connection with anti-social behaviour on the Moor.

Cllr Forbes reported on an engagement session with a panel of year 12 students at the Knutsford Academy helping the council understand how best to engage with that age group.

17/039 To receive a report from Cheshire East Councillors

Cllr Gardiner reported that Cllr Arthur Moran had been elected Mayor of Cheshire East. Cllr Mrs Wells-Bradshaw reported that the wholly-owned companies incurred an overspend in the previous financial year. Cllr Malloy raised the issue of the road closure on Mobberley Road and ensuing problems on neighbouring roads.

17/040 To receive reports from members attending the monthly Makers' Market stall

Members were encouraged to volunteer to cover the stall; issues reported at the June market included parking issues and the need for the painting of double-yellow lines on Church Walk where a gap in the lines is being taken advantage of.

17/041 To consider a response to the Cheshire East Council supported bus service review

Cllrs Gardiner and Mrs Wells-Bradshaw abstained from discussion on the grounds of being members of Cheshire East Council. It was **RESOLVED** that the Getting Around working group of the Neighbourhood Plan committee be tasked with considering the review and reporting to the next council meeting with a proposed response.

17/042 To consider a response to the Northern Rail timetable consultation

It was **RESOLVED** that members feed any comments to Cllrs Dean and Malloy and that Cllrs Dean and Malloy prepare a response to the consultation on behalf of the council.

17/043 To consider and review progress against the 2020 Vision

It was **RESOLVED** that the Town Clerk tweak the wording of Aim 2 (CIL/Other Income) to provide additional clarity that CIL/other income would not necessarily reduce the precept but deliver extra benefit which may otherwise require an increase in precept to deliver. It was **RESOLVED** to delete action 8.7 on the grounds it was covered by the Neighbourhood Plan.

17/044 To review the council's committee structure

It was **RESOLVED** that the Personnel Committee have scheduled meetings every eight weeks. It was **RESOLVED** to adopt the new payment process as detailed, delegating authority for payments to be authorised by the Town Clerk under the oversight of the members of the Finance Committee.

It was **RESOLVED** that the scheduled meeting frequency be as follows, to be reviewed in six months:

Assets Committee	Every six weeks
Environment Committee	Every eight weeks
Events Committee	Every eight weeks
Finance Committee	Every eight weeks
Council	Every eight weeks
Neighbourhood Plan Committee	Every six weeks

It was proposed and seconded that the Assets Committee membership be reduced from eight members (plus Mayor and Deputy Mayor) to six members (plus Mayor and Deputy Mayor). In line with standing orders this motion stood adjourned to the next ordinary meeting.

The meeting was adjourned for a five-minute recess.

17/045 To note and approve payments

It was **RESOLVED** to approve the payments detailed in Annex A.

17/046 To receive a report of Mayoral Duties

The Mayor reported on engagements as detailed in Annex B, thanking the Deputy Mayor for deputising. The Mayor highlighted the forthcoming Music Festival, Civic Sunday and, 'Eat Drink and be Merry' which all take place prior to the next council meeting. The Mayor further highlighted the weddings of Cllrs Hutchence and Gardiner, and the Town Clerk which were both taking place prior to the next council meeting.

17/047 Member questions to the Town Clerk

Cllr Power requested that the Environment Committee review the council's banners policy at its next meeting.

17/048 Public Participation

No members of the public wished to address the council.

17/049 To note date of next meeting

The date was noted.

DRAFT

Knutsford Town Council

Payment Schedule - 19/06/2017

Payments to be made by Cheque / Cash

Payee	Amount	Auth.	Detail	Cheque / Ref
David Brade	£19.41	AKG	Mayor's Ball Balloons	378

Payments to be made by BACS

Aria Technology	£969.24	Assets	Computer, monitors etc	71
Commercial Caretakers	£234.00	AKG	Office Cleaning May	74
Dell	£736.80	Assets	Laptop	73
Elite Promo UK	£210.00	AKG	Market Hall Promo (LYLM)	68
Fisher German	£2,182.27	AKG	Mgt Fees (60 King St)	90
Knutsford Directory	£599.00	AKG	Annual Report Publication	70
Kwality Printers	£224.00	AKG	Music Festival Gig Guide (part)	89
Northwich TC	£432.00	AKG	Bench Installation (x2)	53/87
Office Furniture Online	£331.20	AKG	Office Chairs	72
PPL	£159.74	AKG	PPL Licence (Market Hall)	75
TechnoType	£9.50	AKG	Print	86
Urban Imprint	£2,205.00	AKG	NP Consultancy April	82
Wilde	£720.00	Pers.	Professional Services	81
Williams Stilton	£360.00	AKG	Listing Stall Vacancy on Rightmove	77
WMS	£163.58	AKG	Stationery and supplies	83/84/91
XL Displays	£272.40	Assets	Room Partitions	69
A Keppel-Garner	£412.95	AKG	Reimbursements	17-22
Grasslands Nursery	£139.75	Env.	Plants	95
Jaques Landscapes	£2,305.80	Env.	Works to Canute Mosaic Setts	93
Trade UK	£38.29	AKG	Weedkiller, Stake and Cable Ties	94
TOTAL TO BE PAID BY BACS				£12,705.52

Payments to be made by Direct Debit

ASH Waste Group	£588.83	AKG	Waste Collection	78/79
BT	£68.11	AKG	Line Rental / Calls Q1	76
RBS	£10.00	AKG	Bankline Fees	17-20
BE Fuel Cards	£80.27	AKG	Diesel - 03/05	85
BE Fuel Cards	£82.67	AKG	Diesel -07/06	88
Network	£305.00	AKG	Van Lease	87
TOTAL TO BE PAID BY DD				£1,134.88

TOTAL TO BE PAID

£13,859.81

ANNEX B

Mayoral Engagements

8th May to 19th June 2017

Date	Event	Attended
17/05/2017	Cheshire East Mayor Making	MAYOR
18/05/2017	Knutsford District Scouts AGM	MAYOR
25/05/2017	Avenue Q	MAYOR
28/05/2017	Service of Rededication	MAYOR
29/05/2017	Centenary Fair	MAYOR
04/06/2017	Pentecost Picnic	MAYOR
16/06/2017	National Care Home Day Street Party	MAYOR
17/06/2017	The Great Get Together	MAYOR
17/06/2017	Tatton Singers Concert	DEPUTY MAYOR
18/06/2017	British Legion Service of Commemoration	MAYOR
18/06/2017	Middlewich Festival of Praise	DEPUTY MAYOR

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Minutes

of the

Town Council Meeting held 24th July 2017

In the Lower Council Chamber of the Town Council Offices

17/050 Present

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

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

17/051 To receive apologies for absence

Apologies were received from Cllrs Nicholson, Gray, Mrs Gray and Greenstein (personal business) and Cllrs Mrs Wells-Bradshaw and Farber (business)

17/052 To receive declarations of members' interests

Cllr Gardiner declared a non-pecuniary interest in items 17/059 & 17/062 as a member of Cheshire East Council and relevant cabinet support member. Cllr Coan declared a pecuniary interest in item 17/062 as an adjacent property owner.

17/053 Public Participation

A representative from the South Knutsford Residents Group noted that Cheshire East Council's proposed plans to cut bus services create difficulties within the Neighbourhood Plan where many the policies seek to encourage the use of sustainable public transport.

A resident raised concerns with respect to item the potential sale of land at Longridge/ Higher Downs as to why it is necessary for an important piece of green open space to be used for access when suitable provision should be made within the development site itself. The resident also noted this usage would be contrary to the green belt designation within the Local Plan.

A representative of the Nether Ward Community Group encouraged the Council to resist any sale of the land and push for access to be obtained within the existing site to save important green belt green space used for recreation.

17/054 To receive and confirm the minutes of the meetings held 15th May 2017

It was **RESOLVED** to confirm the minutes.

17/055 To note the minutes of committees which have been published since the previous ordinary meeting

The Deputy Town Clerk advised that the minutes for the Neighbourhood Plan Committee meeting were not available and as such were omitted from the agenda circulated. Cllr

Goodrich advised that the new Town Centre Manager, Sandra Curties starts on 21st August 2017. Cllr Gardiner advised that matters were progressing well with the Neighbourhood Plan and that the next phase of consultation would take place in early autumn.

17/056 To receive reports from Members having attended external events since the previous meeting

Cllr Malloy advised he had attended the AGM of Mid Cheshire Rail Users Association (MCRUA) which had also raised concerns about the discrepancy in the timing for the half hour services between Manchester and Chester which was under review. It was also indicated that the pacer trains were due to be replaced with refurbished stock. It was expected that the Mid Cheshire Rail Link would happen ahead of HS2.

Cllr Malloy reported on meeting with the Headmaster of Manor Park School with respect to the parking situation at the school and the proposed changes CEC highways were looking to make.

Cllr Dean advised that he and Cllr Malloy had met with MCRUA to discuss the draft submission regarding the proposed timetable change.

Cllr Dean reported meeting with Cheshire East Council Highways Officer Simon Wallace with respect to issues in the Town and that it had been agreed that kerb 'blips' would be beside the double yellow lines from the Co-Op to Silk Mill Street to mean no loading, to reduce the issues caused by parking in this area. The gap in the double yellow lines at Church Walk would be filled and a crossing was now being looked at for Bexton School.

Cllr Power advised that he had met with Sgt Kelly Johnson and local residents regarding anti-social behaviour on the Moor. Cllr Power advised he would circulate the advice received.

17/057 To receive a report from Cheshire East Councillors

Cllr Gardiner reported that parking outside schools was high on the agenda for the council and plans for pilot schemes to try and remedy the issues such as changes in school start times. Cllr Gardiner also advised that the Full Council meeting on 27th July was expected to formally adopt the Local Plan.

Cllr Dean reported that the agreement in place between the council and Manchester airport covering night flights is due to be renegotiated by Environmental officers. Cllr Dean will keep this under review.

Cllr Forbes asked if Cheshire East Councillors were aware of the new CEC Litter prevention strategy and the fines being imposed. Cllr Gardiner indicated that he was and that certain areas of Cheshire East had litter problems, hence the strategy. However, he noted that it would be appropriate for warnings to be given first and would raise the incident highlighted with CEC.

Cllr Malloy asked as to whether there were plans for electric vehicle charging points within Knutsford car Parks in Knutsford. Cllr Dean advised he would refer the issues to the Parking and Environment officers.

17/058 To receive reports from members attending the monthly Makers' Market stall

Members were encouraged to volunteer to cover the stall; Cllr Malloy noted that the stallholders had been encouraged by receiving an invitation from the Mayor to attend his

events as a part of the Knutsford Community.

17/059 To consider a response to the Cheshire East Council supported bus service review

Cllrs Gardiner left the room during this item. It was **RESOLVED** that the draft prepared by Cllr Dean and the Getting Around working group be submitted as part of the consultation to Cheshire East Council.

17/060 To resolve that the Assets and Operations Committee membership be reduced to six members plus the Mayor and Deputy Mayor (ex-officio)

It was **RESOLVED** that the Committee membership continue to be 8 members plus the Mayor and Deputy Mayor, with the position being reviewed again at the next Standing Orders review.

17/061 To consider a recommendation from the Assets and Operations Committee in respect of the land to be transferred as part of the asset transfer of the Council Offices

Cllrs Gardiner and Dean abstained from discussion on the grounds of being members of Cheshire East Council. It was **RESOLVED** that the library garden grounds be accepted as part of the transfer of the Town Council offices.

17/062 To consider matters related to the potential sale of Open Space land at Longridge/Higher Downs by Cheshire East Council

It was **RESOLVED** that a formal response to the potential sale be considered at the next meeting once the responses to the queries raised of Cheshire East Council officers had been received and a full report prepared for member consideration.

17/063 To consider the financial risk assessment in respect of Knutsford Advent Live

It was **RESOLVED** to accept the financial risk assessment.

17/064 To receive a report of Mayoral Duties

The Mayor reported on engagements as detailed in Annex A, thanking the Deputy Mayor for deputising.

17/065 Member questions to the Town Clerk

No questions were raised.

17/066 To note payments

Members noted the approved payment schedule.

17/067 Public Participation

Three members of the public indicated that they were disappointed that the council had decided not to provide an initial response to Cheshire East Council with respect to item 17/062. Two members of the public also indicated that the Local Plan was now not accurate with respect to the Land at Longridge/Higher Downs and that Cheshire East Councillors should consider this when voting on the plan.

A member of the public noted that whilst there were supposed limits on flights and noise at present, there were no effective controls or enforcement.

17/068 To note date of next meeting (18/09/17)

The date was noted.

FINAL

ANNEX A

Mayoral Engagements

20th June 2017 to 17th July 2017

21/06/17	Royal Cheshire Show	Mayor
25/06/17	Knutsford Civic Service	Mayor
05/07/17	Toft Taverners' Day Out	Deputy Mayor
05/07/17	Neuro Muscular Centre Open Day	Deputy Mayor
07/07/17	School of Rock at Knutsford Academy	Mayor
10/07/17	Old School Project	Mayor
13/07/17	My World Graduation	Mayor
14/07/17	Abbeyfield Summer Party	Mayor
16/07/17	Northwich Civic Service	Deputy Mayor
17/07/17	Art Competition Awards at St Vincent's Primary	Mayor
17/07/17	Motivation Presentation at Hampers of Hope	Mayor

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Minutes of the Town Council Meeting held 18th September 2017 In the Jubilee Hall

17/069 Present

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

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

17/070 To receive apologies for absence

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

17/071 To receive declarations of members' interests

Cllr Coan declared a pecuniary interest in 17/074 on the grounds of owning property adjacent to the site.

17/072 Public Participation

A resident urged the Town Council to lead on the pedestrianisation of King Street outlining the continuing issues of vehicles on the street and outlining the need for multi-storey car park. It was noted that the Neighbourhood Plan would be looking at the issues.

A resident sought action from the Town Council on additional parking restrictions to restrict anti-social parking.

17/073 To receive a petition from the Knutsford Residents in Over Ward community group

Debbie Jamison and Jeff Gazzard of Knutsford Residents in Over Ward (KROW) presented a petition to the Town Council and provided additional information on the sale of the land at Longridge/Higher Downs.

17/074¹ To consider matters related to the potential sale of Open Space land at Longridge/Higher Downs by Cheshire East Council

Cllr Coan made a factual statement that the land had been public open space since the Higher Downs estate was created.

¹ Cllr Coan abstained from discussion and voting on this item.

The Mayor adjourned the meeting to allow members of the public to address the Council. A resident highlighted the conservation value of the land as part of a green corridor from Booths Park to St John's Wood. A resident stated that the public had been assured that there would be no development in the area at a public meeting in 2012.

It was **RESOLVED** that the Town Clerk writes to Cheshire East Council to correct the incorrect description of the land clarifying its use as public open space.

It was **RESOLVED** to submit an application to register the land as an Asset of Community Value

It was **RESOLVED** to object most strongly to the creation of a road or the sale of any area of the current open space on Longridge.

It was **RESOLVED** to offer support to Cheshire East Council in further investigating and finding the beneficiaries of the restrictive covenant to seek its discharge.

It was **RESOLVED** to call upon the Knutsford Ward Cheshire East Councillors to support the actions of the Council.

The Mayor adjourned the meeting to allow members of the public to address the Council. The representatives of KROW thanked the council and confirmed its resolutions had achieved the petitioned requests. A resident enquired if minutes had been taken of the meetings the Cheshire East Councillors had had on this issue and Cllr Dean confirmed they had not.

17/075 To receive and confirm the minutes of the meetings held 24th July 2017

It was **RESOLVED** to confirm the minutes.

17/076 To note the minutes of committees which have been published since the previous ordinary meeting

The minutes were noted.

17/077 To receive reports from Members having attended external events since the previous meeting

Cllr Power reported on attendance at a meeting concerning the Knutsford Great Race 2020.

Cllr Malloy reported on attendance at a number of Knutsford Promenades Heritage Open Days events and at HeartStart training which he encouraged all members to undertake. The Council wished to record its thanks to the Knutsford Promenades team.

Cllr Forbes reported on attendance at a meeting in relation to the CCTV provision in Knutsford, outlining that more information would be presented to council in due course.

Cllr Dean reported on a meeting of the Community Rail Partnership stating that improvements had been made in the proposed new timetable and that these would be published in due course.

- 17/078 To receive reports from members attending the monthly Makers' Market stall**
Improved display equipment for leaflets were requested and that if another organisation was joining the council that all members staffing the stall be notified in advance.
- 17/079 To receive a report from Cheshire East Councillors**
Cllr Dean reported that proposals were underway to slightly increase the cost of parking in Knutsford and that the council was consulting on a proposed Public Space Protection Order across the borough.
Cllrs Dean and Mrs Wells-Bradshaw responded to questions on the changes to school buses for Mobberley residents, outlining the council's obligations to provide safe walking routes to schools.
Concerns were raised about the difficulties experienced by users of the new parking ticket machines.
- 17/080 To consider the adoption of a petitions policy**
It was **RESOLVED** that petition signatures should only be valid if they are from residents of Knutsford.
It was **RESOLVED** that the policy be adopted.
- 17/081 To receive a report of Mayoral Duties**
The Mayor reported on attendance at events as detailed in Annex A, thanking the Deputy Mayor for the events he deputised at.
- 17/082 Member questions to the Town Clerk**
No questions were raised.
- 17/083 To note payments**
The payments were noted.
- 17/084 Public Participation**
No members of the public wished to address the council.
- 17/085 To note date of next meeting**
The date was noted.

ANNEX A

Mayoral Engagements

18 July 2017 to 12 September 2017

Date	Event	Attended
18/07/2017	Art Competition Awards – Manor Park School	Mayor
18/07/2017	RHS "The Mayor" Rose Press Day	Mayor
18/07/2017	Knutsford Tea Party for over 65s	Mayor
18/07/2017	Tomorrow's Heritage	Deputy Mayor
19/07/2017	Come for Tapas	Mayor
23/07/2017	Poynton Civic Service	Deputy Mayor
23/07/2017	Opening of new flooring shop	Mayor
23/07/2017	Macclesfield Civic Service	Mayor
04/08/2017	Marvellous Days Out Booklet Launch	Deputy Mayor
11/08/2017	Poynton Mayor's Quiz	Mayor
22/08/2017	Afternoon Tea & Tour of Tabley House	Mayor
06/09/2017	Great Race 2020 Meeting	Mayor
07/09/2017	KHOD Breakfast Event	Mayor
09/09/2017	Mayor of Macclesfield's Afternoon Tea	Mayor
10/09/2017	Middlewich Civic Service	Mayor
10/09/2017	Bollington Civic Service	Deputy Mayor
12/09/2017	Summer Reading Challenge	Mayor

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Minutes *of the* **Town Council Meeting held 13th November 2017** *In the Lower Council Chamber of the Town Council Offices*

17/086 Present

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

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

17/087 To receive apologies for absence

Apologies were received from Cllrs Nicholson (health), Greenstein (business) and Mrs Wells-Bradshaw (personal business)

17/088 To receive declarations of members' interests

Cllr Forbes declared a non-pecuniary interest in 17/110 on the grounds of being a trustee of Knutsford GROW and Vice President of Knutsford Scouts and a pecuniary interest in 17/110 on the ground of being husband of a payee.

17/089 Public Participation

A representative of Cheshire Area for Cheshire Action spoke in objection to the sale of the War Memorial Cottage Hospital and urged the Town Council to seek to prevent the sale with a view to it being owned by the community. A resident spoke in objection to the sale of the War Memorial Cottage Hospital.

17/090 To receive a presentation from McCarthy and Stone in relation to the redevelopment of the War Memorial Cottage Hospital

Ian Wilkins, Regional Director of McCarthy and Stone presented the proposed scheme to the Council, outlining that it involved the demolition of the existing building to create a 46 apartment building and a public memorial garden. It was stated that it was not commercially viable to develop the site without the demolition of the building. Mr Wilkins confirmed the building would not be demolished prior to 11th November 2018.

17/091 To receive and confirm the minutes of the meeting held 18th September 2017

It was **RESOLVED** to confirm the minutes.

It was noted that it had been reported that Cheshire East Council was required to provide

safe walking routes to schools but that its duty was limited to providing available walking routes.

17/092 To note the minutes of committees which have been published since the previous ordinary meeting

The minutes were noted.

17/093 To receive reports from Members having attended external events since the previous meeting

Cllr Forbes reported attendance at a meeting with KROW and attending to speak on behalf of the Council at the Cheshire East Cabinet meeting in relation to the sale of land at Longridge. Cllr Forbes further reported that he and others had attended a briefing on the expansion of Manchester Airport's airspace.

17/094 To receive reports from members attending the monthly Makers' Market stall

Members reported attendance at the Maker's Market highlighting that it was beneficial having literature on the Christmas Events to hand out.

17/095 To receive a report from Cheshire East Councillors including to receive information related to the Live Well for Cheshire East programme

Cllr Gardiner briefed the council on the Cheshire East Live Well programme and Cllr Dean explained the delay in implementing the Cranford Avenue one-way system was due to speeding concerns. Cllr Dean further explained that the borough council was hopeful that when new bus services are tendered that the evening and weekend 300 service may be able to be incorporated within the sustainable weekday service.

17/096 To receive an update in respect of Manchester Airport Dual Runway usage and to consider ways to influence Manchester Airport to minimise aircraft noise over Knutsford in the light of the forthcoming significant expansion in the number of flights including to consider the establishment of a working group reporting to the Environment Committee

It was **RESOLVED** to establish a working group as per the draft terms of reference subject to the amendment that the group report to Full Council. It was **RESOLVED** to appoint Cllrs Goodrich, Power and Dean to the working group.

17/097 To consider the renewal of the CCTV contributions service level agreement

It was **RESOLVED** that the Town Clerk write to the Cheshire Police requesting their attendance at the next Council meeting to explain why they do not fund CCTV.

17/098¹ To receive a report from Cllr Farber on CCTV at Parkgate Industrial Estate

Cllr Farber reported on the recent theft at the industrial estate and outlined how he was working with businesses to look at a potential CCTV system.

17/099 To consider a report from the War Memorial Cottage Hospital Sale working group

¹ Cllr Farber left the meeting at the end of this item.

Cllr Gardiner reported the working group had met with McCarthy and Stone to listen to their plans for the site explaining that he felt McCarthy and Stone understood the importance of the building to the community. Cllr Gardiner reported he had met with the Knutsford Royal British Legion and Esther McVey MP who is seeking to ensure the NHS receipt from the sale is ringfenced for Knutsford's medical needs.

17/100 To consider matters related to the Allotments on the Northwich Road development site

It was **RESOLVED** to accept the freehold transfer of allotments on the Northwich Road development site and to delegate authority to the Assets and Operations committee to determine the terms of the transfer.

17/101 To consider a report on the future service delivery of town centre barrier and hanging baskets and North West in Bloom awards entry

It was **RESOLVED** that in line with the proposal from Knutsford in Bloom that the Town Council resume responsibility for the town centre barrier and hanging basket planting, watering and North West in Bloom competition entry.

17/102 To consider requesting Cheshire East Council undertakes a Community Governance Review of Knutsford

It was **RESOLVED** that the Town Council lead a petition to Cheshire East Council to undertake a community governance review.

17/103 To consider a submission to the Boundary Commission consultation on parliamentary boundaries review

It was **RESOLVED** that the Town Clerk respond to the consultation reiterating the previous comments of the council highlighting the lack of commonality between Knutsford and Altrincham.

17/104 To ratify the council's submission to the Cheshire East Council CIL consultation

It was **RESOLVED** to ratify the submission.

17/105 To consider committee appointments

It was **RESOLVED** to appoint Cllr Wells-Bradshaw to the Events and Town Centre Management committee. The importance of all wards being represented on the Planning committee and its present lack of Norbury Booths representative was noted. It was **RESOLVED** to defer additional appointments to committees to the next meeting and that the Town Clerk should request Cllrs Greenstein, Nicholson and Mrs Wells-Bradshaw consider joining the Planning committee.

17/106 To consider matters related to the potential sale of Open Space land at Longridge/Higher Downs by Cheshire East Council

Cllr Forbes reported that he represented the Town Council at the Cheshire East Council cabinet meeting and that Cheshire East Council had amended its decision to further look into discharging the covenant. Cllr Dean reported that the assets department was progressing matters.

17/107 To consider a recommendation from the Planning Committee that the council subscribes to the Planning Local information service

It was **RESOLVED** to subscribe to the service.

17/108 To receive a report of Mayoral Duties

The Mayor reported on duties as detailed in Annex A.

17/109 Member questions to the Town Clerk

No questions were raised.

17/110 To note payments

The payments were noted.

17/111 Public Participation

A resident expressed upset at the loss of the War Memorial Cottage Hospital but expressed that he thought the Town Council had fought well and was seeking the best outcome for the community.

A resident supported the council's response to the boundary commission review highlighting the imbalance in population between the Trafford wards and Cheshire East wards in the proposed new constituency.

A representative of Cheshire Area for Cheshire Action queried what the point of covenants were if they were set aside and expressed dissatisfaction that the council was not fighting to prevent the sale of the War Memorial Cottage Hospital; the Town Clerk undertook to provide a written response.

17/112 To note date of next meeting

The date was noted.

ANNEX A

Mayoral Engagements

13th September 2017 to 7th November 2017

Date	Event	Attended
15/09/2017	Mayor of Crewe's Afternoon Tea	Mayor
15/09/2017	Mayor of CE Fundraiser Concert	Mayor
17/09/2017	Winsford Salt Fair Open Air Service	Mayor
24/09/2017	Chapel Anniversary Service	Mayor
24/09/2017	Wilmslow Civic Service	Deputy Mayor
24/09/2017	Alsager Civic Service	Mayor
27/09/2017	MacMillan Coffee Morning	Mayor
01/10/2017	Mayor of Cheshire East Civic Service	Mayor
01/10/2017	Family and Harvest Service	Deputy Mayor
03/10/2017	Knutsford WI Cake Stall	Mayor
05/10/2017	Charity Gin Tasting	Mayor
07/10/2017	WI Coffee Morning	Mayor
08/10/2017	Winsford Civic Service	Mayor
15/10/2017	Poynton Mayor's Afternoon Tea	Mayor
27/10/2017	Knutsford Musical Theatre Company's Production of Fame	Mayor
03/11/2017	Opening of B5569	Mayor
06/11/2017	Prize giving for windows for Pumpkin Path	Mayor
	Brasserie Blanc Knutsford's 1st Birthday with Raymond	Mayor
07/11/2017	Blanc OBE	

Knutsford Town Council

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Minutes

of the

Town Council Meeting held 8th January 2018

In the Lower Council Chamber of the Town Council Offices

17/113 Present

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

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

17/114 To receive apologies for absence

Apologies were received from Cllrs Farber and Nicholson (personal business), and Cllrs Greenstein and Hutchence (business)

17/115 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 Forbes declared a non-pecuniary interest in 17/123 on the grounds of being Vice President of the Knutsford and District Scouts and on being disabled.

Cllr Coan declared a pecuniary interest in 17/126 on the grounds of owning property opposite the land.

17/116¹ Public Participation

A member of the public objected to the Town Council's stance on matters related to the sale of the Knutsford War Memorial Cottage Hospital.

A resident spoke in relation to the proposed Pub in the Park event stating their understanding that the event would be unlawful due the Heath's status as Common Land.

A resident raised concern about the proposed cuts to Cheshire East bus services stating they were in the process of arranging a petition against the cuts.

A representative of Tatton Estate Management stated the Heath had a history of providing events, that Pub in the Park would only be three days and that it would be unfair to discriminate against this event compared to others such as the circus.

¹ Cllr Power arrived during this item.

A resident suggested the Town Council should not remove the parts of the 2020 Vision related to bus services as the decision of Cheshire East Council was not yet final and that the community may have ideas. On behalf of Knutsford Residents of Over Ward she thanked the Town Council for its support in respect of the proposed open space sale at Longridge outlining the need to press for improved maintenance of the area. On behalf of Friends of the Moor she requested improved CCTV coverage of the Moor.

17/117 To receive and confirm the minutes of the meeting held 13th November 2017

It was **RESOLVED** to confirm the minutes subject to the following amendments: addition of Cllr Gardiner to attendance list, amendment to 17/093 to refer to airspace in place of night flights, amendment to 17/095 to state 'may be able to be incorporated'.

17/118 To note the minutes of committees which have been published since the previous meeting

The minutes were noted.

17/119 To receive reports from Members having attended external events since the previous meeting

Cllr Malloy reported on attendance at the Community Rail Partnership, highlighting that the Marvellous Days Out exhibition was due to be held in the Knutsford Heritage Centre, that 360° station mapping was being introduced to help with anxiety, that a South Manchester study route study was being commenced and that from May the twice hourly service should commence.

17/120 To receive reports from Cheshire East Councillors

Cllr Dean highlighted the poor condition and cleanliness of pavements and stated he had arranged for the portfolio holder to visit to tour the town centre for issues to be highlighted.

17/121 To consider the renewal of the CCTV contributions service level agreement

The Mayor adjourned the meeting to allow representatives of Cheshire Police to address the Council. The meeting was reconvened and it was **RESOLVED** to renew the proactively monitored CCTV contributions agreement for a further period of three years.

17/122 To consider an update in relation to asset transfers

The report was noted. It was **RESOLVED** to approve the council seal being affixed to the legal documents for the transfer of the Council Offices. It was **RESOLVED** that the progression of the transfer of St Helena's Park be paused until such time as Cheshire East Council is ready to progress.

17/123 To consider a recommendation from the Finance Committee with regard to the budget for 2018/19, to consider proposed amendments to the budget from the Environment and Events committees and to confirm the precept to be set for 2018/19

It was **RESOLVED** to reduce the general reserve by £9,000 and the Neighbourhood Plan Committee projected Venue Hire Costs spend to nil. It was **RESOLVED** to reinstate the Environment Committee's Civic Regalia budget to £350 Civic Regalia, it's Highways Improvements budget of £1,000 and to increase the net expenditure for the Events Committee Music Festival budget by £3,000.

It was **RESOLVED** to approve the budget as amended and set the precept at £326,835.

17/124 To review the frequency of council and committee meetings

It was **RESOLVED** that the current meeting schedule be maintained and that a further review take place in six months.

17/125 To consider amendments to the Council's Standing Orders

It was proposed and seconded to introduce a new procedure for the election of Mayor and Deputy Mayor. This proposal and the proposed revisions circulated stood adjourned without debate to the following meeting.

17/126 To consider matters related to the potential sale of Open Space land at Longridge/Higher Downs by Cheshire East Council

The Mayor reported that a reply had been received from Great Places who supported the Town Council position and that a reply from Manchester City Council was awaited. It was noted that no further update had been received from Cheshire East Council.

The Mayor adjourned the meeting to allow a representative of the Knutsford Residents of Over Ward to address the Council; the meeting was subsequently reconvened. Cllr Gardiner undertook to discuss the matter with the portfolio holder.

The meeting was adjourned for a five-minute recess.

17/127 To consider an update in relation to the development on Northwich Road

Cllr Dean reported that he spoke in objection to the application at the Cheshire East Council Strategic Planning Board where it had been deferred pending further information.

17/128 To consider matters related to the proposed Pub in the Park event

It was noted the event would require a markets licence from the Town Council. The Mayor adjourned the meeting to allow a resident and a representative of Tatton Estate Management to each address the council. The meeting was reconvened, and it was **RESOLVED** to seek advice on the legality of the Pub in the Park event on the basis it is proposed to be held on Common Land.

17/129 To consider a recommendation from the Environment Committee in respect of the 2020 Vision

It was **RESOLVED** not to amend the 2020 Vision objectives and to refer the recommendation back to the Environment Committee to review.

17/130 To consider committee appointments

It was **RESOLVED** to appoint Cllr Nicholson to the Personnel Committee and Cllr Gray to the Planning Committee.

17/131 To receive a report of Mayoral Duties

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

17/132 Member questions to the Town Clerk

The Town Clerk responded to a question stating that the council had not collected enough signatures for a community governance review and that further effort was required. The Mayor deferred the remainder of the item to later in the meeting.

17/133 To note payments

The payments were noted.

17/134 Public Participation

A resident suggested that businesses purchase their own CCTV in place of a Town Centre system.

17/135 To note the date of the next meeting.

The date was noted.

17/136 Member questions to the Town Clerk

It was **RESOLVED** to exclude the public and press on the grounds of commercial sensitivity of discussions. The Town Clerk responded to a question in relation to 60 King Street.

It was **RESOLVED** to readmit the public and press.

ANNEX A

Mayoral Engagements 8th November to 2nd January

Date	Event	Attended
10/11/2017	Manchester Airport Festival of Remembrance	Deputy Mayor
10/11/2017	Knutsford Scouts Annual Dinner	Mayor
11/11/2017	Launch of Barnardo's Christmas	Mayor
12/11/2017	Remembrance Sunday	Mayor
15/11/2017	Tatton Park Meeting	Mayor
15/11/2017	Eat Drink & Be Merry II	Mayor
18/11/2017	Christmas Fair Unitarian Chapel	Mayor
18/11/2017	Tatton singers Mozart Mass in C Minor	Mayor
24/11/2017	Knutsford Lions Fundraising Concert	Deputy Mayor
29/11/2017	Photoshoot: Blue Plaque at The Old Croft	Mayor
01/12/2017	Opening of Christmas Grotto, Knutsford Rotary	Mayor
02/12/2017	Best of the Christmas Market Raffle	Mayor
02/12/2017	Knutsford Christmas Lights Switch On	Mayor
03/12/2017	Family & Toy Service Unitarian Chapel	Mayor
05/12/2017	Canute Lunch Club Christmas Lunch	Mayor
05/12/2017	Knutsford Cubs' Carol Concert	Mayor
06/12/2017	Poynton Mayor's Indian Evening	Mayor
09/12/2017	Wendy Diddams Certificates Presentation	Mayor
09/12/2017	Lantern Parade & Crib Service, Knutsford Town Council	Mayor
15/12/2017	Winsford Tree of Lights & Carol Service	Mayor
16/12/2017	Into the Woods - Knutsford Academy	Mayor
16/12/2017	Tatton Singers Christmas Concert	Deputy Mayor
17/12/2017	Christmas Carol Service, Unitarian Chapel	Mayor
20/12/2017	Christmas Windows Presentation, Knutsford Town Council	Mayor
24/12/2017	Christingle, Knutsford Methodist Church	Mayor
25/12/2017	Knutsford Lions Christmas Lunch	Mayor

Knutsford Town Council

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Minutes

of the

Town Council Meeting held 12th February 2018

In the Lower Council Chamber of the Town Council Offices

17/0137 Present

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

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

17/138 To receive apologies for absence

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

17/139 To receive declarations of members' interests

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

17/140 Public Participation

No members of the public were present.

17/141 To consider the authorisation of the release of part of the Earmarked Works Reserve for the refurbishment of the Cemetery Chapel

It was **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 asset management issues.

It was **RESOLVED** to readmit the public and press.

It was **RESOLVED** that in the event of it being needed the EM Works Reserve be utilised for the works to refurbish the Cemetery Chapel and that in the event of a significant change of circumstances the timing of the project be reconsidered.

17/142 To note date of next meeting

The date was noted.

Knutsford Town Council

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Minutes of the Town Council Meeting held 5th March 2018 In the Lower Council Chamber of the Town Council Offices

17/143 Present

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

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

17/144 To receive apologies for absence

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

17/145 To receive declarations of members' interests

Cllr Coan declared a pecuniary interest in 17/154 on the grounds of owning a property opposite the area.

17/146¹ Public Participation

A representative of Knutsford Residents in Over Ward (KROW) highlighted the recently held and well attended litter pick on the playing field at North Downs/Longridge and further thanked the Town Council for their work seeking to protect the area. It was stated that the owner of the development site adjacent had no interest in purchasing the land proposed to be disposed of.

17/147 To receive a petition from Clive Ganczarski in relation to the events held on Knutsford Heath

The petition was presented and Mr Ganczarski outlined a suggested route forward for the council.

It was **RESOLVED** to accept the petition and instruct the Town Clerk to prepare a report for the next ordinary meeting, having liaised with appropriate organisations, on a proposed guidance for events on the heath and that the Town Clerk advise organisations known to host events on the heath of the requirements of consent from the Planning Inspectorate.

17/148 To receive an update in relation to the Citizens Advice Bureau services

The Chief Officer of the Citizens Advice Bureau Cheshire East North addressed the council and provided an update on service usage over the past months., thanking the council for

¹ Cllr Power arrived during this item.

its continued support of the service.

17/149 To receive and confirm the minutes of the meetings held 8th January and 12th February 2018

It was **RESOLVED** to confirm the minutes of the meeting held 8th January.

It was **RESOLVED** to confirm the minutes of the meeting held 12th February.

17/150 To note the minutes of committees which have been published since the previous ordinary meeting

The minutes were noted. Cllr Malloy reported that the scheduled Events and Town Centre Management meeting had been inquorate and that, having taken soundings from members, the Town Clerk had taken the recommended decision in relation to the Bunny Hop in line with Standing Orders.

17/151 To receive reports from Members having attended external events since the previous meeting

Cllr Forbes reported on attendance at the Longridge/Shaw Heath Connected Communities Partnership meeting highlighting it requested a formal representative of the council be appointed. Cllr Forbes further reported on attending a meeting with the Portfolio Holder for Housing, Planning and Regeneration and Acting Deputy Chief Executive of Cheshire East Council concerning the proposed disposal of public open space at North Downs/Longridge. Cllr Forbes highlighted attendance at the Cheshire East Town and Parish Conference with the Town Clerk who provided a precis of what was covered.

Cllr Malloy reported on attendance at a meeting of the Mid Cheshire Community Rail Partnership, highlighting the current 'Marvellous Days Out' exhibition at the Heritage Centre and that plans were being made for the Music Train. It was noted that punctuality issues had primarily been down to Network Rail issues and that the twice hourly service timetable had yet to be published.

17/152 To receive reports from members attending the monthly Makers' Market stall

Cllr Mrs Wells-Bradshaw reported that the market bags were continuing to sell well.

17/153 To receive reports from Cheshire East Councillors

Cllr Gardiner reported that Cheshire East Council had agreed a 5.99% increase to the Council Tax, of which 3% is for adult social care and highlighting the reduction in central government funding. Cllr Gardiner further reported that he had been appointed Diversity and Equality Champion and reported that two Pride events were being organised in the borough, including one at Tatton Park. Cllr Gardiner further reported that from November to March few potholes are repaired due to the weather and that a large number should now be being programmed for repair.

Cllr Mrs Wells-Bradshaw stated she was happy to see the continued discussions between Cheshire East Council and the Town Council concerning the potential disposal of open space at North Downs/Longridge.

17/154 To consider matters related to the potential sale of Open Space land at North Downs/Longridge by Cheshire East Council

The Town Clerk provided an update following a meeting with Cheshire East Council outlining that Cheshire East was in the process of reviewing the responses to the public open space disposal notice and further investigating the covenant. It had been stated that the Portfolio Holder would be making the decision around the disposal toward the end of March and that a decision concerning the covenant would likely be made after this decision. Cllr Gardiner undertook to write to the Leader of Cheshire East Council concerning the matter.

The meeting was adjourned for a five-minute recess.

17/155² To consider amendments to the Council's Standing Orders

It was **RESOLVED** to approve the amendment to Standing Order 58b as outlined. It was **RESOLVED** to insert a new Standing Order 17 - "The Chairman shall normally adjourn the meeting after each ninety-minute period for a five-minute recess to afford those present a comfort break."

It was **RESOLVED** there should be a process set out in Standing Orders guiding the election of Town Mayor and Deputy Town Mayor.

It was **RESOLVED** to adopt the outlined process subject to its amendment to clarify that the Deputy Town Mayor may not continue in office if he does not wish to serve as Town Mayor and that it is not permissible for the Deputy Town Mayor to also serve as Mayor's Consort/Mayoress.

17/156 To consider a recommendation from the Assets and Operations Committee that the council apply for a loan to fund conversion works at the public toilet buildings

It was **RESOLVED** to seek approval from the Secretary of State for Housing, Communities and Local Government to apply for a Public Works Loan Board loan of £93,000 to be repaid over 5 years for the works required to convert redundant space in the public toilet buildings into commercial space noting that repayments will be fully funded by the Commercial income received from rents.

17/157 To appoint representatives to the two 'Connected Communities' partnerships established by Cheshire East Council

It was **RESOLVED** to appoint Cllr Forbes to the Longridge/Shaw Heath Community Partnership with Cllr Malloy deputising.

It was agreed to defer appoint a representative to the partnership covering the rest of Knutsford until May.

17/158 To consider the Council's Corporate Risk Register

It was **RESOLVED** to approve the register subject to amendment of Risk 7 to refer to all

² Cllr Hutchence left at the end of this item.

tenancies / lettings. It was agreed that the register be reviewed in six months.

17/159 To consider the Actions Log

The log was noted.

17/160 To receive a report of Mayoral Duties

The Mayor reported on duties as detailed in Annex A.

17/161 Member questions to the Town Clerk

No questions were raised.

17/162 To note payments

The payments were noted.

17/163 Public Participation

No members of the public were present.

17/164 To note date of next meeting

The date was noted.

ANNEX A: MAYORAL ENGAGEMENTS

3 January 2018 to 5 March 2018

Date	Event	Attended By
05/01/2018	Showmen's Guild of GB Annual Luncheon	Mayor
23/01/2018	Cheshire's Best Kept Station Awards	Deputy Mayor
26/01/2018	Music with the Mayor hosted by Mayor of Poynton	Deputy Mayor
30/01/2018	Preview evening for "Marvellous days out" exhibition	Mayor
31/01/2018	Mayor's Eat, Drink and be Merry 3 Fundraising Dinner	Mayor
01/02/2018	Knutsford Hosts Welcome Event	Mayor
03/02/2018	Knutsford Lions Senior Citizens' Variety Show	Mayor
03/02/2018	Winsford Mayor's Charity Variety Show	Deputy Mayor
16/02/2018	Mayor of Winsford Charity Ball	Mayor
17/02/2017	Music and Dance Night hosted by Mayor of Cheshire East	Deputy Mayor
21/02/2018	Knutsford Mayor's Annual Fun Pub Quiz	Mayor
24/02/2018	Macclesfield Mayor's Charity Ball	Mayor
28/02/2018	Sheriff of Chester's Breakfast Event	Deputy Mayor
04/03/2018	Anniversary and Family Service with Prize giving hosted by Unitarian Chapel	Mayor



Assets & Operations Committee

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

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Minutes

of the

Assets and Operations Committee meeting held 22nd May 2017

In the Lower Council Chamber of the Town Council Offices

A17/000 Present

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

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

A17/001 To elect a Chairman

It was **RESOLVED** to elect Cllr Goodrich as Chairman.

In the absence of the Chairman it was **RESOLVED** that Cllr Mrs Gray preside.

A17/002 To elect a Deputy Chairman

It was **RESOLVED** to elect Cllr Mrs Gray as Deputy Chairman.

A17/003 To receive apologies for absence

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

A17/004 To note the committee's terms of reference

The terms of reference were noted.

A17/005 To note declarations of members' interests

Cllrs Farber, Power and Coan declared a non-pecuniary interest in A17/014 on the grounds of being known to the tenant. Cllr Forbes declared a non-pecuniary interest in A17/011 on the grounds of being disabled.

A17/006 Public Participation

A resident of Regent Street spoke in relation to the number of pigeons in the town centre and resultant mess, seeking the assistance of the council to address the problem. It was noted that the matter would fall under the remit of the Environment Committee and it was thusly referred.

A17/007 To receive and confirm the minutes of the meetings held on 10th April

It was **RESOLVED** to confirm the minutes.

A17/008 To consider the committee budget and spending to date

The budget and spending to date was noted.

A17/009 To review the committee's progress in achieving the 2020 Vision

The progress in achieving the 2020 Vision was noted and it was agreed to split out the assets

for 4.3 and 7.2 to clarify which business cases have been approved. It was **RESOLVED** set the target dates for 4.3 and 7.2 to December 2017.

A17/010 To consider the membership of working groups reporting to the committee

It was **RESOLVED** to make the following appointments to working groups:

- Cllrs Farber, Forbes and Malloy to the Empty Spaces working group
- Cllrs Goodrich, Mrs Gray and Nicholson to the Cemetery working group
- Cllrs Farber, Goodrich and Malloy to the ICT working group
- Cllrs Coan, Forbes, Gray, Mrs Gray and Mrs Wells-Bradshaw to the Asset Transfer working group
- Cllrs Coan, Forbes and Mrs Wells-Bradshaw to the Council Offices Transfer Negotiation working group

A17/011 To consider the office accommodation requirements in respect of the changes following the operational design and recruitment of a Town Centre Manager

It was **RESOLVED** to approve the plans for office accommodation as outlined by the Town Clerk in report A1703. It was noted the Town Clerk would advise Cheshire East Council of it occupying the space for offices.

A17/012 Member questions to the Town Clerk

Cllr Power enquired the correct form of address for the Chairman, which the Town Clerk confirmed that under Standing Orders was Chairman.

A17/013 To consider the actions log

The log was noted.

A17/014 To consider matters related to 60 King Street

It was **RESOLVED** to exclude the public and press on the grounds of the confidential nature of the business to be transacted.

It was **RESOLVED** to seek counsel advice on the issues outlined.

It was **RESOLVED** to readmit the public and press.

A17/015 To note the date of the next meeting

The date was noted.

Knutsford Town Council

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Minutes *of the* **Assets and Operations Committee meeting held 3rd July 2017** *In the Lower Council Chamber of the Town Council Offices*

A17/016 Present

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

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

A17/017 To receive apologies for absence

Apologies were received from Cllr Nicholson (personal business).

A17/018 To note declarations of members' interests

Cllrs Farber, Coan and Power declared a non-pecuniary interest in A17/027 on the grounds of being known to the tenant. Cllr Farber declared a pecuniary interest in A17/023 on the grounds of being a tenant in the Council Offices.

A17/019 Public Participation

No members of the public wished to address the committee.

A17/020 To receive and confirm the minutes of the meetings held on 22nd May 2017

It was **RESOLVED** to confirm the minutes.

A17/021 To consider the committee budget and spending to date

The budget and spending to date was noted.

A17/022 To consider commissioning an architect for the empty spaces projects

It was **RESOLVED** to commission the architect to prepare the specifications as outlined in report A1704 and in line with advice from the agent in respect of the most commercially advantageous scheme.

A17/023 To consider a recommendation from the Council Office Transfer Negotiation working group in respect of the transfer of the Town Council Offices

It was **RESOLVED**¹ to recommend to Council that the library garden grounds be transferred as part of the transfer of the Town Council Offices.

A17/024 To consider the NABMA Market Place consultancy report in respect of the Market Hall

It was **RESOLVED** to:

- commit to a planned improvement scheme for the market hall and to dismiss

¹ Cllr Farber abstained from discussion and voting on this item.

- consideration of creating a first floor trading area
- Task the Town Clerk with preparing and issuing a tender/tenders for improvement works at the Market Hall, to include attending to works highlighted in the 2011 and 2014 Fisher German reports and improvements in the visual appearance of the market and signage. The specification to be developed in consultation with the market traders and a panel of three committee members.
- Task the Town Clerk with investigating the provision of Wi-Fi
- Task the Town Centre Manager with investigating speciality markets for Silk Mill Street.
- Task the Town Centre Manager with investigating options for improved directional signage to the Market in the Town Centre.
- Task the Town Clerk with developing a Markets Strategy for the next committee meeting in consultation with members and traders, incorporating the implementation plan recommended within the report.

It was **RESOLVED** that the panel of members to be consulted on the scheme of improvements be Cllrs Malloy, Farber and Coan.

A17/025 Member questions to the Town Clerk

Members enquired why the recommendation from the Environment Committee that the Assets committee consider the purchase of a pressure washer/bowser for the Town Ranger was not on the agenda, the Town Clerk reported it would be for consideration at the September meeting.

It was requested that the Town Clerk investigate town centre wi-fi provision in addition to wi-fi for the Market Hall.

A17/026 To consider the actions log

It was agreed to set a target date of 20th November for the investigations into an Outdoor Market. Members highlighted the importance of the options for the removal of pigeon waste being considered at the next meeting.

A17/027 To consider matters related to 60 King Street

It was **RESOLVED** to exclude the public and press on the grounds of the commercial sensitivity of discussions.

It was **RESOLVED** that the Town Clerk undertake the actions detailed in confidential annex C1701.

It was **RESOLVED** to readmit the public and press.

A17/028 To note the date of the next meeting

The date was noted.

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

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Minutes

of the

Assets and Operations Committee meeting held 20th July 2017

In the Lower Council Chamber of the Town Council Offices

A17/029 Present

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

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

A17/030 To receive apologies for absence

Apologies were received from Cllr Malloy (personal business).

A17/031 To note declarations of members' interests

Cllrs Farber, Nicholson, Coan and Power declared a non-pecuniary interest in A17/032 on the grounds of being known to the tenant.

A17/032 To consider matters related to 60 King Street

It was **RESOLVED** to exclude the public and press on the grounds of the commercial sensitivity of discussions.

It was **RESOLVED** that the Town Clerk undertake the actions detailed in confidential annex C1702.

It was **RESOLVED** to readmit the public and press.

Knutsford Town Council

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Minutes of the Assets and Operations Committee meeting held 11th September 2017 *In the Lower Council Chamber of the Town Council Offices*

A17/033 Present

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

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

A17/034 To receive apologies for absence

Apologies were received from Cllr Goodrich (business).

A17/035 To note declarations of members' interests

Cllrs Farber, Nicholson, Coan and Power declared a non-pecuniary interest in A17/045 on the grounds of being known to the tenant.

A17/036 Public Participation

No members of the public were present.

A17/037 To receive and confirm the minutes of the meetings held on 3rd July and 20th July

It was **RESOLVED** to confirm the minutes of the meeting held on 3rd July with the correction of a typographical error.

It was **RESOLVED** to confirm the minutes of the meeting held on 20th July.

A17/038 To consider the committee budget and spending to date

The budget and spending to date was noted.

A17/039 To consider refurbishment works to the Cemetery Chapel

It was **RESOLVED** to delegate authority to the Town Clerk to determine the refurbishment works required at the chapel, acting in consultation with the Cemetery working group.

It was **RESOLVED** to commission professional services to provide tender support up to a budget of £610.

A17/040 To consider the purchase of equipment to enable the Town Ranger to undertake enhanced street cleansing duties

It was **RESOLVED** that a pressure washer, water tank and PPE be purchased to enable the Town Ranger to tackle the build-up of pigeon waste in the town centre.

A17/041 To receive an update in relation to refurbishment of the Market hall

The update was noted.

A17/042 To consider matters related to the monitoring of the fire alarm and intruder alarm at the council offices

It was agreed that the Town Clerk seek quotes for the monitoring of the council office alarms. It was agreed that Cllr Coan and the Town Clerk draft a procedure in relation to responding to alarms.

A17/043 Member questions to the Town Clerk

The Town Clerk responded to a query in relation to the transfer of the Council Offices, stating that it was moving forward within Cheshire East Council and that once it had been approved the licence for the centennial war memorial could be granted.

A17/044 To consider the actions log

The log was noted.

A17/045 To consider matters related to 60 King Street including to consider pigeon proofing works

It was **RESOLVED** to undertake the pigeon proofing works as outlined subject to it not prejudicing the council's position.

It was **RESOLVED** to exclude the public and press on the grounds of the commercial sensitivity of discussions.

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

It was **RESOLVED** to readmit the public and press.

A17/046 To note the date of the next meeting

The date was noted.

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Minutes of the Assets and Operations Committee meeting held 25th September 2017 *In the Lower Council Chamber of the Town Council Offices*

A17/047 Present

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

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

A17/048 To receive apologies for absence

Apologies were received from Cllrs Farber and Power (personal business)

A17/049 To note declarations of members' interests

Cllrs Coan and Nicholson declared a non-pecuniary interest in A17/050 on the grounds of being known to the tenant.

A17/050 To consider matters related to 60 King Street

It was **RESOLVED** to exclude the public and press on the grounds of the commercial sensitivity of discussions.

The Chairman and Town Clerk reported on the meeting held with the tenant.

It was **RESOLVED** to undertake the actions detailed in confidential annex C1703.

It was **RESOLVED** to further investigate the issues around the decking, commission a heritage report for the staircase repairs and continue to investigate the method for undertaking the works to the front of the property.

It was **RESOLVED** to readmit the public and press.

A17/051 To note the date of the next meeting

The date was noted.

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Minutes of the Assets and Operations Committee meeting held 9th October 2017 *In the Lower Council Chamber of the Town Council Offices*

A17/052 Present

Cllrs Mrs Gray, Forbes, Malloy, Nicholson and Power

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

A17/053 To receive apologies for absence

Apologies were received from Cllrs Goodrich and Mrs Wells-Bradshaw (business) and Cllrs Farber and Coan (personal business)

A17/054 To note declarations of members' interests

Cllrs Nicholson and Power declared a non-pecuniary interest in A17/063 on the grounds of being known to the tenant. Cllrs Forbes and Malloy declared a non-pecuniary interest in A17/060 on the grounds of being on committees for organisations which use the council's hosting service.

A17/055 Public Participation

No members of the public were present.

A17/056 To receive and confirm the minutes of the meetings held on 11th and 25th September

It was **RESOLVED** to confirm the minutes of both meetings.

A17/057 To consider the committee budget and spending to date

The budget and spending to date was noted.

A17/058 To consider a verbal report from the Asset Transfer working group

Cllr Forbes reported that the transfer of the Council Offices was currently awaiting action from Cheshire East Council and that the improvements at Stanley Park were being investigated by the Environment Committee.

Cllr Forbes further reported on the recent working group meeting regarding St Helena's Park where it had been agreed that the vision for the site was no longer a corporation style park but a simpler vision of improvements to paths, installation of jogging track, outdoor gym equipment and potentially a skate park along with improvements to the historic site of St Helena church. Cllr Forbes reported that the project would be subject to consultation in the future but at present it was unknown when it would progress with

Cheshire East Council it was therefore **RESOLVED** that the project be parked until Cheshire East Council is ready to progress the transfer of the site.

A17/059 To consider tree works in Wallwood

It was **RESOLVED** to progress with all priority A works excluding those required solely for tree health unless the Town Clerk was satisfied they were required. It was **RESOLVED** to proceed with the replanting as outlined in report A17/14.

A17/060 To consider the draft committee budget 2017/18

It was **RESOLVED** that the fees for the Market Hall, Allotments and Market Licencing be increased by 2.5% effective 1st April 2018 with the fees for website hosting frozen. It was **RESOLVED** to recommend the budget with the following amendments:

- Increase 201/4170 from £5,000 to £6,000
- Add a £500 budget for Higher Town Green

A17/061 Member questions to the Town Clerk

The Town Clerk responded to a question in relation to the progress of the new broadband system explaining it was still waiting on Cheshire East Council.

A17/062 To consider the actions log

The log was noted.

A17/063 To consider matters related to 60 King Street

It was **RESOLVED** to exclude the public and press on the grounds of the commercial sensitivity of discussions.

It was **RESOLVED** to undertake the actions detailed in confidential annex C1703.

It was **RESOLVED** to readmit the public and press.

A17/064 To note the date of the next meeting

The date was noted.

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Minutes of the Assets and Operations Committee meeting held 27th November 2017 *In the Lower Council Chamber of the Town Council Offices*

A17/065 Present

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

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

A17/066 To receive apologies for absence

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

A17/067 To note declarations of members' interests

Cllrs Farber, Coan and Power declared a non-pecuniary interest in A17/078 on the grounds of being known to the tenant.

A17/068 Public Participation

No members of the public were present.

A17/069 To receive and confirm the minutes of the meeting held on 9th October

It was **RESOLVED** to confirm the minutes.

A17/070 To consider the committee budget and spending to date

The budget and spending was noted.

A17/071 To consider amendments to the 2018/19 committee budget imposed by the Finance Committee

It was **RESOLVED** to accept the amendments made by the Finance Committee.

A17/072 To consider an update in relation to the empty spaces project

It was **RESOLVED** that the spaces be advertised as soon as is recommended by the agent.

A17/073 To consider works to the cemetery toilets

It was **RESOLVED** that the toilets be refurbished at a cost of £2,095.

A17/074 To consider the monitoring of fire and intruder alarms at the Council Offices

It was **RESOLVED** that the Town Clerk be authorised to arrange the monitoring contract subject to a maximum annual fee of £425 and a maximum one-off fee of £225.

A17/075 To consider matters related to public toilets including to note usage figures and the recent vandalism at King Street

The report was noted.

A17/076 To consider matters related to the redevelopment of the market hall

It was reported that the working group was looking at the option of providing apartments above the market as part of a rebuild noting the potential social benefits. It was noted that the bidding architects had been asked to produce a new draft scheme to incorporate apartments, a building complimentary to the adjacent Freemason's Arms and which incorporated three arches to the front.

A17/077 Member questions to the Town Clerk

The Town Clerk provided information on the cemetery management explaining that the cemetery working group would be reviewing arrangements during the next year.

A17/078 To consider the actions log

The log was noted.

A16/079 To consider matters related to 60 King Street

The Council's agent and solicitors joined the meeting. It was **RESOLVED** to exclude the public and press on the grounds of the commercial sensitivity of discussions.

It was **RESOLVED** to undertake the actions detailed in confidential annex C1706.

It was **RESOLVED** to readmit the public and press.

It was **RESOLVED** to commission the heritage survey of the tower. It was noted the Town Clerk would provide a confidential briefing to members.

A16/080 To note the date of the next meeting

The date was noted.

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Minutes of the Assets and Operations Committee meeting held 15th January 2018 *In the Lower Council Chamber of the Town Council Offices*

A17/081 Present

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

In attendance: A Keppel-Green (*Town Clerk*) and S Curties (*Town Centre Manager*)

A17/082 To receive apologies for absence

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

A17/083 To note declarations of members' interests

Cllr Coan declared a non-pecuniary interest in A17/092 on the grounds of being known to the tenant.

A17/084 Public Participation

A resident requested that the Knutsford Conservation and Heritage Group, Knutsford Heritage Centre and Knutsford Photographic Society be permitted to visit and document the cemetery chapel prior to any proposed works and enquired if a conservation report had been prepared.

A17/085 To receive and confirm the minutes of the meeting held on 27th November

It was **RESOLVED** to confirm the minutes.

A17/086 To consider the committee budget and spending to date

The Town Clerk gave an explanation for each line of expenditure which was over budget.

A17/087 To consider improvements works to the Cemetery Chapel

It was noted that the removed pews could be sold to generate revenue towards the refurbishment costs and the Town Clerk gave an estimate as to the project timescales. The Chairman adjourned the item to later in the meeting owing to the requirement to discuss confidential information.

A17/088 To consider commissioning an architect to lead the redevelopment of the Market Hall

It was **RESOLVED** to appoint SiCa Architects to lead on the redevelopment of the Market Hall at a cost of £16,000 to take the council to the point of securing planning permission.

A17/089 Member questions to the Town Clerk

The Town Clerk responded to a question stating that the Empty Spaces working group would be reviewing the tenders and level of works required to create the commercial spaces within the public toilet buildings and would report to the next meeting. It was noted the naming of the buildings would need to be looked into.

A17/090 To consider the actions log

The log was noted.

A17/091 To consider improvements works to the Cemetery Chapel

It was **RESOLVED** to exclude the public and press on the grounds of the confidential nature of discussions.

It was **RESOLVED** to proceed with the works outlined subject to the receipt of £52,000 from Cheshire East Council towards the works and that the balance be ultimately funded as outlined in the confidential section of report A1719

It was **RESOLVED** that the earmarked reserve for works be utilised for the balance required.

It was **RESOLVED** that the Town Clerk seek quotations for the provision of a contract management service as outlined.

It was **RESOLVED** to elect to charge VAT on the chapel income.

A17/092 To consider matters related to 60 King Street

It was **RESOLVED** to undertake the action detailed in confidential annex C1707.

It was **RESOLVED** to readmit the public and press.

A17/093 To note the date of the next meeting

The date was noted.

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Minutes of the Assets and Operations Committee meeting held 12th February 2018 *In the Lower Council Chamber of the Town Council Offices*

A17/094 Present

Cllrs Goodrich, Mrs Gray, Forbes, Coan, Nicholson, Malloy and Power.

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

A17/095 To receive apologies for absence

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

A17/096 To note declarations of members' interests

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

A17/097 Public Participation

A resident noted the work done by the cemetery working group, highlighted Neighbourhood Plan emerging policies relevant to the works suggesting the Town Council may wish to be an exemplar in adhering to policy and enquired if pre-application advice had been sought from the Conservation Officer.

A17/098 To receive and confirm the minutes of the meeting held on 15th January 2018

It was **RESOLVED** to confirm the minutes.

A17/099 To establish a Council Offices sub-committee

It was **RESOLVED** to establish the sub-committee as per the terms of reference outlined and to appoint Cllr Goodrich, Mrs Gray, Forbes and Malloy to the same.

A17/100 To consider the appointment of a surveyor to manage the Cemetery Chapel works

It was agreed to defer the decision to the next meeting to receive from the surveyors examples of their experience with Victorian/Edwardian buildings, churches/chapels and a small portfolio of what they have worked on.

A17/101 To note the date of the next meeting

The date was noted.

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Minutes

of the

Assets and Operations Committee meeting held 26th February 2018

In the Lower Council Chamber of the Town Council Offices

A17/102 Present

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

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

A17/103 To receive apologies for absence

Apologies were received from Cllrs Farber, Nicholson, Power (personal business) and Cllr Goodrich (business).

A17/104 To note declarations of members' interests

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

A17/105 Public Participation

A resident thanked the committee for giving consideration to the comments of the Knutsford Conservation and Heritage Group and consulting the Conservation Officer in respect of the works to the Cemetery Chapel. The resident further suggested that the cemetery improvements budget be focused on works to the war graves in the cemetery.

A17/106 To receive and confirm the minutes of the meetings held on 12th February 2018

It was **RESOLVED** to confirm the minutes.

A17/107 To consider the committee budget and spending to date

The Town Clerk provided explanations for the budget lines overspent and those with a significant underspend.

A17/108 To consider an update on the Market Hall redevelopment

The updated was noted.

A17/109 To consider the appointment of a surveyor to manage the Cemetery Chapel works

It was **RESOLVED** to appoint Alan Wright Chartered Building Surveyors to manage the works.

A17/110 To consider authorising the Town Clerk to approve spending in the Cemetery Improvements Budget in consultation with the Cemetery working group

It was **RESOLVED** to authorise the Town Clerk to approve spending within the current unspent budget in consultation with the working group.

A17/111 To consider the Cemetery Chapel works process

The process was noted.

A17/112 To consider an update on the public toilet void spaces project including to consider the award of tender and project progression

It was noted that the current lease and contract with Danfo included for the maintenance of the whole buildings and that the contract costings reflected this.

It was **RESOLVED** to recommend to Council that approval for borrowing be sought from MHCLG and that a loan be applied for from the Public Works Loan Board and that subject to Council's approval of this that:

- a) The tender be awarded to Schofield and Sons, subject to changes based on tenant fit out requirements to be agreed by the Town Clerk in consultation with the working group subject to no increase in expenditure
- b) The council's solicitors be instructed to commence the legal works necessary to make the units lettable
- c) Planning permission is sought for the changes to the building and change of use
- d) The council elects to charge VAT on lettings

It was noted that the committee would be kept updated of the progression of the project at each committee meeting, no variation to the existing lease with Danfo would be agreed without formal approval by the committee and that no tenancy would be entered into without formal approval by the committee with the draft lease being reviewed by the committee.

A17/113 Member questions to the Town Clerk

The Town Clerk responded to questions and confirmed that the Council Offices Sub-Committee had met and agreed its first stages of work, that following a meeting with Cheshire East Council it was likely that the transfer would not take place until June at the earliest, that the delay would not affect the installation of the Centennial War Memorial and that no valid market licence application had been received.

A17/114 To consider the actions log

The log was noted.

A17/115 To consider matters related to 60 King Street

It was **RESOLVED** to exclude the public and press on the grounds of the commercial sensitivity of discussions.

The Town Clerk provided an update in relation to the ongoing matters.

It was **RESOLVED** to readmit the public and press.

A17/116 To note the date of the next meeting

The date was noted.

Knutsford Town Council

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Minutes *of the* **Assets and Operations Committee meeting held 30th April 2018** *In the Lower Council Chamber of the Town Council Offices*

A17/117 Present

Cllrs Goodrich, Forbes, Mrs Gray, Malloy and Power.

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

A17/118 To receive apologies for absence

Apologies were received from Cllrs Coan, Farber, Nicholson (personal business) and Mrs Wells-Bradshaw (business).

A17/119 To note declarations of members' interests

Cllr Forbes declared a non-pecuniary interest in A17/128 on the grounds of being disabled. Cllr Power declared a non-pecuniary interest in A17/128 on the grounds of keeping bees on the Sparrow Lane Allotments and in A17/132 on the grounds of being known to the tenant.

A17/120 Public Participation

The managing director of the council's tenant at 60 King Street stated that he felt the council was failing in its duties under the lease to maintain the property and deplored the council's treatment of his business. A complaint was outlined.

A resident thanked the committee for undertaking works at Knutsford Cemetery to improve grave stones and expressed that a proportion of the proceeds from the sale of the Cemetery Lodge should be ringfenced for the cemetery chapel.

A17/121 To receive and confirm the minutes of the meetings held on 26th February 2018

It was **RESOLVED** to confirm the minutes.

A17/122 To consider the committee budget and spending year to date

The budget and spending to date was noted.

A17/123 To receive a report from the Council Offices sub-committee

Cllr Forbes reported that he and the Town Clerk were drafting a project plan for the sub-committee's approval.

A17/124 To consider matters related to the Market Hall Redevelopment project

- a) To receive an update in respect of the pre-application consultation
- b) To review the options for a temporary market

- a) The Town Clerk provided an update following the consultation noting that a majority of respondents had stated the brick colour should be red. It was reported the architect was looking into issues of shading to the Freemason's Arms beer garden and privacy concerns from neighbouring apartments.
- b) The options were noted and it was agreed that of shipping containers was the preferred option.

A17/125 To consider waiving the increase in Market Hall stall fees for 2018/19

It was **RESOLVED** that fees remain unaltered but that the collection of the increase be waived for the 2018/19 financial year.

A17/126 To consider matters related to the Cemetery

It was **RESOLVED** that plans of the cemetery chapel be produced at a cost of up to £3,000. It was **RESOLVED** to approve the Town Clerk arranging the servicing of the toilets once per week subject to notices being in place to advise the public to report any issues to the council office.

A17/127 To consider matters related to the sale of the Cemetery Lodge

It was **RESOLVED** to appoint Wright Marshall as agents to market and sell the property. It was **RESOLVED** that the property be sold with a covenant requiring a new access to be created within 18 months at which point a new boundary (preferably a hedge) be installed to close the property off from the cemetery and that the existing boundary be suitably maintained.

A17/128 To consider the installation of compostable toilets at the Warren Avenue and Sparrow Lane allotment sites and the creation of an accessible plot at the Warren Avenue site

It was **RESOLVED** to approve the installation of compostable toilets at each site and the creation of an accessible plot at Warren Avenue subject to the condition it is funded through grant funding and the allotments budget and that the design is signed off by a suitable disability advisory organisation and that the Deputy Town Clerk supports the Allotment Society with potential grant applications.

A17/129 To consider the installation of defibrillators on the public toilet buildings

It was **RESOLVED** that subject to DANFO's agreement the installation of defibrillators at the two public toilet buildings be approved.

A17/130 Member questions to the Town Clerk

The Town Clerk responded to a question stating that borrowing approval was awaited before the works to the public toilets could commence. Cllr Power highlighted the need for the Tower Gate ginnel to be cleaned before May Day.

A17/131 To consider the actions log

The log was noted.

A17/132 To consider matters related to 60 King Street

Cllr Goodrich requested that the complaint raised in public time be submitted in writing to the Town Clerk.

It was **RESOLVED** to exclude the public and press on the grounds of the confidential nature of discussions.

The Council's agents provided an update in respect of planned works and it was **RESOLVED** to approve the schedule of works and award of contract to EVM Contractors.

It was **RESOLVED** to enter into mediation to seek to resolve ongoing issues between the council and tenant and that the Chairman, Deputy Chairman and Town Clerk be deputed

to represent the council.
It was **RESOLVED** to readmit the public and press.

A17/133 To note the date of the next meeting (21/05/2018)
The date was noted.

FINAL



Environment Committee

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

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Minutes of the

Environment and General Purposes Committee meeting held 12th June 2017

In the Lower Council Chamber of the Town Council Offices

EGP17/000 Present

Cllrs Coan, Power, Hutchence, Goodrich and Wells-Bradshaw.

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

EGP17/001 To elect a Chairman

It was **RESOLVED** to elect Cllr Coan as Chairman.

EGP17/002 To elect a Deputy Chairman

It was **RESOLVED** to elect Cllr Power as Deputy Chairman.

EGP17/003 To receive apologies for absence

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

EGP17/004 To note the committee's terms of reference

The terms of reference were noted.

EGP17/005 To note declarations of members' interests

No members declared an interest in any item.

EGP17/006 Public Participation

No members of the public wished to address the committee.

EGP17/007 To consider matters related to Tree Preservation Orders for Windmill Wood

Chris Hudson of Cheshire East Council addressed the committee in relation to Tree Preservation Orders. It was explained that the council presently had a list of 128 TPO applications with the ability to progress around 28 per year and that the application for Windmill Wood had been assigned medium priority. Mr Hudson encouraged the council to include policies protecting trees within the Neighbourhood Plan. It was explained that the council would also be reviewing out of date orders, noting a large number were established in 1947.

EGP17/008 To consider signing up to the NALC 'Charter for Trees'

It was **RESOLVED** to sign up to the Charter for Trees and establish the council as a local branch. It was further **RESOLVED** that the council apply for a charter tree and to authorise the Town Clerk to arrange for planting of the same at a location determined by members.

- EGP17/009 To receive and confirm the minutes of the meeting held on 20th March 2017**
It was **RESOLVED** to confirm the minutes.
- EGP17/010 To consider an update from the Friends of the Moor**
The update was noted. Cllr Power highlighted the need for CCTV on the Moor to combat anti-social behaviour.
- EGP17/011 To consider an update from the Friends of the Heath**
The updated was noted and the committee requested the Town Clerk advise the Friends of the Heath of the council's bin suppliers and direct them to apply for a grant via the finance committee.
- EGP17/012 To consider the committee budget and spending to date**
The budget and spending to date was noted.
- EGP17/013 To review the committee's progress in achieving the 2020 Vision**
The actions were reviewed and it was **RESOLVED** to amend the target dates for actions 3.2, 3.4 and 6.3 to September 2017; to task officers with completing the tree review and to amend the target date to March 2018 and to amend the target date for 11.3 to October 2017.
- EGP17/014 To consider the membership of working groups reporting to the committee**
It was **RESOLVED** to make the following appointments to working groups:
- War Memorial working group: Cllrs Wells-Bradshaw, Coan, Dean and Hutchence
 - Blue Plaque appraisal panel: Cllrs Hutchence, Greenstein and Power
 - Highways working group: Cllrs Goodrich, Greenstein, Power and Hutchence.
- EGP17/015 To consider the utilisation of the adopted K6 Kiosk on Woodlands Drive**
It was **RESOLVED** to authorise the repairs to the phone box including to replace the door and install a lock if necessary. It was **RESOLVED** that the Town Clerk investigate the installation of a defibrillator for consideration at the next meeting.
- EGP17/016 To consider planting at the 'welcome to Knutsford' signs**
It was **RESOLVED** that, subject to the consent of Cheshire East Highways, raised planters be installed at the Manchester Road, Northwich Road, Chelford Road and Mobberley Road entrance signs and a pole-supported planter be installed at the Toft Road entrance sign.
- EGP17/017 To consider updating the town centre maps**
It was **RESOLVED** to approve the updating of the town centre maps as outlined in report ENV1701, to delegate authority to the Town Clerk to determine the advertising prices to cover the costs of producing the same. It was **RESOLVED** that subject to it being covered by advertising income, officers arrange for a new map at the entrance to the King St car park, relocation of the map at the bus station and the installation of a new map in Tatton Park.
- EGP17/018 To consider a blue plaque for Richard Harding Watt on The Old Croft**
It was **RESOLVED** to approve the installation of a blue plaque as per report ENV1703.
- EGP17/019 To consider revisions to the Royal George Blue Plaque**
It was **RESOLVED** to replace the plaque as per the wording in report ENV1709.
- EGP17/020 To consider recommendations from the Tour of Britain legacy working group**

The committee reviewed the recommendations from the Tour of Britain legacy working group and provided feedback to officers on priorities. It was **RESOLVED** that officers research the recommendations in order to develop a costed action plan for committee consideration including to consult Cycle Knutsford on the draft plan.

EGP17/021 To consider the conservation of the cased plaster relief of Elizabeth Gaskell on loan to the Heritage Centre

It was **RESOLVED** to authorise the conservation work to the relief.

EGP17/022 To consider matters related to the unregistered land on Hollow Lane

The committee noted the concerns of the Planning Committee that the land was not registered to the applicant had been satisfied.

EGP17/023 To consider matters related to an abundance of pigeons in the Town Centre

It was **RESOLVED** that officers investigate pigeon housing as a means of pigeon control in the town centre and to recommend to the assets committee that a bowser be purchased to enable cleaning of mess.

EGP17/024 To consider matters related to parking on the King Canute Mosaic, Heritage Way

It was **RESOLVED** that the Town Clerk write to the Department for Communities and Local Government to raise the issue of areas of inability to solve community issues on land where the owners cannot be identified.

EGP17/025 To consider the relocation of the Bird Bath from the Library Gardens

It was **RESOLVED** that the bird bath be installed within the Council Office grounds and that a budget of £200 for its relocation be approved.

EGP17/026 Member questions to the Clerk

No questions were raised.

EGP17/029 To consider the town maintenance log

The log was noted.

EGP17/030 To consider the actions log

The log was noted.

EGP17/031 To note the date of the next meeting

Members noted the date.

Knutsford Town Council

Town Clerk: Adam Keppel-Green

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Minutes

of the

Environment and General Purposes Committee meeting held 7th August 2017

In the Lower Council Chamber of the Town Council Offices

EGP17/032 Present

Cllrs Power, Hutchence, Goodrich and Wells-Bradshaw.

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

EGP17/033 To receive apologies for absence

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

EGP17/034 To note declarations of members' interests

No members declared an interest in any item.

EGP17/035 Public Participation

A resident spoke in relation to pigeons in the town centre and the poor maintenance of Church View, asking if more can be done to keep this area maintained. The resident also enquired as to the status of the repair of the staircase in the Gaskell Tower.

A resident reported that the previously reported excavation on the Barncroft was a case of guerrilla gardening and raising concern that a portion of the land had been fenced off as part of the development occurring on Brandon Drive.

A resident raised the issue of the continuing poor state of repair at the Bus Station, impending enforceable parking restrictions on Longridge and the need to ensure they are enforced and sought Cheshire East Council to allow residents to direct where resources are allocated.

EGP17/036 To receive and confirm the minutes of the meeting held on 12th June 2017

It was **RESOLVED** to confirm the minutes.

EGP17/037 To consider the committee budget and spending to date

The budget and spending to date was noted.

EGP17/038 To consider an update from the Friends of the Moor

Cllr Power provided an update from Friend of the Moor which expressed concern at the proposed sale of the land on Higher Downs and the potential implications for future disposal of open spaces such as the Moor. The committee noted that the Moor is an integral part of Knutsford and is to be protected.

- EGP17/039 To consider matters related to the Pigeon problem in the Town Centre**
It was **RESOLVED** that officers prepare a report with recommendations for the installation of dovecotes with a budget allocation of £2,600, to include proposed locations and permissions having been sought from relevant building/landowners.
- EGP17/040 To receive an update on the Definitive Map Modification Order Appeal**
It was noted that the Planning Inspectorate had upheld the council's appeal and directed Cheshire East Council to make an order. The process going forward was also noted.
- EGP17/041 To consider matters related to Parking Priorities/issues**
It was **RESOLVED** that the Town Clerk write to the Knutsford Cheshire East councillors expressing disappointment at the changes to the local direction of parking enforcement and requesting they push to see an improved service resume urgently.
- EGP17/042 To consider distribution of the new Town Guides**
It was agreed to defer this item pending further information on the premier network distribution.
- EGP17/043 To consider the purchase of a bin for the Barncroft**
It was **RESOLVED** to defer this item pending discussions with Cheshire East Council with a view to them installing a bin or emptying a town council provided bin.
- EGP17/044 To consider the installation of a defibrillator within the adopted K6 Kiosk on Woodlands Drive**
It was **RESOLVED** to install the Zoll Plus defibrillator and to thank the Knutsford First Responders Trust for their support.
- EGP17/045 Member questions to the Clerk**
Cllr Power enquired if a letter could be sent in respect of the proposed sale of land at Higher Downs, it was noted that Full Council was dealing with this matter.
- EGP17/046 To consider the town maintenance log**
The log was noted and it was requested that the log be reviewed by officers for the next meeting to resolve outstanding items. Cllr Power reported works required along Sparrow Lane.
- EGP17/047 To consider the actions log**
The Town Clerk reported it would not be possible to install a blue plaque at the Old Town Hall as consent for the chosen wording was not given. The log was noted.
- EGP17/048 To note the date of the next meeting**
The date was noted.

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Minutes

of the

Environment and General Purposes Committee meeting held 2nd October 2017

In the Lower Council Chamber of the Town Council Offices

EGP17/049 Present

Cllrs Coan, Power, Goodrich, Greenstein, Nicholson and Wells-Bradshaw.

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

EGP17/050 To receive apologies for absence

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

EGP17/051 To note declarations of members' interests

No members declared an interest in any item.

EGP17/052 Public Participation

No members of the public wished to speak.

EGP17/053 To receive and confirm the minutes of the meeting held on 7th August 2017

It was **RESOLVED** to confirm the minutes which were duly signed by the Chairman.

EGP17/054 To consider the committee budget and spending to date

The budget and spending to date was noted.

EGP17/055 To consider an update from the Friends of the Moor

An update from the Chairman of Friends of the Moor which had been received by email. It was noted that the Friends did not consider the Moor suitable for a Dovecote and had confirmed the same to CEC. Cllr Power highlighted that CEC/ANSA were being chased on several maintenance issues which were taking some time to resolve. Members requested the Deputy Town Clerk write to CEC/ANSA chasing resolution of the outstanding issues.

EGP17/056 To consider matters related to Cotton Shop Yard

It was **RESOLVED** that an additional bollard be installed as Cotton Shop Yard in the manner detailed in report ENV1722.

EGP17/057 To consider the Council's Banners, A Boards and Signage Policy

It was **RESOLVED** that the matter appear on the agenda of the next meeting for further consideration and that in the meantime the Deputy Town Clerk should speak to the agent for the little Heath to ascertain if the Council could display banners there.

EGP17/058 To consider matters related to the Highways Working Group

It was **RESOLVED** that Cllr Wells-Bradshaw be added to the membership of the group.

EGP17/059 To consider distribution of the 2017/18 Town Guides

It was **RESOLVED** to continue with existing distribution methods until the Town Centre manager has completed the benchmarking survey for the Town and her proposals are considered.

EGP17/060 To consider the draft Committee budget 2017/2018

It was **RESOLVED** to approve the draft budget with the following amendments:

- 330/4450 increase to £2500¹
- 345/4041 increase to £350

EGP17/061 Member questions to the Clerk²

Members raised concerns with respect to the number of faulty lights within the Town and the awareness of CEC of the issue and the use of spray paint to highlight Dog Fouling in the Town.

EGP17/062 To consider the town maintenance log

The log was reviewed and noted.

EGP17/063 To consider the actions log

The log was reviewed and noted.

EGP17/064 To note the date of the next meeting

The date was noted.

¹ Cllr Goodrich abstained from voting on this amendment

² Cllr Power left the meeting during this item

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Minutes of the

Environment and General Purposes Committee meeting held 20th November 2017

In the Lower Council Chamber of the Town Council Offices

EGP17/065 Present

Cllrs Coan, Power, Goodrich, Greenstein, Hutchence and Wells-Bradshaw.

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

EGP17/066 To receive apologies for absence

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

EGP17/067 To note declarations of members' interests

Cllr Greenstein declared a pecuniary interest in item EGP17/074 as a contractor for Tatton Estate Management.

EGP17/068 Public Participation

No members of the public wished to speak.

EGP17/069 To receive and confirm the minutes of the meeting held on 2nd October 2017

It was **RESOLVED** to confirm the minutes which were duly signed by the Chairman.

EGP17/070 To consider the committee budget and spending to date

The budget and spending to date was noted.¹

EGP17/071 To consider Open Space improvements

It was **RESOLVED** that the recommended improvements set out within report ENV1725 be carried out within the current financial year. It was further **RESOLVED** that applications be made to register Thorneyholme/College Wood as a Town Green and to register the public rights of way across the land.

EGP17/072 To consider matters related to the Highways Working Group

It was **RESOLVED** that the recommendations contained in report ENV1727 be approved

EGP17/073 To consider amendments to the Committee budget suggested by the Finance Committee

It was **RESOLVED** that a report be prepared for presentation to the January Full Council meeting for the reinstatement of the Highways Improvement Budget and the increase in the Civic Regalia budget to £350.

¹ Cllr Greenstein arrived at the start of this item.

EGP17/074 To consider the Council's Banners, A Boards and Signage Policy

It was **RESOLVED** that the policy remain as drafted.

EGP17/075 Member questions to the Clerk

Cllr Power advised that he had been approached by a number of businesses on Minshull Street who had indicated that they would like a trial of pedestrianisation of the street. The Deputy Town Clerk advised that the businesses would need to provide details of the proposed closure periods and their reasons why for the issue to be considered at a future Environment meeting. It was noted CEC Highways would need to be involved.

Cllr Goodrich asked if enquiry could be made of CEC as to the upgrade carried out on the Zebra Crossing in Chelford and as to how much the improvements cost.

EGP17/076 To consider the town maintenance log

The log was reviewed and noted. Members noted that an update on current lighting faults in the Town was required.

EGP17/077 To consider the actions log

The log was reviewed and noted.

EGP17/078 To note the date of the next meeting (22/01/17)

The date was noted.

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Minutes

of the

Environment and General Purposes Committee meeting held 22nd January 2018

In the Lower Council Chamber of the Town Council Offices

EGP17/079 Present

Cllrs Coan, Hutchence, Power and Wells-Bradshaw.

In attendance: S Morgan (*Deputy Town Clerk*)

EGP17/080 To receive apologies for absence

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

EGP17/081 To note declarations of members' interests

No members declared an interest in any item.

EGP17/082 Public Participation

No members of the public wished to speak.

EGP17/083 To receive and confirm the minutes of the meeting held on 20th November 2017

It was **RESOLVED** to confirm the minutes which were duly signed by the Chairman.

EGP17/084 To consider the committee budget and spending to date

The budget and spending to date was noted.

EGP17/085 To consider the purchase of a Speed Indicator Device

It was **RESOLVED** to purchase a Speed Indicator Device with a Vehicle Event Logging function for an additional £250

EGP17/086 To consider the purchase of pollution monitoring equipment

It was **RESOLVED** to purchase pollution monitoring equipment as outlined in report ENV1729

EGP17/087 To consider the purchase of a dovecote

It was agreed to defer this item to the next meeting to include options for alternative sites.

EGP17/088 To consider advertising in the Knutsford Royal May Day Programme (£140)

It was **RESOLVED** to advertise in the programme at the cost of £140

EGP17/089 To consider entry into the Cheshire Best Kept Village/Community Pride Awards

It was **RESOLVED** to enter the Awards.

EGP17/090 To consider matters related to the town floriculture planting

It was **RESOLVED** to authorise a two-year contract for the barrier and hanging basket service.

It was also **RESOLVED** to approve officers organising the North West in Bloom entry as outlined in report ENV1731

EGP17/091 Member questions to the Clerk

It was highlighted to the Clerk that the previously regular agenda item for Friends of the Moor had been removed. The Clerk responded that the item would be on future agendas and provided an update from Friend of the Moor.

EGP17/092 To consider the town maintenance log

The log was reviewed and noted. It was requested that Cheshire East Highways are contacted by the Clerk to request an update regarding repair or the installation of a new crossing at Canute Roundabout, due the risk this presents to residents in its current state.

EGP17/093 To consider the actions log

The log was reviewed and noted. It was requested that the Clerk writes to Cheshire East to request a date for the one-way alterations on Cranford Avenue.

It was also requested that the target date for the Entry sign planters be adjusted to 28th February to allow for the delay in installation.

It was agreed that the River Lily bridge replacement would be added onto the actions log

EGP17/094 To note the date of the next meeting (19/03/17)

The date was noted.

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Minutes

of the

Environment and General Purposes Committee meeting held 19th March 2018

In the Lower Council Chamber of the Town Council Offices

EGP17/079 Present

Cllrs Coan, Hutchence, Power and Wells-Bradshaw.

In attendance: S Morgan (*Deputy Town Clerk*) and Cllrs Gardiner and Malloy

EGP17/080 To receive apologies for absence

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

EGP17/081 To note declarations of members' interests

No members declared an interest in any item.

EGP17/082¹ Public Participation

No members of the public wished to speak

EGP17/083 To receive and confirm the minutes of the meeting held on 22nd January 2018

It was **RESOLVED** to confirm the minutes which were duly signed by the Chairman.

EGP17/084 To consider the committee budget and spending to date

The budget and spending to date was noted.

EGP17/085 To consider an update on the changes to bus services by D and G Buses

The Chairman adjourned the meeting to allow representatives of D and G and Cheshire East Council to address the committee with an update on the changes to bus services from 1st April. Maps and timetables were provided, and the representatives answered questions from the committee and residents about aspects of the new services, bus stops, promotion and subsidies. It was confirmed that the new 88a service is a commercial service which needs to remain commercially viable to operate. Cheshire East will provide additional promotional materials to the town council for display. The meeting was reconvened.

EGP17/086 To consider the purchase of a dovecote

The committee agreed to defer the decision on the dovecote until a later date due to concerns regarding the dovecote deterring commercial tenants at the public toilets and not wishing to install a dovecote at 60 King Street at this time.

¹ Cllr Hutchence arrived during this item

EGP17/087 To consider matters relating to the repair of Elvis

It was reported that Elvis had been repaired by ANSA with no cost to the council but that should new antlers be required a price will be sought for the next meeting.

EGP17/088 To consider an update from the Friends of the Moor

The report was reviewed and noted. It was requested that the highways improvements be referred to the Highways Working Group and that the lack of repair to the River Lily Bridge be raised with Cheshire East Council. The Deputy Town Clerk advised that the town council would be seeking quotations for the replacement of the bridge.

EGP17/089 To consider matters relating to the Tour of Britain Legacy

It was **RESOLVED** to approve the action plan as outlined in report ENV1733, to progress the creation of a cycle map and that the installation of cycle maintenance equipment take place sooner should sponsorship be available.

EGP17/090 Member questions to the Clerk

The committee requested the circulation of the new plans for the Canute Place roundabout.

EGP17/091 To consider the town maintenance log

The log was reviewed and noted. The committee queried if the Canute Place zebra crossing is still a legal crossing.

EGP17/092 To consider the actions log

The log was reviewed and notes with some items to be updated due to delays.

EGP17/094 To note the date of the next meeting

The date was noted.



Events Committee

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

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Minutes of the

Events and Town Centre Management Committee meeting held 5th June 2017

In the Lower Council Chamber of the Town Council Offices

E17/000 Present

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

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

E17/001 To elect a Chairman

It was **RESOLVED** to elect Cllr Malloy as Chairman.

E17/002 To elect a Deputy Chairman

It was **RESOLVED** to elect Cllr Power as Deputy Chairman.

E17/003 To receive apologies for absence

Apologies were received from Cllr Forbes (personal business)

E17/004 To note the committee's terms of reference

The terms of reference were noted.

E17/005 To note declarations of members' interests

Cllr Power declared a non-pecuniary interest in E17/011 on the grounds of being a member of the Knutsford Catenians.

E17/006 Public Participation

A resident referred to photographs circulated to the committee of the WWI exhibition recently held in Poynton.

A member of the public spoke in relation to establishing a new market at Chelford, provided information to members and sought the council's support.

E17/007 To receive and confirm the minutes of the meetings held on 18th April

It was **RESOLVED** to confirm the minutes.

E17/008 To consider the committee budget and spending to date

The budget and spending to date was noted.

E17/009 To review the committee's progress in achieving the 2020 Vision

It was **RESOLVED** to amend the target date for aim 5.4a to April 2018. It was agreed that the committee would consider actions to replace those connected to the Promote Knutsford Forum once the Town Centre Manager was in post.

E17/010 To appoint members to the WWI Commemorations working group and the Music Festival working group

It was **RESOLVED** to appoint Cllrs Nicholson, Malloy, Coan and Mrs Wells-Bradshaw to the WWI Commemorations working group and Cllrs Power, Farber and Malloy to the Music Festival working group.

E17/011 To consider matters related to Christmas Events

It was **RESOLVED** that toilets be provided at the switch-on event within a budget of £400 subject to them being inspected and cleaned every half hour as a minimum. It was **RESOLVED** to approve the increase in electricity charges for instant consumable stalls as outlined.

It was **RESOLVED** to approve a budget of £700 for the Advent Live event and that officers launch the event. It was further **RESOLVED** to approve the financial risk assessment for the event. It was requested that the committee be updated on the progression of the event at each meeting.

It was **RESOLVED** to approve the plans for the Lantern Parade as outlined and, subject to confirmation of the costs, the revised layout for the crib service.

E17/012 To receive an update on the Knutsford Music Festival

An update was provided on the music festival, noting that tickets were on sale for the council's events and the gig guide would be published imminently. The contributions of the business community, organising a multitude of events, was noted.

E17/013 To review the Town Awards

The committee discussed the event and it was agreed that it worked well as part of the Town Meeting.

E17/014 Member questions to the Town Clerk

No questions were raised.

E17/015 To consider the actions log

The log was noted.

E17/016 To note the date of the next meeting

The date was noted.

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Minutes

of the

Events and Town Centre Management Committee meeting held 17th July 2017

In the Lower Council Chamber of the Town Council Offices

E17/017 Present

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

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

E17/018 To receive apologies for absence

Apologies were received from Cllr Forbes (personal business)

E17/019 To note declarations of members' interests

Cllr Power declared a non-pecuniary interest in E17/026 on the grounds of being a member of the Knutsford Catenians. Cllr Malloy declared a non-pecuniary interest in E17/023 on the grounds of being known to the organisers.

E17/020 Public Participation

No members of the public wished to speak.

E17/021 To receive and confirm the minutes of the meetings held on 5th June 2017

It was **RESOLVED** to confirm the minutes.

E17/022 To consider the committee budget and spending to date

The budget and spending to date was noted.

E17/023 To consider supporting the Knutsford Heritage Open Days events organised by the Knutsford Promenades Community Association

It was **RESOLVED** that the Town Council provides;

- Assistance in promotion of the programme through social media, the town council website and handing out programmes at the Makers Market (August)
- The loan of the projector and screen for use at events across the weekend, subject to ensuring it is appropriately insured
- The town bunting to be kept up throughout the event
- Administrative support for the bookings at the four private house tours (30 bookings per house, managed by e-mail)
- £50 towards the Run Knutsford event based upon Turing's marathon time

E17/024 To consider matters related to the Pumpkin Path

It was **RESOLVED** that the event proceed as set out in report E1704 and that the budget for the event be increased to £2500. The additional £500 to be drawn from the underspend on

the Music Festival, budget line 1320.

E17/025 To consider the review of the Knutsford Music Festival

The committee noted that the feedback received from businesses and the public was very positive and considered the event had been a success.

It was **RESOLVED** that the 2018 event be held on the 22nd, 23rd and 24th June 2018. It was further **RESOLVED** that the event operate in the same format as 2017, to allocate a budget of £6,000 and that the event not be held on the heath.

E17/026 To consider matters related to the Christmas Crib Service and Santa's Grotto

It was **RESOLVED** that the improvements identified be made to the Crib Service at a cost of £716. Members noted the plan for the provision of a Santa's Grotto and **RESOLVED** that officers should attempt to secure a local charity to run the Grotto by the by the next meeting on 4th September and if this is not possible that the Grotto would not go ahead for 2017.

E17/027 To establish a working group to determine the specification for the Christmas Illuminations 2018-2020

It was **RESOLVED** to establish a working group comprising Cllrs Malloy, Power and Mrs Wells-Bradshaw.

E17/028 To consider a report from the WWI Commemorations working group

It was **RESOLVED** that the focus of the events be between September and Remembrance Sunday 2018 and to approve the priority and progression of the proposed events as detailed in report E1707 be followed. The committee expressed its thanks to Mrs Sylvia Chaplin for her excellent work and input to this working group.

E17/029 Member questions to the Town Clerk

Cllr Power asked if it was possible for the information contained on the website with respect to the Heritage Centre to be updated. The Deputy Town Clerk advised that if the Heritage Centre provided updated content it could be amended on the Town Council website easily.

E17/030 To consider the actions log

The log was noted. Members asked that item E16/046 be removed as a working group was no longer necessary for the Pumpkin Path event. Cllr Malloy provided an update on E16/097 and the success of the Canute Duathlon for Juniors.

E17/031 To note the date of the next meeting

The date was noted.

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Minutes

of the

Events and Town Centre Management Committee meeting held 4th September 2017

In the Jubilee Hall, Stanley Road, Knutsford

E17/032 Present

Cllrs Malloy, Coan, Greenstein and Mrs Wells-Bradshaw.

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

E17/033 To receive apologies for absence

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

E17/034 To note declarations of members' interests

Cllr Malloy declared a non-pecuniary interest in E17/038 on the grounds of being known to the organisers and E17/040 on the grounds of being Chairman of the Knutsford Beer Festival.

Cllr Mrs Wells-Bradshaw declared a pecuniary interest in E17/039 on the grounds of her husband being employed by Event Buddha.

Cllr Greenstein declared a pecuniary interest in E17/039 on the grounds of working with Event Buddha, a non-pecuniary interest in E17/040 on the grounds of being involved in the Knutsford Hub, a pecuniary interest in E17/041 on the grounds of working with Tatton Estate Management.

E17/035 Public Participation

No members of the public wished to speak.

E17/036 To receive and confirm the minutes of the meeting held on 17th July 2017

It was **RESOLVED** to confirm the minutes subject to the correction of typographical errors.

E17/037 To consider the committee budget and spending to date

The budget and spending year to date was noted.

E17/038 To receive an update on Knutsford Town Council's Knutsford Heritage Open Days events

The rota for the Saturday opening of the council offices was read and Cllr Greenstein volunteered to fill the gap. It was noted that the Town Clerk would cover the Cemetery Chapel as no members had volunteered for this.

Cllr Malloy highlighted the events taking place in Knutsford across the four-days and passed on the thanks of the event organiser to the council's officers for their support.

E17/039 To consider matters related to Christmas 2017

It was **RESOLVED** to approve the purchase of a suitable summerhouse to be used as a Santa's Grotto subject to it being covered by the surplus of the Christmas Market, suitable storage being identified and that it be possible to ensure it is sufficiently well decorated to be a grotto.

It was **RESOLVED** to advertise the cost of the lantern parade workshops and ask for donations towards the same from attendees with no recommended donation.

E17/040 To consider the production of a 2018 Events Guide

It was **RESOLVED** to approve the production of an annual What's On guide subject to review after the 2018 guide, to delegate authority to the Town Clerk to determine advertising prices to cover the cost of the guide and to approve the risk assessment.

E17/041 To consider matters related to Tour of Britain 2018

It was **RESOLVED** that in the event of the Tour of Britain 2018 coming through Knutsford that it would seek to support but not sponsor the event and that a budget of £5,000 be allocated for celebration in Knutsford.

E17/042 Member questions to the Clerk

Cllr Mrs Wells-Bradshaw enquired when the Christmas Lights working group would be meeting, the Town Clerk undertook to ensure a meeting was convened. Members requested that a Town Centre Management update be provided at each meeting. Members expressed the desire that the Makers Market organisers be stricter in enforcing the removal of cars left on the street during the market and that prior to doing so the council and Makers Market increase publicity of the implications for doing so.

E17/043 To consider the actions log

The log was noted.

E17/044 To note the date of the next meeting

The date was noted.

Knutsford Town Council

Town Clerk: Adam Keppel-Green

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Minutes

of the

Events and Town Centre Management Committee meeting held 18th December 2017

In the Lower Council Chamber of the Town Council Offices

E17/045 Present

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

In attendance: A Keppel-Green (*Town Clerk*), S Morgan (*Deputy Town Clerk*) and Cllr Farber.

E17/046 To receive apologies for absence

Apologies were received from Cllr Forbes (personal business)

E17/047 To note declarations of members' interests

Cllr Power declared a non-pecuniary interest in item E17/052 on the grounds of being a member of the Catenians and a congregant of St Vincent's Church.

Cllr Wells-Bradshaw declared a pecuniary interest in E17/052 on the grounds of being employed by Event Buddha. Cllr Mrs Wells-Bradshaw declared a pecuniary interest in E17/052 on the grounds of her husband being employed by Event Buddha.

Cllr Farber declared a pecuniary interest in E17/052 on the grounds of providing photographic consultancy services to Event Buddha.

E17/048 Public Participation

No members of the public wished to speak

E17/049 To receive and confirm the minutes of the meeting held on 4th September 2017

It was **RESOLVED** to confirm the minutes.

E17/050 To consider the committee budget and spending to date

The budget and spending year to date was noted.

E17/051 To receive a report from the Town Centre Manager

The report of the Town Centre Manager was noted and members expressed thanks to the Town Centre Manager for her work to date. It was agreed the Town Centre Manager should liaise with Cheshire East Council to investigate the options for LED count display signage for town centre car parks.

E17/052 To review the Christmas Events

The report and further feedback from Cllr Forbes was noted. It was agreed that the

Chairman, Deputy Chairman and officers meet in advance of the next meeting to fully review the event.

E17/053 To consider matters relating to the Town Awards 2018

It was **RESOLVED** to confirm the event timeline and authorise officers to organise the awards as outlined in report E1714.

E17/054 To receive and consider an update from the Music Festival working group

It was **RESOLVED** to approve the outline plan for the event and to delegate authority to officers to organise the same in consultation with the Music Festival working group

E17/055 To consider amendments to the Committee budget suggested by the Finance Committee

It was **RESOLVED** to make representation at the January council meeting to request the reinstatement of the reduced Music Festival budget.

E17/056 To receive and consider an update from the WW1 Commemorations Working Group

It was noted that a meeting of the WW1 Commemorations working group will be scheduled, and a full report will be provided at the next meeting.

E17/057 Member questions to the Clerk

The Clerk responded to a question regarding the Christmas lights, wherein he advised that the working group would meet in February.

E17/058 To consider the actions log

The log was noted.

E17/059 To note the date of the next meeting

The date was noted.

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Minutes

of the

Events and Town Centre Management Committee meeting held 12th March 2018

In the Lower Council Chamber of the Town Council Offices

E17/060 Present

Cllrs Malloy, Power, Coan and Wells-Bradshaw.

In attendance: S Morgan (*Deputy Town Clerk*)

E17/061 To receive apologies for absence

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

E17/062 To note declarations of members' interests

No member declared an interest in any item under discussion.

E17/063 Public Participation

No members of the public wished to speak

E17/064 To receive and confirm the minutes of the meeting held on 18th December 2017

It was **RESOLVED** to confirm the minutes.

E17/065 To consider the committee budget and spending to date

The budget and spending year to date was noted.

E17/066 To receive a report from the Town Centre Manager

The report of the Town Centre Manager was noted, and members expressed thanks to the Town Centre Manager for her work to date. The Town Centre manager role was discussed, with the view that continuing to build relationships with local businesses would enhance sponsorship opportunities and assist the BID process. It was agreed that relevant sponsors and contacts should be passed on to the Town Centre manager.

E17/067 To receive an update on the music festival and to appoint an additional member to the working group

The update was noted and it was **RESOLVED** to appoint Cllr Wells-Bradshaw to the working group. It was agreed that all members should be encouraged to assist with the festival and that an email briefing would be sent out with details of support required.

E17/068 To consider matters related to Christmas events

It was **RESOLVED** that officers progress with the organisation of the 2018 Christmas events in line with 2017 arrangements amended as per the output of the review.

It was **RESOLVED** that the new idea for Advent Live be further explored and developed, with a detailed report to be presented to the July committee meeting.

The committee requested that the crib is painted by the Town Ranger and that the broken wheel be replaced by Cllr Wells-Bradshaw.

E17/069 To consider the award of tender for the Christmas Illuminations 2018-2020

It was **RESOLVED** to award the contract to Festive Lighting Company, approving the proposed scheme on the proviso that in the event Tatton Street and Regent Street (rather than Church Hill) are not sponsored on a three-year agreement that they are removed from the scheme.

E17/070 To consider an update from the WWI Commemorations working group

It was **RESOLVED** to authorise the Town Clerk to apply for grant funding towards the cost of the purchase and installation of a Beacon. It was **RESOLVED** to make a recommendation to the Blue Plaque Appraisal Panel in respect of a blue plaque for Heathfield Square

E17/071 Member questions to the Clerk

It was requested that the wire soldiers be considered for incoming trains as part of the WWI events and that pursuing a full marching band for the Remembrance Sunday parade should be a priority due to the time scale to organise this. Details of setting up an Air Cadets band were discussed, and this will be added to the action log.

E17/072 To consider the actions log

The Actions log was omitted from the agenda for this meeting. This will be reinstated on the next agenda.

E17/073 To note the date of the next meeting

The date was noted.

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Minutes

of the

Events and Town Centre Management Committee meeting held 16th April 2018

In the Lower Council Chamber of the Town Council Offices

E17/074 Present

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

In attendance: S Morgan (*Deputy Town Clerk*) and Cllr Beswick.

E17/075 To receive apologies for absence

Apologies were received from Cllrs Forbes (personal business)

E17/076 To note declarations of members' interests

No member declared an interest in any item under discussion.

E17/077 Public Participation

No members of the public wished to speak

E17/078 To receive and confirm the minutes of the meeting held on 12th March 2018

It was **RESOLVED** to confirm the minutes.

E17/079 To consider the committee budget and spending to date

The budget and spending year to date was noted.

E17/080 To receive a report from the Town Centre Manager

The report of the Town Centre Manager was noted, and members expressed thanks to the Town Centre Manager for her work to date.

E17/81 To consider the introduction of a park and ride scheme for the Christmas Market

It was **RESOLVED** to approve the Park and Ride scheme as outlined in report E1720 with a suggested minimum donation of £1

E17/082 To consider a proposed 'Flowers in Wallwood' initiative

It was **RESOLVED** to approve the wooden flower initiative, with the Town Centre Manager seeking sponsorship to cover the costs. It was requested that the number of flowers be doubled to provide a fuller display and that ways to maximise sponsorship displays were considered, such as using the reverse of the flowers.

E17/083 To consider a proposed Taste Knutsford initiative

The committee discussed the report, supporting the idea in general, but requesting further information before committing to this initiative. It was requested that the attractiveness

of the tours be considered further (with support for the demand of this type of event to be demonstrated) and it was felt that a January tour may not be appropriate. It was **RESOLVED** to defer a decision on this item pending a further report responding to the issues raised.

E17/084 To consider the funding of the 2056 (Knutsford) Squadron Air Training Corps marching band, referred by the Finance Committee

It was noted the committee does not hold sufficient budget to fund the band and **RESOLVED** to refer the matter to Full Council.

E17/085 To consider whether Makers Markets should be permitted on Easter Sundays

The committee discussed the overall popularity of the event and whether this could be held on a different day due to a number of complaints received from residents about it being on Easter Sunday. It was **RESOLVED**¹ not to permit the Makers Market to take place on Easter Sunday.

E17/086 To consider matters related to the Knutsford Events Forum

It was **RESOLVED** to continue with the Events Forum, following a verbal report on its success so far and the production of an events calendar for the year to go on the Town Council website.

E17/087 Member questions to the Clerk

It was requested organisers of events on the Heath are contacted regarding their permission to use the Heath and if this has been officially sought and approved.

It was additionally requested that an update was provided on the Music Festival and a verbal update on the events was provided.

It was highlighted that the WWI Working Group was due a meeting and requested that this was scheduled.

E17/088 To consider the actions log

The actions log was noted. It was requested that the LED count displays report be completed due to ongoing space issues in car parks.

E17/089 To note the date of the next meeting

The date was noted.

¹ Cllr Malloy voted against this resolution



Finance Committee

Knutsford Town Council

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Minutes

of the

Finance Committee meeting held 30th May 2017

In the Lower Council Chamber of the Town Council Offices

F17/000 Present

Cllrs Mrs Gray, Gray, Forbes and Coan

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

F17/001 To elect a Chairman

It was **RESOLVED** to elect Cllr Dean as Chairman.

In the absence of the Chairman it was **RESOLVED** that Cllr Forbes preside.

F17/002 To elect a Deputy Chairman

It was **RESOLVED** to elect Cllr Mrs Gray as Deputy Chairman.

F17/003 To receive apologies for absence

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

F17/004 To note the committee's terms of reference

The terms of reference were noted. The council's budget process and timings were clarified.

F17/005 To note declarations of members' interests

Cllr Forbes declared a pecuniary interest in F17/017 on the grounds of being recipient of the Mayor's allowance and was granted a dispensation by the Town Clerk.

Cllr Coan declared a non-pecuniary interest in F17/017 on the grounds of being known to an outstanding debtor.

F17/006 Public Participation

No members of the public were present.

F17/007 To receive and confirm the minutes of the meeting held on 24th April 2017

It was **RESOLVED** to confirm the minutes.

F17/008 To consider the committee's income/expenditure, year to date

The committee's income and expenditure to date was noted.

F17/009 To consider the Council's income/expenditure, year to date

The council's income and expenditure to date was noted.

F17/010 To appoint members to the Internal Audit working group and to review its Terms of Reference

It was **RESOLVED** to appoint Cllrs Coan, Mrs Gray and Gardiner to the Internal Audit working group. The terms of reference were noted and it was **RESOLVED** that no amendments were required.

F17/011 To appoint two members to the Banking and Investments working group and three members to the Grants Review working group

It was **RESOLVED** to appoint Cllrs Forbes and Dean to the Banking and Investments working group and it was **RESOLVED** to appoint Cllrs Nicholson, Malloy and Power to the Grants Review working group.

F17/012 To consider a report from the Grants Review working group

The conclusions of the working group in respect of funding provided above £2,000 was noted. It was **RESOLVED** to approve the principles outlined for a potential future arrangement with Knutsford in Bloom and that they now be consulted upon with Knutsford in Bloom.

F17/013 To note the Internal Auditor's report

The Town Clerk reported that the Internal Auditor had raised no issues or comments. Members congratulated the Town Clerk on achieving a clean audit.

F17/014 To approve payments

It was **RESOLVED**¹ to approve the payments detailed in Annex A.

F17/015 Questions to the Clerk

Cllr Forbes enquired when the investment accounts would be opened, the Town Clerk responded that he was pursuing the banks to open the accounts.

F17/016 To consider the actions log

The actions log was noted and it was **RESOLVED** to set a target date of 30th June for the Grants Review working group to complete its action.

F17/017 To consider the council's outstanding debtors report

It was **RESOLVED** to exclude the public and press on the grounds of commercial confidentiality.

The outstanding debtors report was noted.

It was **RESOLVED** to readmit the public and press.

F17/018 To note the date of the next meeting (10/07/2017)

The date of the meeting was noted.

¹ Cllr Forbes abstained from voting on this resolution.

ANNEX A**Knutsford Town Council**
Payment Schedule - 30/05/2017**Payments to be made by Cheque / Cash**

Payee	Amount	Auth.	Detail	Cheque / Ref
Blue Diamond (Fryer's Roses)	£465.00	AKG	Bloomin' Marvellous	377
HA Skinner	£200.00	AKG	Fiddlesticks, Music Festival	4317

£665.00

Payments to be made by BACS

Payee	Amount	Auth.	Detail	Reference(s)
A Keppel-Garner	£159.00	AKG	Flyers and Cable ties	17-16
Brian Chaplin	£12.70	AKG	Travel expenses (NP Event)	17-17
Cheshire Assoc. of Local Councils	£35.00	AKG	Training Course	65
Chew Valley Trees	£819.91	Env	Trees	51
Direct Letterbox Marketing	£527.93	AKG	Leaflet Drop (Market)	59
Hertel (HSL Solutions)	£100.80	AKG	Water Monitoring (Market)	54/55
PRS For Music	£377.40	AKG	PRS Licence (Market)	50
Society of Local Council Clerks	£348.00	Pers.	Leadership in Action Conference	64
Trade UK	£61.20	AKG	Bark/Shovel/Sledge Hammer/Saws	56/66/67
Urban Imprint	£2,205.00	AKG	NP Consultancy	61
WPS Insurance	£457.40	AKG	Van Insurance	60
Glaisyers	£455.00	AKG	Court Fee	
Cllr N Forbes	£500.00	Council	Mayor's Allowance	17-19

TOTAL TO BE PAID BY BACS £6,059.34

Payments to be made by Direct Debit

Payee	Amount	Auth.	Detail	Reference(s)
EE	£46.36	AKG	Mobiles May	57
EE	£52.31	AKG	Mobiles April	49
Network	£305.00	AKG	Van Lease	53
Network	£18.00	AKG	Road Fund Licence	52
Water Plus	£131.36	AKG	Water (Market) Q1	63
Water Plus	-£6.03	AKG	Water (Allotments) Q1,Q2 plus Credit	30/31/62

TOTAL TO BE PAID BY DD £547.00

TOTAL TO BE PAID £7,271.34

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Minutes

of the

Finance Committee meeting held 10th July 2017

In the Lower Council Chamber of the Town Council Offices

F17/019 Present

Cllrs Dean, Mrs Gray, Gray and Coan

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

F17/020 To receive apologies for absence

Apologies were received from Cllrs Forbes (civic business) and Gardiner (personal business).

F17/021 To note declarations of members' interests

Cllr Coan declared a non-pecuniary interest in F17/029 on the grounds of being known to a debtor.

F17/022 Public Participation

No members of the public wished to address the committee.

F17/023 To consider matters related to the Council Grant Scheme

- a) To consider an application from the Knutsford Abbeyfield Society
- b) To consider an application from the Canute Lunch Club
- c) To consider the grants database

a) The Chairman adjourned the meeting to allow a representative of the Knutsford Abbeyfield Society to address the committee. The meeting was subsequently reconvened and it was **RESOLVED** to award the grant in full.

b) It was **RESOLVED** to award the grant in full.

c) The grants database was noted and the Town Clerk reported he was chasing the outstanding reports.

F17/024 To receive and confirm the minutes of the meeting held on 30th May 2017

It was **RESOLVED** to confirm the minutes.

F17/025 To consider the committee's income/expenditure, year to date

The income and expenditure to date was noted.

F17/026 To consider the Council's income/expenditure, year to date

The council's income and expenditure to date was noted.

F17/027 Questions to the Clerk

The Chairman asked if the Town Clerk had any concerns in relation to the council's finances, the Town Clerk confirmed that he did not.

F17/028 To consider the actions log

The log was noted.

F17/029 To consider the council's outstanding debtors report

It was **RESOLVED** to exclude the public and press on the grounds of commercial sensitivity of discussions.

An update was provided in respect of proceedings to recover an outstanding debt.

It was **RESOLVED** to readmit the public and press.

F17/030 To note the date of the next meeting (25/09/2017)

The date was noted.

F17/030

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Minutes

of the

Finance Committee meeting held 25th September 2017

In the Lower Council Chamber of the Town Council Offices

F17/031 Present

Cllrs Dean, Mrs Gray, Forbes, Gardiner, Gray and Coan

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

F17/032 To receive apologies for absence

All members were present.

F17/033 To note declarations of members' interests

Cllr Coan declared a non-pecuniary interest in F17/029 on the grounds of being known to a debtor.

F17/034 Public Participation

No members of the public wished to address the committee.

F17/035 To receive and confirm the minutes of the meeting held on 10th July 2017

It was **RESOLVED** to confirm the minutes subject to a minor typographical amendment.

F17/036 To consider the committee's income/expenditure, year to date

The income and expenditure to date was noted.

F17/037 To consider the Council's income/expenditure, year to date

The council's income and expenditure to date was noted. It was observed that some committees appeared to be underspending and that it would be useful to understand the reasons for this from the committee chairmen at the budget setting meeting.

F17/038 To consider matters related to the Council Grant Scheme

- a) **To consider an application from the Knutsford League of Hospital Friends**
- b) **To consider an application from the South Manchester Fishing Club**
- c) **To consider the grants database**
 - a) The Chairman adjourned the meeting to allow a representative of the Knutsford League of Hospital Friends to address the committee. The meeting was subsequently reconvened and it was **RESOLVED** to award the grant in full.
 - b) It was **RESOLVED** to defer the consideration of the grant until the next meeting so that a representative of the group could attend.
 - c) The grants database was noted. It was also noted that the outstanding reports

were being chased.

F17/039 To consider replacing the Town Clerk's pre-paid card with a business credit card

It was **RESOLVED** to replace the Pre-Paid card with an RBS Business Credit Card with a spending limit of £1000.

F17/040 To consider revisions to Financial Regulations

It was **RESOLVED** that the recommended amendments to the Financial Regulations contained in report F1706 be made, save for the paragraphs detailed below which were amended to read as follows;

6.6e – *“Where is it necessary to make a payment before it can be authorised under 5.2, where it has been certified as to its correctness and urgency in accordance with 3.4”*

6.9 – *“Payments made using the Town Clerk's credit card shall be limited to a maximum single transaction of £1000.”*

F17/041 To consider the Internal Audit Working Group 2016/17 Q4 report

The report was noted.

F17/042 To note the conclusion of external audit

The conclusion of the external audit was noted. The Committee praised the RFO and others for the clean report.

F17/043 To review the amount of the Mayor's Allowance

It was **RESOLVED** that:

- a) The value of the Mayor's allowance to be £595 for 2018/19
- b) The Mayor and/or Deputy Mayor shall be permitted to reclaim mileage costs for travel within the parish¹
- c) The Mayor's allowance shall be adjusted for inflation annually

F17/044 To consider the financial risk assessment for the Events Guide

It was **RESOLVED** to accept the financial risk assessment.

F17/045 To consider the draft committee budget 2017/18

It was **RESOLVED** to approve the draft budget with the following amendments:

- 104/4030 increase to £600 in light of the decision in F17/43.

F17/046 Questions to the Clerk

There were no questions raised.

F17/047 To consider the actions log

The log was noted and a deadline of 31st October 2017 added to the outstanding action.

F17/048 To consider a report from the Town Clerk

It was **RESOLVED** to exclude the public and press on the grounds of commercial sensitivity of discussions. It was **RESOLVED** that the Town Clerk undertake the actions detailed in confidential annex C1704.

F17/049 To consider the council's outstanding debtors report

An update was provided in respect of outstanding debts.

It was **RESOLVED** to readmit the public and press.

¹ Cllr Forbes abstained from voting on this item

F17/050 To note the date of the next meeting (06/11/2017)
The date was noted.

FINAL

Knutsford Town Council

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Minutes

of the

Finance Committee meeting held 6th November 2017

In the Lower Council Chamber of the Town Council Offices

F17/051 Present

Cllrs Dean, Mrs Gray, Forbes, Coan, Gardiner and Gray

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

F17/052 To receive apologies for absence

All members were present.

F17/053 To note declarations of members' interests

Cllr Forbes	Non-pecuniary	F17/058	On the grounds of being disabled
	Non-pecuniary	F17/056 & F17/060	Vice-President of the Knutsford District Scouts
	Non-pecuniary	F17/060	Trustee of Knutsford GROW
Cllr Mrs Gray	Non-pecuniary	F17/057	Friend of Knutsford Heritage Centre
Cllr Gardiner	Non-pecuniary	F17/057	Council appointed trustee of Knutsford Heritage Centre
	Non-pecuniary	F17/056	Chairman of school governors
Cllr Coan	Non-pecuniary	F17/056	Former pupil of school
	Non-pecuniary	F17/057	Friend of Knutsford Heritage Centre
Cllr Gray	Non-pecuniary	F17/057	Friend of Knutsford Heritage Centre

F17/054 Public Participation

No members of the public wished to address the committee.

F17/055 To receive and confirm the minutes of the meeting held on 25th September 2017

It was **RESOLVED** to confirm the minutes.

F17/056 To consider an application for a large grant for £6,000 from Manor Park School Association

Cllr Gardiner left the meeting. The Chairman adjourned the meeting to allow representatives to address the committee, the meeting was reconvened and it was **RESOLVED** to award the grant in full subject to a community use agreement being in place. Cllr Gardiner re-joined the meeting.

F17/057 To consider an application for a large grant for £3,088 from Knutsford Heritage Centre

The Chairman adjourned the meeting to allow representatives to address the committee,

the meeting was reconvened, and it was **RESOLVED**¹ to purchase and gift the items requested through the grant application.

F17/058 To consider an application for a large grant for £5,554 from Brook Street Club

In the absence of representatives of the club it was **RESOLVED** to refuse the application but to allow it to be considered at the next committee meeting.

F17/059 To consider a recommendation to Full Council for the setting of the 2018/19 budget and precept

It was **RESOLVED** to approve the draft budget subject to the following amendments:

4032/102	Reduce projected actual to £250
4032/102	Reduce expenditure to £300
4170/201	Reduce expenditure to £5,000
4440/250	Reduce expenditure to £5,000
4216/330	Remove budget
4320/330	Remove budget
4041/345	Reduce expenditure to £50
4180/403	Reduce expenditure by £2,000
4600/450	Remove budget
440	Reduce net expenditure to £3,000

It was **RESOLVED** to recommend the budget as amended to Council resulting in a precept of £327,414. It was noted that should council not renew the CCTV agreement the precept would reduce and that the Personnel Committee should review the council's pension arrangements.

F17/060 To consider a report from the Town Clerk

It was **RESOLVED** to exclude the public and press.

The report was noted. It was **RESOLVED** that £365.90 be paid to the charities.

It was **RESOLVED** to readmit the public and press.

F17/061 Questions to the Clerk

No questions were raised.

F17/062 To note the date of the next meeting

The date was noted.

¹ Cllr Gardiner abstained from voting.

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Minutes

of the

Finance Committee meeting held 4th December 2017

In the Lower Council Chamber of the Town Council Offices

F17/063 Present

Cllrs Dean, Mrs Gray, Forbes, Coan, Gardiner and Gray

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

F17/064 To receive apologies for absence

All members were present.

F17/065 To note declarations of members' interests

Cllr Forbes	Non-pecuniary	F17/070a	Vice-President of Knutsford and District Scouts
	Non-pecuniary	F17/070c/d	On the grounds of being disabled
Cllr Coan	Non-pecuniary	F17/070e	Member of Knutsford Hosts
Cllr Gardner	Non-pecuniary	F17/070a/e	Known to applicant
	Non-pecuniary	F17/070b	Benefits the school of which he is Chairman of the Governors

F17/066 Public Participation

No members of the public wished to address the committee.

F17/067 To receive and confirm the minutes of the meeting held on 6th November 2017

It was **RESOLVED** to confirm the minutes subject to the correction of typographical errors.

F17/068 To consider the committee's income/expenditure, year to date

The budget and spending to date was noted.

F17/069 To consider the Council's income/expenditure, year to date

The council's budget and spending to date was noted.

F17/070 To consider matters related to the Council Grant Scheme

- To consider an application from the Knutsford District Scouts International Fundraising Committee**
- To consider an application from Great Places Housing Association**
- To consider an application from the South Manchester Angling Club**
- To consider the large grant application from Brook Street Club**
- To consider a donation request from the Knutsford Hosts**
- To consider the grants database**

- a) It was **RESOLVED** to award a grant of £3,000 to be paid in the 2018/19 financial year.
- b) It was **RESOLVED** to defer consideration of the grant to the March committee meeting to allow a representative of Great Places to attend and confirm the funds raised from other sources and what sponsorships have been sought.
- c) It was **RESOLVED** to award the grant in full.
- d) It was **RESOLVED** to add £5,000 to the 2018/19 Large Grants budget and to agree the grant in principle subject to a site visit and community use agreement.
- e) It was **RESOLVED** to make the donation.
- f) The grants database was noted.

F17/071 To approve changes to the council's banking arrangements

It was **RESOLVED** that the council's deposit account be closed with funds transferred to the current account and that the civic fundraising account be added to RBS Bankline.

F17/072 Questions to the Clerk

The Town Clerk responded to a question stating that one Bankline signatory had not yet accessed the system to be able to authorise payments.

F17/073 To consider the actions log

It was noted that no actions were outstanding.

F17/074 To consider the council's outstanding debtors report

It was **RESOLVED** to exclude the public and press on the grounds of the sensitivity of discussions. An update was provided in respect of outstanding debts.

It was **RESOLVED** to readmit the public and press.

F17/075 To note the date of the next meeting

The date was noted.

Knutsford Town Council

Town Clerk: Adam Keppel-Green

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

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Minutes

of the

Finance Committee meeting held 29th January 2018

In the Lower Council Chamber of the Town Council Offices

F17/076 Present

Cllrs Dean, Mrs Gray, Forbes, Coan, Gardiner and Gray

In attendance: S Morgan (*Deputy Town Clerk*) and A Keppel-Green (*Town Clerk*)

F17/077 To receive apologies for absence

All members were present.

F17/078 To note declarations of members' interests

Cllr Forbes	Non-pecuniary	F17/083b	On the grounds of being disabled
Cllr Coan	Non-pecuniary	F17/088	Known to an outstanding debtor
	Non-pecuniary	F17/083	Former pupil of a school which will benefit
Cllr Gardiner	Non-pecuniary	F17/088	Known to an outstanding debtor
	Non-pecuniary	F17/083	Benefits the school of which he is Chairman of the Governors

F17/079 Public Participation

No members of the public wished to address the committee.

F17/080 To receive and confirm the minutes of the meeting held on 4th December 2017

It was **RESOLVED** to confirm the minutes.

F17/081 To consider the committee's income/expenditure, year to date

The budget and spending to date was noted.

F17/082 To consider the Council's income/expenditure, year to date

The council's budget and spending to date was noted.

F17/083 To consider matters related to the Council Grant Scheme

a) To consider an application from Great Places Housing Association

b) To consider the large grant application from Brook Street Club

c) To consider the grants database

a) The Chairman adjourned the meeting to allow a representative of Great Places Housing Association to address the committee with an update on funds from other sources and sponsorship. The meeting was subsequently reconvened, and it was **RESOLVED** to award the grant in full, using the remainder of this year's budget

with £420 to be allocated from the 2018/19 budget.

- b) The Chairman adjourned the meeting to allow a representative of the Brook Street Club to address the committee. The meeting was subsequently reconvened, and it was **RESOLVED** to defer the decision to a later date to allow the applicant to look at other funding sources and prepare a budget plan with the board of trustees.
- c) The grants database was noted.

F17/084 To consider the Internal Audit working group reports

It was **RESOLVED** that the terms of reference for the Internal Audit Working Group are amended to state that a full annual inspection of the asset register should take place, rather than a partial asset register check forming part of the quarterly review.

F17/085 To consider transferring the member training budget to the Personnel Committee

It was **RESOLVED** to transfer the member training budget to the Personnel Committee. It was noted that an update to the Terms of Reference of the Personnel Committee would be required.

F17/086 Questions to the Clerk

There were no questions raised.

F17/087 To consider the actions log

It was noted that no actions were outstanding.

F17/088 To consider the council's outstanding debtors report

It was **RESOLVED** to exclude the public and press on the grounds of the sensitivity of discussions. An update was provided in respect of outstanding debts. It was **RESOLVED** to readmit the public and press.

F17/089 To note the date of the next meeting

The date was noted.

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Minutes

of the

Finance Committee meeting held 26th March 2017

In the Lower Council Chamber of the Town Council Offices

F17/090 Present

Cllrs Dean, Mrs Gray, Forbes, Coan and Gray

In attendance: S Morgan (*Deputy Town Clerk*)

F17/091 To receive apologies for absence

Apologies were received from Cllr Gardiner (personal business).

F17/092 To note declarations of members' interests

Cllr Dean	Non-pecuniary	F17/097	Member of the Royal British Legion
Cllr Coan	Non-pecuniary	F17/097	Member of the Royal British Legion
	Non-pecuniary	F17/103	Known to an outstanding debtor

F17/093 Public Participation

No members of the public wished to address the committee.

F17/094 To receive and confirm the minutes of the meeting held on 29th January 2018

It was **RESOLVED** to confirm the minutes.

F17/095 To consider the committee's income/expenditure, year to date

The budget and spending to date was noted.

F17/096 To consider the Council's income/expenditure, year to date

The council's budget and spending to date was noted.

F17/097 To consider matters related to the Council Grant Scheme

- a) To consider a grant application from Knutsford and District Royal British Legion
- b) To consider a grant application from the Knutsford Academy
- c) To consider a grant application from the Knutsford Ju Jitsu Club
- d) To consider a grant application from the Knutsford Air Cadets
- e) To consider an extension to the Knutsford Harriers grant spending deadline
- f) To consider the grants database

The Chairman addressed the grant applicants, advising the applicant from the Knutsford Air Cadets that the amount requested is classed as a large grant and would not be approved at this meeting.

The applicants were advised regarding the remaining sum in the budget and that all grants

applicants would have the opportunity to speak before the Council would make the decisions.

- a) The meeting was adjourned for a representative of the Knutsford and District Royal British Legion to address the committee. The meeting was subsequently reconvened, and it was **RESOLVED** to award the grant in full.
- b) The meeting was adjourned for a representative of the Knutsford Academy to address the committee. The meeting was subsequently reconvened, and it was **RESOLVED** to gift the video production package to the school.
- c) The meeting was adjourned for a representative of the Knutsford Ju Jitsu Club to address the committee. The meeting was subsequently reconvened, and it was **RESOLVED** to gift training mats to the club with an additional grant award of £100 towards the purchase of pads.
- d) Cllr Coan spoke in support of the application from the Knutsford Air Cadets and it was **RESOLVED** to refer the decision on this item to the Events Committee to consider use of its budget towards the cost of the instruments.
- e) It was **RESOLVED** to offer an extension until September 2018 for the Harriers grant spending deadline, requesting evidence of expenditure/certification for training undertaken to date on the condition that the balance is returned if not spent by the deadline.
- f) The grants database was noted.

F17/098 To consider the interim Internal Auditor Report

It was **RESOLVED** to refer this back to the RFO and auditors, requesting that once supplier details have been received upon first contact, these remain unchanged on the system until official notification is received from the supplier.

F17/099 To amend the terms of reference of the Internal Audit working group to increase the sample size of checking supplier account details as recommended by the Internal Auditor

It was **RESOLVED** to defer this item to the next Finance Committee meeting.

F17/100 To consider matters related to the storage of the Mayoral Chain

It was **RESOLVED** to exclude the public and press on the grounds of security and safety. It was **RESOLVED** to defer the decision to the next meeting, to enable time to research alternative options.

It was **RESOLVED** to readmit the public and press.

F17/101 Questions to the Clerk

Questions were raised about the current grant process and whether this can be reviewed. It was agreed that an item to establish a grant review working group can be included on the next meeting agenda.

F17/102 To consider the actions log

It was noted that no actions were outstanding.

F17/103 To consider the council's outstanding debtors report

It was **RESOLVED** to exclude the public and press on the grounds of the sensitivity of discussions. An update was provided in respect of outstanding debts.
It was **RESOLVED** to readmit the public and press.

F17/104 To note the date of the next meeting
The date was noted.

FINAL

Knutsford Town Council

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Minutes

of the

Finance Committee meeting held 9th April 2018

In the Lower Council Chamber of the Town Council Offices

F17/105 Present

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

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

F17/106 To receive apologies for absence

All members were present.

F17/107 To note declarations of members' interests

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

F17/108 Public Participation

No members of the public were present.

F17/109 To receive and confirm the minutes of the meeting held on 26th March 2018

It was **RESOLVED** to confirm the minutes.

F17/110 To consider matters related to the grant application from Knutsford Academy, approved at the previous committee meeting.

It was **RESOLVED** that a grant of £2186.25 be awarded with the academy funding the balance of the project.

F17/111 Questions to the Clerk

No questions were raised.

F17/112 To note the date of the next meeting (18/06/2018)

The date was noted.



Neighbourhood Plan Committee

Knutsford Town Council

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Minutes

of the

Neighbourhood Plan Committee meeting held 31st May 2017

In the Lower Council Chamber of the Town Council Offices

N17/000 Present

Cllrs Gardiner, Forbes, Coan and Gray.

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*)

N17/001 To elect a Chairman

It was **RESOLVED** to elect Cllr Gardiner as Chairman.

N17/002 To elect a Deputy Chairman

It was **RESOLVED** to elect Cllr Dean as Deputy Chairman.

N17/003 To receive apologies for absence

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

N17/004 To note the committee's terms of reference

The terms of reference were noted.

N17/005 To note declarations of members' interests

No interests were declared in any item.

N17/006 Public Participation

No members of the public wished to address the committee.

N17/007 To receive and confirm the minutes of the meeting held on 28th March 2017

It was **RESOLVED** to confirm the minutes.

N17/008 To consider the committee budget and spending to date

The budget and spending was noted.

N17/009 To appoint link councillors for the working groups

It was **RESOLVED** to appoint link councillors as follows:

Health:

Cllr Forbes

Getting Around:

Cllr Dean

Heritage:	Cllr Coan	Sports & Leisure:	Cllr Forbes
Town Centre:	Cllr Gray	Housing:	Cllr Gardiner

It was agreed to leave Education & Community and Environment and Open Spaces without an appointed link until the next committee meeting.

N17/010 To consider an update from Urban Imprint and an updated Project Plan

It was **RESOLVED** to exclude the public and press on the grounds of the sensitive nature of discussions.

Cllr Gardiner read a letter from Urban Imprint in relation to the management of the Neighbourhood Plan process. It was **RESOLVED** that Cllr Gardiner and the Town Clerk meet with Urban Imprint to discuss the points raised and to express the thoughts of the committee as had been outlined.

It was **RESOLVED** to readmit the public and press.

It was agreed to defer the remainder of the item to a future meeting.

N17/011 To consider a report from the Communications Strategy working group

It was **RESOLVED** to accept the recommendations of the working group as detailed in report NP1702.

It was **RESOLVED** to approve the phase one works and to delegate authority for the same to the Town Clerk in consultation with a working group comprising Cllr Forbes, Cllr Gardiner, Mrs Dalzell and Mr Chaplin.

N17/012 To consider the draft Vision and Objectives

It was **RESOLVED** that:

- Mobility in the Town should be renamed Traffic, Transport and Movement
- Objectives 2 (Environment) and 3 (Green Space and Landscape) should be merged
- Community Infrastructure should be named Community and Education and make reference to the provision and access to education.

N17/013 To consider the draft emerging policies

It was **RESOLVED** that the document required refinement through an Urban Imprint facilitated workshop to refine the policies, look at matching them to objectives and review the Sports and Leisure sections.

N17/014 To consider an updated draft Knutsford Design Guide

The committee thanked Mr Chaplin for his work on the document to date. It was **RESOLVED** the guide should be an A4 Landscape document and for the committee to feed any final inputs to Mr Chaplin.

N17/015 To consider a report on the Housing and Health event

Mr Chaplin reported on attending the event.

N17/016¹ To receive updates from working groups

Mr Price reported on a meeting of the liaison group with Cheshire East Council highlighting that there was no capital funding for Knutsford. A meeting with the portfolio holder for Highways had taken place; the working group had been provided with sketches of the proposed improvements for Hollow Lane, Canute Place, Parkgate Lane and Adam's Hill.

Mrs Jamison highlighted the Cheshire East Council consultation on the sports strategy which

¹ Mr Price left the meeting after providing his working group's update.

members of the working group would be responding individually to.

Mr Thompson expressed the need for an assessment of the footprint of Knutsford that is served by the Knutsford doctor surgeries.

Mrs Dalzell highlighted that the requested school places planning information had not been provided by Cheshire East Council, Cllr Gardiner undertook to chase on this.

N17/017 Member questions to the Town Clerk

The Town Clerk responded to a question on expanding the area of the neighbourhood plan boundary, stating that it would be considered at the next committee meeting.

N17/018 To note the date of the next meeting

The date was noted.

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Knutsford Town Council

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Minutes

of the

Neighbourhood Plan Committee meeting held 9th August 2017

In the Lower Council Chamber of the Town Council Offices

N17/019 Present

Cllrs Gardiner, Dean, Forbes and Gray.

Mr B Chaplin (Housing WG), Mrs S Chaplin (Heritage WG), Mr K Thompson (Health 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-Green (Town Clerk) *Bob Phillips and Jo Gregory (Urban Imprint)*

N17/020 To receive apologies for absence

Apologies were received from Cllr Coan (personal business) and Mr Price.

N17/021 To note declarations of members' interests

No members declared an interest in any item.

N17/022 Public Participation

No members of the public wished to address the committee.

N17/023 To receive and confirm the minutes of the meeting held on 31st May 2017

It was **RESOLVED** to confirm the minutes.

N17/024 To consider the committee budget and spending to date

The budget and spending was noted.

N17/025 To appoint link councillors for the Education & Community and Environment & Open Spaces working groups

It was agreed that Cllr Gardiner act as link councillor until he could confirm with Cllr Nicholson whether she could act as link to either.

N17/026 To consider submitting an application to revise the Neighbourhood Plan area boundary to include the Local Plan development site off Northwich Road within Tabley parish

It was **RESOLVED** to submit an application to revise the area boundary.

N17/027 To consider a report from the communications working group

It was **RESOLVED**¹ to adopt the recommendations of the working group and that the

¹ Mrs Jamison abstained from the non-councillor vote on the resolution.

working group proceed with phase two arrangements.

N17/028 To consider an updated draft Knutsford Design Guide

The committee thanked Mr Chaplin for his work on the design guide. It was **RESOLVED** that Urban Imprint review the document and that it is submitted to David Hallam of Cheshire East Council for feedback. It was agreed that the guide include pictures and it was agreed that it be formatted to match the Neighbourhood Plan documents.

N17/029² To consider the Outline Emerging Policies document

It was agreed that members submit comments on typographical etc changes that were required to the Town Clerk for collating. It was agreed that members submit comments on changes needed with the spatial plan to the Town Clerk for collating. Subject to those changes the document was approved.

N17/030 To consider the forward plan

It was **RESOLVED** to adopt the plan.

It was **RESOLVED** that the working group to further the consultation preparation comprise up to eight people to include two councillors, Urban Imprint and the Town Clerk.

N17/031 To consider the Neighbourhood Plan document contents

The document was noted.

N17/032 To consider matters related to the Cheshire East Council Sports Strategy consultation and the Sports and Leisure working groups emerging ideas concerning Knutsford Leisure Centre, Swimming Pools, Schools Sports and Community Sports Rugby

Mrs Jamison provided a background to the documents being prepared by Cheshire East Council and stated the Neighbourhood Plan would need to provide detail on some areas.

N17/033 To receive updates from working groups

Mr Griffiths provided an update in respect of the Local Green Space assessment undertaken by the Environment and Open Spaces working group and stated he would be circulating the work to date to the committee for comments. It was agreed feedback would be provided within three weeks.

Mrs Chaplin reported that the character assessments were progressing and that she was meeting with representatives of the Environment and Open Spaces working group for their input on the process.

N17/034 Member questions to the Town Clerk

The Town Clerk confirmed that an additional meeting of the committee could be called if necessary to facilitate the consultation starting quicker than planned.

N17/035 To note the date of the next meeting

It was agreed that the meeting be moved to 27th September.

N17/036 To consider the next commissioning for Urban Imprint as project managers and advisors of the Neighbourhood Plan to deliver the agreed forward plan

Representatives from Urban Imprint left the meeting.

It was **RESOLVED** to exclude the public and press on the grounds of the commercial sensitivity of discussions.

² Cllr Dean left the meeting during this item.

It was **RESOLVED**³:

- a) To commission Urban Imprint as per the submitted quotation.
- b) That the Town Clerk draft suitable terms of engagement
- c) That clarity be sought on the work outlined for the Character Assessments
- d) Urban Imprint be reminded of the need for a consistent approach to drafting documents
- e) The terms include a clear break clause
- f) The terms clarify ownership and copyright of documents produced

It was **RESOLVED** to readmit the public and press.

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³ Cllrs Gray and Forbes abstained from voting on the resolution.

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Minutes

of the

Neighbourhood Plan Committee meeting held 27th September 2017

In the Lower Council Chamber of the Town Council Offices

N17/037 Present

Cllrs Gardiner, Dean, Forbes and Gray.

Mr B Chaplin (Housing WG), Mrs S Chaplin (Heritage WG), Mrs L Dalzell (Education and Community WG) and K Griffiths (Environment and Open Spaces WG)

In attendance: A Keppel-Green (*Town Clerk*), Jo Gregory and Jonathan Maginness (*Urban Imprint*)

N17/038 To receive apologies for absence

Apologies were received from Cllrs Coan and Nicholson (personal business), Mr Thompson and Mrs Jamison.

N17/039 To note declarations of members' interests

No members declared an interest in any item.

N17/040 Public Participation

No members of the public wished to address the committee.

N17/041 To receive and confirm the minutes of the meeting held on 9th August 2017

It was **RESOLVED** to confirm the minutes.

N17/042 To consider the committee budget and spending to date

The budget and spending year to date was noted and the Town Clerk reported that a grant of £9,000 had been awarded to the council through Locality.

N17/043 To appoint link councillors for the Education & Community and Environment & Open Spaces working groups

It was **RESOLVED** to appoint Cllr Nicholson as link councillor for Environment and Open Spaces working group and Cllr Gardiner to the Education and Community working group.

N17/044 To consider matters related to the Emerging Policies Consultation

It was **RESOLVED** to approve the emerging policies document subject to final amendments being submitted to the Town Clerk within one week.

It was **RESOLVED** to approve the summary emerging policies document subject to final amendments being submitted to the Town Clerk within one week.

Cllr Gardiner left the meeting at this point and Cllr Dean as Deputy Chairman presided.

It was **RESOLVED** to approve the consultation plan as outlined.

N17/045 To consider the draft committee budget 2018/19

It was **RESOLVED** to approve the draft budget as submitted.

N17/046 To receive updates from working groups

Cllr Dean reported that Mr Price had stepped down from the Getting Around working group. Mrs Dalzell reported that pupil planning figures had been revised from Cheshire East but they only looked forward five years.

Mr Griffiths reported that the Environment and Open Spaces working group had almost completed its local green space designation work and was supporting the Character Assessment process.

Cllr Gray reported the Town Centre working group had not met.

Mr Chaplin reported the meeting the required employment land allocation of 1.5ha was likely to require more greenbelt release.

Mrs Chaplin reported that the Heritage working group had been working on the Character Assessments.

N17/047 Member questions to the Town Clerk

No questions were asked.

N17/048 To note the date of the next meeting (01/11/2017)

The date was noted.

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Minutes

of the

Neighbourhood Plan Committee meeting held 1st November 2017

In the Lower Council Chamber of the Town Council Offices

N17/049 Present

Cllrs Gardiner, Dean, Forbes and Gray.

Mr B Chaplin (Housing WG), Mrs S Chaplin (Heritage WG), Mrs L Dalzell (Education and Community WG) Mr K Thompson (Health WG), Mrs D Jamison (Sports and Leisure WG) and Mr K Griffiths (Environment and Open Spaces WG)

In attendance: A Keppel-Green (*Town Clerk*), Bob Phillips and Jo Gregory (*Urban Imprint*)

N17/050 To receive apologies for absence

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

N17/051 To note declarations of members' interests

Mrs Jamison wished it recorded that she was now secretary to Knutsford Residents of Over Ward (KROW) and part of the Connecting Communities partnership team. Cllr Gardiner declared a non-pecuniary interest in N17/057 as Chairman of the Governors at Manor Park school.

N17/052 Public Participation

No members of the public wished to address the committee.

N17/053 To receive and confirm the minutes of the meeting held on 27th September 2017

It was **RESOLVED** to confirm the minute subject to the addition of Jonathan Maginness (Urban Imprint) to the attendance list.

N17/054 To consider the committee budget and spending to date

The budget and spending was noted.

N17/055 To approve the submission of the emerging policies document to Cheshire East Council for the purposes of performing a Strategic Environmental Assessment (SEA Screening)

It was **RESOLVED** to approve the submission of the document for screening.

N17/056 To consider updates on the development of the evidence base documents:

It was reported that options to fast track the adoption of the Design Guide were being investigated, that the character assessments were almost completed and that the cycling plan was in hand. It was noted that Cheshire Wildlife Trust had submitted their report on green infrastructure and that the local green space designation process had been completed.

and the final document was being pulled together. Bob Phillips offered assistance to Mrs Jamison in completing the Sports Infrastructure action plan.

N17/057 To consider a report from the Housing working group on school sites

It was noted that Knutsford would require increased provision for primary school places during the Local Plan period and that Cheshire East's projections were at the low end of potential requirements without any planning for pre-school places. It was agreed that members would feedback comments to Mr Chaplin.

N17/058 To consider a report from the Housing working group on the SADPD site submissions

It was agreed to inform Cheshire East Council that the Town Council would provide a response to the Knutsford site submissions and that a proposed response will be agreed by the committee for Council consideration.

N17/059 To consider matters related to the upcoming consultation

The Town Clerk provided the detail of the planned consultation and reminded members to sign up to man the exhibition events.

N17/060 To receive updates from working groups

Mr Thompson reported concern that the GPs are close to capacity and may close registrations. It was agreed that the Chairman would write to the CCG on the matter and expressing the increased importance of a new medical centre.

N17/061 Member questions to the Town Clerk

Cllr Forbes enquired if the Town Council would be responding to the Cheshire East Council CIL consultation; the Town Clerk explained a response was being drafted.

N17/062 To note the date of the next meeting (13/12/2017)

The date was noted.

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Minutes

of the

Neighbourhood Plan Committee meeting held 13th December 2017

In the Lower Council Chamber of the Town Council Offices

N17/063 Present

Cllrs Gardiner, Forbes and Coan.

Mr B Chaplin (Housing WG), Mrs S Chaplin (Heritage WG), Mrs L Dalzell (Education and Community WG) Mr K Thompson (Health WG), Mrs D Jamison (Sports and Leisure WG) and Mr K Griffiths (Environment and Open Spaces WG)

In attendance: A Keppel-Green (*Town Clerk*), Bob Phillips, Jo Gregory and Jon Maginness (*Urban Imprint*)

N17/064 To receive apologies for absence

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

N17/065 To note declarations of members' interests

Cllr Gardiner declared a non-pecuniary interest in N17/071 on the grounds of being a governor of Manor Park School.

N17/066 Public Participation

A representative of the Cheshire Area for Cheshire Action spoke in relation to the potential demolition of Knutsford War Memorial Cottage Hospital and sought the support of the Neighbourhood Plan in preserving the war memorial and its site, suggesting a local listing and that it and the adjoining Grade II listed Toll Lodge should jointly become a new Conservation Area. The Chairman noted that the timescale for completing the Neighbourhood Plan may not match potential planning applications in respect of this.

N17/067 To receive and confirm the minutes of the meeting held on 1st November 2017

It was **RESOLVED** to confirm the minutes.

N17/068 To consider the committee budget and spending to date

The budget and spending was noted. The Town Clerk undertook to provide a detailed breakdown of the costs for the emerging policies consultation.

N17/069 To consider matters related to the Emerging Policies Consultation

It was noted that attendance at the drop-in sessions was considered good with around 60 attending the main sessions and around 500 at the Christmas Market. It was noted that lots of questions were being asked of matters wider than the Neighbourhood Plan and Urban Imprint undertook to produce a FAQ guide. It was noted the deadline had been extended to

allow for distribution failures.

N17/070 To consider the final draft of the Housing working group's analysis of the SADPD site submissions

The document was noted.

N17/071 To consider the final draft of the Housing working group's school sites scoping paper

The document was noted.

N17/072 To consider matters related to recent consultations on strategic development sites

It was noted that Tatton Estate Management proposed an increase in housing numbers for their Parkgate site over the Local Plan allocation.

N17/073 To receive updates from working groups

Mrs Jamison reported that the Cheshire East Council consultation on their Playing Field Strategy had ignored much of the consultation feedback and that a map of playing fields and sports facilities was needed.

Mrs Chaplin reported that the Character Assessments were being finalised by Urban Imprint.

Mr Chaplin reported that the Housing working group would be meeting in the new year.

The Town Clerk read an update from Cllr Gray stating that the Town Centre working group had met to discuss the revisions to the draft Traffic Management and Parking Proposals with a revised document being prepared for the new year for the working group.

N17/074 Member questions to the Town Clerk

It was requested that the Town Clerk and Chairman arrange a meeting with Cheshire East Council to discuss the emerging Neighbourhood Plan, that the actions log be included on agendas and that the project plan be reviewed at the next meeting.

N17/075 To note the date of the next meeting

The date was noted.

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Minutes

of the

Neighbourhood Plan Committee meeting held 24th January 2018

In the Lower Council Chamber of the Town Council Offices

N17/076 Present

Cllrs Gardiner, Dean and Coan.

Mr B Chaplin (Housing WG), Mrs S Chaplin (Heritage WG), Mrs L Dalzell (Education and Community WG), Dr J Coffey (Town Centre WG), Mrs D Jamison (Sports and Leisure WG) and Ms J Grinham (Environment and Open Spaces WG)

In attendance: A Keppel-Green (*Town Clerk*), Bob Phillips and Jo Gregory (*Urban Imprint*)

N17/077 To receive apologies for absence

Apologies were received from Cllrs Nicholson and Forbes (personal business) and Mr Thompson.

N17/078 To note declarations of members' interests

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

N17/079 Public Participation

A representative of Tatton Estate Management stated they intended to submit their representations on the emerging policies consultation. The Chairman stated they were needed by the end of the week to be able to be considered.

N17/080 To receive and confirm the minutes of the meeting held on 13th December 2017

It was **RESOLVED** to confirm the minutes subject to the addition of reference to the actions log and project plan review in N17/074 and the need for a sports map, reference to playing fields in N17/073.

N17/081 To consider the committee budget and spending to date

The budget and spending to date was noted.

N17/082 To appoint a link councillor to the Town Centre working group

It was agreed that Cllr Gardiner act as link councillor.

N17/083 To note the conclusion of the emerging policies conclusion and initial gap analysis

Urban Imprint provided an overview of the gap analysis, highlighting the difference in age response on paper vs online noting the outstanding issues which required committee consideration in due course.

N17/084 To consider the work programme leading to the first Draft Neighbourhood Plan

It was noted that the process was running three months behind the original project plan. It was agreed the workshop be held on 28th February and 27th March and that a maximum of three per working group attend. The work plan leading to Regulation 14 was noted.

N17/085 To receive updates from working groups

Dr Coffey reported that a draft Traffic Movement study was now in an advanced stage and that it should be completed in the next three to four weeks.

N17/086 Member questions to the Town Clerk

The Town Clerk explained how the winners for the survey were chosen using a random number generator. Mrs Jamison encouraged the Chairman and Town Clerk to respond to the letter from the Scouts published in the Knutsford Guardian.

N17/087 To note the date of the next meeting

The date was noted.

DRAFT



Personnel Committee

Knutsford Town Council

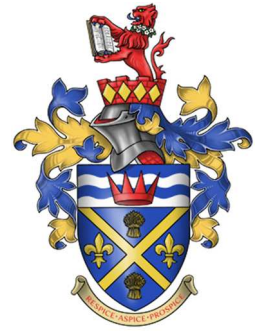
Town Clerk: Adam Keppel-Garner

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

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Minutes of the Personnel Committee Meeting held on May 9th 2017 in the Moor Room of the Town Council Offices

P17/000 Present

Cllrs Goodrich, Forbes, Coan, Farber and Wells-Bradshaw.

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

P17/001 To appoint a Chairman

It was **RESOLVED** to appoint Cllr Goodrich as Chairman.

P17/002 To appoint a Deputy Chairman

It was **RESOLVED** to appoint Cllr Mrs Gray as Deputy Chairman.

P17/003 To note the committee's terms of reference

The terms of reference were noted.

P17/004 To receive apologies for absence

Apologies were received from Cllr Mrs Gray (personal business)

P17/005 To note declarations of members' interests

No member declared an interest in any item under discussion.

P17/006 To receive and confirm the minutes of the meeting held 18th April 2017

It was **RESOLVED** to confirm the minutes which were duly signed by the Chairman.

P17/007 To consider the committee budget and spending to date

The budget and spending to date was noted.

P17/008 To consider a report on the Operational Design

Cllr Forbes provided a background and introduction to the Operational Design drawing attention to the conclusion that any further expansion of the council would require additional staffing.

It was **RESOLVED** that the Town Clerk seek HR advice on matters.

It was further **RESOLVED** to recommend that Council, subject to HR advice:

- Approves the operational design and changes in duties
- Increases the hours for the approved Town Centre Manager post to 26hrs per week
- Increases the hours for the Administration Assistant to 30hrs per week

- Approves the banked hours for ICT work as outlined

P17/009 To consider the recruitment of a Town Centre Manager

It was **RESOLVED** to add challenge management experience and marketing/PR skills to the desirable characteristics of the Person Specification and to add reference to potential challenging discussions and working as part of a team to the Job Description. It was further **RESOLVED** that following a decision of Council in respect of the Operational Design the post be advertised as outlined.

It was **RESOLVED** that the Town Clerk determine the key performance indicators for the post in agreement with the Town Mayor, and Chairmen of the Personnel and Events committees.

It was **RESOLVED** that a panel comprising the Town Clerk with three members of the Personnel Committee be authorised to shortlist and conduct interviews with authority to appoint; the panel to comprise of Cllrs Farber, Goodrich and Coan as a first resort replaced by any remaining member of the committee if necessary.

P17/010 To consider matters related to officers' long term sickness

It was **RESOLVED** to exclude the public and press on the grounds of the confidential nature of discussions.

The Town Clerk provided an update on the issue.

It was **RESOLVED** that subject Council approval for the overspend in budget, the Town Clerk arrange suitably qualified cover for around a four week period to cover the period of planned leave.

P17/011 To consider a request from the Town Ranger to reduce his working hours

The Town Clerk reported on the request and his investigations as to whether it would work with the role. It was **RESOLVED** that subject to advice the Town Ranger be informed that the request to reduce hours is refused. It was further **RESOLVED** that the Town Clerk be authorised to agree a reduced role that could be supported by an additional Town Ranger if suitable.

P17/012 To consider matters related to staff welfare

The committee discussed staff welfare issues and stated their support for the Town Clerk to manage matters as deemed necessary.

It was **RESOLVED** to readmit the public and press.

P17/013 Member questions to the Town Clerk

Cllr Farber enquired if it would be possible to create recruitment videos for the Town Centre Manager role.

P17/014 To consider the committee actions log

The actions log was noted.

P17/015 To consider a date for the next meeting

It was agreed that the Town Clerk and Chairman determine the next meeting date depending on necessity. Members expressed a preference for meetings to be held from 4:30pm onwards.

Knutsford Town Council

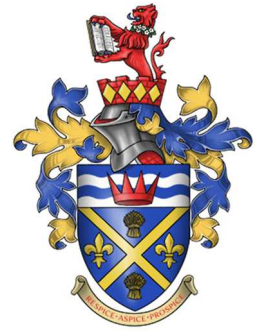
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Minutes of the Personnel Committee Meeting held on June 14th 2017 in the Moor Room of the Town Council Offices

P17/016 Present

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

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

P17/017 To receive apologies for absence

Apologies were received from Cllr Mrs Gray.

P17/018 To note declarations of members' interests

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

P17/019 To receive and confirm the minutes of the meeting held 9th May 2017

It was **RESOLVED** to confirm the minutes.

P17/020 To consider the committee budget and spending to date

The budget and spending to date was noted.

P17/021 To consider matters related to officers' long-term sickness

It was **RESOLVED** to exclude the public and press on the grounds of the sensitivity of discussions relating to individual members of staff.

It was **RESOLVED** that the Town Clerk respond to the report outlining the council's approach to dealing with the issues. It was **RESOLVED** to fund a further six sessions following confidential report P1602. The Town Clerk provided updates in relation to the HR advice received and it was agreed that the committee consider a retained HR advisory contract at a future meeting.

It was **RESOLVED** to readmit the public and press.

P17/022 To consider the Town Clerk attending the SLCC National Conference

It was **RESOLVED** that the Town Clerk attend the conference.

P17/023 To consider matters related to staff welfare

The Town Clerk was reminded to write up his appraisal record.

P17/024 Member questions to the Town Clerk

The Town Clerk responded to questions concerning the office support cover planned for

whilst he was on leave. The Town Clerk further responded to questions concerning the recruitment of the Town Centre Manager and it was agreed that the committee needed to review how it advertises vacancies.

FINAL

Knutsford Town Council

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Minutes of the Personnel Committee Meeting held on August 17th 2017 in the Moor Room of the Town Council Offices

P17/025 Present

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

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

P17/026 To receive apologies for absence

Apologies were received from Cllr Forbes (personal business).

P17/027 To note declarations of members' interests

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

P17/028 To receive and confirm the minutes of the meeting held 14th June 2017

It was **RESOLVED** to confirm the minutes.

P17/029 To consider the committee budget and spending to date

The Town Clerk reported on updated projected spending against the agreed budget.

P17/030 To consider making an ex-gratia payment to the Administration Assistant in respect of her performing enhanced duties during a period of the council being understaffed

It was **RESOLVED** to make a payment of £250.

P17/031¹ To consider maternity cover for the Deputy Town Clerk

It was **RESOLVED** that the Administration Assistant be appointed as Deputy Town Clerk (Maternity Cover) with an anticipated commencement date of 1st January 2018. The committee agreed it would be beneficial for her to undertake CiLCA.

It was **RESOLVED** that to recruit a temporary Administration Assistant and that a panel comprising the Town Clerk with three members of the committee be authorised to shortlist and conduct interviews with authority to appoint.

P17/032 To consider the budget allocation for staff attendance at the Mayor's Civic Ball

It was **RESOLVED** that arrangements for staff attendance at the Civic Ball be left unchanged but that the Town Clerk consider whether the Mayor's PA should not pay for their

¹ Cllr Mrs Gray arrived at the beginning of this item.

attendance at civic events.

P17/033 To consider a subsidy of £25 per employee towards the staff Christmas social

It was **RESOLVED**² to approve an annual subsidy of £25 per employee towards a Christmas social event on the condition that it is spent within Knutsford.

P17/034³ To receive an update in relation to long term staff sickness

It was **RESOLVED** to exclude the public and press on the grounds of the sensitive nature of discussions.

The Town Clerk provided an update.

It was **RESOLVED** to readmit the public and press.

P17/035 Member questions to the Town Clerk

The Town Clerk confirmed that the Town Centre Manager would be starting on 21st August. Members raised concern about the fire and intruder alarms not being monitored and requested the Town Clerk investigate the matter and report to the next Assets committee meeting.

P17/036 To consider the Actions Log

The log was noted.

P17/037 To note the date of the next meeting

The date was noted.

² Cllr Mrs Gray voted against the resolution.

³ Cllr Farber left the meeting during this item.

Knutsford Town Council

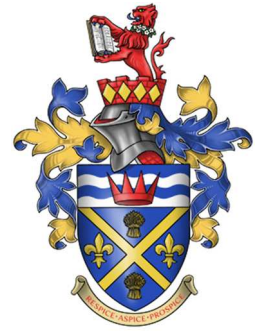
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Minutes

of the

Personnel Committee Meeting held on September 27th 2017

in the Moor Room of the Town Council Offices

P17/038 Present

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

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

P17/039 To receive apologies for absence

All members were present.

P17/040 To note declarations of members' interests

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

P17/041 To receive and confirm the minutes of the meeting held 17th August 2017

It was **RESOLVED** to confirm the minutes.

P17/042 To consider the committee budget and spending to date

The budget and spending to date was noted.

P17/043 To note the annual employee appraisals have been undertaken and to consider the award of annual salary incremental progressions with effect April 2018

It was **RESOLVED** to exclude the public and press on the grounds of the confidential nature of discussions.

The Town Clerk reported that all appraisals had been completed except the Town Ranger and Market Cleaner which would be completed shortly. It was noted that the Town Clerk and Deputy Town Clerk had reached the top of the SCP scale. It was **RESOLVED** to approve the annual incremental awards payable in April 2018.

P17/044 To consider the Town Clerk undertaking the Community Governance FdA

It was **RESOLVED** that the Town Clerk undertake the Community Governance FdA subject to the total cost not exceeding £5,000 and the Town Clerk remaining in the council's employment throughout the two years.

P17/045 To consider retained HR support for 2018/19

It was **RESOLVED** that Ellis Whittam be retained for HR support commencing April 2018 for a period of 36 months.

P17/046 To consider an increase to the Mayor's PA hours

It was reported that the Mayor's PA had submitted her notice. It was agreed that the Town Clerk and Mayor's PA would review the job description and person specification.

P17/047 To consider the draft committee budget 2018/19

It was **RESOLVED** to approve the draft budget subject to increasing 4025/600 to £2,300.

P17/048 Member questions to the Town Clerk

It was **RESOLVED** to readmit the public and press.

The Town Clerk reported that the Town Ranger had submitted his resignation to be effective at the end of March 2018.

P17/049 To consider the Actions Log

The log was noted.

P17/050 To note the date of the next meeting (22/11/2017)

It was agreed that an additional meeting be held on 12th October at 3pm.

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Knutsford Town Council

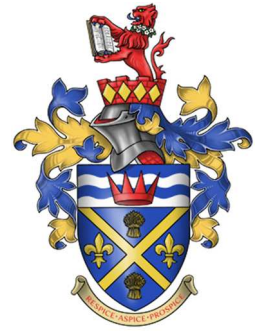
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Minutes

of the

Personnel Committee Meeting held on October 12th 2017

in the Moor Room of the Town Council Offices

P17/051 Present

Cllrs Goodrich, Mrs Gray, Forbes and Coan.

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

P17/052 To receive apologies for absence

Apologies were received from Cllrs Farber and Mrs Wells-Bradshaw (business)

P17/053 To note declarations of members' interests

No member declared an interest in any item.

P17/054 To receive and confirm the minutes of the meeting held 27th September 2017

It was **RESOLVED** to approve the minutes.

P17/055 To consider the recruitment of a new Mayor's PA

It was **RESOLVED** that:

- a) the committee approves the recruitment of a Mayor's PA at 22.5hrs per week.
- b) a panel of three members of the Personnel Committee (to include the Town Mayor) and the Town Clerk be authorised to shortlist, interview and appoint.
- c) a budget of £240 is allowed for advertising this vacancy through a sponsored advert on Indeed, Facebook and through the Knutsford Guardian.
- d) The Town Clerk be authorised to amend the committee's submitted budget to make allowance for the change in role

P17/056 Member questions to the Town Clerk

The Town Clerk responded to questions on employee training, stating that the Deputy Town Clerk had completed the IOSH Managing Safely course which had been planned to be undertaken earlier in the year, that the Administration Assistance was completing ILCA and would then look into CiLCA and that sufficient budget was provided in the 2017/18 budget for training the new Town Ranger.

P17/057 To note the date of the next meeting (22/11/2017)

The date was noted.

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Minutes *of the* **Personnel Committee Meeting held on November 22nd 2017** in the Moor Room of the Town Council Offices

P17/058 Present

Cllrs Goodrich, Mrs Gray and Coan

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

P17/059 To receive apologies for absence

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

P17/060 To note declarations of members' interests

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

P17/061 To receive and confirm the minutes of the meeting held 12th October 2017

It was **RESOLVED** to confirm the minutes.

P17/062 To consider the committee budget and spending to date

The budget and spending was noted.

P17/063 To consider matters related to the employee pension scheme

It was agreed that a briefing with the Cheshire Pension Fund be held for all interested members to enable them to understand how the scheme works, that the Town Clerk investigates alternative schemes, which schemes other councils use and whether any Cheshire councils have left the Cheshire Pension Fund.

P17/064 To consider the Town Clerk's attendance at the SLCC Project Management Webinars and Cemetery Legal Compliance CPD course

It was **RESOLVED** to approve attendance at both courses.

P17/065 Member questions to the Town Clerk

The Town Clerk responded to questions relating to the recruitment of the new Mayors' PA and Christmas event staffing.

P17/066 To note the date of the next meeting

The date was noted.

Knutsford Town Council

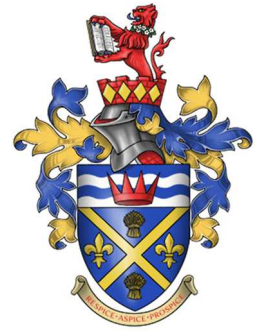
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Minutes

of the

Personnel Committee Meeting held on December 7th 2017

in the Moor Room of the Town Council Offices

P17/067 Present

Cllrs Mrs Gray, Forbes, Coan and Farber.

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

P17/068 To receive apologies for absence

Apologies were received from Cllrs Goodrich and Mrs Wells-Bradshaw (business)

P17/069 To note declarations of members' interests

No members declared an interest in any item.

P17/070 To receive and confirm the minutes of the meeting held 22nd November 2017

It was **RESOLVED** to approve the minutes.

P17/071 To consider matters related to the recruitment of a Town Ranger

It was **RESOLVED** that the recruitment of a new Town Ranger be authorised as outlined, that a panel of two members and the Town Clerk be delegated authority to shortlist, interview and appoint and that a budget of £250 be approved for advertising the vacancy.

P17/072 To note the date of the next meeting

The date was noted.

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Minutes of the Personnel Committee Meeting held on March 12th 2018 in the Moor Room of the Town Council Offices

P17/073 Present

Cllrs Goodrich, Mrs Gray, Coan, Forbes and Nicholson.

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

P17/074 To receive apologies for absence

Apologies were received from Cllr Farber (personal business)

P17/075 To note declarations of members' interests

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

P17/076 To receive and confirm the minutes of the meeting held 7th December 2017

It was **RESOLVED** to confirm the minutes.

P17/077 To consider the committee budget and spending to date

The budget and spending was noted.

P17/078 To consider matters related to the employee pension scheme

It was **RESOLVED** to take out Ill Health Insurance subject to advice of the council's HR advisors. It was **RESOLVED** to make no changes to the council's pension scheme offer.

P17/079 To consider the approval of carryover of holiday entitlement to the 2018/19 leave year

It was **RESOLVED** to approve the carryover of unused holiday as outlined.

P17/080 To consider the Town Clerk attending the SLCC Leadership in Action Conference

It was noted that the event clashed with part of the Town Clerk's Community Governance work.

P17/081 To consider a staff teambuilding day

It was **RESOLVED** to fund the event as outlined plus up to £12 per attended towards the lunch subject to it having reasonable attendance from staff.

P17/082 To consider the actions log

The log was noted.

P17/083 To discuss personnel matters

It was **RESOLVED** to exclude the public and press due the sensitivity of discussions.
The Town Clerk reported on personnel matters.
It was **RESOLVED** to readmit the public and press.

P17/084 To note the date of the next meeting

The date was noted.

DRAFT

Knutsford Town Council

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Minutes

of the

Personnel Committee Meeting held on 9th May 2018

in the Moor Room of the Town Council Offices

P17/085 Present

Cllrs Goodrich, Mrs Gray, Coan and Forbes.

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

P17/086 To receive apologies for absence

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

P17/087 To note declarations of members' interests

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

P17/088 To receive and confirm the minutes of the meeting held 14th March 2018

It was **RESOLVED** to confirm the minutes.

P17/089 To consider the committee budget and spending to date

The budget and spending to date was noted.

P17/090 To consider a revised Data Protection and Retention policy

It was **RESOLVED** to adopt the revised policy subject to: specifying that training will be offered to staff/members as required, increasing the retention period for timesheets to seven years and incorporating a glossary.

It was **RESOLVED** that the implementation of the policy be reviewed in six months.

P17/091 To consider an update in respect of the National Pay Award

The Town Clerk reported that national agreement had been reached on the 2018 pay award which was in line with expectations. The Town Clerk further reported that the scales were being changed with effect 2019 and that at present the impact on salary ranges was not known and being agreed between NALC and the ALCC.

It was **RESOLVED** to exclude the public and press due to the confidential nature of discussions. The Town Clerk reported on the current salaries of staff.

P17/092 To discuss personnel matters

The Town Clerk provided updates on personnel matters.

It was **RESOLVED** to readmit the public and press.

P17/093 To note the date of the next meeting

The date was noted.



Planning Committee

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

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Minutes

of the

Planning and Licensing Committee 15th May 2017

In the Lower Council Chamber of the Town Council Offices

PL17/000 Present

Cllrs Farber, Gardiner, Coan, Dean and Wells-Bradshaw

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

PL17/001 To elect a Chairman of the Committee

It was **RESOLVED** to elect Cllr Farber as Chairman.

PL17/002 To elect a Deputy Chairman of the Committee

It was **RESOLVED** to elect Cllr Gardiner as Deputy Chairman.

PL17/003 To note the Committee Terms of Reference

The terms of reference were noted.

PL17/004 To receive apologies for absence

Apologies were received from Cllr Forbes (personal business).

PL17/005 To note declarations of Members' interests

Cllr Gardiner Non-pecuniary 17/2340M Known to agent

It was noted that the council's tree contractor, Bartletts, was agent to a number of applications.

PL17/006 Public Participation

A resident highlighted the applications which were in Conservation Areas and commented that the colour of the bricks for 17/2110M were the same as 10 Downing Street.

PL17/007 To receive and confirm the minutes of the meeting held on 2nd May 2017

It was **RESOLVED** to confirm the minutes.

PL17/008 To consider the latest planning applications

It was **RESOLVED** to submit the comments outlined below.

It was **RESOLVED** that the Town Clerk bring to the attention of the Environment Committee the proposed tree felling at 3 Mobberley Road and to investigate ownership of the unregistered area.

PL17/009 To consider an appeal in respect of application 16/2980M, 92a King Street

It was **RESOLVED** to write in support of the appeal.

PL17/010 To consider the latest planning decisions

The decisions were noted.
Cllr Coan left the meeting.

PL17/011 To consider matters relating to the Section 106 Agreements
It was noted that no application would be subject to a s106 agreement.

PL17/012 To consider the Planning Actions Log
The log was noted.

PL17/013 To review the Planning Issues Log
The log was noted.

PL17/014 To note the date of the next meeting
The date was noted.

DRAFT

PLANNING COMMENTS: 15/05/2017

Application	Address	Application details	Comments
17/2134M	16 Carrwood	Single storey extension to rear and roof extension to front	The Council raises no objections, subject to neighbour comments.
17/2156T	3 Warwick Close	Works to trees	The Council notes the conflict of information contained within the application and report and seeks clarification as to whether T4 is dead, dying or diseased. Further the council requests a condition requiring the planting of replacement trees for any felled.
17/2158M	Turtle Beach, Tabley Road	Demolition of existing dwelling and construction of 2 no. new dwellings	The Council OBJECTS to the proposals on the grounds that the proposal, by virtue of the size and form relative to the surroundings, constitutes overdevelopment to the detriment of the character of the streetscene. The council does not object to the principle of two properties on this site but considers the existing proposal is too large.
17/2160T	35 Goughs Lane	Tree works to various trees	The Council raises no objections but requests a condition that two new trees are planted to minimise the impact of the loss of trees within the Conservation Area.
17/2178M	Cottons Hotel & Spa, Manchester Road	Resubmission of planning approval ref 15/4910M to make existing temporary access a permanent additional access to hotel	The Council notes the proposals are for an entrance only, however, unless the concerns previously raised by the Highways Department have been mitigated adequately, the council considers the application should be refused.
17/2110M	Guy Salmon, Manchester Road	Update the appearance of the existing Land Rover and Rolls Royce Dealership to the current Land Rover corporate identity.	The Council raises no objections.
17/2064M	34 Lilac Avenue	Single storey side and rear extensions, re-submission of application 16/5679M	The Council OBJECTS on the grounds the by virtue of the rear extension extending so far out, the proposals impact the light to the rear living room

Application	Address	Application details	Comments
			window and constitutes overdevelopment. Further, the council requests the officer ensure there is sufficient parking for two cars.
17/2267T	Somerford, 19 Leycester Road	Section 211 Notice: Cypress at the rear of the group located at the left boundary of the property. Fell and leave stump as close to ground level as possible.	The Council raises no objections and welcomes the proposed replanting.
17/2233T	Sunnyhurst, 3 Mobberley Road	Section 211 Notice: Removal of sycamore and cherry trees	The Council questions the validity of the application as it believes the applicant is not the registered title holder of the land in question and queries if the notice has been served on the owners.
17/2070T	Oaklands, 35a Bexton Road	Tree works to reduce top of Lime tree by one third	The Council raises no objections.
17/2300M	44 Grove Park	Extensions to a dwelling comprising: To the front, rebuilding of the garage area, building at first floor above the garage and adding two window bays and a porch roof. To the side is a small extension. To the rear is proposed a two-story extension.	The Council OBJECTS on the grounds of overdevelopment of the site by virtue of the proposed extension being significantly closer to the rear boundary of the property which will detrimentally affect the character and setting of Knutsford's only Grade I listed building (Brook St Unitary Chapel). The property's raised elevation relative to the listed building exacerbates the detriment and presents an over-dominant form to the detriment of this important heritage asset.
17/2340M	6 Teal Avenue	Proposal: Proposed two storey side extension, single storey rear extension and new pitched roof to front porch and remaining garage	The Council OBJECTS on the grounds the application, by virtue of the scale and design represents a built form detrimental to the residential amenity of the neighbouring properties and introduces a terracing affect to a residential street scene of otherwise uniform design.
17/2342M	Aldi, 4 Brook Street	4 Single faced wall mounted sign; 1 None illuminated vinyl sign; 1 Poster case signage; 2 Brickwork Totem signage.	The Council raises no objections.

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Minutes

of the

Planning and Licensing Committee 30th May 2017

In the Lower Council Chamber of the Town Council Offices

PL17/015 Present

Cllrs Farber, Coan, Malloy and Wells-Bradshaw

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

PL17/016 To receive apologies for absence

Apologies were received from Cllrs Forbes, Dean and Gardiner (personal business).

PL17/017 To note declarations of Members' interests

Cllr Farber Non-pecuniary 17/2558T Known to owner

PL17/018 Public Participation

A resident highlighted the applications which were within Conservation Areas.

PL17/019 To receive and confirm the minutes of the meeting held of 15th May 2017

It was **RESOLVED** to confirm the minutes.

PL17/020 To consider the latest planning applications

It was **RESOLVED** to submit the comments outlined below.

PL17/021 To consider matters relating to the Section 106 Agreements

It was noted that no application would be subject to a s106 agreement.

PL17/022 To note the date of the next meeting

The date was noted.

PLANNING COMMENTS: 30/05/2017

Application	Address	Application details	
17/2462M	8 Stanley Road	Proposal: Addition of a rear dormer window with Juliet balcony and an infill side extension	The Council raises no objections, subject to neighbour comments.
17/2447M	Bredon, 54 Goughs Lane	Retrospective application for the demolition of the existing dwelling and replacement in accordance with the approved plans of permission 16/4348M	The Council raises no objections, subject to neighbour comments.
17/2360M	88 Bexton Road	Two storey front extension, existing single storey conservatory replaced with a single storey rear extension and windows to side elevation	The Council raises no objections, subject to neighbour comments.
17/2529M	33 Sandleigh Avenue	Proposal: Single storey rear and side extension	The Council raises no objections, subject to neighbour comments.
17/2323M	14 Thorneyholme Drive	Ground floor side extension incorporating the previously approved unbuilt loft conversion with side gable rear facing dormer, roof lights to front and side extension	The Council raises no objections, subject to neighbour comments.
17/2393T	Rowan House, 23 Goughs Lane	Fell Cherry Tree	The Council raises no objections, subject to the planting of a mature replacement tree in the interests of preserving the character of the street scene of the Legh Road Conservation Area.
17/2494T	6 Rutherford Drive	Crown thinning two norway maples trees by up to 30% removing secondary and sub lateral branches.	The Council raises no objections subject to the Cheshire East arboriculturalist confirming the works required are in the interests of the health of the trees and not purely to increase light to the house.
17/2558T	Woodgarth, 6 Leicester Road	Works to trees	The Council requests the Cheshire East abroiculturalist to carefully consider the application and identify mature trees of merit to both the setting of the listed building and the Legh Road Conservation Area and ensure these are retained. However, the

			council considers those trees which may affect the longevity of the listed building should be felled. Specifically, the council considers that the Horse Chestnut 12, Oak 4 and Lime 54 are particularly important to retain.
17/2559T	Woodgarth, 6 Leycester Road	Works to trees	The Council requests the Cheshire East arboriculturalist to carefully consider the application and identify mature trees of merit to both the setting of the listed building and the Legh Road Conservation Area and ensure these are retained. However, the council considers those trees which may affect the longevity of the listed building should be felled. Specifically, the council considers that the Horse Chestnut 12, Oak 4 and Lime 54 are particularly important to retain.

Knutsford Town Council

Town Clerk: Adam Keppel-Garner

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Minutes

of the

Planning and Licensing Committee 12th June 2017

In the Lower Council Chamber of the Town Council Offices

PL17/023 Present

Cllrs Farber, Coan, Malloy, Gardiner and Wells-Bradshaw

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

PL17/024 To receive apologies for absence

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

PL17/025 To note declarations of Members' interests

Cllr Farber	Non-pecuniary	17/0660M	Known to applicant
	Non-pecuniary	17/2780M	Known to agent
Cllr Malloy	Non-pecuniary	17/2483M	Known to architect
	Pecuniary	17/2470M	Applicant is a client
Cllr Gardiner	Non-pecuniary	17/2717M	Known to agent

PL17/026 Public Participation

A representative of SKRG advised that whilst the group supported in principle the preliminary works under 17/2470M, they had concerns with respect to construction traffic using Goughs Lane and advised they would be seeking a condition that construction traffic used A roads only.

A resident noted that with respect to 17/2477M the pre-application advice received which was stated in the application form seemed to very much limit the effect of any comments received from the Town Council or residents.

PL17/027 To receive and confirm the minutes of the meeting held of 30th May 2017

It was **RESOLVED** to confirm the minutes.

PL17/028 To consider the latest planning applications

It was **RESOLVED** to submit the comments outlined below.

PL17/029 To consider the latest planning decisions

Members raised concern with respect to the decision reached on applications 17/1257T and 17/1262M and requested correspondence be sent to CEC Planning with respect to the same.

PL17/030 To consider matters relating to the Section 106 Agreements

It was noted that no application would be subject to a s106 agreement.

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PL17/031 To consider the principle of organising a Town Council planning surgery

Members supported the idea and requested that Cllr Farber and Cllr Gardiner provide a more detailed proposal on the suggestion at a future meeting.

PL17/032 To review the committee's progress in achieving the 2020 Vision

Members reviewed the aims assigned to the committee and **RESOLVED** that Aim 8.7 was part of the work being carried out by the Neighbourhood Plan process and as such request that Full Council remove this aim from the Committee's action plan.

PL17/033 To appoint members to the Conservation Area review working group

It was **RESOLVED** that Cllrs Gardiner and Coan be appointed to lead the working group and that non-Councillor members of the public can be co-opted to the group to assist with the task.

PL17/034 To review the Planning Issues Log

Members reviewed and noted the log.

PL17/035 To consider the Planning Actions Log

Members reviewed and noted the log and amended the target date for the Conservation Area WG to consider article IV declarations to 31st December 2017.

PL17/036 To note the date of the next meeting

The date was noted.

PLANNING COMMENTS: 12/06/17

Application	Address	Application details	
17/2680M	Tynedale, St John's Road	Remodelling of existing first floor storage area to provide additional bedroom accommodation	The Council objects due to the siting of the proposed extension which is unreasonably dominant in the streetscene and results in an uncharacteristic design which is detrimental to the overall character of the Conservation Area.
17/2477M	56 Meadow Drive	Demolition of existing 2 storey dwelling and erection of three townhouses	The Council strongly objects to the application and considers that the proposal represents overdevelopment of the site in so far as it introduces three properties where there is only sufficient space for two units to afford sufficient accommodation, garden space and parking provision. Furthermore, the provision of a three-storey building of faux Georgian style with a poorly designed mansard roof is not in keeping with the character of the adjoining 1970s estate of detached and semi-detached properties, neither does it reflect the Victorian character of St Peter's Rd which is adjacent in the Conservation Area. Whilst the two parking spaces provided are appropriate in number, their position will require cars to reverse onto the highway in close proximity to a T Junction which is a detriment to highway safety. Finally, it is apparent that the applicant has failed to consider nor comply with the provisions of the CEC Design guide or Macclesfield saved policy DC41.

17/2470M¹	Booths Park, Chelford Road	Reserved matters application pursuant to outline planning permission 13/3293M to include details of appearance, landscaping and scale for car parking, landscaping and shuttle bus infrastructure for Phase 1 of development at Booths Park, Knutsford	The Council raises no objections to the proposals subject to a condition that any planting schemes should be maintained for 5 years and any diseased or damaged specimens replaced within this time.
17/0660M	41 Cranford Avenue	Demolition and replacement of existing single storey rear outbuilding with single storey rear extension.	The Council notes that there appear to be no discernible differences in the revised plans to the original plans for the proposed single storey extension and as such repeats its previous comments. The Council OBJECTS and considers the proposal will have a detrimental impact on the Town Centre Conservation Area. The Council further notes that the plans appear to show the proposed ground floor extension being built over the boundary lines.
17/2762M	6 Croft Lane	Proposed single storey rear orangery extension and associated alterations.	The Council raises no objections subject to neighbour's comments.
17/2717M	Bluebell Barn, Manchester Road	Proposed garage conversion including new windows and bifold doors, new detached double garage with office above	The Council raises no objections to the proposed development but requires a condition to be attached to any permission granted that the garage is incidental to the residential property known as 'Bluebell Barn' and the office accommodation is ancillary to this residential occupation and there should be no subdivision without consent from the Planning Authority.
17/2646M	31 Beggarmans Lane	Rear single storey extension	The Council raises no objections subject to neighbour's comments.

¹ Cllr Malloy did not take part in the discussion or voting with respect to this application.

17/2701T	4 County Terrace, Stanley Road	Lime Tree - Fell because of damage to wall and Council pavement	The Council strongly objects to the removal of this substantial tree at the gateway to this street in the Conservation Area. In fact the tree should be subject to a TPO given its mature state, its visual prominence and its high amenity value to this street, its residents and the surrounding area. The damage complained off by the applicant is very minor and easily remedied.
17/2783M	37 Woodlands Drive	Non-material amendment to approved application 14/2789M - substitution of a pitched roof with a flat roof.	The Council does not consider the changes requested in this application to be of a non-material nature and requires the applicant to submit a new application for permission for the material works requested so that they can be properly considered.
17/2771T	Oakdene, Bexton Lane	Works to T1 Lime group; T2 Oak and T3 Oak.	The Council raises no objection subject to the CEC Arboriculturalist being satisfied that the husbandry works requested are necessary for the longevity of the tree.
17/1789T	Oakwood, Tabley Road	Prune T1 (Black Pine), T2 (Scots Pine). Approval is sought to crown lift lower limbs extending towards the property to 7m to provide a suitable level of clearance. This would be completed to BS3998: 2010 and would be done in an even manner to leave a balanced lower crown. The work will not include removal of any limbs within the natural upper canopy of these trees, thus having very little visual impact.	The Council raises no objection subject to the CEC Arboriculturalist being satisfied that the husbandry works requested are necessary for the longevity of the tree.

Knutsford Town Council

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Minutes

of the

Planning and Licensing Committee 26th June 2017

In the Lower Council Chamber of the Town Council Offices

PL17/037 Present

Cllrs Farber, Coan, Dean, Gardiner and Wells-Bradshaw

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

PL17/038 To receive apologies for absence

Apologies were received from Cllrs Malloy (Business) and Forbes (Personal Business).

PL17/039 To note declarations of Members' interests

Cllr Gardiner	Non-pecuniary	17/2938M	Known to applicant
	Non-pecuniary	17/3026M	Known to applicant
	Non-pecuniary	17/2930M	Known to applicant
Cllr Dean	Non-pecuniary	17/2910T	Previous house damage by tree
Cllr Farber	Non-pecuniary	17/3011M	Known to agent
	Non-pecuniary	17/3026M	Known to agent and applicant
	Non-pecuniary	Licensing	Known to landlord and establishment

PL17/040 Public Participation

A resident highlighted the applications which were within Conservation Areas and raised concerns with respect to the appearance and size of the property to be considered under application 17/2973M which is adjacent to the Legh Road Conservation Area.

PL17/041 To receive and confirm the minutes of the meeting held of 12th June 2017

It was **RESOLVED** to confirm the minutes.

PL17/042 To consider the latest planning applications

It was **RESOLVED** to submit the comments outlined below.

PL17/043 To consider matters relating to the Section 106 Agreements

It was noted that no application would be subject to a s106 agreement.

PL17/044 To note the date of the next meeting

The date was noted.

PLANNING COMMENTS: 26/06/2017

Application	Address	Application details	
17/3039M	16 Hallside Park	Demolish existing conservatory. Erection of ground floor rear extension and part garage conversion to dwelling	The Council notes that there appears to be a mismatch between the description of the proposed development and the drawing submitted. The Council is concerned that the reference to 'dwelling' as opposed to habitable accommodation could be subject to confusion and future legal challenge. Furthermore, the application indicates that a additional two car parking spaces are to be provided on the driveway to compensate for the loss of the garage but no plan is provided to illustrate how this is to be accommodated. The Council requests that a condition is attached to any permission to require a plan showing such parking provision.
17/2938M	Heath House, 19 Gaskell Avenue	Variation of condition 2 on approval 16/5233M - Proposed single storey detached dwelling and separate garage	The Council STRONGLY OBJECTS to the application on the grounds that the proposal is significantly different to that granted under 16/5233M and cannot be determined by a variation of condition procedure and requires a new planning application. Such application should be accompanied by a design and access statement and heritage statement given the property is within the curtilage of a listed building within the Conservation Area. In addition, the proposal creates subterranean accommodation which will have a serious impact on and cause detriment to the character of both the area and the setting of the listing building and for this reason should be refused.

17/3026M	28 Willow Green	Proposal: 2 Storey side extension and single storey rear extension	The Council raises no objection subject to neighbours' comments.
17/3011M	The Ware, Toft Road	Remodelling and extension to an existing detached dwelling	The Council raises no objection subject to neighbours' comments.
17/2930M	28 Buckingham Drive	Single storey rear extension and retrospective application for part replaced boundary fence	The Council raises no objection subject to neighbours' comments.
17/2973M	Bredon, 54 Goughs Lane	Retrospective application for the demolition of the existing dwelling and replacement with an alternative design to the approved plans of permission 16/4348M.	The Council raises no objection subject to neighbours' comments.
17/2997T	3 Hallside Park	Works to trees	The Council raises no objection.
17/2918T	6 Croft Lane	Works to trees	The Council raises no objection.
17/2910T	61 Beggarmans Lane	Silver Birch As identified on plan. Fell because of leaning towards house, branches touching house and causing excessive shading. Replant with replacement same species	The Council raises no objection subject to the felling taking place at the appropriate time to avoid any nesting birds and for there to be replanting with a similar species.
17/3014T	Oakhurst Cottage, Toft Road	Works to various trees, see sketch plan	The Council raises no objection.

Licensing Applications

<p>Piccolino, 95 King Street, Knutsford</p>	<p>APPLICATION FOR VARIATION OF A PREMISES LICENCE: LICENSING ACT 2003</p> <p>Restaurant Bar & Grill Limited has applied to Cheshire East Council for a variation of the premises licence for Piccolino, 95 King Street, Knutsford WA16 6EQ as follows;</p> <ul style="list-style-type: none"> • To include the provision of 'off sales'. • To alter the layout of the ground floor in accordance with the plan deposited with the application. <p>Full details of the application may be inspected by contacting Cheshire East Council, Municipal Buildings, Earle Street, Crewe CW1 2BJ during the Council's usual opening hours.</p>	<p>The Council wishes to draw to the Licensing officers attention that the Council is seeking to establish at public right of way in this location. The case is currently at appeal and as such it would be premature for the licensing authority to grant a licensing at this time.</p>
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Knutsford Town Council

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Minutes

of the

Planning and Licensing Committee 10th July 2017

In the Lower Council Chamber of the Town Council Offices

PL17/045 Present

Cllrs Farber, Coan, Dean, Malloy and Wells-Bradshaw

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

PL17/046 To receive apologies for absence

Apologies were received from Cllrs Gardiner (Personal Business) and Forbes (Civic Business).

PL17/047 To note declarations of Members' interests

Cllr Malloy	Non-pecuniary	17/3218M	Known to agent
Cllr Coan	Non-pecuniary	17/3138T	Employs Bartletts personally
	Non-pecuniary	17/3134T	Employs Bartletts personally
Cllr Farber	Non-pecuniary	17/3200M	Known to applicant
	Non-pecuniary	17/3218M	Known to applicant

PL17/048 Public Participation

A resident highlighted the applications which were within Conservation Areas and raised concerns with respect to application 17/3066M and the size of the proposed property on a medium sized plot.

It was also noted that an appeal had been lodged with respect to 2-4 Croft Lane for which notification had not yet been received.

A member of the Conservation Area working group noted that with respect to application 17/3025M, the Victorian walls at this property were protected by virtue of their location within the Conservation Area.

PL17/049 To receive and confirm the minutes of the meeting held of 26th June 2017

It was **RESOLVED** to confirm the minutes.

PL17/050 To consider the latest planning applications

It was **RESOLVED** to submit the comments outlined below.

PL17/051 To consider the latest planning decisions

It was requested that a letter be sent to Peter Hooley and Chris Hudson with respect to the disappointing decision on application 17/1802T.

PL17/052 To consider matters relating to the Section 106 Agreements

It was noted that no application would be subject to a s106 agreement.

PL17/053 To review the Planning Issues Log

Members reviewed the log and Cllr Dean advised that the delay in responses to outstanding issues was due to staffing shortages in the Planning Enforcement department at CEC.

PL17/054 To consider the Planning Actions Log

Members reviewed the log and Cllr Farber advised that he and Cllr Gardiner would make progress on the detail of a Council Planning Surgery as soon as possible.

PL17/055 To note the date of the next meeting

The date was noted.

FUNNY

PLANNING COMMENTS: 10/07/2017

Application	Address	Application details	
17/3066M	4 Green Acre Close	Single storey rear extension	The Council raises no objection subject to neighbours' comments.
17/3076M	Silkmore, Parkfield Road	Side extension, first floor extension above garage, single storey extension to rear and façade upgrades	The Council raises no objection subject to neighbours' comments
17/3067M	Boothside, Mobberley Road	Proposed two storey side extension	The Council raises no objection subject to neighbours' comments.
17/2158M	Turtle Beach, Tabley Road	Demolition of existing dwelling and construction of 2 no. new dwellings	The Council raises no objection subject to neighbours' comments ¹ .
17/3129M	43 Bexton Road	Single storey front and rear extension including internal alterations and new windows	The Council raises no objection subject to neighbours' comments ² .
17/3200M	8 Buckingham Drive	Single storey extension to rear of existing dwelling	The Council raises no objection subject to neighbours' comments.
17/3218M	37 Woodlands Drive	Retrospective flat roof garage extension to existing house	The Council OBJECTS to the retrospective application to keep the existing flat roof garage when approved application was for a pitched roof garage which accords more appropriately with the streetscene particularly given the prominent position of this property.
17/3025M	59 Manchester Road	Dropped kerb onto A50 Manchester Road Knutsford	The Council is concerned about the change to the streetscene as a result of the precedent created by CEC for the piecemeal removal of Victorian walls and

			landscaped front gardens on this road to the detriment of the streetscene and Conservation Area.
17/3110T	77 Mereheath Park	T1 Ash tree complete fell. T2 Ash tree reduce this tree by one third approximately	The Council raises no objections, subject to the borough council arboriculturalist being satisfied regarding the necessity for the removal of the tree.
17/3193M	2-3, Montgomery Close	Non-material amendment to approval 16/0778M	The Council notes that the non-material amendment has been approved.
17/3138T	18 Fir Tree Avenue	T1 Sycamore rear left hand corner of the garden remove ivy from ground level to the first main fork. Crown raise to a level to correspond with the adjacent Lime (this would remove approximately 6 low limbs). To crown lift to the height of the main fork on the adjacent Lime (removing approximately 6 low limbs). T2 Lime rear boundary undertake removal of epicormic growth around the base of the tree and up to the first main fork. Remove deadwood 2cm+ in diameter from throughout the crown.	The Council raises no objections, subject to the borough council arboriculturalist being satisfied regarding the necessity of the works.
17/2728M	Annex, Moseley Hall Lodge, 75 Chelford Road	Certificate of lawful proposed use/development	The Council makes no comment on such applications.
17/3134T	200 Grove Park	T1 Copper Beech rear right hand boundary reduce in height by 2.25m and prune side branches all around by up to 1.5 m. Crown raise over the garden to 3 m from ground level. Keep lower limbs at the rear for screening	The Council raises no objections, subject to the borough council arboriculturalist being satisfied regarding the necessity of the works.

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Minutes

of the

Planning and Licensing Committee 24th July 2017

In the Lower Council Chamber of the Town Council Offices

PL17/056 Present

Cllrs Gardiner, Coan, Dean and Wells-Bradshaw

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

PL17/057 To receive apologies for absence

Apologies were received from Cllrs Malloy and Forbes (Personal Business) and Cllr Farber (Business)

PL17/058 To note declarations of Members' interests

Cllr Gardiner	Non-pecuniary	17/3281M	Known to agent
	Non-pecuniary	17/3266D	Known to agent and applicant
	Non-pecuniary	17/3267D	Known to agent and applicant
	Non-pecuniary	17/3200M	Known to applicant
	Non-pecuniary	17/3330M	Known to near neighbour and had discussion with applicant

PL17/059 Public Participation

A resident of Sandiway spoke with respect to application 17/3330M and stated that they did not consider the revised plans had addressed the previous objections with respect to the site. The applicant spoke in support of this application. A member of the Neighbourhood Plan committee advised that the emerging plan indicated that the sub division of gardens for housing would be resisted.

A representative of SKRG indicated that no arboricultural reasons has been advanced for the removal of 5 trees in application 17/3386T.

PL17/060 To receive and confirm the minutes of the meeting held of 10th July 2017

It was **RESOLVED** to confirm the minutes.

PL17/061 To consider the latest planning applications

It was **RESOLVED** to submit the comments outlined below.

PL17/062 To consider an appeal in respect of application 16/6053M, 2 & 4 Croft Lane

It was **RESOLVED** that the original comments made be submitted directly to the Planning Inspectorate.

PL17/063 To consider matters relating to the Section 106 Agreements

It was noted that no application would be subject to a s106 agreement.

PL17/064 To note the date of the next meeting
The date was noted.

FINAL

PLANNING COMMENTS: 24/07/2017

Application	Address	Application details	
17/3311N	11 Valley Way	Proposal: Two storey side facing extension - Resubmission of 17/0699M	The Council raises no objection subject to neighbours' comments but requests a condition is attached to any permission that no extras windows should be added at first floor level.
17/3248M	4 Queensway	Single storey side extension replacing existing glazed porch and canopy	The Council raises no objection subject to neighbours' comments.
17/3120M	1 Summers Close	Rear extension, modify front windows and garage	The Council raises no objection subject to neighbours' comments.
17/3281M	3 Tabley Grove	Proposal: 2 storey side extension and single storey rear extension plus garden building	The Council raises no objection subject to neighbours' comments.
17/2911M	The Coach House, Tabley Road	Conversion of stables and glazed link to rest of house together with rear extension	The Council objects on the grounds that the proposal represents overdevelopment and is detrimental to the good practice of allowing conversion of agricultural buildings without facilitating extensions of the same. The Council notes the development may also be considered overbearing by the property known as Spinney Lodge.
17/3274M	The Sycamores, Legh Road	Proposed detached garage with workshop to the rear	The Council does not object to the subdivision provided a condition is added to any permission requiring that the garage and workshop are always used in conjunction with The Sycamores, must not be converted to separate residential accommodation and its use must be always be incidental to that of The Sycamores.

17/3266D	County Sessions House, Toft Road	Discharge of conditions 3,10,11,12,14 & 15 on application 16/4136M	The Council raises no objections to the application but requests a condition that the car park is used for and is incidental to the hotel and restaurant and ceases to be a public car park to ensure that adequate parking is available for the customers and staff at the hotel/restaurant. Furthermore, the Travel Plan should require the provision of changing and showering facilities for staff choosing to cycle to work.
17/3267D	County Sessions House, Toft Road	Discharge of conditions 3,9,10 & 11 on application 16/4135M.	The Council raises no objections subject to the Conservation Officer being satisfied that the alterations to the plasterwork are appropriate for a listed building.
17/3407M	Albis UK Ltd, Haig Road	Proposal: Proposed 2No new air cooling plant on new mezzanine steel platform	The Council raises no objection subject to neighbours' comments.
17/3330M	20 Sandiway	Proposed demolition of existing double garage and construction of pair of semi detached dwellings, with new vehicular access	The Council 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. 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 four-bedroom and a three

			bedroom property of this size and character. ¹
17/3521M	81 Mereheath Park	Single storey Living room and Dining room extension to the North West side of the existing House	The Council raises no objection subject to neighbours' comments.
17/3512T	Pantiles, Chelford Road	Works to lime trees	The Council raises no objections, subject to the borough council arboriculturalist being satisfied regarding the necessity of the works.
17/3524M	5 County Terrace, Stanley Road	Listed building consent for replacement of existing link glazed roof with solid roof with rear facing rooflight, replacement of existing rear glazing to link, addition of new solid fuel stove with associated flue to rear elevation of link, related internal alterations, raising of existing external wall to southern boundary to 1.8m above ground level and replacement of existing gates to front of drive with new 1.8m high timber powered automated gates inc. raising of masonry piers to gates to 2m.	The Council has no objection to the works to the listed building itself but objects to the provision of the piers and gates as their increased height is detrimental to the character of the building and the streetscene.
17/3523M	5 County Terrace, Stanley Road	Replacement of existing link glazed roof with solid roof with rear facing rooflight. Replacement of existing rear glazing to link. Addition of new solid fuel stove with associated flue to rear elevation of link. Related internal alterations. Raising of existing external wall to southern boundary to 1.8m above ground level and replacement of existing gates to front of drive with new 1.8m high timber powered automated gates inc. raising of masonry piers to gates to 2m	The Council has no objection to the works to the listed building itself but objects to the provision of the piers and gates as their increased height is detrimental to the character of the building and the streetscene.
17/3519M	82 King Street	Listed Building Consent to install new Cisco Wireless Access Points within the branch as part of this delivery; these devices provide access to wireless internet access within the site.	The Council raises no objection subject to neighbours' comments.

¹ Cllr Gardiner abstained from speaking or voting on this application

17/3518T	12 Balmoral Close	T1 Sycamore rear of the property, reduce longer limbs on the property side by up to 2 metres to reduce overhang over the garden. Crown raise secondary limbs on the property side to the height of the gutter. To reduce overhang over the garden and proximity of canopy to the property.	The Council raises no objections, subject to the borough council arboriculturalist being satisfied regarding the necessity of the works.
17/3386T	Silkmere, Parkfield Road	1. Cedar Remove 2. Fir Remove 3. Cherry Prune 4. Maple Remove 5. Apple Remove 6. Apple Remove 7. Sycamore Prune 8. Sycamore Prune	The Council objects to the application as no evidence has been provided to support the need for the removal of these trees covered by a Tree Preservation Order, as such they should be retained.
17/3357M	Holly House, Manchester Road	First floor side / rear extension of existing office to provide ancillary / granny flat accommodation to holly house	The Council raises no objection subject to neighbours' comments but requires a condition that there be no future sub division into an independent residential unit.
17/3561M	15 Thorneyholme Drive	Proposal: Proposed single storey side & rear extension	The Council raises no objection subject to neighbours' comments.

Licensing Applications: 24/07/17

Northgame House, Haig Road, Parkgate Industrial Estate	<p>APPLICATION FOR A PREMISES LICENCE: LICENSING ACT 2003</p> <p>James Wall has applied on 4 July 2017 to Cheshire East Council in respect of the premises known as:</p> <p>Northgame House, Haig Road, Parkgate Industrial Estate, Knutsford, Cheshire, WA16 8DX</p> <p>For a Premise Licence to provide the following licensable activities:</p>	<p>The Council is concerned about the introduction of the sale of alcohol into an industrial estate where there is no traffic at night. The sale of alcohol in this area is also likely to cause public nuisance to the residential properties surrounding the estate. Indeed, concerns have been raised by residents to the Council on seeing the application.</p> <p>The Council is also concerned that the current planning classification for this retail property</p>
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	<ul style="list-style-type: none"> • Sale and retail of alcohol for consumption off the premise: Monday to Sunday Midnight to 23.59 <p>Full details of the application may be inspected by contacting Cheshire East Council, Municipal Buildings, Earle Street, Crewe CW1 2BJ during the Council's usual opening hours.</p>	does not fit with the sale of alcohol.
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FINAL

Knutsford Town Council

Town Clerk: Adam Keppel-Green

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

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Minutes

of the

Planning and Licensing Committee 4th September 2017

In the Lower Council Chamber of the Town Council Offices

PL17/065 Present

Cllrs Farber, Gardiner, Coan, Dean and Wells-Bradshaw

In attendance: A Keppel-Green (*Town Clerk*) and Cllr Nicholson

PL17/066 To receive apologies for absence

Apologies were received from Cllrs Malloy and Forbes (Personal Business)

PL17/067 To note declarations of Members' interests

Cllr Gardiner	Non-pecuniary	17/3931M	Known to architect
	Non-pecuniary	17/4212M	Known to architect
	Non-pecuniary	17/3853M	Previously employed by agent
Cllr Nicholson	Pecuniary	17/3853M	Home adjoins development site
Cllr Farber	Non-pecuniary	17/3931M	Known to agent
	Non-pecuniary	17/4212M	Known to agent
	Non-pecuniary	17/4144T	Known to owner

PL17/068 Public Participation concerning 17/3853M

A representative of the Nether Ward Community Group spoke in objection, highlighting the 49% increase in housing numbers compared to the local plan allocation, expressing concern about the sustainability of the development such as it not including a local convenience shop and the increase in traffic resultant from the increased proposed number of homes.

A resident spoke in objection stating that whilst there were positive aspects of the application the increase in numbers was not acceptable. The resident highlighted that the application failed to sufficiently plan for education, did not incorporate bus stops within the site and that contributions towards the offsite sport and leisure provision, including at the Leisure Centre, should be required.

The Town Clerk read a statement of objection on behalf of the aligned community groups of Knutsford which expressed concern of precedent being established by allowing an increase in housing numbers so soon after the local plan has been adopted.

Representatives of the applicant stated that further work on the site had identified that it could support additional housing numbers as the same density as allocated within the local plan and stating that the allocation in the plan was the minimum number of houses.

Cllr Nicholson read a statement on behalf of residents concerning the flooding which occurs on the site, allotments and Warren Avenue properties expressing that the

residents consider the proposed drainage insufficient.

PL17/069 To consider application 17/3853M regarding the Land North of Northwich Road

It was **RESOLVED** to strongly object to the application and recommend refusal on the grounds that:

- a) The number of properties proposed exceeds the local plan site allocation by 49%
- b) The proposed access is considered to be excessive in configuration in relation to the number of houses proposed (notwithstanding the drastic increase in number compared with the site allocation) and that such access should be contained within the allocated development site and not extending into an area of greenbelt.
- c) The increasing in housing numbers will result in a significant increase in vehicles which has not be considered as part of the Local Plan and will have significant highways implications especially at Canute Place.
- d) The increase in the level of housing results in a significant increase in the requirements for education, leisure, health and community facilities which are not addressed in the Local Plan.
- e) Whilst the layout is indicative, the proposal is not considered to be of an appropriate density insofar as it does not reflect the character of the site on the outskirts of the town
- f) The significant increase in housing numbers would set a precedent of permitting a housing numbers in excess of the need the Local Plan Inspector identified was required.

The Council further notes that there are significant drainage issues affecting the site and surrounding residential properties which have not been adequately addressed to date.

PL17/070 Public Participation

A resident spoke in relation to 17/3940M highlighting that this seeks to return to a scheme very similar to that which had previously been refused and reneged upon the negotiated scheme which had been agreed with the community and councillors.

PL17/071 To receive and confirm the minutes of the meeting held of 24th July 2017

It was **RESOLVED** to confirm the minutes.

PL17/072 To consider the latest planning applications

It was **RESOLVED** to submit the comments outlined below.

It was **RESOLVED** that a letter be sent to Peter Hooley providing the background to 17/3940M.

PL17/073 To consider matters relating to the Section 106 Agreements

Members raised no comments in respect of s106 agreements.

PL17/074 To note comments sent since the last meeting

The comments were noted.

PL17/075 To note the date of the next meeting

The date was noted.

PLANNING COMMENTS: 04/09/2017

Application	Address	Application details	
17/3931M¹	19 St Johns Avenue	Single storey side extension	The council raises no objections subject to neighbour comments and subject the borough council arboriculturalist being satisfied that the removal of the tree is required.
17/4008M	6 Kenilworth Avenue	Extension to ground floor to rear and side, plus a loft conversion with associated roof alterations. New external insulation and overcladding with white render and red cedar timber cladding to finish extensions and existing external walls	The Council OBJECTS² on the grounds that the proposed development is out of character with the street scene and represents overdevelopment of the site.
17/4136M	5 School Close	Proposal: Two storey side extension	The council OBJECTS on the grounds of overdevelopment of the site and that by virtue of the development extending close to the curtilage of the site it leads to a terracing effect.
17/3940M	Guy Salmon, Manchester Road	Variation of condition 2 (approved plans) to planning application 17/2110M	The council STRONGLY OBJECTS to this variation of condition on the grounds that the approved scheme was the result of much effort by residents and councillors to secure a suitable design for the works and the council is flabbergasted that the applicant should seek to return to the original refused scheme by way of a variation of condition.
17/4187M	46 Grassfield Way	Demolition of existing single storey extension and bay window to front proposed side extension and associated internal alterations	The Council raises no objections and is pleased to see that the proposal retains all accommodation on a single storey, retaining a valued bungalow in the Town's housing stock.
17/4212M	155 Ashworth Park	Proposal: Single storey rear extension and new first floor dormer roof structures	The Council raises no objections, subject to neighbour comments.

¹ Cllr Nicholson left the meeting after this item.

² Cllr Dean abstained on this resolution.

17/3524M	5 County Terrace, Stanley Road	Listed building consent for replacement of existing link glazed roof with solid roof with rear facing rooflight, replacement of existing rear glazing to link, addition of new solid fuel stove with associated flue to rear elevation of link, related internal alterations, raising of existing external wall to southern boundary to 1.8m above ground level and replacement of existing gates to front of drive with new 1.8m high timber powered automated gates inc. raising of masonry piers to gates to 2m.	Having reviewed the revised plans, the council reiterates its comments on the original plans adding that the changes are considered to be more detrimental to the character of the building and the street scene.
17/3025M	59 Manchester Road	Proposal: Dropped kerb onto A50 Manchester Road Knutsford	The council does not consider that the revised plans overcome its previous concerns.
17/4213M	Co-operative store 7 Princess Street	Proposal: Advertisement consent for replacement external existing branding signage to convenience store	The council raises no objections and comments that the proposals will positively enhance the character of the Conservation Area.
17/4285M	50 Grove Park	Proposed two storey side extension and internal alterations	The council OBJECTS on the grounds that the proposal is not in keeping with the established character of the area and is of incongruous design. Further that the proximity of the extension to Holford Crescent would be detrimental to the residential amenity by virtue of the significant change in level.
17/4221M	Glyngaire, Tabley Road	Single storey rear extension and roof garden, front portico, alterations to roof to include glazed atrium, dormers, enlargement and conversion of roof space into bedroom/bathroom accommodation with remodelling of internal layout.	The council raises no objections to the principle but notes that a number of windows in the roof space would lead to an unacceptable level of overlooking to the detriment of the residential amenity. This could be something by repositioning the windows to look into the site rather than out.
17/4144T	Booths Park, Chelford Road	Works to tree- Reduce Lime Tree down to 5m.	The council raises no objections.

17/4064T	West Court, Chelford Road	Works to T1, T2, T3, & T4 Beech trees	The council raises no objections.
17/4196T	Norkem House, Bexton Lane	Works to Oak Trees	The council raises no objections.
17/4207M	Co-operative store, 12 Parkgate Lane	Advertisement consent for replacement of existing external branding signage to convenience store	The council raises no objections but requests an informative to highlight the highway issues at the site whilst works are being undertaken.
17/4244T	2 Green Acre Close	Fell Cedar (T1) and replant with similar tree	The council raises no objections.
17/4069T	The Spinney, Chelford Road	Works to T1, T2 beech, T3 chestnut and T4 laurel trees	The council requests the borough council arboriculturalist be satisfied that the works are required.
17/4290T	79 Mereheath Park	Crown lift two mature ash trees to the rear of the back garden to a height of approximately 7m. In addition to this both trees will benefit from a crown thin, removing any crossing branches and selected secondary branches and including removal of all deadwood.	The council raises no objections.

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Minutes

of the

Planning and Licensing Committee 18th September 2017

In the Lower Council Chamber of the Town Council Offices

PL17/076 Present

Cllrs Farber, Malloy, Coan, Dean and Wells-Bradshaw

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

PL17/077 To receive apologies for absence

Apologies were received from Cllrs Gardiner and Forbes (Personal Business)

PL17/078 To note declarations of Members' interests

Cllr Farber	Non-pecuniary	17/4494M	Known to agent
	Non-pecuniary	17/4509M	Known to agent
	Non-pecuniary	17/4341M	Known to applicant

PL17/079 Public Participation

A resident of Boothfields raised concerns with respect to application 17/4494M on numerous grounds including the removal of an integral garage which would be detrimental to the street scene, removal of parking spaces, highway safety concerns given the proposed access placement on a double-blind bend.

A representative of SKRG supported the concerns raised by the previous speaker and noted that there were an increasing number of applications for the sub division of plots which is against the Knutsford Design guide which is aiming to avoid a move from low to high density housing in the Town. Dismay was also noted with respect to the CEC decision regarding Meadow Drive.

PL17/080 To receive and confirm the minutes of the meeting held of 4th September 2017

It was **RESOLVED** to confirm the minutes subject to a minor amendment to PL17/073.

PL17/081 To consider the latest planning applications

It was **RESOLVED** to submit the comments outlined below.

PL17/082 To consider the latest planning decisions

It was noted that a large number of the decisions made by CEC appeared to disregard the comments raised by the Committee. It was agreed that the Deputy Town Clerk should arrange a meeting with Peter Hooley for Cllrs Farber and Dean to attend to discuss the issue.

PL17/083 To consider matters relating to the Section 106 Agreements

Members raised no comments in respect of s106 agreements.

- PL17/084*** **To review the Planning Issues Log**
The log was reviewed and noted.
- PL17/085*** **To review the Planning Actions Log**
The log was reviewed and noted.
- PL17/086*** **To note the date of the next meeting**
The date was noted.

PLANNING COMMENTS: 18/09/2017

Application	Address	Application details	
17/4494M	39 Boothfields	Erection of new dwelling within curtilage of existing dwelling following demolition of existing garage	The Council OBJECTS to the application on the grounds that the removal of the integral garage will be detrimental to the streetscene, the proposed additional property will result in over development of the plot and an increase to the housing density, be unneighbourly, result in the loss of parking provision and a dangerous proposed access point given the double-blind corner.
17/4509M	10 Grassfield Way	Single storey side extension to form study	The Council raises no objection subject to neighbours' comments.
17/4397M	Builders Arms, Mobberley Road	1 x externally illuminated replacement double sided panel and 2 x non-illuminated new amenity boards	The Council raises no objection but would be keen to see the original sign retained and passed to the Knutsford Heritage Centre.
17/3774M	38 Carrwood	Part two storey / part single storey side extension to existing dwelling with the installation of a new pitched roof over the existing flat roof garage	The Council raises no objection subject to neighbours' comments.
17/4382M	16 Bexton Road	Proposed single storey extension and attic conversion with creation of dormer window to rear of dwelling and associated roof lights	The Council raises no objection subject to neighbours' comments, particularly those of 37 St John's Avenue who are likely to be overlooked by the proposed rear windows.
17/4305M	Fiddlers Leap, Bexton Lane	Extension at first floor to north and south wings of house to provide larger bedrooms	The Council raises no objection subject to neighbours' comments. It is noted however that the location plan highlights the wrong property.
17/4435M	7 Ash Grove	First floor flat roof extension, removal of single storey extension, addition of timber cladding and internal alterations	Whilst the Council appreciates the effort made in making the proposed extra space unobtrusive, the Council OBJECTS to the loss of a bungalow given their short supply in the Town.

17/4534M	Tithe House, 6 Chelford Road	Erection of new timber garage and retention of existing brick shed	The Council raises no objection subject to neighbours' comments. The Council notes that no information has been provided as to what the plan is for the 'ex garage'.
17/4517T	6 Seymour Chase	Works to tree - T1. Sycamore	The Council raises no objection subject to neighbours' comments.
17/4467D	Aldi Foodstore, 4 Brook Street	Discharge of conditions 6, 10 & 12 on approved application 16/3689M - Extension to existing foodstore, extension to car park, addition of mezzanine to warehouse	The Council makes no comment on the technical submission other than the fact that there appears to be no timing mechanism for the lights in the Car Park and it is therefore not clear that the lighting is subject to any existing limitations with respect to the hours of illumination.
17/4541M	Bexton Fold, Bexton Lane	Demolition of existing dwelling and construction on site of 2no. Dwellings	The Council OBJECTS to the application on the grounds of overdevelopment of the site and an increase to the density of the housing which is not in keeping with the properties in this area. Furthermore there will be a loss of privacy and overlooking to the Grassfield Way properties.
17/4591M	West Court, Chelford Road	Alterations and extensions, replacement garage. Re-submission of planning and listed building consent refs. 13/3807M and 13/3863M	The Council raises no objection subject to neighbours' comments.
17/4592M	West Court, Chelford Road	Listed building consent for alterations and extensions, replacement garage. Re-submission of planning and listed building consent refs. 13/3807M and 13/3863M	The Council raises no objection subject to neighbours' comments and the proposed works being approved by the Conservation Officer.
17/4403M	Alwarden Hill, Legh Road	Erection of orangery	The Council raises no objection subject to neighbours' comments.
17/4404M	Alwarden Hill, Legh Road	Listed Building Consent: Erection of orangery	The Council raises no objection subject to neighbours' comments and the proposed works being approved by the Conservation Officer.

<u>17/3605W</u>	Land at Rudheath Lodge, New Platt Lane, Cranage and Allostock, Cheshire CW4 8HJ	Silica sand extraction and associated development, mineral extraction by dredging, progressive restoration, mineral processing and despatch	This application is deferred until the next meeting (2 nd October) for further consideration and research. It is noted that the application is to be considered by the Northern Planning Committee on 25 th October 2017.
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Minutes

of the

Planning and Licensing Committee 2nd October 2017

In the Lower Council Chamber of the Town Council Offices

PL17/087 Present

Cllrs Farber, Malloy, Coan, Dean and Wells-Bradshaw

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

PL17/088 To receive apologies for absence

Apologies were received from Cllrs Gardiner and Forbes (Personal Business)

PL17/089 To note declarations of Members' interests

Cllr Farber	Non-pecuniary	17/4826M	Known to applicant
	Non-pecuniary	PL17/093	Known to owners

PL17/090 Public Participation

A representative of SKRG advised that the group had objected to application 17/3605W and requested that the authority designate a route for vehicle movements using Northwich Rd opposite the site, through Lach Dennis onto the dual carriageway and onto J19 of the M6 as quickly as possible, this would relieve the traffic in Holmes Chapel and Knutsford.

A resident of Sandiway spoke on behalf of a number of residents in attendance with respect to the decision reached on application 17/3330M. Clarification was requested as to why the request to call in the application was refused and as to why residents' concerns were ignored.

PL17/091 To receive and confirm the minutes of the meeting held of 18th September 2017

It was **RESOLVED** to confirm the minutes and the Chairman signed them accordingly.

PL17/092 To consider the latest planning applications

It was **RESOLVED** to submit the comments outlined below.

PL17/093 To consider the latest licensing applications

It was **RESOLVED** to submit the comments outlined below.

PL17/094 To consider matters relating to the Section 106 Agreements

Members noted that application 17/3605W would attract a s106 agreement and that should the application be approved Knutsford would be seeking contributions to road improvements and improved pollution monitoring.

PL17/095 To consider subscribing to the *Planning Local* information service

It was **RESOLVED** that the Committee recommend to Council that the service is subscribed

too.

PL17/096 **To review the Planning Issues Log**
The log was reviewed and noted.

PL17/097 **To review the Planning Actions Log**
The log was reviewed and noted.

PL17/098 **To note the date of the next meeting**
The date was noted.

FINAL

PLANNING COMMENTS: 02/10/2017

Application	Address	Application details	
17/3605W	Land at Rudheath Lodge, New Platt Lane, Cranage and Allostock, Cheshire CW4 8HJ	Silica sand extraction and associated development, mineral extraction by dredging, progressive restoration, mineral processing and despatch	The Council STRONGLY OBJECTS to the application on the basis of the massively increased HGV traffic through Knutsford and indeed through an air quality management area at the Manchester Rd/Canute Place roundabout. The Council is also deeply concerned about the fine silica particulates carried by the HGV's as they come through the Town and considers that the Primary Authority should require a health impact assessment of the site and all its operations and routes. Should despite the objections, the application be approved Knutsford would be seeking s106 contributions to road improvements and improved pollution monitoring.
17/4764M	44 Grove Park	Proposal: Extensions to a dwelling comprising: To the front, rebuilding of the garage area, building at first floor above the garage and adding two window bays and a porch roof. To the side is a small extension. To the rear is proposed a two-story extension.	Whilst the Council recognises the efforts made to adapt the plans in light of the previous objections on heritage grounds, it remains concerned about the loss of a parking space in the garage reducing parking available in the curtilage to 1 and believes this will result in parking on a narrow and already busy street and as such OBJECT to the proposal.
17/4682T	Eskdale, Legh Road	Works to various trees	The Council raises no objections subject to the borough council Arboriculturalist being satisfied that the works are necessary.
17/4696T	4 Pevensey Drive	Fell Sycamore, Alder & Oak trees	The Council raises no objection.

17/4826M	27 Mead Close	Demolition of existing single storey side extension. New two storey side extension and single storey rear extension. Modifications to front and side elevation	The Council raises no objection subject to neighbours' comments.
17/4746T	Sandings, Chelford Road	Works to Holly, Beech and Sycamore Trees	The Council raises no objections subject to the borough council Arboriculturalist and Conservation Officer being satisfied that the works are necessary.
17/4828T	Builders Arms, Mobberley Road	Works to Sycamore, Cherry/Pine and Conifer Trees	The Council notes that this seems to be a repeat of application 17/3757T which has already been approved. The Council raises no objections, subject to the borough council Arboriculturalist being satisfied regarding the necessity of the works given the trees are within the Conservation Area.

Licensing Applications: 02/10/17

Chilli Banana, 84 King Street,	<p>Licensing Act 2003: Minor Variation of Premises Licence</p> <p>Notice is hereby given that on 20 September 2017, Treasure Village Restaurant Limited has applied to Cheshire East Borough Council to vary a Premises Licence in relation to the premises known as Chilli Banana situated at 84 King Street, Knutsford, Cheshire, WA16 6ED</p> <p>The minor variation seeks to change:</p> <ul style="list-style-type: none"> • Change of internal layout as set out on the attached plans • Removal of conditions 4 and 5 in Annex 2 as these are now redundant 	Members noted that they could not comment on the proposals given that no reasonable attempt is made to provide the relevant information in an accessible manner.
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Minutes

of the

Planning and Licensing Committee 16th October 2017

In the Lower Council Chamber of the Town Council Offices

PL17/099 Present

Cllrs Farber, Gardiner, Malloy, Coan, Dean and Wells-Bradshaw

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

PL17/100 To receive apologies for absence

Apologies were received from Cllr Forbes (Personal Business)

PL17/101 To note declarations of Members' interests

Cllr Gardiner	Non-pecuniary	17/4896M	Known to architect
	Non-pecuniary	17/5019M	Known to architect
	Non-pecuniary	17/4997D	Known to architect
Cllr Dean	Pecuniary	17/4878T	Own application
All Committee	Non-pecuniary	17/4878T	Known to applicant
Cllr Farber	Non-pecuniary	17/4973M	Known to agent and applicant
	Non-pecuniary	17/5019M	Known to agent and applicant
	Non-pecuniary	17/4997D	Known to agent and applicant

PL17/102 Public Participation

A representative of SKRG noted that there were a number of applications in the Legh Road Conservation Area. Concerns were raised with respect to 17/4829T in that the Willows that the applicant wished to be felled were not within their curtilage but in fact part of Sanctuary Moor, an SBI site. Furthermore, removing these four Willows was likely to adversely affect the water table and increase the risk of flooding in the area.

A representative of the Neighbourhood Plan Heritage Group raised concerns with respect to 17/5017M and noted that the Heritage Assessment submitted with the application had failed to identify the building as locally listed. It was also noted that the application failed to enhance the character and appearance of the Town Centre Conservation Area.

PL17/103 To receive and confirm the minutes of the meeting held of 2nd October 2017

It was **RESOLVED** to confirm the minutes and the Chairman signed them accordingly.

PL17/104 To consider the latest planning applications

It was **RESOLVED** to submit the comments outlined below. Members requested that Cllr Gardiner request application 17/5071M be called in to the Northern Planning Committee.

PL17/105 To consider the latest planning decisions

Members noted their disappointment with respect to the approval of application 17/3330M despite the volume of objections from the Council and the public. It was

agreed that the case officer should be asked as to why exactly she had felt it appropriate to approve application.

It was noted that the Deputy Clerk was organising a meeting for Cllrs Dean and Farber with Peter Hooley regarding the number of decisions that disregarded the Committee's concerns.

PL17/106 To consider matters relating to the Section 106 Agreements

It was noted that no application would be subject to a s106 agreement.

PL17/107 To review the Planning Issues Log

The log was reviewed and noted.

PL17/108 To review the Planning Actions Log

The log was reviewed and noted.

PL17/109 To note the date of the next meeting

The date was noted.

DRAFT

PLANNING COMMENTS: 16/10/2017

Application	Address	Application details	
17/4896M	Half Hidden House, Astley Close	Proposed side extension incorporating garage and dressing room. Garden room in place of existing conservatory.	The Council raises no objection subject to neighbours' comments.
17/4873M	24 Freshfields	Two-Storey Side and Rear Extension and Front Porch	The Council registers its concern with respect to the dimensions of the garage which appear to be insufficient to accommodate even a small car. This in addition to the construction of the extension reduces the available onsite parking provision to one parking space. The Council has no concerns with respect to the extension which appears to be appropriately designed.
17/4841M	67 Grove Park	Certificate of lawful proposed use for a single storey rear extension	The Council makes no comment on this type of application.
17/4923M	7 Tabley Grove	Replace existing conservatory with solid roof and solid wall with bi-fold doors	The Council raises no objection subject to neighbours' comments.
17/4973M	Rapallo, Tabley Road	Proposed second storey extension over existing garage	The Council raises no objection subject to neighbours' comments but notes that the garage conversion, which is not specifically raised in the application, should be reviewed by officers to check its validity.
17/4829T	The Ware, Toft Road	Works to Holly, Red Oak, Beech, Lime and Willow Trees	The Council OBJECTS to the removal of the four Willow trees which are not within the curtilage of the applicant and located in a Site of Biological Importance and form a vital part of the biodiversity of the site. Furthermore the removal of the willow trees would have an adverse effect on the water table in this area and increase the likelihood of

			flooding. With respect to the Red Oak, the Council requests the CEC Arboriculturalist attends the site to check if the tree is as damaged as stated in the report. The Council has no objections to the husbandry works to the Holly, Beech and Lime.
17/4830T	Thrushes Mead, Toft Road	Crown reduction and deadwooding oak tree	The Council raises no objection subject to neighbours' comments.
17/4878T	8 Trevone Close	Mature (twin-stemmed) Beech. Over shadowing of property and adjacent neighbouring properties, effecting growth of Oak tree closest to house. Planned work Removal of south west stem growing over rear hedge, 20 % Crown thin/ Reduction and rebalancing of crown, Lifting over Oak tree.	The Council makes no comment as the applicant is an elected member.
17/5045M	Gate Mews, Chelford Road, Ollerton	Conversion of an existing single storey shooting range into new residential property, including hard and soft landscaping, some tree removals and a newly surfaced access drive	The Council raises no objection subject to neighbours' comments.
17/5006T	Holmewood, Manor Park South	Oak (T8) Removal of dead branches and crown lift to 5.5m	The Council raises no objections.
17/5019M	The Willows, Parkfield Road	Variation of condition 8 (landscape works) to planning appeal APP/R0660/W/15/3138101 relating to planning application 14/5785M - Demolition of existing 2 storey house and garage and erection of 2no. 2 storey houses with integral garages and associated landscaping	The Council OBJECTS to the removal of an existing tree, namely T5, given the report advises removal of this tree is not necessary for the works and the property is located in a conservation area.
17/4997D	The Willows, Parkfield Road	Discharge of conditions	Whilst the Council makes no comment with respect to the Health & safety Plan, Emergency Procedures or Dust Control, it notes that there has been a change to the trees proposed for felling to include T5 which was not previously identified for felling and indeed the arboriculturalist report notes that felling

			is not necessary. As such the conditions relating to the tree works should not be discharged.
17/5071M	Land South of, 18 Gaskell Avenue	Construction of one pair semi-detached dwellings	<p>The Council OBJECTS to the application and considers back land development unacceptable, the harm caused to the properties adjacent to the proposed access by the additional traffic is unacceptable, the Garden space to be provided to the proposed properties and the proximity and overlooking caused to the existing properties on Stanley Road is contrary to Macclesfield Borough Council saved policy DC41. Furthermore, the proposed development fails to enhance or preserve the locally listed Heritage Asset or the Conservation Area contrary to Policy SE7 of the Local Plan and the proposed dwellings fail in every respect to reflect the character of the historic buildings around them.</p>

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Minutes

of the

Planning and Licensing Committee 30th October 2017

In the Lower Council Chamber of the Town Council Offices

PL17/110 Present

Cllrs Farber, Gardiner, Malloy, Dean and Wells-Bradshaw

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

PL17/111 To receive apologies for absence

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

PL17/112 To note declarations of Members' interests

Cllrs Malloy, Farber, Non-pecuniary 17/5249M Known to applicant
Dean and Wells-Bradshaw

Cllr Gardiner Non-pecuniary 17/5176M Known to agent

17/5159M Known to agent

17/5181M Known to applicant

17/5249M Known to agent and applicant

17/5338M Known to agent

Cllr Farber Non-pecuniary 17/5338M Known to agent

17/5262M Known to applicant

PL17/113 Public Participation

A representative of the South Knutsford Residents Group raised a number of points in relation to applications 17/4504M, 17/2525T and 17/5602M.

PL17/114 To receive and confirm the minutes of the meeting held of 16th October 2017

It was **RESOLVED** to confirm the minutes.

Cllr Gardiner reported that he had submitted a call-in request for application 17/5071M as requested by the committee.

PL17/115 To consider the latest planning applications

It was **RESOLVED** to submit the comments outlined below.

PL17/116 To consider matters relating to the Section 106 Agreements

It was noted that no application would be subject to a s106 agreement.

PL17/117 To note the date of the next meeting

The date was noted.

PLANNING COMMENTS: 30/10/2017

Application	Address	Application details	
17/4394M	34 Blackhill Lane	Rear facing single storey extension	The Council raises no objections, subject to neighbour comments.
17/5176T	Chantry Lane, Legh Road	T1. Cypress. Fell to ground level. Reason: outgrowing location. T2. Cypress. Fell to ground level. Reason: outgrowing location	The Council raises no objections, subject to the borough council arboriculturalist being satisfied.
17/5159T	113 Mobberley Road	Magnolia fell to ground level; the tree has outgrown its location	The Council raises no objections.
17/4472M	15 Rockford Lodge	Proposed two storey side and single storey rear extension	The Council raises no objections, subject to neighbour comments.
17/4504M	Loxley, Legh Road	Proposal: Proposal to add 120cm railings to the front of property.	The Council raises no objections, subject to neighbour comments.
17/5181M	40 Blackhill Lane	Installation of Oak Framed Orangery/garden room to the rear and pitched roofs on existing side extensions in lieu of flat roofs	The Council raises no objections, subject to neighbour comments.
17/5249M	11 Manor Park South	Proposed first floor front extension and revised roof pitch	The Council OBJECTS on the grounds that the large increase in size is out of keeping with the neighbouring properties and detrimental to the otherwise regular pattern of the streetscene.
17/5225T	Ty Coed, 2 Leycester Close	Works to Oak and Poplar Trees	The Council raises no objections subject to the borough council arboriculturalist being satisfied that the works are necessary for the good health of the trees but raises concern that the reasons given for the necessity of the works by the applicant appear at

			odds with the geography of the site
17/5288M	4 Green Acre Close	Single storey and two storey rear extension	The Council raises no objections, subject to neighbour comments.
17/5338M	35 Mereheath Lane	Single storey rear extension and remodelling works	The Council raises no objections, subject to neighbour comments but notes that the garage appears to fail to meet the required dimensions for the purpose.
17/5254M	3 Beggarmans Lane	Proposed first floor extension over existing, render of existing external walls and new slate roof tiling	The Council raises no objections, subject to neighbour comments.
17/5262M	2 Mobberley Road	Construction of two detached houses	<p>The Council STRONGLY OBJECTS to the application on the grounds of overdevelopment of the site and development which is not in keeping with the density of the existing housing. The development would lead to an unacceptable loss of trees within the Cross Town Conservation Area and the council is concerned about the potential for future loss of trees to ensure sufficient light to the proposed dwellings.</p> <p>The Town Council notes the comments of the Planning Inspector in approving at appeal a scheme for the rebuilding of the original house; the Inspector made specific comment about the importance of the trees on site and the Council requests that due weight is given to the Inspectors comments on this application.</p>

\Knutsford Town Council

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Minutes

of the

Planning and Licensing Committee 13th November 2017

In the Lower Council Chamber of the Town Council Offices

PL17/118 Present

Cllrs Farber, Gardiner, Coan, Dean and Wells-Bradshaw

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

PL17/119 To receive apologies for absence

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

PL17/120 To note declarations of Members' interests

Cllr Gardiner	Non-pecuniary	17/5224M	Known to applicant
Cllr Wells-Bradshaw	Non-pecuniary	17/5224M	Known to applicant
Cllr Farber	Non-pecuniary	17/4509M	Known to agent
	Non-pecuniary	17/5224M	Known to applicant
	Non-pecuniary	17/5468M	Known to applicant
	Non-pecuniary	17/5516M	Known to applicant

PL17/121 Public Participation

A resident spoke in objection to 17/5516M and queried if the granting of 17/5468M would invalidate the original permission.

A resident expressed concern at Cheshire East Council continuing to overlook the comments of the Town Council when making decisions and stated Cheshire East Council should delegate authority to the Town Council.

A resident spoken regarding the design of 17/5355M being out of keeping with the area and expressed concern at the number of trees being felled in the Legh Road Conservation Area.

A resident expressed concern as to the scale of development proposed at 17/5355M and the impact on residential amenity to neighbouring properties.

A resident spoke in objection to 17/5516M and 17/5468M.

PL17/122 To receive and confirm the minutes of the meeting held on 30th October 2017

It was **RESOLVED** to confirm the minutes.

PL17/123 To consider the latest planning applications

It was **RESOLVED** to submit the comments detailed below.

It was **RESOLVED** that the Town Clerk write to Historic England expressing concern that Cheshire East Council was failing to preserve the Legh Road Conservation Area.

PL17/124 To consider the latest planning decisions

The decisions were noted.

PL17/125 To consider matters relating to the Section 106 Agreements

It was noted that no applications considered would be subject to s106 agreements.

PL17/126 To review the Planning Issues Log

The log was noted. Cllr Farber reported that he and Cllr Dean were meeting with Peter Hooley of Cheshire East Council the next day.

PL17/127 To consider the Planning Actions Log

The log was noted.

PL17/128 To note the date of the next meeting

The date was noted.

DRAFT

PLANNING COMMENTS: 13/11/2017

Application	Address	Application details	
17/4509M	10 Grassfield Way	Single storey side extension to form study – revised plans	The Council raises no objections subject to neighbour comments.
17/5410M	Unit H, Stanley Estate, Stanley Road	Change the use of building from B1 to D2	The Council OBJECTS on the grounds of inadequate parking provision for the proposed use.
17/5458T	Oakwood, Tabley Road	Fell Corsican Pine Tree, plant one Silver Birch Tree and one Oak Tree	The Council raises no objections and supports the planting of a replacement oak tree. The Council requests a condition requiring the planting of the replacement oak tree within six months of the felling.
17/5423M	194 Grove Park	Rear single storey extension and alterations to form new vehicular access	The Council raises no objections subject to neighbour comments.
17/5355M	The Owls, Legh Road	Demolition of the existing 1920's Cottage on the site of 'The Owls', Legh Road in Knutsford and replacing with a new 5-Bedroom detached family residence including a basement.	The Council STRONGLY OBJECTS on the grounds that the proposed development detracts from the character of the at risk Legh Road Conservation Area and fails to enhance the Conservation Area in line with legislation. The proposals create a significantly detrimental affect on the residential amenity of Oak Lodge by virtue of significant overshadowing to the gardens and rear living windows. The Council is concerned that the large basement is being created in an area known to be affected by subsidence.
17/5565T	Hallside Cottage, Chelford Road,	Fell two Sweet Chestnut trees	The Council raises no objections subject to confirmation that the statements in the application about the trees health are correct and subject to a condition requiring the replacement of a suitable

			indigenous broad-leafed tree.
17/5523T	33 Goughs Lane	Section 211 Notice: Cypress - fell. Branches will no longer support their own weight. The condition is progressive and tying-in has proved ineffective.	The Council raises no objections.
17/5499T	2 The Hill, Parkfield Road	Tree works to various trees	The Council raises no objections.
17/5496T	1 Fairmead, Legh Road	T1 Cypress - reduce in height by 4m, T2 Cypress - fell, T3 Cypress - reduce by 4m, T4, T5, T6 Cypress - fell, T7 Holly - top dead, T8, T9, T10, T11 Hollies - reduce by up to 4m and T12 Maple - reduce by up to 3m	The Council OBJECTS to the felling of the trees, is concerned about the level of husbandry and requests a thorough inspection of all trees to be felled to confirm they are dead, dying or diseased and that any trees to be felled be replaced with a semi-mature tree of a suitable species.
17/5224T	Higham View, Legh Road	Works to trees - Fell 5 x Holly, 1 x Sycamore, 6 x Birch and 1 x Willow trees	Unless the trees are dead, dying or diseased the Council OBJECTS to their felling and if it is dead, dying or diseased raises no objections subject to a condition requiring the planted of a similar species. In the case of the birch trees the council raises no objections subject to the aforementioned condition if the tree is over mature.
17/5468M	20 Sandiway	Proposed raising of roof, new dormer windows and front extension	The Council OBJECTS on the grounds of overdevelopment of the site and requests the application be refused unless the permission granted under 17/3330M is rescinded on the grounds that insufficient amenity space is provided contrary to policy DC41.
17/5516M	20 Sandiway	Variation of condition 2 on application 17/3330M (Amended plans)	The Council OBJECTS on the grounds the proposed development would detrimentally affect the residential amenity of neighbouring properties through overshadowing and that it seeks to erode

			the purpose of condition 3 of 17/3330 which withdrew permitted development rights to prevent an increase in size of the property within the plot.
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FINAL

Knutsford Town Council

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Minutes

of the

Planning and Licensing Committee 27th November 2017

In the Lower Council Chamber of the Town Council Offices

PL17/129 Present

Cllrs Farber, Gardiner, Dean and Wells-Bradshaw

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

PL17/130 To receive apologies for absence

Apologies were received from Cllrs Forbes and Coan (personal business) and Cllr Malloy (business)

PL17/131 To note declarations of Members' interests

Cllr Farber	Non-pecuniary	17/5617T	Known to applicant
	Non-pecuniary	17/5676M	Known to agent
	Non-pecuniary	Licensing	Known to landowner
Cllr Gardiner	Non-pecuniary	17/5694M	Known to agent
	Non-pecuniary	17/5676M	Known to agent
	Non-pecuniary	17/5617T	Known to agent
	Non-pecuniary	17/5811M	Known to agent

PL17/131 Public Participation

A representative of SKRG advising that residents noted application 17/5614M and would welcome the land being returned to the original curtilage following a number of abortive attempts to build on the land in the 90s.

With respect 17/5617T to it was highlighted that the preservation of the horse chestnut tree was a condition of the original planning permission for works to this site, reference 15/3417M.

A member of the public asked as to whether feedback would be provided on the recent meeting Cllrs Farber and Dean had with Mr Hooley at CEC. The Deputy Clerk advised that this would be done at the next meeting as part of the Actions Log review.

A representative from the applicant for the Premises Licence provided more details on the event and noted that the police had requested a condition that the event take place once annually for a maximum of 4 days between May and September.

PL17/132 To receive and confirm the minutes of the meeting held on 13th November 2017

It was **RESOLVED** to confirm the minutes.

PL17/133 To consider the latest planning applications

It was **RESOLVED** to submit the comments detailed below.

PL17/134 To consider the latest licensing applications

The Committee **RESOLVED** to raise no objections to the application.¹

PL17/135 To consider matters relating to the Section 106 Agreements

It was noted that no applications considered would be subject to s106 agreements.

PL17/136 To note the date of the next meeting

The date was noted.

DRAFT

¹ Cllr Gardiner voted against this resolution

PLANNING COMMENTS: 27/11/2017

Application	Address	Application details	
17/5525M	97 Parkgate	Proposal: Single storey side extension, garage conversion, and new hardstanding to form additional off-road parking	The Council raises no objection subject to neighbours' comments.
17/4723M	Lane End, Legh Road	Retrospective application for replacement 1.8m high timber fence to replace existing 1.8m high boundary hedge	The Council OBJECTS to the application and considers the boundary treatment is detrimental to the 'AT RISK' Legh Road Conservation Area.
17/5508M	Bexton Lodge, Toft Road	Construction of a raised 'Hobbit House' in a play area. Made from timber.	The Council raises no objection subject to neighbours' comments, but notes that the location may be inappropriate given the potential for overlooking.
17/5128T	8 Racefield Road	Works to trees - Dismantle and remove small willow and Portuguese laurel.	The Council raises no objection subject to neighbours' comments.
17/5614T	Eskdale, Legh Road	Works to various trees	The Council OBJECTS to the removal of trees within the Conservation Area and requests that the CEC Arboriculturist and Conservation Officer visit the site to assess the trees individually and collectively to ensure appropriate protection is affected. The tree already subject to a Protection Order should not be felled unless there is evidence to support that it is dead, diseased or dying.
17/5811M	18 Church Mews	Proposed side extension and loft conversion including new dormer to rear	The Council raises no objection subject to neighbours' comments.
17/5617T	Brae Cottage	Fell Horse Chestnut Tree	The Council OBJECTS to the felling of a Protected tree in the Conservation area when no evidence has been submitted to suggest it is dead, diseased or dying. Furthermore, it is noted that it was a condition

			under planning permission 15/3411M that this tree be protected during the works authorised by that permission.
17/5629T	Woodlands at Tatton Street	Works to trees T1 - Beech, T39 - Cypress, T43 - Norway Maple, T47 - Norway Maple.	The Council does not comment on its own applications.
17/5642T	Legh Lodge, Legh Road	Mature Horse chestnut at side of property - crown lift to gutter line, approx. 6 meters and reduce property side by 1 - 2 metres Sycamore - within border adjacent to driveway approx. 300 mm at dbh - fell to low stump	The Council OBJECTS to the felling of a Protected tree in the Conservation area when no evidence has been submitted to suggest it is dead, diseased or dying, but has no objection to the husbandry works proposed.
17/5676M	43 Mellor Crescent	First floor side extension over existing garage, single storey rear extension and general refurbishment	The Council raises no objection subject to neighbours' comments, provided the Officer is satisfied that there is sufficient space to park two vehicles within the curtilage of the property off the Highway.
17/5680T	Land at Manchester Road Roundabout	Works to trees - Limes: (i) Removal of epicormic growth to facilitate further inspection, (ii) Crown lifting to 3m (iii) Removal of dead wood from the crowns of the trees.	The Council raises no objection and is pleased to see a comprehensive arboricultural report accompanying this application.
17/5694M	28 Thorneyholme Drive	Proposed two storey side extension, single storey rear extension and associated alterations	The Council raises no objection subject to neighbours' comments with particular regard to the adjacent property.
17/5695M	Caldwell House, Caldwell Gardens, Chelford Road	Proposed new replacement dropped kerb to improve access and reworked frontage to allow for new parking to front of property	The Council OBJECTS to the provision of a new access onto an already busy main road, it will be detrimental to highways safety and free flow of traffic. Furthermore, the reworked frontage is detrimental to the character of this attractive cottage when there is sufficient parking adjacent to the proposed additional parking. There is also no evidence as to the impact further hardstanding will have on the surface drainage.

17/4305M	Land adjacent to Fiddlers Leap off Bexton Lane	Extension at first floor to north and south wings of house to provide larger bedrooms	The Council raises no objection subject to neighbours' comments but notes that the property should be correctly identified as Karmania House, Bexton Lane.
17/5849M	48 Grove Park	Single storey side extension on ground floor and dormer on first floor	The Council raises no objection subject to neighbours' comments.
17/5798T	Toft Road Surgery, Toft Road	Works to Beech Tree, crown lift by 3-4m and crown thin by 15%	The Council raises no objection subject to neighbours' comments.

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Minutes

of the

Planning and Licensing Committee 8th January 2018

In the Lower Council Chamber of the Town Council Offices

PL17/150 Present

Cllrs Gardiner, Coan, Dean, Malloy and Wells-Bradshaw

In attendance: S Morgan (*Deputy Town Clerk*)

PL17/151 To receive apologies for absence

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

PL17/152 To note declarations of Members' interests

Cllr Gardiner	Non-pecuniary	17/6216M	Known to neighbour
	Non-pecuniary	17/6370M	Known to agent
	Non-pecuniary	17/6395T	Known to applicant

PL17/153 Public Participation

A member of the public spoke in relation to application 17/6336M, raising questions about its previous stated use, along with concerns about its materials, height and overlooking of neighbouring properties.

A representative of the South Knutsford Residents Group spoke in relation to application 17/6395T, noting this was a repeat of a previously undecided application 17/0392T

PL17/154 To receive and confirm the minutes of the meeting held on 11th December 2017

It was **RESOLVED** to confirm the minutes.

PL17/155 To consider the latest planning applications

It was **RESOLVED** to submit the comments detailed below.

PL17/156 To note comments sent since the last meeting

The comments were noted

PL17/157 To consider matters relating to the Section 106 Agreements

It was noted that no applications considered would be subject to s106 agreements.

PL17/158 To note the date of the next meeting

The date was noted.

PLANNING COMMENTS: 08/01/2018

Application	Address	Application details	
17/6216M	4 Drury Lane	Proposal: Listed building consent to remove slate tiles from roof, repair underpinnings (leaking), replace existing tiles and any damaged tile with like for like. Replace front door (ill fitting and in poor condition) with like for like replacement that matches the adjacent property	The Council raises no objections, but requests that the Conservation Officer is satisfied with the materials and methodology for the works required.
17/6370M	16 Higher Downs	Proposed first floor side extension and associated alterations.	The Council raises no objection subject to neighbour comments
17/6336M	Slaters Court	Removal of existing one-bedroom dwelling and garage and the construction of a new 3 bedroom dwelling with associated parking and external amenity area.	<p>The Council STRONGLY OBJECTS to this application on the following grounds:-</p> <ol style="list-style-type: none"> 1. The Council disputes the description of the 'existing' situation – the use of the rooms behind the garages were clearly ancillary to the use of those garages and not the primary use. They were not in legitimate residential use. Also, it should be noted that the 'existing buildings' have been already demolished. 2. The proposed development will provide inadequate parking and circulation space to accommodate the needs of the proposed dwelling and existing uses. The proposed will result in difficulties of vehicular manoeuvrability within the site leading to conflict with highway users entering and leaving Slater's Yard.

			<p>3. The proposed two-storey building will result in very poor building relationships with Nos 1 and 2 Slater's Court leading to unacceptable levels of overshadowing and loss of light for the occupier of these two houses which does not comply with policies ii107, ii109 and ii113 of CEC the Design Guide v2</p> <p>4. The principle dwelling is neither in keeping with the architectural style nor does it employ appropriate materials having regard to the character of other buildings in the locality in the Town Centre Conservation Area</p>
17/6395T	Stoneleigh, Legh Road	Fell silver birch tree	<p>The Council OBJECTS to the felling of a tree in the Conservation area when no arboricultural assessment has been submitted to suggest it is dead, diseased or dying.</p>

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Minutes

of the

Planning and Licensing Committee 22nd January 2018

In the Lower Council Chamber of the Town Council Offices

PL17/159 Present

Cllrs Gardiner, Gray, Dean, Malloy and Wells-Bradshaw

In attendance: S Morgan (*Deputy Town Clerk*)

PL17/160 To receive apologies for absence

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

PL17/161 To note declarations of Members' interests

Cllr Gardiner	Non-pecuniary	17/6475M	Known to Agent
	Non-pecuniary	17/6488T	Council retained Arboriculturalist
	Non-pecuniary	18/0032T	Known to applicant
Cllr Gray	Non-pecuniary	18/0007M	Known to agent
Cllr Malloy	Non-pecuniary	18/0032T	Known to applicant

PL17/162 Public Participation

A resident spoke in relation to the revised plans for application 17/5902M stating that residents felt the revised plans addressed their concerns and were a fair solution to the grievances previously raised.

A resident highlighted conflicting information within application 18/0028M regarding the use of UPVC and wooden windows. The resident further spoke regarding application 17/6467M highlighting parking concerns and that the emerging policies of the Neighbourhood Plan state that bicycle parking provision should be included in both the developments under this application.

A resident stated that the proposed development in application 18/0064M. would be contrary to the emerging policies of the Neighbourhood Plan and Design Guide. The resident requested that the Borough Council be prompted regarding the enforcement of unauthorised fencing on Legh Road following the refusal of retrospective planning permission.

A resident spoke on behalf of the South Knutsford Residents Group praising the time and detail going into reports by the new Cheshire East Tree Officer, Emma Hood

PL17/163 To receive and confirm the minutes of the meeting held on 8th January 2018

It was **RESOLVED** to confirm the minutes.

PL17/164 To consider the latest planning applications

It was **RESOLVED** to submit the comments detailed below.

- PL17/165 To consider the revised plans for application 17/5902M – Packaging Automation**
It was reported that Cllr Gardiner and the Deputy Town Clerk had met with Packaging Automation. Revised plans have now been provided to address concerns raised by residents.
- PL17/167 To consider the Shelter report ‘Building the homes we need’**
It was requested that this item be deferred to the 19th February agenda, following verification by the Deputy Town Clerk that this is the most recent edition of the report.
- PL17/168 To consider the latest planning decisions**
The decisions were noted. It was requested that additional detail be provided regarding decisions which conflict with the comments submitted.
- PL17/169 To note the date of the next meeting**
The date was noted.

FINAL

PLANNING COMMENTS: 22/01/2018

Application	Address	Application details	
18/0028M	38 Princess Street	Change of use from store related to ground floor pharmacy to one bed flat with associated internal alterations and windows to external walls	The Council raises no objections in principle but raises concerns regarding means of escape in fire, particularly due to the storage of pharmaceuticals on the premises. The Council notes a discrepancy in the application regarding the proposed window materials and requests that painted wood is used.
18/0007M	34 Grassfield Way	Two storey side and single storey rear extension	The Council raises no objection subject to neighbours' comments.
17/6463M	Yarnbury, Tabley Road	Removal of roof light and insertion of rear dormer.	The Council raises no objection subject to neighbours' comments. It is noted that other extensions shown are approved by a previous application
18/0064M	Turtle Beach, Tabley Road	Part demolition and extension of existing house and construction of one new residential dwelling.	<p>The Council STRONGLY OBJECTS on the following grounds: -</p> <ol style="list-style-type: none"> 1. This cramped form of development is out of keeping with the prevailing density of properties which is to the detriment of the character of the area 2. It is contrary to the emerging policies of the Neighbourhood Plan and Design Guide and policy DC38 of the Macclesfield Borough Plan regarding privacy distances. 3. The garages for both properties will prevent vehicles entering and exiting in a forward gear which is at the detriment to highway safety as it prevents the free flow of traffic.

<p><u>17/6467M¹</u></p>	<p>Longview Hotel, 51-55 Manchester Road</p>	<p>Existing hotel to be converted into 8no. apartments (within conservation area) 2no. new build town houses to be built on associated parking area (outside of conservation area)</p>	<p>The Council STRONGLY OBJECTS to this application on the following grounds: -</p> <ol style="list-style-type: none"> 1. This application covers two separate sites and should therefore be dealt with under distinct applications. 2. The Council is concerned that the garages do not meet the minimum depth required for 2 vehicles and that the provision of only integral car parking is likely to lead to problems with access and egress to the detriment of the free flow of traffic on Victoria Street. This is likely to create additional demand for on street parking where an existing shortfall exists. It is considered that the provision of tandem garages is not appropriate, however should these plans be approved, the Council requests that garage doors should be automated as a condition of approval. 3. The Council fully endorses the Highways requirement of 2 spaces per apartment and raises serious concerns that the provision of only 50% of this number will give rise to additional problems in an area with known parking issues, and where residents have previously requested controlled parking measures. 4. Only 4 of the 8 apartments provide adequate outdoor recreation space which is a detriment to the amenity of this development, whereby it is assumed that these will be accommodating families due to being 2 bedroomed properties.
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¹ Cllr Dean abstained on this resolution

			<p>5. The change of use resulting in the loss of a hotel is at odds with the Cheshire East Local Plan Policy EG4 which supports the protection and enhancement of visitor attractions and accommodation, particularly in regard to its proximity to Tatton Park.</p> <p>6. Due to the change of use, the Council raises concerns that the noise insulation between living and sleeping accommodation of adjacent properties is insufficient and requests that appropriate noise insulation be included in this development should it be approved.</p>
17/6475M	73 Warren Avenue	Proposed single storey side and rear extensions and associated alterations.	The Council raises no objection subject to neighbours' comments.
17/6488T	Tatton Court, King Street	Section 211 Notice: T1 & T2 - 2 x Silver Birch. Fell to ground level as outgrowing location and damaging adjacent walls.	The Council raises no objection.
17/6098M	41 Mellor Crescent	Two storey side extension, new porch and replacement bay window to front, new render finish to exterior and alterations to existing house	The Council raises no objection subject to neighbours' comments.
18/0032T	Tall Timbers, 3 Leicester Road	Section 211 Notice: Crown lift Beech tree 4m and a reduction of 30% to remove branches touching next door's property.	The Council raises no objection.

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Minutes

of the

Planning and Licensing Committee 19th February 2018

In the Lower Council Chamber of the Town Council Offices

PL17/181 Present

Cllrs Gardiner, Coan and Dean

In attendance: S Morgan (*Deputy Town Clerk*)

PL17/182 To receive apologies for absence

Apologies were received from Cllrs Forbes, Farber, Gray, Malloy and Wells-Bradshaw (personal business)

PL17/183 To note declarations of Members' interests

Cllr Gardiner	Non-pecuniary	18/0489M	Known to agent
	Non-pecuniary	18/0337M	Known to applicant
	Non-pecuniary	17/5249M	A friend of the applicant and known to agent
Cllr Dean	Non-pecuniary	18/0370M	Known to applicant
	Non-pecuniary	18/0530M	Former colleague of agent
	Non-pecuniary	18/0499M	Contacted by neighbour regarding application
Cllr Coan	Non-pecuniary	17/5249M	Known to applicant
	Non-pecuniary	17/5249M	Known to applicant
	Non-pecuniary	18/0337M	Known to applicant

PL17/184 Public Participation

A representative of the Neighbourhood Plan Working Group spoke in relation to application 18/0457M, highlighting the lack of heritage statement and reference to the Conservation Area within the application. It was also highlighted that the Neighbourhood Plan Emerging Policies may be breached by an obstruction of the view towards Northwich Road.

A representative of the South Knutsford Residents Group spoke in relation to application 18/0397T, highlighting concerns about the number of trees removed from this site already, gradually thinning the landscape of what was previously seen as a good example of landscaping in the design guide. They spoke further in relation to application 18/0337M, noting the proximity to Tatton Park, a consultee on the outline application for the site, raising questions regarding the compliance with the local plan, affordability and increase in density and height compares to the rest of the town.

A representative of the Abbeyfield Knutsford Society Ltd spoke in objection to application 18/0499M, highlighting that the application comes as a result of reporting a planning breach and requesting that that roof should be replaced with a pitched one, according to original plans.

PL17/185 To receive and confirm the minutes of the meeting held on 5th February 2018
It was **RESOLVED** to confirm the minutes.

PL17/186 To consider the latest planning applications
It was **RESOLVED** to submit the comments detailed below.

The Chairman adjourned the meeting to allow a representative from Tatton Estate Management to answer questions on the proposed variations of conditions in respect of application 18/0337M. The meeting was subsequently reconvened.

PL17/187 To consider a consultation on an application for Street Trading Consent for Haig Road
It was **RESOLVED** that the following comment be submitted: "The Council objects to this application on the grounds that it will prejudice the free flow of traffic in an area with known traffic and parking problems. The Council would not object if a layby was created for the purposes of a street trader on Haig Road. The Council notes that there is already a street trader located by Sheldon's on Haig Road and requests confirmation of an existing street trader license for this site."

PL17/188 To consider the Shelter report 'Building the homes we need'
It was **RESOLVED** to advise local businesses affected by rough sleepers of the contact details for the housing officer at Cheshire East Council, in accordance with the 'No Second Night Out' policy of Cheshire East Council.

PL17/189 To consider the latest planning decisions
The decisions were noted.

PL17/190 To consider Council representation at Cheshire East Council planning committee meetings
It was **RESOLVED** that the council be represented at each Cheshire East Council Planning Committee meeting which is considering an application to which the Town Council has either objected or supported and that it be represented, in order of preference, by:

- a) The committee Chairman or Deputy Chairman
- b) A member of the committee
- c) A ward member
- d) Any other member
- e) A member who also sits on Cheshire East Council
- f) An officer

PL17/191 To approve the revised comment for application 17/6470M
It was noted that additional information had come to light following the committee decision in respect of this application and that by agreement with councillors the Town Clerk had submitted a revised comment. It was **RESOLVED** to ratify the amended comment which was submitted as follows:

"The Council is extremely concerned about the severe traffic issues in this area and strongly objects on the grounds that the development as proposed would cause a significant worsening of the already severe traffic problems affecting this road and Parkgate Lane. The Council would support the application if it included an alternative access road over/underneath the railway line via Rookwood Way to connect to Mobberley Road as per previous planning applications / proposals for this site as detailed in the planning history. The Council is concerned that Unit 7 as proposed would compromise the practicality of a southern connection as traffic would have to pass

through their carpark/yard.

In the event that the application is approved the Council supports the comments of Network Rail and requests an appropriate area of landscaping to protect residential and visual amenity of residential properties beyond the railway line.”

***PL17/192* To consider matters relating to the Section 106 Agreements**

It was noted that no application would be subject to a s106 agreement.

***PL17/193* To review the Planning Issues Log**

The log was reviewed and noted.

***PL17/194* To consider the Planning Actions Log**

The log was reviewed and noted.

***PL17/195* To note the date of the next meeting**

The date was noted.

DRAFT

PLANNING COMMENTS: 19/02/2018

Application	Address	Application details	
18/0331T	58 Blackhill Lane	TPO - Tree works to fell Oak tree	The Council raises no objections, subject to the Arboriculturalist being satisfied with the detail provided within the report regarding the necessity for the removal of the tree. The Council requests that suitable specimen be planted in its place.
18/0398T	72 Bexton Road	TPO - Works to oak tree	The Council raises no objections, subject to the Arboriculturalist being satisfied with the detail provided within the report regarding the necessity of the works.
18/0489M	14 Summersway	Removal of existing conservatory and replacement with reduced single storey rear extension	The Council raises no objection subject to neighbours' comments.
18/0419T	Windrush, Bexton Lane	TPO - Tree works to Beech tree to crown reduce branches by 1m in length and crown clean Norway Maple tree	The Council raises no objections, subject to the Arboriculturalist being satisfied with the detail provided within the report regarding the necessity of the works.
18/0397T	The Ware, Toft Road	Section 211 Notice: Fell block of Hollies	The Council raises no objection and welcomes the applicant's offer to replant, requesting that this is of an appropriate indigenous evergreen species.
18/0482M	Glyngaire, Tabley Road	Single storey rear extension. Rear dormer window with Juliet balcony. Alterations to roof, including conversion into bedroom/bathroom accommodation. Remodelling front entrance. External cladding to existing building including timber and render finish. Internal remodelling.	The Council raises no objection subject to neighbours' comments.
18/0457M	4 Heathfield Square	Rear facing two storey and single storey extension	The Council OBJECTS on the grounds that this development blocks the important view from Heathfield Square to Northwich Road. The proposed plans are very large, representing

			<p>overdevelopment of a small plot. It is also therefore detrimental to the Conservation Area and out of keeping with the character of the area.</p> <p>There is an absence of reference to the Conservation Area or heritage asset appraisal and the Council requests that this is provided before the application is determined.</p>
18/0496M	Radbroke Hall, Stocks Lane	33kV overhead electricity distribution line rebuild	The Council raises no objection.
18/0337M	Land North of Parkgate Industrial Estate, Parkgate Lane	Variation of Conditions 4, 23, 33, 34 and 35 on approval 13/2935M - Outline application with all matters reserved except for means of access, for the erection of a high quality residential development (use class C3) with associated woodland buffer, ecological mitigation and enhancements, and open spaces	<p>The Council OBJECTS to the variation of condition 4 on that grounds that it changes the substance of the outline application. It is requested that due to the significant material change which increases the density of the development, a new application should be submitted. This should also include a review of the highways information provided with application 13/2935M to reflect the increase in density of the development.</p> <p>The Council raises no objection to the variation of conditions 23, 33, 34 and 35, subject to the relevant technical office being satisfied with the details submitted</p>
17/5249M	11 Manor Park South	Proposed first floor extension via revised roof pitch	The Council OBJECTS on the grounds that the large increase in size is out of keeping with the neighbouring properties and detrimental to the otherwise regular pattern of the street scene.
18/0499M	Sunnyside, 23D Bexton Road	Variation of Condition 2 on 16/4585M	The Council OBJECTS on the grounds of the inappropriate design which is detrimental to the adjacent Conservation Area.

18/0370M	6 Beechwood	Ground and first floor side/rear extension and alterations to dwelling.	The Council raises no objection subject to neighbours' comments.
18/0530M	Bracklyn, Mobberley Road	Extension, alterations and demolition of conservatory	The Council raises no objection subject to neighbours' comments.
18/0357M	7-9 Malt Street	New timber windows and doors to façade of existing gym, New brick slip façade to elevation facing Malt Street, resurfacing works to re-worked parking and access area over Malt street, soft planting up-lit buffer strip to back of parking spaces and new bin enclosure.	The Council raises no objection subject to the officer being satisfied that the planned parking provision is entirely within the curtilage of the site.
18/0613T	St Johns Parish Church, Church Hill	Section 211 Notice: Crown lift Two Large Mature Beech by 1 metre	The Council raises no objection to the tree works and does not require a TPO to be applied.
18/0584T	17 Gaskell Avenue	Section 211 Notice: Tree works to various trees	The Council raises no objection to the tree works and does not require a TPO to be applied.
18/0691M	20 Delmar Road	Conversion of existing garage into bedroom and amendment to the ground floor roof and front elevation.	The Council raises no objection subject to neighbours' comments.

Knutsford Town Council

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Minutes

of the

Planning and Licensing Committee 5th February 2018

In the Lower Council Chamber of the Town Council Offices

PL17/170 Present

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

In attendance: S Morgan (*Deputy Town Clerk*)

PL17/171 To receive apologies for absence

Apologies were received from Cllr Farber (personal business)

PL17/172 To note declarations of Members' interests

Cllr Forbes	Non-pecuniary	18/0283M	On the grounds of being disabled
	Non-pecuniary	18/0284M	On the grounds of being disabled
	Pecuniary	17/6470M	Part owner of a property on Parkgate
Cllr Wells-Bradshaw	Non-pecuniary	18/0295T	Known to applicant
Cllr Malloy	Non-pecuniary	18/0283M	Banks with NatWest
	Non-pecuniary	18/0284M	As above
	Non-pecuniary	18/0089M	A member of the War Memorial Cottage Hospital Working Group
Cllr Dean	Non-pecuniary	18/0089M	Attended open meetings regarding the development plans and has been canvassed by residents opposed to the plans
			A member of the war memorial cottage hospital working group
			Known to agent
Cllr Gardiner	Non-pecuniary	18/0077M	As Cheshire East diversity champion, has a responsibility to support the removal of barriers to accessing local facilities for disabled people.
	Non-pecuniary	18/0283M	As above
	Non-pecuniary	18/0284M	As above
	Non-pecuniary	18/0295T	Known to applicant
	Non-pecuniary	18/0298T	Council retained Arboriculturalist
	Non-pecuniary	18/0410M	Known to agent

PL17/173 Public Participation

Five members of the public spoke in relation to application 18/0089M outlining a number of reasons for objection including it being out of character with the surrounding area, detrimental to the adjacent Grade II listed building, potential impact on protected trees, that no attempt had been made to reuse the building, that it was contrary to policy SE7 of the Local Plan and emerging policies D4 and D6 of the Neighbourhood Plan, that the

building is subject to an Article IV direction and loss of light/privacy to the adjacent building.

A resident also spoke in relation to application 17/6470M, raising concerns that surrounding businesses had not been consulted regarding the development and the challenging access to this area was already requiring additional highways works. Measures to provide new bus stops and services would be supported along with road widening to provide improved traffic flow.

PL17/174 To receive and confirm the minutes of the meeting held on 22nd February 2018

It was **RESOLVED** to confirm the minutes subject to the addition of noting the point at which Cllr Coan arrived.

PL17/175 To consider the latest planning applications

It was **RESOLVED** to submit the comments detailed below.

PL17/179 To consider matters related to Section 106 Agreements

The Committee noted that Section 106 monies from 18/0089M should be directed towards the improvement of health services and enhancement of the local bus service to the site.

PL17/180 To note the date of the next meeting

The date was noted.

PLANNING COMMENTS: 05/02/2018

Application	Address	Application details	
18/0089M	Memorial House, Northwich Road ¹	Erection of Retirement Living Housing (Category II type accommodation) with associated communal facilities, landscaping and car parking together with a Memorial Garden following demolition of the existing buildings.	<p>Notwithstanding any issues regarding the disposal of the Town's War Memorial for private development or related matters concerning its legal ownership, Knutsford Town Council makes the following observations on the planning issues pertaining to this application: -</p> <ul style="list-style-type: none"> • The uPVC windows are not in keeping with the adjacent listed building and the Council requests that a condition requiring the use of painted wood windows is included in any approval. • Section 106 monies obtained from this development should provide a significant sum towards the improvement of health services. In recognition of the former use of the site, the manner in which the former Hospital was originally funded and the need for a new Health Centre within the Town. • Additionally, S106 monies should be requested to fund a regular bus service that should be diverted to provide a service to the residents of the new accommodation to prevent isolation of ageing residents.

¹ Cllrs Forbes and Malloy objected to this resolution

			<ul style="list-style-type: none"> The privacy and residential amenities of the adjacent listed building should be protected by ensuring there are appropriate distances between facing windows, and in the boundary treatments that are utilised. <p>Knutsford Town Council look forward to being involved with planning the detailed proposals for the Memorial Garden on the site; including its layout, planting and future management; as per the pre-application discussions between representatives of KTC and McCarthy & Stone</p>
18/0077M	21 Hillside Road	First floor side extension, single storey rear extension and front elevation bay window.	The Council raises no objections subject to neighbours' comments.
18/0283M	82 King Street ²	Internal and external alterations to allow the installation of an internal disabled access ramp.	The Council raises no objections
18/0284M	82 King Street ³	Listed building consent for internal and external alterations to allow the installation of an internal disabled access ramp.	The Council raises no objections
18/0312M	32 Rowley Way	2 storey side extension, 2 storey rear extension and further single storey rear extension, plus general upgrade and refurbishment of finishes.	The Council raises no objection subject to neighbours' comments.
18/0247M	West Court, Chelford Road	Variation of condition 3 on Listed Building Consent 17/4592M to change the flat roof of the extension from lead to a single ply membrane.	The Council OBJECTS to this application and requests that the roof is replaced with like for like materials to prevent damage to the fabric and character of the listed building.

² Cllr Malloy objected to this resolution

³ Cllr Malloy objected to this resolution

18/0324M	21 St Johns Avenue	Single storey side and part rear extension.	The Council raises no objection subject to neighbours' comments.
18/0379M	164 Grove Park	Rear single storey extension.	The Council raises no objection subject to neighbours' comments.
18/0295T	Stonelegh, Legh Road	Section 211 Notice:- Cyprus tree to be removed and replaced with shrubs and small trees.	<p>The Council raises no objection but makes the following observations:</p> <ul style="list-style-type: none"> • Where no evidence for removal is given, the Council requests additional information be provided by the applicant to support the application • The piecemeal yet regular removal of trees within this "At Risk" Conservation Area raises concerns about the cumulative effect upon the water table in the neighbouring area of Ecological interest; known as Sanctuary Moor
18/0298T	Bay Tree House, Parkfield Road	Works to TPO Trees:- T1. Silver Birch. Fell to ground level; large hollow-sounding patches on trunk and evidence of Bleeding Canker. Small area of bark removed and evidence of Mycelium beneath the bark.	<p>The Council raises concern regarding the loss of a tree which may be treated as opposed to being felled and requests that the arboricultural officer is satisfied that that felling is the only course of action available.</p> <p>The Council requests that a semi-mature specimen of a similar species be planted in its place, should removal be required.</p>
18/0367T	Legh Lodge, Legh Road	Works to TPO tree - T1 crown lift to 4m and prune branches.	The Council raises no objection.

18/0410M	5 Green Acre Close ⁴	Proposed rear two storey extension, single storey front extensions, alterations to provide re-modelled house, attached garage and car-port and revised front boundary access.	The Council raises no objection subject to neighbours' comments
17/6470M	Land at, Parkgate Industrial Estate ⁵	The erection of 16no. units with access and servicing arrangements, car parking, landscaping and associated works (Use Classes B1/B2/B8).	<p>The Council raises concerns regarding the severe traffic issues in this area and. had the previous permission for Oliver Values not been granted, would have raised objections.</p> <p>The Council requests a significant contribution towards highway improvement schemes as outlined in the transport assessment report. The Council supports the comments of Network Rail and requests an appropriate area of landscaping to protect residential and visual amenity of residential properties beyond the railway line.</p>

⁴ Cllr Gardiner objected to this resolution

⁵ Cllrs Malloy and Wells-Bradshaw objected to this resolution and Cllr Forbes abstained.

Knutsford Town Council

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Minutes

of the

Planning and Licensing Committee 5th March 2018

In the Lower Council Chamber of the Town Council Offices

PL17/196 Present

Cllrs Gardiner, Coan and Dean, Gray and Wells-Bradshaw

In attendance: S Morgan (*Deputy Town Clerk*)

PL17/197 To receive apologies for absence

Apologies were received from Cllrs Forbes and Farber (personal business) and Cllr Malloy (business)

PL17/198 To note declarations of Members' interests

Cllr Gardiner Non-pecuniary 18/0875M Known to agent

PL17/199 Public Participation

A representative of the South Knutsford Residents Group spoke in relation to application 18/0600M, highlighting the absence of a full design and access statement which they feel should be provided for a property within the conservation area. Additionally, the resident spoke about application 18/0947T stating they would support an application to include the entire hedgerow under a TPO to encourage the maintenance of the hedgerow which is now thinning due to lack of attention but raising no objection to the removal of the trees within the application.

PL17/200 To receive and confirm the minutes of the meeting held on 19th February 2018

It was **RESOLVED** to confirm the minutes.

PL17/201 To consider the latest planning applications

It was **RESOLVED** to submit the comments detailed below.

PL17/202 To consider the latest planning decisions

The decisions were noted.

PL17/203 To consider matters relating to the Section 106 Agreements

It was noted that no application would be subject to a s106 agreement.

PL17/204 To note the date of the next meeting

The date was noted.

PLANNING COMMENTS: 05/03/2018

18/0600M	12 Rutherford Drive	New Garage and Store to the front of the existing dwelling, including alterations to the existing frontage. Extension of hardstanding.	The Council raises no objection subject to neighbour comments.
18/0679M	17 Heath Drive	Erection of single storey extension to the rear	The Council raises no objection subject to neighbour comments.
18/0874M	1 Cranford Avenue	Single storey rear extension	The Council raises no objection subject to neighbour comments; however, it notes that the proposed changed to the boundary wall are not within the application description and requests that this should be amended accordingly, or require a separate application to be submitted
18/0796M	10 Lodge Road	Front facing two storey extension and rear facing single storey extension	The Council raises no objection subject to neighbour comments.
18/0770T	5 Beechwood, Tabley Road	Works to TPO Tree: Fell Beech tree	The Council raises no objections, subject to the Arboriculturalist being satisfied regarding the necessity of the works as no evidence has been provided within the application. Should the works be required, the Council requests the replacement of the tree with one which is semi-mature in nature.
18/0947T	1 Molly Potts Close	Section 211 Notice: - Fell 3 x Sycamore trees	The Council requests that the Arboriculturalist visits this site and assesses the value of these trees and quality of the hedgerow, considering if this hedgerow should be subject to a Tree Preservation Order within the Legh Road Conservation Area.
18/0948M	1 Carrwood	Single storey rear extension and two storey side extension with alterations to existing house on inside and out.	The Council raises no objection subject to neighbour comments.

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Minutes

of the

Planning and Licensing Committee 19th March 2018

In the Lower Council Chamber of the Town Council Offices

PL17/205 Present

Cllrs Coan, Dean, Gray, Malloy and Wells-Bradshaw

In attendance: S Morgan (*Deputy Town Clerk*)

PL17/206 To elect a Chairman

In the absence of the Chairman and Deputy Chairman, it was **RESOLVED** to elect Cllr Dean as Chairman for this meeting.

PL17/207 To receive apologies for absence

Apologies were received from Cllrs Forbes and Farber (personal business) and Cllr Gardiner (business)

PL17/208 To note declarations of Members' interests

Cllr Wells-Bradshaw Pecuniary P17/212

Cllr Coan Non-pecuniary 18/1010T

Non-pecuniary 18/0595T

An employee of Event Buddha, a company which is involved in Pub in the Park events
Preferred
Arboriculturalist for own tree works
Preferred
Arboriculturalist for own tree works

PL17/209 Public Participation

A resident spoke in relation to the Licensing application for Land adjacent to The Lambing Shed, highlighting the scheduled monument which is adjacent to the site proposed for the event, and how it may need protection from festival goers to prevent damage. Run off to the fish ponds was also highlighted as a risk to the protected species and it was requested this was considered when planning the site

A representative of the South Knutsford Residents Group spoke in relation to applications 18/1060M and 18/1061M, referring to improvements in the extension design for application 18/1060M, in comparison to the previous ones which were rejected at appeal. It was highlighted that the new plans state 'work in progress' and omit a part of the development. An updated image was provided of the site by the representative who felt that the new design is in breach of local policy DC41 and the Neighbourhood Plan Emerging Policies on infill development. It was requested that the committee consider if the size of the design is acceptable and whether this development causes damage to the Conservation Area.

- PL17/210** **To receive and confirm the minutes of the meeting held on 5th March 2018**
It was **RESOLVED** to confirm the minutes.
- PL17/211** **To consider the latest planning applications**
It was **RESOLVED** to submit the comments detailed below.
- PL17/212** **To consider the latest licensing applications**
It was **RESOLVED** to submit the comments detailed below.
- PL17/213** **To consider the latest planning decisions**
The decisions were noted. It was requested that the Deputy Town Clerk writes to Peter Hooley to seek clarification on how a breach of condition 5 under application 16/0670M is acceptable.
- PL17/214** **To consider matters relating to the Section 106 Agreements**
It was noted that no application would be subject to a s106 agreement.
- PL17/215** **To review the Planning Issues Log**
The log was reviewed and noted. The Council requested that planning enforcement is also raised in the correspondence to Peter Hooley as the delays in responding to planning breaches are deemed unacceptable. No planning enforcements notices having been issued to the knowledge of Knutsford Town Council on matters dating back to 2015.
- PL17/216** **To consider the Planning Actions Log**
The log was reviewed and noted.
- PL17/217** **To note the date of the next meeting**
The date was noted.

Planning Comments: 19/03/2018

18/1044M	7 Lilybrook Drive	To remove the conservatory and put a single storey flat roof extension across the width of the rear of the house, to accommodate a large open plan kitchen/living/dining space.	The Council raises no objection subject to neighbour comments.
17/5262M	2 Mobberley Road	Construction of two detached houses (Revised plans)	The Council OBJECTS on the grounds that the proposal represents overdevelopment of this site and has concerns that the landscaping proposal is to be provided only after approval, following previous concerns about tree retention. Elements of the original structure shown in previous plans for this site are no longer present. Overall, the plans fail to enhance or preserve the Conservation Area .
18/1061M	2 Croft Lane ¹	This application is for the erection of two new dwellings in the gardens of 2&4 Croft road.	The Council OBJECTS on the grounds that this represents an overdevelopment of the site, also being out of keeping with the neighbouring properties. It is in breach of Saved local policy DC41 and Policy H2 of the Neighbourhood Plan Emerging Policies.
18/1060M	2 Croft Lane	This application is for the extension of two existing semi-detached cottages.	The Council raises no objection subject to neighbour comments.
18/1028M	Guy Salmon, Manchester Road	Advertisement consent for 1 X internally illuminated land rover pylon a, 1 x internally illuminated land rover facade sign b, 1 x internally illuminated retailer letters c, 1 x non-illuminated welcome/directional sign d, 1 x non-illuminated approved customer promise sign e and 3 x non-illuminated wall mounted direction signs f1 f2 f3	The Council raises no objection.

¹ Cllr Gray objected on this resolution

<u>18/1082M</u>	18 Stanley Road	Permission for vehicular access across a public footpath (tarmacadam pavement)	The Council raises no objection subject to neighbour comments.
<u>18/1079M</u>	51 Grove Park	Proposed two storey rear extension and associated alterations.	The Council raises no objection subject to neighbour comments.
<u>18/1046T</u>	The Willows, Parkfield Road	T1 - Silver Birch - Reduce crown by approximately 2-3m and remove any major deadwood	The Council raises no objection to the tree works and does not require a TPO to be applied.
<u>18/1010T</u>	Bryanston, 3 Chelford Road	Works to 2. Sycamore, 1. Leylandii, Cotoneaster, Rowan, Hornbeam and Purple Prunus	The Council raises no objection to the tree works and does not require a TPO to be applied.
<u>18/0383M</u>	8 Shaw Drive	Erection of porch to front elevation	The Council raises no objection subject to neighbour comments.
<u>18/1137M</u>	3 Tabley Road	Two storey rear extension and new proposed entrance from Sugar Pit Lane.	The Council raises no objection subject to neighbour comments.
<u>18/1101T</u>	Craig House, Tabley Road	Works to Cherry and Acer Trees	The Council raises no objection to the tree works.
<u>18/0595T</u>	Windle, 53 Chelford Road	Works to TPO trees	The Council raises no objection to the tree works.

Licensing Comments: 19/03/2018

<p>Land adjacent to The Lambing Shed, Chelford Road, Knutsford, Cheshire²</p>	<p>Notice is hereby given that Brand Events Limited have applied on 23 February 2018 to Cheshire East Council in respect of the premises known as Land adjacent to The Lambing Shed, Chelford Road, Knutsford, Cheshire for a Premises License to provide the following licensable activities:</p> <ul style="list-style-type: none">• Provision of Films Thursday to Sunday 11:00 till 22:30• Provision of Live Music Thursday to Sunday 11:00 till 23:00• Provision of Recorded Music Thursday to Sunday 11:00 till 23:00• Provision of Performance of Dance Thursday to Sunday 11:00 till 23:00• Anything similar to the above regulated entertainment Thursday to Sunday 11:00 till 23:00• Sale and Supply of Alcohol Thursday to Sunday 11:00 till 22:30 <p>The event is to take place annually, the proposed days are Friday to Sunday.</p> <p>Any person wishing to make representation in relation to this application may do so in writing by 23 March 2018 to:</p> <p>The Licensing Section Cheshire East Council</p>	<p>The Council raises no objections to this application</p>
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² Cllr Wells-Brashaw abstained from voting on this resolution

	Municipal Buildings Earle Street Crewe CW1 2BJ	
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FINAL

Knutsford Town Council

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Minutes

of the

Planning and Licensing Committee 3rd April 2018

In the Lower Council Chamber of the Town Council Offices

PL17/218 Present

Cllrs Gardiner, Coan, Dean, Gray, and Wells-Bradshaw

In attendance: S Morgan (*Deputy Town Clerk*)

PL17/219 To receive apologies for absence

Apologies were received from Cllrs Forbes, Farber and Malloy (personal business)

PL17/220 To note declarations of Members' interests

Cllr Gardiner	Non-pecuniary	18/0457M
	Non-pecuniary	17/3853M

Known to applicant's neighbour

Councillors were invited to attend a meeting with applicants

Cllr Coan	Non-pecuniary	PL17/224
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Known to applicant

PL17/221¹ Public Participation

A resident spoke in objection to application 18/1225M stating it was contrary to policy H2 of the emerging Neighbourhood Plan. The resident spoke further in relation to application 17/3853M expressing numerous concerns including flood risk, building density/height site layout and landscaping and the proposed works to Canute Place roundabout. Concern was also expressed that there had been no confirmation that the Manchester Road site would not exceed 60 dwellings

A resident spoke in objection to application 17/3853M on grounds of access, highlighting the distance to existing bus stops, public rights of way improvements and Canute Place Roundabout plans as areas to be addressed in addition to facilities for the sports pitch and s106 community hall contributions, which could be used for the Moor Scout Hut.

A representative of the South Knutsford Residents Group spoke in relation to a number of applications, highlighting the recent application for 12 Rutherford Drive prior to application 18/1338M. They further mentioned that their understanding of the reason for felling the protected trees at Woodgarth is for structural reasons. It was highlighted that applications 18/1060 and 18/1061 (2&4 Croft Lane) have been withdrawn.

A resident spoke in objection to 18/0457M highlighting the reduced view from the neighbouring property and raising concerns about the overbearing impact of the extension, the detrimental impact to the Conservation Area and loss of light to their main living area.

¹ Cllr Gray arrived during this item

- PL17/222** **To receive and confirm the minutes of the meeting held on 19th March 2018**
It was **RESOLVED** to confirm the minutes.
- PL17/223** **To consider the latest planning applications**
It was **RESOLVED** to submit the comments detailed below.
- PL17/224** **To consider the latest licensing applications**
It was **RESOLVED** to raise no objections to the licencing application for Pulse of Perfumery.
- PL17/225** **To consider matters relating to the Section 106 Agreements**
Matters relating to Section 106 Agreements were discussed in relation to application 17/3853M.
- PL17/226** **To note the date of the next meeting**
The date was noted.

DRAFT

Planning Comments: 03/04/2018

18/1225M	17 Northwich Road	Proposed demolition of existing dwelling and erection of 3 new dwellings.	<p>The Council OBJECTS to this development on the following grounds: -</p> <ul style="list-style-type: none"> • The development is out of character with the prevailing style and density, introducing 3 storeys into the street scene which is characterised by one and two storey properties. • There will be a significant increase in the level of vehicular traffic that is accessing and egressing the site adjacent to the junction with Sandilegh Avenue on one of the main roads into the town, which will be to the detriment of highway safety. • The lack of gardens to the front of the proposed developments is at odds with the existing street scene, with rear garden space being inadequate for properties of this size. • Therefore, overall, the proposal represents significant overdevelopment of this site.
18/1347M	7 Merlin Avenue	Single storey front extension to form shower room.	The Council raises no objection subject to neighbour comments
18/1137M	Ivy Lodge, Tabley Road	Two storey rear extension and new proposed entrance from Sugar Pit Lane.	The Council notes that comments have already been approved to submit at the meeting on 19 th March
18/1258M	23 Marcliff Grove	Two storey rear extension and extended decking area.	The Council raises concerns regarding this application due to potential loss of light to the rear living room of the adjoining property.

18/1338M	12 Rutherford Drive	Proposed single storey rear extension, new rooflight and modified external opening to kitchen.	The Council raises no objection subject to neighbour comments.
18/1362M	65 Mobberley Road	Proposed ground floor flat with in existing domestic residence.	The Council OBJECTS to this application which it considers should be dealt with as one application with 18/1373M. Insufficient detail is provided regarding the provision amenity space and parking for this site, where the provision of the existing 2 spaces would be inadequate for this development.
17/3853M	Land North of Northwich Road	Outline planning application with means of access to be determined (all other matters reserved for subsequent approval) for the erection of up to 190 dwellings (Class C3); the provision of serviced land for allotments; a community orchard, a playing pitch, landscaping and open space; new internal highways, car and cycle parking; sustainable drainage measures including surface water retention ponds, provision of utilities infrastructure; earthworks and all ancillary enabling works.	<p>The Council raises no objection to the application and wishes to thank the applicant for the reduction in units on this site following public feedback.</p> <p>The Council requests the following conditions are included in an approval for this development: -</p> <ul style="list-style-type: none"> • Public open spaces are given long term protection <i>ad infinitum</i>. • A small changing building and parking facilities to be provided with the sports facility, which would only be of use to immediate neighbours without these facilities. • As part of the reserve matters, the layout plan should set back properties on the spine road of this development to protect residents from noise, vibration and fumes of traffic on a route which could become a link route to Manchester Road. • A bus stop be provided within the development or in front of the site on Northwich Road. • A cycle/pedestrian route should connect the north of the site (close to the play area) site

			<p>to the North Cheshire Way and Tabley Lane, where a bus stop is currently provided.</p> <ul style="list-style-type: none"> • The proposed allotments be transferred to Knutsford Town Council • Knutsford Town Council is consulted on the landscaping of the gateway roundabout to the site. • Whilst outside the remit of the development, Knutsford Town Council requests that Cheshire East Highways consults with local residents and the Town Council regarding the details of the Canute Place roundabout development and how the S106 money is spent. • Materials and design should pay due regard to the Emerging Design Guide of the Neighbourhood Plan, using materials which are vernacular to Knutsford and not exceeding 2 storeys on the exterior of the development including Northwich Road. • Section 106 monies be allocated to community facilities such as the Scout Hut on the Moor, which would serve residents of this development.
18/1373M	65 Mobberley Road	Proposed first floor apartment in an existing domestic residence.	<p>The Council OBJECTS to this application which it considers should be dealt with as one application with 18/1362M.</p> <p>Insufficient detail is provided regarding additional amenity space and parking for this site, where the provision of the existing 2 spaces would be inadequate for this development.</p>
18/1480T	Woodgarth, 6 Leycester Road	Works to TPO trees	<p>The Council OBJECTS to the felling of the trees and requests the Arboricultural Officer gives a thorough inspection of all trees to be felled to confirm they are</p>

			dead, dying, diseased, or posing a risk to the structure of the property. The Council requests that any trees that require to be felled should be replaced with a semi-mature tree of a suitable species.
18/0457M	4 Heathfield Square	Rear facing two storey and single storey extension (Revised plans)	<p>The Council OBJECTS to the proposed development for the following reasons: -</p> <ul style="list-style-type: none"> • The size and design of the extension are out of character and detrimental to the Conservation Area, failing to reflect the surrounding properties. • It blocks important views of the Conservation Area from Northwich Road. • The proposal is considered to be overdevelopment by virtue of scale and proximity. It would result in significant loss of light and be overbearing to those living in close proximity, the rear living room window of the adjoining property in particular.

Knutsford Town Council

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Minutes

of the

Planning and Licensing Committee 16th April 2018

In the Lower Council Chamber of the Town Council Offices

PL17/227 Present

Cllrs Gardiner, Coan, Forbes, Gray, Malloy and Wells-Bradshaw

In attendance: S Morgan (*Deputy Town Clerk*)

PL17/228 To receive apologies for absence

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

PL17/229 To note declarations of Members' interests

Cllr Gardiner	Non-pecuniary	18/1467T	Known to Agent
	Non-pecuniary	18/1276M	Member of applicant body
	Non-pecuniary	18/1277M	Member of applicant body
Cllr Coan	Non-pecuniary	18/1467T	Known to applicant
	Non-pecuniary	18/1485M	Known to tenants of establishment
Cllr Malloy	Non-pecuniary	18/0089M	Has submitted personal objection
Cllr Forbes	Non-pecuniary	18/0284M	On the grounds of being disabled
	Non-pecuniary	18/0283M	On the grounds of being disabled
	Non-pecuniary	18/1276M	Attended a pre-application briefing as Mayor
	Non-pecuniary	18/1277M	Attended a pre-application briefing as Mayor

PL17/230¹ Public Participation

A representative of Knutsford and District War Memorial Neighbourhood Forum spoke in objection to application 18/0089M making complaints regarding a failed link on the agenda item and referring to the previous comments by the council in a derogatory manner. The Chairman requested that the representative leave the meeting. The meeting was adjourned until the representative left.

A resident spoke in objection to applications 18/1276M and 18/1277M, suggesting that £2.5m of public money could be spent better, with the submitted plans cutting off access from the adventure play area to the stable yard. In relation to application 18/0089M, the resident highlighted that the development would cause irreversible harm to the local heritage asset and that no alternative uses had been considered.

1PL17/231 To receive and confirm the minutes of the meeting held on 3rd April 2018

It was **RESOLVED** to confirm the minutes.

PL17/232 To consider the latest planning applications

¹ Cllr Gray arrived during this item

It was **RESOLVED** to submit the comments detailed below.

PL17/233 To review the Council's comments on application 18/0089M re Memorial House

It was **RESOLVED**² to submit the following revised comments in light of new information provided since the previous comments were submitted: -

Given new material facts which have become available from Cheshire East Council Conservation, Highways and Tree Officers, the Council objects to this development. These comments supersede those submitted on 9th February 2018.

Knutsford Town Council requests that other uses for the existing building should be fully explored by the applicant, where no sufficient investigation of how the current building could be incorporated into the scheme have been demonstrated.

Knutsford Town Council have supported the Article IV declaration on the War Memorial Hospital and have also sought additional protection to prevent the demolition.

Should this development be approved, Knutsford Town Council requests that historical artefacts from the site are preserved in the appropriate way and that the following requests are considered: -

- The uPVC windows are not in keeping with the adjacent listed building and the Council requests that a condition requiring the use of painted wood windows is included in any approval.
- Section 106 monies obtained from this development should provide a significant sum towards the improvement of health services. In recognition of the former use of the site, the manner in which the former Hospital was originally funded and the need for a new Health Centre within the Town.
- Additionally, S106 monies should be requested to fund a regular bus service that should be diverted to provide a service to the residents of the new accommodation to prevent isolation of ageing residents.
- The privacy and residential amenities of the adjacent listed building should be protected by ensuring there are appropriate distances between facing windows, and in the boundary treatments that are utilised.

Knutsford Town Council look forward to being involved with planning the detailed proposals for the Memorial Garden on the site; including its layout, planting and future management; as per the pre-application discussions between representatives of the town council and McCarthy & Stone

PL17/234 To consider the latest planning decisions

The log was reviewed and noted

PL17/235 To consider matters relating to the Section 106 Agreements

It was agreed to resubmit request for s106 monies with revised comments on application 18/0089M.

PL17/236 To review the Planning Issues Log

The log was updated. The Chair advised that updates from Planning Enforcement should be available shortly now investigations are complete on another matter

² Cllr Gray objected this this resolution

PL17/237 **To consider the Planning Actions Log**
The actions log was reviewed and noted.

PL17/238 **To note the date of the next meeting**
The date was noted.

FINAL

Planning Comments: 16/04/2018

<u>18/1510M</u>	2 Buckingham Drive	Additional attached garage.	The Council raises no objection to the application, but requests that a condition be added to any approval requiring that the garage is retained as such, and not used for other ancillary uses to the residential use of the property.
<u>17/6267M</u>	50 Grove Park	Variation of conditions on approval 17/4285M - Proposed two-storey side extension and internal alterations.	The Council OBJECTS given the nature and colour of materials, acknowledging that the existing materials are inappropriate.
<u>18/0284M</u>	82 King Street	Listed building consent for internal and external alterations to allow the installation of an internal disabled access ramp.	The Council raises no objections
<u>18/0283M</u>	82 King Street	Internal and external alterations to allow the installation of an internal disabled access ramp.	The Council raises no objections
<u>18/1398M</u>	35 Mardon Close	Single story extensions to side and rear elevations.	The Council raises no objection subject to neighbours' comments.
<u>18/1467T</u>	The Croft, Legh Road	Works to TPO trees: Fell 2x Beech and 1x Sycamore Trees.	The Council requests that the Arboricultural Officer is satisfied that the trees require felling, as the loss of these trees will have a significant impact on the street scene. Should the Officer confirm that the trees require removal, the Council raise no objection, but request that broadleaf mature indigenous trees be replanted in their place.
<u>18/1466T</u>	Thrushes Mead, Toft Road	Works to TPO trees: Reduce height of poplar trees by 5 metres.	The Council raises no objection subject to the Arboriculturalist being satisfied with the methodology of the works to ensure the longevity of the trees.

18/1496T	Maple Mews, Caldwell Gardens, Chelford Road	Works to TPO trees: Variegated Sycamore (T1) - Remove lower outer limb which is overhanging brick-built garage extension. Approx. 30ft in length. Fear of tree leaning in the direction of garage, would be helped by removing this branch, also letting more light into the garden.	The Council raises no objection
18/1346T	Draycote, Legh Road	Works to TPO trees: Fell Holly Trees.	The Council OBJECTS to the felling of the 5 holly trees will have a detrimental impact on the street scene, without valid reason for removal of the protected trees.
18/1578M	West Court, Chelford Road	Alterations and extensions and a replacement garage. Amendment to planning approval 17/4591M.	The Council raises no objection subject to neighbours' comments, but notes no listed building consent has been submitted for this Grade II Listed Building.
18/1501M	67 Grove Park	Single storey front & first floor front extensions.	The Council raises no objection subject to the officer being assured that sufficient space remains on the site for 2 cars to be parked, particularly regarding the known parking issues on this street.
18/1609M	33 Meadow Drive	Proposed first floor side extension, single storey rear extension and associated alterations.	The Council raises no objection subject to neighbour comments.
18/1594M	Bexton Fold, Bexton Lane	Variation of conditions 2, 3, 6, 9 and 11 on application 17/4541M - Demolition of existing dwelling and construction on site of 2no. dwellings.	The Council OBJECTS to the number of variations on application 17/4541M and requests that the applicant submit a new application for consideration.
18/1276M ³	Tatton Park, Knutsford Drive	New Welcome Building at Car Park with the addition of a new approach into the Stable yard, Resurfacing of the Stable yard (West), New Centre Building in the Stableyard, New Barn Alterations, Refurbishment of West WC, Refurbishment of East WC and External Alterations to Area North of Stableblock.	The Council OBJECTS to the central glazed structure and blocking off of the courtyard by the proposal, whilst supporting the new visitor experience. The glazing provides too stark a contrast to the stable yard. Additionally, the Council raises concerns about the resurfacing and potential loss of the cobbles, wishing to seek assurance that the historical scene is retained. Should permission be approved, the Council requests that condition be added to improve safe access to

³ Cllr Gardiner left the room at the beginning of this item. Cllr Malloy presided.

			the park for pedestrians and cyclists.
18/1277M	Tatton Park, Knutsford Drive	Listed building consent for New Welcome Building at Car Park with the addition of a new approach into the Stable yard, Resurfacing of the Stable yard (West), New Centre Building in the Stableyard, New Barn Alterations, Refurbishment of West WC, Refurbishment of East WC and External Alterations to Area North of Stableblock	The Council OBJECTS to the central glazed structure and blocking off of the courtyard by the proposal, whilst supporting the new visitor experience. The glazing provides too stark a contrast to the stable yard. Additionally, the Council raises concerns about the resurfacing and potential loss of the cobbles, wishing to seek assurance that the historical scene is retained. Should permission be approved, the Council requests that condition be added to improve safe access to the park for pedestrians and cyclists.
18/1485M⁴	White Bear, Canute Place	Listed building consent for sign A - 2x replacement trough lights to existing fascia signs and brackets, sign B-1x replacement set of small linolites to existing pictorial sign and bracket and sign C- redecorate the building in white (walls) and black (timbers).	The Council raises no objections and supports the improvement of the exterior of this building
18/1667T	Old Court House, Chelford Road	Section 211 notice: Works to trees fell Magnolia and Yew trees.	The Council raises no objection to the tree works and does not require a TPO to be applied.

⁴ Cllr Gardiner returned to the room.

Knutsford Town Council

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Minutes

of the

Planning and Licensing Committee 30th April 2018

In the Lower Council Chamber of the Town Council Offices

PL17/239 Appointment of Chairman

In the absence of the Chairman and Deputy Chairman it was **RESOLVED** that Cllr Dean preside.

PL17/240 Present

Cllrs Dean, Gray and Wells-Bradshaw.

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

PL17/241 To receive apologies for absence

Apologies were received from Cllrs Gardiner, Farber, Coan, Forbes and Malloy (personal business).

PL17/242 To note declarations of Members' interests

Cllr Dean Non-pecuniary 18/1469M Had visited the neighbouring property in connection with this application.

PL17/243 Public Participation

A resident suggested that the veranda proposed under 18/1474M should be freestanding in place of being attached to the listed building and queried if floor strengthening would be required under 18/1752M for the proposed new use.

A neighbour outlined their objections regarding 18/1469M stating that the extension would be overlooking and intrusive.

PL17/244 To receive and confirm the minutes of the meeting held on 16th April 2018

It was **RESOLVED** to confirm the minutes.

PL17/245 To consider the latest planning applications

It was **RESOLVED** to submit the comments below.

PL17/246 To consider the latest licensing applications

It was **RESOLVED** to raise no objection.

PL17/247 To authorising the Town Clerk to submit a response to the consultation on the revised National Planning Policy Framework in consultation with the Chairman and Deputy Chairman.

It was **RESOLVED** that the Town Clerk prepare a response to the consultation in consultation with the Chairman and Deputy Chairman.

PL17/248 To consider matters relating to the Section 106 Agreements

No items were subject to s106 agreements.

PL17/249 To note the date of the next meeting

The date was noted.

FINAL

Planning Comments: 30/04/2018

18/1474M	2 Bexton Road	Listed building consent for the erection of a classic Victorian style veranda on the north east elevation	The Council raises no objections, subject to neighbour comments.
18/1473M	2 Bexton Road	Erection of a classic Victorian style veranda on the north east elevation	The Council raises no objections, subject to neighbour comments.
18/1752M	Unit 6, Watson Building, 44 King Street	Proposed change of use of unit 6 from B1-Business to D2-Assembly and Leisure	The Council raises no objections, subject to neighbour comments.
18/1500M	3 Comber Way	Proposed first floor front and single storey rear extensions and associated alterations	The Council raises no objections, subject to neighbour comments.
18/1764M	Woodgarth, 6 Leicester Road	Listed building consent for single storey extensions to rear, internal alterations and new boundary treatments	The Council raises no objections, subject to neighbour comments and the views of the Conservation Officer.
18/1763M	Woodgarth, 6 Leicester Road	Single storey extensions to rear, internal alterations and new boundary treatments	The Council raises no objections, subject to neighbour comments and the views of the Conservation Officer.
18/1768M	18 Fir Tree Avenue	Single storey side extension to South, first floor side extension to North, general internal and external alterations and refurbishment.	The Council raises no objections, subject to neighbour comments.
18/1777M	43 Mellor Crescent	Variation of condition 2 on application 17/5676M	The Council raises no objections subject to the officer confirming that there is no impact on the sunlight to the next door property.
18/1843M	44 Manor Crescent	Proposed alterations to erect a rear single storey lean-to extension	The Council raises no objections, subject to neighbour comments.

18/1691T	8 Fir Tree Avenue	Tree works to fell Scots Pine tree	The Council raises no objections if the arboriculturalist is content that the tree requires removal but requests that an appropriate semi-mature (native species) replaces the felled tree.
18/1828T	3 Fairmead, Legh Road	Works to Lawson Cypress and Conifer Trees	The Council raises no objections.
18/1802T	Pytchford, Parkfield Road	Tree works to Silver Birch tree to remove storm damaged limb, reduce 3 limbs on the property side by approximately 2.5m and shorten other secondary limbs to balance	The Council raises no objections.
18/1857M	56 Grove Park	Erection of two storey side extension and single storey rear extension	The Council OBJECTS on the grounds that the loss of the garage results in insufficient parking provided within the site against CEC Parking Standards.
18/1469M	23 Bexton Road	Demolish the existing conservatory and build new single storey rear extension. Extend existing side elevation dormer. Split existing single dwelling house into two separate units of accommodation	The Council STRONGLY OBJECTS on the grounds that the extension to the existing side elevation dormer is overlooking the living area less than 4.5m away and it is considered that the proposed development is overdevelopment in this area and results in insufficient parking for a two-bedroom house.
18/1767M	25 Carrwood	1 and 2 storey side extensions, single storey rear extension and loft conversion	The Council raises no objections, subject to neighbour comments.
18/1761M	105 Warren Avenue	Proposed single storey side extension and associated alterations, additional and replacement external render, fencing to front and repositioning of gates to access new driveway position	The Council raises no objections, subject to neighbour comments.
18/1937T	1 St Georges Close	Works to TPO trees - 2 x Robinia, 1 x Beech.	The Council raises no objections.
18/1503T	Thornfield, Legh Road	Works to TPO trees	In the absence of any detailed plans the council is unable to comment.



Council Offices Sub-Committee

Knutsford Town Council

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Minutes of the Council Offices Sub-Committee meeting held 26th February 2018 *In the Committee Room of the Town Council Offices*

CO17/000 Present

Cllrs Forbes, Malloy and Mrs Gray.

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

CO17/001 To elect a Chairman

It was **RESOLVED** to elect Cllr Forbes as Chairman.

CO17/002 To receive apologies for absence

Apologies were received from Cllr Goodrich (business)

CO17/003 To note declarations of members' interests

No member declared an interest in any item.

CO17/004 To elect a Deputy Chairman

It was **RESOLVED** to elect Cllr Malloy as Deputy Chairman.

CO17/005 To note the terms of reference

The terms of reference were noted.

CO17/006 To note the budget

The budget was noted.

CO17/007 To agree the next steps

Cllr Forbes provided a background to the Project Definition Workshop planned which would lead to the development of the Project Definition Report. It was agreed that the sub-committee would meet often holding both formal and informal meetings. It was noted that Cheshire East Council had confirmed the transfer timeline had slipped and was now likely to be June.

CO17/008 To agree the frequency of meetings

It was agreed to determine the frequency of formal meeting after the Project Definition Report was completed.

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Minutes of the Council Offices Sub-Committee meeting held 4th April 2018 *In the Moor Room of the Town Council Offices*

CO17/009 Present

Cllrs Forbes and Mrs Gray.

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

The meeting was inquorate and adjourned by the Chairman to Monday 9th April at 7pm.

Minutes of the Council Offices Sub-Committee meeting held 9th April 2018 *In the Committee Room of the Town Council Offices*

CO17/010 Present

Cllrs Forbes, Malloy, Goodrich and Mrs Gray.

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

CO17/002 To receive apologies for absence

All members were present.

CO17/003 To note declarations of members' interests

No members declared an interest in any item.

CO17/004 To receive and confirm the minutes of the meeting held on 26th February 2018

It was **RESOLVED** to confirm the minutes.

CO17/005 To consider an update in respect of the transfer

The Town Clerk reported that the vacant possession of the cemetery lodge had now been achieved and that a sale would progress in due course. Cheshire East Council had not yet made the formal transfer decision, the delay being due to a complication related to the installation of the war memorial on the library gardens.

CO17/006 To consider the Project Definition Report

The report was reviewed, and a number of minor changes and additions were agreed. It was **RESOLVED** to adopt the revised report.

CO17/007 To agree the next steps

It was agreed that the Chairman and Town Clerk meet weekly going forward, initially to develop a draft project plan for approval at the next meeting. In the meantime the Project Definition Report would be circulated to all members and an update provided to internal stakeholders.

CO17/008 To agree the frequency of meetings

It was agreed the Town Clerk poll members to set meetings through to July.

DRAFT



Urgency Committee

Knutsford Town Council

Town Clerk: Adam Keppel-Green

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Minutes of the Urgency Committee meeting held 24th April 2018 In the Lower Council Chamber of the Town Council Offices

U17/000 Present

Cllrs Forbes, Dean and Malloy.

In attendance: A Keppel-Green (*Town Clerk*) and Cllr Gardiner

U17/001 To appoint a Chairman

It was **RESOLVED** to appoint Cllr Forbes as Chairman.

U17/002 To receive apologies for absence

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

U17/003 To note declarations of members' interests

No member declared an interest in any item.

U17/004 Public Participation

No members of the public were present.

U17/005 To note the reason for the committee being convened

It was noted that the committee had been convened due to the Neighbourhood Plan Committee meeting scheduled for 18th April being inquorate. It was noted that it was necessary to approve the publication of the draft Neighbourhood Plan for Regulation 14 consultation and the detail of said consultation to ensure the project timetable did not slip.

U17/006 To approve the draft Neighbourhood Plan for Regulation 14 Consultation

Cllr Gardiner reported on the feedback provided by the members of the committee who had been in attendance at the scheduled meeting, confirming that those present had approved the draft for consultation subject to the changes discussed at the meeting.

It was **RESOLVED** to approve the draft Neighbourhood Plan for Regulation 14 Consultation subject to confirmation of the proof-reading of all documents, the addition of the 'Laurie the Lion branding' and the Town Clerk and Chairman of the Neighbourhood Plan committee engaging all members.

U17/007 To approve the Neighbourhood Plan Regulation 14 Consultation Plan
It was **RESOLVED** to approve the consultation plan.

FINAL