



Knowle Park

TRUST

Trustees Annual Report and Financial Statements

Report Period
1st April 2023 to 31st March 2024

Administrative Information

Charity Name: Knowle Park Trust

Registered Charity No.: 1176590

Principal Charity Address: Sundial House, 20 High Street, Cranleigh, Surrey, GU6 8AE

Bankers: Metro Bank, One Southampton Row, London, WC1B 5HA

Independent Examiner: Oakwood Business Consultants, Unit 3, The Dairy, Tilehurst Farm Offices, East Shalford Lane, Guildford, Surrey, GU4 8AE

Type of Governing Document: Charitable Incorporated Organisation (CIO) Foundation Constitution

Organisations Purposes ('Objects'): The objects of the CIO are the provision and maintenance of areas of open space and public parks for the benefit of the local inhabitants of Cranleigh in the county of Surrey and the surrounding areas in the interests of social welfare and with the object of improving the conditions of life for the said inhabitants. The CIO will carry out its purposes by providing and maintaining a new area of parkland and public open space for use by members of the public.

Note: The Knowle Park site comprises 22.80ha (56.34 acres) and is situated south of the built-up area of Cranleigh's village centre on Knowle Lane.

Trustees: The following have served as trustees during this reporting period:

Chairman:	Martin Bamford	09.01.2018 to date
Trustees:	Andrea Bamford	11.11.2023 to date
	Lucy Boatswain	09.01.2018 to date
	Timothy Crowe	09.01.2018 to date
	Rosemary French OBE	11.11.2023 to date
	Nicolaas Vrijland	09.01.2018 to 11.11.2023
	Jeffrey Wood	09.01.2018 to date

Statement of Trustees' Responsibilities

The Trustees are responsible for preparing the Trustees' Annual Report and the Financial Statements in accordance with applicable law, FRS 102 (Financial Reporting Standards) and SORP 2015 (Statement of Recommended Practice).

The law applicable to charities in England & Wales requires the trustees to prepare Financial Statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these Financial Statements, the trustees are required to:

- a) Select suitable accounting policies and apply them consistently.
- b) Observe the methods and principles in the current Charities Statement of Recommended Practice (SORP).
- c) Make judgments and estimates that are reasonable and prudent.
- d) State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the Financial Statements.
- e) Prepare the Financial Statements on an accruals basis.

The Trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the Financial Statements comply with the Charities Act, Charity Reporting and Accounting Guidance, and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Trust is further responsible for employing staff to undertake key roles pursuant to the administration of the trust and the upkeep of its land and properties. Remuneration will be calculated and reviewed annually with reference to employee experience/qualifications, inflation/price indices, local comparators, and performance monitored through annual reviews conducted by Trustees.

Note: There were no staff employed by the trust during this reporting period but please note the disclosure relating to property valuations at the end of the Financial Statement.

Recruitment and Appointment of New Trustees

Trustees were originally selected for demonstrating their early support for the project and commitment towards seeing it delivered. Following the opening of the Park on 27th May 2023, two new Trustees have been appointed bringing additional skills and experience, in particular skills to champion one or more of the key aspects noted in 'Public Benefits' below.

Trustees are required to retire at their third Annual General Meeting following their election or appointment but are eligible for re-election or re-appointment.

The selection of future trustees will be determined by their suitability to champion one or more of the key aspects noted in 'Public Benefits' below, or to provide needed skills and expertise.

Public Benefit

KPT benefits visitors from Cranleigh and further afield by providing them with a free open space for recreation and leisure pursuits. The space is also used to host public events, concerts, sport activities and similar events providing further enjoyment and leisure opportunities for the benefit of the general public.

In deciding what events may or may not be hosted at the park the trustees will carefully consider the potential benefit of the event to the general public in the surrounding area and weigh that up against any short-term limitation the event may place on access to all or part of the park.

KPT is committed to protecting this unique landscape and improving its flora, fauna and wildlife habitats. The Trust will carefully balance this with its use as an amenity and recreation resource for Cranleigh and surrounding areas and develop close ties with the community by focusing on six key aspects of local importance

- Culture
- Ecology
- Education
- Heritage
- Recreation
- Wellbeing

Links will be forged with local societies, groups, institutions and initiatives to ensure that all of the benefits and opportunities that the park can afford are realised.

Objectives and Activities

The objectives of Knowle Park Trust (KPT) are the provision and maintenance of areas of open space and public parks for the benefit of the local inhabitants of Cranleigh in the county of Surrey and the surrounding areas in the interests of social welfare with the object of improving the conditions of life for the said inhabitants.

KPT carries out its purposes by providing and maintaining a new area of parkland and public open space for use by members of the public, comprising 22.80ha (56.34 acres) situated on Knowle Lane, Cranleigh. The land was donated to the Trust by a local business man/philanthropist and is held in perpetuity by the Trust for the benefit of Cranleigh residents.

Organisational Structure

The Trustees have delegated the day-to-day operation of the Park to a part time Park Manager. He is assisted by around 50 volunteers, including several of the Trustees.

Risk Management

The Trustees are aware of the major strategic and operational risks which the Charity faces and have put in place systems to identify those risks in a Risk Register which is regularly examined and updated, to mitigate the company's exposure to them, as far as possible in a small organisation.

Further policies are in place – Anti Corruption & Bribery, Complaints, Equality & Diversity, Ethical, Lost Children & Vulnerable Adults, Modern Slavery, Privacy & GDPR and Safeguarding. These are reviewed by the Trustees annually or when an incident arises, if earlier.

Funding

KPT's activities are funded from several sources in addition to donations and sponsorship. The principal sources are from the rental income of three apartments owned by the Trust, by parking fee income from the car park and from sales commission from the Kiosks plus some income from events and performances.

Future Events

General access to the parkland will be available to the public free of charge. The trustees may from time to time decide to host events at the park where an entry fee is charged. In hosting any such events the trustees will carefully consider the impact of the event on access to the parkland. When setting a ticket price the trustees will carefully balance the need to raise money from the event in order to fund the maintenance of the park against the need to ensure that the event is affordable to as wide a group of the parkland users, local residents and visitors as possible.

Review of the year

The new Knowle Park was handed to the Trust by the contractors Ground Control in May, 2023 after 10 years in development, of which almost 2 years was spent in building work after delays incurred by the pandemic. During the development of the project the national footpath 393 that crosses the park between Knowle Lane and Alfold Road remained open and accessible to the public. After removal of safety fencing, the Park was opened to the public on 27th May 2023, free to use, 24 hours a day.

The summer of 2023 proved to be extremely hot and dry which made it difficult for many of the newly planted hedges, trees and plants to survive despite every effort to water them and a number were lost. However, under the construction contract many were replaced by the contractor within the defects liability period. Donations of 5000 hedgerow whips from Surrey County Council and 2000 whips from Allianz enabled additional areas to be planted including a wildlife corridor from north to south.

The Park's walks and trails, meadows and picnic areas were immediately used, by walkers, picnickers, the young, the elderly and the less abled. The appreciation of the public for this new free leisure facility was often repeated by visitors and residents alike both on social media and through word of mouth; Trustees and the Park Manager were regularly stopped to be thanked. The feedback is that Knowle Country Park has been 'adopted' by the community as theirs which is the greatest of compliments.

The 5k Cranleigh parkrun and walk restarted in September 2023 bringing around 200 adult runners every Saturday and around 70 junior park runners on Sunday mornings. Although challenging with its steep hill the Cranleigh parkrun is one of the most popular in the area.

Due to the newness of the Park and the vulnerability of many of its young plants and newly planted meadows and grass amphitheatre, the Trustees reluctantly decided not to hold any performance events during this financial year. It proved to be the correct decision.

After one of the UK's hottest summers on record, the winter of 2023 and the spring of 2024 proved to be very wet. The newly laid self-binding gravel paths proved incapable of absorbing and shedding the downpours. After considerable discussion with the contractor, who were still within their defects liability period, repairs were made in conjunction with a ditch-digging incentive made possible with the help of many volunteers.

The Trustees are indebted to the commitment of its volunteer workforce, many of whom are very recent residents to Cranleigh and neighbours of the Park. During the year volunteers dug ditches, planted whips, cleared the osier bed of fallen wood and weeded relentlessly amongst many other tasks. The high standard of maintenance seen in the Park is directly attributable to their valuable time and efforts. In the forthcoming months a detailed Park Management Plan will be drawn-up that will provide a clearer program of seasonal works and diverse projects towards which volunteers can choose to participate.

Kiosks

Although not in the original plan, KPT was approached by an ice cream vendor and a coffee vendor to locate temporary sales kiosks in the Park. The Trustees considered this idea and decided to trial it. The Moooh Ice Cream and Heartworks Coffee Kiosks have proved very popular throughout the year. A small commission was negotiated which has added to the Park's finances.

Playground

There are two playgrounds differentiated by age for younger and older children. Families regularly picnic within the playground while the children play on equipment made of wood designed to fit in well with the natural look of the park.

The Lake

The Lake has been designed to attract wildlife and encourage the growth of natural water plants, with a pebble beach where visitors can admire the view and get close to the water. Entering the lake whether by a human or domesticated animal is forbidden because of the disturbance to flora, fauna and fowl and the danger to persons getting into trouble. This has proved to be a difficult message for some visitors whose dogs enter the lake, and for some adults and children who try to take a dip. Further signs have been erected and the message is being constantly shared on social media that entering the lake or Littlemead brook is forbidden.

Amphitheatre

The grass Amphitheatre up the hill was not used for performances during this year. However, the Trustees were pleased to see such large numbers of picnickers and families assembling to enjoy the view.

Public Conveniences

The WC block has three open-to-all toilets and one 'Changing Places' facility for people with disabilities that incorporates additional features. They are opened at 7am and closed around 6pm in the summer and earlier in the darker winter months. Cranleigh is very short of public toilets and those at Knowle Park are of the highest quality in the village.

Car Park

While the Park is accessible 24 hours a day, the 60 space car park is closed between 8pm and 6am, as advised by the planning authorities for security reasons. If vehicles were mistakenly parked during those hours, despite the many signs advertising opening hours, the drivers received fines from the operator Euro Car Parks. For the first couple of months fines were waived while visitors became used to the parking hours. Although controversial at first, visitors soon got used to the parking rules and any controversy settled down.

The car park has proved popular because it is cheaper than others in the village and because it has 10 electric charging points, and 5 parking spaces for people with disabilities. However, the Trustees are pleased to note that a large number of visitors have walked or cycled to the Park.

Disruptive Behaviour

There have been a few occasions of disruptive behaviour. For example lake lifebuoys being thrown into the lake, graffiti in the toilets, littering, not picking up dog excrement and noisy groups of young people at late hours. In the north of the park (north of the public footpath 393) dogs must be kept on a lead while they can roam free in the south of the park albeit under the close control of their owners.

The most common disruption to visitors is when dogs are let off the leash in the prohibited areas alarming children, adults and the wildlife protected areas. This continues to be a problem despite additional signage but, on a positive note, the instances have reduced considerably.

Summary

The opening of the park had been eagerly anticipated for such a long time and it was wonderful to see it finally complete after several years of trials and tribulations. Thanks must go to all those who supported the project through all its stages of development, to all those who support it now, and most importantly to Nick Vrijland without whose vision and dedication none of it would have come to fruition.

Financial Statements

Retained Profit for the year ended 31st March 2023: £985,263

Retained Profit for the year ended 31st March 2024: £979,851

Cash at Bank at 1st April 2023: £31,943

Cash at Bank at 31st March 2024: £23,317

Income and Expenditure

The accounts for 2023-2024 show a deficit of £5,412. While this will be regarded as unacceptable in subsequent years it is, however, accepted that in the inaugural year that a number of 'start up' and 'mobilisation' costs have been incurred that will not arise in the future. For instance, the kiosks required hard standing for access to their frontages and other enabling works were associated with their commissioning. Tools were purchased for volunteers to use and several sundry items needed to be purchased that were beyond the scope of the construction contract. With almost a complete year of accounts now available the Trust will be in a position to calculate a budget for the 2024-2025 year that will be rigorously adhered to, mindful that funds must also be saved to build a reserve fund.

Details of Income and expenditure can be found later in this report.

Fixed Assets and Valuation

Valuations for the 3 properties gifted to the trust were prepared at March 2022 market values. These are summarised as follows:

Flat 2 (plot 65) Acer Avenue - 2 Bedroom Ground Floor Apartment with garden and parking £320,000.

Flat 3 (plot 66) Acer Avenue - 2 Bedroom First Floor Apartment with balcony and parking - £310,000.

Flat 4 (plot 67) Acer Avenue - 2 Bedroom Ground Floor Apartment with garden and parking £320,000.

The total value of fixed assets on 31st March 2023 was £950,000. The next valuation will be conducted in March 2025.

Disclosure: This valuation was carried out by Crowes Estate Agents Ltd, and the Principal of that firm is Tim Crowe, a Trustee of Knowle Park Trust. Crowes Estate Agents Ltd also serve as the letting agents for the three properties.

Reserves Policy

The Trust will strive to maintain a policy whereby there is at least six months of unrestricted funds available to cover situations as they may arise from time to time; these are effectively 'reserves'. We firmly believe that as a charity we must have the aim of being in existence in perpetuity; that we should not allow our reserves to fall below the six months expenditure threshold recommended as the normal minimum guideline. In November 2023 a savings account (with interest) was set up with Shawbrook Bank through the Charities Aid Foundation (CAF) in the form of a CAF 60 Day Notice Account. In March 2024 £7,053 had been saved.

Trustees' responsibilities in relation to the financial statements

Law applicable to charities in England and Wales require the trustees to prepare financial statements for each year financial 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 each year. In preparing those financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards and statements of recommended practices have been followed subject to any departures disclosed and explained in the financial statements; and prepared the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.



Approved by the Trustees on 7th October 2024 and signed on its behalf by:

Martin Bamford (Knowle Park Trust Chairman)

Date

For the Year Ended 31st March 2024



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KNOWLE PARK TRUST CIO

CHARITY INFORMATION

For the Year Ended 31st March 2024

TRUSTEES

	Bamford, Martin
	Wood, Jeffrey
	Crowe, Timothy
	Boatswain, Lucy
Appointed 11/11/23	Bamford, Andrea
Appointed 11/11/23	French, Rosemary OBE

PRINCIPAL ADDRESS

Sundial House
20 High Street
Cranleigh
Surrey
GU6 8AE

CHARITY NUMBER

1176590

INDEPENDENT EXAMINER

Oakwood Business Consultants
Unit 3, The Dairy
Tilehouse Farm Offices
East Shalford Lane
Guildford, Surrey
GU4 8AE

KNOWLE PARK TRUST CIO

PROFIT AND LOSS ACCOUNT

For the Year Ended 31st March 2024

	Notes	2024 £	2023 £
INCOME			
Rental		45,230	47,460
Donations/Gifts		11,219	950,600
Grants		-	5,000
Operating		28,787	-
Interest		53	-
Gross Profit		85,289	1,003,060
Expenses		90,701	20,640
Net Profit		-5,412	982,420
Profit Brought Forward		985,263	2,843
RETAINED PROFIT CARRIED FORWARD		979,851	985,263

KNOWLE PARK TRUST CIO

BALANCE SHEET

For the Year Ended 31st March 2024

Notes	2024		2023	
	£	£	£	£
Fixed Assets				
Property, Plant & Equipment	956,419		950,000	
Land				
Current Assets				
Debtors	1,290		4,100	
Cash at Bank	23,317		31,943	
Stock				
	24,607		36,043	
Current Liabilities				
Creditors				
Loans				
Accruals		1,175		780
		1,175		780
Net Current Assets	23,432		35,263	
Capital and Reserves		979,851		985,263

KNOWLE PARK TRUST CIO

FIXED ASSET BREAKDOWN

For the Year Ended 31st March 2024

Tangible Fixed Assets	Property	P&M	F&F	Totals
Value				
At 1.04.23	950,000			950,000
Additions		1,798	6,228	8,026
Disposals				0
Total	950,000	1,798	6,228	958,026
Depreciation				
Charge for year		360	1247	1607
Net Book Value				
At 31.03.24	950,000	1,438	4,981	956,419

Depreciation Policy

Plant & Machinery (P&M) and Fixtures & Fittings (F&F) are depreciated on a 20% straight line basis. Where this basis is not suitable for the type of Fixed Assets subject, an acceptable alternative method will be applied.

Property Assets are subject to a revaluation in March 2025.

KNOWLE PARK TRUST CIO

CREDITORS AND DEBTORS

For the Year Ended 31st March 2024

Creditors	2024
	£
Amounts falling within one year	
Trade Creditors	-
Loans	-
Accruals and deferred income	1,175
Total	1,175
Debtors	2024
	£
Amounts falling withing one year	
Trade Debtors	1,290
Prepayments	-
Total	1,290

KNOWLE PARK TRUST CIO

EXPENSE ANALYSIS

For the Year Ended 31st March 2024

	2024 £
Property Costs;	
Agent Fees & Service Charges	7,690
Repairs & Maintenance	791
Other	-
Park Costs;	
Secreterial & Admin	107
Utilities (incl Water)	10,547
Advertising & PR	2,437
Events & Fundraising	544
Cleaning	6,739
General Expenses	1,349
Staff Costs (Training/Clothing)	693
Repairs & Renewals	7,528
Site Development & Maintenance	41,176
Waste Removal	3,012
Vehicle Running Costs	548
Overheads;	
Bank Fees	1
Insurance	4,607
Consulting	150
Depreciation	1,607
Accountancy	1,175
Total	90,701



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity name

Knowle Park Trust CIO

On accounts for the year
ended

31st March 2024

Charity no
(if any)

1176590

Set out on pages

remember to include the page numbers of additional sheets

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. Delete [] if not applicable.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

16/10/2024

Name:

Jozef Cole MAAT

Relevant professional
qualification(s) or body

Member of the Association of
Accounting Technicians

(if any):

Address:

Unit 3 The Dairy Tilehouse Farm Offices
East Shalford Lane Guildford GU4 8AE

Section B

Disclosure

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.