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NONSUCH PARK JOINT MANAGEMENT COMMITTEE

Monday 21 October 2019 at 10.00 am

Nonsuch Park Mansion House, Nonsuch Park

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 Colin Keane, Epsom & Ewell Borough Council (Chair)

Councillor Jenny Batt, London Borough of Sutton

Councillor Kate Chinn, Epsom & Ewell Borough Council

Councillor Peter Geiringer, London Borough of Sutton

Councillor David Reeve, Epsom & Ewell Borough Council

Councillor Jill Whitehead, London Borough of Sutton

Yours sincerely



Clerk to the Committee

For further information, please contact Democratic Services, 01372 732121 or Democraticservices@epsom-ewell.gov.uk

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- You should proceed calmly; do not run
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building. Move to the assembly point and await further instructions; and
- Do not re-enter the building until told that it is safe to do so.

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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 Democratic Services on 01372 732000, democraticservices@epsom-ewell.gov.uk.

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 - 6)

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Nonsuch Park Joint Management Committee held on 24 June 2019.

4. NJMC BUDGET MONITORING REPORT (Pages 7 - 12)

This report advises the Nonsuch Park Joint Management Committee of the mid-year financial position for 2019/20 and the forecast outturn.

5. EVENTS IN PARK (Pages 13 - 16)

This report asks the Committee to note the new process for event applications, the success of the test pitting event and informs the Committee of forthcoming events for 2019/2020.

6. PLANNED MAINTENANCE UPDATE 2019-20 (To Follow)

7. EXCLUSION OF PRESS AND PUBLIC (Pages 17 - 18)

The Committee is asked to consider whether it wishes to pass a resolution 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 involves 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 outweighs the public interest in disclosing the information.

8. REVIEW OF PROPERTIES AND LEASES (Pages 19 - 28)

A report to Committee providing an overview and update of the property and leases at Nonsuch Park.

This report has not been published because the meeting is likely to be closed to the press and public in view of the nature of the business to be transacted/nature of the proceedings. The report deals with information relating to the financial or business affairs of the Committee and third parties and the public interest in maintaining the exemption currently outweighs the public interest in disclosing the information.

9. NURSERY LODGE RENT REVIEW (To Follow)

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**Minutes of the Meeting of the NONSUCH PARK JOINT MANAGEMENT
COMMITTEE held on 24 June 2019**

PRESENT -

Councillor Colin Keane (Epsom & Ewell Borough Council) (Chair); ; Councillor Jenny Batt (London Borough of Sutton), Councillor Kate Chinn (Epsom & Ewell Borough Council), Councillor Peter Geiringer (London Borough of Sutton), Councillor David Reeve (Epsom & Ewell Borough Council) and Councillor Jill Whitehead (London Borough of Sutton).

In Attendance: Gerald Smith (Friends of Nonsuch) and Jon Whitehead (Nonsuch Voles)

Absent:

Officers present: Amardip Healy (Chief Legal Officer), Dominic Aslangul (Neighbourhood Manager) (London Borough of Sutton), Brendan Bradley (Chief Accountant) and Sandra Dessent (Committee Administrator)

1 APPOINTMENT OF A CHAIR FOR 2019/2020

Councillor Colin Keane (Epsom & Ewell Borough Council) was appointed Chair of the Nonsuch Park Joint Management Committee for the 2019/20 Municipal Year.

2 ADJOURNMENT FOR PUBLIC SPEAKING (IF REQUIRED)

No members of the public had submitted questions.

3 DECLARATIONS OF INTEREST

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

4 MINUTES OF THE PREVIOUS MEETING

The Minutes of the Meeting of the Nonsuch Joint Management Committee held on 4 February 2019 were agreed as a true record and signed by the Chair.

**5 NONSUCH PARK JOINT MANAGEMENT COMMITTEE FINAL ACCOUNTS
2018-19**

The Committee received a report setting out the final accounts for 2018/19.

It was noted that there was an overall deficit of £54,570, mainly due to gross expenditure above budget by £49,180. The overspend was attributed to pothole repairs (£26,370) and the repair and maintenance budget (£38,380), which were reported to the Committee at the October 2018 and January 2019 meetings. Details of other variances against budget were set out in the report.

The Committee was informed that as a result of the deficit the working balance carried forward had decreased from the previous year to £101,390.

Members recognised the need to undertake emergency and unplanned repairs and maintenance but requested that in view of the financial climate alternative sources of income be explored to mitigate, as far as possible, the risk of funding through reserves in future.

Accordingly the Committee received the final accounts for 2018/19.

The meeting began at 9.00 am and ended at 9.15 am

COUNCILLOR COLIN KEANE (CHAIR)

NJMC BUDGET MONITORING REPORT

Head of Service / Contact:	Lee Duffy, Chief Finance Officer / Brendan Bradley, Chief Accountant
Annexes/Appendices (attached):	Annex 1: Nonsuch Park Mid-Year Budget
Other available papers (not attached):	None

Report summary

This report advises the Nonsuch Park Joint Management Committee of the mid-year financial position for 2019/20 and the forecast outturn.

Recommendation (s)

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

1 Background

- 1.1 The budget for the current financial year was agreed at February 2019's meeting of the Joint Management Committee. This report sets out the mid-year position against the agreed budget, which is detailed in Annex 1.

2 Mid-Year Budget Monitoring

- 2.1 At the mid-year position, a small favourable variance of £305 is forecast against the agreed net expenditure budget of £202,800. Although the overall forecast is close to budget, there are a number of compensating budget variances, which are set-out in the following paragraphs:
- 2.1.1 Following a competitive tendering exercise, the new maintenance contract is expected to exceed the budget by £6,470, however a virement will be processed to cover the additional cost from a compensating underspend on the planned maintenance budget, as set-out in the planned maintenance report on this agenda.
- 2.1.2 Asbestos works at London Road Lodge pushed the spend over budget by £4,810 as there were many associated works involved such as the removal of the porch ceiling, repairs to the artex ceilings and the decontamination of the area.

2.1.3 Council Tax at London Road Lodge is now at full price as it has been vacant for so long, creating a £1,495 overspend.

2.1.4 The rent review at Bovingdons will achieve £1,750 additional income than budgeted. This includes a £1,000 annual fee for boiler maintenance and £5,000pa for the coffee shop lease (starting in Q4). A further £1,295 backdated income has been received from Bovingdons regarding the lease of the flats.

2.1.5 The £3,000 budget for any management charges incurred by LB Sutton to support any capital bids is forecast to remain unspent this year.

3 Risk Assessment

3.1 The main risks that the JMC manages are:

- Funding for repairs and maintenance, particularly at buildings and for potholes on roads
- Vacant properties / loss of rent
- Lack of resource to fund management plan

3.2 The JMC mitigates these risks through the monitoring of buildings and roads by officers, and by managing relationships with tenants. The JMC also holds a working balance and a repairs and renewals reserve, which can be used to fund one-off, unexpected budget variances.

4 Conclusion and Recommendations

4.1 A favourable variance of £305 would marginally increase the working balance reserve to £101,690 at year-end. The repairs and renewals reserve is forecast to increase from £29,000 to £36,260, as the 2019/20 budget includes a £7,260 contribution into this reserve.

4.2 Nonsuch Park Joint Management Committee are asked to note this mid-year monitoring position.

4.3 An updated 2019/20 forecast and draft 2020/21 budget will be presented to the JMC in January 2020.

Wards affected: Nonsuch Ward (EEBC);

NONSUCH PARK JMC - 2019-20

2018/19 Actual		2019/20 Original Budget	2019/20 Actual	2019/20 Forecast	2019/20 Forecast Variance
£		£	£	£	£
	Expenditure				
	Grounds & Estates				
4,060	Engineer and fabric	4,100	1,814	5,796	1,696
9,361	NJMC Grounds/Building and M&E maintenance	1,030	6,399	6,400	5,370
1,025	Asbestos Surveys	1,100	5,914	5,914	4,814
-1,278	Electricity	2,300	653	2,300	0
-667	Gas	1,400	52	1,400	0
3,988	Council Tax	4,030	5,525	5,525	1,495
5,372	Water charges - metered	5,100	275	5,100	0
601	Maintenance of grounds	800	0	800	0
0	Plants Seeds and fertiliser	500	0	0	-500
3,200	Emptying bins - recharge	3,300	3,300	3,300	0
42,368	Maintenance of roads	16,530	2,100	16,530	0
12,700	TM contract scheduled works recharges	13,120	0	13,120	0
0	Cleaning recharges	0	1,106	0	0
1,923	Petrol diesel & oil	1,000	203	1,000	0
420	Purchase of plants	4,500	4,263	4,263	-237
1,293	Transport insurance	1,400	0	1,400	0
329	OP. equipment & tools : R & M	2,200	93	2,200	0
3,800	Hire of Bins	3,930	3,930	3,930	0
1,950	Purchase of memorials	3,500	0	3,500	0
195	Energy efficiency survey	0	0	0	0
162	General office expenses	200	255	255	55
564	Commercial tenanted property insurance	700	0	700	0
22,000	Transport fleet SLA NJMC	22,730	22,730	22,730	0
2,067	Insurance recharges	2,070	0	2,070	0
115,431	Sub-Total	95,540	58,611	108,233	12,693

2018/19 Actual		2019/20 Original Budget	2019/20 Actual	2019/20 Forecast	2019/20 Forecast Variance
£	Mansion House	£	£	£	£
230	Vandalism repairs	200	0	200	0
0	Asbestos Surveys	450	0	0	-450
11,217	Engineer and fabric	11,670	5,156	16,447	4,777
102,217	Building and M&E maintenance works	74,370	2,925	62,250	-12,120
9,433	Electricity	10,700	1,477	10,700	0
3,292	Gas	4,000	1,655	4,000	0
1,636	Council Tax	1,730	1,700	1,700	-30
2,928	Cleaning Contract recharges	3,100	3,695	3,100	0
5,150	Legal	0	653	653	653
0	Energy Efficiency Survey	0	495	495	495
7,107	Commercial tenanted property insurance	7,490	0	7,490	0
6,510	Insurance recharges	6,450	0	6,450	0
149,719	Sub-Total	120,160	17,756	113,485	6,675
	Central Expenses				
26,000	Additional pension contribs	26,000	0	26,000	0
0	Clothing & uniforms	150	0	150	0
0	General office expenses	800	0	800	0
0	LB Sutton management charges	3,000	0	0	-3,000
0	External Audit	900	0	900	0
1,023	Insurance recharges	1,020	0	1,020	0
500	Internal audit recharges	520	520	520	0
95,700	OS SLA recovery Nonsuch	98,100	98,100	98,100	0
32,300	Management costs SLA recharge	33,110	33,110	33,110	0
7,000	Contribution to NJMC R&R fund	7,260	0	7,260	0
162,523	Sub-total	170,860	131,730	167,860	-3,000
427,673	Gross Expenditure	386,560	208,098	389,578	3,018

2018/19 Actual		2019/20 Original Budget	2019/20 Actual	2019/20 Forecast	2019/20 Forecast Variance
£		£	£	£	
	Income				
-4,200	Other Recoveries	0	0	0	0
-2,175	Filming Income	-2,000	-400	-2,000	0
-3,519	Memorial receipts	-3,500	-2,480	-3,500	0
-90,000	Catering lettings	-99,000	-50,119	-100,750	-1,750
-17,703	Service charges	-19,000	-7,043	-19,000	0
-5,329	Service charges/Fixed char	-5,370	-5,463	-5,463	-93
-2,150	Licence to occupy	-2,150	1,792	-2,150	0
-3,676	Insurance recovered	-5,600	0	-5,600	0
-1,315	NJMC service charges	-1,320	-95	-1,505	-185
-564	Little Oaks Forest School insurance recovered	-1,120	-862	-1,120	0
-8,000	Hire charges	-8,000	-1,616	-8,000	0
-9,716	Staff property rent	-9,710	-4,048	-9,710	0
-14,750	Nursery Lodge	-14,750	-7,375	-14,750	0
-10,320	Rent of flats	-10,320	-6,245	-11,615	-1,295
-887	Interest on balances	-1,920	0	-1,920	0
0	Contribution to/from working balance	0	0	0	0
-174,303	Sub-Total	-183,760	-83,955	-187,083	-3,323
253,370	Net Expenditure	202,800	124,143	202,495	-305
	Precepts:				
-99,400	Precept to be levied on EEBC	-101,400	-101,400	-101,400	0
-99,400	Precept to be levied on LB Sutton	-101,400	-101,400	-101,400	0
-198,800	Sub-Total	-202,800	-202,800	-202,800	0
54,570	Surplus (-) / Deficit in Year	0	-78,657	-305	-305
155,956	Balance b/fwd. 1 April	101,386		101,386	
101,386	Balance c/fwd. 31 March	101,386		101,691	

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EVENTS IN PARK

Head of Service / Contact: Ian Dyer, Head of Operational Services

Annexes/Appendices (attached):

Other available papers (not attached):

Report summary

This report asks the Committee to note the new process for event applications, the success of the test pitting event and informs the Committee of forthcoming events for 2019/2020.

Recommendation (s)

That the Committee:

- (1) Notes the new event process;**
- (2) Notes the success of the test pitting event;**
- (3) Notes the forthcoming events for 2019/20**

1 Background

- 1.1 Epsom & Ewell Borough Council has recently streamlined its process for booking events and outdoor fitness pursuits in all our parks and open spaces.
- 1.2 Anyone wishing to hire outdoor spaces for community, non-profit or commercial purposes are directed to an online booking form which can be found on the Epsom & Ewell Borough Council website:
<https://www.epsom-ewell.gov.uk/fitnessandevents>
- 1.3 The booking form is reviewed by our Customer Services team before being sent to the site manager for approval.
- 1.4 The event organisers may also be advised that their event needs to be referred to the Safety Advisory Group and/or other Council departments such as Licencing and Environmental Health.

- 1.5 If the event is approved, Customer Services formalise the booking arrangements with customer by issuing terms and conditions and take payment where appropriate.
- 1.6 The charging structure for events has been kept reasonably flexible and is dependent on a number of factors such as the disruption to general park users, whether the event is of benefit to the health and well-being of the local community and the level of commercialisation.
- 1.7 Our charging structure for outdoor fitness groups is fixed and is dependent on how many classes take place in a week. In line with our Health & Well-being strategy, fees can be waived if the group can prove that they are not commercial and that people can participate completely free of charge. An example of this is the weekly Park Run for adults and children.
- 1.8 The new process has proved a great success and has resulted in a much smoother customer journey.
- 1.9 To date, one event for Nonsuch has booked through the online system, six outdoor fitness groups have signed a formal agreement and paid an annual fee and two more groups are in the final stages of the booking process.
- 1.10 To promote the new booking process posters have been displayed in litter bin advertising panels across the Park.

2 Test Pitting of Old Stable Field

- 2.1 On the 21-22 September the Epsom & Ewell History & Archaeology Society held a test pitting weekend with the aim of offering local people the chance to become involved in archaeology.
- 2.2 The event was well attended with around 50 volunteers comprising of adults and children coming together over the weekend to take part in the excavations.
- 2.3 Seven test pits were dug over the Old Stable Field site and these revealed a number of interesting finds including evidence of wall, a medieval ditch, flint, medieval pottery and trading tokens.
- 2.4 In addition to the dig, visitors enjoyed Tudor re-enactors who were dressed as servants which provided the ambience of a Tudor farmstead.
- 2.5 Park staff and the Nonsuch Voles assisted the society with storing equipment and transportation of equipment to the Old Stable Field Site.
- 2.6 Overall the event was deemed a success and with the JMC's approval, the society are looking forward to planning more activities in the future.

3 Forthcoming Events

Name of Event	Date	Time
St Raphael's Santa Dash	8 December 2019	7:30am – 1pm

4 Financial and Manpower Implications

4.1 The new event process provides a new income stream for the park. It is difficult to say at this stage how much extra revenue will be generated but this will be monitored and reported to the Committee at a later stage.

4.2 ***Chief Finance Officer's comments: none arising from the contents of this report.***

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

5.1 There are no legal implications for the purposes of this report.

5.2 ***Monitoring Officer's comments: none arising from the contents of this report.***

6 Sustainability Policy and Community Safety Implications

6.1 Having a more robust event process, contributes to the sustainability of the Park. Encouraging social events and fitness activity in the park, promotes a general feeling of community and well-being.

7 Partnerships

7.1 Officers are keen to work with a variety of event organisers and encourage a diverse range of activities.

7.2 Many of our event organisers and fitness groups have been using Nonsuch Park for many years and there are strong partnerships in place.

8 Risk Assessment

8.1 There is a risk that there will be too many events and fitness groups in the park and Officers are mindful that the need for quiet enjoyment of the space is also vitally important. Therefore the number and type of events will be closely monitored and capped if necessary.

9 Conclusion and Recommendations

9.1 That the Committee notes the new event process, the success of the test pitting event and forthcoming events for 2019/20

Ward(s) affected: Nonsuch Ward;

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EXCLUSION OF PRESS AND PUBLIC

The Committee is asked to consider whether it wishes to pass a resolution 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 involves 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 outweighs the public interest in disclosing the information.

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