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NONSUCH PARK JOINT MANAGEMENT COMMITTEE

Monday 24 January 2022 at 10.00 am

Nonsuch Park 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 or 01372 732000

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- Do not re-enter the building until told that it is safe to do so.

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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, 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, 7 January 2022.

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 7 - 8)

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Nonsuch Park Joint Management Committee held on 18 October 2021.

4. NJMC FINANCE REPORT & BUDGET 2022/23 (Pages 9 - 18)

This report provides an updated forecast for 2021/22 and seeks the Joint Management Committee's approval of both the 2022/23 budget and the recommended precept to be levied on the constituent authorities.

5. NONSUCH PLANNED MAINTENANCE REPORT UPDATE AND NEW PRIORITY WORKS FOR 2022-23 (Pages 19 - 28)

The report provides an update on the 2021-22 priority planned maintenance programme including the additional Health & Safety works undertaken during the year. It also seeks approval for the forthcoming 2022-23 priority planned maintenance works.

6. FUTURE DATES FOR MEETINGS OF THE NONSUCH PARK JOINT MANAGEMENT COMMITTEE (Pages 29 - 32)

To agree the dates for meetings of the Joint Management Committee for the 2022/23 Municipal Year.

7. COMMITTEE WORK PROGRAMME (Pages 33 - 50)

This report accompanies an indicative Work Programme for the Nonsuch Park Joint Management Committee to consider. The Work Programme includes the additional Work Plan items that Members of the Committee have requested be undertaken alongside the business-as-usual management of the park. Also included are the likely future repairs and maintenance items with indicative fee estimations.

A priority rating system has been included to help Members determine which items will be progressed first as resources allow, together with a recommendation on the Work Plan items for progression initially and the likely indicative costs of proceeding with each.

8. EXCLUSION OF PRESS AND PUBLIC (Pages 51 - 52)

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.

9. PROPERTY UPDATE (Pages 53 - 58)

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.

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Minutes of the Meeting of the NONSUCH PARK JOINT MANAGEMENT COMMITTEE held on 18 October 2021 at Nonsuch Park Mansion House

PRESENT -

Councillor David Reeve (Epsom & Ewell Borough Council) (Chair); Councillors Jenny Batt (London Borough of Sutton), Chris Frost (Epsom & Ewell Borough Council), Peter Geiringer (London Borough of Sutton) and Jill Whitehead (London Borough of Sutton)

In Attendance:

Absent: Councillor Kate Chinn (Epsom & Ewell Borough Council)

Officers present: Jackie King (Director of Corporate Services), Mark Shephard (Head of Property and Regeneration), Samantha Whitehead (Streetcare Manager), Brendan Bradley (Head of Finance), Tim Richardson (Democratic Services Manager) and Stephanie Gray (Democratic Services Officer)

8 QUESTION TIME

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

9 DECLARATIONS OF INTEREST

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

10 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting of the Nonsuch Joint Management Committee held on 26 July 2021 were agreed as a true record and signed by the Chair.

11 MID-YEAR BUDGET MONITORING

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

Following consideration it was resolved unanimously that the Committee:

- (1) Noted the mid-year financial position

12 COMMITTEE FORWARD PLAN UPDATE

The Committee received a revised Committee Annual Forward Plan, together with an update.

The following matters were considered:

- a) **Response to letter from Chair of the Committee to Chief Executive Officers.** The Chair informed the Committee that a response had not yet been received from the Chief Executive Officer of the London Borough of Sutton with regard to the forward work programme for the Committee. It was noted that the Director of Corporate Services would follow this matter up.
- b) **Costed work programme.** The Committee was informed by the Director of Corporate Services that a costed work programme for the Park would be circulated to Committee Members as soon as it was available.
- c) **Removal of bollard at Sparrow Farm Road entrance to the Park.** The Committee considered that a report setting out a proposal to remove the bollard at the Sparrow Farm Road entrance to the Park should be brought to a future special meeting. The removal of the bollard had been proposed to enable access by disability bikes and those with child trailers.
- d) **Survey of Park users.** The Committee considered that a report setting out the details of a survey of park users should be brought to a future special meeting.

Following consideration, the Committee resolved unanimously:

- (1) That the Committee noted the attached Committee Annual Forward Plan and noted the updates provided.
- (2) That a Special Meeting be held to consider the details of a survey of Park users, a proposal to remove the bollard at the Sparrow Farm Road entrance, and the work programme for the Committee.

The meeting began at 10.00 am and ended at 10.52 am

COUNCILLOR DAVID REEVE (CHAIR)

NJMC FINANCE REPORT & BUDGET 2022/23

Head of Service:	Brendan Bradley, Head of Finance
Wards affected:	Nonsuch Ward;
Appendices (attached):	1 – 2021/22 Forecast and 2022/23 Proposed Budget

Summary

This report provides an updated forecast for 2021/22 and seeks the Joint Management Committee's approval of both the 2022/23 budget and the recommended precept to be levied on the constituent authorities.

Recommendation (s)

The Committee is asked to:

- (1) Note the latest 2021/22 forecast position;**
- (2) Agree the revenue budget for 2022/23 as set out in Appendix 1;**
- (3) Agree to seek contributions of £106,640 from both Epsom and Ewell Borough Council and the London Borough of Sutton for the financial year 2022/23.**

1 Reason for Recommendation

- 1.1 To make the JMC aware of the current financial position for 2021/22 and to agree a budget for 2022/23.

2 Background

- 2.1 This report provides the latest estimate of income and expenditure for the current financial year 2021/22 and a recommended budget for 2022/23.

3 Forecast for 2021/22

- 3.1 The latest forecast of expenditure and income for the current year is shown at Appendix 1, which is in the standard accounts format for NJMC.
- 3.2 The forecast at Q3 now shows a forecast deficit of £16,350, which represents an adverse movement of £9,000 since Q2. The main variances to budget are explained in the following paragraphs.

- 3.3 At Q2, the Mansion House windows replacement project had been expected to complete in September 2021, at a projected cost of £80,000. However, owing to additional scaffolding required to bridge over the café marquee roof to repair high level dangerous render, and necessary ornamental stonework repairs, the projected cost is now £96,350. This exceeds the £80,000 maintenance budget by £16,350 and this excess will need to be funded from the repairs and renewals fund.
- 3.4 Commercial tenanted property insurance is £7,540 over budget following a revaluation of the insured amounts and Bovingdon's occupation of the additional floor. The increased sum will be recharged out to the tenants.
- 3.5 Council tax for London Road Lodge is £5,880 over budget, as the prospective tenant's planning application remains pending. Until the letting is complete, the JMC retains liability for council tax. If approved and the property is successfully let, this overspend is not expected to re-occur in 2022/23.
- 3.6 Cleaning costs for the estate are projected to exceed the budget by £5,980, principally owing to Covid-19 and the frequency of cleaning has increased in Mansion House as Bovingdons have occupied another floor. Memorial income has overachieved the budget by £4,090, as excess memorial benches already in stock have been utilised to meet increased demand.
- 3.7 Based on the latest forecast, at year-end the working balance would remain unchanged at £83,620. The Repair and Renewals balance would decrease from £37,100 to £20,750 to fund the additional £16,350 costs on the Mansion House windows replacement project.

4 Budget for 2022/23

- 4.1 The estimates for 2022/23 are also attached in Appendix 1.
- 4.2 Net expenditure for 2022/23 is budgeted at £213,280 which represents an increase of £6,420 on the 2021/22 budget and is summarised in the following table:

2022/23 Budget	£'000
Grounds	108
Mansion House	143
Staffing and central expenses	183
Less: Rent and other income	(220)
Net Expenditure	213

Contributions from LBS/EEBC	(213)
Budget Surplus/Deficit	0

- 4.3 The 2022/23 budget has been prepared using the following assumptions:
- 4.4 Inflation of 3.1% (September 2021 CPI) has been applied to general operational costs of maintaining and managing Nonsuch Park, including staffing recharges.
- 4.5 The cleaning contract budget has been increased by £2,400 to reflect increased cleaning requirements due to Covid-19.
- 4.6 The provision for projects has been maintained at £3,000, this budget is provided to support any capital bids or project work. Apart from this £3,000, the budget does not include provision for one-off workstreams that are over and above the standard support provided to the JMC. Should any additional workstreams be agreed in future, the budget implication will need to be considered at the time.
- 4.7 A contribution to the repair and renewals fund of £7,260 has been budgeted in order to replenish this fund over time.

Contributions

- 4.8 The budget estimates for next year show a balanced budget, after 3.1% increases in the precepts to £106,640 from each Council. These increases are subject to confirmation by both Councils.

Working Balances/Reserves

- 4.9 The working balance at 31 March 2022 is forecast to remain at £83,620.
- 4.10 The Repair and Renewals fund at 31 March 2022 is forecast to reduce from £37,100 to £20,750.

5 Risk Assessment

Legal or other duties

5.1 Impact Assessment

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

5.2.1 Funding for repairs and maintenance, particularly at buildings and for potholes on roads.

5.2.2 Vacant properties / loss of rent

5.2.3 Lack of resource to fund management plan

5.2.4 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.

5.3 Crime & Disorder

5.3.1 None arising from the contents of this report.

5.4 Safeguarding

5.4.1 None arising from the contents of this report.

5.5 Dependencies

5.5.1 None arising from the contents of this report.

5.6 Other

5.6.1 None arising from the contents of this report.

6 Financial Implications

6.1 The working balance at 31 March 2022 is forecast to remain at £83,620. 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 reduce to £20,750, as £16,350 will be used to cover the additional costs of the Mansion House Windows Project.

6.2 **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 and additional costs of £16,350 at Mansion House. Officers will continue to monitor the budget and the next scheduled finance update to the JMC will be the final accounts for 2021/22 in June 2022.

7 Legal Implications

7.1 There are no legal implications arising from this report.

7.2 **Legal Officer's comments:** None arising from the contents of this report.

8 Policies, Plans & Partnerships

8.1 **Council's Key Priorities:** The following Key Priorities are engaged: Effective Council, Green & Vibrant.

8.2 **Service Plans:** The matter is included within the current Service Delivery Plan.

8.3 **Climate & Environmental Impact of recommendations:** None.

8.4 **Sustainability Policy & Community Safety Implications:** None.

8.5 **Partnerships:** London Borough of Sutton and Epsom and Ewell Borough Council have shared responsibility for managing Nonsuch Park.

9 Background papers

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

Previous reports:

- Mid-Year Budget Monitoring Report, 18 October 2021

Other papers:

- Property Maintenance report, a separate item on this Committee's agenda of 24 January 2022.

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NONSUCH PARK JMC - 2021-22

2020/21 Actual		2021/22 Budget	2021/22 Actual	2021/22 Forecast	2021/22 Forecast Variance	2022/23 Proposed Budget	Budget Change
£	<u>Expenditure</u>	£	£	£	£		£
	Grounds						
6,679	Maintenance of grounds	800	150	800	0	800	0
0	Plants seeds & fertilisers etc.	500	0	500	0	500	0
0	Emptying bins	3,320	0	3,320	0	3,420	100
27,345	Maintenance of roads	22,225	22,225	22,225	0	18,560	-3,665
637	Purchase of plants	4,520	790	1,000	-3,520	4,660	140
13,120	TM contract scheduled works recharges	13,120	0	13,120	0	13,120	0
0	Asbestos Surveys	1,110	0	500	-610	1,140	30
5,796	Engineering and fabric recharge	7,400	3,380	7,400	0	7,630	230
9,453	Building and M&E maintenance works	1,040	1,910	1,910	870	1,070	30
2,011	Electricity	2,310	1,720	2,310	0	2,380	70
114	Gas	1,410	50	1,410	0	1,450	40
5,381	Water charges - metered	5,130	-1,140	5,130	0	5,290	160
8,603	Council Tax for London Road Lodge	5,550	11,430	11,430	5,880	5,550	0
1,105	Cleaning contract recharges	3,080	490	840	-2,240	3,180	100
1,360	Petrol diesel & oil	1,100	1,660	1,660	560	1,130	30
1,857	Transport insurance	1,900	0	1,900	0	1,960	60
1,402	OP. equipment & tools : R & M	1,510	140	1,510	0	1,560	50
0	Hire of Bins	3,930	0	3,930	0	4,050	120
4,327	Purchase of memorials e.g benches trees	3,520	3,069	4,700	1,180	3,630	110
3,300	Op services street cleansing additional charges	0	0	0	0	0	0
0	General office expenses	200	0	200	0	210	10
23,300	Transport fleet SLA NJMC	23,420	0	23,420	0	24,150	730
3,362	Internal trade waste fees	0	0	0	0	0	0
1,805	Insurance recharges	2,080	0	2,080	0	2,140	60
120,957	Sub-Total	109,175	45,874	111,295	2,120	107,580	-1,595

2020/21 Actual		2021/22 Budget	2021/22 Actual	2021/22 Forecast	2021/22 Forecast Variance	2022/23 Proposed Budget	Budget Change
£		£	£	£	£		£
	<u>Mansion House</u>						
0	Vandalism repairs	200	0	0	-200	200	0
0	Asbestos Surveys	450	0	0	-450	450	0
16,447	Engineer and fabric	11,820	9,590	11,820	0	12,190	370
54,742	Building and M&E maintenance works	80,000	93,630	96,350	16,350	79,400	-600
13,590	Electricity	10,750	7,116	10,750	0	11,080	330
7,694	Gas	4,020	3,554	4,020	0	4,140	120
9,331	Council Tax	1,740	325	325	-1,415	0	-1,740
13,985	Cleaning Contract recharges	7,510	9,811	13,490	5,980	9,910	2,400
11,914	Commercial tenanted property insurance	12,000	0	18,100	6,100	18,500	6,500
5,623	Insurance recharges	6,480	0	6,480	0	6,680	200
133,326	Sub-Total	134,970	124,026	161,335	26,365	142,550	7,580
	<u>Central Expenses</u>						
26,000	Additional pension contribs	26,000	0	26,000	0	26,000	0
0	Clothing & uniforms	150	0	150	0	150	0
0	General office expenses	800	0	0	-800	800	0
0	Commercial tenanted property insurance	0	0	1,440	1,440	1,400	1,400
0	Projects budget	3,000	0	0	-3,000	3,000	0
900	External Audit	910	0	910	0	940	30
1,093	Property Agency Fees	0	0	0	0	0	0
889	Insurance recharges	1,030	0	1,030	0	1,060	30
520	Internal audit recharges	520	0	520	0	520	0
100,550	OS SLA recovery Nonsuch	103,060	0	103,060	0	106,250	3,190
33,940	Management costs SLA recharge	34,790	0	34,790	0	35,870	1,080
572	Contribution to/(from) NJMC R&R fund	35	0	0	-35	7,260	7,225
164,464	Sub-total	170,295	0	167,900	-2,395	183,250	12,955
418,747	Gross Expenditure	414,440	169,900	440,530	26,090	433,380	18,940

2020/21 Actual		2021/22 Budget	2021/22 Actual	2021/22 Forecast	2021/22 Forecast Variance	2022/23 Proposed Budget	Budget Change
£	<u>Income</u>	£	£	£	£		£
-4,000	NHS Contribution	0	0	0	0	0	0
-2,937	Miscellaneous income	0	-150	-150	-150	0	0
0	Filming Income	-2,000	0	0	2,000	-2,000	0
-7,958	Memorial receipts	-3,500	-7,590	-7,590	-4,090	-3,610	-110
-16,191	Mansion House insurance recovered	-6,720	0	-18,100	-11,380	-18,500	-11,780
-107,700	Mansion House - Bovingdons letting	-106,700	-81,025	-106,700	0	-106,700	0
-19,644	Mansion House - Service charges variable	-19,000	-14,733	-19,000	0	-19,000	0
-5,463	Mansion House - Service charges fixed	-5,460	-5,460	-5,460	0	-5,460	0
-998	Old Boathouse - Licence to occupy	-2,200	-1,962	-2,200	0	-2,200	0
-2,067	Nursery Lodge insurance recovered	-1,120	-1,440	-1,440	-320	-1,400	-280
-1,410	NJMC service charges	-1,320	-1,410	-1,410	-90	-1,360	-40
-2,375	Hire charges	-8,000	-8,300	-8,300	-300	-8,250	-250
-9,135	Staff property rent	-9,720	-7,287	-9,720	0	-9,720	0
-19,000	Nursery Lodge rental income	-20,000	-15,000	-20,000	0	-20,000	0
-10,740	Mansion House Flat 1 Rent	-10,740	-8,060	-10,740	0	-10,740	0
0	Mansion House Flat 3 Rent	-9,180	0	-4,590	4,590	-9,180	0
-589	Interest on balances	-1,920	0	-1,920	0	-1,980	-60
-210,206	Gross Income	-207,580	-152,416	-217,320	-9,740	-220,100	-12,520
208,541	Net Expenditure	206,860	17,484	223,210	16,350	213,280	6,420
	<u>Precepts:</u>						
-103,430	Precept to be levied on EEBC	-103,430	-103,430	-103,430	0	-106,640	-3,210
-103,430	Precept to be levied on LB Sutton	-103,430	-103,430	-103,430	0	-106,640	-3,210
- 206,860	Total Precepts	- 206,860	-206,860	-206,860	-	- 213,280	- 6,420
1,681	Surplus (-) / Deficit in Year	0		16,350	16,350	0	0
-							
85,301	Balance b/fwd. 1 April	83,620		83,620			
83,620	Balance c/fwd. 31 March	83,620		83,620			

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NONSUCH PLANNED MAINTENANCE REPORT UPDATE AND PRIORITY WORKS FOR 2022-23

Head of Service:	Mark Shephard, Head of Property and Regeneration
Wards affected:	Nonsuch Ward;
Appendices (attached):	Appendix 1- Approved 2021-22 priority planned works Appendix 2 – Proposed 2022-23 priority planned works

Summary

The report provides an update on the 2021-22 priority planned maintenance programme including the additional Health & Safety works undertaken during the year. It also seeks approval for the forthcoming 2022-23 priority planned maintenance works.

Recommendation (s)

The Committee is asked to:

- (1) To note the progress of the current works, including the additional Health & Safety works carried out during the year.**
- (2) Ask to approve the proposed planned maintenance priority works for 2022-23.**

1 Reason for Recommendation

- 1.1 The proposed priority planned maintenance works are essential to meet the JMC's landlord obligations and health & safety requirements of the Park.

2 Background

- 2.1 On the 25th January 2021 the JMC received an update on the approved priority works for the previous year.
- 2.2 This report provides an update on the approved priority works for the current year 2021/22. It also identifies the highest priority works for approval to be carried out in 2022/23.

3 Update on 2020/21 Priority and Health & Safety works

- 3.1 The external redecoration and timber repairs to the main Mansion House and flats was completed by September 2021. However, it proved extremely difficult to manage with Bovingdons as the external work required dry conditions and could only be undertaken during the late spring and summer months.
- 3.2 This inevitably led to conflict between the JMC's need to maintain the Mansion House and the commercial necessity placed on Bovingdon's to recoup losses from the national lockdowns.
- 3.3 Officers worked closely with Bovingdons to coordinate noisy works and scaffolding requirements around their larger events. This inevitably led to lost days during which the contractors were unable to work.
- 3.4 The external windows were in very poor condition and required extensive timber repairs prior to redecoration. Scaffolding was erected to access the bell tower which was last decorated over 20 years ago.
- 3.5 While the scaffold access was available, a number of additional hidden high-level windows were added to the redecoration contract and the bell tower had to be thoroughly cleaned of pigeon excrement prior to redecoration. The final cost of the works was £90,000.
- 3.6 The current approved budget for the external window decoration and repairs was £80,000. The additional overspend of £10,000 will be funded from the repairs and renewals fund.
- 3.7 Due to roof leaks in the main Mansion House above the flats, and the extra works required to repair the windows prior to redecoration, the previously agreed proposal to recover the public toilets roof was deferred to ensure the forecast spend did not further exceed existing budgets.
- 3.8 The unbudgeted cost of the Mansion House roof repairs above the flats involved render repairs to waterproof the parapet walls. It also included pitched roof tiling and water proofing the valleys and gutters at roof level. These works cost £6,350.
- 3.9 The additional £10,000 overspend plus the unbudgeted cost of the Mansion House roof repairs of £6,350 will be funded from the repairs and renewals fund.
- 3.10 The cost of repairs to the access road, pathways and car park surface to date is £22,225. This has been met by the allocated yearly budget of £18,000, with the balance from the repairs and renewals fund.
- 3.11 Officers and the JMC have concerns regarding the condition of the access road and the car parks with the temporary patch repairs failing to offer an economical or long-term solution. The road continues to deteriorate.

4 Proposed Priority works for 2022-23

- 4.1 The proposed works are budgeted at £70,000 and attached at Appendix 2.
- 4.2 The budget allocation for 2022-23 is £79,400 and the remaining £9,400 will be set aside for emergencies through the next financial year.
- 4.3 The £70,000 budgeted works consist of the following:
 - 4.3.1 Small scale emergency render and stone repairs including render condition survey - £30,000. These works are essential to ensure the public is not at risk of loose render or stone work.
 - 4.3.2 Mansion House pitched roof repairs over the boiler room - £15,000
 - 4.3.3 Sparrow Farm car park access gate enlargement - £10,000. The proposed work is necessary to avoid the current vehicle impacts.
 - 4.3.4 White Barn doors repair - £15,000

5 Additional Work Programme Items (funding yet to be established)

- 5.1 The Mansion House, its associated buildings and the Park's infrastructure are in poor condition and require investment.
- 5.2 The JMC provides a budget of £79,400 each year to attend to urgent repairs and maintenance. These are raised in priority order with the most urgent and of the highest Health & Safety risk attended to first and the remaining items prioritised in order of severity.
- 5.3 The budget is small relative to the nature of the works required to maintain a Grade II* Listed Building.
- 5.4 Longer term proposals have been highlighted in previous reports including a large-scale reconstruction of the Estate access road, resurfacing car parks and other significant items of expenditure. A comprehensive schedule of the unfunded large scale priority works is shown in Appendix 2.
- 5.5 The estimated cost of carrying out the large-scale items (excluding costs for officer time) is £1.569m.
- 5.6 All of the larger proposed works would be necessary to ensure a lasting solution to repairs rather than current planned options which are shorter term, temporary fixes. However, at the current time no budget or funding source has been identified for these works to be progressed.

6 Risk Assessment

Legal or other duties

6.1 Impact Assessment

6.1.1 The proposed priority works will have an impact on the operation of the building and will be managed to minimise this impact.

6.1.2 The main risks are slips, trips and falls under Health & Safety to pathways and roads.

6.1.3 We have a legal obligation to carry out repairs under current lease arrangements.

6.1.4 Operating with a reduced repairs and renewal fund carries risk the JMC will have limited scope to undertake future works.

6.2 Crime & Disorder

6.2.1 None

6.3 Safeguarding

6.3.1 None

6.4 Dependencies

6.4.1 None

6.5 Other

6.5.1 None

7 Financial Implications

7.1 Financial implications are set-out in the body of the report. Section 151 Officer's comments: The proposed 2022/23 priority works, at an estimated cost of £70,000, can be funded by next year's £79,400 maintenance budget. This will leave £9,400 unallocated budget for unforeseen works next year. The NJMC also holds a projected balance of £20,750 in the Repairs and Renewals fund, as a contingency should emergency unbudgeted works arise.

8 Legal Implications

8.1 Any legal implications are covered in the body of this report.

8.2 **Legal Officer's comments:** none arising from the content of this report.

9 Policies, Plans & Partnerships

9.1 **Council's Key Priorities:** The following Key Priorities are engaged:

9.2 **Service Plans:** The matter is/is not included within the current Service Delivery Plan.

- 9.3 **Climate & Environmental Impact of recommendations:** None
- 9.4 **Sustainability Policy & Community Safety Implications:** All materials where possible are used from a sustainable source.
- 9.5 **Partnerships:** Both London Borough of Sutton and Epsom & Ewell Borough Council are represented by members on the joint management committee.

10 Background papers

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

Previous reports:

- Nonsuch park joint management committee report 25th January 2021

Other papers:

- None

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APPENDIX 1 - PLANNED PRIORITY WORKS FOR 2021-22

Location	Priority	Description	Reason	Note	Budget cost	Actual spend
Nonsuch Mansion house windows	1	External Decorations to Windows	Windows in poor condition, essential repairs and redecoration(required for lease to first floor)	Originally planned for spring 2020, specification and tender completed, costs exceeded budget. Dererred until 2021.	75,000	90,000
Nonsuch Mansion House Public Toilets	2	Renewal of roof covering.	Roof leaking through to toilets causing damp issues and damage to recent decorations.	essential works as recently finished refurbishment of public toilets, leaks could cause damage to decorations if left too long.	20,000	no spend - works deferred.
London road car park	3	Surface deterioration	Increased usage due to pandemic lockdowns.	Essential pot hole works only.	5,000	6000
Total cost for 2021-22					100,000	96,000

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APPENDIX 2 - PLANNED PRIORITY WORKS FOR 2022-23

Location	Priority	Description	Reason	Note	Budget cost
Nonsuch Mansion House and associated buildings	1	Small scale emergency repairs to defective render and stonework including comprehensive survey to identify exact locations and priority of render and stonework repairs.	During the window resoration works, a patch of loose lime render was found and has been patch repaired as tempoary measure. There is possiblity of more of these areas which are in a similar condition and could potentially fall down an injure a member of the public.		30,000
Nonsuch Mansion pitched roof above boiler room	2	Replace tiled roof, pigeon netting and minor repairs to roof around window detail	Leaks have been occurring in boiler room and Bovingdons toilets.		15,000
Sparrow Farm access gate	3	Replace existing gate with larger access gate, remove bollard at side to improve pedestrian accessibility for all park users.	Existing gate continues to have vehicle impacts which causing costly repairs regularly.		10,000
White Barn Doors	4	Repair track and timber doors to make safe.	Doors are dangerous as very large and heavy (6m high) and track holding doors is damaged, could fall and injure someone.		15,000
Total cost for 2022-23					70,000

Large Scale Priority works					
These works would have to be considered for later years unless new source of funding becomes available					
Re construction of access road to Mansion House	1	To excavate and break up existing defective road, construct new heavy duty road with new MOT sub base, with base and tarmac wearing course including new kerbing and soakaways to prevent flooding and surface nud issues.	Due to the high number of patch repairs to address an increasing number of potholes to the main park access road, the already high number of insurance claims from members of the public where damage is sustained to their vehicles caused by the inadequate road surface, and following increased use of the park, the resurfacing of the main access road is now considered essential prior to		369,000
Nonsuch Mansion House and associated buildings	2	Emergency repairs to defective render and stonework.	Deterioration through frost and water damage, old repairs carried out with cement rquire replacement.		500,000
Pathway between Sparrow farm Lodge and Nonsuch Mansion	3	Relaying payway in phases, 3rd phase of works	Pathway breaking up, dangerous with insurance claims from public.		30,000
Access road Boundary Wall	4	Repair loose and defective areas of flint and brickwork wall	The wall breaking up and it is a condition of the listed building status that building and associated structures must be kept in good condition		20,000
Nonsuch Mansion House Public Toilets	5	Renewal of roof covering.	Roof leaking through to toilets causing damp issues and damage to recent decorations.	Essential works to protect public toilets leaks could cause damamage to decorations if left too long.	20000
Sparrow farm car park	5	Resurface car park including soakaway drainage	Poor condition, have to constantly carry out small repairs		120,000
London road car park	6	Resurface car park including soakaway drainage	Poor condition, have to constantly carry out small repairs		120,000
first car park on left as you enter Cheam gate entrance	7	Resurface car park including soakaway drainage	Poor condition, have to constantly carry out small repairs		120,000
Car park oppsite school cheam gate entrance	8	Resurface car park including soakaway drainage	Poor condition, have to constantly carry out small repairs		170,000
Access road	9	Resurface large damaged sections of roadway	Poor condition, have to constantly carry out small repairs		100,000
Total cost					1,569,000

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FUTURE DATES FOR MEETINGS OF THE NONSUCH PARK JOINT MANAGEMENT COMMITTEE

Head of Service: Jackie King, Director of Corporate Services

Wards affected: Nonsuch Ward;

Appendices (attached):

Summary

To agree the dates for meetings of the Joint Management Committee for the 2022/23 Municipal Year.

Recommendation (s)

The Committee is asked to:

- (1) Approve a schedule of meeting dates for the 2022/23 Municipal Year as follows:**
 - a) Monday 20 June 2022 at 10.00 hours**
 - b) Monday 17 October 2022 at 10.00 hours**
 - c) Monday 23 January 2023 at 10.00 hours**
 - d) Monday 27 March 2023 at 10.00 hours**

1 Reason for Recommendation

- 1.1 It is necessary to set dates for meetings of the Committee for the forthcoming year to enable business to be processed.

2 Background

- 2.1 It is recommended that the Committee agrees to hold their normal meetings evenly across the year and the dates within the recommendation are the dates which follow the normal pattern for meetings.
- 2.2 All meetings will commence at 10.00 hours at Nonsuch Mansion House.

3 Risk Assessment

Legal or other duties

3.1 Impact Assessment

3.1.1 None.

3.2 Crime & Disorder

3.2.1 None.

3.3 Safeguarding

3.3.1 None.

3.4 Dependencies

3.4.1 None.

3.5 Other

3.5.1 None.

4 Financial Implications

4.1 None.

4.2 **Section 151 Officer's comments:** None arising from the contents of this report.

5 Legal Implications

5.1 None.

5.2 **Legal Officer's comments:** None arising from the contents of this report.

6 Policies, Plans & Partnerships

6.1 **Council's Key Priorities:** The Council's Key Priorities are not relevant to this matter.

6.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.

6.3 **Climate & Environmental Impact of recommendations:** None.

6.4 **Sustainability Policy & Community Safety Implications:** None.

6.5 **Partnerships:** None.

7 Background papers

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

Previous reports:

- None.

Other papers:

- None.

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COMMITTEE WORK PROGRAMME

Head of Service:	Jackie King, Director of Corporate Services
Wards affected:	Nonsuch Ward;
Appendices (attached):	Nonsuch Park Joint Management Committee – Additional Work Programme Items 2022

Summary

This report accompanies an indicative Work Programme for the Nonsuch Park Joint Management Committee to consider. The Work Programme includes the additional Work Plan items that Members of the Committee have requested be undertaken alongside the business-as-usual management of the park.

Also included are the likely future repairs and maintenance items with indicative fee estimations.

A priority rating system has been included to help Members determine which items will be progressed first as resources allow, together with a recommendation on the Work Plan items for progression initially and the likely indicative costs of proceeding with each.

Recommendation (s)

The Committee is asked to:

- (1) Consider and approve the attached Nonsuch Park Joint Management Committee Work Programme, including the proposed prioritisation of individual Work Programme items within it.**
- (2) Note the following actions prioritised for progression:**
 - (a) Visitor Survey**
 - (b) Park Management Plan**
 - (c) Covid 19 Memorial in the Park – officer time in implementing the CIL funded scheme**
 - (d) Queen’s Green Canopy – officer hours cost in implementing the tree planting scheme**
 - (e) Investigating eligibility to apply for potential sources of funding for the Park**

- (3) Approve a budget of up to £11,169 to undertake the Work Programme items initially recommended for prioritisation and as set out in 2, above.**
- (4) Note that officers will provide regular updates on the budget position, as some of the costs included in assessing a £11,169 budget requirement are based on fee estimations and not exact fee quotes and therefore may be subject to a degree of variance.**

1 Reason for Recommendation

- 1.1 To provide the Committee with a Work Programme which incorporates the views of the Committee expressed at its previous meetings and also a suggestion of the relative priority and likely cost of proceeding with each item, enabling Committee Members to make informed decisions about the activities they would prefer to see progressed.

2 Background

- 2.1 The Nonsuch Park Joint Management Committee have expressed an ambition to work towards Nonsuch Park becoming self-sustaining, offering an improved visitor experience, and addressing some of the long-standing issues affecting the Park.
- 2.2 At its meeting in February 2019, the Committee agreed a set of actions, intended to improve practices and work towards the Park achieving the above stated ambition. Those actions were:
 - (1) A new Inter Authority Agreement for the management of Nonsuch Park.
 - (2) To investigate with both Councils the ability to utilise existing arrangements each Council has in place to support the work of the Joint Management Committee.
 - (3) Epsom & Ewell Borough Council to take forward a parking management scheme to address parking issues (along the lines of the Beddington Park trial).
 - (4) Work to be commissioned on a draft strategic plan for Nonsuch Park encompassing a new 10-year management and business plan.
- 2.3 As a result of the pandemic, the last 18 months have seen unprecedented pressure on the availability of staff and funding to support the delivery of the aspirations of the Committee for the Park. The priority for both Councils has been activities around supporting their residents during the Covid pandemic, and it has been difficult to progress the Committee's priorities as set out above.

- 2.4 However, the increase in the use of the Park during the successive lockdowns has reinforced the Committee's wish to develop the Park as a destination, but also for the Park's unique heritage to be preserved.
- 2.5 To this end, a draft Work Plan was presented to the 26 July 2021 meeting of this Committee, incorporating the actions set out at 1 – 4 above, and also seeking the view of the Committee on other priority Work Plan items to be considered. The Committee resolved to prioritise the following additional Work Plan items as a result:
- 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 Councils in order to go ahead with some of the proposed works to Nonsuch Park.
- 2.6 In order to help Members of the Committee to make an informed decision, an assessment of the additional officer hours required to undertake the full Work Programme has been conducted and is included alongside each item in the attached Work Programme.
- 2.7 The 'business as usual' work of managing and maintaining the park is included within the annual precept sought by this Committee and paid by each Council.

- 2.8 Additional Work Programme items raised by the Committee are additional projects and areas of work that are not covered by the usual annual precept and sufficient funds will need to be identified before they can be carried out. This is also the case for the repair and maintenance items included in the Work Programme.
- 2.9 In addition, some items included within the Work Programme such as the undertaking of a Strategic Park Business Plan and Park Management Plan by a consultant will have a significant financial commitment in both real terms and in officer hours required to prepare a consultant brief, conduct a procurement exercise, select a consultant, brief the consultant, provide background information, receive, and review draft reports and monitor the contract effectively.
- 2.10 An assessment of the cost of additional officer hours and the cost of appointing external contracts and consultants where necessary indicates that the Committee will need to identify an additional budget of up to £11,169 to progress the Work Programme items that have been identified initially, as high priority.
- 2.11 The 'high priority' items for progression have been selected based on their ability to achieve maximum impact (for minimum outlay) towards the Committee's stated aims of working towards the Park becoming self-sustaining, offering an improved visitor experience, and addressing some of the long-standing issues affecting the Park. The 'high priority' Work Programme items include:
- (a) Visitor Survey
 - (b) Park Management Plan
 - (c) Covid 19 Memorial in the Park – officer time in implementing the CIL funded scheme following the successful bid by Councillor Hannah Dalton.
 - (d) Queen's Green Canopy – officer hours cost in implementing the tree planting scheme
 - (e) Investigating eligibility to apply for potential sources of funding for works required in the Park, such as CIL and Heritage Lottery Funding
- 2.12 The Committee will be aware that the Work Programme items that have been prioritised, and the financial impact associated with delivering them are set against a background that neither Council is likely to be able to increase their current financial commitments to the Park.

3 Risk Assessment

Legal or other duties

3.1 Impact Assessment

3.1.1 No equality issues arise as a consequence of the contents of this report.

3.2 Crime & Disorder

3.2.1 No issues arising as a result of the contents of this report.

3.3 Safeguarding

3.3.1 No safeguarding issues arise as a consequence of this report.

3.4 Dependencies

3.4.1 None arising.

3.5 Other

3.5.1 Nonapplicable.

4 Financial Implications

4.1 The draft 2022/23 budget includes provisions of £3,000 for one-off project work.

4.2 This £3,000 projects budget could part-fund the high-priority work work programme items numbered 6, 7, 9, 10 & 13, at an estimated cost of up to £11,169. The £8,169 balance would need to be funded from the NJMC's working balance reserve, which would reduce from £83,620 to £75,451,.

4.3 **Section 151 Officer's comments:** It is important to note that any usage of the working balance reserve will reduce the NJMC's financial resilience and ability to respond to unforeseen, unbudgeted costs in future.

4.4 To progress any other items on the work plan, the Committee will need to identify a funding option.

5 Legal Implications

5.1 Substantive reports are tabled on issues selected by the committee on the basis of this work programme. For every new item it should be clear at that stage what legal implications there are. Ongoing advice may be required on existing items already approved by resolution.

5.2 **Legal Officer's comments:** none arising from the content of this report.

6 Policies, Plans & Partnerships

6.1 **Council's Key Priorities:** The following Key Priorities are engaged: not applicable

- 6.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.
- 6.3 **Climate & Environmental Impact of recommendations:** none arising from the contents of this report.
- 6.4 **Sustainability Policy & Community Safety Implications:** none arising from the contents of this report.
- 6.5 **Partnerships:**

7 Background papers

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

Previous reports:

- Nonsuch Park Joint Management Committee Work Programme, 26 July 2021 <http://th-modgov-01/documents/s20606/Committee%20Work%20Programme.pdf>
- Nonsuch Park Joint Management Committee Minutes, 4 February 2019 <http://th-modgov-01/ieListDocuments.aspx?CId=150&MId=582&Ver=4>

Other papers:

- Nonapplicable

NONSUCH PARK JOINT MANAGEMENT COMMITTEE – Additional Work Programme Items 2021/ 2022

Key to priority rating	
	High Priority – Progress Immediately
	Medium Priority – Progress when/ if funds allow
	Lower priority – progress when higher priority items are funded

Item	Commentary	Progress Tracker	Estimated Cost	Priority/ Comment
Work Programme Items - Requested by Nonsuch JMC Committee				
1. Events – Report to Committee	This report is a new requirement of the Committee, and not included in the ‘business as usual’ management of the Park and committee reporting cycle. Additional officer hours would be required to write and present the report.	Officer hours costs estimated (per Committee report)	£899	Lower priority Verbal updates at JMC as an alternative to a full report
2. Volunteers Update – Report to Committee	This report is a new requirement of the Committee, and not included in the ‘business as usual’ management of the Park and committee reporting cycle. Additional officer hours would be required to research, write and present the report. However, it is suggested that updates from volunteer representatives are dealt with under the ‘question-time’ section of the Committee meetings as an alternative to officers preparing separate reports.	Officer hours costs estimated (per Committee report)	£899	Lower priority Verbal updates at JMC as an alternative to a full report as set out (see commentary)

Item	Commentary	Progress Tracker	Estimated Cost	Priority/ Comment
3. Byelaws Options Paper to Committee requested.	<p>Updating current byelaws with the addition of new activities to be managed.</p> <ol style="list-style-type: none"> 1. Workshop to present existing Byelaws and scope any updates required by the JMC and plans to enforce. Updates potentially required in relation to: dogs, bicycles, drones, electric cycles and scooters, scattering of ashes and drug issues. 2. Production of a draft new set of Byelaws 3. Workshop to present proposed new Byelaws. 4. Undertake public consultation of new Byelaws. 5. To update signage and publicity campaign. <p><u>Cremated Remains Policy</u></p> <p>This policy would be required to support the amended Byelaws and to manage the frequent requests and enquiries of this nature.</p>	<p>External fee quote (estimate) for legal advice obtained</p> <p>Officer hours and costs estimated</p> <p>Estimated cost of changing signage relating to changed byelaws</p> <p style="text-align: right;">Sub-total</p> <p>Officer hours and costs estimated</p> <p style="text-align: right;">Total</p>	<p>£2,500</p> <p>£6,925</p> <p>£1,000</p> <p>£10,425</p> <p>£222</p> <p>£10,647</p>	<p>Medium priority</p>
4. Inter Authority Agreement - updating	<p>To update the current arrangements for the Committee in line with the Committee's recommendation of February 2019.</p> <p>This will need negotiation by both Councils and support from a Legal Service to draft a new agreement.</p>	<p>External fee quote (estimate) for legal advice</p> <p>Officer hours and costs estimated</p> <p style="text-align: right;">Total</p>	<p>£3,000</p> <p>£899</p> <p>£3,899</p>	<p>Lower priority</p>

Item	Commentary	Progress Tracker	Estimated Cost	Priority/ Comment
5. Governance review	Once/ if the Inter Authority Agreement has been reviewed, the Committee will need to consider its governance arrangements, for example Standing Orders, when and where the Committee will meet.	External fee quote (estimate) for legal advice obtained Officer hours and costs estimated Total	£3,500 £655 £4,155	Lower priority
6. Visitor Survey	A Visitor Survey is required to under-pin the updated Park Management Plan and Strategic Park Business Plan.	Officer hours and cost estimate	£1,712	High priority Progress subject to JMC approval and funds of: £1,712
7. Park Management Plan	The Park Management Plan needs to be updated. It was discussed at a meeting of the JMC, that the consultant who prepares the Business Plan, could also undertake the Park Management Plan.	External fee indication received	£5,000 to £8,000	High priority Progress subject to JMC approval, following the relevant procurement process and funds of: £5,000 to £8,000
8. Strategic Business Plan for the Park	To plan for the Park to be self-sustaining.	Indicative fee quote from a consultant to prepare a: Strategic Park Business Plan	£8,000 to £20,000 <i>depending on</i>	Medium priority

Item	Commentary	Progress Tracker	Estimated Cost	Priority/ Comment
Options paper to Committee requested	Committee agreed to outsource this review, once the costs of the review is known, funds will have to be identified.	<p>Park infrastructure review - to underpin the Business Plan</p> <p>Officer hours and cost estimated (procuring, briefing and liaising with consultant)</p> <p>Total</p>	<p><i>complexity of the Park and work involved</i></p> <p>£4,000 to £6,000</p> <p>£7,559</p> <p>£19,559 to £33,559</p>	
Covid 19 Memorial in the Park	Members of the Committee enquired at the Committee meeting of 26 July 2021, about the possibility of having a Covid memorial installed within Nonsuch Park. It was noted that residents from both Sutton and Epsom used the Park throughout the national lockdown, and that many lost loved ones as a result of the pandemic.	<p>An Epsom & Ewell Borough Councillor has submitted a successful CIL bid for the installation of Covid memorial benches in each of the Borough's wards. A metal memorial bench with an inscription, surrounded by spring bulbs to commemorate the time at which the Country went into lockdown, would be installed in Nonsuch Park.</p> <p>Officer time and costs estimation for implementing the bid outcome if successful</p>	<p>CIL bid submitted for capital cost of memorial bench and spring planting.</p> <p>£222</p>	<p>High Priority</p> <p>CIL bid approved, progress commitment of officer support to deliver scheme.</p> <p>Officer hours cost to deliver:</p> <p>£222</p>

Item	Commentary	Progress Tracker	Estimated Cost	Priority/ Comment								
<p>10. Queens Green Canopy</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 43</p>	<p>Members of the Committee, at the meeting of 26 July 2021, noted that many boroughs are looking to plant trees in honour of Queen Elizabeth’s upcoming Platinum Jubilee and suggested that they would like the JMC to look into the possibility of implanting a canopy.</p>	<p>The Nonsuch Park Habitat Management Plan is currently in draft form and concludes that due to the need to retain a mosaic of habitats to maximise biodiversity, and as the Park is already heavily tree planted, there is little scope for additional tree planting beyond replacement of lost trees and gapping hedgerows.</p> <p>Officers have identified a potential site within the park for limited tree planting which could be added to the virtual map of Queens Green Canopy trees planted nationwide to mark the Jubilee and be commemorated with a virtual plaque to coincide with other celebrations of the Platinum Jubilee.</p> <table border="0" style="width: 100%; margin-top: 20px;"> <tr> <td style="text-align: right;">Officer hours and cost estimated</td> <td style="text-align: right;">£583</td> </tr> <tr> <td style="text-align: right;">Cost of tree</td> <td style="text-align: right;">£ FREE</td> </tr> <tr> <td style="text-align: right;">Cost of plaque</td> <td style="text-align: right;">£NIL (virtual plaque)</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">£583</td> </tr> </table>	Officer hours and cost estimated	£583	Cost of tree	£ FREE	Cost of plaque	£NIL (virtual plaque)	Total	£583	<p>£583</p>	<p>High Priority</p> <p>Officer hours cost to deliver:</p> <p>£583</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Agenda Item 7 Appendix 1</p>
Officer hours and cost estimated	£583											
Cost of tree	£ FREE											
Cost of plaque	£NIL (virtual plaque)											
Total	£583											

Item	Commentary	Progress Tracker	Estimated Cost	Priority/ Comment
<p>11. Car Parking Arrangements in the Park</p> <p>Options paper to Committee requested.</p>	<p>Members have identified a desire to address the long-standing car parking issues within the Park. At the Committee meeting of 21 July 2021, Members also considered the potential revenue which could be obtained from car parking.</p> <p>It was noted that some investment would be needed prior to charging for parking e.g. to mark bays and that this would need extra resources from a Parking Team and support from a Legal Service to develop and deliver a scheme.</p> <p>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.</p>	<p>External fee quote (estimate) for legal advice on appropriate parking regulations</p> <p>Officer hours and cost estimate in developing and presenting a viable parking scheme Options Paper</p> <p style="text-align: right;">Total</p> <p><i>There will be additional costs in progressing whichever parking option is preferred by the JMC. These are indicated where the costs are already known:</i></p> <p><i>Cost of preparing plans and submitting a planning application. A cost has not been obtained for this yet.</i></p> <p><i>Installation of parking infrastructure e.g., pay and display machines.</i></p> <p><i>Estimated Capital cost of construction works needed:</i></p> <p><i>(1) £630,000+ for the installation of 4 x fully asphalt surfaced car parks with bays marked (which would allow the JMC to charge for parking, reduce the risk of</i></p>	<p>£2,500</p> <p>£11,029</p> <p>£13,529</p> <p>£TBC</p> <p>£TBC</p>	<p>Medium priority</p>

Item	Commentary	Progress Tracker	Estimated Cost	Priority/ Comment
		<p><i>insurance claims and allow effective enforcement or</i> <i>(2) £24,000 for a more rustic treatment – with the installation of logs showing areas of parking bays and levelling the car park surfaces. Car park charges could be levied, but the surface would not allow for line marked bays, reducing the ability to carry out parking enforcement and insurance claims for cars damaged by potholes may not be addressed.</i></p>		
<p>Page 15 2. Events in the Park</p>	<p>Members noted at the Committee meeting of 26 July 2021, 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.</p>	<p>Fee-earning events and applications submitted by external organisations will be considered on a case-by-case basis and reported to Committee as part of the regular 'Events' report.</p>	<p>The cost of reporting on events that have been proposed or have taken place are set out at 1, above.</p>	<p>Lower priority</p>

Item	Commentary	Progress Tracker	Estimated Cost	Priority/ Comment
13. CIL funding	<p>Members noted at the Committee meeting of 26 July 2021, 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.</p> <p>Members have also requested that the potential to access Heritage Lottery Funding (HLF) and community infrastructure funding (Your Fund – Surrey County Council funding) is pursued.</p>	<p>As detailed under Covid Memorial above, a CIL bid to install a covid memorial in the Park is being implemented.</p> <p>It is suggested that respective CIL officers at both Council's discuss any possible CIL funding available.</p> <p>An exercise to estimate the cost of officer time required to establish likely eligibility for lottery funding or Your Fund (Surrey CC) funding, CIL and s106 funding has been carried out.</p> <p style="text-align: right;">Officer hours costs estimated at</p>	<p style="text-align: right;">£652</p>	<p>High Priority Officer hours cost of investigating eligibility for funding, does not include a full application in each case.</p> <p style="text-align: center;">£652</p>
		<p style="text-align: right;">Sub-total (1)</p> <p>(of the estimated cost of undertaking all of the Committee identified Work Programme Items)</p>	<p style="text-align: right;"><u>£61,756</u></p> <p style="text-align: center;">to</p> <p style="text-align: right;"><u>£78,756</u></p>	<p>High Priority work items ONLY - cost of undertaking:</p> <p style="text-align: right;"><u>£8,169</u></p> <p style="text-align: center;">to</p> <p style="text-align: right;"><u>£11,169</u></p>

Item	Commentary	Progress Tracker	Estimated Cost	Priority/ Comment
				***Depending on detailed fee quote for Park Management Plan
Repairs, Maintenance, and Forthcoming Capital Costs				
1. Essential repairs to main access road Page 47	Due to the high number of patch repairs to address an increasing number of potholes to the main park access road, the already high number of insurance claims from members of the public where damage is sustained to their vehicles caused by the inadequate road surface, and following increased use of the park, the resurfacing of the main access road is now considered essential prior to implementing any paid-for parking scheme in the park.	External indicative fee quote for laying new road <i>There is also likely to be an additional cost to preparing and submitting a planning application and an appropriate construction project contingency</i> Total	£369,000 TBC if project proceeds £369,000	Medium Priority
2. Small scale emergency repairs to lime render: Nonsuch Mansion	Patch repairs and investigative survey to establish full cost of works required.	Cost of on-site investigative survey Indicative cost of patch repairs Total	£6,000 £24,000 £30,000	High Priority This work is proposed under Agenda Item 5 of this meeting.

Item	Commentary	Progress Tracker	Estimated Cost	Priority/ Comment
3. Full render repair – Nonsuch Mansion	Repairs to defective render and stonework.	Fee estimation received	£500,000	Medium Priority
4. Nonsuch Mansion – pitched roof above boiler room	Replace tiled roof, pigeon netting and minor repairs to roof around window detail.	Estimated cost	£15,000	High Priority This work is proposed under Agenda Item 5 of this meeting.
5. Pathway repairs	To pathway between Sparrow farm Lodge and Nonsuch Mansion:	Estimated cost	£30,000	Medium priority
6. Public Toilet	Roof recovering.	Estimated cost	£20,000	Lower Priority
7. Brickwork and flint repairs	To boundary wall adjacent to access road:	Estimated cost	£20,000	Lower Priority
8. New Gate to Sparrow Farm lodge	Existing gate is too small, restricts access and keeps getting damaged by vehicles as a result.	Estimated cost	£10,000	Higher Priority This work is proposed under Agenda Item 5 of this meeting.

Item	Commentary	Progress Tracker	Estimated Cost	Priority/ Comment
9. White Barn sliding doors	Doors require repairs and improvement	Estimated cost	£15,000	Higher Priority This work is proposed under Agenda Item 5 of this meeting.
10. Car park surfacing and infrastructure	Please see 11, above. Depending on the outcome of the car parking Options Paper consideration by the JMC, there will also be a capital cost to preparing the car park surfaces for charging customers to park, and in achieving planning permission and installing the necessary infrastructure e.g. pay and display machines or AMPR cameras.	Estimated cost of car park resurfacing and installation of adequate drainage <i>There is also likely to be an additional cost to preparing and submitting a planning application and an appropriate construction project contingency. If a paid-for parking scheme is required, there may be additional costs such as the installation of AMPR cameras or pay on foot machines etc...</i>	£630,000	Medium Priority
11. Surveyor	If, in the (unlikely) event that both authorities were in a position to progress all of the capital projects highlighted above simultaneously, additional building surveying and project management support would be essential to deliver the programme.	Estimated cost – £55,000: annually		Lower Priority (as not all works are proceeding concurrently)

Item	Commentary	Progress Tracker	Estimated Cost	Priority/ Comment
		<p style="text-align: right;">Sub-total (2)</p> <p>(of the estimated cost of undertaking all Repairs, Maintenance and Forthcoming Capital Works above):</p>	<p><u>£1,639,000</u></p>	<p>High Priority work items ONLY - cost of undertaking:</p> <p>£70,000</p> <p>(Please see Agenda Item 5)</p>
Page 50		<p style="text-align: center;">Total <i>estimated</i> cost of undertaking all Work Programme items</p> <p style="text-align: center;">Sub-total (1) + Sub-total (2)</p>	<p><u>£1,700,756</u></p> <p>to</p> <p><u>£1,717,756</u></p>	<p>Total estimated cost of undertaking High Priority works ONLY:</p> <p><u>£78,169</u> to <u>£81,169</u></p> <p>(depending on detailed fee quote for Park Management Plan)</p>

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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