

## NONSUCH PARK JOINT MANAGEMENT COMMITTEE

Monday 29 October 2018 at 10.00 am

Nonsuch Park Mansion House

The members listed below are requested 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 Jill Whitehead, London Borough of Sutton (Chair)

Councillor Jenny Batt, London Borough of Sutton

Councillor Alex Clarke, Epsom & Ewell Borough Council

Councillor Chris Frost, Epsom & Ewell Borough Council

Councillor Peter Geiringer, London Borough of Sutton

Councillor Mike Teasdale, Epsom & Ewell Borough Council

Yours sincerely



Clerk to the Nonsuch Park Joint Management Committee

**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 Sandra Dessent, Democratic Services Officer, on 01372 732000.**

## **AGENDA**

### **1. 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 Sandra Dessent, Democratic Services Officer, on 01372 732000.**

### **2. 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.

### **3. MINUTES OF THE PREVIOUS MEETING (Pages 5 - 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 28 June 2018.

### **4. MID-YEAR BUDGET MONITORING (Pages 9 - 14)**

This report advises the Nonsuch Park Joint Management Committee of the mid-year financial position for 2018/19 and the forecast outturn.

### **5. MID YEAR PLANNED MAINTENANCE UPDATE (Pages 15 - 22)**

The report provides an update on progress of works on the 2018/19 priority list, and requests approval for funding additional 2018/19 works. The report also presents 2019/20's priority works list for note.

### **6. EVENTS IN THE PARK (Pages 23 - 26)**

To note the current event calendar, the success of Nonsuch Park Open Day and consider a proposal to host the 2019 Town & Country Show in Nonsuch Park.

### **7. CAR PARKING FACILITIES IN NONSUCH PARK (Pages 27 - 30)**

To review the current arrangements for car parking in Nonsuch Park.

### **8. PROGRESS REPORT (Pages 31 - 36)**

To note the progress of items discussed at previous meetings of the Joint Management Committee and to receive updates from the voluntary groups.



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**Minutes of the Meeting of the NONSUCH PARK JOINT MANAGEMENT  
COMMITTEE held on 28 June 2018**

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**PRESENT -**

Councillor Jill Whitehead (London Borough of Sutton) (Chair); ; Councillors Alex Clarke (Epsom & Ewell Borough Council) and Peter Geiringer (London Borough of Sutton)

Absent: Councillor Jenny Batt (London Borough of Sutton), Councillor Chris Frost and Councillor Mike Teasdale (Epsom & Ewell Borough Council) Kathryn Beldon (Substituted by Amardip Healy)

Officers present: Amardip Healy (Chief Legal Officer), Brendan Bradley (Chief Accountant), Dominic Aslangul (Neighbourhood Manager), Tony Foxwell (Senior Surveyor), Peter Steel (Head Gardener), Samantha Whitehead (Streetcare Manager) and Sandra Dessent (Democratic Services Officer)

**13 ADJOURNMENT FOR PUBLIC SPEAKING (IF REQUIRED)**

No questions were asked by members of the public.

**14 DECLARATIONS OF INTEREST**

No declarations of interest were made by Councillors in items on this agenda.

**15 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the Meeting of the Nonsuch Park Joint Management Committee held on 29 May 2018 were agreed as a true record and signed by the Chairman.

**16 NONSUCH PARK JOINT MANAGEMENT COMMITTEE - FINAL ACCOUNTS 2017/18**

The Committee received a report setting out the final accounts for 2017/2018. It was noted that £22,000 had been transferred to reserves bringing the total to £178,000 which represented 49% of the Joint Management Committee's annual gross expenditure. It was further noted that most of the transferred sum had already been ear marked for repairs that had been budgeted for but not carried out in 2017/18 due to adverse weather conditions.

Members were informed that although the reserves figure was higher than the 9% historic minimum threshold and there was no suggested maximum figure. However, it was pointed out that the reserves figure should reflect the nature of

the high costs associated with the maintenance and repair of the park and a grade II listed building.

It was agreed to undertake a review of the Committee's terms of reference and practices and bring a report before the Committee. An explanation of the financial arrangements including an appraisal of the level of reserves will be included in the review.

Accordingly the Committee noted and received the final accounts for the financial year 2017/18.

## 17 MAINTENANCE PLAN & PRIORITY WORKS 2018-2019

The Committee received and considered a report outlining the planned maintenance priority works for 2018/19.

The fire protection works were discussed and it was noted that the original estimate of £10,000 had increased to £30,000, following inspection and recommendations made by the Surrey Fire Service.

The replacement of windows at Castlemaine Lodge was also discussed in relation to the Council's responsibilities as landlords of the property and the Committee agreed it was prudent to prioritise the works.

Members were given assurance that whilst the list of priorities in Annex 1 did not set out the methodology used for ranking the priorities all the works had been risk assessed.

It was explained that items 1-7 of the priorities listed in Annex 1 would be funded firstly from the 2018/19 maintenance budget, with the balance funded from reserves and that the remaining priorities would be regularly reviewed and undertaken as and when necessary dependent on funds being available.

Therefore, having considered the priorities listed in Annex 1 of the report, the Committee:

- (1) Authorised items 1-7 and 9 to be undertaken during 2018/19\*
- (2) Noted the costs and health and safety implications for items 8 and 10-15

*\* At £91,290, the estimated cost of the works is £16,840 above the combined maintenance and asbestos budgets of £74,450. This £16,840 will be funded from the prior year underspend, which will reduce the working balance reserve from £155,956 to £139,116.*

## 18 EVENTS IN THE PARK

The Events programme for Nonsuch Park was discussed and the Committee agreed that the park's historical importance should be advertised and celebrated. To that end it was proposed that the forthcoming event, Nonsuch Awareness Day, scheduled for September presented a good opportunity to further promote the park.

For maximum impact it was suggested that the event could be rebranded to include a historical aspect and renamed to enhance public appeal. It was agreed that a historical feature that could easily be linked to the event would be the 60<sup>th</sup> Anniversary of the Nonsuch Park dig.

The importance of ecology and supporting conservation of the park was also highlighted and it was agreed that any event should be carefully managed to mitigate any risks and balance the needs and preferences of the existing park users.

It was decided that the best way to move forward with the many suggestions was to form a working group to collate ideas and progress the development of a theme. It was pointed out that staff resources were limited and all those present were encouraged to get involved with planning the event.

Officers agreed to develop a project brief and circulate to the Committee.

It was also agreed that a review of the event would be presented at the October Committee meeting.

## 19 PROGRESS REPORT

**Heritage Lottery Fund (HLF) Bid:** The Committee noted that the match funding needed to progress the bid had not materialised and therefore despite receiving positive feedback from the development team at the HLF headquarters the preparation of a bid had not advanced.

However it was proposed to continue to monitor opportunities to submit a bid and agreed that officers would report back to the Committee when appropriate.

It was emphasized that it would take input from both Councils to maximise the potential for success with a bid.

**Nonsuch Watch:** In addition to the informative update included in the agenda pack, Frances Wright from Nonsuch Watch expressed concern regarding the parking of cars at the recent Country Fair and it was agreed that officers would undertake a review and present the findings at the next meeting.

**Friends of Nonsuch:** Gerald Smith from Friends of Nonsuch addressed the Committee with an update. He reported that in the previous quarter the Friends

Working party had spent 3,157 hours on maintenance and presentation of the museum. In the same time 1,051 people had visited both the museum and Nonsuch Palace Gallery; coming from all parts of the world. On the education side 350 children in school parties had visited and benefited from the use of dedicated rooms.

The Friends of Nonsuch had also recently commissioned a replica in plaster of a Stucco panel made possible by piecing together fragments of one panel recovered at the foot of the South west tower. Originally there were thought to be 700 in the palace. The commission had been given to the City & Guilds of London Art School and it was hoped it would be ready by the end of the year.

**Nonsuch Voles:** As well as the extensive works and numerous activities reported in the agenda the Nonsuch Voles informed the Committee that the Britain in Bloom judging was taking place on July 3.

*The meeting began at 10.00 am and ended at 11.35 am*

COUNCILLOR JILL WHITEHEAD (CHAIR)



## **MID-YEAR BUDGET MONITORING**

**Head of Service / Contact:**

Brendan Bradley, Chief Accountant

**Annexes (attached):**

Annex 1: Nonsuch Park Mid-year budget

### **Report summary**

This report advises the Nonsuch Park Joint Management Committee of the mid-year financial position for 2018/19 and the forecast outturn

### **Recommendation**

**(1) That the Committee notes the mid-year financial position**

## **1 Background**

- 1.1 The budget for the current financial year was agreed at January 2018's meeting of the Joint Management Committee. This report sets out the mid-year position against the agreed budget, which is detailed at Annex 1.

## **2 Mid-Year Budget Monitoring**

- 2.1 At the mid-year position, an adverse variance of £16,437 is forecast against the agreed net expenditure budget of £195,390. The adverse variance is due to the following reasons:
- 2.2 Maintenance expenditure is forecast to exceed the combined maintenance budgets by £37,853, partially offset by a £21,115 contribution from the repairs and renewals fund, as detailed in the separate Planned Maintenance agenda item.
- 2.3 Flat three at Nonsuch Mansion has still to generate an income and is unlikely to for the rest of this financial year, resulting in a £12,080 adverse variance. There is also the associated £1,636 council tax cost incurred for the unoccupied flat.

- 2.4 The service charge income from Bovingdons is forecast to be £4,000 under budget. This is mainly because the income accrued from Bovingdon's during 2017/18 exceeded the qualifying costs, which were only agreed following further discussions with Bovingdons Catering Ltd after the year-end.

The noteworthy favourable variances relate to:

- 2.5 An insurance claim pay out of £4,200 for the lead flashings that were stolen.
- 2.6 The £5,000 budget for any management charges incurred by Sutton BC to support any capital bids is forecast to remain unspent.
- 2.7 At London Road Lodge, an electricity and gas refund of £2,500 is expected now that actual meter readings have been supplied.
- 2.8 An extra £3,000 above budget on hire charges, relating to Military Fitness and Classic Events, neither of which are actively marketed.

### **3 Conclusion and Recommendations**

- 3.1 The current forecast shows a £16,437 deficit against the agreed budget, which would reduce the working balance from £155,956 to £139,519 at year-end. The working balance is an essential reserve for the JMC to be able to meet any unbudgeted or unforeseen expenditure items.
- 3.2 Nonsuch Park Joint Management Committee are asked to note this mid-year monitoring position.

**Ward(s) affected:** Nonsuch Ward; (EEBC)

NONSUCH PARK JMC - 2018-19

2017/18 Outturn		2018/19 Budget	2018/19 Actuals to P6	2018/19 Forecast Outturn	2018/19 Forecast Variance
£		£	£		£
	<b>Expenditure</b>				
	<b>Grounds</b>				
3,948	Kier Engineer and fabric	4,000	2,030	4,000	0
1,580	NJMC Grounds/Building and M&E maintenance	1,000	4,173	4,173	3,173
0	Asbestos Surveys	1,100	0	1,100	0
4,120	Electricity	2,700	-1,108	620	-2,080
980	Gas	2,000	110	1,480	-520
3,777	Council Tax	3,800	3,988	3,988	188
5,102	Water charges - metered	4,500	1,020	4,500	0
547	Maintenance of grounds	800	120	800	0
0	Plants Seeds and fertiliser	500	0	500	0
3,200	Emptying bins - recharge	3,200	3,200	3,200	0
21,600	Maintenance of roads	16,000	9,628	16,000	0
11,551	TM contract scheduled works recharges	12,700	0	12,700	0
951	Petrol diesel & oil	1,500	449	1,500	0
4,539	Purchase of plants	4,000	0	4,000	0
960	Transport insurance	1,400	0	1,400	0
270	OP. equipment & tools : R & M	2,200	-270	2,200	0
3,650	Hire of Bins	3,800	3,800	3,800	0
4,046	Purchase of memorials	3,000	-250	3,000	0
4,380	Surveyor Fees	0	0	0	0
488	General office expenses	200	71	200	0
643	Commercial tenanted prop	700	0	700	0
22,000	Transport fleet SLA NJMC	22,000	22,000	22,000	0
1,978	Insurance recharges	2,000	0	2,000	0
<b>100,310</b>	<b>Sub-Total</b>	<b>93,100</b>	<b>48,959</b>	<b>93,861</b>	<b>761</b>

2017/18 Outturn		2018/19 Budget	2018/19 Actuals to P6	2018/19 Forecast Outturn	2018/19 Forecast Variance
	<b>Mansion House</b>				
0	Vandalism repairs	0	230	230	230
1,000	Asbestos Surveys	450	0	450	0
10,909	Kier Engineer and fabric	11,300	5,609	11,300	0
52,357	Building and M&E maintenance works	72,000	53,845	106,680	34,680
14,844	Electricity	10,700	4,183	10,700	0
3,224	Gas	5,000	1,139	5,000	0
1,549	Council Tax	0	1,636	1,636	1,636
2,848	Kier Cleaning Contract recharges	3,000	1,464	3,000	0
0	Legal	0	150	150	150
7,249	Commercial tenanted property insurance	7,300	0	7,300	0
6,246	Insurance recharges	6,300	0	6,300	0
					0
					0
					0
<b>100,226</b>	<b>Sub-Total</b>	<b>116,050</b>	<b>68,256</b>	<b>152,516</b>	<b>36,466</b>
	<b>Central Expenses</b>				
26,000	Additional pension contribs	26,000	8,667	26,000	0
0	Clothing & uniforms	150	0	150	0
385	General office expenses	800	0	800	0
0	LB Sutton management charges	5,000	0	0	-5,000
0	External Audit	900	0	900	0
989	Insurance recharges	990	0	990	0
506	Internal audit recharges	500	0	500	0
93,800	OS SLA recovery Nonsuch	95,700	95,700	95,700	0
31,600	Management costs SLA recharge	32,300	32,300	32,300	0
5,157	Contribution from NJMC R&R fund	7,000	0	14,115	-21,115
<b>158,437</b>	<b>Sub-total</b>	<b>169,340</b>	<b>136,667</b>	<b>143,225</b>	<b>-26,115</b>
<b>358,973</b>	<b>Gross Expenditure</b>	<b>378,490</b>	<b>253,882</b>	<b>389,602</b>	<b>11,112</b>

2017/18 Outturn		2018/19 Budget	2018/19 Actuals to P6	2018/19 Forecast Outturn	2018/19 Forecast Variance
	<b>Income</b>				
0	Other Recoveries	0	-4,200	-4,200	-4,200
-4,751	Filming Income	-2,000	-2,175	-2,000	0
-3,130	Memorial receipts	-3,500	-1,500	-3,500	0
-90,000	Catering lettings	-90,000	-52,500	-90,000	0
-26,020	Service charges	-19,000	-13,681	-15,000	4,000
-5,157	Service charges/Fixed char	-5,200	-5,329	-5,329	-129
-2,150	Licence to occupy	-2,150	-358	-2,150	0
-5,594	Insurance recovered	-5,600	0	-5,600	0
-1,315	NJMC service charges	-1,300	0	-1,300	0
-862	Little Oaks Forest School insurance recovered	-900	0	-900	0
-8,000	Hire charges	-5,000	-6,750	-8,000	-3,000
-9,716	Staff property rent	-9,700	-4,858	-9,716	-16
-12,906	Nursery Lodge	-14,750	-7,375	-14,750	0
-10,320	Rent of flats	-22,400	-6,020	-10,320	12,080
-1,921	Interest on balances	-1,600	0	-1,600	0
<b>-181,841</b>	<b>Sub-Total</b>	<b>-183,100</b>	<b>-104,746</b>	<b>-174,365</b>	<b>8,735</b>
<b>177,131</b>	<b>Net Expenditure</b>	<b>195,390</b>	<b>149,136</b>	<b>215,237</b>	<b>19,847</b>
	<b>Precepts:</b>				
-99,400	Precept to be levied on EEBC	-99,400	-99,400	-99,400	
-99,400	Precept to be levied on LB Sutton	-99,400	-99,400	-99,400	
<b>- 198,800</b>	<b>Sub-Total</b>	<b>- 198,800</b>	<b>- 198,800</b>	<b>- 198,800</b>	<b>-</b>
<b>-21,669</b>	<b>Surplus (-) / Deficit in Year</b>	<b>-3,410</b>	<b>-49,664</b>	<b>16,437</b>	<b>19,847</b>
-					
134,287	Balance b/fwd. 1 April	155,956		155,956	
	Adjustment				
155,956	Balance c/fwd. 31 March	159,366		139,519	

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## **MID YEAR PLANNED MAINTENANCE UPDATE**

**Head of Service / Contact:** Mark Shephard, Head of Property and Regeneration

**Annexes/Appendices (attached):** Annex 1

### **Report summary**

The report provides an update on progress of works on the 2018/19 priority list, and requests approval for funding additional 2018/19 works. The report also presents 2019/20's priority works list for note.

### **Recommendations**

#### **To ask the Committee to:**

- (1) Note progress of current and priority works;**
- (2) Approve funding for the additional spend of £45,795 on urgent works this financial year, as set out in paragraph 2 of the report.**
- (3) Note proposed priority works for 2019-20.**

## **1 Background**

- 1.1 The committee have been provided with previous reports and updates on the priority works. These works have been identified as those which are essential to meet the requirements of the lease and health and safety obligations
- 1.2 Priority works were previously agreed at JMC maintenance plan update in June 2018 and reported on progress at last JMC on 28<sup>th</sup> June 2018
- 1.3 The following works with a combined estimated cost of £91,300 were agreed as priorities against a budget of £74,550, with the £16,750 overspend to be funded from reserves:
  - 1.3.1 Nonsuch Mansion House Fire Protection works raised by Surrey Fire and Rescue budget cost was £10,000 but as reported in last meeting, budget raised to £30,000
  - 1.3.2 General Window Repairs and redecoration to high level windows at back of flats on museum side. Cost of works £20,000

1.3.3 Flooding to access road and outside the children's nursery meant works that were ordered prior to Christmas but were unable to commence. It is proposed to install new soakaways outside Little Oaks Nursery and the main access road to any catch surface water, as existing drains are blocked by roots. Cost of the works is £19,000

1.3.4 Asbestos removal in flats at £2750

1.3.5 High risk asbestos removal from mezzanine floor at cost of £4300

1.3.6 Laser scan for detailed drawings at cost of £7800

1.3.7 Asbestos removal at Castlemaine lodge at cost of £2450

1.3.8 Window replacement at Castlemaine lodge at cost of £5000

## **2 Update on current and priority works**

2.1 The progress against the current priority works along with anticipated spend is set out in Annex 1. As well as the priority works, it was necessary to carry out a range of additional works in 2018/19. Additional monies will be required from the maintenance reserves to fund the necessary overspends.

2.2 General Window Repairs and redecoration to high-level windows at the back of flats on museum side.

Whilst scaffolding was erected full inspection could be carried out. It was quickly established that many windows were in too poor a condition to repair and required replacement. Repairs were also carried out the damaged brickwork which could only be accessible whilst the scaffolding was in place.

The architectural soffits and fascias were in poor condition and required new sections to be manufactured in a joinery workshop.

There were issues with damp in the museum area and this was raised by the Friends of Nonsuch. This led to full clearance of vegetation, additional repointing and clearance of blocked down pipes and repairs to rainwater goods.

The total additional cost for these works were £11,450 (set out in Annex 1).



2.3 **The flooding work to the access road** and outside children's nursery has been successfully completed. So as to avoid any disruption to the Nursery new soakaways were installed in the storage area at the rear of the nursery. However, it became necessary for an additional soakaway to be constructed to address the higher levels of water being generated. It was noted much of this was coming from the nursery direct. The additional cost was £6,500.

2.4 **The Nonsuch Mansion House Fire Protection** works raised by Surrey Fire and Rescue was tendered and contract awarded at £31,160 which included a £3,000 contingency sum. Works are currently underway and due for completion end of October 2018.

2.5 The Committee reconsidered a full **refurbishment of the Public toilets** due to current financial commitments. After consultation with stakeholders, it was accepted that in light of the poor condition of the toilets works could not no longer be delayed.

It is therefore prosed to target the gentlemen's toilets, removing all gypsum plaster up to 1.2m and provision of a new lime plaster in accordance with heritage specification and provision of new mechanical ventilation and redecoration. It is then proposed to carry out a similar scheme to ladies and disabled toilets in following year.

The cost for initial works is £5,000 with a phased approach as described above.

2.6 **Pathway repairs and resurfacing in formal gardens:** Head Gardener reported issues with surfacing and gullies, an insurance claim had been made following a fall.

Essential Health and safety works are required immediately to prevent further risks and protect liabilities. Works to various different locations have been ordered and will be completed in October/November 2018. The additional costs are £22,865.00.

2.7 Approval is sought for these additional works for 2018/19 and the funding of £45,795. A breakdown of works and costs is set out in Annex 1.

2.8 Members are also asked to note the proposed priority spend for 2019/2020 detailed in Annex 1. Particular attention is draw to the first 3 items which total £80,000.

### 3 Financial and Manpower Implications

3.1 The estimated cost of the additional urgent works is £45,795, which can be funded by:

- A forecast underspend of £17,680 against the agreed priority works for 2018/19.

- £7,000 from the existing road maintenance budget.
- The remaining £21,115 to be funded from the repairs and renewals fund.

3.2 The repairs and renewals fund currently has a forecast balance at 31.03.2019 of £28,749. Utilising £21,115 for the additional works would reduce this forecast balance to just £7,634. The Nonsuch Park Joint Management Committee budget includes an annual £7,000 contribution to the repairs and renewals fund in order to replenish it over time.

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

4.1 Urgent works necessary for either health and safety reasons, or to prevent further deterioration of assets need to be provided for so as to mitigate any risks in relation to liability or longer terms costs of repair.

#### **5 Sustainability Policy and Community Safety Implications**

5.1 The council continues to deliver works within EEBC sustainability policy.

#### **6 Partnerships**

6.1 The Nonsuch Park and buildings is run under partnership arrangements with London Borough of Sutton.

#### **7 Risk Assessment**

7.1 The main risks are slips trips and falls under health and safety to pathways and roads, which need to be addressed.

7.2 Operating with a reduced repairs and renewals fund carries the risk that the Nonsuch Park Joint Management Committee will have limited scope to undertake future unforeseen works.

#### **8 Conclusion and Recommendations**

8.1 Asks committee to note progress on the current priority works. To approve funding for the additional urgent works for this year, and to note to priority works for 2019/2020.

**Ward(s) affected:** Nonsuch Ward; (EEBC)

**NONSUCH PARK – DETAIL OF PRIORITY & OTHER WORKS**  
**Update October 2018**

**Table 1** Current priority works

Rank	Detail of works	Reason	Priorities for 2018-19	Original Estimate (£)	Update on progress	Forecast Cost (£)
1	Fire Protection works raised by Surrey Fire and Rescue – agreed £10k cost in 2017 estimated cost updated	Issues Highlighted by Surrey Fire Rescue to fireproof floors between residential flats	Up-grading fire protection, install new double skin fire line plasterboard, fill gaps with fire rated foam, replace fire sensors, sounders, compartmentation.	31,160	Works commenced in September 2018, due to complete by end of October 2018	31,160
2	Asbestos removal from mezzanine floor	Health & Safety	Urgent Health and Safety works required to remove asbestos from the mezzanine level, in advance of fire precautionary works.	4,300	Completed	4,300
3	Asbestos detected in Flats	Health & Safety	New Fire doors required to flats to replace old asbestos doors.	2,740	Completed	2,740
4	General Window repairs and redecoration – order placed in 2017 ongoing works	Health and Safety and general maintenance	High level windows on museum side of flats, pointing to external wall. Due to start in May 2018	9,040	Works completed in August, whilst scaffolding was up, inspections revealed additional works	9,040
5	Additional high level works to museum side of flats	General maintenance	Brickwork repairs, timber window replacement as existing unrepairable, additional mortar repairs, specialist timber joinery works to form architectural fascia and	11,450	Works completed in August, whilst scaffolding was up, inspections revealed additional works	11,450
6	Flooding to access road outside childrens nursery order raised 2017	Health and Safety and general maintenance	drain outside nursery constantly flooding	13,065	Additional soakaway was added, two soakaways were provided within the storage yard to accommodate extreme amounts of surface water and waste water from nursery. Works completed June/July 2018	13,065
7	Flooding to main access road	Flooding to main access road, Health and safety and many complaints	Large concrete ring soakaway provided, excavation down to sand to ensure drainage 3m deep	6,500	Soakaway completed in July 2018	6,500

6	Public Toilets require refurbishment	Health & Safety	Rectify damp issues, cover walls with ceramic tiles or UPVC, install frost protection and refurbish to robust standard. Ladies, Gents and Disabled toilets.	40,000	This scheme has been replaced with a smaller scheme to remove old water damaged gypsum plaster and replace with lime plaster and redecorate	4,980
7	Laser scan, and full measurements to produce accurate CAD drawings	Authorised by JMC at last meeting	There are no accurate measured drawings of the Mansion House, would be really useful for any future works, leases and general alterations	7,800	Completed	6,500
8	Castlemaine Lodge	Windows rotten and falling out. Landlords liability. Authorised at last JMC	Replace the remainder of rotten windows with new Upvc windows and doors.	5,000	Install new soakaways to take main access road surface water, existing drains blocked by tree roots.	4,280
9	Castlemaine lodge	Asbestos encapsulation and removal	Latest asbestos re-inspection has revealed issues that require action.	2,450	Additional works required to remove and refix light fitting. Completed	2,525
10	Urgent health and safety works to formal gardens	Inspection carried out with head gardener following insurance claim for injury	Repairs to gullies, edges of pathways, pot holes and deviations which could lead to trips and falls	22,865	Orders raised 4th October 2018, works due to commence within 2 weeks	22,865
<b>Total cost of priority works for 2018-19</b>				<b>156,370</b>		<b>119,405</b>

Priority works for 2019-20 in order of preference						
1	Redecoration to Mansion house windows	Windows in poor condition, essential repairs and redecoration required		50,000		
2	Phase two public toilets repairs	health and safety, complaints about damp and foul odours		10,000		
3	Pathway repairs to formal gardens phase 2	Health and safety		20,000		
4	Pathway between Nonsuch Mansion and Sparrow Farm Lodge		Second phase to replace tarmac path with more rustic compacted plantings with concrete edge curbs will be planned for 2019-20	20,000		

5	Sparrow Farm Lodge car park	Health and safety	Large scheme required to relay entire car park with crushed tarmac	80,000
6	London Road Lodge Car Park	Health and Safety	Some tarmac patch repairs have been carried out to roadway under maintenance budget. Main car park full of holes minor repairs are carried out each year	100k to relay entire car park
7	Old greenhouse wall	Health & Safety	Temporary works carried out to prop up wall. Heras fencing also erected as a safety measure to prevent access. Area is safe but requires specialist brickwork repair. FON assisting in clearing vegetation. <b>No action can be taken until funding becomes available.</b>	n/a
8	Guttering and downpipes	Health and Safety ; Continuity of income	Some repairs being undertaken under basic maintenance. Major works still required but could be carried out over a period of two years. However unlikely to be sufficient monies available in 2018/19.	20,000
9	Rendering and brickwork	Health and Safety;	Specification and tender to be prepared and for the work to be undertaken on a phased basis, probably an elevation at a time in conjunction with window repairs as above.	100,000
		Landlords liability		

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## EVENTS IN THE PARK

**Head of Service / Contact:** Amardip Healy, Chief Legal Officer

**Annexes/Appendices (attached):**

**Other available papers (not attached):**

### Report summary

To note the current event calendar, the success of Nonsuch Park Open Day and consider a proposal to host the 2019 Town & Country Show in Nonsuch Park.

### Recommendation (s)

- (1) That the committee notes the current event calendar.
- (2) To note the success of Nonsuch Park Open day and feedback from visitors.
- (3) To approve the proposal to host the 2019 Town & Country Show

## 1 Forthcoming Events 2018/19

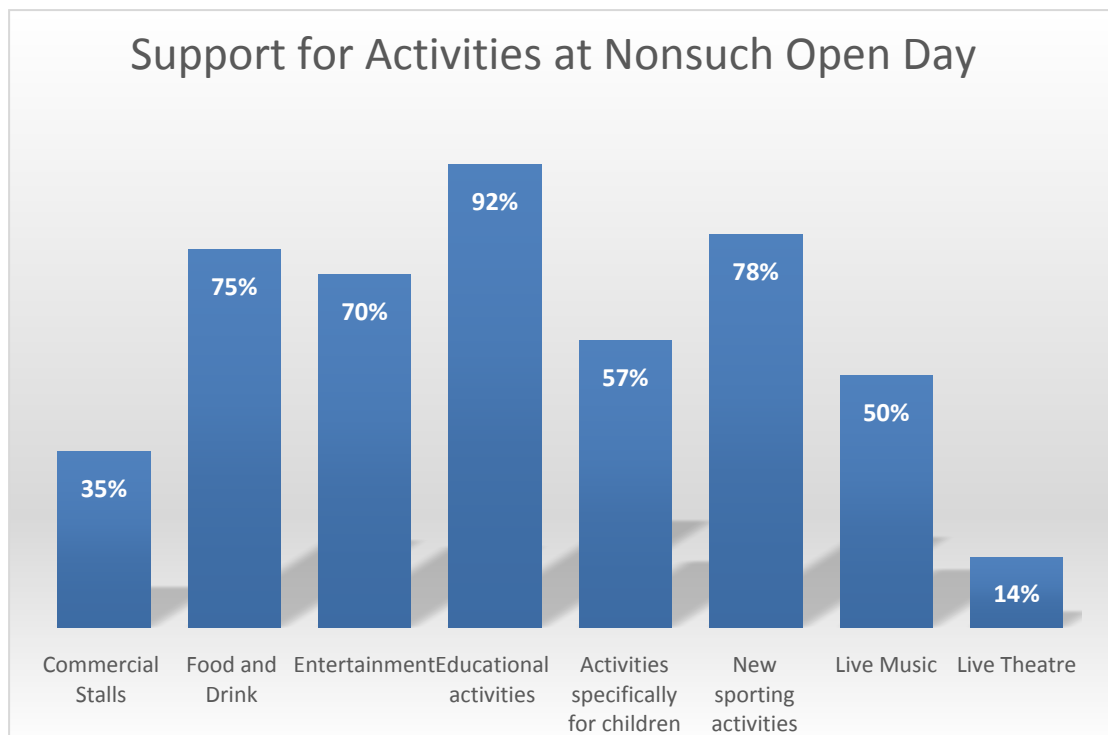
Sunday	14 October 18	Mabac League Race (Ian Strong)
Friday	26 October 18	Rik Vercoe - Phoenix Running
Saturday	10 November 18	Park Run – Remembrance Run
Sunday	9 December 18	St Raphael's Santa Dash
Sunday/Monday	26/27 May 19	Town & Country Show
Sunday	9 June 19	Teddy Bears Picnic (provisional)
Sunday	13 September 19	Nonsuch Open Day

## 2 60<sup>th</sup> Anniversary of Nonsuch Palace Excavation

- 2.1 As a theme throughout 2019, Officers will be asking all Event organisers to promote the 60<sup>th</sup> Anniversary of the Nonsuch Palace Excavation.
- 2.2 Although the idea is in the embryo stage, Officers will work with the park community and event organisers to develop ideas and opportunities.

### 3 Nonsuch Park Open Day

- 3.1 The year's Nonsuch Park Open Day was held on 9 September and was well attended and enjoyed by approximately 1000 visitors.
- 3.2 At the request of the Joint Management Committee, a short survey was undertaken to gauge public opinion of the event and to find out what activities they would like to see in the future.
- 3.3 Officers interviewed approximately 50 members of the public, mainly in groups including families, couples and individuals. Participants came from Reigate, Morden, Croydon, Epsom & Ewell and the largest number came from Sutton. Stallholders were also interviewed.
- 3.4 The most popular comments were:
- More advertising, particularly in the Sutton and Cheam area.
  - More food and drink on offer
  - More local organisations should be encouraged to participate
  - More entertainment/demonstrations
  - Support for keeping it a free to enter event
- 3.5 The chart below shows the level of support for a range of activities that could be included in the future:





- 3.6 Although on a relatively small scale, the survey revealed common themes and interests amongst visitors.
- 3.7 It is proposed that this feedback should be noted and used to inform the development of the Open Day for next year.

#### **4 Proposals for 2019 Town & Country Show**

- 4.1 The Town & Country Show has been held in the London Road Dog Free area of the park for the past three years. The event is a traditional mix of catering stalls, artisan food and drink products, crafts, demonstrations, dog shows and other forms of entertainment.
- 4.2 The Town & Country Show is hosted by Classic Events who are a commercial operator specialising in outdoor events and festivals.
- 4.3 For the first two years, the event was held over a two-day period in June, but this year the event was moved to the bank holiday weekend of 26/27 May, which proved more successful for the operators, with an estimated 4000 visitors over the course of the event.
- 4.4 This year Officers attended the event on both days to assess the operation and management. It was concluded that the event was professionally managed and provided enjoyable entertainment for the community.
- 4.5 However, concerns have been raised by Nonsuch Watch mainly with regard to the event parking. This year, parking was permitted in the London Road car park and on the field adjacent to the event space. This was agreed by the Joint Management Committee following advice given by Epsom & Ewell Borough Council's in-house Ecologist, who stated that temporary parking limited to a two-day period was unlikely to cause a detrimental impact to the habitat in this area.
- 4.6 Prior to the next event, further advice will be taken from our Countryside Team to determine if any further steps could be taken to reduce environmental impact.
- 4.7 Whilst visiting the event, Officers witnessed some encroachment of cars near the Palace site and communicated this to the event organisers who quickly responded and prevented further cars from using this area. Next year Officers will work with the organisers to ensure that allocated parking is strictly adhered to; failure to comply with this agreement will result in the loss of the reinstatement bond.
- 4.8 It is estimated that this year approximately 400 cars relating to the event parked in the London Road car park and surrounding land and organisers are requesting the same arrangement for the 2019 event.

- 4.9 Therefore, the proposal for 2019 is for the Town & Country Show to be held on Sunday 26 May and Monday 27 May at the London Road Dog Free area, with parking permitted for approximately 400 cars in the London Road Car Park and field adjacent to the event site. It is proposed that parking on the field should only be permitted subject to suitable ground conditions and the event organisers providing satisfactory contingency parking arrangements in the case of inclement weather.
- 4.10 In addition, following a root and branch review of Epsom & Ewell's outdoor event arrangements, it is recommended that this event be referred to the Council's Safety Advisory Group (a multi-agency risk management group) to ensure that the event organisers have all the appropriate measures in place to control potential risks.
- 4.11 It is proposed that the fee of £5000 + VAT remains the same for this year with the introduction of a £1000 refundable reinstatement bond.

## **5 Financial and Manpower Implications**

- 5.1 This event generates a sizeable income for the park.
- 5.2 Officer resource will be necessary to process this event application and ensure compliance with the terms of the arrangement.

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

- 6.1 This proposal will require the event organisers to have the necessary public liability insurance, risk assessments and Event Management Plan in place prior to a review by the Safety Advisory Group.

## **7 Partnerships**

- 7.1 This event promotes partnership working between commercial event operators and the Joint Management Committee.

## **8 Conclusion and Recommendations**

- 8.1 That the committee notes the forthcoming event calendar
- 8.2 That the committee notes the feedback from Nonsuch Park Open Day
- 8.3 That the committee approves the proposal to host the Town & Country Show as set out in section 3 of this report.

**Ward(s) affected:** Nonsuch Ward; (EEBC)

## **CAR PARKING FACILITIES IN NONSUCH PARK**

**Head of Service / Contact:** Amardip Healy, Chief Legal Officer

**Annexes/Appendices (attached):**

**Other available papers (not attached):**

### **Report summary**

**To review the current arrangements for car parking in Nonsuch Park**

### **Recommendation(s)**

- (1) To note the current car parking facilities available in Nonsuch Park**
- (2) To determine a date for an on-site meeting at Beddington Park to evaluate the enforcement trial.**
- (3) To consider the option for a further report on the introduction of car park enforcement to be brought to a future meeting.**

## **1 Car Parking Facilities at Nonsuch Park**

1.1 Nonsuch Park has five designated car parks set out as follows:

<b>Designated Car Park Name</b>	<b>Approximate Number of Spaces</b>
Cheam Gate – Left	40
Cheam Gate – Right	60
Central Car Park (closest to Mansion House)	50
Sparrow Farm Road	40
London Road	70
<b>Other parking</b>	<b>Approximate</b>

	<b>Number of Spaces</b>
Church Field (seasonal overflow/event parking)	300
London Road adjacent to dog free area (temporary parking for Town & Country Show event only)	300
Front of Mansion House (loading/unloading, Mansion House parking only)	7

- 1.2 With the exception of the central car park, which has recently been refurbished in tarmac with 50 marked out bays, all other car parks are loose laid gravel or grassed areas.
- 1.3 Whilst there are seven marked bays in front of the Mansion House, for reasons of safety, these are limited to loading/unloading and Mansion House business only.

## **2 Concerns**

- 2.1 Over the past few years, a number of concerns have been raised regarding the increase of cars using the park and inconsiderate parking.
- 2.2 Parking issues associated with the popular Park Run event, which is held on Saturday mornings, has been the subject of discussion at previous meetings of the Joint Management Committee. To address concerns of inappropriate and inconsiderate parking, the event organisers are consistent in their efforts by ensuring that their participants are well briefed each week to park appropriately and considerately. The organisers also carry out spot checks and marshalling to help alleviate parking issues.
- 2.3 Although Church Field has traditionally been used as an overflow car park at peak times and for event parking, it is increasingly being used for general parking even when there are spaces available in other car parks.
- 2.4 To address parking issues, Officers are in the process of designing and erecting appropriate parking signs and patrol staff will advise visitors to use designated car parks unless directed to do otherwise.
- 2.5 As discussed in the Events Report on this agenda, parking on the grassed area around the London Road Dog Free, is the subject of some concern to the Nonsuch Watch group.
- 2.6 To allay the concerns of environmental damage and impact on the tranquillity of the park, Officers strongly recommend that this area should only be used as temporary parking once per year for this two-day period.

- 2.7 Historically, Nonsuch Girl's School has enjoyed the use of the Park's parking facilities at the Cheam Gate entrance for daily drop off /pick up and occasional event parking.
- 2.8 However, recently there have been a number of regular incidents where at drop off and pick times for the School there have been incidents of cars parking inappropriately. Invariably this has caused blockages to the main access road, affecting park users.
- 2.9 Councillors are receiving an increasing number of complaints from residents about the behaviour of drivers and badly parked cars.
- 2.10 To begin to address this, the Chair of the JMC has written to Sutton's Head of Pupil Based Commissioning to propose staggered school hours to ease congestion and to request details of any School travel plan arrangements.

### **3 Future measures to reduce impact**

- 3.1 As the park continues to become more popular and vibrant, the pressure on the current car parking facilities will need to be considered.
- 3.2 As a priority, visitors should be encouraged to come to the park on foot, by bicycle or to use public transport.
- 3.3 In the future, the Committee may wish to consider the introduction of parking enforcement, similar to the trial currently being undertaken at Beddington Park.
- 3.4 The parking enforcement trial encourages visitors to park in designated car parks only and not on other areas such as grass or access roads. Parking in designated car parks remains free of charge. Parking elsewhere in the park may result in a Parking Charge Notice of £100.
- 3.5 It is therefore proposed to invite members to attend an on-site meeting at Beddington Park with Officers from the London Borough of Sutton to discuss how a similar trial could be implemented at Nonsuch Park.
- 3.6 The information gained from this exercise could form the basis of a future report to the JMC at their January meeting.

### **4 Conclusion and Recommendations**

- 4.1 In conclusion, Members are asked to note the current car parking facilities and consider if they wish to conduct further research into the introduction of car parking enforcement.

**Ward(s) affected:** Nonsuch Ward; (EEBC)

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## **PROGRESS REPORT**

**Head of Service / Contact:** Amardip Healy, Chief Legal Officer

**Annexes/Appendices (attached):**

**Other available papers (not attached):**

### **Report summary**

**To note the progress of items discussed at previous meetings of the Joint Management Committee**

### **Recommendation (s)**

- (1) That the committee note the progress of outstanding items**
- (2) That the committee note the updates from Voluntary Groups**

## **1 South & South East in Bloom**

- 1.1 Nonsuch Park has entered the South & South East in Bloom Award scheme for the past three years.
- 1.2 The first year, the park was entered in to the Large Park Category and was pleased to achieve a Silver Award.
- 1.3 In 2017, it was decided to enter in to the Heritage Parks & Gardens Category where we were delighted to receive a Silver Gilt Award.
- 1.4 This year's judging visit took place on 3 July. The judge was given a two-hour tour of the park, gardens and museum and was impressed by the huge contribution made by all the volunteer groups who support the Park on a daily basis.
- 1.5 Despite being at the height of the drought period, the gardens were beginning to establish with a mix of new perennial schemes and traditional bedding plants.
- 1.6 The judge was shown how previous judging comments had been used to influence renovation works in the Formal Garden, particularly around the pond and the Yew Room.

- 1.7 A comprehensive tour of the museum was given by the Friends of Nonsuch followed by a trip to the round pond to look at the success of the new fencing. The visit was finished with refreshments in the Pantry.
- 1.8 The results of the judging were announced at the Award Ceremony on 14 September and although representatives from Nonsuch Park did not attend due to other commitments, the results were sent via email.
- 1.9 Officers and volunteers were delighted to once again receive a Silver Gilt Award for this year's entry and felt that it was true reflection of the hard work and dedication of their combined efforts in maintaining the Park.
- 1.10 Nonsuch Park is unique in the Heritage Parks & Gardens category as unlike its competitors, it has not received Heritage Lottery Funding and it does not charge an entrance fee.

## **2 Fencing in Pinetum**

- 2.1 Following a successful first stage application to the Suez Communities Trust Landfill Fund for replacement security fencing, an invitation was received to submit a full application.
- 2.2 With the help of the Nonsuch Voles, an in-depth second stage application has now been submitted with the funding decision to be announced on 22 November 2018.

## **3 Heritage Lottery Bid**

- 3.1 As reported at the previous meeting of the Joint Management Committee, the match funding required to progress the Heritage Lottery Funding (HLF) application is no longer available.
- 3.2 Whilst an HLF bid has been the desired method of injecting capital investment into the park, officers now propose to look at smaller grant funding opportunities and bring a report on alternative options to the January 2019 meeting.

## **4 Update from Nonsuch Voles**

- 4.1 The Voles have carried out the following activities between May and September 2018:
- 4.2 In and around the Mansion House Gardens:
  - Regular maintenance activities including weeding, edging and pruning.
  - Creation of a new horseshoe-shaped bed to replace four beds which were previously planted with poppies. The new bed has been planted with a sustainable planting scheme of grasses and herbaceous perennials.



- Preparation and participation in the “South and South East in Bloom” judging, helping to achieve a Silver Gilt award for the second year running.
- A significant amount of time was spent watering in the very hot and dry Summer, to reduce plant losses and enable new planting to become established. Where possible, water from rain-water harvesting tanks was used.
- We supplemented planting in various beds with perennials grown by the volunteers.
- We carried out the Summer prune of the Garden's impressive wisterias.
- We worked with Peter Steel to erect a new rose arch at the entrance to the Pinetum. The arch was supplied free-of-charge by Agriframes. We planted Rambling Rector roses to climb over the frame. These were purchased with a donation to the Voles by the Stoneleigh Charitable Trust. The value of the arch and roses totals over £450.
- The Voles have worked with Park Staff to complete the edging of several hundred metres of lawn adjacent to paths.

#### 4.3 In the Woods and wider Parkland:

- The trees in the Walnut Copse have been weeded and watered several times throughout the dry Summer. Without this attention, it is almost certain that tree losses would have been significant.
- We worked with Park Staff and Future Woodlands to cleared coppice regrowth at the Round pond to maintain the desired open aspect.
- We have repaired sections of lawn edging at the front of Mansion House which had been damaged by vehicles driving over them.

#### 4.4 Other Activities:

The Voles have worked with Samantha Whitehead to submit a grant application to the Suez Communities Trust for funding to replace the rear fence of the Pinetum, which is currently in a very poor state, and is an entry point for vandals. A particular mention goes to Peter Lockwood who has spent many hours preparing the application.

The Voles attended Cheam Charter Fair, the Nonsuch Town and Country Fair, and Nonsuch Open Day.

#### 4.5 Summary of Volunteer hours from the beginning of January to end of September 2018:

Garden 1,758

Woodland 953

**Total 2,711 hours**

**5 Update from Nonsuch Watch**

- 5.1 Frances Wright from Nonsuch Watch will provide a verbal update at the meeting.

**6 Update from Friends of Nonsuch**

- 6.1 Gerald Smith from Friends of Nonsuch will provide a verbal update at the meeting.

**7 Update from Parkrun**

- 7.1 On 9 September Parkrun supported the Nonsuch Open Day with a stand running the Illinois bleep test which proved to be very popular especially with the under 10's.
- 7.2 On 15 September Parkrun celebrated seven years of organising Saturday morning events in Nonsuch Park. A photograph is attached as Annex 1.
- 7.3 Parkrun continue to support the Duke of Edinburgh scheme by providing volunteering opportunities for all three levels - Bronze, Silver, Gold. In 2017, our young volunteers achieved 14 Bronze, 2 Silver and 1 Bronze. So far this year, they have had 4 Bronze and 4 Silver completions with up to 5 D of E candidates on the scheme at any one time.
- 7.4 On Saturday 10th November, a Remembrance Centenary run is being organised to mark 100 years since the signing of the Armistice, signalling the end of WW1. It is being supported by The Royal British Legion with poppies and an information stand. We're asking all runners to wear red to create a sea of red around the park. We've secured permission to film this with a drone (operated by a specialist film company) so we can capture the moment. Please note that timings of this event will not differ from a normal Saturday morning and we're laying on additional marshals. We'll naturally share the end product with the JMC.
- 7.5 Finally a great statistic to highlight - it took a team of 52 volunteers to put on last Saturday's event. They gave up their time so that others could have a safe and enjoyable run. All for free.

**8 Conclusion and Recommendations**

- 8.1 The Committee is asked to note the progress of the outstanding items and updates from the voluntary groups.

**Ward(s) affected:** Nonsuch Ward; (EEBC)

Nonsuch Park Joint Management Committee  
29 October 2018



Photograph of Nonsuch Parkrun celebrating seven years of putting on Sunday morning events in the park. Taken on 15 September 2018

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