

# Public Document Pack

## NONSUCH PARK JOINT MANAGEMENT COMMITTEE

Monday 26 July 2021 at 10.00 am

Place: Council Chamber - Epsom Town Hall

Link for public online access to this meeting:

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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 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 David Reeve, Epsom & Ewell Borough Council  
Councillor Jill Whitehead, London Borough of Sutton

Yours sincerely



Clerk to the Committee

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

### **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 council staff. It is vital that you follow their instructions.

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

## Public information

**Please note that this meeting will be held at the Town Hall, Epsom and will be available to observe live on the internet**

This meeting will be open to the press and public to attend as an observer using free GoToWebinar software, or by telephone.

A link to the online address for this meeting is provided on the first page of this agenda and on the Council's website. A telephone connection number is also provided on the front page of this agenda as a way to observe the meeting, and will relay the full audio from the meeting as an alternative to online connection. A limited number of seats will also be available in the public gallery at the Town Hall. For further information please contact Democratic Services, email: [democraticservices@epsom-ewell.gov.uk](mailto:democraticservices@epsom-ewell.gov.uk), telephone: 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).

### Exclusion of the Press and the Public

There are no matters scheduled to be discussed at this meeting that would appear to disclose confidential or exempt information under the provisions Schedule 12A of the Local Government (Access to Information) Act 1985. Should any such matters arise during the course of discussion of the above items or should the Chairman agree to discuss any other such matters on the grounds of urgency, the Committee will wish to resolve to exclude the press and public by virtue of the private nature of the business to be transacted.

### 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, 12 July**

## **AGENDA**

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

To appoint a Chair for Nonsuch Park Joint Management Committee from Councillors representing Epsom and Ewell Borough Council for the Municipal Year 2021/2022.

### **2. QUESTION TIME**

To take any questions from members of the Public.

### **3. 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.

### **4. 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 April.

### **5. NONSUCH PARK JOINT MANAGEMENT COMMITTEE FINAL ACCOUNTS 2020-21 (Pages 9 - 18)**

This item presents the Joint Management Committee's final accounts for the financial year 2020/21.

### **6. COMMITTEE WORK PLAN 2021/2022 (To Follow)**

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

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**PRESENT -**

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

Absent: Councillor Jill Whitehead (London Borough of Sutton)

Officers present: Amardip Healy (Chief Legal Officer), Mark Shephard (Head of Property and Regeneration), Samantha Whitehead (Streetcare Manager), Brendan Bradley (Chief Accountant) and Sarah Keeble (Democratic Services Officer)

**23 QUESTION TIME**

**24 DECLARATIONS OF INTEREST**

The following declarations were made with regards to Item 4, Events in the Park:

Councillor Colin Keane: In the interests of openness and transparency, Councillor Colin Keane declared that he had an informal conversation with the organisers of Park Run regarding their plans to re-start their event.

Councillor Jenny Batt: In the interests of openness and transparency, Councillor Jenny Batt declared that she has attended Park Run previously.

**25 MINUTES OF THE PREVIOUS MEETING**

The Minutes of the previous meeting of the Nonsuch Park Joint Management Committee held on 25 January were agreed as a true record and the Committee authorised the Chair to sign them subject to the following:

Amendment to attendees:

Councillor David Reeve to be listed as:

In attendance: Councillor David Reeve (due to internet connection issues, Councillor Reeve was connected to the meeting via a listen-only telephone connection).

**26 EVENTS IN THE PARK**

The Committee received a report asking the Committee to consider event applications from parkrun to return to hosting their regular, weekly parkrun sessions in the park and an application from Classic Events to host their annual Town and Country Show in the park on 30-31 May 2021.

The Committee received a verbal introduction from the Streetcare Manager.

The following matters were raised by the Committee:

- a) **Town and Country Show:** Following a question from a Member, the Officer confirmed that to ensure social-distancing, the Town and Country Show would be a ticket-only venue with capped numbers.
- b) **Recommendations from Safety Advisory Group:** The Officer noted that once this Application has Committee approval, the Safety Advisory Group would offer improvements to the proposed system to ensure efficiency and Covid-security.
- c) **Event invitations to Members:** Members noted the possibility of them receiving invitations held in Nonsuch Park at the events approved by the Committee.

Following consideration, the Committee resolved unanimously:

- (1) To consider the event application from parkrun as attached in Appendix 1 of this report**
- (2) To consider the event application from Classic Events as attached in Appendix 2 of this report.**

**27 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.

**28 PROPERTY UPDATE**

The decision for this item is recorded in a separate (not for publication) restricted Minute.

*The meeting began at 10.00 am and ended at 11.32 am*

COUNCILLOR JENNY BATT (CHAIR)

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

<b>Head of Service:</b>	Lee Duffy, Chief Finance Officer
<b>Wards affected:</b>	Nonsuch Ward;
<b>Appendices (attached):</b>	1 – Final 2020/21 Revenue Account 2 – Financial Position at 31 March 2021

### **Summary**

This item presents the Joint Management Committee's final accounts for the financial year 2020/21

### **Recommendation (s)**

#### **The Committee is asked to:**

- (1) Receive the final accounts for 2020/21**

## **1 Background**

- 1.1 This report presents the final accounts for the year ended 31 March 2021.

## **2 Revenue Account for 2020/21**

- 2.1 The final revenue account for the year ended 31 March 2021 is attached at Appendix 1, showing income and expenditure against budget. The financial position at 31 March 2021 is shown at Appendix 2.
- 2.2 Overall there was a net deficit of £1,681 on the revenue account for 2020/21.
- 2.3 Gross expenditure was £16,697 above budget, mainly due to:
  - 2.3.1 Additional expenditure of £5,879 within maintenance of grounds budgets for the litter bins replacement, which is funded by the repairs & renewals fund as agreed by the JMC on 22 June 2020.

- 2.3.2 Maintenance of Roads costs exceeded the budget by £10,815, mainly as the Pathway between Nonsuch Mansion and Sparrow Farm Lodge posed a safety risk, with large cracks causing trip hazards to the public, which had to be remedied. Furthermore, with Mansion House becoming a vaccination centre, heavy road use required additional maintenance, although this was offset by a £4,000 contribution from the NHS.
- 2.3.3 Council Tax for London Road Lodge and Flat 3 Mansion House was £10,654 over budget. This is because the Revenue and Benefits department provided an amended council tax assessment for previous years, to reflect that the dwellings have remained empty, which incurs an increasing council tax premium liability each year. The JMC have agreed that Flat 3 can be let to the Council for temporary accommodation, and London Road Lodge is to be let commercially – these arrangements should mitigate the council tax charges going forward.
- 2.3.4 Cleaning costs for the estate exceeded the budget by £5,490. The frequency of cleaning has increased as Covid-19 Secure building risk assessments identified additional cleaning between occupants' use. The cleaning charges were incurred at:
- Mansion House
  - Tractor shed & workshop
  - Coach house & stable block
  - The barn
- 2.4 Gross Income overachieved the budget by £15,016, mainly due to:
- 2.4.1 The JMC has received all income that has been budgeted for this year from Nursery Lodge and Bovingdons.
- 2.4.2 Memorial income has overachieved the budget by £4,458, following unusually high demand for memorial benches. To enquire about memorial benches, residents should contact Epsom & Ewell Borough Council's customer services team (<https://www.epsom-ewell.gov.uk/contactus>).
- 2.4.3 The JMC has received a goodwill payment of £4,000 from the NHS South West London CCG, for granting the use of Mansion House as a vaccination centre.
- 2.4.4 Although Commercial tenanted property insurance costs have increased to reflect market conditions, these have been fully recharged to tenants.

2.4.5 A £2,937 donation has been received towards the installation of pinetum fencing, as reported to the JMC in February 2020.

2.4.6 Due to national lockdowns, the £2,000 budget for filming income was not achieved, and of the £8,000 budget for hire charges, £2,375 income was achieved. In line with the government's roadmap for easing lockdowns, the hire charges income is likely to further recover during 2021/22.

### **3 Nonsuch Reserves**

3.1 At 31 March 2021, the Repair and Renewals fund holds a balance of £37,106 following interest and a budgeted contribution of £572.

3.2 The working balance now stands at £83,620 following a contribution to the revenue account to cover the 2020/21 deficit of £1,681.

### **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 Financial implications are set-out in the body of the report.
- 5.2 The £1,681 deficit seen in 2020/21 will be monitored to ensure overspending budgets are addressed in 2021/22.
- 5.3 A 2021/22 budget monitoring report will be prepared for the JMC later in the financial year.
- 5.4 The reserves now total £121,000 (compared to £122,000 at 31 March 2020). The reserves are required principally to cover any material one-off expenses such as unforeseen repairs and maintenance, or other annual variances against the revenue budget. The reserves can also assist with funding applications for grants. The level of reserves will continue to be monitored to ensure they remain sufficient to cover unforeseen expenditure and provide sufficient financial security.
- 5.5 **Section 151 Officer's comments:** Financial implications are set-out in the body of the report.

## 6 Legal Implications

- 6.1 There are no legal implications arising from this report.
- 6.2 **Monitoring 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:** London Borough of Sutton and Epsom and Ewell Borough Council have shared responsibility for managing Nonsuch Park.

## 8 Background papers

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

### **Previous reports:**

- NJMC Finance Report and Budget 2021/22 – 25 January 2021

**Other papers:**

- NJMC Final Accounts 2020-21 Appendix 1
- NJMC Final Accounts 2020-21 Appendix 2

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Financial Statements 2020/21

**NONSUCH PARK JOINT MANAGEMENT COMMITTEE  
REVENUE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021**

	2019/20 £'000	2020/21 £'000
Income:-		
Fees & Charges	48	63
Rents	143	147
Interest on Balances	1	1
London Borough of Sutton	101	103
Epsom & Ewell Borough Council	101	103
	395	417
Expenditure:-		
Employees	26	26
Premises	183	196
Transport	2	3
Suppliers and Services	21	23
Support Services	171	170
	404	418
Budgeted contribution to Repairs & Renewals Fund	7	1
Surplus / (Deficit) for the year	(16)	(2)
Balance Brought Forward at 1 April	101	85
<b>Balance Carried Forward at 31 March</b>	<b>85</b>	<b>83</b>

Financial Statements 2020/21

**NONSUCH PARK JOINT MANAGEMENT COMMITTEE  
BALANCE SHEET AS AT 31 MARCH 2021**

31 March 2020 £'000		31 March 2021 £'000
	<b>CURRENT ASSETS</b>	
122	Debtors (Epsom and Ewell B.C.)	121
122		121
	<b>LESS: CURRENT LIABILITIES</b>	
0	Creditors	0
<b>122</b>		<b>121</b>
	Financed By:-	
	<b>RESERVES</b>	
36	Repairs and Renewals	37
85	Revenue Balance	84
<b>122</b>		<b>121</b>

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NONSUCH PARK JMC - 2020-21

2019/20 Outturn		2020/21 Budget	2020/21 Outturn	2020/21 Outturn Variance
£	Expenditure	£	£	£
	<b>Grounds</b>			
1,487	Maintenance of grounds	800	6,679	5,879
346	Plants Seeds and fertiliser	500	0	-500
12,319	Maintenance of roads	16,530	27,345	10,815
4,263	Purchase of plants	4,500	637	-3,863
10,829	Tree maintenance contract scheduled works	13,120	13,120	0
5,914	Asbestos Surveys	1,100	0	-1,100
80	Kier out of hours charges	0	0	0
9,583	Engineering and fabric recharge	7,300	5,796	-1,504
12,970	Building and M&E maintenance works	1,030	9,453	8,423
2,322	Electricity	2,300	2,011	-289
108	Gas	1,400	114	-1,286
4,632	Water charges - metered	5,100	5,381	281
5,525	Council Tax	5,550	8,603	3,053
3,319	Cleaning contract recharges	3,000	1,105	-1,895
695	Petrol diesel & oil	1,000	1,360	360
50	Transport fleet recharge	0	0	0
1,535	Transport insurance	1,400	1,857	457
2,015	Op Services equipment & tools : R & M	1,500	1,402	-98
3,921	Purchase of materials	0	0	0
713	Purchase of memorials e.g benches trees	3,500	4,327	827
3,300	Op services street cleansing charges	3,300	3,300	0
255	General office expenses	200	0	-200
0	Commercial tenanted property insurance	700	0	-700
22,730	Transport fleet SLA NJMC	23,300	23,300	0
3,930	Internal trade waste fees	3,930	3,362	-568
2,117	Insurance recharges	2,070	1,805	-265
<b>114,958</b>	<b>Sub-Total</b>	<b>103,130</b>	<b>120,957</b>	<b>17,827</b>
	<b>Mansion House</b>			
0	Vandalism repairs	200	0	-200
0	Asbestos Surveys	450	0	-450
16,121	Engineer and fabric	11,670	16,447	4,777
57,236	Building and M&E maintenance works	75,490	54,742	-20,748
-1,030	Fuel oil	0	0	0
19,472	Electricity	10,700	13,590	2,890
4,749	Gas	4,000	7,694	3,694
1,700	Council Tax	1,730	9,331	7,601
11,255	Cleaning Contract recharges	6,600	13,985	7,385
1,123	Legal	0	0	0
6,361	Property Agency Fees	0	0	0
495	Energy Efficiency Survey	0	0	0
5,303	Commercial tenanted property insurance	7,490	11,914	4,424
6,598	Insurance recharges	6,450	5,623	-827
<b>129,382</b>	<b>Sub-Total</b>	<b>124,780</b>	<b>133,326</b>	<b>8,546</b>
	<b>Central Expenses</b>			
26,000	Additional pension contribs	26,000	26,000	0
0	Clothing & uniforms	150	0	-150
0	General office expenses	800	0	-800
583	Commercial tenanted property insurance	0	0	0
0	LB Sutton management charges	3,000	0	-3,000
0	External Audit	900	900	0
0	Property Agency Fees	0	1,093	1,093
98,100	OS SLA recovery Nonsuch	100,550	100,550	0
33,110	Management costs SLA recharge	33,940	33,940	0
1,043	Insurance recharges	1,020	889	-131
520	Internal audit recharges	520	520	0
7,260	Contribution to NJMC R&R fund	7,260	572	-6,688
<b>166,616</b>	<b>Sub-total</b>	<b>174,140</b>	<b>164,464</b>	<b>-9,676</b>
<b>410,957</b>	<b>Gross Expenditure</b>	<b>402,050</b>	<b>418,747</b>	<b>16,697</b>
	<b>Income</b>			
0	Contribution from NHS	0	-4,000	-4,000
-1,000	Miscellaneous income	0	-2,937	-2,937
-400	Filming Income	-2,000	0	2,000
-7,010	Memorial receipts	-3,500	-7,958	-4,458
-3,799	Mansion House insurance recovered	-5,600	-16,191	-10,591
-103,469	Mansion House - Bovingdons letting	-106,700	-107,700	-1,000
-16,865	Mansion House - Service charges variable	-19,000	-19,644	-644
-5,463	Mansion House - Service charges fixed	-5,370	-5,463	-93
-2,150	Old Boathouse - Licence to occupy	-2,200	-998	1,202
-2,307	Nursery Lodge insurance recovered	-1,120	-2,067	-947
-7,635	Hire charges	-8,000	-2,375	5,625
-1,505	NJMC service charges	-1,320	-1,410	-90
-9,716	Staff property rent	-9,720	-9,135	585
-17,901	Nursery Lodge rental income	-18,000	-19,000	-1,000
-11,615	Mansion House Flat 1 Rent	-10,740	-10,740	0
-1,239	Interest on balances	-1,920	-589	1,331
<b>-192,072</b>	<b>Sub-Total</b>	<b>-195,190</b>	<b>-210,206</b>	<b>-15,016</b>
<b>218,885</b>	<b>Net Expenditure</b>	<b>206,860</b>	<b>208,541</b>	<b>1,681</b>
	<b>Precepts:</b>			
-101,400	Precept to be levied on EEBC	-103,430	-103,430	0
-101,400	Precept to be levied on LB Sutton	-103,430	-103,430	0
<b>202,800</b>	<b>Sub-Total</b>	<b>206,860</b>	<b>-206,860</b>	<b>-</b>
<b>16,085</b>	<b>Surplus (-) / Deficit in Year</b>	<b>0</b>	<b>1,681</b>	<b>1,681</b>
101,386	Balance b/fwd. 1 April	85,301	85,301	
85,301	Balance c/fwd. 31 March	85,301	83,620	

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