

# Public Document Pack

Legal and Democratic Services



**To: All Members of the Nonsuch Park Joint Management Committee**

Dear Councillor,

**NONSUCH PARK JOINT MANAGEMENT COMMITTEE - MONDAY, 18TH OCTOBER, 2021 , Nonsuch Mansion House**

Please find attached the following document(s) for the meeting of the Nonsuch Park Joint Management Committee to be held on Monday, 18th October, 2021.

5. **COMMITTEE FORWARD PLAN UPDATE** (Pages 3 - 10)

To receive a revised Committee Annual Forward Plan, together with an update.

For further information, please contact Democratic Services, email:  
democraticservices@epsom-ewell.gov.uk or 01372 732000

Yours sincerely

A handwritten signature in black ink, appearing to read 'K. Beldan'.

Chief Executive

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## COMMITTEE ANNUAL FORWARD PLAN UPDATE

<b>Head of Service:</b>	Jackie King, Director of Corporate Services
<b>Wards affected:</b>	Nonsuch Ward;
<b>Appendices (attached):</b>	1: Nonsuch Joint Management Committee Forward Plan

### Summary

To receive a revised Committee Annual Forward Plan, together with an update.

### Recommendation (s)

#### The Committee is asked to:

- (1) Consider the attached Committee Annual Forward Plan and to note the updates provided.

## 1 Reason for Recommendation

- 1.1 Officers have identified the issues and decisions that it is anticipated will need the Committee's consideration over the course of the year. To aid effective administration of this workload, the proposed Forward Plan of agenda items (as at 12.10.21) is set out at Appendix 1 of this report. This Forward Plan is subject to change during the course of the year and will be kept up to date and reported to each meeting of the Committee. To this end, an update is provided at Appendix 1.

## 2 Background

- 2.1 At its meeting of 26<sup>th</sup> July 2021, the Committee considered the matters that should be included within a Committee Annual Forward Plan.
- 2.2 The Committee Forward Plan is distinct from the *Work Programme* that was also considered at the same meeting that took place in July. The purpose of the Forward Plan is to agree the frequency with which certain subject matters should be reported to Committee for consideration, and to ensure that updates are provided as necessary.

- 2.3 At its meeting of July 26<sup>th</sup>, 2021, the Committee also discussed a number of long-term projects and initiatives that they wish to see progressed and added new priorities to the list established at the February 2019 meeting of the Committee for inclusion in a *Work Programme*.
- 2.4 A fully costed *Work Programme* is being prepared by Officers, including obtaining fee quotations, investigating the feasibility of delivering the aspirations of the Committee and obtaining fee estimations where external consultant support would be required to support delivery.
- 2.5 It is proposed that a full discussion of the Forward Plan items added at the meeting of July 26<sup>th</sup>, 2021 (Events Update report and Volunteers Update report) are discussed together with the proposed Work Programme for the Committee at a forthcoming meeting one resource allocations are known.
- 2.6 Once completed discussions will be required with the Committee and respective Councils and resourcing the future ambitions of the Committee. The Committee also needs to be mindful of the financial constraints facing Local Authorities post Covid.

### **3 Risk Assessment**

#### Legal or other duties

- 3.1 Impact Assessment
  - 3.1.1 None arising from this report.
- 3.2 Crime & Disorder
  - 3.2.1 None arising from this report.
- 3.3 Safeguarding
  - 3.3.1 None arising from this report.
- 3.4 Dependencies
  - 3.4.1 None arising from this report.
- 3.5 Other
  - 3.5.1 None.

### **4 Financial Implications**

- 4.1 New reporting requirements introduced as part of the discussion on the Committee Annual Work Plan at the meeting of the Committee on July 26<sup>th</sup> 2021 sit outside of the usual day to day management and reporting expectations associated with the Park.

- 4.2 As a consequence, there will be a cost attached to providing the updates at the requested frequency. This will be discussed in detail, as part of a fuller discussion on the cost implications of the Work Programme aspirations of the Committee.
- 4.3 **Section 151 Officer's comments:** In the event these cost implications cannot be met from current budgets, the JMC would either need to identify funds from its reserves for any one-off items, or make a request to each Council for additional funds. Each Council would then need to consider whether they agree to any additional funds being made available, and the relevant Committee approvals will need to be obtained prior to proceeding with any new Committee Annual Work Plan or Work Programme item, including the provision of regular written progress updates.
- 4.4 Legal Implications
- 4.5 **Legal Officer's comments:** None arising from the contents of this report.

## 5 Policies, Plans & Partnerships

- 5.1 **Council's Key Priorities:** The following Key Priorities are engaged: not applicable.
- 5.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.
- 5.3 **Climate & Environmental Impact of recommendations:** not applicable.
- 5.4 **Sustainability Policy & Community Safety Implications:** not applicable.
- 5.5 **Partnerships:** not applicable.

## 6 Background papers

- 6.1 The documents referred to in compiling this report are as follows:

### **Previous reports:**

- Nonsuch Joint Management Committee, 26<sup>th</sup> July 2021 (link below)
- [Nonsuch JMC: Committee Work Programme](#)

### **Other papers:**

- None

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## Nonsuch Park Joint Management Committee – Committee Annual Forward Plan 2021/ 2022

Provisional Meeting date	Reports	Commentary	Progress Tracker
<b>Standard Committee Annual Forward Plan items</b>			
July 2021	Annual Forward Plan discussion	To set the Committee’s Work Plan for the year ahead.	<p>The proposed Committee Annual Work Plan was discussed at the meeting of the Committee on July 26<sup>th</sup>, 2021.</p> <p>The officer hours and cost implications of the additional Committee reporting requirements are being prepared.</p> <p>Work is underway on producing a costed Work Plan for consideration by the Committee and wider discussions with respective Councils around the resources required to deliver the Committee’s aspirations for the Park.</p>

Provisional Meeting date	Reports	Commentary	Progress Tracker
TBC	Events Booking	Standard regular report, to be brought as needed.	To be discussed at a forthcoming workshop/ meeting in light of the costed Work Plan.
January 2022	Property Update	Members have asked for an update for each Meeting.	A confidential email update was circulated to the Committee by Mark Shephard, Head of Property & Regeneration on October 6 <sup>th</sup> , 2021. In summary, the email confirmed that: <ul style="list-style-type: none"> <li>(1) Flat 3 – Nonsuch Mansion House – is now let and occupied.</li> <li>(2) London Road Lodge – the prospective tenant is finalising their response to queries raised during the statutory planning permission consultation process. Regular reports will be provided for future meetings.</li> </ul>
October 2021	Finance & Budget Reports	Standard regular reports brought as needed.	A report is being presented to the October meeting of the Committee.
January 2022	Maintenance Update	Standard regular reports brought as needed.	A full report will be included as part of the Property Update in January 2022.



Provisional Meeting date	Reports	Commentary	Progress Tracker
			The refurbishment of the windows at Nonsuch Mansion House have progressed well and are nearing completion as scheduled. During the course of the works being undertaken, an area of deteriorating lime render has been detected and is cause for concern, this will be the subject of a fuller report to a forthcoming meeting of the Committee.
TBC	Volunteers Update	Regular updates on the work of those who support the Park.	To be discussed at a forthcoming workshop/ meeting in light of the costed Work Plan.
January 2022	Review of Work Plan	Review of current Work Plan tracker and work for next Municipal year.	Review of Forward Plan to take place in January 2022.

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