

# Public Document Pack

## NONSUCH PARK JOINT MANAGEMENT COMMITTEE

Monday 27 June 2016 at 10.00 am

### Nonsuch Mansion House

The members listed below are summoned to attend the Nonsuch Park Joint Management Committee meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

#### Committee Members

Councillor Mike Teasdale, Epsom & Ewell Borough Council (Chairman)

Councillor Alex Clarke, Epsom & Ewell Borough Council

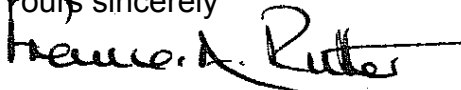
Councillor Graham Dudley, Epsom & Ewell Borough Council

Councillor Richard Broadbent, London Borough of Sutton

Councillor Mary Burstow, London Borough of Sutton

Councillor David Hicks, London Borough of Sutton

Yours sincerely



Clerk to the Committee

For further information, please contact Fiona Cotter, tel: 01372 732124 or email: [fcotter@epsom-ewell.gov.uk](mailto:fcotter@epsom-ewell.gov.uk)

## **AGENDA**

### **1. APPOINTMENT OF CHAIRMAN 2016/17**

To appoint a Chairman for Nonsuch Park Joint Management Committee from Councillors representing the London Borough of Sutton for the Municipal Year 2016/17

### **2. ADJOURNMENT FOR PUBLIC SPEAKING (IF REQUIRED)**

**Prior to commencement of the meeting a period of 15 minutes will be put aside to allow members of the public who have pre-registered to do so, the opportunity to ask questions.**

**For further details, contact Fiona Cotter, Democratic Services Manager, on 01372 732000.**

### **3. DECLARATIONS OF INTEREST**

Members are asked to declare the existence and nature of any Disclosable Pecuniary Interests in respect of any item of business to be considered at the meeting.

### **4. MINUTES (Pages 3 - 8)**

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Nonsuch Park Joint Management Committee held on 18 April 2016

### **5. FINAL ACCOUNTS 2015/16 (Pages 9 - 18)**

This item comprises a report on the Joint Management Committee's final accounts for the financial year 2015/16 and the financial statements as at 31 March 2016.

### **6. MAINTENANCE PLAN - MANSION HOUSE CAR PARK REPAIRS (Pages 19 - 20)**

To seek permission from the Nonsuch Park Joint Management Committee to carry out essential works to the Mansion House Car Park

### **7. PROGRESS REPORT - JUNE 2016 (Pages 21 - 24)**

A report to update the Joint Management Committee on the progress of matters considered previously and the activities of Volunteer Groups

### **8. EVENTS IN THE PARK (Pages 25 - 26)**

To note the current events calendar for 2016.

### **9. OUTSTANDING REFERENCES (Pages 27 - 30)**

The references to Officers outstanding as at 27 June 2016.

## **Minutes of the Meeting of the NONSUCH PARK JOINT MANAGEMENT COMMITTEE held on 18 April 2016**

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### **PRESENT -**

Councillor Mike Teasdale (Epsom & Ewell Borough Council) (Chairman); Councillor Graham Dudley (Epsom & Ewell Borough Council), Councillor Richard Broadbent (London Borough of Sutton), Councillor Mary Burstow (London Borough of Sutton) and Councillor David Hicks (London Borough of Sutton)

In Attendance: Paul Airey (Nonsuch Voles) (Items 60 - 68 only), Gerald Smith (Friends of Nonsuch) (Items 60 - 68 only) and Frances Wright (Nonsuch Watch) (Items 60 - 68 only)

Absent: Councillor Alex Clarke (Epsom & Ewell Borough Council)

Officers present: Frances Rutter (Clerk), Dominic Aslangul (Parks Manager, LBS), Tony Foxwell (Senior Surveyor), Toby Gagliani-Saunders (Apprentice Surveyor), Tim Richardson (Democratic Services Officer), Isabel Sampedro (Finance Officer), Michael Smith (Chief Accountant), Peter Steel (Head Gardner) and Samantha Whitehead (Streetcare Manager)

### **60 ADJOURNMENT FOR PUBLIC SPEAKING**

No questions were asked by members of the public.

### **61 DECLARATIONS OF INTEREST**

No declarations of interest were made by Members of the Committee regarding items on the Agenda.

### **62 MINUTES**

The Minutes of the meeting of the Nonsuch Park Joint Management Committee held on 25 January 2016 were agreed as a true record and signed by the Chairman.

### **63 MAINTENANCE PLAN UPDATE**

The Committee received and noted a report providing an update on priority works and outlining the programme of works for 2016/17.

The following matters were considered:

- a) Repairs to Mansion House Car Park. The Committee noted that the projected cost of £65,000 of these works was based on the outcome of a tendering exercise. It was also noted that this would utilise almost all of the budgeted £70,000 for urgent repairs.

The Committee noted that the car park provided a facility which supported the Mansion House, and therefore indirectly influenced the potential to generate income from it in the future.

Following a question regarding the potential inclusion of disabled parking spaces in a re-marked car park, the Committee noted that 3 such spaces were currently provided near the tractor shed. Officers anticipated that it would be possible to repair and remark this area within the budgeted works.

- b) Separation of services to facilitate completion of Friends of Nonsuch Lease. The Committee noted that Officers were still investigating the costs associated with the separation of services.
- c) Assistance with repairs to Old Greenhouse Wall from Nonsuch Voles. Paul Airey of Nonsuch Voles informed the Committee that the Voles would be happy to offer assistance in repairing the Old Greenhouse Wall. The Committee thanked Mr Airey for this offer.

#### 64 PROGRESS REPORT - APRIL 2016

The Committee received a report updating it on the progress of matters considered previously, and the activities of Volunteer Groups.

The following matters were considered:

- a) Farmer Memorial. The Committee noted that the restoration of the Memorial had been completed in March. It was also noted that only one bollard was in location to protect the memorial from future incidents, and the Committee requested Officers to look into the possibility of providing a second. The Assistant Parks Manager would discuss this matter with the insurers for the accident.
- b) Habitat Management Plan – Progress update. The Streetcare Manager informed the Committee that she had recently met with the Nonsuch Voles representatives and that the Voles had agreed to undertake several items from the Habitat Management Plan's Action Plan. Following this, the Streetcare Manager had produced a final copy of the Habitat Management Plan. The Committee noted that the final copy of the plan would be circulated following the meeting.
- c) Dementia Friendly Initiative. The Committee was informed that a site visit with 2 representatives of the Alzheimers Society had been arranged by the Streetcare Manager for Monday 25 April. Councillor Dudley would also be in attendance.

- d) Commercial Dog Walking. The Streetcare Manager informed the Committee that Epsom and Ewell Borough Council was in the process of recruiting 3 new Rangers, and that one of their duties would be to assist in managing dog control in the Borough's parks and open spaces. The Streetcare Manager also informed the Committee that a holistic approach to the issue was necessary, as otherwise problems could be transferred to other locations within the Borough.

The Committee noted that there was no legal requirement for commercial dog walkers to hold a licence for such an activity. Some Royal Parks issued 'Professional Dog Walker' Licences, but these required a significant level of resource to implement and enforce.

The Streetcare Manager would provide a report containing proposals for the management of dog control and commercial dog walking to the October meetings of the Joint Management Committee and Epsom and Ewell Borough Council's Leisure Committee. It was noted that the London Borough of Sutton's Local Committee may also need to consider a report regarding the matter to enable a similar approach to be taken in the Warren Farm area.

A revised Dog Walking Policy had recently been introduced on Epsom and Walton Downs, and had been very successful. Councillor Hicks requested a copy of the revised Dog Walking Policy for Epsom and Walton Downs, and it was noted that the Streetcare Manager would circulate this following the meeting.

- e) Update from The Meadow Project. Sally Williams provided the Committee with a verbal update on planned volunteer days for the project during May-June 2016.
- f) Update from Nonsuch Voles. The Committee noted the Quarter 1 update report from the Nonsuch Voles.
- g) Update from Nonsuch Watch. Frances Wright provided the Committee with an update on survey work undertaken by the group and a report concerning air pollution in the Park. The Committee noted that documents relating to both of these issues were included within the agenda as Annexe 2 to this item, and acknowledged the views expressed in the group's report regarding vegetation screening for boundaries to the Park.
- h) Update from Friends of Nonsuch. Gerald Smith provided the Committee with a verbal update on the activities of the group. Mr Smith informed the Committee that the Palace model had been available for viewing every Sunday, and that the Service Wing Museum had now opened for visitors for the summer. Work to agree a lease for the group's accommodation was progressing, and the group was now in the process of obtaining legal advice prior to its completion. The group had confirmed arrangements for events to celebrate its 25<sup>th</sup> Anniversary, and were pleased to report that

visitors from a number of different countries had recently visited the museum.

#### **65 EVENTS IN THE PARK**

The Committee received and noted a report providing a summary of upcoming events in the Park. The following matters were considered:

- a) 25/26 June Classic Events Country Fair. The Committee was informed that following receipt of the Event Plan from the organiser, arrangements for the event had been confirmed by Officers. It was noted that the Streetcare Manager would circulate the Event Plan to Committee Members following the meeting.
- b) Media interest regarding Parkrun. The Streetcare Manager informed the Committee that following the decision of a Local Authority in Bristol to charge for Parkrun events in that area, there had been an enquiry from a media outlet regarding whether charges were proposed for Nonsuch Park. Officers had responded that there was no intention to charge for the event in Nonsuch Park.

#### **66 OUTSTANDING REFERENCES**

The Committee received and noted the Outstanding References. It was suggested that the Committee issued a rolling five year forward programme of business, and noted that the Streetcare Manager would give consideration to the creation of this for presentation to future meetings.

#### **67 AFFILIATION WITH THE HISTORIC ROYAL PALACES CHARITY**

The Chairman requested the Committee's views on whether it felt that it wished Officers to investigate the possibility of forming an affiliation with the Historic Royal Palaces Charity, given the history of the Park, and the Nonsuch Palace having been located there. The Chairman proposed that if such an affiliation could be formed it could potentially enable the story of Nonsuch Park and the Palace to be better recorded and detailed for future generations, and that the experience of the Charity would be of great assistance in this.

The Committee agreed to request Officers to look into this matter, with a report to be presented to the next meeting.

#### **68 DATE OF NEXT MEETING**

The Committee agreed to change the date of its next meeting to Monday 27 June 2016, as the existing date clashed with another event.

#### **69 EXCLUSION OF PRESS AND PUBLIC**

The Committee resolved to exclude the Press and Public from the meeting in accordance with Section 100A (4) of the Local Government Act 1972 on the

grounds that the business involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act (as amended) and that pursuant to paragraph 10 of Part 2 of the said Schedule 12A the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

*Note: Members of the Committee were reminded of the need for confidentiality in respect of those items not considered in public*

**70 EXEMPT FROM PUBLICATION MINUTES**

The Minutes of the meeting of the Nonsuch Park Joint Management Committee held on 25 January 2016 (considered exempt from publication at this time) were agreed as a true record and signed by the Chairman. The Committee noted that updates regarding Items from the Excavation of the Nonsuch Palace site (stored within the basement of the Mansion House) would be included in the Public part of future Agendas.

**71 PROGRESS REPORT ON ITEMS EXEMPT FROM PUBLICATION - APRIL 2016**

The decisions of the Committee with regard to this item are set out in a separate Minute (considered exempt from publication).

**72 BUDGET MATTERS**

The Committee discussed matters with regard to its 2016/17 budget. This item was considered exempt from publication and the discussion is set out in a separate Minute (also considered exempt from publication).

**73 VOTE OF THANKS**

The Chairman thanked Members and Officers for their work and support over the past year.

The Committee expressed its thanks to the Chairman for all his work on their behalf.

*The meeting began at 10.00 am and ended at 11.23 am*

COUNCILLOR MIKE TEASDALE (CHAIRMAN)

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**FINAL ACCOUNTS 2015/16**

|   |  |
|---|--|
| <u>Report of the:</u>                         | Treasurer to the Joint Management Committee                                |
| <u>Contact:</u>                               | Lee Duffy  |
| <u>Annexes/Appendices</u> (attached):         | Annexe 1: 2015/16 Accounts<br>Annexe 2: Draft Financial Statements 2015/16 |
| <u>Other available papers</u> (not attached): | Final Account Working Papers   |

**REPORT SUMMARY**

**This item comprises a report on the Joint Management Committee's final accounts for the financial year 2015/16 and the financial statements as at 31 March 2016.**

**RECOMMENDATIONS**

**That the final accounts for 2015/16 be received.**

*Notes*

**1 Introduction**

- 1.1 The cost centre accounts for the year ended 31 March 2016 are attached at Annexe 1. The Annexe shows income and expenditure for the year compared to the original budget and latest forecast which was contained in the 2015/16 budget report.
- 1.2 The draft financial statements for 2015/16 are attached at Annexe 2.

**2 Accounts for 2015/16**

- 2.1 A deficit of income over expenditure was generated resulting in £57,318 being transferred from the working balance.
- 2.2 Gross expenditure at £396,777 was approximately £39,207 less than budgeted for the following main reasons:-
  - 2.2.1 No expenditure was incurred during the year against a budget of £6,560 for Living Woodland expenses. However, any expenditure was budgeted to be fully funded from matching grant income, for 2015/16 no grant funding was received.

- 2.2.2 The budget for £4,000 for the Habitat Management plan was not required due to works only needing to be carried out every 5 years.
- 2.2.3 Building and Maintenance works was £3,282 less than budget.
- 2.2.4 Only £6,560 was spent of £12,300 budget on tree maintenance works. This is due to surveys being done every 3 years therefore it is difficult to predict the volume of work needed from one year to the next and it will largely as a result of environment factors.
- 2.2.5 Expenditure was incurred of £1,491 for the removal of asbestos for which there was no budget for. A provision has been allocated for 2016/17.
- 2.3 Income, excluding precepts, was £144,658 approximately £21,502 less than budget for the following reasons:
- 2.3.1 For service charges there was £16,098 less than predicted due to maintenance items had been less than projected at the start of the year, and these savings had to be set off against the original budget.
- 2.3.2 There was £3,830 less income than budgeted from memorial receipts.

### 3 Repairs and Renewals Fund

- 3.1 The balance on the fund was £16,320 at 31 March 2016 calculated as follows:-

|                           | £             |
|---------------------------|---------------|
| Balance b/f 1 April 2015  | 16,188        |
| Interest on balance       | 131           |
| Balance c/f 31 March 2016 | <u>16,320</u> |

### 4 Financial Implications

- 4.1 The working balance stood at £123,585 as at 31 March 2016 (£180,903 at 31 March 2015). The balance equates to approximately 31% of gross annual expenditure.
- 4.2 The summary income and expenditure account and balance sheet is attached at Annexe 2.
- 4.3 The main debtor is Epsom and Ewell Borough Council who hold the working balance and the renewals fund reserve. The Council credits interest on these sums on the average return on the Council's investments.

## **5 Internal Audit**

- 5.1 Nonsuch Park Joint Management does not require an internal Audit for 2015/16.

## **6 Issues arising from the previous Audit of the Accounts for the year ended 31 March 2015**

- 6.1 The external auditors carry out a review of the financial returns and identify areas where changes are required.
- 6.2 The external auditors, BDO LLP, completed the audit of the accounts for the year ended 31 March 2015. And, previously reported, no changes were required to the financial position for 2014/15 as reported in June 2015.
- 6.3 One recommendation was made; that the internal auditor should produce a letter stating whether any issues came to their attention whilst reviewing the accounts for Nonsuch Park Joint Management Committee.

## **7 Proposals**

- 7.1 It is proposed that the final accounts for 2015/16 be received, subject to any changes from external audit.

## **8 Conclusions**

- 8.1 The JMC's working balance has of £124,000 is above the minimum for the purpose (this would be approximately £11,000 at 9% of gross expenditure).
- 8.2 The risks of the current financial position were covered in the January 2016 budget report.
- 8.3 The surplus generated in 2015/16 is being committed to the highest priority property repairs.
- 8.4 Action being taken on achieving new tenancies will help to provide revenue to improve maintenance standards, particular for buildings and hard surfaces in the park.
- 8.5 Nonsuch Joint Management Committee asked officers at the last meeting to identify a reduction of £20,000 in the net budget for 2016/17. Officers from both London Borough of Sutton and Epsom and Ewell Borough Council have met and explored some potential areas for delivery of these savings. A report will be presented to this Committee in September requesting the approval of identified individual savings.

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NONSUCH PARK JMC - 2015-16

|   | 2014/15<br>Actual | 2015/16<br>Budget | 2015/16<br>Actual | Forecast at<br>25/01/16 | 2016/17<br>Estimate |
|---|-------------------|-------------------|-------------------|-------------------------|---------------------|
|   | £                 | £                 | £                 |                         | £                   |
| <b>Expenditure</b>                        |                   |                   |                   |                         |                     |
| <b>Grounds</b>                            |                   |                   |                   |                         |                     |
| Kier Engineer and fabric                  | 3,540             | 3,800             | 3,782             | 3,800                   | 3,800               |
| NJMC Grounds/Building and M&E maintenance | 139               | -                 | 503               | -                       | -                   |
| Asbestos Surveys                          |                   | -                 | 1,065             | 1,065                   | 1,070               |
| Electricity                               | 221               | 1,000             | 672               | 1,000                   | 1,000               |
| Gas                                       | 1,476             | 1,200             | 734               | 1,200                   | 1,200               |
| Council Tax                               | 3,426             | 3,500             | 3,494             | 3,494                   | 3,600               |
| Water charges - metered                   | 810               | 1,100             | 745               | 1,100                   | 1,100               |
| Maintenance of grounds                    | 3,030             | 800               | 401               | 600                     | 800                 |
| Maintenance of notice boards              | 4,500             | -                 | -                 | -                       | -                   |
| Plants Seeds and fertiliser               | -                 | 500               | 401               | 500                     | 500                 |
| Emptying dog bins                         | 3,200             | 3,200             | 3,200             | 3,200                   | 3,200               |
| Maintenance of roads                      | 10,992            | 15,000            | 14,838            | 13,000                  | 15,000              |
| Living woodland expenses                  | 6,003             | 6,560             | -                 | 500                     | 6,600               |
| TM contract scheduled works recharges     | 6,462             | 12,300            | 6,983             | 12,300                  | 12,300              |
| NJMC Grounds/Backlog maintenance cost     | 52                | -                 | -                 |                         | -                   |
| Petrol diesel & oil                       | 40                | 3,800             | 829               | 3,800                   | 3,800               |
| Purchase of plants                        | 3,196             | 4,000             | 3,848             | 3,848                   | 4,000               |
| Transport insurance                       | 1,200             | 1,400             | 1,200             | 1,400                   | 1,400               |
| OP. equipment & tools : R & M             | 2,783             | 3,000             | 800               | 1,500                   | 3,000               |
| Hire of Bins                              | 3,373             | 3,400             | 3,443             | 3,443                   | 3,500               |
| Purchase of memorials                     | 3,101             | 6,000             | 2,533             | 3,000                   | 6,000               |
| Habitat management plan                   | 4,000             | 4,000             | 4,000             | -                       | -                   |
| Commercial tenanted prop                  |                   | 708               | 708               | 708                     | 700                 |
| Transport fleet SLA NJMC                  | 22,000            | 22,000            | 22,000            | 22,000                  | 22,000              |
| Insurance recharges                       | 2,600             | 1,892             | 1,892             | 1,892                   | 1,900               |
| <b>Sub-Total</b>                          | <b>86,143</b>     | <b>99,160</b>     | <b>70,073</b>     | <b>83,350</b>           | <b>96,470</b>       |

|                                       | 2014/15<br>Actual | 2015/16<br>Budget | 2015/16<br>Actual | Forecast at<br>25/01/16 | 2016/17<br>Estimate |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------------|---------------------|
| <b>Mansion House</b>                  |                   |                   |                   |                         |                     |
| Backlog maintenance costs             | 768               | -                 | -                 | -                       |                     |
| Vandalism repairs                     | 41                | -                 | 142               | -                       | -                   |
| Asbestos Surveys                      |                   |                   | 426               | 426                     | 430                 |
| Kier Engineer and fabric              | 10,479            | 10,500            | 10,508            | 10,500                  | 10,500              |
| Building and M&E maintenance works    | 63,468            | 16,884            | 26,191            | 16,884                  | 70,000              |
| Building and M&E mainten/Flat 3       |                   | 30,000            | 23,445            | 30,000                  | -                   |
| Building and M&E mainten/Tractor Shed |                   | 93,000            | 86,966            | 93,000                  | -                   |
| Electricity                           | 8,048             | 10,400            | 10,251            | 10,400                  | 10,400              |
| Gas                                   | 6,704             | 5,000             | 4,756             | 5,000                   | 5,000               |
| Council Tax                           | 1,409             | 1,440             | 1,322             | 1,434                   | 1,500               |
| Kier Cleaning Contract recharges      | 2,702             | 2,700             | 2,744             | 2,742                   | 2,700               |
| Commercial tenanted prop              |                   | 6,850             | 6,850             | 6,850                   | 6,800               |
| Insurance recharges                   | 12,900            | 6,050             | 6,050             | 6,050                   | 6,000               |
| <b>Sub-Total</b>                      | <b>106,518</b>    | <b>182,824</b>    | <b>179,651</b>    | <b>183,286</b>          | <b>113,330</b>      |
| <b>Central Expenses</b>               |                   |                   |                   |                         |                     |
| Additional pension contriibs          | 18,000            | 22,000            | 22,000            | 22,000                  | 26,000              |
| Clothing & uniforms                   | -                 | 200               | -                 | 200                     | 200                 |
| General office expenses               | 358               | 1,500             | 189               | 500                     | 1,500               |
| LB Sutton management charges          | -                 | 5,000             | -                 | 5,000                   | 5,000               |
| External Audit                        | 830               | 900               | 835               | 835                     | 900                 |
| Insurance recharges                   | 900               | 900               | 900               | 900                     | 900                 |
| Internal audit recharges              | 538               | 500               | 508               | 500                     | 500                 |
| OS SLA recovery Nonsuch               | 92,000            | 92,000            | 92,000            | 92,000                  | 93,800              |
| Management costs SLA recharge         | 31,000            | 31,000            | 30,620            | 30,620                  | 31,600              |
|                                       | 143,626           | 154,000           | 147,052           | 152,555                 | 160,400             |
|                                       |                   |                   |                   |                         |                     |
| <b>Gross Expenditure</b>              | <b>336,288</b>    | <b>435,984</b>    | <b>396,777</b>    | <b>419,191</b>          | <b>370,200</b>      |

- 39,207

|   | 2014/15<br>Actual | 2015/16<br>Budget | 2015/16<br>Actual | Forecast at<br>25/01/16 | 2016/17<br>Estimate |
|---|-------------------|-------------------|-------------------|-------------------------|---------------------|
| <b>Income</b>                               |                   |                   |                   |                         |                     |
| other government grant income               | - 6,553           | - 6,600           | - -               | - -                     | - 6,600             |
| NJMC Grounds/Contribution from other        | - 10,583          | - -               | - -               | - -                     | - -                 |
| NJMC Grounds/Miscellaneous income           | - 200             | - 1,500           | - 200             | - 1,500                 | - 1,500             |
| NJMC Grounds/Filming Income                 |                   | - -               | - 750             | - 250                   |                     |
| NJMC Grounds/Memorial receipts              | - 3,227           | - 6,500           | - 2,670           | - 3,000                 | - 6,500             |
| NJMC Mansion House/Electricity charges reco |                   | - -               | - 573             | - 573                   |                     |
| NJMC Mansion House/Insurance recovered      | - 2,962           | - -               | - -               |                         | - -                 |
| NJMC Mansion House/Catering lettings        | - 88,333          | - 88,330          | - 90,000          | - 90,000                | - 90,000            |
| NJMC Mansion House/Service charges          | - 45,587          | - 27,800          | - 11,702          | - 19,000                | - 19,000            |
| NJMC Mansion House/Licence to occupy        | - 125             | - 130             | - 2,542           | - 2,004                 | - 2,150             |
| Nursery lodge insurance recovered           |                   | - 900             | - 862             | - 900                   | - 900               |
| Hire charges                                | - 3,000           | - 3,000           | - 3,000           | - 3,000                 | - 3,000             |
| Nursery lodge Service Charges               |                   | - 1,279           | - 1,288           | - 1,288                 | - 1,300             |
| Staff property rent                         | - 9,716           | - 9,800           | - 9,716           | - 9,716                 | - 9,800             |
| Nursery Lodge                               | - -               | - 9,721           | - 9,620           | - 7,800                 | - 7,800             |
| Rent of flats                               | - 9,000           | - 9,000           | - 10,540          | - 9,000                 | - 19,800            |
| Interest on balances                        | - 2,086           | - 1,600           | - 1,196           | - 1,600                 | - 1,600             |
|   | - <b>181,372</b>  | - <b>166,160</b>  | - <b>144,658</b>  | - <b>149,631</b>        | - <b>169,950</b>    |
| <b>Net Expenditure</b>                      | <b>154,916</b>    | <b>269,824</b>    | <b>252,118</b>    | <b>269,560</b>          | <b>200,250</b>      |
| Precepts:                                   |                   |                   |                   |                         |                     |
| Precept to be levied on EEBC                | - 97,400          | - 97,400          | - 97,400          | - 97,400                | - 99,400            |
| Precept to be levied on LB Sutton           | - 97,400          | - 97,400          | - 97,400          | - 97,400                | - 99,400            |
|   | - 194,800         | - 194,800         | - 194,800         | - 194,800               | - 198,800           |
| <b>Surplus (-) / Deficit in Year</b>        | - <b>39,884</b>   | <b>75,024</b>     | <b>57,318</b>     | <b>74,760</b>           | <b>1,450</b>        |
|   | - -               |                   |                   |                         |                     |
| Balance b/fwd. 1 April                      | 141,019           | 180,903           | 180,903           | 180,903                 | 123,585             |
| Balance c/fwd. 31 March                     | 180,903           | 105,879           | 123,585           | 106,143                 | 122,135             |

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Financial Statements 2015/16

**NONSUCH PARK JOINT MANAGEMENT COMMITTEE  
REVENUE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2016**

|  | 2014/15<br>£'000 | 2015/16<br>£'000 |
|--|------------------|------------------|
| Income:-                                   |                  |                  |
| Fees & Charges                             | 52               | 20               |
| Rents                                      | 110              | 123              |
| Interest on Balances                       | 3                | 1                |
| London Borough of Sutton                   | 97               | 97               |
| Epsom & Ewell Borough Council              | 97               | 97               |
| Other Contributions                        | 17               | 0                |
|  | 377              | 339              |
| Expenditure:-                              |                  |                  |
| Employees                                  | 18               | 22               |
| Premises                                   | 141              | 207              |
| Transport                                  | 2                | 2                |
| Suppliers and Services                     | 14               | 11               |
| Support Services                           | 162              | 154              |
|  | 337              | 397              |
| Surplus / (Deficit) for the year           | 40               | (57)             |
| Balance Brought Forward at 1 April         | 141              | 181              |
| <b>Balance Carried Forward at 31 March</b> | <b>181</b>       | <b>123</b>       |

Financial Statements 2015/16

**NONSUCH PARK JOINT MANAGEMENT COMMITTEE  
BALANCE SHEET AS AT 31 MARCH 2016**

| <b>31 March<br/>2015<br/>£'000</b> |                                  | <b>31 March<br/>2016<br/>£'000</b> |
|------------------------------------|----------------------------------|------------------------------------|
|                                    | <b>CURRENT ASSETS</b>            |                                    |
| 292                                | Debtors (Epsom and Ewell B.C.)   | 136                                |
| 292                                |                                  | 136                                |
|                                    | <b>LESS: CURRENT LIABILITIES</b> |                                    |
| (94)                               | Creditors                        | (4)                                |
| <b>197</b>                         |                                  | <b>132</b>                         |
|                                    | Financed By:-                    |                                    |
|                                    | <b>RESERVES</b>                  |                                    |
| 16                                 | Repairs and Renewals             | 16                                 |
| 181                                | Revenue Balance                  | 124                                |
| <b>197</b>                         |                                  | <b>140</b>                         |

## **MANSION HOUSE CAR PARK RENNOVATIONS**

|   |                                 |
|---|---------------------------------|
| <u>Report of the:</u>                         | Clerk to the Committee          |
| <u>Contact:</u>                               | Tony Foxwell/Samantha Whitehead |
| <u>Annexes/Appendices</u> (attached):         | None                            |
| <u>Other available papers</u> (not attached): | None Stated                     |

### **REPORT SUMMARY**

**To seek permission from the Nonsuch Park Joint Management Committee to carry out essential works to the Mansion House Car Park.**

### **RECOMMENDATION (S)**

**That the Committee approves expenditure as detailed in this report to carry out essential repairs to the Mansion House Car Park.**

*Notes*

## **1 Background**

- 1.1 The Joint Management Committee has been provided with previous reports and updates on the priority works for the Mansion House and Park. These works have been identified as those which are essential to meet the requirements of the lease and health and safety obligations.
- 1.2 The Mansion House Car Park has been a permanent feature on all priority works lists. Although numerous temporary repairs have been undertaken, these have not proved to be adequate. Heavy rain has resulted in more holes and the car park is considered to be in an unsafe condition.
- 1.3 As reported at the last meeting of the Joint Management Committee in March 2016, Epsom and Ewell Borough Council's building surveyor created plans to raise the level of the car park, install new soakaways and lay a new level of base tarmac.
- 1.4 Following this meeting, the work was put out to tender, which resulted in four submissions to carry out the works.

## **2 Result of the Tender**

- 2.1 Of the four submissions which were received, the lowest bid was £63,000 for the specified works to main car park, front parking area and drainage.
- 2.2 In addition it is proposed that a £5000 contingency fund is put in place to safeguard against the unexpected.

### **3 Scope of Works and Disruption to the Public and Stakeholders**

- 3.1 If the Joint Management Committee approve the works, it is proposed to carry them out over the summer period (weather permitting).
- 3.2 The works will comprise installing two new soakaways at the bottom end of the main car park to prevent ponding and flooding, installation of new concrete curbs where necessary to the perimeter of the car park and reforming base course, and overlay with tarmac in two layers. The works are to extend up to the tractor shed.
- 3.3 The anticipated contract period is approximately two weeks: the first week will consist of enabling works which can be carried out without shutting the car park. The second week will be devoted to laying the surface which will require temporary closure.
- 3.4 All stakeholders will be fully consulted prior to works being booked, to establish dates which will cause the least disruption.
- 3.5 Once dates have been agreed notices will be put in place to inform the public of the pending closure.

### **4 Financial and Manpower Implications**

- 4.1 The lowest tender submission received for this project is £63,000. Officers are also seeking a £5000 contingency, making a project total of £68,000.
- 4.2 Conversations with the Treasurer have indicated that funds are available to carry out these works in this year's maintenance budget but this would not leave anything available for any other planned works this year.
- 4.3 The property maintenance budget for repair works is £70,000 for 2016/17, £7,000 of this has already been committed for other works: therefore if costs exceed the tender price savings will need to be identified to fund any additional expenditure.

### **5 Legal Implications (including implications for matters relating to equality)**

- 5.1 As the Mansion House Car Park has been highlighted in the priority works document as a Health and Safety hazard, failure to carry out works to bring the surface up to a satisfactory standard could have legal implications should injury or damage occur as a result of the current condition.

### **6 Conclusion and Recommendations**

- 6.1 It is recommended that the Joint Management Committee grant approval to carry out works to the Mansion House Car Park as detailed in this report.

## **PROGRESS REPORT – JUNE 2016**

|   |  |
|---|--|
| <u>Report of the:</u>                         | Streetcare Manager – Epsom & Ewell Borough Council             |
| <u>Contact:</u>                               | Samantha Whitehead   |
| <u>Annexes/Appendices (attached):</u>         | <u>Annexe 1</u> – 2016 Quarter 2 Update from the Nonsuch Voles |
| <u>Other available papers (not attached):</u> | None Stated  |

### **REPORT SUMMARY**

**A report to update the Joint Management Committee on the progress of matters considered previously and the activities of Volunteer Groups.**

### **RECOMMENDATION**

**That the Joint Management Committee notes the progress of the following:**

- **Dementia Friendly Initiative**
- **Update from Volunteer Groups**

*Notes*

## **1 Dementia Friendly Initiative**

- 1.1 Epsom & Ewell Borough Council's Streetcare Manager and Councillor Graham Dudley met with Lauren Merrison and Lynn Graffham of the Alzheimer's Society on 25 April 2016. The purpose of the meeting was to discuss ways in which Nonsuch Park could be made 'dementia friendly'.
- 1.2 The meeting was incredibly useful and enlightening and although much can be done around the park to make the site more dementia friendly, the general feeling of the group was to start small and create building blocks for the future.
- 1.3 The first step was to agree to hold a Dementia Friends information session for members of the Joint Management Committee, staff, volunteers and stakeholders and representatives from the Alzheimer's Society have been invited to come and make a short presentation to members after the meeting.
- 1.4 The Alzheimer's Society's Dementia Friends programme is the UK's biggest ever initiative to change people's perceptions of dementia. It aims to transform the way the nation thinks, acts and talks about the condition.

- 1.5 Becoming a Dementia Friend and wearing the 'forget-me-not badge', means that those suffering with the condition know that there is someone to help them should they need it.
- 1.6 The next step would be to review the signage around the park and Lauren Merrison has since provided some very useful information which we would certainly look to use when we are ready to embark on new signs as part of the HLF bid.
- 1.7 Other ideas for the future included:
  - 1.7.1 Dedicated parking space: The Park might consider a dedicated dementia friendly parking space, maybe identified with the forget-me-not logo. Alternatively, the Park may wish to consider numbering the car parks and updating the current signs to include this.
  - 1.7.2 Circular walk/path or a sensory/memory garden: We discussed how it might be nice for people living with dementia to have access to a circular walk or a sensory/memory garden space. We talked about how smells and different flowers can evoke memories.
  - 1.7.3 Involving people affected by dementia: We spoke about the importance of involving people affected by dementia in the decision making process, this could be via a small focus group, or questionnaire. The Alzheimer's Society would be happy to help organise this and put Officers in touch with the appropriate people who may like to take part. Involving people who suffer with the condition will help the Park to be inclusive and ensure that people have an enjoyable experience when they visit.
- 1.8 To cement our commitment to making the Park dementia friendly, Nonsuch Park may wish to consider becoming a member of the Dementia Action Alliance. The Dementia Action Alliance is a movement with one simple aim: to bring about a society-wide response to dementia. It encourages and supports communities and organisations across England to take practical actions to enable people to live well with dementia and reduce the risk of costly crisis intervention.
- 1.9 In order to become a member, Nonsuch Park will need to sign the National Dementia Declaration and provide set of actions which outline the positive steps we will take to make the Park dementia friendly.

## **2 Update from Volunteer Groups**

- 2.1 An update from Nonsuch Voles is attached at Annexe 1 to this report. Nonsuch Watch and Friends of Nonsuch may have a verbal update they wish to present to the meeting.

## **2016 Quarter 2 Update from the Nonsuch Voles – as at 11 June**

The Voles have carried out the following activities in the last Quarter:

### **In and around the Mansion House:-**

We planted hundreds of bulbs in the formal garden – mainly daffodils, crocuses and hyacinths and continued with ongoing weeding and pruning.

- After the Spring storms, we cleared a large number of branches which had been blown down in and around the gardens.
- The Spring bedding plants have been cleared, the beds dug over, and the summer bedding planted. The Box and Pittosporum shrubs were given their first clipping.
- We have grown-on and planted approximately 300 plants for the eight beds, as part of the sustainable planting scheme. The cost of these plants will be covered by a kind donation from the Sutton Runners. Their race director, Lorraine Martin, presented us with a cheque on 9<sup>th</sup> June. The plants are being selected for their flowering characteristics and value for pollinating insects.
- Vandals are repeatedly pulling down the old fence at the back of the Pinetum, so we started work on strengthening it by replacing broken posts and weaving in yew prunings to add strength.
- We assisted Park Staff in installing a solar-powered fountain in the garden pond and also in creating a grass maze in the accessible area of the lawn.

### **In the woods:-**

- We have completed the Voles' tasks associated with the woodland management work in this year's coppice area in The Wood. Over 50 hazels have been planted and several oak saplings. A dead-hedge was built to protect saplings planted last year, which were being damaged as members of the public cut-through the wood.
- We also cleared patches of Snowberry in The Wood, as recommended in the Habitat Management Plan.
- Some of the Sycamores and Ash which were coppiced in the first area (5 years ago) have now re-grown multiple stems almost 20ft high and are casting denser shade on the woodland floor.

**Other activities:-**

- The Voles held a stall at the Cheam Charter Fair in May.
- We had a walk around the Park with Peter Howarth in May to discuss some of the items in the Habitat Management Plan.
- We have weeded and started a summer watering plan for the Walnut Copse.

A couple of the trees have somehow been snapped, but appear to be growing anyway – we will monitor their condition through the growing season.

- We regularly check the Wickham Rd culvert and cleared debris after the wet spell in May. The lower part of the ditch and culvert were nonetheless flowing well. Another culvert, in the main ditch to the Balancing Pond, was blocked so we cleared it from accumulated leaf debris.
- In April, a member of the public reported very muddy conditions near the Oak Bridge. The Voles inspected the site and have recently improved drainage in the immediate area and created a short gravel path to the bridge.
- Vandalism: The Voles have been very disappointed with recent vandalism in the area around the Mansion House gardens and nearby woods. We have written a separate report containing photos of the damage we have come across.

**Volunteer hours:**

So far in 2016:

Garden group 718 hours

Woodland group 864 hours

Total 1582 hours.

## **EVENTS IN THE PARK**

Report of the: Clerk to the Committee  
Contact: Samantha Whitehead  
Annexes/Appendices (attached): None  
Other available papers (not attached): None Stated

### **REPORT SUMMARY**

**To note the approved events for 2016.**

### **RECOMMENDATION (S)**

**That the committee notes the current event calendar.**

*Notes*

## **1 Forthcoming Events 2016**

|              |  |
|--------------|--|
| 12 June      | Teddy Bear's Picnic  |
| 25/26 June   | Country Fair   |
| 3 July       | Mole Valley Orienteering   |
| 9 July       | Meadow Primary Charity Run   |
| 9 July       | District Beaver Party (many from charity run attending)                      |
| 10 July      | Mayhem Musical Theatre - Rehearsals  |
| 19-21 July   | Mayhem Musical Theatre – Shakespeare in the Park                             |
| 9 August     | Mole Valley Orienteering   |
| 13 August    | St Cecilia's Parish Council – Sponsored Walk in aid of St. Raphael's Hospice |
| 11 September | Nonsuch Park Awareness Day   |
| 23 October   | Epsom Oddballs MABAC Cross Country   |

## **2 Partnerships**

- 2.1 Events in the Park form strong partnerships with a number of organisations and the local community.

## **3 Risk Assessment and Recommendation**

- 3.1 All events are covered by the organiser's public liability insurance and risk assessments and the JMC is asked to note the current events calendar.

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**OUTSTANDING REFERENCES**

|   |  |
|---|--|
| <u>Report of the:</u>                           | Clerk to the Joint Management Committee  |
| <u>Contact:</u>                                 | Fiona Cotter                             |
| <u>Urgent Decision?</u>                         | Not applicable                           |
| <u>If yes, reason urgent decision required:</u> |  |
| <u>Annexes/Appendices (attached):</u>           | <u>Annexe 1</u> – Outstanding References |
| <u>Other available papers (not attached):</u>   | None                                     |

**REPORT SUMMARY**

**This report lists references to officers outstanding as at 27 June 2016.**

**RECOMMENDATION**

**That this report be noted.**

*Notes*

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**OUTSTANDING REFERENCES**

| <b>Ref. of Item<br/>(Min.<br/>no/Meeting<br/>date)</b> | <b>Title and nature of issue</b>                    | <b>Responsible<br/>Officer</b> | <b>Position at last meeting</b>   | <b>Current<br/>position</b>    |
|--|---|--------------------------------|---|--------------------------------|
| 19/10/15   | Commercial Dog Walking - Update                     | Sam Whitehead                  | Update on current position provided. Downs Dog Walking Policy to be circulated to Members for information | Report to October 2016 meeting |
| 26/01/15   | Pond Maintenance                                    | Sam Whitehead                  | Report to October 2016 meeting  | No change                      |
| 26/01/15   | Haymaking   | Sam Whitehead                  | Report to October 2016 meeting  | Non change                     |
| 20/04/15   | Habitat Management Plan - Progress                  | Sam Whitehead                  | Copy of updated Plan to be circulated to Members  | N/A                            |
| 18/04/16   | Affiliation with the Historic Royal Palaces Charity | Sam Whitehead                  | Officers requested to investigate and report back to next meeting   | Report to October 2016         |

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