



# Cabrera Trust Management Committee AGM

Thursday, 14 July 2022 at 2.30 pm

Committee Room, Runnymede Civic Centre,  
Addlestone

## Members of the Committee

Councillors: D Coen, C Howorth, J Hulley

Honorary Wardens: T Ashby, P Beesley, P Grobien and H Lane

In accordance with Standing Order 29.1, any Member of the Council may attend the meeting of this Committee but may speak only with the permission of the Chairman of the Committee, if they are not a member of this Committee.

## AGENDA

- 1) Any report on the Agenda involving confidential information (as defined by section 100A(3) of the Local Government Act 1972) must be discussed in private. Any report involving exempt information (as defined by section 100I of the Local Government Act 1972), whether it appears in Part 1 or Part 2 below, may be discussed in private but only if the Committee so resolves.
- 2) The relevant 'background papers' are listed after each report in Part 1. Enquiries about any of the Agenda reports and background papers should be directed in the first instance to **Mrs Carol Holehouse, Democratic Services Section, Law and Governance Business Centre, Runnymede Civic Centre, Station Road, Addlestone (Tel: Direct Line: 01932 425628). (Email: caol.holehouse@runnymede.gov.uk).**
- 3) Agendas and Minutes are available on a subscription basis. For details, please ring Mr B A Fleckney on 01932 425620. Agendas and Minutes for all the Council's Committees may also be viewed on [www.runnymede.gov.uk](http://www.runnymede.gov.uk).

4) In the unlikely event of an alarm sounding, members of the public should leave the building immediately, either using the staircase leading from the public gallery or following other instructions as appropriate.

5) Filming, Audio-Recording, Photography, Tweeting and Blogging of Meetings

Members of the public are permitted to film, audio record, take photographs or make use of social media (tweet/blog) at Council and Committee meetings provided that this does not disturb the business of the meeting. If you wish to film a particular meeting, please liaise with the Council Officer listed on the front of the Agenda prior to the start of the meeting so that the Chairman is aware and those attending the meeting can be made aware of any filming taking place.

Filming should be limited to the formal meeting area and not extend to those in the public seating area.

The Chairman will make the final decision on all matters of dispute in regard to the use of social media audio-recording, photography and filming in the Committee meeting.

**List of matters for consideration**  
**Part I**

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**Matters in respect of which reports have been made available for public inspection**

- |    |                                                                                                                                                                    |         |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 1. | <b>Minutes</b>                                                                                                                                                     | 4 - 7   |
|    | To confirm and sign the Minutes of the Annual General Meeting held on 2 <sup>nd</sup> September 2021                                                               |         |
| 2. | <b>Apologies for absence</b>                                                                                                                                       |         |
| 3. | <b>Chairman's opening remarks</b>                                                                                                                                  |         |
|    | Introductions                                                                                                                                                      |         |
|    | Purpose of the Annual General Meeting                                                                                                                              |         |
| 4. | <b>Annual report</b>                                                                                                                                               | 8 - 10  |
|    | To receive the Annual Report for the year ended 31 March 2022                                                                                                      |         |
| 5. | <b>Annual inspection of the Trust land</b>                                                                                                                         | 11 - 12 |
| 6. | <b>Discussion forum</b>                                                                                                                                            |         |
|    | This is an opportunity for the Management Committee to give information, and receive questions and comments on matters related to the Trusts funds and Trust land. |         |

## Runnymede Borough Council

### CABRERA TRUST MANAGEMENT COMMITTEE

#### ANNUAL GENERAL MEETING

Thursday 2 September 2021 at 2.30pm

Members of the Committee present: Councillors C Howorth and J Hulley  
Mr Peter McKenzie (Honorary Treasurer) and Mr Chris Hunt (Honorary Secretary)

The meeting was also attended by 2 members of the public, Honorary Wardens Mrs Lane and Mr Grobien and Peter Winfield (Green Space)

#### 1. MINUTES

The Minutes of the Annual General Meeting held on 18 July 2019 were confirmed and signed as a correct record.

#### 2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor D Coen, Honorary Wardens Mr Ashby and Mr Beesley. Volunteer Pam Thomas.

#### 3. CHAIRMAN'S OPENING REMARKS

Due to Councillor Sohi not standing for re-election in May this year, there was currently no elected chairman, therefore Councillor Hulley as Vice-Chair chaired the meeting. A new chairman would be elected at the Cabrera Trust Management Committee meeting which immediately followed the AGM.

The Committee wished to record thanks to Councillor Sohi for all his hard work and commitment to the Cabrera Trust Management Committee during his time as Councillor and Mayor.

Councillor Hulley welcomed members of the public to the 2021 Annual General Meeting of the Cabrera Trust. The Cabrera Trust land was considered an important part of the Virginia Water community. Despite the pandemic the land had continued to be managed effectively and Officers were thanked for this.

The purpose of the Annual General Meeting was to inform local residents of how the Trust had managed the land and how its funds had been spent over the past year, together with a formal report on the current state of the Trust's accounts. The meeting would include a discussion forum, during which residents could ask questions of the Trust Members.

The Cabrera Trust was constituted by Deed of Trust, as amended by a Scheme made by the Secretary of State for Education and Science, dated 24 March 1972, and was a registered charity. Runnymede Borough Council was the Trustee.

The Trust was responsible for the management of the open space playing area on Cabrera Avenue and approximately 52 acres of land alongside the River Bourne, known as the Riverside Walk. It was also responsible for the administration and use of the Trust funds.

The Trust Deed required that the Riverside Walk was maintained for the exercise, recreation and benefit of the inhabitants of Virginia Water and the neighbourhood, and the open space on Cabrera Avenue was to be used as a public recreation ground for the benefit of the same area.

The Management Committee had been set up by the Trustee to provide a clear local focus for the management of the Trust land. The Management Committee comprised of the three Virginia Water Ward Councillors, together with two Council Officers, acting in the capacity of Honorary Treasurer and Honorary Secretary.

In addition to this, the Committee had five co-opted members, Mr Ashby, Mr Beesley, Mr Grobrien, Mrs Lane and Mr Saunders.

#### 4. ANNUAL REPORT FOR YEAR ENDED 31 MARCH 2021

##### a) Honorary Secretary's report

The Covid-19 pandemic had impacted on activity on both sites, but the usual cutting of grass and general maintenance had continued. There had also been a need for some tree works to be carried out in the woodlands on several occasions.

Thanks were given to the co-opted members –Mr Ashby, Mr Beesley, Mr Gobien, Mrs Lane and Mr Saunders for their continued support in managing the Trust's land. Thanks were also given to Mr Midwinter who stood down as co-opted member after many years of service.

This was the Honorary Secretary's last meeting as he was leaving the Council. The Committee thanked Mr Hunt for all his work and support. Mr Hunt thanked the Committee and commended Peter Winfield and his team for their continued work in relation to the Trust land.

##### b) Honorary Treasurer's Annual Report

The Honorary Treasurer presented the Trust's Annual Report for the year ended 31 March 2021.

The balance sheet at the end of 31 March 2021 showed an overall fund balance of £147,771, an increase of £18,160. This increase related to income received from the disposal of some COIF shares.

Fundraising activities had previously been discussed but due to Covid 19 these had been unable to go ahead as planned. It was hoped that these could be progressed soon. The Trust would need to apply for grants for any future major projects to ensure the balance sheet stayed healthy. The Committee was advised that the Council were looking to employ a 'Bid Writer' and the Trust would be able to access their assistance in writing any bids for grants.

The Honorary Treasurer advised the Committee that this would be his last meeting as he was retiring at the end of the year. He was thanked for all his work and support over the last 10 years. Mr McKenzie's successor would take over as Honorary Treasurer.

5. ANNUAL INSPECTION OF THE TRUST LAND

This year the Annual Inspection of the Trust land took place on 27 July and was attended by Mrs H Lane, Mr P Grobien and Councillor C Howorth together with three Council Officers. Apologies were received from Councillor J Hulley and Mr P Beesley.

Riverside Walk

During the inspection the group received a very insightful explanation of the history of the trust land, the work that had been undertaken and information on the biodiversity of the site.

Cabrera Open Space

The Cabrera Open Space was noted to be in good order

Peter Winfield was thanked for his very informative precis of the history of the Trust land and previous work undertaken during the walk.

6. DISCUSSION FORUM

It was reported that a tree house had been erected in one of the trees on the Trust land. Officers confirmed they were unaware of this, Mr Grobien would contact the Green Space team to arrange to meet with Officers on site so this could be dealt with.

Some concern was raised regarding some of the streams being clogged. The Committee advised that the land was a wet wood, which in turn gave it its Local Nature Reserve status. However, if residents had any particular issues relating to their own gardens, they could report these via the Council's Open Space email address: [openspace@runnymede.gov.uk](mailto:openspace@runnymede.gov.uk)

Officers advised that the volunteer group were looking to establish a 'Friend's Group' which would look at fundraising activities.

It was noted that some residents assisted with litter picking on the Trust land and Officers appreciated help from the local community in this regard. A resident reported that she had recently removed some glass and disposable BBQ's left on the site.

It was reported that some paint pots had been dumped on the Trust land (towards Wentworth Gates) by a neighbouring property after they painted their fence adjacent to the Trust land. Officers would arrange to remove these. Some sweet wrappers and cans had also been sighted under the swing rope. Residents were asked to report any future issues to [openspace@runnymede.gov.uk](mailto:openspace@runnymede.gov.uk)

The possibility of a bin in the car park by the Community Centre was raised, along with the possibility of revisiting the installation of a bin at the entrance to the woods by the station. Officers advised that bins did not always reduce litter and, in some cases, encouraged fly tipping. Additionally, any bins installed on the Trust land would have an ongoing cost to the Trust as they would be responsible for paying for the bin to be emptied. Officers were asked to monitor the situation with regards to litter on the site and bring a report to the next meeting.

It was reported that some brambles and nettles from the Trust land were coming through the wire fencing into the Preschool. Unfortunately, that area of Trust land was inaccessible. The resident present was asked to forward relevant contact details to Councillor Hulley who would pass to Officers to enable them to arrange to meet and discuss with the Preschool available options.

Officers had received a complaint regarding the lateness of advertising of the AGM. Officers advised that the submission of the advert had been placed as soon as feasibly possible after waiting for the latest central government guidance in July confirming the AGM would be able to go ahead. When placing the advertisement Officers were advised that the Connection parish magazine no longer existed. However, the former editor of the Connection magazine was now running 'The Virginia Water Magazine' a free, monthly community magazine funded by advertisers. He did, however, offer to put the AGM advertisement in for free on a one-off free notice. Other advertising platforms would be pursued for future advertising.

It was reported that the volunteer group now had 40 members. 2 working parties had taken place and more dates were to be arranged. Unfortunately, one of the lead volunteers had moved away so a replacement was needed. The volunteer group were keen to set up a meeting to facilitate the setting up of a friend's group. It was hoped to get this organised early next year.

Mr Beesley who was unable to attend today's meeting had sent in the following to update the Committee on his recent activities as Honorary Warden: -

Mr Beesley had taken part in both volunteer working parties this Summer and continued to visit the woods and Riverside Walk regularly. He had engaged with Council Officers over issues affecting the walk and with the neighbourhood planning group to advise them on the Cabrera Trust land and its importance to the green infrastructure in Virginia Water. He had approached a wildflower expert who had agreed to lead a wildflower walk for volunteers and local residents next Spring provided the situation with Covid allowed.

Chairman

(The meeting ended at 3.17pm)

**CABRERA TRUST**  
**Annual Report for the year ended 31 March 2022**

**1. Background to the Trust**

1.1 The Cabrera Trust is constituted by Deed of Trust as amended by a Scheme made by the Secretary of State for Education and Science dated 24th March 1972 and is a registered charity, No. 305020. Runnymede Borough Council is the Trustee. The registered address of the charity is the Runnymede Civic Centre, Station Road, Addlestone, Surrey, KT15 2AH.

1.2 The Trust is responsible for the management of the open space playing area on Cabrera Avenue and approximately 52 acres of land alongside the River Bourne known as the Riverside Walk. It is also responsible for the administration and use of the Trust funds. The Trust Deed requires that the Riverside Walk is maintained for the exercise, recreation and benefit of the inhabitants of Virginia Water and the neighbourhood, and the open space on Cabrera Avenue is to be used as a public recreation ground for the benefit of the same area.

1.3 A Management Committee has been set up by the Trustee to provide a clear local focus for the management of the Trust land, with the benefit of professional advice. The Management Committee comprises the three Virginia Water Ward Councillors together with two Council Officers appointed annually by the Community Services Committee of the Council.

1.4 During the year the membership of the Committee was:

The three Virginia Water Ward Members of Runnymede Borough Council:-

Councillor C Howorth

Councillor J Hulley

Councillor D Coen

Runnymede Borough Council Officers

Honorary Secretary – Community Development Manager (Vacant)

Honorary Treasurer - Mr. P French

1.5 The objectives adopted by the Management Committee in the management of the Trust land are to maintain the playing area to a proper standard and, in relation to the Riverside Walk, to retain the major part of the land as an area of natural woodland providing a habitat where a variety of animal and plant species can flourish with part having well marked and maintained footpaths for public access.

1.6 In January 2019 the Management Committee adopted a mission statement to reflect these objectives 'To protect and enhance nature conservation interests at the Riverside Walk while promoting safe public access to parts of the site and to provide a well maintained public recreation ground at Cabrera Avenue'

**2. The Past Year**

2.1 The Covid-19 pandemic has continued to impact on activity at both sites, but the usual cutting of grass and other general maintenance has continued. There was also a need for tree works to be carried out in the woodlands on a number of occasions.

2.2 The Trust would like to thank the co-opted members – Mrs H Lane, Mr T Ashby, Mr P Beesley, Mr P Grobier for their continued support in managing the Trust's land.

**3. Finances**



- 3.1 The Charities Act 1993 requires charities with income or expenditure over £25,000 to be subject to an independent examination. The Trust's income and expenditure fell below this threshold in 2021/22 and accordingly no independent examination has been undertaken.
- 3.2 The Statement of Financial Activity showed a deficit for the year of £9,574, All investments held by the trust are with M&G Charifund, this years accounts recorded a surplus in the market value of £8,881.
- 3.3 As at the 31 March 2022, the value of the holding in the M & G Charifund Shares was £130,745. These are held as long term investments and provide a regular income stream. The dividend income received from M & G Charifund for the year was £6,207.
- 3.4 The Balance Sheet shows an overall fund balance of £147,078 as at 31 March 2022, a decrease of £693 from the previous year as explained in paragraph 3.2. It is the Trust's aim to maintain balances at a level that will provide sufficient investment income to cover the annual running costs.
- 3.5 Given the Trust's aim, the Members of the Trust committee were advised during the year that the continual withdrawal of the Trust's funds to pay for ongoing revenue expenditure was not sustainable as each investment withdrawal reduces the amount of dividend income available to pay for annual expenses.

Councillor C Howorth  
Chairman of the Cabrera Trust Management Committee  
14 July 2022

## CABRERA TRUST

### Statement of Financial Activity for the year ended 31st March 2022

2020/2021 Actual £		2021/2022 Actual £	Notes
	<b>Incoming Resources</b>		
1,023	Dividends from Charities Official Investment Fund Shares	0	
5,338	Dividends from M&G Charifund Shares	6,207	
0	Other Income	80	
42	Interest on Internal Investments	71	
<u>6,403</u>	<b>Total income</b>	<u>6,358</u>	
	<b>Expenditure</b>		
	<u>Cost of works</u>		
954	Maintenance of Recreation Ground	772	
3,956	Maintenance of Riverside Walk	<u>3,750</u>	
		4,523	
696	Administrative expenses	709	
	<u>Management and administrative recharges</u>		
9,400	Supervision of Sites	8,700	
1,000	Legal And Administrative Services	1,000	
1,000	Financial Services	<u>1,000</u>	
		10,700	
<u>17,007</u>	<b>Total expenditure</b>	<u>15,932</u>	
<b>(10,604)</b>	<b>Net outgoing resources before other recognised losses</b>	<b>(9,574)</b>	
	<b>Other recognised losses</b>		
<b>(6,270)</b>	Increase/Decrease in valuation of investments	8,881	(3)
35,033	Recall of Investment income	0	
<u>18,160</u>	<b>Net movement in funds for the year</b>	<u><b>(693)</b></u>	

### Balance Sheet as at 31 March 2022

31 March 2021 Actual £		31 March 2022 Actual £	Notes
	<b>Investments</b>		
121,864	Investment in M&G Charifund	130,745	(3)
	<b>Current Assets</b>		
25,907	Cash at Bank	16,333	
<u>147,771</u>		<u>147,078</u>	
	<b>Unrestricted income funds</b>		
129,611	Fund balance at 1 April	147,771	
18,160	Net movement in funds for the year	<b>(693)</b>	
<u>147,771</u>	Fund Balance at 31 March	<u>147,078</u>	(2)

## ANNUAL INSPECTION OF THE TRUST LAND

This year the Annual Inspection of the Trust land took place on 14 June and was attended by Councillor Howorth, P Grobien and P Beesley together with three Council Officers. Apologies were received from Mr Ashby.

### Riverside Walk

The following points were recorded during the inspection: -

- The presence of Oak Processionary Moth was noted in one of the trees adjacent to the Trust land (Cabrera Avenue entrance)
- There was some nettle overgrowth at the entrance which was prohibiting a full view of the sign
- Sign needed to include a 'No Cycling' sign
- Wooden frame of the sign needed treatment
- Himalayan Balsam was present on the station path (this was coming from the railway embankment)
- Coppicing work previously agreed by the Committee would be scheduled for the Autumn (Green Space Officers to liaise with the Council's bid writer to ascertain if he would be able to assist the Trust in obtaining grant funding for future coppicing works)
- The Friends Group would be started in full in Spring 2023
- The Forest School area was in good condition and tidy. (Green Space Officers to contact Vikki Balaam for an update on Forest School Activity)
- Some trees had fallen during the recent storms
- A recent wildflower walk had been well attended and it was reported that the area was in good condition
- A boundary walk would be organised to assess if there were any encroachments. Residents would subsequently be written to advising them of any encroachments, thereby giving them the opportunity to clear the area before legal action was taken
- Work party happy to clear ditches if this was the correct approach. Green Space Officers would liaise with the work party once area had been fully assessed and possible benefit evaluated
- A mound of fallen trees/twigs needed removing from the southern part of the stream. Councillor Howorth, Mr Grobien and Mr Godfrey would meet to remove this. This would prevent more bank erosion and aid water flow
- The Group talked about the need for fundraising and discussed the option of asking for regular subscriptions from residents etc. to ensure the Trust remained financially stable.
- The possibility of the Wentworth Golf Club contributing was discussed
- A small hole was found in one of the composite boardwalks. Officers would arrange for this to be repaired as soon as possible.

### Cabrera Open Space

- The grass was very long. Officers would contact contractors to arrange for it to be cut
- There was a mat and cone in situ by one of the trees. Officers removed this from the site
- One of the trees at the back of the site had a large area of brambles growing under it. Officers would arrange for these to be cut back.