

AGENDA

COBTREE MANOR ESTATE CHARITY COMMITTEE MEETING



Date: Wednesday 13 March 2013

Time: 5.45 p.m.

Venue: Town Hall, High Street,
Maidstone

Membership:

Councillors Garland, Greer, Hotson and
J.A. Wilson (Chairman)

Page No.

1. Apologies for Absence
2. Notification of Visiting Members
3. Disclosures by Members and Officers
4. Disclosures of Lobbying
5. To consider whether any items should be taken in private because of the possible disclosure of exempt information.
6. Minutes of the meeting held on 14 November 2012

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Continued Over/:

Issued on 5 March 2013

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact DEBBIE SNOOK on 01622 602030**. To find out more about the work of the Committee, please visit www.maidstone.gov.uk

Alison Broom

**Alison Broom, Chief Executive, Maidstone Borough Council,
Maidstone House, King Street, Maidstone, Kent ME15 6JQ**

7.	Report of the Head of Finance and Customer Services - Charity Known as the Cobtree Manor Estate - Financial Position 2012/13	4 - 8
8.	Report of the Head of Finance and Customer Services - Draft Response to Management Letter	9 - 13
9.	Report of the Cobtree Officer - Cobtree Estate Progress Report	14 - 18
10.	Report of the Cobtree Officer - Asset Management Review Update Report	19 - 23

MAIDSTONE BOROUGH COUNCIL

COBTREE MANOR ESTATE CHARITY COMMITTEE

MINUTES OF THE MEETING HELD ON 14 NOVEMBER 2012

Present: Councillor J.A. Wilson (Chairman) and
Councillors Garland and Hotson

Also Present: Mr Richard Corben, Cobtree Charity Trust Limited

17. APOLOGIES FOR ABSENCE

It was noted that apologies for absence had been received from Councillor Greer.

18. NOTIFICATION OF VISITING MEMBERS

There were no Visiting Members.

19. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

20. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

21. EXEMPT ITEMS

RESOLVED: That the exempt Appendix to the report of the Assistant Director of Environment and Regulatory Services relating to the operation of the Kent Life Museum attraction be considered in public, but the information contained therein should remain private.

22. MINUTES OF THE MEETING HELD ON 11 JULY 2012

RESOLVED: That the Minutes of the meeting held on 11 July 2012 be approved as a correct record and signed.

23. CHARITY KNOWN AS THE COBTREE MANOR ESTATE - ACCOUNTS 2011/12

DECISION MADE:

1. That the Report and Financial Statements for the financial year 2011/12, including the Schedule of Adjustments and the Letter of Representation, all attached as Appendix A to the report of the Head of Finance and Customer Services, be approved.

2. That the Officers be requested to submit a report to the next meeting of the Committee setting out a suggested formal response to the Management Letter from the external auditors.

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

<http://meetings.maidstone.gov.uk/ieDecisionDetails.aspx?ID=628>

Note: Councillor Hotson entered the meeting following consideration of this item.

24. CHARITY KNOWN AS THE COBTREE MANOR ESTATE - FINANCIAL POSITION 2012/13

The Committee considered the report of the Head of Finance and Customer Services setting out details of the financial position in respect of the Golf Course and the Manor Park as at 30 September 2012. The report also included details of capital expenditure, deposits held and total investments. It was noted that:-

- No significant financial issues had arisen during October/November to date and both the Golf Course and the Manor Park were operating within budget at present.
- The market value of the endowment funds invested with Charifund had fallen to £1.338m, but this was still higher than the purchase value. This was important as endowment funds would be drawn down to implement the Master Plan over the next few years.

The budget for the Master Plan had been set at £1.065m. To date there had been expenditure of £65,655 on Phase 1 works in relation to the play area, but no endowment funds had yet been drawn down.

RESOLVED: That the financial position in respect of the Golf Course and Manor Park be noted.

25. PARK RANGER'S UPDATE AND MASTER PLAN PROGRESS REPORT

The Committee considered the report of the Cobtree Officer setting out details of the work of the Park Ranger over the period June-October 2012 and of the work planned for the autumn period. The report also included an update on the progress being made in relation to the implementation of the Master Plan project works. It was noted that planning permission had been granted for Phase 2 of the play area.

In response to questions, the Assistant Director of Environment and Regulatory Services advised Members that the projected increase in visitor numbers arising from the implementation of each phase of the Master Plan would be reported to the Committee in the New Year.

RESOLVED:

1. 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.
2. That the progress of the Master Plan project works, as set out in Appendix B to the report of the Cobtree Officer, be noted.

26. KENT LIFE

DECISION MADE:

1. That the Heads of Terms of the agreement to be entered into in relation to the operation of the Kent Life Museum attraction on behalf of the Cobtree Manor Estate Trust (CMET), as set out in the exempt Appendix to the report of the Assistant Director of Environment and Regulatory Services, be approved.
2. That the Assistant Director of Environment and Regulatory Services be given delegated authority, in consultation with the Chairman of the Cobtree Manor Estate Charity Committee, to authorise the Head of Legal Services to enter into an agreement with Continuum Kent Life Ltd. (Continuum) to operate the Kent Life Museum facility on behalf of CMET on the basis of the Heads of Terms referred to above.
3. That the Officers be thanked for their work on this initiative.

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

<http://meetings.maidstone.gov.uk/ieDecisionDetails.aspx?ID=629>

Note: Councillor Garland left the meeting during consideration of this item, having expressed his support for the proposal.

27. DURATION OF MEETING

5.45 p.m. to 6.15 p.m.

Agenda Item 7

MAIDSTONE BOROUGH COUNCIL

COBTREE MANOR ESTATE COMMITTEE

13TH MARCH 2013

REPORT OF THE HEAD OF FINANCE & CUSTOMER SERVICES

Report prepared by: Paul Holland (Senior Accountant)

1 FINANCIAL POSITION 2012/13

1.1 Issue for Decision

1.1.1 To consider the current financial position of the Golf Course and Manor Park as at 31st January 2013.

1.2 Recommendation of the Head of Finance & Customer Services

1.2.1 That the current financial position as at 31st January 2013 is noted.

1.3 Reasons for Recommendation

1.3.1 Attached at **APPENDIX A** is the current financial position, including the projected outturn as at 31st January 2013. If any significant financial issues arise during February these will be reported verbally to the meeting.

1.3.2 The statement also includes details of capital expenditure, deposits held and total investments held at **APPENDIX B**.

1.4 Current Financial Position

1.4.1 Both the Golf Course and the Manor Park are running within budget at 31st January 2013 and at this stage there are no issues that need to be highlighted.

1.5 Investments

1.5.1 The market value of the investments held with Charifund has continued to rise from the last time the value was reported in November 2012. This is a reassuring movement as the endowment fund will be used to fund the Master Plan over the next few years and it is therefore important that the market value continues to be higher than the purchase value. The current value is shown at **APPENDIX B**.

1.6 Capital Expenditure

1.6.1 The budget for the Master Plan has now been agreed at £1.065m, to be funded by drawing down from the endowment funds invested with Charifund. To date there has been expenditure of £70,100 on Phase 1 works in respect of the play area, and no funds have yet been drawn down as there are sufficient resources from the 2011/12 operational surplus to fund this. The breakdown of the Master Plan budget is shown at **APPENDIX B.**

1.7 Alternative Actions and Why Not Recommended

1.7.1 The Committee could not receive updates during the year on the financial position, but this would not be consistent with good financial management.

1.8 Impact on the Charity’s Objectives

1.8.1 The net surplus on the activities of the Golf Course and Manor Park are to be used to further the long term aims and objectives of the Trust, particularly the agreed Master Plan for the development of the Manor Park.

1.9 Risk Management

1.9.1 Good financial management allows more informed decisions to be made regarding the ongoing activities of the Trust.

1.10 Other Implications

Financial	X
Staffing	
Legal	
Social Inclusion	
Environmental/Sustainable Development	
Community Safety	
Human Rights Act	
Procurement	
Asset Management	

1.11 Financial Implications

Financial Implications are detailed in the report above.

NO REPORT WILL BE ACCEPTED WITHOUT THIS BOX BEING COMPLETED

Is this a Key Decision? Yes No

If yes, when did it appear in the Forward Plan? _____

Is this an Urgent Key Decision? Yes No

Reason for Urgency

Not applicable

**APPENDIX A - COBTREE GOLF COURSE & MANOR PARK
CURRENT FINANCIAL POSITION**

April 2012 - January 2013

Golf Course

Category	Actual (£)	Estimate to Date (£)	Full Year Estimate (£)
Employee Costs	8,320	8,650	10,380
Premises Costs	28,263	34,120	43,590
Supplies & Services	0	2,950	156,020
Recharges	17,800	18,260	21,910
Income	-246,688	-255,760	-292,750
GRAND TOTAL	-192,305	-191,780	-60,850

April 2012 - January 2013

Manor Park

Category	Actual (£)	Estimate to Date (£)	Full Year Estimate (£)
Employee Costs	28,581	31,840	38,220
Premises Costs	75,398	61,380	75,860
Transport	353	500	600
Supplies & Services	17,965	22,790	32,940
Recharges	19,268	20,200	24,240
Income	-22,511	-14,300	-175,250
GRAND TOTAL	119,054	122,410	-3,390

This is the actual expenditure to date compared against the projected estimate up to the end of January 2013.

APPENDIX B

COBTREE CAPITAL SCHEMES

Scheme	Budget (£)	Actual to Date (£)
Cobtree Manor Park Master Plan - Phase 1	170,000	70,100
Cobtree Manor Park Master Plan - Phase 2	482,500	0
Cobtree Manor Park Master Plan - Phase 3	384,500	0
Additional Costs	28,000	0
Total	1,065,000	70,100

DEPOSITS HELD ACCOUNT

	£
Balance as at 31st March 2012	-5,553
Deposits received 2012/13	0
Balance as at 31st January 2013	-5,553

TOTAL INVESTMENTS HELD

	£
Total investments made up to 31st March 2012	1,290,000
Balance Sheet (Market) Value 31st March 2012	1,328,166
Market Value as at 31st January 2013	1,479,050

MAIDSTONE BOROUGH COUNCIL

COBTREE MANOR ESTATE COMMITTEE

13TH MARCH 2013

REPORT OF THE HEAD OF FINANCE & CUSTOMER SERVICES

Report prepared by: Paul Holland (Senior Accountant)

1 RESPONSE TO MANAGEMENT LETTER

1.1 Issue for Decision

1.1.1 To consider the draft response to the Management Letter issued at the conclusion of the audit of the 2011/12 accounts.

1.2 Recommendation of the Head of Finance & Customer Services

1.2.1 That the Committee agrees the draft response as set out at **Appendix B**.

1.3 Reasons for Recommendation

1.3.1 The Trust accounts are audited by King & Taylor, and as part of their final report they issue a Management Letter, which sets out the principal findings of their work and makes recommendations regarding these findings.

1.3.2 At the meeting on 14th November 2012 the accounts for 2011/12 were approved, but the Committee did ask that the draft response to the Management Letter be brought to the next meeting for their consideration prior to its formal submission.

1.3.3 The Management Letter is attached at **Appendix A**, with the draft responses set out at **Appendix B**.

1.4 Alternative Actions and Why Not Recommended

1.4.1 The Committee could chose to disregard the recommendations of the Management Letter, but this could have a negative impact upon future audit reports as the recommendations are intended to assist the future operations of the Trust.

1.5 Impact on the Charity's Objectives

1.5.1 The Letter assists the Trust in the efficient and effective management of operational activities.

1.6 Risk Management

1.6.1 The Management Letter is issued as part of the annual process of auditing the accounts, and brings to the attention of the Trust areas where improvements could be made.

1.7 Other Implications

Financial	<input checked="" type="checkbox"/>
Staffing	<input type="checkbox"/>
Legal	<input type="checkbox"/>
Social Inclusion	<input type="checkbox"/>
Environmental/Sustainable Development	<input type="checkbox"/>
Community Safety	<input type="checkbox"/>
Human Rights Act	<input type="checkbox"/>
Procurement	<input type="checkbox"/>
Asset Management	<input type="checkbox"/>

1.8 Financial Implications

These are detailed in the report.

<u>NO REPORT WILL BE ACCEPTED WITHOUT THIS BOX BEING COMPLETED</u>	
Is this a Key Decision?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, when did it appear in the Forward Plan? _____	
Is this an Urgent Key Decision?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<u>Reason for Urgency</u>	
Not applicable	

King & Taylor (Audit) Ltd

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Our Ref: JJ/BS/5664

The Committee
Cobtree Manor Estate
Maidstone Borough Council
Maidstone Gateway,
King Street,
Maidstone, Kent ME15 6JQ

25th October 2012

Dear Sirs

The purpose of this letter is to report to you the principal findings of our audit work for the year ended 31 March 2012. This management letter is not meant to be an exhaustive list of improvements which are possible, it simply points out matters which actually came to our attention during the course of our audit work. Our audit tests, which are designed to assist us in forming our opinion on the financial statements, may not necessarily disclose all errors or irregularities and should not be relied upon to do so. However, if any irregularity did come to our attention during our audit tests, we would, of course, inform you immediately.

We would like to draw your attention to the following points:

Observations	Comments
<p>1. As at 31st March 2012 Unrestricted Reserves totalled £103,184. Whilst we appreciate that sufficient reserves are required to repay the loan from the endowment fund over the next 30 years (as per the Charity Commission Order dated 17th May 2012), the Charity Commission do also point out in their general guidance that holding excessive reserves can unnecessarily limit the amount spent on charitable activities, reducing the potential benefits a charity can provide. We recommend that the Charity therefore regularly review their reserves policy to ensure that funds are continuing to be spent on charitable activities.</p>	
<p>2. As stated previously, during our audit testing we noted that no formal procedures are in place when it comes to monitoring the performance of the contractor MyTime Active, although a member of the Leisure department does regularly visit the golf course as part of your monitoring procedures.</p> <p>We recommend formal procedures are documented in order to ensure that the contract specifications are being adhered to.</p>	

3. We draw your attention to current statutory audit thresholds:

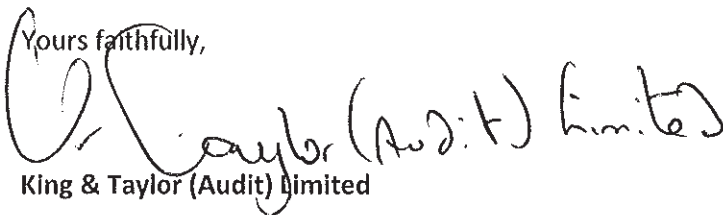
- Gross income exceeds £500,000; *or*
- Gross income exceeds £250,000 and gross assets exceed £3,260,000.

In addition, an audit is also required, irrespective of income or gross asset limits, if it is specifically stipulated within the Charity's governing document.

Historically, the Corporate Trustee has taken the decision to appoint auditors. This decision was made taking account of any independence issues raised by the Charity Commission, particularly the relationship and transactions undertaken between the Council and Charity.

We understand that in future years the Charity is intending to continue this practice and appoint us as auditors. However we draw your attention to the current statutory audit limits.

We would welcome your comments to these recommendations in due course. One of our members of staff would be happy to assist in implementing any of these changes.

Yours faithfully,

King & Taylor (Audit) Limited

DRAFT RESPONSE TO KING & TAYLOR MANAGEMENT LETTER

1	Excessive Reserves: Trustees are aware of the high level of reserves at present. However, a master plan for the development of the Manor Park has been agreed and is now being implemented. The reserves will therefore be applied to the funding of the first phase of the master plan.
2	Golf Course Monitoring Procedures: Procedures are in place, and the Council's Leisure Department have advised that they were in place during 2011/12. If you need confirmation or clarification of these arrangements please let us know and we can send the necessary information.
3	Statutory Audit Thresholds: These thresholds and the implications of them have been noted by the Trustees.

Agenda Item 9

MAIDSTONE BOROUGH COUNCIL

Cobtree Manor Estate Committee

13th March 2013

REPORT OF THE COBTREE OFFICER

Report prepared by Joanna Joyce

1. Cobtree Estate Progress Report

1.1 Issue for Decision

1.1.1 To consider the work undertaken across the estate and to approve the proposed cost of the events programme at Cobtree Manor Park for 2013.

1.2 Recommendation of the Cobtree Officer

It is recommended that the Committee note the work undertaken across the estate and the future work set out this report

and

1.2.1 that the proposed total cost for the events programme is approved.

1.3 Reasons for Recommendation

1.3.1 The Committee previously resolved to receive a progress report on the work of the park ranger at each meeting. This has now been extended to cover the work of the whole estate. Attached at **Appendix A** is the report for the most recent period.

1.3.2 The events programme has proven very successful in raising the profile of the park and in bringing new visitors in; it is therefore recommended that this programme continues in order to build on the success of the previous 2 years. Included in **Appendix A** is an outline proposal for events at Cobtree Manor Park.

1.4 Alternative Action and why not Recommended

1.4.1 The alternative course of action is to reject the request for endorsement of the ongoing work across the estate and the events programme contained in this report. This is not recommended as the

recommendations are in the best interests of the future management of Cobtree Estate.

1.5 Impact on Corporate Objectives

1.5.1 The work of the estate directly supports the achievement of the charity's objectives.

1.6 Risk Management

1.6.1 There are no additional risks to the Charity arising from this report.

1.7 Other Implications

1.7.1

- 1. Financial
- 2. Staffing
- 3. Legal
- 4. Equality Impact Needs Assessment
- 5. Environmental/Sustainable Development
- 6. Community Safety
- 7. Human Rights Act
- 8. Procurement
- 9. Asset Management

x

1.7.2 The cost of the events will be kept at the same level as 2012.

1.8 Relevant Documents

1.8.1 Appendices

Appendix A Report of the Cobtree Officer on the work of the Estate including outline events proposal and cost.

1.8.2 Background Documents

There are none.

IS THIS A KEY DECISION REPORT?

Yes

No

X

If yes, when did it first appear in the Forward Plan?

.....

This is a Key Decision because:

.....

Wards/Parishes affected:

.....

Cobtree Estate Progress Update

March 2013

Introduction

This document sets out an update on the work of the estate. As the initial update this will set out the works over the last six months. Future reports will be quarterly with an annual report setting out the work across the estate over the year being brought before the Cobtree Manor Estate Committee in the autumn. This update replaces the Park Ranger's Progress Report and has been widened to cover the work across the whole estate and not just in Cobtree Manor Park.

Cobtree Manor Park

Maintenance of the park over the winter months has focussed predominantly on the regeneration of shrub borders in the main parkland. In addition to this the area around the elephant house has been pruned. A number of trees in the parkland area have been crown lifted. Fencing has been mended adjacent to the golf course and a barrier has been erected adjacent to the pond. Mesh fencing has been installed along the Forstal Road fence.

Visitor figures for 1st October 2012 – 31st December; 53,296 visitors from 26,648 cars. This is the first year of collecting figures in this way so there are no comparisons for previous years.

Cobtree Manor Park Events Programme 2013

The events programme for 2012 has proven very popular and the proposed events for 2013 are currently being finalised. It is proposed that the events programme for 2013 is kept similar to the successful programme of 2012. This will include a selection of walks with the ranger, historical walks and conservation activities for families.

The total cost of events will be kept at last year's level with around £1500 being spent on event provision. After this year's programme there will be a review of events in the park to look at how they can be provided sustainably in the long term.

Cobtree Manor Park Project

The project is progressing on schedule. Phase 2 consists of the installation of the main part of the play area, the renovation of the car park and the installation of a new parkland walk along with additional bins and benches. This is underway, with the installation of the main part of the play area on schedule for completion before Easter. The car park has been cleared of smaller trees and the parkland tree works have been undertaken ready for the main path works to begin at the end of February. A consultation event on these works was held in the park on

26th January. Submissions have been received from 6 local artists for the sculpture trail and are currently being scored.

Cobtree Golf Course

Mytime have been offered a 5 year extension to their current lease. Generally customer satisfaction is high. There has been a drop in roundage figures due to the poor weather over the winter.

Estate Properties

4 Stream Cottages has been renovated following the tenant leaving in the summer of 2012. The re-letting of the property is currently being arranged with Page and Wells.

South East Water are looking to undertake works in the field south of Forstal Road under their current easement, negotiations are ongoing.

Museum of Kent Life

Continuum have been granted an extension to their lease until September 2013. This is to allow for ongoing negotiations with Cobtree Manor Estate Trust regarding the operation of the Museum of Kent Life following their decision to serve notice to quit.

MAIDSTONE BOROUGH COUNCIL

Cobtree Manor Estate Committee

13th March 2013

REPORT OF THE COBTREE OFFICER

Report prepared by Joanna Joyce

1. Asset Management Review Update Report

1.1 Issue for Decision

1.1.1 To consider the additional information for the Asset Management Report of 2012 and note its contents.

1.2 Recommendation of the Cobtree Officer

The Committee is asked to note the information on property performance indicators for 2012.

1.3 Reasons for Recommendation

1.3.1 The committee resolved to receive the additional information set out in **Appendix A**, which was pending when the Asset Management Report for 2012 was brought in July last year.

1.3.2 The property condition survey is carried out every 5 years. A programme of works is then set for the following 15 years. The data set out in **Appendix A** was unavailable at the time of the Asset Management Report for 2012 as it was still being collated.

1.3.3 The most important data for monitoring purposes is the condition category. This shows there has been an improvement in the condition of the properties between the previous survey in 2008/2009 and this survey in 2011/12. The percentage of floor area in good condition has also risen since 2008/9.

1.3.4 The cost of required maintenance shows a small increase approximately in line with inflation. Total spend on maintenance between 2008/9 and 2011/12 (disregarding the capital works to Garden Cottage) is very similar.

1.3.5 The normal split expected between planned and responsive maintenance (category D3, **Appendix A**) is normally 70% planned maintenance and 30% responsive maintenance. The planned and responsive maintenance split has improved greatly since 2008/9 with the figures of 82% planned and 18% responsive well above normal.

1.4 Alternative Action and why not Recommended

1.4.1 The alternative is to reject the request to note the information on estate property set out within this report. This is not recommended as the information provides an important guide to the management of the Estate's property portfolio.

1.5 Impact on Corporate Objectives

1.5.1 The Estate's property collection is an important part of the charity's assets and therefore appropriate management is important to maintain this asset.

1.6 Risk Management

1.6.1 There are no additional risks to the Charity arising from this report. The report shows that the risk arising from the estate property is being appropriately managed.

1.6.2 It should be noted that provided the Management Agreement with Continuum is concluded Maidstone Borough Council, on behalf of the Charity, will acquire the 22 buildings and land at the Kent Museum of Rural Life at some point prior to 30th September 2013. An update report will be brought to the Committee concerning this issue as soon as the Management Agreement is concluded.

1.7 Other Implications

1.7.1

- 1. Financial
- 2. Staffing
- 3. Legal
- 4. Equality Impact Needs Assessment
- 5. Environmental/Sustainable Development
- 6. Community Safety
- 7. Human Rights Act
- 8. Procurement
- 9. Asset Management

1.7.2 There are no additional implications arising from this report.

1.8 Relevant Documents

This report is an addition to the Asset Management Plan Annual Review of 11th July 2012.

1.8.1 Appendices

Appendix A Property Performance Indicators for Cobtree Estate 2012.

1.8.2 Background Documents

There are none.

IS THIS A KEY DECISION REPORT?

Yes

No

X

If yes, when did it first appear in the Forward Plan?

.....

This is a Key Decision because:

.....

Wards/Parishes affected:

.....

Property Performance Indicators for Cobtree Estate 2012

Ref	Property	Floor Area m2	Condition	Condition	Urgent Work	Urgent Work	Essential Work	Essential work	Desirable Work	Desirable Work
			2011/12	2008/9	2011/12	2008/9	2011/12	2008/9	2011/12	2008/9
			Category	Category	£	£	£	£	£	£
13.01	Golf Clubhouse	430	Good	Good	0	0	51000	18,917	37000	25,915
13.06	Garden Cottage	77	Good	Poor	0	21400	1500	10,648	2250	2,519
13.11	Kiosk	18	Satisfactory	Satisfactory	0	0	1000	3,210	1500	1,070
13.14	Stream Cottage No.2	100	Good	Good	0	0	2000	1,855	6000	2,668
13.15	Stream Cottage No.3	100	Good	Good	0	0	2000	4,717	6000	2,668
13.16	Stream Cottage No.4	100	Good	Good	0	0	2000	1,855	6000	2,668
13.20	Golf Clubhouse Mess Room	99	Satisfactory	Satisfactory	0	0	2000	1,070	1500	1,070
41.03	Public Conveniences	64	Good	Good	0	0	2000	5,839	5000	5,896
Total		988			0	21400	63500	48111	65250	44,474

A Percentage of floor area in condition A-D

	2011/12	2008/9
Good	88.16%	80.36%
Satisfactory	11.84%	11.84%
Poor	0.00%	7.79%

B1 Cost of required maintenance as cost in priority levels 1-3

	2011/12	2008/9
Urgent	£0	£21,400
Essential	£63,500	£48,111
Desirable	£65,250	£44,474

B2 Cost of required maintenance as a percentage of cost in priority levels 1-3

	2011/12	2008/9
Urgent	0.00%	18.77%
Essential	49.32%	42.21%
Desirable	50.68%	39.02%

B3	Cost of required maintenance per square metre		
		2011/12	2008/9
		£130.31 m2	£115.37 m2

C Annual percentage change to total required maintenance over previous year

		2011/12	2008/9
Required maintenance		128750	113985
Change		13%	23%

D1	Total spend on maintenance	2011/12	2008/9
		£	£
	Planned maintenance	15,644	7,816
	Reactive maintenance	9,238	8,696
	Total	24,882	16,512

80,895 Capital investment (underpinning of Garden Cottage)

D2	Total spend on maintenance per square metre		
		2011/12	2008/9
		£25.18 per m2	£16.71 per m2

D3 Percentage split of total spend on maintenance between planned and responsive maintenance

	2011/12	2008/9
	63% Planned	47% Planned
	37% Responsive	53% Responsive

Note: Suitability and accessibility data is no longer collected. It has been replaced by capacity/efficiency data which is to do with office efficiency and therefore not relevant to Cobtree Estate.