

**COBTREE MANOR ESTATE
CHARITY COMMITTEE****18 April 2023****Cobtree Manor Park Llama House**

Timetable	
Meeting	Date
Cobtree Manor Estate Charity Committee	18 April 2023

Will this be a Key Decision?	No
Urgency	Not Applicable
Final Decision-Maker	Cobtree Manor Estate Charity Committee
Lead Head of Service	Mark Green, Director of Finance, Resources and Business Improvement
Lead Officer and Report Author	Mike Evans, Leisure Manager
Classification	<p>Public report with exempt appendix</p> <p>Exempt Appendix Appendix 1: Summary of quotations Appendix 2: Cashflow forecast</p> <p>The appendices contain exempt information as classified in paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 in that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information).</p> <p>The public interest in maintaining this exemption outweighs the public interest in its disclosure. The cost of this work will be included in future financial reports brought to this committee.</p>
Wards affected	Boxley

Executive Summary

Decisions are required on capital expenditure to fix the roof of the llama house in Cobtree Manor Park.

Purpose of Report

Decision

This report makes the following recommendations to the Cobtree Manor Estate Charity Committee:

1. That approval be given for capital expenditure to be incurred in line with the cashflow forecast for the works to the llama house roof.
 2. That quotation G from contractor 4 is accepted and delegated authority is given to the Director of Finances, Resources and Business Improvement to instruct contractor 4 to complete the works to the llama house roof.
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Cobtree Manor Park Llama House

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	The work of the charity links directly to its charitable objectives and the Strategic Plan objectives for the council.	Leisure Manager
Cross Cutting Objectives	The work of the charity links directly to its charitable objectives and the cross-cutting objectives of the council.	Leisure Manager
Risk Management	Risk implications are outlined in section 5.	Leisure Manager
Financial	Accepting the recommendations will require new spending which has been identified in the cashflow forecast.	Section 151 Officer & Finance Team
Staffing	We will deliver the recommendations with our current staffing.	Director of Finance, Resources and Business Improvement
Legal	Acting on the recommendations is within the Council's powers and fulfilling its duties as corporate trustee of the charity.	Team Leader Contracts and Commissioning MKLS
Information Governance	The recommendations do not impact personal information (as defined in UK GDPR and Data Protection Act 2018) the Council Processes.	Information Governance Team
Equalities	The recommendations will ensure a continuation of service and therefore will not require an equalities impact assessment.	Equalities & Communities Officer
Public Health	We recognise that the recommendations will have a positive impact on population health or that of individuals	Leisure Manager
Crime and Disorder	Crime and disorder considerations will be managed as per parks and open spaces policies and procedures.	Leisure Manager

Procurement	On accepting the recommendations, the Council will then follow procurement exercises. We will complete those exercises in line with financial procedure rules.	Director of Finance, Resources and Business Improvement
Biodiversity and Climate Change	The implications of this report on biodiversity and climate change have been considered and there are no implications on biodiversity and climate change.	Biodiversity and Climate Change Manager

2. INTRODUCTION AND BACKGROUND

- 2.1 The llama house in Cobtree Manor Park is a historic building that has been used for farming in the past and was also part of Maidstone Zoo, when that existed on the land. Following the closure of the zoo the building was used for sheltering llamas.
- 2.2 Today the structure is in a quiet part of the park and with its picnic benches positioned underneath it provides shelter to park users. It is an open-fronted structure that is approximately 15m long, 3m deep and 3m high. It is a stone building with a roof of timber supports and Kent peg tiles.
- 2.3 The structure has some damage and wear and tear to the roof and work needs to be completed on it to make it safe and usable for park visitors and to preserve it as an asset to the park.
- 2.4 Contractors have visited the llama house and made assessments and their quotations are provided at exempt appendix 1.

3. AVAILABLE OPTIONS

3.1 Not repair the roof

If the roof is not repaired the llama house structure cannot be made available to park visitors because of the risk of debris falling from the roof. There will be costs associated with removing it from use for the long term and a risk of park visitors disregarding safety measures and accessing it anyway. Its status as a historic feature within the park will be put at long-term risk. **This option is not recommended.**

3.2 Partially repair the roof

Partial repairs will remove the most immediate risks but future works will be required and the costs for completing these will increase between now and commissioning future works. A watching brief will need to be kept on the roof and its degradation will need to be monitored so that it can be taken out of action to protect park visitors if needs be. **This option is not recommended.**

3.3 **Fully repair the roof**

Repairs to the roof will ensure that its integrity is retained and the structure can continue to be used safely without any risks or ongoing cost concerns.

This is the recommended option.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

4.1 Repairing the roof is the preferred option, for the reasons described in paragraphs 2.3 and 3.3.

4.2 Quotations from contractors are included in exempt appendix 1 and the recommendations in this report are that quotation G from contractor 4 is accepted and they are instructed to complete the work as soon as possible.

5. RISK

5.1 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.

6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

6.1 No consultation has taken place on this matter.

7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

7.1 Following a decision on these recommendations, contractors will be instructed and works will be completed.

8. REPORT APPENDICES

- Exempt Appendix 1: Summary of quotations
 - Exempt Appendix 2: Cashflow forecast
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9. BACKGROUND PAPERS

- None