

## **MAIDSTONE BOROUGH COUNCIL**

### **COBTREE MANOR ESTATE CHARITY COMMITTEE**

#### **MINUTES OF THE MEETING HELD ON 11 JULY 2012**

**Present:**                **Councillor J A Wilson (Chairman) and  
Councillors Garland, Greer and Hotson**

1.    **APOLOGIES FOR ABSENCE**

It was noted that apologies for absence had been received from Mr Richard Corben, the Chairman of the Cobtree Charity Trust Limited.

2.    **NOTIFICATION OF VISITING MEMBERS**

There were no Visiting Members.

3.    **ELECTION OF CHAIRMAN**

**RESOLVED:** That Councillor J A Wilson be elected as Chairman of the Committee for the Municipal Year 2012/13.

4.    **ELECTION OF VICE-CHAIRMAN**

**RESOLVED:** That Councillor Greer be elected as Vice-Chairman of the Committee for the Municipal Year 2012/13.

5.    **DISCLOSURES BY MEMBERS AND OFFICERS**

There were no disclosures by Members and Officers.

6.    **DISCLOSURES OF LOBBYING**

The Assistant Director of Environment and Regulatory Services advised the Committee that discussions had taken place with representatives of the Museum of Kent Life who were concerned about the impact of the planned investment at Cobtree Manor Park on the Museum.

Councillor Hotson stated that he had been lobbied by the County Council's Cabinet Member for Customer and Communities on this matter.

7.    **EXEMPT ITEMS**

**RESOLVED:** That the items on the agenda be taken in public as proposed.

8.    **MINUTES OF THE MEETING HELD ON 14 MARCH 2012**

**RESOLVED:** That the Minutes of the meeting held on 14 March 2012 be approved as a correct record and signed.

9. COBTREE MANOR ESTATE CHARITY ACCOUNTS 2011/12

The Committee considered the report of the Head of Finance and Customer Services setting out the un-audited Report and Financial Statement for the financial year 2011/12. It was noted that:-

- The draft Report and Financial Statement had been produced in accordance with the Charity Accounting Statement of Recommended Practice.
- The net surplus on the operation of the Golf Course and the Manor Park was £100,087 compared to a net deficit of £4,120 during 2010/11. Following the audit of the 2010/11 accounts and subsequent adjustments there was a sum due to the Council of £17,912, leaving an actual surplus of £82,175. These figures were provisional as the accounts were still subject to external audit.
- The figure for property repairs was substantially lower in 2011/12 (£20,276) as the figure for 2010/11 (£108,809) included the major repair works undertaken at Garden Cottage.
- As the Charity was now debt free, it could keep any net surplus generated. The surplus for 2011/12 would be applied directly to payments due in respect of implementation of Phase 1 of the Master Plan.
- There were no asset disposals in 2011/12 and none of the assets held had been subject to revaluation.
- The market value of the Charifund investment had fallen slightly to £1.332m, but remained greater than the purchase value.

RESOLVED: That the draft Report and Financial Statement for the financial year 2011/12 be noted prior to audit.

10. COBTREE MANOR PARK MASTER PLAN PLAY AREA PHASE TWO

DECISION MADE:

1. That the revised play area design shown in Appendix A to the report of the Cobtree Officer be approved.
2. That the Officers be authorised to submit a planning application incorporating this design for the play area.

To view full details of this decision, please follow this link:-

<http://meetings.maidstone.gov.uk/ieDecisionDetails.aspx?AIId=12339>

11. PARK RANGER'S PROGRESS REPORT

The Committee considered the report of the Cobtree Officer setting out details of the work of the Park Ranger over the period March-May 2012 and of the work planned for the summer period.

The Committee wished to place on record its appreciation of the work being carried out by the Park Ranger.

RESOLVED: That the work undertaken by the Park Ranger and the future work planned, as set out in Appendix A to the report of the Cobtree Officer, be noted.

12. COBTREE MANOR ESTATE - RISK MANAGEMENT ANNUAL REVIEW

DECISION MADE:

That the Charity's Risk Assessment documents attached as Appendices A and B to the report of the Cobtree Officer be endorsed.

To view full details of this decision, please follow this link:-

<http://meetings.maidstone.gov.uk/ieDecisionDetails.aspx?AIId=12336>

13. ASSET MANAGEMENT PLAN 2011/14

DECISION MADE:

1. That the Asset Management Plan for the Charity known as the Cobtree Manor Estate, attached as Appendix A to the report of the Cobtree Officer, be endorsed.
2. That data relating to the Cobtree properties extracted from the Council's 2012 property review be reported to the Committee this autumn and that all future asset management reports be brought to the Committee in the autumn to enable up to date information to be included.
3. That the Officers be requested to undertake an options appraisal in relation to possible alternative uses for the land to the north of Forstal Road currently let under a two-year grazing tenancy agreement due to expire in June 2013.

To view full details of this decision, please follow this link:-

<http://meetings.maidstone.gov.uk/ieDecisionDetails.aspx?AIId=12337>

14. PROPOSED DESIGNATION OF WESTFIELD WOOD AS A LOCAL NATURE RESERVE

DECISION MADE:

1. That the request by the Kent Wildlife Trust to apply for Local Nature Reserve status for the section of Westfield Wood that it leases from Maidstone Borough Council in its capacity as Corporate Trustee of the Charity known as the Cobtree Manor Estate be approved.
2. That the Head of Legal Services be authorised to prepare and sign the documentation required for Local Nature Reserve designation upon an approach made by the Kent Wildlife Trust.

To view full details of this decision, please follow this link:-

<http://meetings.maidstone.gov.uk/ieDecisionDetails.aspx?AIId=12340>

15. SURRENDER OF THE LEASE OF 4 STREAM COTTAGES, FORSTAL ROAD, MAIDSTONE

DECISION MADE:

1. That agreement be given to the re-letting of 4 Stream Cottages, Forstal Road, Maidstone on a minimum 22 year sub-lease following the surrender of the sub-lease by the tenant due to medical reasons.
2. That the Head of Property and Procurement be authorised to agree heads of terms for the new sub-lease based generally on the provisions of the former sub-lease and that the Head of Legal Services be authorised to then complete the documentation.

To view full details of this decision, please follow this link:-

<http://meetings.maidstone.gov.uk/ieDecisionDetails.aspx?AIId=12486>

16. DURATION OF MEETING

6.00 p.m. to 6.20 p.m.