



Proceedings of Knutsford Town Council

2019-2020



Full Council

Knutsford Town Council

Town Clerk: Adam Keppel-Green

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

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Minutes

of the

Annual Town Council Meeting held 20th May 2019

In the Lower School Hall of the Knutsford Academy

19/000 Present

Cllrs Malloy, Gardiner, Abel, Coan, Dalzell, Fletcher, Gray, Hamilton Coan, Houghton, McCulloch, Nicholson, Power and Robertson.

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

19/001 To elect the Town Mayor

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

19/002 To receive the declaration of acceptance of office from the Town Mayor

Cllr Malloy signed the declaration of acceptance of office.

19/003 To note the results of the Town Council elections

The results of the uncontested elections held on 2nd May were noted. It was noted that an insufficient number of candidates stood for Over Ward, resulting in one vacancy.

Bexton Ward

Barbara Hamilton Coan

Elected unopposed

Mike Houghton

Elected unopposed

James Power

Elected unopposed

Nether Ward

Katherine Fletcher

Elected unopposed

Stewart Gardiner

Elected unopposed

Christopher Gray

Elected unopposed

Norbury Booths Ward

Quentin Abel

Elected unopposed

Jan Nicholson

Elected unopposed

Matthew Robertson

Elected unopposed

Over Ward

Peter Coan

Elected unopposed

Lesley Dalzell

Elected unopposed

Neil Forbes

Elected unopposed

Andrew Malloy

Elected unopposed

James McCulloch

Elected unopposed

19/004 To consider when any declarations of acceptance of office and written undertakings to comply with the Code of Conduct adopted by the Council which have not been received as provided by law shall be received

The Town Clerk reported that all members had signed their Declarations of Acceptance of Office and undertaking to abide by the Code of Conduct.

19/005 To elect the Deputy Town Mayor

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

19/006 To receive the declaration of acceptance of office from the Deputy Town Mayor

Cllr Gardiner signed the declaration of acceptance of office.

19/007 To formally appoint the Mayor's Cadet and receive their acceptance of office

The Mayor announced the appointment of Corporal Cadence Grace of the 2056 (Knutsford) Squadron Air Training Corps as the Mayor's Cadet 2019/20 and presented her badge of office.

19/008 To appoint representatives to outside bodies

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

19/009 To appoint committees, sub-committees and bank signatories

It was **RESOLVED** to appoint committees, sub-committees and committee chairmen as detailed in Annex B and 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.

19/010 To receive apologies for absence

Apologies were received from Cllrs Forbes (personal business).

19/011 To receive declarations of members' interests

Cllr Malloy declared a pecuniary interest in 19/017 on the grounds of being the recipient of the allowance.

19/012 To receive a statement from the newly elected Town Mayor

Cllr Malloy addressed the meeting and thanked members for the honour and privilege of being elected Town Mayor. Cllr Malloy gave a short speech announcing that during his year in office he would be fundraising for a skatepark and for youth sporting organisations.

Cllr Malloy announced Mrs Nicole Malloy as Mayoress and invested her with her chain of office and invited his children, Adam and Luis Malloy to be his unofficial 'junior consorts'.

19/013 To receive a statement from the outgoing Town Mayor

Cllr Coan reflected on his year in office as one of breaking records for the most meetings attended, most events attended, and greatest amount of money raised for charity. Cllr Coan announced that a total of £15,000 had been raised for his chosen charities: Friends of the Moor, Knutsford Community First Responders Trust, Knutsford Heritage Centre and The

Welcome and thanked everyone who supported his events over the course of the year. Cllr Coan thanked his Mayoress, Mrs Ann Coan, and the Mayor's PA for their support over the year.

Cllr Coan presented Cadet Corporal Max Risley of the 2056 (Knutsford) Squadron Air Training Corps with the Past Mayor's Cadet badge.

19/014 To give a vote of thanks to the outgoing Town Mayor

Cllr Gardiner proposed a vote of thanks to Cllr Coan congratulating him on a successful year in office. Cllr Malloy presented Cllr Coan with a Past Mayor's medal.

19/015 To confirm the Council continues to meet the requirements to exercise the General Power of Competence

It was **RESOLVED** that in accordance with the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 that the Town Council meets the conditions set out to exercise the General Power of Competence.

19/016 To consider the adoption of a revised Code of Conduct

In accordance with Standing Orders this item stood adjourned without debate to the next meeting of the Council.

19/017 To consider making an allowance to meet the expenses of the office of Town Mayor

Having declared a pecuniary interest, Cllr Malloy left the room and Cllr Gardiner presided. It was **RESOLVED** to make an allowance of £610 to the Town Mayor.

19/018 Public Participation

A resident thanked Cllr Coan for his service as Mayor, congratulating him on being a great ambassador for Knutsford and thanking the Town Council for its work over the preceding twelve months in particular with reference to the adoption of the Neighbourhood Plan and its work on the public open space at Longridge. The resident thanked council officers for their work and congratulated Cllr Malloy on his election as Town Mayor, praising his choices for charity fundraising.

A member of the public congratulated Cllr Malloy on his election and requested the Town Council look to reinstate the statue of Haron Baronian onto its original plinth.

19/019 To note date of next meeting

The date was noted.

ANNEX A - OUTSIDE BODY APPOINTMENTS

Friends of the Heath	Cllr Gray
Citizens Advice Bureau	Cllr Houghton
Cheshire Association of Local Councils	Cllr McCulloch
Community Rail Partnership	Cllr Fletcher and Cllr Malloy (deputy)
Knutsford in Bloom	Cllr Nicholson
Friends of the Moor	Cllr Gardiner
CCG Combined Surgeries Project	Cllr Forbes
Friends of St John's Wood	Cllr McCulloch
Knutsford Heritage Centre Trustee	Cllr Nicholson
Longridge and Shaw Heath Community Partnership	Cllr Forbes and Cllr McCulloch (deputy)
Manchester Airport Consultative Committee	Cllr Nicholson
Knutsford Re-use Project	Cllr Hamilton Coan and Cllr Dalzell (deputy)

ANNEX B - COMMITTEE APPOINTMENTS

Assets and Operations Committee

Cllr Abel	Cllr Coan	Cllr Fletcher	Cllr Forbes
Cllr Gray	Cllr Hamilton Coan	Cllr McCulloch	Cllr Nicholson

Environment and General Purposes Committee

Cllr Abel	Cllr Dalzell	Cllr Fletcher
Cllr Power	Cllr Robertson	

Events and Town Centre Management Committee

Cllr Abel	Cllr Dalzell	Cllr Houghton
Cllr McCulloch	Cllr Power	

Finance Committee

Cllr Fletcher	Cllr Forbes	Cllr Houghton
Cllr McCulloch	Cllr Nicholson	Cllr Robertson

Personnel Committee

Cllr Coan	Cllr Forbes	Cllr Hamilton Coan	Cllr Nicholson
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Planning and Licencing Committee

Cllr Coan
Cllr Houghton

Cllr Dalzell
Cllr McCulloch

Cllr Gray
Cllr Robertson

SUB-COMMITTEE APPOINTMENTS

Council Offices Transfer Sub-Committee

Cllr Coan

Cllr Forbes

Cllr Gray

Cllr McCulloch

Cllr Nicholson

COMMITTEE CHAIRMANSHIPS

Assets and Operations

Environment and General Purposes

Events and Town Centre Management

Finance

Personnel

Planning and Licencing

Chairman

Cllr Coan

Cllr Power

Cllr Houghton

Cllr Forbes

Cllr Hamilton Coan

Cllr Gardiner

Deputy Chairman

Cllr Nicholson

Cllr Robertson

Cllr Power

Cllr Houghton

Cllr Nicholson

Cllr Gray

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Minutes

of the

Town Council meeting held 3rd June 2019

In the Lower Council Chamber of the Town Council Offices

In advance of the meeting, the Mayor presented Cllr Peter Coan with his Past Mayor's Medal for his service as Town Mayor 2018-2019.

19/020 Present

Cllrs Malloy, Gardiner, Abel, Beswick, Coan, Dalzell, Fletcher, Forbes, Gray, Hamilton Coan, Houghton, McCulloch, Nicholson and Robertson.

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

19/021 To receive apologies for absence

Apologies were received from Cllr Power (personal business).

19/022 To receive declarations of members' interests

Cllr Coan declared a pecuniary interest in 19/035 on the grounds of owning property adjacent to the land.

19/023 Public Participation

A resident expressed their support for an event to commemorate D-Day and suggested the council consider how to link future events to the centennial war memorial.

A resident suggested that the Health and Social Care working group be tasked with considering the health aspiration arising from the Knutsford Neighbourhood Plan.

A trader from Knutsford Market Hall spoke on behalf of fellow traders requesting the council repair the floor and ceiling tiles expressing that they are unsightly and potentially unsafe.

A representative of the Tatton Estate expressed support for the council developing a new strategic plan and requested that their previously submitted comments be circulated to councillors.

19/024 To co-opt a councillor to fill the vacancy for Over Ward and to receive their declaration of acceptance of office or consider when it shall be received

The Mayor adjourned the meeting to allow members to raise questions of the two applicants, Colin Banks and Elizabeth Beswick. The meeting was reconvened, and it was **RESOLVED** to co-opt Elizabeth Beswick to the council.

Cllr Beswick gave her declaration of acceptance of office and joined the meeting.

19/025 To receive and confirm the minutes of the meetings held 8th April and 20th May

It was **RESOLVED** to confirm the minutes subject to two corrections to the minutes of 20th May to remove the appointment of sub-committee chairmen and for 19/014 to specify 'a past mayor's medal' rather than 'the past mayor's medal'.

19/026 To note the minutes of committees which have been published since the previous ordinary meeting

The minutes were noted.

19/027 To receive reports from members

There were no reports.

19/028 To receive an update in respect of the transfer of the council offices

Cllr Forbes reported that the Cheshire East Council legal department had referred the matter back to the assets department owing to an internal procedural matter and that once it is referred back to the legal department the town council will be expecting draft transfer documentation.

19/029 To receive reports from and raise questions to Cheshire East Councillors

Cllr Gardiner reported that at the annual council meeting the council had elected Cllr Sam Corcoran as leader, leading a Labour and Independent coalition. Cllr Gardiner reported he had been appointed as Vice Chairman of the Strategic Planning Board.

Cllr Abel reported he had been appointed as Deputy Portfolio Holder for the Environment and that the council had made a unanimous declaration of a climate change emergency.

19/030¹ To consider the town's twinning with Montmorency, France

It was **RESOLVED** that the Mayor further investigate reigniting the twinning with Montmorency and that he be authorised in principle, subject to it being at no cost to the council, to visit Montmorency in an official capacity as part of this holiday.

19/031 To consider the development of a 2019-2031 Strategic Plan

It was **RESOLVED** to approve the development of a 2019-2031 strategic plan as per the process outlined in report C1905.

It was **RESOLVED** to appoint a working group as per the terms of reference in the aforementioned report and to appoint Cllrs Gardiner, McCulloch, Coan, Forbes and Nicholson to the same.

It was **RESOLVED** that subject to the completion of a risk assessment to authorise the Town Clerk to undertake the community engagement and evidence compiling in consultation with the working group.

19/032 To consider the development of a Town Centre Masterplan

¹ Cllr Houghton arrived during the discussion of this item.

It was **RESOLVED** to amend the terms of the reference of the working group to require that meetings of the working group become public meetings from January 2020.

It was **RESOLVED** to:

- establish a working group as per the amended terms of reference to develop a Town Centre Masterplan
- appoint Cllrs Gardiner, Power, Robertson and Gray to the working group
- authorise a budget of up to £1,500 to be spent by the Town Clerk in consultation with the elected members of the working group on initial research and consultation.

19/033 To establish a working group to explore the creation of a youth council

It was **RESOLVED** that the Mayor further explore the options for creating a youth council and develop a proposal for the September meeting.

19/034 Notice of motion from Cllrs Coan, Hamilton Coan, Dalzell, Fletcher, Nicholson, and McCulloch To reconsider the resolution recorded under minute 18/121

The meeting was adjourned for a five-minute recess.

It was **RESOLVED** to clarify the resolution to delete “all non-essential works” to read “all but necessary repair and maintenance”

19/035 To consider matters related to the Cheshire East Council disposal of public open space at Longridge

It was **RESOLVED**² that the Town Clerk write to the leader and relevant portfolio holders to appraise them of the background to the proposed disposal and advising them of the latest position of Manchester City Council in relation to the covenanted land and the issues raised by residents.

19/036 To consider the adoption of a revised Code of Conduct

It was **RESOLVED** to adopt the revised Code of Conduct subject to the Town Clerk clarifying within the final version to whom members report interests. It was **RESOLVED** that standing orders be updated to reflect the revised code of conduct and the requirement for members to leave the room when a meeting is considering business in which they have a prejudicial interest.

19/037 To consider an amendment to Standing Orders to amend the terms of reference of the Personnel Committee to increase its membership from a total of six to eight

It was **RESOLVED** to suspend Standing Order 115 to enable a decision to be made without the need for the item to be adjourned to the next meeting, noting that it was a minor change to standing orders.

It was **RESOLVED** to amend the terms of reference of the Personnel Committee to increase its membership from a total of six to eight.

² Cllrs Gardiner and Coan abstained from voting.

19/038 To appoint members to the Health and Social Care working group

It was **RESOLVED** to:

- appoint a Health and Social Care working group comprising at least five members including a representative from each town council ward
- set the working group remit as to review and secure modern health facilities for Knutsford, to secure funding for the development of health facilities and to develop a preventative health strategy
- appoint Cllrs Abel, Beswick, Dalzell, Gardiner and Houghton to the working group

19/039 To consider marking the 75th anniversary of D-Day

It was agreed that anniversary should be marked annually, and that the illumination of the centennial war memorial be considered by the Assets and Operations committee.

It was **RESOLVED** that the Mayor laying a wreath at the centennial war memorial on the evening of 6th June and to publicise the event in the local press.

19/040 To consider appointments to committee carrying vacancies

It was **RESOLVED** to appoint Cllr Beswick to the Events and Town Centre Management, Environment and General Purposes and Personnel committees.

It was **RESOLVED** to appoint Cllr Dalzell to the Personnel committee

19/041 To approve the Annual Governance and Accounting Records

The meeting was adjourned for a five-minute recess.

It was **RESOLVED** to approve the annual governance statement. It was **RESOLVED** to approve the annual accounting records subject to the correction of a rounding error.

19/042 To note payments

The payments were noted.

19/043 To receive a report of Mayoral Duties

The Mayor reported on attendances as detailed below.

19/044 Member questions to the Town Clerk

It was requested that the Town Clerk circulate the log-on details to the ChALC website.

19/045 Public Participation

A resident requested that reports be published on the town council website to enable them to be referred to after the agendas for meetings are taken down.

19/046 To note date of next meeting

The date was noted.

MAYORAL ENGAGEMENTS

CLLR COAN'S CIVIC YEAR - 09/04/2019 TO 20/05/2019

Date	Event	Attended By
09/04/2019	Northwich Town Mayor's Charity Curry Meal	Town Mayor
11/04/2019	Celebration of Edwards and Emmess's 55th anniversary at Knutsford Market Hall	Town Mayor
11/04/2019	Knutsford Beer Festival Sponsors Night & Opening	Town Mayor
12/04/2019	Winsford Town Mayor's Ball	Town Mayor
14/04/2019	Macclesfield St George's Day Parade and Service	Town Mayor
23/04/2019	Sherriff of Chester's St George's Day Dinner	Town Mayor
25/04/2019	Manor Park School MUGA Opening	Town Mayor
25/04/2019	Cheshire Girl Guiding County Celebration Evening	Town Mayor
28/04/2019	Macclesfield Town Crier's Competition	Town Mayor
02/05/2019	Knutsford Talking Newspaper Recording	Town Mayor
02/05/2019	Knutsford May Fair Official Opening	Town Mayor
04/05/2019	Knutsford Royal May Day Opening	Town Mayor
30/04/2019	Knutsford Lions Poetry Competition Awards	Town Mayor
09/05/2019	Maguire Family Law Launch Party	Town Mayor
10/05/2019	Nantwich Mayor Making Ceremony	Deputy Town Mayor
11/05/2019	Opening of <i>Plastic Free Weigh</i> at Knutsford Market Hall	Town Mayor
13/05/2019	Winsford Mayor's Charity Indian Meal	Town Mayor
14/05/2019	Bollington Mayor Making Ceremony & Reception	Deputy Town Mayor
14/05/2019	Knutsford Heritage Centre May Day Exhibition Opening	Town Mayor
15/05/2019	Manchester Airport Community Tea Party	Town Mayor
16/05/2019	Knutsford Mayor's Fundraising Dinner	Town Mayor
17/05/2019	Opening of Love Your Local Market celebrations	Town Mayor
17/05/2019	Opening of Hooked on the Heath	Town Mayor
18/05/2019	Mayor of Cheshire East Fundraising Dinner	Town Mayor
19/05/2019	Knutsford Lions 43 rd Charter Lunch	Town Mayor
20/05/2019	Cheques Presentation for Mayor's Charities	Town Mayor

CLLR MALLOY'S CIVIC YEAR - 21/05/2019 TO 03/06/2019

Date	Event	Attended By
21/05/2019	Knutsford Rotary Club 80 th Anniversary Dinner	Town Mayor
22/05/2019	Cheshire East Council Mayor Making	Town Mayor
23/05/2019	Congleton Town Council Mayor Making	Town Mayor
23/05/2019	Sandbach Town Council Mayor Making	Deputy Town Mayor
24/05/2019	Tutored Wine Tasting Evening	Town Mayor
25/05/2019	Knutsford Musical Theatre Company performing Grease	Town Mayor
27/05/2019	Lion's Street Fair	Town Mayor
01/06/2019	World Hopscotch Day on the Moor	Town Mayor
02/06/2019	Congleton Civic Service	Deputy Town Mayor
02/06/2019	Lord Mayor of Chester Civic Service	Town Mayor

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Minutes

of the

Town Council meeting held 24th June 2019

In the Lower Council Chamber of the Town Council Offices

In advance of the meeting the Mayor thanked all those who attended his civic service including the 2056 (Knutsford) Squadron Air Training Corps band, 2nd Knutsford Scouts and Rev Paul Deakin and the congregation of St Cross Church. The Mayor further expressed his thanks to all officers, volunteers and performers involved in the Knutsford Music Festival.

19/047 Present

Cllrs Malloy, Gardiner, Beswick, Coan, Forbes, Hamilton Coan, McCulloch, Nicholson and Robertson.

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

19/048 To receive apologies for absence

Apologies were received from Cllrs Abel, Gray, Houghton and Power (personal business) and Cllrs Dalzell and Fletcher (health).

19/049 To receive declarations of members' interests

Cllrs Coan and Malloy declared a personal interest in 19/054 on the grounds of being a Knutsford Host and Cllr Beswick declared a personal interest in 19/054 on the grounds of her sister being a Knutsford Host.

19/050 Public Participation

A resident thanked the council for the speed with which it responded to her request for reports to be published on the website.

19/051 To receive and confirm the minutes of the meeting held 3rd June

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

19/052 To consider a recommendation from the Assets and Operations Committee to purchase the council van

It was **RESOLVED** to purchase the van.

19/053 To consider an amendment to the terms of reference of the Personnel Committee

It was **RESOLVED** to suspend Standing Order 114 for the current item to enable Council to amend the terms of reference without requiring the item to stand adjourned to the next meeting. It was **RESOLVED** to amend the terms of reference to increase membership of the committee to seven members plus the Mayor and Deputy Mayor (ex-officio). It was further **RESOLVED** to appoint Cllr McCulloch to the committee.

19/054 To consider a donation request from the Knutsford Hosts

The Mayor adjourned the meeting to allow a representative of the Knutsford Hosts to address the council and answer questions on the request. The meeting was reconvened, and it was **RESOLVED**¹ to award a donation of £200 towards the purchase of Queen's Award for Volunteering badges for the Knutsford Hosts volunteers.

The council congratulated the Knutsford Hosts on the award and thanked them for the outstanding work they do in the community.

19/055 To note date of next meeting

The date was noted.

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¹ Cllr Forbes abstained from voting.

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Minutes

of the

Town Council meeting held 9th September 2019

In the Lower Council Chamber of the Town Council Offices

19/056 Present

Cllrs Malloy, Gardiner, Abel, Beswick, Coan, Dalzell, Fletcher, Forbes, Gray, Hamilton Coan, McCulloch and Power.

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

19/057 To receive apologies for absence

Apologies were received from Cllrs Houghton (business), Nicholson (health) and Robertson (personal business).

19/058 To receive declarations of members' interests

Cllr Gardiner declared a personal interest in 19/065 having expressed his opinion on the matter on a number of occasions.

19/059 Public Participation

A resident highlighted the Manchester Airport Consultation on air space stating he was undertaking research into the matter.

A resident expressed their concern regarding the number of accidents near the Cottons Hotel on Manchester Road, suggesting the speed be lowered to 40mph and vehicle activated signs installed to warn of the concealed entrances.

A representative of the South Knutsford Residents Group spoke in support of releasing additional funds for the Chelford Road obelisk project and offering volunteer support for clearing the site. He further highlighted the consultation on the Site Allocations and Development Policies Document, asking if the council would be submitting comments.

The general manager of the Cottons Hotel expressed concern at the number of accidents outside his hotel requesting action be taken to increase road safety.

19/060 To receive and confirm the minutes of the meeting held 24th June

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

19/061 To consider road safety on Manchester Road

It was **RESOLVED** that a letter be sent to Esther McVey MP expressing concern that the police area command override the recommendations of Cheshire East Council with respect improving highway safety at this area.

19/062 To consider the continued support of the Citizens Advice service in Knutsford

It was **RESOLVED** to thank Citizens Advice for their work in Knutsford.

It was **RESOLVED** to continue funding the service for a further four-year period from April 2020.

19/063 To note the minutes of committees which have been published since the previous ordinary meeting

The minutes were noted.

19/064 To receive reports from and raise questions to Cheshire East Councillors

Cllr Gardiner reported that the new administration was settling in well and that he did not detect any significant shift in the council yet. Cllr Abel added that he aims to make the council work as a team and avoid party politics.

Cllr Coan raised concern that the household waste recycling centre was not fit for purpose, difficult to use and not accessible, stating it should be expanded to provide better services. Cllr Gray requested that Cheshire East ensure the street lights on King Edward Road be repaired. Cllr Malloy raised concern that the badminton club had been forced to leave the leisure centre due to changes in opening hours.

The meeting was adjourned for a five-minute recess.

19/065 To receive reports from members

Cllr Forbes reported attending two meetings of the Longridge and Shaw Heath Connected Communities group, stating it has been reinvigorated and was looking to identify specific deliverables. Cllr Dalzell reported attending a meeting of the Reuse Project.

Cllr Malloy reported that he sought to meet with the Mayor of Montmorency during this visit to France but as she was not available instead met with the President of CFAM which leads the English and French exchange programme. Cllr Malloy further reported that he had met with all school heads and was making positive progress on establishing a youth council.

19/066 To receive an update in respect of the transfer of the council offices

The Town Clerk reported that he was still awaiting the assets department of Cheshire East Council to instruct the legal department to progress the transfer.

19/067 To receive an update from the Town Centre Masterplan working group

Cllr Gray reported that a meeting had been held with Cllr Nick Manion, regeneration portfolio holder at Cheshire East Council and that the presentation video was being updated. It was reported that the working group was working on plans for a public consultation in the new year.

19/068 To receive an update on the development of a 2019-2031 Strategic Plan

Cllr McCulloch reported that the working group was developing a programme of community

workshops to inform the plan and was in the process of agreeing dates and the detail of the workshop content.

19/069 To appoint a representative and deputy to the Knutsford Town Centre Cheshire East Connected Communities group

It was **RESOLVED** to appoint Cllr Hamilton Coan as representative and Cllr Dalzell as deputy.

19/070 To consider the appointment of coordinators for the Community Emergency Plan

It was **RESOLVED** to appoint Cllrs McCulloch, Hamilton Coan, Gardiner (lead) and Abel as coordinators and that they and the Town Clerk work to update the document.

It was **RESOLVED** to write to Group Captain Derek Empson MBE to thank him for his work on the plan.

19/071 To consider a recommendation from the Environment Committee with respect the works to the Chelford Road obelisk

It was **RESOLVED** to approve the use of the Environment Committee's budget to cover any shortfall in funding following the outcome of the final grant application.

19/072 To consider matters related to the Cheshire East Council disposal of public open space at Longridge

Cllr Malloy reported that a meeting had been arranged with Cllr Craig Browne, Deputy Leader of Cheshire East Council, to seek to encourage the council to change its stance with respect the discharge of the covenant.

19/073 To note payments

Payments were noted.

19/074 To receive a report of Mayoral Duties

The Mayor reported on attendance at events as detailed below.

19/075 Member questions to the Town Clerk

The Town Clerk responded to questions stating that work was ongoing to remove the bins from 60 King Street and that the market traders who have installed CCTV would be reminded of their obligations under the Data Protection Act.

19/076 Public Participation

A resident reflected on their attendance with Cllr Gardiner at the RTP1 interview on the Neighbourhood Plan as part of the North West Planning Excellence Awards.

19/077 To consider a recommendation from the Assets and Operations Committee that it be authorised to pursue a renegotiation of the public toilets lease to DANFO to allow the potential conversion and letting of the empty space within the toilet buildings

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

It was **RESOLVED** that the Assets and Operations committee explore all options with respect the lease and operation of the public toilets.

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

19/078 To note date of next meeting

The date was noted.

MAYORAL ENGAGEMENTS

04/06/2019 TO 08/09/2019

Date	Event	Attended By
06/06/2019	D Day anniversary wreath laying at Centennial Memorial	Mayor
06/06/2019	Tatton Brewery Open Evening	Mayor
07/06/2019	Summer Drinks Party with High Sheriff of Cheshire	Deputy Mayor
07/06/2019	Pub in the Park VIP Night with Brand Events	Mayor
08/06/2019	Barnardo's Reward and Recognition Event	Mayor
15/06/2019	Street Party with residents of Lilac Avenue	Mayor
16/06/2019	Civic Sunday Parade and Service for Mayor of Bollington	Mayor
16/06/2019	Fundraising Car Wash with Knutsford Fire Station	Mayor
16/06/2019	Middlewich FAB 2019 Festival Praise Church Service	Deputy Mayor
19/06/2019	Royal Cheshire County Show with Manchester Airport Group	Mayor
20/06/2019	Folk at the Theatre – Knutsford Music Festival	Mayor
21/06/2019	Knutsford Primary Schools' Ball	Mayor
22/06/2019	Fine Lines at Market Hall – Knutsford Music Festival	Mayor
22/06/2019	Ben Tavill at Cotton St Yard – Knutsford Music Festival	Mayor
22/06/2019	Music on the Moor – Knutsford Music Festival	Mayor
22/06/2019	The Main Event at Vermillion Gallery – Knutsford Music Festival	Mayor
22/06/2019	Hiawatha's Wedding Feast Concert with Tatton Singers	Deputy Mayor
23/06/2019	Knutsford Civic Sunday Parade and Service	Mayor
23/06/2019	Old School Get Together for Old School Project	Cllr Forbes
26/06/2019	Launch Event for local businesses for Real5 Networking	Mayor
27/06/2019	The Old Sessions House soft opening event	Mayor
27/06/2019	Art Fair for Cheshire East Hospice at Tatton Park	Mayor
28/06/2019	Open Day at Sunrise of Mobberley	Mayor
28/06/2019	Palm Oil Conservation Exhibition - Lower Peover Primary School	Mayor
28/06/2019	Twilight Bark Ball for dog charities at The Courthouse	Mayor
03/07/2019	Over 70's Coach Trip send off for Toft Taverners	Mayor
06/07/2019	Summer Fair attendance for Manor Park School	Mayor
06/07/2019	Party in the Park attendance for St Vincent's School	Mayor
07/07/2019	Civic Sunday for Alderley Edge Parish Council	Mayor
07/07/2019	Competition Prize Giving for Gymfinity Gymnastics	Mayor
10/07/2019	My World Graduation Ceremony for Manor Park School	Mayor
12/07/2019	Summer Party for Abbeyfield Knutsford Society	Mayor

18/07/2019	Flowers in Wallwood Photo Shoot	Mayor
19/07/2019	Mayor's Fundraising BBQ at Council Offices	Mayor
20/07/2019	Open Day for Knutsford Fire Station	Mayor
20/07/2019	Unveiling and official opening of Brunner Mond Memorial Garden for Middlewich Town Council	Mayor
20/07/2019	Winsford Town Council Celebration of the life of Sir John Brunner	Deputy Mayor
21/07/2019	Civic Service for Mayor of Poynton	Mayor
23/07/2019	Floral Walk winning shop windows certificates presentation	Mayor
26/07/2019	Fundraising Quiz Night for Mayor of Poynton	Deputy Mayor
08/08/2019	The Cross Key's Reopening Local's Party	Mayor
09/08/2019	Summer Family BBQ for The Welcome	Mayor
18/08/2019	Mayor's Charity Sunday Lunch for Mayor of Macclesfield	Deputy Mayor
22/08/2019	Knutsford Medical Partnership Mtg with GP Surgeries	Deputy Mayor
29/08/2019	Opening of Picture Gallery for Sharston House	Deputy Mayor
31/08/2019	Family Fun Day for Sharston House	Deputy Mayor
03/09/2019	Knutsford Library reading challenge certificates presentation	Mayor
03/09/2019	80th Anniversary of start of WWII at Centennial War Memorial	Mayor
07/09/2019	Garden Party with High Sheriff of Cheshire	Mayor
08/09/2019	Cheshire Cycling Sportive Ride to support Egerton School's Foundation	Mayor

Knutsford Town Council

Town Clerk: Adam Keppel-Green

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

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Minutes

of the

Town Council meeting held 15th October 2019

In the Lower Council Chamber of the Town Council Offices

19/079 Present

Cllrs Malloy, Gardiner, Beswick, Coan, Dalzell, Forbes, Fletcher, Gray, Hamilton Coan, McCulloch, Nicholson, Power and Robertson.

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

19/080 To receive apologies for absence

Apologies were received from Cllrs Abel and Houghton (personal business)

19/081 To receive declarations of members' interests

Cllr Gardiner declared a personal interest in 19/083 on the grounds of being a Cheshire East Councillor. Cllr Nicholson declared a personal interest in 19/083 on the grounds of being a trustee of Knutsford Heritage Centre. Cllr McCulloch declared a personal interest in 19/083 on the grounds of being a member of the committee of the Friends of Knutsford Heritage Centre.

19/082 Public Participation

A resident noted the importance of the building, suggested that the cost of its management would be high due to its Grade II Listing and noted that neighbouring towns operating similar buildings run them at a net cost. It was noted the Neighbourhood Plan highlighted the need for additional community spaces and questioned whether purchasing the property would be in addition to the council's existing assets or whether it would involve rationalising.

A resident expressed anger at the council considering purchasing an additional property and suggesting the council instead focus its attention on Knutsford Leisure Centre where Everybody Sport and Leisure was proposing to invest significant funds inappropriately.

19/083¹ To consider whether to bid to purchase Marshall House

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

It was **RESOLVED** to:

- a) Lodge an expression of interest in purchasing the property
- b) Instruct a preliminary surveyor's report to provide an indication of works required to the building

¹ Cllr Power arrived during the discussion of this item.

c) That a report looking at all options be prepared to enable a decision to be made

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

19/084 To note date of next meeting
The date was noted.

FINAL

Knutsford Town Council

Town Clerk: Adam Keppel-Green

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Minutes

of the

Town Council meeting held 4th November 2019

In the Lower Council Chamber of the Town Council Offices

In advance of the meeting the Mayor reported that Knutsford had won Gold in the North West in Bloom competition and he thanked the volunteers of Knutsford in Bloom and council officers for their work in achieving this.

The Mayor highlighted the Pumpkin Path event, congratulating officers on a successful event and thanking the Knutsford Hosts and the councillors who volunteered on the evening.

19/085 Present

Cllrs Malloy, Beswick, Coan, Forbes, Fletcher, Gray, Hamilton Coan, McCulloch, Nicholson, Power and Robertson.

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

19/086 To receive apologies for absence

Apologies were received from Cllrs Gardiner (civic business) Dalzell (health), Abel and Houghton (personal business).

19/087 To receive declarations of members' interests

Cllr Malloy declared a personal interest in 19/104 on the grounds of being personally known to a member of staff.

In the interests of openness Cllr Coan declared a potential prejudicial interest in 19/097 on the grounds of owning property adjacent to the playing field.

19/088 Public Participation

A resident stated they would be attending a Cheshire East Council scrutiny committee meeting to receive further information on the proposed works to the leisure centre.

19/089 To receive and confirm the minutes of the meetings held 9th September and 15th October

It was **RESOLVED** to confirm the minutes subject to a correction to 19/061 to refer to 'police area command' in place of 'local police'.

19/090 To note the minutes of committees which have been published since the previous ordinary meeting

The minutes were noted.

19/091 To receive reports from and raise questions to Cheshire East Councillors

Cllr Dean was invited to address the meeting, providing a report which included information on the council's budget consultation and investment at Knutsford Leisure Centre. Cllr Dean reported he was pressing the cabinet for information on what they would be doing following the declaration of a climate emergency.

Cllr Parkinson (High Legh ward) reported that she was pressing for greater investment in transport to meet targets for reducing emissions. Cllr Parkinson reported that there had been no progress on changing the speed limit on the A50.

Cllr Dean responded to a question on flooding stating that tree roots had been removed from the gullies at Higher Downs and that the recent flooding was likely due to leaves and was a gully cleaning issue.

19/092 To receive reports from members

Cllr Malloy reported on attendance at a public meeting with Northern Rail where it had been reported that 80% of the promised rail infrastructure improvements had been cancelled or delayed, affecting Northern Rail's ability to deliver the services set out in the franchise. It had been reported that Northern Rail have bought all available diesel trains and that the inability to deliver a twice per hour service is due to a lack of trains and the cancelled infrastructure improvements.

Cllr Malloy further reported on a meeting with school children discussing how to reduce use of plastic, outlining that the children were looking to develop a business sustainability award.

Cllr McCulloch reported on attending the Cheshire East Council Strategic Planning board where he spoke on behalf of the council in objection to the development at Northwich Road, outlining that the committee deferred the application pending further community engagement from the developer.

19/093 To receive an update in respect of the transfer of the council offices

The Town Clerk reported that he was still awaiting confirmation from Cheshire East Council's assets department that the transfer had been referred to its legal department and that he was continuing to chase for updates regularly.

19/094 To consider matters related to Knutsford Leisure Centre

The meeting was adjourned to allow a resident to address the meeting. It was stated that whilst an investment in the leisure centre was welcomed it appears Everybody Sport and Leisure are not proposing investment in the areas needed and without consultation. The meeting was reconvened.

Cllr Fletcher left the meeting.

It was **RESOLVED** that Cllrs Robertson and Malloy and the Town Clerk meet with Everybody Sport and Leisure to discuss the proposed works.

19/095 To receive an update on the development of a 2019-2031 Strategic Plan

It was **RESOLVED** to approve the risk assessment and note the planned consultation in January.

19/096 To receive an update from the Town Centre Masterplan working group

It was **RESOLVED** to approve the consultations to take place in January/February.

19/097 To consider matters related to the Cheshire East Council disposal of public open space at Longridge

The Town Clerk provided an update on the meeting held with the Deputy Leader of Cheshire East Council, explaining that the Town Council was awaiting a response to the suggestion made at the meeting that Cheshire East Council place the obligation of discharging the covenant on the owner of the development site.

19/098 To consider matters related to the borough wide Community Governance Review

It was **RESOLVED** to raise initial concerns as to the process being followed with respect the electorate forecasts excluding the majority of planned housebuilding.

It was **RESOLVED** to establish a working group to develop an initial response to the consultation comprising Cllrs Forbes, Dalzell, Gray, Robertson and Houghton to the working group.

19/099 To review the council's co-option process

It was **RESOLVED** to make no changes to the process.

19/100 To note payments

The payments were noted.

19/101 To receive a report of Mayoral Duties

The Mayor reported on attendance at events as detailed below.

19/102 Member questions to the Town Clerk

No questions were raised.

19/103 Public Participation

No members of public wished to address the meeting.

19/104 To consider a recommendation from the Personnel Committee with respect a revised staffing structure

It was **RESOLVED** to exclude the public and press on the grounds of the sensitive nature of discussions, the Deputy Town Clerk was invited to remain.

Cllr Malloy stated whilst he did not consider his interest prejudicial, he would be leaving the meeting in the interest of ensuring the process could not be open to criticism. Cllr Malloy left the meeting.

It was **RESOLVED** to appoint Cllr Forbes as chairman. Cllr Coan left the meeting.

The Deputy Town Clerk left the meeting.

It was **RESOLVED** to approve the implementation of the revised staffing structure subject to

consultation with affected staff.

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

19/105 To note date of next meeting

The date was noted.

MAYORAL ENGAGEMENTS

10th September to 4th November

Date	Event	Attended By
10/09/2019	Mayor's Tapas & Wine Night at Evuna	Mayor
11/09/2019	Knutsford Hosts Queens Award for Voluntary Service Presentation	Mayor
13/09/2019	Afternoon Tea at The Welcome for Volunteer Eleanor leaving	Mayor
14/09/2019	Market Hall Open Day event	Mayor
14/09/2019	10 th Birthday event for Mr Simms Olde Sweet Shoppe	Mayor
14/09/2019	Glamorous shop 10 th Birthday event	Mayor
14/09/2019	Presentation of Front Garden Competition certificates	Mayor
15/09/2019	Civic Service for Mobberley Parish Council	Mayor
19/09/2019	K-Club Networking breakfast event with Andy Burnham	Mayor
23/09/2019	Mayor's Cycle Tour of East Cheshire	Mayor
24/09/2019	Blood donation at Mere Hotel	Mayor
25/09/2019	Everyday Superhero Awards event for Active Cheshire	Mayor
26/09/2019	Celebration of Mike Brown's 25 th anniversary at Market Hall	Mayor
26/09/2019	MacMillan Coffee Morning Event for Knutsford Bake Club	Deputy Mayor
27/09/2019	Autumn Quiz Night for Mayor of Macclesfield	Mayor
30/09/2019	Meeting with local Primary Schools to discuss various projects	Mayor
04/10/2019	Opening of the Story of Knutsford exhibition	Mayor
05/10/2019	Fundraiser for Lower Moss Wood	Mayor
06/10/2019	Civic Service for Mayor of Macclesfield	Mayor
09/10/2019	Fundraising event for Toft Cricket Club	Mayor
13/10/2019	Civic Service for Nantwich Town Council	Mayor
13/10/2019	Ways and Grove Park Garage Sale	Mayor
25/10/2019	Sound of the Sixties fundraising event for Mayor of Nantwich	Mayor
26/10/2019	Ghost the Musical for Knutsford Musical Theatre Company	Mayor
28/10/2019	Fundraising Dinner at Ciao for Mayor of Poynton	Mayor
01/11/2019	Britain in Bloom NW Awards presentation	Mayor
01/11/2019	Party with a Purpose for Kasupe	Mayor
02/11/2019	Christmas Launch opening for Barnardo's store	Mayor
02/11/2019	Certificates Presentation to Halloween shop windows winners	Mayor
04/11/2019	Best Kept Village Awards presentation event	Deputy Mayor

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Minutes

of the

Town Council meeting held 6th January 2020

In the Lower Council Chamber of the Town Council Offices

19/106 Present

Cllrs Malloy, Gardiner, Abel, Beswick, Coan, Dalzell, Forbes, Gray, McCulloch, Nicholson, Power and Robertson.

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

19/107 To receive apologies for absence

Apologies were received from Cllrs Fletcher (parliamentary business), Hamilton Coan (personal business) and Houghton (business).

19/108 To receive declarations of members' interests

Cllr Forbes declared a personal interest in 19/116 on the grounds of being disabled.

19/109 Public Participation

A resident spoke in relation to the Makers Market and an email received from Cllr Houghton and stated he felt that concerns in relation to the market have not been properly considered by the council. The Mayor stated he has spoken with Cllr Houghton and agreed the matter would be discussed at the next Events and Town Centre Management Committee meeting.

A resident stated he felt Cheshire East Council was being negligent in the performance of its duties to maintain areas it is responsible for and suggested a walkabout to identify issues. The Mayor suggested the resident contact the Cheshire East ward members directly about the issues.

A member of the public noted that permission had now been granted for the demolition of the War Memorial Cottage Hospital, asked what the plans were for the plinth from the Haron Baronian statue and the memorials within the building site.

A resident thanked the council for circulating the draft response to the community governance review consultation, supported the council's position in challenging Cheshire East Council on the housing data used for forecasting the electoral growth and noted that he had provided the Town Clerk with minor suggestions to improve the boundary logic of the proposed wards.

A representative of the Tatton Estate echoed calls for the electoral forecasts to consider all proposed housing, suggested that the proposal to include Tatton parish within Knutsford be thought through with the surrounding parishes and repeated support for the development of

a new Town Council strategy and affirmed the Estates' wish to be involved.

19/110 To receive and confirm the minutes of the meeting held 4th November 2019

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

19/111 To note the minutes of committees which have been published since the previous ordinary meeting

The minutes were noted.

19/112 To receive reports from and raise questions to Cheshire East Councillors

Cllr Abel reported that he hoped that level two road repairs would be started by the end of January and that he was awaiting a complete list of the roads which would be included across the borough. Cllr Abel further reported that he was working to promote tree planting and hoped to have positive news to share on this shortly.

Cllr Gardiner reported that the recent Full Council meeting had discussed the council's meeting operations and structure with proposals on new committees planned to be tabled in February.

19/113 To receive reports from members

Cllr Gardiner left the meeting so as not to prejudice his position on the Cheshire East Council Strategic Planning Board. Cllr Forbes reported that he and other members had met with Redrow Homes to review iterative changes to its scheme for Northwich Road, noting that progress was being made to improve the scheme.

Cllr Forbes further reported he and other members had met with Tatton Estate to receive updated proposals for the Parkgate Lane housing development. Cllr Gardiner re-joined the meeting.

Cllr Malloy reported that he and Cllr Robertson had met with Tom Barton of Everybody Sports and Leisure to be briefed on initial proposals for a £4m investment in Knutsford Leisure centre and that a members briefing was being arranged.

Cllr Malloy further reported on attendance at a meeting with surrounding parishes in relation to speeding and that the issues raised were being raised with the Police and Crime Commissioner.

Cllr Malloy reported that attempts to reignite the twinning link with Montmorency had elicited no response despite numerous different approaches to officials in the town.

Cllr Power highlighted the success of the Christmas events and positive comments he had received from the community. The council thanked officers for their work organising the events.

19/114 To receive an update in respect of the transfer of the council offices

The Town Clerk reported that the transfer was still stalled waiting for the Cheshire East

Council assets department to brief the legal department, due to them attempting to find deeds to the land.

19/115 To consider a submission to Cheshire East Council on the borough wide Community Governance Review

It was **RESOLVED** to approve the submission drafted by the working group.

19/116¹ To consider a recommendation from the Assets and Operations Committee with respect the public toilets

It was **RESOLVED** to authorise the Assets and Operations Committee to renegotiate the lease with Danfo and subject to the successful renegotiation be authorised to proceed with the works to convert the redundant spaces within the toilets to commercial letting units, with the funds being drawn from the council's capital receipts reserve.

19/117 To agree the 2020/21 council budget, reserves and precept

It was noted that due to the termination of the tenancy of 60 King Street, the precept had to be substantially increased but that it was expected that it would decrease in 2021/22. It was **RESOLVED** to approve the budget and reserves as presented and set a precept of £511,118.

19/118 To consider the establishment of a Knutsford and District Youth Council

It was **RESOLVED** to support the establishment of a Knutsford and District Youth Council as proposed by the schools subject to the parish councils for the schools outside Knutsford giving approval. It was **RESOLVED** to appoint Cllr Malloy as the link councillor.

19/119 To discuss improving communications with Police

It was noted that engagement with the police had been inconsistent and that previous Inspectors had shared some operational information to advise the council on issues in the town. It was agreed that communications should be improved and that an Inspector should attend Full Council twice per year.

19/120 To note payments

The payments were noted.

19/121 To receive a report of Mayoral Duties

The Mayor reported on attendance at events as detailed below.

19/122 Member questions to the Town Clerk

Cllr Forbes asked if there were any outstanding resolutions on the Full Council actions log, the Town Clerk undertook to respond by email.

19/123 Public Participation

A resident suggested the council issue a press release on the precept increase to properly explain the increase.

¹ Cllr Power left at the end of this item.

A member of the public noted the darkness of the alley behind the Council Offices and suggested it be lit to increase safety of access, asked what was happening to the commemorative roses around the plinth at the War Memorial Cottage Hospital and whether a list of donors could be obtained.

19/124 To note date of next meeting

The date was noted.

MAYORAL ENGAGEMENTS

5th November to 6th January

Date	Event	Attended By
07/11/2019	Silk FM Local Hero Awards Ceremony	Mayor
08/11/2019	Manchester Airport Festival of Remembrance	Deputy Mayor
08/11/2019	Knutsford and District Scouts Annual Dinner	Mayor
12/11/2019	Come Dine with the Mayor	Mayor
14/11/2019	Meeting with Primary Schools	Mayor
16/11/2019	Handel's Dixit Dominus Concert	Deputy Mayor
16/11/2019	Bollington Winter Ball	Mayor
21/11/2019	Knutsford Lions' Houghton Weavers Fundraising Concert	Mayor
22/11/2019	Dinner with Kings' Strings	Deputy Mayor
22/11/2019	Knutsford ATC Annual Dining-In Dinner	Mayor
23/11/2019	Brook St Chapel Xmas Fair	Mayor
26/11/2019	Opening of New KDR Recruitment Offices	Mayor
28/11/2019	Knutsford for the Homeless Sleepout Event	Mayor
28/11/2019	Manor Park School Christmas Fair Raffle Draw	Mayor
29/11/2019	Sharston House Christmas Light Switch On	Mayor
29/11/2019	Lord Mayor of Chester Charity Event	Mayor
30/11/2019	Best of the Market Raffle	Mayor
30/11/2019	Knutsford Christmas Lights Switch on	Mayor
03/12/2019	Canute Lunch Club Christmas Lunch	Cllr Forbes
03/12/2019	Knutsford and District Scouts Christmas Carol Service	Mayor
05/12/2019	Knutsford Late Night Shopping Night	Mayor
06/12/2019	Knutsford Tennis Club Junior celebration and presentation	Mayor
07/12/2019	Wendy Diddams Christmas Certificates Presentation	Mayor
07/12/2019	Knutsford Crib Service	Mayor
07/12/2019	Knutsford Mayor's Family Disco Night	Mayor
10/12/2019	West Side Story at Knutsford Academy	Mayor
11/12/2019	Gypsy Musical at Royal Exchange Theatre	Mayor
14/12/2019	Tatton Singers' Handel Messiah Xmas Concert	Mayor
15/12/2019	Brook St Chapel Christmas Carol Service	Mayor
16/12/2019	Knutsford Christmas Bake Off at Knutsford Market Hall	Mayor
22/12/2019	Lower Moss Wood Festive Afternoon Tea	Mayor

22/12/2019 St Cross 9 Lessons and Carol Service Reading
25/12/2019 Knutsford and District Lions' Christmas Lunch

Mayor
Mayor

DRAFT

Knutsford Town Council

Town Clerk: Adam Keppel-Green

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Minutes

of the

Town Council meeting held 2nd March 2020

In the Lower Council Chamber of the Town Council Offices

19/125 Present

Cllrs Malloy, Gardiner, Abel, Beswick, Dalzell, Forbes, Hamilton Coan, McCulloch, Nicholson, Power and Robertson.

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

19/126 To receive apologies for absence

Apologies were received from Cllrs Coan and Gray (personal business) Fletcher (parliamentary business) and Houghton (business).

19/127 To receive declarations of members' interests

No member declared an interest in any item.

19/128 Public Participation

No members of the public wished to speak.

19/129 To receive and confirm the minutes of the meeting held 6th January

It was **RESOLVED** to confirm the minutes subject to a correction to 19/112 to refer to road repairs commencing before the end of January not being completed.

19/130 To receive a report from and raise questions to Sergeant Bill Brickhill of Cheshire Police

Sgt Brickhill addressed the meeting and explained the current policing establishment from Knutsford Police Station and advising that there were no major problems in Knutsford at present. Sgt Brickhill stated that PCSOs each hold a regular surgery and undertake 1 hour of speed enforcement per week and that they would happily cover problem areas reported by the council.

Sgt Brickhill responded to questions stating he would support a reduced speed limit on Manchester Road outside Cottons Hotel and that he was happy to attend council meetings as a minimum twice per year.

19/131 To note the minutes of committees which have been published since the previous ordinary meeting

The committee minutes were noted.

19/132 To receive reports from and raise questions to Cheshire East Councillors

Cllr Abel reported that 6000 trees would be planted in Cheshire East, including within Tatton Park before the end of March. Cllr Abel responded to a question in relation to the declared climate emergency stating that the council was working on a strategy and aiming to be carbon neutral by 2025.

Cllr Gardiner responded to a question in relation to gritting routes explaining that changes were to be implemented from winter 2020 and that all three ward councillors had made representations in respect of the routes being removed from Knutsford. Cllr Abel added that the changes were principally the result of government guidance. It was noted the issue was to be discussed by the Town Council Environment Committee at its next meeting.

19/133 To receive reports from members

Cllr Forbes reported on a meeting with Cheshire Community Foundation with respect the Knutsford Fund.

Cllr Gardiner left the meeting so as not to prejudice his position on the Cheshire East Council Strategic Planning Board. Cllr Forbes reported on attendance with other members at a meeting with Tatton Estate concerning the Parkgate development site, explaining that proposals were for 250 homes on a site allocated for 200 in the Local Plan. Cllr Forbes stated that the meeting had expressed a desire for a greater number of bungalows and more green space integrated within the development. Cllr Gardiner re-joined the meeting.

Cllr Power reported on a meeting with Bella Marketing and Design to prepare the marketing collateral for the Music Festival.

Cllr Malloy reported on hosting the first Knutsford and District Youth Council meeting where four priorities were agreed: road safety, facilities for children aged 14/15, increased inter-school activity and promotion of the environment and a reduction in plastic waste. Cllr Malloy further reported that the Mayor of Montmorency was unable to attend his Ball due to elections but had responded to the invitation.

19/134 To receive an update in respect of the transfer of the council offices

The Town Clerk reported that Cheshire East Council had prepared a statutory declaration for the portion of the land for which it does not hold title deeds and that this was to be signed by a grounds operative who could attest to the council's ownership. It was anticipated that once this was prepared the transfer documents would be issued to the town council's solicitors.

19/135 To review a cemetery memorial decision

It was agreed to defer this item.

19/136 To consider revisions to Standing Orders

The outlined changes were proposed and seconded and in accordance with Standing Orders stood adjourned to the next meeting.

19/137 To approve the corporate risk register

It was **RESOLVED** to approve the risk register subject to increasing the impact of lost assets to 3 and the likelihood of violence to employees to 2.

19/138 To consider establishing an Honours working group

It was **RESOLVED** to establish the working group as per the terms of reference subject to the amendment that it comprise one member from each ward. It was **RESOLVED** to appoint Cllrs Gardiner, Beswick, Hamilton Coan and Nicholson to the working group.

19/139 To discuss communications policy

The current communications protocols were discussed and it was agreed that the Environment Committee be tasked with approving a Communications Policy.

19/140 To note payments

The payments were noted.

The high electricity costs for the Market Hall were noted and it was agreed to place this as an item on the next Assets Committee meeting.

19/141 To receive a report of Mayoral Duties

The Mayor reported on attendance as the events detailed below.

19/142 Member questions to the Town Clerk

The Town Clerk responded to questions stating that the one action outstanding on the Council action log was the updating of the Emergency Plan and explaining the current status of the Town Centre Masterplan consultation. It was agreed that at least 500 responses should be received for the consultation and that the Town Clerk should look to extend the deadline should this not appear achievable.

It was **RESOLVED** to exclude the public and press on the grounds of the sensitive nature of discussions. The Town Clerk responded to a question with respect a former employee. It was **RESOLVED** to readmit the public and press.

19/143 Public Participation

No members of the public were present.

19/144 To note date of next meeting

The date was noted.

MAYORAL ENGAGEMENTS

7th January to 2nd March

10/01/2020	Showmen's Guild Annual Lunch	Mayor
12/01/2020	East Cheshire Hospice Charity Xmas Tree Collection	Mayor
16/01/2020	First Knutsford & District Youth Council Meeting	Mayor
18/01/2020	Altrincham Court Leet Hilary Assize	Mayor
24/01/2020	Mayor of Macclesfield's Ban the Winter Blues' Quiz Night	Mayor
25/01/2020	Visit to Egerton Football Club	Mayor
26/01/2020	Egerton Hall, Ashley Opening	Mayor
27/01/2020	Cheshire East Holocaust Memorial Day Service	Mayor
28/01/2020	Cheshire Best Kept Station Annual Awards Evening 2019	Mayor
30/01/2020	The Knutsford Fund Launch with George Osborne	Mayor
30/01/2020	Intecho New Office Launch	Mayor
01/02/2020	Knutsford Lions' Senior Citizens Variety Show	Mayor
06/02/2020	GPs Practices Meeting	Mayor
08/02/2020	Lord Mayor of Chester's Regalia Tour	Mayor
09/02/2020	Ella Worthington Events Ladies Charity Fashion Show	Mayor
15/02/2020	Mayor of Macclesfield's Magic Voices Choir	Deputy Mayor
17/02/2020	Visit to Canute Badminton Club	Mayor
18/02/2020	Mayor of Northwich's Charity Curry Meal	Mayor
23/03/2020	Visit to Knutsford Rugby Club	Mayor
25/02/2020	Knutsford Rotary Club Youth Talk by Bryan Redpath	Mayor
29/02/2020	Opening of Cheshire Quality	Mayor
01/03/2020	Brook Street Chapel Family Service	Mayor
01/03/2020	Mayor of Cheshire East's Civic Service	Deputy Mayor

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Minutes

of the

Town Council meeting held 23rd March 2020

In the Lower Council Chamber of the Town Council Offices

19/145 Present

Cllrs Malloy, Gardiner, Beswick, Coan, Houghton, McCulloch and Power.

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

19/146 To receive apologies for absence

It was noted that in line with government advice on minimising social contact members had been encouraged not to attend as only a quorum was required.

Apologies were received from Cllrs Abel, Dalzell, Forbes, Fletcher, Hamilton Coan, Gray, Nicholson and Robertson.

19/147 To receive declarations of members' interests

No member declared an interest.

19/148 To approve a temporary scheme of delegation to the Town Clerk

It was **RESOLVED** that until either

- a) The government advises that meetings can resume
- b) Legislation allows for meetings to take place virtually and a suitable system is in place to allow all members to participate

the Town Clerk (or in his absence the Town Centre and Marketing Officer or in the absence of both the Events Officer) be authorised to exercise any function that would normally be exercised by Full Council or a committee excepting any which statute prescribes may only be exercised by Full Council but that this authority be subject to the following conditions:

- a) No decision shall be made which would constitute a permanent change in established policy
- b) No decision shall be taken prior to the Town Clerk having sought counsel from the Town Mayor (or in his absence the Deputy Town Mayor) and the relevant committee's Chairman and Deputy Chairman
- c) Should the Town Clerk or the Town Mayor or the relevant committee Chairman or Deputy Chairman consider it appropriate, the Town Clerk shall prepare a

report on a proposed decision and circulate it to all members of a committee or the council by email and no decision shall be taken prior to all members having indicated their view or one calendar week having passed

- d) In the event that only one member will be involved in a decision, the views of all members of the relevant committee shall be sought.
- e) A record of all decisions made under this authority shall be kept and reported to all members by email weekly and to the first relevant meeting. This record will include the views of the members involved in the decision.
- f) Where authority is already delegated through Standing Orders, Financial Regulations, existing policy or previous resolution, any conditions attached thereto shall continue to have effect.
- g) There shall be no undue delay in the implementation of virtual meetings should legislation permit them.

Knutsford Town Council

Town Clerk: Adam Keppel-Green

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Minutes

of the

Town Council meeting held 4th May 2020

Online, via Zoom

A minute silence was held in memory of Barbara Austin, Mayor of Knutsford 1993-94 and 2004-05, who passed away on 29th April.

19/149 Present

Cllrs Malloy, Gardiner, Abel, Beswick, Dalzell, Forbes, Gray, Hamilton Coan, Houghton, McCulloch, Nicholson, Power and Robertson

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

19/150 To receive apologies for absence

No apologies were received.

19/151¹ To receive declarations of members' interests

Cllrs Malloy and Gardiner declared a pecuniary interest in 19/161 as likely recipients of the Mayor's Allowance. Cllr Gardiner declared a personal interest in 19/159 on the grounds of being known to a candidate for trustee. Cllr Nicholson declared a personal interest in 19/159 on the grounds of being known to all three candidates for trustees.

19/152 Public Participation

No members of the public wished to address the council.

19/153 To receive and confirm the minutes of the meetings held 2nd March and 23rd March

It was **RESOLVED** to approve the minutes subject to a typographical correction to minute 19/133 and a correction to 19/125 to state Cllr Hamilton Coan was present.

19/154 To note the minutes of committees which have been published since the previous ordinary meeting

The minutes were noted.

19/155 To discuss matters related to the impact of COVID-19 on the Knutsford community and agree any actions the council should take to support the community

Cllr Malloy highlighted the formation of *We Are Knutsford* and the work the group has been doing to support the Knutsford community including the significant number of volunteers who have come forward and encouraging those who need support from the group to request it.

¹ Cllr Gray joined the meeting at the start of this item.

19/156 To receive reports from and raise questions to Cheshire East Councillors

Cllr Abel referenced requests for Tatton Park to be opened for Knutsford residents and stated that as it was an attraction to the surrounding area Cheshire East Council had taken the decision that reopening was likely to draw visitors from a greater area but that as lockdown is eased he would press for it to open as soon as it was safe to do so. Cllr Gardiner indicated his support for this position.

Cllr Gardiner noted Cheshire East Council's role of distributing the business support grants and highlighted that he had been working with the Town Centre and Marketing Officer to accelerate the issue of grants where they had stalled.

19/157 To receive reports from members

Cllr Nicholson reported on attendance at a meeting of the Manchester Airport Joint Consultative Committee, noting that whilst the meeting had expected the new terminal to open by July this was now likely delayed and stating that it was reported that there had been a significant increase in National Express services to the airport from across the length of the country.

19/158 To receive an update in respect of the transfer of the council offices

The Town Clerk reported that the transfer documents had been received, reviewed by the members of the Council Offices sub-committee and that the council's solicitor had responded to Cheshire East Council on required changes.

19/159 To appoint trustees to the Charity of Marjorie Hurst

It was agreed to request that the charity provide an annual report of its activity. Cllr Power left the meeting.

It was **RESOLVED** to reappoint Valerie Young MBE, Simon Armstrong and Paul Baron as trustees for the 2020-2024 term.

Cllr Power re-joined the meeting.

19/160 To consider the approval of the sealing of leases

It was **RESOLVED**:

to approve the sealing of the following leases under the direction of the Assets and Operations Committee

- a. the new lease for 60 King Street
- b. the renegotiated lease for the public toilets with Danfo
- c. the leases for the commercial spaces within the public toilet buildings

And that during the period where social distancing requirements limit gatherings of

more than two people that Standing Order 58 be relaxed to authorise the seal to be applied by the Town Clerk with the Town Clerk and one member signing as witnesses.

19/161 To consider the impact of recent regulations with respect meeting arrangements, the appointment of the Town Mayor and elections

The arrangements for virtual meetings and the filling of the casual vacancy were noted.

Cllr Power left the meeting.

It was **RESOLVED** that:

- a. the council will not hold an annual meeting in May 2020
- b. the 2019/20 civic year be extended to November 2020
- c. subject to restrictions being lifted a Mayor Making ceremony be held at a date following Remembrance Sunday
- d. the Town Mayor to be elected in November 2020 be reappointed at the annual meeting required to be held in May 2021 which will be held in the format of an ordinary council meeting

It was noted that should the restrictions prohibiting a formal Mayor Making ceremony still be in force in November that an alternative proposal would be brought forward. Cllr Power re-joined the meeting.

Cllrs Malloy and Gardiner left the meeting and it was **RESOLVED** that Cllr Houghton preside in their absence. It was **RESOLVED** that the 2020/21 Mayor's Allowance be apportioned between the two members holding the office during the year.

Cllrs Malloy and Gardiner re-joined the meeting.

19/162 To consider revisions to Standing Orders

It was **RESOLVED** to:

- a. delete Standing Order 110b (exception from tendering for specialist services)
- b. amend the quorum for the Personnel Committee to four members
- c. insert "Elected members who have not yet taken office (i.e. during the period between the announcement of an uncontested election and the date of poll) shall not be permitted to remain after the public and press have been excluded" into Standing Order 94
- d. insert a new Standing Order 60 to state "Appointment to the following committees shall be subject to the member having undertaken adequate training: Finance Committee (Local Council Finance) Planning and Licencing Committee (The Planning System) Personnel Committee (Human Resources). The Town Council shall provide opportunity for such training to members annually."
- e. amend Standing Order 61 to state "The committee shall ensure that the member appointed as Chairman has undertaken adequate training in chairmanship prior to appointment"

19/163 To approve the Annual Governance and Accounting Records

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

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

19/164 To note payments

The payments were noted.

19/165 To receive a report of Mayoral Duties

The Mayor reported on attendance as detailed below, expressing thanks to Cllr Coan for deputising and noting that due to the restrictions to prevent the spread of coronavirus, many events had been cancelled.

19/166 To consider the Actions Log

The log was noted, and it was agreed to set target dates for actions at the next meeting.

The condition of the site of St Helena's Church was noted and the Town Clerk undertook to write to Cheshire East Council requesting that it be given attention in due course.

19/167 Public Participation

No members of the public wished to address the council.

19/168 Member questions to the Town Clerk

The Town Clerk responded to questions from members stating that a letter had been posted to residents affected by the road closures necessary for the Makers Market to better understand any issues it causes; that the Town Centre and Marketing Officer was discussing economic recovery with local businesses and that proposals would be developed in due course; and that staff are supporting the work of *We are Knutsford* and that at the council's own workload increases and the pandemic over the support provided would change to the form that the council provides other third sector bodies in the town.

19/169 To note date of next meeting

The date was noted.

MAYORAL ENGAGEMENTS

2nd March to 3rd May

Date	Event	Attended By
03/03/2020	Visit to Knutsford Hockey Club to discuss youth activities	Mayor
05/03/2020	Heartstart course with Knutsford Community First Responder Trust	Mayor
06/03/2020	Talking Newspaper AGM	Mayor
13/03/2020	Mayor of Macclesfield's Charity Ball	Mayor
14/03/2020	Fundraising St Patrick's Day Ball for Egerton Football Club	Cllr Coan

Engagements Declined

Date	Event	Reason
07/03/2020	Lord Mayor of Chester's Charity Music Evening	Nobody able to attend

Engagements Cancelled by Organiser

Date	Event	Reason
15/03/2020	Knutsford Rotary Club Jog	Cancelled due to COVID-19
21/03/2020	Macmillan Fundraiser for local lad at Falconbearer Pub	Postponed due to COVID-19
21/03/2020	Opening new Market Butcher stall in Market Hall	Postponed due to COVID-19
22/03/2020	Visit Knutsford Rugby Club to discuss youth activities	Postponed due to COVID-19
24/03/2020	Passing Out Parade and Presentation for 2056 Knutsford Squadron Air Cadets	Postponed due to COVID-19
24/03/2020	1 st Birthday Party for Knutsford Medi Spa	Cancelled due to COVID-19
27/03/2020	Lord Mayor of Chester's Fundraising Banquet	Cancelled due to COVID-19
27/03/2020	NatWest Cricket Volunteering Day for Toft Cricket Club	Cancelled due to COVID-19
28/03/2020	Tatton Singers Spring Concert	Cancelled due to COVID-19
29/03/2020	Town Crier Competition for Mayor of Macclesfield	Cancelled due to COVID-19
02/04/2020	Halle GMCA Concert hosted by Manchester Airport Group	Cancelled due to COVID-19
02/04/2020	Sheriff's Breakfast	Cancelled due to COVID-19
03/04/2020	Mayor of Poynton's Fundraising Quiz	Cancelled due to COVID-19
04/04/2020	Mayor of Congleton's Fundraising Ball	Postponed due to COVID-19
04/04/2020	Mayor of Bollington's Civic Dinner	Cancelled due to COVID-19
28/04/2020	Knutsford Lions Poetry Competition Awards Presentation	Postponed due to COVID-19

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Minutes

of the

Town Council meeting held 15th June 2020

Online, via Zoom

19/170 Present

Cllrs Malloy, Gardiner, Abel, Beswick, Dalzell, Forbes, Gray, Hamilton Coan, Houghton, McCulloch, Nicholson, Power and Robertson

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

19/171 To receive apologies for absence

Apologies were received from Cllr Coan (personal business)

19/172 To receive declarations of members' interests

Cllrs Gardiner, Nicholson, Hamilton Coan and Power declared a personal interest in 19/154 on the grounds of being known to a director of the company.

19/173 Public Participation

No members of the public were present.

19/174 To receive and confirm the minutes of the meeting held 4th May

It was **RESOLVED** to confirm the minutes subject to the correction of a typographical error and the deletion of the 2nd footnote.

19/175¹ To approve the writing off of the debt owed by La Belle Epoque Limited

A report detailing the background to the debt and legal dispute with the council's former tenant of 60 King Street was received and noted. It was noted that the VAT element of the debt could be recovered from HMRC via the next reclaim.

It was **RESOLVED** to write-off the debt of £67,494.44 owed by the company, comprising £49,619.44 of recharged legal fees, £14,895.83 of rent and £2,979.17 of VAT.

19/176 To approve the revised Annual Accounting Records

It was **RESOLVED** to approve the revised accounting records.

19/177 To note date of next meeting

The date was noted.

¹ Cllr Power joined the meeting at the beginning of this item.

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Minutes

of the

Town Council meeting held 13th July 2020

Online, via Zoom

19/178 Present

Cllrs Malloy, Gardiner, Abel, Beswick, Dalzell, Forbes, Gray, McCulloch, Nicholson, Power and Robertson

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

19/179 To receive apologies for absence

Apologies were received from Cllrs Coan, Hamilton Coan (personal business) and Houghton (business).

19/180 To receive declarations of members' interests

Cllr Forbes declared a personal interest in 19/186 on the grounds of being disabled.

Cllr Gardiner declared a personal interest in 19/191 on the grounds of using one of the contractors listed for payment.

Cllr Malloy declared a personal interest in 19/186 on the grounds of having been a former Chairman of the Town Plan Town Centre working group and being a serving committee member of Cycle Knutsford.

Cllrs Gardiner and Abel declared a personal interest in 19/187 on the grounds of being members of Cheshire East Council.

19/181 Public Participation

A representative of the Mid Cheshire Rail Users Association highlighted the reduction in services on the line to a two hourly service and encouraged the council to make representations to Northern on increasing the service and to Cheshire East Council for them to appoint a councillor to represent rail users in the borough.

19/182 To receive and confirm the minutes of the meetings held 15th June

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

19/183 To note the minutes of committees which have been published since the previous ordinary meeting

The minutes were noted.

19/184 To receive reports from and raise questions to Cheshire East Councillors

Cllr Gardiner reported that he has been lobbying to see parking charges removed from town centre car parks during the pandemic, noting that the current cash-less payments were resulting in shoppers leaving the town and that the requirement to use manual buttons on machines presented a potential virus contamination issue.

Cllr Gardiner reported that the council had resolved to ban pavement parking but that he had suggested that it will result in problems in historic urban areas and urged alternative solutions to be explored.

Cllr Gardiner reported that at a meeting of the Health and Adult Social Care overview and scrutiny committee it had been noted there was a significant improvement in the relationship between the new Clinical Commissioning Group and hospitals.

Cllr Gardiner further reported that the council was consulting on an Older Persons Housing Strategy but had failed to inform town councils and refused to extend the deadline for submissions to September to address this.

Cllr Gardiner responded to a question in respect of the proposed disposal of public open space at Longridge stating that as Vice Chairman of the Strategic Planning Board he did not involve himself in matters where a planning application was likely to be considered by that committee.

Cllr Abel reported that he too was raising the issues around the mechanism of payment of parking charges following their reintroduction and that he had been appointed to the board of Transport Service Solutions where he would be working to see if bus services can be reintroduced in a safe and environmentally friendly manner.

Cllrs Abel and Dean were thanked for their work stopping Network Rail from felling further trees along the railway and Cllrs Abel and Gardiner were thanked for their work putting forward the views of Knutsford residents with respect the reintroduction of parking charges.

19/185 To receive reports from members

Cllr Malloy reported on attendance at a meeting of the Mid Cheshire Community Rail Partnership stating that it was transitioning to a community interest company, would shortly be recruiting a relationship officer, had republished the railway walks guide and that volunteers were being permitted back onto platforms. Cllr Malloy further highlighted the reduction in services which were dramatically greater on the Mid Cheshire line than others.

19/186 To consider recommendations from the Town Centre Working Group on the consultation on proposed traffic and parking changes in the Town Centre

The council recorded its thanks to Dr J Coffey for his work on the working group to date and to all the residents and businesses which took the time to respond to the consultation.

Dr J Coffey was invited to join the meeting to take questions from members on the report and recommendations.

It was **RESOLVED**¹ to endorse and take forward the recommendations of the consultation report subject to the requirements of cyclists being reviewed and integrated with the detailed proposals to be developed by Cheshire East Council.

The meeting was adjourned for a five-minute recess.

19/187² To consider the temporary restrictions introduced in the Town Centre to aid social distancing

It was **RESOLVED** to approve a budget of £2,500 for the Town Clerk and Town Centre and Marketing Officer to improve the aesthetic of the town centre. It was noted that proposals would be circulated to members for comment and that there was a preference for expenditure to be on items which could be used in future years.

19/188³ To consider the adoption of a CIL Framework

It was **RESOLVED** to adopt the CIL Framework and approve the advisory committee terms of reference.

19/189 To consider the following matters related to railway services

- a) To consider making representations to Northern on the current reduced railway services
- b) To consider making representations to Cheshire East Council to encourage the appointment of a representative to lead on supporting railway services
- c) To consider the appointment of a representative (director) to the Mid Cheshire Community Rail Partnership CIC Board

It was **RESOLVED** to:

- a) Make representations to Northern on the current reduced railway services
- b) Encourage Cheshire East to appoint a representative to lead on supporting railway services
- c) Appoint Cllr Malloy as the council's representative on the Mid Cheshire Community Rail Partnership CIC Board

19/190⁴ To receive an update in respect of the transfer of the council offices

The Town Clerk reported that the majority of the transfer documents had been agreed in principle with two matters outstanding: clarity on the impact on the transfer of part of the title being held by Cheshire East Council as highway and amendments to the covenant on keeping the whole of un-built upon space forever un-built upon.

The government announcement of a £1bn Public Sector Decarbonisation Scheme was noted as a potential source of funding towards environmental improvements as part of a refurbishment.

¹ Cllrs Beswick and Nicholson voted against the resolution.

² Cllr Power left the meeting during the discussion on this item.

³ Cllr Nicholson left the meeting during the discussion on this item.

⁴ Cllr Nicholson re-joined the meeting at the start of this item.

19/191 To note payments

The payments were noted.

19/192 To receive a report of Mayoral Duties

The Mayor reported on attendance as detailed below.

19/193 To consider the Actions Log

The log was noted and it was agreed that the Emergency Plan coordinators determine a target date for the completion of the review of the plan.

19/194 Public Participation

A resident spoke in relation to the Town Centre Masterplan stating they did not support the proposed changes to traffic flow and that the percentage of the town's population responding to the consultation was poor compared to the 2010 Town Plan consultations.

A resident requested the council press Cheshire East Council to prioritise enforcement of parking on double yellow lines in the town centre.

19/195 Member questions to the Town Clerk

The Town Clerk responded to a question in relation to the proposed disposal of public open space on Longridge stating that the council could request Cheshire East Council consider the matter at the appropriate overview and scrutiny committee; this had the approval of the council⁵.

Cllr Malloy requested that he go paperless for service of summons from September.

19/196 To note date of next meeting

The date was noted.

MAYORAL ENGAGEMENTS

4th May to 6th July

Date	Event	Attended By
06/05/2020	Bollington Town Council – Virtual Mayor Making	Mayor
11/05/2020	Blood Donation at Mere Hotel	Mayor
14/05/2020	Knutsford Scouts – Virtual AGM	Mayor
28/05/2020	Poynton Town Council – Virtual Mayor Making	Mayor
07/06/2020	Bollington Town Council – Virtual Civic Sunday	Mayor
02/07/2020	Opening of new Knutsford Admin offices	Mayor

⁵ Cllr Gardiner did not engage in the discussion on this matter so as not to prejudice his position as Vice Chairman of the Cheshire East Council Strategic Planning Board.

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Minutes

of the

Town Council meeting held 21st July 2020

Online, via Zoom

19/197 Present

Cllrs Malloy, Gardiner, Abel, Beswick, Dalzell, Forbes, Gray, Hamilton Coan, Houghton, McCulloch, Nicholson, Power and Robertson

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

19/198 To receive apologies for absence

None received.

19/199 To receive declarations of members' interests

Cllrs Forbes and Hamilton Coan declared personal interests in 19/183 on the grounds of being clinically vulnerable to coronavirus and on the grounds of being disabled.

Cllr McCulloch declared a personal interest in 19/183 as a committee member of Friends of the Heath.

Cllr Abel declared a personal interest in 19/183 on the grounds of his wife being clinically vulnerable to coronavirus and a pecuniary interest on the grounds of running a delivery company used by town centre businesses. Cllr Abel clarified that his interest was in the wellbeing of the town centre traders not directly in the Makers Market itself and that as such he did not feel it prejudiced his position.

19/200 Public Participation

No members of the public wished to address the council.

19/201 To receive and confirm the minutes of the meeting held 13th July

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

19/202 Motion on notice under Standing Order 45 from Cllrs Nicholson, Beswick, Coan, Hamilton Coan and Power

To rescind the resolution made by the Events and Town Centre Management Committee under minute E19/090 and consider how to progress the safety of all persons appertaining to the Makers Market in Knutsford

Mrs V Crane, organiser of the Makers Market joined the meeting.

A motion to rescind the resolution made by the Events and Town Centre Management Committee under minute E19/090 was proposed, seconded and failed.

A recorded vote was requested:

In favour: Cllrs Beswick, Dalzell, Gray, Hamilton Coan, Nicholson and Power

Against: Cllrs Abel, Forbes, Gardiner, Houghton, Malloy, McCulloch and Robertson

Cllr Power left the meeting.

It was **RESOLVED** to look at the market being held on the Heath in August.

It was noted that if the market takes place on Silk Mill Street the residents of Silk Mill Street and Regent Street would be directly written to and informed. Mrs Crane was thanked for attending the meeting and taking questions from members.

19/203 To note date of next meeting (07/09/2020)

The date was noted.

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Minutes of the Town Council meeting held 7th September 2020 Online, via Zoom

19/204 Present

Cllrs Malloy, Gardiner, Abel, Beswick, Dalzell, Forbes, Gray, Houghton, McCulloch, Nicholson and Robertson

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

19/205 To receive apologies for absence

Apologies were received from Cllrs Hamilton Coan and Power (personal business).

19/206 To receive declarations of members' interests

No member declared an interest in any item under discussion.

19/207 Public Participation

A resident raised concern that dangerous trees on the footpath by Delmar Way had not been attended to by Cheshire East Council and posed a significant health and safety risk.

A representative of KROW thanked the council for its support with respect the objection to the sale of public open space on Longridge and reported that the developer's agent had suggested the planning application would be submitted soon. The representative stated that KROW would continue to support the council in seeking to ensure the housing development takes place within the site boundary without incursion onto the public open space.

A second representative of KROW suggested that the council seeks evidence from Cheshire East Council that they sought a second legal advice and with the appropriate question being asked as it was understood that originally it had only been asked if the covenant was enforceable. The representative also stated that she understood the requirement for best value should still be obtained which would make the sale of the open space equal in value to the cost of discharging the covenant.

19/208 To receive and confirm the minutes of the meeting held 21st July

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

19/209 To note the minutes of committees which have been published since the previous ordinary meeting

The minutes were noted.

19/210 To receive reports from and raise questions to Cheshire East Councillors

Cheshire East councillors were implored to use their influence to expedite a decision being made on the replacement of the town centre barriers.

The poor condition of Beeston Drive was raised and it was noted that it had been awaiting resurfacing for a decade, Cheshire East councillors were implored to see works programmed for its resurfacing.

The poor condition of bus stops on Longridge was raised and the need for shelters to be installed on the new stops was highlighted.

19/211 To receive reports from members

Cllr Dalzell reported on attendance at the ChALC Chairmanship training course. Cllr Malloy reported on a meeting with the new Knutsford PCSO, PCSO Nairn and reported that Sgt Brickhill would be leaving Knutsford to take up a post as Inspector.

19/212 To consider matters related to the disposal of public open space at Longridge

It was **RESOLVED**¹ to lodge a formal complaint with Cheshire East Council concerning the process and lack of openness with respect the decision to dispose of the public open space.

19/213 To consider reaccreditation under the Local Council Award Scheme

It was **RESOLVED** that the council meets there requirements to be accredited at the Quality Gold level of the Local Council Award Scheme; publishes the required information on its website; has prepared the required statements for the Quality Gold level and to apply for reaccreditation at this level.

19/214 To discuss social media

It was noted that the council's livestreamed meeting videos were attracting comments on Facebook and noted that where necessary these were moderated to remove any inappropriate comments.

19/215² To receive a report of Mayoral Duties

The Mayor reported on attendance as detailed below and the Deputy Mayor thanked the Royal British Legion for organising the VJ Day service.

19/216 To note payments

The payments were noted.

¹ Cllrs Abel and Gardiner abstained from voting.

² Cllr Nicholson left the meeting at the end of this item.

19/217 To consider the Actions Log

The log was noted.

19/218 Public Participation

No members of the public wished to address the council.

19/219³ Member questions to the Town Clerk

The Town Clerk responded to questions stating that when a white paper on any potential local government reorganisation was published the council would have opportunity to prepare a response and highlighted how the council promotes public speaking at meetings. The Town Clerk was requested to prepare a briefing on how the public engage with the council on social media, including demographics and levels of engagement.

19/220 To note date of next meeting

The date was noted.

MAYORAL ENGAGEMENTS

7th July to 6th September

Date	Event	Attended By
15/08/2020	VJ Day Wreath Laying Service	Deputy Mayor
04/09/2020	Knutsford Bake Club Macmillan Cake Away	Deputy Mayor

³ Cllr Nicholson re-joined the meeting at the start of this item.



Assets & Operations Committee

Knutsford Town Council

Town Clerk: Adam Keppel-Green

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Minutes

of the

Assets and Operations Committee meeting held 13th June 2019

In the Lower Council Chamber of the Town Council Offices

A19/001 Present

Cllrs Coan, Nicholson, Abel, Fletcher, Forbes, Gray, Hamilton Coan and McCulloch.

In attendance: A Keppel-Green (*Town Clerk*) and Cllr Beswick.

A19/002 To receive apologies for absence

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

A19/003 To note declarations of members' interests

Cllr Forbes declared a personal interest in A19/011 on the grounds of being disabled.

Cllr Hamilton Coan declared a personal interest in A19/011 on the grounds of requiring a chair for her back condition.

A19/004 Public Participation

No members of the public were present.

A19/005 To note the committee's terms of reference

The terms of reference were noted.

A19/006 To receive and confirm the minutes of the meeting held on 29th April

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

A19/007 To consider a new lease or purchase of the existing council van

It was **RESOLVED** to recommend to Council that the existing van be purchased and that the council's need be appraised annually to ensure it is most cost effective.

A19/008 To consider the future management of 60 King Street

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

The three options: sale, new lease and direct operation were appraised. The meeting was adjourned for a five-minute recess.

It was **RESOLVED** to dismiss the option of operating the building directly.

It was **RESOLVED**¹ to progress the reletting of the property.

¹ Cllrs Forbes and Gray voted against the resolution.

The meeting was adjourned for a two-minute recess.

It was **RESOLVED** that:

- a) All members send their desired heads of terms for a new lease and general queries to the Town Clerk
- b) The Town Clerk seek advice from the council's solicitors on the same
- c) The Town Clerk obtain three bids from agents for consideration by the committee

The Town Clerk provided an update with respect legal matters in relation to the former tenant and arrangements for gaining vacant possession.

A19/009 To consider the committee budget and spending to date

The budget and spending year to date was noted.

A19/010 To appoint working groups

It was **RESOLVED** to appoint Cllrs Nicholson, Hamilton Coan and Beswick to the Cemetery working group.

It was **RESOLVED** to appoint Cllrs Malloy, McCulloch and Fletcher to the IT working group.

A19/011 To consider the purchase of new meeting room chairs

It was **RESOLVED** to purchase 25 new chairs for the lower council chamber to match the chairs in the Heath and Moor rooms. It was further **RESOLVED** to authorise a budget of up to £850 for the purchase of an appropriate chair for use by Cllr Hamilton Coan.

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

A19/012 To consider the annual asset management report

This item was deferred to the next meeting.

A19/013 To consider the committee's Actions Log

The log was noted.

A19/014 Member questions to the Town Clerk

The Town Clerk responded to a question in relation to the public toilet usage for April, advising that neither he nor Danfo knew why it was notably lower than previous years.

A19/015 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 22nd July 2019

In the Lower Council Chamber of the Town Council Offices

A19/016 Present

Cllrs Coan, Nicholson, Abel, Fletcher, Forbes, Gray, and McCulloch.

In attendance: A Keppel-Green (*Town Clerk*) and Cllr Beswick.

A19/017 To receive apologies for absence

Apologies were received from Cllrs Gardiner and Hamilton Coan (personal business).

A19/018 To note declarations of members' interests

Cllr Malloy declared a personal interest in A19/026 on the grounds of having discussed the asset with a number of residents. Cllr Gray declared a personal interest in A19/026 on the grounds of having employed one of the potential estate agents in the past.

A19/019 Public Participation

No members of the public were present.

A19/020 To receive and confirm the minutes of the meeting held on 13th June

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

A19/021 To consider the committee budget and spending to date

The budget and spending to date was noted.

A19/022 To receive an update from the Council Offices Sub-Committee

The minutes of the last meeting were noted and the Town Clerk provided an update that the officer decision notice to conclude the public open space disposal process was purportedly imminent.

Cllr Abel stated that he understood Cheshire East Council's policy on asset transfers may be changing under the new leadership; it was agreed that the Town Clerk write to the Leader and seek clarity on the council's position and that asset transfers be considered at the next committee meeting.

A19/023 To consider the annual asset management report

The report was noted.

It was agreed to explore the option of card payment options for the public toilets.

It was **RESOLVED** to recommend to Council that the committee be authorised to pursue a renegotiation of the lease to DANFO to allow the potential conversion and letting of the empty space within the toilet buildings.

A19/024 To consider works to the Market Hall

It was **RESOLVED** that:

- a) The front of the market be repainted
- b) The Town Clerk explores options with respect the required drain works with a view to re-sleeving rather than a repair of the dislodged section
- c) The Town Clerk ascertain the cause of the leak from the market roof, why previous repairs have failed and arrange for any necessary repairs
- d) The stained ceiling tiles be replaced and a number of translucent tiles introduced under the roof lights
- e) Options for the floor be explored, including the removal of the vinyl to reveal the concrete floor beneath

and that the Town Clerk arrange for as much work to be undertaken as possible within a budget of £8,000 with the priority indicated above and that any outstanding work be reported to the committee for consideration.

The meeting was adjourned for a five minute recess.

A19/025 To consider rearranging the council offices to provide a staff room and merging two offices

It was **RESOLVED** to approve the works and purchases required to merge the two offices and create a staff room.

A19/026 To consider matters related to 60 King Street

- a) To consider the heads of terms for a new lease
- b) To consider the appointment of an agent to market the property
- c) To consider matters related to the former tenancy

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

It was **RESOLVED** to defer items A and B pending two further bids from potential agents.

It was **RESOLVED** to request the council's solicitor prepare the requisite notice for the removal of the property left in the building by the former tenant at no cost, and otherwise that the Town Clerk prepare a suitable notice.

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

A19/027 To consider the committee's Actions Log

The log was noted.

A19/028 Member questions to the Town Clerk

No questions were raised.

A19/029 To note the date of the next meeting

The date was noted.

Knutsford Town Council

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Minutes

of the

Assets and Operations Committee meeting held 2nd September 2019

In the Lower Council Chamber of the Town Council Offices

A19/030 Present

Cllrs Coan, Nicholson, Abel, Fletcher, Forbes, Gardiner, Gray and Hamilton Coan.

In attendance: A Keppel-Green (*Town Clerk*) and Cllr Beswick.

A19/031 To receive apologies for absence

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

A19/032 To note declarations of members' interests

No member declared an interest in any item.

A19/033 Public Participation

No members of the public were present.

A19/034 To receive and confirm the minutes of the meeting held on 22nd July

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

A19/035 To consider the committee budget and spending to date

The committee budget and spending to date was noted.

A19/036 To receive an update from the Council Offices Sub-Committee

The Town Clerk reported that the officer decision notice had been approved at Cheshire East Council and that a member of the Assets Department was due to visit the following day to confirm details on site before referring the matter to the Legal Department for the transfer to progress.

A19/037 To consider a report on Asset Transfers

It was **RESOLVED** to note the report and review the position in three months, subject to having received clarity from Cheshire East Council on its position on further transfers.

A19/038 To consider matters related to 60 King Street

- a) To consider the heads of terms for a new lease
- b) To consider the appointment of an agent to market the property
- c) To consider matters related to the former tenancy

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

It was **RESOLVED** to approve the following terms for a new lease:

- a) Tenant to reimburse landlord costs of insurance
- b) Tenant to reimburse landlord costs of enforcing the lease covenants
- c) Landlord to have the right to inspect / survey the building (on notice, except in emergencies) without affecting the tenant's right to quiet enjoyment
- d) Landlord consent to be required for any alterations
- e) Tenant works to be inspected by landlord's surveyor at tenant cost

It was **RESOLVED** that the provision for the tenant to reimburse landlord costs of quinquennial surveys be included in the heads of terms.

It was **RESOLVED** not to include anything in the heads of terms on forfeiture, noting that the detail of what constitutes forfeiture will be determined in the detailed lease drafting stage.

It was **RESOLVED** to not to include a landlord break clause.

It was **RESOLVED** to not include anything in the heads of terms on assignment and that it is dealt with during negotiation on the full lease.

It was **RESOLVED** to not include anything in the heads of terms on subletting and that it be dealt with during the negotiation on the full lease.

It was **RESOLVED** not to include anything in the heads of terms on permitted use and that it is dealt with during the consideration of bids for the building and negotiation on the full lease and that a detailed condition survey highlighting the key aspects of the building to be preserved, enhanced or retained be prepared as part of negotiations on the full lease.

It was **RESOLVED** that the lease be prepared on the basis that the tenant be required to maintain the building to the same standard or improve (based on a condition survey at the commencement of tenancy) with the expectation that it will be managed to a standard reflecting the landmark town building that it is.

It was **RESOLVED** that the lease be excluded from the Landlord and Tenant Act 1954 and to consider any proposed lease length as part of the bids.

It was **RESOLVED** that the annual rent be adjusted annually by RPI.

It was **RESOLVED** to appoint Savills to market the property subject to them providing a full viewing service and provide regular reporting on viewings and interest.

The Town Clerk reported that La Belle Epoque Limited was now in liquidation and that a final invoice had been sent to the company. It was further reported that the company had not responded to the requisite notice and that the chattels left at the end of the tenancy would now be disposed of.

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

A19/039 To consider the committee's Actions Log

The log was noted.

A19/040 Member questions to the Town Clerk

The Town Clerk responded to questions advising that the Cemetery Chapel works had been

delayed due to further information being requested by the Conservation Officer in advance of consent being granted.

A19/041 To note the date of the next meeting
The date was noted.

FINAL

Knutsford Town Council

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Minutes

of the

Assets and Operations Committee meeting held 21st October 2019

In the Lower Council Chamber of the Town Council Offices

A19/042 Present

Cllrs Nicholson, Abel, Fletcher, Forbes, Gray, Hamilton Coan, Malloy and McCulloch.

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

A19/043 To receive apologies for absence

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

A19/044 To note declarations of members' interests

Cllr Forbes declared a personal interest in A19/055 on the grounds of being a trustee to a charity using the council's website hosting service.

Cllrs Malloy, McCulloch and Gray declared personal interests in A19/055 on the grounds of being on the committee of organisations using the council's website hosting service.

Cllrs Forbes and Hamilton Coan declared a personal interest in A19/054 on the grounds of being disabled.

A19/045 Public Participation

No members of the public were present.

A19/046 To receive and confirm the minutes of the meeting held on 2nd September

It was **RESOLVED** to confirm the minutes subject to two typographical corrections.

A19/047 To consider the committee budget and spending to date

The committee budget and spending to date was noted.

A19/048 To receive an update in respect of the transfer of the Council Offices

The Town Clerk reported that the current delay was due to the assets department needing to prepare a new site plan marking the retained right of access for the library and that once this was prepared the department could instruct the legal department to commence work on the transfer.

A19/049 To commission tree surveys for council land

It was **RESOLVED** to commission tree surveys for the council's land assets.

A19/050 To consider the renegotiation of the lease and service agreement for the public toilets

It was **RESOLVED** to establish a working group to prepare an options report for the next committee meeting. It was further **RESOLVED** to appoint Cllrs Forbes, Malloy, McCulloch and Coan to the working group.

It was agreed that the report include a minimum of a 5 year profit/loss and monthly cashflow report and detail the pros, cons and opportunity costs for each option.

A19/051 To receive an update in respect of 60 King Street

The Town Clerk reported that the administrators had confirmed the pending court case would be discontinued and that the council's solicitor was following this up with the courts. The Town Clerk further reported that Savills were preparing the brochure to market the property and that works were taking place to install lighting and service the electrical and heating fixtures.

A19/052 To consider the adoption of Cemetery Regulations

It was **RESOLVED** to delete 2.1 (prohibition of smoking on site).

It was **RESOLVED** to approve the regulations subject to a typographical correction to 5.9, 7.7 being updated to contain the correct reference and the Town Clerk determining the fees for extra-large coffin interments.

A19/053 To consider the opening hours of the Council Offices

The meeting was adjourned for a five-minute recess.

It was **RESOLVED** not to alter the standard office hours or the Christmas office closure but to request the Personnel Committee looks at arrangements for on-call working.

A19/054 To consider the adoption of revised Market Hall Regulations

It was **RESOLVED** to approve the revised regulations subject to typographical corrections and the following amendments: 3.2 to include electronic payments, 4.6 to refer to discounts not available to the general public, 'upon vacation' to be deleted from 4.11, 9.9 to refer to 9.8 and 9.1 to be simplified to state that licences can be transferred subject to the consent of the Markets Officer.

A19/055 To set the committee's service fees for 2020/21

It was **RESOLVED** to set the fees as outlined in report A1916.

A19/056 To consider the draft committee budget 2020/21

It was **RESOLVED**¹ to approve the draft budget.

A19/057 Member questions to the Town Clerk

The Town Clerk responded to questions stating that work had been commissioned to install ventilation in the Market Hall, subject to the requirement to obtain planning permission being confirmed and that a planning application for the installation of the septic tank at the Cemetery Chapel was being prepared.

A19/058 To consider the committee's Actions Log

The log was noted.

A19/059 To note the date of the next meeting

The date was noted.

¹ Cllr Fletcher voted against the resolution, Cllrs Hamilton Coan and McCulloch abstained.

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Minutes

of the

Assets and Operations Committee meeting held 16th December 2019

In the Lower Council Chamber of the Town Council Offices

A19/060 Present

Cllrs Coan, Forbes, Gray, Hamilton Coan, Malloy and McCulloch.

In attendance: A Keppel-Green (*Town Clerk*) and Cllr Beswick.

A19/061 To receive apologies for absence

Apologies were received from Cllrs Nicholson and Gardiner (personal business) and Fletcher (parliamentary business).

A19/062 To note declarations of members' interests

Cllrs Forbes and Hamilton Coan declared a personal interest in A19/068 on the grounds of being disabled.

A19/063 Public Participation

No members of the public wished to address the committee.

A19/064 To receive and confirm the minutes of the meeting held on 21st October

It was **RESOLVED** to confirm the minutes, subject to a correction to A19/056 to specify that it was Cllr Fletcher who voted against the resolution.

A19/065 To consider the committee budget and spending to date

The committee budget and spending to date was noted.

A19/066 To receive an update in respect of the transfer of the Council Offices

The Town Clerk reported that the target date for the transfer had moved to the end of the financial year due to delays at Cheshire East Council's Assets Department but that this meant the projected expenditure 2019/20 would be lower than forecast.

A19/067 To consider matters related to the transfer of the cemetery

It was noted that whilst the freehold has always been owned by the town council, the responsibility for managing the cemetery would revert back to the town council on 1st January 2020.

It was **RESOLVED** to approve the procurement of bins, bin stores/watering can station, signage, software and equipment as detailed in A1919.

A proposal to recommend to Council that a Cemetery Improvements budget of £2,000 be reinstated in the 2020/21 budget was proposed and seconded but failed.

It was **RESOLVED**¹ to recommend to Council that a Cemetery Improvements budget of £2,300 be reinstated in the 2020/21 budget, noting it would be covered by the reduced forecast expenditure for the Council Offices in the current financial year.

A19/068² To consider a report on the public toilets

It was **RESOLVED** to request approval from Council to open discussions with Danfo to renegotiate the lease for the public toilets.

It was **RESOLVED** to request approval from Council that in the event of renegotiation being successful, it be authorised to progress the creation of commercially lettable spaces with the buildings as per option F in report A1918

A19/069 To receive an update in respect of 60 King Street

It was **RESOLVED** to exclude the public and press due to the commercially sensitive nature of discussions.

The Town Clerk reported that two bids had been submitted from potential tenants and that a closing date of 31st January had been agreed with the council's agent.

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

A19/070 Member questions to the Town Clerk

The Town Clerk was requested to ascertain whether Marshall House had sold.

A19/071 To consider the committee's Actions Log

The log was noted and it was agreed that action A19/037 have a rolling three month target, whilst awaiting clarity from Cheshire East Council.

A19/072 To note the date of the next meeting

The date was noted.

¹ Cllr Forbes voted against the resolution.

² Cllr Malloy during the discussion of this item.

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Minutes

of the

Assets and Operations Committee meeting held 10th February 2020

In the Lower Council Chamber of the Town Council Offices

A19/073 Present

Cllrs Nicholson, Forbes, Gray, Hamilton Coan, Malloy and McCulloch.

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

A19/074 To receive apologies for absence

Apologies were received from Cllrs Coan and Gardiner (personal business), Abel (health) and Fletcher (parliamentary business).

A19/075 To note declarations of members' interests

Cllr Malloy declared a personal interest in A19/080 on the grounds of having discussed an issue with a resident.

A19/076 Public Participation

No members of the public were present.

A19/077 To receive and confirm the minutes of the meeting held on 16th December 2019

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

A19/078 To consider the committee budget and spending to date

The budget and spending to date was noted.

A19/079 To receive an update in respect of the transfer of the Council Offices

The Town Clerk reported a statutory declaration had been prepared by Cheshire East Council and that they were awaiting an appropriate officer to sign it at which stage the transfer would be referred fully the legal department to progress.

A19/080 To consider revisions to the council's Cemetery Regulations and fees

The Town Clerk reported on the recent refusal of kerbs to a memorial at the cemetery, providing background to the application. The committee endorsed the decision, noting it was made in accordance with the council's cemetery regulations.

It was **RESOLVED** to amend the cemetery regulations and fees as per report A1920 and further to amend the fees for coffin interments to £820 (single depth), £920 (double) and £1,020 (triple).

A19/081 To commission tree works

It was **RESOLVED** to commission tree works as recommended in report A1921.

A19/082 To consider matters related to the renegotiation of the public toilets contract

Cllr Forbes reported that a meeting was being convened with Danfo to discuss the preferred positions on the renegotiation.

A19/083 To determine a preferred tenant for the new lease for 60 King Street and to consider related matters

It was noted that due diligence on the bids was being undertaken.

A19/084 Member questions to the Town Clerk

The Town Clerk responded to questions stating that the market roof leak was on the opposite side to the previous leak and that the works to the obelisk were being programmed. It was agreed to discuss the redevelopment of the Market Hall at a future meeting.

A19/085 To consider the Actions Log

The log was noted.

A19/086 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 17th March 2020

In the Lower Council Chamber of the Town Council Offices

A19/087 Present

Cllrs Coan, Nicholson, Abel, Gray, Malloy and McCulloch.

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

A19/088 To receive apologies for absence

Apologies were received from Cllrs Gardiner (personal business), Fletcher (parliamentary business), Forbes and Hamilton Coan (precautionary coronavirus isolation).

A19/089 To note declarations of members' interests

Cllrs Nicholson declared a personal interest in A19/093 on the grounds of being known to a potential tenant and McCulloch declared a personal interest in A19/093 on the grounds of being known to a potential guarantor.

A19/090 Public Participation

No members of the public were present.

A19/091 To receive and confirm the minutes of the meeting held on 10th February

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

A19/092 To consider instructing a solicitor to prepare new leases for the public toilets and to consider the progression of the project

It was **RESOLVED** to instruct Dixon Rigby Keogh to prepare the new public toilet leases and authorise the working group to work with Danfo and Dixon Rigby Keogh to agree revised leases.

A19/093 To determine a preferred tenant for the new lease for 60 King Street and to consider related matters

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

It was **RESOLVED** to appoint a preferred tenant and further **RESOLVED** to instruct Glaisyers to prepare a lease on the basis of the previously agreed terms.

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

A19/094 To note the date of the next meeting

It was noted that meetings were being suspended until further notice.

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Minutes

of the

Assets and Operations Committee meeting held 1st June 2020

Online, via Zoom

A19/095 Present

Cllrs Coan, Nicholson, Abel, Forbes, Gray, Malloy and McCulloch.

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

A19/096 To receive apologies for absence

Apologies were received from Cllrs Gardiner and Hamilton Coan (personal business)

A19/097 To note declarations of members' interests

Cllr Forbes declared a personal interest in A19/099 and A19/108 on the grounds of being disabled. Cllrs Nicholson and Coan declared a personal interest in A19/108 on the grounds of being known to directors of the prospective tenant.

A19/098 Public Participation

No members of the public were wished to address the committee.

A19/099 To receive and confirm the minutes of the meeting held on 17th March 2020

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

A19/100 To consider the committee budget and spending to date

The budget and spending to date was noted.

A19/101 To consider the development of a new council website

It was **RESOLVED** that the Town Clerk redevelop the council website outside his contractual hours within a budget of £450 (paid through payroll) and up to £100 for WordPress plugins and themes.

It was requested that the Town Clerk look to provide an improved members area and the option to submit expense claims via the website. It was also requested that the photo of the council which appears on the *Google* listing for the Town Council be updated.

It was requested that a report be prepared for a future meeting on the demographic breakdown of public views on the council's livestreamed meetings.

A19/102 To receive an update with respect the transfer of the Council Offices

The report on the outstanding issues with the transfer documents was noted.

A19/103 To consider the progression of the works to the empty spaces within the public toilets
It was **RESOLVED** to approve the submission of the discharge of conditions/variation to plans applications subject to querying the necessity of the reduction of new openings at the Bexton Road site with the structural surveyor.

A19/104 To commission the tree survey at the Obelisk
It was **RESOLVED** to commission the survey at a cost of £200.

A19/105 Member questions to the Town Clerk
Cllr Forbes enquired if a response had been received from Danfo with regards their inspection of cleaning standards. The Town Clerk reported he had chased Danfo for a response and would forward it once received.

Cllr Gray suggested the committee consider the installation of a *Changing Places* toilet in the void spaces of the public toilets in place of a commercially let space; Cllr Forbes explained that this has been explored previously but was considered too expensive. It was agreed that the item be placed on the next committee agenda for reconsideration.

A19/106 To consider the actions log
The log was noted.

A19/107 To note the date of the next meeting
The date was noted.

A19/108 To consider an update with respect the granting of a lease at 60 King Street and to approve the form of the lease
It was **RESOLVED** to exclude the public and press due to the confidential nature of discussions.

It was **RESOLVED**¹ to approve the draft and authorise the Town Clerk to finalise the lease with the tenant subject to any changes requested by the prospective tenant being agreed by the committee Chairman and Deputy Chairman and a majority of committee members.

It was **RESOLVED** to commission a condition survey.

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

¹ Cllr Gray abstained from voting.

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Minutes

of the

Assets and Operations Committee meeting held 20th July 2020

Online, via Zoom

A19/109 Present

Cllrs Nicholson, Abel, Forbes, Gray, Hamilton Coan, Malloy and McCulloch.

In attendance: A Keppel-Green (*Town Clerk*) and Cllr Beswick.

A19/110 To receive apologies for absence

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

A19/111 To note declarations of members' interests

Cllrs Forbes and Hamilton Coan declared a personal interest in A19/116a on the grounds of being disabled.

A19/112 Public Participation

No members of the public were wished to address the committee.

A19/113 To receive and confirm the minutes of the meeting held on 1st June

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

A19/114 To consider the committee budget and spending to date

The budget and spending to date was noted.

A19/115¹ To consider revised costs for the works to the Cemetery Chapel

It was **RESOLVED** to approve the revised costs including the installation of a new water supply to the cemetery toilets.

A19/116 To consider the progression of the works to create lettable space in the public toilets

a) To consider whether a changing places toilet should be installed

b) To consider revised costs for the conversion works

It was agreed that the Town Clerk explore the options for providing a changing places toilet at the Bexton Road toilets and that a decision be taken at the September meeting.

It was **RESOLVED** to approve the revised costs but to proceed only with King Street until a decision was taken with respect Bexton Road being used for a changing places toilet.

A19/117 To consider an update with respect other council asset projects

¹ Cllr Beswick joined the meeting during this item.

The update was noted. It was further noted that the Council Offices sub-committee would be meeting to consider the recommencement of the renovations project and that lighting of the centennial war memorial was included with this workstream. It was agreed that lighting of the obelisk should be explored.

A19/118 Member questions to the Town Clerk

The Town Clerk provided an update with respect the letting of 60 King Street.

A19/119 To consider the actions log

It was noted that the action to review interaction with the streamed council meetings was missing from the log.

A19/120 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 14th September 2020

Online, via Zoom

A19/121 Present

Cllrs Coan, Forbes, Gray, Hamilton Coan, Malloy, McCulloch and Nicholson

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

A19/122 To receive apologies for absence

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

A19/123 To note declarations of members' interests

Cllrs Forbes and Hamilton Coan declared a personal interest in A19/127 on the grounds of being disabled.

A19/124 Public Participation

Two traders from the market hall spoke in support of the installation of CCTV at the market hall and outlined the reasons they felt it necessary.

A19/125 To receive and confirm the minutes of the meeting held on 20th July

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

A19/126 To consider the committee budget and spending to date

The budget and spending to date was noted.

A19/127 To consider the progression of the works to create lettable space in the public toilets and the option of creating a Changing Places toilet at Bexton Road

It was **RESOLVED**¹ to progress as originally planned to create lettable units in both buildings.

It was noted that if a Changing Places toilet was not created at the Leisure Centre, the option of installing one as part of renovations at the council offices could be costed and explored.

A19/128 To consider the installation of CCTV at the Market Hall

It was **RESOLVED** to install CCTV subject to the agreement of all market traders, the police not objecting to the quality of the CCTV and all traders who remove their own CCTV systems making good any damage to stall structures.

A19/129 To consider a replacement of the cemetery garage door

¹ Cllrs Gray and Hamilton Coan voted against the resolution.

Cllr Hamilton Coan disconnected from the meeting.

It was **RESOLVED** to replace the door to the cemetery garage at a cost of £958.

A19/130 To approve tree works at the Obelisk

It was **RESOLVED** to approve the tree works at a cost of £250.

The meeting was adjourned for a five-minute recess.

Cllr Hamilton Coan re-joined the meeting.

A19/131 To consider window dressing at 60 King Street

It was agreed to defer the item until the new tenant had been confirmed.

A19/132 Member questions to the Town Clerk

It was requested that reports on lighting of the obelisk and war memorials and a breakdown of Market Hall income by trader be prepared for the next meeting.

A19/133 To consider the actions log

The log was noted.

A19/134 To note the date of the next meeting

The date was noted.

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Minutes

of the

Assets and Operations Committee meeting held 26th October 2020

Online, via Zoom

A19/135 Present

Cllrs Coan, Abel, Forbes, Gray, Malloy, McCulloch and Nicholson

In attendance: A Keppel-Green (*Town Clerk*) and Cllrs Beswick and Dalzell.

A19/136 To receive apologies for absence

Apologies were received from Cllrs Hamilton Coan (personal business) and Gardiner (health).

A19/137 To note declarations of members' interests

Cllrs Forbes and Malloy declared a personal interest in A19/144 on the grounds of being trustees/committee members of organisations using the council's website hosting service.

A19/138 Public Participation

A member of the public requested that when the council plans to undertake works at its heritage assets, it includes within proposals a budget for the installation of an interpretative panel/board.

A19/139 To receive and confirm the minutes of the meeting held on 14th September

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

A19/140 To consider the committee budget and spending to date

The budget and spending to date was noted.

A19/141 To note the minutes of the Council Offices sub-committee

The minutes were noted.

A19/142¹ To consider an update on committee projects

It was **RESOLVED** not to dispose of the remaining two chapel pews and that the option of incorporating them within the seating plan at the chapel be explored and that the colours for the internal paintwork be determined by the cemetery working group.

It was **RESOLVED** to purchase a solar light to trial its suitability for providing illumination of memorials where there is no electricity supply.

¹ Cllr Abel arrived at the start of this item. Cllr Dalzell left the meeting during this item.

A19/143 To consider works at 60 King Street

It was **RESOLVED** to undertake works to prevent pigeon access to the Gaskell Memorial Tower and clear pigeon waste subject to the Town Clerk first discussing the proposed work with the council's prospective tenant.

A19/144 To consider the committee's service fees 2021/22

It was **RESOLVED** to set the service fees as per report A1936.

It was agreed to review the Market Licensing policy at the next meeting.

A19/145² To consider the draft committee budget 2021/22

It was **RESOLVED** to approve the budget subject to the removal of the current year projected income in cost centre 207 (other buildings).

A19/146 Member questions to the Town Clerk

No questions were raised.

A19/147 To consider the actions log

The log was noted.

A19/148 To note the date of the next meeting

The date was noted.

² Cllr Nicholson left the meeting during this item.

Knutsford Town Council

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Minutes

of the

Assets and Operations Committee meeting held 13th June 2019

In the Lower Council Chamber of the Town Council Offices

A19/001 Present

Cllrs Coan, Nicholson, Abel, Fletcher, Forbes, Gray, Hamilton Coan and McCulloch.

In attendance: A Keppel-Green (*Town Clerk*) and Cllr Beswick.

A19/002 To receive apologies for absence

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

A19/003 To note declarations of members' interests

Cllr Forbes declared a personal interest in A19/011 on the grounds of being disabled.

Cllr Hamilton Coan declared a personal interest in A19/011 on the grounds of requiring a chair for her back condition.

A19/004 Public Participation

No members of the public were present.

A19/005 To note the committee's terms of reference

The terms of reference were noted.

A19/006 To receive and confirm the minutes of the meeting held on 29th April

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

A19/007 To consider a new lease or purchase of the existing council van

It was **RESOLVED** to recommend to Council that the existing van be purchased and that the council's need be appraised annually to ensure it is most cost effective.

A19/008 To consider the future management of 60 King Street

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

The three options: sale, new lease and direct operation were appraised. The meeting was adjourned for a five-minute recess.

It was **RESOLVED** to dismiss the option of operating the building directly.

It was **RESOLVED**¹ to progress the reletting of the property.

¹ Cllrs Forbes and Gray voted against the resolution.

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Minutes

of the

Events and Town Centre Management Committee meeting held 1st July 2019

In the Lower Council Chamber of the Town Council Offices

E19/001 Present

Cllrs Houghton, Power, Abel, Beswick, Dalzell, McCulloch and Malloy.

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

E19/002 To receive apologies for absence

Apologies were received from Cllr Gardiner (personal business)

E19/003 To note declarations of members' interests

No member declared an interest in any item under discussion.

E19/004 To note the committee's terms of reference

The terms of reference were noted.

E19/005 Public Participation

A resident highlighted the programme of the Bollington Festival which incorporates science and the arts in addition to music, noting that 2019 would be the final year of the Knutsford Literature Festival it was suggested that the committee consider widening the scope of the music festival to incorporate a wider arts programme. The resident also suggested that the committee consider a project to record residents' the memories of World War II as part of any commemorations.

E19/006 To receive and confirm the minutes of the meeting held on 18th February 2019

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

E19/007 To consider the committee budget and spending to date

It was noted that the income for the Music Festival was below budget resulting in the event being delivered marginally over budget.

E19/008 To review the 2019 Music Festival and consider the membership of the Music Festival working group

It was noted that the festival was under budget in 2017 and 2018 and that the working group would assess the reasons it exceeded budget this year to learn for 2020.

The following suggestions were made for 2020:

- Music on the Moor be expanded with a bigger stage and more performers and to

cover Saturday and Sunday

- An increase in the number of participatory events where visitors can play instruments
- Increase in Town Council branding at council-led events
- A greater number of free events, such as an orchestra picnic on the Moor
- Engaging with the Clonter Opera to host an event in town

It was **RESOLVED** to appoint Cllrs Malloy, Power, Beswick and McCulloch to the working group and further **RESOLVED** to approve the new terms of reference which incorporates a membership outside the council.

E19/009 To receive a report from the Town Centre Manager

The report was noted. It was requested that the Town Centre Manager circulate a background to BIDs to the committee. It was noted that the Town Centre Manager would report on options for undertaking benchmarking at a future meeting.

E19/010 To consider matters related to the Pumpkin Path 2019

The arrangements for the event were noted.

E19/011 To consider reinstating a celebrity to turn on the Christmas Lights

It was **RESOLVED** to explore the possibility of having a celebrity.

E19/012 To consider whether to mark the 'Deloitte Ride Across Britain' passing through Knutsford

It was **RESOLVED** that a press release be issued promoting the event and encouraging residents to watch it pass through.

E19/013 To consider commemorations for the 75th anniversary of VE Day

It was **RESOLVED** that officers review the ideas generated for the World War I centenary commemorations and report to the next meeting with proposals, including to consider a project to record the memories of residents who lived during World War II.

It was **RESOLVED** that the 80th anniversary of the start of World War II be commemorated as per the service for D-Day held in June.

E19/014 To discuss a proposal for a Knutsford Young Artist of the Year competition

Cllr Houghton outlined the proposal for a competition for school-age Knutsford residents, comprising a junior young artist of the year for primary school pupils and young artist of the year for secondary and sixth form pupils. It was agreed that Cllr Houghton explore the idea further and report to a future committee meeting.

E19/015 Member questions to the Clerk

The Town Clerk responded to questions stating that a meeting was being convened with ministers to discuss arrangements for the Crib Service and Remembrance Sunday and that officers were aiming to undertake Chapter 8 training to enable some road closures to be managed in house.

It was noted that the three Knutsford Ward Cheshire East Councillors were now on the Tatton Park Board. It was suggested that the idea of a brass band on the Moor more often be explored, potentially funded by sponsorship. It was reported that there appeared to be an increase in litter outside certain shops in the town centre.

E19/016 To consider the actions log

The log was noted and it was **RESOLVED** not to progress the idea of LED count displays for car parks.

E19/017 To note the date of the next meeting

It was noted that whilst meetings remained on Monday's the start time for the committee would be 7:30pm.

It was noted that the next meeting clashed with the Conservative Party Conference which may affect member availability; the Town Clerk undertook to ascertain if the meeting would be quorate.

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Minutes

of the

Events and Town Centre Management Committee meeting held 30th September 2019

In the Lower Council Chamber of the Town Council Offices

E19/018 Present

Cllrs Houghton, Power, Abel, Dalzell, McCulloch and Malloy.

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

E19/019 To receive apologies for absence

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

E19/020¹ To note declarations of members' interests

Cllr Power declared a personal interest in E19/027 as a member of the Catenians.

E19/021 Public Participation

No members of the public wished to address the committee.

E19/022 To receive and confirm the minutes of the meeting held on 1st July

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

E19/023 To consider the committee budget and spending to date

The budget and spending to date was noted.

E19/024 To receive a report from the Town Centre Manager

The report was noted, the committee recorded its thanks to the Town Centre Manager for her work on numerous issues.

E19/025 To consider recommendations for the 2020 Knutsford Music Festival

The committee recorded its thanks to the Administration Assistant for her work on the music festival. It was **RESOLVED** to approve the plan for the 2020 event as detailed in report E1909 and to delegate authority to officers to organise the event in consultation with the working group.

E19/026 To consider commemorations for the 75th anniversary of VE Day

It was **RESOLVED** that officers organise a street party on the Moor, that a short remembrance service be held at Centennial War Memorial and that a living history project is undertaken as outlined in report E1908.

¹ Cllr Dalzell arrived at the beginning of this item.

E19/027 To consider the proposed replacement of the Reindeer Parade

It was **RESOLVED**² that the Santa Parade be held as per report E1906 with the sleigh being hired for 2019.

E19/028 To consider supporting a late-night Christmas shopping event

It was **RESOLVED** to support the event by arranging for the distribution of a leaflet promoting the event and the council's Christmas events to be delivered to households.

E19/029 To consider the draft committee budget 2020/21

The Town Clerk reported that it was likely that the fairground would not be at the Christmas Market due to the introduction of charges from Cheshire East Council making it financially unviable for the operator.

It was **RESOLVED** to approve the draft budget with the addition of a £500 budget for a Young Artist of the Year competition.

E19/030 Member questions to the Clerk

Cllr Malloy enquired if as part of the planning for the 2020 Town Awards a business sustainability award could be introduced, working with the primary schools as judges.

It was requested that the 2020 Great Race be on the November agenda.

E19/031 To consider the actions log

The log was noted.

E19/032 To note the date of the next meeting

The date was noted.

² Cllr McCulloch abstained from voting.

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Minutes

of the

Events and Town Centre Management Committee meeting held 25th November 2019

In the Lower Council Chamber of the Town Council Offices

E19/033 Present

Cllrs Houghton, Abel, Beswick, Malloy and McCulloch.

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

E19/034 To receive apologies for absence

Apologies were received from Cllrs Power, Gardiner and Dalzell (personal business).

E19/035 To note declarations of members' interests

Cllr Malloy declared a personal interest in E19/038 on the grounds of having met with the event organisers and being loaned a Penny Farthing to participate in the race.

Cllr Abel declared a personal interest in E19/038 on the grounds of being loaned a Penny Farthing to participate in the race.

E19/036 Public Participation

A representative of Friends of the Heath highlighted that the organisation had met with the organisers of the Great Race who had pledged to adhere to the guiding principles for holding events on the Heath.

A second representative of Friends of the Heath added that it was an example of how event organisers could work with Friends of the Heath and that they pledged their support to the event.

E19/037 To receive and confirm the minutes of the meeting held on 30th September

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

E19/038 To consider matters related to the Knutsford Great Race 2020

The Chairman invited Mike Peacock of the Knutsford Great Race to address the committee. Mr Peacock provided a background to the event and outlined that the day would feature a three-hour endurance race starting on Manchester Road and racing on the four roads around the Heath with a vintage market on the Heath. Mr Peacock reported that there would be road closures from 12pm to 4:30pm and that they were looking to engage with the local schools.

The committee recorded its support for the event.

- E19/039 To consider the committee budget and spending to date**
The committee budget and spending to date was noted.
- E19/040 To receive a report from the Town Centre Manager**
The report was noted and it was requested that the Town Centre Manager email all members reminding them to vote for the Market Hall in the NABMA market awards.
- E19/041 To consider matters related to the 2020 Town Awards**
The arrangements for the 2020 awards were noted and it was **RESOLVED** that the schools' business sustainability award be incorporated within the awards.
- E19/042 To consider an update on the Makers Market including whether to have a council stall at the February market and requirements for park and ride, signage and marshalling**
The Chairman reported on a meeting with the market organiser and recent press concerning the market. It was noted that stallholder parking in the town centre could be more robustly managed. It was agreed to hold a stall in February, subject to sufficient cover from members and that the opportunity to engage with the council be promoted in advance.
- E19/043 To consider an update on the proposed Young Artist of the Year 2020 competition**
The Chairman reported that discussions were progressing with options for an accessibility category being considered, potential sponsorship being explored and the idea of a people's choice award. It was noted it would likely be organised during April to July with judging in the Autumn and a prize awarded at the end of the year.
- E19/044 To provide feedback on the Pumpkin Path**
The following feedback was noted:
- a) There was a gap of activity between Giovanni's and Wallwood, food stalls should be considered for this space in 2020
 - b) Some volunteer road marshalling locations weren't necessary, whilst others would have benefited from more. It was noted that some volunteers did not have radios
 - c) Signage for the lost children and first aid points should be installed to be viewable as one is looking down the street
 - d) Event contractors could keep volunteers better informed e.g. when moving barriers.
- E19/045 Member questions to the Clerk**
The Town Clerk responded to questions stating that parking on the Little Heath was only suitable in limited circumstances due to potential ground damage, that the Christmas park and ride operates from Booths Hall, that the Environment Committee is looking to identify locations for tree planting as part of a wider environmental improvement project and that the resurfacing of Beeston Drive did not appear to be a priority for Cheshire East Council due to the volume of traffic.
- E19/046 To consider the actions log**
The log was noted.
- E19/047 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 27th January 2020

In the Lower Council Chamber of the Town Council Offices

E19/048 Present

Cllrs Houghton, Power, Abel, Beswick, Dalzell, Gardiner, Malloy and McCulloch.

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

E19/049 To receive apologies for absence

All members were present.

E19/050 To note declarations of members' interests

Cllr Power declared a personal interest in E19/043 in respect of being a member of the Catenians who organise the crib.

E19/051 Public Participation

No members of the public wished to address the committee.

E19/052 To receive and confirm the minutes of the meeting held on 25th November

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

E19/053 To consider the committee budget and spending to date

The committee budget and spending to date was noted.

E19/054 To consider matters related to the Makers Market

The chairman adjourned the meeting to allow a resident to address the committee. The resident outlined his concerns in relation to the Makers Market and the impact it has on town centre residents, specifically vehicular access to their properties during the market and access in the event of an emergency. The resident outlined that he felt residents' views had been overlooked and outlined his proposal to relocate the market to the Princess Street car park to reduce the impact on residents.

The meeting was reconvened, and it was **RESOLVED** to write to the town centre residents affected by the road closure for the Makers Market to obtain their views on the Makers Market.

E19/055 To receive the Town Centre Management report

The report was noted. It was agreed that any proposal for an app include consideration of the ongoing liability of updating and maintaining it.

E19/056 To consider matters related to the 2020 Bunny Hop

It was **RESOLVED** to authorise officers to organise the event in accordance with the plan outlined and any remaining budget be used to provide sweets for businesses as part of the event.

E19/057 To consider Remembrance Sunday logistics

It was agreed to defer this item to the next meeting.

E19/058 To provide feedback on Christmas Events and Illuminations

It was noted that the Christmas tree was smaller than it should have been due to a mix up by the supplier and that a more ornamental fence should be installed around the tree. It was agreed that the previous inspection programme for checking the Christmas lights should be reintroduced for 2020 to ensure that any faults are promptly reported.

E19/059 Member questions to the Clerk

It was agreed to defer holding a stall at the Makers Market to March.

E19/060 To consider the actions log

The log was noted.

E19/061 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 27th April 2020

Online, via Zoom.

E19/062 Present

Cllrs Houghton, Power, Abel, Beswick, Dalzell, Malloy and McCulloch.

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

E19/063 To receive apologies for absence

Apologies were received from Cllr Gardiner (personal business)

E19/064 To note declarations of members' interests

Cllr Malloy declared a personal interest in E19/070 on the grounds that the proposed rescheduling date clashed with his civic ball and E19/071 on the grounds of being involved in the work of We Are Knutsford.

Cllr Abel declared a personal interest in E19/071 on the grounds of being involved in the work of We Are Knutsford and in the spirit of transparency declared that his company was undertaking deliveries for town centre businesses.

Cllr Dalzell declared a personal interest in E19/071 on the grounds of being involved in the work of We Are Knutsford.

Cllr McCulloch declared a personal interest in respect of E19/069 on the grounds of being a trustee of The Welcome.

E19/065 Public Participation

No members of the public wished to address the committee.

E19/066 To receive and confirm the minutes of the meeting held on 27th January

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

E19/067 To consider the committee budget and spending to date

The committee budget and spending to date was noted.

E19/068 To receive the Town Centre Management report

The report was noted and the Town Centre and Marketing Officer responded to questions explaining the subject of the Timpson Report and the impact of COVID-19 on Taste Knutsford tours.

E19/069 To consider the impact of COVID-19 on the town centre

The report was noted.

E19/070 To consider the postponement of Knutsford Music Festival

Cllrs Malloy and Abel and the Town Clerk left the meeting due to a loss of internet service. The meeting was adjourned and reconvened; Cllr Malloy and the Town Clerk re-joined the meeting. Cllr Power joined the meeting. Cllr Abel re-joined the meeting.

It was **RESOLVED** to postpone the event from June.

It was noted that current government guidance was unclear as to when social distancing restrictions would be lifted and that it was uncertain whether public gatherings would be permissible during 2020.

It was **RESOLVED** to defer a decision on rescheduling the event to September or cancellation and that a meeting be convened to consider this towards the end of May.

E19/071 To consider the postponement the VE Day Street Party

It was **RESOLVED** not to hold a VJ day street party on the Moor in place of the cancelled VE day street party but to support We are Knutsford with prizes for their competition.

E19/072 To consider the postponement of Flowers in Wallwood

It was **RESOLVED** to approve the revised format of the event and for the Town Centre and Marketing Officer to coordinate it for the most appropriate time.
The Town Centre and Marketing Officer left the meeting.

E19/073 To consider matters related to Christmas Events

It was **RESOLVED** that:

- a) authority be delegated to officers to organise the events as outlined subject to the caveat that no commitments be made pending a review at the July meeting with respect the likelihood of the events to be able to proceed
- b) the funfair be invited to return for the Christmas Market
- c) the Santa Parade continue in the format as outlined

E19/074 Member questions to the Clerk

The Town Clerk responded to questions stating that the letter to town centre residents affected by the Makers Market road closure would be issued that week and that Chapter 8 training had been delayed pending the commencement of employment of new staff and would be considered once operations returned to normal.

E19/075 To consider the actions log

The log was noted.

E19/076 To note the date of the next meeting

It was noted that a meeting would be called in approximately three weeks to consider the Music Festival.

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Minutes

of the

Events and Town Centre Management Committee meeting held 26th May 2020

Online, via Zoom.

E19/077 Present

Cllrs Houghton, Power, Abel, Beswick, Dalzell, Malloy and McCulloch.

In attendance: A Keppel-Green (*Town Clerk*) and Cllr Nicholson.

E19/078 To receive apologies for absence

Apologies were received from Cllr Gardiner (personal business)

E19/079 To note declarations of members' interests

No member declared an interest in any item.

E19/080 Public Participation

No members of the public wished to address the committee.

E19/081 To receive and confirm the minutes of the meeting held on 27th April

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

E19/082 To consider the postponement or cancellation of Knutsford Music Festival 2020

It was **RESOLVED** that to cancel the 2020 event and carry forward the event budget for the 2021 event.

E19/083 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 15th July 2020

Online, via Zoom.

E19/084 Present

Cllrs Houghton, Beswick, Dalzell, Malloy and McCulloch.

In attendance: A Keppel-Green (*Town Clerk*) and Cllr Nicholson.

E19/086 To receive apologies for absence

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

E19/087 To note declarations of members' interests

Cllr McCulloch declared a personal interest in E19/090 on the grounds of being a committee member of Friends of the Heath.

E19/088 Public Participation

No members of the public wished to address the committee.

E19/089 To receive and confirm the minutes of the meeting held on 26th May 2020

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

E19/090¹ To determine when the Knutsford Makers Market should return

The Town Clerk provided an addendum to his report stating that whether the market would require a section 38 permission if it was held on the Heath was disputed by the landowner and that whilst the Planning Inspectorate had stated they believed it would, there is a grey area in the guidance which does not specifically cover works/events of this type.

Mrs V Crane, organiser of the Makers Market was invited to join the meeting and took questions from the committee on the measures to prevent the spread of coronavirus at the market, which would take place on the Princess Street and Silk Mill Street car parks.

It was **RESOLVED²** that subject to a revised stall layout being agreed by the Chairman, Deputy Chairman, Town Mayor, Town Clerk and Town Centre and Marketing Officer reducing the overall number of stalls, ensuring a one-way system and providing adequate free movement of pedestrians around the market that the market be permitted for August with a committee review to take place to determine if it returns in September.

E19/091 To note the date of the next meeting

¹ Cllr Nicholson joined the meeting at the start of this item.

² Cllr Beswick voted against the resolution.

It was agreed to move the meeting to 10th August to allow the meeting to review the August Makers Market.

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Minutes

of the

Events and Town Centre Management Committee meeting held 10th August 2020

Online, via Zoom.

E19/092 Present

Cllrs Houghton, Beswick, Dalzell, Gardiner, Malloy and McCulloch.

In attendance: A Keppel-Green (*Town Clerk*), A Brown (*Events Officer*) and Cllr Gray.

E19/093 To receive apologies for absence

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

E19/094 To note declarations of members' interests

Cllr McCulloch declared a personal interest in E19/101 on the grounds of being a committee member of Friends of the Heath.

E19/095 Public Participation

No members of the public wished to address the committee.

E19/096 To receive and confirm the minutes of the meeting held on 15th July

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

E19/097¹ To consider the year to date committee income and expenditure

The committee income and expenditure was noted.

E19/098 To receive the Town Centre Management report

The report was noted.

E19/099 To consider a revised format for the Pumpkin Path

It was **RESOLVED** to approve the revised format as per report E1925.

E19/100 To consider revisions to the format of the Christmas Events

It was **RESOLVED²** to approve the revised format of the events as per report E1926, that a hot food area be provided in Canute Place and that a live-streamed version of the Crib Service be held if it cannot be held with an audience. It was noted that the events be under continual review and that changes or cancellation may be necessary if the coronavirus situation changes.

E19/101 To consider matters related to the Makers Market

¹ Cllr McCulloch arrived at the start of this item.

² Cllr Beswick voted against the resolution.

It was **RESOLVED** to approve the market being held in September, October and November as per the layout in report E1929 subject to a maximum number of 65 stalls per market. It was noted that the events be under continual review and that changes or cancellation may be necessary if the coronavirus situation changes.

The responses to the consultation with residents directly affected by the road closure for the Makers Market was noted.

E19/102 To consider the purchase of new town centre bunting

It was **RESOLVED** to purchase 1.4km of new bunting.

E19/103 To consider matters related to the 2021 Music Festival

It was **RESOLVED** to approve the outlined arrangements for the 2021 event to be held from 11th to 13th June as per report E1924 and noting that ticket sales would not be opened until the new year.

E19/104 Member questions to the Town Clerk

The Town Clerk responded to questions stating that the council could support the promotion of the Legh Arms bank holiday music event via its channels and that the Town Centre and Marketing Officer was still agreeing the dates of the free parking days with traders.

E19/105 To consider the actions log

The log was noted.

E19/106 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 29th September 2020

Online, via Zoom.

E19/107 Present

Cllrs Houghton, Abel, Beswick, Dalzell, Malloy, McCulloch and Power.

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

E19/108 To receive apologies for absence

Apologies were received from Cllrs Gardiner (personal business)

E19/109 To note declarations of members' interests

No member declared an interest in any item.

E19/110 Public Participation

No members of the public were present.

E19/111 To receive and confirm the minutes of the meeting held on 10th August

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

E19/112 To consider the year to date committee income and expenditure

The committee income and expenditure was noted.

E19/113 To receive the Town Centre Management report

The report was noted and in particular the output of the residents focus group was noted with interest.

E19/114 To consider the introduction of a Knutsford Voucher scheme

It was **RESOLVED** to approve the introduction of a Knutsford Voucher scheme as outlined noting that the detail and security of the vouchers would be refined.

E19/115 To consider holding a Knutsfordian III exhibition in 2021

It was **RESOLVED** to approve the event as outlined.

E19/116 To consider holding a Knutsford Art Trail in 2021

It was **RESOLVED** to approve the event as outlined.

E19/117 To consider matters related to the Christmas illuminations contract 2021-23

It was **RESOLVED** that:

- a) Regent Street and Tatton Street be included as part of the core scheme

- b) Companies be required to submit a proposed SLA detailing penalty clauses for non-repair of faults as part of the tender
- c) A working group comprising Cllrs Power, Malloy and Dalzell review tenders and prepare a recommendation to the committee
- d) The budget for the tender be set at £29,875 per year

E19/118 To consider an update in respect of the Christmas Market

The update was noted.

E19/119 To review events in light of the latest coronavirus guidance

The report was noted and the Town Clerk provided a further update following advice from the Cheshire East Council Outdoor Events Manger, stating that on his advice there would not be a live switch on or crib service and that instead a video would be produced.

It was agreed¹ to make no further changes to the programme.

E19/120 To consider the draft committee budget 2021/22

It was **RESOLVED** to approve the budget as amended by the reduction in sponsorship income for the Christmas Illuminations to reflect Tatton Street and Regent Street being included within the core scheme.

E19/121 Member questions to the Town Clerk

The Town Clerk responded to a question stating that the council was not able to determine whether the circus attend town but that he would refer the matter to the Cheshire East Council Outdoor Events Manger.

The Town Clerk responded to a question stating the Events Officer was working on back up plans for all events and members expressed a desire that cancellation be seen as a last resort with the council working to provide events within government guidelines as far as possible.

E19/122 To consider the actions log

The log was noted.

E19/123 To note the date of the next meeting

The date was noted.

¹ Cllrs Beswick and Dalzell requested that the opposition to the Makers Market taking place be recorded.



Environment Committee

Knutsford Town Council

Town Clerk: Adam Keppel-Green

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

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Minutes

of the

Environment and General Purposes Committee meeting held 17th June 2019

In the Lower Council Chamber of the Town Council Offices

EGP19/001 Present

Cllrs Power, Abel, Beswick, Dalzell, Fletcher, Malloy and Robertson

In attendance: LBenskin (*Deputy Town Clerk*) and Cllr McCulloch

EGP19/002 To receive apologies for absence

Apologies were received from Cllr Gardiner on personal business.

EGP19/003 To note declarations of members' interests

Cllrs Malloy and Power declared a personal interest in EGP19/008 and EGP19/014 as committee members of Friends of the Moor. Cllr Power declared a personal interest in EGP19/014 as a former member of the British Beekeepers Association.

EGP19/004 To note the committee's terms of reference

The terms of reference were noted.

EGP19/005¹ Public Participation

A representative of Nether Knutsford Community Group raised concerns with respect to the hedge works carried out on the Northwich Road development site despite full planning permission not yet being in place. Concern was also raised about the removal of hedgerow on Tabley Road between two parcels of land.

EGP19/006 To receive and confirm the minutes of the meeting held on 11th March 2019

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

EGP19/007 To consider the membership of working groups reporting to the committee

It was **RESOLVED** to appoint Cllrs Power, Fletcher and Beswick to the Blue Plaque Appraisal Panel. It was **RESOLVED** to appoint Cllrs Malloy, Coan, Abel, Power and Gray to the Highways working group.

EGP19/008 To consider the committee budget and spending to date

The budget and spending to date was noted.

EGP19/009 To consider a report from the Friends of the Moor

The report was noted.

¹ Cllrs Fletcher and Abel joined the meeting during this item.

EGP19/010 To consider a report from the Friends of the Heath

The report was noted.

EGP19/011 To consider matters relating to Tatton Street pavement incursion

It was agreed that making Tatton Street one way would not be the best way to solve the issue. The Deputy Town Clerk was asked to carry out further investigations with Cheshire East Council to ascertain the services and their placement in the pavement, to determine the feasibility of reducing the pavement width.

EGP19/012 To consider matters relating to Town Centre floriculture

It was **RESOLVED** to replace the eight concrete planters with the Amberol planters. It was requested that the planters be made of recycled plastic if possible and that officers seek funding through sponsorship to help cover some of the costs.

It was **RESOLVED** that the Town Ranger produce the pallet planters and bug house as detailed in report ENV1905 with a budget of £150.

EGP19/013 To consider establishing a working group to tackle substance misuse and antisocial behaviour in the Town

It was **RESOLVED** to set up a working group upon the terms of reference as contained in report ENV1906. It was **RESOLVED** to appoint Cllrs Malloy, McCulloch and Coan to the working group. Cllrs Fletcher, Beswick and Robertson asked to be copied in on the circulation list for the group and they would come to meetings as and when they could.

EGP19/014 To consider how to spend the High Street Community Clean Up Grant

It was **RESOLVED** to spend the grant money at the railway station to improve the gateway to the Town in conjunction with Northern Rail and the Mid Cheshire Users Railway Association. This was to include new murals on the walls, a clean-up and refresh of the station as well as any other improvements users thought were necessary. It was also considered that a Friends of Knutsford Railway Station group would be of benefit.

EGP19/015 To consider replacement of the Wildflower Meadow and Knutsford Neighbourhood Plan Wildlife Corridor improvements

It was **RESOLVED** that to allocate a budget line to this project in the 2020/21 budget and that preparatory work be carried out over the next few months to produce specific costed proposal including aspirational improvements to spaces and opportunity spaces for primary habitat reinstatement.

EGP19/016 Member questions to the Clerk

No questions were raised.

EGP18/017 To consider the town maintenance log

Members reviewed the maintenance log and ask that the problem with streetlights be prioritised with CEC and costings for streetlight replacements be obtained. The committee asked that this item be tabled for discussion at a future meeting.

EGP18/018 To consider the actions log

Members reviewed the actions log.

EGP18/019 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 29th July 2019

In the Lower Council Chamber of the Town Council Offices

EGP19/020 Present

Cllrs Power, Beswick, Malloy and Robertson

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

EGP19/021 To receive apologies for absence

Apologies were received from Cllrs Fletcher and Gardiner (personal business) and Cllr Dalzell (health).

EGP19/022 To note declarations of members' interests

No member declared an interest in any item.

EGP19/023 Public Participation

No members of the public were present.

EGP19/024 To receive and confirm the minutes of the meeting held on 17th June

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

EGP19/025 To consider the committee budget and spending to date

The budget and spending was noted.

The Town Clerk highlighted that sponsorship had been achieved towards three of the new planters and reported an issue relating to the installation of those outside Arthur Lee; it was agreed not to install the planters if the business would be opposed to the same and that the Town Clerk liaise to establish if fewer could be installed.

EGP19/026 To consider the installation of a noticeboard at Longridge

It was **RESOLVED** to purchase an aluminium 2 x A1 noticeboard at a cost of £1,620.

EGP19/027 To consider an update in respect of the improvements to the Chelford Road Obelisk

It was noted that following receipt of donations and grants there remained a shortfall of £1,210 for the project and it was **RESOLVED** to recommend to Council that the committee be authorised to use its own budget to fund the shortfall in the event that a final grant application is rejected.

EGP19/028 Member questions to the Clerk

The Town Clerk responded to questions stating that the results for North West in Bloom

are expected in the autumn and that the cobbles from Minshull Street would be stored by the town council for future use within the town.

It was noted that the recent heavy rain had resulted in flooding on Mereheath Lane, Sparrow Lane, Tatton Street and Tabley Lane.

EGP19/029 To consider the town maintenance log

The log was noted and it was reported that there was graffiti on the Virgin Media box on Thorneyholme Drive and that the bus stop on Longridge was missing several panes.

It was agreed to consider funding the replacement of missing/faded street name signs at the next meeting.

EGP19/030 To consider the actions log

The log was noted and it was agreed that the pallet planters be prepared for 2020.

EGP19/031 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 14th October 2019

In the Lower Council Chamber of the Town Council Offices

EGP19/032 Present

Cllrs Power, Robertson, Abel, Beswick, Dalzell, Fletcher and Malloy.

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

EGP19/033 To receive apologies for absence

Apologies were received from Cllr Gardiner (personal business).

EGP19/034 To note declarations of members' interests

Cllr Power declared a personal interest in EGP19/039 as a former member of the Cheshire Beekeepers Association.

EGP19/035 Public Participation

A resident counselled against merging the open spaces budget with a nature projects budget stating that there should be an annual commitment to reserves towards capital works at play areas in the future and further suggested the council set an example and install a cycle shelter at its offices.

A resident stated he was keen to champion tree preservation and planting and wishes to encourage the growing and nurturing of trees. The resident stated he intended to undertake a survey in spring to create up-to-date data on the species of trees in Knutsford.

EGP19/036 To receive and confirm the minutes of the meeting held on 29th July

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

EGP19/037 To consider the committee budget and spending to date

The budget and spending to date was noted.

It was requested that proposals be prepared for the next meeting on the cycle shelters project.

EGP19/038 To consider the replacement of faded and missing street name plates

It was **RESOLVED** to replace the signs at Mereheath Park, Swinton Square, Parkgate, Westfield Drive, Glebelands Road, Moulton Close, Mead Close, Northfields, Norbury Close, Pevensey Drive, Summers Way, Brook Lane and Sandieleg Avenue and that the signs include 'Knutsford Town Council' on each sign.

EGP19/039 To consider projects to promote biodiversity and enhance the environment

It was **RESOLVED** to commission Cheshire Wildlife Trust to sow a wildflower meadow on the Barncroft. It was **RESOLVED** to task the Town Clerk with developing a detailed plan incorporating the projects outlined in report ENV1912.

EGP19/040 To consider the draft committee budget 2020/21

It was **RESOLVED** to create a commitment to reserves budget line for future play area investment of £1,000 per year. It was **RESOLVED** to increase the open spaces and nature projects budget to £9,600.

Cllr Beswick arrived.

It was **RESOLVED** to approve the draft budget as amended.

EGP19/041 Member questions to the Clerk

No questions were raised.

EGP19/042 To consider the town maintenance log

The log was noted.

EGP19/043 To consider the actions log

The log was noted.

EGP19/044 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 13th January 2020

In the Lower Council Chamber of the Town Council Offices

EGP19/045 Present

Cllrs Robertson, Abel, Beswick, Dalzell, and Malloy.

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

EGP19/046 To receive apologies for absence

Apologies were received from Cllrs Fletcher (parliamentary business), Gardiner and Power (personal business).

EGP19/047 To note declarations of members' interests

Cllr Robertson declared a personal interest in EGP19/039 on the grounds of living on Beggarmans Lane.

EGP19/048¹ Public Participation

A group of residents spoke in support of the council applying to register Sandfield Wood as a Town Green, noting their regular use of the woodland as an open space.

EGP19/049 To receive and confirm the minutes of the meeting held on 29th July

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

EGP19/050 To consider the committee budget and spending to date

The budget and spending to date was noted.

EGP19/051 To consider flooding issues in Knutsford

Flooding issues were noted on Higher Downs, Mereheath Lane, Ashworth Park and Mobberley Road. It was noted that the issues were often due to gullies being blocked due to the infrequency of clearance.

It was agreed to explore the costs for the council to provide additional gully emptying to prevent flooding and to consider utilising the Town Ranger to clear leaves from roads during autumn.

EGP19/052 To consider updates in respect of applications to register public rights of way and town greens

It was noted that College Wood had been registered as a town green and that the order

¹ Cllr Abel arrived during this item.

to create a public right of way between 95 and 97 King Street had been referred to the Planning Inspectorate by Cheshire East Council.

It was **RESOLVED** to write to Plumley with Toft and Bexton Parish Council advising them that the council intends to progress an application to register Sandfield Wood as a town green unless the parish council objects.

EGP19/053 To consider updates on committee projects

The Town Clerk reported that the Cheshire Wildlife Trust had advised it was unable to sow a meadow for 2020 due to ground conditions but would for 2021 and that Friends of the Moor were supportive of a proper wildflower meadow being created.

The Town Clerk reported that tree works at the Obelisk had been given consent and that he was in discussions with an arboriculturalist about the works and that a start date was awaited for the grounds works to the Booths Garden.

EGP19/054 Member questions to the Clerk

It was requested that the cleanliness of the Town Centre be discussed at the next meeting.

The Town Clerk responded to a question in relation to the Town Centre Masterplan, advising that the information would be provided to members in advance of the public consultation.

EGP19/055 To consider the town maintenance log

The log was noted.

EGP19/056 To consider the actions log

The log was noted.

EGP19/057 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 9th March 2020

In the Lower Council Chamber of the Town Council Offices

EGP19/058 Present

Cllrs Power, Robertson, Beswick, Dalzell, and Malloy.

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

EGP19/059 To receive apologies for absence

Apologies were received from Cllrs Fletcher (parliamentary business) and Gardiner (personal business).

EGP19/060 To note declarations of members' interests

No member declared an interest in any item.

EGP19/061 Public Participation

No members of the public wished to address the committee.

EGP19/062 To receive and confirm the minutes of the meeting held on 13th January

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

EGP19/063 To consider the committee budget and spending to date

The budget and spending to date was noted.

EGP19/064 To consider the repair of the Speed Indicator Device

It was **RESOLVED** to repair the speed indicator device with a reconditioned RADAR if it includes a two-year warranty or such a warranty can be secured for up to an additional £100 otherwise to repair the device with a new RADAR.

EGP19/065 To consider matters related to bus services in Knutsford

The committee discussed the impact of the reduction in bus services and the importance of buses to plans for the town centre. It was noted a meeting was to be held with the Deputy Leader of Cheshire East Council and it was **RESOLVED** that the priorities for service improvements are:

- a) access to medical and social care
- b) working with surrounding towns to coordinate services
- c) the provision of a town circular

EGP19/066 To consider to the changes to winter gritting routes

It was **RESOLVED** to write to Cheshire East Council requesting that the school routes are reconsidered for inclusion on the gritting routes and secondarily that Goughs Lane be reconsidered due to it being used to access Booths Hall.

EGP19/067 To consider the council nature action plan

It was **RESOLVED** to:

- a) aspire to plant 13,000 trees, corresponding to approximately one per resident
- b) approve the nature action plan and authorise officers to execute the action plan
- c) establish a Nature Action Plan working group comprising Cllrs Power, Beswick and Dalzell and Messrs Griffiths and Thomas
- d) review progress against the action plan at each committee meeting
- e) to look to undertake wildflower planting on Higher Town Green, the large layby on Mobberley Road and the verge along the river Lily
- f) undertake the planting projects to expand St Johns Wood and enhance the wildlife corridor from St John's Wood to Longridge

EGP19/068 To consider matters related to the cleanliness of the town centre

The pigeon mess outside 60 King Street and Waterstones was noted as the two main problem areas, it was agreed to write to Fisher German with respect the latter asking them to arrange regular cleaning. It was agreed that the Town Centre and Marketing Officer would continue to encourage bars and restaurants to improve the cleanliness outside their establishments.

EGP19/069 To consider a review of committee policies

It was **RESOLVED** to establish a working group comprising Cllrs Robertson, Abel and Dalzell to undertake a review of committee policies.

EGP19/070 Member questions to the Clerk

The Town Clerk responded to questions stating that previous exploration of options for dovecotes to reduce the pigeon population in the town centre had been unsuccessful due to a lack of viable locations for their installation and that the installation of cycle parking would be prioritised once the new Planning and Facilities Officer was in post.

The Town Clerk sought the committee's view on the installation of the spare Amberol planters.

EGP19/071 To consider the town maintenance log

It was noted that some issues had been resolved and that the graffiti on the utilities box on Thorneyholme Drive needed adding to the log.

EGP19/072 To consider the actions log

The log was noted.

EGP19/073 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 8th June 2020

Online, via Zoom

EGP19/074 Present

Cllrs Power, Robertson, Abel, Beswick, Dalzell and Malloy.

In attendance: A Keppel-Green (Town Clerk), B Allen (Planning and Facilities Officer) and Cllrs McCulloch and Nicholson.

EGP19/075 To receive apologies for absence

Apologies were received from Cllr Gardiner (personal business)

EGP19/076 To note declarations of members' interests

Cllr Malloy declared a personal interest in EGP19/082 on the grounds of being a member of Cycle Knutsford. Cllr Power declared a personal interest in EGP19/082 on the grounds of his previous work on the Tour of Britain event.

EGP19/077 Public Participation

No members of the public were present.

EGP19/078 To receive and confirm the minutes of the meeting held on 9th March

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

EGP19/079 To consider the committee budget and spending to date

The committee budget and spending to date was noted.

EGP19/080¹ To receive a presentation from Highways England on the M6 Junction 19 Improvements

James Carruthers, Project Manager for Highways England gave a presentation on the scheme and necessary traffic management. It was noted that the works are taking place at night and that diversions would therefore not be of peak traffic volumes.

EGP19/081 To consider an application to register the path from Bexton Lane to Knutsford FP6 as a public right of way

It was **RESOLVED** that the Town Clerk continue with investigation on the background to the closure of the path including to obtain a reply from the Crown Estate, information from the tenant farmer, ascertain whether Network Rail require access and liaise with the residents raising the issue to ascertain if one would like to lead on taking an application forward.

¹ Cllrs Nicholson and Robertson joined the meeting at the start of this item.

- EGP19/082 To consider the adoption of the Knutsford Cycle Infrastructure Delivery Plan prepared by Cycle Knutsford**
Su Russell, Chair of Cycle Knutsford presented the plan and took questions from the committee. It was **RESOLVED** to thank Cycle Knutsford for its work preparing the plan and to adopt the plan as a vision for cycling in Knutsford.
- EGP19/083 To consider the Nature Action Plan**
It was **RESOLVED** to include the tree mapping project as part of the plan, to provide hosting for the website on the council's server and to cover the costs of the project by funding the tags and app.
- EGP19/084 Member questions to the Town Clerk**
No questions were raised.
- EGP19/085 To consider the town maintenance log**
The log was noted.
- EGP19/086 To consider the actions log**
The log was noted.
- EGP19/087 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 6th July 2020

Online, via Zoom

EGP19/088 Present

Cllrs Robertson, Abel, Beswick, Dalzell, Gardiner and Malloy.

In attendance: A Keppel-Green (Town Clerk) and Cllr Nicholson.

EGP19/089 To receive apologies for absence

Apologies were received from Cllr Power (personal business)

EGP19/090 To note declarations of members' interests

No member declared an interest in any item.

EGP19/091 Public Participation

A resident spoke in relation to the Nature Action Plan and Conservation Area reviews, suggesting that the tree mapping project start with the Legh Road Conservation Area to inform the latter and suggested that the plan be amended to reference the conservation areas in actions 4.10 and 4.11.

EGP19/092 To receive and confirm the minutes of the meeting held on 8th June

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

EGP19/093 To consider the committee budget and spending to date

The budget and spending to date was noted.

EGP19/094¹ To consider matters related to the closed footpath off Bexton Lane

It was **RESOLVED** to:

- write to Plumley with Toft and Bexton Parish Council advising them of the concerns of Knutsford residents over the closure of the path asking that they consider preparing a DMMO application and offering the council's support with its preparation.
- advise the parish council of the initial communications with Crown Estate over the creation of a permissive path such that they can consider taking this forward with or without the assistance of the town council.

EGP19/095 To consider the replacement of a bench at Paradise Green

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

It was **RESOLVED** to purchase two Broxap Eastgate benches to replace the broken and remaining benches, and to store the remaining bench until it can be redeployed elsewhere in the town centre.

EGP19/096 To consider the adoption of revised policies

It was **RESOLVED** to adopt the following policies as drafted: Armorial Bearings Policy; Banners, A-Boards and Signage; Communications and Community Engagement, and Environment.

EGP19/097 To consider options for increased autumn leaf clearing

It was **RESOLVED** that officers identify the key areas for leaf clearance and refer the matter to the Assets and Operations committee to investigate.

EGP19/098² To consider signage to deter littering

It was **RESOLVED** to run a competition for school children to design anti-littering posters and that they be made into signs for installation in the town.

EGP19/099 To consider the Nature Action Plan

The progress to date was noted and it was **RESOLVED** that the tree survey project start with the Legh Road Conservation Area.

EGP19/100 Member questions to the Town Clerk

No questions were raised.

EGP19/101 To consider the town maintenance log

The log was noted.

EGP19/102 To consider the actions log

The log was noted.

EGP19/103 To note the date of the next meeting

The date was noted.

² Cllr Nicholson left the meeting at the end of this item.

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Minutes

of the

Environment and General Purposes Committee meeting held 28th September 2020

Online, via Zoom

EGP19/104 Present

Cllrs Robertson, Abel, Beswick, Power and Malloy.

In attendance: A Keppel-Green (Town Clerk) and Cllrs Coan and McCulloch.

EGP19/105 To receive apologies for absence

Apologies were received from Cllrs Dalzell (health) and Gardiner (personal business)

EGP19/106 To note declarations of members' interests

No member declared an interest in any item.

EGP19/107 Public Participation

No members of the public wished to address the meeting.

EGP19/108 To receive and confirm the minutes of the meeting held on 6th July

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

EGP19/109 To consider the committee budget and spending to date

The budget and spending to date was noted.

EGP19/110 To approve the Nature Action Plan Tree and Planting Plan

It was **RESOLVED** to:

- a) approve the plan for consultation with landowners and the community
- b) authorises the Planning and Facilities Officer, in consultation with the Nature Action Plan working group, to finalise the plan following the conclusion of the consultations
- c) budget to deliver the plan over a four-year period (£8,590 pa)
- d) authorise the Planning and Facilities Officer to implement the plan

EGP19/111 To consider the adoption of a K6 telephone kiosk on King Street to house a defibrillator

It was **RESOLVED** to adopt one of the K6 kiosks to house a defibrillator.

EGP19/112 To consider the purchase of Past Mayor's Medallions

It was **RESOLVED** to purchase five Past Mayor's medallions.

EGP19/113 To consider the output of a review of Knutsford bus stops

It was **RESOLVED** to press Cheshire East Council for improvements to the bus stops on Longridge.

EGP19/114 To consider the Nature Action Plan

The progress on the plan was noted and it was **RESOLVED** to purchase a map layer detailing the tree coverage in Knutsford.

EGP19/115 To consider the draft committee budget 2021/22

It was **RESOLVED** to approve the budget as drafted.

EGP19/116 Member questions to the Town Clerk

The Town Clerk responded to a question stating he aimed to bring a report on cycle shelters to the next meeting.

EGP19/117 To consider the town maintenance log

The log was noted.

EGP19/118 To consider the actions log

The log was noted.

EGP19/119 To note the date of the next meeting

The date was noted.



Finance Committee

Knutsford Town Council

Town Clerk: Adam Keppel-Green

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Minutes

of the

Finance Committee meeting held 24th June 2019

In the Lower Council Chamber of the Town Council Offices

F19/001 Present

Cllrs Forbes, Houghton, Gardiner, McCulloch, Malloy, Nicholson and Robertson.

In attendance: A Keppel-Green (*Town Clerk*) and Cllrs Beswick, Coan and Hamilton Coan

F19/002 To receive apologies for absence

Apologies were received from Cllr Fletcher (health)

F19/003 To note declarations of members' interests

Cllr Forbes declared a personal interest in F19/012 as trustee to Knutsford GROW and as a Barclays bank pensioner. It was noted that the Town Clerk had advised him that he did not have a prejudicial interest in F19/012.

F19/004 Public Participation

No members of the public were present.

F19/005 To note the committee's terms of reference

The committee terms of reference were noted.

F19/006 To receive and confirm the minutes of the meeting held 25th March 2019

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

F19/007 To consider year to date income and expenditure

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

It was **RESOLVED** to exclude the public and press on the grounds of the sensitive nature of discussions. The Town Clerk provided an update with respect to legal matters at 60 King Street. It was **RESOLVED** to readmit the public and press.

The council year to day income and expenditure summary was noted. It was requested that a narrative accompany future reports.

F19/008 To consider the 2018/19 year end income and expenditure

The report was noted.

F19/009 To consider amendments to the Internal Audit working group terms of reference

It was **RESOLVED** to amend the terms of reference to state that the membership of the

working group shall comprise members from the Finance Committee and Personnel Committee and that there must be at least one member from each. It was noted that this was a transgression from the committee's terms of reference which would require correcting at the next review of Standing Orders.

It was **RESOLVED** that the terms of reference of the working group be expanded to include reviews of complaints and employee leave, absences and flex.

F19/010 To appoint working groups

It was **RESOLVED** to appoint Cllrs Houghton, Forbes and Gardiner to the Community Grants working group.

It was **RESOLVED** to appoint Cllrs Robertson and McCulloch to the Banking and Investments working group.

It was **RESOLVED** to appoint Cllrs Hamilton Coan, Nicholson and Gardiner to the Internal Audit working group.

The meeting was adjourned for a five-minute recess.

F19/011 To note the Internal Auditor report

The internal auditor's report was noted.

F19/012 To consider the establishment of the Mayor's Charity fundraising as a charity

It was **RESOLVED** to defer consideration of establishing a charity for at least six months for alternative options to be explored and that the Town Clerk seek to change the name of the Civic Ball account to better reflect the mayor's charity fundraising.

F19/013 Member questions to the Town Clerk

No questions were raised.

F19/014 To consider the actions log

The log was noted.

F19/015 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. Cllr Coan left the meeting.

The report was noted and it was requested that a narrative accompany future reports.

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

F19/016 To consider which day of the working week is most convenient for the committee to meet for planned meetings and to note the next meeting date

It was **RESOLVED** that the committee meet at 6:30pm on Tuesdays.

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 24th September 2019

In the Lower Council Chamber of the Town Council Offices

F19/017 Present

Cllrs Forbes, Houghton, McCulloch and Robertson.

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

F19/018 To receive apologies for absence

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

F19/019 To note declarations of members' interests

Cllr Robertson declared a personal interest in F19/023 on the grounds of being a regular user of the tennis courts at Knutsford Sports Club.

F19/020 Public Participation

No members of the public were present.

F19/021 To receive and confirm the minutes of the meeting held 24th June 2019

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

F19/022 To consider year to date committee and council income and expenditure

The budget and spending to date was noted.

F19/023 To consider recommendations from the grants working group with respect the allocation of grants

It was **RESOLVED** to awards grants to Knutsford Lions (£500) and Knutsford Tennis Club (£1,285).

F19/024 To consider the draft committee budget 2020/21

It was **RESOLVED** to approve the draft budget.

F19/025 To consider the 2018/19 Q3 and Q4 internal audit working group report

Cllrs Gardiner and Nicholson were thanked for their work.
The report was noted.

F19/026 Member questions to the Town Clerk

No questions were raised.

F19/027 To consider the actions log

The log was noted.

F19/028 To consider the council's outstanding debtors report

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

It was **RESOLVED** to write off a debt of £250.

The Town Clerk provided an update with respect the debt from La Belle Epoque Limited.

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

F19/029 To note the date of the next meeting

The date was noted.

DRAFT

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Minutes

of the

Finance Committee meeting held 19th November 2019

In the Lower Council Chamber of the Town Council Offices

F19/030 Present

Cllrs Forbes, Houghton, Malloy, McCulloch and Robertson.

In attendance: A Keppel-Green (*Town Clerk*) and Cllrs Coan, Hamilton Coan and Power.

F19/031 To receive apologies for absence

Apologies were received from Cllrs Fletcher, Gardiner (personal business) and Nicholson (health).

F19/032 To note declarations of members' interests

No member declared an interest in any item.

F19/033¹ Public Participation

A resident spoke in support of the council including budget for undertaking Conservation Area appraisals during 2020 outlining that existing appraisals were out of date and noting their importance in the planning process.

F19/034 To receive and confirm the minutes of the meeting held 24th September 2019

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

F19/035 To consider a recommendation to Full Council for the setting of the 2020/21 budget and precept

It was **RESOLVED** to remove the cemetery improvements budget (4440/250).

It was **RESOLVED** to increase the projected expenditure for room bookings to £300 (4151/560).

Cllr Hamilton-Coan arrived.

It was **RESOLVED** to increase the Makers Market income budget to £5,750.

The meeting was adjourned to allow a member of the public to answer questions with respect the conservation area appraisals. The meeting was subsequently reconvened.

Cllr Power left the meeting.

¹ Cllr Coan arrived during this item.

The meeting was adjourned for a five-minute recess.

It was agreed that the working group reviewing the options for the public toilets give council an understanding of the capital costs included within the contract.

It was **RESOLVED** to reduce the market hall earmarked reserve to zero to reduce the precept requirement with the intention that it be reinstated in full as part of the 2021/22 budget process.

It was **RESOLVED** to reduce the earmarked elections reserve to £7,500.

It was **RESOLVED** to recommend the allocation of reserves and draft budget as amended to council, resulting in a precept of £526,098.

F19/036 To consider year to date committee and council income and expenditure

The budget and spending to date was noted.

F19/037 To note the External Auditor's report

It was noted that the external auditor had raised no comments or issues. The Chairman thanked the Town Clerk and the Internal Audit working group for their work in ensuring a clean audit.

F19/038 Member questions to the Town Clerk

No questions were raised.

F19/039 To consider the actions log

The log was noted.

F19/040 To consider the council's outstanding debtors report

It was **RESOLVED** to exclude the public and press due to the confidential nature of discussions. The Town Clerk provided an update on outstanding debtors. It was **RESOLVED** to readmit the public and press.

F19/041 To note the date of the next meeting

The date was noted.

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Minutes

of the

Finance Committee meeting held 21st January 2020

In the Lower Council Chamber of the Town Council Offices

F19/042 Present

Cllrs Houghton, Gardiner, Malloy, McCulloch, Nicholson and Robertson.

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

F19/043 To receive apologies for absence

Apologies were received from Cllrs Forbes (personal business) and Fletcher (parliamentary business).

F19/044 To note declarations of members' interests

No member declared an interest in any item.

F19/045 Public Participation

No members of the public were present.

F19/046 To receive and confirm the minutes of the meeting held 19th November 2019

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

F19/047 To consider year to date committee and council income and expenditure

The income and expenditure to date was noted.

F19/048¹ To consider recommendations from the grants working group with respect the allocation of grants and confirmation of the grants policy

It was **RESOLVED** to award grants to 2nd Knutsford Scouts (up to £1,500), Knutsford in Bloom (up to £1,500) and Knutsford and District Talking Newspaper (up to £1,350) subject to the conditions recommended by the working group and subject to 2nd Knutsford Scouts confirming permission has been received from Cheshire East Council for the felling of the tree and the council purchasing and gifting items for the Talking Newspaper where that reduces the overall expenditure.

F19/049 To allocate online banking user responsibilities in line with the new staffing structure

It was **RESOLVED** to amend Annex 2 of Financial Regulations to specify that The Town Clerk and Planning and Facilities Officer shall be CLASS A users and that the Events Officer, Town Centre and Marketing Officer, Civic Events Officer and Administration and Support Officers shall be CLASS C users.

¹ Cllr Nicholson arrived at the start of this item.

F19/050 Member questions to the Town Clerk

No questions were raised.

F19/051 To consider the actions log

The log was noted.

F19/052 To consider the council's outstanding debtors report

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

The Town Clerk provided an update on outstanding debtors. It was agreed to consider a rental reserve policy at a future meeting.

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

F19/053 To note the date of the next meeting

The date was noted.

DRAFT

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Minutes of the Finance Committee meeting held 20th April 2020

Online, via Zoom

F19/054 Present

Cllrs Forbes, Houghton, Gardiner, Malloy, McCulloch, Nicholson and Robertson.

In attendance: A Keppel-Green (*Town Clerk*) and Cllr Beswick.

F19/055 To receive apologies for absence

All members were present.

F19/056 To note declarations of members' interests

No member declared an interest in any item.

F19/057 Public Participation

No members of the public were present.

F19/058 To receive and confirm the minutes of the meeting held 21st January

It was **RESOLVED** to confirm the minutes subject to the addition of the recorded member interests.

F19/059¹ To consider year to date committee and council income and expenditure

It was noted that the first Community Infrastructure Levy funds had been received and that Council would establish a policy on CIL expenditure in due course. The Town Clerk explained the year end accruals within the accounts and undertook to investigate providing phased accounting reports comparing current month expenditure to the previous year and to circulate a cashflow forecast for the next six months.

F19/060 To consider revisions to Financial Regulations

It was **RESOLVED** to:

- a) delete 11.1 (a) (ii.) - the exception to financial regulations for the procurement of services from solicitors, accountants surveyors and planning consultants and
- b) amend 6.9 to read "The Town Clerk's Credit card shall have a credit limit of £1,000, payments shall be limited to a maximum single transaction of £1,000 and there shall be a limit of £2,000 for transactions per calendar month."

F19/061 To consider the financial implications of COVID-19

¹ Cllr Houghton joined the meeting at the end of this item.

The current forecast implications were noted and it was agreed this item remain a standing item until the effects of the restrictions were no longer causing an impact.

F19/062 To consider the interim Internal Auditor report

The report was noted.

F19/063 Member questions to the Town Clerk

No questions were raised.

F19/064 To consider the actions log

Cllrs Malloy and Gardiner agreed to attend the office to sign the letter requesting the renaming of the bank account and that the Town Clerk would advise them when it was practical to do so.

F19/065 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 meeting was adjourned to enable the meeting to be moved to closed session. The meeting was reconvened.

It was **RESOLVED** that the Town Clerk use discretion in the implementation of the council's Credit Management Policy during the period of the COVID-19 pandemic with debtors being reminded of the debt due but explaining the council will be lenient during the economic restrictions but reminding them that it is ultimately taxpayers' money. It was further **RESOLVED** that officers work with Market Hall traders with the view of ensuring that existing traders be able to return to trading in the market when the restrictions are lifted.

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

F19/066 To note the date of the next meeting

The date was noted.

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Minutes *of the* **Finance Committee meeting held 27th July 2020** *Online, via Zoom*

F19/067 Present

Cllrs Forbes, Houghton, Malloy, McCulloch and Nicholson

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

F19/068 To receive apologies for absence

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

F19/069 To note declarations of members' interests

No member declared an interest in any item.

F19/070 Public Participation

No members of the public were present.

F19/071 To receive and confirm the minutes of the meeting held 20th April

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

F19/072 To consider year to date committee and council income and expenditure

The year to date income and expenditure was noted.

F19/073 To consider the addition of Financial Regulations related to CIL

It was **RESOLVED** to insert the following into Financial Regulations:

16.1 Any community infrastructure levy receipts shall be held in a separately identified Community Infrastructure Levy Reserve

16.2 Community Infrastructure Levy expenditure must be approved by Full Council in advance of any commitment on the funds being made.

16.3 The RFO shall publish an annual CIL report in accordance with the subsisting Community Infrastructure Levy Regulations. The report shall be submitted to the Finance Committee, published on the council's website and submitted to Cheshire East Council by 30th September each year.

F19/074 To note the financial implications of COVID-19

The report was noted.

F19/075 To note the Internal Auditor's report

The report was noted.

F19/076 To consider authorising the use of GOV.UK Pay to receive payments

It was **RESOLVED** to approve the use of GOV.UK Pay to receive payments.

F19/077 Member questions to the Town Clerk

The Town Clerk responded to a question stating that the majority of refunds for the Music Festival have been processed but that bank details were still awaited from some customers.

F19/078 To consider the actions log

The log was noted.

F19/079 To note the date of the next meeting

The date was noted.

F19/080 To consider the council's outstanding debtors report

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

The log was noted and it was agreed that a log should be kept of correspondence with outstanding debtors.

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

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Minutes of the Finance Committee meeting held 15th September 2020

Online, via Zoom

F19/081 Present

Cllrs Forbes, Houghton, Malloy, McCulloch, Nicholson and Robertson.

In attendance: A Keppel-Green (*Town Clerk*) and Cllrs Coan and Hamilton Coan.

F19/082 To receive apologies for absence

Apologies were received from Cllrs Gardiner (personal business)

F19/083 To note declarations of members' interests

Cllr Forbes declared a personal and prejudicial interest in F19/087 and F19/090 on the grounds of being a trustee of Knutsford GROW. Cllr Forbes declared a personal interest in F19/092 on the grounds of being known to the applicant and stated he would withdraw from the meeting on the grounds it could be considered that the two applications were in competition.

Cllr McCulloch declared a personal and prejudicial interest in F19/087, F19/090 and F19/092 on the grounds of being a trustee of The Welcome. Cllr McCulloch likewise stated he would withdraw from the meeting for F19/087 and F19/090 on the grounds that it could be considered that the two applications were in competition.

Cllr Malloy declared a personal interest in F19/091 on the grounds of being the Town Mayor and undertaking the civic fundraising.

F19/084 Public Participation

No members of the public wished to address the committee.

F19/085 To receive and confirm the minutes of the meeting held 27th July

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

F19/086 To consider year to date committee and council income and expenditure

The income and expenditure to date was noted.

F19/087 To consider applications under the council's Large Grants Scheme

a) **To consider an application from Knutsford GROW**

b) **To consider an application from The Welcome**

Cllrs Forbes and McCulloch left the meeting. A representative of Knutsford GROW joined the

meeting. Cllr Hamilton Coan joined the meeting.
Cllr Nicholson disconnected from the meeting resulting in it becoming inquorate. Cllrs Forbes and McCulloch re-joined the meeting and the item was deferred until Cllr Nicholson was able to reconnect. The representative of Knutsford GROW left the meeting.

F19/088 To consider a recommendation from the grants working group with respect an application under the council's Small Grants Scheme from Goofus

It was **RESOLVED** to refuse the application from Goofus.

F19/089 To consider the Internal Audit working group scope and terms of reference

Cllr Nicholson re-joined the meeting during this item.

It was agreed that Full Council should discuss a quality assurance process.

F19/090 To consider applications under the council's Large Grants Scheme

a) To consider an application from Knutsford GROW

b) To consider an application from The Welcome

Cllrs Forbes and McCulloch left the meeting. A representative of Knutsford GROW joined the meeting.

It was **RESOLVED** to award a grant to Knutsford GROW as per the submitted application.

It was noted the Town Clerk would work with Knutsford GROW to determine whether items could be gifted in place of a financial grant.

The representative of Knutsford GROW left the meeting. Representatives of The Welcome joined the meeting. Cllr Nicholson disconnected from the meeting resulting in it becoming inquorate. Cllrs Forbes and McCulloch re-joined the meeting, representatives from The Welcome left the meeting and the item was deferred until Cllr Nicholson was able to reconnect.

F19/091 To consider the finalising of the 2019/20 civic fundraising

Cllr Nicholson re-joined the meeting. A report noting the impact of the cancellation of the Mayor's Civic Ball and the transfer of the deposit to the next Town Mayor was noted. Cllr Coan left the meeting.

It was **RESOLVED** that:

- a) half the projected funds raised at the end of the civic year be distributed to the youth sporting organisations identified by the Town Mayor
- b) the balance to be held in a ringfenced reserve until a project is established to deliver a skatepark
- c) The income from Cllr Gardiner's civic event repay the £3,600 deposit and be transferred to the reserve

Cllr Coan re-joined the meeting.

F19/092 To consider applications under the council's Large Grants Scheme

b) To consider an application from The Welcome

Cllrs Forbes and McCulloch left the meeting and representatives of The Welcome joined the meeting.

It was agreed that the application be deferred and that The Welcome submit a revised application which removes any hospitality or staffing costs.

Cllrs Forbes and McCulloch re-joined the meeting, representatives from The Welcome left the meeting and the meeting was adjourned for a five-minute recess.

F19/093 To consider the draft committee budget 2021/22

It was **RESOLVED**¹ to approve the draft budget.

F19/094 To note the financial implications of COVID-19

The Town Clerk reported the council had received the £5,000 grant from Cheshire East Council towards the loss of income at the Market Hall. The report was noted.

F19/095 Member questions to the Town Clerk

No questions were raised.

F19/096 To consider the actions log

The log was noted.

F19/097 To note the date of the next meeting

The date of the next meeting was noted.

F19/098 To consider the council's outstanding debtors report

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

The log was noted.

Cllr Hamilton Coan left the meeting.

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

¹ Cllr McCulloch abstained from voting.

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Minutes

of the

Finance Committee meeting held 5th October 2020

Online, via Zoom

F19/099 Present

Cllrs Forbes, Houghton, Gardiner, Malloy, McCulloch, Nicholson and Robertson.

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

F19/100 To receive apologies for absence

All members were present.

F19/101 To note declarations of members' interests

Cllr Forbes declared a personal interest in F19/106 on the grounds of being known to the applicant and stated he would withdraw from the meeting on the grounds it could be considered that the application could be considered to be in competition to the previously agreed large grant for Knutsford GROW for which he is a trustee.

Cllr McCulloch declared a personal and prejudicial interest in F19/106 on the grounds of being a trustee of The Welcome.

F19/102 Public Participation

No members of the public wished to address the committee.

F19/103 To receive and confirm the minutes of the meeting held 15th September

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

F19/104 To note the date of the next meeting

The date was noted.

F19/105 To consider the financial risk assessments for the Knutsfordian III exhibition and Knutsford Voucher Scheme

It was **RESOLVED** to amend the risk assessment for the voucher scheme to increase the likelihood of external fraud to 'likely'. It was **RESOLVED** to approve the risk assessment as amended. It was **RESOLVED** to approve the risk assessment for the Knutsfordian III exhibition. Cllrs Forbes and McCulloch left the meeting.

F19/106 To consider an application from The Welcome under the council's Large Grants Scheme

A representative of The Welcome joined the meeting to take questions from the committee. The representative left the meeting, and it was **RESOLVED** to award the grant in full and agreed that if The Welcome continues to find itself with financial challenges in six months' time they should engage with the council for support in finding funding.



Personnel Committee

Knutsford Town Council

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Minutes

of the

Personnel Committee Meeting held on May 29th 2019

in the Lower Council Chamber of the Town Council Offices

P19/001 Present

Cllrs Hamilton Coan, Nicholson, Coan, Forbes, Gardiner and Malloy.

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

P19/002 To receive apologies for absence

All members were present.

P19/003 To note declarations of members' interests

Cllr Malloy declared a non-pecuniary interest on the grounds of having been known to the Deputy Town Clerk prior to her employment in a personal capacity.

P19/004 To note the committee's terms of reference

The terms of reference were noted.

P19/005 To receive and confirm the minutes of the meeting held 8th April 2019

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

P19/006 To consider the committee budget and spending to date

The budget and spending to date was noted.

P19/007 To consider a fundamental review of council staffing and function

It was **RESOLVED** that presuming Council approves the development of a new strategic plan that the council should undertake a fundamental review of council staffing and function.

P19/008 To consider the grading of the Town Clerk and Deputy Town Clerk roles

Cllr Gardiner arrived during the discussion of this item and accordingly abstained from voting on motions under this item.

A motion to grade the Deputy Town Clerk post as per the ChALC report and to request ChALC regrade the Town Clerk post without the cemetery function and staffing was proposed and seconded but failed.

Cllr Malloy left the meeting.

It was **RESOLVED**¹ that the justification for grading the Town Clerk and Deputy Town Clerk posts on spot salaries as opposed to scales is that it is a holding position pending the agreed fundamental review of staffing and function following which it will be reviewed.

P19/009 To consider a programme of policy reviews

It was **RESOLVED**:

- To establish a working group comprising Cllrs Gardiner, Nicholson and McCulloch to review the policies adopted by the committee
- That the Data Protection Policy be excluded given its recent adoption
- That the working group prioritise the Flexible Working, Absence and Leave and Lone Working policies
- That the working group seek to conclude the reviews within the calendar year

P19/010 To consider complaint reporting

The staffing report was noted, and it was requested that it include a column relating to the number of complaints (made/upheld).

P19/011 To consider absences

It was requested that the staffing report include additional detail on the number of sickness instances, annual leave entitlement and contractual days/hours.

P19/012 To consider homeworking effectiveness and management

Cllr Forbes left the meeting.

The report was noted, and it was agreed that the committee review current arrangements again in 6-12 months.

P19/013 To consider lone working

The current procedures were noted. It was suggested that a chain be installed on the front door.

P19/014 To consider staff morale

The report was noted.

P19/015 To consider the priority of gifts and benefits

It was **RESOLVED** that the gifted RHS tickets be apportioned as follows: one to the Mayor, three to councillors and two to staff and that they be allocated with priority going to those who have not attended the prior years.

P19/016 To agree the frequency and timing of planned meetings

It was **RESOLVED** that where possible meetings alternate between 7pm and 3:30pm starts and that the day be determined at a future date.

P19/017 To consider the Town Clerk's attendance at the SLCC National Conference

It was **RESOLVED** to approve the Town Clerk's attendance at the conference.

P19/018 To discuss personnel matters

All matters had been discussed under other items.

¹ Cllrs Hamilton Coan abstained from voting.

FINAL

Knutsford Town Council

Town Clerk: Adam Keppel-Green

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Minutes

of the

Personnel Committee Meeting held on July 11th 2019

in the Lower Council Chamber of the Town Council Offices

P19/019 Present

Cllrs Hamilton Coan, Nicholson, Beswick, Coan, Forbes, Gardiner, McCulloch and Malloy.

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

P19/020 To receive apologies for absence

Apologies were received from Cllr Dalzell (personal business)

P19/021 To note declarations of members' interests

Cllr Malloy declared a non-pecuniary interest in P19/025 on the grounds of being personally known to a member of staff.

P19/022¹ To receive and confirm the minutes of the meeting held 29th May 2019

It was **RESOLVED**² to delete "once the strategy of the council is known" from minute P19/007.

It was **RESOLVED**³ to confirm the minutes.

P19/023 To consider the committee budget and spending to date

The committee budget and spending to date was noted.

P19/024⁴ To consider preparatory work in readiness for the fundamental staffing review

It was **RESOLVED** that Cllrs Hamilton Coan and Nicholson speak with staff to review job descriptions, concerns and thoughts on the present structure and that the Town Clerk sound out clerks from appropriate councils who could undertake a review and report to the next meeting with a view to it being concluded by the end of the calendar year.

P19/025 To consider matters related to attendance and records

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

The Town Clerk provided an update in relation to staff absence. It was agreed that when the Absence and Leave policy is reviewed, it should be policy not to allow a member of staff to

¹ Cllr Gardiner arrived at the beginning of this item.

² Cllr Forbes voted against the resolution.

³ Cllr Forbes voted against the resolution.

⁴ Cllr Malloy arrived during this item.

work whilst they have been declared not fit for work by a doctor.

Cllr Gardiner and the Town Clerk left the meeting.

The Town Clerk re-joined the meeting.

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

The meeting was adjourned to 7pm on Monday 15th July.

P19/026 Present

The meeting was reconvened at 7pm on Monday 15th July with the following present:

Cllrs Hamilton Coan, Nicholson, Beswick, Coan, Dalzell, Forbes, Gardiner and McCulloch.

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

Apologies were received from Cllr Malloy (personal business)

P19/027 To consider matters related to attendance and records

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 a staff absence and occupational health referral.

P19/028 To consider matters related to staff morale

The Chairman reported that she had held one-to-ones with three members of staff and that three members of staff had declined the offer. The issues highlighted from the meetings were noted.

It was **RESOLVED** to offer the Administration Assistant an additional 7hrs per week (taking her to full time) until the conclusion of the fundamental staffing review subject to it being under review by the Town Clerk to ensure it is needed with an initial period of three months.

P19/029 To receive information on the council's retained HR support

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

The service provided by Ellis Whittam was noted. It was noted that advice is sought through the Town Clerk or, if it is in respect of the Town Clerk, by the Chairman.

P19/030 To receive an update in respect the committee policy reviews

It was noted that a meeting had not yet been arranged for the working group.

P19/031 To consider the staffing overview report

The report was noted.

P19/032 To discuss personnel matters

The idea of introducing an employee assistance programme was discussed and it was agreed that the Town Clerk report with options to a future meeting.

P19/033 To agree the date of the next meeting

It was agreed to meet at 4pm on 4th September.

Knutsford Town Council

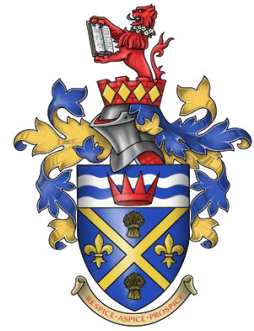
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Minutes

of the

Personnel Committee Meeting held on September 4th 2019

in the Lower Council Chamber of the Town Council Offices

P19/034 Present

Cllrs Hamilton Coan, Nicholson, Beswick, Coan, Dalzell, Forbes, Gardiner and McCulloch

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

P19/035 To receive apologies for absence

Apologies were received from Cllr Malloy (business)

P19/036 To note declarations of members' interests

No member declared an interest in any item.

P19/037 To receive and confirm the minutes of the meeting held 11th July

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

P19/038 To consider the committee budget and spending to date

The committee budget and spending to date was noted.

P19/039 To consider matters related to effective attendance, records and timekeeping

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

It was noted that an anomaly relating to the recording of annual leave had been identified on an employee's timesheet and had been rectified. The anomaly related to practice of recording and not misconduct.

P19/040 To consider matters related to staff morale

Cllr Nicholson provided an update following discussions with staff, noting the impact of the long-term absence.

It was noted that a child of an employee had volunteered to do work experience for two weeks for their CV; it was requested that unpaid placements not be approved in future and that the Town Clerk investigate ways of making an ex-gratia payment.

P19/041 To consider matters related to a long-term staff absence

The Town Clerk provided an update in respect of the absence and the occupational health referral.

It was **RESOLVED** to follow the advice of Ellis Whittam with respect the committee's preferred direction in the absence of an occupational health report.
It was **RESOLVED** to authorise the Town Clerk to source additional staff cover at his discretion.

P19/042 To consider the staffing overview report

Additional clarity was requested around annual leave entitlement and usage during the period.

The Town Clerk left the meeting.

The Town Clerk rejoined the meeting.

The remainder of the item was deferred to follow the adjournment.

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

P19/043 To approve the recruitment of a new Market Hall cleaner

It was **RESOLVED** to authorise the recruitment of a replacement Market Hall Cleaner but that should the Town Clerk be unable to appoint or the position become vacant again, that the Assets and Operations Committee consider the requirement for the role vs a contract cleaner.

P19/044 Adjournment

The meeting was adjourned to 3:30pm on Wednesday 11th September.

P19/045 Present

The meeting was reconvened with the following present:

Cllrs Hamilton Coan, Nicholson, Beswick, Coan, Dalzell, Forbes and McCulloch

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

Apologies were received from Cllrs Gardiner and Malloy (business)

P19/046 To consider the staffing overview report

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

The format of the report was discussed and it was agreed it be modified to include any complaints within a 12 month period and to ensure it reports on informal action as necessary.

P19/047¹ To consider matters related to the National Agreement on Pay and Conditions of Service (the 'Green Book')

It was **RESOLVED** to invite the nearest council which has departed from green book terms to address the committee on how it progressed.

P19/048 To consider an update in respect of the committee policy reviews including to consider revised policies for Flexible Working, Absence and Leave and Lone Working

It was **RESOLVED** to adopt the revised policies and to merge them into the staff handbook subject to the Absence and Leave policy stating that annual leave may only be taken in half or full days and the Flexible Working policy to state that timesheets will record use of flex to

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

clock in/out during the working day.

P19/049 To consider the fundamental staff review

Cllr Nicholson provided an update on progress to date.

P19/050 To consider matters related to performance management

The Town Clerk reported on the status of the council's performance management system and that annual appraisals would be undertaken during September.

P19/051 To consider a flexible working request from the Deputy Town Clerk

It was proposed and seconded to approve the request subject to the advice of occupational health and a review after three months to assess the impact on the council operation, the motion failed.

It was **RESOLVED** to approve the request subject to the advice of occupational health and a review after two months to assess the impact on the council operation.

P19/052 To discuss personnel matters

It was noted that a provision in employee contracts had been superseded by rights under the Data Protection Act 2018; the Town Clerk reported he had asked Ellis Whittam to review contracts and, subject to the changes proposed, would seek to update employee contracts as required.

P19/053 To consider the timing of future meetings and to agree a date for the next meeting

It was noted that daytime meetings would be beneficial for the time being, to allow access to advice from Ellis Whittam as required.

The Town Clerk left the meeting.

The Town Clerk returned to the meeting.

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

It was agreed to meet on 19th September at 3:30pm.

Knutsford Town Council

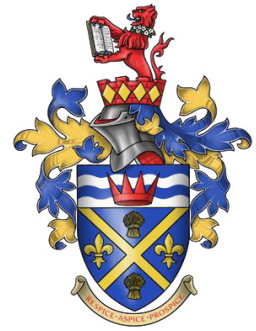
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Minutes

of the

Personnel Committee Meeting held on September 19th 2019

in the Lower Council Chamber of the Town Council Offices

P19/054 Present

Cllrs Hamilton Coan, Nicholson, Beswick, Forbes and McCulloch

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

P19/055 To receive apologies for absence

Apologies were received from Cllrs Malloy (business), Gardiner, Coan and Dalzell (personal business)

P19/056 To note declarations of members' interests

No member declared an interest in any item.

P19/057 To consider a confidential staffing matter

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

The Town Clerk left the meeting.

The Town Clerk returned to the meeting.

It was noted that no grievance had been raised at this stage and that no new issues had been raised. It was noted that the Chairman and Town Mayor would respond to the letter.

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

P19/058 To agree a date for the next meeting

It was agreed to meet on 17th October at 3:30pm.

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Minutes

of the

Personnel Committee Meeting held on October 7th 2019

in the Lower Council Chamber of the Town Council Offices

P19/059 Present

Cllrs Hamilton Coan, Nicholson, Beswick, Coan, Forbes, Gardiner and McCulloch

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

P19/060 To receive apologies for absence

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

P19/061 To note declarations of members' interests

Cllrs Hamilton Coan and Forbes declared a personal interest in P19/062 on the grounds of being disabled.

P19/062 To consider the Deputy Town Clerk's return to work and occupational health report

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

The occupational health report was noted. It was **RESOLVED** that pending the outcome of the fundamental staffing review, responsibility for organising events be passed to the Administration Assistant, that the Deputy Town Clerk assume additional responsibility to support the Town Clerk in the management of the council's assets and that the Town Clerk write to the Deputy Town Clerk informing her of the changes and expressing the committee's wishes.

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

P19/063 To note the date of the next meeting

It was agreed to amend the meeting start time to 5pm.

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Minutes

of the

Personnel Committee Meeting held on October 17th 2019

in the Lower Council Chamber of the Town Council Offices

P19/064 Present

Cllrs Hamilton Coan, Nicholson, Beswick, Forbes, Gardiner and McCulloch

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

P19/065 To receive apologies for absence

Apologies were received from Cllrs Malloy (business), Coan (personal business), Dalzell (personal business) and Gardiner (borough council business).

P19/066 To note declarations of members' interests

No member declared an interest in any item.

P19/067 To receive and confirm the minutes of the meetings held 4th September, 19th September and 7th October

It was **RESOLVED** to approve the minutes subject to clarity under P19/053 as to when the public and press were readmitted.

P19/068 To note the committee's budget and spending to date

The budget and spending to date was noted.

P19/069 To consider the staffing overview report

The report was noted, it was agreed that the report detail formal complaints over the duration of employment rather than twelve months.

P19/070 To receive a report from the Town Clerk on employee appraisals

It was **RESOLVED** to exclude the public and press due to the sensitivity of discussions. The Town Clerk reported that appraisals had been completed for all staff with the exception of the Deputy Town Clerk and Market Hall Cleaner and provided a report on his own appraisal.

P19/071 To consider staff remuneration, including to approve the award of annual salary incremental progressions with effect April 2020

It was **RESOLVED** to approve the award of incremental progressions for the Town Clerk, Town Centre Manager, Administration Assistant, Mayor's PA, Town Ranger and Market Hall Cleaner and noted that the Deputy Town Clerk is at the top of her scale.

It was **RESOLVED** that whilst the Administration Assistant is fulfilling the event management duties she be remunerated at SCP 18.

The Town Clerk left the meeting.

It was **RESOLVED** to award an ex-gratia payment to the Town Clerk in recognition of increased workload.

The Town Clerk returned to the meeting.

P19/072 To consider matters related to staff morale

An update was provided on staff morale.

P19/073 To consider matters related to the Deputy Town Clerk

An update was provided in relation to recent meetings and correspondence.

P19/074 To consider recommendations following the fundamental staffing review

The meeting was adjourned for a five-minute recess.

It was **RESOLVED** that:

- a) The revised staffing structure be recommended to council noting its consent is required for the creation of a new post (Events Officer)
- b) Subject to approval under (a) the Events Officer role first be advertised internally
- c) On appointment of the Events Officer the council advertises for all vacant roles, except the Office Caretaker which will be recruited when the building transfers
- d) A panel comprising the Town Clerk and any three members of the committee be authorised to shortlist, interview and appoint to office roles
- e) A panel comprising the Town Clerk and any two members of the committee be authorised to shortlist, interview and appoint to manual roles.

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

P19/075 To consider the draft committee budget 2020/21

It was **RESOLVED** to approve the draft budgets.

P19/076 To discuss staffing matters

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

The Town Clerk reported that the Market Hall Cleaner had decided to remain in post.

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

P19/077 To consider the actions log

The log was noted, and it was agreed to set the target dates for action refs P19/032 and P19/047 to 14th November.

P19/078 To agree a date for the next meeting

It was agreed to meet on 13th November at 3:30pm.

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Minutes

of the

Personnel Committee Meeting held on November 15th 2019

in the Lower Council Chamber of the Town Council Offices

P19/079 Present

Cllrs Hamilton Coan, Nicholson, Beswick, Coan, Dalzell, Forbes and McCulloch

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

P19/080 To receive apologies for absence

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

P19/081 To note declarations of members' interests

No member declared an interest in any item.

P19/082 To receive and confirm the minutes of the meeting held 17th October

It was **RESOLVED** to confirm the minutes subject to P19/070 referring to the Town Clerk's own appraisal and inserting 'set' into P19/077.

P19/083 To note the committee's budget and spending to date

The budget and spending to date was noted.

P19/084 To consider the staffing overview report

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

The report was noted.

P19/085 To consider matters related to staff morale and welfare

The Town Clerk provided an update on staff morale.

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

P19/086 To consider matters related to the fundamental staffing review

The Town Clerk was tasked with preparing a proposal for the next committee meeting for on-call working arrangements.

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

The Town Clerk provided an update with respect staff consultation on implementing the

new structure. It was **RESOLVED** to authorise the Town Clerk, in consultation with the Chairman and Deputy Chairman, to make decisions as necessary to conclude the staffing review following staff consultation.

It was **RESOLVED** to regrade the Civic Event Officer role to SCP 11-17.

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

P19/087 To consider the adoption of revised Grievance, Disciplinary, Performance Improvement, Sickness Absence, Training, Appeals, Accompaniment, Dress Code and Employee Development Review policies

It was **RESOLVED** to adopt the revised policies as amended.

P19/088 To appoint an Appeals and Grievances Sub-Committee

It was **RESOLVED** to establish an Appeals and Grievances sub-committee.

It was **RESOLVED** to appoint Cllrs Coan, Dalzell and Nicholson to the sub-committee with Cllrs McCulloch as first reserve and Beswick as second reserve in the event the former are unable to participate in specific cases.

P19/089 To consider revisions to the council's model contract of employment

The changes to the model contracts were noted.

P19/090¹ To consider matters related to the Deputy Town Clerk

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

The meeting was adjourned for a five-minute recess. The Town Clerk provided an update. The Town Clerk left the meeting.

It was **RESOLVED** to establish grievance a sub-committee comprising any three of Cllrs Abel, Coan, Dalzell, Houghton and McCulloch and that two sub-committees may be formed to consider the separate parts of the grievance.

P19/091 To discuss staffing matters

The Town Clerk reported that there were no staffing matters to report.

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

P19/092 To consider the actions log

It was agreed to set the target date for the Town Clerk to report on Employee Assistance Programmes to 4th April 2020 and for the Town Clerk to report on the Green Book at the next meeting.

P19/093 To agree a date for the next meeting

It was agreed that a meeting be called when needed.

¹ Cllrs Beswick and Nicholson left the meeting at the end of this item.

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Minutes

of the

Personnel Committee Meeting held on 15th January 2020

in the Lower Council Chamber of the Town Council Offices

P19/094 Present

Cllrs Hamilton Coan, Nicholson, Beswick, Dalzell, Malloy and McCulloch

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

P19/095 To receive apologies for absence

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

P19/096 To note declarations of members' interests

No member declared an interest in any item.

P19/097 To receive and confirm the minutes of the meeting held 15th November 2019

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

P19/098 To note the committee's budget and spending to date

The budget and spending to date was noted.

P19/100 To note the minutes of the Grievance Sub-Committee meetings held 29th November and 10th December 2019

The minutes were noted.

P19/101 To consider the staffing overview report

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

The report was noted.

P19/102 To consider the application of the 'Green Book' terms to future contracts and whether to propose alternative terms to existing employees

It was **RESOLVED**¹ to remove Green Book terms for all new staff and that a future meeting determine the detail of alternative terms.

It was **RESOLVED**¹ to obtain advice from Ellis Whittam on the removal of Green Book terms from existing staff.

¹ Cllrs Malloy and Dalzell voted against this resolution.

It was **RESOLVED** that options for insurance provision for sickness absence and death/disability payments be explored.

P19/103 To consider matters related to appraisal and performance management

It was noted that due to the council being understaffed a number of project timescales were being missed. The Town Clerk advised that priorities were being set dependent upon member priorities and the impact of a project being delayed. It was agreed that more regular appraisals should be undertaken.

P19/104² To consider matters related to training plans

The Town Clerk reported that plans were being prepared for the training of new staff following recruitment and that a training needs survey was being prepared.

P19/105 To discuss staffing matters, including staff morale

An update was provided on recruitment.

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

P19/106 To consider arrangements for call outs and on call working

It was **RESOLVED** to adopt the policies for on call working and call out working with a minimum activation period of two hours.

P19/107 To receive an update in respect of policy reviews

It was noted that the working group had concluded the review and that the revised policies were being prepared for adoption at a future meeting.

P19/108 To consider the actions log

The log was noted.

P19/109 To agree a date for the next meeting

It was agreed to meet on 29th January at 1:30pm.

² Cllr Malloy left the meeting at the end of this item.

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Minutes

of the

Personnel Committee Meeting held on 29th January 2020

in the Committee Room of the Town Council Offices

P19/110 Present

Cllrs Hamilton Coan, Nicholson, Beswick, Dalzell and McCulloch

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

P19/111 To receive apologies for absence

Apologies were received from Cllrs Malloy (business), Coan and Forbes (personal business) and Gardiner (borough council business).

P19/112 To note declarations of members' interests

No member declared an interest in any item.

P19/113 To consider the adoption of revised terms and conditions to replace previous 'Green Book' provisions in respect of new and existing employees

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

It was noted that all new contracts would be issued without 'Green Book' terms and the following were approved as replacement terms.

It was **RESOLVED** that the terms for reimbursement of training costs be as required by statute.

It was **RESOLVED** that the full-time working week be set at 37 hours.

It was **RESOLVED** that there shall be no enhanced rates for overtime, bank holiday, evening work or nights.

It was **RESOLVED** that employees shall be given 28 days leave inclusive of bank and public holidays.

It was **RESOLVED** that employee shall not receive paid time off for jury duty and public service.

It was **RESOLVED** that maternity support leave shall be as required by statute.

It was **RESOLVED** not to provide paid time off for cancer screening.

It was **RESOLVED** that terms for temporary employees shall be as required by statute.

It was **RESOLVED** that industrial sickness shall not be regarded as separate to standard sickness.

It was **RESOLVED** that during sickness employees shall be paid in accordance with Statutory Sick Pay.

It was **RESOLVED** that during maternity leave employees shall be paid in accordance with

Statutory Maternity Pay.

It was **RESOLVED** that employees shall be required to give notice of return from maternity leave in accordance with statute.

It was **RESOLVED** that there shall be no payments for death or disablement arising from assault in the workplace.

It was **RESOLVED** that all existing employees with less than two years' service be required to sign a new contract on the above terms.

It was **RESOLVED** that the Town Clerk obtain detailed quotes for insurance policies to cover sickness absence for employees remaining on Green Book terms and that the council's existing insurance be expanded to cover the liability for death/disablement payments.

P19/114 To consider the Green Book term in respect of *Regrading of Salaries* and the regrading of the Town Clerk's salary under minute P18/061

Upon further investigation, it was noted that there were no issues arising.

P19/115 To agree a date for the next meeting

It was agreed to set a date in due course.

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Minutes

of the

Personnel Committee Meeting held on 5th February 2020

in the Lower Council Chamber of the Town Council Offices

P19/116 Present

Cllrs Hamilton Coan, Nicholson, Beswick and Coan.

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

P19/117 To receive apologies for absence

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

P19/118 To note declarations of members' interests

No member declared an interest in any item.

P19/119 Adjournment

The meeting was adjourned to 7:30.

P19/119 Present

The meeting was reconvened at 7:30pm with the following present:

Cllrs Hamilton Coan, Nicholson, Beswick, Coan, Gardiner and McCulloch.

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

P19/119 Notice of Motion received from Cllrs Hamilton Coan, Nicholson, Beswick, Coan, Dalzell and McCulloch

To reconsider the decision taken with respect to the contract changes for existing staff with less than two years' service.

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

It was **RESOLVED** that in recognition of the Town Ranger being one month away from two years' service, that he not be required to sign a contract on new terms.

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

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Minutes

of the

Personnel Committee Meeting held on 2nd March 2020

in the Lower Council Chamber of the Town Council Offices

P19/120 Present

Cllrs Hamilton Coan, Nicholson, Beswick, Forbes and McCulloch.

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

P19/121 To receive apologies for absence

Apologies were received from Cllrs Coan, Dalzell, Gardiner and Malloy (personal business).

P19/122 To note declarations of members' interests

No member declared an interest in any item.

P19/123 To receive and confirm the minutes of the meetings held 15th January, 29th January and 5th February

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

P19/124 To consider the approval of holiday carryover from the 2019/20 holiday year

It was **RESOLVED** to approve the carryover of a maximum of 5 days in accordance with policy.

P19/125 To consider a confidential staffing matter

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

The Town Clerk provided an update further to the confidential report P1920.

It was **RESOLVED** to follow the recommendation in report P1920.

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

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Minutes

of the

Personnel Committee Meeting held on 12th March 2020

in the Lower Council Chamber of the Town Council Offices

P19/126 Present

Cllrs Hamilton Coan, Nicholson, Beswick, Dalzell, Forbes and McCulloch.

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

P19/127 To receive apologies for absence

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

P19/128 To note declarations of members' interests

No member declared an interest in any item.

P19/129 To receive and confirm the minutes of the meeting held 2nd March

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

P19/130 To note the committee's budget and spending to date

The committee's budget and spending to date was noted.

P19/131 To consider the staffing overview report

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

The report was noted. The Town Clerk undertook to establish whether absence should be recorded separately when calculating the Bradford Factor when a member of staff returns to work for a matter of days before a further absence for the same illness.

The Town Clerk left the meeting. The Town Clerk re-joined the meeting.

P19/132 To consider matters related to staff morale and welfare

The Town Clerk reported that staff were looking forward to the new staff starting. It was **RESOLVED** to readmit the public and press.

P19/133 To consider matters related to Ellis Whittam

The Town Clerk undertook to provide access for Cllrs Hamilton Coan and Nicholson to the EW advice hub. It was noted that procurement for a new HR support contract would be undertaken in September.

P19/134 To consider matters related to holiday carry over and time limits

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

It was **RESOLVED** that the Town Clerk be paid for the eight days of annual leave which he was unable to take due to the staffing issues in the current leave year.

P19/135 To consider matters related to references

The Town Clerk left the meeting.

It was **RESOLVED** to standardise employment references to only provide the employee's name, dates of employment and their job title on leaving and that managers are to decline to give any further information if requested except in exceptional circumstances where the request shall be referred to the Personnel Committee.

P19/136 To consider matters related to confidentiality

A discussion took place on confidentiality.

P19/137 To consider matters related to data protection

A minor data breach was noted, and it was agreed that the IT working group look at setting up a significant incident log system.

P19/138 To discuss staffing matters

The Town Clerk re-joined the meeting.
The meeting was adjourned for a five-minute recess.

P19/139 To consider revisions to the council's model contract of employment

It was **RESOLVED** that the committee chairman or deputy chairman should review drafted contracts prior to issue.

P19/140 To consider matters related to Green Book alternative provisions

It was noted that the action to obtain details of a sickness insurance policy was still outstanding.

P19/141 To consider matters related to internal and external working practices

It was **RESOLVED** that the Town Clerk be authorised to take such measures as he deems necessary to ensure the safety of all lone working staff.

P19/142 To consider staff continuous professional development

It was **RESOLVED** that at the Town Clerk's discretion up to five working days of non-training personal development be allowed to be included within each member of staff's working hours.

P19/143 To consider matters related to the commencement of employment of new staff

The Town Clerk reported that all arrangements were in place for the commencement of employment of the new staff. It was reported that there had been water ingress at the cemetery chapel.

P19/144 To consider training for committee members

The Town Clerk reported that he intended to prepare a skills and training needs assessment for all members and it was noted that training could be provided to the committee on HR policy.

P19/145 To consider matters related to ChALC

It was noted that ChALC offer a mediation service.

P19/146 To consider preparedness and policy in respect of the spread of the coronavirus

It was noted that the Town Clerk is monitoring government advice and will implement protocols as recommended by government.

P19/147 To consider the actions log

The log was noted.

P19/148 Adjournment

The meeting was adjourned to 18th March at 7pm.

The meeting did not reconvene due to national guidance on preventing the spread of the coronavirus.

FINAL

Knutsford Town Council

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Minutes

of the

Personnel Committee Meeting held on 7th May 2020

Online, via Zoom

P19/149 Present

Cllrs Nicholson, Beswick, Dalzell, Forbes and McCulloch.

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

P19/150 To receive apologies for absence

Apologies were received from Cllrs Hamilton Coan (personal business), Gardiner and Malloy (business).

P19/151 To note declarations of members' interests

No member declared an interest in any item.

P19/152 To receive and confirm the minutes of the meeting held 12th March

It was **RESOLVED** to approve the minutes subject to a correction to P19/137 to refer to *setting up* a significant incident log.

P19/153 To note the committee's budget and spending to date

The committee's budget and spending to date was noted.

P19/154 To consider the updated Staff Handbook and conclusion of the policy review

It was **RESOLVED** to approve the revised Staff Handbook as per the amendments detailed in the *Town Clerk Response* column of report P1923 except for the section on timekeeping which is to state that persistent lateness which has not been agreed or authorised (including retrospectively) will result in disciplinary action and reduction of pay.

P19/155 To consider the actions log

The log was noted.

P19/156 To agree a date for the next meeting

It was agreed not to set a date and that a meeting be convened when necessary.

P19/157 To consider the staffing overview report

It was **RESOLVED** to exclude the public and press due to the confidential nature of discussions. The report was noted.

P19/158 To discuss working arrangements with respect COVID-19 restrictions

The current working arrangements were noted.

P19/159 To discuss matters related to staff morale and welfare

The Town Clerk reported that there were no issues to bring to the committee's attention.

P19/160 To discuss staffing matters

The Town Clerk provided an update on an outstanding issue.

FINAL

Knutsford Town Council

Town Clerk: Adam Keppel-Green

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

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Minutes

of the

Personnel Committee Meeting held on 4th June 2020

Online, via Zoom

P19/161 Present

Cllrs Hamilton Coan, Nicholson, Beswick, Coan, Dalzell, Forbes, Gardiner and McCulloch.

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

P19/162 To receive apologies for absence

Apologies were received from Cllr Malloy (business).

P19/163 To note declarations of members' interests

No member declared an interest in any item.

P19/164 To receive and confirm the minutes of the meeting held 7th May

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

P19/165 To consider recruitment for the vacancy for the Civic Events Officer

A motion to authorise the Town Clerk to determine the appropriate juncture to commence recruitment in consultation with the Chairman and Deputy Chairman was proposed and seconded but failed.

A motion to authorise the Town Clerk to determine the appropriate juncture to commence recruitment was proposed and seconded but failed.

It was **RESOLVED** to defer consideration of the recruitment for the vacancy until September.

P19/166 To consider combining the roles of Market Hall Cleaner and Office Caretaker

It was **RESOLVED** to combine the roles of Market Hall Cleaner and Office Caretaker to create the post of Caretaker working an average of 18 hours per week. It was agreed that the job advert will highlight the requirement for flexibility in weekly hours.

P19/167 To consider membership of the Institute of Place Management for the Town Centre and Marketing Officer's

It was **RESOLVED** to provide membership of the Institute of Place Management for the Town Centre and Marketing Officer.

P19/168 To agree a date for the next meeting

It was agreed not to set a date and that a meeting be called when needed.

P19/169 To consider matters related to contracts of employment

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

The Town Clerk reported that the only outstanding revised contract was his own which was pending his drafting a revised job description for agreement with the Chairman and Deputy Chairman.

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Minutes

of the

Personnel Committee Meeting held on 6th August 2020

Online, via Zoom

P19/170 Present

Cllrs Hamilton Coan, Nicholson, Beswick, Coan, Dalzell, Forbes, Gardiner, Malloy and McCulloch.

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

P19/171 To receive apologies for absence

All members were present.

P19/172 To note declarations of members' interests

No member declared an interest in any item.

P19/173 To receive and confirm the minutes of the meeting held 4th June

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

P19/174 To note the committee's budget and spending to date

The budget and spending to date was noted.

P19/175 To consider the actions log

The log was noted.

P19/176 To review policy implementation and consider whether any further amendments are required to the complaints, disciplinary, sickness absence or grievance policies and staff handbook

It was **RESOLVED** that a working group comprising Cllrs Beswick, Coan, Dalzell and Nicholson review the policies.

P19/177 To agree a date for the next meeting

It was agreed to meet on Wednesday September 9th at 6:30pm.

P19/178 To consider matters related to the return to working at the council offices

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

The measures in place for staff to return to working at the council officers were noted.

P19/179 To consider the staffing overview report

The log was noted.

P19/180¹ To review staff probation periods

The Town Clerk provided an update on the new staff and it was noted that the end of probation review would be held at the next committee meeting.

P19/181 To consider the role of the Town Clerk and further development

The Town Clerk left the meeting.

It was **RESOLVED** that Cllr Malloy speak with the Town Clerk with regard his further development.

P19/182 To consider a confidential staffing matter

Cllr Hamilton Coan left the meeting.

It was **RESOLVED** to establish a sub-committee comprising Cllrs Robertson, Houghton and McCulloch as per the terms of reference in report P1926.

It was **RESOLVED** that Cllr Malloy confirm in what capacity the complainant has made the complaint.

P19/183 To discuss other personnel matters

The Town Clerk rejoined the meeting.

The committee expressed its thanks to all staff for their efforts and adaptation to working from home, welcomed them back to the office and wished them good health.

¹ Cllr Gardiner left during this item.

Knutsford Town Council

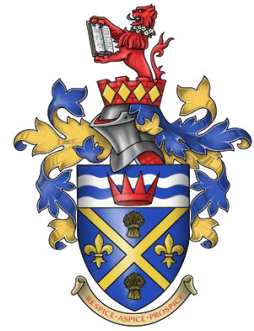
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Minutes

of the

Personnel Committee Meeting held on 9th September 2020

Online, via Zoom

P19/184 Present

Cllrs Hamilton Coan, Nicholson, Beswick, Coan, Dalzell, Forbes, Gardiner, Malloy and McCulloch.

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

P19/185 To receive apologies for absence

All members were present.

P19/186 To note declarations of members' interests

No member declared an interest in any item.

P19/187 To receive and confirm the minutes of the meeting held 6th August

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

P19/188 To note the committee's budget and spending to date

The budget and spending to date was noted.

P19/189 To consider amendments to policies

It was **RESOLVED** to:

- a) approve the amendments to the Sickness Absence and Complaints policies
- b) approve the addition of a requirement stating that full records must be kept of all stages to the Disciplinary, Sickness Absence, Grievance and Performance Management policies and to insert decision trees into the same.
- c) insert a requirement to provide an acknowledgement to complainants within two weeks and for ongoing complaints to provide routine updates

P19/190 To consider undertaking a review of staff responsibilities and roles

It was **RESOLVED** to undertake a light touch review of roles and responsibilities of existing staff and potential new staff.

P19/191 To consider recruitment for the Civic Events Officer and Caretaker vacancies

A discussion was held on the recruitment of the Civic Events Officer.

Cllr Hamilton Coan disconnected from the meeting and the meeting was adjourned for five minutes. The meeting was reconvened, and the item was deferred to later in the meeting.

P19/192 To consider the actions log

The log was noted.

P19/193 To consider recruitment for the Civic Events Officer and Caretaker vacancies

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

It was **RESOLVED**¹ that the Town Clerk, guided by the Deputy Town Mayor, determine the appropriate time to commence recruitment for the Civic Events Officer having considered the latest changes in coronavirus legislation.

Cllr Malloy left the meeting.

It was **RESOLVED** to defer consideration of the Caretaker recruitment to the next meeting to allow for a review of the required number of hours and salary grading.

P19/194 To consider the staffing overview report

The report was noted.

P19/195 To review staff probation periods

A motion that:

- a) the probation periods of the four new staff be ended and that they be confirmed in post
- b) the hours of the Cemetery Groundskeeper be increased to 22 per week

was proposed and seconded but failed. It was requested that the vote be recorded:

<i>For</i>	Cllrs Dalzell, Forbes, Gardiner and McCulloch (4)
<i>Against</i>	Cllrs Beswick, Coan, Hamilton Coan and Nicholson (4)

Chairman's casting vote – against.

The Town Clerk recorded that the rejection of the motion was against his advice.

Cllr Coan left the meeting.

It was **RESOLVED** that:

- a) subject to staff confirming they wish to end their probation period, the probation periods of the four new staff be ended and that they be confirmed in post
- b) the hours of the Cemetery Groundskeeper be increased to 22 per week

P19/196 To consider matters related to staff welfare

It was **RESOLVED** to approve the recommendations detailed in confidential report P1931.

P19/197 To note the minutes of the Disciplinary sub-committee meeting held 17th August

The minutes were noted.

P19/198 To consider the role, further development and responsibilities of the Town Clerk

The Town Clerk left the meeting.

¹ Cllr Beswick voted against the resolution.

It was agreed that Cllr Forbes host a training session on delegation.

The Town Clerk re-joined the meeting.

P19/199 To consider staff and member training and development

The staff and member training in the current financial year was noted and the committee praised staff for the level of training undertaken.

P19/200 To discuss other personnel matters

There were no matters to discuss.

P19/201 To agree a date for the next meeting

It was agreed to meet on Wednesday 7th October.

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Minutes

of the

Personnel Committee Meeting held on 7th October 2020

Online, via Zoom

P19/202 Present

Cllrs Nicholson, Beswick, Forbes, Gardiner and Malloy.

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

P19/203 To receive apologies for absence

Apologies were received from Cllrs Hamilton Coan and McCulloch (personal business) and Dalzell (health).

P19/204 To note declarations of members' interests

Cllr Gardiner declared a personal interest in P19/207 on the grounds of being Deputy Mayor and the planned Town Mayor for the ensuing civic year.

P19/205 To receive and confirm the minutes of the meeting held 9th September

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

P19/206 To note the committee's budget and spending to date

The budget and spending to date was noted.

P19/207 Motion on notice under Standing Order 45 from Cllrs Hamilton Coan, Beswick, Coan, McCulloch and Nicholson

To rescind the resolution made with respect the recruitment of a Civic Events Officer under minute P19/193

A motion that the item be deferred to a future meeting was proposed and seconded but failed.

A motion that the resolution made with respect the recruitment of a Civic Events Officer under minute P19/193 be rescinded was proposed and seconded but failed.

It was noted that before the vacancy was advertised the option of the Administration and Support Officers taking on additional days to fulfil the role on a temporary basis would be explored.

P19/208 To consider the duties, hours and grading of the Caretaker role

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

It was **RESOLVED** to regrade the role to SCP 3-5 and increase the hours of the post to 24.5 per week.

P19/209 To consider the council's HR support contract, sick pay insurance and the introduction of an employee assistance programme

It was **RESOLVED** to contract with Peninsula for the council's HR support contract 2021-24. It was **RESOLVED** to take out a group income protection insurance to cover staff on Green Book sick pay.

It was **RESOLVED** to include the employee assistance programme add-on as part of the Peninsula contract.

P19/210 To consider the staffing overview report

The report was noted.

P19/211 To approve the award of annual salary incremental progressions with effect April 2021

It was **RESOLVED** that subject to no performance issues arising before 1st April the annual increments be approved for all staff in line with report P1935.

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

P19/212 To consider the draft committee budget 2021/22

It was **RESOLVED** to approve the budget subject to the amendments necessary as a result of resolutions made at the meeting.

P19/213 To agree a date for the next meeting

It was agreed that a meeting be convened when necessary.



Planning Committee

Knutsford Town Council

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Minutes

of the

Planning and Licensing Committee meeting held 3rd June 2019

In the Lower Council Chamber of the Town Council Offices

PL19/001 Present

Cllrs Gardiner, Coan, Dalzell, Gray, McCulloch and Robertson.

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

PL19/002 To receive apologies for absence

Apologies were received Cllrs Houghton and Malloy (personal business)

PL19/003 To note declarations of Members' interests

Cllr Coan Non-pecuniary 19/2397M Known to applicant

19/2409M Known to applicant

Cllr Gardiner Non-pecuniary 19/2327T Applicant is ANSA, a wholly owned company of Cheshire East Council of which he is a member

PL19/004 To note the committee's terms of reference

The terms of reference were noted.

PL19/005 Public Participation

A resident spoke in relation to 19/1632D stating that residents had objected and that the works closely resemble that which was refused under a separate application,

A resident welcomed the new committee and wished members well, thanked officers for the reference to neighbourhood plan policies in the applications lists and concern that the planning officer report for 19/0565M, 47 Grassfield Way, misinterprets the intention of neighbourhood planning policy.

A representative of the Abbeyfields Care Home raised concern in relation to 19/2097M, 23 Bexton Road, noting it appears to have insufficient outdoor amenity space.

PL19/006 To receive and confirm the minutes of the meeting held on 29th April

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

PL19/007 To consider the latest planning applications

It was **RESOLVED** to submit the comments detailed below.

PL19/008 To consider a licencing application for 94 King Street

It was **RESOLVED** to raise no objections but request that the licence be limited to 1am in common with other licenced premises in the area.

PL19/009 **To note comments sent since the previous meeting**
The comments were noted.

PL19/010 **To consider the latest planning decisions**
It was **RESOLVED** to write to Cheshire East Council setting out that it has failed to correctly interpret policy H3 of the Neighbourhood Plan with respect its decision on application 19/0565M, 47 Grassfield Way.

PL19/011 **To review the Planning Issues Log**
The log was noted.

PL19/012 **To consider the Planning Actions Log**
The log was noted.

PL19/013 **To note the date of the next meeting**
The date was noted.

DRAFT

Planning Comments: 03/06/2019

Application	Address	Application details	Town Council Comment
<u>19/2119T</u>	59 Beggermans Lane	Removal of two lower laterals of an oak tree and thin by 20%	The council raises no objections.
<u>19/2120T</u>	62 Bexton Road	2 beech trees: Reduce crown by 1-1.5m and thin by 10%	The council raises no objections.
<u>19/2096T</u>	Oaklands, 35a Bexton Road	Reduce top of beech tree by 2.5 m. Crow lift bottom branches from driveway and selective crown reduction of lower branches by 1.5-2m where possible on lower 2/3 to shape. 10% thin	The council raises no objections.
<u>19/2231M</u>	Unit B3, Cranford Drive	Proposed new entrance doors including canopy, alterations to reception area on front elevation and new external staircase on side elevation	The council raises no objections.
<u>19/2282M</u>	14 Thorneyholme Drive	Single storey side and rear extension and front porch	The council raises no objection, subject to neighbour comments.
<u>19/2277M</u>	17 Parkgate	Various extensions to existing bungalow	The council STRONGLY OBJECTS on the grounds that the proposed development will reduce the availability of single storey accommodation in contravention of Neighbourhood Plan policy H3. Furthermore, the design of the proposed second storey extension is incongruous and fails to complement its surroundings, particularly when viewed from Mobberley Road, contrary to Neighbourhood Plan policy D1.
<u>19/2257M</u>	19 Valley Way	Replacement of green tiling on the front elevation with rendering (including additional insulation) and alteration of flat roof above main entrance door and garage to pitched roof	The council raises no objection, subject to neighbour comments.

<u>19/2335M</u>	2 Lilac Avenue	Single storey utility	The council raises no objection, subject to neighbour comments.
<u>19/2383M</u>	86 Grove Park	Two storey extension to rear elevation with Velux roof window. Additional windows added to side elevations	The council OBJECTS on the grounds that the proposed development, due to it being 4m closer to its rear neighbour would create an unacceptable level of overlooking to the garden and living space of the same, exacerbated by the change in levels between 86 Grove Park and its immediate neighbours. The council notes that the Velux windows in the roof suggest the loft space is habitable accommodation but that this is not shown on the plans.
<u>19/1632D</u>	2 & 4 Croft Lane	Discharge of Conditions of approved application 18/5400M Extension and internal alterations of two existing semi-detached cottages - to consider the discharge of conditions	The council notes that the works relate to land outside the property boundary and therefore require addressing with the landowner and applicant. The council seeks assurances that the Conservation Officer is fully engaged in determining the materials.
<u>19/2247M</u>	12 Ashworth Park	Proposed side-facing first floor extension	The council raises no objection, subject to neighbour comments.
<u>19/2254M</u>	Fernlea, Stanley Road	Construction of 3 detached dwellings following demolition of the existing dwelling	The council OBJECTS on the grounds that the proposals represent overdevelopment of the site which cannot accommodate three houses without detrimentally affecting the character of the neighbouring conservation area. The council is concerned that the proposed parking arrangements would not be sufficient to allow access/egress in a forward gear.
<u>19/2397M</u>	59 King Street	Listed building consent for refurbishment of existing shopfront including minor paintworks to glazing frames and new signage	The council raises no objection.

<u>19/2409M</u>	59 King Street	Individual heritage text onto new fascia board & new heritage-style projecting sign	The council raises no objection.
<u>19/2097M</u>	23 Bexton Road	Demolish existing conservatory and build new single storey rear elevation extension. Split existing single dwelling house into 2 separate units of accommodation.	The council OBJECTS on the grounds that the property does not readily lend itself to subdivision and will create dwellings with a poor relationship to one another without separately defined gardens.
<u>19/2262T</u>	22 Aylesbury Close	T1 - Fell to low stump; G1 - Laurel hedge Laurel next to the old shed - Fell to low stumps; G2 - Laurel Hedge behind garage - reduce to height of adjacent hedge; T3 and T4 - Hornbeams - fell to low stump; T5 Conifers adjacent to Hornbeams - fell to low stump	The council objects to the proposed felling of the protected trees unless it is demonstrated that it is dead, dying or diseased. Should this be demonstrated the council requests a condition that a suitable species replacement tree is planted.
<u>19/2327T</u>	St Johns Parish Church, Church Hill	Section 211 Notice: T1, Beech- reduce main crown on stems l by 3 - 4 meters. Reduce laterals by 2 - 3 meters or growth points. Remove unnecessary branches and deadwood. T2, Holm Oak, reduce crown by 1-3 meters where need to balance crown.	The council raises no objection.

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Minutes

of the

Planning and Licensing Committee meeting held 17th June 2019

In the Lower Council Chamber of the Town Council Offices

PL19/014 Present

Clrs Gardiner, Dalzell, Gray, McCulloch and Robertson.

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

PL19/015 To receive apologies for absence

Apologies were received Clrs Houghton, Coan and Malloy (personal business)

PL19/016 To note declarations of Members' interests

Cllr Gardiner	Non-pecuniary	19/2716T	Known to applicant
All members	Non-pecuniary	19/2577M	Applicant is Council Employee
All members	Non-pecuniary	19/2602M	Council is adjoining Landowner

PL19/017 Public Participation

A representative of the South Knutsford Residents Group raised concerns with respect to applications 19/2715T and 19/2635T and the proposed felling of trees in the Legh Road Conservation Area.

PL19/018 To receive and confirm the minutes of the meeting held on 3rd June 2019

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

PL19/019 To consider the latest planning applications

It was **RESOLVED** to submit the comments detailed below.

PL19/020 To note the date of the next meeting

The date was noted.

Planning Comments: 17/06/2019

Application	Address	Application details	Town Council Comment
19/2577M	22 Lilac Avenue	Demolition of garage; new porch; two storey and single storey rear extension	The Council raises no objection, subject to neighbour comments.
19/2403T	Wolseley Lodge, Legh Road	<i>Section 211 Notice</i> Tree Works	The Council raises no objection.
19/2431T	High Morland, Legh Road	<i>Section 211 Notice</i> Tree Works	The Council raises no objection.
19/2377T	19 Heathfield Square	<i>Section 211 Notice</i> Tree Works	The Council raises no objection.
19/2603M	17 Summersway	Removal of existing side entrance and all existing flat roofs. Construction of single storey side kitchen extension, single storey infill extension to rear, conversion of existing garage to habitable space, and new flat roof to single storey wrap around accommodation. Removal of existing front porch. Construction of new front porch canopy, plus replacement windows & doors, and general refurb of external materials all round.	The Council raises no objection, subject to neighbour comments.
19/2526M	Cranford House, 48A King Street	Change of Use of a building from Office Use (Class B1(a)) to a Dwellinghouse (C1)	Whilst the Council has no objection to the principle of the change of use, the proposed mitigation submitted does not counter the previous reasons for refusal.
19/2678M	21 Hillside Road	First floor side extension over existing garage	In light of the appeal decision the Council requests that the Primary Authority pay particular regard to the relationship of the property to 2 Briar Close and ensure that they are satisfied the amendments to

			the scheme overcome the original objections which were supported by the inspector.
19/2602M	Cemetery Lodge, Tabley Hill Lane	Listed building consent for refurbishment of existing cemetery lodge building and addition of a dormer extension to outbuilding and link between	The Council OBJECTS to the application on the grounds that the proposed works are out of character, overdevelopment, incongruous to the setting of a heritage asset and contrary to Knutsford Neighbourhood Plan policy HE3.
19/2608T	14 Blackhill Lane	Oak; crown lift over the highway to 6m & select reduce to achieve a 2.5m clearance from property & remove deadwood as necessary.	The Council raises no objection.
19/2635T	Hill Flats, Parkfield Road	<i>Section 211 Notice</i> Work to trees	The Council does not object to the husbandry works but is concerned about the proposed felling of trees within a prominent location in the Conservation area and requests that the Arboriculturist ensure they are satisfied that the trees proposed to be felled would not cause detriment to the character of the Conservation Area.
19/2658M	25 Churchfields	Prior Notification for a single-storey rear extension	The Council does not comment on prior approval applications.
19/2668T	The Vicarage, Mobberley Road	<i>Section 211 Notice</i> T1 Holly - Fell T2 Purple Plum - Fell G3 Minor crown lift	The Council raises no objection but requests that the Church consider planting replacement species.
19/2680M	Land of Northwich Road	Advertisement consent for 8x Direction Leader Boards, 1x V Stack and 20x Flag poles	The Council OBJECTS to the application and considers 20 flagpoles excessive in a rural location where the development is alongside the road in any event. Furthermore, the application is incredibly premature given that the road layout shown on the plans does not exist at present nor does the development have approval. The application should be withdrawn.

<u>19/2715T</u>	Legh Cottage, Legh Road	<i>Section 211 Notice</i> Copper beach tree- crown prune by 3 metres yew tree 1 - fell yew tree 2 - fell yew tree 3 - fell	The Council OBJECTS to the felling of the yew trees which are not diseased, dead or dying and are in important setting adding value to the Conservation Area and requests the Primary Authority protects the trees with a TPO.
<u>19/2716T</u>	Stonelegh, Legh Road	<i>Section 211 Notice</i> Beech tree crown reduce by 3 metres beech tree crown reduce and crown lift by 6 metres pine tree - crown lift by 6 metres	The Council raises no objection.
<u>19/2782M</u>	2a Manchester Road	Ground floor side extension and car port. Boundary fence and entrance gates, with planting to dwelling	The Council raises no objection, subject to neighbour comments.

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Minutes

of the

Planning and Licensing Committee meeting held 1st July 2019

In the Lower Council Chamber of the Town Council Offices

PL19/021 Present

Cllrs Gray, Dalzell, McCulloch and Robertson.

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

PL19/022 To receive apologies for absence

Apologies were received Cllrs Gardiner, Houghton, Coan and Malloy (personal business)

PL19/023 To note declarations of Members' interests

Cllr McCulloch	Personal	PL19/030	Known to owner of a business listed on the log
Cllr Gray	Personal	PL19/027	Known to owners of the property under 17/5873M
Cllr Dalzell	Personal	19/2970M & 19/2999M	Lives adjacent to property

PL19/024 Public Participation

A resident provided an update on the restoration at Woodgarth, supported the council making further comment on the appeal sites, noting that both were submitted prior to the making of the Neighbourhood Plan.

A resident reported that the appeal for the land south of Gaskell Avenue had been dismissed, added the conservation officer's comments in relation to 18/5892M and stated that the proposed rendering of 19/2959M was contrary to the character assessment and not in keeping with its surroundings.

PL19/025 To receive and confirm the minutes of the meeting held on 17th June 2019

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

PL19/026 To consider the latest planning applications

It was **RESOLVED** to submit the comments detailed below.

PL19/027 To consider making representations in respect of the appeals

It was **RESOLVED** to submit further comments in respect of the appeal against refusal for 17/5873M (Eight Oaks, 66 Goughs Lane) stating it is out of keeping with the conservation area and discordant with the policies in the Neighbourhood Plan.

It was **RESOLVED** to reiterate previous comments in respect of the appeal against non-determination for 18/6253M (Rose Cottage, 1a Meadow Drive).

PL19/028 To consider the latest planning decisions

The latest decisions were noted.

PL19/029 To review the Planning Issues Log

It was **RESOLVED** to write to the new Cheshire East Council Portfolio Holder for Planning extolling the virtues of resolving planning breaches within a reasonable time limit.

PL19/030 To consider the Planning Actions Log

The log was noted.

PL19/031 To note the date of the next meeting

The date was noted.

DRAFT

Planning Comments: 01/07/2019

Application	Address	Application details	Town Council Comment
19/2789M	Reindeer Cottage, Chelford Road	Infill small area between existing living room / kitchen and bedroom and small second shower room under existing overhanging roofline	The council OBJECTS on the grounds that the proposed development is contrary to green belt policy.
19/2830M	17 Comber Way	Proposed Rear / Side Extension	The council raises no objections, subject to neighbour comments.
19/2840T	2 St Georges Close	Tree works	The council raises no objections.
19/2852T	St Cross Church, Mobberley Rd	Section 211 Notice: Tree works including felling two cherry trees	The council raises no objections.
19/2873M	72 Bexton Road	Demolition of existing Garage. Construction of a single storey rear extension and single storey side Garage extension.	The council raises no objections, subject to neighbour comments.
18/5892M	37 Princess Street	Revised Plans 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 welcomes the conservation officer's offer to the applicant but raises no further comment.
19/2970M	Woodgarth, 6 Leycester Road	Variation of condition 2 (approved plans) to planning application 18/1763M - Single storey extensions to rear, internal alterations and new boundary treatments	The council raises no objections, subject to neighbour comments.
19/2999M	Woodgarth, 6 Leycester Road	Variation of condition 2 (approved plans) to planning application 18/1764M (Listed Building Consent) - Single storey extensions to rear, internal alterations and new boundary treatments	The council raises no objections, subject to neighbour comments.
19/2959M	30 Thorneyholme Drive	Demolition of existing garage and construction of single-storey rear and side extension	The council OBJECTS to the proposed rendering of the property which is not in keeping with surrounding townscape as defined by the Knutsford

			Character Area assessment and accordingly contrary to Policy D2 of the Knutsford Neighbourhood Plan.
19/2958M	Mallard Rise, Lodge Road	Proposed two storey side extension, single storey rear extension, loft conversion and alterations - Re submission of 19/1907M	The council raises no objections, subject to neighbour comments.
19/1392M	Land North of Northwich Road	Revised Landscaping Plans 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	It was requested that Redrow provide a narrative on the changes to the landscape plan and the committee noted its disappointment that it had not received a detailed briefing from Redrow.

Knutsford Town Council

Town Clerk: Adam Keppel-Green

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Minutes

of the

Planning and Licensing Committee meeting held 15th July 2019

In the Lower Council Chamber of the Town Council Offices

PL19/032 Present

Cllrs Gardiner, Gray, Coan, Dalzell, McCulloch and Robertson.

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

PL19/033 To receive apologies for absence

Apologies were received Cllrs Houghton and Malloy (personal business)

PL19/034 To note declarations of Members' interests

Cllr Gray	19/3128M	Personal	Known to architect
Cllr Gardiner	19/288W	Personal	Application submitted by Cheshire East Council
	19/2887M	Personal	of which he is a member
	19/3014T	Personal	Known to applicant

PL19/035 Public Participation

A resident raised that there had been additional documentation published in respect of 19/0225M, 4 Mobberley Road, but that there had been no additional consultation. It was also noted that not all documents were being published on the planning portal preventing public scrutiny.

PL19/036 To receive and confirm the minutes of the meeting held on 1st July 2019

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

PL19/037 To consider the latest planning applications

It was **RESOLVED** to submit the comments detailed below.

Cllr Gardiner left the meeting for consideration of 19/2888W and 19/2887M and Cllr Gray presided.

PL19/038 To consider the latest licensing applications (Booths, Stanley Road)

It was **RESOLVED** to raise no objections.

PL19/039 To note the date of the next meeting

The date was noted.

Planning Comments: 15/07/2019

Application	Address	Application details	Town Council Comment
<u>19/2888W</u>	Knutsford Household Waste Recycling Centre, Mobberley Road	This application relates to the proposed installation of two single storey modular office and welfare units to be sited at Knutsford Household Waste and Recycling Centre, replacement and adjustment of sections of the sites existing boundary fencing	The Council raises no objections.
<u>19/2887M</u>	Knutsford Household Waste Recycling Centre, Mobberley Road	Advertisement consent for 2.no single signs mounted on 75mm twin posts displayed on splay	The Council raises no objections.
<u>19/3029M</u>	Leicester Warren Hall, Bexton Lane	Side porch extension	The Council raises no objections subject to a condition restricting use of the porch to access/exit to the property in order to prevent it being used for social activity and subject to neighbour comments.
<u>19/2974M</u>	39 Boothfields	Variation of conditions 2 & 4 of 17/4494M - Erection of new dwelling within curtilage of existing dwelling following demolition of existing garage	The Council raises no objections, subject to neighbour comments but requests that the officer gives due consideration to the recorded neighbour's concerns regarding visibility, it is suggested that the first fence panel should be no higher than 1m to ensure clear visibility.
<u>19/2707M</u>	1a Molly Potts Close	Single storey side extension with glazed side panels and roof	The Council raises no objections, subject to neighbour comments.
<u>19/3082M</u>	4 Stanley Road	Upper floor rear extension and alterations to existing house.	The Council raises no objections, subject to neighbour comments.
<u>19/3124M</u>	109 Mobberley Road	Single storey atrium/orangery to the rear of the property	The Council raises no objections, subject to neighbour comments and the standard archaeological conditions.

19/3128M	1 Lynton Close	Single-storey rear extension to dwelling house and alterations to windows	The Council raises no objections, subject to neighbour comments.
19/3075M	Block 1, 2, 3 & 5 Booths Park, Chelford Road	Prior Approval for the installation of PV solar panels	The Council raises no comment.
19/3077M	29 Mereheath Park	Proposed two storey side & rear extension	The Council raises no objections, subject to neighbour comments but requests an informative to ensure that the adjacent footpath is not encroached upon or access along it impeded by the works.
19/3100M	3 Beggermans Lane	Proposed single storey side extension forming a studio and garden store.	The Council is concerned about the level of building activity which has taken place on this site and requests that due regard is given to the impact on no. 5.
19/3014T	11 Goughs Lane	Section 211 Notice Work to trees	The Council raises no objections, subject to the arboriculturalist being satisfied with the justification given by the applicant.
19/3000T	Granary Cottage, Toft Road	Section 211 Notice T1 - Elder - reduce the lowest limb by approx. 50% to the suitable replacement limb; T2 Beech - clip back to the line of the lamp post and reduce the top of the tree to 2 metres below the top of the lamp post; T3 - Cypress - reduce in height by approx. 3 metres; T4 - 2no Western Red Cedars - Tree closest to the drive remove the low limb over the arch - tree closest to the shed, remove the low limb with the poor branch union at the base.	The Council raises no objections.
19/3007T	Tithe Cottage, 4 Chelford Road	Section 211 Notice Sycamore - located at the front right-hand corner of Orchard House - stem on the building side of the tree with cavity at the base. Remove secondary sections to clear the building by a minimum of 2 metres. Shorten limbs hanging over the roof by 1.5 - 2 metres. Reduce the top of the limb by 2.5 metres to control height due to cavity at base.	The Council raises no objections.

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Minutes

of the

Planning and Licensing Committee meeting held 29th July 2019

In the Lower Council Chamber of the Town Council Offices

PL19/040 Present

Cllrs Gardiner, Gray, Coan, Houghton, McCulloch and Robertson.

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

PL19/041 To receive apologies for absence

Apologies were received Cllrs Malloy (personal business) and Dalzell (health)

PL19/042 To note declarations of Members' interests

Cllr Gardiner	19/1283M	Personal	Well known to rear neighbour
	19/1284M	Personal	Well known to rear neighbour

PL19/043 Public Participation

The Town Clerk read a submission from a resident in respect of 19/3338M and 19/3342M stating that the proposed structure would be detrimental to the listed building and Conservation Area.

PL19/044 To receive and confirm the minutes of the meeting held on 15th July

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

PL19/045 To consider the latest planning applications

It was **RESOLVED** to submit the comments below.

PL19/046 To consider the latest planning decisions

The decisions were noted.

PL19/047 To review the Planning Issues Log

The log was noted. It was agreed that the Town Clerk write to the portfolio holder at Cheshire East Council requesting a more robust enforcement regime.

PL19/048 To consider the Planning Actions Log

The log was noted.

PL19/049 To consider the frequency of committee meetings

It was **RESOLVED** to return to meeting every three weeks subject to review in six months' time. It was agreed to look to hold meetings later in the evening where possible including to switch times with committees the committee would usually precede.

PL19/050 To note the date of the next meeting

The date was noted.

DRAFT

Planning Comments: 29/07/2019

Application	Address	Application details	Town Council Comment
19/3338M	4 King Street	Proposed demolition of existing annexe and replacement with a ground floor rear extension with a small extension at first floor to allow for a new staircase, new conservation roof lights to the rear pitch of the roof only and associated alterations	<p>The council OBJECTS on the grounds that:</p> <ul style="list-style-type: none"> a) The proposed structure is inappropriate and detrimental to the character of not only the listed building but the collection of which it forms part; it is considered that it is obtrusive and results in significant harm to heritage assets contrary to policy HE2 of the Knutsford Neighbourhood Plan and SE7 of the Cheshire East Local Plan Strategy. b) The proposal will create an unacceptable relationship with the neighbouring properties to the detriment of their residential amenity and, particularly for nos. 6 and 6a will introduce overlooking and a reduction in light <p>In light of the temporary nature of the proposed structure, it is requested that should the application be approved a condition is attached requiring a method statement be prepared to facilitate the reinstatement of the back wall at a future date should the structure be removed e.g. reuse of the original bricks where possible.</p>
19/3342M	4 King Street	Listed Building Consent for proposed demolition of existing annexe and replace with a ground floor rear extension with a small extension at first floor to allow for a new staircase, new conservation roof lights to the rear pitch of the roof only and associated alterations	The council OBJECTS on the grounds that the proposed structure is inappropriate and detrimental to the character of not only the listed building but the collection of which it forms part; it is considered that it is obtrusive and results in significant harm to

			<p>heritage assets contrary to policy HE2 of the Knutsford Neighbourhood Plan and SE7 of the Cheshire East Local Plan Strategy.</p> <p>In light of the temporary nature of the proposed structure, it is requested that should the application be approved a condition is attached requiring a method statement be prepared to facilitate the reinstatement of the back wall at a future date should the structure be removed e.g. reuse of the original bricks where possible.</p>
19/3386M	7 Bellingham Close	Construction of a Rear Extension	The council raises no objections, subject to neighbour comments.
19/3419M	10 Lee Close	Roof redesign with dormers and internal alterations.	The council raises no objections, subject to neighbour comments.
19/1283M	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 - Revised plans	<p>The council questions if the application is valid if the requisite notice was not served on the neighbouring property.</p> <p>The council raises no objections subject to the Conservation Officer being satisfied that the proposals are not detrimental to the character and archaeology of the heritage asset.</p>
19/1282M	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 - Revised plans	<p>The council questions if the application is valid if the requisite notice was not served on the neighbouring property.</p> <p>The council requests that the proposal is considered alongside 19/3338M and 19/3342M noting that the implementation of both would present logistical problems.</p> <p>The council is concerned that the proposed parking</p>

			<p>space is not usable and therefore questions if the proposal is appropriate given no parking is available.</p> <p>Notwithstanding these concerns, the council raises no objections subject to the Conservation Officer being satisfied that the proposals are not detrimental to the character and archaeology of the heritage asset.</p>
19/3247M	2A Meadow Drive	Rear Single storey lean-to extension and Side Extension Over Garage	The council raises no objections, subject to neighbour comments and, as the property is losing its garage, confirmation that sufficient parking provision is provided on site.
19/3360T	Westfield, 11 Tabley Road	Section 211 Notice OAK (T1) - 1.5 m taken from top to thin sucker growth and provide shaping including dead branches.	The council raises no objections.
19/3335T	Somerford, 19 Leicester Road	Section 211 Notice Leylandii Hedge Grp - G1 - Cut down the medium 18 metre section of Leylandii hedge group located at front right boundary. Twin Stemmed Cypress & adjacent Cypress Grp - G2- Dismantle Golden Cypress - G2 - Dismantle	Notwithstanding the description of the works suggesting the trees are subject to preservation orders, which the council understands is not the case, the council raises no objections.
19/3270M	Booths Supermarket, 2B Stanley Road	Lawful Development Certificate for proposed installation of four electric vehicle charging bays with associated equipment	Whilst the council would not usually comment on a legal determination it supports the application for its wider environmental benefits.

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Minutes

of the

Planning and Licensing Committee meeting held 2nd September 2019

In the Lower Council Chamber of the Town Council Offices

PL19/051 Present

Cllrs Gardiner, Gray, Coan, Dalzell and Robertson.

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

PL19/052 To receive apologies for absence

Apologies were received Cllrs Malloy, McCulloch (personal business) and Houghton (business)

PL19/053 To note declarations of Members' interests

No member declared an interest in any item.

PL19/054 Public Participation

A resident spoke in objection to 19/3687M noting the lack of consideration for the loss of the habitat, access issues to the proposed septic tank for emptying, the loss of apple trees and too many dwellings accessed off the private drive.

A resident endorsed the comments made by the previous speaker and spoke in relation to 19/3809M stating that it seemed odd to not undertake a structural survey before planning the works.

A representative of the South Knutsford Residents Group spoke in relation to 19/3490M noting the proposed changes to the fence and stating a preference for a different style of fence to let shrubbery through.

PL19/055 To receive and confirm the minutes of the meeting held on 27th July

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

PL19/056 To consider the latest planning applications

It was **RESOLVED** to submit the comments below.

PL19/057 To consider the latest planning decisions

The decisions were noted.

PL19/058 To note the comments sent since the previous meeting

The comments were noted.

PL19/059 To review the Planning Issues Log

The log was noted.

PL19/060 To consider the Planning Actions Log
The log was noted.

PL19/061 To note the date of the next meeting
The date was noted.

FINAL

Planning Applications: 02/09/2019

Application	Address	Application details	Town Council Comment
19/3687M	Land to The South of Gaskell Avenue	Construction of a single dwelling (resubmission of 18/3205M)	The council OBJECTS on the grounds the proposal fails to address the objections to the original application namely that it is unacceptable back land development detrimentally affecting the Conservation Area and is in poor relation to the surrounding properties. Furthermore, it would result in the shared driveway serving more than five properties, contrary to the Cheshire East Design Guide Volume 2. The council is also concerned that there appears to be insufficient access to empty the proposed septic tank and no habitat loss mitigation.
19/3759M	2 Mobberley Road	Variation of Conditions 6 (tree scheme) & 9 (boundary treatment) on application 17/5262M: Construction of two detached houses.	The council raises no objections.
19/3400M	Linden, Tabley Road	Proposed two storey front & side extension, single storey rear extension and general modifications	The council raises no objections subject to neighbour comments.
19/3810M	White Howe, Legh Road	Listed building consent for proposed single storey side & front extension. Extension to lower ground floor.	The council raises no objections subject to a condition that the structural survey be reviewed by the Conservation Officer prior to works taking place and subject to the Conservation Officer being satisfied with the proposed design.
19/3809M	White Howe, Legh Road	Proposed single storey side & front extension. Extension to lower ground floor.	The council raises no objections subject to a condition that the structural survey be reviewed by the Conservation Officer prior to works taking place and subject to the Conservation Officer being satisfied with the proposed design.
19/3592M	7 Valley Way	Rear infill extension to continue roof line including new dormer windows.	The council raises no objections subject to neighbour comments.

19/3808M	60 Mereheath Park	Canopy extending from front porch over living room window	The council raises no objections subject to neighbour comments.
19/3851M	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.
19/3885M	33 Chelford Road	2 Storey rear/side extension	The council raises no objections subject to neighbour comments.
19/3879D	Land at Parkgate Industrial Estate	Discharge of conditions 16 (construction environmental management plan), 19 (remediation strategy) & 32 (ground levels) on application 19/0732M.	The council raises no comment on this application.
19/3444M	36 Fir Tree Avenue	Two storey front & side, single storey rear extensions and first floor terrace.	The council raises no objections subject to neighbour comments.
19/3899M	77 Woodlands Drive	Proposed single storey Rear/Side Extension to form additional Living accommodation + Increased car parking.	The council OBJECTS on the grounds that the proposal will result in a loss of amenity space and fails to provide onsite parking for three cars as required for a five-bedroom home by the Local Plan Strategy. Furthermore, it will detrimentally affect the residential amenity of 79 Woodlands Drive.
19/3858M	Booths Supermarket	InstaVolt are proposing to install four rapid electric vehicle charging stations within the car park of EH Booths Knutsford. An existing area will become two EV charging bays, along with associated equipment.	The council supports the provision of EV charging points as proposed.
19/3788T	1-4 Fairmead, Legh Road	<i>Section 211 Notice</i> Works to trees	The council raises no objections.
19/3839T	Little Hollow, 7 Molly Potts Close	<i>Section 211 Notice</i> Cherry - fell	The council regrets the proposed loss of tree noting that Cheshire East Council has declared a climate emergency.
19/3789T	3 Fairmead, Legh Road	<i>Section 211 Notice</i> Cut back trees to boundary wall	The council raises no objections.
19/3823T	10 Buckingham Drive	Yew - Reduce in height by approx. 1.5 m and shorten the side limbs where these impact the garden. Crown lift by approximately 1.25 m over the hedge.	The council raises no objections.

19/3966M	16 Bellingham Close	Variation of Condition 2 (approved plans, removal of garage) on application 19/1917M.	The council raises no objections to the loss of the garage subject to the proposals providing sufficient parking for two cars on site.
19/4018M	8 Beech Drive	A single-storey side extension is proposed, attaching onto the northern side of the existing building.	The council raises no objections subject to neighbour comments.
19/4009T	Old Court House, Chelford Road	Section 211 Notice: Fell one beech tree	The council notes that the plans indicate the tree is next to an outbuilding, not the listed building itself and requests that the statement made by the applicant of the Conservation Officer's opinion is confirmed. Noting that Cheshire East Council has declared a climate emergency the council requests a new tree is planted.
19/4025M	4 Racefield Road	Single Storey Rear Extension	The council raises no objections subject to neighbour comments.
19/3490M	Roxburgh, Legh Road	Removal of existing 1.8m high timber vertical boarded fence to Legh Road and Leicester Road. To replace with a new vertical timber boarded fence 1.8m high to Legh Road and 2.3m high to Leicester Road.	The council OBJECTS on the grounds that the proposal fails to enhance the character of the Conservation Area and to the increase in height. The council suggests a more appropriate means of enclosure could be employed which would enhance the character of this important area.

Knutsford Town Council

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Minutes

of the

Planning and Licensing Committee meeting held 23rd September 2019

In the Lower Council Chamber of the Town Council Offices

PL19/062 Present

Cllrs Gardiner, Gray, Coan, Dalzell, Houghton, McCulloch and Robertson.

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

PL19/063 To receive apologies for absence

Apologies were received Cllrs Malloy (personal business)

PL19/064 To note declarations of Members' interests

Cllr Gardiner declared a personal interest in PL19/070 on the grounds of being a member of Cheshire East Council and Deputy Chairman of said council's Strategic Planning Board.

Cllr Gray declared a personal interest in PL19/069 on the grounds of having contracted one of the bidding consultants.

PL19/065 Public Participation

A resident spoke in relation to application 19/3541M stating the Neighbourhood Plan supported the change of use but that it conflicted with Macclesfield Local Plan policy KTC10 as this section of King Street should be limited to shop and residential use.

A representative of the South Knutsford Residents Group spoke in relation to 19/4113M stating that it was unclear whether the fence was in front of or behind the existing hedge and requesting that Cheshire East Council consider the impact of the fence on the longevity of the hedge. The representative further spoke in relation to 19/4284M advising the committee of its planning history and stating it was not in accordance with saved policy BE13.

PL19/066 To receive and confirm the minutes of the meeting held on 2nd September

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

PL19/067 To consider the latest planning applications

It was **RESOLVED** to submit the comments below.

It was **RESOLVED** that henceforth that following the submission of comments to Cheshire East Council the council write to applicants seeking to fell trees under Section 211 notices requesting they consider the replanting of suitable trees.

PL19/068 To consider the latest licensing applications

It was **RESOLVED** to raise no objections to the application to vary the premises licence at the

Old Sessions House.

PL19/069 To consider submitting a budget request for 2020/21 to undertake Conservation Area appraisals

The meeting was adjourned to allow a resident to address the committee. The resident expressed support for undertaking the reviews stating it was important to ensure the Conservation Areas had up-to-date appraisals and management plans in order to protect them and that the appraisals would fill the gap left in policy following the adoption of the Site Allocations and Development Policies Document and deletion of the Macclesfield Local Plan saved policies. The meeting was reconvened.

It was **RESOLVED** to:

- a) Request a budget to undertake all five conservation area reviews in 2020/21
- b) Commission Mel Morris Conservation to undertake the reviews
- c) That the Town Centre review be the final review
- d) That the commission be subject to a break clause after the first review for quality control purposes

PL19/070 To consider a response to the Cheshire East Council consultation on the Site Allocations and Development Policies Document

Cllr Gardiner left the meeting. The Chairman adjourned the meeting to allow a representative of the combined community groups to address the committee. The representative stated that the community groups had not yet prepared a response, that the supporting document on retail was poor and that the town was caught between a rock and a hard place with respect the proposed allocation of a Travelling Showman Site and additional loss of the green belt. The meeting was reconvened.

It was agreed the proposed Travelling Showman site allocation on the site of the lorry park was an inappropriate location given the site's potential for expansion of the adjacent Household Waste Recycling Centre or a clubhouse for the adjacent playing fields.

It was **RESOLVED** to authorise the Town Clerk to prepare a response to the consultation in consultation with the Deputy Chairman.

PL19/071 To note the date of the next meeting

The date was noted.

Planning Applications: 23/09/2019

Application	Address	Application details	Town Council Comment
19/4056M	45 Bexton Road	Porch to front elevation of dwelling	The council raises no objections, subject to neighbour comments.
19/4078M	41 Ashworth Park	Single-storey rear extension, and general alterations and refurbishment.	The council raises no objections, subject to neighbour comments.
19/4113M	12 Rutherford Drive	Erection of 1.85 metre fencing on the east and west sides of the rear garden replacing existing 1.85 metre fencing on the west side and installing new fencing on the east side behind an existing 2.2 metre holly hedge	The council raises no objections but requests a condition requiring the submission of a method statement for the installation of the fence to ensure the longevity of the hedge.
19/4102M	3 Hillside Road	Two-storey side extension, including interior & exterior alterations	The council raises no objections, subject to neighbour comments.
19/4171M	Whitegates, Toft Road	Garden landscaping and outbuildings, rendering and replacement garage roof.	The council raises no objections, subject to neighbour comments and subject to a condition that the outbuildings remain ancillary to Whitegates.
19/4200M	24 Freshfields	Two-storey side and rear extension and front porch	The council raises no objections, subject to neighbour comments but requests that the plans be revised to describe the garage as a store given it is of insufficient dimensions to fit a car and that the Planning Officer confirm they are satisfied that sufficient off road parking is provided within the curtilage of the property.
19/4299T	The Willows, Chelford Road	<i>Section 211 Notice</i> Holly (T1) - Fell and grub out or grind stump to a depth of 0.3m	The council regrets the proposed loss of tree noting that Cheshire East Council has declared a climate emergency.
19/3541M	19 King Street	Listed building consent for minor interior alterations; the installation of air-conditioning as well as the exit unit at the	The council raises no objections, subject to a condition requiring a method statement and full

		back of the property; the installation of an extractor canopy along with its exit unit at the back of the property; main entrance to be repaired and restored.	annotated drawings for all works affecting the listed building.
19/4278M	55 Mereheath Park	Two-storey front extension and single-storey side extension	The council raises no objections, subject to neighbour comments.
19/4284M	Silverdale, 35A Goughs Lane	Two storey side extension and small storage shed	The council OBJECTS on the grounds that the proposed development is contrary to saved policy BE13 of the Macclesfield Local Plan and consequently contrary to policy HE3 of the Knutsford Neighbourhood Plan.

Knutsford Town Council

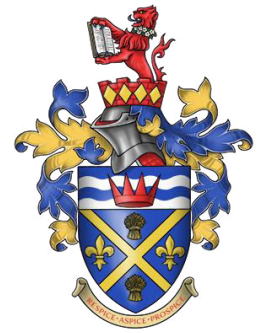
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Minutes

of the

Planning and Licensing Committee meeting held 14th October 2019

In the Lower Council Chamber of the Town Council Offices

PL19/072 Present

Cllrs Gray, Dalzell, Houghton, McCulloch and Robertson.

In attendance: A Keppel-Green (*Town Clerk*) and Cllr Abel.

PL19/073 To receive apologies for absence

Apologies were received Cllrs Malloy, Gardiner and Coan (personal business)

PL19/074 To note declarations of Members' interests

Cllr McCulloch declared a personal interest in 19/4075M on the grounds of being known to the applicant.

PL19/075 Public Participation

A neighbour of Oakhurst spoken on behalf of residents in objection to application 19/1395M stating the site does not have the legal right to use the proposed access and that use of this access would be contrary to the Cheshire East Design Guide and detrimental to highway and pedestrian safety.

A representative of the South Knutsford Residents Group spoke further on the application, stating that it was contrary to Local Plan and Neighbourhood Plan policies and detrimental to the character of a building of townscape merit in the Legh Road Conservation Area.

A resident spoke in relation to 19/4297M stating there was a disappointing lack of detail in the accompanying heritage statement and that the town council's historic comments on this property had highlighted it was one of the few to have retained its original lath and plaster walls on the first floor, in relation to 19/4332M stating that again there was a lack of detail on the application preventing the proper consideration of the impact on the Conservation Area and in relation to 19/4439M noting that the application does not appear to give consideration to the Neighbourhood Plan.

The agent for 19/4439M outlined the rationale for the application, stating that it was to support the permitted development rights for change of use to A1 usage and adding that the door will be omitted if it is not necessary to create independent access to the first floor.

A resident spoke in support of the committee holding standalone meetings for consideration of major planning applications, noting that it would enable a proper policy appraisal and suggesting that individual members focus on specific policy areas.

PL19/076 To receive and confirm the minutes of the meeting held on 23rd September

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

PL19/077 To consider the latest planning applications

The meeting was adjourned to allow representations on application 19/1392M.

A resident noted that the Cheshire East Council Design Office objected to the proposals on design grounds and that the application was in conflict with both the Knutsford and Cheshire East Design Guides. It was noted that the rear elevation of properties was particularly poorly designed and that the affordable housing is not adequately distributed through the site.

A resident noted the clock tower had been removed, that the swales/ditches do not appear to meet drainage requirements but that this was now being dealt with under a discharge of conditions application and questioned highlighted that the sustainability measures do not focus on long term habitation.

A resident stated the proposed pitch was only suitable for kickabouts as it does not have drainage, noting that the Neighbourhood Plan requires the pitch to be designed to Sport England standards and that Sport England does not appear to have been consulted. It was further noted that the phasing plan indicates the public open space will not be available until 50% occupation, contrary to the s106 agreement, that it is unclear which areas are to be adopted by the highways authority, that no bus stop is within the vicinity and the lack of clarity as to how the cycleways connect.

The meeting was reconvened.

It was **RESOLVED** to submit the comments below.

PL19/078 To consider the latest planning decisions

The decisions were noted.

PL19/079 To consider whether to hold standalone meetings to consider major applications

It was **RESOLVED** that additional committee meetings should be convened to consider major applications to ensure they can be given the required consideration.

PL19/080 To review the planning issues log

The log was noted.

PL19/081 To consider the planning actions log

The log was noted.

PL19/082 To note the date of the next meeting

The date was noted.

Planning Applications: 14/10/2019

Application	Address	Application details	Town Council Comment
19/1392M	Land off Northwich Road	<p>REVISED PLANS</p> <p>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>	Knutsford Town Council continues to OBJECT to the proposals as they are presented. The Town Council does not consider that the reason for deferral at August's Strategic Planning Board meeting has been fulfilled, namely that the concerns raised about the scheme have not been sufficiently addressed.
		<p>Furthermore, whilst a meeting was held in which the speakers from the Strategic Planning Board and Town Clerk attended, a meeting with the wider council has not taken place; it was expected that time would be provided for this once these revised plans had been prepared. The Town Council does not feel it has been adequately consulted.</p> <p>The council's principal objections are as follows:</p> <p>The affordable housing is not sufficiently distributed throughout the development</p> <p>The proposed design is not sufficiently distinctive in character (Neighbourhood Plan Policy D2 Local Distinctiveness) and does not meet the requirements of the Knutsford Design Guide. There has been a failure to create a strong gateway to the development and town.</p> <p>Effort has been made to create a more unique design to the houses, but they remain standard suburban dwellings. Moreover, the side and rear elevations of the proposed dwellings are poor. The design to these elevations should be improved to ensure the quality of design set out in the Knutsford Design Guide and Cheshire East Council Design Guide. The rear views of properties will be prominent for all residents as the majority of gardens view properties from the rear.</p> <p>There continues to only be two bungalows provided. The Neighbourhood Plan identifies the need for more bungalows in Knutsford and it is considered that a greater number of single storey properties should be provided within the development.</p> <p>The applicant focuses on the sustainability of the development phase and not the future occupation of the houses.</p>	

		<p>Whilst solar panels have been introduced on some properties, the development fails to meet the requirements of Neighbourhood Plan Policy D4 Sustainable Residential Design which requires that all development seeks to reduce the overall carbon footprint of the building throughout its life, for example grey water management systems and on-site energy generation.</p> <p>Neighbourhood Plan Policy SL3 requires that new sports facilities are delivered in accordance with Sport England design and cost guidance. The proposed pitch does not include drainage, a storage building for equipment nor toilets meaning it will only be usable as a kickabout pitch, not a formal playing pitch. The Town Council is not aware that Sport England has been consulted on this application; the NPPF recommends that Sport England is consulted on any proposal that creates a playing pitch and questions why they have not been consulted.</p> <p>The proposal does not appear to accommodate the provision of public transport.</p> <p>The council fully supports the conclusions of Cheshire East Council's Senior Design Officer that in its present form the development cannot be supported on design terms alone.</p>	
19/4075M	121 Mobberley Road	Single storey rear extension to flat roof element.	The council raises no objections, subject to neighbour comments.
19/4297M	19 King Street	Change of use of the ground floor from Shop Class A1 to Cafe Class A3 use. This proposal also details the minor internal alterations to a listed grade II commercial property that used to be a clothing store as well as a change of use to a coffee shop on the ground floor of a three-storey building.	The council OBJECTS on the grounds of the lack of detail contained within the heritage statement, noting the building retains original lath and plaster walls to the first floor, and concern that insufficient information has been provided on bin storage. The council requests re-consultation once this additional information is received.
19/4332M	St Annes House, 1 Old Market Place	Minor modifications to existing office block, works include changes to windows, shopfront and entrance canopy. With change of use to create one A1 unit	The council considers there is insufficient information provided to assess the application, endorsing the view of the Conservation Office that due to its prominent location within the town centre additional detail of the proposed shop front must be provided. The council requests re-consultation once this is received.

19/4339M	Canute Square, 2 Canute Place	Amendments to existing shopfront including new glazing and lowered string course and reinstatement of doorway to enable separate first floor access	The council raises no objections to the principle but requests a style of window more in keeping with the character of the building in the interests of preserving the character of the Conservation Area.
19/4427M	22 Tabley Grove	Proposed two storey side extension, single storey front and rear extensions and associated alterations	The council raises no objections, subject to neighbour comments but comments that development appears to have commenced.
19/4444M	42 Glebelands Road	Proposed alterations to existing porch, new roof over existing garage, render front elevation and part of side elevations, and alterations to front garden.	The council raises no objections, subject to neighbour comments.
19/4467M	13 Willow Green	Single storey rear extension and elevation remodelling including new front entrance.	The council raises no objections, subject to neighbour comments.
19/1395M	Oakhurst, Toft Road	Partial demolition and rebuilding of existing stone wall at site entrance; construction of new detached dwelling with gates and gateposts and construction of new access road - REVISED PLANS	<p>The council OBJECTS on the grounds that the application has not demonstrated an appropriate access to the site. The proposed access would be detrimental to highway and pedestrian safety, contrary to the Cheshire East Design Guide by virtue of making a private drive the access for six properties and being of an insufficient width. Furthermore it is considered the development is detrimental to the character of the Legh Road Conservation Area by virtue of its negative impact on a building of townscape merit.</p> <p>The council questions the validity of the application noting that it has not demonstrated the site has access, noting that the proposed access is outside the applicants ownership and the appropriate notices have not been served on the owners, who state that no permission will be provided.</p>
19/4474M	86 Mereheath Park	Proposed single storey front extension to create new porch with pitched roof over new porch and existing garage along with proposed single storey rear extension.	The council raises no objections, subject to neighbour comments.

19/4490M	22 Aylesbury Close	Extension to the front elevation to form staircase enclosure to facilitate provision of passenger lift, roof pediment above first floor window, and construction of screen wall. Single storey rear extension.	The council raises no objections, subject to neighbour comments.
19/4385T	11 Parkhill Court, Manor Park South	Works to trees - T1, T2, T3 Lime trees - reduce crown by 2m all round and thin crown by 10%, T4 Conifer - trim sides to reduce spread.	The council raises no objections.
19/4400T	Gate House, Bexton Lane	Early Mature Oak - Reduction of crown to less than 15%	The council raises no objections.
19/4422T	1a Molly Potts Close	Front of Property - 3 Oaks - Remove visible dead wood branch and work to reduce overhang by up to approx 3.6m. Rear of Property - 3 Oaks require work to reduce overhang by up to approx 4.5m	The council raises no objections.
19/4606M	183 Ashworth Park	Ground floor side extension and internal alterations to dwelling.	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 4th November 2019

In the Lower Council Chamber of the Town Council Offices

PL19/083 Present

Cllrs Gray, McCulloch and Robertson.

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

PL19/084 To receive apologies for absence

Apologies were received Cllrs Malloy, Coan, Houghton (personal business) Gardiner (civic business) and Dalzell (health)

PL19/085 To note declarations of Members' interests

Cllr McCulloch declared a personal interest in 19/4750M on the grounds of being known to owner of the property to the rear of the development.

PL19/086 Public Participation

A resident spoke in relation to 19/4680M stating it would be good to see a landscaping scheme and 19/4791M noting that there are two TPO groups affected, that the design and access statement has a number of inaccuracies and that it has failed to appraise impact on the Conservation Area or compliance with Neighbourhood Plan policy.

A resident spoke in relation to 19/4303D and 19/4711M expressing concern that the travel plan will not be in place until final occupation and that that the upgrade to the existing footpath had not yet taken place.

The agent for 19/4303D and 19/4711M provided a background to the proposed use of the building expressing the desire to have it built by 2021.

PL19/087 To receive and confirm the minutes of the meeting held on 14th October

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

PL19/088 To consider the latest planning applications

It was **RESOLVED** to submit the comments below.

PL19/089 To consider a licencing application for Shell Garage, Toft Road

It was **RESOLVED** to raise no comment.

PL19/090 To note the date of the next meeting

The date was noted.

Planning Applications: 04/11/2019

Application	Address	Application details	Town Council Comment
<u>19/4603D</u>	Booths Park, Chelford Road	Discharge of conditions 4, 5, 15, 16, 19, 23 on application 13/3293M.	The council OBJECTS to the discharge of conditions 15 and 16 on the grounds that the travel plan proposes the shuttle bus is not implemented until full occupation. This must be introduced on first occupation to ensure that travel behaviour is developed with the first employees at the site.
<u>19/4711M</u>	Booths Park, Chelford Road	Reserved matters on application 13/3293M - (Appearance, scale and landscaping for an office building comprising 6,566 sq m floorspace (gross internal))	The council raises no objections subject to conditions 15 and 16 of 13/3293M being satisfied with a shuttle bus from first occupation.
<u>19/4442M</u>	12 Roxby Way	Proposed ground floor extension to front and conversion of garage to study / utility room.	The council raises no objections, subject to neighbour comments.
<u>19/4680M</u>	17 Northwich Road	Demolition of existing dwelling followed by the erection of 4 new dwellings	<p>The council considers the principle of redevelopment of the site acceptable but OBJECTS to the proposed development which fails to comply with Policies D1 and H2 of the Knutsford Neighbourhood Plan.</p> <p>The proposed scheme does not deliver a plot ratio commensurate with the surrounding landscape by virtue of the failure to provide sufficient rear gardens. Further, the housing appears to be a set of four three-bedroom family homes. The Knutsford Design Guide requires “good-sized” back gardens for family housing.</p>
<u>19/4750M</u>	65 Mobberley Road	The proposal is for a contemporary single storey extension to the rear, including a rear dormer loft conversion.	The council raises no objections, subject to neighbour comments.
<u>19/4618T</u>	Wentworth House, Bexton Lane	Oak - remove dead branches and trim excessive ones	The council raises no objections.

19/4620T	Balgownie, Chelford Road	T1 Beech - Fell. T2 Beech - Lift crown by 2m. T3 cherry - Lift crown by 2m. T4 birch - Remove. T5 Sycamore - cut back from house side 3m. T6 Pines - Clear overhanging branches due to fallen limbs. T7 Plum tree - Reduce 10% and crown clean. T8 Leyland - remove 10ft from top. T9 Hollies - Remove 6ft from top	The council raises no objections.
19/4622T	2 Rutherford Drive	T1 - OAK - Prune Oak located at the roadside corner of the property - Remove Ivy from ground level to the main fork. T2 - Hornbeam x2 - Crown raise by the removal of secondary laterals to approximately 60cm above the height of the hedge. clip back limbs over the garden to shorten by approximately 1.5 metres. T3 - Cherry - Reduce the tall sections by approximately 4 metres and undertake crown lifting over the garden/hedge. T4 - Birch - Clip out sections of deadwood and shorten limbs over the drive by 1 metre. T5 - Goat Willow & Bamboo group - Reduce & reshape the Goat Willow by approx. 1 metre all around. Reduce the bamboo to control size.	The council raises no objections.
19/4721T	Craig House, 5 Tabley Road	<i>Section 211 Notice</i> Fell Conifer	The council raises no objections.
19/4771M	3 Valley Way	Variation of condition 2 (approved plans) on application 16/2827M - First floor side extension over existing garage/utility, lounge bay window, front elevation canopy and single storey rear extension	The council raises no objections, subject to neighbour comments.
19/4787M	Bexton Fold, Bexton Lane	Variation of condition No 2 & 3 on existing permission 17/4541M; Demolition of existing dwelling and construction on site of 2no. dwellings	The council raises no objections, subject to neighbour comments.
19/4791M	Sylvan Lodge, 8 Leycester Road	Demolition of existing dwelling house and construction of replacement dwelling and replacement of existing garden building with new garden building	The council raises no objections subject to neighbour comments and subject to the Conservation Officer appraising the scheme's impact on the Legh Road Conservation Area.
19/4753T	The Old Vicarage, St Johns Road	<i>Section 211 Notice</i> Lime (T1) - Crown lift to clear the Hollies beneath the tree by 0.5 of a metre. 3 limbs extending out of the crown on the	The council raises no objections.

		carport side of the tree, reduce by 1.5-2 metres back in line with crown. Crown thin 20% by the removal of epicormic growth throughout the canopy. Remove deadwood 2cm+ in diameter	
19/4750M	65 Mobberley Road	The proposal is for a contemporary single storey extension to the rear, including a rear dormer loft conversion.	The council raises no objections, subject to neighbour comments.
19/4922M	30 Freshfields	Proposed single storey wrap around extension and associated alterations.	The council raises no objections, subject to neighbour comments.
19/4880M	30 St Johns Avenue	Variation of condition 2 (approved plans) on application 18/5751M - Rear ground floor infill extension	The council raises no objections, subject to neighbour comments.
19/4828T	The Field, 35 Goughs Lane	<i>Section 211 Notice</i> Work to trees - Prune back trees overhanging property.	The council raises no objections.

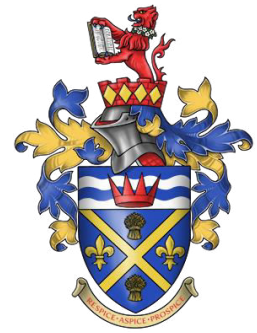
Knutsford Town Council

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Minutes

of the

Planning and Licensing Committee meeting held 18th November 2019

In the Lower Council Chamber of the Town Council Offices

PL19/091 Present

Cllrs Gray, Coan, Dalzell, Houghton, McCulloch and Robertson.

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

PL19/092 To receive apologies for absence

Apologies were received Cllrs Malloy and Gardiner (personal business).

PL19/093 To note declarations of Members' interests

No member declared an interest in any item.

PL19/094¹ Public Participation

A resident spoke in objection to the detail of the proposed Mobberley Road roundabout in 19/4995D, stating that it differs from previous plans, results in a loss of amenity and affects the access to the fire station. It was also stated that it reduces the width of the pavement to the detriment of pedestrians and results in the loss of three trees with no mitigation.

A representative of Cycle Knutsford spoke in objection to the detail of the proposed Mobberley Road roundabout stating that it fails to adequately consider cyclists and pedestrians.

A resident spoke in relation to 19/5086M expressing concern that the proposals would detrimentally affect the character of the Town Centre Conservation Area by creating a terracing effect to the rear. The resident also spoke in relation to 19/5113D suggesting that small finds should be catalogued and if possible displayed within the town.

A resident spoke in relation to 19/4339M acknowledging the improvement to the scheme and suggesting the addition of a reticular vertical glazing bar to create a vertical mullion to better match the original windows and fit in with the neighbouring properties and Town Centre Conservation Area. The resident also spoke in relation to 19/5154M noting that the extension is significantly large and creates a terracing effect contrary to policy H3 of the Neighbourhood Plan.

A resident spoke in relation to 19/5142M objecting to the inclusion of opening and overlooking windows in the first-floor bedroom and opening windows to the en suite which

¹ Cllrs Coan and Dalzell arrived during this item.

would result in a loss of privacy to the neighbouring property.

A representative of the Tatton Group welcomed the infrastructure investments of 19/4995D.

PL19/095 To receive and confirm the minutes of the meeting held on 4th November
It was **RESOLVED** to confirm the minutes.

PL19/096 To consider a submission in respect of the appeal against refusal for 19/2789M - Reindeer Cottage, Chelford Road
It was **RESOLVED** to raise no further comments.

PL19/097 To consider the latest planning applications
It was **RESOLVED** to submit the comments below.

PL19/098 To note the date of the next meeting
The date was noted.

DRAFT

Planning Applications: 18/11/2019

Application	Address	Application details	Town Council Comment
19/4987M	28 Ashworth Park	Two storey side extension and single storey rear extension, inclusive of external alterations forming new windows and doors.	The council raises no objections, subject to neighbour comments.
19/4995D	Land at Parkgate Industrial Estate	Discharge of condition 24 of 19/0732M (approval of roundabout scheme)	The council OBJECTS to the detail of the proposed roundabout on Mobberley Road which fails to adequately provide for pedestrians and cyclists and fails to adequately resolve the issue of parking near the neighbourhood shops.
19/5086M	2 Church View	New single-storey rear infill extension to enlarge kitchen with first floor rear bay extension to existing outrigger providing bathroom facilities	The council raises no objections, subject to neighbour comments.
19/4339M	Canute Square, 2 Canute Place	Amendments to existing shopfront including new glazing and lowered string course and reinstatement of doorway to enable separate first floor access - AMENDED PLANS	The council welcomes the improvements made following its previous comments. The council presumes that the top section of the window is fixed and that it opens below and requests a minor amendment to add a reticular vertical glazing bar to create a vertical mullion to look more like the original window style and better match the Conservation Area and neighbouring property.
19/5142M	44 Glebelands Road	Erection of single-storey rear extension and first floor side elevation	The council OBJECTS to the first-floor bedroom window which is unneighbourly by virtue of overlooking the neighbouring property and requests a condition that the window in the en suite be obscured glazing and non-opening.
19/5095M	21A Tatton Street	Proposed change of use from food outlet (A3) use to clinic (D1).	The council raises no objections.

19/5154M	8 Autumn Avenue	Proposed first floor side extension, single storey rear extension, partial garage conversion and associated alterations	The council OBJECTS on the grounds that the development would create a terracing effect, constitute overdevelopment of the site and accordingly is contrary to policy H3 of the Knutsford Neighbourhood Plan.
19/5117M	Aldwarden Hill, Legh Road	<i>Listed Building Consent</i> Re-roofing of Aldwarden Hill and the replacement of uPVC rainwater goods with more appropriate metal rainwater goods.	The council raises no objections, subject to neighbour comments.
19/4594T	Woodgarth, 6 Leycester Road	<i>S211 Notice</i> T1 - Pine tree. Fell due to the excess level of pine needle drop on to the flat roof as previous pruning has not resulted in the reduction of needle drop even with excess clearing of falling detritus	The council raises no comment.
19/4949M	41B King Street	Advertisement consent for fascia sign and projecting sign (re-submission of 18/5676M)	The council raises no objections, subject to confirmation that there is no internal illumination to the signage.
19/5113D	Booths Hall, Chelford Road	Discharge of Conditions 2, 7, 8, 9, 18, 21, 22, 24 on 13/3293M	In respect of the archaeological survey, the council requests that any small finds are logged and preserved/displayed within Knutsford, either on site at Booths Park or in Knutsford Heritage Centre.

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Minutes

of the

Planning and Licensing Committee meeting held 9th December 2019

In the Lower Council Chamber of the Town Council Offices

PL19/099 Present

Cllrs Gray, Coan, Dalzell, Houghton and McCulloch.

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

PL19/100 To receive apologies for absence

Apologies were received Cllrs Malloy, Gardiner and Robertson (personal business).

PL19/101 To note declarations of Members' interests

No member declared an interest in any item.

PL19/102 Public Participation

Four residents spoke in objection to 19/5301M stating the proposal failed to provide adequate parking, was not in keeping with the surrounding street scene, and expressing concern for the safety of access with regards the adjacent footpath.

A resident express regret at the cancellation of the A50 Corridor Study, highlighted that an appeal had been submitted against the refusal of permission for fencing at Roxborough, highlight enforcement action had been undertaken at The Owls, reported that hedges had been planted encroaching on the highway at Pendle Cottage and highlighting that no documents were published online for 19/5439M.

A resident expressed delight at 19/5407M which positively enhances the heritage asset and spoke in objection to 19/5191M highlighting it would significantly detrimentally affect the character of the St John's Conservation Area.

PL19/103 To receive and confirm the minutes of the meeting held on 18th November

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

PL19/104 To consider the latest planning applications

It was **RESOLVED** to submit the comments below.

The Chairman adjourned the meeting during discussion of 19/5191M to allow a member of the public to raise additional comments which noted that the development would create a three storey wall boundary to Stanley Road.

PL19/105 To consider the latest planning decisions

The decisions were noted.

PL19/106 To review the planning issues log

The log was noted, and it was agreed to write to Cheshire East Council praising the proactive approach of the new enforcement officer.

PL19/107 To consider the planning actions log

The log was noted.

PL19/108 To note the date of the next meeting

The date was noted.

DRAFT

Planning Applications: 09/12/2019

Application	Address	Application details	Town Council Comment
19/5235M	41 Queensway	Two storey side extension, single storey rear extension and front porch	The council raises no objection, subject to neighbour comments.
19/5248M	53 Beggarmans Lane	Single storey rear extension & new zinc roof over existing conservatory	The council raises no objection, subject to neighbour comments.
19/5290M	48 Fir Tree Avenue	Demolition of existing single storey rear outrigger. Construction of single storey rear extension, single storey side extension, and first floor front extension over Garage, plus internal and external alterations.	The council raises no objection, subject to neighbour comments.
19/5301M	14 Forester Avenue	Erection of a dwelling, access and associated works	See below.
19/5283M	Bay Tree House, Parkfield Road	Two storey rear extension and alterations to existing property	The council raises no objection, subject to neighbour comments.
19/5343M	72 Grove Park	Proposed refurbishment of property including single- and two-storey rear extension and front extension to replace existing porch and front of garage.	The council raises no objection, subject to neighbour comments.
19/5341M	137 Ashworth Park	Two-storey side extension, single-storey rear extension, and general alterations and refurbishment.	The council raises no objection, subject to neighbour comments.
19/5384M	7 Princess Street	Proposal to redecorate shop front to include window & door frames, fascia boards, replacement of existing shutters, replacement of rear goods entrance door, relocation of existing AC unit, removal of rear yard gate and section of palisade fence.	The council raises no objection.
19/5407M	10 Gaskell Avenue	Addition to previously approved works to now include external boundary railings and changes to 1no internal door. Work on the primary works has been started but not on the elements now seeking approval	The council raises no objection, subject to neighbour comments.

19/5408M	10 Gaskell Avenue	Listed Building Consent for addition to previously approved works to now include external boundary railings and changes to 1no internal door. Work on the primary works has been started but not on the elements now seeking approval	The council raises no objection, subject to neighbour comments.
19/5448M	18 Grebe Close	Double storey rear extension	The council raises no objection, subject to neighbour comments.
19/5191M	3 County Terrace, Stanley Road	Two semi-detached dwellings with associated parking	<p>The council OBJECTS on the grounds that the proposed development fails to protect or enhance the character of the Conservation Area contrary to Policy HE3 of the Knutsford Neighbourhood Plan and saved policy BE3 of the Macclesfield Local Plan. The council considers the proposal is out of keeping with the Conservation Area.</p> <p>The proposals fail to respect the context of the site in terms of scale, height and massing. It introduces a large three storey wall to the boundary of the Conservation Area on Stanley Road which will be overbearing to neighbouring properties and detrimental to the character of the Conservation Area. Policy HE3 requires doors and windows to be painted timber, the proposal is for aluminium and the materials and design will not blend with or complement the materials used in the surrounding properties.</p> <p>Policy HE3 states that the loss of front boundaries and/or front gardens for parking will be resisted. The proposal removes a substantial and prominent garden area contrary to this requirement and to the detriment of the Conservation Area.</p>

19/4720M	School House Cottage, Toft Road	Listed Building Consent for replacing existing asbestos gutters with cast metal gutters	The council raises no objection, subject to neighbour comments.
19/5439M	The Lodge, Woodvale Road	Listed Building Consent for construction of a detached dwelling	The council requests consultation once the plans for the proposals are published on the portal.
19/5091M	106 Longridge	To reinstate the use of the property from a commercial office to its original class as a residential property	The council raises no objection.
19/5272M	21 Canute Place	Prior Notification for change of use to restaurant	The council OBJECTS to the proposed change of use on the grounds that it is inappropriate for the property by virtue of the required ventilation and proximity to residential dwellings above. The council is concerned that the use and lack of seating within would result in seating 'spilling out' into the pavement, creating a highway obstruction and that the town economy could not support another Italian restaurant in this location opposite an established similar business.
19/5431T	24 Goughs Lane	Works to Willow tree	The council raises no objection.
19/5445T	5 Brook Lane	Remove branches between 2m & 5m overhanging property boundary	The council raises no objection.
19/5242T	1 Beechwood, Tabley Road	G1 - 2 Beech - Reduce extremities on property side by approx. 2m and remove any major deadwood. T1- Pine - Weight reduce limb overhanging Table Road by approx. 30%	The council raises no objection.

The council **OBJECTS** to the proposed development on the following grounds:

The proposal fails to meet policy D1 of the Knutsford Neighbourhood Plan (Design Guide) by failing the tests set out in 7.18 and 7.19 of the Knutsford Design Guide:

- 7.18 In order to protect the verdant nature of private spaces throughout the town, development in gardens will only be permitted where exceptional circumstances have been demonstrated.

The proposal does not demonstrate exceptional circumstances.

- 7.19 If exceptional circumstances have been demonstrated, development will only be permitted if the proposal:
- Conserves and, where possible, enhances the environmental assets and biodiversity of the site;
 - Does not damage gardens that contribute strongly to the street scene and townscape, for example developments associated with the gardens of large Victorian villas;
 - Exemplifies high standards of architectural and urban design;
 - Does not harm the character of the area, damage the setting or interfere with views within, into or out of the area;
 - Conserves and enhances the built environment, particularly in conservation areas, by its respect for existing buildings in the area, their form and spacing, and the materials used;
 - Makes effective use of the land in order to minimise water runoff, pollution and noise, particularly from additional traffic;
 - Does not change the housing density to the detriment of the character of the area;
 - Does not degrade the amenity of existing or new occupiers or their neighbours in the locality with overbearing structures that are too large or too close, that overlook or shade, or create cramped plots, awkward access or provide too little amenity space.

Noting that it has not demonstrated exceptional circumstances, the proposal:

- Fails to conserve or enhance the environmental assets of the site by virtue of removing a hedgerow which connects to a wider green space (St Johns Wood) detrimental to the wider ecology and biodiversity of the area.
- Damages a garden which contributes strongly to the street scene. The proposed development would reduce the openness of this part of the street by bringing development close to the edge of St Johns Wood it further harms the character of the area by damaging the setting and views into the and out of the area, both from Forester Avenue and the adjacent footpath.
- Creates a property with little amenity space. Noting the comments of Cheshire East Council's Highways Officer requiring an 11m driveway, the property would have little back garden amenity creating a cramped plot. As noted in the comments of the Cheshire East Council's Forestry Officer, the garden will be heavily shaded by the surrounding trees. The angle of the driveway to the road would provide awkward access.

The proposal fails to provide sufficient off-road parking as required by Policy T4 of the Knutsford Neighbourhood Plan which requires a three-bedroom property to provide two off road parking

spaces. The proposal only provides a single off-road parking space and due to the site access and the narrowness of Forester Avenue, there is not provision for on-road parking.

The proposed driveway would require vehicles to reverse out onto the road, whilst the road is a quiet cul-de-sac, the adjacent footpath is well used by school children and other pedestrian users. The footpath and proposed driveway meet at an angle on the road and the council is extremely concerned that this presents a serious risk to users of the footpath due to poor visibility for reversing vehicles.

The proposal fails to meet the requirements of Policy H2 of the Knutsford Neighbourhood Plan which sets out that development must:

- Ensure that the proposed scheme has a plot ratio, density, scale, and height which is commensurate with the surrounding townscape
- Preserve all mature vegetation, including trees, hedgerows, and where appropriate woody shrubs, especially where these are part of the street scene or a visually prominent boundary
- Provide appropriate on-site parking (in accordance with policy T4 Parking) and servicing, including bin storage and refuse collection, which does not dominate the street scene.

The proposal fails to achieve a plot ratio and density commensurate with the surrounding landscape which is a series of link-detached properties with front and rear gardens. The proposal involves the removal of a hedgerow which surrounds the garden and forms a natural edge to the surrounding woodland and Forester Avenue. As stated, the proposal fails to provide sufficient on-site parking.

The proposed fence will remove the passive surveillance of the adjacent footpath to the detriment of users' safety and contrary to the intention of Policies SE1 and SC3 of the Cheshire East Local Plan.

The council is concerned that the development could result in damage to the roots of the mature trees contained within St Johns Wood, a site of biological interest. Further the council is concerned that the shading in the garden will result in pressure to remove trees in this important area.

The council is concerned that there is insufficient safe access for construction traffic due to the narrow street, limited turning space and proximity to the well-used footpath.

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Minutes

of the

Planning and Licensing Committee meeting held 6th January 2020

In the Lower Council Chamber of the Town Council Offices

PL19/109 Present

Cllrs Gardiner, Coan, Dalzell, Gray, McCulloch and Robertson.

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

PL19/110 To receive apologies for absence

Apologies were received Cllrs Malloy (personal business) and Houghton (business).

PL19/111 To note declarations of members' interests

No member declared an interest in any item.

PL19/112 Public Participation

A resident commented on application 19/5527M stating it was sensible balancing to the property and 19/5786M highlighting a number of issues which would result in a detrimental effect on the surrounding listed buildings.

A resident reported that due to the appeals on the agenda being for householder applications it was not possible to submit further comments.

PL19/113 To receive and confirm the minutes of the meeting held on 9th December 2019

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

PL19/114 To consider the latest planning applications

It was **RESOLVED** to submit the comments below.

PL19/115 To consider submissions in respect of planning appeals

It was **RESOLVED** not to withdraw objections/comments made in respect of 19/3721M and 19/3490M.

PL19/116 To note the date of the next meeting

The date was noted.

Planning Applications: 06/01/2020

Application	Address	Application details	Town Council Comment
19/5584M	Shaw Heath Post Office, Mobberley Road	Change of use from A1 Retail to D1 Dentist Surgery along with side extension to enclose existing staircase.	The council raises no objections.
19/5527M	Balgownie, Chelford Road	Proposed part single storey and part two storey extension to the north west side	The council raises no objections but requests a condition that the office be solely for use as part of the domestic property.
19/5025M	5 Braidwood Avenue	Side extension above garage	No plans were available for the council to view, but the council raises no objection to the principle.
19/5676M	10 Northwich Road	Loft conversion and single storey rear extension	The council raises no objections subject to neighbour comments.
19/5494M	10 Rockford Lodge	Ground floor rear extension. Ground and first floor front/side extension to dwelling.	The council raises no objections subject to neighbour comments.
19/5570T	4 Stanley Road	Section 211 Notice: Copper beech tree - Reduction via thinning approx. 25%	The council raises no objections.
19/5786M	Pinewood, 1 Legh Gardens	Side extension to existing garage.	The council raises no objections subject to a condition requiring the boundary treatment to be retained and a method statement being approved by the Arboricultural Officer to ensure the health of the relocated trees.
19/5476M	The Lodge, Woodvale, Toft Road	Construction of a detached dwelling	The council OBJECTS on the following grounds 1. The proposed dwelling, by virtue of its size, location and design would cause harm to the character of the Legh Road Conservation Area and the setting of a group of important listed buildings within the Conservation Area and
19/5439M	The Lodge, Woodvale, Toft Road	Listed Building Consent for the construction of a detached dwelling	

			<p>therefore is contrary to policies HE2 and HE3 of the Knutsford Neighbourhood Plan.</p> <ol style="list-style-type: none"> 2. The proposed dwelling would, by virtue of height and relation to the adjacent listed cottages result in an unacceptable level of overshadowing to the detriment of the residential amenity and the proposed balcony would provide direct views into the rear windows of the cottages, resulting in additional detriment to residential amenity through loss of privacy and overlooking. 3. The council is concerned that no details of garaging is included in the proposals and the future introduction of a scheme for garages would create further harm to the setting of the listed buildings. 4. The proposals show a belt of trees behind the cottages which mitigate the impact of the proposed dwelling; these trees do not exist at present based on satellite imagery.
19/5805M	Land at Parkgate Industrial Estate	Variation of conditions 2 (plans) & 10 (tree protection) on application 19/0732M	The council raises no objection but if the revisions result in any loss of trees requests that a condition requiring mitigation through replacement similar species trees being planted on site.
19/5746M	34 Carrwood	Proposed revised roof dormers, garage link, rear extension and external refurbishment	The council raises no objections subject to neighbour comments.
19/5694M	20 Meadow Drive	Proposed single storey rear facing extension	The council raises no objections subject to neighbour comments.
19/5909M	33 Meadow Drive	Proposed front porch canopy, first floor side extension and associated alterations.	The council raises no objections but notes the dimensions of the garage indicate it is not sufficiently sized to be labelled as such and should be regarded as a store and consequently the council requests the

			planning officer ensure that sufficient on site parking is provided.
19/5844M	3 St Georges Close	Loft conversion with rear dormer windows and velux to side/front elevations	The council raises no objections subject to neighbour comments.
19/5890M	19 Princess Street	Replacement of 1 existing external ATM sign with 1 new external ATM sign.	The council raises no objections.
19/5895M	13A Gaskell Avenue	First floor extension of bay and associated alterations	The council raises no objections subject to neighbour comments and the views of the Conservation Officer.
19/5912M	28 Bexton Road	Single storey rear extension	The council raises no objections subject to neighbour comments.

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 27th January 2020

In the Lower Council Chamber of the Town Council Offices

PL19/117 Present

Cllrs Gardiner, Dalzell, Gray, Houghton, McCulloch and Robertson.

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

PL19/118 To receive apologies for absence

Apologies were received Cllrs Coan and Malloy (personal business).

PL19/119 To note declarations of members' interests

No member declared an interest in any item.

PL19/120 Public Participation

A resident stated they had attended the Cheshire East Council cabinet meeting to state they felt that the decision to allow the shuttle bus required for the new office at Booths Park to be implemented at 50% occupancy rather than on first occupation let Knutsford down. The resident stated that the committee should have asked for cycle parking as part of its comment on the conversion of the former post office on Mobberley Road to a dentist and that the committee should encourage the replanting of a tree for application 20/0176T.

A resident highlighted that the appeal for 2 Croft Lane had been dismissed but that the Inspector's report stated the reason being the lack of a bat survey and did not consider it would impact on the Legh Road Conservation Area.

PL19/121 To receive and confirm the minutes of the meeting held on 6th January 2020

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

PL19/122 To consider the latest planning applications

Cllr Gardiner left the meeting for the discussion and decisions on 19/1392M and 19/588M.

Cllr Gray presided and adjourned the meeting to allow members of the public to address the committee on these applications.

A resident acknowledged that significant improvements had been made to 19/1392M following engagement with the developers but that there remained only two bungalows and that there were only 25 properties with photovoltaic panels all of which were on market housing.

A resident stated they were happy with what had been secured following the revisions to 19/1392M and that Cheshire East Council now need to invest their funds to implement identified improvements to pedestrian and cycle routes to the site.

The meeting was reconvened.

It was **RESOLVED** to submit the comments below.

PL19/123 To consider the latest planning decisions

The log was noted.

PL19/124 To review the planning issues log

The log was noted.

PL19/125 To consider the planning actions log

The log was noted and it was agreed to reassign the target dates to December 2020.

PL19/126 To note the date of the next meeting

The date was noted.

DRAFT

Planning Applications: 27/01/2020

Application	Address	Application details	Town Council Comment
20/0019M	19 Moordale Road	Demolition of existing rear extension and replace with new extension to full width	The council raises no objections, subject to neighbour comments.
20/0022M	56 Ashworth Park	Rear single storey extension. Replace roof lights with Dormer Windows	The council raises no objections, subject to neighbour comments.
20/0026M	4 County Terrace, Stanley Road	Rear and side ground floor extension	The council raises no objections, subject to the Conservation Officer being satisfied that there is no harm to the Conservation Area and that the Planning Officer confirm that there is no detrimental impact to neighbouring occupiers.
19/5949M	Flats 5 to 7, 17 to 22, 31 to 33, Royce Court	Amending external elevation for Flats 5, 6, 7 & 17, 18, 19 & 20, 21, 22 & 31, 32, 33 (replacing 2no. existing windows to sliding doors and adding 2no Juliet balconies, enlarging 1no. windows, elongating 5no. windows and blocking up 1no. window and 1no. door).	The council raises no objections, subject to neighbour comments.
20/0080M	8 Woodside	Single-storey rear extension	The council raises no objections, subject to neighbour comments.
20/0072T	Holly Tree House, Parkfield Road	T1 & T11-Beech - crown lift 5.2m and balance remove dead wood, T2-Maple - Fell, T3, T5, T6, T10, T13 & T14-Holly - face up/reduce overhang back shrub bed border, T4-Elm - fell, T8-Holly - fell, T9-Rhododendrom - reduce overhang from driveway and T12-Laburnum - fell	The council considers that T2, T4, T8 and T12 should be subject to a Tree Preservation Order in the interests of preserving the amenity and character of the Legh Road Conservation Area and in recognition that Cheshire East Council has declared a climate emergency with trees being an important part of carbon dioxide and air quality management.
20/0179M	4 Briar Close	Rear extension, first floor extension over utility room, alterations to porch, garage and drive.	The council raises no objections, subject to neighbour comments.

20/0220T	The Willows, Parkfield Road	Works to Silver Birch Tree (TPO) and Willow Tree (Section 211)	The council raises no objections.
20/0176T	Cherry Wood, Manor Park South	Remove Deodar Cypress Tree	The council raises no objections subject to a condition requiring a replacement tree of a similar species to be planted.
20/0180T	72 Bexton Road	Works to tree - Oak	The council raises no objections.
20/0124T	1 Beechwood, Tabley Road	Tree works to pine tree to reduce overhanging limb by approximately 30%	The council raises no objections.
19/1392M	Land North of Northwich Road	Revised plans – reserved matters application for 190 dwellings	<p>The council appreciates the additional engagement from Redrow that have led to a number of revisions to the scheme. The council raises no objections to the application as revised but raises to comments/requests:</p> <ul style="list-style-type: none"> a. The council remains disappointed by the low number of bungalows provided on the scheme and considers that two is not enough. Bungalows are in short supply in Knutsford and the Knutsford Neighbourhood Plan specifically encourages these to be provided and preserved. b. The council welcomes the number of trees proposed as part of the development but has concerns that once mature there will be significant overhang to the spine road. The council therefore requests that where possible these are planted to allow the trees to mature with minimal overhang i.e. by planting further back from the road edge where possible.
19/5885M	Land off Northwich Road	Construction of a roundabout to facilitate the future housing development. Roundabout to be built on both adopted	The council OBJECTS on the grounds that the design of the access to the roundabout from the new estate

		highway and arable land. Access and Development for 190 dwellings granted outline consent - 17/3853M	is such that it is likely to result in traffic turning right at the roundabout seeking to cut past queuing traffic resulting in a risk to pedestrians and that this is likely to result in a requirement it to be redesigned reducing the verge/pavement widths. The council considers the roundabout should be redesigned to allow a filter lane for traffic turning right from the new estate.
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FINAL

Knutsford Town Council

Town Clerk: Adam Keppel-Green

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Minutes

of the

Planning and Licensing Committee meeting held 17th February 2020

In the Lower Council Chamber of the Town Council Offices

PL19/127 Present

Cllrs Gardiner, Dalzell, Gray, McCulloch and Robertson.

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

PL19/128 To receive apologies for absence

Apologies were received Cllrs Coan (personal business), Houghton (business) and Malloy (civic business).

PL19/129 To note declarations of members' interests

Cllr Gardiner declared personal interests in 20/0069M on the grounds of being known to the applicant, 20/0413M on the grounds of being a member of the St Vincent's congregation and 20/0228M on the grounds of hiring the facility.

Cllr Robertson declared a personal interest in 20/0228M on the grounds of having been consulted by the applicant prior to submission of the application.

Cllr Dalzell declared a personal interest in 20/0426M on the grounds of the development being opposite her residence.

PL19/130 Public Participation

A representative of Toft Cricket Club spoke in relation to 20/0228M explaining the rationale behind the proposed replacement pavilion and noting that the proposed location with the site has been determined to minimise the loss of trees.

A resident spoke in support of the principle of 20/0228M, expressing concern over the increase in opening windows resulting in increased noise disturbance for neighbouring properties and requesting a condition to restrict noise at night.

A resident spoke in relation to 20/0466D stating that the photographic survey was deficient and missed significant artefacts and noting that the memorial garden proposed the reuse of the plinth and memorial plaque; 20/0029M welcoming the renovation of a building of townscape merit within the Legh Road Conservation Area and noting the world war one memorial board from the building was in the custody of the town council and 20/0546M. noting the application was within the St Johns Conservation Area where wooden windows would be the norm but noted that the proposed basement windows matched the UPVC windows which were already a feature of the building and its neighbours.

A representative of the South Knutsford Residents Group spoke in relation to 20/0228M

supporting the principle but raising concern over noise seepage; 20/0455T suggesting the reasons given for felling were not sufficient; 20/0416M stating the application was at odds with KNP D1 by virtue of the materials and H3 by virtue of the extension being overbearing to the existing dwelling and 20/0426M requesting a condition that the boundary treatment to Leicester Road retains its sylvan character and that any fencing not be close boarded but the more open cleft/riven fencing as per the Knutsford Design Guide and Legh Road Conservation Area Appraisal.

PL19/131 To receive and confirm the minutes of the meeting held on 27th January

It was **RESOLVED** to confirm the minutes and noted that the meeting has expressed its thanks to the Combined Residents Groups for their work reviewing the Northwich Road development applications.

PL19/132 To consider the latest planning applications

It was **RESOLVED** to submit the comments below.

PL19/133 To note the date of the next meeting

The date was noted.

DRAFT

Planning Applications: 17/02/2020

Application	Address	Application details	Town Council Comment
20/0453M	9 Heathfield Square	Proposed single-storey rear extension and existing window alterations to the side and rear.	The council raises no objections, subject to neighbour comments.
20/0455T	3 Molly Potts Close	Fell Lime & Sycamore Trees, works to other trees	The council raises no objections to the felling of the lime tree but considers the sycamore trees contribute to the character of the Legh Road Conservation Area and should therefore be subject to a Tree Preservation Order to preserve the character and amenity of this area. Furthermore, it is noted that Cheshire East Council has declared a climate emergency and that the retention of mature trees is vital in absorbing carbon from the environment.
20/0438M	47 Valley Way	Front single-storey extension and new tile roof to replace the single storey flat roof.	The council raises no objections, subject to neighbour comments.
20/0421M	13 Rockford Lodge	The works proposed include a front and rear extension to the property, materials changes to the elevations, internal refurbishment, and the creation of a new bedroom to modernise the existing home.	The council requests a condition requiring a construction plan and detailed statement of work be submitted and approved by officers to ensure the protection of the crown and roots of the trees.
20/0413M	St Vincent School, Manor Park South	Variation of condition 2 (approved plans, landscaping) on approved application 18/2660M	The council raises no comment.
20/0416M	32 Carrwood	Re-modelling of existing dormer bungalow.	The council OBJECTS on the grounds that the proposed development is contrary to policy D1 of the Knutsford Neighbourhood Plan as it does not comply with the Knutsford Design Guide by virtue of

			<p>proposed materials being out of character with the area. It is considered that the proposals are overdevelopment of the site and contrary to policy H3 of the Knutsford Neighbourhood Plan by virtue of the size and bulk of the proposed extension it is not subordinate to the existing dwelling.</p>
20/0376M	1 Ladies Mile	Single storey rear extension to existing property with demolition of existing garage, reconfigured driveway access and new garden storage shed	The council raises no objections, subject to neighbour comments.
20/0426M	Tall Timbers, 3 Leycester Road	Replacement dwelling with attached double garage	<p>The council raises no objection but is concerned by the number of trees to be felled and requests a condition requiring a replanting scheme to mitigate the loss of trees.</p> <p>Whilst it is noted that the existing fencing is being retained, the council encourages the applicant to consider replacing the fencing with open board fencing to allow planting to permeate and to enhance the character of the Legh Road Conservation Area.</p>
20/0466D	Memorial House, Northwich Road	Discharge of Conditions 3, 4, 5, 6, 7, 8, 9, 10, 16, 20, 21, 22, 23 & 24 on 18/0089M - Erection of Retirement Living Housing with associated communal facilities, landscaping and car parking together with a Memorial Garden following demolition of the existing buildings.	The council OBJECTS to the discharge of the condition for the Memorial Garden and considers the proposals to be a diminution of the significance of the site. The council considers that the garden must better reflect the history of the site and would encourage engagement with the town council to design a garden which better reflects the significant sacrifice given by those who gave their lives to the country during the two world wars and those of Knutsford who subscribed to create a war memorial on this site.

20/0444M	Heath House, 19 Gaskell Avenue	Proposed detached dwelling and separate garage	The council raises no objections, subject to neighbour comments.
20/0479M	Oakfield, 25 Leycester Road	Demolition of existing extension, proposed extension and new door openings.	The council raises no objections, subject to neighbour comments.
20/0228M	Toft Cricket Club, Chelford Road	Demolition of existing pavilion building. Construction of new pavilion building.	The council raises no objections subject to a condition requiring the management of noise through the restriction of window opening past 10pm and a scheme protecting on site trees and mitigating any trees lost.
20/0125M	10 Heath Drive	Proposed single storey rear extension	The council raises no objections, subject to neighbour comments.
20/0292M	Liberal Club, Brook Street	Building renovation and refurbishment works	The council raises no objections.
19/3400M	Linden, Tabley Road	Proposed two storey front & side extension, single storey rear extension and general modifications	The council raises no objections, subject to neighbour comments.
19/2782M	2a Manchester Road	Ground floor side extension and car port. Boundary fence and entrance gates, with planting to dwelling	The council raises no objections, subject to neighbour comments.
20/0069M	29 Mereheath Lane	Demolish existing conservatory and construct new, single storey rear extension and alterations to existing porch	The council raises no objections, subject to neighbour comments.
20/0546M	4 Bexton Road	Proposed extension and remodelling	The council raises no objections, subject to neighbour comments.
20/0541M	149 Ashworth Park	Single-storey rear extension and extension to the side on top of a single-storey element.	The council raises no objections, subject to neighbour comments.

Knutsford Town Council

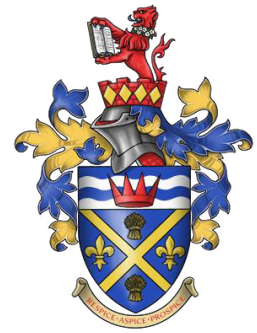
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Minutes

of the

Planning and Licensing Committee meeting held 9th March 2020

In the Lower Council Chamber of the Town Council Offices

PL19/134 Present

Cllrs Gardiner, Dalzell, Gray, McCulloch and Robertson.

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

PL19/135 Apologies for Absence

Apologies were received from Cllrs Houghton (business), Coan and Malloy (personal business).

PL19/136 To note declarations of members' interests

Cllr Gray declared a personal interest in 20/0766M on the grounds of being known to the applicant. Cllr McCulloch declared a personal interest in 20/0649M on the grounds of being known to the applicant. Cllrs Abel and Gardiner declared a prejudicial interest in the premises licence for Tatton Park as members of the Tatton Park Board.

PL19/137 Public Participation

The applicant for 19/2254M introduced the revisions to the proposals, explaining that he had engaged with the Cheshire East Council Conservation Officer and Design Officer in advance of submission and detailing the merits of the application.

A resident spoke in relation to 19/2254M stating the application failed to comply with neighbourhood plan policies D1, D2 and H1 and suggesting the development would be overbearing to the adjacent property.

A resident spoke in relation to 19/2254M stated the development would result in the loss of a bungalow, that the three-storey block would be quite massive, and that the amenity space appeared limited for the number of bedrooms at each property

PL19/138 To receive and confirm the minutes of the meeting held on 17th February

The Town Clerk circulated an updated minute PL19/130.

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

PL19/139 To consider the latest planning applications

It was **RESOLVED** to submit the comments detailed below.

PL19/140 To consider the latest licensing applications

Cllrs Gardiner and Abel left the meeting.

It was **RESOLVED** to raise no objections to the premises licence for Tatton Park.

Cllrs Gardiner and Abel joined the meeting.

It was **RESOLVED** to raise no objections to the premises licence for Cheshire Quality.

PL19/141 To consider the latest planning decisions
The decisions were noted.

PL19/142 To review the planning issues log
The log was noted.

PL19/143 To consider the planning actions log
The log was noted.

PL19/144 To note the date of the next meeting
The date was noted.

DRAFT

Planning Applications: 09/03/2020

Application	Address	Application details	Town Council Comment
19/5025M	5 Braidwood Avenue	Side extension above garage	The council notes this application was determined prior to the borough council providing sufficient time to respond to the consultation on revised plans.
19/2254M	Fernlea, Stanley Road	Construction of 3 dwellings following demolition of the existing dwelling	<p>The council OBJECTS on the grounds that:</p> <ul style="list-style-type: none"> a) The development will lead to a loss of privacy to the adjacent property on Stanley Road and within the site due to the overlooking of principal windows to private garden spaces. b) The materials palette chosen are not sympathetic to the adjacent Conservation Areas. c) The gardens provided for plot three are insufficient as they do not provide an adequate amount of usable space for a family property. d) The council is concerned that the proximity of three storey properties to the junction of Stanley Road will create a narrowing effect to the street scene.
20/0634M	12 Heath Drive	Single storey rear extension and internal alterations	The council raises no objections, subject to neighbour comments.
20/0612M	St Annes House, 1 Old Market Place	Advertisement Consent for new signage, hanging sign and window vinyl	The council raises no objections.

20/0631M	8 Summers Close	Proposed thermal upgrade of main dwelling house, demolition of existing garage and rebuilding of a single-storey side extension, general enhancements to external appearance and internal reconfiguration.	The council OBJECTS to the proposed materials which are inappropriate and out of character with the surrounding residential area, fail to be sympathetic to the surrounding locality and are considered incongruous contrary to policies D1 and D2 of the Knutsford Neighbourhood Plan.
20/0369M	3 Tabley Road	Proposed single storey side extension to existing detached dwelling house	The council raises no objections, subject to neighbour comments.
20/0649M	Pinewood, 1 Legh Gardens	Partial demolition of garage roof and new side extension	The council raises no objections subject to the arboriculturalist and Conservation Officer being satisfied that proposals will ensure the longevity of the sycamore tree and subject to a condition that the office remain ancillary to the main property.
20/0357M	Elsterne, Toft Road	Variation of condition 2 on application 19/1409M.	The council raises no objections.
20/0752M	63 Mereheath Park	Construction of a two storey side extension over existing garage, front canopy and entrance porch and alterations to existing front elevation	The council raises no objections, subject to neighbour comments.
20/0759M	21 Canute Place	Prior Approval of a change of use	The council raises concern that the application does not detail waste disposal arrangements and requests a condition detailing the arrangements for disposal of wet and dry waste, noting there is no outside storage space to the property and that no waste should be stored in the adjacent stairway which provides access to residential properties. The council requests the Planning Officer obtain the views of the Chief Environmental Health Officer as to the suitability of the proposed extraction, in consideration of the proximity of residential dwellings.
20/0766M	17 Woodvale Road	Single-storey front extension including new bay window & covered porch. First floor side extension to rear of property.	The council raises no objections, subject to neighbour comments and subject to confirmation

		Other external alterations including relocated soil vent pipes, rainwater pipes and new window openings. Alterations to main roof to accommodate increased loft conversion size including new rooflights.	that there is sufficient onsite parking for two cars.
20/0781M	11 Garden Road	2 storey side extension and new pitched roof over existing kitchen	The council raises no objections to the principle but considers a hipped roof would be more appropriate to preserve the character of the residential area.
20/0712T	Chantry Dane, Legh Road	Crown lift and dead wood removal several trees.	The council raises no objections.
20/0734T	62 Goughs Lane	Works to Popular and Maple Trees, crown reduce to 4.5m and crown lift the Maple by 3m to clear garage.	The council raises no objections.
20/0735T	April Cottage, Legh Road	T1 Oak tree crown reduce by 1.8m. T2-T4 Maple tree crown reduce by 3m. T5 Sycamore crown reduce by 1.8m & T6 Sweet Chestnut tree crown reduce by 3m	The council raises no objections.
20/0936T	Roxburgh, Legh Road	Works to various trees subject to TPO	The council requests that the arboriculturalist be satisfied that the tree is diseased or dying and if so requires the replanting of a similar species of a suitable size, noting that Cheshire East Council has declared a climate emergency.
20/0796M	66 Blackhill Lane	Proposed single storey/two storey front and rear extensions	The council raises no objections, subject to neighbour comments.
20/0798T	Lingcroft, Bexton Lane	Oak T39 - removal of 3 dead limbs	The council raises no objections, subject to neighbour comments.

Knutsford Town Council

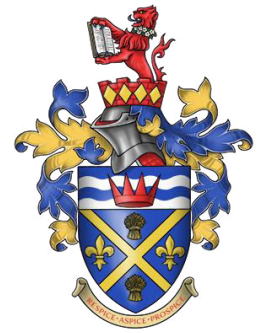
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Minutes

of the

Planning and Licensing Committee meeting held 21st April 2020

Online, via Zoom

PL19/145 Present

Cllrs Gardiner, Dalzell, Houghton, McCulloch and Robertson.

In attendance: A Keppel-Green (*Town Clerk*) and B Allen (*Planning and Facilities Officer*)

PL19/146 Apologies for Absence

Apologies were received from Cllrs Gray (business) and Malloy (personal business).

PL19/147 To note declarations of members' interests

Cllr Dalzell declared a personal interest in 20/1359M on the grounds of being known to the applicant. Cllr McCulloch declared a personal interest in 20/1100M on the grounds of being known to the landlady. Cllr Gardiner declared a personal interest in 20/1109M on the grounds of being known to the applicant and 20/1359M on the grounds of being known to an immediate neighbour.

PL19/148 Public Participation

A resident spoke in relation to 19/5191M stating that whilst the roofline had been lowered in the revised proposals the development would still be discordant with the surrounding Conservation Area and streetscene and as such was contrary to Neighbourhood Plan policies HE3, D1 and D2. The resident spoke in relation to 20/1253M stating that the proposal was contrary to policy HE2 by virtue of dominating the listed building.

A representative of the South Knutsford Residents Group spoke in relation to 20/1246M highlighting that the proposal was a very large building on only a modest site and 20/1520M and 20/1521M stating that whilst KNP policy HE2 supports conservation and restoration it resists development which would detrimentally affect the historical integrity of a building and as such the Conservation Officer's reviews would be especially important.

The representative further expressed concern that Cheshire East Council officers were over enthusiastically applying the requirement to work proactively with developers and both risked predetermination prior to the Town Council being consulted on proposals and were not prepared to consider pastiche developments and appeared to insist on radical changes often within Conservation Areas and established streets and terraces. The Chairman undertook to write to the Chief Planning Officer in his capacity as Deputy Chairman of the Cheshire East Council Strategic Planning Board.

PL19/149 To receive and confirm the minutes of the meeting held on 9th March

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

PL19/150 To consider the latest planning applications

It was **RESOLVED** to send the comments detailed below.

PL19/151 To note comments sent since the previous meeting
The comments were noted.

PL19/152 To note the date of the next meeting
The date was noted.

FINAL

Planning Applications: 21/04/2020

Application	Address	Application details	Town Council Comment
20/0704D	Land North Of Northwich Road	Discharge of Conditions on 17/3853M (Hard Landscaping)	The council would prefer a more mixed use of materials for the roads and pavements and particularly for private drives as plain tarmacadam will detract from the character of the designed buildings. The council suggests, for example, the inclusion of stones within the tarmacadam on driveways to add subtlety.
20/1073M	67, Beggarman's Lane	Proposed Garage Conversion. Two storey and single storey front extensions and associated alterations.	The council raises no objections subject to neighbour comments and the planning officer confirming that there is no significant detrimental impact on light to the neighbouring property and that there remains sufficient off road parking within the curtilage of the site as required by Policy T4 of the Knutsford Neighbourhood Plan.
20/1079M	56, Boothfields	Dormer Roof Extension & Single Storey Rear Extension	The council OBJECTS on the grounds that extension results in an unacceptable relationship with the neighbouring property by virtue of overlooking and that the design of the dormer is incongruous in terms of mass and appearance and provides an unacceptable introduction of brutalist design in this location.
20/1096M	Bentley Manchester, Mobberley Road	Advertisement Consent for 3 fascia and 3 totem signs	The council raises no objections.
20/1109M	22, Queensway	2 storey rear extension and first floor side extension. Porch extension to front. Hipped roof alterations to existing garage and side outrigger, and general replacement/refurbishment.	The council raises no objections, subject to neighbour comments.

20/1117T	Little Hollow, 7, Molly Potts Close	Works to Silver Birch, Fir, Holly, Sycamore & Oak Trees	It is noted that the online portal only shows a sketch plan and not the detail of the proposed works, the council therefore requests that these documents are provided and that it is reconsulted with three weeks to provide a comment.
20/1100M	Legh Arms, Brook Street	Non illuminated double sided corex sign	<p>The council OBJECTS on the following grounds:</p> <ul style="list-style-type: none"> a) The proposed sign is of an unsympathetic design and will detract from the character of a building within the Legh Road Conservation Area. b) The public house is situated at a significant junction with a staggered crossroads and the proposed sign would likely detract the attention of vehicular traffic to the detriment of highway safety c) The signage is unnecessary as the existing signage, particularly on the gable ends of the public house, as approached from both directions is already prominent. <p>The council notes that the plans indicate that one of the posts for the proposed sign encroaches onto the public highway and would impede pedestrian movement.</p>
20/1297M	40 Springwood Avenue	Double Storey Side Extension Single Storey Rear Extension	The council raises no objections, subject to neighbour comments.
20/1314M	16 St John's Road	Replacement of existing conservatory with new extension	The council raises no objections, subject to neighbour comments and a condition requiring a suitable drainage strategy be prepared and implemented.

20/1246M	9 Gough's Lane	Demolition of existing dwelling to construct new replacement dwelling	The council OBJECTS on the grounds that the proposed replacement dwelling would detract from the character of the Legh Road Conservation Area which is characterised by large houses within large spacious plots and as such is contrary to Neighbourhood Plan Policy HE3.
19/5191M	3, County Terrace, Stanley Road	REVISED PLANS: Two semi-detached dwellings with associated parking	The revised plans fail to overcome the council's previously submitted objections.
20/1138M	103 Mereheath Park	Proposed front facing first floor extension	The council raises no objections, subject to neighbour comments.
20/1143M	8 Mead Close	Rear facing single storey extensions and roof alterations to existing garage	The council raises no objections, subject to neighbour comments.
20/1359M	Woodlea, 18 Tatton Street	Single storey side & rear extension, loft conversion and alterations	The council notes that the dormers will directly overlook the rear garden of 1 George Street resulting in a loss of privacy. The council raises no objection on the condition that the dormers are removed to resolve this privacy issue.
20/1233M	26, Northwich Road	Proposed extension to existing rear garage to create a 1 bedroom bungalow	<p>The council notes that the internal layout of the proposed dwelling suggests that the room labelled as a dining room, which is accessed off a small corridor with the bathroom and bedroom, would more likely be utilised as a second bedroom which would require two parking spaces to be provided.</p> <p>The council OBJECTS on the grounds that the proposed development would: diminish the character and setting of an important listed building, contrary to policy HE2 of the Knutsford Neighbourhood Plan; fail to provide sufficient on site parking for two 2-bedroom properties contrary to policy T4 of the Knutsford Neighbourhood Plan and</p>

			fails to provide sufficient outdoor amenity space for both resultant properties, contrary to the Knutsford Design Guide and policy D1 of the Knutsford Neighbourhood Plan.
20/1492M	18 Woodvale Road	Demolition of detached garage, 2 storey rear extensions over kitchen area, and conservatory. Construction of 2 storey extension to front/side, 2 storey extension over new kitchen area and single storey extensions across rear. Amendments to front entrance and general refurbishment of external finishes.	<p>The council OBJECTS on the grounds that the combination of the proposed extensions would result in overdevelopment of the site to the detriment of the character of the property and wider streetscene and that the proposed extensions would result in a loss of light to 16 Woodvale Road.</p> <p>It is noted that the council has been advised that there are issues with respect the stability of land in this location and that the extension could cause damage to adjacent properties.</p>
20/1397M ¹	Sylvan Lodge, 8 Leycester Road	Demolition of existing dwelling house and construction of replacement dwelling and replacement of existing garden building with new garden building Amendments to previously approved 19/4791M	The council raises no objection subject to the Conservation Officer having no objection with having considered whether the development will have an adverse impact on the building or area and being satisfied with the methods to be employed during development.
20/1520M	White Howe, Legh Road	Listed building consent for Single storey (kitchen) and subterranean (garden room) extensions together with internal alterations	The council OBJECTS on the grounds that the cumulative impact of the proposed modifications will have a detrimental impact and result in unacceptable harm to the heritage of the listed building contrary to policy HE2 of the Knutsford Neighbourhood Plan.

¹ Cllr McCulloch voted against this resolution.

20/1519M	White Howe, Legh Road	Single storey (kitchen) and subterranean (garden room) extensions together with internal alterations	The council OBJECTS on the grounds that the cumulative impact of the proposed modifications will have a detrimental impact and result in unacceptable harm to the heritage of the listed building contrary to policy HE2 of the Knutsford Neighbourhood Plan.
20/1251M ²	50 King Street	Change of Use from Sui-Generis Mixed-Use wine merchant / wine bar to a Sui-Generis Mixed-Use homeware, giftware and accessories shop / café.	The council raises no objection subject to a condition restricting the total floor area to be used as a café to 50% in the interests of maximising retail floorspace within the town centre.

² Cllr Houghton voted against this resolution.

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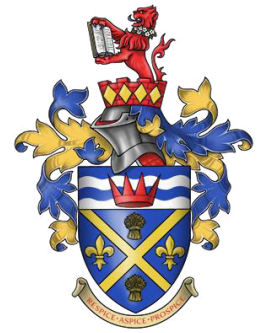
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Minutes

of the

Planning and Licensing Committee meeting held 18th May 2020

Online, via Zoom

PL19/153 Present

Cllrs Gardiner, Dalzell, Gray, Houghton, McCulloch and Robertson

In attendance: B Allen (*Planning and Facilities Officer*) and A Keppel-Green (*Town Clerk*)

PL19/154 Apologies for Absence

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

PL19/155 To note declarations of members' interests

Cllr Gardiner declared a personal interest in applications 20/1502M, 20/1389M and 20/1795M on the grounds of being a former colleague of the agents; 20/1795M on the grounds of having a working relationship with a member of the public who has submitted representations to the council on the application and in 20/1527M on the grounds of living on the same road as the development.

PL19/156 Public Participation

A resident spoke in relation to 20/1569M stating the application failed to comply with neighbourhood plan policies D2, HE1 and HE3 and suggesting the development would be overbearing.

A resident spoke in relation to 20/1795M stating the application failed to comply with neighbourhood plan policies D1, D2 and HE3 and suggesting the development doesn't follow the street pattern of the neighbouring properties and that the area is confirmed as a protected open space.

The resident then spoke in relation to 20/1582M stating the application positively met neighbourhood plan policies D1 and ER1 suggesting the development would be beneficial for employment.

A representative of the South Knutsford Residents Group spoke in relation to 20/1569M stating the application failed to comply with neighbourhood plan policies D1, D2 and HE3 and suggesting the proposed development is situated further forward and is monolithic in design, also stating the proposal afford the best use of space.

A resident spoke in relation to 20/1389M stating the application failed to comply with neighbourhood plan policies H3 and HE3 and suggesting the development would be overbearing to the adjacent property. The resident then spoke in relation to 20/1569M stating the application failed to comply with neighbourhood plan policies D1 and HE3 and suggesting the choice of material was inappropriate and development would be

overbearing.

PL19/157 To receive and confirm the minutes of the meeting held on 9th March

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

PL19/158 To consider the latest planning applications

It was **RESOLVED** to send the comments detailed below.

PL19/159 To consider the latest planning decisions

The decisions were noted.

It was agreed that that the Town Clerk write to the Head of Planning at Cheshire East Council in relation to 19/5301M citing the level of detail with which the council objected to the development.

PL19/160 To review the planning issues log

The Planning and Facilities Officer provided an update on the four outstanding issues.

PL19/161 To consider the planning actions log

The log was noted, and it was **RESOLVED** that the target dates for the outstanding actions be amended to June 2021

PL19/163 To note the date of the next meeting

The date was noted.

Planning Applications: 18/05/2020

Application	Address	Application details	Town Council Comment
20/1092D¹	The Old Library, 2A, Brook Street	Discharge of conditions 2,3,4,5 and 6 on existing permission 18/2083M to enable works to start	The council raises no objections.
20/1502M	Slaters Court, Princess Street	Non-material amendment to approval 17/6336M	The council raises no objections.
20/1581M	4 King Street	Demolition of existing extension, proposed new single storey rear extension with associated works and general repair work internally and externally.	The council raises no objections subject to neighbour comments.
20/1582M	4 King Street	Listed building consent for demolition of existing extension, proposed new single storey rear extension with associated works and general repair work internally and externally	The council raises no objections subject to neighbour comments.
20/1527M	12 Queen Street	Single storey extension.	The council raises no objections subject to neighbour comments.
20/1626M	3 Heath Lodge	Conversion of a garage into a home office.	The council OBJECTS on the grounds that insufficient evidence has been provided to confirm that the office will be for the exclusive user of the occupiers. If it is confirmed that it will be used solely by the occupier with no commercial visitors then the council will raise no objections but requests the Planning Officer ensure that there is sufficient parking space for two vehicles within the curtilage of the site, noting that there is no available on street parking in this area.

¹ Cllr Gray arrived during the discussion of this item.

20/1569M	The Owls, Legh Road	The construction of a self/custom build replacement dwelling	<p>The council OBJECTS on the grounds that the proposals represent overdevelopment of the site and would result detrimentally affect the character of the Legh Road Conservation Area.</p> <p>The proposals introduce a two-storey frontage across a greater proportion of the site and introduces a separate building into the front of the site which impedes the openness of the site which is characteristic of the Legh Road Conservation Area and as such contrary to policies HE1 and HE3 of the Knutsford Neighbourhood Plan.</p> <p>It is considered that the frontage of a domestic scale property should be its largest feature and consequently the proposal that the depth of the property is excessively longer than its frontage is poor planning and unneighbourly.</p> <p>Furthermore, the proposed materials (yellow brick) are not in keeping with the conservation area or local vernacular, causing further detriment to the character of the conservation area and contrary to policies D1, D2 and HE1 of the Knutsford Neighbourhood Plan.</p>
20/1389M	Toft Cottage, Toft Road	Single storey rear and two storey side and rear extension.	<p>The council raises no objections subject to neighbour comments. The council further requests that careful consideration is given to the materials chosen, recognising the building is a building of townscape merit in the Legh Road Conservation Area Appraisal</p>

			and requests a condition that a landscaping plan is prepared for the boundary along Goughs Lane.
20/1117T	Little Hollow, 7, Molly Potts Close	Part Section 211 Notice/Part works to Protected Trees Works to Silver Birch, Fir, Holly, Sycamore & Oak Trees	The council raises no objections subject to conditions that the replanting of replacement trees be the same or similar indigenous species, and that the works to be completed outside the nesting season.
20/1792M	19 Grove Park	Enlarging the driveway and hard standing inclusive of the highway access to Grove Park	The council raises no objections with the condition that a suitable permeable surface is used in accordance with policy D4 of the Knutsford Neighbourhood Plan
20/1795M	Sunnyhurst, 4 Mobberley Road	Erection of two dwellings and associated access (resubmission)	<p>The council considers that the revised application does not overcome its previous objections and continues to OBJECT on the grounds that insufficient residential amenity space will be provided free from 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 and that 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> <p>The council wishes to see this piece of land protected for future generations as an open space which has public amenity benefit.</p>
20/1743D	Canute Square, 2 Canute Place	Discharge of Condition 5 on approval 19/4339M for amendments to shopfront including new glazing and lowered string course and reinstatement of doorway to enable separate first floor access	The council raises no objections but notes that the installation has already taken place.

20/1797T	West Court, Chelford Road	Section 211 Notice Tree works to various trees	The council considers that the trees should be covered by a Tree Preservation Order owing to their contribution to the amenity of the area.
20/1834M	Land at Parkgate Industrial Estate, Haig Road	Non-material amendment to approved application 19/5805M - Variation of conditions 2 & 10 on application 19/0732M - The erection of 14 no. units with access and servicing arrangements, car parking, landscaping and associated works (Use Classes B1(C)/B2/B8)	The council raises no objections.

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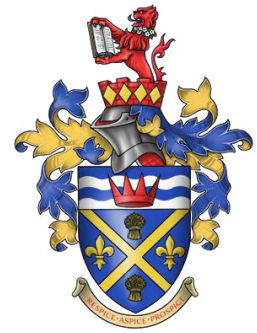
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Minutes

of the

Planning and Licensing Committee meeting held 8th June 2020

Online, via Zoom

PL19/164 Present

Cllrs Gardiner, Dalzell, Gray, McCulloch and Robertson.

In attendance: B Allen (*Planning and Facilities Officer*) and A Keppel-Green (*Town Clerk*)

PL19/165 Apologies for Absence

Apologies were received from Cllrs Houghton (business) and Malloy (personal business).

PL19/166 To note declarations of members' interests

Cllr Gardiner declared a personal interest in application 20/1935M on the grounds of being a former colleague of the agents and 20/1902M on the grounds of living on the same road as the development.

PL19/167 Public Participation

Five residents spoke in objection to 20/1805M stating the proposals were discordant with the Neighbourhood Plan, would create an excessively large property, that its design was not in keeping with the Legh Road Conservation Area and would cause excessive overlooking and loss of privacy to adjoining properties. It was further stated that the increase in density would lead to traffic/parking problems near the junction to Goughs Lane and that this part of Legh Road was not characterised by large mansions.

A resident spoke in relation to 20/2117M stating that they were unhappy that the original scheme had been approved and that they considered the proposed extension fails to respond to the character and building density of the street.

A resident spoke in relation to 20/2045M stating the proposed fence was too tall.

A representative of the South Knutsford Residents Group endorsed the comments of previous speakers in relation to 20/1805M and spoke in relation to 20/1848M stating the application fails to comply with numerous Neighbourhood Plan policies and stated the plans were inconsistent and contradictory making it impossible to ascertain the impact the development will have on the area.

PL19/168 To receive and confirm the minutes of the meeting held on 18th May

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

PL19/169 To consider the latest planning applications

It was **RESOLVED** to send the comments detailed below.

It was agreed to write to David Malcom requesting that application 20/1848M be

suspended until all supporting plans and paperwork are consistent with one another.

PL19/170 To appoint members to the Conservation Area Review working group

It was **RESOLVED** to re-establish the working group as per the terms of reference provided and to appoint Cllrs Coan, Dalzell and McCulloch and Mrs Chaplin to the working group.

PL19/171 To note the date of the next meeting

The date was noted.

DRAFT

Planning Applications: 08/06/2020

Application	Address	Application details	Town Council Comment
20/1902M	2 Queen Street	Single storey rear extension with 'lean to' glazed roof	The council raises no objections subject to neighbour comments.
20/1805M	Pendle Cottage and End Lane, Legh Road	Full planning application with conservation area consent for the erection of a replacement two-storey building comprising four apartments with associated landscaping and access improvements following the demolition of existing dwellings and garages.	<p>The council OBJECTS on the following grounds:</p> <ul style="list-style-type: none"> a) The proposed development fails to enhance the character of the Legh Road Conservation Area and is of a design which is not in keeping and does not reflect the character of this part of the Conservation Area. It is considered contrary to policies D1, D2 and HE3 of the Knutsford Neighbourhood Plan. b) By virtue of its size the property will be overbearing and detrimental to the openness of the Conservation Area. c) The proposal results in the loss of two bungalows, a house type which the Neighbourhood Plan notes are in identified demand. d) The proposed development is likely to lead to increased traffic and parking on the adjacent highway to the detriment of highway safety and the character of the Conservation Area. e) The proposed development will result in an unacceptable relationship with the

			neighbouring properties through overshadowing and significant overlooking from principal living spaces.
20/1935M	Slaters Court, Princess Street	Variation of conditions 2 (plans) and 5 (materials) on approval 17/6336M.	The council raises no objections subject to neighbour comments.
20/1958M	Amaris, 18 Leycester Road	Infill of existing integral car port to create new reception room/living room and the construction of a detached oak framed car port.	The council raises no objections subject to the Arboricultural Officer being satisfied that the mature trees will not be adversely affected by the development.
20/1848M	2 Croft Lane	Erection of a single detached dwelling within the gardens of the adjacent properties (Re-submission of application 18/5271M)	The Council OBJECTS on the grounds that the proposal will result in a loss of mature trees which in addition to being contrary to Policy HE3 of the Knutsford Neighbourhood Plan, will detrimentally affect the Conservation Area and is contrary to the borough council's efforts to tackle the climate emergency. Further, the proposed development Furthermore the proposed dwelling, by virtue of scale, size and design will result in an overbearing relationship to the neighbouring cottages and detrimental to the street scene. The council is concerned that the clearance of vegetation and soil excavation could impact land drainage and surface water run-off in the area.

<u>20/2023M¹</u>	Longview Hotel, 51-55 Manchester Road	Removal of existing chimney stack to number 51 on health and safety grounds	The council raises no objections, subject to neighbour comments.
<u>20/2045M²</u>	Roxburgh, Legh Road	Removal of existing 1.8m high vertical boarded fence to Legh Road and Leycester Road. To erect a new brickwork with sandstone coping dwarf wall 845mm high with a 1.0m vertical boarded timber fence and timber posts above to Legh Road and a 2.0m high timber fence to Leycester Road. . All fencing has natural finish.	The council raises no objections, subject to neighbour comments.
<u>20/1978T</u>	Larwood, Bexton Lane	Works to Protected Trees Works to trees:-T1 Oak reduce crown by 1.2 metres, T2 Oak reduce crown by 1.2 metres	The council raises no objections.
<u>20/1896T</u>	The Mount, Parkfield Road	Part Section 211 Notice/Part works to Protected Trees Horse Chestnut - Crown Raise / Deadwood Copper Beech - Crown Raise / Deadwood Fell Sycamore Saplings	The council raises no objections.
<u>20/1908M</u>	3, Tabley Close	Prior Notification of single storey extension extending 4m from the rear elevation max height of 3.5m and 2.9m to the eaves	The council raises no comment on this legal determination.
<u>20/2100M</u>	Larwood, Bexton Lane	Variation of condition 2 (approved plans) - Demolition of existing dwelling and construction on site of 2no. dwellings	The council raises no objections, subject to neighbour comments.
<u>20/2021M</u>	65 Mobberley Road	1st revision of the approved 19/4750M to introduce two rooflights to the front elevation.	The council raises no objections, subject to neighbour comments.
<u>20/2122M</u>	7 Yewlands Drive	Proposed single storey rear extension, partial garage conversion and associated alterations.	The council raises no objections, subject to neighbour comments.
<u>20/2117M</u>	14 Forester Avenue	Erection of a dwelling, access, and associated works	The council raises no objections, subject to neighbour comments.

¹ Cllr McCulloch voted against this resolution.

² Cllr Dalzell voted against this resolution.

20/2007T	31 Brook Street	Section 211 Notice Fell 3 Leylandii trees.	The council raises no objections but encourages the replanting of suitable size native species, noting that Cheshire East Council has declared a climate emergency.
20/2069M	Booths Park, Chelford Road	Non-material amendment to 19/4711M changes to the spacing and number of fins installed to the south elevation, and introduction of sliding doors at ground floor level to the cafe and gym areas.	The council raises no objections, subject to neighbour comments.

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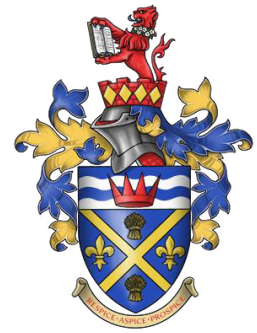
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Minutes

of the

Planning and Licensing Committee meeting held 29th June 2020

Online, via Zoom

PL19/172 Present

Cllrs Gardiner, Dalzell, Gray, Houghton, McCulloch, and Robertson.

In attendance: B Allen (*Planning and Facilities Officer*)

PL19/173 Apologies for Absence

Apologies were received from Cllr Malloy (personal business).

PL19/174 To note declarations of members' interests

Cllr Dalzell declared a personal interest in application 20/0246M on the grounds of living on the same road as the development.

PL19/175 Public Participation

A representative of the South Knutsford Residents Group spoke in relation to 20/0426M stating they welcomed the landscape design and the proposed fencing within the application however they considered the proposal failed to comply with neighbourhood plan policy HE3 and would be detrimental to the conservation area.

A resident spoke in relation to 20/2328M stating the application was not favourable and does not fit within the area, but the proposal does suit the individual building. In relation to 20/2401M the resident stated the application does not include a design and access statement and fails to meet neighbourhood plan policy HE3 as the use of UPVC windows is not suitable within the conservation area. The resident believes the initial development of the plot was a concern for the former Macclesfield Borough Council and as such was made a single level dwelling to prevent the overlooking on Croft Lane.

The Chairman read a submission received on behalf of a group of residents from Groves Town Planning in relation to 20/0426M. It was stated that the proposal would adversely affect the area, the ecological impact had not been fully recognised, the development would overlook the private spaces of neighbouring properties and the development would detrimentally affect the character of the conservation area. It was suggested the design requires a reduction in width and mass and that the proposal is not an accurate representation of the street scene.

PL19/176 To receive and confirm the minutes of the meeting held on 8th June

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

PL19/177 To consider the latest planning applications

It was **RESOLVED** to send the comments detailed below.

PL19/178 To consider a submission in respect of the appeal against refusal for 19/1395M - Oakhurst, Toft Road

It was **RESOLVED** that the Planning and Facilities Officer review the council's original submission and if it does not reference the policies of the Neighbourhood Plan that he prepare a submission drawing the Inspector's attention to the relevant policies.

PL19/179 To consider the latest planning decisions

The decisions were noted.

The Planning and Facilities Officer was requested to write to Network Rail regarding the tree felling along the Knutsford line.

PL19/180 To receive an update from the Conservation Area Review working group

Cllr Dalzell reported on a meeting with the council's consultant, outlining the information being collated by the working group and reporting that it had been agreed that the first review would be for the Legh Road Conservation Area due to the readily available information.

PL19/181 To review the planning issues log

The log was noted.

PL19/182 To consider the planning actions log

The log was noted.

PL19/183 To note the date of the next meeting

The date was noted.

Planning Applications: 29/06/2020

Application	Address	Application details	Town Council Comment
20/2153M	23 Garden Road	Replacement of existing detached garage with new ancillary dwelling, including dropped kerb to allow for off-road parking provision	The council raises no objections subject to the inclusion of the following suggested conditions. a) The proposed dwelling remains ancillary to the original dwelling. b) A full assessment of surface water drainage is undertaken to ensure that the proposed new building does not result in flooding in Victoria Street.
20/2268M	82 Mobberley Road	Single Storey Rear extension with central glazed separation corridor to original house.	The council raises no objections, subject to neighbour comments.
20/2328M	The Mount, Parkfield Road	A dormer to existing house.	The council raises no objections, subject to neighbour comments.
20/0426M	Tall Timbers, 3 Leicester Road	Amended Plans Replacement dwelling with attached double garage	The council continues to OBJECT on the grounds that the proposal detrimentally affects the character of the Legh Road Conservation Area by virtue of introducing an excessive building to plot ratio. The artificial reduction in height by changing the roof design does not accord with the character of the Legh Road Conservation Area and the proposal presents built form across the full width of the site. As such the proposal remains contrary to policies D1, D2, H2 and HE3 of the Knutsford Neighbourhood Plan.

20/2348M	4 Canute Place	Prior Approval for change of use from office B1a to residential C3	The council raises no objections.
20/2355M	25 Valley Way	Proposed single storey front extension, first floor side extension and associated alterations.	The council raises no objections, subject to neighbour comments.
20/2398M	Rose Cottage, 1a, Meadow Drive	To demolish the existing bungalow and garage on site, and construct two semi-detached houses	The council OBJECTS on the grounds that the loss of a single storey dwelling is contrary to policy H3 of the Knutsford Neighbourhood plan, and that the proposed development is out of character with the area by virtue of its size and mass contrary to policy H2 of the Knutsford Neighbourhood plan.
20/0882M	Peel House, 20A, Princess Street	Amended Plans The development will convert 3 floors of office space in the Centre of Knutsford into 3 apartments, comprising of 2 No. two bedroom apartments and 1No. one-bedroom apartments	The council raises no objections subject to the condition that an appropriate noise pollution strategy is prepared and approved.
20/2401M	Little Hollow, 7, Molly Potts Close	Proposed single storey front & side extensions; with part 2 storey front extension & part raising of roof line.	The council OBJECTS on the grounds that the proposed two storey design will result in unacceptable levels of overlooking to Molly Potts Cottage, exacerbated by the cottage being on a lower level.
20/2447T	Yarnbury, Tabley Road	The work which is needed on the 3 Lime trees (marked 1, 3 and 4 on the sketch plan) is taking 3 metres off low hanging limbs (on the house side only)	The council raises no objections, subject to neighbour comments.
20/2446T	59, Beggarmans Lane	Tree works to cedar tree to remove 3 branches	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 20th July 2020

Online, via Zoom

PL19/178 Present

Cllrs Gardiner, Dalzell, Gray, Houghton, and Robertson.

In attendance: B Allen (*Planning and Facilities Officer*)

PL19/179 Apologies for Absence

Apologies were received from Cllr Malloy (personal business).

PL19/180 To note declarations of members' interests

Cllr Gardiner declared a personal interest in application 20/2668M on the grounds of being known to the applicant's neighbour.

PL19/181¹ Public Participation

A resident spoke in relation to 20/2481D stating they supported the views of the Conservation Officer that the proposed fenestration does not fit the character of the building. The resident further spoke in relation to 20/2663M stating the Knutsford Conservation and Heritage Group supports this proposal.

PL19/182 To receive and confirm the minutes of the meeting held on 29th June

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

PL19/183 To consider the latest planning applications

It was **RESOLVED** to send the comments detailed below.

PL19/184 To note the date of the next meeting

The date was noted.

¹ Cllr Gray joined the meeting at the end of this item.

Planning Applications: 20/07/2020

Application	Address	Application details	Town Council Comment
20/2396T	Maple Mews, Caldwell Gardens, Chelford Road	Works to Protected Trees There is only one tree on the property - a extremely large Maple. A number of significantly large branches came down in the recent winds causing damage to garden furniture and summerhouse window The tree also overshadows a small property causing excessive shading - therefore application is made to perform a 10% crown thinning	The council raises no objections, subject to neighbour comments.
20/2481D	Liberal Club, Brook Street	Discharge of conditions 3 & 4 on approval 20/0292M	The council raises no objections, subject to neighbour comments but supports the comments made by the Conservation Officer regarding the fenestration.
20/2415T	1 St Georges Close	Section 211 notice/Works to Protected Trees Works to Birch, False Acacia and Beech Trees	The council OBJECTS to the felling of the Birch tree but had no issues with the other proposed works.
20/2473M	139 Warren Avenue	Rear dormer loft conversion, single storey side extension and alterations to the location of existing windows to front and rear elevations.	The council raises no objections, subject to neighbour comments.
20/2602T	Three Gables, Toft Road	Works to Protected Trees Works to Cherry, Lime, Hornbeam and Cypress Trees	The council is unable to comment due to insufficient documentation being available on the CEC website.
20/2561M	7 Ash Grove	Non-material amendment to application 17/4435M - First floor flat roof extension, removal of single storey extension, addition of timber cladding and internal alterations	The council raises no comment as the proposal has already been determined.
20/2663M	4 Bexton Road	Partial demolition of an existing rear garden wall	The council raises no objections, subject to neighbour comments.
20/2668M	3 Tabley Close	Proposed Single Storey Rear Extension	The council raises no objections, subject to neighbour comments.

20/2723M	41 Mobberley Road	Proposed Replacement of Single Storey Rear Extension	The council raises no objections, subject to neighbour comments.
20/2671M	8 Tree Way	Single storey ground floor rear extension to detached bungalow to provide extra living accommodation	The council raises no objections, subject to neighbour comments.
20/2741D	Land at Parkgate Industrial Estate	Discharge of conditions 5, 9, 12, 17, 22, 24, 26, 30 & 31 of existing permission 19/5805M ; Erection of 14no. units with access and servicing arrangements, car parking, landscaping and associated works (Use Classes B1(C)/B2/B8).	The council raises no comment owing to the technical nature of these conditions.
20/2695M	4 Woodvale Road	Small single storey conservatory extension to rear elevation of property (17/3553M Re-Application).	The council raises no objections, subject to neighbour comments.
20/2684M	Land to the North of Parkgate Industrial Estate	Non-material amendment regarding acoustic insulation	The council raises no comment owing to the significantly technical nature of the proposal.
20/2734T	Woodleigh Cottage, Legh Road	Section 211 Notice The customer would like to remove the rear Leylandii boundary hedge as it has got too large to maintain.	The council was unable to see the documentation related to the application on the CEC website. However, the council was advised by a member of public that the existing hedge will be replaced by an evergreen hedge of different species and therefore raises no objections, subject to neighbour comments.

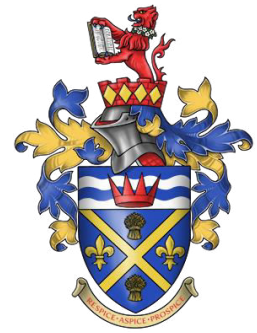
Knutsford Town Council

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Minutes

of the

Planning and Licensing Committee meeting held 7th September 2020

Online, via Zoom

PL19/185 Present

Cllrs Gardiner, Dalzell, Gray, Houghton, Coan, McCulloch, and Robertson.

In attendance: B Allen (*Planning and Facilities Officer*)

PL19/186 Apologies for Absence

Apologies were received from Cllr Malloy (personal business).

PL19/187 To note declarations of members' interests

Cllr McCulloch declared a personal interest in application 20/2668M on the grounds of being known to the applicant.

Cllr Gardiner declared a personal interest in application 20/3476M on the grounds of being known to the applicant's agent.

Cllr Gardiner declared a personal interest in applications 20/3684M and 20/3505M on the grounds of the applications being allocated to a former employer.

PL19/188 Public Participation

A representative of the South Knutsford Residents Group spoke in relation to 20/1246M stating the revised plans of the proposal is more acceptable, more spaciouly set and improved overall however, the revision is unclear on the garage which would spoil the street scene.

The representative further spoke in relation to 20/3612M stating that a number of residents were continuing to object to the proposals which were almost identical to previous proposals for the site and that the application does not reference the neighbourhood plan nor does it fit within the low-rise area, suggesting that the residents would be happier with two units, instead of the proposed three, on the site.

A resident spoke in relation to 20/3684M stating the application failed to comply with neighbourhood plan policies T2 and T4 and that there has been no attempt to include any cycling provision for the proposal in an area which already suffers from congested parking which will this will be exacerbated by the number of extra households in the property.

The resident further spoke in relation to 20/2775M stating the application is an overdevelopment of the site and fails to meet with neighbourhood plan policy T2 suggesting there would be no room for any cycle storage. The resident further in relation to 20/3340M stating the application failed to comply with neighbourhood plan policies T2, T3, T4, SL1, suggesting the open spaces need a landscaping plan and the parking for vehicles and cycles is insufficient along with the connection to public transport links.

The applicant for 20/1389M stated that the revised scheme has been reduced in both scale and mass and outlined the amendments to the proposal; the applicant stated that whilst the design and access statement did not directly reference the neighbourhood plan it is considered it does meet them.

PL19/189 To receive and confirm the minutes of the meeting held on 20th July

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

PL19/190 To consider the latest planning applications

It was **RESOLVED** to submit the comments detailed below.

PL19/191 To note the comments sent since the previous meeting

The comments were noted.

PL19/192 To consider the latest planning decisions

The decisions were noted and it was agreed to include reference to applications 20/1492M and 20/1626M in the previously agreed letter to the Cheshire East Council Head of Planning.

PL19/193 To review the planning issues log

The log was noted and it was agreed that that the Planning and Facilities Officer write to the Enforcement Officer at Cheshire East Council to provide an update on when the outstanding issues will be resolved.

PL19/194 To consider the planning actions log

The log was noted and the Planning and Facilities Officer provided an update on the Conservation Area Reviews project. It was agreed that that the Planning and Facilities Officer write to the Mr Jordan at Cheshire East Council to request assistance is provided to the council's appointed consultant.

PL19/194 To note the date of the next meeting

The date was noted.

Planning Applications: 07/09/2020

Application	Address	Application details	Town Council Comment
20/3223M	45 Sharston Crescent	Single storey rear extension	The council raises no objections subject to neighbour comments, provided the appropriate tree protection is in place during construction.
20/3396M	Bay Tree House, Parkfield Road	Part single storey, part two storey rear extension, construction of new roof and dormer windows over previous side extension along with internal alterations.	The council raises no objections subject to neighbour comments.
20/3420M	31 Sandileigh Avenue,	Side and rear extension over 2 floors new rear drive and drop kerb	The council OBJECTS on the grounds that the proposal represents overdevelopment of the site and, whilst not within the conservation area, would result in detrimentally affecting the character of the Heathfield Square Conservation Area.
20/3476M	1 Cranford Avenue	Single storey rear extension	The council raises no objections subject to neighbour comments.
20/2707M	46 Grassfield Way	Certificate of lawful proposed use for erection of boundary wall and boundary treatments	The council raises no comment owing to the technical-assessment nature of this application
20/3505M¹	4 Victoria Street	Change of use from C1 (Hotel) to C4 (HMO)	The council OBJECTS on the following grounds: a) The proposed development would present an unneighbourly relationship with the adjacent property.

¹ Cllr Gray abstained from voting.

			<p>b) The proposal is out of keeping of the residential character of the other private-residential properties in the area</p> <p>c) The proposal fails to meet policies T2 and T4 of the Knutsford Neighbourhood Plan.</p> <p>d) The accommodation proposed within the application falls below unit-size requirements outlined by the draft supplementary planning policy on HMOs of Cheshire East Council</p>
20/3340M	Land at Parkgate Ind Est	The erection of 21 no. units with access and servicing arrangements, car parking, landscaping and associated works (use classes B1 (c) , B2 and B8) - alternative phase 2 details to those approved under full planning permission 19/5805M as amended by non-material amendment approval 20/1834M.	<p>The council OBJECTS on the grounds that the current scheme requires further improvements to meet Knutsford Neighbourhood Plan policies. The proposal is contrary to policies E2, T2, T3, T4 and SL1 of the Knutsford Neighbourhood Plan, as such the scheme fails to provide sufficient access to public transport and cycle networks. Furthermore, the proposal does not outline how the use of renewable energies will be included.</p>
20/3581M	24 Rowley Way	First floor extension to be built above the existing single storey rear extension along with rendering to the front elevation and grey windows	The council raises no objections subject to neighbour comments.
20/3590M	29 Tabley Close	Rear single storey & part first floor extension. Demolition of existing conservatory.	The council raises no objections subject to neighbour comments.

20/3612M²	Fernlea, Stanley Road	Demolition of existing bungalow and construction of one detached and a pair of semi-detached dwellings	The council OBJECTS on the grounds that: a) The amended proposal continues represent an overdevelopment of the site leading to unacceptable relationships within and adjoining the site b) The materials palette chosen are not sympathetic to the character of the adjacent Conservation Areas.
20/3250T	Silvercraig, 9 Leycester Road	Part Works to Protected Trees/Part Section 211 Notice - Tree works to Ash tree to lower by 30% & lower growth removed and Copper Beech tree to lower & shape by one third	The council raises no objections subject to neighbour comments.
20/3489T	35 Goughs Lane	Works to Protected Trees - Prune Scots Pine located at the rear right hand boundary of the property. To reduce risk of failure and reduce encroachment on to neighbours garden.	The council raises no objections subject to neighbour comments.
20/3667M	22 Buckingham Drive	First floor extension over existing garage	The council raises no objections subject to Planning Officer being satisfied the proposed window of the side elevation meets distancing requirements.
20/3684M	Longview Hotel, 51-55 Manchester Road	Change of use of existing Hotel (C1) to Sui Generis; house in multiple occupation	The council OBJECTS on the following grounds: a) The proposed development would present an unneighbourly relationship with the adjacent property. b) The proposal is out of keeping of the residential character of the other private-residential properties in the area c) The proposal fails to meet policies T2 and

² Cllr Gray voted against this resolution

			<p>T4 of the Knutsford Neighbourhood Plan.</p> <p>d) The accommodation proposed within the application falls below unit-size requirements outlined by the draft supplementary planning policy on HMOs of Cheshire East Council</p>
20/3665M	3 Fairmead, Legh Road	Garage refurbishment & new two storey extension to provide granny annexe including lounge, kitchen/diner, utility & wc, bathroom and two bedrooms and relocated double garage	The council raises no objections subject to a condition requiring the accommodation proposed remaining ancillary to, and not sub-divided from, the primary dwelling.
20/1246M	9 Gough's Lane	Revised Plans to 20/1246M Demolition of existing dwelling to construct new replacement dwelling	The council raises no objections subject to neighbour comments as per the revised plans (<i>ref. 2560 001 – Proposed Site Plan</i>). These plans do not include the previously proposed garage which the council continues to raise objections to.
20/3609T	Molly Potts, 10-12 Croft Lane	Section 211 Notice - Works to trees - Fell -2 Holly Trees both with severe die-back.	The council raises no objections subject to the Tree Officer being satisfied and encourages the replanting of a similar species.
20/3604T	39 Sharston Crescent	Works to Protected Trees - Trees A, B and C lie within the boundary of the property and are the trees we are applying for. Tree A1 references a large overhanging branch that is part of Tree A. Tree: A and branch Labelled: A1 - Crown Lift and 20% overall crown reduction. Branch A1 will be reduced back to maintain the profile of the tree. Excessive shading and passive light value. Tree (Labelled B) - Crown lift and 20% overall crown reduction. Excessive shading, passive light value, street light is partially blocked by leaves/branches and the garden pathway is obstructed by low hanging branches. Tree: C - Crown lift and 20% overall crown reduction. Excessive shading and passive light value.	The council raises no objections subject to the Conservation Officer being satisfied with the methodology.

20/2775M	8 Heath Lodge Close	Single storey extensions to rear of properties Nos.8 & 9 Heath Lodge Close Knutsford	The council raises no objections subject to neighbour comments and the consideration of the differentiation in ground levels.
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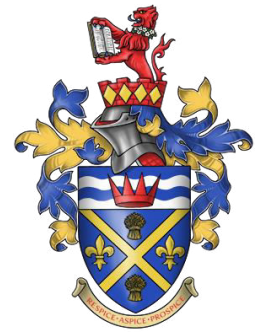
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Minutes

of the

Planning and Licensing Committee meeting held 28th September 2020

Online, via Zoom

PL19/195 Present

Cllrs Gardiner, Gray, Houghton, Coan, McCulloch, and Robertson.

In attendance: B Allen (*Planning and Facilities Officer*)

PL19/196 Apologies for Absence

Apologies were received from Cllr Malloy (personal business) Cllr Dalzell (health).

PL19/197 To note declarations of members' interests

Cllr McCulloch declared a personal interest in application 20/3945M on the grounds of being known to the applicant.

Cllr Houghton declared a personal interest in application 20/3967M on the grounds of being known to the neighbours of the applicant.

Cllr Gardiner declared a personal interest in applications 20/3799M and 20/4008M on the grounds of being known to the applicants.

PL19/198 Public Participation

A representative of the South Knutsford Residents Group spoke in relation to 20/1795M stating the five additional documents added to the proposal do not address the key issue and that the area proposed for development is designated as open space.

Two residents spoke in relation to 20/3829M stating the application fails to meet relevant policies within the Knutsford Neighbourhood Plan, Macclesfield Borough Local Plan and Cheshire East Local Plan. It was stated that the scale of the proposal is excessive and does not remain subservient to the original dwelling and the design and infill nature of the proposal will significantly and detrimentally affect the character of the street scene as the proposed materials are not in-keeping with neighbouring properties.

PL19/199 To receive and confirm the minutes of the meeting held on 20th July

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

PL19/200 To consider the latest planning applications

It was **RESOLVED** to submit the comments detailed below.

It was **RESOLVED** to exclude the public and press during the discussion of application 20/3848M to enable the committee to hear confidential information. It was **RESOLVED** to readmit the public and press prior to the comment on this application being agreed.

It was **RESOLVED** to exclude the public and press during the discussion of application 20/1795M to enable the committee to hear confidential information. It was **RESOLVED** to readmit the public and press prior to the comment on this application being agreed.

PL19/201 To consider a submission in respect of the appeal against refusal for 19/2254M- Fernlea, Stanley Road

It was **RESOLVED** to provide an expanded objection to the Inspector and noted that the Planning and Facilities Officer will prepare a submission addressing the counter views of Assessment Officers.

PL19/202 To note the date of the next meeting

The date was noted.

FERNLEA

Planning Applications: 28/09/2020

Application	Address	Application details	Town Council Comment
20/3733M	4 Oakleigh	Two storey extension to side of house	The council OBJECTS on the grounds that the proposal is detrimental to neighbouring properties by virtue of loss of light and overlooking.
20/3778M	80 Glebelands Road	Proposed garage conversion and first floor extension above including roof lights to loft.	The council raises no objections subject to neighbour comments.
20/3799M¹	Tatton Park, Knutsford Drive	Variation of Condition 2 on approval 16/4102M Temporary change of use of car park to allow the erection of a marquee	The council raises no objections subject to neighbour comments.
20/3836M	Ivy Lodge, Tabley Road	Alterations and extensions to an existing dwelling	The council raises no objections subject to neighbour comments.
20/3829M	32, Carrwood	Re-modelling of existing dormer bungalow	The council OBJECTS on the grounds that the proposal represents overdevelopment of the site and an unneighbourly design. The council asks that the Planning Officer fully considers neighbour comments.

¹ Cllr Gardiner abstained from voting

20/3848M	13 Heathfield Square	Single/double storey extension to the rear of the property	<p>The council OBJECTS on the following grounds:</p> <ul style="list-style-type: none"> a) The proposed development would present an unneighbourly relationship with the adjacent properties resulting in a loss of light to neighbouring properties. b) The proposal presents an overdevelopment of the site.
20/3846M	7 Princess Street	Advertisement consent for replacement signage	The council raises no objections subject to neighbour comments.
20/3853M	33 Warren Avenue	Erection of porch onto existing entranceway to front of property	The council raises no objections subject to neighbour comments.
20/3859M	21 Glebelands Road	Proposed rendering of the house. Replacement porch, Two storey side extension and rear single storey extension with garage conversion. Driveway widened to accommodate 3 parking spaces.	The council raises no objections subject to neighbour comments.
20/3878M	6A King Street	External installation of an air source heat pump, to be located to the rear of the property so as not to be visible from outside of the property boundary.	The council raises no objections subject to neighbour comments.
20/3906M	30 Ashworth Park	First floor gable extensions, and ground floor infill extension, to front of property. Replacement windows and doors to front elevation.	The council raises no objections subject to neighbour comments.
20/3698T	22 Hallside Park	Works to Protected Trees - Fell small oak which has grown too close to house, have concerns over root system proximity to house, excessive light being denied to house, problems with TV signal and a number of rotten branches and dead leaves. Concerns over danger posed to children and family.	The council OBJECTS on the grounds there is insufficient evidence to warrant the felling of the protected tree.

20/3631M	5 Mellor Crescent	Certificate of lawful existing use of two rooms as habitable bedrooms	The council provides no comment owing to the legal nature of the assessment.
20/3790T	Spinney End, Chelford Road	Section 211 notice - Works to trees - T1 Large Laurel. T2 Sycamore . T3 Three Norway Maples. T4 large Pine. T5 Prune Mixed trees/shrubs . T6 Sycamores. T7 Sycamore. T9 Norway Maple . T10 & T11. T12 Copper Beech . T13 Acacia. T14 Copper Beech.	The council raises no objections to the husbandry proposed subject to the Tree Officer being satisfied and encouraging the replanting of a similar species in response to the outlined felling within the proposal.
20/3945M	Woodleigh Cottage, Legh Road	Iron railings fixed on top of existing stone wall at the front of the house	The council raises no objections subject to neighbour comments.
20/3920M²	44 Goughs Lane	Outbuilding comprising garaging and gym (demolition of the existing garage)	The council raises no objections subject to neighbour comments.
20/3888M	5, Grove Park	Conversion of integral garage	The council raises no objections subject to neighbour comments.
20/3818T	3 & 5 St Johns Road	Section 211 notice - Fell conifer at no.3 and reduce oriental fruit tree and laburnum tree at no.5	The council raises no objections subject to neighbour comments.
20/3851T	Brierwood, 1, Leicester Road	Works to Protected Trees - Removal of lower limbs and lift to allow more light to holly hedgerow and newly planted photinia. Holly hedgerow is suffering due to beech.	The council raises no objections subject to neighbour comments.
20/3944T	22 Comber Way	Section 211 notice - OAK (T1) - Removal of limbs - Low limb overhanging the boundary (approximately 30cm diameter)	The council raises no objections subject to neighbour comments.

² Cllrs Gardiner and McCulloch voted against this resolution.

		remove back to the main stem. Limb over the bench area (approximately 15cm diameter) remove back to the main limb.	
20/4008M	22 Marcliffe Grove	Demolition and replacement of the existing side extension.	The council raises no objections subject to a condition requiring the office-space proposed remain ancillary to the dwelling-house.
20/3967M	17 Meadow Drive	Construction of ground floor rear extension, ground & first floor side extension and front porch to front elevation	The council raises no objections subject to neighbour comments.
20/3985M	Booths Park No. 6	Advertisement consent for the installation of 4no. halo illuminated fascia signs	The council raises no objections subject to neighbour comments.
20/4046M	15 North Downs	Construction of single storey rear and side extension and a full refurbishment of the existing dwelling.	The council raises no objections subject to neighbour comments.
20/4071M	9, Carrwood	Ground floor rear and side extension to dwelling	The council raises no objections subject to neighbour comments.
20/1795M	Sunnyhurst, 4 Mobberley Road	Erection of two dwellings and associated access (resubmission) Supporting information provided	<p>The council's earlier OBJECTION continues to stand, noting:</p> <ul style="list-style-type: none"> a) The additional documents included as part of the proposal do not overcome the earlier objection. b) The area is recognised as a greenspace and a much-needed wildlife habitat. c) The area has been identified historically as, and continues to be, an open space, noting SADPD Supporting Document EO2 Adopted Policies Map Appendix 7 recognises the area as an open space.

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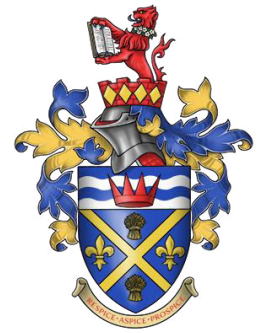
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Minutes

of the

Planning and Licensing Committee meeting held 12th October 2020

Online, via Zoom

PL19/203 Present

Cllrs Gray, McCulloch, Dalzell, Houghton and Coan.

In attendance: B Allen (*Planning and Facilities Officer*) and Cllr Forbes

PL19/204 Apologies for Absence

Apologies were received from Cllr Malloy, Robertson and Gardiner (personal business).

PL19/205 To note declarations of members' interests

No member interests were declared

PL19/206 Public Participation

A representative of the combined community groups stated that the proposal included 234 dwellings which was over the site allocation of 200 and that some of the proposed dwellings are within a floodplain which is contrary to development policy. It was stated that there were access issues to/from the site for pedestrians, cyclists and public transport users and that there is a lack of green open spaces within the proposal to break up the street scene.

A statement was read out by the Planning and Facilities Officer on behalf of a resident stating the proposal requires further planting of trees both as a climate emergency has been declared and to minimise any potential damage to Tatton Park.

PL19/207 To receive a statement from and put questions to the applicant

Messrs H Brooks (Tatton Estates) and S Tibenham (Pegasus Group) joined the meeting, provided additional information on the application and took questions from members.

It was stated that the proposal conforms to all relevant Knutsford Neighbourhood Plan policies and that whilst the Local Plan site allocation is for around 200 homes it is not a fixed number, that the policy recommends a density of 25 units per hectare and that the proposed development is at 24 units per hectare.

The applicant discussed the economic impact of altering the number of units and housing types as the building contractor has advised the applicant of the current market and financial viability of the scheme. The applicant stated that the number of affordable homes is linked to the total number of homes proposed and to increase the number of affordable homes there would need to be a significant increase in the total number of units proposed. The applicant explained that the number of bungalows could not be increased as the building contractor does not believe there is a market for such units.

It was stated the flood zones had been reassessed by the Environment Agency and have significantly lower risk factors than a previous model. It was stated that the flood zones have been redesigned to include sustainable drainage techniques, that flood zone 3 does not include any dwellings and that units within flood zone 2 would be raised above any levels of potential flooding.

It was stated that hundreds of trees would be planted, that further trees are planned for the northern section of the allocated site and that tree and hedge planting will be native species.

It was stated that the proposal includes a cycle loop around the site with planned links to a cycle path to through Dogwood to the town centre. It was further stated that would be a service charge for maintenance, but that this has been carefully looked at and includes a low-level 10-year cap.

PL19/208 To consider planning application 18/2996M - Land north of Parkgate Industrial Estate

It was **RESOLVED**¹ to support the application subject to minor changes to bin storage; ensuring native species are used in planting schemes and careful consideration being given to planting fruit trees near the play area.

PL19/209 To receive and confirm the minutes of the meeting held on 28th September

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

PL19/210 To note the date of the next meeting

The date was noted.

¹ Cllrs McCulloch and Dalzell voted against this resolution

Knutsford Town Council

Town Clerk: Adam Keppel-Green

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Minutes

of the

Planning and Licensing Committee meeting held 19th October 2020

Online, via Zoom

PL19/211 Present

Cllrs Gardiner, McCulloch, Coan, Gray, Houghton, Dalzell, and Robertson.

In attendance: B Allen (*Planning and Facilities Officer*)

PL19/212 Apologies for Absence

Apologies were received from Cllr Malloy (personal business).

PL19/213 To note declarations of members' interests

Cllr Houghton declared a personal interest in application 20/4070M on the grounds of being known to an agent for the proposal.

Cllr McCulloch declared a personal interest in application 20/4127M on the grounds of being a customer.

Cllrs Gardiner, McCulloch, Robertson, and Dalzell declared their attendance at a presentation for applications 20/4127M and 20/4128M, noting the attendance was to assist in understanding the application and no decisions were made.

PL19/214 Public Participation

The applicant for 20/4127M gave a brief outline of the proposal, noting the addition of outdoor areas and opening-up the cells as bedroom spaces. The applicant went on to explain the benefits of the proposal within the current economic climate, the increase in overnight tourism within Knutsford, and making the building a focal point of the town like it has been historically, whilst safeguarding the building for the future. The applicant noted that advertisement consent has also been applied for.

A resident spoke in relation to 20/4127M stating the support for the town and hard work on the proposal is appreciated but that the pergola and signage designs do little to enhance the Town Centre Conservation Area or heritage of the listed building.

A representative of the South Knutsford Residents Group spoke in relation to the appeal decision for 19/1395M, reporting their disappointment and stating that the inspector incorrectly commented that The Knutsford Design Guide had not been approved as part of the Knutsford Neighbourhood Plan, and that he had ignored policy HE3.

The representative further spoke in relation to the decision for 20/2398M and the planning officer's refusal to acknowledge policy H3 of Knutsford Neighbourhood Plan.

PL19/215 To receive and confirm the minutes of the meeting held on 12th October

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

PL19/216 To consider the latest planning applications

It was **RESOLVED** to submit the comments detailed below and for the Planning and Facilities Officer write to Cheshire East Council to note the council could not access the amended plan documents in relation to application 20/3684M (Longview Hotel) and would not be able to comment until the next planning meeting.

PL19/217 To consider the latest licensing applications

It was **RESOLVED** to raise no objections to the licencing application for Sheldons Dairy, 1 Haigh Road.

PL19/218 To consider the latest planning decisions

The decisions were noted. It was also noted with concern, the restricted way policy H3 of the Knutsford Neighbourhood Plan has been viewed by Cheshire East Council Planning Officer regarding application 20/2398M - Rose Cottage, 1a, Meadow Drive.

PL19/219 To review the planning issues log

The log was noted, and it was agreed that that the Planning and Facilities Officer write to the Enforcement Officer at Cheshire East Council over concern issues are not being progressed or resolved.

PL19/220 To consider the planning actions log

The log was noted.

PL19/221 To note the decision in respect of the appeal against refusal for 19/1395M - Oakhurst, Toft Road

The decision was noted, and it was agreed to write to the Chief Inspector of the Planning Inspectorate to question the validity of the application due a right of access, and the role of the Knutsford Neighbourhood Plan.

PL19/222 To note the date of the next meeting

The date was noted.

Planning Applications: 19/10/2020

Application	Address	Application details	Town Council Comment
20/4070M	23a Bexton Road	Replacement of existing panel garage with rear extension	The council raises no objections subject to a condition it is used solely as ancillary accommodation to the dwelling-house and not used for commercial purposes. The council notes concerns raised by neighbours and believes these can be adequately addressed through Party Wall legislation.
20/4122M	5 Aylesby Close	Proposed single storey rear extension. External wall material change from brick to render. Window change from white upvc to grey upvc	The council raises no objections subject to neighbour comments.
20/3743M	41 Bexton Lane	Single storey side extension	The council raises no objections subject to neighbour comments.
20/4191M	41 Princess Street	Advertisement consent for 3 fascia boards and 1 hanging sign	The council raises no objections but suggests the signage fixtures are re-considered to something similar other signage fixtures in the area.
20/4127M	The Courthouse, Toft Road	Internal alterations to the former court 1 and court 2 to improve access and functional use of the building, conversion of C20th cells to hotel rooms, external alterations to accommodate a roof terrace over the C20th cells block, external pergola and seating area at the front of the property to provide external seating and building mounted signage and site signage.	The council raises no objections subject to noise levels and the management of noise levels from the terrace being fully considered, noting the neighbouring properties.
20/4128M	The Courthouse, Toft Road	Listed building consent for internal alterations to the former court 1 and court 2 to improve access and functional use of the building, conversion of C20th cells to	The council raises no objections subject to efforts made to preserve the heritage of the building through the methodology employed.

		hotel rooms, external alterations to accommodate a roof terrace over the C20th cells block, external pergola and seating area at the front of the property to provide external seating and building mounted signage and site signage.	
20/4237M	52 Manor Park South	Two storey extension to side	The council raises no objections subject to neighbour comments.
20/4263M	17 Sugar Pit Lane	Two Storey Wrap Around Extension	The council raises no objections subject to neighbour comments.
20/4144T	Marshall House, Church Hill	Section 211 notice: Works to various trees.	The council raises no objections suggesting the preservation of the apple tree.
20/4208M	Liberal Club, Brook Street	external signage showing the building name	The council raises no objections subject to neighbour comments.
20/2894M	2 Grassfield Way	AMENDED PLANS demolition of existing garage and store proposed two storey side extension proposed single storey front and rear extension render to existing re roof existing	The council OBJECTS on the grounds the revised plans do not overcome the council's previous objection
20/3684M	Longview Hotel, 51-55, Manchester Road	AMENDED PLANS Change of use of existing Hotel (C1) to Sui Generis; house in multiple occupation and two residential apartments (C3)	The council provides no response until 2 nd November as there are no plans available for viewing.
20/4466M¹	33 Meadow Drive	Proposed front porch canopy, first floor side extension, two storey rear extension, render whole house and associated alterations	The council raises no objections subject to neighbour comments and the appropriate provision of parking within the site.

¹ Cllr McCulloch abstained from voting on this resolution

Knutsford Town Council

Town Clerk: Adam Keppel-Green

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Minutes

of the

Planning and Licensing Committee meeting held 2nd November 2020

Online, via Zoom

PL19/223 Present

Cllrs Gardiner, McCulloch, Coan, Gray, Houghton, Dalzell, and Robertson.

In attendance: B Allen (*Planning and Facilities Officer*)

PL19/224 Apologies for Absence

Apologies were received from Cllr Malloy (personal business).

PL19/225 To note declarations of members' interests

No member interests were declared.

PL19/226 Public Participation

A resident spoke in relation to 20/4396M stating the proposal has done much to address previous objections, but the hand-drawn plans make it difficult to accurately review the impact. The resident detailed the design, and increase in size, of the proposed roof and eaves which would detrimentally impact the street scene and surrounding properties. The resident also noted the window layout and positions increase overlooking.

The applicant for 20/4406M gave a brief outline of the proposal, noting the signage is required to attract customers and trade. The applicant noted that there had been comments received regarding the austere look of the property and the signage has been designed to soften the exterior. The applicant went on to detail the non-intrusive implementation of the proposal.

PL19/227 To receive and confirm the minutes of the meeting held on 19th October

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

PL19/228 To consider the latest planning applications

It was **RESOLVED** to submit the comments detailed below.

PL19/217 To consider the latest licensing applications

It was **RESOLVED** to raise no objections to the licencing application for Co-operative Group Food Ltd, 7 Princess Street.

PL19/222 To note the date of the next meeting

The date was noted.

Planning Applications: 02/11/2020

Application	Address	Application details	Town Council Comment
20/3684M	Longview Hotel, 51-55, Manchester Road	AMENDED PLANS Change of use of existing Hotel (C1) to Sui Generis; house in multiple occupation and two residential apartments (C3)	The council OBJECTS on the grounds the revised description does not overcome the council's previous objection
20/4475M	Little Hollow, 7 Molly Potts Close	Side and front extension to existing bungalow. The front extension will house the garage allowing for a new utility room to the rear, and increased sized living and dining room. The side extension will allow for an extra bedroom and 2 extra ensuite with WC	The council raises no objections subject to a condition requiring details of tree protection during construction.
20/4406M	The Court House, Toft Road	Advertisement Consent for a pedestrian advertisement, totem signage, building-mounted signage, and pergola signage	The council raises no objections subject to neighbour comments.
20/4245T	18 Fir Tree Avenue	Works to Protected Trees: Works to trees - Oak and two Lime trees.	The council raises no objections subject to neighbour comments.
20/4246T	74 Glebelands Road	Works to Protected Trees: Works to Sycamore Tree	The council raises no objections subject to neighbour comments.
20/3819T	19 Hallside Park	Works to Protected Trees: Tree works to various trees	The council raises no objections subject to the Tree Officer being satisfied and encourages the replanting of a similar species.
20/4120D	Tall Timbers, 3 Leicester Road	Discharge of Condition 4 on 20/0426M - Replacement dwelling with attached double garage	The council OBJECTS due to concern over the number of trees being felled. The council does not believe this is necessary to facilitate the development and requests that trees which are required to be felled replaced with an appropriate similar species elsewhere within the site.
20/4191M	41 Princess Street	Advertisement consent for 3 fascia boards and 1 hanging sign	The council has already commented on this application.

20/4455M¹	Vacant land to the north of Parkgate Ind, Land north of Parkgate Industrial Estate, Parkgate Lane	Non-material amendment to application 13/2935M.	The council raises no objections subject to neighbour comments.
20/4396M	The Owls, Legh Road	Proposed construction of a self/custom build replacement dwelling	The council OBJECTS on the grounds the proposed development would present an unneighbourly relationship with the adjacent property, resulting in a detrimental impact on the residential amenity of the neighbouring properties, by virtue of the significant bulk of 2-storey building extending for several metres along both boundaries.
20/2487M	47 Valley Way	Non-material amendment to application 20/0438M.	The council raises no objections subject to neighbour comments.
20/4470T	10 Rockford Lodge	Works to Protected Trees: T1 Sycamore - Crown lift to 6 meters in order to gain more light plus remove dead wood	The council raises no objections subject to neighbour comments.
20/4559M	1 St John's Avenue	Demolition of a 4.5 meter section of mixed brick and wood boundary wall separating 1 St Johns Avenue and garden land.	The council raises no objections subject to neighbour comments.
20/4646M	64 Bexton Road	Proposed rear and side extension with loft conversion	The council raises no objections subject to neighbour comments.
20/4679M	29 Brook Street	External alterations to block up and form new window and door openings to the side and rear elevations including new aluminium windows and doors	The council raises no objections subject to neighbour comments.

¹ Cllr Gardiner abstained from voting on this resolution