

# NONSUCH PARK JOINT MANAGEMENT COMMITTEE

Monday 18 October 2021 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 David Reeve, Epsom & Ewell Borough Council (Chair)

Councillor Jenny Batt, London Borough of Sutton

Councillor Kate Chinn, Epsom & Ewell Borough Council

Councillor Chris Frost, Epsom & Ewell Borough Council

Councillor Peter Geiringer, London Borough of Sutton

Councillor Jill Whitehead, London Borough of Sutton

Yours sincerely



Clerk to the Committee

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

### **EMERGENCY EVACUATION PROCEDURE**

No emergency drill is planned to take place during the meeting. If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by staff. It is vital that you follow their instructions.

- 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.

## Public information

### Information & Assistance:

You are welcome to attend this meeting which is open to the press and public as an observer. You will however be asked to leave before the Committee considers any items in the Part II agenda. If you have any specific needs, require assistance or reasonable adjustments to be able to attend the meeting, or need further information please contact Democratic Services, email: [democraticservices@epsom-ewell.gov.uk](mailto:democraticservices@epsom-ewell.gov.uk) or 01372 732000.

Information about the terms of reference and membership of this Committee are available on the [Council's website](#). The website also provides copies of agendas, reports and minutes.

Agendas, reports and minutes for the Committee are also available on the free Modern.Gov app for iPad, Android and Windows devices. For further information on how to access information regarding this Committee, please email us at [Democraticservices@epsom-ewell.gov.uk](mailto:Democraticservices@epsom-ewell.gov.uk).

### Mobile telephones

Please switch your mobile telephone to silent mode whilst attending the meeting.

### Accessibility:

This agenda and accompanying reports are published on the Council's website in PDF format compatible with the "read out loud" facility of Adobe Acrobat Reader.

### Filming and recording of meetings:

The Council allows the filming, recording and photographing at its meetings that are open to the public. By entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings. Anyone proposing to film, record or take photographs of a meeting is requested to advise the Democratic Services Officer before the start of the meeting (members of the Press please contact the Press Office). Filming or recording must be overt and persons filming should not move around the meeting room whilst filming nor should they obstruct proceedings or the public from viewing the meeting. The use of flash photography, additional lighting or any non hand held devices, including tripods, will not be allowed unless this has been discussed with the Democratic Services Officer.

Those wishing to take photographs or record meetings are asked to read the Council's 'Recording, Photography and Use of Social Media Protocol and Guidance' ([Section 10, Part 5 of the Constitution](#)), which sets out the processes and procedure for doing so.

### Security:

Please be aware that you may be subject to bag searches and will be asked to sign in at meetings. Failure to comply with these requirements could mean you are denied access to the meeting. There is also limited seating which is allocated on a first come first serve basis, you should aim to arrive at least 15 minutes before the meeting commences.

### Questions from the Public

Questions from the public are permitted at meetings of the Nonsuch Park Joint Management Committee. Any person wishing to ask a question at a meeting of the Committee must register to do so, as set out below.

Up to 30 minutes will be set aside for written or oral questions from any member of the public who lives, works, attends an educational establishment or owns or leases land in the Borough on matters within the Terms of Reference of the JMC which may not include matters listed on a Committee Agenda.

All questions whether written or oral must consist of one question only, they cannot consist of multi parts or of a statement.

The question or topic may not relate to a specific planning application or decision under the Planning Acts, a specific application for a licence or permit of any kind, the personal affairs of an individual, or a matter which is exempt from disclosure or confidential under the Local Government

Act 1972. Questions which in the view of the Chairman are vexatious or frivolous will not be accepted.

To register to ask a question at a meeting of the Committee, please contact Democratic Services, email: [democraticservices@epsom-ewell.gov.uk](mailto:democraticservices@epsom-ewell.gov.uk), telephone: 01372 732000. The request must be received by noon on the tenth working day before the day of the meeting.

**The deadline for registration of public questions for this meeting was: Noon, 4 October.**

## **AGENDA**

### **1. QUESTION TIME**

To take any questions from members of the Public.

### **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 26 July 2021.

### **4. MID-YEAR BUDGET MONITORING (Pages 9 - 16)**

This report advises the Nonsuch Park Joint Management Committee of the mid-year financial position for 2021/22 and the forecast outturn.

**Minutes of the Meeting of the NONSUCH PARK JOINT MANAGEMENT  
COMMITTEE held on 26 July 2021**

**Held in the Council Chamber, Epsom Town Hall**

---

**PRESENT -**

Councillor David Reeve (Epsom & Ewell Borough Council) (Chair); Councillors Peter Geiringer (London Borough of Sutton), Drew Heffernan (London Borough of Sutton) (as nominated substitute for Councillor Jenny Batt), Christine Howells (as nominated substitute for Councillor Chris Frost) and Jill Whitehead (London Borough of Sutton)

Absent: Councillor Jenny Batt (London Borough of Sutton), Councillor Kate Chinn (Epsom & Ewell Borough Council) and Councillor Chris Frost (Epsom & Ewell Borough Council)

Officers present: Amardip Healy (Chief Legal Officer), Samantha Whitehead (Streetcare Manager), Brendan Bradley (Chief Accountant) and Tim Richardson (Committee Administrator)

---

**1 APPOINTMENT OF A CHAIR FOR 2021/2022**

Councillor David Reeve (Epsom and Ewell Borough Council) was appointed Chair of the Nonsuch Park Joint Management Committee for the 2021/2022 Municipal Year.

**2 THANKS FROM INCOMING CHAIR**

The incoming Chair, Councillor David Reeve, gave their thanks to the outgoing Chair, Councillor Jenny Batt for Chairing the Committee throughout the Covid-19 pandemic. The incoming Chair also gave thanks to the Voles and Friends of Nonsuch for keeping the park going whilst it had been used by thousands of visitors during the pandemic.

**3 QUESTION TIME**

No questions were asked or had been submitted by members of the public.

**4 DECLARATIONS OF INTEREST**

In the interests of openness and transparency, Councillor David Reeve declared on behalf of all Councillors that all Councillors live within a close vicinity to Nonsuch Park and may use it regularly.

## 5 MINUTES OF THE PREVIOUS MEETING

The Minutes of the previous meeting of the Nonsuch Park Joint Management Committee held on 26 April were agreed as a true record and signed by the Chair.

## 6 NONSUCH PARK JOINT MANAGEMENT COMMITTEE FINAL ACCOUNTS 2020-21

The Committee received a report presenting the Joint Management Committee's final accounts for the financial year 2020/21.

The Committee received a verbal introduction from the Chief Accountant.

The following matters were raised by the Committee:

- a) **Memorial benches:** Following a question from a Member, the Officer explained that there is a 15 year-maximum lifespan for memorial benches, due to the difficulties relating to maintenance as they age. The Officer noted that a bench survey is conducted annually to ascertain which benches may need removing from the gardens, making room for new ones. Parties are informed that their memorial benches will be removed, provided their contact details are up to date.
- b) **Occupation of Flat 3:** Following a question from a Member, the Officer explained that occupation of Flat 3 had been delayed due to window issues. The replacement of these windows are now underway, and expected to be complete within a couple of weeks. It was requested that a note be circulated to Members of the Committee once the flat was ready to be occupied.
- c) **Maintenance of road:** Members noted that the road between Cheam Gate and the Mansion House had been in bad condition for some time, which worsened with the Mansion House being used as the vaccination centre. The Officer noted an £11,000 overspend in maintenance for the roads throughout Nonsuch Park, although this was partially offset by a contribution from the NHS.

Following consideration, it was resolved unanimously that the Committee:

- (1) **Agree to receive the final accounts for 2020/21**

## 7 COMMITTEE WORK PROGRAMME

The Committee received a report requesting that it agrees a Committee Work programme to enable an annual Work Plan to be developed.

The Committee received a verbal introduction from the Chief Legal Officer.

The following matters were raised by the Committee:

- a) **COVID Memorial:** Members spoke about the possibility of having a COVID memorial installed within Nonsuch Park. It was noted that local residents from both Sutton and Epsom used the Park throughout national lockdown, and many lost loved ones as a result of the pandemic.
- b) **Queens Green Canopy:** Members of the Committee noted that many local Boroughs were looking to plant trees in honour of Queen Elizabeth's upcoming Platinum Jubilee, and suggested that they would like the Joint Management Committee to look into the possibility of implanting a canopy.
- c) **Car parking:** Members spoke about the potential revenue which could be obtained from car parking. It was noted that some investment would need to be input prior to charging for parking e.g. to mark bays. Members noted the importance of employing strong communications to ensure residents are aware that any car parking fees would be re-invested in the Park itself.
- d) **Events:** Members noted the events which had previously been hosted in Nonsuch Park, which include the Royal Marsden annual fundraiser and Friends of Nonsuch band. It was noted that it would be of benefit to the Joint Committee if events which had previously been held at the Park could be re-established.
- e) **Survey:** Members noted the importance of understanding what visitors want from the Park. The Officer suggested that a visitors' survey could be implemented to establish this.
- f) **CIL Funding:** Members noted the possibility of proposing a bid for CIL funding from both Council's in order to go ahead with some of the proposed works to Nonsuch Park.

Following consideration, it was resolved that the Committee:

- (1) **Agreed that it wishes to develop a long term Committee Work Programme which would be brought to every meeting;**
- (2) **Considered items for inclusion within a Committee Work Programme; these included the Queens Green Canopy and a Covid memorial;**
- (3) **Considered what matters should be included in the Committee Annual Work plan for 2021-2022.**

*The meeting began at 10.00 am and ended at 11.56 am*

COUNCILLOR DAVID REEVE (CHAIR)

This page is intentionally left blank



## MID-YEAR BUDGET MONITORING

**Head of Service:** Lee Duffy, Chief Finance Officer  
**Wards affected:** Nonsuch Ward;  
**Appendices (attached):** 1. NJMC Accounts

### Summary

This report advises the Nonsuch Park Joint Management Committee of the mid-year financial position for 2021/22 and the forecast outturn.

### Recommendation (s)

#### The Committee is asked to:

- (1) **Note the mid-year financial position**

### 1 Reason for Recommendation

- 1.1 To make the JMC aware of the mid-year financial position for 2021/22 and the forecast outturn.

### 2 Background

- 2.1 The budget for the current financial year was agreed at January 2021's meeting of the Joint Management Committee. The budget is set out at Appendix 1 in the standard JMC accounts format.

### 3 Mid-Year Budget Monitoring

- 3.1 At the mid-year position, a deficit variance of £7,350 is forecast against the agreed net expenditure budget of £206,860. The forecast adverse variance is mainly due to the following reasons:
- 3.1.1 Council tax for London Road Lodge is £5,880 overspent, as the property incurs a long-term empty premium charge. The lodge is expected to be let in the current financial year; however, the prospective tenant's planning application is currently pending. If approved and the property is successfully let, this overspend is not expected to re-occur. An update will be provided in the next Property Maintenance Update report to the JMC, due in January 2022.

- 3.1.2 Flat 3 Mansion House is now let to Epsom & Ewell Borough Council for use as temporary accommodation. It is forecast that rent of £4,590 will be collected in the current year, with the full year's rental income budget of £9,180 becoming achievable from 2022/23.
- 3.1.3 The £2,000 budgeted filming income is forecast to be zero, however, it is expected that the £8,000 budgeted hire charges will be achieved in full.
- 3.1.4 These adverse variances are partially offset by a £3,000 underspend on the budget for LB Sutton project charges, which is not expected to be drawn upon.
- 3.1.5 The JMC has received all income due to date for lettings at Nursery Lodge and Mansion House.
- 3.1.6 The £6,575 additional cost of commercial property insurance is fully rechargeable to property tenants.
- 3.1.7 The staffing re-charges for operations and management are currently forecast on budget. Officers are working on a review of these support costs which will be reported back to the JMC in January 2022.

#### Maintenance Budgets Update

- 3.2 The cost of roads maintenance currently stands at £22,225, mainly due to increased pothole repairs required due to increased usage of the park. This exceeds the original £18,000 budget by £4,225, however, the increased spend has been funded by a transfer of £4,225 from the repairs and renewal fund, as agreed in the planned maintenance report to the JMC in January 2021.
- 3.3 The Mansion House windows replacement project is expected to complete in September 2021, at a projected cost of £80,000. This exceeds the original maintenance £77,000 budget by £3,000. This excess will also need to be funded from the repairs and renewals fund.
- 3.4 The scheduled roof maintenance project for the Mansion House public toilet has been deferred, due to on-going issues with the main roof to Mansion House. Further updates will be provided in the next Property Maintenance Update report to the JMC, due in January 2022.

## **4 Risk Assessment**

Legal or other duties

### **4.1 Impact Assessment**

4.2 The principal risks that the JMC manages are as follows:

- 4.2.1 Funding for repairs and maintenance, particularly at buildings and for potholes on roads;
- 4.2.2 Vacant properties / loss of rent;
- 4.2.3 Lack of resource to fund management plan;
- 4.2.4 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.
- 4.3 Crime & Disorder
  - 4.3.1 None arising from the contents of this report.
- 4.4 Safeguarding
  - 4.4.1 None arising from the contents of this report.
- 4.5 Dependencies
  - 4.5.1 None arising from the contents of this report.
- 4.6 Other
  - 4.6.1 None arising from the contents of this report.

## **5 Financial Implications**

- 5.1 A deficit variance of £7,350 would decrease the working balance reserve to £76,270 at year-end. The working balance is an essential reserve for the JMC to meet any unbudgeted or unforeseen expenditure items. The repairs and renewals reserve balance is forecast to remain at £37,100, as £7,225 has been transferred from the reserve to cover the additional costs of roads and building maintenance, which offsets the £7,260 original budgeted contribution into the reserve.
- 5.2 Nonsuch Park Joint Management Committee are asked to note this mid-year monitoring position.
- 5.3 An updated 2021/22 forecast and draft 2022/23 budget will be presented to the JMC in January 2022.

- 5.4 **Section 151 Officer's comments:** Financial implications are set-out in the body of the report. The forecast deficit is principally due to increased council tax charges at London Road Lodge (as the property has been empty for a sustained period); once the property is let-out, these increased charges are expected to cease. Officers will continue to monitor the budget and the next scheduled finance update to the JMC will be in January 2022.

## 6 Legal Implications

- 6.1 There are no specific legal implications arising from the contents of this report.
- 6.2 **Legal Officer's comments:** None arising from the contents of this report.

## 7 Policies, Plans & Partnerships

- 7.1 **Council's Key Priorities:** The following Key Priorities are engaged: Effective Council, Green & Vibrant.
- 7.2 **Service Plans:** The matter is included within the current Service Delivery Plan.
- 7.3 **Climate & Environmental Impact of recommendations:** None
- 7.4 **Sustainability Policy & Community Safety Implications:** None
- 7.5 **Partnerships:** Both London Borough of Sutton and Epsom & Ewell are represented by Members on the Joint Management Committee.

## 8 Background papers

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

### **Previous reports:**

- Nonsuch Park Joint Management Committee Final Accounts 2020-21 – June 2021

### **Other papers:**

- NJMC Finance Update and 2021/22 Budget Report – January 2021.
- Mid-Year Budget Monitoring Report Appendix 1

# NONSUCH PARK JMC - 2020-21

2020/21 Actual		2021/22 Current Approved Budget	2021/22 Actual	2021/22 Forecast	2021/22 Forecast Variance
£	<b>Expenditure</b>	£	£		£
	<b>Grounds</b>				
6,679	Maintenance of grounds	800	150	800	0
0	Plants Seeds and fertiliser	500	0	300	-200
0	Emptying bins - recharge	3,320	0	3,320	0
27,345	Maintenance of roads	22,225	22,225	22,225	0
637	Purchase of plants	4,520	0	4,520	0
13,120	Tree maintenance contract scheduled works	13,120	0	13,120	0
0	Asbestos Surveys	1,110	0	1,110	0
5,796	Engineering and fabric recharge	7,400	2,415	7,400	0
9,453	Building and M&E maintenance works	1,040	1,848	1,848	808
2,011	Electricity	2,310	1,459	2,310	0
114	Gas	1,410	54	1,410	0
5,381	Water charges - metered	5,130	-1,138	5,130	0
8,603	Council Tax	5,550	11,432	11,432	5,882
1,105	Cleaning contract recharges	3,080	280	3,080	0
1,360	Petrol diesel & oil	1,100	1,405	1,405	305
1,857	Transport insurance	1,900	0	1,900	0
1,402	Op Services equipment & tools : R & M	1,510	80	1,510	0
0	Hire of collections trade Bins	3,930	0	3,930	0
4,327	Purchase of memorials e.g benches trees	3,520	6,987	6,987	3,467
3,300	Op services street cleansing additional charges	0	0	0	0
0	General office expenses	200	0	200	0
23,300	Transport fleet SLA NJMC	23,420	0	23,420	0
3,362	Internal trade waste fees	0	0	0	0
1,805	Insurance recharges	2,080	0	2,080	0
<b>120,957</b>	<b>Sub-Total</b>	<b>109,175</b>	<b>47,197</b>	<b>119,437</b>	<b>10,262</b>

2020/21 Actual		2021/22 Current Approved Budget	2021/22 Actual	2021/22 Forecast	2021/22 Forecast Variance
£	<b><u>Mansion House</u></b>	£	£		£
700	Planned maintenance costs	0	0	0	0
0	Vandalism repairs	200	0	200	0
0	Asbestos Surveys	450	0	450	0
16,447	Engineer and fabric	11,820	6,853	11,820	0
54,042	Building and M&E maintenance works	80,000	49,894	80,000	0
13,590	Electricity	10,750	3,776	10,750	0
7,694	Gas	4,020	-144	4,020	0
9,331	Council Tax	1,740	325	1,740	0
13,985	Cleaning Contract recharges	7,510	4,906	7,510	0
11,914	Commercial tenanted property insurance	12,000	0	18,575	6,575
5,623	Insurance recharges	6,480	0	6,480	0
<b>133,326</b>	<b>Sub-Total</b>	<b>134,970</b>	<b>65,608</b>	<b>141,545</b>	<b>6,575</b>
	<b><u>Central Expenses</u></b>				
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
900	External Audit	910	0	910	0
1,093	Property Agency Fees	0	0	0	0
100,550	OS SLA recovery Nonsuch	103,060	0	103,060	0
33,940	Management costs SLA recharge	34,790	0	34,790	0
889	Insurance recharges	1,030	0	1,030	0
520	Internal audit recharges	520	0	520	0
572	Contribution to NJMC R&R fund	35	0	0	-35
<b>164,464</b>	<b>Sub-total</b>	<b>170,295</b>	<b>0</b>	<b>167,260</b>	<b>-3,035</b>
<b>418,747</b>	<b>Gross Expenditure</b>	<b>414,440</b>	<b>112,805</b>	<b>428,242</b>	<b>13,802</b>

2020/21 Actual		2021/22 Current Approved Budget	2021/22 Actual	2021/22 Forecast	2021/22 Forecast Variance
£	<u>Income</u>	£	£		£
-4,000	Contribution from NHS	0	0	0	0
-2,937	Miscellaneous income	0	-150	-150	-150
0	Filming Income	-2,000	0	0	2,000
-7,958	Memorial receipts	-3,500	-6,987	-6,987	-3,487
-16,191	Mansion House insurance recovered	-6,720	0	-17,288	-10,568
-107,700	Mansion House - Bovingdons letting	-106,700	-62,825	-106,700	0
-19,644	Mansion House - Service charges variable	-19,000	-11,459	-19,000	0
-5,463	Mansion House - Service charges fixed	-5,460	-5,463	-5,460	0
-998	Old Boathouse - Licence to occupy	-2,200	-1,373	-2,200	0
-2,067	Nursery Lodge insurance recovered	-1,120	-581	-1,287	-167
-2,375	Hire charges	-8,000	-7,261	-8,000	0
-1,410	NJMC service charges	-1,320	0	-1,320	0
-9,135	Staff property rent	-9,720	-4,858	-9,720	0
-19,000	Nursery Lodge rental income	-20,000	-10,000	-20,000	0
-10,740	Mansion House Flat 1 Rent	-10,740	-6,265	-10,740	0
0	Mansion House Flat 3 Rent	-9,180	0	-4,590	4,590
-589	Interest on balances	-1,920	0	-590	1,330
<b>-210,206</b>	<b>Sub-Total</b>	<b>-207,580</b>	<b>-117,222</b>	<b>-214,032</b>	<b>-6,452</b>
<b>208,541</b>	<b>Net Expenditure</b>	<b>206,860</b>	<b>-4,416</b>	<b>214,210</b>	<b>7,350</b>
	<u>Precepts:</u>				
-103,430	Precept to be levied on EEBC	-103,430	-103,430	-103,430	0
-103,430	Precept to be levied on LB Sutton	-103,430	0	-103,430	0
<b>- 206,860</b>	<b>Sub-Total</b>	<b>- 206,860</b>	<b>-103,430</b>	<b>-206,860</b>	<b>-</b>
<b>1,681</b>	<b>Surplus (-) / Deficit in Year</b>	<b>0</b>	<b>-107,846</b>	<b>7,350</b>	<b>7,350</b>
-					
85,301	Balance b/fwd. 1 April	83,620		83,620	
83,620	Balance c/fwd. 31 March	83,620		76,270	

This page is intentionally left blank