

# Public Document Pack

## NONSUCH PARK JOINT MANAGEMENT COMMITTEE

Monday 20 January 2025 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 Louise Phelan, London Borough of Sutton (Chair)  
Councillor Julian Freeman, Epsom & Ewell Borough Council  
Councillor Tony Froud, Epsom & Ewell Borough Council  
Councillor Peter Geiringer, London Borough of Sutton  
Councillor Christine Howells, Epsom & Ewell Borough Council  
Councillor Christopher Woolmer, London Borough of Sutton

Yours sincerely



Clerk to the Committee

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

### **EMERGENCY EVACUATION PROCEDURE**

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

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

## Public information

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](mailto: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](mailto: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](mailto: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 15 January**.

Statements are requested to be submitted in writing to [democraticservices@epsom-ewell.gov.uk](mailto:democraticservices@epsom-ewell.gov.uk) by noon on the working day before the day of the meeting. For this meeting this is **Noon, Friday 17 January**.

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

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

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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](mailto: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

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](mailto: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

To receive declarations of any Disclosable Pecuniary Interests or other registrable or non-registrable interests from Members in respect of any item to be considered at the meeting.

### 3. MINUTES OF THE PREVIOUS MEETING (Pages 5 - 12)

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Committee held on 14 October 2024 (attached) and to authorise the Chair to sign them.

### 4. FUTURE DATES FOR MEETINGS OF THE COMMITTEE 2025/26 (Pages 13 - 16)

To agree the draft schedule of meetings of the Nonsuch Park Joint Management Committee for the 2025/26 Municipal Year.

### 5. NONSUCH PARK SOLAR SYSTEM EXPLORATION WALK (Pages 17 - 30)

To present the Committee with a proposal from the Ewell Astronomical Society for the creation of a Solar System Exploration Walk in Nonsuch Park.

### 6. NONSUCH PARK VIRTUAL TOUR PRESENTATION

Representatives of Whistlestop Arts shall provide the Committee with a presentation on the Nonsuch Park Virtual Day Trip.

### 7. NJMC FINANCE REPORT & BUDGET 2025/26 (Pages 31 - 38)

This report provides a forecast for 2024/25 and seeks the Joint Management Committee's approval of both the 2025/26 budget and the recommended contributions to be sought from the constituent authorities.

### 8. NONSUCH PARK COMMERCIAL DOG-WALKING LICENSING POLICY & DOG-WALKING CODE OF CONDUCT (Pages 39 - 48)

This report presents a draft Dog Walking Code of Conduct and a Commercial Dog Walking Policy for Nonsuch Park.

**9. EXCLUSION OF THE PRESS AND PUBLIC (Pages 49 - 50)**

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.

**10. REVIEW OF PROPERTIES AND LEASES (Pages 51 - 66)**

A report to Committee providing an overview and confidential update of the commercial property and associated leases at Nonsuch Park ("the Park").

**Minutes of the Meeting of the NONSUCH PARK JOINT MANAGEMENT COMMITTEE held at the Mansion House, Nonsuch Park on 14 October 2024**

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**PRESENT -**

Councillor Louise Phelan (London Borough of Sutton) (Chair); Councillors Julian Freeman (Epsom & Ewell Borough Council), Tony Froud (Epsom & Ewell Borough Council), Peter Geiringer (London Borough of Sutton), Christine Howells (Epsom & Ewell Borough Council) and Christopher Woolmer (London Borough of Sutton)

In Attendance: Councillor Vanessa Udall (London Borough of Sutton), Michael Teasdale (Representative) (Friends of Nonsuch) and Jean Teasdale (Representative) (Friends of Nonsuch)

Officers present: Jackie King (Committee Clerk, Chief Executive, Epsom & Ewell Borough Council), Samantha Whitehead (Interim Assistant Head of Service (Streetcare), Epsom & Ewell Borough Council), Kevin Hanlon (Interim Chief Finance Officer, Epsom & Ewell Borough Council), Mitra Hagh-Shenas (Accountant, Epsom & Ewell Borough Council), Ian Wolstencroft (Contract Officer, London Borough of Sutton), Jeremy Harte (Bourne Hall Museum Curator, Epsom & Ewell Borough Council) and Dan Clackson (Democratic Services Officer, Epsom & Ewell Borough Council)

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**10 QUESTIONS AND STATEMENTS FROM THE PUBLIC**

No questions or statements were received from members of the public.

**11 MINUTES OF THE PREVIOUS MEETING**

The Committee confirmed as a true record the Minutes of the Meeting of the Committee held on 17 June 2024 and authorised the Chair to sign them.

**12 DECLARATIONS OF INTEREST**

No declarations of interest were made by Councillors in respect of any items on the agenda.

**13 A TRIBUTE TO GERALD SMITH**

The Bourne Hall Museum Curator provided a tribute to the late Gerald Smith, in memory of his long years of service and dedication to Nonsuch Park.

Representatives of the Friends of Nonsuch announced to the Committee that they intended to repair the wall and steps at the rear of the formal gardens of Nonsuch Mansion. They explained that the idea was first put forward by Gerald Smith, and now proposed that the project be dedicated to Gerald in his memory.

The Committee enquired as to whether a plaque or other memorial feature for Gerald could be mounted on or near the repaired wall. The representatives of the Friends said they would investigate the options.

#### 14 NONSUCH PARK VIRTUAL TOUR PRESENTATION

The representatives from Whistlestop Arts were unable to attend the meeting due to unforeseeable circumstances. The presentation on the Nonsuch Park Virtual Tour was consequently unable to go ahead.

The Committee agreed they would like to see the presentation added to the agenda for the next scheduled meeting in January.

#### 15 COMMERCIAL DOG WALKING IN NONSUCH PARK LICENSING SCHEME

The Committee received a report proposing a 12-month pilot Commercial Dog Walking Licensing Scheme in Nonsuch Park.

The Committee considered the following matters:

- a) **Licence Fee and Dog-Limit.** In response to a Member, the Assistant Head of Service (Streetcare) confirmed that the Nonsuch Park Commercial Dog Walking Working Group proposed a licence fee of £200 per annum. She confirmed that the working group proposed that the maximum number of dogs per person be set to 6, with the recommendation of 4 dogs as best-practice. She explained that in any case, each commercial dog-walker's insurance must cover them for the number of dogs they choose to walk.
- b) **Scheme Launch Date.** Following a question from a Member, the Assistant Head of Service (Streetcare) confirmed that, should the Committee be minded to adopt the proposal for the 12 month pilot licensing scheme, the scheme would be due for launch in April.
- c) **Communications.** In response to a Member, the Assistant Head of Service (Streetcare) explained that the licensing scheme would be advertised and promoted on the Park's notice boards and the Councils', social media platforms. She stated that information regarding the licensing scheme would likely also spread quickly via word of mouth. She explained that a Nonsuch Park email address had been established as a means for the commercial dog walkers, and any other Park users, to contact the Council with any queries they might have.
- d) **Commercial Dog-Walking Community.** Following the Nonsuch Park Commercial Dog-Walking Consultation Forum held at Bourne Hall on 20

August 2024, the Committee acknowledged that many of the Commercial Dog-Walkers of Nonsuch Park had formed a close-knit community together, and considered the benefits that the community could bring to the Park, including security and safety for Park users. The Committee noted that the Commercial Dog Walkers who attended the consultation forum were supportive of the implementation of the proposed licensing scheme.

- e) **6-Dog Limit.** The Committee noted that the proposed terms of the licensing scheme stipulated that individual commercial dog walkers would be limited to walking no more than 6 dogs at a time. The Committee considered the possibility of dog walkers meeting up, resulting in groups of dogs larger than six being walked together. The Assistant Head of Service (Streetcare) stated that the matter could be addressed in the Nonsuch Park Dog Walking Code of Conduct and in the Nonsuch Park Commercial Dog-Walking Licensing Policy – she explained that both documents would be brought before the Committee in January for final approval prior to implementation.
- f) **Future Report to Review the Scheme.** The Committee agreed that a report would be brought back after a year from the launch of the scheme to allow the Nonsuch Park Commercial Dog-Walking Licensing Scheme to be reviewed.

Following consideration, the Committee unanimously resolved to:

- (1) **Note the outcome of the Commercial Dog Walking Working Group Meeting and subsequent Commercial Dog Walking Forum.**
- (2) **Agree to adopt the proposal for a 12-month pilot Commercial Dog Walking Licensing Scheme for Nonsuch Park as set out in section 3 of the report.**
- (3) **Agree to a Dog Walking Code of Conduct to be devised and advertised for all dog walkers in the park.**
- (4) **Agree to receive a draft Nonsuch Park Commercial Dog-Walking Licensing Policy and a draft Nonsuch Park Dog Walking Code of Conduct for approval at the January meeting of the Committee.**

## 16 INDOOR DONATION UNITS UPDATE REPORT

The Committee received a reporting updating the Committee on the progress of the Indoor Donation Units.

The Committee considered the following matters:

- a) **Cost of Units.** The Assistant Head of Service (Streetcare) stated that the initial cost estimated for the donation units in the Park was £5000. She explained that the donation units had since been quoted at £800, with a

final spend, including installation costs, etc, predicted to come to just less than £1000 overall, which was to be split evenly between the Committee and the Friends of Nonsuch. She clarified that the units would be indoor units, with an option for mobile use – she explained in large part the lower cost was a result of opting for indoor units over outdoor ones, as indoor units avoid the need for groundworks and underground cabling for power. She confirmed that Bovingdons had given approval for a donation unit to be located inside the café.

- b) **Damages and Warranty.** In response to a Member, the Assistant Head of Service (Streetcare) explained that the donation units were not being rented and were owned by the Committee. She had confidence that there was a low risk of the units becoming damaged or vandalised due to the fact that they were located indoors. She stated that, in the event that they do become damaged, the units were under warranty.
- c) **Payment Method.** Following a question from a Member, the Assistant Head of Service (Streetcare) confirmed that the donation units allowed for card payments only. She stated that, for Park users who wish to or are only able to donate to the Park via cash, the Nonsuch Voles had a cash box placed in the café.
- d) **Units Display.** The Assistant Head of Service (Streetcare) explained that the agreed fundraising objective agreed by the Committee would be displayed on the digital screen on the donation units, to inform Park users on what their donations will go towards. A Member suggested that the display ought to include a graph to show progress towards a fundraising target – the Assistant Head of Service (Streetcare) stated that she would investigate the possibility of including a progress graph.
- e) **Review of Fundraising Objective.** A Member enquired as to what the process would be for reviewing the fundraising objective and success of the donation units. The Assistant Head of Service (Streetcare) suggested that the Committee could receive a report on a semi-regular basis to allow opportunity to amend or change the fundraising objective. The Committee agreed that information on the success of the donation units would be included within the finance report brought to the January meeting.
- f) **Fundraising Objective Considerations.** The Committee considered the following:
- **Repairs and Maintenance.** The Committee considered that the fundraising objective could focus on repairs, maintenance, and general upkeep requirements within the Park. The Committee noted that Commercial Dog-Walkers at the recent consultation forum suggested they would be keen for CCTV within the Park's car parks. The Committee considered that comments relating to the car parks, with respect to repair and maintenance needs, were frequently received from Park users.



- **Arts, Culture and Heritage Projects.** The Committee considered that the fundraising objective could focus on arts, culture and heritage projects within the Park. The Committee noted that the Friends of Nonsuch were keen for additional signage and information in the Park with respect to the Palace site. The Committee considered the positive public opinion on the recent wooden sculptures created in Bourne Hall's grounds, and suggested that Park users would enjoy similar projects in Nonsuch Park.

Following consideration, Councillor Woolmer proposed that 'Art and Information Installations, Repairs and Maintenance,' be agreed as the first fundraising objective for the donation units. Councillor Freeman seconded the proposal.

Subsequently, the Committee unanimously resolved to:

- (1) **Note the progress of the project.**
- (2) **Agree 'Art and Information Installations, Repairs and Maintenance,' as the first fundraising objective for the launch of the Good Box Donation units.**

#### 17 AGREEMENT IN PRINCIPLE FOR A PLAYGROUND IN NONSUCH PARK

The Committee received a report seeking permission from the Committee to pursue a bid to Your Fund Surrey for a toddler playground in the London Road Dog Free area.

The Committee considered the following matters:

- a) **Partner to Put Bid Forward.** The Assistant Head of Service (Streetcare) confirmed that the Nonsuch Voles and Little Oak Nursery would both be happy to put the bid forward on behalf of the Park.
- b) **Intended Age-Group.** The Assistant Head of Service (Streetcare) explained that the available funding was too low to afford costly playground staples such as swings and slides, but could afford a small-scale playground, suitable for young children, such as a trim-trail. Following concerns raised by the Committee with respect to inappropriate age-groups potentially using the playground, the Contracts Officer suggested that signage could be put in place specifying the playground's intended age-group.
- c) **Appearance and Materials.** The Assistant Head of Service (Streetcare) explained that the intention was for the playground to have a 'natural' appearance and to be made chiefly of rustic materials such as wood and rope. The Committee expressed their approval of this choice of materials and expressed that they would not want a prevalent use of metal or for the playground to be visually incongruent with the natural aesthetic of the Park.

- d) **Location of Playground.** The Assistant Head of Service (Streetcare) stated that the London Road dog-free area was a large space, and that the small scale of the playground meant a low risk of noise related nuisances being caused for visitors of the area. She explained that if the playground were located outside of the dog-free area, the playground would need to be fenced off for safety from dogs, which would incur a higher cost.
- e) **Maintenance and Insurance.** In response to a Member, the Contracts Officer informed the Committee that playground inspections are conducted regularly, with maintenance carried out as required. The Assistant Head of Service (Streetcare) explained that she had spoken with the relevant officers and had been advised that there would be capacity to include the Nonsuch Park playground within regular playground inspection routines. She explained that all Council playgrounds are covered by insurance.

Following consideration, the Committee unanimously resolved to:

- (1) **Give authority for officers to investigate the viability of a playground in Nonsuch Park London Road Dog Free Area.**
- (2) **Agree to receive a further report on progress of this application at the next meeting on 20 January 2025.**

## 18 MID YEAR BUDGET MONITORING REPORT

The Committee received a report advising the Committee of the mid-year financial position for 2024/25 and the forecast outturn.

The Committee considered the following matters:

- a) **Financial Position Review.** In response to queries from Members, the Interim Chief Finance Officer advised that the January finance report could provide a review of the Committee's current financial position and inform the Committee on the structure and commerciality of the Committee's current fees and charges.
- b) **Filming in the Park.** The Assistant Head of Service (Streetcare) explained that income from filming in the Park was inconsistent due to the unpredictable nature of when and how often filming requests are received. She explained that Bovingdons were responsible for any filming taking place inside the mansion, with the Committee responsible for any filming taking place in the grounds or car parks.
- c) **Fuel Cost Variance.** In response to a question from a Member, the Assistant Head of Service (Streetcare) explained that, following a change in legislation in 2022, one of the Park's tractors had been switched from using red diesel to white diesel. This incurred a cost due to a required

deep clean and installation of new fuel gauges to ensure compliance with legislation. She explained that white diesel is also more expensive than red diesel.

- d) **Unplanned Costs.** Following a question from a Member, the Accountant explained that a portion of the 2024/25 expenditure was due to unplanned mandatory works. She explained that it is challenging to accurately incorporate a contingency for unplanned planned in the budget due to the unpredictable nature of such works.

Following consideration, the Committee unanimously resolved to:

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

## 19 URGENT DECISIONS

The Committee received a report on the decisions taken by the Chief Executive and Directors on the grounds of urgency, in compliance with the requirements of the Epsom & Ewell Constitution.

The Committee considered the following matters:

- a) **Damages and Costs.** The Assistant Head of Service (Streetcare) stated that the unauthorised encampment had resulted in minimal damages and costs for the Committee.

Following consideration, the Committee unanimously resolved to:

- (1) Note the urgent decisions taken and the reasons for those decisions, since the last meeting of the committee.**

*The meeting began at 10.05 am and ended at 11.25 am*

COUNCILLOR LOUISE PHELAN (CHAIR)

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## **FUTURE DATES FOR MEETINGS OF THE COMMITTEE 2025/26**

<b>Head of Service:</b>	Jackie King, Chief Executive
<b>Report Author</b>	Dan Clackson
<b>Wards affected:</b>	Nonsuch Ward;
<b>Appendices (attached):</b>	None

### **Summary**

To agree the draft schedule of meetings of the Nonsuch Park Joint Management Committee for the 2025/26 Municipal Year.

### **Recommendation (s)**

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

- (1) Approve the following draft schedule of meetings for the municipal year 2025/26:**
  - a) Monday 16th June 2025, 10:00**
  - b) Monday 13th October 2025, 10:00**
  - c) Monday 19th January 2026, 10:00**
  - d) Monday 23rd March 2026, 10:00**

#### **1 Reason for Recommendation**

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

#### **2 Background**

- 2.1 This report presents the Committee with a draft schedule of meetings for the municipal year 2025/26.
- 2.2 It is recommended that the Committee agrees to hold their ordinary meetings evenly across the year and the dates shown in the recommendation are the dates/times which follow the normal pattern of meetings.

### 3 Risk Assessment

Legal or other duties

3.1 Equality 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.

### 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 following Key Priorities are engaged:

- N/A

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

6.3 **Climate & Environmental Impact of recommendations:** N/A

6.4 **Sustainability Policy & Community Safety Implications:** N/A

6.5 **Partnerships:** N/A

**7 Background papers**

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

**Previous reports:**

- N/A

**Other papers:**

- N/A

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## **NONSUCH PARK SOLAR SYSTEM EXPLORATION WALK**

<b>Head of Service:</b>	Ian Dyer, Head of Operational Services
<b>Report Author</b>	Samantha Whitehead
<b>Wards affected:</b>	Nonsuch Ward;
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	
<b>Appendices (attached):</b>	Appendix 1 – Ewell Astronomical Society's Nonsuch Park Solar System Exploration Walk Proposal

### **Summary**

To present the Committee with a proposal from the Ewell Astronomical Society for the creation of a Solar System Exploration Walk in Nonsuch Park.

### **Recommendation (s)**

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

- (1) Agree in principle to the creation of a Solar System Exploration Walk within the Park.**
- (2) Nominate and Authorise the Assistant Head of Service (Streetcare) to investigate the viability of a Solar System Exploration Walk within the Park.**
- (3) Agree to receive a further report to approve arrangements for the implementation of a Solar System Exploration Walk within the Park at the 24 March 2025 meeting.**

### **1 Reason for Recommendation**

- 1.1 The concept of a Solar System Exploration Walk in Nonsuch Park is still in its early stages. Further details regarding the final design and funding need to be established before the project can progress.
- 1.2 Therefore, the Committee is asked to provide their opinion on whether they would be willing to support the project in principle, allowing further investigation to proceed.

## 2 Background

- 2.1 The Ewell Astronomical Society has approached the Joint Management Committee with a proposal for a Solar System Exploration Walk in Nonsuch Park.
- 2.2 A Solar System Walk is an educational and interactive outdoor exhibit that models the Solar System on a scaled-down level. It would involve a trail around the park with markers placed at intervals, each representing a planet or other celestial body in our solar system. The distances between the markers would be scaled to reflect the relative positions of the planets, providing visitors with a tangible and engaging way to experience the vast size of space.
- 2.3 The Solar System Walk provides an engaging way to learn about astronomy, particularly helping children understand the immense scale of space.
- 2.4 By walking the path, visitors can grasp complex concepts, such as the vast distances between planets, in a simple and relatable format. The walk aims to transform abstract scientific facts into something tangible, making science enjoyable and interactive. It could include elements such as informative plaques, games, or QR codes linking to more detailed online content.
- 2.5 The Solar System Walk at Ruislip Lido supported by Hillingdon Council [www.hillingdon.gov.uk/walktheplanets](http://www.hillingdon.gov.uk/walktheplanets) is a good example. It follows a similar concept, where markers representing the planets are placed along a trail, helping visitors to better understand the scale of the solar system while enjoying a scenic walk around the lido.
- 2.6 There is also a similar example of a Solar System Walk in the village of Otford. This trail has a series of nine concrete pillars spaced around the village and noticeboard explaining how the trail works.  
<https://londonist.com/london/beyond-london/otford-solar-system-walk-sevenoaks-kent-location-where-route>
- 2.7 If the Joint Management Committee is broadly in agreement with launching a similar project in Nonsuch Park, it is recommended that officers work with the Ewell Astronomical Society to develop the project's details and present these to the Committee at their next meeting.
- 2.8 This project is not on the Committees current work programme and there is no budget and limited officer resource available to support the project, if the Committee agree to support the project in principle it will be up to the Ewell Astronomical Society to provide the funding for the installation and future upkeep of the facility.

### 3 Risk Assessment

Legal or other duties

#### 3.1 Equality Impact Assessment

3.1.1 None for the purpose of this report

#### 3.2 Crime & Disorder

3.2.1 None for the purpose of this report

#### 3.3 Safeguarding

3.3.1 None for the purpose of this report

#### 3.4 Dependencies

3.4.1 None for the purpose of this report

#### 3.5 Other

3.5.1 None

### 4 Financial Implications

4.1 There are no financial implications at this stage of the proposal, if the Committee choose to pursue this project financial details will be presented as part of a detailed proposal. The Ewell Astronomical Society have been informed that the Committee does not have any available budget to provide financial support to any aspect of the project and funds will need to be raised by The Society for the installation and upkeep of the facility if they wish to progress this with in the park,

4.2 **Section 151 Officer's comments:** None for the purpose of this report.

### 5 Legal Implications

5.1 Whilst there are no legal implications at this stage of the proposal, if an approach is agreed by the Joint Management Committee at their next meeting, a legal agreement formalising arrangements between parties will be necessary.

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 following Key Priorities are engaged:

- Cultural and Creative

- 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
- 6.5 **Partnerships:** This project is in partnership with the Ewell Astronomical Society

## 7 Background papers

- 7.1 The documents referred to in compiling this report are as follows: None

### **Previous reports:**

- None

### **Other papers:**

- None



# Nonsuch Park Solar System Exploration Walk

*A presentation by the Ewell Astronomical Society to the  
Nonsuch Park Joint Management Committee 20<sup>th</sup> January 2025*

## Summary

The Ewell Astronomical Society (EAS) would like to propose a walking route within Nonsuch Park that would provide an accessible and fun way for families and walkers to 'explore the solar system'. Information would be set out at scale distances of their true positions in the solar system, and provide engaging and entertaining information about our solar system neighbourhood aimed at all age groups.

This would encourage visitors to the park to explore the route along which these information points would be placed.



# Nonsuch Park Solar System Exploration Walk

## Contents

1. Proposal for a Nonsuch Park Solar System Exploration Walk
2. Potential Routes for the Solar System Walk
3. Information Points - Practical Considerations
4. Implementation Options
5. Example Trail Disc
6. Example Webpage
7. Discussion Points
8. Appendix 1 – Additional Information

# 1. Proposal for a Nonsuch Park Solar System Exploration Walk

- An accessible and fun scale-distance model solar system walk within Nonsuch Park.
- The park presents an ideal location, being a popular local recreational facility, and this could help attract more visitors to the park.
- This information would be set out at distances relative to their true scale in the solar system.

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Similar installations can be seen along the Avenue Verte at Neufchâtel-en-Bray in Normandy and at the Ruislip Lido in Hillingdon, London.



Ruislip Lido, Hillingdon, London



Avenue Verte, Normandy

Access Item 5



## 2. Potential Routes for the Solar System Walk

- Nonsuch Park is well suited for this type of installation, with at least two suitable routes.
- The actual route chosen would ultimately be decided by the Joint Management Committee.



### Example routes

1. Nonsuch car park to Nonsuch Mansion (0.75 km)
2. The Avenue, commencing at the Avenue car park (1 km)





### 3. Information Points - Practical Considerations

1. There are a couple of options of how this information could be presented
  - i. The information could be presented in large (A2) information boards (e.g. as with Ruislip Lido)
  - ii. A single large information board at the start of the walk, with small trail discs with a QR code at each checkpoint along the walk. This QR code would link to more detailed information on a web page
  - iii. Other options not considered in further detail here include using smaller information boards (e.g. A4 size), or solely relying on trail discs alone with no introductory information board.
2. The information content would be developed and maintained by EAS, and the physical installation overseen by the JMC. Website material could be hosted by either EAS or Nonsuch Park
3. The option selection may also be dependent upon funding. As a small not-for-profit organisation, Ewell Astronomical Society would not have the funds itself to meet the full cost of these options
4. The first two options above are explored in more detail on the next page.

## 4. Implementation Options

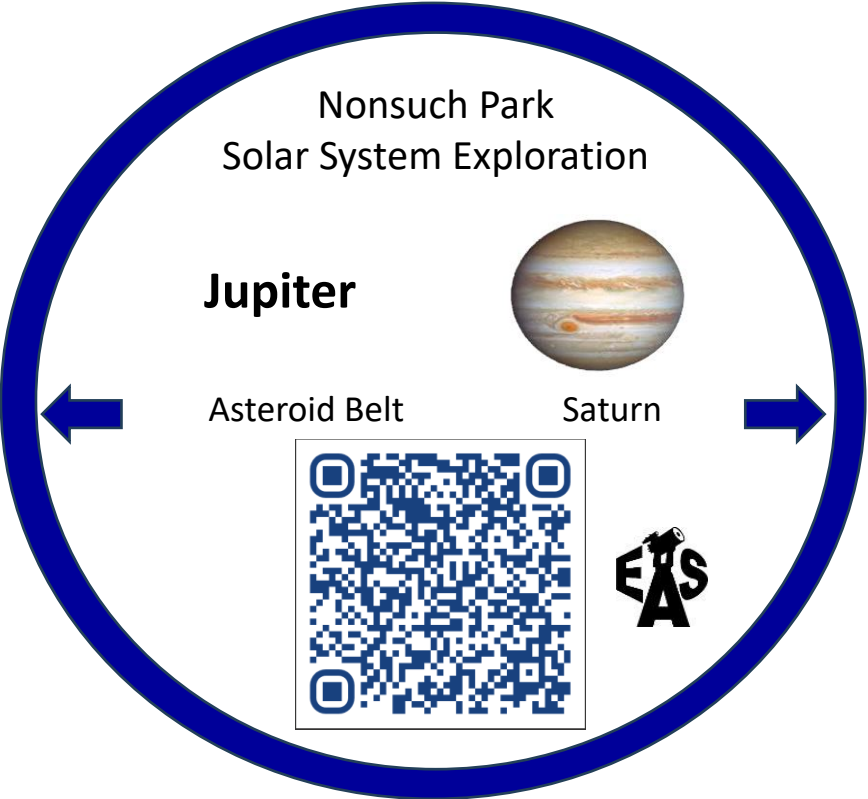
### 1. Information Boards

Benefits	Challenges	Other Considerations
<ul style="list-style-type: none"> <li>High visual impact to attract visitors' attention along the entire walk</li> </ul>	<ul style="list-style-type: none"> <li>Relatively higher cost</li> <li>Yet more 'furniture' in the park</li> <li>Higher maintenance (keeping boards clean, replacing defaced or worn boards)</li> </ul>	<ul style="list-style-type: none"> <li>Information boards could contain space for commercial sponsors to help offset the cost</li> <li>Indicative costs: £1,000 per A2 board + installation (e.g posts &amp; labour)</li> </ul>

### 2. Single Information Board with Trail Discs and QR Codes

Benefits	Challenges	Other Considerations
<ul style="list-style-type: none"> <li>Web-based Information is easy to maintain and update</li> <li>Allows more information to be provided than otherwise possible on physical boards</li> <li>Lower cost, less ongoing maintenance</li> </ul>	<ul style="list-style-type: none"> <li>Information would require access by a smart phone which may prevent some visitors getting the full experience from the walk</li> </ul>	<ul style="list-style-type: none"> <li>Discs could be placed on dedicated posts or using existing posts if suitable</li> <li>Indicative costs: £15 per disc plus one display board (£1,000) + installation (eg, posts &amp; labour)</li> </ul>

# 5. Example Trail Disc



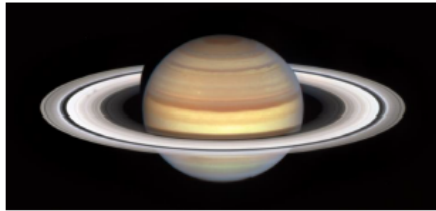
# 6. Example Webpage



Ewell Astronomical Society – Nonsuch Park Planets Walk

## 8. Saturn

← Jupiter  
143 metres



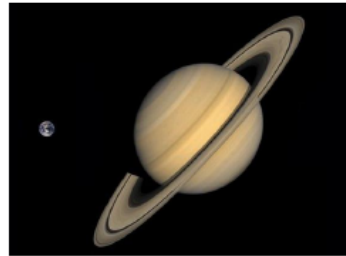
Uranus →  
323 metres

The ringed planet Saturn [Image: NASA]

### Basic facts

- Mean diameter - 116,000 kms (18 Earth diameters)
- Mass – 95 Earth masses
- Distance from the Sun – 1.4 billion km (10 times the Earth's distance)
- Year – 29 years
- Day – 11 hours
- Number of moons - 146

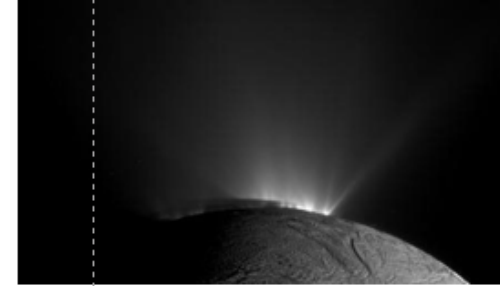
Saturn is the sixth planet from the Sun, and many would argue, the most beautiful. Saturn's rings were first observed over 400 years ago soon after the invention of the telescope. Although the other giant planets also have ring systems, they are not easily seen and were all discovered within the last 50 years.



The Earth's relative size compared to Saturn [Image: NASA]

Saturn is primarily made of hydrogen and helium gas, and as such, does not have a surface. What we see through our telescopes are the clouds in Saturn's atmosphere just in the same way as we have clouds here on Earth. However, Saturn's clouds are whipped along by winds of up to 1,800 kilometres per hour! By comparison winds in the most severe cyclones on Earth have been measured up to only 400 – 500 kilometres per hour.

One of Saturn's most interesting moons is Enceladus. Enceladus is very small, at just 500 kilometres in diameter. The visiting NASA Cassini spacecraft appears to be



Plumes of water escaping from Saturn's moon Enceladus [Image: NASA]

plumes of water escaping from fissures on its icy surface leading to the theory that Enceladus harbours an ocean of liquid water below its frozen surface and so is one of the prime candidates for the search for life in the solar system.

### Did you know?

*Saturn is largely made of hydrogen and helium – the two lightest elements in the universe. As a result Saturn has about the same density as wood and so, if you had a bathtub big enough, it would actually float!*



## 7. Discussion Points

- The option favoured will be dependent upon the availability of funds and the trade-off with:

*Higher visual impact, with higher implementation & ongoing maintenance costs*

versus

*Lower visual impact, with lower implementation & ongoing maintenance costs*

- Funding for either option may be available through, for example, the Surrey County Council “Your Fund Surrey”
- Physical implementation to be overseen and/or managed by the JMC;  
Website development to be managed by EAS;  
Website hosting by either EAS or Nonsuch Park
- Proposed next steps:
  - Selection of the desired option
  - More detailed costings and pursuing funding options



# Appendix 1 - Additional Information

## Example Scaled Distances:

Information Point	Distance (m)
1. Overview <sup>(1)</sup>	0
2. The Sun	2
3. Mercury	15
4. Venus	26
5. Earth / Moon	35
6. Mars	52
7. Asteroid Belt	91
8. Jupiter	174
9. Saturn	317
10. Uranus	640
11. Neptune	998
12. Beyond Neptune <sup>(2)</sup>	1,000

(1) Overview – would provide an explanation of the walk, including a map showing the locations of each information point. Ideally this information point at the very least would be in the form of a physical information board.

(2) The final information point would provide information about our wider galaxy and universe

## Ewell Astronomical Society (EAS):

- The EAS was established in 1966, with the late Sir Patrick Moore as its founding Patron.
- The Society meets monthly at the Nonsuch High School for Girls, and supports local outreach activities with various groups such as the Boy Scouts and Girl Guides, as well as being a regular participant at the annual Nonsuch Town and Country Show. It will also shortly be resuming support activities in the operation of the Nonsuch High School for Girls own observatory for the benefit of staff and pupils.
- If the Solar System walk was implemented, then the Society would also be able to add this to its resources to support such outreach activities by offering guided “solar system walks”, further promoting the use of the park.
- Contact details:
  - [ewellastro@gmail.com](mailto:ewellastro@gmail.com)
  - [www.ewellastronomy.org](http://www.ewellastronomy.org)

## **NJMC FINANCE REPORT & BUDGET 2025/26**

<b>Head of Service:</b>	Kevin Hanlon, Interim Chief Finance Officer
<b>Report Author</b>	Mitra Hagh-Shenas
<b>Wards affected:</b>	Nonsuch Ward;
<b>Urgent Decision?</b>	No
<b>If yes, reason urgent decision required:</b>	N/A
<b>Appendices (attached):</b>	Appendix 1 -2024/25 Forecast and 2025/26 Proposed Budget

### **Summary**

This report provides a forecast for 2024/25 and seeks the Joint Management Committee's approval of both the 2025/26 budget and the recommended contributions to be sought from the constituent authorities.

### **Recommendation (s)**

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

- (1) **Note the latest 2024/25 forecast position;**
- (2) **Agree the revenue budget for 2025/26 as set out in Appendix 1;**
- (3) **Agree to seek contributions of £114,330 from both Epsom and Ewell Borough Council and the London Borough of Sutton for the financial year 2025/26, as set-out in section 4.**

#### **1 Reason for Recommendation**

- 1.1 To make the JMC aware of the current financial position for 2024/25 and to agree a budget for 2025/26.

#### **2 Background**

- 2.1 This report provides the latest estimate of income and expenditure for the current financial year 2024/25 and a recommended budget for 2025/26.

#### **3 Forecast for 2024/25**

- 3.1 The latest forecast of expenditure and income for the current year is shown at Appendix 1, which is the standard accounts format for NJMC.
- 3.2 The forecast at Q3 shows a surplus of £589. The main individual variances to note are as follows:
- 3.3 Adhoc Building Works – Overspend of £11,900 which is mainly due to replacement of boilers. Sparrow Farm Lodge’s boiler has been replaced at a cost of £2,400. The Castlemaine Lodge’s boiler and piping system also has to be replaced. The order has been placed for the replacement at a cost of £8,300. Both boilers were c.25 years old.
- 3.4 Demand for memorial benches in Nonsuch has increased, leading to an overspend of £1,380 against the budget. However, as a result of higher demand for memorial benches, there is a favourable income variance of £5,500.
- 3.5 Mansion House and Café rents are reviewed every 5 years. The last review took place in June 2024 which has resulted in increased rents for both Mansion House and café, with a favourable variance of £15,535.
- 3.6 Nursery Lodge rent has increased from £22,000 to £26,000 creating a favourable variance of £4,000.
- 3.7 Event and Fitness Group activity increased resulting in a favourable income variance of £6,350.
- 3.8 Donation units have been ordered for a total of £680 as a part of Grounds’ equipment.
- 3.9 The estimates for 2025/26 are also attached in Appendix 1.
- 3.10 A proposed 3% increase on 2024/25 contribution has been agreed by LB Sutton. This will increase the contribution to £114,330.
- 3.11 The proposed 2025/26 budget is detailed at Appendix 1 and summarised in the following table:

<b>2025/26 Budget</b>	<b>£,000</b>
Grounds	<b>135</b>
Mansion House	<b>181</b>
Staffing and General Expenses	<b>208</b>
Less: Rent and Other Income	<b>(295)</b>
Net Expenditure	<b>229</b>



Contributions from LBS/EEBC	<b>229</b>
Budget Surplus/Deficit	<b>0</b>

- 3.12 The 2025/26 budget has been prepared using the following key assumptions:
- 3.13 General operational costs of maintaining and managing Nonsuch park have been increased with inflation where appropriate.
- 3.14 A budgeted contribution of £7,735 to the working balance reserve has been introduced in order to replenish this reserve. The working balance is used to finance small annual variances to budget, providing a crucial contingency for unforeseen, unavoidable expenditure.
- 3.15 The budgeted contribution for the Repairs and renewals reserve has been increased from £3,000 to £7,735 replenish this reserve. The repairs and renewals balance is used to cover unforeseen maintenance expenditure.
- 3.16 The Tree Maintenance budget of £15,900 has not been increased for several years. To align to current costs, this budget has been updated to £20,000.
- 3.17 Dog-walking licence will be issued for commercial dog-walkers from April 2025. It is estimated that 15 licences at £200 per licence will be issued in 25/26 generating £3,000 income. There are some expenses associated with the dog-walking scheme. Each licence holder will receive armband and car sticker costing a total of £20 per licence. The remaining £180 per licence will be contributed towards the administration and enforcement of the scheme costs. The estimated income and expenses are included in the Appendix 1.
- 3.18 A property Update report is regularly brought to the Committee. This sets out the commercial aspects of NonSuch Park. Bovingdons rents have increased by PRI year on year reflecting a 33% (and the Patry Café) increase over five years which is very favourable considering the operating environment for a hospitality business. Mansion House is grade 2 listed and expensive to maintain hence the Bovingtons contract is VfM comparing to market.

#### **4 Contributions**

- 4.1 The budget estimates for next year show a balanced budget, factoring in contributions of £114,330 from each Council. These contributions are subject to confirmation by both Councils.

## 5 Working Balance/Reserves

- 5.1 The NJMC's holds a working balance of £65,798 which is forecast to increase as at 31 March 2025 to £69,387 owing to a budgeted contribution into the reserve of £3,000 and a forecast surplus of £589.
- 5.2 The Repair and Renewals fund as at 31 March 2025 is forecast to increase from £24,230 to £27,230 following a budgeted contribution into the reserve of £3,000. This balance is used for small unavoidable maintenance expenditure.

## 6 Risk Assessment

Legal or other duties

- 6.1 Equality Impact Assessment
- 6.1.1 None arising from the contents of this report.
- 6.2 Crime & Disorder
- 6.2.1 None arising from the contents of this report.
- 6.3 Safeguarding
- 6.3.1 None arising from the contents of this report.
- 6.4 Dependencies
- 6.4.1 None arising from the contents of this report.
- 6.5 Other
- 6.5.1 None arising from the contents of this report.

## 7 Financial Implications

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

## 8 Legal Implications

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

## 9 Policies, Plans & Partnerships

- 9.1 **Council's Key Priorities:** The following Key Priorities are engaged: Green & Vibrant, Effective Council.
- 9.2 **Service Plans:** The matter is included within the current Service Delivery Plan.

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

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

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

## 10 Background papers

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

### **Previous reports:**

- Mid-Year Budget Monitoring Report - 14 October 2024
- Finance Report and Budget 2024/25 – NJMC Committee - 25 March 2024

### **Other papers:**

- None

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**NJMC FINANCE REPORT AND BUDGET 2025/26**

2023/24 Actual		2024/25 Budget	2024/25 Actual	2024/25 Forecast	2024/25 Forecast Variance	2025/26 Proposed Budget
£	<b>Expenditure</b>	£	£	£	£	£
	<b>Grounds</b>					
1,200	Maintenance of grounds	830	15	830	0	850
520	Plants seeds & fertilisers etc.	520	0	520	0	550
3,520	Emptying bins	3,520	0	3,520	0	3,650
24,290	Maintenance of roads	19,120	12,983	20,000	880	20,000
1,734	Purchase of plants	4,000	0	4,000	0	4,000
15,900	Tree Maintenance contract scheduled works recharges	15,900	0	15,900	0	20,000
695	Asbestos Surveys	1,400	811	811	-589	1,400
0	OOH Ad hoc call outs	0	179	230	230	200
8,444	Engineering and fabric recharge	9,200	4,596	9,200	0	9,600
3,823	Rech ad hoc building works and vandalism	0	3,599	11,900	11,900	4,000
33,913	Building and M&E maintenance works	10,160	15,045	15,050	4,890	10,000
3,106	Electricity	4,000	1,177	4,000	0	4,000
30	Gas	250	132	530	280	250
5,095	Water charges - metered	4,250	1,422	4,250	0	4,640
-34	Council Tax for London Road Lodge	0	0	0	0	0
1,335	Cleaning contract recharges	1,450	735	1,460	10	1,600
2,187	Petrol diesel & oil	1,760	3,074	3,080	1,320	1,800
2,313	Transport insurance	2,570	251	2,570	0	2,750
0	OP. equipment & tools : Purchase	500	0	680	180	500
1,600	OP. equipment & tools : R & M	1,600	-157	1,600	0	1,600
4,050	Hire of Bins	4,900	0	5,189	289	5,500
3,300	Purchase of memorials e.g benches trees	3,500	2,796	4,880	1,380	3,500
2,009	Legal expenses	2,500	138	2,500	0	2,500
320	EPC Survey - London Road Lodge	0	0	0	0	0
26,590	Transport fleet SLA NJMC	28,370	0	28,370	0	29,250
2,285	Insurance recharges	2,750	0	2,750	0	2,850
<b>148,225</b>	<b>Sub-Total</b>	<b>123,050</b>	<b>46,800</b>	<b>143,820</b>	<b>20,770</b>	<b>134,990</b>
		<b>2024/25 Budget</b>	<b>2024/25 Actual</b>	<b>2024/25 Forecast</b>	<b>2024/25 Forecast Variance</b>	<b>2025/26 Proposed Budget</b>
£	<b>Expenditure</b>	£	£	£	£	£
	<b>Mansion House</b>					
0	Vandalism repairs	210	0	210	0	200
0	Asbestos Surveys	450	140	450	0	450
22,857	Engineer and fabric	24,892	12,441	24,880	-12	25,950
89,992	Building and M&E maintenance works	90,160	54,453	96,700	6,540	90,000
27,360	Electricity	23,000	2,387	23,000	0	23,000
5,690	Gas	8,000	1,388	8,000	0	8,000
13,230	Cleaning Contract recharges	14,400	7,460	14,880	480	16,220
7,895	Commercial tenanted property insurance - Mansion House	8,760	7,902	7,902	-858	9,000
7,142	Insurance recharges	8,010	0	8,010	0	8,250
<b>174,168</b>	<b>Sub-Total</b>	<b>177,882</b>	<b>86,172</b>	<b>184,032</b>	<b>6,150</b>	<b>181,070</b>
	<b>Central Expenses</b>					
26,000	Additional pension contribs	26,000	0	26,000	0	26,000
0	Clothing & uniforms	160	0	160	0	460
0	Dog-Walking administration/enforcement expenses	0	0	0	0	2,700
750	Surveyors fees	0	1,200	1,200	1,200	1,200
47	General office expenses	561	250	561	0	560
501	Commercial tenanted property insurance	560	496	500	-60	560
0	Projects budget	2,750	0	2,750	0	2,750
960	External Audit	960	0	960	0	1,000
1,133	Insurance recharges	1,270	0	1,270	0	1,320
540	Internal audit recharges	579	0	575	-4	600
106,250	Grounds Maintenance Staff Recharge	112,630	0	112,630	0	116,020
35,870	Management costs SLA recharge	38,030	0	38,030	0	39,170
2,486	Contribution to/(from) NJMC Repairs and Renewals fund	3,000	0	3,000	0	7,735
0	Contribution to/(from) NJMC Working Balance Reserve	3,000	0	3,000	0	7,735
<b>174,538</b>	<b>Sub-total</b>	<b>189,500</b>	<b>1,946</b>	<b>190,636</b>	<b>1,136</b>	<b>207,810</b>
<b>496,930</b>	<b>Gross Expenditure</b>	<b>490,432</b>	<b>134,918</b>	<b>518,488</b>	<b>28,056</b>	<b>523,870</b>

2023/24 Actual		2024/25 Budget	2024/25 Actual	2024/25 Forecast	2024/25 Forecast Variance	2025/26 Proposed Budget
	<b>Income</b>	£	£	£	£	
-90	Filming Income	-1,000	0	0	1,000	0
-4,550	Memorial receipts	-3,710	-9,280	-9,280	-5,570	-3,700
-5,001	Rent for London Road Lodge	-16,500	-10,231	-15,500	1,000	-24,500
-44,000	Grant from LB Sutton	-15,000	0	-15,000	0	0
-7,895	Mansion House insurance recovered	-8,760	0	-7,902	858	-9,000
-107,700	Mansion House - Bovingdons letting	-120,000	-99,474	-135,535	-15,535	-142,560
-26,363	Mansion House - Service charges variable	-23,956	-8,923	-23,940	16	-24,450
-5,463	Mansion House - Service charges fixed	-8,510	-5,463	-8,510	0	-8,680
-392	Old Boathouse - Licence to occupy	-2,350	0	-2,350	0	-2,350
-1,363	Nursery Lodge insurance recovered	-560	0	-500	60	-560
-1,602	NJMC service charges (Nursery lodge)	-1,746	-2,875	-1,750	-4	-1,770
-10,406	Events & Fitness Groups Hire charges	-10,700	-15,061	-17,050	-6,350	-15,000
-9,716	Staff property rent- Castlemaine and Sparrow Farm lodges	-9,720	-5,668	-9,720	0	-9,720
-22,000	Nursery Lodge rental income	-22,000	-23,563	-26,000	-4,000	-26,000
0	Dog-Walking Licence income	0	0	0	0	-3,000
-10,740	Mansion House Flat 1 Rent	-10,740	-8,055	-10,740	0	-10,740
-9,180	Mansion House Flat 3 Rent	-9,180	0	-9,180	0	-9,180
-4,467	Interest on balances	-4,000	0	-4,120	-120	-4,000
<b>-270,928</b>	<b>Gross Income</b>	<b>-268,432</b>	<b>-188,592</b>	<b>-297,077</b>	<b>-28,645</b>	<b>-295,210</b>
<b>226,002</b>	<b>Net Expenditure</b>	<b>222,000</b>	<b>-53,674</b>	<b>221,411</b>	<b>-589</b>	<b>228,660</b>
	<b>Precepts:</b>					
-113,040	Precept to be levied on EEBC	-111,000	-111,000	-111,000	0	-114,330
-113,040	Precept to be levied on LB Sutton	-111,000	-111,000	-111,000	0	-114,330
<b>- 226,081</b>	<b>Total Precepts</b>	<b>-222,000</b>	<b>-222,000</b>	<b>-222,000</b>	<b>0</b>	<b>-228,660</b>
<b>-79</b>	<b>Surplus (-) / Deficit in Year</b>			<b>-589</b>	<b>-589</b>	<b>0</b>
	Working Balance Reserve					
65,719	Balance b/fwd. 1 April			65,798		
(79)	(Surplus)/deficit for the year			(589)		
0	Budgeted Contribution (to)/from Working Balance			(3000)		
65,798	Balance c/fwd. 31 March			69,387		

## **NONSUCH PARK COMMERCIAL DOG-WALKING LICENSING POLICY & DOG-WALKING CODE OF CONDUCT**

<b>Head of Service:</b>	Ian Dyer, Head of Operational Services
<b>Report Author</b>	Samantha Whitehead
<b>Wards affected:</b>	Nonsuch Ward;
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	
<b>Appendices (attached):</b>	Appendix One – Draft Nonsuch Park Dog Walking Code of Conduct Appendix Two – Draft Nonsuch Park Commercial Dog Walking Policy

### **Summary**

This report presents a draft Dog Walking Code of Conduct and a Commercial Dog Walking Policy for Nonsuch Park.

### **Recommendation (s)**

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

- (1) Agree and adopt the draft Dog Walking Code of Conduct as set out in Appendix One.**
- (2) Agree and adopt the draft Commercial Dog Walking Policy as set out in Appendix Two.**
- (3) Nominate and authorise the Assistant Head of Service (Streetcare) to determine applications for, and to suspend/revoke, licenses for Commercial Dog Walking in Nonsuch Park, in accordance with the Policy.**
- (4) Nominate and authorise the Assistant Head of Service (Streetcare) in consultation with the Chair of the Committee to make minor amendments to the Dog Walking Code of Conduct and Commercial Dog Walking Policy as appropriate.**

#### **1 Reason for Recommendation**

- 1.1 At the meeting of the Nonsuch Park Joint Management Committee held on 14 October 2024 it was agreed to implement a 12-month pilot Commercial Dog Walking Licencing Scheme and a Dog Walking Code of Conduct for Nonsuch Park commencing 1 April 2025.
- 1.2 Ahead of the launch the Committee asked to receive a draft of both documents for their review and approval.

## **2 Background**

- 2.1 Over the course of the last year, the Nonsuch Park Joint Management Committee have responded to increasing concerns about dog walking in the park, by reviewing current byelaws, carrying out a public consultation on dog walking, holding a forum with commercial dog walkers and ultimately resolving to introduce a 12-month pilot Commercial Dog Walking Licencing Scheme and Dog Walking Code of Conduct for the Park to be launched on 1 April 2025.
- 2.2 This decision will help to regulate dog walking activity and ensure that the park is safe and enjoyable for all visitors.

## **3 Dog Walking Code of Conduct**

- 3.1 The Dog Walking Code of Conduct set out in Appendix One, has been developed to capture the key messages about responsible dog walking in the park. The code of conduct for Nonsuch Park has drawn inspiration from all leading dog walking organisations such as The Dogs Trust and RSPCA and organisations who manage public spaces.
- 3.2 The Code of Conduct is not designed to be exhaustive, rather it is a reminder of their duty to consider other visitors, the health and safety of their dogs and the environment.
- 3.3 The Code of Conduct is for all dog walkers not just those who walk multiple dogs or walk for commercial purposes.

## **4 Commercial Dog Walking Policy**

- 4.1 The Commercial Dog Walking Policy set out in Appendix Two, details the framework for this new policy. The policy describes how applicants can apply, the charges and the terms and conditions of the licence.

## **5 Risk Assessment**

Legal or other duties

- 5.1 Equality Impact Assessment
  - 5.1.1 This proposal will bring commercial dog walking in line with other commercial activities in the park, creating a fairer system of charging for commercial activity.



5.1.2 The proposed scheme has considered the cost of a license to ensure it remains affordable for Commercial Dog Walkers. This consideration aims to prevent a significant increase in their overheads, which could severely impact end users of this service, such as the elderly, disabled, or those on low incomes who rely on dog walking services for their animals' welfare.

5.2 Crime & Disorder

5.2.1 The introduction of a Dog Walking Code of Conduct and Commercial Dog Walking Policy will help to address safety concerns around dog walking in Nonsuch Park.

5.3 Safeguarding

5.3.1 This proposal will help to safeguard the public against the fear of badly behaved dogs and unregulated groups of multiple dog walkers in the park.

5.4 Dependencies

5.4.1 This scheme is dependent on effective communications and developing on-going relationships with the dog walking community.

5.5 Other

5.5.1 None

## 6 Financial Implications

6.1 There will be some initial expenditure to launch the scheme which can be covered by existing revenue budget.

6.2 The cost of running the scheme will be covered by the income generated from licence fees.

6.3 All income raised through the scheme will be ringfenced to Nonsuch Park.

6.4 **Section 151 Officer's comments:** Financial Implications are included in the body of the report.

## 7 Legal Implications

7.1 There are no legal implications as a result of 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:

- Safe & Well

- Opportunity & Prosperity

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

8.3 **Climate & Environmental Impact of recommendations:**

8.3.1 The Dog Walking Code of Conduct will help to prevent the environmental impact of dog walking in Nonsuch Park.

8.4 **Sustainability Policy & Community Safety Implications:**

8.4.1 The Dog Walking Code of Conduct and the Commercial Dog Walking Policy will help to improve safety in the Park.

8.5 **Partnerships:**

8.5.1 The success of this scheme will rely on building robust partnerships with members of the dog walking community.

## 9 Background papers

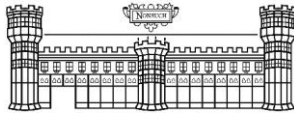
9.1 The documents referred to in compiling this report are as follows:

### **Previous reports:**

- Commercial Dog Walking in Nonsuch Park Licensing Scheme – 14 October 2024
- Commercial Dog Walking Consultation Results – 17 June 2024
- Report on Commercial Dog Walking in Nonsuch Park – 25 March 2024

### **Other papers:**

- None



## Nonsuch Park Dog Walking Code of Conduct

### General

**Behaviour:** Always carry a lead (max 1.8m) for each dog. Ensure your dog is trained, has good recall and is well socialised.

**Caution:** Ask permission before allowing your dog to approach others. Consider using a vest or lead cover to indicate if your dog is nervous/reactive and needs space.

### Off-Lead Areas

**Ensure Control:** Only let your dog off-lead in safe, designated areas.

**Monitor Behaviour:** If your dog becomes aggressive, reactive or disobedient, put them back on a lead. Consider whether it's safer to remove them from the park.

### Restricted Areas

**Dog-Free:** Some areas of the park are designated as dog-free such as picnic areas at the Cheam Gate, London Road Gate (except for approved events), Sparrow Farm Road Gate and the Formal Garden.

**On-lead:** Dogs must be on a lead around the Nonsuch Pantry Cafe and front of the Mansion House and leads are advised on shared use paths and around cars.

### Cleaning Up After Your Dog

**Pick Up Waste:** Carry biodegradable waste bags and dispose of them in bins. Do not hang bags in bushes or trees.

### Health & Safety

**Maintain Health:** Keep your dog vaccinated, wormed, and flea-treated.

**Extreme Weather:** Avoid walking in extreme weather conditions (storms, snow/ice and extreme heat). In hot weather provide plenty of water and rest breaks. Protect paws from hot or rough surfaces.

### Respect Wildlife and Water

**Avoid Disturbing Wildlife:** Do not allow your dog to chase or disturb other animals.

**Control Near Water:** Keep dogs under control near water. Be aware of hazards like blue-green algae, and respect no-dog zones around water to protect and encourage wildlife and fragile ecosystems.

### Walking Multiple Dogs

**Maintain Control:** Do not walk more dogs than you can safely manage (recommended max: four dogs). Avoid walking with other large groups to prevent pack behaviour.

**Commercial Dog Walkers:** Licensed walkers may walk up to six dogs, in line with their public liability insurance, which is verified by the Council as part of the licencing process.

### Dangerous Dog Behaviour & Lost Dogs

**Report Incidents:** Report aggression, attacks, or injuries immediately to the Police and/or Epsom & Ewell Borough Council. Owners are responsible under the Dangerous Dogs Act.

**Identification:** Ensure your dog has identification and contact details.

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**Commercial Dog Walking Policy - Nonsuch Park**  
**Effective from 1 April 2025 – 12 Month Pilot**

## PURPOSE OF THE SCHEME

The Commercial Dog Walking Licence Scheme aims to regulate commercial dog walking activities within Nonsuch Park, ensuring the safety of all park users, animals, and the environment. The introduction of a licence fee also brings this commercial activity in line with other commercial users of the park.

The scheme, approved by the Nonsuch Park Joint Management Committee, is a 12-month pilot, administered by Epsom & Ewell Borough Council.

The policy will ensure that commercial dog walkers are fully insured, conduct risk assessments, and adhere to the Dog Walking Code of Conduct established for the park.

## LICENCE REQUIREMENTS

From 1st April 2025, all commercial dog walkers must be licensed to operate within Nonsuch Park. To obtain a licence, commercial dog walkers must meet the following criteria:

- **Proof of Public Liability Insurance:** Commercial dog walkers must provide proof of valid public liability insurance, covering at least £2 million for any claims made against them during their activities. The insurance must specifically cover dog walking, including risks such as injury to people, animals, or property.
- **Risk Assessments:** Dog walkers must submit a risk assessment for their activities, outlining any potential hazards and their measures to mitigate risks. This should include handling large groups of dogs, managing dog behaviour, and the safety of other park users, animals, and wildlife.
- **Maximum Number of Dogs:** Licensed walkers are permitted to walk up to six dogs at a time, in line with the terms of their public liability insurance. Dog walkers are expected to manage their dogs effectively and maintain control at all times.
- **Adherence to Code of Conduct:** All commercial dog walkers must sign and adhere to the park's Dog Walking Code of Conduct. This includes maintaining control of dogs, cleaning up after dogs, ensuring dog health and safety, and respecting public spaces and wildlife.
- **Qualifications and Training:** Walkers should be trained and competent in dog handling, animal welfare, and customer service. It is recommended that dog walkers undergo formal training in canine first aid and animal behaviour management.

## OPERATIONAL GUIDELINES FOR COMMERCIAL DOG WALKERS

Commercial dog walkers must follow these operational guidelines to ensure the safety and well-being of all park users:

- **Control and Behaviour:**
  - Always keep dogs on a lead (max. 1.8m) unless in designated off-lead areas.
  - Dogs must be well-behaved and controlled at all times. If any dog becomes aggressive or unmanageable, they must be removed from the area immediately.
  - Walkers should consider using muzzles if dogs are known to be reactive or prone to aggression.
  - Limit the number of dogs walked together to avoid pack behaviour. The maximum number is six dogs at a time.
- **Health and Safety:**
  - Ensure all dogs are vaccinated, flea-treated, and wormed.
  - Provide adequate hydration and rest for dogs, particularly in extreme weather conditions.
  - Be aware of the park's conditions and hazards, such as slippery surfaces or dangerous wildlife.
- **Cleaning Up After Dogs:**
  - Carry biodegradable waste bags and clean up after the dogs in your care. Dispose of all waste in appropriate bins.
  - Do not leave waste bags hanging in trees or bushes.
- **Respecting Public Spaces:**
  - Walk dogs only on designated pedestrian paths and avoid restricted areas.
  - Be considerate to other park users, particularly those with mobility aids, prams, or other dogs.
- **Wildlife Protection:**
  - Ensure dogs do not chase or disturb wildlife. Dogs should be kept under control near water bodies, and owners must respect any "no-dog" areas protecting wildlife.

## LICENSING PROCESS

To apply for a commercial dog walking licence, applicants must submit the following:

- **Completed Application Form:** Available from Epsom & Ewell Borough Council's website.
- **Proof of Insurance:** A copy of the public liability insurance policy.
- **Risk Assessment:** Detailed risk assessment for operating in the park.
- **Signed Code of Conduct:** A declaration of commitment to follow the park's Dog Walking Code of Conduct.

Applications will be reviewed, and applicants must pass a compliance check before receiving their licence. Licences will be valid for 12 months and must be renewed annually if the pilot scheme is continued. The charging period will run from 1 April 2025 – 31 March 2026. The fee will be calculated from the date you wish to start operating on a monthly pro-rata basis.

Please allow two weeks for processing. Once you have received approval, you need to pay the licence fee which is set at £200 per annum.

You will receive a Nonsuch Park armband and will be registered on our database. You can transfer an armband from one of your employees to another, so long as neither of you are in Nonsuch Park at the same time. You cannot transfer your armband or licence to another dog walking organisation.

There will be an additional charge for replacement armbands that have been lost by the licence holder. Licence holders are to advise Epsom & Ewell Borough Council immediately of armbands that have been lost.

### HIGH VISIBILITY IDENTIFICATION

To ensure public recognition and safety, licensed commercial dog walkers will be provided with the following:

- **High Visibility Arm-Band:** A high-visibility arm-band that must be worn while walking dogs in Nonsuch Park. The arm-band is essential for identifying licensed dog walkers, especially when managing large groups of dogs.
  - Replacement arm-bands will be available at an additional cost.
- **Car Sticker:** A car sticker to display in the vehicle used for transporting dogs to the park, signifying that the dog walker is licensed.

### COMPLIANCE AND ENFORCEMENT

Commercial dog walkers are responsible for maintaining the terms of their licence throughout the year. Failure to comply with the policy may result in:

- **Suspension or Revocation of Licence:** For serious or repeated breaches.

Epsom & Ewell Borough Council will conduct regular checks to ensure compliance with this policy. Enforcement action will be taken against unlicensed walkers or those who fail to comply with the policy's conditions.

Licensed walkers are asked to report suspected licencing breaches in detail to [nonsuchpark@epsom-ewell.gov.uk](mailto:nonsuchpark@epsom-ewell.gov.uk) so targeted action can be taken.

### EMERGENCY PROCEDURES

In case of an emergency, commercial dog walkers must:

- **Have Identification:** Ensure all dogs under their care have proper identification (ID tags with contact details).
- **Report Incidents:** Immediately report any incidents involving dog attacks, injuries, or accidents to the police and/or Epsom & Ewell Borough Council.

## ADDITIONAL CONSIDERATIONS

To maintain the safety and enjoyment of Nonsuch Park for all users, it is recommended that commercial dog walkers:

- **Train Dogs:** Encourage dog training to promote good behaviour in public spaces. Consider enrolling dogs in training classes for recall and lead manners.
- **Avoid Large Groups:** Do not walk large groups of dogs that may cause disruptions to other park users. It is advised that no more than six dogs be walked at any time.

## CONCLUSION

The Commercial Dog Walking Licence Scheme is essential to ensure a safe, enjoyable experience for all park users and protect the park's wildlife and environment. By adhering to the Dog Walking Code of Conduct, maintaining proper insurance, and following these guidelines, commercial dog walkers will contribute to a responsible and regulated dog walking environment within Nonsuch Park.

For more information on the licensing process or to apply for a licence, please contact Epsom & Ewell Borough Council.



**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 10 – Review of Properties and Leases
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This report deals with information relating to the financial or business affairs of the Committee and third parties.
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