

COBTREE MANOR ESTATE CHARITY COMMITTEE MEETING

Date: Wednesday 1 August 2018
Time: 2.00 pm
Venue: Town Hall, High Street, Maidstone

Membership:

Councillors Cox (Vice-Chairman), Daley, Mrs Gooch, McLoughlin (Chairman)
and Perry

The Chairman will assume that all Members will read the reports before attending the meeting. Officers are asked to assume the same when introducing reports.

<u>AGENDA</u>	<u>Page No.</u>
1. Apologies for Absence	
2. Notification of Substitute Members	
3. Urgent Items	
4. Notification of Visiting Members	
5. Disclosures by Members and Officers	
6. Disclosures of Lobbying	
7. To consider whether any items should be taken in private because of the possible disclosure of exempt information.	
8. Minutes of the meeting held on 25 April 2018	1 - 4
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10. Presentation of Petitions (if any)	
11. Questions and answer session for members of the public (if any)	
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Issued on Tuesday 24 July 2018

Continued Over/:

Alison Broom

Alison Broom, Chief Executive

PUBLIC SPEAKING

In order to book a slot to speak at this meeting of the Cobtree Manor Estate Charity Trust Committee, please contact on 01622 602743 or by email to committeeservices@maidstone.gov.uk by 5 p.m. one clear working day before the meeting. If asking a question, you will need to provide the full text in writing. If making a statement, you will need to tell us which agenda item you wish to speak on. Please note that slots will be allocated on a first come, first served basis.

ALTERNATIVE FORMATS

The reports included in Part I of this agenda can be available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact committeeservices@maidstone.gov.uk or 01622 602743**. To find out more about the work of the Committee, please visit www.maidstone.gov.uk

MAIDSTONE BOROUGH COUNCIL

COBTREE MANOR ESTATE CHARITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 25 APRIL 2018

Present: Councillor McLoughlin (Chairman), and
Councillors Cox, Mrs Gooch, Perry and Mrs Wilson

Also Present: Mr Roger Hext, Cobtree Charity Trust Ltd

60. APOLOGIES FOR ABSENCE

There were no apologies for absence.

Apologies for lateness received from Councillor Mrs Wilson.

61. NOTIFICATION OF SUBSTITUTE MEMBERS

There were no Substitute Members.

62. URGENT ITEMS

There were no urgent items.

63. NOTIFICATION OF VISITING MEMBERS

There were no Visiting Members.

64. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

65. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

66. EXEMPT ITEMS

RESOLVED: That the Agenda Item 14 – Minutes (Part II) of the meeting held on 25 January 2018 and Agenda Item 15 – Update on Contractual Issue be taken in private due to the possible disclosure of exempt information.

67. MINUTES (PART I) OF THE MEETING HELD ON 25 JANUARY 2018

RESOLVED: That the minutes (part I) of the meeting held on 25 January 2018 be approved as a correct record and signed.

68. PRESENTATION OF PETITIONS

There were no petitions.

69. QUESTIONS AND ANSWER SESSION FOR MEMBERS OF THE PUBLIC

There were no questions from members of the public.

70. COBTREE MANOR ESTATE OPERATION UPDATE

Ms Elizabeth Buckingham, Cobtree Manager, and Mr Jason Taylor, Leisure Manager, presented the report to the Committee.

In response to questions from the Committee, Ms Buckingham replied that:

- The heavy vehicle which reversed into the main gates on 8 March 2018 causing damage to the gates, posts and height barrier was not captured on CCTV belonging to Travis Perkins.
- Officers were assessing the electronic gate counter which stopped working on 17 January 2018. The counter had been reset to ascertain whether the counter was completely broken or if the loss of the data from the last quarter was an anomaly.
- The Parking Enforcement Team regularly visited Cobtree Manor Park car park.

In response to questions from the Committee, Mr Taylor confirmed that the extreme weather earlier in 2018 had a significant impact on the number of rounds played at Cobtree Manor Golf Course. However, the Golf Course was arranging a number of events to increase usage.

Ms Dawn Hudd, the Head of Regeneration and Economic Development, stated that the Contracts and Compliance Officer would be able to provide a summary on the performance of the contracts to the Committee quarterly and that she would be invited to the next meeting of the Committee.

RESOLVED: That the report be noted.

Note: Councillor Mrs Wilson arrived at 10.49 a.m. during consideration of this item.

71. FINANCIAL POSITION REPORT 2017/18

Mr Paul Holland, Senior Finance Manager (Client), presented the report to the Committee.

It was noted that the operations of the Estate for 2017/18 showed a small surplus of £5,047, following the transfer of 2/9^{ths} of the net golf course

surplus. The resources of the Trust had increased by £47,859 in 2017/18, taking into account the investment income received.

The Committee requested that Officers bring a report to the next meeting of the Committee to clarify the situation on VAT exemptions, to confirm what 'cleaning costs' referred to at the Cobtree Manor Park and at the Cobtree Visitor Centre, and to give a breakdown of the unrecoverable £20k VAT payments that were made during 2017/18.

RESOLVED: That the current financial position be noted with reservations, awaiting the further information that was requested.

72. COBTREE MANOR ESTATE BUDGETS 2018/19

Mr Paul Holland, the Senior Finance Manager (Client), presented the report to the Committee which set out the current budgets for 2018/19 for the four operational areas of the Estate and provided an update on a number of factors that would impact upon them.

It was noted that an updated set of budget figures would be presented to the next meeting of the Committee once the various considerations mentioned in the report had been made. It was proposed that in the future draft budgets be brought before the Committee at an early stage prior to their inclusion in the Council's budgets.

The Committee requested that a memorandum of understating be produced between the Council and this Committee based upon the derivation of cross charges.

RESOLVED:

1. That the current budgets for 2018/19 be noted.
2. That an updated set of budgets be reported to the next meeting of the Committee.
3. That in future draft budgets should be reported to the Committee for consideration.
4. That a memorandum of understanding based on the derivation of cross charges be produced.

Voting: Unanimous

73. EXCLUSION OF THE PRESS AND THE PUBLIC

RESOLVED: That the press and public are excluded from the meeting due to the possible disclosure of exempt information.

74. MINUTES (PART II) OF THE MEETING HELD ON 25 JANUARY 2018

RESOLVED: That the minutes (part II) of the meeting held on 25 January 2018 be approved as a correct record and signed, subject to the replacement of the word 'way' to 'phase' in Item 58, Paragraph 2.

75. UPDATE ON CONTRACTUAL ISSUE

The Committee considered the exempt report of the Ms Dawn Hudd, the Head of Regeneration and Economic Development which detailed the background to a contractual issue between the Council and a Contractor.

RESOLVED:

1. That the offer from the Contractor detailed in the exempt report be accepted subject to the conditions in the legal agreement requested by the Committee.
2. That the remaining amount as detailed in the exempt report be written off.

Voting: Unanimous

76. DURATION OF MEETING

10.30 a.m. to 12.02 p.m.

MAIDSTONE BOROUGH COUNCIL

Cobtree Manor Estate Charity Committee

MINUTES OF THE MEETING HELD ON TUESDAY 22 MAY 2018

Present: Councillor McLoughlin (Chairman), and
Councillors Cox, Daley, Mrs Gooch and Perry

1. APOLOGIES FOR ABSENCE

There were no apologies.

2. NOTIFICATION OF SUBSTITUTE MEMBERS

There were no Substitute Members.

3. ELECTION OF CHAIRMAN

RESOLVED: That Councillor McLoughlin be elected as Chairman of the Committee for the Municipal Year 2018/19.

4. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED: That Councillor Cox be appointed as Vice Chairman of the Committee for the Municipal Year 2018/19.

5. DURATION OF MEETING

6.36 p.m. to 6.37 p.m.

Agenda Item 12

Cobtree Manor Estate Committee

1 August 2018

Cobtree Manor Estate Financial Position

Final Decision-Maker	Cobtree Manor Estate Committee
Lead Head of Service	Head of Regeneration & Economic Development
Lead Officer and Report Author	Paul Holland, Senior Finance Manager (Client)
Classification	Public
Wards affected	Boxley

Executive Summary

The report summarises the current financial position of the Estate as at 30 June 2018 covering the activities at the golf course, Kent Life, the Manor Park and the Café/Visitor Centre. It also provides an update on the following issues:

- i. The position regarding VAT payable by the Trust;
- ii. The development of a separate financial management system for the Trust;
- iii. The medium-term cashflow projection.

This report makes the following recommendations to this Committee:

1. That the current financial position be noted.
2. That the progress to date with the separate financial management system be noted.
3. That the situation with the VAT status of the Trust be noted.
4. That the updated cashflow projection be noted.

Timetable

Meeting	Date
Cobtree Manor Estate Committee	1 August 2018

Cobtree Manor Estate Financial Position

1. INTRODUCTION AND BACKGROUND

1.1 This is a regular update report on the financial position of the Estate, which enables the Committee to see how the various areas of activity are performing. The last few years have seen a number of significant financial pressures and issues, and it is important for the future of the Estate that these are addressed and monitored.

2. CURRENT FINANCIAL POSITION

2.1 The table below summarises the position as at 30th June 2018. **Appendix 1** provides a more detailed breakdown of the figures.

2.2 As discussed at the last meeting some further work has been done around the budgets to make them more realistic.

2.2.1 Overall Summary Position:

SUMMARY TOTALS

	Budget for Year	Budget to end of June 2018	Actual to end of June 2018	Variance
Golf Course	-£103,934	-£25,153	-£25,031	-£122
Manor Park	£69,160	£39,831	£43,233	-£3,402
Kent Life	-£39,690	£6,078	£6,639	-£561
Café/Visitor Centre	£25,690	£12,705	£16,899	-£4,194
Totals	-£48,774	£33,461	£41,740	-£8,279

Comments on the individual service areas are as follows:

2.2.2 **Cobtree Golf Course** – There are no issues to report at this stage. Mytime have been invoiced for the 1st quarter and this has been paid.

2.2.3 **Cobtree Manor Park** – There is a small overspend to report for the Park. There are two elements to this. Firstly there was a £4,995 payment for tree clearance works which were required for highways compliance purposes, and secondly as a result of the recent break-ins at the café/visitor centre there were additional security patrols requested. These additional costs have been partially offset by increased income from the car park.

- 2.2.4 **Kent Life** - There are no issues to report at this stage. Members had previously requested that officers investigate the possibility of changing the payment profile for the annual management fee, and following discussions with Planning Solutions it will now be paid in two instalments (in arrears), September and April.
- 2.2.5 **Café/Visitor Centre** – Responsibility for the running of the facility passed to DAGT in mid-April, so the budgets reflect the short time that it continued to run as an in-house operation. There is currently an overspend in this area, which is for two reasons. Firstly there was a significant level of overtime incurred in the period immediately before the handover to DAGT. There was a shortage of staff so overtime was the only solution to enable the facility to remain open. Secondly there have been additional repairs and maintenance costs incurred as a result of the recent break-ins. However it is possible that these can be recovered as part of the insurance claims that are in progress for these incidents.
- 2.3 At the last meeting of the Committee there was a discussion around the offer from Mytime to settle their outstanding invoice. A question was asked as to what the impact on the finances of the Trust would be of accepting the offer. To clarify the position, the income that is being written-off (£48,125) had previously been recognised in the accounts of the Trust, so an adjustment will be necessary to reverse this, which will have an adverse impact on the resources available to the Trust. This was not made clear at the last meeting and the implications of this are set out as part of the financial projection section later in this report.

3. VAT

- 3.1 Members were briefed at the last committee meeting on the position regarding the VAT liability of the Trust, and requested some further clarification on this area.
- 3.2 The Trust is registered separately for VAT purposes, and the VAT position was considered as part of the contracts that were let for the golf course and Kent Life. The background to this is that VAT rules state that the rental of commercial property is exempt from VAT, and following discussions with the Council's legal team it was agreed that this is what was being charged for. If more services were being offered that made the rental ancillary to the main supply then VAT would have been chargeable on the whole supply to the contractors of the golf course and Kent Life.
- 3.3 At the time this decision was made alternative classifications such as a peppercorn rent or a concession payment were considered, but it was felt that this could be rejected by HMRC as it was something they had been looking at and disputing in relation to similar arrangements.
- 3.4 This means that the contracts are classed as exempt for VAT purposes, but opting to take this approach does however mean that any VAT charged on associated supplies of goods and services that are directly attributable to the activities of the estate cannot be reclaimed by the Trust, even though it

is VAT registered, so it must bear the VAT costs.

- 3.5 VAT can however be reclaimed on the car park and the café/visitor centre as these are classified as business activities.
- 3.6 For 2017/18 irrecoverable VAT totalled £18,842, split across the operational areas as follows:

Area	Total
Golf Course	£6,817
Manor Park	£6,945
Kent Life	£5,080
Total	£18,842

- 3.7 This is split across the following expenditure types:

Area	Total
Repairs and Maintenance	£5,787
Recharges of MBC staff time	£11,706
Insurance costs	£1,349
Total	£18,842

- 3.8 The largest element is the charge for MBC staff time. The estimated recharges for the current year are forecast to be lower, so some further analysis is currently being undertaken to estimate the sums due for the current year, and the outcome of this will be reported to the next meeting.

4. FINANCIAL MANAGEMENT SYSTEM

- 4.1 Members will be aware of the ongoing recommendation from the external auditors that the Trust have its own financial management system separate to that of the Council. The system that was identified as being most suitable was the Sage accounting package. This section of the report provides an update on progress to date.
- 4.2 A dedicated resource within the finance team to progress implementation has now been identified, and a project plan has been drawn up. Whilst the implementation is progressing the previous costings have been reviewed as further discussions with Agresso (the providers of the Council's financial management system) have revealed that the cost of that system may be less expensive than was previously reported. We are now in the process of getting a revised costing for the Agresso system, and should it be the case that this is comparable to the cost of Sage then a further report will be brought to the Committee at the earliest opportunity.
- 4.3 In the meantime work will continue to develop the underlying systems and processes so that these are in place when the actual implementation process commences. This means that the proposed implementation date of

1st October is now unlikely to be achieved, but the intention is to move forward with this as soon as possible with the intention of implementing the system by 1st April 2019 at the latest

- 4.4 Regular updates will continue to be provided to future Trust meetings.

5. CASHFLOW PROJECTION

- 5.1 Attached at **Appendix 2** is an updated projection showing the forecast cashflow for the next 5 years.
- 5.2 Future income is now far more certain with the contracts in place for the golf course, Kent Life and the café/visitor centre. There are still some issues around the recharge of costs from the Council to be resolved with the development of the service level agreement, but notwithstanding this future expenditure is also now more certain, so future cash flows can now be forecast with a greater degree of certainty than had previously been the case. This will mean that the Trust can reasonably expect to show an operational surplus (including investment income) of approximately £100,000 per annum going forward.
- 5.3 There is however still a short-term issue to be aware of, caused by two main factors. Firstly, the impact of writing-off income that had been due from the golf course contractor (as referenced at 2.3 above), and secondly the cost of the car park resurfacing works that have been agreed. These will cause a cash flow issue in the short term, but following discussions with the Council's Director of Finance and Business Improvement he has indicated that he would be prepared to defer any sums due to the Council as part of the arrangement with the Trust to ensure that there are sufficient resources available to meet ongoing obligations. The cashflow projection recognises this by spreading the costs of the car parks works over three years. However, as Members will note from the report elsewhere on this agenda the timing of these works remain uncertain at this point, and should they slip into 2019/20 then the cash flow position would be different.
- 5.4 At the last meeting of the Trust it was provisionally indicated that the operational activities for 2017/18 would show a break-even position. However the final outturn figures included additional sums for pension back funding and a reduction in the investment income received from Cobtree Charity Trust Ltd, which means that the activities have now shown a deficit of £45,000. However investment income received for the year was also £45,000 meaning that there was no decrease in the overall resources available to the Trust. The projection has been updated to reflect this.
- 5.5 Members may recall from previous audit management letters that an issue was raised with regards to the potential for net income from commercial activities (car parking and the café/visitor centre) to be subject to Corporation Tax. To date this has not been an issue as the car parking income has formed part of the Manor Park which normally operates at a deficit, and it will no longer be an issue for the café/visitor centre as it has now been contracted out. Officers will continue to monitor the position and

seek further advice if this is considered to be necessary.

6. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

6.1 It is recommended that the Committee note the contents of this report as this is good financial management practice.

7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

7.1 Officers will continue to monitor the financial position and take appropriate action where necessary.

8. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	The operation of the Estate directly supports the objects of the Trust and the Council's strategic objective to ensure there are good leisure and cultural attractions in the Borough.	Head of Regeneration & Economic Development
Risk Management	There is a potential reputational risk if the facilities are operated poorly. This is addressed in the annual risk management report.	Leisure Manager
Financial	There is a financial risk to the Trust if the operations cost more than predicted or fail to generate sufficient income to cover the costs of running them estate.	Senior Finance Manager (Client)
Staffing	There are no additional implications arising from this report.	
Legal	Under the Council's Constitution the Committee as Corporate Trustee is responsible for all matters relating to the Charity with the exception of daily management. Law applicable to charities in England and Wales requires the	Team Leader (Corporate Governance), Mid Kent Legal Services

	<p>trustee to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. This update report assists in meeting those requirements</p> <p>The position regarding VAT payable by the Trust is set out in the body of the report.</p> <p>There are no further implications arising from this report.</p> <p>There are no additional implications arising from this report.</p>	
Privacy and Data Protection	There are no specific privacy or data protection issues to address.	Team Leader (Corporate Governance), Mid Kent Legal Services
Equalities	There are no additional implications arising from this report.	
Crime and Disorder	There are no additional implications arising from this report.	
Procurement	There are no additional implications arising from this report.	

9. REPORT APPENDICES

The following documents are to be published with this report and form part of the report:

- Appendix 1: Financial Position as at 30th June 2018
- Appendix 2: Five Year Financial Projection

10. BACKGROUND PAPERS

None.

	A	B	C	(B-C)
Account(T)	Budget for Year 2018/19	Budget to end of June 2018	Actuals to end of June 2018	Variance as at end of June 2018
GOLF COURSE				
Repairs & Maintenance	£4,950	£1,238	£1,120	£117
Premises Insurance	£950	£238	£238	-£0
Equipment Maintenance	£1,000	£250	£0	£250
General Expenses	£0	£0	£518	-£518
Licence Fees	£200	£50	£0	£50
Direct Telephones	£800	£200	£0	£200
Controlled Running Costs	£7,900	£1,975	£1,875	£100
Other Income	-£154,500	-£38,882	-£38,625	-£257
Rent Income	-£5,300	£0	£0	£0
Controlled Income	-£159,800	-£38,882	-£38,625	-£257
Direct Salaries	£4,660	£1,165	£1,165	£0
Central Recharges	£11,830	£2,958	£2,958	-£0
Departmental Overheads	£1,780	£445	£445	£0
Rechargeable Costs	£18,270	£4,568	£4,568	£0
Cobtree Golf Course	-£133,630	-£32,339	-£32,182	-£157
MBC 2/9ths share	£29,696	£7,186	£7,152	£35
	-£103,934	-£25,153	-£25,031	-£122

MANOR PARK				
Salaries	£49,990	£12,498	£12,135	£363
Overtime	£4,000	£1,000	£1,257	-£257
Employers NI	£4,640	£1,160	£1,267	-£107
Employers Superannuation	£7,050	£1,763	£1,888	-£126
Employee Insurances	£820	£205	£205	£0
Medical Recharges	£60	£15	£15	£0
Employee Costs	£66,560	£16,640	£16,767	-£127
Repairs & Maintenance of Premises	£9,520	£2,380	£2,924	-£544
Repairs & Maintenance of Grounds	£70,000	£32,500	£35,339	-£2,839
Gas	£1,100	£1,100	£1,025	£75
Electricity	£1,100	£1,100	£1,153	-£53
Water Metered	£100	£100	£0	£100
Trade Refuse Collection (Internal)	£13,000	£3,250	£2,652	£598
Premises Insurance	£860	£215	£215	-£0
Casual User Allowance	£600	£150	£0	£150
Equipment Purchase	£1,000	£250	£95	£155
Equipment Maintenance	£2,000	£500	£0	£500
Equipment Hire	£500	£125	£290	-£165
Materials & Supplies	£1,000	£250	£163	£87
Cash Collection	£2,310	£385	£440	-£55
Protective Clothes	£500	£125	£0	£125
Photocopying	£500	£125	£90	£35
Stationery	£200	£50	£0	£50
General Expenses	£500	£125	£0	£125
General Expenses - VAT	£0	£0	£507	-£507
Audit Fee	£4,500	£0	£0	£0
Professional Services	£7,490	£1,374	£2,500	-£1,126
Professional Services Security	£11,000	£2,750	£4,141	-£1,391
Direct Telephones	£200	£50	£35	£15
Mobile Telephones	£1,600	£400	£44	£356
Other Subscriptions	£0	£0	£369	-£369

	A	B	C	(B-C)
Account(T)	Budget for Year 2018/19	Budget to end of June 2018	Actuals to end of June 2018	Variance as at end of June 2018
General Insurances	£180	£45	£45	£0
External Print & Graphics	£160	£40	£0	£40
Controlled Running Costs	£129,920	£47,389	£52,027	-£4,639
Investment Income - Cobtree Charity Trust Ltd	-£45,000	£0	£0	£0
Car Park Income	-£78,450	-£23,230	-£25,234	£2,004
Licences	-£420	-£105	-£250	£145
Rent Income	-£27,470	-£6,868	-£6,082	-£785
Controlled Income	-£151,340	-£30,203	-£31,566	£1,364
Direct Salaries	£2,810	£703	£703	-£0
Central Recharges	£20,100	£5,025	£5,025	£0
Departmental Overheads	£1,110	£278	£278	£0
Rechargeable Costs	£24,020	£6,005	£6,005	-£0
Cobtree Manor Park	£69,160	£39,831	£43,233	-£3,402

KENT LIFE				
Repairs & Maintenance of Premises	£1,270	£1,270	£1,500	-£230
Premises Insurance	£2,110	£528	£527	£0
Equipment Maintenance	£0	£0	£0	£0
General Expenses	£3,810	£0	£0	£0
General Expenses - VAT	£0	£0	£331	-£331
Controlled Running Costs	£7,190	£1,798	£2,359	-£561
Other Income	-£64,000	£0	£0	£0
Controlled Income	-£64,000	£0	£0	£0
Direct Salaries	£2,660	£665	£665	-£0
Central Recharges	£13,440	£3,360	£3,360	£0
Departmental Overheads	£1,020	£255	£255	£0
Rechargeable Costs	£17,120	£4,280	£4,280	£0
Kent Life	-£39,690	£6,078	£6,639	-£561

	A	B	C	(B-C)
Account(T)	Budget for Year 2018/19	Budget to end of June 2018	Actuals to end of June 2018	Variance as at end of June 2018
CAFÉ/VISITOR CENTRE				
Salaries	£10,800	£10,800	£11,452	-£652
Overtime	£1,300	£1,300	£5,034	-£3,734
Employers NI	£780	£780	£848	-£68
Employers Superannuation	£1,010	£1,010	£999	£11
Holiday In Excess	£360	£360	£362	-£2
Agency Temp Staff	£920	£920	£922	-£2
Employee Costs	£15,170	£15,170	£19,617	-£4,447
Repairs & Maintenance	£7,480	£1,870	£5,436	-£3,566
Gas	£3,600	£900	£0	£900
Electricity	£5,780	£1,330	£0	£1,330
Water Metered	£1,080	£1,080	£0	£1,080
Sewerage & Env Services	£1,080	£180	£0	£180
Cleaning Materials	£0	£0	£16	-£16
Contract Cleaning	£1,470	£1,470	£1,469	£1
Trade Refuse Collection (Internal)	£360	£360	£360	£0
Premises Insurance	£350	£88	£88	-£0
Equipment Purchase	£290	£290	£293	-£3
Equipment Rental	£500	£500	£957	-£457
Materials & Supplies	£50	£50	£52	-£2
Catering Provisions	£11,360	£11,360	£11,363	-£3
Cash Collection	£610	£610	£431	£179
Bank Charges	£0	£0	£231	-£231
Mobile Telephones	£10	£10	£9	£1
Controlled Running Costs	£34,020	£20,098	£20,704	-£606
Sales	-£16,000	-£16,000	-£15,577	-£423
Other Income	-£6,250	-£6,250	-£6,402	£152
Rent Income	-£20,000	-£5,000	-£6,130	£1,130
Controlled Income	-£42,250	-£27,250	-£28,109	£859
Direct Salaries	£4,800	£1,200	£1,200	£0
Central Recharges	£11,960	£2,990	£2,990	-£0
Departmental Overheads	£1,990	£498	£497	£0
Rechargeable Costs	£18,750	£4,688	£4,688	-£0
Cobtree Manor Park Visitor Centre	£25,690	£12,705	£16,899	-£4,194
OVERALL TOTALS	-£48,774	£33,461	£41,740	-£8,279

COBTREE MANOR ESTATE TRUST - CASHFLOW PROJECTION

APPENDIX 2

Year Ending 31st March	2019	2020	2021	2022	2023
Activity					
Golf Course - MBC staff recharges	£18,000	£18,360	£18,727	£19,102	£19,484
Golf Course - Running Costs	£13,000	£13,390	£13,792	£14,205	£14,632
Kent Life - Running costs	£12,500	£12,875	£13,261	£13,659	£14,069
Kent Life - MBC staff recharges	£17,000	£17,340	£17,687	£18,041	£18,401
Manor Park - Running costs	£200,000	£206,000	£212,180	£218,545	£225,102
Manor Park - MBC staff recharges	£25,000	£25,500	£26,010	£26,530	£27,061
EXPENDITURE	£285,500	£293,465	£301,657	£310,082	£318,748
Golf Course - Annual payment from operator	£154,500	£159,135	£163,909	£168,826	£173,891
Golf Course - Other income	£5,300	£5,300	£5,300	£5,300	£5,300
Kent Life - Annual Payment from operator	£64,000	£71,000	£74,000	£74,000	£71,000
Manor Park - Car parking income	£90,000	£90,000	£90,000	£90,000	£90,000
Manor Park - Rental income	£30,000	£30,000	£30,000	£30,000	£30,000
Cobtree Charity Trust Ltd. Will Trust Income	£40,000	£40,000	£40,000	£40,000	£40,000
Café/Visitor Centre - net surplus/(deficit)	-£20,000	£0	£0	£0	£0
INCOME	£363,800	£395,435	£403,209	£408,126	£410,191
Payment: MBC 2/9ths Golf Course Net Surplus	£30,000	£32,388	£33,359	£34,360	£35,391
NET OPERATIONAL SURPLUS OR DEFICIT (-)	£48,300	£69,582	£68,193	£63,683	£56,052
Capital Expenditure:					
Car park resurfacing - total costs £224,500	£80,000	£120,000	£24,500		
Power Supply (50% to be reimbursed by DAGT)	£26,000	-£3,000	-£3,000	-£3,000	-£3,000
Security Works	£20,000				
Play Area Refurbishment				£50,000	
Entrance Gate Automation			£20,000		
	£126,000	£117,000	£41,500	£47,000	-£3,000
ADJUSTED OVERALL SURPLUS/DEFICIT (-)	-£77,700	-£47,418	£26,693	£16,683	£59,052
Cashflow Forecast:					
Bank Account balance at 1st April	£130,895	£82,770	£50,070	£47,652	£119,345
Investment Income	£45,000	£45,000	£45,000	£45,000	£45,000
Payment of overall surplus/deficit (-)	-£45,000	-£77,700	-£47,418	£26,693	£16,683
Write-off of sum due from Mytime	-£48,125				
Bank Account balance as at 31st March	£82,770	£50,070	£47,652	£119,345	£181,028

**Cobtree Manor Estate Charity
Committee**

01/08/2018

Cobtree Manor Park – Car Park Improvement Update

Final Decision-Maker	Cobtree Manor Estate Charity Committee
Lead Head of Service/Lead Director	Dawn Hudd - Head of Regeneration and Economic Development
Lead Officer and Report Author	David Mounter – Projects Officer
Classification	Public
Wards affected	Boxley

Executive Summary

This report provides an update to the proposed car park improvement works at Cobtree Manor Park

This report makes the following recommendations to this Committee:

1. To re-run the tender exercise for the Cobtree car park improvement works as a design and build contract. This will see design liability placed on the contractor relieving MBC of risk.
2. To agree to an additional £10,000 budget to appoint an Employers Agent to manage the design and build tender process and the appointed contractor and for an additional £6,000 for MBC project management time.
3. Increase the budget the design and build contract to £256,000. Early market testing with the new design information suggests the brief can be met within 20% of the previously allocated budget.
4. If the tender returns result in the project cost being over £256,000 a further report will be presented to the Committee.

Timetable

Meeting	Date
Cobtree Manor Estate Charity Committee	01/08/2018

Cobtree Manor Park – Car Park Improvement Update

1. INTRODUCTION AND BACKGROUND

- 1.1 At the July 2017 committee meeting the committee requested that the plans for the car park improvement works were progressed. At the January 2018 committee meeting, following a procurement exercise carried out with the Maidstone Borough Council (MBC) Procurement Team, committee agreed with the recommendation to progress with the appointment of a main contractor to undertake the car park improvement works and for the appointment a project manager to oversee the works.
- 1.2 The combined cost of the works was £214,500. This included a provisional sum of £10,000 to carry out extra works to the bottom car park and a further £10,000 to appoint a project manager.
- 1.3 The contractor appointment would be under a traditional contract meaning there would be no design requirement from the contractor as they would use all design information contained with the contract.
- 1.4 To oversee the scheme an independent project manager was appointed. They were provided with the tender documents to review ahead of the formal appointment of the contractor being made. Their review highlighted potential shortcomings with the design information that, if the scheme had progressed on the tendered basis, could have led to the car park continuing to experience the issues that currently occur i.e. being very wet during the winter months and very dusty in the summer.
- 1.5 The design information contained within the tender documents lacked sufficient detail. When designs of this nature are prepared, consultants usually undertake a number of surveys. These mainly consist of topographical and levels surveys, soil tests, calculations for the drainage designs demonstrating it will be able to cope with the water volumes being produced, percolation tests for the soils and surrounding areas to ensure that rain water will drain efficiently.
- 1.6 As the tender information did not contain this information the project manager recommended this data be obtained to inform a more detailed design that would meet the brief.
- 1.7 The surveys were commissioned via the project management consultant. Using Kent County Council's standard detail as a specification for a car park, the new design information increased the scope of works considerably. New drainage and surface formation was proposed which added to the materials and time required for the works to be undertaken. The new design information was put to the successful contractor to see what impact it would have on the value of the works. The successful contractor advised that due to the increase in materials and time required to undertake the works the value would almost double in price.

- 1.8 Since receiving the revised design information some market testing has been undertaken. This has demonstrated that the works, if tendered as a design and build contract, with an acceptable car park specification, could be delivered for a figure similar to the original budget.
- 1.9 Due to the change in scope for the works and the proposed increase in contract cost we have informed the successful contractor that the Council will not be progressing with this appointment. Instead the tender exercise will be re-run as a design and build (D&B) contract therefore passing the risk on to the contractor as they will have completed design responsibility.
- 1.10 To prepare the D&B contract and ensure the brief is robust a new project manager or Employer's Agent appointment with experience in this type of work will be necessary.
- 1.11 Total fees incurred to date are £11,750 and include project management (£3,250), surveys (£2,800) and design information (£5,700). A further £10,000 will be required for the appointment of a suitably experienced Employer's Agent to oversee the works and £6,000 will be required for MBC project management time.
- 1.12 As described in 1.2 above the original budget for this work was £214,500. A cost estimate provided by the previous project manager in spring 2017 estimated the scheme costs to be £296,600 inclusive of construction, design and management fees. Based on the recent design information and the limited market testing undertaken the scheme could be delivered within approximately 20% of the original budget (£256,000).

2. AVAILABLE OPTIONS

2.1 Do nothing

This option would see a continuation and possible worsening of the current situation. The car park would continue to be very wet in the winter months and very dusty in the summer. In addition the ability to maximum use of the car park and thus revenue would not be realized.

2.2 Proceed with the current tender

The option to proceed with the existing tender is a risky one. The design information is lacking sufficient detail and has been deemed not fit for purpose. If the scheme were progressed on this basis the car park may continue to be very wet in the winter albeit with a new surface. The new surface could deteriorate earlier than expected. Design liability sits with the Council and not with the contractor.

2.3 Re-run the tender as a design and build contract

This option allows for a new design and build contract to be prepared and procured. Setting out a clear design brief will be key, so it is recommended that an experienced Employer's Agent is commissioned to work with MBC officers to help prepare the contract documents and to manage the contractor when on site. Due to the fees spent to date a further £10,000 will be required for this appointment along with £6,000 for MBC project

management fees and an increased design and build cost of £41,500 bring the total cost to £256,000.

3. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 3.1 The recommendation is to proceed with Option 2.3 above and to re-run the tender exercise as a design and build contract. This shall see design liability placed on the contractor relieving MBC of risk.
- 3.2 Recent design information coupled with early market testing suggests the brief can be met within 20% of the current budget. However if the tender returns result in the project being over this (£256,000) a further report will be presented to the Committee.
-

4. RISK

- 4.1 The risks associated with this proposal, including the risks if the Council does not act as recommended, have been considered in line with the Council's Risk Management Framework. We are satisfied that the risks associated are within the Council's risk appetite and will be managed as per the Policy.
-

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 No formal consultation has taken place regarding the refurbishment of the car park, however direct feedback from customers coupled with comments on social media confirm that it is the most regular complaint received about the park.
-

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 We shall proceed with the preparation of the Design and Build contract and will re-run the tender exercise. On completion of evaluation we shall report back to committee with the results at which time a further recommendation shall be made if the scheme is over budget.
-

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	This decision will have an impact on the following Corporate Priorities <ul style="list-style-type: none">• Keeping Maidstone Borough an attractive	Head of Regeneration and Economic Development.

	<ul style="list-style-type: none"> place for all - Ensuring that there are good leisure and culture facilities 	
Risk Management	The risk as detailed elsewhere in this report is low.	Head of Regeneration and Economic Development.
Financial	Resources are available for this project, although it will leave cash reserves low for a short period. However the increase in the car parking charge will have a positive impact on available resources going forward.	Paul Holland, Senior Finance Manager (Client)
Staffing	This will have no impact on staffing as an external project manager will be appointed.	Head of Regeneration and Economic Development.
Legal	<p>A contract will need to be prepared and exchanged with the successful contractor. Any contract entered into must be in accordance with the Council's Contract Procedure Rules and should be in a form approved by the Head of Legal Partnership.</p> <p>Any implications regarding increasing the car parking charges were dealt with, when charges were originally introduced.</p> <p>The appointment of an experienced Employer's Agent (to implement preferred option 2.3 above) must comply with the provisions of the Council's Contract Standing Order and/or the Public Contracts Regulations 2015 (as the case may be).</p> <p>The legal department will work with the project team to procure the appointment of the Employer's Agent in accordance with the relevant procurement</p>	<p>Keith Trowell, Interim Team Leader (Corporate Governance)</p> <p>Vanessa Wilder Interim Leader Contracts and Procurement.</p>

	rules	
Privacy and Data Protection	No additional data will be held.	Keith Trowell, Interim Team Leader (Corporate Governance)
Equalities	This will have no equality implications.	Head of Regeneration and Economic Development.
Crime and Disorder	This will have no impact on Crime and Disorder	Head of Regeneration and Economic Development.
Procurement	The necessary procurement exercise has already been carried out to secure a contractor to for this work.	Head of Regeneration and Economic Development.

8. REPORT APPENDICES

The following documents are to be published with this report and form part of the report:

- Appendix 1: January 2018 Committee Report

9. BACKGROUND PAPERS

None

Cobtree Manor Estate Charity Committee

25th January 2018

Cobtree Manor Park Car Park Improvements and Charging

Final Decision-Maker	Cobtree Manor Estate Charity Committee
Lead Head of Service/Lead Director	Dawn Hudd - Head of Regeneration and Economic Development
Lead Officer and Report Author	Jason Taylor – Leisure Manager
Classification	Public with exempt Appendix
Wards affected	Boxley

Executive Summary

This reports details proposed improvements to the car park at Cobtree Manor Park. Currently the car park is very wet during the winter and dusty in the summer, and result in an increasing number of complaints from visitors.

The report also compares the current parking charges with other comparable parks and recommends increases following the car park improvement works.

This report makes the following recommendations to this Committee:

1. To agree for the Car Park Improvement works to proceed at a cost of £214,500, including £10,000 to carry out the extra works to the bottom car park, and £10,000 to appoint a project manager to oversee the works.
2. To delegate authority to the Director of Finance and Business Improvement to award the contract to the successful contractor shown in Exempt Appendix 3, the winner of the tender process.
3. To delegate authority to the Head of Mid Kent Legal Services to enter in the necessary contracts with the contractor.
4. To increase the daily Car Parking charge from £1.50 to £2, and the annual residents season ticket price from £40 to £45 upon the completion of the car park improvement works.

Timetable

Meeting	Date
Cobtree Manor Estate Charity Committee	25th January 2018

Cobtree Manor Park Car Park Improvements and Charging

1. INTRODUCTION AND BACKGROUND

Car Park Refurbishment

- 1.1 As part of the Cobtree Manor Park Master Plan Improvement works the car park was increased in size to accommodate the extra visitors expected to the park. The increased capacity of the car park has worked well on the whole, but there has always been a problem with the car park being very wet in the winter months and very dusty in the summer. The capacity of the car park is also reduced because it is not possible to mark bays properly on the current surface, which means that visitors leave large gaps between vehicles. Photos of the current car park can be seen in Appendix 1. The cost to hard surface the car park in 2013 was prohibitive, particularly as it was unclear how many visitors would come to the park.
- 1.2 At the July 2017 Committee meeting designs showing the proposed improvements to the car park and surfacing were presented. The committee requested that the plans for the car park resurfacing were progressed. These plans have been moved on and the latest design including surfacing can be seen in Appendix 2. These are the same designs that the committee had previously seen but with further detail added.
- 1.3 The main roadway around the car park will be tarmacked in the same way as current entrance road, the parking bays will then be constructed from compacted clean stone.
- 1.4 It should be noted that the lower car park has not been included in these designs at this stage, as it will need to incorporate access to the storage for the new café operator and as yet these requirements have not been finalised. A small provisional sum has been included for these works but it is recommended that an additional £10,000 is allowed for these works.
- 1.5 When more detailed designs had been updated to include drainage, kerb lines, car parking spaces and surface materials, all information was ready to go out to tender to get prices for the work.
- 1.6 The MBC Procurement Team led the tender exercise and an invitation to tender was posted on the Kent Business Portal website on the 5th October 2017. This included all details of the work required including plans, specifications for material to be used and onsite requirements.
- 1.7 12 tenders were returned by the 9th November 2017 deadline. The qualitative assessment included a plan marked up by tenderers, identifying how they would phase the work while keeping the park operational, as well as a program outlining timescales.
- 1.8 An evaluation panel was formed consisting of Lewis Small, Jason Taylor and Elizabeth Buckingham to assess the tender quality responses and score

Appendix A

them against pre-defined criteria. All submissions were scored for price and quality and weighted 75% and 25% respectively.

1.9 The scores from all of the contractors can be seen below:

Company name	Price Submission	Price score	Quality score	Total score
Successful Contractor	£194,500.68	71.48	21.00	92.48
Contractor a	£192,001.00	72.41	16.67	89.08
Contractor b	£217,508.68	63.92	17.33	81.26
Contractor c	£215,283.45	56.69	11.33	68.02
Contractor d	£245,257.48	56.69	12.33	69.02
Contractor e	£185,382.00	75.00	16.67	91.67
Contractor f	£218,279.94	63.70	8.67	72.36
Contractor g	£189,476.48	73.38	13.33	86.71
Contractor h	£207,389.64	67.04	6.67	73.71
Contractor j	£188,378.00	73.81	16.00	89.81
Contractor k	£230,199.71	60.40	15.67	76.06

1.10 The highest scorer based on Price and Quality is shown is Exempt Appendix 3. References are currently being sought for the company.

1.11 It is recommended that if these works go ahead, that works are started after the February half term and are completed in time for Easter. This will avoid the times when the park is busiest.

1.12 Paul Holland, Senior Finance Manager confirmed that CMET currently have around £200k in the bank account. Given that the café has been performing better, the estate activities should show a surplus of around £50k by year end, so the Trust should be able to afford to do the car parks works this year.

1.13 It would however leave cash reserves a little low, so the committee do need to consider if there are likely to be any other urgent works needed during 2018/19. These urgent works could include items such as security improvements to the Cobtree Visitor Centre, upgrading the electricity supply to Cobtree Manor Park or investing in the narrow gauge railway. The estate should start to generate a healthy surplus from next year, which will increase available resources, and officers will re-evaluate the financial projection and programme of capital works previously reported to the Committee.

Appendix A

1.14 A sum of £10,000 has been allowed to appoint a project manager to oversee the car park works. It is important that someone with experience of this type of work is appointed.

Car Park Charging

1.15 The committee has suggested that it would consider increasing the car park charges for visitors following the completion of the car park improvement works. The table below shows how the current Cobtree Manor Park Car Parking charges compare to other similar parks in the surrounding area:

Park	Owner	Weekday Charge	Weekend Charge	Season Ticket (12 Months)
Cobtree Manor Park	CMET	£1.50	£1.50	£40
Teston Country Park	Kent County Council	£1.30	£2	£50*
Shorne Country Park	Kent County Council	£2	£3	£50*
Trosley Country Park	Kent County Council	£1.50	£2.50	£50*
Manor Park West Malling	Kent County Council	£1.30	£2	£50*
White Horse Country Park	Kent County Council	£1	£1.50	£50*
Lullingstone Country park	Kent County Council	£1.50	£2.50	£50*
Pegwell Bay Country Park	Kent County Council	£1.30	£2	£50*
Brockhill Country Park	Kent County Council	£1.50	£2.50	£50*
Grove Ferry Picnic Site	Kent County Council	£1.30	£2	£50*
Dunorlan	Tunbridge Wells BC	FREE	FREE	
Mote Park	Maidstone Borough Council	£2 for up to 6 hours £12 for over 6 hours	£2 for up to 6 hours £12 for over 6 hours	£40
Leybourne Lakes	Tonbridge and Malling BC	Up to 4 hours £1 over 4 hours £4	Up to 4 hours £1 over 4 hours £4	£30
Bowl Water	Independent	£2	£2	
Bedgebury Pinetum	Forestry Commission	£10	£12	£72
National Trust Ightham Mote	National Trust	£2	Free for members	
Swanley Park	Swanley Town Council	£3		FOC to Swanley residents.

January 2018 *KCC Season Ticket includes 9 KCC parks

1.16 As can be seen from the above table the prices at Cobtree Manor Park are lower than most parks in the surrounding area.

1.17 We know from our visitors that Cobtree Manor Park is a day out for visiting families. The table below shows the current cost of daily and yearly car parking at Cobtree Manor Park, which gives free access to the park and all of its facilities, compared to the entry charges to other local family attractions.

Attraction	Family Charge (2+2)	Family Season Ticket (12 Months)
Cobtree Manor Park	£1.50	£40.00

Appendix A

Leeds Castle	£80	Ticket valued all year
Kent Life Farm Attraction	£19.95#	£95.00
Historic Dockyard, Chatham	£63.00	Ticket valued all year

January 2018 #off Peak

1.18 Based on the current income from car parking if the daily car parking charge was increased from £1.50 to £2.00 and the annual parking permit increased from £40 to £45 then this should generate an increase in the region of £25,000 per year which would contribute to the costs of car park improvements.

2. AVAILABLE OPTIONS

2.1 The options available to the committee with regard to the Car Park Refurbishments are as follows:

2.1.1 To agree to go ahead with the car park improvement works and award the contract to the successful contractor shown in Exemp Appendix 3, and to appoint a project manager to oversee the works.

2.1.2 To delay the works to the car park until a later time when the committee is content that CMET's finances are in a stronger position.

2.2 The options available to the committee with regard to increasing Car Park Charges at Cobtree Manor Park are as follows:

2.2.1 To not increase the car parking charges.

2.2.2 To increase the car parking charges prior to the improvements being made to the car park. This could be an option if the committee decides to delay the implementation of the improvement works.

2.2.3 To increase the car parking charges more than the recommended level.

2.2.4 To increase the daily car parking charge from £1.50 to £2.00 and the car parking season ticket from £40 to £45, following the implementation of the car park improvement works.

3. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

3.1 To accept the winning tender price of £194,500 from the procurement process carried out and appoint the successful contractor shown in Exempt Appendix 3 to carry out the work as agreed. This will improve the quality of parking for visitors and allow for the car park to be used more efficiently.

3.2 Allow an additional £10,000 to allow for the bottom car park to be designed and included in the works. The bottom car park could not be included in the tender process as it was not clear what the requirement for

the area would be until the new café tender had been let. If this area was not completed at the same time as the rest of the car park it would look untidy compared to the rest of the car parking. It would also be more expensive to bring back the car parking equipment to carry out this work in the future.

- 3.3 Allow £10,000 to appoint a project manager to oversee the car park improvement works. This is important to ensure that the work is carried out as per the specification, and avoid any problems in the future.
- 3.4 Increase the daily car parking charge from £1.50 to £2.00 and the car parking season ticket from £40 to £45, following the implementation of the car park improvement works.
The car parking charge is currently lower than surrounding parks including Mote Park which is £2 per day. Increasing the charge would allow for the costs of park improvements and maintenance including the car park improvements.
-

4. RISK

- 4.1 The risks associated with this proposal, including the risks if the Council does not act as recommended, have been considered in line with the Council's Risk Management Framework. We are satisfied that the risks associated are within the Council's risk appetite and will be managed as per the Policy.
-

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 No formal consultation has taken place regarding the refurbishment of the car park, however direct feedback from customers coupled with comments on social media confirm that it is the most regular complaint received about the park.
- 5.2 No consultation has taken place with visitors about increasing the charging for car parking. Research has been done to compare the current charges with other parks and attractions in the area.
-

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 If the car park improvement works are agreed by committee, the successful contractor will be contacted, contracts awarded and arrangements made for the work to start. A Project Manager will be appointed to oversee the works, which would be carried out between February half term and Easter which is at the end of March.
- 6.2 It is not recommended that the increase in parking charges is introduced until after the car park works have been completed. This would probably mean that the charges would go up just before Easter 2018. Before any

increase notices will be put on to the car park machines and in the visitor centre to let people know to bring the correct change.

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	<p>This decision will have an impact on the following Corporate Priorities</p> <ul style="list-style-type: none"> • Keeping Maidstone Borough an attractive place for all - • Ensuring that there are good leisure and culture facilities 	Head of Regeneration and Economic Development.
Risk Management	The risk as detailed elsewhere in this report is low.	Head of Regeneration and Economic Development.
Financial	Resources are available for this project, although it will leave cash reserves low for a short period. However the increase in the car parking charge will have a positive impact on available resources going forward.	Paul Holland, Senior Finance Manager (Client)
Staffing	This will have no impact on staffing.	Head of Regeneration and Economic Development.
Legal	<p>A contract will need to be prepared and exchanged with the successful contractor. Any contract entered into must be in accordance with the Council's Contract Procedure Rules and should be in a form approved by the Head of Legal Partnership.</p> <p>Any implications regarding</p>	Keith Trowell, Interim Team Leader (Corporate Governance)

	increasing the car parking charges were dealt with, when charges were originally introduced.	
Privacy and Data Protection	No additional data will be held.	Keith Trowell, Interim Team Leader (Corporate Governance)
Equalities	This will have no equality implications.	Head of Regeneration and Economic Development.
Crime and Disorder	This will have no impact on Crime and Disorder	Head of Regeneration and Economic Development.
Procurement	The necessary procurement exercise has already been carried out to secure a contractor to for this work.	Head of Regeneration and Economic Development.

8. REPORT APPENDICES

The following documents are to be published with this report and form part of the report:

- Appendix 1: Photos showing the current condition of Cobtree Manor Park Car Park.
- Appendix 2: Proposed car park layout showing surfacing.
- Exempt Appendix 3: The name and details of the successful contractor.

9. BACKGROUND PAPERS

None

Cobtree Manor Estate Charity Committee

Cobtree Manor Estate Update Report

Final Decision-Maker	Cobtree Manor Estate Charity Committee
Lead Head of Service/Lead Director	Dawn Hudd - Head of Regeneration and Economic Development
Lead Officer and Report Author	Elizabeth Buckingham – Cobtree Manager
Classification	Public
Wards affected	Boxley

Executive Summary

The information in the report is intended to give the Committee an understanding of the day to day work of the Estate and the issues that affect its management. It also provides a record of all that is achieved across the different parts of the estate.

The estate update covers the period from when the Committee last met in April 2018.

This report makes the following recommendations to this Committee:

- That the report is noted.

Timetable

Meeting	Date
Cobtree Manor Estate Charity Committee	1 st August 2018

Cobtree Manor Estate Update Report

1. INTRODUCTION AND BACKGROUND

1.1 This report covers the period from April 2018 to July 2018.

Cobtree Manor Park

1.2 Maintenance of the park over this period covers spring and summer works
Works to the park include:

- Weed management
- Tree works to dangerous and diseased trees
- Works to the tree border on the Forstal Road have been completed in compliance with Highway regulations.
- The main gates have now been repaired and repainted, the posts re-set and a refabricated height barrier hung.
- The CCTV mast has been re-sited to provide coverage of the main gates. The final connection and adjustment is scheduled to be completed by the end of July.

1.3 An application for the Green Flag Award 2018/9 was submitted in January and judging took place in June by Chris Worman MBE, Head of Parks, Rugby City Council. A Flag has been awarded with a score of 70-75. The judge's comments included

'It was a privilege to visit Cobtree Manor Park and meet such dedicated staff.'

'The management plan contains improvement objectives for the park showing a clear commitment to further enhancing the park'

'The management understand the complexities of this landscape and how to manage all the different elements of the site.'

'Congratulations on such a great Green Flag Award park.'

Events

1.4 Love Parks Week 13th -22nd July was celebrated with free drop-in craft activities, competitions and games and sports equipment for visitors to try.

A program of events for the summer holidays has been devised in partnership with Medway Countryside including Minibeast Habitat Building for different areas of the park and a 'Pollinator Party' day.

Kent Wildlife Trust launched the Wonderful Wordicular Word Trail between Tyland barn and Cobtree Manor Park on 12th July. The 2km wildlife themed poetry trail funded by the Cobtree Prize features nine interactive way markers created by children from St Peter's C of E Primary School working with a poet and storyteller. Trail leaflets have been produced and an interpretation board at each site installed.

Community

- 1.5 Two Hadlow College Countryside Management students have returned to continue their work placements completing 180 hours and are currently working on planning planting for the community garden and carrying out fauna surveys.

Visitor Numbers

- 1.6 There was an equipment failure that led to no data being available between 17th January and 27th April. This has been resolved and the counter is now functioning correctly. A quarterly comparison is not therefore possible but an increase in visitor numbers of 27.68% can be seen for the months of May and June 2018 combined compared to the same months in 2017.

	2016	Quarterly	% on previous year	2017	Quarterly	% on previous year	2018	Quarterly	% on previous year
Jan	15923			21652			no data		
Feb	15798			19574			no data		
Mar	18227	49948	-1.15	25676	66902	33.94	no data		
Apr	22144			30554			no data		
May	29076			24952			34489		38.22
Jun	22031	73251	3.43	25694	81200	10.85	30519		18.78
Jul	21043			31187					
Aug	33192			37491					
Sept	19468	73703	-5.57	23675	92353	25.3			
Oct	15124			24995					
Nov	17460			12290					
Dec	18138	50722	36.57	16623	53908	6.28			
	247624	247624		294363	294363				

Car park

- 1.7 Car park income for the first 10 weeks of the 2018/19 financial year was £19,623 compared to £23,084 in the same period last year, a 15% decrease. This is attributable to the weather conditions particularly in March.

Car park refurbishment: this update is contained in a separate report

- 1.8 **Cafe and Visitor Centre update** A further break-in to the café occurred on 25th April. A 4X4 vehicle ram-raided the main entrance, destroying the door and glazing panes. A stroop was attached to the safe located in the internal storeroom and an unsuccessful attempt was made to pull it out causing damage to internal doors, walls and to racking, furniture, equipment and stock. The whole incident was captured on CCTV but there was not sufficient identifying evidence for the Police to pursue the

perpetrators. The vehicle entered the park from the Golf Course. An insurance claim is ongoing.

Security upgrades have been installed including anti-ram bollards, fixing of benches and upgraded HD CCTV. The additional bunding is under construction.

An Alder tree and six mature shrubs have been removed to allow an upgraded power supply to be connected to the café to enable DA GT to install improved kitchen equipment and refurbish the interior of the café .

A kiosk to provide scoop ice-cream has been installed adjacent to the Visitor Centre. This will be a temporary structure to assess the benefits based on income generation and customer feedback. Subject to a review of overall benefits over the summer and October half-term, a more permanent and sympathetically designed kiosk may be proposed to be installed with the agreement of CMET.

Catering contract monitoring: The contract monitoring meetings have commenced with the service provider and the first set of reports should be available at the next meeting.

Cobtree Manor Golf Course

1.9 A meeting was hosted by Mytime Active to update the Trust members with progress of the Planning Application for the new club house.

Activities

	Q1 2017	Q1 2018	Difference
Rounds Played	12,363	11,460	-903

1.9.1 Performance

- The adverse weather conditions in April resulted in a poor start to the financial year.
- The excellent weather conditions resulted in much better performance for May and June 2018.
- The team continue to work towards Cobtree Manor Golf Course a Hub rather than just a golf course.

1.9.2 CMGC Events

- Hosted a Taylor Wimpey corporate day which included meetings, food and foot golf.
- World Cup event with food and beverage promotions.
- The golf course has continued with the successful Sunday carvery.

1.9.3 Community

The club is making plans to relocate the shop and shop staff into the bar area. The area freed up will be utilised for 'health and wellbeing' in the community.

1.9.4 Green Keeper's Tasks

- Keeping up with the cutting as it is growing season
- Working on limiting the damage resulting from the poor drainage

Kent Life Farm Attraction

1.10 Kent Life Visitor Numbers

	Q1 2017	Q1 2018	Difference
Total Visitor Numbers	53,773	50,440	-3,333
Members Visits	10,490	11,112	622
Education Visits	7,808	8,643	835

1.10.1 Maintenance and Improvements

- More investment in entertainment shows like the "Big Top" over the holiday periods.
- Wages and salaries have increased mainly due to an increase in maintenance, cleaning, grounds and gardens personnel.
- This increased investment has been made to improve the customer experience on site and help maintain the property to a higher standard.
- A number of cosmetic improvements have been carried out to the grounds including returfing bare areas and new paving

1.11 Cobtree Railway

The Cobtree Charity Trust trustees maintain their enthusiasm to realise this project.

Following a meeting between trustees and the Head of Regeneration and Economic Development it has been identified that in order to further progress the project a number of actions are now required:

The production of a fully costed business plan

Further detailed market research

Identification of sources of funding

Confirmation of extent of involvement and commitment from potential operating partners

Further detail of planned operations on each site

2. AVAILABLE OPTIONS

2.1 The report is to note only.

3. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

3.1 It is recommended that the information in this report regarding the performance of the Café/ Visitor Centre is noted.

4. RISK

4.1 This report is presented for information only and has no risk management implications.

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

4.1 None.

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

5.1 Any comments from the Committee will be passed on to the relevant parties.

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	The work of the charity links directly to its charitable objects and the corporate priorities of the Council.	Head of Regeneration and Economic Development
Risk Management	Risks to running the estate are dealt with in the annual Estate Risk Management Report.	
Financial	Financial risks are considered in the ongoing finance updates.	Paul Holland Senior Finance Manager (client)
Equalities	No Implications	

8. REPORT APPENDICES

- None
-

9. BACKGROUND PAPERS

- None

Agenda Item 15

COBTREE MANOR ESTATE CHARITY COMMITTEE

1st August 2018

UKPN Revised Cost to install new power cable

Final Decision-Maker	COBTREE MANOR ESTATE CHARITY COMMITTEE
Lead Head of Service/Lead Director	Dawn Hudd- Head of Regeneration & Economic Development
Lead Officer and Report Author	Laurence Tricker- Programme Manager
Classification	Public
Wards affected	ALL

Executive Summary

The report seeks approval from the committee to accept the new quotation from UK Power Networks (UKPN) and increased costs for the installation of a electric power cable to the Cobtree Visitor Centre.

This report makes the following recommendations to this Committee:

1. To accept the increased cost for the installation of the power cable of £2,239.
2. To give delegated authority to the Head of Mid Kent Legal Services to enter into contracts and any other necessary agreements for a new power supply to the Cobtree Visitor Centre based on the revised costs

Timetable

Meeting	Date
COBTREE MANOR ESTATE CHARITY COMMITTEE	1 st August 2018

UKPN Revised Cost to install new power cable

1. INTRODUCTION AND BACKGROUND

- 1.1 The Cobtree Manor and Estate Trust had previously agreed on the 25th January 2018 to the installation of a new power cable by UKPN. Due to the delay in commencing the contract with the external café operator the original quotation from UKPN is no longer valid. A new quotation is £2,239 higher than the original one. This report seeks authority to accept this increase and progress with the proposed works.
-

2. AVAILABLE OPTIONS

- 2.1 Accept the new quotation and increased cost. The trust had previously agreed to the installation and related cost for the increased power capacity to the visitor centre as this represented a sound investment in the assets of the Trust.
- 2.2 UKPN are the only supplier and installer of national power infrastructure and as such we have no other option on the provider of this service. The previous quotation was £23,668 (received on the 19th December 2017 and valid for 90 days). The revised costs of works are £25,907 (quotation received 21st May and valid for 90 days). The operator of the café will contribute to these costs over the period of their lease via uplift of £2,900 in the annual rent over the 5 years (£14,500) once works are completed.
-

3. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

- 3.1 To award the contract to UKPN for the works and proceed with works as this is the only supplier/installer of major cable infrastructure.
-

4. RISK

- 4.1 The risks associated with this proposal, including the risks if the Council does not act as recommended, have been considered in line with the Council's Risk Management Framework. We are satisfied that the risks associated are within the Council's risk appetite and will be managed as per the Policy.
-

5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 5.1 CMET had previously voted unanimously to approve this work based on the previous quotation and whilst it is frustrating that UKPN costs have

increased, these costs will be shared with the café operator and paid back via the uplift in annual rent.

6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 Place the order with UKPN to undertake the works as outlined in the attached quotation

7. CROSS-CUTTING ISSUES AND IMPLICATIONS

No implications have been identified.

Issue	Implications	Sign-off
Impact on Corporate Priorities	We do not expect the recommendations will by themselves materially affect achievement of corporate priorities. However, they will support the Trust's overall achievement of its aims as set out in section 3	Dawn Hudd-Head of Regeneration & Economic Development
Risk Management	Refer to paragraph 4.1 of the report	Dawn Hudd-Head of Regeneration & Economic Development
Financial	The proposals set out in the recommendation are all within already approved budgetary headings and so need no new funding for implementation.	Paul Holland, Senior Finance Manager
Staffing	We will deliver the recommendations with our current staffing.	Dawn Hudd-Head of Regeneration & Economic Development
Legal	Acting on the recommendations is within the Trust Committee's powers to enable the required works to be undertaken by	Head of Mid Kent Legal Services

	UKPN and the relevant legal agreements to be entered into.	
Privacy and Data Protection	N/A	Head of Mid Kent Legal Services
Equalities	The recommendations do not propose a change in service therefore will not require an equalities impact assessment	Policy & Information Manager
Crime and Disorder	N/A	Dawn Hudd-Head of Regeneration & Economic Development
Procurement		Dawn Hudd-Head of Regeneration & Economic Development