

Public Document Pack

NONSUCH PARK JOINT MANAGEMENT COMMITTEE

Monday 16 October 2023 at 10.00 am

Mansion House, Nonsuch Park

The members listed below are summoned to attend the Nonsuch Park Joint Management Committee meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Committee Members

Councillor Julian Freeman (Chair), Epsom & Ewell Borough Council

Councillor Anthony Froud, Epsom & Ewell Borough Council

Councillor Peter Geiringer, London Borough of Sutton

Councillor Christine Howells, Epsom & Ewell Borough Council

Councillor Louise Phelan, London Borough of Sutton

Councillor Christopher Woolmer, London Borough of Sutton

Yours sincerely



Clerk to the Committee

For further information, please contact 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

This meeting will be held at the Mansion House, Nonsuch Park. A limited number of seats will be available in the public seating area. If you wish to observe the meeting from the seating area, please arrive at the Mansion House before the start of the meeting. A member of staff will show you to the seating area. For further information please contact Democratic Services, email: democraticservices@epsom-ewell.gov.uk, telephone: 01372 732000.

Information about the 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 this 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.

Questions and Statements from the Public

Up to 30 minutes will be set aside for questions and statements from members of the public at meetings of this Committee. Any member of the public who lives, works, attends an educational establishment or owns or leases land in the Borough may ask a question or make a statement on matters related to the management and control of the Park.

Questions cannot relate to 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 Chair are inappropriate or offensive will not be accepted. Each question or statement will be limited to 3 minutes in length

Members of the public are requested to submit their questions in writing to democraticservices@epsom-ewell.gov.uk by noon on the third working day before the day of the meeting. For this meeting this is **Noon, Wednesday 11 October**.

Statements are requested to be submitted in writing to democraticservices@epsom-ewell.gov.uk by noon on the working day before the day of the meeting. For this meeting this is **Noon, Friday 13 October**.

Questions and statements not submitted to Democratic Services prior to the meeting may be accepted at the Chair's discretion.

For more information on public speaking protocol at Committees, please see [Annex 4.2](#) of the Epsom & Ewell Borough Council Operating Framework.

Exclusion of the Press and the Public

Please note that there are 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 Act 1972 (as amended). Should any such matters arise during the course of discussion of the below items or should the Chair agree to discuss any other such matters on the grounds of urgency, the Committee may wish to resolve to exclude the press and public by virtue of the private nature of the business to be transacted.

Filming and recording of meetings

The Council allows filming, recording and photography at its public meetings. By entering the Mansion House and using the seating area, you are consenting to being filmed and to the possible use of those images and sound recordings.

Members of the Press who wish to film, record or photograph a public meeting should contact the Council's Communications team prior to the meeting by email at: communications@epsom-ewell.gov.uk

Filming or recording must be overt and persons filming should not move around the 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-handheld devices, including tripods, will not be allowed.

AGENDA

1. QUESTIONS AND STATEMENTS FROM THE PUBLIC (Pages 5 - 6)

Up to 30 minutes will be set aside for the Committee to receive any questions or statements from members of the public.

To register to ask a question or make a statement at a meeting of the Committee, please contact: Democraticservices@epsom-ewell.gov.uk

Questions and statements not submitted to Democratic Services prior to the meeting may be accepted at the Chair's discretion.

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 - 12)

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Committee held on 19 June 2023 (attached) and to authorise the Chair to sign them.

4. HABITAT MANAGEMENT PLAN AND VOLUNTEERING PRESENTATION (Pages 13 - 26)

The Senior Countryside Officer and Chair of the Nonsuch Voles shall provide the Committee with a presentation providing information on Habitat Management and Volunteering within the Park.

5. HERITAGE UPDATE PRESENTATION (Pages 27 - 30)

The Principal Programme Manager and the Arts, Culture and Heritage Officer shall provide the Committee with a presentation providing an update on the Nonsuch Park Virtual Heritage Tour and the investigations into the installation of Donation Posts in the Park.

6. MID YEAR BUDGET MONITORING REPORT (Pages 31 - 40)

This report advises the Nonsuch Park Joint Management Committee of the mid-year financial position for 2023/24 and the forecast outturn.

7. EXCLUSION OF THE PRESS AND PUBLIC (Pages 41 - 42)

The Committee is asked to consider whether it wishes to pass a resolution to exclude the Press and Public from the meeting in accordance with Section 100A (4) of the Local Government Act 1972 on the grounds that the business involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A to the Act (as amended) and that pursuant to paragraph 10 of Part 2 of the said Schedule 12A the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

8. PROPERTY UPDATE (Pages 43 - 48)

This report provides a confidential property update on current and forthcoming lease events.

This page is intentionally left blank

“Dear JMC

As a dog walker and regular visitor to Cheam and Nonsuch, I am aware of several recent incidents of electric bicycles/scooters speeding down paths within the park (in particular, the tree lined path near the Ewell Road entrance to the site of Nonsuch Palace), which I understand have been reported to the Police on several occasions as a health and safety issue.

In addition, cyclists now regularly ride on most paths/tracks across the parks and appear to understand they have priority right of way.

Please advise re the following:

- What is the policy re electric and non-electric bicycles/scooters and right of way in Cheam and Nonsuch parks?*
- Upon which paths do bicycles/scooters have a right of way?*
- How is this signposted?*
- How is compliance monitored and reported?*
- What action(s) have/will be taken to ensure the health & safety of, and a peaceful environment for pedestrians?*

Many thanks”

This page is intentionally left blank

Minutes of the Meeting of the NONSUCH PARK JOINT MANAGEMENT COMMITTEE held at the Mansion House, Nonsuch Park on 19 June 2023

PRESENT -

Councillor Julian Freeman (Epsom & Ewell Borough Council) (Chair); Councillors Anthony Froud (Epsom & Ewell Borough Council), Peter Geiringer (London Borough of Sutton), Robert Leach (Epsom & Ewell Borough Council) (as nominated substitute for Councillor Christine Howells) and Christopher Woolmer (London Borough of Sutton)

In Attendance: Michael Teasdale (Representative) (Friends of Nonsuch) and Jon Whitehead (Representative) (Nonsuch Voles)

Absent: Councillor Christine Howells (Epsom & Ewell Borough Council) and Councillor Louise Phelan (London Borough of Sutton)

Officers present: Brendan Bradley (Head of Finance), Mark Shephard (Head of Property and Regeneration), Emma Hill (Principal Programme Manager), Samantha Whitehead (Streetcare Manager), Lucy Buckland (Arts, Culture and Heritage Programme Officer), Phoebe Batchelor (Democratic Services Officer) and Dan Clackson (Democratic Services Officer)

1 APPOINTMENT OF A CHAIR FOR 2023/24

The Committee was asked to appoint a Chair for Nonsuch Park Joint Management Committee from Councillors representing Epsom & Ewell Borough Council for the Municipal Year 2023/2024.

Councillor Tony Froud proposed that Councillor Julian Freeman be appointed. Councillor Robert Leach seconded the proposal.

The Committee unanimously elected to appoint Councillor Julian Freeman to be Chair for Nonsuch Park Joint Management Committee for the Municipal Year 2023/2024.

2 QUESTION FROM THE PUBLIC

No questions were received from members of the public.

3 DECLARATIONS OF INTEREST

Councillor Julian Freeman, Other Interest: In the interest of openness and transparency, Councillor Julian Freeman wished to declare as a non-prejudicial interest that he had previously taken part in Park Run events at the Park.

4 MINUTES OF THE PREVIOUS MEETING

The Committee confirmed as a true record the Minutes of the Meeting of the Committee held on 27 March 2023 and authorised the Chair to sign them.

5 CALENDAR OF MEETINGS 2023/24

The Committee was asked to fix the dates and times for its meetings for the 2023/24 Municipal Year.

The following matters were considered by the Committee:

- a) **Conflicting dates:** Members stated that the present meeting of the Committee conflicted with an Armed Forces event taking place in Epsom and Sutton. The Committee requested that steps be taken in future to avoid Committee meetings being arranged for days conflicting with other events requiring Councillor attendance.

Following consideration, the Committee unanimously resolved to:

- (1) **Fix the day and time of its meetings for the municipal year 2023/24, as set out in the appendix to the report.**

6 COMMITTEE GOVERNANCE AND PUBLIC PARTICIPATION ARRANGEMENTS

The Committee received a report looking to update the governance and public participation arrangements for the Nonsuch Park Joint Management Committee, following recent updates to the Epsom & Ewell Constitution.

The following matters were considered by the Committee:

- a) **Advertising meetings and informing the public on how to submit questions and statements:** The Democratic Services Officer confirmed that the meetings of the Committee are advertised to the public on the calendar of meetings poster in the Mansion House café and on Epsom & Ewell's website. He explained that the public information page on meeting agendas, the Committee's page on Epsom & Ewell's website, and the calendar of meetings poster provide information on how to submit questions to the Committee. He confirmed that said information would be updated accordingly, should the Committee be minded to agree to the recommendation.
- b) **The Chair's discretion to accept questions and statements submitted at meetings without prior registration:** The Committee expressed that they felt it was important to be able to receive questions and statements that had not been submitted within the registration deadline. A Member enquired as to whether members of the public would have the ability to address the Committee with questions or statements at a meeting if they

had not registered to do so prior to the meeting. The Democratic Services Officer suggested that such questions and statements could be accepted at a meeting at the discretion of the Chair. The Chair confirmed that he would be inclined to exercise his powers as Chair to accept such questions and statements. The Committee agreed that the public information page on meetings' agendas, the Committee's Epsom & Ewell website page, and the calendar of meetings poster should be updated to inform the public that questions and statements at meetings of the Committee can be accepted without prior registration at the discretion of the Chair.

Following consideration, the Committee unanimously resolved to:

- (1) Discard the protocol for 'Public Participation at Nonsuch Park Joint Management Committee' and agree that the Epsom & Ewell Committee Rules of Procedure and Protocol for Public Speaking apply to the Nonsuch Park Joint Management Committee, pending a new joint management arrangement.**

7 NONSUCH PARK BYLAWS AND DOG CONTROL REVIEW

The Committee received a report providing the outcome of the Byelaw and Dog Control Working Party meeting and proposing a consultation exercise to gauge public opinion on a proposal to launch a pilot licensing scheme to regulate commercial dog walking in Nonsuch Park.

The following matters were considered by the Committee:

- a) **Electric bikes in the Park:** A Member enquired as to how the use of illegally modified electric bikes in the Park is policed. The Streetcare Manager subsequently noted that the row of information on in the Park was missing from the table at the report's appendix – she confirmed that she would circulate the information to Members after the meeting. She explained that there is Police presence in the Park, but policing the use of electric bikes is heavily reliant on people reporting incidents.
- b) **Scattering/Burying of Ashes in the Park:** A Member enquired as to whether there were any byelaws that control the Scattering/Burying of Ashes in the Park. The Streetcare Manager that there were no byelaws on the matter, but confirmed that a report on Cremated Remains Policy would be brought to the next meeting of the Committee in October.

Following consideration, the Committee unanimously resolved to:

- (1) Note the outcome of the Byelaw and Dog Control Working Party**
- (2) Agree to keep the existing byelaws but explore further measures to regulate the use of drones and commercial dog walking in the Park.**

- (3) **Agree to actively promote the Civil Aviation Drone and Model Aircraft Code.**
- (4) **Agree to carry out a six-week local consultation exercise to gauge public opinion on a proposal to introduce a pilot licencing scheme to regulate commercial dog walking in Nonsuch Park.**
- (5) **To delegate the collation of consultation responses to Officers and the decision to commence the pilot scheme to the Chair and Clerk as set out in the timetable in paragraph 2.13 of the report**

8 NONSUCH FINAL ACCOUNTS 2022-23

The Committee received a report presenting the Committee's final accounts for the financial year 2022/23.

The following matter was considered by the Committee:

- a) The Committee wished to express their appreciation for the work carried out by the Finance team.

Following consideration, the Committee unanimously resolved to:

- (1) **Receive the final accounts for 2022/23.**

9 VERBAL HERITAGE UPDATE

The Committee received a verbal update from the Arts, Culture and Heritage Programme Officer and the Principal Programme Manager.

The Principal Programme Manager explained that she had recently written a bidding application which secured £44,000 for the Park. The Committee and Officers wished to extend their thanks and appreciation to the Friends of Nonsuch and their Chairman for writing a letter in support of the bid.

the Arts, Culture and Heritage Programme Officer explained that her team was liaising with Bloomberg Connects to develop an app, with the hope of launching in September to coincide with a Heritage open day at the Park. The app will provide people with a self-guided tour of the Nonsuch Park gardens, accessed via QR code. The app will have Google translate functionality for non-English speakers.

The Streetcare Manager, the Arts, Culture and Heritage Programme Officer, and the Principal Programme Manager confirmed that they would soon be meeting with the Sutton culture team to discuss and investigate the possibility of cross-authority organised heritage events at the Park.

The Arts, Culture and Heritage Programme Officer explained that she was currently investigating the possibility of providing a QR code to enable Park visitors to donate to the Park. She also explained that was working with NESCOL and UCA to engage with students on matters relating to the Park.

The Committee wished to express their thanks to the Arts, Culture and Heritage Programme Officer and the Principal Programme Manager for their work.

10 INTRODUCTION OF THEMED MEETINGS

The Chair decided that going forward, agendas of Committee meetings were to include a theme – i.e. a topic for discussion brought to each meeting focussing on a specific activity that takes place within the Park, to provide Members with the opportunity to discover more about that activity and for Park users to highlight and promote the contribution they make to the life of the Park and its value to the local community.

The meeting began at 10.46 am and ended at 11.41 am

COUNCILLOR JULIAN FREEMAN (CHAIR)

This page is intentionally left blank

Nonsuch

Habitat Management Plan
and the
Importance of Volunteers



Important for Biodiversity, not just recreation

Nonsuch Park is an extremely important asset to the Boroughs of Epsom & Ewell and London Borough of Sutton and their residents. Currently it is managed mainly for its amenity use and is highly regarded by its many visitors; however, it is also extremely important for wildlife and **has not yet reached its potential**. It has a wide variety of habitats and species and if some key management techniques are employed, the biodiversity value of the site will flourish.

Nonsuch already contains **three priority habitats**, Lowland mixed deciduous woodland, Hedgerows and Ponds.

There are also **32 priority species** including butterflies, mammals, birds, reptiles and amphibians as defined under the Natural Environment and Rural Communities Act.

It is a key focus of this management plan to:

- highlight the importance of Nonsuch in terms of its Biodiversity
- to seek ways to increase the management resource
- identify practical habitat management techniques, which can continue in to the future.



View across adjacent Warren Farm, Nonsuch has the potential to be this floristically diverse.

Lowland Mixed Deciduous Woodland (Priority Habitat)

- There are 11 woodlands, one of which is Ancient.
- Two woodlands have had active management and much of this was provided by volunteers.

Work first started within The Wood 2011/12 thanks to funding secured by John Armitage of Future Woodlands and EEBC. The Wood (along with Cheam Slip aka Boundary Copse) received funds through a Woodland Improvement Grant from the Forestry Commission. The Lower Mole Partnership Volunteers helped kick-start the first coppicing task and carried out the path resurfacing and also improved the ditch and culvert bordering Cheam Park. The grant funding also paid for some interpretation panels explaining the work being carried out.

- The Nonsuch Voles have also been instrumental in working in The Wood as can be seen in the photos on this page.



Hedgerows (Priority Habitat)

- The hedgerows that are present within Nonsuch Park have largely developed in to treelines and consist of species such as Oak, Elm, Hawthorn, Blackthorn, Ash, Elder and occasionally Hornbeam, Cherry, Field Maple and Sycamore.
- Very little active management is possible with current resources.



Ponds (Priority Habitat)

Page 17

- 70% of ponds have been lost from the UK Countryside over the last century.
- The two ponds that still exist in Nonsuch are extremely important in that context and great work has begun on the restoration of Round Pond, again by volunteers.
- Round Pond is particularly interesting due to the presence of Great Crested Newts.
- Three ponds have silted up/scrubbed over and are no longer functioning.
- District level licensing may offer opportunities for restoration/creation.



Agenda Item 4

Grassland (Potential to be 'Lowland Meadows' which is a priority habitat)



- Grassland, largely mesotrophic, makes up the majority of the habitat within Nonsuch Park.
- Key management that is needed is cutting and crucially the subsequent clearing of arisings.
- 2023 is the first year this has happened as outlined in the management plan. Three meadows were cut for hay and the remaining meadows were cut and cleared on rotation.





Scrub management

- A very important habitat for birds and invertebrates and is found within Nonsuch in Russet Field, Cherry Orchard Farm and along the some of the woodland edges.
- However, scrub is quickly encroaching in to the grasslands. It is important that we manage the scrub for nature conservation by creating age structure and controlling dominance over other habitats.
- This year, the Countryside Team Volunteers had a scrub management task.



Veteran Trees

- There are a number of veteran trees across the park, mainly oak.
- Specialist contractors will be needed to manage these incredible trees. Volunteers could assist in assessing their condition.



Hazel on the edge of Cherry Orchard



Oak tree on the edge of Six Acre Field

Our Biodiversity Duty as a Local Authority

- A clear new, **additional duty** of Local Planning Authorities comes from the 2021 Environment Act's important amendment to the Natural Environment & Rural Communities (NERC) Act 2006.
- The NERC Act 2006 includes a duty on public authorities to have regard to the conservation of biodiversity. The **new Environment Act has amended this duty** so that there is an expectation on public authorities to look strategically at their policies and operations from time to time (at least every 5 years) and assess **what action they can take 'to further' the conservation and enhancement of biodiversity.**
- They must also have regard to the relevant Local Nature Recovery Strategies, Species Conservation Strategies and Protected Sites Strategies, as part of the consideration.
- The **production and implementation** of a management plan will be a key part of adhering to this duty.



Our Biodiversity Duty as a local Authority



The UK government has proposed the declaration of a **national environmental and climate emergency** and Surrey County Council plus 10 of the 11 Surrey boroughs and districts have enacted this declaration.

The 2017 State of Surrey's Nature report Surrey has estimated Surrey's historic rate of biodiversity loss. It demonstrated that our rate of loss is likely to be far higher than the national rate, hence indicating that in Surrey we have much further to go secure the recovery of nature.



Resources

No member of staff is directly responsible to implement the management plan.

Volunteers can only do so much and need support from staff.

The new grassland management regime introduced this year may need investment.

To increase the volunteer input from the Lower Mole Partnership will need funding.

Possibilities to access funding through Environment Land Management Scheme, Community Infrastructure Levy or Biodiversity Net Gain.

Nonsuch Voles



MANAGING WOODLAND AS COPPICE IS IMPORTANT FOR WILDLIFE

Coppicing may look drastic but is essential for much of our best-loved woodland wildlife which may be threatened with extinction if this is not continued.

In this traditional management system, trees are regularly cut to the ground and re-grow with several stems, providing the wood needed for a wide range of products.

Time between cuts varies depending on the intended use of the wood but needs to be regular so that there are always some open areas. Here warmth and light can reach the ground.

This encourages plant growth and insect activity - but this effect decreases yearly as trees re-grow until branches meet overhead, and light can no longer reach the woodland floor.

So coppice cycles, with some cut each year, must be maintained, to ensure continuity of open space.



Diagram showing how coppicing affects ground temperature and light levels

Help wildlife by supporting the coppice industry buy local logs, charcoal and other wood products.



Local Stockist

This page is intentionally left blank



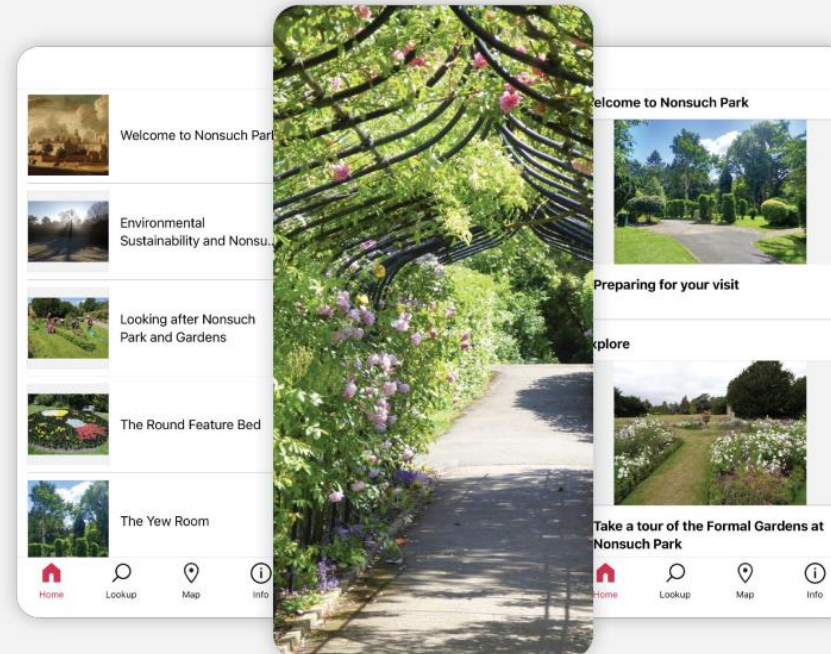
*Nonsuch Joint
Management Committee*

Page 27

Heritage Updates – Oct 2023

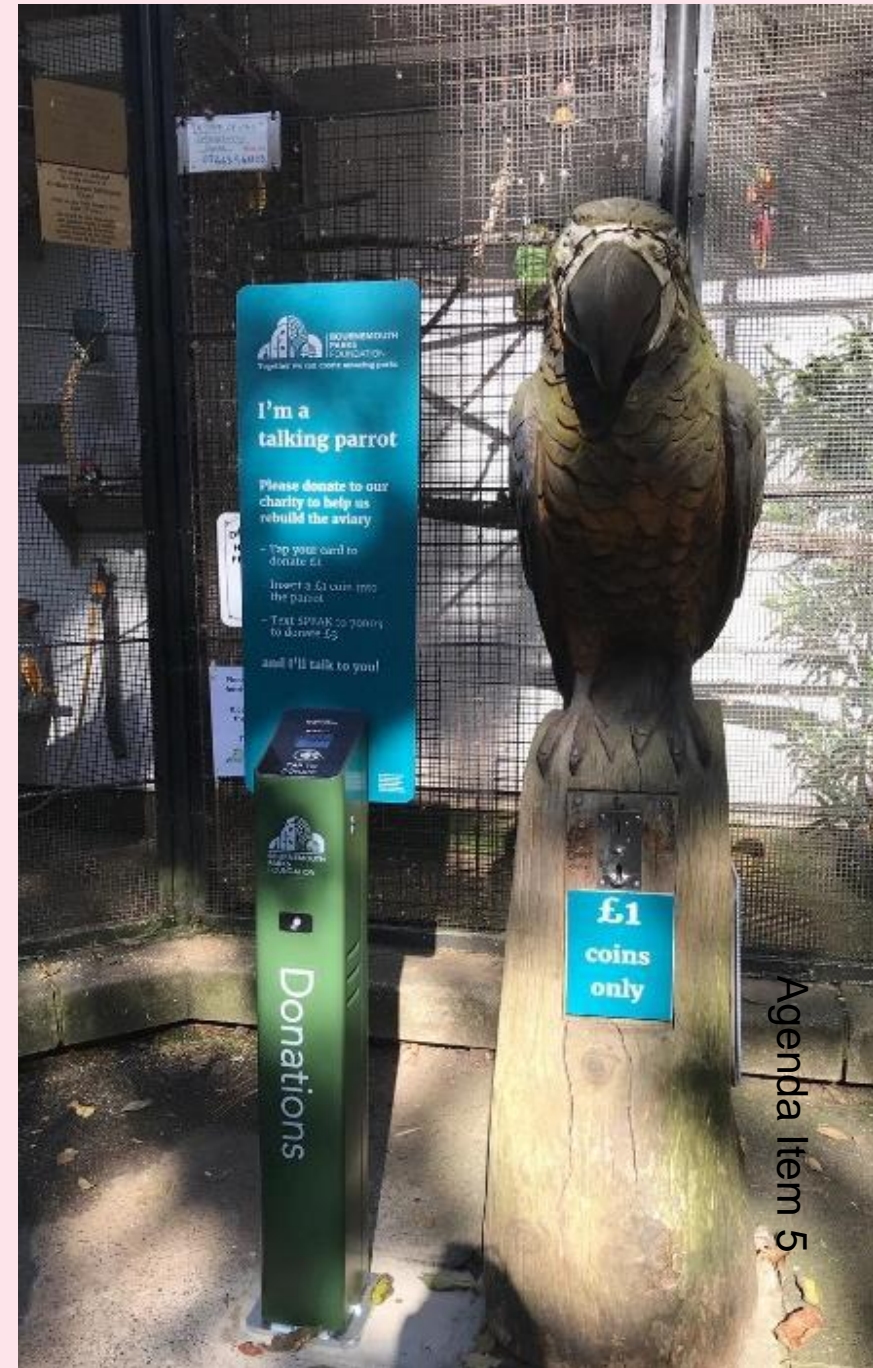
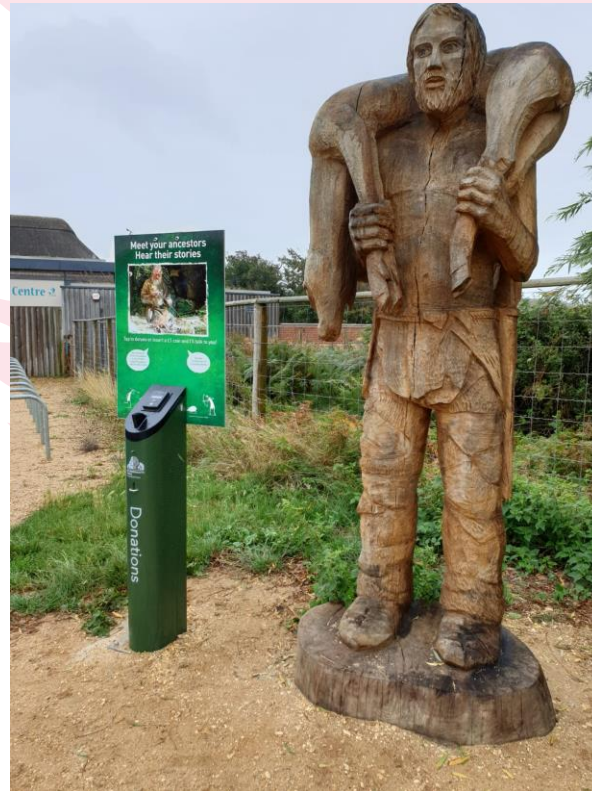
Nonsuch Formal Gardens Walking Tour

- A collaborative project between EEBC, Bloomberg Connects, Nonsuch Voles and Friends of Nonsuch.
- Launched September 2023.
- Free to build and free to access.
- Dynamic QR codes – trackable data.
- Flexibility with copy/image updates.
- Inclusivity and Access for all
 - Alt-Text
 - Audio tour
 - Translated text



Donation Pillars

- Discussion held with [The Parks Foundation](#) – Sept 2023
 - Case Study – Bournemouth Aviary
 - Test period – Feb – April 2020 (limited duration due to COVID-19)
 - Contactless donation amount: £1
 - Donations received:
 - Contactless: £261
 - Cash: £850 (typically receive around £8,000 per year)
- Emotional v.s. Cultural hook
 - Audio prompts and rewards
- Costings
 - £3,000 per donation pillar
 - Approx. £1,500 on groundworks and graphics



This page is intentionally left blank

MID-YEAR BUDGET MONITORING REPORT

Head of Service: Brendan Bradley, Head of Finance
Wards affected: Nonsuch Ward;
Appendices (attached): 1. NJMC Mid-year Budget monitor

Summary

This report advises the Nonsuch Park Joint Management Committee of the mid-year financial position for 2023/24 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 NJMC aware of the mid-year financial position for 2023/24 and the forecast outturn.

2 Background

- 2.1 The budget for the current financial year was agreed at 23rd January 2023's meeting of the Nonsuch Joint Management Committee. The budget is set out at Appendix 1 in the standard NJMC accounts format.

3 Mid-Year Budget Monitoring

- 3.1 At the mid-year position, the NJMC is forecast to come in on budget at year end over all. However within the forecast there are a number of compensating variances which are set out in the following paragraphs:
 - 3.1.1 Council tax and rent from London Road Lodge are £3,590 and £3,500 adverse variances respectively, as the lease is due to start later than originally anticipated. Once the lease commences, NJMC's liability for Council tax will cease and rental income will become due following the rent free period.

- 3.1.2 Filming income is forecast at £90 which is the current income received to date and below the £2,000 budgeted target. This income stream is variable as it depends on demand from production companies. The budget is based on income achieved in previous years. Should opportunities arise to generate additional filming income, these will be explored as appropriate.
- 3.1.3 The contract cost for engineering and fabric maintenance works at Mansion House is forecast to be £1,957 higher than budget. Similarly, the contract cost for the cleaning is forecast to be £1,755 higher than budget. These variances are due to persistent elevated inflation pushing up maintenance costs and will have to be addressed in the 2024/25 budget.
- 3.1.4 The Old Boathouse occupancy licence income is lower than budgeted by £1,958 as the lease expired on 31st May 2023. The Council's property team is currently in discussions about next steps with the occupier.
- 3.1.5 These adverse variances are offset primarily by a higher than budgeted contribution from the Repairs and renewals reserve being an additional contribution of £9,480 as agreed at March's committee meeting to supplement the maintenance budget; in addition £7,568 has been subsequently agreed by the NJMC Chair to support works to the access road at London Road car park.

Maintenance Budgets Update

- 3.2 The cost of roads maintenance currently stands at £15,720 mainly due to increased pothole repairs required due to increased usage of the park. The budget is set at £19,120 and it is expected that the budget will be fully utilised over the winter months.
- 3.3 The museum roof and public toilets works have been completed with the aid of match funding from London Borough of Sutton of £44,000.
- 3.4 The installation of pigeon netting works have also been completed at a cost of £2,024, the budget being £5,000 and we managed to keep the cost down to £2,024 leaving a surplus of £2,976.

- 3.5 The construction of a new access road at London Road car park is due to finish mid September. The approved budget was £25,000 however, this cost was not achievable due to economic pressures and the lowest quote available was £32,568. This has resulted in a budget deficit of £7,568 which it has been agreed after consultation with the NJMC Chair that this can be funded from the Repairs and Renewals Reserve.
- 3.6 Adhoc maintenance costs have been incurred for Mansion house amounting to £7,485 which has placed an additional pressure on the priority planned maintenance budget; in particular, maintenance to the public toilets.
- 3.7 The scheduled rendering works at Mansion House main building have not yet commenced. The required budget of £20,000 has been impacted by adhoc repairs of £7,485 and it has been decided to reassess the budget in the last quarter and if there is a favourable movement from the mid-year budget forecast, works will proceed. If not, these rendering works are expected to be top priority in the forthcoming financial year.
- 3.8 The pathway between Sparrow Farm car park and Nonsuch Mansion has been completed. These works were funded by Epsom and Ewell's Borough Council's CIL neighbourhood fund. The NJMC therefore did not fund these works itself.

4 Risk Assessment

Legal or other duties

- 4.1 Equality Impact Assessment
 - 4.1.1 None arising from the contents of this report.
- 4.2 The principal risks that the NJMC manages are as follows:
 - 4.2.1 Funding for repairs and maintenance, particularly at buildings and for potholes on roads;
 - 4.2.2 Properties becoming vacant, with the associated loss of rent and exposure to council tax;
 - 4.2.3 Lack of resource to fund management plan;
 - 4.2.4 The NJMC mitigates these risks through the monitoring of buildings and roads by officers, and by managing relationships with tenants. The NJMC 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 The balance of the repairs and renewals reserve as at 31st March 2023 stood at £21,744. It is forecast that this balance will reduce at year end to £20,461. The NJMC also holds a working balance of £65,719 which is forecast to remain unchanged.

5.2 **Section 151 Officer's comments:** Financial implications are set out in the body of this report.

6 Legal Implications

6.1 None for the purposes of this report

6.2 **Legal Officer's comments:** None for the purposes of this report

7 Policies, Plans & Partnerships

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

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

7.3 **Climate & Environmental Impact of recommendations:** None arising from the contents of this report.

7.4 **Sustainability Policy & Community Safety Implications:** None arising from the contents of this report.

7.5 **Partnerships:** None arising from the contents of this report.

8 Background papers

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

Previous reports:

[NJMC Finance Update & 2023/4 Budget](#) – Monday 23rd January 2023

[Nonsuch Planned Maintenance Report and New Priority Works for 2023-24](#) – Monday 27th March 2023

[Nonsuch Final Accounts 2022-23](#) – Monday 19th June 2023

Other papers:

- None

This page is intentionally left blank

NONSUCH PARK NJMC MID-YEAR BUDGET MONITORING REPORT YR 2023-24

2022/23 Actual		2023/24 Budget	2023/24 Actual	2023/24 Forecast	2023/24 Forecast Variance
£	Expenditure	£	£	£	£
	Grounds				
617	Maintenance of grounds	830	100	830	0
500	Plants seeds & fertilisers etc.	520	0	520	0
3,420	Emptying bins	3,520	0	3,520	0
21,170	Maintenance of roads	19,120	15,720	19,120	0
3,810	Purchase of plants	4,000	1,552	4,000	0
13,120	Tree Maintenance contract	15,900	0	15,900	0
0	Asbestos Surveys	680	695	695	15
6,899	Engineering and fabric recharge	7,770	3,518	8,444	674
40,133	Building and M&E maintenance works	1,090	50	50	-1,040
1,557	Electricity	4,760	935	2,806	-1,954
54	Gas	250	0	250	0
5,261	Water charges - metered	3,700	371	3,934	234
12,337	Council Tax for London Road Lodge	2,780	12,741	6,370	3,590
1,227	Cleaning contract recharges	2,650	445	1,335	-1,315
1,130	Petrol diesel & oil	1,760	899	1,760	0
1,982	Transport insurance	2,060	0	2,060	0
0	OP. equipment & tools : Purchase	0	0	0	0
414	OP. equipment & tools : R & M	1,600	0	1,600	0
4,050	Hire of Bins	4,900	0	4,900	0
0	ja015: Purchase of materials	0	0	0	0
1,484	Purchase of memorials e.g benches trees	3,500	900	3,500	0
0	Legal expenses	0	693	693	693
0	EPC Survey-elaborate	0	0	320	320
328	Publicity	0	0	0	0
229	General office expenses	0	0	0	0
24,150	Transport fleet SLA NJMC	26,590	0	26,590	0
2,411	Insurance recharges	2,480	0	2,480	0
146,546	Sub-Total	110,459	38,620	111,677	1,217

2022/23 Actual		2023/24 Proposed Budget	2023/24 Actual	2023/24 Forecast	2022/23 Forecast Variance
£	Expenditure	£	£	£	£
	Mansion House				
0	Vandalism repairs	210	0	210	0
0	Asbestos Surveys	450	0	450	0
20,231	Engineer and fabric	20,900	9,524	22,857	1,957
38,972	Building and M&E maintenance works	84,160	91,822	124,390	40,230
18,705	Electricity	22,170	4,960	22,170	0
5,814	Gas	6,210	-509	6,210	0
12,495	Cleaning Contract recharges	11,160	4,305	12,915	1,755
1,287	Legal fees	0	0	0	0
20,855	Commercial tenanted property insurance	21,000	0	21,000	0
7,527	Insurance recharges	7,750	0	7,750	0
125,887	Sub-Total	174,010	110,102	217,952	43,942
	Central Expenses				
26,000	Additional pension contribs	26,000	0	26,000	0
0	Clothing & uniforms	160	0	160	0
90	General office expenses	1,060	0	1,060	0
1,507	Commercial tenanted property insurance	1,550	0	1,550	0
0	Projects budget	3,000	0	3,000	0
940	External Audit	960	0	960	0
5,829	Property Agency Fees	0	0	0	0
1,188	Insurance recharges	1,230	0	1,230	0
520	Internal audit recharges	540	0	540	0
106,250	Grounds Maintenance Staff Recharge	106,250	0	106,250	0
35,870	Management costs SLA recharge	35,870	0	35,870	0
7,642	Contribution to/(from) NJMC R&R fund	8,690	0	-1,283	-9,973
185,836	Sub-total	185,309	0	175,336	-9,973
458,270	Gross Expenditure	469,779	148,722	504,965	35,187

2022/23 Actual		2023/24 Proposed Budget	2023/24 Actual	2023/24 Forecast	2023/24 Forecast Variance
£	Income	£	£	£	£
-1,500	Friends of Nonsuch contribution	0	0	0	0
-1,900	Filming Income	-2,000	-90	-90	1,910
-3,658	Memorial receipts	-3,500	-3,643	-3,643	-143
0	London Road Lodge/Ewell lodge	-3,500	0	0	3,500
0	Grant from LB Sutton	0	-44,000	-44,000	-44,000
-20,855	Mansion House insurance recovered	-21,000	0	-21,000	0
-107,700	Mansion House - Bovingdons letting	-106,700	-53,350	-106,700	0
-21,838	Mansion House - Service charges variable	-26,000	-6,934	-26,000	0
-5,463	Mansion House - Service charges fixed	-6,150	-5,463	-5,463	687
-2,354	Old Boathouse - Licence to occupy	-2,350	-392	-392	1,958
-2,369	Nursery Lodge insurance recovered	-1,550	0	-1,550	0
-904	NJMC service charges (Nursery lodge)	-1,410	-1,027	-1,410	0
-10,290	Events & Fitness Groups Hire charges	-13,000	-8,782	-13,000	0
-9,716	Staff property rent- Castlemaine and Sparrow Farm lodges	-9,720	-4,048	-9,716	4
-21,000	Nursery Lodge rental income	-22,000	-11,000	-22,000	0
-10,740	Mansion House Flat 1 Rent	-11,638	-5,370	-10,740	898
-9,180	Mansion House Flat 3 Rent	-9,180	0	-9,180	0
-2,062	Interest on balances	-4,000	0	-4,000	0
-231,530	Gross Income	-243,698	-144,099	-278,884	-35,186
226,740	Net Expenditure	226,081	4,623	226,081	1
	Precepts:				
-106,640	Precept to be levied on EEBC	-113,040	-113,040	-113,040	0
-106,640	Precept to be levied on LB Sutton	-113,040	-113,040	-113,040	0
- 213,280	Total Precepts	- 226,081	-226,081	-226,081	0
13,460	Surplus (-) / Deficit in Year			0	
79,179	Balance b/fwd. 1 April			65,719	
65,719	Balance c/fwd. 31 March			65,719	

This page is intentionally left blank

EXCLUSION OF THE PRESS AND PUBLIC

Under Section 100(A)(4) of the Local Government Act 1972, the Committee may pass a resolution to exclude the public from the Meeting for Part Two of the Agenda 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.

The following documents are included on Part Two of the agenda and have not been published:

Item 8
The report deals with information relating to the financial or business affairs of the Committee and third parties.

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank