



# Proceedings of Knutsford Town Council

**2018-2019**



# Full Council

# Knutsford Town Council

**Town Clerk: Adam Keppel-Green**

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

01565 653929      [www.knutsfordtowncouncil.gov.uk](http://www.knutsfordtowncouncil.gov.uk)

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## **Minutes of the Annual Town Council Meeting held 14<sup>th</sup> May 2018 In the Lower School Hall of the Knutsford Academy**

### **18/000 Present**

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

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

### **18/001 To elect the Town Mayor**

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

### **18/002 To receive the declaration of acceptance of office from the Town Mayor**

Cllr Coan signed the declaration of acceptance of office.

### **18/003 To note the results of the Norbury Booths ward by-election**

The results of the by-election for Norbury Booths ward held on 5<sup>th</sup> April were noted.

Quentin Abel	233	
Elizabeth Beswick	496	<i>Elected</i>

### **18/004 To elect the Deputy Town Mayor**

It was proposed by Cllr Dean, seconded by Cllr Power and **RESOLVED** that Cllr Malloy be elected Deputy Town Mayor.

### **18/005 To receive the declaration of acceptance of office from the Deputy Town Mayor**

Cllr Malloy signed the declaration of acceptance of office.

### **18/006 To formally appoint the Mayor's Cadet and receive their acceptance of office**

The Mayor announced the appointment of Max Risley of the 2056 (Knutsford) Squadron Air Training Corps as the Mayor's Cadet 2018/19 and presented their badge of office.

### **18/007 To appoint representatives to outside bodies**

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

### **18/008 To appoint committees, sub-committees and bank signatories**

It was **RESOLVED** to appoint committees, sub-committees and committee chairmen as

detailed in Annex B.

It was **RESOLVED** to appoint bank signatories by virtue of office as the Town Mayor, Deputy Town Mayor, Finance Committee Chairman, Finance Committee Deputy Chairman and Town Clerk.

**18/009 To receive apologies for absence**

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

**18/010 To receive declarations of members' interests**

Cllr Coan declared a pecuniary interest in 18/014 on the grounds of being the recipient of the allowance.

**18/011 To receive a statement from the newly elected Town Mayor**

Cllr Coan addressed the meeting and thanked members for the honour and privilege of being elected Town Mayor and gave a short speech.

Cllr Coan announced that during his year in office he would be fundraising for the Welcome Café, Friends of the Moor, Knutsford First Responders Trust and the Knutsford Heritage Centre. Cllr Coan announced Mrs Ann Coan as Mayoress and invested her with her chain of office.

**18/012 To receive a statement from the outgoing Town Mayor**

Cllr Forbes reflected on his year in office, thanking everyone who had enabled a total of £12,365 to be raised for his chosen charities; Knutsford Friendship Café, Mid-Cheshire Riding for the Disabled and the Knutsford Youth Orchestra. Cllr Forbes presented Cadet Jack Murphy of the Knutsford Fire Cadets with the Past Mayor's Cadet badge.

**18/013 To give a vote of thanks to the outgoing Town Mayor**

Cllr Coan proposed a vote of thanks to Cllr Forbes for his successful and busy year in office. Cllr Coan then presented Cllr Forbes with the Past Mayor's medal.

**18/014 To consider making an allowance to meet the expenses of the office of Town Mayor**

Having declared a pecuniary interest, Cllr Coan left the room and Cllr Malloy presided. It was **RESOLVED** to make an allowance of £595 to the Town Mayor.

**18/015 Public Participation**

A resident echoed the sentiments of the meeting and thanked Cllr Forbes for his work during his term as Town Mayor and congratulated the new Town Mayor and Deputy Town Mayor on their election.

**18/016 To note date of next meeting**

The date was noted.



## ANNEX B

### OUTSIDE BODY APPOINTMENTS

Friends of the Heath  
Citizens Advice Bureau  
Cheshire Association of Local Councils  
Community Rail Partnership  
Knutsford in Bloom  
Friends of the Moor  
CCG Combined Surgeries Project  
Friends of St John's Wood  
Knutsford Heritage Centre Trustee  
Longridge and Shaw Heath Community Partnership  
Knutsford (Town Centre and Other) Community Partnership  
Manchester Airport Consultative Committee

Cllr Gray  
Cllr Mrs Gray  
Cllr Dean and *vacant*  
Cllr Dean and Cllr Malloy (deputy)  
Cllr Gardiner  
Cllr Power  
Cllr Forbes  
Cllr Forbes  
Cllr Nicholson  
Cllr Forbes and Cllr Malloy (deputy)  
Cllr Power

## ANNEX B

### COMMITTEE APPOINTMENTS

#### Assets and Operations Committee

Cllr Forbes	Cllr Farber	Cllr Gray	Cllr Mrs Gray
Cllr Goodrich	Cllr Nicholson	Cllr Mrs Wells-Bradshaw	Cllr Wells-Bradshaw

#### Environment and General Purposes Committee

Cllr Beswick	Cllr Hutchence	Cllr Gray
Cllr Nicholson	Cllr Power	Cllr Wells-Bradshaw

#### Events and Town Centre Management Committee

Cllr Beswick	Cllr Farber	Cllr Hutchence
Cllr Power	Cllr Wells-Bradshaw	Cllr Mrs Wells-Bradshaw

#### Finance Committee

Cllr Dean	Cllr Forbes	Cllr Gray
Cllr Mrs Gray	Cllr Gardiner	Cllr Nicholson

### Neighbourhood Plan Committee

Cllr Dean  
Cllr Mrs Wells-  
Bradshaw

Cllr Forbes  
(*vacancy*)

Cllr Gardiner  
(*vacancy*)

### Personnel Committee

Cllr Forbes  
Cllr Goodrich

Cllr Mrs Gray  
Cllr Nicholson

### Planning and Licencing Committee

Cllr Beswick  
Cllr Farber

Cllr Dean  
Cllr Gardiner

Cllr Gray  
Cllr Wells-Bradshaw

## COMMITTEE CHAIRMANSHIPS

#### Assets and Operations

#### Environment and General Purposes

#### Events and Town Centre Management

#### Finance

#### Neighbourhood Plan

#### Personnel

#### Planning and Licencing

#### Chairman

Cllr Goodrich

Cllr Power

Cllr Malloy

Cllr Dean

Cllr Gardiner

Cllr Goodrich

Cllr Farber

#### Deputy Chairman

Cllr Mrs Gray

Cllr Nicholson

Cllr Power

Cllr Forbes

Cllr Dean

Cllr Mrs Gray

Cllr Dean

## SUB-COMMITTEE APPOINTMENTS

### Council Offices Transfer Sub-Committee

Cllr Forbes

Cllr Mrs Gray

Cllr Goodrich

Cllr Malloy

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## **Minutes of the Town Council Meeting held 29<sup>th</sup> May 2018** *In the Lower Council Chamber of the Town Council Offices*

### **18/017 Present**

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

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

### **18/018 To receive apologies for absence**

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

### **18/019 To receive declarations of members' interests**

Cllrs Dean, Gardiner, Farber and Coan declared a non-pecuniary interest in 18/026 on the grounds of being known to applicants. Cllr Coan declared a pecuniary interest in 18/030 on the grounds of owning property adjacent to the area.

### **18/020 Public Participation**

A representative of Knutsford Residents of Over Ward reported they had met with Adrian Fisher of Cheshire East Council to discuss the planning aspects of the development site on Longridge, proposed access and the Local Plan allocation.

A resident stated that the bus service serving Longridge was unreliable and both the bus company and Cheshire East Council were blaming each other for the issue. The resident further raised the poor condition of the road and car park at the hospital.

### **18/021 To receive and confirm the minutes of the meetings held 5<sup>th</sup> March and 14<sup>th</sup> May**

It was **RESOLVED** to confirm the minutes of the meeting held 5<sup>th</sup> March.

It was **RESOLVED** to confirm the minutes of the meeting held 14<sup>th</sup> May.

### **18/022 To note the minutes of committees which have been published since the previous ordinary meeting**

The minutes of meetings were noted. Cllr Malloy highlighted the upcoming Music Festival.

### **18/023 To receive reports from Members having attended external events since the previous meeting**

Cllr Dean reported meeting with the Leader of Cheshire East Council regarding the public open space at Longridge where it was agreed the Town Council would identify the

beneficiaries of the covenant.

Cllr Power reported meeting with the Chief Officer of the Cheshire East North Citizen's Advice to discuss improving joined up thinking in areas such as wellbeing and mental health and that it would be discussed by the Environment Committee.

Cllr Malloy reported attending a meeting of the Longridge and Shaw Heath Community Partnership where expanding this to cover the entire town was discussed. Cllr Malloy further reported on attendance at an EGM for Community Spirit which had looked to close the organisation; it had been agreed to mothball Community Spirit and review the decision in twelve months.

**18/024 To receive reports from members attending the monthly Makers' Market stall**

Cllr Malloy reported on the promotion of events and a number of minor issues raised at the previous market.

**18/025 To receive reports from and raise questions to Cheshire East Councillors**

Cllr Gardiner reported he had attended the Health and Wellbeing board noting increased collaboration between officers and the health authorities. Cllr Dean highlighted the Local Transport Plan where there was lots about other towns but little for Knutsford.

**18/026 To appoint trustees to the Charity of Marjorie Hurst**

It was **RESOLVED** to reappoint Messrs Colin Hurrell and Rick Dallimore as trustees of the charity for the 2018-2022 term.

**18/027 To appoint members to the Health and Social Care working group**

It was **RESOLVED** to appoint Cllrs Beswick, Gardiner, Mrs Gray and Malloy to the working group.

**18/028<sup>1</sup> To consider the funding of the 2056 (Knutsford) Squadron Air Training Corps marching band**

It was **RESOLVED** that the council purchase the equipment and loan it to the ATC on the condition that the band ensures it is available for Civic Sunday and Remembrance Sunday each year.

**18/029 To consider revisions to the Millennium Bursary**

It was **RESOLVED** that the timeline of the award be amended as outlined.

**18/030 To consider matters related to the potential sale of Open Space land at Longridge/Higher Downs by Cheshire East Council**

Cllr Coan left the meeting and Cllr Malloy presided for this item.

The Town Clerk provided an update following the meeting held with Cllr Bailey stating that it had been confirmed that there would be one decision made by Cheshire East Council, whether to dispose of the land, which would be taken in consideration of the investigations into the covenant.

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<sup>1</sup> Cllrs Goodrich and Hutchence arrived at the beginning of this item.

The Town Clerk further reported that he had spoken with Manchester City Council, as a beneficiary of the covenant, who had appointed a surveyor to investigate further and that the Asset of Community Value nomination would be determined by the end of June.  
Cllr Coan returned to the meeting.

**18/031 To appoint Cllr Power to the Neighbourhood Plan committee**

It was **RESOLVED** to appoint Cllr Power to the committee.

**18/032 To approve the Annual Governance and Accounting Records**

It was **RESOLVED** to approve the Annual Governance Statement.

It was **RESOLVED** to approve the Accounting Statements.

**18/033 To note payments**

The payments were noted.

**18/034 To receive a report of Mayoral Duties**

The Mayor reported on duties as detailed in Annex A.

**18/035 Member questions to the Town Clerk**

The Town Clerk was asked to have the door to the chamber inspected by Cheshire East Council noting it was not opening/closing properly.

The Town Clerk reported that 571 signatures had been received on the Community Governance Review petition.

**18/036 Public Participation**

A resident stated that more positive action to promote cycling needs to be taken by the council, noting that the town centre maps did not mark cycle parking or the bus station.

**18/037 To note date of next meeting**

The date was noted.

## ANNEX A: MAYORAL ENGAGEMENTS

**6 March 2018 to 28 May 2018**

Date	Event	Attended By
09/03/2018	Congleton TC Civic Dinner and Mayor's Ball	Town Mayor
09/03/2018	Lord Mayor of Chester Banquet	Deputy Town Mayor
10/03/2018	Bollington Mayor's Civic Dinner	Town Mayor
15/03/2018	Civic roll of Honour Crewe Campus Celebration for Cheshire College South and West	Town Mayor
17/03/2018	Crewe Mayor's Masquerade Ball	Town Mayor
22/03/2018	Halle GMCA Concert sponsored by Manchester Airport	Town Mayor
23/03/2018	Knutsford and District Talking Newspaper AGM	Town Mayor
24/03/2018	Knutsford Mayor's Charity Ball	Town Mayor
06/04/2018	Winsford Town Mayor's 'Oscars' Evening	Town Mayor
12/04/2018	Knutsford Talking Newspaper Guest Reader	Town Mayor
14/04/2018	Middlewich Mayor's Charity Ball	Town Mayor
15/04/2018	Macclesfield Mayor's Thanksgiving Service	Cllr Nicholson
19/04/2018	Knutsford Beer Festival - Sponsors' Night	Town Mayor
20/04/2018	Knutsford Beer Festival - Event	Town Mayor
22/04/2018	Macclesfield TC St George's Day Parade & Service	Town Mayor
24/04/2018	Thank You Get Together for Knutsford League of Hospital Friends	Town Mayor
27/04/2018	Knutsford Mayor's Fish Lip Soup Big Band Night	Town Mayor
28/04/2018	Poynton Mayor's Posh Party	Deputy Town Mayor
29/04/2018	Rotary Knutsford Jog rescheduled date	Town Mayor
29/04/2018	A Sunday Lunch for the Mayor of Cheshire East's Charities	Town Mayor
01/05/2018	Bollington Mayor Making Ceremony & Reception	Deputy Town Mayor
01/05/2018	Edward Penny RA and Local Artists Exhibition Preview for Knutsford Heritage Centre	Town Mayor
03/05/2018	Knutsford May Fair Official Opening and Drinks Reception for John Collins Fun Fairs	Town Mayor
05/05/2018	Knutsford Royal May Day Opening Ceremony	Town Mayor
06/05/2018	Knutsford & District Lions Lunch	Town Mayor
10/05/2018	Knutsford Mayor's Supporter and Charity Presentation Evening	Town Mayor
12/05/2018	Lord Mayor of Chester's Last Supper	Deputy Town Mayor

## 2018 CIVIC YEAR

16/05/2018	Manchester Airport 80th Birthday Celebration for Senior Citizens at Jubilee Hall	Town Mayor
17/05/2018	Congleton Town Council Mayor Making	Town Mayor
18/05/2018	The Welcome Café Lunch	Town Mayor
19/05/2018	Lilac Avenue residents street party	Town Mayor
20/05/2018	Official Opening of the Cadet Training Centre 2056 Squadron Air Cadets	Town Mayor
20/05/2018	Lord Mayor of Chester Annual Civic Service	Deputy Town Mayor
21/05/2018	Mayor Making & Annual Council – Winsford	Town Mayor
21/05/2018	Mayor Making & Annual Council – Middlewich	Town Mayor
23/05/2018	Mayor Making & Annual Council – Cheshire East	Town Mayor
23/05/2018	Oliver the Musical, Knutsford Musical Theatre Company	Town Mayor
28/05/2018	Knutsford & District Lions Fair on the Heath	Town Mayor

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## **Minutes** *of the* **Town Council Meeting held 16<sup>th</sup> July 2018** *In the Lower Council Chamber of the Town Council Offices*

### **18/038 Present**

Cllrs Coan, Malloy, Beswick, Forbes, Gray, Mrs Gray, Hutchence and Power.

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

### **18/039 To receive apologies for absence**

Apologies were received from Cllrs Farber, Goodrich, Wells-Bradshaw, Mrs Wells-Bradshaw (business) Nicholson (health) Gardiner and Dean (personal business)

### **18/040 To receive declarations of members' interests**

Cllr Malloy declared a non-pecuniary interest in 18/048 on the grounds of being known to the organisers. Cllr Coan declared a pecuniary interest in 18/030 on the grounds of owning property adjacent to the area.

### **18/041 Public Participation**

A resident sought an update on the application to register the land at Longridge/Higher Downs as an Asset of Community Value and suggested that a future council meeting should brief all members on the emerging Neighbourhood Plan policies.

### **18/042 To receive and confirm the minutes of the meeting held 29<sup>th</sup> May 2018**

It was **RESOLVED** to confirm the minutes subject to amending 18/023 to state that Community Spirit had been mothballed and that the decision would be reviewed in twelve months, a spelling correction to 18/023 and specifying the location of the Mayor Making attended on 23<sup>rd</sup> May in Annex A.

### **18/043 To note the minutes of committees which have been published since the previous meeting**

The minutes were noted.

### **18/044 To receive reports from members**

Cllr Forbes reported attendance at two meetings of the Longridge and Shaw Heath Community Partnership and filming for the promotional video of the Old School project supported by the council.

Cllr Beswick provided an update on the work of the Dementia Friendly Town working group, outlining that a survey was being prepared to inform their work.



Cllr Power highlighted the music festival and the council thanked all those involved in its organisation and those supporting the events.

Cllr Forbes reported that footfall at the Makers Market was low but that they had promoted the Neighbourhood Plan and Community Governance Review petition.

Cllr Forbes provided an update from the Council Offices Sub-Committee stating that the output of the two workshops had been circulated and any members not in attendance were encouraged to provide input. Cllr Forbes further reported that the transfer was progressing slowly with Cheshire East Council.

Cllr Malloy reported that he was working with the Welcome to gather concerns about the cuts to bus services and to promote bus use.

**18/045 To receive reports from and raise questions to Cheshire East Councillors**

In the absence of Cheshire East Councillors this item was deferred.

**18/046 To consider matters related to the potential sale of Open Space land at Longridge/Higher Downs by Cheshire East Council**

The Town Clerk reported that:

- the target date for a decision on the Asset of Community Value decision had been pushed back due to Cheshire East Council's Assets Department requiring time to submit a response as owner and that the decision was expected in July.
- he had spoken with a surveyor acting for Manchester City Council in connection with the covenant and that he hoped he had sufficiently expressed the outcome the council sought.
- Cheshire East Council had advised that a report on the outcome of their investigation into the covenant and public open space disposal consultation would be published shortly.

It was **RESOLVED**<sup>1</sup> to write to the developers of the Local Plan site to offer the council's assistance in discharging the covenant.

The Mayor adjourned the meeting to allow a resident to speak. The resident stated they had third party confirmation that it was not public knowledge at the time of the Local Plan Inspection that a covenant existed on the land. The Mayor reconvened the meeting.

It was **RESOLVED**<sup>1</sup> to enquire with Cheshire East Council when they will be providing feedback to the respondents to the public open space disposal notice.

**18/047 To consider matters related to the Community Governance Review petition**

The Mayor encouraged all members to gather further signatures, noting that the council was close to achieving the required number.

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

**18/048 To consider a donation request from the Knutsford Promenades**

It was **RESOLVED** to make a donation of £200.

**18/049 To receive a report of Mayoral Duties**

The Mayor reported on attendance as detailed in Annex A.

**18/050 To note payments**

The payments were noted.

**18/051 Member questions to the Town Clerk**

The Town Clerk responded to a question stating that no actions were outstanding on the council actions log.

**18/052 Public Participation**

No members of the public wished to address the council.

**18/053 To note date of next meeting**

The date was noted.

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## ANNEX A: MAYORAL ENGAGEMENTS

**29 May 2018 to 08 July 2018**

Date	Event	Attended By
03/06/2018	Civic Service for Mobberley Parish Council	Town Mayor
05/06/2018	50th Anniversary Party and launch of new office for Julius Baer International	Town Mayor
06/06/2018	Celebration of Queens Award for Volunteering for Knutsford Heritage Centre	Town Mayor
09/06/2018	Book Launch for "Hope in the Main Street" for Revd Rob Cotton at Heritage Centre	Deputy Mayor
17/06/2018	Celebrating Cheshire's Young Musicians event for Middlewich Town Council	Town Mayor
17/06/2018	Civic Sunday for Sandbach Town Council	Deputy Mayor
17/06/2018	Civic Sunday for Congleton Town Council	Town Mayor
20/06/2018	Royal Cheshire County Show hospitality invite from Manchester Airport Group	Town Mayor
23/06/2018	Fire Station Open Day	Deputy Mayor
24/06/2018	Old School Great Get Together	Cllr Forbes
25/06/2018	VIP 80th Birthday Celebration at Manchester Airport	Town Mayor
30/06/2018	Afternoon Tea and Fete for the High Sheriff of Cheshire	Town Mayor
01/07/2018	Civic Sunday for Alderley Edge Parish Council	Town Mayor
01/07/2018	Gymfinity Gymnastics competition presentation of certificates	Town Mayor
01/07/2018	Civic Service for Northwich Town Council	Town Mayor
01/07/2018	Civic Service for Alsager Town Council	Deputy Mayor
04/07/2018	Charity Coach Trip Send Off for Toft Taveners	Deputy Mayor
04/07/2018	Launch of Field to Fork at Tatton Park Home Farm	Deputy Mayor
06/07/2018	Mayor's Fundraising Summer BBQ Event	Town Mayor
07/07/2018	Manor Park Primary School Summer Fair	Town Mayor
07/07/2018	Egerton Primary School 125th Anniversary Celebrations	Town Mayor
08/07/2018	Knutsford Civic Service	Town Mayor
08/07/2018	Annual Civic Service for Macclesfield Town Council	Town Mayor

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## **Minutes of the Town Council Meeting held 10<sup>th</sup> September 2018 In the Lower Council Chamber of the Town Council Offices**

### **18/054 Present**

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

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

### **18/055 To receive apologies for absence**

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

### **18/056 To receive declarations of members' interests**

Cllr Coan	Non-pecuniary	18/072	Known to complainant
	Pecuniary	18/064	Owns land adjacent to the playing field
Cllr Mrs Gray	Non-pecuniary	18/063	Member of Friends of the Heath
Cllr Gray	Non-pecuniary	18/063	Member of Friends of the Heath
Cllr Forbes	Non-pecuniary	18/065	Being disabled
Cllr Nicholson	Non-pecuniary	18/072	Known to complainant

### **18/057 Public Participation**

A resident drew the council's attention to the pre-application planning advice on offer from Historic England which could be utilised for in planning for works to the Council Offices.

A representative of the Knutsford and District Neighbourhood Forum spoke in objection to the plans for the demolition of the War Memorial Cottage Hospital questioning the rights of the NHS to dispose of the building in 1995.

A representative of Knutsford Residents of Over Ward thanked the Town Council for its work on opposing the disposal of land at Longridge/Higher Downs and stating that the group was seeking a meeting with the Acting Chief Executive at Cheshire East Council.

A resident spoke in objection to the demolition of the War Memorial Cottage Hospital stating that the applicant would be required to make a s106 contribution regardless of the council's support and that changing the council's comments on this would set a bad precedent.

A resident thanked the Town Council for working with Friends of the Heath on its guidance

for events on the Heath.

A resident stated their objection to the location of the Makers Market and highlighted the disruption it caused to residents on Silk Mill Street. The resident expressed safety concerns about emergency access whilst the market was on.

**18/058 To receive and confirm the minutes of the meeting held 16<sup>th</sup> July**

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

**18/059 To note the minutes of committees which have been published since the previous meeting**

The minutes were noted.

**18/060 To consider supporting the Knutsford Lions Primary School Poetry Competition**

The meeting was adjourned to allow a representative of the Knutsford Lions to address the Council. The meeting was subsequently reconvened and it was **RESOLVED** that the Council support the event as outlined and that the Lions apply for funding towards the competition through the Council Grants Scheme.

**18/061 To consider planning application 18/0089M – Memorial House, Northwich Road**

The meeting was adjourned to allow a representative of McCarthy and Stone to address the Council. McCarthy and Stone stated that it was not commercially viable to retain the existing building due to its position on site and the internal configuration and stated that taking on board local concerns they had offered a significant portion of their s106 contribution to be put towards the provision of new healthcare facilities. The meeting was reconvened.

It was **RESOLVED** that the council's previous objections stand.

It was requested that the vote be recorded:

<i>For</i>	Cllrs Malloy, Beswick, Forbes, Nicholson, Power and Wells-Bradshaw.
<i>Against</i>	Cllrs Dean, Gray and Mrs Gray
<i>Abstention</i>	Cllr Coan

**18/062 To receive reports from members**

Cllr Dean reported on attendance at a meeting of the Community Rail Partnership where it was noted that the poor performance of the line was mainly due to Network Rail.

Cllr Power reported that he had met with Esther McVey MP to discuss concerns about increasing air traffic at Manchester Airport and the impact on Knutsford residents.

Cllr Dean reported he had attended the council Makers Market stall where he noted that 7/10 visitors are from outside Knutsford. Cllr Dean requested the Council consider the stall at the market at the next meeting, noting that it was not being sufficiently staffed by councillors.

Cllr Malloy reported on holding a drop-in meeting at the Welcome Café to discuss bus services which was well attended by residents from across Knutsford. The consensus was

that residents wish to see a return of the Town Circular bus and concerns about D&Gs 'Hail and Ride' service.

**18/063 To receive reports from and raise questions to Cheshire East Councillors**

Cllr Dean reported he had met with the Portfolio Holder to discuss the proposed disposal of land at Longridge/Higher Downs and that the legal advice received was that it was not possible to proceed with overturning the covenant and that two of the major parties had refused to agree its release.

**18/064 To consider adopting the Friends of the Heath guidance for events on the Heath**

The Mayor read an email from the agents of the owner of the Heath requesting the item be deferred to allow them time to input on the guidance. The meeting was adjourned to allow a representative of Friends of the Heath to address the Council and provide a background to the development of the document. The meeting was reconvened and it was **RESOLVED** to defer consideration of the guidance to the next meeting to allow for input from the owner of the Heath.

**18/065 To consider matters related to the potential sale of Open Space land at Longridge/Higher Downs by Cheshire East Council**

The Town Clerk reported that the application to register the land as an Asset of Community Value had been refused by Cheshire East Council on the grounds that it was not possible to demonstrate use of the asset by groups rather than individuals. The Town Clerk reported that a response had been sent to Cheshire East Council's latest consultation on the disposal of the land and that a meeting was being sought with the Portfolio Holder.

The meeting was adjourned to allow a representative of Knutsford Residents of Over Ward to address the Council. The representative expressed that should the decision be taken to dispose of the land that the group would be seeking to ensure that rather than a disposal that the road is facilitated through the planning system. The meeting was reconvened.

**18/066 To consider a recommendation from the Assets and Operations Committee to amend the scope of the Council Offices refurbishment and project progression**

The report was discussed briefly prior to a five-minute adjournment.

It was **RESOLVED** to approve the revised scope of works for the refurbishment of the council offices subject to change once final costings are confirmed.

It was **RESOLVED** that subject to a business plan detailing how the loan would be repaid that the capital works reserve be earmarked for the project and that approval in principle be given to borrowing to finance the balance of works.

It was **RESOLVED** to authorise the Council Offices Sub-Committee to commission an architect to progress the project to tender.

**18/067 To consider a recommendation from the Assets and Operations Committee to terminate the SLA for the management of Knutsford Cemetery and directly manage the cemetery from January 2020**

It was **RESOLVED** that notice be given to Cheshire East Council to end the service level agreement and that the Town Council resume direct management of the cemetery with effect January 2020 in accordance with the review report.

It was **RESOLVED** to request that funding towards the purchase and landscaping of an extension to the cemetery be included in any s106 agreements Cheshire East Council progresses before Community Infrastructure Levy is introduced.

**18/068 To consider the council's corporate risk register**

It was **RESOLVED** to adopt the register subject to reference to the public toilet works delaying the requirement for a quinquennial building survey.

**18/069 To receive a report of Mayoral Duties**

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

**18/070 To note payments**

The payments were noted.

**18/071 Member questions to the Town Clerk**

It was requested that the Makers Market be placed on the next Events Committee agenda and that the council stall at the Makers Market be placed on the next Council agenda.

It was requested that a meeting be arranged with the Police to discuss drug misuse in Knutsford.

**18/072 Public Participation**

A resident applauded the Council's decision to take on management of the Cemetery and suggested that the consideration should be given to merging part time roles to ensure that customers are not inconvenienced by the Cemetery Officer being part time. The resident further suggested that the Risk Register should include a risk relating to loan repayments.

A member of the public thanked the Council for its continued objection to the War Memorial Cottage Hospital application and suggesting that the Town Council interview the former councillor and the then CEO of the Health Authority who were involved in the decision to sell the building in 1995.

A resident clarified a statement made in the first public participation session and apologised if any offence had been caused.

**18/073 To consider a complaint**

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

The complainant was invited to remain to make a statement and take questions from members. The complainant then left the meeting.

It was **RESOLVED** not to employ a third party to investigate the complaint.

It was **RESOLVED** to uphold the points raised in the initial response letter and to dismiss the complaint. It was agreed that a response letter be drafted by the Town Clerk and reviewed by the Mayor and council's solicitor and that it clarify that the council's complaints process has been exhausted.

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

**18/074 To note date of next meeting**

The date was noted.

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## ANNEX A: MAYORAL ENGAGEMENTS

10 July to 4 September 2018

Date	Event	Attended By
11/07/2018	Mary Poppins student performance at Knutsford Academy	Mayor
12/07/2018	Celebration to mark 30 years of Stanley Day Centre	Mayor
12/07/2018	Market Hall Quiz Night	Mayor
13/07/2018	My World Graduation Event for Manor Park Primary organised by Great Places	Mayor
14/07/2018	Reward and Recognition Day – Barnardo’s Knutsford shop	Mayor
14/07/2018	Pankhurst Party organised by Tatton Conservatives	Mayor
15/07/2018	Poynton Town Council Annual Civic Service and Reception	Mayor
15/07/2018	Winsford Town Council Annual Civic Service	Mayor
17/07/2018	Manchester Airport 80 <sup>th</sup> Birthday Celebration at The Welcome Café	Mayor
18/07/2018	Knutsford in Bloom – Welcoming Judges to Knutsford	Mayor
19/07/2018	Business Networking Garden Party VIP Champagne Afternoon Tea at Sunrise Senior Living	Mayor
20/07/2018	Abbeyfield Knutsford Society Summer Party	Mayor
21/07/2018	Bollington Mayor’s Black-Tie Charity Fundraiser	Mayor
24/07/2018	Floral Walk Show Windows Competition Presentation	Mayor
26/07/2018	Front Gardens Competition Judging	Mayor
29/07/2018	Poynton Mayor Fundraising Tea Party	Mayor
30/07/2018	Presentation of Certificates for winning Front Gardens	Mayor
09/08/2018	Macclesfield Mayor’s Parlour Afternoon Tea	Mayor
10/08/2018	Opening of Jonty’s Fruit and Veg Stall at Market	Mayor
16/08/2018	Manchester Airport Group 8 <sup>th</sup> Birthday Stakeholder Reception	Mayor
26/08/2018	A Soldier’s Story and Cheshire East Reflects Event at Tatton Old Hall	Mayor

# Knutsford Town Council

**Town Clerk: Adam Keppel-Green**

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## **Minutes** *of the* **Town Council Meeting held 5<sup>th</sup> November 2018** *In the Lower Council Chamber of the Town Council Offices*

### **18/080 Present**

Cllrs Coan, Malloy, Beswick, Dean, Gardiner, Mrs Gray, Gray, Hutchence and Power.

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

### **18/081<sup>1</sup> To hold a minute of silence in respect of the passing of Sheila O'Brien, former Mayor of Knutsford**

A minute silence was held in memory of Sheila O'Brien, Mayor of Knutsford 1979-1980, who passed away on 25<sup>th</sup> September.

### **18/082 To receive apologies for absence**

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

### **18/083 To receive declarations of members' interests**

Cllr Gardiner declared a non-pecuniary interest in 18/089 on the grounds of being a former trustee of the Heritage Centre.

### **18/084 Public Participation**

A resident suggested moving the start of a new Strategic Plan back three months to avoid confusion with the Neighbourhood Plan referendum and adoption. Speaking on behalf of KROW she highlighted the decision made by Cheshire East Council to dispose of the public open space at Longridge and that KROW had requested ward councillors refer the decision to scrutiny which had been refused. The representative further commented on the proposals for residential development at Booths Park noting it was on safeguarded land.

A representative of the Nether Ward Community Group stated their opposition to removing the second public participation session.

A member of the public referred to an email sent to councillors regarding the Haron Baronian statue, objected to removal the second public participation session, highlighted the importance of councillor presence at the Makers Market and stated that a remembrance service would be held at the War Memorial Cottage Hospital at 11am on Remembrance Sunday.

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<sup>1</sup> Cllrs Gardiner and Hutchence arrived at the end of this item.

A resident requested that the Mayor write to thank those who supported the council's First World War Centenary Commemorations and highlighted the importance of the Heritage Centre which was noted in the Neighbourhood Plan consultations.

**18/085 To receive and confirm the minutes of the meetings held 10<sup>th</sup> September and 8<sup>th</sup> October**

It was **RESOLVED** to confirm the minutes of the meeting held 10<sup>th</sup> September.

It was **RESOLVED** to confirm the minutes of the meeting held 8<sup>th</sup> October.

**18/086 To note the minutes of committees which have been published since the previous meeting**

The minutes of committee meetings were noted.

Cllr Malloy highlighted the upcoming Christmas Events and thanked Sylvia Chaplin for her work on the First World War Centenary Commemorations.

**18/087 To receive reports from members**

Cllr Dean reported on attendance at a meeting of the Community Rail Partnership stating that it was suggested that the proposed second hourly service terminate at Stockport due to the line between Stockport and Manchester being too crowded and that the partnership was lobbying in efforts to ensure it is delivered as promised. Cllr Dean confirmed that rolling stock upgrade was anticipated in November 2019.

Cllr Malloy reported on meeting with the new Great Places area manager. It was noted that 106 Longridge would be closing but that Great Places would operate out of the Welcome.

The Town Clerk reported on behalf of Cllr Forbes that Cllr Forbes had attended the Cheshire East Council Parish and Town Council conference, which he had circulated a report on, a meeting with KROW concerning the proposed disposal of land at Longridge and the Cheshire East Council decision meeting on the same. Cllr Forbes had also attended the Shaw Heath and Longridge Neighbourhood Partnership meeting and the council's Makers' Market stall.

Cllr Malloy reported that residents had raised the issue of the One Stop shop and Post Office on Mobberley Road being closed due to restructuring by Tesco and that he and the Town Centre Manager are to meet with Scottish Power Energy Networks concerning the power cuts in the Town Centre.

**18/088 To receive reports from and raise questions to Cheshire East Councillors**

In respect of the disposal of public open space at Longridge, Cllr Dean reported that the Portfolio Holder had decided to dispose of only as much land is required for the road, which would be determined by a planning application and that he was satisfied the covenant could not be overturned.

Cllr Gardiner reported that the council was in the early stages of preparing its 2019/20 budget which was likely to require an increase in council tax to meet increased costs of social care.

Cllr Gardiner answered questions on the number of children in care in Cheshire East,

explaining that the borough had around 500 children in care some of which are housed outside the area.

Cllr Dean answered questions on the disposal of public open space at Longridge, explaining that Manchester City Council had stated they would not be able to release the covenant without a significant payment due to its constitution.

**18/089 To consider a request from Knutsford Heritage Centre to provide core funding**

Cllr Gardiner left the meeting. The meeting was adjourned to allow the Chairman of trustees to address the council.

A motion to reject the request was proposed and seconded but failed.

It was **RESOLVED** to provide £5,000 core per annum with effect April 1<sup>st</sup> 2019 for a period of four years on the condition of reporting of expenditure, evidence of continued fundraising efforts and subject to the Heritage Centre preparing a plan on how it will develop moving forward.

Cllr Gardiner returned to the meeting.

**18/090 To consider matters related to the Neighbourhood Plan**

The submission of the Neighbourhood Plan was noted. It was **RESOLVED** to approve a budget overspend of £3,000, noting it was covered by an underspend in the previous financial year.

**18/091 To resolve that the council discontinue the manning of a stall on the Makers Market as from January 2019.**

It was **RESOLVED**<sup>2</sup> to discontinue the manning of a stall on the Makers Market as from January 2019.

**18/092 To resolve that the council removes the second public participation session from Council agendas.**

The motion was proposed and seconded but failed.

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

**18/093 To consider matters related to the sale of open space land at Longridge/Higher Downs by Cheshire East Council**

The Town Clerk reported that he had spoken on behalf of the council at the decision meeting and that Cheshire East Council had determined to dispose of the land. It was explained that the Town Council was unable to seek to discharge the covenant without Cheshire East Council as the owner of the land seeking to do so.

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<sup>2</sup> Cllrs Coan, Power, Malloy and Dean voted against this resolution.

**18/094 To consider consultation to begin the development of a 2019-2031 Strategic Plan**

It was **RESOLVED** to defer consideration of developing a new Strategic Plan to the meeting following the Annual Council Meeting in 2019.

**18/095 To consider holding a 'be a councillor' evening to promote the 2019 elections**

A motion to approve the 'be a councillor' evening was proposed and seconded but failed.

**18/096 To receive a report of Mayoral Duties**

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

**18/097 To note payments**

The payments were noted.

**18/098 Member questions to the Town Clerk**

Cllr Dean asked if the Town Clerk was prepared to request that committee chairmen reviewed their budgets in light of a potentially significant rise in the precept; the Town Clerk explained that the process for budgets being set was established and that they should be reviewed by the Finance Committee before committees review them for a second time.

**18/099 Public Participation**

A resident highlighted the value of the Shaw Heath post office, noted that the bottleneck at Stockport has long been an issue, thanked councillors for their work and enquired whether there should be a standing item for councillors to declare a political whip.

A member of the public stated that councillors are representatives of the public and highlighted the importance of their engagement with the public.

A representative of Nether Ward Community Group thanked the council for retaining the second public participation session and suggested focus being on getting a train to Altrincham and changing to the Metro if a bottleneck at Stockport caused problems.

A resident suggested that Cheshire East ward councillors enquire as to the support Cheshire East Council can offer the Heritage Centre.

**18/100 To note date of next meeting**

The date was noted.

## ANNEX A: MAYORAL ENGAGEMENTS

5 September – 27 October 2018

Date	Event	Attended By
05/09/2018	Pub in the Park VIP Reception	Mayor
11/09/2018	Cheshire East Libraries Summer Reading Challenge Certificates Presentation at Knutsford Library	Mayor
12/09/2018	Inside Story WW1 Exhibition at Knutsford Heritage Centre	Mayor
12/09/2018	Mayor's Fundraising Gin Tasting Event	Mayor
13/09/2018	Knutsford Promenades Performance from Station to Station	Mayor
16/09/2018	Open Air Performance, Winsford Salt Fair	Mayor
18/09/2018	Tour of Alderley Park with Bruntwood	Mayor
20/09/2018	Taste Knutsford Tour	Mayor
21/09/2018	Medieval Banquet hosted by Mayor of Congleton	Mayor
23/09/2018	Civic Sunday Parade and Service for Bollington Mayor	Deputy Mayor
23/09/2018	Civic Sunday Parade and Service for Middlewich Mayor	Mayor
25/09/2018	Crewe Town Council Meeting to Unveil Mayoral Honour Boards	Deputy Mayor
27/09/2018	MacMillan World's Biggest Coffee Morning Event organised by Knutsford Bake Club at The Courthouse	Mayor
27/09/2018	Photoshoot for Plastic Wise Knutsford	Mayor
04/10/2018	Come Dine with the Mayor Fundraising Dinner at Gusto	Mayor
06/10/2018	Dedication of Knutsford Centennial War Memorial	Mayor
07/10/2018	Mayor of Cheshire East's Civic Service	Mayor
12/10/2018	Big Hill Distillery Opening of new Distillery	Mayor
13/10/2018	Mayor of Poynton's Fundraising Quiz Night	Mayor
14/10/2018	Mayor of Nantwich's Civic Service	Mayor
14/10/2018	Welcome Service for Revd Neal Stanton at Methodist Church	Mayor
16/10/2018	They Shall Not Grow Old Screening and Satellite Q&A at The Curzon	Mayor
17/10/2018	All Shook Up Performance by Knutsford Musical Theatre Company	Mayor
20/10/2018	Unveiling of New Names on Middlewich Town War Memorial	Mayor
27/10/2018	Thank You 100 for Royal British Legion Altrincham at Altrincham Blades Ice Rink	Deputy Mayor

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## **Minutes** *of the* **Town Council Meeting held 17<sup>th</sup> December 2018** *In the Lower Council Chamber of the Town Council Offices*

### **18/101 Present**

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

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

### **18/102 To hold a minute of silence in respect of the passing of Barbara Crossley, former Mayor of Knutsford**

A minute silence was held in memory of Barbara Crossley, Mayor of Knutsford 1984-1985, who passed away on 6<sup>th</sup> November.

### **18/103 To receive apologies for absence**

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

### **18/104 To receive declarations of members' interests**

Cllrs Power, Coan and Gardiner declared non-pecuniary interests in 18/107 on the grounds of being known to the tenant.

### **18/105 Public Participation**

No members of the public wished to address the council.

### **18/106 To receive and confirm the minutes of the meeting held 5<sup>th</sup> November 2018**

It was **RESOLVED** to confirm the minutes subject to a typographical correction to 18/087 and amending 18/088 to state that a small number of the children in care in Cheshire East are housed outside the area.

### **18/107<sup>1</sup> To approve works to 60 King Street to be undertaken in January 2019 and the utilisation of the earmarked reserve**

The meeting was adjourned to allow questions to be asked of the council's agents. The meeting was subsequently reconvened and it was **RESOLVED** that the council's agents write to the tenant stating that following its request that the start date of the works be pushed back to after 28<sup>th</sup> January this is reluctantly agreed to but that the tenant should be aware that the scheduled completion date will be shifted accordingly with the anticipation

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<sup>1</sup> Cllr Power left during this item.

that works will be completed by 30<sup>th</sup> April in place of 31<sup>st</sup> March.

It was **RESOLVED** to approve the programme of works noting the draw from reserves.

**18/108 To note date of next meeting**

The date was noted.

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## **Minutes of the Town Council Meeting held 7<sup>th</sup> January 2019 In the Lower Council Chamber of the Town Council Offices**

### **18/109 Present**

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

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

### **18/110 To receive apologies for absence**

Apologies were received from Cllrs Dean (health), Farber, Hutchence and Mrs Wells-Bradshaw (business).

### **18/111 To receive declarations of members' interests**

Cllrs Malloy, Forbes, Gardiner, Mrs Gray, Gray, Nicholson, Power and Wells-Bradshaw declared a pecuniary interest in the setting of the precept as council tax payers and were granted a dispensation by the Town Clerk.

### **18/112 Public Participation**

A resident noted that the report in relation to building works did not reference the public works loans, noted a stated maximum borrowing amount of £500,000 per year and noted it was the first time the council would be borrowing.

A resident requested that Full Council discuss the makers market rather than it being considered by the Events Committee which instigated the event stating their continued concern about the safety and disruption caused to residents in the town centre.

### **18/113 To receive and confirm the minutes of the meeting held 17<sup>th</sup> December 2018**

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

### **18/114 To note the minutes of committees which have been published since the previous meeting**

The minutes were noted.

### **18/115 To receive reports from members**

There were no reports.

### **18/116 To receive an update in respect of the transfer of the council offices**

Cllr Forbes reported that the Town Clerk was continuing to chase officers in the Cheshire East Council Assets Department to progress the public open space disposal process and reported that the council's architects had presented their initial arrangement ideas.

**18/117 To receive reports from and raise questions to Cheshire East Councillors**

Cllr Gardiner reported that there would be a special council meeting to discuss two proposals on the council's governance arrangements.

Cllr Malloy enquired if Cheshire East Council had contacts with Northern Rail and the RMT Union that could be pushed to bring an end to the disruption on the Mid-Cheshire Line services.

**18/118 To consider amendments to the Council's Standing Orders**

In accordance with Standing Order 113 this item stood adjourned to the next meeting.

**18/119 To consider arrangements for council surgeries**

It was **RESOLVED** that no formal surgeries be held, to discuss alternative options in the future but to allow members to organise their own ward surgeries should they wish to.

It was **RESOLVED** that the Events Committee be authorised to hold up to three stalls per year on the Makers Market to promote council events.

**18/120 To consider a recommendation from the Assets and Operations Committee to release £25,760 from the Capital Receipts reserve for works to the Cemetery Chapel**

It was **RESOLVED** to release £25,760 from the Capital Receipts reserve for additional works to the Cemetery Chapel.

**18/121 To resolve that Council postpones all non-essential works to the Council's portfolio of built assets, until at least the Civic Year 2020/21; excepting those works already planned to be undertaken at 60 King Street; associated with the repairs to the building's front-elevation and the works that are scheduled to be undertaken at the Cemetery Chapel. This proposition also relates to the funding of any professional services associated with any future works, that may be at the planning-stage**

It was **RESOLVED** to postpone all non-essential works to the Council's portfolio of built assets until at least the 2020/21 civic year excepting the approved works to the front of 60 King Street and the works to the Cemetery Chapel but including the funding of any professional services associated with any future works that are at the planning stage.

It was requested that the vote be recorded:

<i>For</i>	Cllrs Beswick, Gardiner, Gray, Mrs Gray, Nicholson and Power (6)
<i>Against</i>	Cllrs Coan, Malloy, Forbes, Goodrich and Wells-Bradshaw (5)

**18/122 To consider a recommendation from the Finance Committee with regard to the budget for 2019/20, to consider recommendations from the Events and Town Centre**

**Management Committee on amendments to the same and to confirm the precept to be set for 2019/20**

It was **RESOLVED** to reduce the Cemetery Improvements (4440/250) budget by £2,000 and to increase the Floriculture Street Furniture (4200/301) and Environment Projects Street Furniture (4200/330) by £1,000 each.

The Town Clerk reported on the changes required to the budget following the decision under 18/121.

It was **RESOLVED** to approve the budget as amended and set the precept at £371,070.

**18/123 To receive a report of Mayoral Duties**

The Mayor reported on duties as detailed below.

**18/124 To note payments**

The payments were noted.

**18/125 Public Participation**

A resident stated that they hoped the proposed changes to the staffing structure did not infer any reduction in the standing of the role of Deputy Town Clerk and suggested the council look to light the war memorial.

**18/126 Member questions to the Town Clerk**

No questions were raised.

**18/127 To consider a recommendation from the Personnel Committee with respect staffing arrangements**

It was **RESOLVED** to exclude the public and press on the grounds of the sensitive nature of discussions. Cllr Power left the meeting.

It was **RESOLVED** that the Personnel Committee review their recommendation in consideration of the decision made under 18/121 and to vire the budget from the Personnel Committee budget to the General Reserve.

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

**18/128 To note date of next meeting**

The date was noted.

## Mayoral Engagements

28 October – 7 January 2018

Date	Event	Attended By
30/10/2018	The Welcome Fundraising Lunch with George Osborne	Deputy Mayor
01/11/2018	Pumpkin Path Best Dressed Window Awards	Mayor
01/11/2018	61st Best Kept Village Awards Evening	Mayor
01/11/2018	Silk FM Local Hero Awards Ceremony	Deputy Mayor
02/11/2018	In Bloom Awards Ceremony	Mayor
03/11/2018	Cheshire Villages Great War Society Exhibition	Mayor
06/11/2018	Knutsford In Bloom Volunteer Thank you evening	Mayor
07/11/2018	Knutsford ATC Shooting Event	Mayor
08/11/2018	Coffee Morning for East Cheshire Hospice	Mayor
08/11/2018	The Manchester Airport Festival of Remembrance	Mayor
09/11/2018	Scouts Annual Dinner	Mayor
10/11/2018	'Aftermath' at Knutsford Little Theatre	Mayor
11/11/2018	Remembrance Sunday	Mayor
11/11/2018	'When the Light Goes Out' at Tatton Park	Mayor
11/11/2018	WW1 Commemoration Event at Lower Peover Church	Mayor
12/11/2018	Leo's Ladder Book Launch	Mayor
14/11/2018	Mayor of Cheshire East Afternoon Tea	Mayor
17/11/2018	Tatton Singers Concert	Deputy Mayor
22/11/2018	Houghton Weavers Charity Concert	Mayor
23/11/2018	North West In Bloom Certificate Presentations	Mayor
23/11/2018	Royal British Legion WW1 Centennial Dinner	Mayor
24/11/2018	Mayor of Cheshire East Christmas Charity Ball	Mayor
24/11/2018	Mayor of Congleton Christmas Party Night	Deputy Mayor
25/11/2018	Mayor of Macclesfield Charity Lunch	Mayor
25/11/2018	Mayor of Northwich Charity Lunch	Deputy Mayor
25/11/2018	Dexter and Jones Gin Festival 5-9pm	Mayor
25/11/2018	Giovanni's VIP Invitation drinks reception	Mayor
29/11/2018	Lord Mayor of Chester Charity Event	Deputy Mayor
30/11/2018	Sharston House Christmas Light Switch On	Deputy Mayor
03/12/2018	Sunrise Christmas Lights Switch On	Mayor
04/12/2018	Canute Lunch Club Christmas Lunch	Cllr Forbes
04/12/2018	Knutsford Scouts Christmas Carol Service	Mayor
07/12/2018	Mayor of Middlewich Charity Wine Tasting & Quiz	Mayor
08/12/2018	St Cross Christmas Tree Festival	Mayor
11/12/2018	Knutsford Academy 'Legally Blonde' Production	Mayor
13/12/2018	Christmas Windows Competition Certificates	Mayor
14/12/2018	Winsford Town Mayor's Carol Concert	Mayor
15/12/2018	Wendy Diddams' Children's Competition Prizegiving	Mayor
15/12/2018	Tatton Singers Christmas Concert	Mayor
16/12/2018	Brook Street Chapel Christmas Carol Service	Mayor

17/12/2018	Knutsford Bake Club Christmas Bake Off	Mayor
19/12/2018	Heathfield Square Blue Plaque Installation	Mayor
20/12/2018	An Evening of Vocal Music Fundraising event at St John's Church	Cllr Forbes
24/12/2018	Midnight Mass at Knutsford Methodist Church	Mayor
25/12/2018	Knutsford Lions Club Christmas Day Lunch	Mayor

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## **Minutes of the Town Council Meeting held 25<sup>th</sup> February 2019** *In the Lower Council Chamber of the Town Council Offices*

### **18/129 Present**

Cllrs Coan, Malloy, Beswick, Dean, Forbes, Gardiner, Goodrich, Mrs Gray, Gray and Hutchence.

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

### **18/130 To receive apologies for absence**

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

### **18/131 To receive declarations of members' interests**

No member declared an interest in any item under discussion.

### **18/132 Public Participation**

A resident highlighted the upcoming Neighbourhood Plan referendum, stated it needed publicising and offered her time to assist.

### **18/133 To receive and confirm the minutes of the meeting held 7<sup>th</sup> January 2019**

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

### **18/134 To note the minutes of committees which have been published since the previous meeting**

The minutes were noted. The Town Clerk confirmed the arrangements in place for promoting the Neighbourhood Plan referendum.

Consideration of the Personnel Committee minutes was deferred to the end of the meeting.

### **18/135 To receive reports from members**

Cllr Dean reported on attendance at the Manchester Airport Consultative Committee stating that the extension work to Terminal 2 is ahead of schedule. Cllr Dean further reported that the Community Rail Partnership was undertaking a governance review and that it was likely a new Community Rail Officer would be appointed as the incumbent was on a potentially permanent secondment.

Cllr Malloy reported that he had met with the new manager of The Welcome and that the Dads' Club, previously held at the Children's Centre, would be starting at The Welcome on the 3<sup>rd</sup> Saturday of each month.

**18/136 To receive an update in respect of the transfer of the council offices**

Cllr Forbes reported that the sub-committee had closed the works with the architects. The Town Clerk reported that one objection had been received to Cheshire East Council's Public Open Space Disposal Notice to which he had responded providing clarification. A formal response was awaited.

**18/137 To receive reports from and raise questions to Cheshire East Councillors**

Cllr Dean reported that the council had approved its medium-term financial strategy and that the £11m shortfall was expected to be covered by government funding. Cllr Dean further reported that the council would be discussing a change from the Leader/Cabinet system to a committee system, at a special meeting in March.

Cllr Dean responded to questions, stating that the council had recruiting more foster parents and increased the number in children's homes and that a parking review of Knutsford was planned for 2019, although a 10p increase was imminent.

**18/138 To consider amendments to the Council's Standing Orders**

It was **RESOLVED** to add councillor training to the Personnel Committee terms of reference and to amend the Planning Committee terms of reference to delete "and to consider and decide any other planning matters with the exception of the Local Plan and Neighbourhood Planning" and add "responsibility for the Monitoring and Review of the Neighbourhood Plan and authority to consider and respond to other consultations on planning and licensing policy."

**18/139 To consider a recommendation from the Finance Committee to adopt a revised Investments Policy**

It was **RESOLVED** to adopt the revised policy.

**18/140 To consider the development of a Town Centre Masterplan**

It was **RESOLVED** to support the establishment of a working group but that given the imminent elections the existing working group continue until the new civic year when it be reconstituted under the proposed terms of reference.

**18/141<sup>1</sup> To consider the adoption of the revised *Guiding Principles for Events on the Heath***

It was **RESOLVED** to query the final sentence of clause 2 and authorise the Town Clerk to sign the document on behalf of the council.

**18/142 To review the council's corporate risk register**

It was **RESOLVED** to approved the risk register.

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<sup>1</sup> Cllr Gardiner arrived during this item.

**18/143 To receive a report of Mayoral Duties**

The Mayor reported on attendance at events as detailed below.

**18/144 To note payments**

The payments were noted.

**18/145 Member questions to the Town Clerk**

Questions were raised about litter on pavements, the location of the Makers Market and arrangements for Remembrance Sunday.

**18/146 Public Participation**

A resident queried the oversight of the Town Centre working group and stated the council needed to be aware of all aspirations in the Neighbourhood Plan.

**18/147 To note the minutes of committees which have been published since the previous meeting**

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

The Town Clerk provided the background to an exchange of emails relating to the regrading of the Town Clerk and Deputy Town Clerk roles explaining that the matter would be discussed at the next committee meeting.

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

**18/148 To note date of next meeting**

The date was noted.



## Mayoral Engagements

7 January – 25 February 2019

Date	Event	Attended By
11/01/2019	Showmen's Guild Lunch	Mayor
15/01/2019	Performance of The Producers with Manchester Airport	Mayor
25/01/2019	Holocaust Memorial Day Service with Mayor of Cheshire East	Mayor
25/01/2019	The Welcome AGM	Mayor
26/01/2019	Retro Party with Mayor of Poynton	Mayor
01/02/2019	Stall Launch Party with Tatton Photography at Market Hall	Mayor
02/02/2019	Senior Citizens Variety Show with Knutsford & District Lions	Mayor
04/02/2019	Charity Dinner with Mayor of Winsford	Mayor
05/02/2019	Cheshire Best Kept Stations Awards Evening	Mayor
06/02/2019	Tatton Park Town & Parish Council Liaison Meeting	Mayor
12/02/2019	Cheese & Wine Evening with Mayor of Northwich	Mayor
15/02/2019	Banquet with Lord Mayor of Chester	Mayor
23/02/2019	Charity Ball with Mayor of Macclesfield	Mayor
24/02/2019	Classical Concert with Mayor of Congleton	Mayor

# Knutsford Town Council

**Town Clerk: Adam Keppel-Green**

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## **Minutes** *of the* **Town Council Meeting held 8<sup>th</sup> April 2019** *In the Lower Council Chamber of the Town Council Offices*

### **18/149 Present**

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

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

### **18/150 To receive apologies for absence**

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

### **18/151 To receive declarations of members' interests**

Cllrs Coan, Nicholson, Power and Farber declared a non-pecuniary interest in 18/154 on the grounds of being known to the organisers of the petition.

Cllr Farber declared a pecuniary interest in 18/153 on the grounds that his partner traders on the market.

### **18/152<sup>1</sup> Public Participation**

Four town centre business owners, a Makers Market trader, two residents and the Makers Market organisers spoke in support of the Makers Market and outlined the benefits they believed it brings to the town.

A representative of the South Knutsford Residents Group spoke in support of the council adopting the Chelford Road Obelisk, noted that one of its members had pledged £450 towards the costs and that a number of members had offered voluntary support to clear the site.

A prospective bride with a booking at La Belle Epoque in June spoke in support of the company and outlined the impact the forfeiture of the lease would have on those in her position.

### **18/153 To consider matters related to the Makers Market**

It was noted that a new Service Level Agreement had been agreed which set out the market organisers responsibility to minimise disruption to town centre residents during set

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<sup>1</sup> Cllr Gardiner arrived during this item.

up, required improved publicity of market manger contact information and otherwise clarified the council's conditions for the operation of the market.

It was noted that the Fire Service had undertaken an inspection at the April market and confirmed that they were confident that all areas affected by the closure could be suitably accessed in the event of an emergency. It was noted that an event safety plan had been prepared.

It was **RESOLVED**<sup>2</sup> that the market continue in line with this SLA.

It was agreed the SLA and event safety plan be published on the Town Council website and information on the same be provided to the residents affected by the road closure.

**18/154 To consider the petition organised by La Belle Epoque**

The petition was presented by Mr Matthew Mooney on behalf of La Belle Epoque who provided additional information and background. The petition sought the council to withdraw forfeiture proceedings in relation to the lease with La Belle Epoque.

It was **RESOLVED** to take no action on the petition and for the Assets and Operations Committee to continue the forfeiture proceedings.

**18/155 To receive and confirm the minutes of the meeting held 25<sup>th</sup> February 2019**

It was **RESOLVED** to confirm the minutes, subject to a typographical correction.

**18/156 To note the minutes of committees which have been published since the previous meeting**

The minutes were noted.

**18/157 To receive reports from members**

Cllr Forbes reported on attendance at the Cheshire East Council Town and Parish Conference, stating that the council was recruiting a permanent Chief Executive and would be commencing a borough-wide community governance review after the elections.

Cllr Malloy reported that the Welcome was establishing a furniture, baby clothing and food bank and sought a representative from the Town Council. Cllr Malloy further reported on attending a litterpick at St John's Wood with around 40 volunteers and that they are looking to establish a 'Friends of' group. Cllr Malloy reported that the volunteer thank you event was well attended, that he had attended with other members a presentation by Cheshire East Council Highways of the proposed road layout changes and highlighted that the Beer Festival was taking place that week.

**18/158 To receive an update in respect of the transfer of the council offices**

The Town Clerk reported that there had been no progress and that it was still awaiting Cheshire East Council to respond to the Public Open Space Disposal Notice objection.

**18/159 To receive reports from and raise questions to Cheshire East Councillors**

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<sup>2</sup> Cllr Farber abstained from discussion and voting on this item.

Cllr Gardiner reported that he and Cllr Dean had been in contact with highways officers in relation to speeding outside the Cottons Hotel and that a scheme was being looked at. It was noted that a previous Traffic Regulation Order was prepared but objected to by Cheshire Police.

**18/150 To consider matters related to the Neighbourhood Plan**

It was noted that the Neighbourhood Plan had been approved at referendum on 14<sup>th</sup> March with 1744 votes in favour and 349 against.

The twelve obligations placed on the council by the Neighbourhood Plan were noted.

It was **RESOLVED** that 50 perfect bound printed copies of the Neighbourhood Plan be purchased.

**18/151 To consider the adoption of the Chelford Road obelisk and surrounding land**

It was **RESOLVED** that subject to funding to cover the upfront costs that the council adopts the land and undertakes repair to the obelisk, removal of bushes and bramble, tree pruning and landscaping of the area.

**18/152 To consider the adoption of a protocol for the death of a senior member of the Royal Family**

It was **RESOLVED** to adopt the protocol, specifying that it also apply to the heir apparent, and to task the Town Clerk with responsibility for preparation and implementation.

**18/153 To receive a report of Mayoral Duties**

The Mayor reported on attendance at events as detailed below.

Cllr Gardiner congratulated the Mayor and organising staff for a successful ball.

**18/154 To consider matters related to road safety**

The recent fatal road traffic collision outside the Cottons Hotel was discussed. It was agreed that Cheshire East Council must prioritise taking action to increase safety on this stretch of road and that due consideration be given not just to the speed limit, but also to the road layout.

**18/155 To note payments**

The payments were noted.

**18/156 Member questions to the Town Clerk**

No questions were raised.

**18/157 Public Participation**

A resident expressed their support for La Belle Epoque and expressed frustration that she had not received a response to the complaint she had raised in connection with the same.

An organiser of the Makers Market thanked the council for its support.

The organiser of the petition expressed frustration at the decision made in respect of the same.

A prospective groom at La Belle Epoque stated there had been contrasting views of the dispute from the council and the company.

**18/158 To note date of next meeting**

The date was noted.

## Mayoral Engagements

26 February 2019 – 8 April 2019

Date	Event	Attended By
02/03/2019	Indian Banquet for Mayor of Bollington	Mayor
06/03/2019	Sheriff's Breakfast with Sheriff of Chester	Mayor
07/03/2019	Town Meeting & Town Awards for Knutsford Town Council	Mayor
08/03/2019	Charity Ball for Mayor of Congleton	Mayor
10/03/2019	Charity Sunday Lunch for Mayor of Cheshire East	Mayor
14/03/2019	Opening Event of new Showrooms for Guy Salmon Land Rover	Mayor
16/03/2019	Quiz Night for Mayor of Macclesfield	Deputy Mayor
20/03/2019	Spring Menu Launch Event for The Lost & Found	Mayor
22/03/2019	Knutsford Talking Newspaper AGM	Mayor
22/03/2019	Opening of New Squash Court for Knutsford Squash Club	Mayor
23/03/2019	Mayor of Knutsford's Charity Ball	Mayor
24/03/2019	Knutsford Jog Starting Line	Mayor
27/03/2019	Beswick Music Festival for Knutsford Academy	Mayor
29/03/2019	ABBA Tribute Night for Chair of Alsager Town Council	Mayor
01/04/2019	Mayor of Cheshire East's visit to Jodrell Bank and Afternoon Tea	Mayor
02/04/2019	Fundraising Gardening Talk and Afternoon Tea	Mayor
04/04/2019	Mayor's Thank You Reception for Knutsford Volunteers	Mayor
06/04/2019	Civic Dinner for Mayor of Bollington	Deputy Mayor
06/04/2019	Middlewich Town Mayor's Charity Ball	Mayor
07/04/2019	Macclesfield Town Mayor's Thanksgiving Service	Mayor



# Assets & Operations Committee

# Knutsford Town Council

**Town Clerk: Adam Keppel-Green**

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## **Minutes** *of the* **Assets and Operations Committee meeting held 21<sup>st</sup> May 2018** *In the Lower Council Chamber of the Town Council Offices*

### **A18/001 Present**

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

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

### **A18/002 To receive apologies for absence**

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

### **A18/003 To note declarations of members' interests**

No member declared an interest in any item.

### **A18/004 Public Participation**

No members of the public wished to address the committee.

### **A18/005 To note the committee's terms of reference**

The terms of reference were noted.

### **A18/006 To receive and confirm the minutes of the meeting held on 30<sup>th</sup> April 2018**

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

### **A18/007 To consider the committee budget and spending year to date**

The budget and spending was noted.

### **A18/008 To review the committee's progress in achieving the 2020 Vision**

It was noted that the committee had completed its actions.

### **A18/009 To consider the membership of working groups reporting to the committee**

It was **RESOLVED** to appoint working groups as follows:

Cemetery working group – Cllrs Goodrich, Mrs Gray and Nicholson.

Market Hall Redevelopment working group – Cllrs Coan, Farber, Gray and Malloy.

IT working group – Cllrs Farber, Goodrich and Malloy.

### **A18/010 To receive a report from the Council Offices sub-committee**

Cllr Forbes reported that a project plan had been adopted and the release of checkpoint reports planned for the 15<sup>th</sup> of each month. It was noted that the decision to transfer had

been made by Cheshire East Council and that the public open space disposal process should proceed shortly.

**A18/011 To consider matters related to the allotments on the Northwich Road development site**  
It was **RESOLVED** to endorse the output from the meeting with the Allotment Society and in addition to require that a Site Inspection report is prepared at the appropriate time prior to final agreement to transfer.

**A18/012 To receive project updates**

- a) Cemetery Chapel refurbishment
- b) Creation of commercial spaces within the public toilet buildings
- c) Market Hall Redevelopment
- d) Sale of the Cemetery Lodge

The Town Clerk reported that the plans for the cemetery chapel were being developed, that the borrowing approval has been submitted and was awaited, that the plans for the market were being revised in light of neighbour comments from consultation and that a members' briefing on the plans was taking place and that the lodge was going to auction at the end of June.

**A18/013 To consider the committee's Actions Log**

The log was noted.

**A18/014 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 discussions.

The Town Clerk provided an update in respect of the mediation and planned works.

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

**A18/015 To note the date of the next meeting (02/07/2018)**

The date was noted.



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## **Minutes** *of the* **Assets and Operations Committee meeting held 29<sup>th</sup> May 2018** *In the Lower Council Chamber of the Town Council Offices*

### **A18/016 Present**

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

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

### **A18/017 To receive apologies for absence**

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

### **A18/018 To note declarations of members' interests**

Cllr Coan declared a non-pecuniary interest in A18/019 on the grounds of being known to the tenant.

### **A18/019 To delegate authority to the Town Clerk in consultation with the Chairman and Deputy Chairman to make decisions arising out of the scheduled mediation on the management of 60 King Street**

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

It was **RESOLVED** to delegate authority to the Town Clerk, acting in consultation with the Chairman and Deputy Chairman, to make decisions arising out of the scheduled mediation on the management of 60 King Street.

It was **RESOLVED** that such authority shall not extend to decisions on annual rent nor terms of the lease.

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

### **A18/020 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 2<sup>nd</sup> July 2018** *In the Lower Council Chamber of the Town Council Offices*

### **A18/021 Present**

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

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

### **A18/022 To receive apologies for absence**

Apologies were received from Cllr Mrs Wells-Bradshaw (business)

### **A18/023 To note declarations of members' interests**

Cllr Farber declared a non-pecuniary interest in A18/031 on the grounds of being known the tenant and agent, Cllrs Coan and Nicholson declared a non-pecuniary interest in A18/031 on the grounds of being known the tenant.

Cllr Wells-Bradshaw declared a non-pecuniary interest in A18/028 stating that he worked for a supplier of the event.

### **A18/024 Public Participation**

No members of the public were present.

### **A18/025 To receive and confirm the minutes of the meetings held on 21<sup>st</sup> and 29<sup>th</sup> May 2018**

It was **RESOLVED** to confirm the minutes of the meeting held on 21<sup>st</sup> May.

It was **RESOLVED** to confirm the minutes of the meeting held on 29<sup>th</sup> May.

### **A18/025 To consider the committee budget and spending year to date**

The spending to date was noted and the Town Clerk took questions in relation to spending to date.

### **A18/026 To receive a report from the Council Offices sub-committee**

Cllr Forbes reported that the sub-committee had held two workshops which the Town Clerk was now documenting. It was further reported that the transfer was behind schedule due to Cheshire East Council needing to first register the land before it could undertake the POS disposal process.

### **A18/027 To consider matters related to the sale of the Cemetery Lodge**

The Town Clerk reported the lodge had sold for £396,000 and it was **RESOLVED** to recommend that the Finance Committee ensured that it understood the rules around capital receipts.

**A18/028 To consider a market licence application from Brand Events**

It was **RESOLVED** to award the licence.

**A18/029 To receive project updates**

The Town Clerk reported that existing plans for the chapel had been prepared and that the contractor and surveyor were clarifying aspects of the specification prior to submission of the building control and listed building consent applications. It was further reported that it may be necessary to install a separate electricity meter for the chapel as it appeared to be connected to the lodge.

The Town Clerk further reported that borrowing approval had been received for the works to the public toilets, that the change of use planning application had been submitted and that Danfo had agreed it would be best to surrender their lease and agree a new lease for the toilet area only.

The Town Clerk further reported that the final plans for the market hall had been prepared and that before an application was submitted and that he was awaiting confirmation from Cheshire East Council that it would not trigger overage.

**A18/030 To consider the committee's Actions Log**

The log was noted.

**A18/031 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 on mediation and the subsequent offer and counter offer.

It was **RESOLVED** that should the tenant apply for consent, that consent be granted for the installation of the decking subject to necessary planning or listed building consents and that it be removed at the tenants own cost, in a timely manner and not affecting its right to quiet enjoyment, should it be required to allow works to be undertaken.

It was **RESOLVED** to undertake the front and high profile works in January 2019.

It was **RESOLVED**<sup>1</sup> to undertake the action detailed in confidential annex C1801a. It was further **RESOLVED**<sup>1</sup> to undertake the action detailed in confidential annex C1801b

It was **RESOLVED** not to agree to any delay in the current litigation.

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

**A18/032 To note the date of the next meeting**

The date was noted.

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<sup>1</sup> Cllrs Gray, Mrs Gray and Nicholson voted against the resolution.

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## Minutes of the

### **Assets and Operations Committee meeting held 3<sup>rd</sup> September 2018**

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

#### **A18/033 Present**

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

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

#### **A18/034 To receive apologies for absence**

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

#### **A18/035 To note declarations of members' interests**

Cllrs Nicholson and Coan declared a non-pecuniary interest in A18/043 on the grounds of being known to the tenant. Cllr Forbes declared a non-pecuniary interest in A18/039 on the grounds of being disabled.

#### **A18/036 Public Participation**

No members of the public wished to address the committee.

#### **A18/037 To receive and confirm the minutes of the meeting held on 2<sup>nd</sup> July**

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

#### **A18/038 To consider the committee budget and spending year to date**

The budget and spending to date was noted. The Town Clerk highlighted that the budget had been amended by the Finance Committee to include budget provision for the additional works at 60 King Street, works to the Cemetery Chapel and works to create commercial spaces within the public toilets.

#### **A18/039 To consider amendments to the scope of works for the Council Offices refurbishment**

It was **RESOLVED** to recommend to Council that the revised scope of works for the refurbishment of the Council Offices is adopted.

It was **RESOLVED** to recommend to Council that the Capital Receipts reserve be earmarked for the works to the Council Offices and approval in principal given to borrowing to finance the balance of works.

It was **RESOLVED** to recommend to Council that the Council Offices Sub-Committee be authorised to commission an architect to progress the project to the next stage as outlined, noting the increased anticipated cost.

**A18/040 To consider a report on the management of Knutsford Cemetery**

It was **RESOLVED** that there should be future burial provision in Knutsford. It was **RESOLVED** to explore acquiring additional land for burial provision. It was **RESOLVED** that the current management model of the cemetery should be changed and further **RESOLVED** that the introduction of new bereavement options should be explored.

It was **RESOLVED** to recommend to Council that notice be given to Cheshire East Council to end the service level agreement and the Town Council resume management of the cemetery with effect January 2020.

It was noted that during this lead in period the council would be able to make all necessary arrangements including the procurement of cemetery management software, preparation of cemetery rules, preparation of a cemetery operations handbook, recruitment of a Cemetery Administrator and Cemetery Groundsman and arranging the transfer of data from Cheshire East Council to Town Council systems.

It was **RESOLVED** that the Cemetery working group be authorised to explore the procurement of additional land for an extension to the cemetery and noted that this could be funded through s106/CIL contributions.

**A18/041 To receive project updates**

The Town Clerk reported that information was awaited from Scottish Power on a new electricity supply and from United Utilities for a new water supply each to separate the supply from the lodge. The contractor was updating the tender to include for the new connections and further modifications agreed following a recent site visit.

The Town Clerk further reported that planning permission had been granted for the works at the public toilets and that he was awaiting information from the contractor to programme the works.

The Town Clerk further reported that the council was still waiting on Cheshire East Council to confirm that the submission of a planning application for the redevelopment of the Market Hall would not trigger an overage payment.

**A18/042 To consider the committee's Actions Log**

The log was noted.

**A18/043 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 ongoing matters.

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

**A18/044 To note the date of the next meeting (15/10/2018)**

The date was noted.

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## **Minutes** *of the* **Assets and Operations Committee meeting held 15<sup>th</sup> October 2018** *In the Lower Council Chamber of the Town Council Offices*

### **A18/033 Present**

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

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

### **A18/034 To receive apologies for absence**

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

### **A18/035 To note declarations of members' interests**

Cllrs Coan and Nicholson declared a non-pecuniary interest in A18/044 on the grounds of being known to the tenant.

### **A18/036 Public Participation**

No members of the public wished to address the committee.

### **A18/037 To receive and confirm the minutes of the meeting held on 3<sup>rd</sup> September**

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

### **A18/038 To consider the committee budget and spending year to date**

The budget and spending to date was noted.

### **A18/039 To consider the programme of works for 60 King Street 2019-2024**

The council's agents presented on the programme of works for the next five years and it was noted that it was necessary to build reserves to fund the potential works required post 2024.

It was **RESOLVED** to recommend that any surplus generated from the rents at 60 King Street be allocated to the earmarked works reserve.

It was **RESOLVED**<sup>1</sup> to approve the programme of works.

### **A18/040 To receive an update from the Council Offices sub-committee**

Cllr Forbes provided an update that the sub-committee was hoping to appoint an architect in the next few weeks and that there had been no progress on the transfer from Cheshire

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

East Council.

**A18/041 To consider tree works in Wallwood**

It was **RESOLVED** to approve the priority B and C works highlighted in the 2017 survey, subject to the report of the council's arboriculturalist on any additional works required.

**A18/042 To receive project updates**

- a) **Creation of commercial spaces within the public toilet buildings**
- b) **Market Hall Redevelopment**
- c) **Cemetery Chapel refurbishment**

The Town Clerk reported he had met with the contractor for the works to the public toilets and anticipated that works would start in January 2019. It was reported that Danfo would surrender the lease to the buildings and a new lease created solely for the public toilets.

The Town Clerk reported that he had met with Cheshire East Council in relation to the overage agreement on the market hall and that they had requested further information which he would be supplying in due course.

The Town Clerk further reported that he was awaiting a quote from United Utilities for the new water supply to the chapel and that once received would be reviewing the updated refurbishment costs with the cemetery working group.

**A18/043 To consider the draft committee budget 2019/20**

It was **RESOLVED** to approve the draft budget, subject to the allocation of the surplus generated at 60 King Street to reserves.

**A18/044 To consider the committee's Actions Log**

The log was noted and it was agreed that the installation of wifi in the Market Hall be looked at for the next meeting.

**A18/045 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 ongoing matters.

It was **RESOLVED** that the licence provided by the solicitor be used for the granting of consent for the installation of the decking.

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

**A18/046 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 26<sup>th</sup> November 2018**

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

#### **A18/047 Present**

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

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

#### **A18/048 To receive apologies for absence**

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

#### **A18/049 To note declarations of members' interests**

Cllrs Coan, Farber and Nicholson declared a non-pecuniary interest in A18/058 on the grounds of being known to the tenant.

Cllrs Forbes and Malloy declared a non-pecuniary interest on the grounds of being on the governing committee/board of organisations using the council's website hosting service.

#### **A18/050 Public Participation**

A representative of the Knutsford Conservation and Heritage Group stated that the group had concerns about the economic viability of the cemetery chapel and asked if it would affect the precept.

#### **A18/051 To receive and confirm the minutes of the meeting held on 15<sup>th</sup> October**

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

#### **A18/052 To consider the committee budget and spending year to date**

The budget and spending to date was noted.

#### **A18/053 To receive an update from the Council Offices sub-committee**

Cllr Forbes reported that Hayes and Partners had been appointed as architects and were arranging a building survey and initial proposals. Cllr Forbes further reported that there had been no progress in the transfer due to the delays at Cheshire East Council in advertising the disposal of public open space.

#### **A18/054 To consider revisions to the scope of works at the Cemetery Chapel**

It was noted that all works to the Cemetery Chapel were to be covered by a grant from Cheshire East Council and the proceeds from the sale of the cemetery lodge and thus not affecting the precept.



It was **RESOLVED** to request that Council approves the increase of £19,890, covering minor changes to the scope of works and the requirement to install separate utilities access, to be drawn from the proceeds of the sale of the Cemetery Lodge.

**A18/055 To approve the utilisation of the Cemetery Improvements budget for corrective works to gravestones**

It was **RESOLVED** to approve spending of £5,000 on corrective works to gravestones.

**A18/056 To agree the council's service charges 2019/20**

It was **RESOLVED** to increase Market Hall rents, allotment rents and market licencing fees by 2.5% with effect 1<sup>st</sup> April 2019.

**A18/057<sup>1</sup> To consider project updates**

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 continue investigations with the council's solicitors to understand Clause 44 of the Public Toilets lease. It was further **RESOLVED** that the empty spaces working group be mandated to enter into negotiations with Danfo on new contractual arrangements, reporting back to the committee with recommendations.

**A18/058 To consider matters related to 60 King Street**

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

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

**A18/059 To consider the committee's Actions Log**

The log was noted.

**A18/060 To note the date of the next meeting**

The date was noted.

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<sup>1</sup> Cllr Farber left the meeting at the end of this item.

# Knutsford Town Council

**Town Clerk: Adam Keppel-Green**

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

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## **Minutes** *of the* **Assets and Operations Committee meeting held 14<sup>th</sup> January 2019** *In the Lower Council Chamber of the Town Council Offices*

### **A18/061 Present**

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

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

### **A18/062 To receive apologies for absence**

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

### **A18/063 To note declarations of members' interests**

Cllrs Nicholson, Farber and Coan declared a non-pecuniary interest in A18/072 on the grounds of being known to the tenant.

### **A18/064 Public Participation**

No members of the public wished to speak.

### **A18/065 To receive and confirm the minutes of the meeting held on 26<sup>th</sup> November**

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

### **A18/066 To consider the committee budget and spending year to date**

The budget and spending was noted.

### **A18/067 To receive an update from the Council Offices sub-committee**

Cllr Forbes reported that the sub-committee would continue in its remit of overseeing the transfer of the council offices and was working to close down the works with the architect in the most economic and sensible way. Cllr Forbes further reported that Cheshire East Council had confirmed that the public open space disposal notice would be published imminently.

### **A18/068 To consider project updates**

The Town Clerk reported that Cheshire East Council's Assets Department had referred the issue of overage for the Market Hall redevelopment to its Legal Department to consider and that the issue would continue to be pressed so the council has an answer for when it picks the project back up.

The Town Clerk reported that the Listed Building Consent and Building Regulations applications had been submitted for the Cemetery Chapel and that the aim was to start works at the end of March.

The Town Clerk reported that there would be c. £5,000 of expenditure incurred to date on the public toilet empty space conversion works that would have been covered by the loan but would now be drawn from the council's general reserve. It was noted that it may be necessary to retender the project when it resumes.

**A18/069 To consider the committee's Actions Log**

The log was noted.

**A18/070 Member questions to the Town Clerk**

No questions were raised.

**A18/071 To consider project updates**

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

Cllr Forbes provided an update following a meeting with Danfo on the renegotiation of the lease to facilitate the empty space works, noting that this would no longer be progressing.

**A18/072 To consider matters related to 60 King Street including matters related to the managing agent**

The Town Clerk provided an update in respect of legal matters relating to the lease.

It was **RESOLVED** to give notice to the council's current agent to terminate the management agreement with effect August 2019.

It was **RESOLVED** that a sub-committee of five councillors be established to oversee the tendering and interviewing of potential managing agents with a terms of reference to provide a recommendation on appointment to the committee.

It was **RESOLVED** that the council's existing agent be invited to bid for the tender.

It was **RESOLVED** to appoint Cllrs Goodrich, Farber and Coan to the sub-committee and to authorise the Town Clerk to appoint a further two members from the wider council.

It was **RESOLVED**<sup>1</sup> that subject to:

- a) the council's agents confirming that the works can be moved to June/July with no additional costs being incurred
- b) written confirmation from the tenant that he consents to the works being undertaken in June/July
- c) the rent holiday be moved from the December quarter to the June quarter, with the December quarter becoming immediately payable

that the works be moved to June/July.

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

**A18/073 To note the date of the next meeting**

The date was noted.

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<sup>1</sup> Cllr Mrs Gray voted against the resolution.

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## **Minutes** *of the* **Assets and Operations Committee meeting held 4<sup>th</sup> March 2019** *In the Lower Council Chamber of the Town Council Offices*

### **A18/074 Present**

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

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

### **A18/075 To receive apologies for absence**

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

### **A18/076 To note declarations of members' interests**

Cllrs Nicholson, Farber and Coan declared a non-pecuniary interest in A18/081 and A18/089 on the grounds of being known to the tenant.

### **A18/077 Public Participation**

No members of the public wished to speak.

### **A18/078 To receive and confirm the minutes of the meeting held on 14<sup>th</sup> January**

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

### **A18/079 To consider the committee budget and spending year to date**

The budget and spending year to date was noted.

### **A18/080 To receive an update from the Council Offices sub-committee**

Cllr Forbes reported that the Cheshire East consultation on the disposal of public open space had completed and that the objection was being considered. The Town Clerk explained the objection related not to the transfer but to the declassification of the land as public open space and that he had responded to the objector and Cheshire East Council that the land would have the same protections under the town council's ownership.

### **A18/081 To receive an update from the 60 King Street Managing Agent Appointment sub-committee**

The Town Clerk reported that the sub-committee had met and agreed the scope of the contract and was agreeing the tender document.

### **A18/082 To consider the adoption of an Assets policy**

It was **RESOLVED** to adopt the policy with the following amendments:

- a) Amend 2.2 to state that assets should at least be financially self-sustaining
- b) Insert into 2.1 the requirement that the acquisition of new assets will be subject

to the approval of a business case by Full Council.

**A18/083 To commission valuations for the Council Offices**

It was **RESOLVED** to commission valuations at the lowest quoted price immediately after Cheshire East Council confirms the transfer following its consideration of the public open space disposal objection.

**A18/084 To consider the provision of wi-fi at the Market Hall**

It was **RESOLVED** to provide wi-fi at the Market Hall, to be provided by Virgin Media. It was agreed that there should be restrictions on access to prevent abuse and that the password should change routinely.

**A18/085 To consider the purchase of a portable wireless PA system**

It was **RESOLVED** to defer the decision to the next meeting pending further research on the suitability of the proposed system.

**A18/086 To consider a market licence application from Brand Events**

It was **RESOLVED** to grant the licence to Brand Events for the 2019 Pub in the Park event. It was agreed the Markets Policy should be reviewed in due course to consider the pricing for events which comprise multiple sessions.

**A18/087 To consider the committee's Actions Log**

The log was noted, and it was agreed that the outstanding actions in relation to the Markets Strategy, speciality markets and market signage should be programmed.

**A18/088 Member questions to the Town Clerk**

The Town Clerk responded to questions confirming the area the council can use for an outdoor market as being the area of Silk Mill Street car park to the south of the street down to the pay machine, confirming the scope of the signage recommendations from the NABMA report and clarifying that there was an existing fingerpost directing to the market at the top of Malt Street.

**A18/089 To consider matters related to 60 King Street**

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

The Town Clerk provided an update in respect of the current programme of works, stating that it was on schedule, that more pointing was required than anticipated and that the roof to the memorial tower was in a better condition than anticipated. The Town Clerk reported that a structural engineer had visited the cupola to report on the corroded iron pins and that a meeting was taking place with the Conservation Officer and stonemasons to determine recommended actions.

The Town Clerk provided an update in respect ongoing disputes with the tenant. It was **RESOLVED** to follow the solicitor's advice.

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

The meeting was adjourned to 6pm on Monday 11<sup>th</sup> March.

The meeting was reconvened with all members in attendance as recorded in A18/074.

The Town Clerk reported that the Structural Engineer had reported that the cupola was not safe to leave and that meetings had been held with the Conservation Officer and

stonemasons. It was **RESOLVED** to undertake the works recommended by the council's agent noting that a retrospective listed building consent application would be required.

It was **RESOLVED** not to postpone any of the current programme of works to facilitate the additional cost.

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

It was noted that the majority of members had received letters from each of the managing directors of the tenant. The contents of the letters were noted.

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

**A18/090 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* **Assets and Operations Committee meeting held 15<sup>th</sup> April 2019** *In the Lower Council Chamber of the Town Council Offices*

### **A18/091 Present**

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

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

### **A18/092 To receive apologies for absence**

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

### **A18/093 To note declarations of members' interests**

Cllrs Farber, Nicholson and Coan declared a non-pecuniary interest in A18/099 in respect of being known to the director(s) of the former tenant.

### **A18/094 Public Participation**

A resident stated that she had not received a response from Cheshire East Council to her objection to the disposal of public open space for the transfer of the council offices and suggested that if the council was not planning to refurbish the building it should be left with the borough council.

### **A18/095 To receive and confirm the minutes of the meeting held on 4<sup>th</sup> March**

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

### **A18/096 To receive an update in relation to the transfer of the Council Offices**

It was noted that there had been no progress on the transfer, due to Cheshire East Council not concluding the public open space disposal process.

### **A18/097 To consider the purchase of a portable wireless PA system**

It was **RESOLVED** to purchase two single speaker PA systems at a cost of £360.

### **A18/098 To consider the committee's Actions Log**

The log was noted.

### **A18/099 To consider matters related to the ongoing management of 60 King Street**

It was **RESOLVED** to exclude the public and press on the grounds of commercial sensitivity. Councillors-elect James McCulloch and Barbara Hamilton-Coan were invited to remain.

It was **RESOLVED** that the use of the building be mothballed with a suitable management programme in place to protect the building pending the council determining the long-term management.

**A18/100 To consider matters related to the former tenancy of 60 King Street**

It was **RESOLVED** that should it be required the Town Clerk be authorised to arrange the enforcement of the possession order through the courts.

It was **RESOLVED** that a detailed condition survey of the property, backed up by photographs, be prepared to enable the determination of which fixtures constitute landlord fixtures and agreement of the same with the former tenant.

It was **RESOLVED** that if the Town Clerk deems it appropriate that a dilapidations report be prepared and that a claim for dilapidations be progressed if considered viable.

**A18/101 Member questions to the Town Clerk**

It was reported that the seating in the chamber was uncomfortable and suggested that the new council consider improved seating.

The Town Clerk responded to questions stating that the wi-fi in the market hall would be advertised and that an additional socket for it will be installed shortly.

**A18/102 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 29<sup>th</sup> April 2019**

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

#### **A18/103 Present**

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

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

#### **A18/104 To receive apologies for absence**

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

#### **A18/105 To note declarations of members' interests**

Cllrs Farber, Nicholson and Coan declared a non-pecuniary interest in A18/108 in respect of being known to the director(s) of the former tenant.

#### **A18/106 Public Participation**

A resident stated that she had not received a response from Cheshire East Council to her objection to the disposal of public open space for the transfer of the council offices and suggested that if the council was not planning to refurbish the building it should be left with the borough council.

#### **A18/107 To receive and confirm the minutes of the meeting held on 15<sup>th</sup> April**

It was **RESOLVED** to confirm the minutes subject to an amendment to A18/099 to state "use of the building be mothballed".

#### **A18/108 To consider matters related to the ongoing management of 60 King Street**

It was **RESOLVED** to exclude the public and press on the grounds of commercial sensitivity. Councillors-elect Quentin Abel, Lesley Dalzell and James McCulloch were invited to remain.

It was **RESOLVED** to authorise an agreement to be drawn up by the council's solicitors as outlined in report A1819 and that the council seek to recover costs upfront.

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

#### **A18/109 To note the date of the next meeting**

The date was noted.



# Environment Committee

# Knutsford Town Council

**Town Clerk: Adam Keppel-Green**

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## Minutes

*of the*

### **Environment and General Purposes Committee meeting held 4<sup>th</sup> June 2018**

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

#### **EGP18/001 Present**

Cllrs Power, Beswick, Coan, Hutchence, Malloy and Wells-Bradshaw.

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

#### **EGP18/002 To receive apologies for absence**

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

#### **EGP18/003 To note declarations of members' interests**

No members declared an interest in any item.

#### **EGP18/004 To note the committee's terms of reference**

The terms of reference were noted.

#### **EGP18/005 Public Participation**

A representative from Friends of the Heath spoke in relation to public waste provision on the Heath stating that they have sought costs for four new bins which they now plan to purchase.

#### **EGP18/006 To receive and confirm the minutes of the meeting held on 12<sup>th</sup> March 2018**

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

#### **EGP18/007 To review the committee's progress in achieving the 2020 Vision**

The progress was reviewed and it was **RESOLVED** to extend the target date on all the outstanding items by 6 months, following a discussion about Tree preservation orders and loss of trees along the highway (St John's Avenue was highlighted), where techniques to level surfaces around trees have been employed in other areas of the country. The Committee would like to seek clarification on the policy of Cheshire East Highways on the removal/protection of trees.

#### **EGP18/008<sup>1</sup> To consider the membership of working groups reporting to the committee**

It was **RESOLVED** to appoint working groups as follows:

War Memorial working group – Cllrs Coan, Dean, Hutchence and Wells-Bradshaw

Blue Plaques appraisal panel – Cllrs Coan, Hutchence and Power

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

Highways working group – Cllrs Goodrich, Hutchence, Malloy, Power and Wells-Bradshaw

**EGP18/009 To consider the committee budget and spending to date**

The budget and spending to date was noted.

**EGP18/010 To consider a report from the Friends of the Moor**

The report was noted, and the committee expressed support for the reestablishment of the flower meadow on the Barncroft, asking whether assistance can be sought from Cheshire East Council, Knutsford In Bloom or local community volunteers with the ground preparation, which is considered a key factor in the success of the meadow. Support was also offered for outside gym equipment and thanks were passed on to Friends of the Moor for their work

**EGP18/011 To consider a report from the Friends of the Heath**

The report was noted, and the Chairman wished to pass on the Committee's thanks for their work.

**EGP18/012 To consider the binding of the 2016/17 and 2017/18 loose leaf minutes**

It was **RESOLVED** to approve the spend of £112 for the binding of the loose-leaf minutes.

**EGP18/013 To consider matters related to the creation of a cycle path connecting the Moor to Parkgate Lane**

It was **RESOLVED** to formally support the cycle path proposal connecting the Moor and Parkgate Lane, with the additional proposal and support of a circular cycle route through Tatton park and back to Knutsford which would require new cycle access gates to Dog Wood. This will be further investigated by the Deputy Town Clerk with landowners including the development of a fully costed proposal and application for funding.

**EGP18/014 To consider establishing a working group to explore wellbeing projects**

It was **RESOLVED** to establish a working group comprising Cllrs Beswick and Power and to approve the terms of reference subject to the reduction in membership from three to two members.

**EGP18/015 To consider matters related to the condition of the Bus Station**

It was **RESOLVED** to convene a meeting with the relevant parties to at Cheshire East Council to discuss the issue of the bus station.

**EGP18/016 Member questions to the Clerk**

The Committee asked how support could be sought from other groups to get the flower meadow back (schools, guides, scouts, cadets, Barclays for example) This will be discussed with the Chair of Friends of the Moor. The Committee also asked for the Deputy Town Clerk to pass on their thanks to the Town Ranger for his hard work and excellent twitter account, querying whether the account name could include 'Bob' to make it more personal.

**EGP18/017 To consider the town maintenance log**

The log was reviewed and noted.

**EGP18/018 To consider the actions log**

The log was reviewed and noted with a request to further pursue the repair of the River Lily Bridge. A question regarding the item on the Heath railings was answered by the Committee.

**EGP18/019 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*

### **Environment and General Purposes Committee meeting held 23<sup>rd</sup> July 2018**

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

#### **EGP18/020 Present**

Cllrs Nicholson, Beswick, Coan, Hutchence, Malloy and Wells-Bradshaw.

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

#### **EGP18/021 To receive apologies for absence**

Apologies were received from Cllr Power (personal business)

#### **EGP18/022 To note declarations of members' interests**

Cllr Malloy declared a non-pecuniary interest in EGP18/035 on the ground of being a committee member of Friends of the Moor. Cllr Coan declared a non-pecuniary interest in EGP18/035 on the ground of being known to the committee of Friends of the Moor

#### **EGP18/023 Public Participation**

A resident spoke in relation to the airport noise action plan, suggesting an addition to the response.

A resident spoke in relation to the Beggar Man's Lane path stating their intention to support the council in gathering evidence of its use.

#### **EGP18/024 To receive and confirm the minutes of the meeting held on 4<sup>th</sup> June 2018**

It was **RESOLVED** to confirm the minutes subject to the addition of Cllr Coan to the attendance list.

#### **EGP18/025 To consider the committee budget and spending to date**

It was noted that the expenditure for the Centennial War Memorial skewed the committee budget and the Town Clerk explained that the Finance Committee would be considering ways to resolve this effect.

#### **EGP18/026 To consider a report from the Friends of the Heath**

The report from Friends of the Heath was noted and the committee expressed its thanks to the organisation for all its work.

#### **EGP18/027 To consider a response to the Manchester Airport Draft Noise Action Plan consultation**

It was **RESOLVED** to approve the submission of a response to the consultation subject

to the addition of a statement to require a works to reduce the impact of noise to be discernible at ground level.

**EGP18/028 To consider the submission of a Definitive Map Modification Order application for the footpath leading from Beggar Man's Lane**

It was **RESOLVED** to work with residents on the submission of an application to register the claimed path as a public right of way.

**EGP18/029 To consider an update on the 95/97 King Street DMMO application**

It was **RESOLVED** to write to the Cheshire East Council portfolio holder expressed concern at the lack of resource allocated to the Public Rights of Way department.

**EGP18/030 To receive an update from the Wellbeing working group**

Cllr Beswick reported that the working group had sought to create a list of contacts and spoken with the Clinical Commissioning Group to find that the work was being undertaken by Cheshire East Council and that said list is awaited.

**EGP18/031 To consider data captured by the SID and future deployment locations**

The speed data was noted, and it was agreed the police should be pressed to undertake enforcement in the areas where speeding was identified. It was agreed the police should be invited to meet with the Highways working group and to add Chelford Road and Toft Road, by Goughs Lane, to the list of deployment locations.

**EGP18/032 To consider a Blue Plaque for Heathfield Square**

It was **RESOLVED** to approve the installation of a blue plaque at Heathfield Square as outlined subject to the proposed wording fitting on the plaque.

**EGP18/033 To consider participating in Road Safety Week**

It was **RESOLVED** to participate in Road Safety Week as outlined.

**EGP18/034 To consider matters related to the River Lily Bridge**

It was **RESOLVED** that further quotations be sought and the option of crowd funding and grant funding be explored.

**EGP18/035 To consider installing a noticeboard on the Moor**

It was **RESOLVED** to purchase and install a noticeboard as per the Friends of the Moor grant application subject to the Town Council being named on the header of the board with Friends of the Moor.

**EGP18/036 Member questions to the Clerk**

Cllr Malloy enquired as to the status of the College Wood Village Green application; the Town Clerk explained that it had been submitted to Cheshire East Council that day.

Cllr Hutchence highlighted three businesses not complying with the a-boards rules and requested the Town Centre Manager speak with the businesses to resolve.

Cllr Nicholson highlighted that the litter bin at the top of Heritage Way had not been repaired, the Town Clerk undertook to chase Cheshire East.

Cllr Coan suggested pressing Cheshire East to drop the kerb in front of the River Lily bridge as they had on a number of pavements.

**EGP18/037 To consider the town maintenance log**

The Town Clerk was asked to chase for a response from Cheshire East on the repairs to the Canute Place zebra crossing and to add the damaged railings around the Heaths onto the log.

**EGP18/038 To consider the actions log**

The log was noted.

**EGP18/039 To note the date of the next meeting**

The date was noted.

FINAL



# Knutsford Town Council

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## Minutes

*of the*

### **Environment and General Purposes Committee meeting held 24<sup>th</sup> September 2018**

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

#### **EGP18/040 Present**

Cllrs Power, Nicholson, Beswick, Coan, Hutchence, Malloy and Wells-Bradshaw.

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

#### **EGP18/041 To receive apologies for absence**

All members were present

#### **EGP18/042 To note declarations of members' interests**

Cllr Malloy	EGP18/046	Non-pecuniary	Member of Friends of the Moor
	EGP18/048	Non-pecuniary	Son is a member of 2 <sup>nd</sup> Knutsford Scouts
Cllr Nicholson	EGP18/048	Non-pecuniary	Member of the Scouts Executive Committee
Cllr Power	EGP18/046	Non-pecuniary	Member of Friends of the Moor
	EGP18/050	Non-pecuniary	A former bee keeper

#### **EGP18/043 Public Participation**

A resident of Queensway thanked the council for considering the installation of a bench but stated that residents felt it was unnecessary and suggested additional planting or dog fouling measures.

#### **EGP18/044 To receive and confirm the minutes of the meeting held on 23<sup>rd</sup> July 2018**

It was **RESOLVED** to confirm the minutes

#### **EGP18/045 To consider the committee budget and spending to date**

The budget and spending to date was noted.

#### **EGP18/046 To consider a report from the Friends of the Moor**

The report from Friends of the Moor was noted.

#### **EGP18/047 To consider an update on D and G bus services**

The meeting was adjourned to allow a resident to speak about the impact of the reworked bus services.

The resident spoke in relation to the health and safety concerns caused by the changes in the bus routes and that the Equality Act 2010 gives protection to passengers.

It was highlighted that passengers are required to use grass verges in place of proper bus stops which was unsafe and would deteriorate over winter. The resident also spoke about the change in the bus types used following the changes and the reversion back to the older style buses once the new 88a route was withdrawn after only a few weeks of using the more modern style buses. Other areas highlighted included the considered manipulation of passenger figures in March and April by not scanning passenger passes, the poor service and wages paid by the company impacting on staff turnover amongst other concerns about the service provision.

The meeting was reconvened, and it was **RESOLVED** to:

- a) Contact the Cheshire East Council Portfolio Holder to discuss the issues caused by changes to the bus services, initially preparing a summary report and pack of evidence to include letters, petitions and questionnaires completed by residents
- b) Research the wider impact of subsidy withdrawals in Knutsford
- c) Investigate funding for more services
- d) Write to the leader of Cheshire East Council and the Esther McVey MP regarding the impact of the changes.
- e) Request a copy of the service level agreement and detail of the subsidy from Cheshire East Council.

**EGP18/048 To consider open spaces improvements**

It was **RESOLVED** to:

- a) Write to Bruntwood requesting they dedicate the PROW on its site as a bridleway
- b) Write to the owners of the Longridge development site requesting they dedicate the PROW on its site as a bridleway as part of its planning application
- c) Request Cheshire East Council reinstate the goalposts and maintain site as a football pitch as previously
- d) Fund the purchase of a branded litter bin for the Barncroft
- e) Defer consideration of the installation of a bench on Manor Crescent, pending a report providing the suggested locations and considering if any benches from former bus stops could be used and whether benches could be positioned along the current bus routes
- f) Defer consideration of the on Manor Crescent Play Area, pending further details on the plans (use of land, size of play area, type of equipment) and that residents are happy with the scheme
- g) Defer consideration of the installation of a bench on Queensway bench pending further consultation and preference for more planting or dog waste facility rather than a bench
- h) Defer consideration of the installation of a bin at College Wood pending the outcome of Village Green application.
- i) Install a bug hotel at Ashworth Parks subject to the committee members reviewing an image of the proposed hotel
- j) Install a bench on Ashworth Park, subject to neighbours' approval
- k) Request that Cheshire East Council refurbish the path on the open space at Malvern Road
- l) Plant a tree on Highlands Way and find nine additional sites for planting trees provided by Manchester Airport.

- m) Install a small plaque with photograph similar to the *Museum in the Street boards* on to a lectern post at Richmond Hill.
- n) Utilise any underspend in the budget provision to purchase bulbs and to include around the welcome planters in the planting plan.

**EGP18/049 To consider the funding of bins for Knutsford Heath**

The Chairman adjourned the meeting to allow a representative of Friends of the Heath to confirm that Cheshire East Council will empty the bins. The meeting was reconvened, and it was **RESOLVED** to fund four bins on the Heath with poster frames on all sides.

**EGP18/050 To consider the promotion of pollinator friendly habitats**

The committee supported the idea of projects promoting pollinator friendly habitats, with the suggestion that local schools and nurseries could be involved.

It was **RESOLVED** to further explore projects involving the promotion of the importance of pollinators and the protection and creation of suitable habitats with potential options for sponsorship to be explored.

**EGP18/051<sup>1</sup> To receive a verbal update on the Highways and Airport Working Groups**

Cllr Power reported on a meeting held with Esther McVey MP regarding small measures to improve life for residents living with noise from the airport. It was suggested that the Council liaises with Highways England to request noise mitigation from the motorway works.

It was suggested that speed watch cameras that are not being used by local speed watch groups are requested for use by other groups. It was agreed to write to schools to enquire about any road safety projects that the schools are undertaking and to ask if they would be involved in speed watch projects

**EGP18/052 Member questions to the Clerk**

Cllr Nicholson expressed concern about Knutsford in Bloom following the resignation of its Chairman and Treasurer. It was suggested that that an informal meeting be held between councillors and the remaining volunteers to discuss bridging the gap until new volunteers can be found for the vacant positions.

**EGP18/053 To consider the town maintenance log**

An update was given that the beacons on the zebra crossing on Canute Place roundabout have been repaired. It was requested that a recurring pot hole outside the White Bear be reported for urgent repair. It was agreed that a letter be sent to the owners of the heaths appealing for action on improving the railings.

**EGP18/054 To consider the actions log**

The actions log was noted

**EGP18/055 To note the date of the next meeting**

The date was noted.

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<sup>1</sup> Cllr Hutchence left the meeting after this item

# Knutsford Town Council

**Town Clerk: Adam Keppel-Green**

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## Minutes

*of the*

### **Environment and General Purposes Committee meeting held 19<sup>th</sup> November 2018**

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

- EGP18/056 Present**  
Cllrs Power, Nicholson, Beswick, Coan, Hutchence, Malloy and Wells-Bradshaw.  
  
In attendance: S Morgan (*Deputy Town Clerk*)
- EGP18/057 To receive apologies for absence**  
All members were present
- EGP18/058 To note declarations of members' interests**  
Cllr Malloy declared in interest in the Friends of the Moor item as a Committee member of the group.
- EGP18/059 Public Participation**  
No members of public wished to speak
- EGP18/060 To receive and confirm the minutes of the meeting held on 24<sup>th</sup> September 2018**  
It was **RESOLVED** to confirm the minutes
- EGP18/061 To consider the committee budget and spending to date**  
The budget and spending to date was noted.  
It was requested that the cost of the repairs to the civic regalia be checked. The overspend on the cycle map was explained to be offset by sponsorship.
- EGP18/062 To consider a report from the Friends of the Moor**  
Cllr Malloy spoke about the bulb planting that has taken place and also about the 2018 award of the Green Flag. which is an international mark of quality for parks and green spaces. It is anticipated that Friends of the Moor and Knutsford in Bloom will work in partnership to replant the meadow, with assistance from ANSA. It was highlighted that group is looking for more volunteers to join.
- EGP18/063 To consider a report from Friends of the Heath**  
Cllr Malloy provided an update having attended a positive meeting with the group and the landowner representative the previous week. The landowner has taken the proposed protocol document to consider and clarify the position re the legal status of the land.

It is hoped that the Friends of the Heath will meet on a regular basis (3 – 4 times a

year) to discuss event proposals and maintenance. Assistance will be offered in determining whether events are major, minor and acceptable for the space, if required.

**EGP18/064 To consider matters related to Knutsford in Bloom<sup>1</sup>**

Cllr Power reported that he had attended a meeting regarding Knutsford in Bloom, and that there is a void in who is steering the group, with no volunteers wishing to take on the positions. The committee recorded its thanks to the outgoing Chair, Treasurer and Secretary.

Concerns about resource was raised in relation to the option of dissolution of the group and custodianship received support as a temporary way forward for the group

It was **RESOLVED** to approve the custodianship option for the group, with Cllr Nicholson as Chairperson and the Town Clerk as treasurer and that this be reviewed at the March committee meeting.

**EGP18/065 To review feedback from the Cheshire Community Pride Awards**

The feedback was reviewed and noted, with mentions being given to the empty plots for consideration for next year's entry and positive feedback on the bunting.

The Deputy Town Clerk highlighted the Little Gem Award that was given to the cricket pavilion alongside the 2<sup>nd</sup> place for Knutsford in the Market Town category.

The committee thanked the Deputy Town Clerk for the community pride competition entry noting the positive feedback received on quality of the entry received from judges.

**EGP18/066 To consider matters related to the Chelford Road Obelisk**

Concerns were raised that future ownership claims to the land could arise as it was noted the land is currently unregistered, however it was considered important to improve this area and obelisk for a number of reasons, including highway safety.

The meeting was adjourned to allow a member of public to address the committee. It was advised that road works were taking place and may be affecting the foundations of the structure. The meeting was reconvened, and it was **RESOLVED** to support the improvements of this area and obelisk, subject to the approval of costs to undertake the works following an initial assessment of the area and structure by the Town Ranger.

**EGP18/067 To consider the draft committee budget 2019/2020**

Watering costs were raised as an area to review, due to the knowledge of other towns providing their own water bowsers to save funds. It was advised that comparative quotes could be sought.

It was **RESOLVED** to recommend the budget to the Finance Committee.

**EGP18/068 Member questions to the Clerk**

Locations for the Manchester Airport oak trees were discussed, with suggestions given

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

for Higher Town Green and Richmond Hill. Locations already agreed were given by the Deputy Town Clerk.

**EGP18/069 To consider the town maintenance log**

It was requested that contact is made with the Cheshire East Councillors to communicate extreme concern regarding the worn lines at the Canute Place crossing and raise to Portfolio Holder in light of the recent accident.

Tatton Street was raised as a priority as it was noted that vehicles are mounting the pavement due to poor flow of traffic and that whilst the pavement is wide it cannot be narrowed due to utilities. It was suggested that bollards, bins or planters be considered to prevent driving on the pavement with a preference for planters, if suitable. It was requested that a report outlining suggestions be brought to the next meeting.

**EGP18/070 To consider the actions log**

It was requested the Tour of Britain legacy project to be added back to the log and that item EGP18/007 is followed up for further clarification on the replacement policy for trees that are removed.

**EGP18/071 To note the date of the next meeting**

The date was noted.

# Knutsford Town Council

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## Minutes

*of the*

### **Environment and General Purposes Committee meeting held 21<sup>st</sup> January 2019**

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

#### **EGP18/072 Present**

Cllrs Power, Nicholson, Beswick, Coan, Hutchence, Malloy and Wells-Bradshaw.

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

#### **EGP18/073 To receive apologies for absence**

All members were present

#### **EGP18/074 To note declarations of members' interests**

Cllr Malloy declared in interest in EGP18/079 as a committee member of the group. Cllr Nicholson declared an interest in EGP18/078 as a parishioner of Toft Church and being known to the landowners.

#### **EGP18/075<sup>1</sup> Public Participation**

A number of members of the public spoke with respect to EGP18/078 and raised concerns about the closure of what they considered to be a public right of way which had been used by the public for a considerable period of time. Concern was also raised that the path was closed without warning.

The Vicar of Toft Church also spoke with respect to the path closure and explained the reasons why they had supported the same and emphasised that the car park was for church patrons.

#### **EGP18/076 To receive and confirm the minutes of the meeting held on 19<sup>th</sup> November 2018**

It was **RESOLVED** to confirm the minutes

#### **EGP18/077 To consider the committee budget and spending to date**

The budget and spending to date was noted.

#### **EGP18/078 To consider applying for a Definitive Map Modification Order for the path from Toft Church to Toft Woods**

The Chairman adjourned the meeting to enable the agent for the Toft Estate to speak on this item. The meeting was subsequently reconvened.

It was **RESOLVED** that not to apply for a Definitive Map Modification Order as the path

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

is outside the Knutsford parish boundary.

**EGP18/079 To consider a report from Friends of the Moor**

The report was noted.

**EGP18/080 To consider matters related to the Chelford Road Obelisk**

It was **RESOLVED** to commission Mark Bullock Surveyors to undertake a condition survey of the obelisk at a cost of £170.

**EGP18/081 To consider an update from the Highways Working Group**

The Highways working group priorities were noted.

It was **RESOLVED** that officers:

- a) approach Cheshire East Council to ascertain the procedure and likelihood for obtaining increased Air Quality Management Zones at the Police Station Junction (Toft Rd) and Adams Hill Pedestrian Crossing (Junction with Toft Rd) sites.
- b) focus on the Bus Service review priorities in the order suggested by the Highways Working Group as detailed in report ENV1830.
- c) should further investigate the likely viability and work involved to create a Knutsford Bus Service.

**EGP18/082 To consider the issue of Substance Misuse in the Town**

It was agreed not to form a working group at this stage but instead request that officers write to the interested parties referred to in report ENV1831 to ascertain their interest in being involved in the project.

**EGP18/083 Member questions to the Clerk**

Cllr Coan requested that an update be requested upon the issue of parking on the double yellow lines outside Golfino which was referred to the Highways Minor works group.

**EGP18/084 To consider the town maintenance log**

Members considered the maintenance log and noted that a number of the items had remained on the log for some time.

**EGP18/085 To consider the actions log**

Members considered the actions log.

**EGP18/086 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 11<sup>th</sup> March 2019**

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

#### **EGP18/087 Present**

Cllrs Power, Nicholson, Beswick, Coan, Hutchence, Malloy and Wells-Bradshaw.

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

#### **EGP18/088 To receive apologies for absence**

All members were present.

#### **EGP18/089 To note declarations of members' interests**

Cllr Malloy declared in interest in EGP18/093 as a committee member of Cycle Knutsford.

Cllr Power declared an interest in EGP18/096 as a close resident to the garden.

#### **EGP18/090 Public Participation**

A representative of the South Knutsford Residents Group (SKRG) advised that the Definitive Map Modification Order application for the Toft Wood Footpath had been submitted and that they had attended the last Plumley with Toft and Bexton Parish Council meeting to advise of the application as a courtesy. The representative also indicated that some of the SKRG members would be happy to volunteer to help clear the site around the Obelisk.

#### **EGP18/091 To receive and confirm the minutes of the meeting held on 21<sup>st</sup> January 2019**

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

#### **EGP18/092 To consider the committee budget and spending to date**

The budget and spending to date was noted.

#### **EGP18/093 To consider matters related to the Cycle Path**

It was **RESOLVED** that officers identify and apply for grant funding to cover the costs of the project and should funding be secured then Suddenstrike be appointed as the preferred contractor.

#### **EGP18/094 To consider an update with respect to Knutsford In Bloom**

Members noted the report and thanked Cllr Nicholson for stepping in as Chairman of the group. It was **RESOLVED** that in the event of Knutsford in Bloom receiving grant funding to replace the concrete planters' approval is provided for their removal, on the basis that they are retained and used in an alternative location if possible.

**EGP18/095<sup>1</sup> To consider matters related to the Chelford Road Obelisk**

It was **RESOLVED** that the Town Clerk prepare a business case for council on the adoption of the land and obelisk to include the upfront and ongoing maintenance obligations of the site and to submit applications for grant funding for the works outlined.

**EGP18/096 To consider matters related to the Booths Garden**

It was **RESOLVED** to approve the improvements to the open space at Booths Garden as outlined in report ENV1835. It was further **RESOLVED** to request that the Asset and Operations Committee consider requesting an asset transfer of the garden from Cheshire East Council in light of the improvements to be made and ongoing maintenance.

**EGP18/097 Member questions to the Clerk**

No questions were raised.

**EGP18/098 To consider the town maintenance log**

Members reviewed the log and provided updates on some of the items listed. Cllr Coan requested that the damaged setts on the Canute Place roundabout be reported to Cheshire East Council and added to the Town Maintenance Log.

**EGP18/099 To consider the actions log**

The Deputy Town Clerk stated that Cheshire East Council had advised that bollards or a hanging basket standard could be agreeable on Tatton Street subject to an application being made for a Street Furniture Licence. The committee expressed dismay that Cheshire East Council was unwilling to assist in resolving the serious and dangerous problem with vehicles mounting the pavement and asked that correspondence be sent to Cheshire East Highways and copied to the Cheshire East Councillors.

**EGP18/100 To note the date of the next meeting**

The date was noted.

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



# Events Committee

# Knutsford Town Council

**Town Clerk: Adam Keppel-Green**

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## Minutes

*of the*

### **Events and Town Centre Management Committee meeting held 11<sup>th</sup> June 2018**

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

#### **E18/001 Present**

Cllrs Power, Coan, Farber, Hutchence and Wells-Bradshaw

In attendance: S Morgan (*Deputy Town Clerk*), S Curties (*Town Centre Manager*) and Cllr Gardiner

#### **E18/002 To receive apologies for absence**

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

#### **E18/003 To note declarations of members' interests**

No member declared an interest in any item under discussion.

#### **E18/004 Public Participation**

A member of a Neighbourhood Plan working group spoke in relation to the Business Confidence Survey and its reference to linking in to the Town Centre Master Plan and Neighbourhood Plan stating it was considered to be useful to link the information to the Neighbourhood plan and to ask the questions about whether recruitment is difficult in the local population, and also whether the relevant skills are available locally.

#### **E18/005 To note the committee's terms of reference**

The terms of reference were noted.

#### **E18/006 To consider a report on the Business Confidence Survey**

Cllr Gardiner stated that the Neighbourhood Plan committee has previously undertaken a car park survey. It was **RESOLVED** that the Neighbourhood Plan Committee and the Town Centre Manager work together on matters relating to parking use and other land related issues.

#### **E18/007 To receive and confirm the minutes of the meeting held on 16<sup>th</sup> April 2018**

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

#### **E18/008 To review the committee's progress in achieving and 2020 vision**

The progress in achieving the 2020 vision was reviewed and it was **RESOLVED** to defer the target date for the outstanding items by 6 months.

#### **E18/009 To consider the committee budget and spending to date**

The budget and spend to date was noted.

**E18/010 To receive a report from the Town Centre Manager**

The report was noted with support being offered for benchmarking promotion. Cllr Coan highlighted the the Dementia Awareness training and recommended it to members and it was noted that Cllr Beswick is now on the Dementia Steering Group. The parking spaces at the bus station were highlighted as potential for coach parking.

**E18/011 To consider matters related to the Taste Knutsford Initiative**

It was **RESOLVED** to introduce the food tour as outlined after the Town Centre Manager answered questions about the restaurants involved and whether others could be added to the tour.

**E18/012 To consider matters related to the Pumpkin Path**

It was **RESOLVED** to approve then organisation of the event as outlined, with the addendum of investigating additional car parking for the event.

**E18/013 To receive an update on the music festival**

The Deputy Town Clerk provided an update on ticket sales, promotion and the beer naming competition. Members were requested to provide additional support in the final week through distributing additional programmes and supporting sales. A social media promotion strategy to gain further interest was discussed.

**E18/014 To consider matters related to the WW1 Commemorations**

It was **RESOLVED** to approve the outlined programme of commemoration being progressed through the working group and to authorise the Town Clerk to approve expenditure within the agreed budget

**E18/015 Member questions to the Clerk**

There were no questions raised.

**E18/016 To consider the actions log**

The log was noted

**E18/017 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 25<sup>th</sup> June 2018**

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

**E18/018 Present**

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

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

**E18/019 To receive apologies for absence**

Apologies were received from Cllrs Beswick, Hutchence (personal business) and Mrs Wells-Bradshaw (business)

**E18/020 To note declarations of members' interests**

No member declared an interest in any item under discussion.

**E18/021 Public Participation**

No members of the public were present.

**E18/022 To revise the risk assessment for Taste Knutsford**

It was **RESOLVED** to adopt the revised risk assessment taking into consideration the comments from the Finance Committee.

**E18/023 To note the date of the next meeting**

The date was noted.

# Knutsford Town Council

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## Minutes

*of the*

### **Events and Town Centre Management Committee meeting held 30<sup>th</sup> July 2018**

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

**E18/024 Present**

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

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

**E18/025 To receive apologies for absence**

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

**E18/026 To note declarations of members' interests**

Cllr Coan      Non-pecuniary      E18/032      As the Mayor will switch on the lights

**E18/027 Public Participation**

No members of the public requested to speak.

**E18/028 To receive and confirm the minutes of the meeting held on 11<sup>th</sup> and 25<sup>th</sup> June 2018**

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

**E18/029 To consider the committee budget and spending to date**

The budget and spend to date was discussed and noted. It was requested that any miscellaneous purchase be itemised on future committee reports.

**E18/030 To receive a report from the Town Centre Manager**

The report was noted and the committee was pleased to see that some sponsorship had been acquired for the Christmas lights. The Chairman requested to pass on their thanks to the Town Centre manager for her work.

**E18/031 To receive a report on Plastic Wise Knutsford**

The report was noted.

**E18/032 To consider whether to have a celebrity join the Mayor in switching on the Christmas Lights**

It was **RESOLVED** to retain the current format of the Mayor, Mayor's cadet and May Queen for the Christmas Light Switch on.

**E18/033 To consider replacing the idea of Advent Live with a collated programme of activity**

It was **RESOLVED** to introduce the proposed initiative which will replace Advent Live with a centrally collated and promoted programme of activity. It was suggested that the take up

for the initiative be reviewed at the next meeting with a deadline for sign up of 31<sup>st</sup> October.

**E18/034 To consider matters related to the Business Improvement District for Knutsford**

This item was deferred pending further informal engagement with the business community including repeat surveys of a bigger sample of businesses, promotion of which could be driven by Knutsford One.

**E18/035 Member questions to the Clerk**

Cllr Coan enquired about the event for the new memorial, when the memorial will be delivered, installed and completed, stressing the need for completion within an agreed timescale, perhaps under a service level agreement.

Cllr Mrs Wells-Bradshaw spoke about the Makers Market stall, requesting that it contains a list of the Mayor's charities, a cash tin with float and adequate literature and that someone assumes responsibility for ensuring that all materials are in the box each month.

Cllr Power requested that a meeting is held with the Maker's Market before the annual meeting is due in March to raise issues raised by residents. The Chairman responded that parking issues were being addressed by using the football club and the installation of signs on Garden Road to reduce nuisance parking. It was highlighted that one-way signage at the Maker's Market does not appear to be effective and interest was expressed in any feedback received by the Maker's Market on this change.

**E18/36 To consider the actions log**

The item regarding disused motif lights was discussed and a preference was expressed for disposal of the lights to local shopping areas before offering the lights for sale to other Councils.

**E18/037 To note the date of the next meeting**

The date was noted. Cllrs Mrs Wells-Bradshaw and Hutchence gave apologies in advance of the next meeting.



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## Minutes

*of the*

### **Events and Town Centre Management Committee meeting held 1<sup>st</sup> October 2018**

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

#### **E18/038 Present**

Cllrs Malloy, Coan, Beswick, Farber, Power and Wells-Bradshaw

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

#### **E18/039 To receive apologies for absence**

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

#### **E18/040 To note declarations of members' interests**

Cllr Wells-Bradshaw declared a pecuniary interest in the spirit of openness and transparency on the grounds of being employed by Event Buddha, the council's main events contractor.

#### **E18/041 Public Participation**

A representative of Friends of the Heath spoke in relation to the Makers Market stating that parking on the heath was prohibited by its common land status and requesting the Council refer to its legal guidance on the matter and that the Guiding Principles Document for the use of the Heath should be agreed at the next Council meeting, prior to planning new events which may include the use of parking

A resident of Silk Mill Street spoke on behalf of residents living in the Marjorie Hurst Trust properties, highlighting the older ages of the residents and expressing their fear over access for emergency services whilst the market takes place. It was stated that one resident has stayed with a family member during the market due to these concerns.

A resident spoke in relation to the suggestion of parking on the heath highlighting its status as a local green space and stating that that it is a park and not a car park.

The Event Director of the Makers Market expressed her desire to address the anxiety of the residents, having previously liaised with emergency service and worked on a strategy, she had been advised that there was no issue with accessing the residents' properties through the ginnel. The director stated she was keen to speak further to residents about their concerns and will review the arrangements with emergency services in light of the concerns raised. The director further stated she would not wish to consider use the Heath for parking if it is not a possibility and will discuss this further with the landowner.

**E18/042 To receive and confirm the minutes of the meeting held on 30<sup>th</sup> July 2018**

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

**E18/043 To consider the committee budget and spending to date**

The budget and spend to date were discussed and noted.

It was requested that feedback be sought from businesses as to whether the bunting is considered to have a positive impact.

**E18/044 To receive a report from the Town Centre Manager**

Additional information was provided on the Pumpkin Path. Cllrs Coan and Malloy provided positive feedback on the Taste Knutsford 'dry run'.

Vehicle counting was discussed and that the challenges of the finding the correct system for the town centre car parks has caused a delay in seeking quotations.

Cllr Coan raised concerns about the potential loss of the lorry park on Mobberley Road and its potential displacement of vehicles to other roads in the town which may further exacerbate parking issues.

**E18/045 To consider a report on the Makers Market**

Residents' concerns on emergency access, noise disturbance, the number of stalls and issues around access were discussed and it was agreed that whilst the market is supported for the prosperity it brings to the town that these issues could not be ignored.

It was **RESOLVED** to approve the Town Clerk, Chairman and Deputy Chairman to prepare a Service Level Agreement for the operation of the market to cover location, communication, access, operations, stall numbers and health and safety.

**E18/046 To receive an update on the Christmas Events**

The Deputy Town Clerk provided an update on the Christmas events including the calendar of events to be included in the Christmas programme. It was requested that the railings around the Christmas tree are covered with something such as trellis fencing to make it more attractive. It was requested that the crib be varnished in advance of its installation.

**E18/047 To consider a proposal for KnutsFest**

It was **RESOLVED** to task the Town Centre Manager with developing a full report on the proposed event and to include £700 in the draft budget pending a decision following the full report.

**E18/048 To consider the draft committee budget 2019/2020**

It was **RESOLVED** to approve the draft budget subject to increasing the Music Festival venue hire costs from £800 to £1500 and to increase sponsorship income from £500 to £1000. It was suggested that any underspend or surplus from the event should be ringfenced for future music festival events.

**E18/049 Member questions to the Clerk**

Cllr Beswick asked if anything could be done to stop taxis stopping in the road and if the council could ask them not to. Due to the number of taxi firms which come into the area it was considered too difficult to contact all taxi drivers with the request and that taxis are

legitimately allowed to stop in the road temporarily for their passengers. A further concern was discussed about taxis idling their engines.

It is agreed that education is important to discourage drivers from idling and the Deputy Town Clerk advised that the Air Quality Consultation that was attended earlier in the year brought up the idea of signs to educate drivers. The double 'blips'/kerb marks proposed for loading restrictions were potentially helpful.

**E18/050 To consider the actions log**

The action log was reviewed and a target dates were updated. The committee requested a formal update on the Makers Market road closure order and to offer the old Christmas lights to surrounding parishes, the fire station, police station and Friends of the Moor.

**E18/051 To note the date of the next meeting**

The date was noted.

DRAFT

# Knutsford Town Council

**Town Clerk: Adam Keppel-Green**

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

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## Minutes

*of the*

### **Events and Town Centre Management Committee meeting held 10<sup>th</sup> December 2018**

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

#### **E18/052 Present**

Cllrs Malloy, Coan, Beswick, Farber, Power, Hutchence and Wells-Bradshaw

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

#### **E18/053 To receive apologies for absence**

Apologies were received from Cllr Mrs Wells-Bradshaw (personal business)

#### **E18/054 To note declarations of members' interests**

Cllr Wells-Bradshaw declared a pecuniary interest in the spirit of openness and transparency on the grounds of being employed by Event Buddha, the council's main events contractor. Cllr Power declared a non-pecuniary interest as a member of St Vincent's Church and a Catenian with respect to the Crib service.

Cllr Farber declared a non-pecuniary interest as being known to personnel in Event Buddha and Niche Events who were involved in the Christmas events.

#### **E18/055 Public Participation**

No members of the Public wished to speak

#### **E18/056 To receive and confirm the minutes of the meeting held on 1<sup>st</sup> October 2018**

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

#### **E18/057 To consider the committee budget and spending to date**

The budget and spend to date were discussed and noted.

#### **E18/058 To consider amendments made to the committee budget**

It was **RESOLVED** to propose the following amendments to those proposed changes:

- 401/4256 Christmas Events/Lantern Parade  
Budget line removed for 2019 and considered for reinstatement in 2020
- 401/1999 Christmas Events/Misc Income  
Increase of budget income from £750 to £1,000 by the reinstatement of a fairground or similar during the Christmas Weekend.
- 402/1200 Christmas Events/Market Income  
Increase budget income from £17,950 to £18,900 by raising the stall fees for both

single days and full weekends for all stall types by £10.

- 440/4255 Music Festival/Event Costs  
Reinstate the budget expenditure to £5,800 using the budget previously allocated to the Lantern Parade.
- 440/1320 Music Festival/Sales  
Reduce the budget income from £7000 to £6000, noting this remains an increase on the 2018 budget income of £900.

**E18/059 To receive a report from the Town Centre Manager**

The report was noted.

**E18/060 To discuss ideas and opportunities for promoting events**

It was **RESOLVED** to request approval from Council to hold a stall at the Makers Market on no more than three occasions during the year to promote council events. It was agreed to investigate the use of signage at/near the Tatton Park Knutsford Gate and boards at the Makers Market to promote events.

**E18/061 To review the WWI Commemorations**

The success of the events was noted, and the committee expressed its pleasure that the dedication service for the Centennial War Memorial and Remembrance Sunday were so well attended. The committee thanked Mrs Sylvia Chaplain for her valuable work in connection with the commemorations and the Remembrance Discovery Trail. The committee recorded its thanks to Knutsford for their hard work with the poppy displays throughout the Town.

**E18/062 To provide feedback on the Pumpkin Path and Christmas Events**

It was noted that the Pumpkin Path was very well attended but that the locations of any performance pieces during the event should be located so as to avoid bottlenecks. It was suggested that a briefing be prepared for businesses in advance of the event to make them aware of the number of likely visitors, volume of sweets likely to be needed and resulting costs involved.

It was noted that the park and ride was well used during the Christmas weekend and it was agreed it should be replicated in 2019. It was highlighted that signage referring to the park and ride with the town centre car parks and generally would be a worthwhile addition. The committee requested that consideration be given to whether a location could be found for a similar service in the North West side of the town.

The committee expressed its thanks to officers for their hard work in organising and running the Christmas events.

**E18/063 To consider matters related to the 2019 Town Awards**

Members noted the arrangements for the event.

**E18/064 To consider matters related to the 2019 Knutsford Music Festival**

It was **RESOLVED** to approve the outline plan for the event and delegate authority to officers to organise the same in consultation with the Music Festival working group. The committee requested that a brass band performance on the Moor be considered in addition to the plan provided.

**E18/065 Member questions to the Clerk**

No questions were raised.

**E18/066 To consider the actions log**

The action log was reviewed and updated where necessary. The committee requested a further attempt for the sale of the old Christmas lights take place in the new year, before they were placed on eBay.

**E18/067 To note the date of the next meeting (04/02/2019)**

The date was noted.

FINAL

# Knutsford Town Council

**Town Clerk: Adam Keppel-Green**

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## Minutes

*of the*

### **Events and Town Centre Management Committee meeting held 18<sup>th</sup> February 2019**

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

#### **E18/068 Present**

Cllrs Malloy, Coan, Beswick and Power

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

#### **E18/069 To receive apologies for absence**

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

#### **E18/070 To note declarations of members' interests**

Cllr Power declared a non-pecuniary interest as a member of St Vincent's Church and a Catenian with respect to the Crib service.

#### **E18/071 Public Participation**

No members of the Public wished to speak

#### **E18/072 To receive and confirm the minutes of the meeting held on 10<sup>th</sup> December 2018**

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

#### **E18/073 To consider the committee budget and spending to date**

The budget and spend to date were considered and noted.

#### **E18/074 To receive a report from the Town Centre Manager**

The report was noted. Cllr Beswick asked as to what the concerns of the businesses were with respect to the Makers Market and as to what was considered an 'unrealistic rent'. The Deputy Town Clerk advised that the businesses were concerned about losing the Makers Market and the income it provides and no specific figures has been provided with respect to the rents.

#### **E18/075 To consider matters related to the Bunny Hop**

It was **RESOLVED** to approve the outline plan and delegate authority to officers to organise the same and that authority be delegated to officers to use the remainder of the budget (£47) to purchase healthy alternatives to sweets or non-food items to be distributed to retailers to hand out to participants.

**E18/076 To consider matters related to Christmas events 2019**

It was **RESOLVED** that

- a) the outlined plan be approved, and authority delegated to officers to organise the same including the re-tendering of the event supply contract for which costings for batteries in place generators are to be explored.
- b) reindeer should not be booked at this stage with alternative options being considered and presented to a future meeting
- c) Church representatives be contacted to ascertain their views on the revised crib service plans for decision at a future meeting
- d) the dates for the 2020 and 2021 Christmas Weekend be set as 28<sup>th</sup>/29<sup>th</sup> November 2020 and 27<sup>th</sup>/28<sup>th</sup> November in 2021.

**E18/077 To consider matters related to Wallwood Flowers**

It was **RESOLVED** that the project should proceed as detailed in report E1826.

**E18/078 To consider the creation of an 'extra mile' award as part of the Town Awards**

It was **RESOLVED** to amend the Town Awards Policy to add:

- The Extra Mile award will be made to an individual who, in their capacity as an employee, has gone the extra mile in their work to the benefit of the Knutsford community
- The Extra Mile award will comprise a badge and framed certificate

**E18/079 To discuss ideas and opportunities for promoting events**

It was **RESOLVED** to hold a stall at one Makers Market in advance of each the Music Festival and Christmas Weekend. It was agreed that May and October would be most appropriate and that the Music Festival should also be promoted at Pub in the Park.

**E18/080 Member questions to the Clerk**

No questions were raised.

**E18/081 To consider the actions log**

The action log was reviewed and updated where necessary.

**E18/082 To note the date of the next meeting**

The date was noted.





# Finance Committee

# 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 6<sup>th</sup> August 2018** *In the Lower Council Chamber of the Town Council Offices*

### **F18/021 Present**

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

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

### **F18/022 To receive apologies for absence**

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

### **F18/023 To note declarations of members' interests**

Cllrs Gardiner, Coan and Nicholson	Non-pecuniary	F18/028a	Known to representatives of the organisation
Cllrs Gardiner, Gray and Mrs Gray	Non-pecuniary	F18/028b	Member of organisation
Cllr Nicholson	Non-pecuniary	F18/028a	Known to representatives of the organisation

### **F18/024 Public Participation**

No members of the public wished to address the committee.

### **F18/025 To receive and confirm the minutes of the meeting held 18<sup>th</sup> June 2018**

It was **RESOLVED** to confirm the minutes subject to correcting F18/013 to refer to Cllr Mrs Gray.

### **F18/026 To consider the committee's income/expenditure, year to date**

The committee's budget and spending to date was noted.

### **F18/027 To consider the Council's income/expenditure, year to date**

The council's budget and spending to date was noted.

### **F18/028 To consider grant applications**

- a) **To consider a grant application from Knutsford Cricket Club**
- b) **To consider a grant application from Friends of the Heath**
- c) **To consider the grants database**

- a) The Chairman adjourned the meeting to allow representatives of the Cricket Club to address the committee. The meeting was reconvened, and it was **RESOLVED** to award the grant in full.
- b) The Chairman adjourned the meeting to allow a representative of Friends of the

Heath to address the committee. The meeting was reconvened and it was **RESOLVED** to refer the funding of bins on the heath to the Environment Committee and that should it determine not to fund Town Council branded bins that the matter be referred to Full Council for consideration.

- c) The Town Clerk reported that no matters were outstanding.

**F18/029 To note the receipt of a capital receipt and to agree a capital expenditure policy**

The receipt of proceeds from the sale of the Cemetery Lodge was noted.

It was **RESOLVED** that the Town Clerk seek advice on whether the gross or net proceeds from a sale constitute the capital receipt and that the costs of generating the sale should be deducted from the Capital Receipts Reserve.

It was **RESOLVED** to adopt a policy of safeguarding capital receipts and to authorise the Town Clerk to insert a provision into Financial Regulations to effect this.

**F18/030 To consider amendments to the approved budget**

It was **RESOLVED** to amend Financial Regulations to cover the amendment of budgets as outlined.

It was **RESOLVED** to make the following budget amendments:

- a) Include budget of £92,580 to cover the loan income and planned expenditure on the public toilets office works under the Assets and Operations Committee
- b) Include budget of £101,600 to cover the works to the Cemetery Chapel under the Assets and Operations Committee
- c) Increase the budget for works to 60 King Street under the Assets and Operations Committee to £49,565
- d) Include budget of £28,000 for the creation of a centennial war memorial under the Environment Committee.

**F18/031 To consider items deferred from the previous committee meeting**

- a) **To consider the Internal Auditor report**
- b) **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**
  - a) The report was noted.
  - b) It was **RESOLVED** to amend the terms of reference of the Internal Audit working group to increase the sample size of checking supplier account details to 1 in 20.

**F18/032 Questions to the Clerk**

No questions were raised.

**F18/033 To consider the actions log**

The log was noted.

**F18/034 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.

**F18/035 To note the date of the next meeting**

The date was noted.

# Knutsford Town Council

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## **Minutes of the Finance Committee meeting held 8<sup>th</sup> October 2018 In the Lower Council Chamber of the Town Council Offices**

### **F18/036 Present**

Cllrs Dean, Forbes, Coan, Gardiner and Malloy

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

### **F18/037 To receive apologies for absence**

Apologies were received from Cllr Nicolson, Gray and Mrs Gray (personal business)

### **F18/038 To note declarations of members' interests**

Cllr Gardiner	Non-pecuniary	F18/043a	Known to applicant
	Non-pecuniary	F18/048	Known to outstanding debtor
Cllr Malloy	Non-pecuniary		Children attend Manor Park School
Cllr Dean	Non-pecuniary	F18/048	Known to outstanding debtor

### **F18/039 Public Participation**

No members of the public wished to address the committee.

### **F18/040 To receive and confirm the minutes of the meeting held 6<sup>th</sup> August 2018**

It was **RESOLVED** to confirm the minutes

### **F18/041 To consider the committee's income/expenditure, year to date**

The committee's budget and spending to date was noted.

The insurance of the War Memorial was discussed, and it was suggested that the Assets Committee consider the use of SmartWater.

### **F18/042 To consider the Council's income/expenditure, year to date**

The council's budget and spending to date was noted.

### **F18/043 To consider grant applications**

#### **a) To consider a grant application from Knutsford and District Lions Club**

#### **b) To consider the grants database**

a) It was noted that the scheme already had the endorsement of the Council.

A question was raised about the potential of parents typing up children's work and whether it would still be the children's own words. Some concern was also raised about the giving of cash rather than physical prizes which would be preferred, and the final concern was about the number of schools invited to take part which would include those from outside the boundary of the parish.

It was **RESOLVED** to defer a decision on the grounds that the committee cannot give precept payers money to schools outside Knutsford and that the committee is not happy giving cash for prizes and requests clarification on the whether the amount requested it the for the value of prizes or cash

b) The grants database was noted.

**F18/044 To consider the external auditor report**

The external auditor report was noted.

**F18/045 To consider the draft committee budget 2019/2020**

It was **RESOLVED** to approve the draft budget subject reducing 4261/103 (Council Grant Scheme) to £9,000.

A question was raised regarding the national funding of the Citizen's Advice services as to whether it would affect the grant the Cheshire East North Citizen's Advice would require from the council.

**F18/046 Questions to the Clerk**

The following questions were raised:

- a) whether training would be provided to councillors on data protection
- b) when the transfers to savings accounts would take place to accrue higher interest
- c) whether changes in banking had caused any issues.

**F18/047 To consider the actions log**

No actions were outstanding

**F18/048 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.

Pursuing debtors with the use of bailiffs was supported, but it was requested that it is confirmed that letters have been received by either recorded delivery or read receipts on email. The committee requested a report on the effectiveness of the debt recovery process and if it is effective by the Town Clerk at the next meeting. It was requested that confidential reports are watermarked in future to prevent them being disposed of in a non-confidential manner.

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

**F18/049 To note the date of the next meeting**

The date was noted.

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## **Minutes of the Finance Committee meeting held 3<sup>rd</sup> December 2018 In the Lower Council Chamber of the Town Council Offices**

### **F18/050 Present**

Cllrs Forbes, Coan, Gardiner, Gray, Mrs Gray, Malloy and Nicholson.

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

### **F18/051 To receive apologies for absence**

Apologies were received from Cllr Dean (personal business)

### **F18/052 To note declarations of members' interests**

Cllr Forbes	F18/059	Non-pecuniary	Has been approached by fairground operator seeking to see the fairground reintroduced at the Christmas Events
Cllr Gardiner	F18/056a	Non-pecuniary	Known to representatives of Knutsford Lions
	F18/056b	Non-pecuniary	Chair of Governors at Manor Park School and Cheshire East Councillor
Cllr Nicholson	F18/059	Non-pecuniary	Trustee of Knutsford Heritage Centre

### **F18/053 Public Participation**

No members of the public wished to address the committee.

### **F18/054 To receive and confirm the minutes of the meeting held 8<sup>th</sup> October 2018**

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

### **F18/055<sup>1</sup> To consider the committee's income/expenditure, year to date**

The committee income and expenditure to date was noted.

### **F18/056 To consider grant applications**

#### **a) To consider a grant application from the Knutsford Lions**

#### **b) To consider a donation request from Filament Projects CIC**

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

b) The Chairman adjourned the meeting to allow a representative of Filament Projects CIC to address the committee. The meeting was reconvened, and it was

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

**RESOLVED** to award a donation of £80.

**F18/057 To consider the Internal Audit working group report**

The report was noted. It was **RESOLVED** to amend Financial Regulations as recommended.

**F18/058 To consider a revised Community Grants Policy**

It was **RESOLVED** to delete 'wholly' from 3.4 of the draft meeting. It was **RESOLVED** to amend 4.8 to refer to council setting a grants budget annually.

It was **RESOLVED** to defer the consideration of a revised policy to allow for 4.7 to be explored further.

**F18/059 To consider a recommendation to Full Council for the setting of the 2019/20 budget and precept**

The Town Clerk undertook to discuss the requirement for the Planning Committee to hold a budget for monitoring the Neighbourhood Plan with Cllr Gardiner in advance of the budget setting council meeting.

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

It was **RESOLVED** to reduce 250/4440 (Cemetery Improvements) from £5,000 to £4,000

It was **RESOLVED** to reduce 510/4090 (Market Hall Professional Fees) from £1,000 to £500 and increase the transfer to reserves by £500.

It was **RESOLVED** to reduce 510/4205 (Market Hall Misc Purchases) from £250 to £100 and increase the transfer to reserves by £150.

It was **RESOLVED** to reduce 545/4173 (Town Ranger Equipment Purchases) from £500 to £30

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

It was **RESOLVED** to reduce 401/4200 (Floriculture Street Furniture) from £2,500 to £1,000

It was **RESOLVED** to reduce 330/4200 (Environment Projects Street Furniture) from £3,000 to £1,500

It was **RESOLVED** to add a Sponsorship Income budget of £3,000 to 330 (Environment Projects) to reduce the net cost of the Tour of Britain Legacy budget.

It was **RESOLVED** to reduce 401/4256 (Lantern Parade) from £2,800 to £1,500

It was **RESOLVED** to reduce 402/4180 (Christmas Market External Contractors) from £12,105 to £12,100

It was **RESOLVED** to increase 402/1200 (Christmas Market Income) from £17,000 to £17,950

It was **RESOLVED** to delete budget 415/4090 (Town Centre Management Professional Fees)

It was **RESOLVED** to increase 415/1315 (Town Centre Management Advertising Income) from £1,500 to £2,000

It was **RESOLVED** to increase 415/4205 (Town Centre Management Misc Purchases) from £250 to £100

It was **RESOLVED** to increase 440/1320 (Music Festival Sales) from £5,100 to £7,000

It was **RESOLVED** to reduce 440/4255 (Music Festival Events Costs) from £5,800 to £4,500

It was **RESOLVED**<sup>2</sup> to delete budget 450/4600 (New Events) and reduce 450/1300 (Sponsorship Income) by £250.

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

It was **RESOLVED** to reduce 605/4028 (HR Professional Development) from £3,600 to £2,500

It was **RESOLVED** to recommend the allocation of reserves as outlined and the amended budget to Council resulting in a precept of £366,234.

**F18/060 Member questions to the Town Clerk**

The Town Clerk responded to a question stating that no actions on the actions log requiring attention before the next committee meeting were outstanding.

**F18/061 To note the date of the next meeting**

The date was noted.

DRAFT



# Knutsford Town Council

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## **Minutes of the Finance Committee meeting held 28<sup>th</sup> January 2019 In the Lower Council Chamber of the Town Council Offices**

### **F18/062 Present**

Cllrs Gardiner, Coan, Gray, Mrs Gray and Malloy.

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

### **F18/063 Appointment of Chairman**

In the absence of the Chairman and Deputy Chairman it was **RESOLVED** to appoint Cllr Gardiner as chairman of the meeting.

### **F18/064 To receive apologies for absence**

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

### **F18/065 To note declarations of members' interests**

No member declared an interest in any item under discussion.

### **F18/066 Public Participation**

No members of the public wished to address the committee.

### **F18/067 To receive and confirm the minutes of the meeting held 3<sup>rd</sup> December 2018**

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

### **F18/068<sup>1</sup> To consider the committee's income/expenditure, year to date**

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

### **F18/069 To consider the Council's income/expenditure, year to date**

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

### **F18/070 To consider a revised Community Grants Policy**

It was **RESOLVED** to defer this item to the next meeting to enable the Chairman and Deputy Chairman to provide additional information on the proposed changes.

### **F18/071 To consider a revised Investments Policy**

It was **RESOLVED** to approve the addition of the clause permitting use of the CCLA Public Sector Deposit Fund. It was **RESOLVED** to approve the addition of the clause stating the

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<sup>1</sup> Cllr Coan arrived during this item.

officers and members involved in decisions have sufficient capability and skills. It was **RESOLVED** to approve the addition of the clause on non-financial investments, subject to a typographical correction. It was **RESOLVED** to recommend the revised policy for adoption by Full Council.

It was agreed that the committee consider updating Financial Regulations at its next meeting to add:

- a requirement to obtain market valuations of built assets alongside quinquennial condition surveys
- a requirement that the business cases for substantial building works include an assessment of the impact on the value of the asset

**F18/072 To consider the actions log**

It was noted that no actions were outstanding.

**F18/073 Member questions to the Town Clerk**

No questions were raised.

**F18/074 To consider the council's outstanding debtors report and to receive a report on the effectiveness of debt recover processes**

It was **RESOLVED** to amend 5.2 of the Credit Management Policy to state:

the Responsible Financial Officer shall determine the appropriate action to take [in relation to debt recovery] in consultation with the Chairman of the Finance Committee and report the same to the next meeting of the Finance Committee

It was **RESOLVED** to exclude the public and press on the grounds of the sensitive nature of discussions. The Town Clerk provided an update in relation to outstanding debtors. It was **RESOLVED** to readmit the public and press.

**F18/075 To note the date of the next meeting**

The date was noted.

# Knutsford Town Council

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## **Minutes of the Finance Committee meeting held 25<sup>th</sup> March 2019 In the Lower Council Chamber of the Town Council Offices**

### **F18/076 Present**

Cllrs Gardiner, Forbes, Coan, Gray, Mrs Gray, Nicholson and Malloy.

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

### **F18/077 To receive apologies for absence**

Apologies were received from Cllr Dean (health)

### **F18/078 To note declarations of members' interests**

Cllrs Coan, Forbes and Nicholson declared a non-pecuniary interest being known to a debtor listed in the Outstanding Debtors Report. Cllr Gardiner declared a non-pecuniary interest as the Chairman of Governors at Manor Park Primary School.

### **F18/079 Public Participation**

No members of the public wished to address the committee.

### **F18/080 To receive and confirm the minutes of the meeting held 28<sup>th</sup> January 2019**

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

### **F18/081 To consider the committee's income/expenditure, year to date**

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

### **F18/082 To consider the Council's income/expenditure, year to date**

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

### **F18/083 To consider a revised Community Grants Policy**

It was **RESOLVED** to adopt the proposed policy on a trial basis for two quarterly cycles and then subject to a review.

### **F18/084 To consider an amendment to Financial Regulations**

It was **RESOLVED** to replace clause 14.3 of the Financial Regulations to read as follows:

14.3 The Town Clerk shall ensure that all buildings which are the responsibility of the Council should be subject to a quinquennial survey of their condition and market value.

14.4 The business case for any substantial building works (e.g. redevelopment and works

above that which are required following the condition survey) shall include an assessment of the projected value of the asset.

**F18/085 To consider the internal auditor's interim report**

The internal auditor's interim report was reviewed and noted.

**F18/086 To consider the actions log**

It was noted that no actions were outstanding.

**F18/087 Member questions to the Town Clerk**

No questions were raised.

**F18/088 To consider the council's outstanding debtors report**

It was **RESOLVED** to exclude the public and press on the grounds of the sensitive nature of discussions. The Deputy Town Clerk provided an update in relation to outstanding debtors. It was **RESOLVED** to readmit the public and press.

**F18/089 To note the date of the next meeting**

The date was noted.

DRAFT

# 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 18<sup>th</sup> June 2018**

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

#### **F18/001 Present**

Cllrs Dean, Forbes, Coan, Nicholson and Malloy

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

#### **F18/002 To receive apologies for absence**

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

#### **F18/003 To note declarations of members' interests**

Cllr Coan	Non-pecuniary	F18/016	Incumbent Mayor
	Non-pecuniary	F18/019	Known to debtors
Cllr Forbes	Non-pecuniary	F18/008c	Patron of the club
Cllr Malloy	Non-pecuniary	F18/008d	Parishioner of St Cross
	Non-pecuniary	F18/008e	Known to organisers
Cllr Nicholson	Non-pecuniary	F18/008f	Known to the Chair of Knutsford In Bloom
	Non-pecuniary	F18/008g	Committee member
	Non-pecuniary	F18/008c	Known to applicant
	Non-pecuniary	F18/008f	Former member of Knutsford In Bloom
Cllr Dean	Non-pecuniary	F18/008e	Known to key group members
	Non-pecuniary	F18/008f	Known to key group members
	Non-pecuniary	F18/008g	Known to key group members

#### **F18/004 Public Participation**

No members of the public were present.

#### **F18/005 To note the committee's terms of reference**

The terms of reference were noted

#### **F18/006 To receive and confirm the minutes of the meeting held on 9th April 2018**

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

#### **F18/007 To consider the committee's income/expenditure, year to date**

The income and expenditure to date was noted.

#### **F18/008 To consider grant applications**

- a) To consider the grants database
- b) To consider an update in respect of grant expenditure
- c) To consider a grant application from the Canute Lunch Club
- d) To consider a donation request from St Cross Church
- e) To consider a donation request from the Knutsford Promenades
- f) To consider a grant application from Knutsford in Bloom
- g) To consider a grant application from Friends of the Moor

The Chairman explained that the remaining budget was not sufficient to cover the grant requests received, even with an increase in the budget, and that future applications would need to be assessed and prioritised.

- a) The log was noted.
- b) It was **RESOLVED** to request the underspend of £1,134 back from the Heritage Centre to provide additional funding needed for new grants. It was **RESOLVED** to request the underspend of £230 back from the Methodist Church.
- c) It was **RESOLVED** to award the grant in full<sup>1</sup>
- d) It was **RESOLVED** to award the grant in full
- e) It was **RESOLVED** to defer the item pending further information about how much of the event is in Knutsford and it's benefit for residents.
- f) It was **RESOLVED** to grant £1000 of the £1675 applied for, with the remainder to be kept in reserve should the group's reserves no longer be available.
- g) The meeting was adjourned to ask representatives of Friends of the Moor questions about the proposed noticeboard. The meeting was reconvened, and it was **RESOLVED** to make no decision on the grant but to refer the consideration of a shared Friends of the Moor/Town Council noticeboard to the relevant committee.

**F18/009 To consider the appointment of a working group to review the grants policy**

It was **RESOLVED** to appoint Cllrs Dean, Forbes and Coan to the working group to review the grants policy. It was also **RESOLVED** to amend the wording of the terms of reference item 1.0 to refer to a "minimum of 3 councillors"

**F18/010 To consider the Internal Auditor report**

It was **RESOLVED** to defer this item again pending further discussions about the internal audit checks to verify suppliers account details.

**F18/011 To appoint two members to the Banking and Investments working group**

It was **RESOLVED** to appoint Cllrs Forbes and Dean to the Banking and Investments working group

**F18/012 To consider the procurement of a card payment terminal**

It was **RESOLVED** to trial the iZettle card payment system with a report to evaluate its usefulness to be provided by the Town Clerk following the trial period.

**F18/013 To appoint members to the Internal Audit working group**

It was **RESOLVED** to appoint Cllrs Mrs Gray, Gardiner and Nicholson to the working group.

**F18/014 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**

<sup>1</sup> Cllr Forbes abstained on this resolution

It was **RESOLVED** to defer this item pending further discussions about the internal audit checks to verify suppliers account details. It was considered that the suggested check would not identify fraudulent invoices.

**F18/015 To approve the financial risk assessment for Taste Knutsford**

It was **RESOLVED** to refer the risk assessment back to the Event Committee due to concerns about excessive officer workload and the likelihood rating of 1 given to this risk on the risk assessment provided. The committee queried the insurance of the initiative with regard to food poisoning as to whether it would be covered by the Town Council or participating restaurants.

**F18/016 To consider matters related to the storage of the Mayoral Chain**

It was **RESOLVED** to exclude the public and press on the grounds of the sensitivity of discussions. It was **RESOLVED** that a new safe be purchased for the storage of the Mayoral Chain and that this be reviewed at the end of the civic year.  
It was **RESOLVED** to readmit the public and press.

**F18/017 Questions to the Clerk**

No questions were raised.

**F18/018 To consider the actions log**

It was noted that no actions were outstanding

**F18/019 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 and proposed actions to recover these.  
It was **RESOLVED** to readmit the public and press.

**F18/020 To note the date of the next meeting**

The date was noted.



# Neighbourhood Plan Committee



# Knutsford Town Council

**Town Clerk: Adam Keppel-Green**

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

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## **Minutes** *of the* **Neighbourhood Plan Committee meeting held 5<sup>th</sup> September 2018** *In the Lower Council Chamber of the Town Council Offices*

### **N18/001 Present**

Cllrs Gardiner, Dean, Forbes and Power.

Mr B Chaplin (Housing WG), Mrs S Chaplin (Heritage WG), Dr J Coffey (Town Centre WG), Mrs D Jamison (Sports and Leisure WG) and Mr K Griffiths (Environment and Open Spaces WG).

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

### **N18/002 To receive apologies for absence**

Apologies were received from Cllrs Coan and Malloy (personal business), Mrs L Dalzell and Mr K Thompson.

### **N18/003 To note declarations of members' interests**

No members declared an interest in any item.

### **N18/004 Public Participation**

No members of the public wished to address the committee.

### **N18/005 To receive and confirm the minutes of the meeting held on 24th January 2018**

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

It was noted that the scheduled May committee meeting had been inquorate.

### **N18/006 To consider the committee budget and spending to date**

The budget and spending to date was noted.

### **N18/007 To approve the submission of the Neighbourhood Plan and associated documents to Cheshire East Council**

The committee reviewed the text of the Neighbourhood Plan and made a number of agreed changes to the content of the policies and explanatory. Mrs Jamison wished it to be recorded that she was dissatisfied with policy TC3.

It was **RESOLVED** to approve the submission of the Neighbourhood Plan and to authorise the Town Clerk to approve the final submission in consultation with Cllr Gardiner and Dr Coffey.

### **N18/008 Member questions to the Town Clerk**

Cllr Forbes enquired as to the status of the Knutsford Academy video promoting the referendum; the Town Clerk undertook to enquire with the school. Mrs Jamison enquired if a letter had been sent to the Scouts as had been suggested at the January meeting, the Town Clerk confirmed it had not.

***N18/009* To note the date of the next meeting**

The date was noted.

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## **Minutes** *of the* **Neighbourhood Plan Committee meeting held 17<sup>th</sup> October 2018** *In the Lower Council Chamber of the Town Council Offices*

### **N18/010 Present**

Cllrs Gardiner, Dean and Forbes.

Mr B Chaplin (Housing WG), Mrs S Chaplin (Heritage WG), Mrs D Jamison (Sports and Leisure WG), Mrs L Dalzell (Community and Education WG), Mr K Thompson (Health WG) and Mrs J Grinham (Environment and Open Spaces WG).

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

### **N18/011 To receive apologies for absence**

Apologies were received from Cllrs Malloy and Power (personal business), Mr K Griffiths and Dr J Coffey.

### **N18/012 To note declarations of members' interests**

No members declared an interest in any item.

### **N18/013 Public Participation**

No members of the public were present.

### **N18/014 To receive and confirm the minutes of the meeting held on 5<sup>th</sup> September 2018**

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

### **N18/015 To consider the committee budget and spending to date**

The budget and spending to date was noted. Mrs Jamison enquired as to the total expenditure incurred in producing the Neighbourhood Plan which the Town Clerk undertook to calculate and provide.

### **N18/016 To note the submission of the Neighbourhood Plan**

It was noted that the Neighbourhood Plan had been submitted and the regulation 16 consultation commenced. The committee expressed thanks to Urban Imprint.

### **N18/017 To consider matters related to Community Infrastructure Levy**

- a) **To consider a report on the Cheshire East Council CIL Examination**
- b) **To consider the process for developing a Knutsford CIL projects list**

a) The report was noted.

b) It was agreed that working groups be tasked with developing a list of projects for consideration at the next committee meeting and that officers from Cheshire East

Council be invited to attend and provide advice on process and structure of a CIL projects list.

**N18/018 To recommend to Council approval for budget overspend**

It was **RESOLVED** to recommend to Council that the committee be authorised to incur expenditure of up to £3,000 in excess of its agreed budget for any costs necessary to incur post regulation 16 consultation.

**N18/019 To consider the draft committee budget 2019/20**

It was **RESOLVED** to submit the budget as drafted, requiring no expenditure in the next financial year.

**N18/020 To consider the Actions Log**

The log was noted.

**N18/021 Member questions to the Town Clerk**

It was requested that matters related to the referendum be placed on the next agenda.

**N18/022 To note the date of the next meeting**

The date was noted.

FINAL

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## **Minutes** *of the* **Neighbourhood Plan Committee meeting held 30<sup>th</sup> January 2019** *In the Lower Council Chamber of the Town Council Offices*

### **N18/023 Present**

Cllrs Gardiner, Coan and Power.

Mr B Chaplin (Housing WG), Mrs S Chaplin (Heritage WG), Mrs D Jamison (Sports and Leisure WG), Mrs L Dalzell (Community and Education WG), Dr J Coffey (Town Centre WG), Mr K Thompson (Health WG) and Mr K Griffiths (Environment and Open Spaces WG).

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

### **N18/024 To receive apologies for absence**

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

### **N18/025 To note declarations of members' interests**

Cllr Gardiner declared a non-pecuniary interest in N18/030 on the grounds of being a Cheshire East Councillor.

### **N18/026 Public Participation**

No members of the public wished to address the committee.

### **N18/027 To receive and confirm the minutes of the meeting held on 17<sup>th</sup> October 2018**

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

### **N18/028 To consider the committee budget and spending to date**

The budget and spending to date was noted.

### **N18/029 To note the Examiner's report**

It was noted that the Examiner had only required nine modifications, the majority of which were minor.

### **N18/030 To consider matters related to Community Infrastructure Levy**

Mr Stuart Penny, CIL Manager for Cheshire East Council gave an update in relation to CIL, explaining that the council was looking to introduce the levy for 1<sup>st</sup> March and that CIL would be charged on all applicable development approved after this date. It was noted that the CIL rate for the former greenbelt sites in Knutsford (and the north of the borough) had been reduced by the Inspector.

It was **RESOLVED** to refer the committee's CIL Projects List to the Planning and Licencing

Committee to consider whether any items thereon could be funded through s106 contributions and that the Neighbourhood Plan committee provide an advice note to the new Council encouraging it to engage with the committee members' experience.

**N18/031 To consider the promotion of the referendum**

It was **RESOLVED** to promote awareness of the referendum using posters, banners, social media promotion and leaflets to be handed out at Booths and Aldi on the Saturday prior to the referendum. In addition, it was agreed the Knutsford Guardian be approached to feature articles on the plan.

**N18/032 Member questions to the Town Clerk**

No questions were raised.

**N18/033 To note the date of the next meeting**

The date was noted.

DRAFT

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## **Minutes** *of the* **Neighbourhood Plan Committee meeting held 13<sup>th</sup> March 2019** *In the Lower Council Chamber of the Town Council Offices*

### **N18/034 Present**

Cllrs Gardiner, Dean, Forbes and Power.

Mr B Chaplin (Housing WG), Mrs S Chaplin (Heritage WG), Mrs D Jamison (Sports and Leisure WG), Mrs L Dalzell (Community and Education WG), Mr K Thompson (Health WG) and Mr K Griffiths (Environment and Open Spaces WG).

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

### **N18/035 To receive apologies for absence**

Apologies were received from Cllrs Malloy (personal business), Coan (council business) and Dr Coffey.

### **N18/036 To note declarations of members' interests**

No member declared an interest in any item under discussion.

### **N18/037 Public Participation**

A resident thanked the committee for its work in preparing the Neighbourhood Plan and queried the status of the Sports Action Vision Plan.

### **N18/038 To receive and confirm the minutes of the meeting held on 30<sup>th</sup> January 2019**

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

It was noted that the CIL Projects List referred to at the previous meeting would be a core document in informing the council's determining the allocation of CIL receipts.

### **N18/039 To consider the committee budget and spending to date**

The committee's budget and spending to date was noted.

### **N18/040 To approve the Sports Action Vision Plan**

It was **RESOLVED** to adopt the document subject to amendments to remove reference to Cheshire East Councillors, to mention the position not names of officers and to add a footnote in relation to artificial surfaces.

### **N18/041 To agree the advice the committee wishes to pass on to the new Council in relation to the Neighbourhood Plan**

It was agreed that the main advice passed to the new council would be the CIL Projects List

with an explanatory report on its content and the process by which it had been created.

It was noted that the new council would receive a briefing on the Neighbourhood Plan and that the council's planning committee would be advised of relevant policies when considering applications.

**N18/042 Member questions to the Town Clerk**

The Town Clerk responded to a question confirming that he would email the result of the referendum to the committee as soon as it is declared.

**N18/043 To note that the date of the next meeting**

It was noted that, subject to the passing of the Neighbourhood Plan at referendum that the meeting was the final committee meeting.

Cllr Gardiner thanked all those involved in the production of the Neighbourhood Plan for their work. The resident leads thanked Cllr Gardiner and all councillors for their leadership in developing the plan, and officers for their support.

FINAL





# Personnel Committee

# Knutsford Town Council

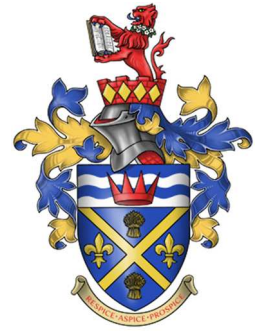
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## Minutes

*of the*

### **Personnel Committee Meeting held on June 13<sup>th</sup> 2018**

in the Moor Room of the Town Council Offices

**P18/001 Present**

Cllrs Goodrich, Coan, Forbes and Nicholson.

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

**P18/002 To receive apologies for absence**

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

**P18/003 To note declarations of members' interests**

No members declared an interest in any item.

**P18/004 To note the committee's terms of reference**

It was noted the terms of reference should be updated to include reference to member training when Standing Orders are next reviewed.

**P18/005 To receive and confirm the minutes of the meeting held 9<sup>th</sup> May 2018**

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

**P18/006 To consider the committee budget and spending to date**

The budget and spending to date was noted.

**P18/007 To review the Mayor's PA's probationary period and pay scale spinal column point**

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

It was **RESOLVED** to end the Mayor's PA's probationary period and confirm her in post. It was further **RESOLVED** that she advance to SCP 20.

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

**P18/008 To consider the Town Clerk's attendance at the SLCC National Conference**

It was **RESOLVED** to approve the Town Clerks attendance at the SLCC National Conference.

**P18/009 To consider matters related to the staff teambuilding day**

It was **RESOLVED** that the teambuilding day be permitted to be held on a normal working day.

**P18/010 To discuss personnel matters**

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

The Town Clerk provided an update in relation to a staff competence and capability matter.

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

***P18/011***    **To note the date of the next meeting**

The date was noted.

FINAL

# Knutsford Town Council

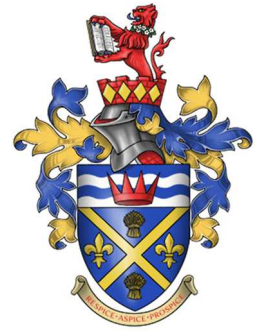
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## Minutes

*of the*

### **Personnel Committee Meeting held on July 26<sup>th</sup> 2018**

in the Moor Room of the Town Council Offices

**P18/012 Present**

Cllrs Goodrich, Mrs Gray, Forbes and Nicholson.

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

**P18/013 To receive apologies for absence**

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

**P18/014 To receive and confirm the minutes of the meeting held 13<sup>th</sup> June 2018**

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

**P18/015 To consider the committee budget and spending to date**

The budget and spending to date was noted.

**P18/016 To consider the conversion of the Town Centre Manager role from temporary to permanent and to review the hours of the post**

It was **RESOLVED** to make the post permanent. It was agreed to defer consideration of reviewing the hours pending information on the time requirement for potential sponsorship generation.

**P18/017 To consider matters related to the recruitment of a market hall cleaner**

It was **RESOLVED** to advertise for a Market Hall Cleaner for a twelve-month fixed term contract and to authorise the Town Clerk and Town Centre Manager to undertake shortlisting, interview and appointment.

**P18/018 To discuss personnel matters**

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

The Town Clerk provided an update on the Deputy Town Clerk's maternity leave and expected return date.

It was agreed that the Town Clerk report to the next meeting with a recommended change of title and spinal column points increase for the Administration Assistant in recognition of her increased experience from covering the Deputy Town Clerk role.

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

**P18/019 To note the date of the next meeting**

The date was noted.

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## Minutes

*of the*

### Personnel Committee Meeting held on August 22<sup>nd</sup> 2018

in the Moor Room of the Town Council Offices

#### **P18/020 Present**

Cllrs Goodrich, Coan, Forbes, Gray and Nicholson.

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

#### **P18/021 To receive apologies for absence**

Apologies were received from Cllrs Malloy (personal business)

#### **P18/022 To note declarations of members' interests**

Cllr Forbes	Non-pecuniary	Assisted in process of preparation of press release subject to complaint as Mayor
Cllr Goodrich	Non-pecuniary	Assisted in process of preparation of press release subject to complaint as Chairman of Assets Committee
Cllr Nicholson	Non-pecuniary	Known to claimant and complainee
Cllr Coan	Non-pecuniary	Known to claimant and complainee

#### **P18/023 To consider a complaint**

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

The details of the complaint were discussed and it was **RESOLVED** to investigate the matter further during the course of the meeting by inviting the complainee to attend to answer questions<sup>1</sup>.

The complainee was called upon and agreed to attend the meeting. The answers provided by the complainee included information on the verification process involved in preparing the press release and the timeframe of specific events detailed in the document in relation to the complaint. Having answered the questions to the satisfaction of the committee, the complainee left the room.

Following further discussion, it was **RESOLVED**<sup>2</sup> that there is no case to answer and no further action required. The Deputy Town Clerk was tasked with drafting a letter on behalf of the Town Mayor to be sent to the complainant and complainee following it being reviewed by the council's solicitor.

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

<sup>1</sup> Cllrs Goodrich and Forbes abstained on this resolution, Cllr Gray voted against the resolution.

<sup>2</sup> Cllrs Goodrich and Forbes abstained on this resolution

***P18/024***    **To note the date of the next meeting**  
The date was noted.

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## Minutes

*of the*

### Personnel Committee Meeting held on September 5<sup>th</sup> 2018

in the Moor Room of the Town Council Offices

**P18/025 Present**

Cllrs Mrs Gray, Forbes and Nicholson.

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

**P18/026 To receive apologies for absence**

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

**P18/027 To note declarations of members' interests**

No member declared an interest in any item under discussion.

**P18/028 To receive and confirm the minutes of the meetings held 26<sup>th</sup> July and 22<sup>nd</sup> August 2018**

It was **RESOLVED** to confirm the minutes subject to a correction in P18/023 to specify that the response be reviewed by the council's solicitor.

**P18/029 To consider the committee budget and spending to date**

The budget and spending to date was noted.

**P18/030 To consider review the hours of the Town Centre Manager**

It was **RESOLVED** to increase the Town Centre Manager's hours to 32 per week.

**P18/031 To consider amending the job title and spinal column point of the Administration Assistant**

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

The Town Clerk reported on discussions and it was agreed to defer this item to the next meeting.

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

**P18/032 To consider matters related to the return to work following maternity leave of the Deputy Town Clerk**

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

It was **RESOLVED** to approve the retention of the incumbent Administration Assistant for 15 hours per week in December.

**P18/033 To review the Town Ranger's probationary period**

It was **RESOLVED** to end the Town Ranger's probation period and confirm him in post. The committee expressed their thanks for his work to date.

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

**P18/034 To note that DSE assessments have been undertaken**

The Town Clerk reported that DSE assessments had recently been undertaken and that the minor issues arising were being attending to.

**P18/035 To discuss personnel matters**

The Town Clerk reported that he and the Town Centre Manager were interviewing two candidates for the Market Cleaner role the following week and provided an update on the staff teambuilding day, planned for November.

**P18/036 To note the date of the next meeting**

The date was noted.

FINAL



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## Minutes

*of the*

### Personnel Committee Meeting held on October 30<sup>th</sup> 2018

in the Moor Room of the Town Council Offices

**P18/037 Present**

Cllrs Mrs Gray, Malloy, Forbes and Nicholson.

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

**P18/038 To receive apologies for absence**

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

**P18/039 To note declarations of members' interests**

No member declared an interest in any item under discussion.

**P18/040 To receive and confirm the minutes of the meeting held 5<sup>th</sup> September 2018**

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

**P18/041 To consider the committee budget and spending to date**

The budget and spending to date as noted.

**P18/042 To appoint to the position of Administration Assistant**

It was **RESOLVED** to appoint the incumbent temporary Administration Assistant to the position of permanent Administration Assistant subject to confirmation from Ellis Whittam that there is no requirement to advertise the post.

**P18/043 To note the annual employee appraisals have been undertaken and approve the award of annual salary incremental progressions with effect April 2019**

The Town Clerk reported that the appraisals of the Town Ranger, Town Centre Manager, Administration Assistant and Mayor's PA had been completed, that the appraisal for the Deputy Town Clerk would be arranged during her keeping in touch week and that the appraisal of the Deputy Town Clerk (Maternity Cover) had not been undertaken due to her impending departure. It was noted that the Town Clerk's appraisal would be held in the coming month.

It was **RESOLVED** to approve the salary increment awards for the Town Ranger, Town Centre Manager, Administration Assistant and Mayor's PA.

**P18/044 To consider staffing requirements following the transfer and refurbishment of the Council Offices**

It was **RESOLVED** to recommend the outlined staffing structure (with the amendment that the Cemetery Groundsman report to the Office and Cemetery Manager) to Council.

**P18/045 To consider the job titles of the Administration Assistant and Mayor's PA**

It was proposed and seconded to amend the Administration Assistant job title to Administration Officer, the motion failed.

It was proposed and seconded to amend the Mayor's PA job title to Mayor's PA and Mayoral Events Coordinator, the motion failed.

**P18/046 To reviewing the grading of the Town Clerk and Deputy Town Clerk roles**

It was **RESOLVED** to exclude the public and press on the grounds of the confidentiality of discussions. The Town Clerk provided a background to report and provided additional information before leaving the meeting.

It was **RESOLVED** that the Deputy Chairman write to the Chief Officer at ChALC to clarify the following: whether or not there is weighting applied to the criteria employed in her evaluation, whether certain criteria may be afforded greater responsibility than others and whether consequentially the outcome of the evaluation is skewed, following receipt of an answer the item will be reconsidered by the committee.

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

**P18/047 To consider the draft committee budget 2019/20**

It was **RESOLVED** to recommend the draft budget subject to the amendments necessary to reflect the decision in P18/044.

**P18/048 To discuss personnel matters**

The Town Clerk responded to questions on whether staff inductions include directing all staff to the website to recognise councillors, how working hours are agreed and how homeworking is undertaken. The Town Clerk confirmed that staff are told the profiles of councillors are on the website, that working hours are mutually agreed between with staff at appointment with flexibility on both sides for ad hoc changes and that homeworking is rarely undertaken.

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

The Town Clerk responded to a question.

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

**P18/049 To note the date of the next meeting**

It was noted it would be necessary to convene a meeting in advance of the next scheduled meeting to consider the updated information from ChALC.

# Knutsford Town Council

Town Clerk: Adam Keppel-Green

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## Minutes

*of the*

### Personnel Committee Meeting held on 21<sup>st</sup> November 2018

in the Moor Room of the Town Council Offices

**P18/050 Present**

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

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

**P18/051 To receive apologies for absence**

Apologies were received from Cllr Malloy (business).

**P18/052 To note declarations of members' interests**

No member declared an interest in any item under discussion.

**P18/053 To receive and confirm the minutes of the meeting held 30<sup>th</sup> October 2018**

It was **RESOLVED** to confirm the minutes subject to the correction of a typo in P18/046.

**P18/054 To review the grading of the Town Clerk and Deputy Town Clerk roles**

It was **RESOLVED** to exclude the public and press on the grounds of the sensitive nature of discussions. The Town Clerk left the meeting.

It was **RESOLVED** that the Town Clerk seeks market data for both the Deputy Town Clerk and Town Clerk roles by contacting various market towns of a similar size and complexity to enable the committee to agree at the next meeting.

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

The Town Clerk joined the meeting.

**P18/055 To note the date of the next meeting**

The date was noted.

# Knutsford Town Council

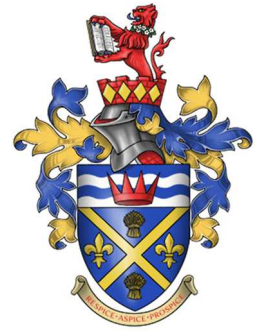
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## Minutes

*of the*

### **Personnel Committee Meeting held on 16<sup>th</sup> January 2019**

in the Moor Room of the Town Council Offices

**P18/056 Present**

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

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

**P18/057 To receive apologies for absence**

Apologies were received from Cllr Malloy (business).

**P18/058 To note declarations of members' interests**

No member declared an interest in any item under discussion.

**P18/059 To receive and confirm the minutes of the meeting held 21<sup>st</sup> November 2018**

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

**P18/060 To note the employee appraisals for the Town Clerk and Deputy Town Clerk have been undertaken**

It was noted that the appraisals for the Town Clerk and Deputy Town Clerk had been completed.

**P18/061 To review the grading of the Town Clerk and Deputy Town Clerk roles**

It was proposed and seconded that the Deputy Town Clerk role be regraded at LC2 Substantive, SCP 30-34 starting at point 30 with effect from the recruitment of the cemetery employee roles, the motion failed.

It was **RESOLVED** that the Deputy Town Clerk role be graded to LC2 Substantive on a spot salary of SCP 30, with effect from the recruitment of the cemetery employee roles, and that this be reviewed annually.

The Town Clerk left the meeting.

It was **RESOLVED** that the Town Clerk be regraded to LC3 Above on a spot salary of SCP 48 transitioning to SCP 44 following the recruitment of the cemetery employee roles and then, subject to satisfactory performance, to SCP 46 in April 2020 and SCP 48 in April 2021.

The Town Clerk joined the meeting.

**P18/062 To consider approving the Town Clerk's attendance at the SLCC Attracting, Recruiting & Managing Volunteers course (£145) and to ratify the Deputy Town Clerk's attendance at the SLCC Practitioners' Conference**

It was **RESOLVED** that the Town Clerk attend the SLCC Attracting, Recruiting & Managing Volunteers course. It was **RESOLVED** to approve the Deputy Town Clerk's attendance at the SLCC Practitioners' Conference.

**P18/063 To consider the approval of carryover of holiday entitlement to the 2019/20 leave year**  
It was **RESOLVED** to approve the carryover of a maximum of 5 days in accordance with policy.

**P18/064 To discuss personnel matters**  
The Town Clerk reported that the Market Hall Cleaner had given notice to leave. It was agreed that the Town Clerk arrange for the recruitment of a new cleaner on the same terms and that this be formally approved at the next meeting.  
The Town Clerk provided an update in relation to staffing matters.

**P18/065 To note the date of the next meeting**  
The date was noted.

FINAL

# Knutsford Town Council

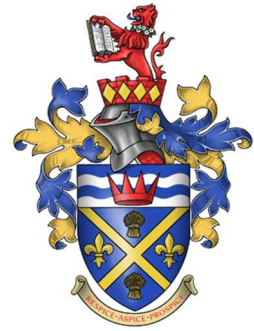
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## Minutes

*of the*

### **Personnel Committee Meeting held on 13<sup>th</sup> March 2019**

in the Committee Room of the Town Council Offices

**P18/066 Present**

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

In attendance: A Keppel-Green (*Town Clerk*) and Cllr Gardiner.

**P18/067 To receive apologies for absence**

All members were present.

**P18/068 To note declarations of members' interests**

Cllr Forbes declared a non-pecuniary interest in P18/072 as patron to the Canute Lunch Club and a trustee of Knutsford GROW.

**P18/069 To receive and confirm the minutes of the meeting held 16<sup>th</sup> January 2019**

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

**P18/070 To consider the committee budget and spending to date**

The budge and spending to date was noted.

Cllr Nicholson and Cllr Gardiner arrived.

**P18/071 To ratify the recruitment of a new Market Hall Cleaner**

It was **RESOLVED** to authorise the Town Clerk and Town Centre Manager to appoint a new cleaner.

**P18/072 To consider staff teambuilding**

It was agreed to defer this item pending further exploration of the options for activities, to include discussion with staff on the idea of a half day community volunteering activity followed by a meal.

**P18/073 To approve the Town Clerk attending the SLCC Charitable Trusts Webinars**

It was **RESOLVED** to approve the Town Clerk's attendance at the webinars.

**P18/074 To discuss member training and induction to inform the Town Clerk in preparing for the induction and training of new members following the elections**

This item was deferred.

**P18/075 To review the grading of the Town Clerk and Deputy Town Clerk roles in consideration of the requirement to provide an objective reason for using spot salaries and to agree an appeals process**

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

of discussions.

It was proposed and seconded that the matter be referred to Full Council. The motion failed.

Cllr Malloy left the meeting.

It was **RESOLVED** that the appeals process for decisions on regrading be in line with that for disciplinary and grievance matters with a sub-committee comprising members drawn from outside the Personnel Committee.

The Town Clerk left the room.

It was agreed to defer the item due to the lack of information and that the Chairman seek advice from Ellis Whittam.

***P18/076*** **To discuss personnel matters**

Cllrs Gardiner and Forbes left the meeting.

It was queried who sets the Town Centre Manager's targets.

***P18/077*** **To note the date of the next meeting**

It was recommended that the Town Clerk convene a meeting in advance of the elections.

# Knutsford Town Council

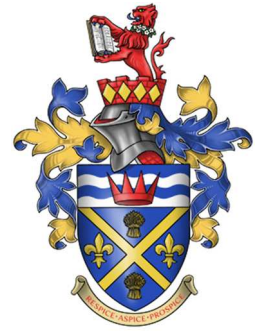
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## Minutes

*of the*

### Personnel Committee Meeting held on 8<sup>th</sup> April 2019

in the Committee Room of the Town Council Offices

**P18/078 Present**

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

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

**P18/067 To receive apologies for absence**

Apologies were received from Cllr Malloy (personal business)

**P18/068 To note declarations of members' interests**

No member declared an interest in any item under discussion.

**P18/069 To receive and confirm the minutes of the meeting held 13<sup>th</sup> March 2019**

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

**P18/070 To consider the grading of the Town Clerk and Deputy Town Clerk roles**

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

The Town Clerk left the meeting.

It was **RESOLVED**<sup>1</sup> that due to budgetary concern from Full Council that the item be deferred until the new councillors come into office.

The Town Clerk re-joined the meeting.

**P18/071 To discuss personnel matters**

Cllr Power joined the meeting.

The Town Clerk reported on interim appraisals.

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

**P18/072 To note the date of the next meeting**

The date was noted.

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





# Planning Committee

# Knutsford Town Council

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## Minutes

*of the*

### **Planning and Licensing Committee 21<sup>st</sup> May 2018**

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

#### **PL18/001 Appointment of Chairman**

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

#### **PL18/002 Present**

Cllrs Gray, Beswick and Wells-Bradshaw

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

#### **PL18/003 To receive apologies for absence**

Apologies were received from Cllrs Farber (business), Coan (civic business), Dean, Gardiner and Malloy (personal business).

#### **PL18/004 To note declarations of Members' interests**

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

#### **PL18/005 To note the committee's terms of reference**

The terms of reference were noted.

#### **PL18/006 Public Participation**

A representative of the South Knutsford Residents Group spoke in relation to 18/2202M stating it was a resubmission and that the group were happy to leave it to the Conservation Officer's view.

A resident spoke in relation to the Conservation Area Review working group outlining it had been overtaken by the Neighbourhood Plan and noting that the Legh Road Conservation Area was no longer deemed at risk due to a change in criteria rather than an improvement. The resident further noted that 18/2083M was in a very polluted area.

#### **PL18/007 To receive and confirm the minutes of the meeting held on 30<sup>th</sup> April 2018**

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

#### **PL18/008 To review the committee's progress in achieving the 2020 Vision**

The aims assigned to the committee were noted and it was **RESOLVED** to task the Conservation Area Review working group with reporting to the next but one committee meeting on how it will progress the review of Conservation Areas and a realistic timescale for doing so.

#### **PL18/009 To appoint members to the Conservation Area review working group**

It was **RESOLVED** to defer this item to the next meeting.

- PL18/010 To consider the latest planning applications**  
It was **RESOLVED** to submit the comments detailed below.
- PL18/011 To consider the latest planning decisions**  
The decisions were noted.
- PL18/012 To consider matters relating to the Section 106 Agreements**  
It was noted that no applications would be subject to s106 agreements.
- PL18/013 To review the Planning Issues Log**  
It was **RESOLVED** to submit a complaint to Cheshire East Council in respect of the lack of resource allocated to progressing reported planning breaches.
- PL18/014 To consider the Planning Actions Log**  
The log was noted.
- PL18/015 To note the date of the next meeting**  
The date was noted.

FINAL

## Planning Comments: 21/05/2018

<a href="#">18/1956M</a>	11 Woodside	Single storey rear/side extension	The Council raises no objections, subject to neighbour comments.
<a href="#">18/1647M</a>	Aldi, Brook Street	Variation of condition 18 (delivery hours) on application 17/0418M	The Council raises no objections, subject to neighbour comments.
<a href="#">18/1941T</a>	Woodleigh, Legh Road	Works to TPO trees: Fell Beech tree	The Council raises no objections.
<a href="#">18/2103M</a>	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 <b>OBJECTS</b> on the grounds that the proposals are out of keeping with the surrounding area creating an overbearing built form.
<a href="#">18/2083M</a>	The Old Library, 2A, Brook Street	Change of Use to convert an adjoining piece of land (currently not in use) into a childrens play area. Remove six ash trees.	The Council raises no objections subject to neighbour comments and the views of the Conservation Officer.
<a href="#">18/2174M</a>	50 Goughs Lane	Proposed extension and alterations to dwelling	The Council raises no objections, subject to neighbour comments.
<a href="#">18/1982M</a>	9 Egerton Square	Replace existing mono pitch polycarbonate roof with new hipped roof with tiles in keeping with the original building	The Council raises no objections, subject to neighbour comments.
<a href="#">18/1982M</a>	Broad Terraces, Legh Road	Single storey side extension to the property to provide an enlarged kitchen and breakfasting room, and an additional wc accessible from the garden. The existing store rooms to the rear of the existing garage will be demolished to create the space required for the proposal.	The Council raises no objections subject to the views of the Conservation Officer.

<a href="#">18/2199M</a>	15a Minshull Street	Change of use from food shop to bar/restaurant.	The Council raises no objections.
<a href="#">18/2197M</a>	16 Rowley Way	Ground floor rear extension to dwelling	The Council raises no objections, subject to neighbour comments.
<a href="#">18/2258M</a>	79 Ashworth Park	Ground Floor Rear and Side Extensions and Alterations.	The Council raises no objections, subject to neighbour comments.
<a href="#">18/2259M</a>	20 Hayton Street	Proposed second storey side extension using modern materials and internal alterations	The Council <b>OBJECTS</b> on the grounds that the materials proposed are out of keeping with the character of the area, inappropriate for the setting of the semi-detached modest property.
<a href="#">18/2245M</a>	183 Ashworth Park	Fencing along the side of the dwelling at 183 Ashworth Park	The Council raises no objections, subject to neighbour comments.
<a href="#">18/2238T</a>	Pinewood, 1 Legh Gardens	Section 211 Notice: T1. Norway Maple. Fell to ground level. T2. Cherry. Fell to ground level.	The Council raises no comments.

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## Minutes

*of the*

### Planning and Licensing Committee 4<sup>th</sup> June 2018

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

#### **PL18/016 Present**

Cllrs Farber, Beswick, Coan, Gardiner, Gray, Malloy and Wells-Bradshaw

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

#### **PL18/017 To receive apologies for absence**

Apologies were received from Cllr Dean (personal business)

#### **PL18/018 To note declarations of Members' interests**

Cllr Coan	Non-pecuniary	18/2304M	A customer of the bank
Cllr Gardiner	Non-pecuniary	18/2316M	Known to neighbours
Cllr Farber	Pecuniary	18/2316M	Know to applicant personally and commercially
	Non-pecuniary	18/2304M	A customer of the bank
	Non-pecuniary	18/2311M	A customer of the restaurant

#### **PL18/019 Public Participation**

A representative of the combined community groups spoke in relation to application 18/2104M highlighting that whilst they would like to see the site implemented to meet the requirements of the local plan there were disadvantages of the site in relation to the neighbouring Tatton Park and industrial estate, being under the flight path and inadequate site access. Raising additional concerns about density, cramping, affordable housing provision and lack of visual impact assessments, the community group would support objection to these plans.

#### **PL18/020 To receive and confirm the minutes of the meeting held on 21<sup>st</sup> May 2018**

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

#### **PL18/021 To consider the latest planning applications**

It was noted that the late addition of applications 18/2104M and 18/2105D for Land North of Parkgate Industrial Estate had not provide the committee with adequate time to fully review the plans and it was **RESOLVED** to defer this item until next Monday, when an additional meeting will be held for these items only.  
It was **RESOLVED** to submit the comments detailed below.

#### **PL18/022 To consider matters relating to the Section 106 Agreements**

It was noted that no applications would be subject to s106 agreements.

#### **PL18/023 To note the date of the next meeting**

The date was noted.

## Planning Comments: 04/06/2018

<a href="#">18/2316M</a>	Lake House, Legh Road	Listed Building Consent for new vehicular access and alterations and new extensions to rear (west) elevation at lower ground levels to provide a garden room, gym and pool room to Grade II listed building	The Council raises no objections to the listed building consent, subject to the Conservation Officer being satisfied with the methodology and materials being employed.
<a href="#">18/2315M</a>	Lake House, Legh Road	New vehicular access and alterations and new extensions to rear (west) elevation at lower ground levels to provide a garden room, gym and pool room to Grade II listed building	The Council <b>OBJECTS</b> to the creation of the second access which requires planning permission rather than listed building consent, in so far as it would be detrimental to the setting of the listed building and the wider street scene
<a href="#">18/2353M</a>	2 Merriman Avenue	Erection of single storey rear and side extension, together with internal alterations.	The Council raises no objection subject to neighbours' comments.
<a href="#">18/2366M</a>	14 Lee Close	Loft conversion - creating 1no. dormer the rear and 2 no. on the front elevation roof changed to gable rather than hipped	The Council raises no objection subject to neighbours' comments.
<a href="#">18/2386M</a>	21 Freshfields	Demolition of existing garage and two storey side extension	The Council raises no objection subject to the officer being satisfied that sufficient space remains for two cars following the removal of the garage.
<a href="#">18/2304M</a>	Canute Square, 2 Canute Place	Removal of ATM and reinstatement of window, cill and brickwork and removal of nightsafe and infilling of aperture with brickwork.	The Council raises no objections to the works, but requests that the Conservation Officer is satisfied that the new brickwork matches, requesting a condition be applied to ensure that that applicants provide a full schedule of materials including mortar to be signed off by the Conservation Officer, before works commence.
<a href="#">18/2304M</a>	131 King Street	T 1, Cypress tree. Reduce the tree by around 4 metres in height and raise the height of the crown to give the fence 1 metre of clearance. T 2, Português Laurel. Reduce the tree by around 2 metres in height. T 3, Cypress tree. Reduce the tree	The Council raises no objections, subject to the Arboriculturalist being satisfied with the works proposed.

		by around 2 metres in height and raise the crown by 1 metre to give clearance to the fence.	
<a href="#"><u>18/2311M</u></a>	93 King Street	Listed building consent for new rooftop extension, internal alterations and covered dining area located on existing flat roof	The Council raises no objection to the proposed developments, subject to a condition being applied requiring the details of the new extraction system, to ensure it is of appropriate design so as not to damage the listed building
<a href="#"><u>18/2285M</u></a>	93 King Street	Listed building consent for replacement shopfront to include new timber window frames (to match existing styling) with new clear double glazed, part opening windows.	The Council raises no objections
<a href="#"><u>18/2270M</u></a>	93 King Street	Listed building consent for new single storey rear extension to existing restaurant to replace existing rear balcony	The Council raises no objections
<a href="#"><u>18/2359T</u></a>	Green Acre, Parkfield Road	Fell a Leylandii, a Rowan and 3 smaller conifer bushes.	The Council raises no objection to the tree works and does not require a TPO to be applied.
<a href="#"><u>18/2337T</u></a>	The Hollies, Legh Road	T1. Oak. 2 main limbs making up the width of the tree at the north and south points, both extending over the adjacent Holly trees; reduce these limbs by 50%. Reduce in height by 3 - 4 metres to reduce sail area and shape. Limb low in the canopy with cavity - reduce back in line with the fence.	The Council raises no objections to the works proposed to the protected trees
<a href="#"><u>18/2422M</u></a>	34 Lilac Avenue	Part single, part two storey side and rear extensions	The Council raises no objection subject to neighbours' comments.
<a href="#"><u>18/2544M</u></a>	60 King Street	Listed building consent for installation of bird spikes/netting	The Council does not comment on its own applications.



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## Minutes

of the

### Planning and Licensing Committee II<sup>th</sup> June 2018

In the Lower Council Chamber of the Town Council Offices

#### PL18/024 Present

Cllrs Gardiner, Beswick, Coan and Wells-Bradshaw

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

#### PL18/025 To elect a Chairman

In the absence of the Chairman and Deputy Chairman, it was **RESOLVED** to elect Cllr Gardiner as Chairman for this meeting.

#### PL18/026 To receive apologies for absence

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

#### PL18/027 To note declarations of Members' interests

Cllr Coan	Non-pecuniary	18/2104M	Known to landowner
		18/2105D	
Cllr Wells-Bradshaw	Non-pecuniary	18/2104M	Known to landowner
		18/2105D	
Cllr Gardiner	Non-pecuniary	18/2104M	Known to landowner and has met with applicant regarding plans
		18/2105D	Chair of Governors of Manor Park School

#### PL18/028<sup>1</sup> Public Participation

A representative of the combined community groups spoke in relation to application 18/2104M, wanting to redress the balance from the last meeting where the negatives had been focussed on. The community groups are keen to see the development progress as part of the local strategic plan and the last of the green belt sites. Highlighting the positives such as the green and pleasant gateway with open space and footpaths, an attractive spine road, generous plots and well positioned homes and noting as a whole the good landscaping and trees. It is considered that the noise will be deflected and absorbed by trees and design, homes will be insulated and will meet demand and that it is consistent with the design guide for Cheshire East and Knutsford. It was felt that other weaknesses can be overcome by redesign or mitigation and whilst access has been dealt with in the outline application, there are wider problems and the Getting Around Working Group have identified thirteen improvements through town to help ameliorate problems.

The Council heard a short presentation from the Pegasus Group representative (Applicant's Agent) with the applicant providing additional detail. The agent detailed previous applications and responses to feedback on the current proposal for the site

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

including the rendering and bay window design. Confusion regarding affordable housing provision has now been responded to clarify the scheme.

Matters relating to Section 73 and section 106 agreements were discussed and it was requested that parking and changing facilities were provided with the sports pitch. The applicant is keen to see the Section 106 monies used to deliver sustainable improved facilities around the town and highlighted that some of this will be allocated to schools. Cycle and pedestrian access to the site was highlighted and a suggestion was made for a pedestrian access bridge alongside the current access bridge, which would require permission from Network Rail.

**PL18/029 To consider planning applications 18/2104M and 18/2105D for Land North of Parkgate Industrial Estate**

The Chairman read feedback on the applications sent through from Cllrs Malloy and Gray. It was **RESOLVED** to submit the comments detailed below.

**PL18/030 To consider matters relating to the Section 106 Agreements**

The Council wishes to be consulted on how and where the agreed contributions are to be spent, particularly in relation to school access, with the development currently being sited in the catchment area for Egerton Primary School.

**PL18/031 To note the date of the next meeting**

The date was noted.

## Planning Comments: 11/06/2018

<a href="#">18/2104M</a>	Land North of Parkgate Industrial Estate, Parkgate Lane	Reserved matters application pursuant to outline planning consent 13/2935M for siting, design, appearance and landscaping details for residential development (C3 Use Class).	<p>While the Council feels that the proposed layout of and design is complimentary to the character of Knutsford, it is requests the following amendments to the scheme: -</p> <ul style="list-style-type: none"> <li>• More brick to be employed for the apartment buildings as opposed to rendering, for the purposes of reduced long-term maintenance.</li> <li>• A dedicated parking provision and changing facilities to be provided alongside the sports pitch to enhance its sustainability and use by non-residents (local clubs etc).</li> <li>• Designated parking spaces for residents.</li> </ul> <p>Additionally, the Council would have preferred to see some bungalows in the development (the Knutsford Design Guide makes reference to this, highlighting the benefits of bungalows over apartments including private garden areas)</p> <p>Overall, the Council is in support of the scheme and welcomes the development which is considered to be fairly unique whilst reflecting the character of Knutsford.</p>
<a href="#">18/2105D</a>	Land North of Parkgate Industrial Estate, Parkgate Lane	Discharge of conditions 6, 19, 21, 23, 24, 25, 29, 39 and 41 on application 13/2935M.	The Council raises no objections to the discharge of conditions, subject to the respective qualified experts raising no objections to the relevant details

			<p>submitted</p> <p>NB We are aware that there may be some conflict between Ecology and Manchester airport in regard to the ponds.</p>
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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 18<sup>th</sup> June 2018**

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

#### **PL18/032 Present**

Cllrs Farber, Beswick, Coan, Dean and Wells-Bradshaw

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

#### **PL18/033 To receive apologies for absence**

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

#### **PL18/034 To note declarations of Members' interests**

Cllr Farber	Non-pecuniary	18/2642M	Known to agent and applicant
	Non-pecuniary	18/2379M	Known to agent
	Non-pecuniary	18/2728M	Known to landowner
	Non-pecuniary	18/2757M	Known to agent
	Non-pecuniary	18/2826T	Known to applicant

#### **PL18/035 Public Participation**

A resident spoke in relation to 18/2744M and 18/2730M outlining discordance with planning policy particularly in respect of the Conservation Area.

A resident spoke in relation to 18/2546M stating that the new application was little changed from that previously withdrawn and that the height of the building and extent of the basement were considered inappropriate.

A resident spoke in relation to 18/2546M noting there were inconsistencies in the application in relation to measurements and stating that the first-floor window would be particularly obtrusive to the neighbouring property.

#### **PL18/036 To receive and confirm the minutes of the meetings held on 4<sup>th</sup> and 11<sup>th</sup> June 2018**

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

#### **PL18/037 To appoint members to the Conservation Area Review working group**

It was **RESOLVED** to appoint Cllrs Gardiner, Coan and Beswick to the working group.

#### **PL18/038 To consider the latest planning applications**

It was **RESOLVED** to submit the comments detailed below.

#### **PL18/039 To consider the latest planning decisions**

The decisions were noted.

- PL18/040**    **To consider matters relating to the Section 106 Agreements**  
It was noted that no applications would be subject to s106 agreements.
- PL18/041**    **To review the Planning Issues Log**  
The log was noted.
- PL18/042**    **To consider the Planning Actions Log**  
The log was noted.
- PL18/043**    **To note the date of the next meeting**  
The date was noted.

FINAL

## Planning Comments: 18/06/2018

Application	Address	Application details	Comments
<a href="#">18/2614M</a>	25 Willow Green	Ground floor conversion of part of attached garage to living accommodation, erection of rear single storey extension with flat roof and rooflights, alterations to rear ground floor elevation to include large sliding doors and fixed light window.	The council raises no objections, subject to neighbour comments.
<a href="#">18/2601M</a>	Old Court House, Chelford Road	Listed building consent for alterations to the existing kitchen and cloaks area to provide a new kitchen layout and cloakroom including new external windows and doors. Replacement of two first floor windows.	The council raises no objections, subject to neighbour comments.
<a href="#">18/2600M</a>	Old Court House, Chelford Road	Alterations to the existing kitchen and cloaks area to provide a new kitchen layout and cloakroom including new external windows and doors. Replacement of two first floor windows.	The council raises no objections, subject to neighbour comments.
<a href="#">18/2564M</a>	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.	<p>The Council <b>OBJECTS</b> on the following grounds:</p> <ol style="list-style-type: none"> <li>1) Detrimental affect on the privacy of neighbouring properties by virtue of the six windows on the second storey.</li> <li>2) Reduction in light to the habitable area of the neighbouring properties.</li> <li>3) The excessive height detrimentally affects the existing street scene.</li> <li>4) The proposed development fails to fit in, let alone enhance, the street scene and character of the Conservation Area.</li> <li>5) The loss of a period property.</li> <li>6) The inconsistency in boundaries as shown on the plans</li> <li>7) The lack of space between properties</li> </ol>

			<p>resulting in further detrimental impact to the street scene and character of the Conservation Area.</p> <p>8) Concern of the affect of the large basement with respect drainage and the water table.</p>
<a href="#">18/1737M</a>	21 Princess Street	Advertisement Consent for 1 x Hanging Sign and 2 x Fascia Signs.	The council <b>OBJECTS</b> to the internal illumination of the signage on the grounds of it being detrimental to the character of the Conservation Area but otherwise raises no objections.
<a href="#">18/2642M</a>	29 Tabley Close	Rear single storey and part first floor extension. Demolition of existing conservatory	The council raises no objections, subject to neighbour comments.
<a href="#">18/2379M</a>	1 Summersway	Single storey rear and side extension	The council raises no objections, subject to neighbour comments.
<a href="#">18/2612T</a>	Rear of 31 St Johns Road	Section 211 Notice: T1 Eucalyptus - Fell to ground level and remove resulting stump.	The council raises no objection.
<a href="#">18/2554M</a>	100 King Street	Installation of 4nr external air-conditioning condensers to the flat roof area of the single storey extension to the rear of property	The council raises no objections, subject to neighbour comments.
<a href="#">18/2728M</a>	Land at Canute Place	Retrospective application for the installation of 2no. MAV Automatic Number Plate Recognition Cameras	The council raises no objections, subject to neighbour comments.
<a href="#">18/2730M</a>	Land Adj 2 Croft Lane	Erection of two new residential dwellings in the adjacent gardens of 2 and 4 Croft Road	<p>The council <b>OBJECTS</b> on the following grounds:</p> <ul style="list-style-type: none"> <li>a) it represents the wholesale destruction of the character of the Conservation Area by failing to preserve or enhance its character</li> <li>b) the proposal is not in keeping with the existing street scene which comprises single dwellings on standard sized plots</li> <li>c) The impact on the amenity of Sanctuary Moor</li> </ul>



			<p>d) when considered with the proposals for the extension of the adjacent properties it will create a terracing effect.</p> <p>e) It is not in accordance with policies H2 and D1 of the emerging Knutsford Neighbourhood Plan</p>
<a href="#">18/2735M</a>	179 Ashworth Park	Proposed first floor side and rear extension, single storey rear extension, partial garage conversion, front porch canopy and associated alterations.	The council raises no objections, subject to neighbour comments.
<a href="#">18/2757M</a>	Hazelfield, Legh Road	Demolition of existing garage and construction of new two car garage	The council raises no objections subject to a condition that it remain ancillary to Hazelfield.
<a href="#">18/2660M</a>	St Vincent de Paul Catholic Primary School, Manor Park South	Replacement of existing modular building with new single storey building along with associated landscaping works	The council raises no objections, subject to neighbour comments.
<a href="#">18/2606M</a>	Hylands, Mobberley Road	Proposed 2 storey extension of a kitchen and breakfast area with master bedroom en-suite above.	The council raises no objections, subject to neighbour comments.
<a href="#">18/2744M</a>	2 & 4 Croft Lane	Extension of two existing semi-detached cottages.	<p>The Council <b>OBJECTS</b> to this application to this application to reconfigure a pair of rural style cottages into a pair of urban semi - detached houses. The proposed redevelopment fails to enhance or preserve the Conservation Area and, in the opinion of this Council would be detrimental to the character of the Conservation Area.</p> <p>Although the architectural style employed is a pastiche of the original cottage at the front it introduces a mixing a number of faux and modern architectural styles to the rear. The building in taking up the significant majority of the site's frontage fails to recognise the benefit of green spaces within the character of this Conservation Area.</p>

			<p>This Council considers the application represents overdevelopment of the site and as such is contrary to sections 48 and 53 of the NPPF and DC41 of the Macclesfield Local Plan Saved Policies. Although the Council notes that there is a pair of semi-detached properties further along Croft Lane they occupy far large plots than the proposed development, and are far more in keeping with the proportions of their neighbouring plots.</p> <p>Furthermore, the site is opposite Sanctuary Moor a local wildlife site of significance and the development proposed is considered to be at odds with the character of the amenity this site represents. It is noted that no ecology report has been submitted as part of the application documentation and is concerned by this.</p> <p>The Council also understands that there are issues with foul and surface water in this area and therefore a drainage report that fully addresses the proposed development and its affects upon the site and its environs should be submitted before this application is determined.</p> <p>Finally, because the property sits on a very narrow highway representing a country lane the provision of an additional access to the new development could give rise to highway safety issues.</p>
<a href="#">18/2871M</a>	100 Mobberley Road	Conversion of loft to a habitable room including addition of 2 roof windows and the erection of a single storey side extension.	The council raises no objections, subject to neighbour comments.
<a href="#">18/2826T</a>	17 Gaskell Avenue	Works to TPO tree: Cypress - Fell to ground level.	The council objects to the felling of the tree as no reasons have been given for its removal. The council raises no objections should the arboriculturalist

			consider the tree requires felling.
<a href="#">18/2773T</a>	Woodgarth, 6 Leycester Road	Section 211 Notice: Fell 3 Topiary Yew Trees	The council raises no objections.

FINAL

# Knutsford Town Council

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## Minutes

*of the*

### Planning and Licensing Committee 2<sup>nd</sup> July 2018

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

#### **PL18/044 Present**

Cllrs Farber, Beswick, Coan, Dean, Gardiner, Gray and Wells-Bradshaw

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

#### **PL18/045 To receive apologies for absence**

Apologies were received from Cllr Malloy (personal business)

#### **PL18/046 To note declarations of Members' interests**

Cllr Wells-Bradshaw	Non-pecuniary	18/2685T	Known to applicant
	Non-pecuniary	18/2686T	Known to applicant
	Non-pecuniary	18/2687T	Known to applicant
Cllr Gardiner	Non-pecuniary	18/2685T	Known to applicant
	Non-pecuniary	18/2686T	Known to applicant
	Non-pecuniary	18/2687T	Known to applicant
Cllr Dean	Non-pecuniary	18/2685T	Known to applicant
	Non-pecuniary	18/2686T	Known to applicant
	Non-pecuniary	18/2687T	Known to applicant
Cllr Farber	Non-pecuniary	18/2685T	Known to applicant
	Non-pecuniary	18/2686T	Known to applicant
	Non-pecuniary	18/2687T	Known to applicant
	Non-pecuniary	17/6144M	Known to resident

#### **PL18/047 Public Participation**

A representative from the South Knutsford Residents Group spoke in relation to applications 18/2685T, 18/2686T and 18/2687T, explaining that the applications had caused dependency in regard to the Legh Road Conservation area, with over nine applications in just over two years for this property. The representative was reassured by the Cheshire East Council Tree Officer that consent for removal is not given lightly to high amenity trees, however sudden bough fractures and descent can occur in older trees often caused by fungal disease. It suggested any required replacements should be like for like or a more disease resistant variety of the same species.

#### **PL18/048 To receive and confirm the minutes of the meetings held on 18<sup>th</sup> June 2018**

It was **RESOLVED** to confirm the minutes subject to correcting Cllr Gardiner's apologies as being for business not personal business reasons.

#### **PL18/049 To consider the latest planning applications**

It was **RESOLVED** to submit the comments detailed below.

#### **PL18/050 To consider the latest licensing applications**

It was **RESOLVED** to write to the Portfolio Holder at Cheshire East Council concerning the problem of accessing details of applications where no documents are provided in order to assess the applications.

**PL18/051 To consider matters relating to the Section 106 Agreements**  
It was noted that no applications would be subject to s106 agreements.

**PL18/052 To note the date of the next meeting**  
The date was noted.

**FINAL**

## Planning Comments: 02/07/2018

<a href="#">18/2886M</a>	1 Northwich Road	Construction of rear single storey extension	The Council raises no objection subject to neighbours' comments.
<a href="#">18/2685T</a>	Stonelegh, Legh Road	Works to TPO trees: Removal of Copper Beech Tree	<p>The Council <b>STRONGLY OBJECTS</b> to the removal of the protected tree and those which is on the front boundary of the property in the Legh Road Conservation Area, unless the tree officer is convinced by evidence from assessment that the tree has been damaged beyond retention.</p> <p>The Council would like to see the tree managed to bring it back in to balance and should it be absolutely necessary to remove the tree, to see it replaced with a semi-mature of a similar species, due to the high amenity value of the trees to the street scene both individually and as a group</p>
<a href="#">18/2686T</a>	Stonelegh, Legh Road	Section 211 Notice: Removal of Beech Tree	<p>The Council <b>STRONGLY OBJECTS</b> to the unnecessary removal of the beech tree which is on the front boundary of the property in the Legh Road Conservation Area, where there is no evidence to support the requirement for removal.</p> <p>Should it be absolutely necessary to remove the tree, the Council would like to see it replaced with a semi-mature of a similar species, due to the high amenity value of the trees to the street scene both individually and as a group.</p>
<a href="#">18/2687T</a>	Stonelegh, Legh Road	Section 211 Notice: Removal of Beech Tree near terrace	The Council <b>STRONGLY OBJECTS</b> to the unnecessary removal of the beech tree which is visible from the boundary of the property in the Legh Road

			<p>Conservation Area, where there is no evidence to support the requirement for removal.</p> <p>Should it be absolutely necessary to remove the tree, the Council would like to see it replaced with a semi-mature of a similar species, due to the high amenity value of the trees to the street scene both individually and as a group.</p>
<a href="#">18/2691T</a>	61 Beggarman's Lane	Works to TPO trees: Tree works to Birch tree to reduce top by 2.5m and reduce house side laterals by 1.5m	The Council raises no objection to the tree works proposed, subject to the tree officer being satisfied with the methodology of the works.
<a href="#">18/2972M</a>	72 Grove Park	Proposed refurbishment of property including two storey side and rear extensions.	The Council raises no objection subject to neighbours' comments but adds a comment requesting that the technical officer is confident that the significant change in levels will not have a detrimental effect on neighbouring properties.
<a href="#">18/2946M</a>	35 Springwood Avenue	Proposed two storey side extension.	<p>The Council raises no objection subject to neighbours' comments, but requests that the Technical Officer is assured that there is no encroachment, with the entire development including soffits, eaves and pipework being within the curtilage of the property.</p> <p>The Council also wishes to note that the design could be improved by setting the extension back by a brick width to prevent a terracing effect on the street scene.</p>
<a href="#">17/6144M</a>	Fernlea, Stanley Road	Construction of 3 detached dwellings following demolition of the existing dwelling.	The Council <b>STRONGLY OBJECTS</b> to the overdevelopment of this site by virtue of there being insufficient space for 3 units together with requisite garaging, private amenity space and parking at the front of the properties, where parking already overflows on to the street with the existing single property on the site.

			<p>It is detrimental to the character of the street scene which is adjacent to the St John's Conservation Area, drastically altering the view when compared to the current single storey bungalow home, of which there is short supply in Knutsford.</p> <p>This Council considers the application is contrary to sections DC38, DC41, DC47 of the Macclesfield Borough Local Plan Saved Policies</p> <p>The Council would consider that a design of no more than 2.5 storeys would be appropriate for this site with no more than 2 properties.</p> <p>The Council wishes to add that it does welcome that this design has tried to replicate elements of the architectural style as used in the Conservation Area.</p>
<a href="#">18/2827T</a>	Half Hidden, 5 Astley Close	Section 211 Notice: T1. Weeping Willow. Fell to ground level.	The Council raises no objections but given that the tree is of some age the Council would like to see the tree replaced with one of a native deciduous species.
<a href="#">18/2893T</a>	Park House, Parkfield Road	Section 211 Notice: Proposed works to include: 1) Leylandii trees along east border of property - reduce to 3m height and prune to tidy growth and reduce shading 2) Various trees to south of property - crown lift and prune to tidy growth and reduce shading	The Council raises no objection to the works, subject to the tree officer being satisfied with the methodology of the works.
<a href="#">18/2896T</a>	11 Leycester Road	Section 211 Notice: Proposed crown lift and pruning of neighbour's trees to south to tidy growth, reduce overhanging and reduce shading	The Council raises no objection to the works, subject to the tree officer being satisfied with the methodology of the works.
<a href="#">18/3008M</a>	Glyngaire, Tabley Road	New build replacement dwelling to application 18/0482M.	The Council raises no objection subject to neighbours' comments but note with regret that another bungalow becomes 2 storeys in an area where there is a demand for one storey properties.



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## Minutes

*of the*

### **Planning and Licensing Committee 16<sup>th</sup> July 2018**

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

#### **PL18/053 Appointment of Chairman**

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

#### **PL18/054 Present**

Cllrs Gray, Beswick and Coan

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

#### **PL18/055 To receive apologies for absence**

Apologies were received from Cllrs Dean, Gardiner, Malloy (personal business), Farber and Wells-Bradshaw (business)

#### **PL18/056 To note declarations of Members' interests**

Cllr Coan                      Non-pecuniary                      18/2996M                      Known to applicant

#### **PL18/057 Public Participation**

A resident spoke in relation to application 18/2996M stating that the overall landscape plan has good potential but is unclear when it would be provided due to the lack of a phasing plan. Concern was expressed that public open space was within the Parkgate Industrial Estate noise mitigation area, that public open space including a pitch was shown as being over a sewer, that the pitch was not the right size for a pitch but instead an amenity area, the urban style of development, diversion of the public right of way and that the proposed buy to rent houses would keep house prices high. It was further stated that FP11 should be upgraded to a bridleway and linked to Dog Wood.

A representative of the combined community groups spoke in objection to application 18/2996M expressing the groups' confusion about the number of applications submitted for the site and noting that should the s73 application be approved the scope of the land would be changed. It was suggested that B1 units could replace the apartments which overlook the industrial estate and the lack of a visual impact assessment for this application.

#### **PL18/058 To receive and confirm the minutes of the meeting held on 2<sup>nd</sup> July 2018**

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

#### **PL18/059 To consider the latest planning decisions**

The decisions were noted.

#### **PL18/060 To consider the latest planning applications**

The Chairman adjourned the meeting to ask further questions in response to the resident speaker. The meeting was reconvened and it was **RESOLVED** to submit the comments detailed below.

**PL18/061 To consider matters relating to the Section 106 Agreements**

Regarding application 18/2996M, the Council wishes to be consulted on how and where the agreed contributions are to be spent, particularly in relation to school access, with the development currently being sited in the catchment area for Egerton Primary School.

**PL18/062 To review the Planning Issues Log**

The log was noted.

**PL18/063 To review the Planning Actions Log**

The log was noted.

**PL18/064 To note the date of the next meeting**

The date was noted.

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## Planning Comments: 16/07/2018

<a href="#">18/3029M</a>	Bracklyn, Mobberley Road	Amendments to 18/0530M - First floor side extension, front extension to existing garage and roof lights to loft storage	The Council raises no objection subject to neighbours' comments.
<a href="#">18/3110M</a>	St Cross Church, Mobberley Rd	Re-leveling existing paths, tarmacadam surfacing, new edging	The Council raises no objection subject to neighbours' comments.
<a href="#">18/2996M</a>	Land North of Parkgate Industrial Estate, Parkgate Lane	Reserved matters application pursuant to outline planning consent 13/2935M for siting, design, appearance and landscaping details for residential development (C3 Use Class)	The council considers its comments on application 18/2104M stand and raises no further comments on this application.
<a href="#">18/3126M</a>	46 Grove Park	Double storey side extension and single storey rear extension	The Council raises no objection subject to neighbours' comments.
<a href="#">18/3138M</a>	Mapleton, 5 Chelford Road	Alterations and Extensions	The Council raises no objection subject to neighbours' comments.
<a href="#">18/3137M</a>	74 Bexton Road	Proposed remodelled house with single storey front garage and porch extension and rear sun lounge extension to replace conservatory	The Council raises no objection subject to neighbours' comments.
<a href="#">18/3171M</a>	12 Lowland Way	Single storey side extension	The Council raises no objection subject to neighbours' comments.
<a href="#">18/3167M</a>	22 Hayfields	Rear two storey extension and internal alterations.	The Council raises no objection subject to neighbours' comments.
<a href="#">18/2989T</a>	10 Fir Tree Avenue	Tree works to fell Corsican Pine and Scots Pine tree	The Council raises no objection subject to neighbours' comments.

<a href="#">18/3305M</a>	Lime Cottage, 15 Chelford Road	Demolition of existing single storey rear flat roof area to Kitchen and Utility. Construction of a two-storey rear/side extension.	The Council raises no objection subject to neighbours' comments.
<a href="#">18/3294M</a>	4 Manchester Road	Extension to existing dwelling house to include new master bedroom including en-suite at first floor level and extension/alterations to ground floor kitchen/dining.	The Council <b>OBJECTS</b> to the proposal due to the overall size and external appearance and the roof structure is out of keeping to the existing house.
<a href="#">18/3175M</a>	Egerton Primary School	Retention of an existing Mobile Classroom.	The Council raises no objection subject to neighbours' comments.
<a href="#">18/3165M</a>	27 Lilac Avenue	Two storey side extension and enhancements to elevations	The Council raises no objection subject to neighbours' comments.
<a href="#">18/3121T</a>	The Old Vicarage, St Johns Road	Holly (with dead top). Reduce in height by approximately 50% retaining the shoots at mid-height. Damson. Fell to ground level. Oak. Low limb to the left-hand side if the tree when viewed from the property. Remove the two drooping secondary laterals off the limb. Central limb, remove the lowest limb on this section that extends towards the property (approximately 12cm diameter). Right hand limb remove the stump and the low fork. Reduce other secondary limbs to clear the building line by 1.5 metres. Remove deadwood 3cm+ in diameter.	The Council raises no objections to the works proposed
<a href="#">18/3339M</a>	3 Moorside	Demolition of existing rear Conservatory. Construction of a new single storey rear extension. Refurbishment, alterations and construction of a new roof to the existing detached rear Garage.	The Council raises no objection subject to neighbours' comments.

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## Minutes

*of the*

### **Planning and Licensing Committee 30<sup>th</sup> July 2018**

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

#### **PL18/065 Present**

Cllrs Farber, Coan, Gardiner, Gray, Wells-Bradshaw

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

#### **PL18/066 To receive apologies for absence**

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

#### **PL18/067 To note declarations of Members' interests**

Cllr Gardiner	Non-pecuniary	18/3361M	Chair of school Governors
Cllr Coan	Non-pecuniary	18/2199M	Known to Landlord
	Non-pecuniary	18/3361M	Former pupil of the school
Cllr Farber	Non-pecuniary	18/2199M	Known to applicant, landlord and agent
	Non-pecuniary	18/3378M	Known to agent
	Non-pecuniary	18/3510M	Known to applicant

#### **PL18/068 Public Participation**

A resident spoke on behalf of the Neighbourhood Plan and Heritage Working groups regarding application 18/3205M, highlighting that the proposed development is within the grounds of the locally listed asset, the newly named Hamlet House and that the Heritage Statement relates to the previous proposal in terms of design rather than the newly designed proposal. The resident referred to policy SE7.5 of the Local Plan Strategy and section 8.2 of the Knutsford Conservation Area appraisal referring to the need for high quality design in the Conservation Area and the use of materials to blend/compliment those used in the 18<sup>th</sup> and 19<sup>th</sup> centuries. Additionally, the resident mentioned the use of metal materials in the proposal for application 18/3280M, 10 Gaskell Avenue.

A representative of the 5 combined community groups spoke in objection to application 17/6470M, whilst in principle supporting an increase in employment and vitality to the retail estate. It was highlighted that there has been no progress with a second access to the site, which could be achieved by all parties uniting. Also raised was the lack of a visual assessment from inside Tatton Park and concerns for whether the warehouses would be visible from the Grade II\* Listed parkland.

A business owner from Parkgate spoke in relation to concerns about 17/6470M and the proposal for residential development to North of Parkgate. In particular, concerns were raised about issues of access in case of an incident, the chaotic nature of traffic trying to move along Parkgate Lane and the narrow pavement on the bridge. The business owner also considered the travel plan to be incorrect in its analysis.

- PL18/069**    **To receive and confirm the minutes of the meeting held on 16<sup>th</sup> July 2018**  
It was **RESOLVED** to confirm the minutes.
- PL18/070**    **To consider the latest planning applications**  
It was **RESOLVED** to submit the comments detailed below.
- PL18/071**    **To consider matters relating to the Section 106 Agreements**  
It was **RESOLVED** to submit the comments detailed with application 17/6470M
- PL18/072**    **To note the date of the next meeting**  
The date was noted.

**FINAL**

## Planning Comments: 30/07/2018

<a href="#">18/3364M</a>	2 Beechwood	The partial demolition and alteration of existing ground floor extensions and garage. The erection of a single storey extension to the rear to enlarge living accommodation. The erection of a first floor side extension to create a new ensuite bedroom. Extensions at ground floor to the front to enlarge the garage, entrance hall and porch. The addition of a bay window to the front elevation. Various internal alterations to improve the layout. The rendering of the external walls. The replacement of the existing windows and doors. The relocation of one bedroom window from the side elevation onto the front elevation. The re-roofing of the property and replacement of roof-line components and rainwater goods.	The Council raises no objection subject to neighbours' comments.
<a href="#">18/2199M</a>	15-15a Minshall Street	Change of use from food shop to bar/restaurant - REVISED PLANS.	The Council <b>OBJECTS</b> to this proposal on the grounds that this is the tipping point for the loss of A1 units in the primary shopping area of Knutsford Town Centre, contrary to policy KTC10 of the Macclesfield Borough Plan.
<a href="#">18/3280M</a>	10 Gaskell Avenue	Proposed infill rear extension; conversion of the basement into a habitable space; conversion of the attic space and creation of 2 No. rear dormers; Internal alterations; demolition of the existing double garage and replacement with a new garage to match the other adjacent garages.	The Council raises no objections to the principle of the proposal but <b>OBJECTS</b> to the metal roof lights on the front elevation as they are detrimental to the historical fabric and character of the listed building in the Conservation Area. The Council requests that the Conservation Officer is satisfied with material samples provided in advance of the commencement of works to ensure that the materials are the matched in terms of texture, size and colour.
<a href="#">18/3281M</a>	10 Gaskell Avenue	Listed Building Consent for proposed infill rear extension; conversion of the basement into a habitable space; conversion of the attic space and creation of 2 No. rear dormers; Internal alterations; demolition of the existing	The Council raises no objections to the principle of the proposal but <b>OBJECTS</b> to the metal roof lights on the front elevation as they are detrimental to the historical fabric and character of the listed building

		double garage and replacement with a new garage to match the other adjacent garages.	in the Conservation Area. The Council requests that the Conservation Officer is satisfied with material samples provided in advance of the commencement of works to ensure that the materials are the matched in terms of texture, size and colour.
<a href="#">18/3205M</a>	Land To The South Of, Gaskell Avenue, Knutsford	Construction of a single dwelling (Victorian Garden Walled Dwelling)	The Council <b>OBJECTS</b> to the proposal for which neither blends nor compliments the area of grounds of the locally listed heritage asset. The proposal must pay due regard to the heritage asset, having some relationship in terms of material and architectural merit. The proposed development fails to enhance or preserve the locally listed Heritage Asset or the Conservation Area, contrary to Policies SE7.5 of the Local Plan Strategy and section 8.2 in the Knutsford Conservation area appraisal
<a href="#">18/3024M</a>	33 Tatton Street	Change of use from domestic dwelling to commercial office use only.	The Council <b>OBJECTS STRONGLY</b> to the loss of a small residential property in the Town Centre. The Council emphasises the need to retain a mix of units and that the loss of a residential property is not acceptable, ultimately putting greater pressure on the use of green belt land for development.
<a href="#">18/3355M</a>	67 Grove Park	First floor front extension and new wider vehicle access	The Council raises no objection subject to neighbours' comments.
<a href="#">18/3378M</a>	The Old Vicarage, St Johns Road	Demolition of existing single storey extension and creation of new single storey extensions and other alterations	The Council raises no objection subject to neighbours' comments.
<a href="#">18/3361M</a>	Manor Park School & Nursery, Manor Park North	Construction of an artificial grass surface and associated fencing on an area of the school playing field to complement and increase the sporting provision, outdoor education facility and community outreach of sport. The proposal includes a artificial grass pathway for access.	Having contributed funding to this well needed resource for the school, the Town Council entirely supports this proposal.



<a href="#">18/3510M</a>	17 Mellor Crescent	Rear and side extension	The Council raises no objection subject to neighbours' comments.
<a href="#">18/3524M</a>	7 Acacia Avenue	Proposed single story rear extension and associated alterations	The Council raises no objection subject to neighbours' comments.
<a href="#">17/6470M</a>	Land at Parkgate Industrial Estate	The erection of 16no. units with access and servicing arrangements, car parking, landscaping and associated works (Use Classes B1(C)/B2/B8) - REVISED PLANS	<p>Notwithstanding the extant planning permission, the Council <b>OBJECTS</b> due to the insufficient information provided to demonstrate that the scheme would not have a detrimental impact on the highway.</p> <p>In considering the impact on the highway, the Council requests that contributions are sought for the following highways improvements: -</p> <ul style="list-style-type: none"> <li>• A pedestrian bridge running adjacent to the existing railway bridge which affords access to the site. The current pavement is narrow and does not allow pedestrians to pass without stepping into the road.</li> <li>• Widening of the current roundabout proposal at Mobberley Road and also the road along Parkgate Lane opposite the shops.</li> <li>• A road traffic order to be implemented to prevent parking opposite the shops. Without this order, the traffic flow on to the lane will continue to be obstructed and cause traffic build up at the junction.</li> </ul> <p>The Council considers that the proposed classes of use are not appropriate to enhance employment opportunities in Knutsford and would encourage significantly more HGV movements. It is therefore</p>

			<p>requested that the scheme be amended to increase the level of B1 usage (A, B and C), rather than B2 or B8. B8 usage would generate significant levels of articulated HGV traffic (see above comments)</p> <p>The Council additionally requests for it to be noted that there is no ecological survey, no visual assessment of development from Tatton Park and no assessment of impact of development from the new housing proposal adjacent to the site and due to the 13m height of the proposal, the details of any buffer need to be carefully thought-out.</p>
<a href="#">18/3431M</a>	18 Willow Green	2 storey front extension	The Council raises no objection subject to neighbours' comments.
<a href="#">18/3435T</a>	5 Beechwood, Tabley Road	Tree works to Beech and Horse Chestnut	The Council raises no objection to the tree works proposed, subject to the tree officer being satisfied with the methodology of the works.
<a href="#">18/3570M</a>	48 Fir Tree Avenue	Demolition of existing single storey rear outrigger. Construction of single storey rear extension, two storey side extension and first floor front extension over garage, plus internal and external alterations.	The Council raises no objection subject to neighbours' comments.

# Knutsford Town Council

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## Minutes

*of the*

### Planning and Licensing Committee 3<sup>rd</sup> September 2018

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

#### **PL18/073 Present**

Cllrs Dean, Coan, Beswick, Gardiner, Gray and Wells-Bradshaw

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

#### **PL18/074 To receive apologies for absence**

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

#### **PL18/075 To note declarations of Members' interests**

Cllr Gardiner	Non-pecuniary	18/3672M	Known to applicant
	Non-pecuniary	18/3950M	Known to agent as former colleague
	Non-pecuniary	18/3931T	Known to agent through family
	Non-pecuniary	PL18/083	Known to manager of Courthouse Hotel
Cllr Wells-Bradshaw	Non-pecuniary	18/3672M	Known to applicant
Cllr Coan	Non-pecuniary	18/3672M	Known to applicant
Cllr Dean	Non-pecuniary	PL18/083	Known to manager of Courthouse Hotel

#### **PL18/076 Public Participation**

A representative of Tatton Estates spoke regarding application 18/3672M, stating that there will be no future development proposal affecting the sports pitches, that the number of dwellings is not fixed but assessed for up to 300 for the purposes of the transport assessment, the mixed-use proposal for the site is mostly in accordance with the LPS with the remainder as per the LPS and saved local plan. It was further stated that access plans have not been submitted in detail at this stage pending discussions with Crown Estates.

A representative of Knutsford Football Club spoke in objection to 18/3672M and requested that more time be given to discussing the application than the meeting would allow. The Chairman advised that Knutsford Town Council was a consultee for the application and that the application would be discussed at the end of the meeting, with the option to have another meeting if required.

A representative of the combined community groups spoke in relation to application 18/3672M stating that the community groups strongly support the development of the site, but have concerns about the proposal which is contrary to the residential led scheme identified in the LPS, seeking a 20% increase from the LPS allocation alongside other mixed uses which jeopardise the requirement for a sympathetic low density residential

development. It was stated that the boundary is inconsistent with the LPS and does not include access detail, detracting from the distinctive character of the northern gateway to the town.

A resident spoke in relation to application 18/3950M noting that it is identified as a building of townscape merit in the conservation area and raising concerns about the works already being underway and risk of altering the appearance of the building if the incorrect materials/methodology are used. The resident spoke on application 18/4052M highlighting it is within 'Character Area Two' as identified in the Knutsford Character Area Assessment and commenting that the new proposal conflicts with the character of the area and the proposal for hardstanding at the front of the property contravenes the policy.

A resident spoke in relation to 18/3672M, highlighting their involvement in the strategic planning process, raising the issue of the prematurity of the application which is a deviation from the local plan and Neighbourhood Plan in relation to open space and getting around. No play space is identified and walking and cycling routes are needed through the site. The resident requested that the applicant guarantees community benefit, holding community consultations and upgrading the application to include access arrangements at a later date, having demonstrated access integration with the other land in this allocation.

**PL18/077 To receive and confirm the minutes of the meetings held on 18<sup>th</sup> June 2018**  
It was **RESOLVED** to confirm the minutes.

**PL18/078 To consider the latest planning applications**  
It was **RESOLVED** to submit the comments detailed below

**PL18/079 To consider the latest licensing applications.**  
The applications were considered, and it was **RESOLVED** to support Cheshire East Council's action in enforcing the licence conditions at Leicester Warren Hall. It was **RESOLVED** to raise no objections to the Tatton Park application.

**PL18/080 To consider the latest planning decisions**  
The decisions were noted and disappointment was expressed about the approval of the development on Mobberley Road, noting that housing land supply is now not such an ongoing concern. It was requested that the replacement planting be monitored at Stoneleigh to ensure it takes place within 12 months.

**PL18/081 To consider the comments made on applications out of meeting**  
The comments were noted.

**PL18/082 To consider matters relating to the Section 106 Agreements**  
It was highlighted that s106 monies from Five Oaks have not been allocated as specified and the officer involved in the allocation has received a letter from Cllr Gardiner.

**PL18/083 To review the Planning Issues Log**  
The log was discussed and noted with a request that a 'stop notice' be requested for the Courthouse roof terrace.

**PL18/084 To consider the Planning Actions Log**  
The log was considered and noted with an agreement that the Chairman and Deputy Chairman discuss the idea of a Council Planning Surgery and requested that the response

from Cheshire East Council in relation to the difficulty accessing licencing applications be forwarded to Knutsford Ward councillors.

**PL18/085**    **To note the date of the next meeting**  
The date was noted.

FINAL

## Planning Comments: 03/09/2018

<a href="#">18/3950M</a>	Roebuck Cottage, Toft Road	Two storey rear extension, replacement porch, alterations and outbuilding	The Council raises no objections in principle to the proposed development, but requests that a full scheme of materials, including mortar, is submitted and approved prior to the commencement of works The Council also requests that a condition is included that prevents the outbuilding from being used for separate residential accommodation.
<a href="#">18/3979M</a>	Reindeer Cottage, Chelford Road	Single storey extension within or below existing ridge heights to provide fourth bedroom and additional living area and oak framed orangery	The Council <b>STRONGLY OBJECTS</b> to the proposal on the grounds that it: - <ul style="list-style-type: none"> <li>• Seeks a back door route to securing planning permissions far larger than green belt policies would allow (Contrary to policy PG3)</li> <li>• By virtue of proximity to the neighbour's property it would be detrimental to the amenity value (Contrary to policy SE1)</li> </ul>
<a href="#">18/3884M</a>	25 Mobberley Road	Proposed demolition of existing conservatory and erection of a single storey side & rear extension	<ul style="list-style-type: none"> <li>• The Council <b>OBJECTS</b> to the proposal which is detrimental to the uniformity of the block of properties and therefore is out of character to the street scene. The balcony overlooks neighbouring properties and is an unacceptable loss of privacy to private amenity space. (Contrary to policy SE1)</li> </ul>
<a href="#">18/3991M</a>	35 Boothfields	Porch extension to front elevation and replacement of garage door with new window.	The Council raises no objections subject to the officer being satisfied that space remains for the parking of two vehicles following the conversion of the garage.
<a href="#">18/3931T</a>	27 St Johns Road	T1 - Crown reduction in height by 1.5m - 2.0m, laterals by less (0.5m - 1.0m) and T2- Crown clean and reduction by up to 1.5m	The Council raises no objections to the tree works proposed, subject to the arboricultural officer being satisfied with the methodology for the works.

<a href="#">18/4052M</a>	Rose Cottage, 1A Meadow Drive	Demolish the existing bungalow and garage on site, and construct three terraced houses.	<p>The Council <b>STRONGLY OBJECTS</b> to the proposal on the following grounds: -</p> <ul style="list-style-type: none"> <li>• The proposal is overdevelopment by virtue of the number of units provided, the size of the gardens being unsuitable for family homes and the failure to provide adequate parking (with turning space)</li> <li>• It is detrimental to the character and street scene which was identified as character area 2 of the Neighbourhood plan, characterised by bungalows and semi-detached properties.</li> <li>• The parking proposal also involves the unacceptable loss of a protected tree.</li> </ul>
<a href="#">18/4099M<sup>1</sup></a>	7 Yewlands Drive	Proposed single storey rear extension partial garage conversion and associated alterations.	The Council raises no objections subject to neighbour comments
<a href="#">18/4064T</a>	31 Carrwood	T1. - Dismantle the large Sycamore hollow at the base located at the rear of the fence in the wooded area to the left of the property. T2. - Dismantle the large Golden Cypress located at the front right hand corner of the property.	The Council <b>OBJECTS</b> to the proposal, unless the Arboriculturalist is satisfied that removal is necessary for the reasons given by the applicant.
<a href="#">18/4141M</a>	1 School Close	Proposed two storey and single storey front, side and rear elevation extension, Raised timber decking and detached single garage.	The Council raises no objections subject to neighbour comments
<a href="#">18/4225M</a>	8 Heath Drive	Side and rear extension and alterations to connect garage/annexe to main dwelling	The Council raises no objections subject to neighbour comments
<a href="#">18/4244M<sup>2</sup></a>	One Oak, Manchester Road	Proposed first floor extension above existing attached garage	The Council raises no objections subject to neighbour comments

<sup>1</sup> Cllr Wells-Bradshaw left the meeting after this item for personal reasons

<sup>2</sup> Cllr Gardiner voted against the resolution

<a href="#">18/4108T</a>	Langdale, Legh Road	Beech (T1) crown thin 10%, Beech (T2), Crown thin 10% (thin both trees due excessive shading) Birch (T3) crown clean, maintenance of tree.	The Council raises no objections to the tree works proposed subject to the arboricultural officer being satisfied with the methodology for the works.
<a href="#">18/4151T</a>	72 Glebelands Road	T1. Sycamore. Low damaged limb, remove. Crossing branch just up from this limb (8cm diameter) remove. Lowest limb (8cm diameter) over the garden, remove. Reduce the remaining portion of the canopy over the garden by 1-1.25 metre to reduce overhang. Remove epicormic growth on the trunk.	The Council raises no objections to the tree works proposed subject to the arboricultural officer being satisfied with the methodology for the works.
<a href="#">18/4147T</a>	Brae Cottage, Legh Road	T1. Horse Chestnut located at the right hand side of the property - reduce in height by approximately 3 metres and prune side limbs to balance. Remove epicormic growth on the lowest 2 metres of the trunk. T2. Blue Cedar located at the front right hand boundary - remove hanging and broken limbs throughout the canopy. Check the large mass of twigs in the branch over the footpath and remove if possible	The Council raises no objections to the tree works proposed subject to the arboricultural officer being satisfied with the methodology for the works.
<a href="#">18/3672M</a>	Tatton Bluebell Village, Land East of Manchester Road	Outline application (with all matters reserved for future approval) for a residential-led (Use Class C3), mixed-use development, including a local centre comprising of flexible Use Classes (A1, A2, A3, A4, A5, D1 and D2); a mixed commercial use area of flexible Use Classes to allow for a C1 (Hotel) with A3/A4 (Pub/Restaurant); and/or a C2 Care Home with D1 Medical Centre; and/or Sui Generis (car showroom); alongside any associated ancillary office and service space, recreational space, car parking, cycle parking, landscaping, and other associated works for all proposed uses	<p>The Council <b>OBJECTS</b> to the outline proposal on the following grounds: -</p> <ul style="list-style-type: none"> <li>• It includes land otherwise identified for protected open space which, if the application is approved, will weaken that very important protection for the Football Club and Sports Clubs</li> <li>• The proposal is considered premature as it has failed to provide details of the vehicular access to the site. A joint application should be submitted including access arrangements for the Land West of Manchester Road (Site LPS 36(B)) to ensure that access arrangements do not prejudice either site</li> <li>• The applicant seeks permission for a mixed development incorporating uses that are not compatible with a predominantly residential development. The application is thus at odds</li> </ul>



			<p>with the type of development prescribed in the LPS. The scale is as such also at odds with the residential development set out in the LPS, impacting detrimentally on the density of the site.</p> <ul style="list-style-type: none"> <li>• The proposal seeks permission for 300 units, which is 20% higher than the indicative figure quoted in the LPS, impacting detrimentally on the density of the site. The application is thus ignoring the intentions of the LPS in terms of the total number of new homes to be built in Knutsford and would have the effect of increasing traffic volumes beyond those modelled to inform the road infrastructure improvements required as a result of the LPS.</li> </ul> <p>The Town Council does not object to this site being developed for housing along the lines proposed in the LPS</p>
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# Knutsford Town Council

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## Minutes

*of the*

### **Planning and Licensing Committee 17<sup>th</sup> September 2018**

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

#### **PL18/086 Present**

Cllrs Farber, Dean, Coan, Beswick, Gardiner and Gray

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

#### **PL18/087 To receive apologies for absence**

Apologies were received from Cllr Malloy (personal business)

#### **PL18/088 To note declarations of Members' interests**

Cllr Gardiner	Non-pecuniary	PL18/093	Home is within the existing town centre boundary
	Non-pecuniary	18/4315M	Known to agent and has talked with applicant about proposal
	Non-pecuniary	18/4180T	Known to applicant
	Non-pecuniary	18/4150M	Known to applicant
	Non-pecuniary	18/4398M	Known to applicant and landlord
	Non-pecuniary	18/4142D	Known to applicant
	Non-pecuniary	18/4180T	Known to applicant
Cllr Farber	Non-pecuniary	18/4150M	Known to applicant/householder

#### **PL18/089 Public Participation**

Two residents spoke in objection to the revised plans for The Owls, highlighting that very little had changed from the original proposal but that more windows had been added that could overlook neighbouring properties, giving rise to concerns about privacy. It was stated that neighbours reported that no planning notice has been displayed in relation to the revised plans and that inaccuracies were found within submitted documents in the comparisons with neighbouring properties.

A representative of the South Knutsford Residents Group spoke in relation to the Site Allocations and Development Policies Document which involves the loss of 200 'saved policies' from the Macclesfield Borough Plan, 85 of which affect Knutsford directly. The importance was stressed of ensuring that the new policies incorporate the saved policies and that there is consistency with the neighbourhood plan, perhaps using the guidance of Urban Imprint.

A resident spoke in relation to the proposed site for Travelling Showpersons on Mobberley Road, raising concerns about the impact of the site on the local area. Clarity was given on the use of the site and the type of community that would be using the site by Cllr Gardiner.

- PL18/090**    **To receive and confirm the minutes of the meetings held on 3<sup>rd</sup> September 2018**  
It was **RESOLVED** to confirm the minutes.
- PL18/091**    **To consider the latest planning applications**  
It was **RESOLVED** to submit the comments detailed below  
Cllr Gardiner recommended that neighbours should seek professional advice on the impact of the basement works on the stability of neighbouring properties.
- PL18/092**    **To consider the latest licensing applications.**  
It was **RESOLVED** to submit the comments detailed below
- PL18/093**    **To consider a response to the consultation on the First Draft SADPD (Site Allocations and Development Policies Document)**  
It was agreed to defer the full response on the consultation, pending further guidance from Urban Imprint on the loss of the saved policies.
- It was agreed that an initial response be sent regarding the loss of the lorry parking facility that has significant use, requesting evidence of an alternative provision for the vehicles.
- The loss of the defined primary and secondary retail frontages raised concerns and further information on this is to be sought. Cllr Gardiner called for members of the public to send in their personal responses to the consultation.
- PL18/094**    **To consider matters relating to the Section 106 Agreements**  
Cllr Gardiner advised he is still pursuing the appropriate use of local S106 monies that already been allocated.
- PL18/095**    **To note the date of the next meeting**  
The date was noted. Cllr Gardiner tendered his apologies on personal business.

## Planning Comments: 17/09/2018

<a href="#">18/2564M</a>	The Owls, Legh Road	Revised Application: - 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 <b>OBJECTS</b> to the revised application, repeating the previous comments submitted on 27 <sup>th</sup> June.  Additionally, the Council raises concerns about the extra fenestration proposed in the revised plans and express dissatisfaction at the lack of response to the Conservation Officers report shown within the new proposal.  It is noted that the applicant has not yet displayed the public notice on the exterior of the site.
<a href="#">18/4243M</a>	16 Manchester Road	Certificate of proposed lawful use for Construction of a single storey side extension to a semi-detached dwelling with pitched roof. No new access required. New foundations to be installed. Drainage from WC and washing machine/dishwasher to be combined with existing property drainage.	The Council does not comment on this type of application
<a href="#">18/4315M</a>	8 Beechwood	First floor side extension and general alterations	The Council raises no objection subject to neighbours' comments.
<a href="#">18/4280M</a>	The Willows, Chelford Road	Two story side addition and single storey rear addition to provide extra living space at ground and first floor.	The Council raises no objection but requests that due weight is given to neighbours' comments regarding the inclusions of a condition for obscured glazing to the first-floor west elevation.

<a href="#">18/4398M</a>	Public Toilet, Northwich Road	Flexible change of use from currently public conveniences to category A5 food takeaway as a fish and chip shop	The Council raises no objection subject to neighbours' comments. <sup>1</sup>
<a href="#">18/4425M</a>	3 St Georges Close	Single storey oak framed orangery extension to rear following demolition of existing conservatory	The Council raises no objection subject to neighbours' comments
<a href="#">18/4142D</a>	Land adjacent to Hylands	Discharge of conditions 7 & 9 on existing permission 17/5262M; Construction of two detached houses	<p>The Council raises no objections to the discharge of condition for the purposes of construction, providing that the area is not used for the turning of HGVs or other vehicles once the construction is completed.</p> <p>The Council <b>OBJECTS</b> It is considered that the boundary treatments do not represent a true picture and request that an enforcement officer assesses the site.</p>
<a href="#">18/4286T</a>	10 Rutherford Drive	T1 & T2 Beech overhanging driveway (one belonging to neighbour) - Crown lift to approx 5m, G3 Two Cypress left side of drive - Reduce height by approx 2m T4 Birch in left border (possibly in decline) - Remove major dead wood T5 Oak (possibly in slow decline) - Remove major dead wood & reduce exposed sections in upper crown by 2-3m G6 Cherry - Light crown lift Sycamore - Crown lift to approx 5m & remove epicormic growth & suckers Three small, dying/unsightly Conifers - Fell to low stumps Purple Plum - Crown lift/reduce overhang on drive side T7 Dying Horn beam on rear boundary - Fell to low stump G8 Two Silver Birches - Crown lift to approx 5m	<p>The Council requests that the tree officer assesses the trees to verify that they require felling.</p> <p>If the trees do require felling, the Council requests that each tree that is removed is replaced with one of a similar species</p>
<a href="#">18/4180T</a>	18, Pevensey Drive	1 x Oak tree requires pruning by 20% maximum.	The Council raises no objections, subject to the Arboriculturalist being satisfied with the works proposed.

<sup>1</sup> Cllr Beswick voted against this resolution

<a href="#">18/4288T</a>	Wychwood, 4 Leycester Close	Works to trees T1. Oak - T2. Oak -T3. Beech - T4. Pine - T5. Oak - G6. Two Oaks (one crown) - T7. Sycamore	The Council request that the tree officer assesses the trees to verify that they require felling.  If the oak tree does require felling, the Council requests that it is replaced with one of a semi-mature broadleaf species, preferably oak.
<a href="#">18/4516M</a>	Unitarian Chapel, Adams Hill	Listed building consent for proposals relating to the demolition of a redundant boiler house located against the south west corner of the 17th century chapel and the installation of a french drain against the west elevation.	The Council raises no objection subject to the Conservation Officer being satisfied that the method statement employed in the works is not detrimental to the fabric or character of the building.
<a href="#">18/4314M</a>	2 St Peters Avenue	Non-material amendment to approval 12/0808M to alter the proposed Garden Room position and combine with partial reconstruction of existing store to form a single outbuilding	The Council raises no objection subject to neighbours' comments
<a href="#">18/4337T</a>	Green Acre, Parkfield Road	Yew tree; Spruce tree; Leylandi x 2; Holly tree and Apple tree - Fell all and replace with a small shrub/bush	The Council <b>OBJECTS</b> to the removal of the yew and spruce trees and requests that these are investigated for protection by tree preservation orders.  The Yew tree is of particular street scene merit due to its position on the corner of 2 roads giving it greater visual amenity.
<a href="#">18/4150M</a>	5 Hillside Road	Extension over garage at first floor. Extension at rear at ground floor. Internal alterations. Relocation of front door	The Council raises no objection subject to neighbours' comments, requesting that due regard be given to ensuring that privacy of the neighbours is maintained by the proposal.

## Licensing Applications: 17/09/2018

<p>Co-op Food 12 Parkgate Lane Knutsford Cheshire WA16 8HG</p>	<p>Notice is hereby given that The Co-operative Group Food Limited have applied to Cheshire East Council for a minor variation of the Premises License in respect of premises Co-op Food, 12 Parkgate Lane, Knutsford, Cheshire, WA16 8HG. The proposed variation is:</p> <ul style="list-style-type: none"><li>• To make changes to the layout</li></ul> <p>Representations shall be made in writing to the below address on or before the following date: 18 September 2018.</p> <p>The Licensing Section Municipal Buildings Earle Street Crewe CW1 2BJ</p>	<p>The Council raises no objection to the proposed variation to the existing Premises License.</p>
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# Knutsford Town Council

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## Minutes of the Planning and Licensing Committee 1<sup>st</sup> October 2018 *In the Lower Council Chamber of the Town Council Offices*

### **PL18/096 Present**

Cllrs Farber, Beswick, Dean, Coan and Wells-Bradshaw

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

### **PL18/097 To receive apologies for absence**

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

### **PL18/098 To note declarations of Members' interests**

No members declared an interest in any item

### **PL18/099 Public Participation**

A member the Heritage working group for the Neighbourhood Plan spoke in relation to the applications for Marble Arch, highlighting that the group is impressed with the heritage statement which is in line with current policies and pleased that a consultation that has taken place.

A representative of the South Knutsford Residents Group spoke in relation to the Site Allocations and Development Policies Document, having reviewed the relationship between the Macclesfield and Local Borough Plan Policies, it was considered very difficult to make a proper judgement on the loss of the Knutsford specific policies and recommendation was given that professional help may be required.

Speaking further about application 17/5071M, it was highlighted that a recent appeal to Cheshire East regarding the non-determination of planning application has been submitted. A subsequent application was submitted for the Land South of Gaskell Avenue which is also yet to be determined. It was suggested that this could be included on the next agenda in time for a response to be submitted on the appeal.

Cllr Dean responded that he had received notice of the appeal and would try to find out why the application was not dealt with on time.

### **PL18/100 To receive and confirm the minutes of the meetings held on 17<sup>th</sup> September 2018**

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

### **PL18/101 To consider the latest planning applications**

It was **RESOLVED** to submit the comments detailed below

### **PL18/102 To consider the latest planning decisions**

The decisions were noted, and it was highlighted that a number of applications had been



refused in accordance with the response from the Council.

**PL18/103 To consider matters relating to the Section 106 Agreements**

No matters were raised in relation to Section 106 agreements

**PL18/104 To review the planning issues log**

The issues of the Piccolino's PROW was raised in relation to the pending definitive map modification order and process for this being made. The importance of considering heritage aspects of developments was raised by Cllr Coan as the works at Piccolino's caused the loss of an important stonework

**PL18/105 To review the planning actions log**

The actions log was noted and it was agreed to defer item PL17/031 until 31<sup>st</sup> December.

**PL18/106 To note the date of the next meeting**

The date was noted.

DRAFT

## Planning Comments: 01/10/2018

<a href="#">18/4585M</a>	23 Beechwood	First floor side extension. Part store conversion into utility room. Pitched roof to replace flat roof to front elevation of dwelling.	The Council raises no objection subject to neighbours' comments.
<a href="#">18/4601M</a>	40 Meadow Drive	Single storey rear extension.	The Council raises no objection subject to neighbours' comments.
<a href="#">18/4545M</a>	Commercial Offices, Marble Arch, King Street	Listed Building Consent for alterations to the interior of the property.	The Council raises no objection, subject to the condition that any item of architectural or heritage value (such as a fireplace) be uncovered during the works, that the items may be retained in accordance with the Heritage Statement.
<a href="#">18/4613M</a>	Marble Arch, King Street	Internal and external alterations	The Council raises no objection, subject to the condition that any item of architectural or heritage value, such as a fireplace, be uncovered during the works, that they may be retained in accordance with the Heritage Statement.
<a href="#">18/4167M</a>	8 Tabley Grove	Erection of a first floor, rear extension	The Council raises no objection subject to neighbours' comments
<a href="#">18/4673M</a>	20 Hayton Street	Proposed second storey side extension and internal alterations together with two storey front extension and single storey rear extension with front and rear canopy.	The Council raises no objection subject to neighbours' comments but considers that the proposed cladding is detrimental to the character of the street scene.
<a href="#">18/3137M</a>	74 Bexton Road	Proposed remodelled house with alterations to the roof, single storey front garage extension, two storey front extension, and rear sun lounge extension to replace conservatory	The Council raises no objection subject to neighbours' comments and the inclusion of a condition requiring the retention of the oak tree, along with method statement for the protection of the tree during the construction.

<a href="#"><u>18/4679T</u></a>	9 Parkgate Lane	Works to TPO trees: Reduce crown by approximately 2m and remove any major deadwood	The Council raises no objections to the tree works proposed subject to the arboricultural officer being satisfied with the methodology for the works.
<a href="#"><u>18/4609T</u></a>	60 Goughs Lane	Works to TPO trees: Tree works to crown reduce Red Oak and Robinia tree by up to 3m	The Council raises no objections to the tree works proposed, subject to the arboricultural officer being satisfied with the methodology for the works, to ensure they will not adversely affect the health, wellbeing and survival of the tree, given the extent of the crown reduction proposed.

# Knutsford Town Council

Town Clerk: Adam Keppel-Green

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## Minutes

*of the*

### Planning and Licensing Committee 15<sup>th</sup> October 2018

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

#### **PL18/107 Present**

Cllrs Farber, Beswick, Coan, Dean, Gardiner and Gray

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

#### **PL18/108 To receive apologies for absence**

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

#### **PL18/109 To note declarations of Members' interests**

Cllr Gardiner	Non-pecuniary	18/4796T	Previously known to agent in professional capacity
Cllr Farber	Non-pecuniary	18/4806M	Known to agent
	Non-pecuniary	18/4937M	Known to applicant
	Non-pecuniary	PL18/113	Known to applicant

#### **PL18/110 Public Participation**

A representative of the South Knutsford Residents Group spoke in relation to 18/2564M, thanking the committee for its support in objecting to this application which had been refused. The representative spoke in relation to 18/4796T raising concern about the continued deforestation at this site.

A resident of Tatton Lodge and representative of residents of Tatton Lodge and King Street spoke in objection to the application for variation of a premises licence by the Botanist, explaining that a number of bedroom windows of Tatton Lodge are less than 50 metres away from the Botanist. The residents stated they had only just become aware of the application by the restaurant and have concerns that their previous complaints have not been listened to in relation to noise/nuisance and other issues with delivery vehicles.

#### **PL18/111 To receive and confirm the minutes of the meetings held on 1<sup>st</sup> October 2018**

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

Cllr Dean gave an update in relation to the application for the land South of 18 Gaskell Avenue the application which had been appealed on the grounds of non-determination. He stated that the appeal had come as a surprise to the planning department which considered that they were in ongoing communications with the applicant. Both applications for the Land South of 18 Gaskell Avenue had since been refused at the Northern Planning Committee.

#### **PL18/112 To consider the latest planning applications**

It was **RESOLVED** to submit the comments detailed below

It was requested that a letter be sent to the chief planning officer re concerns about piecemeal applications for the removal of trees at The Willows and the need to inform owners of properties in the conservation area of their responsibilities in maintaining the character of the area.

**PL18/113 To consider the latest licensing applications**

It was **RESOLVED** to submit the comments detailed below

**PL18/114 To consider matters relating to appeals**

a) **To consider an appeal against the non-determination of application 17/5071M Land South of 18 Gaskell Avenue**

b) **To consider the outcome of planning appeals for Aldwarden Hill, Legh Road**

It was advised that the appeal for the non-determination of application 17/5071M will continue, although the applications have now been refused by Cheshire East Council.

In relation to the successful planning appeals for Aldwarden Hill on Legh Road, the Council has raised no objections to the development and considered that the proposal was of a lesser scale and impact to neighbouring properties extensions, therefore supporting the outcome of the appeal.

**PL18/115 To authorise the town clerk to prepare a response to the SADPD consultation in consultation with the Chairman and Deputy Chairman**

The Chairman adjourned the meeting for a resident to speak in relation to the loss of the Saved Policies from the Macclesfield Borough Plan. He drew attention to the new policies stating they provided general protection only not specifying characteristics of the Conservation Areas.

A number of policies were highlighted as continuing to be important but not covered in detail adequately in the new plan (e.g. DC42, DC43, H12, BE13, DC42), noting that the saved policies were used as grounds for refusal of the development on the land south of 18 Gaskell Avenue. The new environmental policies relating to landscape, Manchester Airport, noise and pollution were considered to be weaker policies, not identifying the regular air quality reviews which take place and not providing enough protection to local residents from noise disturbance. It was suggested that all these policies should be strengthened.

The Chairman reconvened the meeting and it was **RESOLVED** to authorise the Town Clerk to prepare a response to the consultation in consultation with the Chairman and Deputy Chairman.

The committee guided the response in concurring with the statements from the resident and agreeing that the wording of the policies should ensure that the current protection of the Conservation Areas and heritage assets continues, in recognition of these assets and the diminution in their protection has implications on the wider economics of the town.

**PL18/116 To consider matters relating to the Section 106 Agreements**

No matters were raised in relation to Section 106 agreements

**PL18/117 To note the date of the next meeting**

The date was noted.

## Planning Comments: 15/10/2018

<a href="#">18/4747M</a>	18 Willow Green	First floor front bedroom extension, following approved two storey front extension.	The Council raises no objections subject to neighbour comments
<a href="#">18/4749M</a>	23 Meadow Drive	Single storey extension to rear and internal alterations.	The Council raises no objections subject to neighbour comments
<a href="#">18/4721M</a>	72 Grove Park	Proposed demolition of existing dwelling and construction of replacement dwelling.	The Council raises no objections subject to neighbour comments and subject to the planning officer being satisfied that there is sufficient space for two vehicles to be parked on the site due to the narrower than standard road width on Grove Park. It is also requested that a plan for the management of construction traffic is submitted due to the road width.
<a href="#">18/4806M</a>	7 Fir Tree Avenue	Single storey side and rear extension with dormer roof plus external rendering.	The Council raises no objections subject to neighbour comments
<a href="#">18/4796T</a>	The Willows, Chelford Road	Section 211 Notice: Removal and pruning of various ornamental trees in the Legh Road (Knutsford) Conservation Area Refer accompanying Site Plan CW/9092-P-SP for details of the proposed works	The Council raises concern about the piecemeal application for the removal of trees on this property, considering it detrimental to the character of the Legh Road Conservation Area. The Council requests that the tree officer assesses the trees to ascertain if they are worthy of a TPO individually or as a group
<a href="#">18/4901M</a>	133 Mobberley Road	Proposed single storey side and front infill extension.	The Council raises no objections in principle but requests that the advice of Highways is sought to ensure that the line of site for safe egress of the adjoining property is not impeded by the development. It is also requested that a construction method statement is provided detailing the management of site traffic.

<a href="#">18/4937M</a>	The Acorns, Manchester Road	Proposed first floor extension above existing attached garage	The Council raises no objections subject to neighbour comments
<a href="#">18/4860M</a>	13 Oakleigh	First floor front extension and new pitched roof over existing front covered way	The Council raises no objections subject to neighbour comments
<a href="#">18/4939M</a>	13 Beech Drive	Proposed front side and rear single storey extensions to include new pitched roof over existing outbuildings and front bay window and also associated alterations	The Council raises no objections subject to neighbour comments subject to the correct notice being served to the adjoining property

## Licensing Comments: 15/10/2018

The Botanist 41A King Street	<p><b>APPLICATION FOR VARIATION OF A PREMISES LICENCE: LICENSING ACT 2003</b></p> <p>New World Trading Company (UK) Limited has applied to Cheshire East Council for a variation of the premises licence for The Botanist, 41A King Street, Knutsford, WA16 6DW as follows;</p> <ul style="list-style-type: none"> <li>• To extend the hours for the sale of alcohol to 01:00 Friday and Saturday.</li> <li>• To extend the hours for live music to 01:00 Friday, and add live music until 01:00 Saturday.</li> <li>• To extend the hours for opening and late night refreshment to 01:30 Friday and Saturday.</li> </ul> <p>Representations shall be made in writing to the below</p>	<p>The Council <b>OBJECTS</b> to the application for variation of a premises licence by the Botanist in the interests of preventing public nuisance:-</p> <ul style="list-style-type: none"> <li>• The existing hours are satisfactory and are already adversely affecting nearby residents. It is requested that the Licensing Department consult the with environmental health officer about compliance with the existing licence and conditions before any licence is extended.</li> <li>• Live music will have a significant adverse impact in terms of audible noise and bass beats.</li> <li>• Smokers frequently exit the restaurant to the street allowing more noise to escape from the building.</li> </ul>
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	<p>address on or before the following date: 2 November 2018.</p> <p>The Licensing Section Municipal Buildings Earle Street Crewe CW1 2BJ</p>	<p>Should the licence be granted it is requested that a condition be applied to restrict the emptying of bottles/refuse outside of the property. The location of the refuse area causes increased disturbance to residents whose bedroom windows are opposite to the rear of the building and just a short distance away.</p>
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FINAL



# 00.Knutsford Town Council

**Town Clerk: Adam Keppel-Green**

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## Minutes

*of the*

### **Planning and Licensing Committee 29<sup>th</sup> October 2018**

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

#### **PL18/118 Present**

Cllrs Dean, Beswick, Gardiner, Gray and Wells-Bradshaw

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

#### **PL18/119 To receive apologies for absence**

Apologies were received from Cllrs Malloy and Farber (business)

#### **PL18/120 To note declarations of Members' interests**

Cllr Gardiner	Non-pecuniary	18/4315M	Has taken part in discussions with the principal planner
Cllr Gray	Non-pecuniary	18/5026M	Acquainted with neighbour
	Non-pecuniary	18/5127T	Acquainted with neighbour

#### **PL18/121 Public Participation**

A resident representing residents of Toft Road and Grassfield Way, whose properties border the site of Oakhurst, spoke in objection to application 18/5026M :-

The resident raised strong objections to the development proposal for this site which is in the Legh Road Conservation Area and considered that the proposed plans break a number of planning policies. Highlighting that the area is characterised by large houses in large plots and that Oakhurst is a building of Townscape merit, it is considered that the development will have a detrimental impact by way of scale and location, proposing plots which are less than half the size than required in the LRCA, causing loss of privacy to neighbours. Policies quoted to support the objection were SE7, H2 (Submitted NP, currently regulation 16) and BE13, DC3, 38, 41 and 42 (Macclesfield Borough Plan Saved Policies)

A representative of the South Knutsford Residents Group spoke in relation application 18/5127T for Oakhurst, mentioning that tree works had been taking place at the property, questioning if the works had been previously approved or starting in advance of the application being determined.

#### **PL18/122 To receive and confirm the minutes of the meetings held on 15<sup>th</sup> October 2018**

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

#### **PL18/123 To consider the latest planning applications**

It was **RESOLVED** to submit the comments detailed below

**PL18/124 To consider the latest planning decisions**

The decisions were noted. The additional information provided from the officers' reports was considered helpful in understanding the decisions which were contrary to the comments submitted by the council

**PL18/125 To consider matters relating to the Section 106 Agreements**

No matters were raised in relation to Section 106 agreements

**PL18/126 To review the Planning Issues Log**

The planning issues log was noted, and an update was given regarding the Courthouse roof terrace.

It was requested that an update be sought for 2 Mobberley Road.

**PL18/127 To consider the Planning Actions Log**

It was requested that item ref PL18/050 is removed as the action has been completed.

**PL18/128 To note the date of the next meeting**

The date was noted.

## Planning Comments: 29/10/2018

<a href="#">18/5026M</a>	Oakhurst, Toft Road	Construction of 4no. detached dwellings with new access road	<p>The Council <b>OBJECTS</b> to the proposal on the following grounds: -</p> <ul style="list-style-type: none"> <li>• It represents overdevelopment and is detrimental to the character of the conservation area due to the number of units proposed on the site (contrary to Policy BE13 of the Macclesfield Borough Plan)</li> <li>• It fails to recognise the impact on the building of Townscape Merit, failing to preserve its setting in the design proposal (contrary to Policy SE7)</li> <li>• It introduces 3 new units, causing increased levels of overlooking, not currently afforded to residents of Grassfield Way, thus having a negative impact on the amenity of neighbouring properties (Contrary to policies DC3, 38, 41 and 42 of the Macclesfield Borough Plan)</li> <li>• The distance between the South East elevation of development to Russet House is very narrow, resulting in significant overlooking.</li> <li>• The development is also contrary to Policy H2 of the Submitted Neighbourhood Plan, currently at regulation 16</li> <li>• Should this application be approved, there will be six houses served by one access, which would need to be modified to a higher grade to meet the requirements and would likely lead to further loss of trees in the conservation area.</li> </ul>
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<a href="#">18/5127T</a>	Oakhurst, Toft Road	Works to TPO trees: Sycamore: T1: Fell due to condition One (dead) birch tree within group: G5: Fell due to condition Oak: T9: Fell due to condition Ash: T11: Fell due to condition - see arboricultural report ref: P.1089.18	The Council raises concern that this site is also subject to a planning application and that this may risk the loss of other trees on the site. If the trees requiring removal are protected by individual TPOs, the Council requests that they are replaced with those of a similar indigenous species.
<a href="#">18/4839M</a>	6 Norburys Yard	Single storey infill extension	The Council raises no objections subject to neighbour comments
<a href="#">18/4908M</a>	21 Northwich Road	Single storey extension to side and rear	The Council raises no objections subject to neighbour comments
<a href="#">18/5069M</a>	28 Fir Tree Avenue	Front elevation entrance porch, first floor side extension over existing structure and single storey rear extension, replacement windows, external rendering and wall cladding	The Council raises no objections subject to neighbour comments
<a href="#">18/4315M</a>	8 Beechwood	First floor side extension and general alterations	The Council raises no objections subject to neighbour comments <sup>1</sup>
<a href="#">18/5020M</a>	29 Grove Park	Proposed front porch & conversion of garage to utility and toilet	The Council raises no objections subject to neighbour comments, but requests that the officer confirms that space remains for the parking of two vehicles within the curtilage of the property once the garage is converted.
<a href="#">18/4914M</a>	47 Grove Park	Two storey rear extension, single storey rear and side extension at ground floor with first floor front extension and associated alterations.	The Council raises no objections subject to neighbour comments, but requests that the officer confirms that space remains for the parking of two vehicles within the curtilage of the property once the garage is converted.
<a href="#">18/5056M</a>	8 Wolfe Close	Proposed change of use application from B1/B2/B8 use to D2 Gym.	The Council <b>OBJECTS</b> to the change of use application on the grounds of insufficient car parking on the site in an out of town centre location, where

<sup>1</sup> Cllr Gardiner abstained from voting

			<p>an on-site parking problem already exists. Additional parking on the highway would be to the detriment of highways safety.</p> <p>Due to an identified undersupply of industrial floor space in the parish of Knutsford, the loss of a B unit could also create pressure to release additional green belt.</p> <p>In the event of approval, it is requested that the use is restricted to gym specific use only</p>
<a href="#">18/5101M</a>	2 Mobberley Road	To amend proposed materials relating to conditions 3 and 4 and to vary the wording of conditions 6, 7 and 9 to planning application 17/5261M - Construction of two detached houses	The Council raises concerns about the insufficient information provided, in particular the lack of boundary treatment plan. Should this result in the loss of further trees from the site, the Council would raise objections to this application to vary conditions.
<a href="#">18/5186M</a>	The Willows, Chelford Road	Two storey side addition and single storey rear addition to provide extra living space at ground and first floor.	The Council raises no objections subject to neighbour comments
<a href="#">18/4996T</a>	9 Rockford Lodge	Works to TPO tree: Reduction in growth of tree towards property by approximately 8ft	The Council raises no objections, subject to the Arboriculturalist being satisfied with the works proposed.
<a href="#">18/5147T</a>	70 Glebelands Road	Works to TPO tree: Remove epicormic growth around the main forks of Oak tree to 3 metres out from the main stems Reason: To open up the crown and keep the main trunks clear of congestion	The Council raises no objections, subject to the Arboriculturalist being satisfied with the works proposed.
<a href="#">18/5088T</a>	Kingswood, 15 Leicester Road	Section 211 notice: T1 - Maple - Removal agreed due to potentially dangerous condition T2 - Cherry - Fell to ground level - Due to lean and decay at base T3- Small Hawthorn - Fell to ground level - Heavily decayed in trunk	The Council requests that the maple tree is assessed by the Arboriculturalist to confirm that removal is required, requesting that the tree is retained if it is not considered to be a risk
<a href="#">18/5232M</a>	7 Mead Close	Side and rear extension to include dormer extension to rear	The Council <b>OBJECTS</b> to the proposal which is out of keeping with the surrounding properties and would be contrary to policy D1 of the Submitted Neighbourhood Plan, currently at regulation 16, causing a loss of amenity by overlooking at the rear

<a href="#">18/5173T</a>	Oak Lodge, Legh Road	Works to TPO tree: Pine (T1) fell because the tree is leaning towards drive. In addition, the tree is too big for the location. The root plate of the tree has a large bulge at the base of the tree. Replant with cherry tree	The Council requests that replanting takes place with a similar type of semi-mature coniferous tree.
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# Knutsford Town Council

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## Minutes

*of the*

### **Planning and Licensing Committee 12<sup>th</sup> November 2018**

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

#### **PL18/129 Present**

Cllrs Dean, Beswick, Gardiner, Gray and Wells-Bradshaw

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

#### **PL18/130 To receive apologies for absence**

Apologies were received from Cllrs Coan (civic business), Farber (personal business) and Malloy (business)

#### **PL18/131 To note declarations of Members' interests**

No members declared an interest in any item.

#### **PL18/132 Public Participation**

Pegasus Group attended to speak in relation to the changes to the Land North of Parkgate Industrial Estate applications, highlighting the changes to the two applications, both of which are now the same proposal.

In response to feedback the layout has now been amended so affordable housing is spread across the development and some plots have been rotated to be outwards facing. The height zoning was explained and the addition of a speed hump to the long stretch (following highways recommendations). More landscaping has been added to improve views and parking spaces have been adjusted to prevent rear egress. The gaps between properties were considered to be adequate to provide a rural edge and an image of the view was shown to the committee along with visuals of elevations which had added details and fenestration. Render has also been removed from the apartments in response to the previous Town Council comments.

A resident spoke on behalf of 6 residents at the Northern end of Croft Lane in relation to application 18/5273M which proposes building on the grounds of 2 Croft Lane and is a remodel of townscape merit cottages, questioning if this development will preserve and enhance the Legh Road Conservation Area (re design, cladding, divisions, size, scale dimensions, access arrangements and consideration for the protected trees which overshadow), or will contravene the policies of the submitted Neighbourhood Plan which resists inappropriate development in residential gardens. The resident had provided site plan of the two proposals for 2 and 4 Croft Lane, showing the proposed footprints side by side. Overall it was considered that the development was in breach of a number of policies and could not be supported by the residents.

#### **PL18/133 To receive and confirm the minutes of the meetings held on 29<sup>th</sup> October 2018**

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

***PL18/134***    **To consider the latest planning applications**

It was **RESOLVED** to submit the comments detailed below

***PL18/135***    **To consider matters relating to the Section 106 Agreements**

No matters were raised in relation to Section 106 agreements.

***PL18/136***    **To note the date of the next meeting**

The date was noted.

**FINAL**



## Planning Comments: 12/11/2018

<a href="#">18/2996M</a>	Land North of Parkgate Industrial Estate, Parkgate Lane	Reserved matters application pursuant to outline planning consent 13/2935M for siting, design, appearance and landscaping details for residential development (C3 Use Class).	<p>The Council <b>OBJECTS</b> on the following grounds: -</p> <ul style="list-style-type: none"> <li>• The current layout and house designs do not concur with the preferred choices set out in the Submitted Neighbourhood Plan policies and design guide</li> <li>• Whilst it is noted that the architect has gone to some lengths to overcome earlier concerns and demonstrated some good quality designs, it is considered that the street scene has an over regimented appearance</li> <li>• The lack of space around the apartment blocks exacerbates this regimented appearance, offering a lack of amenity space for occupants, and whilst rear parking is provided, the layout invites additional parking on street.</li> <li>• The apartments have no lift access, meaning limited opportunity for older residents to inhabit the development.</li> <li>• Space should be made available for more playing pitches, with the current provision being straddled across the sewer easement.</li> <li>• No visual impact assessment has been provided which is of increased importance due to the impact on Tatton Park.</li> <li>• The layout of the parking provision creates challenges for charging electric vehicles</li> </ul> <p>It is considered that these plans represent a work in progress and the Committee hopes the applicants</p>
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			will respond to comments by bringing further amendments for consideration.
<a href="#">18/2104M</a>	Land North of Parkgate Industrial Estate, Parkgate Lane	Reserved matters application pursuant to outline planning consent 13/2935M for siting, design, appearance and landscaping details for residential development (C3 Use Class).	<p>The Council <b>OBJECTS</b> on the following grounds: -</p> <ul style="list-style-type: none"> <li>• The current layout and house designs do not concur with the preferred choices set out in the Submitted Neighbourhood Plan policies and design guide</li> <li>• Whilst it is noted that the architect has gone to some lengths to overcome earlier concerns and demonstrated some good quality designs, it is considered that the street scene has an over regimented appearance</li> <li>• The lack of space around the apartment blocks exacerbates this regimented appearance, offering a lack of amenity space for occupants, and whilst rear parking is provided, the layout invites additional parking on street.</li> <li>• The apartments have no lift access, meaning limited opportunity for older residents to inhabit the development.</li> <li>• Space should be made available for more playing pitches, with the current provision being straddled across the sewer easement.</li> <li>• No visual impact assessment has been provided which is of increased importance due to the impact on Tatton Park.</li> <li>• The layout of the parking provision creates challenges for charging electric vehicles</li> </ul> <p>It is considered that these plans represent a work in progress and the Committee hopes the applicants</p>

			will respond to comments by bringing further amendments for consideration.
<a href="#">18/5258M</a>	13A Gaskell Avenue	First floor extension of bay and associated alterations	The Council raises no objection subject to neighbours' comments and Conservation Officer's assessment.
<a href="#">18/5329M</a>	2 St Peters Avenue	Construct new outbuilding comprising garden room and store behind existing garage	The Council raises no objection subject to neighbours' comments.
<a href="#">18/5293M</a>	Knutsford Methodist Church, Princess Street	Replace current exterior door with glass doors	The Council raises no objections
<a href="#">18/5138T</a>	35 Goughs Lane	Works to TPO trees: Tree works to various trees	The Council <b>OBJECTS</b> to the removal of protected trees T5 and T7. These two trees, if they have indeed outgrown their current positions should be repositioned if possible, rather than lost to the conservation area.
<a href="#">18/5337M</a>	35-37 Princess Street	Advertisement consent for fascia and hanging signs	The Council raises no objections
<a href="#">18/5339M</a>	35-37 Princess Street	Full planning application for shopfront alterations	The Council raises no objections
<a href="#">18/5340M</a>	9 Willow Green	Proposed rear and side brick boundary wall with access gates and pedestrian gate to the rear boundary	The Council <b>OBJECTS</b> to the proposal due to the wide access gates which encourage vehicular access from the main road. This access is detrimental to highways safety due to the speed limit and location. The Council also objects to the proposal due to the excessive height of the boundary wall.

<a href="#">18/5400M</a>	2 & 4 Croft Lane	Extension and internal alterations of two existing semi-detached cottages	<p>The Council raises no objections to the proposal, except for the vertical wooden cladding detail which is contrary to the submitted Design Guide of the Neighbourhood Plan.</p> <p>It is requested that as many trees as possible are afforded protection within the site to ensure views from Croft Lane and Toft Road are maintained within the Conservation Area.</p>
<a href="#">18/5271M</a>	2 Croft Lane	Erection of a single detached dwelling within the gardens of adjacent properties 2 and 4 Croft Lane	<p>The Council <b>OBJECTS</b> to this application on the following grounds: -</p> <ul style="list-style-type: none"> <li>• The proposal seeks overdevelopment of the site in terms of massing and scale</li> <li>• It will have a detrimental impact on the Conservation Area, impacting on its overall setting and being out of character with the neighbouring property</li> <li>• The development will lead to the loss of a significant number of trees on the site and its boundary</li> <li>• It is contrary to the following policies: Submitted KNP Design D1 Knutsford Design Guide, Housing H2 Previously Developed &amp; Infill Development and HE3 Conservation Areas. BE13 Legh Rd Conservation Area of the Macclesfield Borough Plan</li> </ul> <p>Overall, this proposal is detrimental to the character of the Conservation Area, failing to enhance or preserve the area.</p>

<a href="#">18/5450M</a>	10 Westfield Drive	Single storey rear extension, loft conversion and front elevation porch	The Council raises no objection subject to neighbours' comments.
<a href="#">18/5462M</a>	2 Higher Downs	Proposed Single Extension to Front and Rear	The Council raises no objection subject to neighbours' comments.
<a href="#">18/5435M</a>	49-51 King Street	Change of use of an existing lower ground floor and first floor from office use B1 to a flexible clinic or health centre D1 and office B1.	The Council supports the application for its proposed use, subject to the inclusion of conditions to restrict the conversion to any other uses allowed under D1 or any other permitted changes facilitated by variations to the classes order.
<a href="#">18/5404T</a>	West Court, Chelford Road	Section 211 Notice: Cherry - fell to low stump due to poor form	The Council raises no objections.
<a href="#">18/5399T</a>	21 Sharston Crescent	Works to TPO trees: Tree works to two Lime trees and one Pine tree	The Council raises no objections.

# Knutsford Town Council

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## Minutes

*of the*

### **Planning and Licensing Committee 26<sup>th</sup> November 2018**

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

#### **PL18/137 Present**

Cllrs Farber, Coan, Beswick, Gardiner and Gray

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

#### **PL18/138 To receive apologies for absence**

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

#### **PL18/139 To note declarations of Members' interests**

Cllr Gardiner	Non-pecuniary	18/3672M	Known to applicant
	Non-pecuniary	18/5456M	Has made a call-in request on this application to Cheshire East Council
	Non-pecuniary	18/5627M	Has met with the applicant regarding an unrelated matter.
Cllr Coan	Non-pecuniary	18/3672M	Known to applicant
Cllr Farber	Non-pecuniary	18/5428M	Known to applicant
	Non-pecuniary	18/5525M	Known to agent
	Pecuniary	18/3672M	Provides professional services to applicant

#### **PL18/140 Public Participation**

A representative of the combined community groups spoke in relation to application 18/3672M, stating that the group has registered its objections, that the groups only support the residential development on this site within the terms of the local plan and that whilst there are considered to be some improvements in the proposals, the boundary, type of unit and number of homes is still inconsistent with the plan. Concerns were raised about areas of the site which are ecologically sensitive, the number of units creating an overcrowded site and the unconfirmed road access.

A representative of the Knutsford Football Club spoke in relation to application 18/3672M stating that concerns raised remain unresolved with future demand for a youth pitch and allowance for the club to grow being considered vital. The club wishes to work with the applicant but highlights the proposed boundary which is contrary to the local plan and the number of objections listed, stating that detail and clarity are in short supply.

Due to the Chairman's pecuniary interest in application 18/3672M, it was agreed that the representative of the Pegasus group should speak immediately prior to considering the application, allowing for an alternative Chairman to be elected for the item.

#### **PL18/141 To receive and confirm the minutes of the meetings held on 12<sup>th</sup> November 2018**

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

**PL18/142 To consider the latest planning applications**

Cllr Farber left the meeting for the consideration of application 18/3672M. In the absence of the Deputy Chairman it was **RESOLVED** that Cllr Gardiner be elected Chairman for the item.

The Chairman adjourned the meeting to allow the applicant's agent, Pegasus Group, to speak on application 18/3672M. The agent explained that:

- the applicant wishes to work with the community and has been trying to agree a suitable solution with the sports club, which has now been offered a 30-year lease to allow funding opportunities.
- the revised plans have an amended red line boundary which no longer includes the sports club and the boundary issues in relation to the local plan were refuted.
- It was explained that that the boundary accommodates a sports pitch, proposed PROW and sewer connection to avoid the need to access existing residential gardens, and that conditions could provide details to allay concerns.
- It was stated that the local plan housing units figure was a guide not a limit and that development of mixed-use units will offer further opportunity for employment on site and to deliver sustainable development.

The meeting was reconvened.

It was **RESOLVED** to submit the comments detailed below

Cllr Farber re-joined the meeting.

It was further **RESOLVED** to submit the comments detailed below

**PL18/143 To consider the latest licensing applications**

It was **RESOLVED** to submit the comments detailed below

**PL18/144 To consider the latest planning decisions**

The decisions were noted, highlighting in particular application 18/40525M which was refused in line with the Council's objections and application 18/4673M which was refused on a number of grounds, the officer's comments considered to be a useful guide for similar objections in future.

**PL18/145 To consider matters relating to the Section 106 Agreements**

No matters were raised in relation to Section 106 agreements.

**PL18/146 To consider requesting a budget to commission Conservation Area reviews**

It was requested that the companies be contacted to see if the discounts could still be offered if the reviews took place over several years.

The option of completing just the review for the St John's Conservation Area was discussed and members of the committee felt it would be best to be provided with the supplier information (confidential report/email) before approving a quotation and ensuring that what is being offered is like for like due to the significant variation in costs.

**PL18/147 To review the Planning Issues Log**

It was highlighted that some planning issues had been on the log for over two years

without significant action by Planning Enforcement. It was requested that further pressure be applied in relation to these matters.

***PL18/148***    **To consider the Planning Actions Log**

It was requested that an update was added to item PL16/091 in relation to the current actions.

***PL18/149***    **To note the date of the next meeting**

The date was noted.



## Planning Comments: 26/11/2018

<a href="#">18/3672M</a>	Tatton Bluebell Village, Land East of Manchester Road	<p>Outline application (with all matters reserved for future approval) for a residential-led (Use Class C3), mixed-use development, including a local centre comprising of flexible Use Classes (A1, A2, A3, A4, A5, D1 and D2); a mixed commercial use area of flexible Use Classes to allow for a C1 (Hotel) with A3/A4 (Pub/Restaurant); and/or a C2 Care Home with D1 Medical Centre; and/or Sui Generis (car showroom); alongside any associated ancillary office and service space, recreational space, car parking, cycle parking, landscaping, and other associated works for all proposed uses - AMENDED PLANS</p>	<p>The Council <b>OBJECTS</b> to the amended proposal on the grounds that it:-</p> <ul style="list-style-type: none"> <li>• Fails to recognise the number of units allocated to site LPS 36 (C), being 20% more than the recommended provision, placing increasing demand on an already overburdened infrastructure.</li> <li>• Provides inadequate details to consider if a single point of access is appropriate on a road which is considered to pose additional risk due to its speed limit, speeding problems and history of fatalities relating to other access points.</li> <li>• Non-housing units do not comply with the spirit of the LPS (which identifies dwellings only for this site)</li> <li>• Insufficient details are provided to support the range of uses proposed and, whilst it is considered appropriate to have some ancillary units to serve the site, the proximity to the town centre reduces the need for the range of units proposed.</li> </ul>
<a href="#">18/5456M</a>	Fernlea, Stanley Road	<p>Construction of one detached dwelling and a pair of semi-detached dwellings following demolition of the existing dwelling. (Resubmission of planning application 17/6144M)</p>	<p>The Council <b>OBJECTS</b> to the proposal on the grounds that it:-</p> <ul style="list-style-type: none"> <li>• The site is considered too small to accommodate three family homes with associated parking and amenity space.</li> <li>• The design of the lower ground floor is detrimental to the adjacent conservation area</li> <li>• The parking layout will attract on street</li> </ul>

			parking in front of the detached property
<a href="#">18/5525M</a>	7 Mereheath Park	Addition of first floor over existing single storey bungalow	<p>The Council <b>OBJECTS</b> to the proposal on the grounds that it:-</p> <ul style="list-style-type: none"> <li>• Will cause the loss of a bungalow (contrary to the submitted Neighbourhood Plan design guide)</li> <li>• Has a detrimental impact on the residential amenity of the neighbouring bungalow, being overbearing and overshadowing.</li> </ul>
<a href="#">18/5428M</a>	78 King Street	Change of use of ground floor and basement of 78 King Street from Hairdressers (Class A1) to Restaurant and Cafe (Class A3); Creation of opening to form link to 76 King Street at ground floor.	The Council makes no objection to the principle of the change of use, however it is considered that the change of use should be for a Class A4 unit, rather than A3, due the existing primary use of 76 King Street (sale of alcohol). It is requested that clarification is sought on the intentions of the applicant for the use of this unit.
<a href="#">18/5429M</a>	78 King Street	Listed building consent for the creation of opening to form link to 76 King Street at ground floor.	The Council makes no objections subject to the Conservation Officer's approval of works being undertaken in the appropriate manner and the retention/preservation of any heritage items discovered during the works
<a href="#">18/5537M</a>	6 Ladies Mile	Variation of conditions 2 & 3 on application 16/5639M.	The Council raises no objections
<a href="#">18/5562M</a>	Reindeer Cottage, Chelford Road	Addition of small en suite bathroom with flat roof to existing Bedroom and infill courtyard area between existing bedroom and conservatory to provide wardrobe and living / dining room.	The Council raises no objections subject to neighbour comments.
<a href="#">18/5595M</a>	Clova House, 12 Rutherford Drive	Proposed single storey glazed canopy to rear of dwelling.	The Council raises no objections subject to neighbour comments, but requests that a condition is applied to prevent the canopy from being enclosed further without additional consent

<a href="#"><u>18/5627M</u></a>	6A King Street	Demolition of existing extension and erect new extension comprising a double & single storey building	The Council raises no objections subject to neighbour comments and the appropriate use of materials. It is noted that the demolition appears to be in excess of the percentage allowed within the conservation area.
<a href="#"><u>18/5558T</u></a>	Whitethorn, Chelford Road	Removal of one of the main limbs on the eastern side to alleviate the lean.	The Council raises no objections
<a href="#"><u>18/5550T</u></a>	Humbug Cottage, 4 Leycester Road	T1 Sycamore - Fell, T2 Yew - Fell, T3 Maple - Fell, S1 Eleagnus - Fell, TG2 Holly - Fell, & SG2 Laurel, Camellia and Cotoneaster - Fell	The Council raises no objections, but would like to see appropriate replacement planting on the site of species which would not recreate the problems currently experienced.

## Licensing Comments: 26/11/2018

Wine & Wallop 76 King Street Knutsford WA16 6ED	<p>Deli 169 Ltd have applied to Cheshire East Council for a variation of the premises license for Wine &amp; Wallop, 76 King Street, Knutsford, WA16 6ED as follows;</p> <p>To alter the layout of the premises in accordance with the plan deposited with the application so that the premises extend into 78 King Street.</p>	The Council raises no objections but considers the application premature in advance of the associated planning application approval.
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# Knutsford Town Council

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## Minutes

*of the*

### Planning and Licensing Committee meeting held 10<sup>th</sup> December 2018

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

#### **PL18/150 Present**

Cllrs Farber, Coan, Beswick, Gardiner, Dean, Wells-Bradshaw and Gray

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

#### **PL18/151 To receive apologies for absence**

Apologies were received from Cllr Malloy (personal business)

#### **PL18/152 To note declarations of Members' interests**

Cllr Gardiner	Non-pecuniary	18/5747M	Known to applicant
Cllr Dean	Non-pecuniary	18/5749M	Close neighbour to applicant
Cllr Farber	Non-pecuniary	18/5712M	Known to business and owner
	Non-pecuniary	18/5713M	Known to business and owner
All members	Non-pecuniary	18/5978M	Known to applicant

#### **PL18/153 Public Participation**

A resident highlighted that application 18/5751M appeared to include deep excavations and given the buildings location in the Conservation Area, the bricks removed to enable such works should be retained and reinstated. Furthermore, the resident noted that application 18/5720M was a retrospective application for a substantial semi-detached building on the edge of the Conservation Area. The resident also encouraged the committee to request funds from Council to enable the Conservation Area appraisals to take place. It was noted that they were long overdue and should be prioritised given the importance of heritage to the Town.

The applicant for application 18/5978M advised that they had ensured that their application complied with the Cheshire East Local Plan and Design Guide, Macclesfield Borough Council saved policies and the Neighbourhood Plan. The resident also encouraged members to request funds for the Conservation Area appraisals.

#### **PL18/154 To receive and confirm the minutes of the meetings held on 26<sup>th</sup> November 2018**

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

#### **PL18/155 To consider the latest planning applications**

It was **RESOLVED** to submit the comments detailed below

#### **PL18/156 To consider matters relating to the Section 106 Agreements**

No matters were raised in relation to Section 106 agreements.

#### **PL18/157 To consider requesting a budget to commission Conservation Area reviews**

It was **RESOLVED** to defer the consideration of this item until the budget setting period in 2019 for possible inclusion in the 2020/21 budget. Members requested that an assessment of the relative merits of the businesses quoting to carry out the assessments be provided at that time to assist reconsideration.

**PL18/158 To note the date of the next meeting (07/01/2019)**

The date was noted.

FINAL

## Planning Comments: 10/12/2018

<a href="#"><u>18/5729M</u></a>	15 Rockford Lodge	Two storey side extension; single storey rear extension; new porch	The Council raises no objections, subject to neighbour comments.
<a href="#"><u>18/5751M</u></a>	30 St Johns Avenue	Rear ground floor infill extension	The Council raises no objections but notes that given the property's location in the Conservation Area, as many of the bricks from the external wall that is to be partially demolished to enable the works to take place should be retained and reused in the reconstruction of the wall. Furthermore, an archaeological report should be requested given the depth of excavations.
<a href="#"><u>18/5747M</u></a>	17 Freshfields	Proposed single storey side and rear extension and associated alterations.	The Council raises no objections, subject to neighbour comments.
<a href="#"><u>18/5720M</u></a>	4 Tabley Road	Proposed outbuilding	The Council raises no objections, subject to neighbour comments. <sup>1</sup>
<a href="#"><u>18/5712M</u></a>	93 King Street	New replacement glazed part retractable roof to rear of existing restaurant and new single storey rear extension to existing restaurant to replace existing rear balcony.	The Council raises no objections, subject to the Conservation Officer being satisfied that the proposed works are not detrimental to the fabric of the listed building.
<a href="#"><u>18/5713M</u></a>	93 King Street	Listed building consent for a new replacement glazed part retractable roof to rear of existing restaurant and new single storey rear extension to existing restaurant to replace existing rear balcony.	The Council raises no objections, subject to the Conservation Officer being satisfied that the proposed works are not detrimental to the fabric of the listed building.
<a href="#"><u>18/5749M</u></a>	2 Trevone Close	New boundary wall, extension to driveway, demolish conservatory, single storey rear extension and alterations	The Council raises no objections, subject to the Highways Technician being satisfied that the proposed works to bring the front wall forward to do

<sup>1</sup> Cllr Gardiner abstained from voting on this application

			impair the visibility splays from the entrance to Trevone Close onto Glebelands Road.
<a href="#"><u>18/5822M</u></a>	4 Rowley Way	Ground floor rear extension, front porch extension and part garage conversion into utility room	The Council raises no objections, subject to neighbour comments.
<a href="#"><u>18/5820M</u></a>	15 Higher Downs	Two storey side extension	The Council raises no objections subject to the Planning Officer being satisfied that there is sufficient space for two vehicles to be parked within the curtilage of the property given the cul de sac location, in accordance with Cheshire East Local Plan Strategy Appendix C4 and policy T4 of the submitted Knutsford Neighbourhood Plan.
<a href="#"><u>18/5636M</u></a>	9 Heath Drive	Rear extension	The Council raises no objections, subject to neighbour comments.
<a href="#"><u>18/5978M</u></a>	The Haven, St Johns Road	Demolition of existing conservatory, proposed erection of single storey rear and side extension and new bay windows to front elevation	The Council raises no objections, subject to neighbour comments.
<a href="#"><u>18/5742T</u></a>	The Boundary, Parkfield Road	T1 Eucalyptus - Fell to ground level	The Council requests that the tree is assessed by the Arboriculturalist to confirm that a) removal is necessary and b) not prejudicial to the character of the Conservation Area.

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## Minutes

*of the*

### Planning and Licensing Committee meeting held 7<sup>th</sup> January 2019

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

#### **PL18/159 Present**

Cllrs Gardiner, Beswick, Coan, Gray and Wells-Bradshaw.

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

#### **PL18/160 Election of Chairman**

In the absence of the Chairman and Deputy Chairman it was **RESOLVED** to appoint Cllr Gardiner as Chairman of the meeting.

#### **PL18/161 To receive apologies for absence**

Apologies were received from Cllr Malloy (personal business), Dean (health) and Farber (business).

#### **PL18/162 To note declarations of Members' interests**

Cllr Gray	Non-pecuniary	18/6019T	Known to applicant
Cllr Gardiner	Non-pecuniary	18/6171	Spoken to application historically on application
	Non-pecuniary	18/6388M	Known to residents opposite development in capacity as a councillor on separate issues.
All members	Non-pecuniary	18/6414M	Known to applicant

#### **PL18/163 Public Participation**

A resident spoke in objection to 18/6157M highlighting that the revised application has done little to address the objections raised by the Conservation Officer and that the submitted documents do not appear to be accurate.

A resident highlighted that 18/6253M and 18/5943M are both contrary to the Knutsford Design Guide.

A resident spoke in objection to 18/6157M affirmed the statements made by the first resident.

#### **PL18/164 To receive and confirm the minutes of the meeting held on 10<sup>th</sup> December**

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

#### **PL18/165 To consider the latest planning applications**

It was **RESOLVED** to submit the comments detailed below.

#### **PL18/166 To note comments sent since the previous meeting**



The comments were noted.

**PL18/167 To consider the latest planning decisions**

The decisions were noted.

**PL18/168 To consider matters relating to the Section 106 Agreements**

No applications under consideration would be subject to s106 agreements.

**PL18/169 To review the Planning Issues Log**

The log was noted and frustration expressed at the length of time a number of issues are taking to resolve.

**PL18/170 To consider the Planning Actions Log**

The log was noted.

**PL18/171 To note the date of the next meeting**

The date was noted.

DRAFT

## Planning Comments: 07/01/2019

Application	Address	Application details	
<a href="#">18/6157M</a>	The Owls, Legh Road	Demolition of existing 1920's Cottage on the site of 'The Owls', Legh Road in Knutsford and replacing with a new 4-Bedroom detached family residence.	<p>The Council <b>OBJECTS</b> on the following grounds:</p> <ul style="list-style-type: none"> <li>a. Detrimental effect on the privacy of neighbouring properties</li> <li>b. Reduction in light to the habitable area of the neighbouring properties.</li> <li>c. The excessive height detrimentally affects the existing street scene.</li> <li>d. The proposed development fails to fit in, let alone enhance, the street scene and character of the Conservation Area.</li> <li>e. The loss of a period property.</li> <li>f. The lack of space between properties resulting in further detrimental impact to the street scene and character of the Conservation Area.</li> </ul> <p>Furthermore, the Council is concerned of the veracity of the information in the Design and Access statement and the lack of detail provided in the plans. It is considered that sketch plans for a proposal in the Conservation Area is insufficient and expects the Borough Council to obtain accurate and detailed plans for re-consultation.</p>
<a href="#">18/6171M</a>	The Round House, Legh Road	Addition of a lower ground floor garden room and internal alterations to create a large living kitchen.	<p>The Council raises no objections subject to:</p> <ul style="list-style-type: none"> <li>a) the Conservation Officer being provided with a full works schedule and is satisfied with the methodology</li> <li>b) A condition requiring any items of</li> </ul>

			architectural or heritage interest discovered during the works be catalogued and if they are to be removed from the property that they are offered to the Knutsford Heritage Centre.
<a href="#">18/6172M</a>	The Round House, Legh Road	Listed building consent for Addition of a lower ground floor garden room and internal alterations to create a large living kitchen.	The Council raises no objections subject to: <ul style="list-style-type: none"> <li>a) the Conservation Officer being provided with a full works schedule and is satisfied with the methodology</li> <li>b) A condition requiring any items of architectural or heritage interest discovered during the works be catalogued and if they are to be removed from the property that they are offered to the Knutsford Heritage Centre.</li> </ul>
<a href="#">18/6253M</a>	Rose Cottage, 1A Meadow Drive	To demolish the existing bungalow and garage on site and construct three terraced houses. (Resubmission of 18/4052M)	The Council <b>STRONGLY OBJECTS</b> to the proposal on the following grounds: <ul style="list-style-type: none"> <li>a) The proposal is overdevelopment by virtue of the number of units provided, the size of the gardens being unsuitable for family homes and the failure to provide adequate parking (with turning space)</li> <li>b) It is detrimental to the character and street scene which was identified as character area 2 of the Neighbourhood plan, characterised by bungalows and semi-detached properties.</li> <li>c) The parking proposal also involves the unacceptable loss of a protected tree.</li> </ul>
<a href="#">18/6019T</a> <sup>1</sup>	3 Lilybrook Drive	Ash & Willow Trees - Crown lift over the road and pavement and remove all major dead wood	The Council raises no objections.

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

<a href="#">18/6370M</a>	38 Westfield Drive	Single storey rear extension	The Council raises no objections, subject to neighbour comments.
<a href="#">18/6388M</a>	3 Beechwood	First floor extension above existing garage and rear extension to create additional bedroom and increase the kitchen/dining and utility/garage space	The Council raises no objections, subject to neighbour comments.
<a href="#">18/5943M</a>	46 Grassfield Way	Extension and alterations to existing bungalow to allow new upper level accommodation	The Council <b>OBJECTS</b> on the grounds that the form and mass of the development will constitute overdevelopment of the site relative to the existing and present an increase in overlooking and significant overshadowing to neighbouring properties.
<a href="#">18/6412M</a>	23 Manchester Road	Single storey rear kitchen extension	The Council raises no objections, subject to neighbour comments.
<a href="#">18/6429M</a>	32 Parkgate	Erection of single storey side extension to form additional living accommodation	The Council raises no objections, subject to neighbour comments.
<a href="#">18/6414M</a>	17 Beggermans Lane	Alterations to existing ground floor extension and new first floor extension	The Council raises no objections, subject to neighbour comments.

## Planning Comments: sent 21/12/2018

Application	Address	Application details	
<a href="#">18/5676M</a>	Gareth West, 41B King Street	New fascia and projecting sign	The Council <b>OBJECTS</b> to the internal illumination of the signage which is detrimental to the character of the Conservation Area and contrary to policy D1 of the Knutsford Neighbourhood Plan which requires that development follows the Knutsford Design Guide. The Knutsford Design Guide states that use of internally-lit signage is inappropriate.
<a href="#">18/6061M</a>	Public Toilet, Northwich Road	Variation of condition 10 on application 18/4398M	The Council raises no objections, subject to neighbour comments.
<a href="#">18/6298M</a>	44 Cranford Avenue	Proposed single storey rear extension	The Council raises no objections, subject to neighbour comments.

# Knutsford Town Council

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## Minutes

*of the*

### Planning and Licensing Committee meeting held 21<sup>st</sup> January 2019

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

#### **PL18/172 Present**

Cllrs Farber, Gardiner, Beswick, Coan, Dean and Wells-Bradshaw.

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

#### **PL18/173 To receive apologies for absence**

Apologies were received from Cllr Malloy (business) and Gray (health)

#### **PL18/174 To note declarations of Members' interests**

Cllr Farber	Non-pecuniary	19/0030M	Known to applicant
	Non-pecuniary	19/0031M	Known to applicant
All members	Non-pecuniary	19/0035T	Council is tenant of application site

#### **PL18/175 Public Participation**

A representative of the combined community groups spoke with respect to application 19/0032M and indicated that their interim view was to support the application subject to reviewing it in more detail. Their current concerns related to the landscaping proposals, the proposed height of the buildings particularly round the edge of the site and a potential conflict between the flood risk assessment and the proposed drainage solution. It was also noted that an equipped children's play area should be provided within the site and improved bus services and associated infrastructure.

A representative of the Knutsford Conservation and Heritage Group expressed support for applications 19/0030M and 19/0031M as it proposes an improvement to the frontage when considering the original design.

A representative of Tatton Estate Management advised that they had not currently reached agreement with Crown Estate on the shared usage on the roundabout to potentially be used for access to both sites and that they felt the roundabout is oversized and 'land hungry'.

#### **PL18/176 To receive and confirm the minutes of the meeting held on 7<sup>th</sup> January**

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

#### **PL18/177 To consider the latest planning applications**

It was **RESOLVED** to submit the comments detailed below.

It was **RESOLVED** that the Deputy Town Clerk prepare the comments to be submitted in consultation with the Chairman with respect to application 19/0032M based on the requested conditions raised by members at the meeting.

**PL18/178 To consider matters relating to the Section 106 Agreements**

It was **RESOLVED** that contributions should be requested in respect of application 19/0032M to ensure a bus stop and layby close to the entrance of the site including a realtime travel information display. Funds should also be obtained to provide an improved bus service either by diverting and increasing the frequency of existing routes or towards the provision of a town wide service to link new developments with the Town Centre and amenities and enable access to the site for employees.

**PL18/179 To note the date of the next meeting (04/02/2019)**

The date was noted.

FINAL

## Planning Comments: 21/01/2019

Application	Address	Application details	
<a href="#">18/6410M</a>	The Willows, Chelford Road	Two storey side addition and single storey rear addition to provide extra living space at ground and first floor and pitched roof to garage. (Amended scheme to previous approval ref 18/5186M)	The Council raises no objections to the current proposals but notes that given there two front doors on the proposed plans and would therefore request a condition that the use of the extension remains ancillary to the property.
<a href="#">19/0030M</a>	Cheshire House, 50 King Street	New shopfront, alterations to outbuildings including installation of a pizza oven and new mechanicals with a new retractable roof at the rear over the existing rear outdoor siting/dining area.	The Council raises no objections to the proposals subject to the Conservation Officer being satisfied that the works methodology is appropriate having regard to the fabric of the building and its historical status. Officers should also ensure that the pizza oven chimney is appropriate for the intended purpose and that its installation is not detrimental to the surrounding premises and their fire safety.
<a href="#">19/0031M</a>	Cheshire House, 50 King Street	Listed building consent for new shopfront, alterations to outbuildings including installation of a pizza oven and new mechanicals with a new retractable roof at the rear over the existing rear outdoor siting/dining area.	The Council raises no objections to the proposals subject to the Conservation Officer being satisfied that the works methodology is appropriate having regard to the fabric of the building and its historical status. Officers should also ensure that the pizza oven chimney is appropriate for the intended purpose and that its installation is not detrimental to the surrounding premises and their fire safety.
<a href="#">18/6422M</a>	15 Ashworth Park	To extend the existing garage to create a workshop and garage. Front facade alterations including replacement of plastic cladding to timber and changes to the porch.	The Council raises no objections subject to neighbours comments but would request an informative note is placed on any permission requesting that the applicant is mindful of their responsibility to be neighbourly during the proposed



			works not to cause obstruction affecting access and egress at neighbouring properties.
<a href="#">19/0032M</a>	Land West of Manchester Road	Outline planning application with means of access to be determined (all other matters reserved for subsequent approval) for the erection of up to 60 dwellings (Class C3); up to 7.5 hectare business park (Class B1); landscaping and open space; a new roundabout on Manchester Road, new internal highways, car parking and facilities for pedestrians and cyclists incorporating Public Right of Way (FP2); sustainable drainage measures; and all ancillary enabling works.	<p>The Council considers that this application is premature pending the agreement of the applicant and the land owner of planned development to the land on the East Side of Manchester Road regarding the proposed shared access arrangements and would suggest that written assurances are obtained from the parties in this regard prior to the application being decided.</p> <p>Officers should carefully check the drainage plan for the site given the soakaway solution proposed appears to be contrary to the flood risk assessment.</p> <p>If the Primary Authority decided to approve the application in any event, the Council would request the following conditions be added to any permission granted:</p> <ul style="list-style-type: none"> <li>• The commercial premises should not be higher than two stories in accordance with the CELPS LPS 36 Site Specific requirements and reflect the local materials palette in accordance with the Knutsford Neighbourhood Plan (KNP) Design Guide</li> <li>• The residential properties of up to 2.5 stories are contained along the central boulevard of the site and not on the site edges given the edge of green belt location;</li> <li>• The existing ponds should be retained and made a feature of the site landscaping as should the trees and hedgerow surrounding the site where possible to soften the transition between the buildings on site and the adjacent open space in accordance with the CELPS LPS 36 Site</li> </ul>

			<p>Specific requirements and the KNP Design Guide 4.5;</p> <ul style="list-style-type: none"> <li>• The provision of a full Green Travel Plan for the Employment site given both the recognised increase on the AQMA site on Manchester Road, to help reduced likely traffic congestion and insufficient parking provision for the commercial premises.</li> <li>• A requirement for s106 contributions to ensure a bus stop and layby close to the entrance of the site including a realtime travel information display. Funds should also be obtained to provide an improved bus service either by diverting and increasing the frequency of existing routes or towards the provision of a town wide service to link new developments with the Town Centre and amenities and enable access to the site for employees.</li> <li>• The provision of an updated Ecology Survey given the current provided version is outdated and there is evidence of a badger sett on the site.</li> <li>• To ensure a minimum distance of 20m between the residential and commercial premises on the both the site and with respect to residential properties surrounding the site.</li> </ul>
<a href="#">19/0035T</a>	Council Offices, Toft Road	T1 Large Mature Copper Beech Tree. Reduce canopy to suitable growth points property side by 3-4m and reduce limb 2-3m over main entrance. Maximum diameter branch size to be pruned 100mm.	The Council does not comment on application on its own premises.

# Knutsford Town Council

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## Minutes

*of the*

### Planning and Licensing Committee meeting held 4<sup>th</sup> February 2019

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

#### **PL18/180 Present**

Cllrs Dean, Gardiner and Gray.

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

#### **PL18/181 To receive apologies for absence**

Apologies were received from Cllrs Malloy, Beswick and Wells-Bradshaw (business), Cllr Farber (personal business) and Cllr Coan (civic business)

#### **PL18/182 To note declarations of Members' interests**

Cllr Gardiner Non-pecuniary 18/3672M Known to applicant

#### **PL18/183 Public Participation**

A representative of Knutsford Football Club spoke with respect to application 18/3672M advised that the club had ongoing concerns with respect to the application and would be maintaining their objection, although hoped the issues could be resolved by discussion with the applicant. They also indicated the club would be seeking investment from s106 monies.

A representative of the combined community groups advised that they continue to object to application 18/3672M on the grounds that the proposals don't comply with the Local Plan as they are required to in accordance with NPPF Para 12 unless noting that the Local Authority could depart from the plan 'only if material considerations....indicate that the plan should not be followed' which did not apply in this case. It was also noted that the application was considered premature until access from the A50 was agreed between the applicant and the applicant under 19/0032M.

A representative of the Knutsford Conservation and Heritage Group advised that the group objected to application 19/0225M as it failed to comply with policy HE2 of the Neighbourhood Plan and the Cross Town Character assessment. Furthermore, concern was raised with respect to the likely applications by the ultimate homeowners for the removal of trees in the Conservation Area due to overshadowing of the proposed gardens.

#### **PL18/184 To receive and confirm the minutes of the meeting held on 7<sup>th</sup> January**

It was **RESOLVED** to confirm the minutes subject to amendment of PL18/172.

#### **PL18/185 To consider the latest planning applications**

It was **RESOLVED** to submit the comments detailed below.

The Chairman adjourned the meeting during the discussion of 18/3672M to allow the agent for the applicant to speak with respect to the application and answer questions from

members. The meeting was then reconvened.

**PL18/186 To consider the latest planning decisions**

The decisions were noted.

**PL18/187 To consider matters relating to the Section 106 Agreements**

It was **RESOLVED** that contributions should be requested in respect of application 18/3672M for Highway works, Health, Education and Improved public transport.

**PL18/188 To review the Planning Issues Log**

Members noted their dissatisfaction with the lack of progress by CEC Planning Enforcement with respect to a number of applications which had been on the Issues Log for a considerable period of time and raised concerns as to potential deemed consent for some of the advertisement signage. Members requested the Town Clerk write to Peter Hooley with respect to this issue.

**PL18/189 To consider the Planning Actions Log**

It was **RESOLVED** to strike action PL17/031 from the log and update the date for PL16/213 to June 2020.

**PL18/190 To note the date of the next meeting (18/02/2019)**

The date was noted.

## Planning Comments: 04/02/2019

Application	Address	Application details	
<a href="#">19/0102M</a>	10 Stanley Road	Kitchen extension, store and WC to rear	The Council raises no objections, subject to neighbour comments.
<a href="#">18/6340M</a>	33 Boothfields	To demolish the existing garage and ginnel of No. 33 Boothfields and construct two new dwellings in the garden.	The Council raises no objections, subject to neighbour comments.
<a href="#">18/3672M</a>	Tatton Bluebell Village, Land East of Manchester Road	Outline application (with all matters reserved for future approval) for a residential-led (Use Class C3), mixed-use development, including a local centre comprising of flexible Use Classes (A1, A2, A3, A4, A5, D1 and D2); a mixed commercial use area of flexible Use Classes to allow for a C1 (Hotel) with A3/A4 (Pub/Restaurant); and/or a C2 Care Home with D1 Medical Centre; and recreational space, car parking, cycle parking, landscaping, and other associated works for all proposed uses - <b>REVISED PLANS</b>	<p>The Council <b>OBJECTS</b> to the current application on the grounds that it fails to comply with the housing numbers for the CELPS LPS 36(C) site and is therefore contrary to the provisions of NPPF Para 12. The Council supports the principle of an application for 250 residential units to include sheltered accommodation or a small boutique hotel and a local centre comprising A1, A4 and community facilities.</p> <p>Should the application be approved the Council requests that the following conditions be added to any permission granted;</p> <ul style="list-style-type: none"> <li>• A requirement for a single point of access for this site and CELPS LPS 36(B) being considered under application 19/0032M to be formalised in a s106 and s278 agreement.</li> <li>• A satisfactory agreement being reached with the Sports Club and Football Club adjacent to the site and provision of funding via s106 monies</li> <li>• Further provision for s106 monies in respect of Health, Education and Improved public transport.</li> </ul>

<a href="#">18/5892M</a>	37 Princess Street	Change of use of first and second floors to form 3no apartments with access from Princess Street via 1no existing entrance and 1no proposed new entrance.	The Council raises no objections, subject to neighbour comments.
<a href="#">19/0225M</a>	4 Mobberley Road	2 dwellings	<p>The Council <b>OBJECTS</b> to the application due to the provision of insufficient recreational amenity space to be provided without overshadowing from retained trees which is therefore likely to result in home owner applications for the removal of trees at a later date contrary to policy HE3 and H2 of the Knutsford Neighbourhood Plan.</p> <p>Furthermore the development is clearly back land development contrary to retained policy DC41 of the Macclesfield Borough Local Plan and fails to comply with the requirements of Knutsford Neighbourhood Plan Policy H2.</p>
<a href="#">19/0215M</a>	Keisley, Parkfield Road	To increase the size of external basement access well to comply with building regulations. The addition of escape hatch and light well.	The Council raises no objections, subject to neighbour comments.
<a href="#">19/0310M</a>	47 Beggermans Lane	Updated dormers, new roof coverings, rendering and bathroom refurbishments	The Council raises no objections, subject to neighbour comments.
<a href="#">18/6388M</a>	3 Beechwood	First floor extension above existing garage and rear extension to create additional bedroom and increase the kitchen/dining and utility/garage space - <b>REVISED PLANS</b>	The Council raises no objections, subject to neighbour comments.
<a href="#">19/0252T</a>	Pine Tops, Parkfield Road	Fell large beech tree in the garden	The Council <b>OBJECTS</b> to the felling of a healthy, large mature, significant, deciduous tree within the Conservation Area and request a TPO to be put in place to protect the beech tree.
<a href="#">19/0145T</a>	Kingswood, 15 Leicester Road	Works to trees	Whilst the Council does not object to the husbandry works proposed, Officers should check that appropriate notices have been provided to the owners of the trees.

<a href="#">19/0355M</a>	125 Warren Avenue	Enlargement of existing porch to provide emergency access	The Council raises no objections and considers this is likely to be permitted development.
<a href="#">19/0351M</a>	28 Teal Avenue	Proposed partial garage conversion, single storey side/rear extension and associated alterations.	The Council raises no objection provided the Local Authority is convinced parking for two vehicles can be maintained within the curtilage of the property in accordance with CELPS Appendix 3 and Knutsford Neighbourhood Plan policy T4.

FINAL

# Knutsford Town Council

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## Minutes

*of the*

### **Planning and Licensing Committee meeting held 18<sup>th</sup> February 2019**

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

#### **PL18/191 Present**

Cllrs Dean, Beswick, Coan, Gardiner and Gray.

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

#### **PL18/192 To receive apologies for absence**

Apologies were received from Cllrs Malloy, Wells-Bradshaw and Cllr Farber (personal business).

#### **PL18/193 To note declarations of Members' interests**

Cllr Dean	Non-pecuniary	19/0410M	Known to applicant
Cllr Dean	Non-pecuniary	19/0411M	Known to applicant
Cllr Gray	Non-pecuniary	18/6157M	Known to the arboriculturist
Cllr Gardiner	Non-pecuniary	19/0410M	Known to architect
Cllr Gardiner	Non-pecuniary	19/0411M	Known to architect
Cllr Gardiner	Non-pecuniary	19/0382M	Known to applicant
Cllr Gardiner	Non-pecuniary	PL18/197	Member of Friends of the Moor

#### **PL18/194 Public Participation**

A resident spoke with respect to application 18/6157M and advised that whilst the sketch plans had now been replaced the concerns raised by them and the Conservation Officer with respect to the development remained. The resident also noted that Pendle Cottage and Lane End in the vicinity of this property had been sold and there was concern as to a precedent being created that would damage the Conservation Area.

A representative of the Knutsford Conservation and Heritage Group advised that the group had concerns with respect to application 19/0467M and the side extension proposed which would unbalance the symmetry on these properties which were situated in the Town Centre Conservation Area.

A representative of the Knutsford Community Groups welcomed the revisions to application 18/3672M in particular the removal of the hotel/pub/restaurant; the size of the parade of shops commensurate with needs of the development; the provision of the sports pitch and financial contributions to provision on and offsite; the adoption of Active Design Guide principles; and the travel and transport arrangements. It was understood too that the location and access via the proposed roundabout have been accepted. As such in these respects the groups are minded to support the application but remain concerned as to the increase in the number of dwellings and exceptional circumstances have not been demonstrated to include the section of the Protected Open Space in the development area.



A representative of Knutsford Football Club also spoke with respect to application 18/3672M and advised that the club had now reached agreement with Tatton Estate and would be removing their objection and moving to a position of support.

**PL18/195 To receive and confirm the minutes of the meeting held on 4<sup>th</sup> February**

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

**PL18/196 To consider the latest planning applications**

It was **RESOLVED** to submit the comments detailed below.

**PL18/197 To consider a street trading consent application from Wildlife Pizza Company for Moorside**

It was **RESOLVED** to object to the application for street trading consent on Moorside, Knutsford on the following grounds:

- a. The detrimental impact on the viability of existing businesses within the town positioned closely to the proposed site;
- b. The litter likely to be created on the adjacent key green space and playground site;
- c. The loss of parking spaces in an already congested area;
- d. The effect on noise, smells and increased traffic in the evening on the residential houses (including sheltered accommodation) located on Moorside

**PL18/198 To consider matters relating to the Section 106 Agreements**

It was noted that no applications discussed would be subject to s106 agreements.

**PL18/199 To note the date of the next meeting**

The date was noted.

## Planning Comments: 18/02/2019

Application	Address	Application details	
<a href="#">19/0344T</a>	Green Acre, Parkfield Road	Pruning of Laurel, Rhododendrons, Holly tree and Yew tree	The Council raises no objections.
<a href="#">19/0418M</a>	11 Beggermans Lane	Single storey rear extension, new dormer roof extensions to front and rear, extension to existing side dormer, new material finishes.	The Council raises no objections, subject to neighbours' comments.
<a href="#">19/0440M</a>	20 Sandiway	Proposed single storey rear extension	The Council raises no objections, subject to neighbours' comments, but notes the window position on the houses to be built should be considered to avoid overlooking onto the remaining site.
<a href="#">19/0410M</a>	The Lodge, Alwarden Hill, Legh Road	A studio in the garden.	The Council raises no objections, subject to a condition that the use of the studio be ancillary to the main house to prevent separate occupation of the studio as an independent dwelling. <sup>1</sup>
<a href="#">19/0411M</a>	The Lodge, Alwarden Hill, Legh Road	Listed building consent for a studio in the garden.	The Council raises no objections, subject to a condition that the use of the studio be ancillary to the main house to prevent separate occupation of the studio as an independent dwelling. <sup>1</sup>
<a href="#">19/0434M</a>	26 Tabley Grove	2 Storey side extension, single storey rear extension and property refurbishment	The Council raises no objections, subject to neighbours' comments.

<sup>1</sup> Cllr Beswick voted against this resolution

<a href="#">19/0442M</a>	61 Warren Avenue	Demolition of attached double garage and construction of part single, part double storey side extension with associated internal remodelling.	The Council raises no objections, subject to neighbours' comments.
<a href="#">18/6157M</a>	The Owls, Legh Road	Demolition of existing 1920's Cottage on the site of 'The Owls', Legh Road in Knutsford and replacing with a new 4-Bedroom detached family residence. <b>AMENDED PLANS</b>	<p>The Council continues to <b>OBJECT</b> on the following grounds:</p> <ul style="list-style-type: none"> <li>a. Detrimental effect on the privacy of neighbouring properties</li> <li>b. Reduction in light to the habitable area of the neighbouring properties.</li> <li>c. The excessive height detrimentally affects the existing street scene.</li> <li>d. The proposed development fails to fit in, let alone enhance, the street scene and character of the Conservation Area.</li> <li>e. The loss of a period property.</li> <li>f. The lack of space between properties resulting in further detrimental impact to the street scene and character of the Conservation Area.</li> <li>g. The disproportionate relationship between the building's height, width and depth.</li> </ul> <p>resulting in the proposal being contrary to CELPS policies SE1 and SE7 and Knutsford Neighbourhood Plan policies HE1, HE2 and HE3.</p> <p>Furthermore, the Council remains concerned of the veracity of the information in the Design and Access statement and the lack of detail and accuracy of the plans, noting that the boundaries on at least one side are inaccurate.</p>
<a href="#">19/0444M</a>	1 Ashworth Park	Proposed rear extension	The Council raises no objections, subject to neighbours' comments.

<a href="#"><u>19/0476M</u></a>	1 Egerton Square	Construction of single storey rear and side extensions	The Council raises no objections, subject to neighbours' comments.
<a href="#"><u>19/0406T</u></a>	Old Court House, Chelford Road	Works to trees - 1. Reduce c.10 leylandii to approx. 12 feet. 2. clear c.15 (all) from interior of tennis court.	The Council raises no objections, subject to neighbours' comments.
<a href="#"><u>19/0499T</u></a>	Oakhurst, Toft Road	Works to trees - T1 - Ash Tree.	The Council raises no objections, subject to neighbours' comments.
<a href="#"><u>19/0549M</u></a>	10 Grassfield Way	Single Storey rear extension, first floor side extension	The Council raises no objections, subject to neighbours' comments.
<a href="#"><u>19/0568M</u></a>	31 Valley Way	Proposed two storey side extension, single storey rear extension, new mono pitch roof to replace flat roof on existing side extension and proposed changes to façade finishes	The Council raises no objections, subject to neighbours' comments but requests a condition that that obscured glazing and high level opening windows on the dressing room and bathroom on the south facing side elevation.
<a href="#"><u>19/0641M</u></a>	17 Pevensey Drive	Bedroom/bathroom adaptation of attached garage for disabled use	The Council raises no objections, subject to neighbours' comments.
<a href="#"><u>19/0582M</u></a>	3 East Terrace	Replacement of two rotten timber access bridges with steel equivalents.	The Council raises no objections, subject to neighbours' comments.

# Knutsford Town Council

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## Minutes

*of the*

### Planning and Licensing Committee meeting held 4<sup>th</sup> March 2019

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

#### **PL18/200 Present**

Cllrs Farber, Dean, Beswick, Coan and Gray.

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

#### **PL18/201 To receive apologies for absence**

Apologies were received from Cllrs Malloy, Wells-Bradshaw (personal business) and Gardiner (business).

#### **PL18/202 To note declarations of Members' interests**

Cllr Farber	Non-pecuniary	19/0784M	Known to applicant
	Non-pecuniary	19/0879M	Known to applicant and agent
	Non-pecuniary	18/5933M	Known to applicant
	Non-pecuniary	PL18/206	Known to applicant

#### **PL18/203 Public Participation**

A resident highlighted the Cheshire East Council Strategic Planning Board decision to grant permission for Bluebell Village but without the hotel, pub or restaurant and capped at 275 dwellings, including a 25-dwelling residential care home.

#### **PL18/204 To receive and confirm the minutes of the meeting held on 18<sup>th</sup> February**

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

#### **PL18/205 To consider the latest planning applications**

It was **RESOLVED** to submit the comments below.

#### **PL18/206 To consider the latest licensing applications**

It was **RESOLVED** to raise no objections to the licencing application for Tre Ciccio, 50 King Street.

#### **PL18/207 To consider the latest planning decisions**

The decisions were noted.

#### **PL18/208 To consider matters relating to the Section 106 Agreements**

Cllr Dean reported that the Bluebell Village application would be subject to Community Infrastructure Levy.

#### **PL18/209 To review the Planning Issues Log**

The log was noted.

#### **PL18/210 To consider the Planning Actions Log**

The log was noted.

***PL18/211***    **To note the date of the next meeting**  
The date was noted.

## Planning Comments: 04/03/2019

Application	Address	Application details	
<a href="#">19/0705M</a>	Birch House, 13 Lee Close	Demolition of existing single storey rear extension. Proposed single storey rear extension. Proposed render of existing brickwork	The council raises no objections, subject to neighbour comments.
<a href="#">19/0710M</a>	35 Sandiway	Single storey side and rear extension	The council raises no objections, subject to neighbour comments.
<a href="#">19/0784M</a>	Cemetery Lodge, Tabley Hill Lane	Refurbishment of existing building and addition of an extension.	The council raises no objections, subject to neighbour comments.
<a href="#">18/5933M</a>	11 Grassfield Way	Part retrospective application for a single storey front extension, two storey side extension and single storey rear extension.	The council raises no objections, subject to neighbour comments.
<a href="#">19/0825T</a>	14 Blackhill Lane	Tree works to fell Oak tree	The council <b>OBJECTS</b> to the removal of this tree as insufficient justification has been submitted to support its removal. It is considered that the issues highlighted by the applicant could be resolved through appropriate husbandry and that the protected tree makes an important contribution to the street scene and character of the area and should therefore be retained.
<a href="#">19/0720T</a>	Hallside House, Chelford Road	Fell Oak Tree, Sycamore Trees x 2 - Crown Lift over drive to 6m	The council raises no objections subject to the borough council's arboriculturalist being satisfied that the felling of the oak is required and a condition ensuring the beech is retained.
<a href="#">19/0879M</a>	18 Blackhill Lane	Rear single storey extension to be built over existing conservatory footprint wall	The council raises no objections, subject to neighbour comments.

<a href="#">19/0691T</a>	5 Carrwood	1.) Sweet chestnut - crown thin to 20%, remove branch at 5m (growing across road) 2.) sweet chestnut - select thin/reduce by 20%, remove deadwood, remove branch over pavement 3.) sweet chestnut - remove deadwood, select thin / reduce by 10-20%	The council raises no objections.
<a href="#">19/0929M</a>	64 King Street	New external condenser to flat roof of rear elevation, folding flat roof edge protection & removable ladder	The council raises no objections.
<a href="#">19/0565M</a>	46 Grassfield Way	Extensions and alteration to existing bungalow to allow upper level accommodation	The council <b>OBJECTS</b> to the loss of a bungalow which is contrary to policy H3 of the Knutsford Neighbourhood Plan. The council considers that despite the changes since the previous application the proposals would continue to cause overlooking to neighbouring properties, affecting their residential amenity.



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## Minutes

*of the*

### Planning and Licensing Committee meeting held 18<sup>th</sup> March 2019

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

#### **PL18/212 Present**

Cllrs Dean, Beswick, Malloy, Wells-Bradshaw, Gardiner, Coan and Gray.

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

#### **PL18/213 To receive apologies for absence**

Apologies were received Cllr Farber (business)

#### **PL18/214 To note declarations of Members' interests**

Cllr Dean	Non-pecuniary	19/1160M	Known to applicant
	Non-pecuniary	19/1155T	Known to applicant
Cllr Gardiner	Non-pecuniary	19/1185M	Former Trustee of Knutsford Heritage Centre

#### **PL18/215 Public Participation**

A member of the public spoke with respect to application 19/1185M and noted that proposals for A1 and A4 businesses in the Town Centre were supported by policy ER2 of the Knutsford Neighbourhood Plan (KNP) but that the microbrewery usage should in fact be B1 or B2 depending on the size of the brewery operation. Concern was raised as to whether this operation was appropriate in this location given the proximity of the Knutsford Heritage Centre (KHC) and the Tapestry room which shares a party wall with the application site.

A representative of Knutsford Residents Over Ward (KROW) raised concerns with respect to application 19/0732M and the lack of public engagement from the applicant and the single access to the site. It was noted that now the KNP has been approved at referendum attention should be given to policies T1, T2 and T3 and the Design Guide with respect to the need for landscaping and green space on the site.

A resident spoke with respect to application 19/0732M, supported the comments from KROW and noted that the visual impact assessment had been undertaken from outside not inside Tatton Park. There was concern that the proposed height of some of the units may compromise the view from Tatton Park and loom over the planned adjacent residential development. It was also noted that the parking provision on site was below CEC standards.

A representative of the Knutsford Heritage Centre (KHC) indicated that they strongly objected to application 19/1185M as it restricted the centre's ability to expand and the nature of the business may cause damage to the Tapestry room and its contents. Concern was also raised about the water supply being insufficient for the proposed use.

**PL18/216 To receive and confirm the minutes of the meeting held on 4<sup>th</sup> March**

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

**PL18/217 To consider the latest planning applications**

It was **RESOLVED** to submit the comments below.

**PL18/218 To consider the latest licensing applications**

It was **RESOLVED**<sup>1</sup> to object to the Makers Market UK's premises licence only with respect to the sale and supply of alcohol for immediate consumption onsite to protect children from harm. Members had no objection to alcoholic products being sold for consumption off site.

**PL18/219 To consider the latest planning decisions**

The decisions were noted.

**PL18/220 To consider matters relating to the Section 106 Agreements**

None

**PL18/221 To note the date of the next meeting**

The date was noted.

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

## Planning Comments: 18/03/2019

Application	Address	Application details	
<a href="#">19/0968M</a>	22 Woodside	Proposed two storey side and rear extensions and conservatory	The Council raises no objections, subject to neighbour comments.
<a href="#">19/0732M</a>	Land at Parkgate Industrial Estate	The erection of 14 no. units with access and servicing arrangements, car parking, landscaping and associated works (Use Classes B1(C)/B2/B8).	Notwithstanding the previous permission on this site, the Council <b>OBJECTS</b> to this application in its current form in that the design of the site fails to comply with the Knutsford Neighbourhood Plan (KNP) design guide nor consider the environment impact and relationship of the buildings to Tatton Park and the adjacent housing site. Furthermore there is a lack of detail and factual inaccuracies with respect to the transportation plan and the sites proximity to bus routes and no provision for cycling facilities onsite meaning that it does not comply with the KNP policies T1, T2 and T3. Finally, one of the tenants is stated to be providing vehicle servicing and pre delivery inspection of vehicles which would be a sui generis Use Class.
<a href="#">19/1025T</a>	The Pines, 22 Leicester Road	Two Lime trees, T1 and T2 crown lifting approx.10m from ground	The Council raises no objections, subject to the views of the Borough Council Arboriculturist.
<a href="#">19/0443M</a>	16 Heath Drive	Demolition of existing conservatory and the erection of a single storey rear extension and internal alterations including conversion of garage and provision of additional off-street parking	The Council raises no objections, subject to neighbour comments.
<a href="#">19/1085M</a>	12 Sandiway	Proposed single storey rear extension	The Council raises no objections, subject to neighbour comments.

<a href="#">19/1116M</a>	3 Higher Downs	Single storey rear flat roof extension for ensuite & 600mm enlargement of bedroom.	The Council raises no objections, subject to neighbour comments.
<a href="#">18/4673M</a>	20 Hayton Street	Proposed second storey side extension and internal alterations together with two-storey front extension and single-storey rear extension with front and rear canopy. - Appeal	The Council wishes to highlight that the Knutsford Neighbourhood Plan has now been adopted and would request that the inspector refer to policies D1, H3 and the Design Guide in reaching a decision.
<a href="#">19/1160M<sup>2</sup></a>	33 Boothfields	Re-submission of 18/6340M. To demolish the existing garage and ginnel of No. 33 Boothfields and construct detached dwelling in the garden.	The Council raises no objections but requests conditions that the street sign is replaced in an appropriate location close to the current location and the costs of moving the street lighting standard and telegraph pole are met entirely by the developer.
<a href="#">19/1185M</a>	The Warehouse, Red Cow Yard	Change the use from A1 to a Micro-Brewery and Tap Room A4.	The Council strongly believes that the proposed use of this premises is unsuitable given its proximity to the Knutsford Heritage Centre. If the application is granted then conditions should be attached to the same requiring the strengthening of the single brick wall between the two premises, requiring the fume creating and wet operations be carried out as far as possible away from the party wall to reduce the risk of damage to the valuable displays and to prohibit vehicles of over 3.5 tonnes using Heritage Way for access to the premises to avoid damage to the Canute mosaic. It is also noted that dependant on the size of the brewery operation a Use Class B1 or B2 would be required.
<a href="#">19/1155T<sup>3</sup></a>	7 Trevone Close	T1. Sycamore - Fell	The Council raises no objections, subject to the views of the Borough Council Arboriculturist.

<sup>2</sup> Cllr Dean abstained from taking part in the discussion and voting with respect to this application

<sup>3</sup> Cllr Dean abstained from taking part in the discussion and voting with respect to this application

# 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 meeting held 1<sup>st</sup> April 2019

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

#### **PL18/222 Present**

Cllrs Gardiner, Coan and Gray.

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

#### **PL18/223 To receive apologies for absence**

Apologies were received Cllrs Malloy, Beswick, Farber (Business) and Cllrs Dean and Wells-Bradshaw (Personal Business)

#### **PL18/224 To note declarations of Members' interests**

Cllr Coan	Non-pecuniary	19/1305T	Known to arboriculturist
	Non-pecuniary	19/1277T	Known to arboriculturist
Cllr Gardiner	Non-pecuniary	19/1338M	Known to architect

#### **PL18/225 Public Participation**

A close neighbour to application site 19/1338M raised concerns with respect to the proposed addition of dormer windows into the property and the loss of privacy from overlooking that would be caused to their property as a result.

A neighbour to application site 18/6157M advised that the revised plans still did not include the modifications required by the Planning Officer to pass the application, still contained factual inaccuracies and showed an increase in the size of the development from that previously refused. It was also noted that the Conservation Officer seemed to have had a change of opinion on the proposals despite the changes being made not addressing her earlier concerns.

#### **PL18/226 To receive and confirm the minutes of the meeting held on 18<sup>th</sup> March**

It was **RESOLVED** to confirm the minutes subject to the inclusion of Cllr Gardiner in PL18/212.

#### **PL18/227 To consider the latest planning applications**

It was **RESOLVED** to submit the comments below.

#### **PL18/228 To consider the latest licensing applications**

It was **RESOLVED** to raise no objections to the licencing application for Booths Park but to request a condition that the facility be limited to use by staff members of Bruntwood and other businesses located on the site and their guests.

#### **PL18/229 To consider the latest planning decisions**

The decisions were noted.

**PL18/230** To consider the notification from CTIL and Vodafone with regards to upgrades to base station at Spark and Son LTD, The Old Water Tower, Mobberley Road, WA16 8EY  
It was **RESOLVED** to raise no objections to the proposal.

**PL18/231** To consider matters relating to the Section 106 Agreements  
None

**PL18/232** To review the Planning Issues Log  
The Issues log was considered and noted. Members requested that the Deputy Town Clerk suggest to the Planning enforcement officers that the 4 issues requiring meetings with the conservation officer could be handled together given the proximity of the locations.

**PL18/233** To consider the Planning Actions Log  
The Actions log was considered and noted.

**PL18/234** To note the date of the next meeting  
The date was noted.

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## Planning Comments: 01/04/2019

Application	Address	Application details	
<a href="#">19/1243M</a>	The Cross Keys, 52 King Street	Full planning application for replacement kitchen ventilation system in connection with the Cross Keys public house.	The Council raises no objections subject to the extraction machinery meeting necessary standards noting the Environmental Health Officers comments. If possible as part of the development, it would be a good opportunity to remove the unsightly and varying tarmacadam from the front of the property to expose the cobbles below to enhance the heritage conservation of the building.
<a href="#">19/1207M</a>	The Cross Keys, 52 King Street	Proposed external alterations including demolition and site improvement works to the rear	The Council raises no objections subject to the Conservation Officer being satisfied with the methods and materials employed.
<a href="#">19/1404M</a>	The Cross Keys, 52 King Street	1 x hanging sign, 2 x transom signs, 1 x A2 Internally illuminated menu case	The Council raises no objections.
<a href="#">18/6157M</a>	The Owls, Legh Road	Demolition of existing 1920's Cottage on the site of 'The Owls', Legh Road in Knutsford and replacing with a new 4-Bedroom detached family residence.	The Council continues to <b>OBJECT</b> to the application and has continued concerns with respect to the non-standard scale used on the plans on such a sensitive site. The Council is also concerned that residents persist in highlighting that the measurements employed are not consistent across all documents submitted and consider them to be inaccurate. The Council is also somewhat bemused by the change in opinion of the Conservation Officer from strong objections to the scheme being acceptable despite a minutiae of change.
<a href="#">19/1274M</a>	21 Mereheath Lane	Construction of proposed two-storey side extension, extension of existing garage with new roof over and re-cladding works to existing building	The Council raises no objections subject to neighbours' comments.

<a href="#">19/1282M</a>	6A King Street	Demolition of existing extension and 2 small brick-built stores, construction of a single and two storey extension, alterations to the existing cottage	The Council raises no objections subject to neighbours' comments.
<a href="#">19/1283M</a>	6A King Street	Listed Building Consent for demolition of existing extension and 2 small brick-built stores, construction of a single and two storey extension, alterations to the existing cottage	The Council raises no objections subject to the Conservation Officer being satisfied with the methods and materials employed.
<a href="#">19/1327M</a>	74 Mobberley Road	Demolition of existing conservatory and construction of rear single storey extension	The Council raises no objections subject to neighbours' comments and the materials to be used in the extension matching those used in the existing property.
<a href="#">19/1338M</a>	8 Rutherford Drive	Proposed orangery, loft conversion with dormer windows and replacement windows	The Council has no objections to the ground floor works but do <b>OBJECT</b> to the installation of three dormer windows which will cause additional overlooking and loss of privacy to neighbouring properties at both the upper and ground floor levels and to the garden. If the dormer windows can be replaced with velux windows in the bedroom (central and left-hand side windows) and frosted glass and no low level openings be applied to the dormer window in the bathroom then the Council would not object to the proposal.
<a href="#">19/1305T</a>	2 St Georges Close	Works to trees - T1, T2 & T3.	The Council raises no objections subject to the arboriculturist being satisfied that the works are to be carried out in an appropriate manner.
<a href="#">19/1295T</a>	194 Grove Park	Ash and Hornbeam Trees - Reduce crown by 20% in order to gain more light.	The Council raises no objections subject to the arboriculturist being satisfied that the works are to be carried out in an appropriate manner.
<a href="#">19/1277T</a>	Eskdale, Legh Road	Sycamore Group (G1) 3 x Sycamore located at the side of the garage - Retain the first tree in the line of trees and fell. Purple Maple (G2) Sycamore group located at the rear left-hand corner - Crown lift by up to 2 metres. Holly -T5- Take down Medium multi-stemmed Holly located at the rear left hand corner. Large Beech Group T3 located at the rear boundary of the property - Tree on the left when viewed from the property: Lowest limb, remove. Low left limb,	Whilst the Council doesn't object to the husbandry works the "poorly sited" specimen should be replaced with a good quality, well sited specimen.



		<p>reduce by 50%. Next low limb at the fork, remove. Tree on the right when viewed from the property: Lowest limb remove. Sycamore Group (T4) located at the rear boundary - Tree on the left when viewed from the property: Remove the two limbs property side. Tree on the right when viewed from the property: Remove the two lowest limbs property side. Medium Holly (T6) - Take down the medium Holly located at the rear right hand boundary. Beech (T7) - Take down the small Beech located at the rear right hand boundary. Sycamore (T8) - Prune Sycamore located at the rear right hand boundary according to the following specifications. Beech &amp; Holly Group (G9) - Prune Beech &amp; Holly group located at the front of the property - Crown lift by approximately 1.5 metres by the removal of secondary drooping limbs only. Oak (T10) - located at the front of the property - Crown lift to 4 metres from ground level by the reduction of secondary limbs only.</p>	
<a href="#">19/1251M</a>	33 Mardon Close	<p>Prior Approval of a single storey rear extension extending 4.2m beyond the rear wall, maximum height of 3m and eaves height of 3m</p>	<p>The Council doesn't comment on prior approval applications.</p>

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## Minutes

*of the*

### **Planning and Licensing Committee meeting held 15<sup>th</sup> April 2019**

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

#### **PL18/235 Present**

Cllrs Farber, Coan, Beswick and Gray.

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

#### **PL18/236 To receive apologies for absence**

Apologies were received Cllrs Dean and Wells-Bradshaw (personal business), Cllr Malloy (business) and Cllr Gardiner (health)

#### **PL18/237 To note declarations of Members' interests**

Cllr Farber	Pecuniary	19/1395M	Has carried out work for the Applicant
	Non-pecuniary	19/1125M	Known to the Applicant
	Non-pecuniary	19/1118T	Known to the Landowner
	Non-pecuniary	19/1365T	Known to the Landowner
	Non-pecuniary	19/1409M	Known to the Applicant
	Non-pecuniary	19/1154M	Known to the Agent

#### **PL18/238 Public Participation**

A member of the public spoke with respect to application 19/1125M and indicated that the Heritage and Access Statement did not refer to the Knutsford Neighbourhood Plan (KNP) of which Policy TC4, ER3 and the Design Guide are applicable. It was also noted that Policy HER4 of the CEC SADPD Draft document had been referred to when in fact RET4 is the more relevant policy.

A neighbour of Oakhurst advised that neighbouring residents strongly objected to application 18/1395M and consider it breached the requirements of the NPPF, CELPS and the KNP. Furthermore, the proposed properties result in overlooking and a loss of privacy and light to residents of Oakhurst Cottage, Granary Cottage and Grassfield Way.

A representative of the Nether Ward Community Group advised that whilst application 19/1392M was broadly in agreement with CELPS, it is incomplete when assessed against the decision notice under application 17/3853M in that conditions 5,9,11 and 15 have not been complied with.

A member of the KNP Sport and Leisure working group spoke with respect to application 19/1392M and item PL18/242 and advised that there was inconsistency between the CEC decision and the s106 Agreement. A required condition with respect to the creation of a pedestrian and cycle link from the north of the site to Tabley Rd has not been included. This cycle route is included within Appendix 5 of the KNP.

**PL18/239 To receive and confirm the minutes of the meeting held on 1<sup>st</sup> April 2019**

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

**PL18/240 To consider the latest planning applications**

It was **RESOLVED** to submit the comments below.

**PL18/241 To consider the latest licensing applications**

It was **RESOLVED** to raise no objections to the licencing application for The Cross Keys.

**PL18/242 To consider matters relating to the Section 106 Agreements**

It was noted that the S106 agreement with respect to 19/1392M has already been completed and signed by the previous landowners. The agreement makes provision for contributions in respect of Special Education Needs, Health, Pedestrian Crossing and recreation and sports facilities. It fails to provide any provision for Public Transport.

**PL18/243 To note the date of the next meeting**

The date was noted.

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## Planning Comments: 15/04/2019

Application	Address	Application details	
<a href="#">19/1395M</a>	Oakhurst, Toft Road <sup>1</sup>	Partial demolition and rebuilding of existing stone wall at site entrance Construction of two new detached dwellings with gates and gateposts and construction of new access road	<p>The Council <b>OBJECTS</b> to the proposal on the following grounds: -</p> <ul style="list-style-type: none"> <li>• It represents overdevelopment, is detrimental to the character of the Conservation Area and fails to comply with the Knutsford Neighbourhood Plan policy HE3 and H2 in that development will result in the loss of mature trees particularly T1 which has a visually prominent position on the boundary of the property, the removal of which will adversely affect the streetscene.</li> <li>• It fails to comply with the KNP Design Guide which does not support gated-community developments (7.10) nor has demonstrated 'exceptional circumstances' as required under 7.18 for developments in gardens.</li> <li>• It fails to recognise the impact on a building of Townscape Merit, failing to preserve its setting in the design proposal (contrary to Policy SE7).</li> <li>• The proposed properties result in increased levels of overlooking, not currently afforded to residents of Grassfield Way, Oakhurst Cottage and Granary Cottage thus having a negative impact on the amenity of neighbouring properties, contrary to policies DC3, 38, 41 and 42 of the Macclesfield Borough Plan, 7.13 and 7.19 of the KNP Design Guide.</li> </ul>

<sup>1</sup> Cllr Farber did not take part in the discussion or vote on this matter

<a href="#">19/1436M</a>	Linden, Tabley Road	Two storey front and side extension, single storey rear extension, demolition of our single storey extension and garage, formation of new vehicular access	The Council raises no objections subject to neighbours' comments.
<a href="#">18/3205M</a>	Land to The South Of, GASKELL AVENUE, KNUTSFORD	Construction of a single dwelling (Victorian garden walled dwelling) - <b>APPEAL</b>	The Council <b>OBJECTS</b> 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. Furthermore, the application fails to comply with the Knutsford Neighbourhood Plan policies HE3, H2 and Design Guide sections 7.18 and 7.19.
<a href="#">19/1482M</a>	19 Grove Park	Single storey side and rear extensions, first floor side extension and replacement of existing roof with new	The Council raises no objections subject to neighbours' comments.
<a href="#">19/1125M</a>	91 King Street	Removal and replacement of 1984 shopfront with wood frame windows and painted sign (not protruding).	<p>The Council <b>OBJECTS</b> to the application on the basis that the applicant has failed to consider or apply the Knutsford Neighbourhood Plan relevant policies TC4, ER3 and the Design Guide Section 9 in that the proposed design;</p> <ul style="list-style-type: none"> <li>• does not keep the fascias separate as required by 9.5,</li> <li>• includes windows out of proportion with the shop front size and incorporates large areas of glazing contrary to 9.7,</li> </ul>

			<ul style="list-style-type: none"> <li>fails to retain the recessed entrance as required by 9.8.</li> </ul>
<a href="#">19/1118T</a>	Toft Cricket Club, Chelford Road	Lopping work to Oak tree	The Council raises no objections subject to the primary authorities arboriculturist comments.
<a href="#">19/1365T</a>	Land off Racefield Road and Land South of Manchester Road	Swedish Whitebeam Tree 18 Fell Tree1 Remove dead branch over highway. Tree 3 Remove dead branch over highway and footpath, dead wood and crown lift to 6m over highway, 3m over footpath. Tree 4 Crown lift to 6m over highway, 3m over footpath. Tree 5 Oak Dead wood, crown lift to 6m over highway and 3m over pavement. Land south of Manchester Road, Knutsford Lime Leans over Manchester Road, reduce crown by 20%.	The Council raises no objections subject to the primary authorities arboriculturist comments.
<a href="#">19/1567M</a>	25 Carrwood	Proposed two-storey side extension and single-storey rear extension	The Council raises no objections subject to neighbours' comments.
<a href="#">19/1409M</a>	Elsterne, Toft Road	Single storey extension at rear including 7no. 2 bed flats	The Council <b>OBJECTS</b> to the proposal for an additional 2 units to that previously approved on this compact site. The proposal contravenes policies H3 and T4 of the Knutsford Neighbourhood Plan and CELPS Appendix C with respect to the insufficient level of parking provision. The further extension of the property also contravenes policy 7.19 of the KNP Design Guide.
<a href="#">19/1392M</a>	Land North of Northwich Road	Reserved Matters in relation to scale, appearance, landscape and layout for the erection of 190 dwellings including allotments, community orchard, playing pitch, landscaping, open space, car and cycle parking, drainage and associated works pursuant to outline application 17/3853M	<p>The Council considers this application is premature and <b>OBJECTS</b> to the progression of the application currently. The applicant has failed to comply with conditions 5,9,11,15 and 25 on the decision notice for the outline permission (17/3853M).</p> <p>The application has failed to consider or comply with the Knutsford Neighbourhood plan in the Design and Access Statement or at all in that;</p>

			<ul style="list-style-type: none"> <li>• It fails to comply with policy C4 in that a strategy as to how the development will connect to public utilities infrastructure and to ensure that existing buildings supply utility supplies are not negatively impacted especially with respect to water pressure and power outages.</li> <li>• It fails to comply with policy D2 in that the design of the properties is not locally distinctive;</li> <li>• Fails to include the pedestrian and cycle route connecting the north of the site to Tabley road in accordance with policies T1, T2 and appendix 5;</li> <li>• Fails to include adequate and regular public transport provision to the site in accordance with policy T3;</li> <li>• Fails to consider the KNP Design Guide in the development of the site or housing options available</li> <li>• The sports pitch provision doesn't include parking facilities or a changing building as request within the Outline application and as such fails to comply with KNP SL1, SL3 and Design Guide and Cheshire East Design guide nor the Sports England guidance as required by these policies. It is noted that the required detail of the sports pitch provision was also omitted from the s106 agreement.</li> </ul> <p>Furthermore, a condition that the new allotments be transferred to Knutsford Town Council has been omitted from the s106 agreement. The proposed pedestrian access into Warren Avenue via the Knutsford Town Council allotments is in an inappropriate location for access at present and will</p>
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			damage an intended assessable plot for the Warren avenue Allotment site. An agreed point of access and appropriate associated landscaping to both sides of path is required with Knutsford Town Council.
<a href="#">19/1674M</a>	60 Westfield Drive	Dropped kerb to form driveway access and single-storey side extension	The Council raises no objections subject to neighbours' comments.
<a href="#">19/1547M</a>	28 Goughs Lane	Proposed replacement dwelling	The Council raises no objections subject to neighbours' comments.



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## Minutes

*of the*

### Planning and Licensing Committee meeting held 29<sup>th</sup> April 2019

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

#### **PL18/244 Present**

Cllrs Farber, Coan, Beswick, Gardiner and Gray.

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

#### **PL18/245 To receive apologies for absence**

Apologies were received Cllrs Dean, Malloy and Wells-Bradshaw (personal business)

#### **PL18/246 To note declarations of Members' interests**

Cllr Gardiner	Non-pecuniary	PL18/248	Has discussed the application with a resident who has concerns
Cllr Gray	Non-pecuniary	PL18/248	Has discussed the application with a resident who has concerns
Cllr Farber	Non-pecuniary	19/1759M	Known to the Landowner
	Non-pecuniary	19/1427M	Known to the Applicant
	Non-pecuniary	PL18/248	Known to the Applicant

#### **PL18/247 Public Participation**

A business owner on King Street raised concerns with respect to item PL18/250 and the trade they feel the applicant is diverting from their business and requested that members object to the application.

A representative of the Knutsford Conservation and Heritage Group highlighted that prior to the next scheduled meeting of the Committee, applications 19/1939M and 19/1938M would close for comments. Members were encouraged to read the Conservation Officers comments on the original application number 18/5428M and note that they had not been addressed in the revised application.

A neighbouring property owner to application 18/6157M repeated concerns raised at previous meetings as to the size and scale of the proposed development and the continued inaccuracies within the further revised plans. It was noted this was the 4<sup>th</sup> set of plans within this application reference and the 7<sup>th</sup> overall, and the developer still failed to engage with neighbours to the development.

A member of the KNP Sport and Leisure working group spoke with respect to application 19/1392M and item PL18/248 and requested that the minutes be amended to include reference to the deficiencies with respect to the proposed sports pitch within the outline applications conditions and the s106 agreement. It was also noted that reference to the allotments being transferred to the Town Council was omitted from the s106 agreement.

A representative of SKRG noted that the 5 community groups supported the request the comments made by the member of the KNP Sport and Leisure working group. Concerns were raised with respect to application 19/1686T and the lack of planning for what are stated to be a 5-year program of works and the failure to provide details of the replacements to be made. It was noted that application 19/1747T was made by a neighbour not the owner of the property within which 3 of the 4 trees detailed are situated.

It was requested that both applications should be considered by the CEC Arboriculturist Emma Hood.

**PL18/248 To receive and confirm the minutes of the meeting held on 15<sup>th</sup> April 2019**

It was **RESOLVED** to confirm the minutes, subject to the addition of the observations raised with respect to the proposed sports pitch and the allotment transfer to Knutsford Town Council.

**PL18/249 To consider the latest planning applications**

It was **RESOLVED** to submit the comments below.

**PL18/250 To consider a Street Trading Renewal for Tatton Park**

It was **RESOLVED** to object to the application for all requested locations on the following grounds;

- Moorside – as the street trading would adversely affect existing town centre businesses located close to the proposed trading location and the siting of the pitch on an already congested highway in close proximity to a children's playground could result in road safety issues for persons upon egress and exit to the Moor.
- Blackhill Lane – the proposed trading location is in close proximity to Bexton School where at school drop off and pick up times there are existing parking and highway safety issues which the proposed siting would exacerbate by causing obstruction to vehicles and pedestrians.
- Parkgate - the proposed trading location would cause increased congestion in an area where there is already insufficient parking.

**PL18/251 To consider the latest planning decisions**

The decisions were considered and noted.

**PL18/252 To consider matters relating to the Section 106 Agreements**

Members requested that the Deputy Town Clerk send a letter to CEC raising concerns with respect to the drafting of s106 agreements.

**PL18/253 To review the Planning Issues Log**

Members requested that a letter be sent to David Malcolm highlighting the current issues relating to Planning Enforcement.

**PL18/254 To consider the Planning Actions Log**

It was **RESOLVED** to amend the target date for completion of action PL16/091 to 30/09/2020.

**PL18/255 To note the date of the next meeting (03/06/2019)**

The date was noted.

## Planning Comments: 29/04/2019

Application	Address	Application details	
<a href="#">19/1165M</a>	5 Green Acre Close	Infill existing car-port to form garage	The Council <b>OBJECTS</b> to the application given the reasons noted on the original Officer report which required the original scheme to be varied to a car port given the properties location in the Legh Road Conservation Area. If the application is granted the Council requests a condition be added to any permission to restrict conversion of the garage to additional living space without a further planning permission.
<a href="#">19/1691M</a>	J.H. Oakes and Son, 6 Parkgate Lane	Change of use from retail /shoe repair shop to category A5 food takeaway as a fish and chip shop	The Council <b>OBJECTS</b> to the application on the grounds that policy ER2 of the Knutsford Neighbourhood Plan encourages A1-A4 usage in residential areas not A5. Furthermore, an A5 usage is likely to increase the parking issues in this area due to the insufficient parking spaces to serve the parade of shops.
<a href="#">19/1759M</a>	Marble Arch, King Street	Listed Building Consent for alterations to the interior of the property and external works	The Council raises no objections subject to the Conservation Officer being satisfied as to the methodology of the works proposed and the retention of any architectural artefacts. The Council is pleased to see an excellent and detailed Design and Access statement.
<a href="#">19/1686T</a>	Boothfield, Parkfield Road	Proposed five-year tree work	The Council <b>OBJECTS</b> to the felling of trees in the Conservation Area contrary to policy HE3 of the Knutsford Neighbourhood Plan and when no details as to why the trees need felling have been provided.

			The Council requests that the CEC Arboriculturist carry out a full survey of the trees to check they need felling as suggested and that a condition is added to any permission requiring that similar replacement specimens are planted.
<a href="#">19/1793M</a>	29 Higher Downs	First floor side extension and front porch.	The Council raises no objections subject to neighbours' comments.
<a href="#">18/6157M</a>	The Owls, Legh Road	Demolition of existing 1920's Cottage on the site of 'The Owls', Legh Road in Knutsford and replacing with a new 4-Bedroom detached family residence. (revised plans for reduction of length of rear projection on northern side; single vehicular access; change to materials; amendments to roof lights) - <b>AMENDED PLANS</b>	<p>The Council continues to <b>OBJECT</b> on the following grounds:</p> <ul style="list-style-type: none"> <li>a. Detrimental effect on the privacy of neighbouring properties</li> <li>b. Reduction in light to the habitable area of the neighbouring properties.</li> <li>c. The excessive height detrimentally affects the existing street scene.</li> <li>d. The proposed development fails to fit in, let alone enhance, the street scene and character of the Conservation Area.</li> <li>e. The loss of a period property.</li> <li>f. The lack of space between properties resulting in further detrimental impact to the street scene and character of the Conservation Area.</li> <li>g. The disproportionate relationship between the building's height, width and depth. resulting in the proposal being contrary to CELPS policies SE1 and SE7 and Knutsford Neighbourhood Plan policies D2, HE1, HE2 and HE3.</li> </ul> <p>Furthermore, the Council remains concerned with respect to the continued inaccuracy of the 4<sup>th</sup> set of revised plans and the failure of the applicant to take on board the issues raised. The Council feels the</p>

			primary authority needs to be more robust and require accurate plans and changes that overcome the objections raised or the application should simply be refused.
<a href="#">19/1427M</a>	98 King Street	Advertisement Consent for installation of hanging sign	The Council raises no objections.
<a href="#">19/1877M</a>	6 Rowley Way	Single-storey rear extension	The Council raises no objections subject to neighbours' comments.
<a href="#">19/1747T</a>	Hazelfield, Legh Road	Tree works to various trees to remove dead & damaged limbs and crown reduction by 10-15%	The Council raises no objections subject to neighbours' comments.



# Council Offices Sub-Committee

# Knutsford Town Council

**Town Clerk: Adam Keppel-Green**

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## **Minutes** *of the* **Council Offices Sub-Committee meeting held 17<sup>th</sup> May 2018** *In the Moor Room of the Town Council Offices*

### **C18/000 Present**

CLRs Forbes, Goodrich and Mrs Gray

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

### **C18/001 To elect a Chairman**

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

### **C18/002 To elect a Deputy Chairman**

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

### **C18/003 To note the terms of reference**

The terms of reference were noted.

### **C18/004 To receive apologies for absence**

Apologies were received from Cllr Malloy (personal business)

### **C18/005 To note declarations of members' interests**

No member declared an interest in any item under discussion.

### **C18/006 To receive and confirm the minutes of the meeting held 4<sup>th</sup> April 2018**

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

### **C18/007 To receive an update in respect of the transfer of the Council Offices**

The Town Clerk reported that the decision notice had been posted by Cheshire East Council and that subject to it not being called in would be effective from the following day. Cheshire East Council would then commence the public open space disposal process.

### **C18/008 To consider the draft project plan**

It was **RESOLVED** to approve the project plan.

### **C18/009 To consider the Actions Log**

It was noted that no actions were outstanding.

**C18/010 To note the date of the next meeting (28/06/2018)**

The date was noted.

FINAL



# Knutsford Town Council

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## **Minutes of the Council Offices Sub-Committee meeting held 28<sup>th</sup> June 2018** *In the Moor Room of the Town Council Offices*

### **CO18/011 Present**

Cllrs Forbes, Goodrich and Mrs Gray

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

### **C18/012 To receive apologies for absence**

Apologies were received from Cllr Malloy (business)

### **C18/013 To note declarations of members' interests**

No member declared an interest in any item.

### **C18/014 To receive and confirm the minutes of the meeting held 17<sup>th</sup> May 2018**

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

### **C18/015 To receive an update in respect of the transfer of the Council Offices**

The Town Clerk reported that Cheshire East Council was currently arranging the registration of the land and would then progress the public open space disposal process. It was further reported that the Cemetery Lodge had now sold with completion expected at the end of July.

### **C18/016 To consider the output of the officer workshop, member workshop and user needs assessment**

The Town Clerk read the output of the workshops; it was agreed it be circulated to officers and members giving them a final opportunity to input. The Town Clerk was tasked with comparing the output and the agreed business case to determine what needed to go through change control and to gather information on the impact of each on time and finances.

### **C18/017 To review the latest checkpoint report**

It was agreed that more milestones were needed.

### **C18/018 To consider the Actions Log**

It was noted that no items were outstanding.

**C18/019 To agree dates for the future meetings**

It was noted the next schedule meeting would not be quorate. The dates for the next meetings were agreed as 27<sup>th</sup> July at 7pm and 16<sup>th</sup> August at 6:30pm.

**C18/020 To note the date of the next meeting**

The date was noted.

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## **Minutes** *of the* **Council Offices Sub-Committee meeting held 26<sup>th</sup> July 2018** *In the Moor Room of the Town Council Offices*

### **CO18/021 Present**

Cllrs Forbes, Goodrich and Mrs Gray

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

### **C18/022 To receive apologies for absence**

Apologies were received from Cllr Malloy (personal business)

### **C18/023 To note declarations of members' interests**

No members declared an interest in any item.

### **C18/024 To receive and confirm the minutes of the meeting held 28<sup>th</sup> June 2018**

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

### **C18/025 To receive an update in respect of the transfer of the Council Offices**

The Town Clerk reported that there had been no progress on the transfer since the previous meeting and that the public open space disposal process had not yet commenced.

### **C18/026 To consider the issues arising from the Member and Officer workshops through the change control process**

It was agreed that relocation of the council chamber, AV equipment across the building and a post implementation review be included in the change control table.

It was **RESOLVED** to approve the following changes to the project:

- Installation of CCTV
- Maximising on site car parking
- Providing covered cycle parking
- Removal of wooden rail around grass area
- Provision of electric vehicle charging points
- Removal of fencing and shrubbery to open grounds to library and provide additional parking space

- Post implementation review

The Town Clerk was tasked with further investigating potential eco-friendly measures and establishing potential operational savings vs costs.

**C18/027 To consider the Actions Log**

It was noted that there were no actions outstanding.

**C18/028 To note the date of the next meeting**

The date was noted.

FINAL

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## **Minutes of the Council Offices Sub-Committee meeting held 16<sup>th</sup> August 2018 In the Moor Room of the Town Council Offices**

### **CO18/029 Present**

Cllrs Forbes, Goodrich and Malloy.

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

### **C18/030 To receive apologies for absence**

Apologies were received from Cllr Mrs Gray (personal business)

### **C18/031 To note declarations of members' interests**

No members declared an interest in any item.

### **C18/032 To receive and confirm the minutes of the meeting held 26<sup>th</sup> July 2018**

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

### **C18/033 To receive an update in respect of the transfer of the Council Offices**

The Town Clerk reported that Cheshire East Council had confirmed that its legal department had been instructed and that they would provide an update on the process shortly.

### **C18/034 To consider the change control log and agree changes to the project**

It was **RESOLVED** to approve the following changes to the project:

- Creation of a reception area
- Creation of a suite of Council Offices
- Demolition and replacement of existing outbuildings
- Installation of room controlled access
- Improvements to toilet facilities
- Architect and Professional fees
- Energy efficiency measures

It was **RESOLVED** that the Town Clerk be authorised to increase the quoted costs of the latter two items on receipt of further information and subject to agreement by the committee members by email.

It was further **RESOLVED** to approve all remaining changes to the project subject to the Town Clerk making amendments following an informal meeting with committee members.

**C18/035 To consider the Actions Log**

It was noted that no actions were outstanding.

**C18/036 To agree a date for the next meeting**

It was agreed to meet on 13<sup>th</sup> September at 4:30pm and that the Town Clerk set a series of dates for future meetings.

**FINAL**

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## **Minutes of the Council Offices Sub-Committee meeting held 13<sup>th</sup> September 2018** *In the Moor Room of the Town Council Offices*

### **C18/037 Present**

CLRs Forbes, Mrs Gray, Goodrich and Malloy.

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

### **C18/038 To receive apologies for absence**

All members were present.

### **C18/039 To note declarations of members' interests**

CLr Goodrich declared a non-pecuniary interest in C18/044 on the grounds of knowing one of the bidding architects through their PCC work.

### **C18/040<sup>1</sup> To receive and confirm the minutes of the meeting held 16<sup>th</sup> August 2018**

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

### **C18/041 To receive an update in respect of the transfer of the Council Offices**

The Town Clerk reported that Cheshire East Council was investigating its title documents in readiness to apply to register the land and that the legal department would be preparing to undertake the public open space disposal notice shortly.

### **C18/042 To consider the Issues and Actions Log**

It was noted that a value engineering process would be required and agreed that one be undertaken after the building was designed to feed into a business case to council and again after tendering has been completed.

### **C18/043 To consider a recommendation to the Assets and Operations Committee in respect of the revenue budget requirement for the 2018/19 financial year and budget projections for the 2017/18 financial year**

It was **RESOLVED** to recommend the budget as drafted.

### **C18/044<sup>2</sup> To consider the appointment of an architect**

<sup>1</sup> CLr Malloy arrived during this item.

<sup>2</sup> CLr Malloy left the meeting during this item.

It was **RESOLVED** to approve the architect brief subject to amendments made at the meeting. It was agreed to defer the appointment of an architect pending further information.

**C18/045 To note the dates for the next meetings**

The dates were noted.

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## **Minutes** *of the* **Council Offices Sub-Committee meeting held 5<sup>th</sup> October 2018** *In the Moor Room of the Town Council Offices*

### **C18/046 Present**

Cllrs Forbes, Mrs Gray and Malloy.

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

### **C18/047 To receive apologies for absence**

Apologies were received from Cllr Goodrich (business).

### **C18/048 To note declarations of members' interests**

No members declared an interest in any item for discussion.

### **C18/049 To receive and confirm the minutes of the meeting held 13<sup>th</sup> September 2018**

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

### **C18/041 To consider the appointment of an architect**

Bids from five architects were considered and it was **RESOLVED** to shortlist Whitfield and Hayes and Partners and invite them for a discussion with the sub-committee. It was **RESOLVED** that members be tasked with reviewing the bids in detail and providing a list of questions to the Town Clerk.

### **C18/042 To note the date of the next meeting**

The date was noted.

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## **Minutes of the Council Offices Sub-Committee meeting held 23<sup>rd</sup> October 2018** *In the Moor Room of the Town Council Offices*

### **C18/052 Present**

CLRs Forbes, Mrs Gray and Malloy.

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

### **C18/053 To receive apologies for absence**

Apologies were received from CLR Goodrich (health).

### **C18/054 To note declarations of members' interests**

CLR Mrs Gray declared a non-pecuniary interest in C18/060 on the grounds of being a trustee of the Jubilee Hall.

### **C18/055 To receive and confirm the minutes of the meeting held 5<sup>th</sup> October 2018**

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

### **C18/056 To receive an update in respect of the transfer of the Council Offices**

The Town Clerk reported that there had been no update received from Cheshire East Council.

### **C18/057 To consider the Issues and Actions Log**

The log was noted.

### **C18/058 To appoint an architect**

It was **RESOLVED** to appoint Hayes and Partners as the council's architect for the project.

### **C18/059 To consider staffing requirements for the Council Offices**

It was **RESOLVED** to refer the matter to the Personnel Committee.

### **C18/060 To consider matters related to the relocation of the offices whilst works are undertaken**

It was agreed that depending on the works programme the council could utilise space within the new extension whilst works to the remainder of the building are undertaken; otherwise the council would look to find commercial space within the town with a requirement for office space and a small meeting room. It was agreed that council

meetings could be held in venues such as the Jubilee Hall and that the council would look to help the community organisations utilising the current meeting rooms find alternative accommodation during the works.

**C18/061 To note the date of the next meeting**  
The date was noted.

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## **Minutes of the Council Offices Sub-Committee meeting held 17<sup>th</sup> December 2018** *In the Moor Room of the Town Council Offices*

### **C18/062 Present**

Cllrs Forbes, Malloy, Goodrich and Mrs Gray.

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

### **C18/063 To receive apologies for absence**

All members were present.

### **C18/064 To note declarations of members' interests**

No member declared an interest in any item.

### **C18/065 To receive and confirm the minutes of the meeting held 23<sup>rd</sup> October 2018**

It was **RESOLVED** to confirm the minutes subject to a typographical correction to C18/056.

### **C18/066 To receive an update in respect of the transfer of the Council Offices**

The Town Clerk reported that the council was still waiting for the public open space disposal process to take place. It was agreed that if no action has been taken by the w/c 7<sup>th</sup> January, that the Mayor write to Cheshire East Council on the matter.

### **C18/067 To agree requirements to make the building dementia friendly**

The checklist was noted.

### **C18/068 To consider the inclusion of lighting the war memorial in the scope of the project**

It was **RESOLVED** that the external lighting of the whole site including the memorial should be included within the scope of the project.

### **C18/069 To consider the Issues and Actions Log**

The log was noted.

### **C18/070 To note the date of the next meeting**

It was agreed to move the meeting to 6pm on Monday 14<sup>th</sup> January.

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## **Minutes of the Council Offices Sub-Committee meeting held 14<sup>th</sup> January 2019** *In the Moor Room of the Town Council Offices*

### **C18/071 Present**

Cllrs Forbes, Malloy, Goodrich and Mrs Gray.

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

### **C18/063 To receive apologies for absence**

All members were present.

### **C18/064 To note declarations of members' interests**

No member declared an interest in any item.

### **C18/065 To receive and confirm the minutes of the meeting held 17<sup>th</sup> December 2018**

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

### **C18/066 To receive an update in respect of the transfer of the Council Offices**

It was noted that Cheshire East Council had confirmed that the public open space disposal notice would be advertised imminently.

### **C18/067 To consider the implications of the resolution to postpone all non-essential work to the Council's portfolio of built assets including the funding of any professional services associated with works in the planning stage**

It was noted that the sub-committee's terms of reference are for it to oversee the transfer of the Council Offices in line with the adopted business case and it therefore continues to have a remit.

It was **RESOLVED** to authorise the Town Clerk to implement the minimal cost stop option with the appointed architects.

### **C18/070 To note the date of the next meeting**

The date was noted.