

# Public Document Pack

## NONSUCH PARK JOINT MANAGEMENT COMMITTEE

Monday 25 January 2016 at 10.00 am

### Nonsuch Mansion House

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

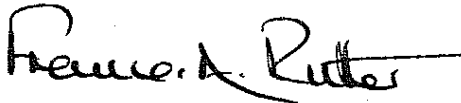
Committee Members:

Councillor Mike Teasdale (Chairman)  
Councillor Alexander Clarke  
Councillor Graham Dudley

Committee Members:

Councillor Richard Broadbent  
Councillor Mary Burstow  
Councillor David Hicks

Yours sincerely



Clerk to the Committee

For further information, please contact Eddie Nowak, 01372 732123 or [enowak@epsom-ewell.gov.uk](mailto:enowak@epsom-ewell.gov.uk)

## AGENDA

Prior to the commencement of the meeting a period of 15 minutes will be allowed to enable members of the public, who have pre-registered, the opportunity to ask questions. For further details contact Eddie Nowak, Democratic Services Officer on 01372 732000.

### 1. **ADJOURNMENT FOR PUBLIC SPEAKING - IF REQUIRED**

### 2. **MINUTES** (Pages 5 - 10)

The Committee is asked to agree as a true record the minutes of meeting of the Joint Management Committee held on 19 October 2015 (attached) and to authorise the Chairman to sign them.

### 3. **DECLARATIONS OF INTEREST**

Members are asked to declare the existence and nature of any Disclosable Pecuniary Interests in respect of any item of business to be considered at the meeting.

### 4. **BUDGET 2016/17** (Pages 11 - 18)

This report seeks approval to the Joint Management Committee's budget for 2016/17.

### 5. **SOUTH & SOUTH EAST IN BLOOM AWARD** (Pages 19 - 26)

This report requests permission to apply for a South & South East in Bloom Award for Nonsuch Park to replace the annual Green Flag Award application.

### 6. **NONSUCH PARK - GAS PIPE** (Pages 27 - 30)

Southern Gas Networks are seeking an easement for the installation of a new section of gas pipework to the Nursery Lodge to replace the existing sub-deduct pipework. The replacement of sub-deduct pipework is a national project being instigated by OFGEM and the HSE.

### 7. **PROGRESS REPORT - JANUARY 2016** (Pages 31 - 40)

This report updates the Joint Management Committee on the progress of outstanding matters.

### 8. **EVENTS IN THE PARK** (Pages 41 - 44)

To note the approved events for 2016 and to request permission for two new events to be held in the Park.

**9. FUTURE REPORTS/INFORMATION - JANUARY 2016** (Pages 45 - 46)

This item reports on issues which have previously been raised with the Joint Management Committee and which there is an intention to provide reports to future meetings.

**10. FUTURE DATES FOR THE JOINT MANAGEMENT COMMITTEE MEETINGS**  
(Pages 47 - 48)

To agree the dates for meetings of the Joint Management Committee for the 2016/17 Municipal Year, and that the dates for future years be set at the October meeting of the Committee to accommodate the production of the annual Municipal Calendar.

**11. DISPLAY OF THE NONSUCH PALACE CANVAS REPLICA -  
ARRANGEMENTS FOR OPENING EVENT**

The Chairman will confirm the arrangements for the Opening Event for the display of the Nonsuch Palace Canvas Replica.

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

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 to Schedule 12 A 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.

**13. CONFIDENTIAL MINUTES** (Pages 51 - 54)

The Committee is asked to agree the confidential minutes of the meeting of the Joint Management Committees held on 19 October 2015 and to authorise the Chairman to sign them. These minutes will not be published because the meeting is likely to be closed to the press and public in view of the nature of the business to be transacted/nature of the proceedings. It is likely to cover "information relating to the financial or business affairs of any particular person (including the authority holding that information)".

**14. PROGRESS REPORT ON CONFIDENTIAL ITEMS - JANUARY 2016** (Pages 55 - 58)

This report provides an update. This discussion will take place in Part Two because the meeting is likely to be closed to the press and public in view of the nature of the business to be transacted/nature of the proceedings. It will cover "information relating to the financial or business affairs of any particular person (including the authority holding that information)".



**Minutes of the Meeting of the NONSUCH PARK JOINT MANAGEMENT  
COMMITTEE held on 19 October 2015**

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**PRESENT -**

Councillor Mike Teasdale (Chairman); Councillors Alexander Clarke, Richard Broadbent, Mary Burstow and David Hicks

Absent: Councillor Graham Dudley

In Attendance: Paul Airey (Nonsuch VOLES), Gerald Smith (Friends of Nonsuch) and Frances Wright (Nonsuch Watch)

Officers present: Frances Rutter (Clerk), Chris Stone (Property & Estate Manager, EEBC), Tony Foxwell (Senior Surveyor, EEBC), Michael Smith (Chief Accountant, EEBC), Samantha Whitehead (Streetcare Manager, EEBC), Peter Steel (Senior Gardner, EEBC), Dominic Aslangul (Parks Manager, LBS) and Eddie Nowak (Democratic Services Officer, EEBC)

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**12 PUBLIC SPEAKING**

The Committee received a representation from a member of the public.

Rob Pinckbeck of Parkrun advised that 2015 commemorated the 4<sup>th</sup> anniversary of the Parkrun event which has been successful with good participation numbers. A pilot event would be held on Sunday 29 October for Junior Park Run and it was hoped to start regular events starting Sunday 6 December. He also advised that volunteers were keen to help out with the Meadow Project. The public now had access to the defibrillator which had been installed with the assistance of the London Ambulance Service and training for the user groups had been undertaken.

The Chairman, on behalf of the Committee, thanked Mr Pinchbeck for the update and for arranging for the installation of a defibrillator.

**13 MINUTES**

The Minutes of the meetings of the Nonsuch Park Joint Management Committee held on 20 April and 22 June 2015 were agreed as a true record and signed by the Chairman.

Arising therefrom, and with reference to paragraph 2 of the Minutes of meeting dated 22 June 2015, it was noted that although there was a bus stop near the park main gate, drivers did not always announce that this was the stop for the park. The Chairman had written to the bus company regarding this and was awaiting a reply. It was also noted that Sam Whitehead, Streetcare Manager was consulting the Adult Social Care Team regarding providing advice and assistance for persons with Alzheimer disorder visiting the park.

#### **14 DECLARATIONS OF INTEREST**

No declarations of interest were made on items on the agenda.

#### **15 MID-YEAR BUDGET MONITORING**

The Committee received a report on the mid-year financial position for 2015/16 and the forecast budget position for 2016/17 and provided an update of the Risk Register. The monitoring statement set out income and expenditure at 5 months (1 April 2015 to 30 August 2015) compared to the 2015/16 budget. Certain costs had been recharged at the year end, however the statement provided a forecast of the year end position taking this into account. It was noted that the external auditors had now advised that there were no major recommendations arising from the auditing of the 2014/15 accounts and that the letter received from the external auditors would be circulated to the Members of the Committee in due course. It was noted that the latest forecast suggested that net expenditure for the year would be less than budget by £12,000. This was principally due to the works on the Tractor Shed being £15,000 less than originally expected.

The Property Officer had identified some urgent repairs that were required to be undertaken in this financial year, and it was requested that £12,000 surplus available from the Tractor shed be used to fund these repairs.

Members discussed the Risk Register and noted that the main risks as previously identified were:

- Budget shortfall due to rent income loss/risk to working balance.
- Funding needed for major repairs and maintenance.
- Vacant properties/loss of rent.
- Lack of resource to fund Management Plan.

A new risk recognising the need to maintain the infrastructure had also been incorporated within the risk register. Members further noted progress against managing the risks in light of the current financial constraints.

The Committee agreed:-

- (1) That the mid-year financial position be noted.
- (2) That £12,000 originally set aside for the repairs to the Tractor Shed are reallocated to finance other repairs.
- (3) That comments on the preparation of the budget for 2016/17 be noted.
- (4) That the risk register as at October 2015 be approved.

#### **16 MAINTENANCE PLAN UPDATE**

The Committee received and noted a report that provided an update on priority works addressed at the last meeting and noted that the surplus of £12,000 originally set aside for repairs to the Tractor Shed would be used to finance other repairs on a priority basis. The Committee discussed the condition of one of the external building walls that had recently been fenced off for health and safety reasons, and although necessary works to the Mansion House would take priority, it was agreed to include reference to the repair to the wall in the risk register.

#### **17 PROGRESS REPORT - OCTOBER 2015**

The Committee received and noted a report that set out an update on the following issues:

- Farmer Memorial – The reinstatement project had been submitted to the Planning Authority and was approved on 30 September 2015. Clearance work had been undertaken by volunteers with the holly tree being lowered. The gates had been painted black and gold which complimented the entrance and additional posts had been installed.
- Asset Management Working Party – At the last meeting of the Working Party, it was agreed that a better understanding of the rental potential for the upper floor of the Mansion House should be sought from the appropriate letting agents, before any further decisions were made with regard to Heritage Lottery Funding and options were currently being considered.
- Walnut Grove – A quote in the sum of £3,000 had now been received and an application for a grant would be submitted to the Surrey County Council representative for Epsom & Ewell. It was noted that Nonsuch VOLES had offered to plant the trees.
- Green Flag – Nonsuch Park had once again been awarded Green Flag status for the fourth consecutive year and this year the park won the

award based on a “mystery shop” by Green Flag judges. The flag and feedback were awaited.

- Update from the Voluntary Groups – The Voluntary Groups provided an update on recent activities. In recognition of the excellent work carried out by the volunteers, the Committee asked that representatives of the Groups be invited to an appropriate civic event.

## **18 STORAGE OF ELECTRIC VEHICLE FOR NONSUCH VOLES**

The Committee received a report concerning a request for permission for the storage of an electric vehicle for use in the park by the Nonsuch VOLES. It was noted that a formal licence between Nonsuch VOLES and the Joint Management Committee would be required to be put in place to protect all parties should the request be approved.

The Committee approved the request for the storage of an electric vehicle belonging to Nonsuch VOLES.

## **19 EVENTS IN THE PARK**

The Committee received a report that set out a number of events that had previously been approved, and a new application for permission to host the Nonsuch Park leg of the annual Marsden March on 13 March 2016.

With regard to this year’s Awareness Day, the Committee noted with interest that the event had ran smoothly with approximately 1000 attending including the Mayor and Mayoress of Epsom, stopping to visit the wide variety of activities the park had to offer. It was noted that at the event, the Chairman proudly presented a giant canvas replica of the 16<sup>th</sup> Century Joris Hoefnagel watercolour of Nonsuch Palace that went on sale at Christie’s auction house in 2010. Hoefnagel executed the work in situ at Nonsuch and used it to create a later, less detailed depiction that was used for the engraving. This later version was now in the British Museum whilst the canvas replica was on loan to the Joint Management Committee courtesy of the owner, Dr Tim Carter, Lord of the Manor of Nonsuch. The Chairman advised that he was investigating appropriate locations for the replica to go on public display and that he identified the Town Hall atrium as a possible location. The Chairman hoped to promote an opening event for its viewing.

The Committee noted the success of Nonsuch Awareness Day 2015 and upcoming events, and approved the annual Marsden March event.

## **20 COMMERCIAL DOG WALKING**

The Committee received and considered a report that detailed the issue of commercial dog walking in Nonsuch Park.



Encouraging responsible dog walking had been high on the Joint Management Agenda for a number of years. Safe and courteous cycling and responsible dog walking were, and still are, key drivers for the Park's annual Awareness Day. In the 2014 Nonsuch Park Survey, 65% of respondents expressed concerns about multiple dog walking, 57% were concerned with dog fouling whilst responsible dog control was the third most popular choice when respondents were asked what would make them use the park more often or stay for longer. Direct complaints about dog walking issues in the park were sporadic and only five complaints had been received via Epsom & Ewell's Contact Centre since August 2014. None of these complaints related to Commercial Dog walking. At recent meetings, members of the Joint Management Committee had particularly requested information on initiatives to help control commercial/multiple dog walking activity in the park.

The report advised that Councils in all parts of the United Kingdom were now faced with difficult decisions regarding the best way to tackle the impact of increasing dog ownership. Based on extensive research into this issue, two enforcement initiatives had been adopted for similar open spaces around the country – Option 1 – Public Space Protection Orders and Option 2 – Commercial Dog Walking Licences. In view of the options available and the current resource level, it was recommended that a non-enforcement and positive approach be taken to tackle commercial dog walking in Nonsuch Park. Members discussed the issue and in light of the current resource level, were of the view that a non-enforcement approach was preferable at this time, although an enforcement approach should not be dismissed for the future. Members asked that the officers investigate the setting up of a Register of Commercial Dog Walkers to assist with the management of a non-enforcement approach.

The Committee agreed:-

- (1) That a non-enforcement and positive engagement approach be taken to tackle commercial dog walking in Nonsuch Park.
- (2) That commercial dog walking activity be continually monitored and reviewed as necessary to respond to any changes in the current situation.
- (3) That licensing and/or Public Space Protection Orders to control commercial dog walking as a Borough wide policy be discussed with Epsom & Ewell Borough Council's Chairman of the Leisure Committee and that a report be submitted to the next meeting of the Joint Management Committee.

## 21 FUTURE REPORTS/INFORMATION FOR THE JOINT MANAGEMENT COMMITTEE - OCTOBER 2015

The Committee received and noted a report that set out issues which had previously been raised with the Joint Management Committee and which there was an intention to report to future meetings namely Commercial Dog Walking, Review of Byelaws, Pond Maintenance, Haymaking and Habitat Management

Plan - Progress. It was noted that the Habitat Management Plan would be circulated to the Members of the Committee.

**22 EXCLUSION OF PRESS AND PUBLIC**

The Committee resolved to exclude the press and public for the remainder of the meeting on the grounds that the business involved the likely disclosure of exempt "information relating to the financial or business affairs of any particular person (including the authority holding that information)" and "information in respect of which a claim to legal professional privilege could be maintained in legal proceedings" as defined in paragraphs 3 and 10 of Part 1 and 2 of Schedule 12A to the Local Government Act 1972 (as amended) and pursuant to paragraph 10 of the said Schedule 12A the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

**23 CONFIDENTIAL MINUTES**

The Confidential Minutes of the Nonsuch Park Joint Management Committee held on 20 April and 22 June 2015 were agreed as a true record and signed by the Chairman.

**24 PROGRESS REPORT ON CONFIDENTIAL ITEMS - OCTOBER 2015**

The Committee received confidential updates (considered to be exempt from publication at this time) on the current position regarding various property matters. The update is set out in a separate minute (considered exempt from publication).

*The meeting began at 10.00am ended at 12.30pm*

COUNCILLOR MIKE TEASDALE  
(CHAIRMAN)

**BUDGET 2016/17**

Report of the:

Treasurer to the Committee

Contact:

Lee Duffy

Urgent Decision?(yes/no)

If yes, reason urgent decision  
required:

Annexes/Appendices (attached):

Annexe 1 - Detailed Estimates

Other available papers (not  
attached):

None

**REPORT SUMMARY**

**This report seeks approval to the Joint Management Committee's budget for 2016/17 and recommends precepts to be levied upon the constituent authorities.**

**RECOMMENDATION (S)**

*Notes*

**It is recommended that:-**

- (1) The Joint Management Committee's revenue budget for 2016/17 is agreed as set out in the Annexe 1 to this report.**
- (2) Contributions of £99,400 are sought from both Epsom and Ewell Borough Council and the London Borough of Sutton for the financial year 2016/17.**

**1 Introduction**

1.1 This report provides:-

- A latest estimate of income and expenditure for the current financial year 2015/16
- A recommended budget for 2016/17

**2 Forecast for 2015/16**

2.1 The latest forecast of expenditure and income for the current year is included in Annexe 1.

- 2.2 The forecast net expenditure of £265,974 is £3,850 below budget. The main reasons for this variance is due to the budget of £4,000 for Habitat Management Plan is not required this year as they are carried out every 5 years and this was completed in 2014/15.
- 2.3 Repairs for Flat 3 have started and are expected to be completed in January.
- 2.4 Based in these assumptions the forecast of the working balance at year end is approximately £109,729.

**3 Budget for 2016/17**

- 3.1 The Committee's estimates for 2016/17 are also attached in Annexe 1.
- 3.2 Net expenditure is forecast at £200,250, a decrease of £69,574 on the 2015/16 original budget.
- 3.3 The budget position for 2016/17 detailed at Annexe 1 is summarised below:-

	£000
Grounds Maintenance	97
Mansion House Maintenance	113
Staffing and central expenses	160
Less: Rent and other Income	(170)
<b>Net Expenditure</b>	<b>200</b>
Contributions from LBS/EEBC	(199)
<b>Budget Deficit</b>	<b>1</b>

- 3.4 The estimates have been prepared using the following assumptions:-
  - 3.4.1 Grounds Maintenance: General maintenance and patrolling are carried out by the Epsom and Ewell Borough Council's operational services division.
  - 3.4.2 Tree Maintenance: A provision of £12,300 has been made for the tree maintenance which reflects a saving due to the reduced price on the new contract. This will enable works to be completed at the same level as performed under the previous contract.
  - 3.4.3 Planned Property Maintenance: Provision has been continued for maintenance to be carried out by Epsom and Ewell's facilities management contractor.

3.4.4 Backlog Maintenance and Repairs: The draft budget for 2016/17 includes a provision of £70,000 towards on-going maintenance of properties in the park; this represents an increase of £10,000 on 2015/16 this has been funded by the anticipated rental income from the nearly refurbished Flat 3.

3.4.5 Rent: The budget assumes rent income from occupied staff properties the lease of the ground floor of the Mansion House and the rent from Nursery Lodge. It also assumes 9 months of rental income from the newly refurbished Flat 3.

3.5 The current downside for financial risk remains the condition of the buildings, especially the Mansion House, as well as roads and parking surfaces. In the current year extra work to the Mansion circular roof light has been carried out.

3.6 The budget includes a provision of up to £5,000 for contribution to LB Sutton staffing costs should LBS provide the lead on a grant bid for repairs to the Mansion House or other bids that lever in external investment.

#### Contributions

3.7 The draft estimates for next year show a budget deficit of £1,000 after an increase in Borough contributions of 2% in 2016/17. The JMC will request that contributions of £99,400 be sought from each Borough for 2016/17.

3.8 Price inflation at November 2015 was -0.1% (consumer price index).

3.9 Variations in income can be calculated at £2,000 for each 1% increase or decrease in contribution levels.

3.10 Contributions are subject to confirmation by the Boroughs who have yet to finalise their budgets for 2016/17. Both Councils will experience further reduction in core government grant funding next year.

#### Working Balance

3.11 The JMC's estimated working balance at 31 March 2015 is £109,729 and the draft 2016/17 budget expects a £1,450 deficit.

### **4 Repairs and Renewals Fund**

4.1 The balance of the fund at 31 March 2015 was £16,188. No contributions are budgeted for 2015/16 or planned for 2016/17.

### **5 Risk Assessment**

5.1 The main risks that the JMC has been managing, as previously identified are:-

- Funding needed for major repairs and maintenance
- Vacant properties / loss of rent
- Lack of resource to fund Management Plan

**6 Audit of the Accounts 2014/15**

- 6.1 The external auditors, BDO LLP, have completed the audit of the accounts for the year ended 31 March 2015.
- 6.2 No changes are required to the financial position for 2014/15 as reported in June 2015.

**7 Conclusions**

- 7.1 The JMC's financial position continues to improve with additional revenues from lettings being utilised to address the highest priority property repairs.
- 7.2 The budget strategy entails using operational cost savings and extra rent income to carry out phased repairs, so that the condition of property in the park can be improved over time, and to seek external funding for assistance with major works needed to the Mansion House.
- 7.3 Increases of contribution by 2% are requested from both Councils for 2016/17.

	<u>2014/15 Actual</u> £	<u>2015/16 Budget</u> £	<u>2015/16 Actual At 30/11/15</u> £	<u>2015/16 Forecast As per committee 19/10/15</u> £	<u>2015/16 Forecast At 30th November 2015</u> £	<u>2016/17 Estimate</u> £
<b><u>Expenditure</u></b>						
<b><u>Grounds</u></b>						
Kier Engineer and fabric	3,540	3,800	2,512	3,800	3,800	3,800
NJMC Grounds/Building and M&E maintenance	139	0	0	0	0	0
Asbestos Surveys		0	1,065	0	1,065	1,070
Electricity	221	1,000	450	1,000	1,000	1,000
Gas	1,476	1,200	271	1,200	1,200	1,200
Council Tax	3,426	3,500	3,494	3,494	3,494	3,600
Water charges - metered	810	1,100	665	1,100	1,100	1,100
Maintenance of grounds	3,030	800	0	300	300	800
Maintenance of notice boards	4,500	0	0	0	0	0
Plants Seeds and fertiliser	0	500	0	500	500	500
Emptying dog bins	3,200	3,200	3,200	3,200	3,200	3,200
Maintenance of roads	10,992	15,000	12,888	13,000	13,000	15,000
Living woodland expenses	6,003	6,560	0	6,560	6,560	6,600
TM contract scheduled works recharges	6,462	12,300	4,958	12,300	12,546	12,300
NJMC Grounds/Backlog maintenance cost	52	0	0	0	0	0
Petrol diesel & oil	40	3,800	548	3,800	3,800	3,800
Purchase of plants	3,196	4,000	3,848	4,000	3,848	4,000
Transport insurance	1,200	1,400	1,200	1,400	1,200	1,400
OP. equipment & tools : R & M	2,783	3,000	611	3,000	3,000	3,000
Hire of Bins	3,373	3,400	3,443	3,443	3,443	3,500
Purchase of memorials	3,101	6,000	1,250	6,000	6,000	6,000
Habitat management plan	4,000	4,000	-4,000	0	0	0
Commercial tenanted prop		708	0	708	708	700
Transport fleet SLA NJMC	22,000	22,000	22,000	22,000	22,000	22,000
Insurance recharges	2,600	1,892	0	1,892	1,892	1,900
<b>Sub-Total</b>	<b>86,143</b>	<b>99,160</b>	<b>58,403</b>	<b>92,697</b>	<b>93,656</b>	<b>96,470</b>





NJMC Mansion House/Catering lettings	-88,333	-88,330	-60,000	-90,000	-90,000	-90,000
NJMC Mansion House/Service charges	-45,587	-27,800	-5,466	-19,000	-19,000	-19,000
NJMC Mansion House/Licence to occupy	-125	-130	-1,825	-130	-2,542	-2,150
Nursery lodge insurance recovered		-900	-862	-900	-900	-900
Hire charges	-3,000	-3,000	-2,000	-3,000	-3,000	-3,000
Nursery lodge Service Charges		-1,279	-1,288	-1,279	-1,288	-1,300
Staff property rent	-9,716	-9,800	-6,477	-9,716	-9,716	-9,800
Nursery Lodge	0	-9,721	-6,854	-7,800	-7,800	-7,800
Rent of flats	-9,000	-9,000	-6,000	-9,000	-9,000	-19,800
Interest on balances	-2,086	-1,600	0	-1,600	-1,600	-1,600
	-181,372	-166,160	-92,645	-157,025	-158,968	-169,950
<b>Net Expenditure</b>	<b>154,916</b>	<b>269,824</b>	<b>217,872</b>	<b>257,587</b>	<b>265,974</b>	<b>200,250</b>
<b>Precepts:</b>						
Precept to be levied on EEBC	-97,400	-97,400	-97,400	-97,400	-97,400	-99,400
Precept to be levied on LB Sutton	-97,400	-97,400	-97,400	-97,400	-97,400	-99,400
	-194,800	-194,800	-194,800	-194,800	-194,800	-198,800
<b>Surplus (-) / Deficit in Year</b>	<b>-39,884</b>	<b>75,024</b>	<b>23,072.1</b>	<b>62,787</b>	<b>71,174</b>	<b>1,450</b>
	0		0.00			
Balance b/fwd. 1 April	141,019	180,903	180,903	180,903	180,903	118,116
Balance c/fwd. 31 March	180,903	105,879	157,831	118,116	109,729	116,666

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**SOUTH & SOUTH EAST IN BLOOM AWARD**

Report of the: Head of Operational Service

Contact: Samantha Whitehead

Urgent Decision?(yes/no)

If yes, reason urgent decision  
required:

Annexes/Appendices (attached): Annexe 1 – South & South East In Bloom  
Marking Sheet  
Annexe 2 – South & South East In Bloom  
Award Structure

Other available papers (not  
attached):

**REPORT SUMMARY**

**This report requests permission to apply for a South & South East in Bloom Award for Nonsuch Park to replace the annual Green Flag Award application.**

**RECOMMENDATION**

**That the South & South East In Bloom Award scheme is trialled for 2016 to replace the Green Flag Award scheme.**

*Notes*

**1 Background**

- 1.1 Nonsuch Park successfully obtained its first Green Flag Award in 2012.
- 1.2 The Green Flag Award, administered by Keep Britain Tidy is a long running award scheme which seeks to recognise the best parks and open spaces in the Country.
- 1.3 Nonsuch Park has applied for and won this award annually since 2012 and during this period Officers have noticed a slight decline in the quality of the judging, assessment and administration of the scheme.
- 1.4 Under the Green Flag scheme the assessments alternate each year between full assessment and 'mystery shops'. The 'mystery shop' assessments are as not as detailed and therefore do not provide such good value.
- 1.5 Despite winning the Green Flag award in the summer 2015, we did not receive the physical 'flag' until late November, despite numerous phone calls and emails to chase its whereabouts.

- 1.6 The cost of entry to Green Flag is in the region of £300 and whether this represents good value is questionable.
- 1.7 In recent years The London Borough of Sutton declared a move away from the Green Flag Award in favour of an 'In Bloom' scheme. This has prompted Epsom & Ewell Officers to explore alternatives for Nonsuch Park.

## **2 Proposals**

- 2.1 South & South East in Bloom sponsored and supported by Southern Water, is part of the Britain in Bloom, campaign where Boroughs, communities, residents, businesses can work together to improve their environment.
- 2.2 The scheme has three main objectives:
  1. See an increase in the number of people involved in gardening and horticulture and to see the standard maintained or rise wherever possible.
  2. To see improvement in how we care for our environment, including how we care for scarce resources such as water.
  3. How we come together as communities and make a contribution to the above by getting involved and making our Neighbourhoods, Villages, Towns & cities better places to live work and visit.
- 2.3 The 'In Bloom' scheme has a particular category for Large Parks (over 10 acres) and the cost of entry is £50.00.
- 2.4 The format for the scheme is similar to Green Flag but the application process appears simpler. A short application is made by the end of February with judging then taking place in late June, early July.
- 2.5 Judges follow a marking scheme, please see example attached at Annexe 1, which is similar to the Green Flag Criteria
- 2.6 Awards with varying degrees of Merit (please see Annexe 2) are announced in September.

## **3 Financial and Manpower Implications**

- 3.1 It is anticipated that the South & South East In Bloom Scheme will require similar or less resource than the Green Flag Award.
- 3.2 There will be saving of £250 per annum on entry fees.

## **4 Legal Implications (including implications for matters relating to equality)**

- 4.1 There are no legal implications for the purpose of this report.

## **5 Risk Assessment**

- 5.1 There is a risk that we will not be successful in securing an Award

- 5.2 There is a risk that the South & South East In Bloom scheme may not be as effective or detailed as the Green Flag scheme and the cost versus benefit of paying more for a detailed assessment may prove to be attractive in future years.

**6 Conclusion and Recommendations**

- 6.1 It is recommended that the South & South East In Bloom Award scheme is trialled for 2016 to replace the Green Flag Award scheme.

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SECTION A – Making Way for People			MAX	ACT
<b>A1.</b>	Access for people including people with disabilities		15	
<b>A2.</b>	Signage and visitor information		15	
SECTION B– Design				
<b>B1.</b>	Appearance and practicality of layout		20	
SECTION C– Welfare of Park Users				
<b>C1.</b>	Staff/voluntary presence *		10*	
<b>C2.</b>	Control of dog fouling		10	
SECTION D– Facilities (Appropriate provision, accessibility and appearance of facilities)				
<b>D1.</b>	Maintenance of facilities *		25*	
SECTION E – Maintenance (Quality of horticultural and sports turf maintenance)				
<b>E1.</b>	Trees, shrubs, herbaceous, seasonal planting, ponds & lakes and sports areas		25	
SECTION F –Maintenance of hard landscape features				
<b>F1.</b>	Paths, benches, bins, play areas and artificial surfaces		10	
<b>F2.</b>	Control of litter, graffiti & vandalism		10	
SECTION G– Environmental sustainability (Management of natural resources)				
<b>G1.</b>	Planting schemes which are achieving sustainability, reducing the use of scarce resources such as water and peat *		20*	
SECTION H–Conservation				
<b>H1.</b>	Management of natural features, wildlife and flora *		20*	
SECTION I –Community Involvement (Community involvement in park development				
<b>I1.</b>	Promotion of park as a community resource		20	
Judges may apply N/A to any of the starred items (maximum of 4 sections) See method of calculation overleaf			<b>200</b>	
Award Achieved				

Method of calculation:

- A) Add actual points awarded excluding the N/A's
- B) Add the maximum achievable in each applicable section
- C) Divide:  $A/B * 200 = \text{Grade}$

Example: Four items as N/A's, points scored say 87, maximum possible in applicable sections, 125  
therefore  $87/125 * 200 = 139.2 = \text{Silver Gilt}$

Assessors General Comments & Award Justification:



## **South & South East In Bloom Standards**

### **Judges & Assessors**

Each year our team of highly qualified and experienced judges visit entries to assess/judge them against the appropriate criteria. Visit last from one hour up to four hours depending on the size of the entry. For mainstream entries (Villages, Towns, Cities etc.) two judges visit and for other campaigns such as Blooming Schools, Park, Churchyards, Cemeteries & Its Your Neighbourhood Scheme entries it is usually a single judge. Once judges have visited the site and considered how closely the entry meets the criteria they make an award. The award system recognises every entrant's efforts in improving their local environment with an award based on the standard achieved, not just a case of Pass or Fail as in other campaigns.

Entrants are assessed to a consistent standard with each entry receiving an award that recognises the standard reached. The awards are:

#### **Gold**

Outstanding – (85% and above)  
(overall 170-200 points)

#### **Silver Gilt**

Very good – (70-84%)  
(Overall 139-169 points)

#### **Silver**

Good – (55-69%)  
(Overall 109-138 points)

#### **Bronze**

Average – (39-54%)  
(Overall 78-108 points)

#### **Certificate of Commendation**

Fair – (0-38%)  
(Overall 0-77 points)

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**NONSUCH PARK – GAS PIPE**

Report of the: Property & Estate Manager  
Contact: Christopher Stone  
Urgent Decision?(yes/no) No  
If yes, reason urgent decision required:  
Annexes/Appendices (attached): Plan of proposed new gas pipework  
Other available papers (not attached):

**REPORT SUMMARY**

**Southern Gas Networks are seeking an easement for the installation of a new section of gas pipework to the Nursery Lodge to replace the existing sub-deduct pipework. The replacement of sub-deduct pipework is a national project being instigated by OFGEM and the HSE.**

**RECOMMENDATION**

**That the Committee approves the installation of gas pipework by SGN from the existing main to Nursery Lodge.**

*Notes*

**1 Background**

- 1.1 Following the sale of the National Grid to individual gas companies, certain sections of pipework, known as sub-deduct pipework, were not effectively transferred to the individual gas companies. Consequently these sections of pipework are without “owners” and, as such, are not properly maintained.
- 1.2 To avoid the risk this presents OFGEM are paying for individual gas companies to upgrade the sub-deduct pipework and, once upgraded, take on responsibility for future maintenance.
- 1.3 SGN propose to install a new section of pipe to replace the sub-deduct pipework which currently supplies the nursery. This will ensure an adequate and safe gas supply in the future to the Nursery Lodge.
- 1.4 The new section of pipework will connect into the existing 4” PV LP Main, which serves the Mansion House and other buildings on the site.

1.5 SGN will be required to reinstate the ground following the works and to undertake the works in such a way as to minimise damage to tree roots.

1.6 A Plan of the proposed pipework is attached to this report.

## **2 Documentation**

2.1 An Easement Deed of Grant will need to be agreed between Surrey County Council, LB Sutton, Epsom and Ewell Borough Council and Southern Gas Networks for the new section of pipeline.

2.2 SGN will be granted rights to travel to and from the easement strip with vehicles and plant and to carryout works of repair, maintenance and renewal to the gas pipe, making good as appropriate at their cost any damage to our land. In addition they will be granted full right of shelter, protection and vertical and lateral support from the land.

## **3 Risks**

3.1 There will be a period of disruption whilst the works to install the new gas pipe take place, but these will not affect the car parking at the site.

3.2 There is one mature oak tree which will be at risk as a result of the works. Given this, the works will be undertaken to minimise the risk of damage with the use of tunnelling, rather than a large open trench. A five year financial indemnity will be included within the Deed of Grant, requiring SGN to pay for the removal of the tree and to replant (up to a maximum cost of £2000) if subsequent damage becomes apparent.

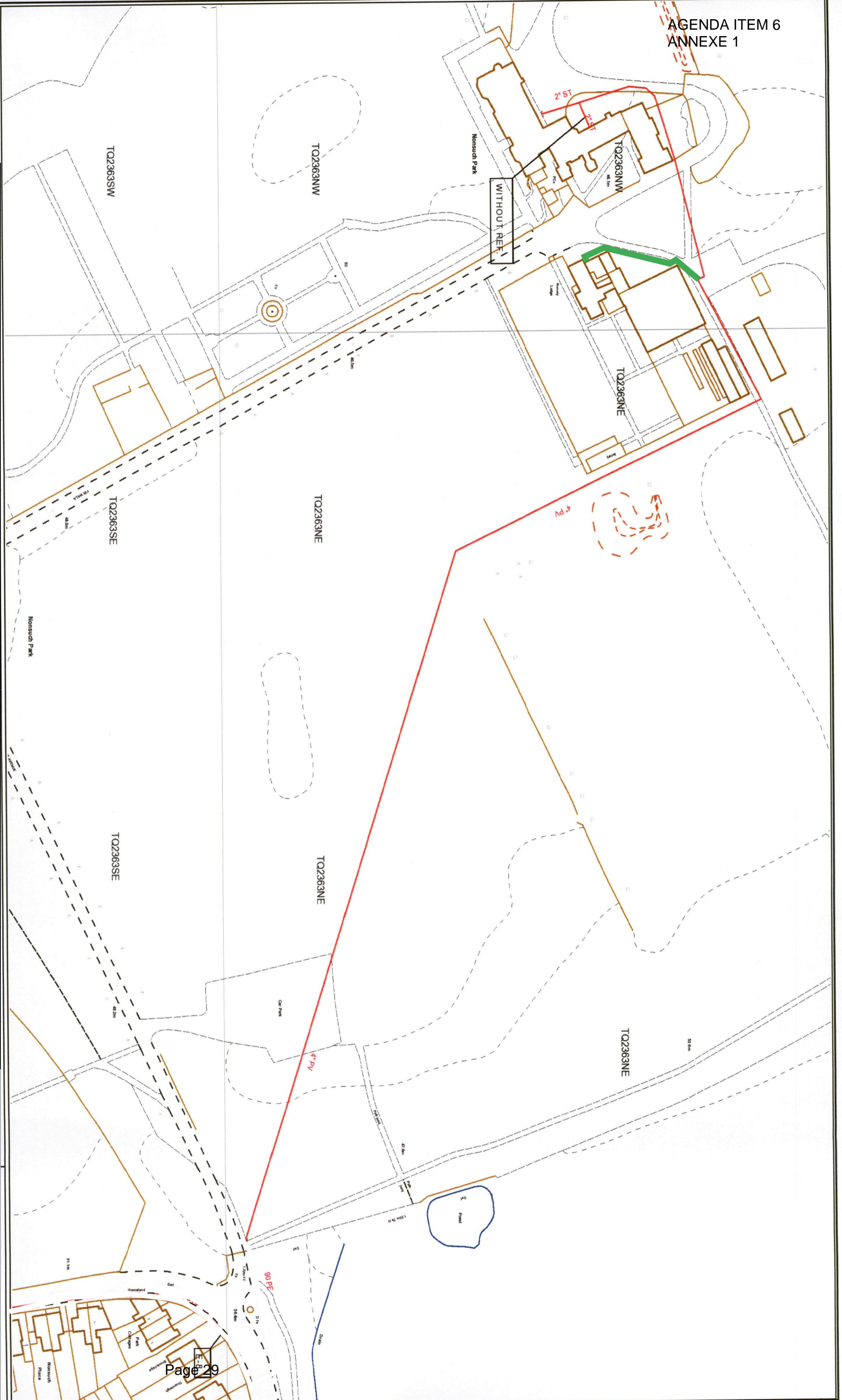
3.3 The proposals may impact on future building works in the vicinity of the pipe as consent would need to be sought from SGN to any development works over the easement strip and if consent was granted the works would need to be undertaken without damage to the pipe.

## **4 Finance**

4.1 The cost for legal and surveying fees in documenting the matter will be met by Southern Gas Networks.

## **5 Conclusion and Recommendations**

5.1 The JMC is asked to approve the recommendation to permit the installation of a new section of gas pipework and to enter a Deed of Grant with SGN.



SCALE : 1 : 1250



Diameter	Material	Pressure	Length (m)
63mm	PE	LP	

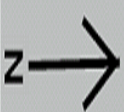
Route/Leasement shown thus:-  
Lease/Purchase Area shown thus:-  
Access shown thus:-  
Working Area Shown Thus

<b>Address:</b>	<b>Address:</b>
<b>Landowner:</b>	<b>Landowner:</b>
<b>Leaseholder:</b>	<b>Leaseholder:</b>
<b>Drawn by:</b>	<b>Drawn by:</b>
<b>Date:</b>	<b>Date:</b>
<b>Scale:</b>	<b>Scale:</b>
<b>O.S Ref:</b>	<b>O.S Ref:</b>
<b>Cost Code:</b>	<b>Cost Code:</b>
<b>Project Type:</b>	<b>Project Type:</b>
<b>Project No:</b>	<b>Project No:</b>

**Nursery Lodge, Ewell Road, Sutton, Surrey, SM3 8AL**

**SURREY COUNTY COUNCIL of County Hall, Penrhyn Road, Kingston Upon Thames, Surrey KT1 2DE**

This plan shows only those pipes owned by Southern Gas Networks Ltd in its role as a Licensed Public Gas Transporter (PGT). Gas pipes owned by other PGTs and also privately owned may be present in this area. Information with regard to such pipes should be obtained from the owners. The information shown on this plan is given without obligation, or warranty, the accuracy thereof cannot be guaranteed. Service pipes, valves, syphons, stub connections, etc., are not shown but their presence should be anticipated. No liability of any kind whatsoever is accepted by Southern Gas Networks Ltd, its agents or servants for any error or omission. Safe digging practices, in accordance with HSG47, must be used to verify and establish the actual position of mains, pipes, services and other apparatus on site before any mechanical plant is used. It is your responsibility to ensure that this information is provided to all persons (either direct labour or contractor(s) working for you or near gas apparatus. The information included on this plan should not be referred to beyond a period of 28 days from the date of issue.



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**PROGRESS REPORT – JANUARY 2016**

Report of the: Streetcare Manager - EEBC  
Assistant Parks Manager - LBS

Contact: Samantha Whitehead  
Dominic Aslangul

Annexes/Appendices (attached): Annexe 1 – Farmer Memorial Update  
Annexe 2 – 2015 Quarter 4 Update from the Nonsuch Voles  
Annexe 3 – Update from Nonsuch Watch

Other available papers (not attached):

**REPORT SUMMARY**

**A report to update the Joint Management Committee on the progress of outstanding matters.**

**RECOMMENDATION**

**That the Joint Management Committee notes the progress of the following:**

- **Farmer Memorial**
- **Asset Management Working Party**
- **Heritage Lottery Fund**
- **Walnut Grove**
- **Sustainable Planting**
- **Update from Volunteer Groups**

*Notes*

**1 Farmer Memorial**

1.1 Please see Annexe 1.

**2 Asset Management Working Party**

2.1 As directed by the Asset Management Working Party, the Nonsuch Park Joint Management Committee has now appointed agents to seek an office tenant for the first floor of the Mansion House. The space has been vacant for several years and was formerly used for education purposes by the Sutton College of Liberal Arts.

### **3 Heritage Lottery Fund**

- 3.1 Discussions of the working party to date have centred on either developing a Parks for People bid for the park or a Heritage Grant for the upper floors of the Mansion House. Should there be a strong indication in the coming months that the upper floors of the Mansion House can be successfully let on a commercial basis whilst preserving their heritage aspects, it is proposed that a Parks for People bid is developed for the park for submission of a Stage One application in February 2017, subject to sufficient match funding being identified.

### **4 Walnut Grove**

- 4.1 On 11 December 2015, The Nonsuch Voles and Park staff joined forces to plant out the Walnut Trees that had kindly been donated to the Park by Mike Ford of Epsom & Ewell's Tree Advisory Board.
- 4.2 Advice on the planting and after-care of the trees was provided by Jeremy Young, Epsom & Ewell's Tree Officer and the small amount needed to purchase equipment (tree guards etc) was funded through the Joint Management Committee budget.

### **5 Sustainable Planting**

- 5.1 There are currently 19 beds traditionally laid out with formal, annual bedding plants in the formal garden. This number will be reduced to three over a five year period, starting in summer 2016.
- 5.2 The three beds which will retain seasonal bedding are the Round Bed, the Square Bed and the Library Bed, those being nearest to the Mansion House.
- 5.3 The remaining 16 beds will be planted with a sustainable planting scheme making use of small shrubs, topiary, herbaceous perennials, grasses and bulbs. The changeover will be phased due to the cost of implementation i.e. the purchase of the new plants.
- 5.4 Where possible the Nonsuch staff and the Nonsuch Voles will propagate and cultivate plants for the new schemes.
- 5.5 Moving to sustainable planting has many benefits:
- Encourages more wildlife than traditional bedding plants
  - Reduces watering
  - Does not need to be replanted every six months
  - Annual cost on plants is reduced over time.
  - No waste of plants
  - Some propagation can be carried out by volunteers
  - Flowering season can be prolonged with careful choice of plants



**6 Update from Volunteer Groups**

- 6.1 Updates from Nonsuch Voles and Nonsuch Watch are attached as Annexe 2 and Annexe 3. The other Groups are invited to present an update at the meeting.

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# London Borough of Sutton

Resources Directorate

Annette Madden – Executive Head of Business Services

Your Ref:

My Ref: N3PRB000012

Direct Line: 020 8770 5253

Email: insuranceoffice@sutton.gov.uk

Date: 27 November 2015

AGENDA ITEM 7  
ANNEXE 1



**Sutton**

Councillor Mary Burstow  
By email

Please reply to:

London Borough of  
Sutton  
Insurance Office  
Civic Offices  
St Nicholas Way  
SUTTON  
Surrey  
SM1 1EA

Dear Councillor Burstow,

**Re:** Nonsuch Farmers Monument  
**Incident Date:** 25 August 2013  
**Location:** Ewell Road

Minicom 0208 770 5178  
DX No 134340 Sutton 11

Thank you for your enquiry dated 24 November 2015 regarding the above matter.

I confirm that the Planning and Listed Building application for the reinstatement project have been submitted to the Planning Authority, following lengthy discussion with English Heritage regarding the listed structure and the provision of a bollard to protect the memorial once rebuilt, which was requested by Councillors.

The application has been reviewed and approval was granted for the proposals at the Planning Committee on 30 September 2015.

The project is now in the reinstatement phases with a current lead-in time for the contractor to commence works on site to rebuild the monument of 3-4 weeks. Once on site they will order the required stone with an estimated 3-4 week delivery. The total anticipated time on site is to be between 12-14 weeks, which will be weather dependant.

I have been advised by the Project Manager that the estimated reinstatement of the Farmers Monument is due for completion by the end of February 2016.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

Emma Cotton  
Senior Claims Handler

Strategic Director -  
Resources  
Gerald Almeroth

Chief Executive  
Niall Bolger

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## 2015 Quarter 4 Update from the Nonsuch Voles

The Voles carried out the following activities in the last Quarter:

### **In and around the Mansion House:-**

- Walnut Copse: On Friday 11<sup>th</sup> December, the Voles helped to plant the Walnut Copse. 21 trees, grown by Mike Ford, were planted. It was a great team effort; the planting team were: Mr & Mrs Ford, Jeremy Young, the Nonsuch Park team, and 7 members of the Voles. The Voles will help with weeding and watering the trees to help them get established.

- We gave the pond in the Mansion House garden some attention by pruning back some of the overhanging shrubs, whilst maintaining shaded areas for wildlife in the pond.

- We continued to help with general maintenance in the garden including pruning, planting, edging and weeding. This winter, we are embarking on a major prune of some of the large Yew hedges. Around 10 gardening volunteers normally attend every Thursday.

- The Toro electric utility vehicle has proved to be very useful and has increased our ability to move all manner of woodland and garden materials and tools around.

### **In the woods:-**

- We have started the winter 2015/16 coppicing and thinning work, according to the woodland management plan and are working in The Wood (on the right of the path which leads up to Cheam Park) and in Boundary Copse (along the old concrete road). We have also planted about 30 native trees which we have been growing in our small tree nursery. These include oaks grown from acorns from the magnificent trees near the Mansion House.

- We have received another free tree pack – this time from the Trust for Conservation Volunteers (TCV). We will grow-on the saplings and plant them out at a later date in the woods. Species include: oak, beech, hornbeam, lime and sweet chestnut.

### **Other activities:-**

- Jon has made 2 more swift boxes which can be installed in the Spring.

- We carried out a small amount of hazel coppicing and other woodland improvement work at Warren Farm (at the invitation of Jean Frame, the Woodland Trust site manager).

- The Voles held craft stalls at Nonsuch Awareness Day and the St Dunstan's Christmas Fair to spread the word about our work in the Park and to raise funds by selling items of Nonsuch wood craft.

So far this year, to the end of November, the gardening group have volunteered a total of 1437 hours and the woodland group 2088 hours.

Nonsuch Voles - 13/12/2015

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Report to JMC from Nonsuch Watch for January 2016 meeting

More records of flora and fauna have been received through surveys and I have sent copies to Pete Howarth and to Alistair Kirk, Surrey Wildlife Trust Biodiversity Officer.

One of our members has carried out a hedgerow species-frequency survey of a large section of the 'middle' hedgerow and woodland edge, and I will circulate this to various associates for their comments and then to Pete. This will give us a good idea of how certain plants are faring and also whether we can suggest any improvements to help wildlife.

I am meeting Butterfly Conservation Surrey branch secretary Bill Downey, Sarah Clift and Pete Howarth next week to discuss a butterfly survey transect for Nonsuch Park itself, following on from the butterfly recording work done at Warren Farm by Peter Camber.

Frances Wright  
for Nonsuch Watch

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**EVENTS IN THE PARK**

Report of the: Head of Operational Services

Contact: Samantha Whitehead

Urgent Decision?(yes/no) No

If yes, reason urgent decision required:

Annexes/Appendices (attached):

Other available papers (not attached):

**REPORT SUMMARY**

**To note the approved events for 2016 and to request permission for two new events to be held in the Park.**

**RECOMMENDATION (S)**

*Notes*

- 1. That the Committee notes the current event calendar.**
- 2. That the Committee agree in principle to allow a Community Country Show in Nonsuch Park.**
- 3. That the Committee agree to allow the District Beaver Scout "Party in the Park" event.**

**1 Forthcoming Events 2016**

Sun 7 Feb 2016	Mark Caswell Fun Run
Sun 13 Mar 2016	Marsden March
Sun 20 Mar 2016	Sport Relief
Sun 12 Jun 2016	Teddy Bear's Picnic
Sun 11 Sep 2016	Nonsuch Park Awareness Day

**2 Request to hold a two day 'Country Fair' style event in Nonsuch Park**

- 2.1 Towards the end of last year, Officers were contacted by a company called Classic Festivals and Events, who were interested in hosting a 'Country Fair' style event at Nonsuch Park.

- 2.2 From the information received Officers felt that this could be something new for Nonsuch which would fit well with the nature of the Park and be of interest to the community.
- 2.3 To explore the proposal in more detail, an on-site meeting was set up at Nonsuch Park between the Streetcare Manager, Park Supervisor and the event organisers.
- 2.4 The event organisers explained that they have a wealth of experience in hosting events such as The Framlingham Country Show and The Suffolk Food, Drink and Music Festival both of which were voted "One of the top 10 things to do" by The Weekend Telegraph.
- 2.5 Although many of the events organised by the company attract in the region of 10,000 visitors, the organisers were keen to point out that any new ventures are started on a much smaller scale and if successful they would hope to build organically over time within the scope of the venue.
- 2.6 The theme for Nonsuch Park would be a two day Community Country Show. The organisers would look to involve the community, schools, young entrepreneurs, local food and drink producers, local Chefs to put on displays in their Cookery Theatre, craft stalls, a dog show amongst many other attractions.
- 2.7 The proposed date for the event is 25/26 June 2016. The event would be ticketed and entirely run and managed by the event organisers, who will provide all staff and equipment necessary to ensure the event is well managed, safe and secure.
- 2.8 Originally both the organisers and Officers felt that the event area in front of the Mansion House, which is used for large events such as Awareness Day and Sport Relief, would be the ideal location but in a later discussion with Bovingdons it was felt that this would be too intrusive on their wedding business.
- 2.9 Officers then suggested that the dog free area at the London Road gate would be big enough to accommodate an audience of around 1000-1500 people and parking in the summer months could be accommodated in the adjacent fields with agreement with Park stakeholders.
- 2.10 The event organisers have since surveyed this area and are happy that this would work to accommodate the event and parking.
- 2.11 A brief conversation has taken place with Christopher Stone, Property and Estates Manager about how this might conflict with the incoming tenant for London Road Lodge and it was felt that holding the event this year should not present a problem, but further liaison with the Veterinary Surgery would be necessary, if agreement for the event to go ahead was given for by the Joint Management Committee.
- 2.12 The event organisers are to contribute towards the running costs of the park and would like to offer £5,000 to Joint Management Committee for the hire of the event field and parking field.

- 2.13 If the event is successful and return to the park in future years it is anticipated that the sum offered would increase over time.

**3 Proposal to hold a District Beaver Scout 'Party in the Park'**

- 3.1 The Chairman of the Joint Management Committee has recently been approached by the Scout's District Commissioner regarding a proposal to hold a District Beaver Scout 'Party in the Park'.
- 3.2 The Group would like to hold the event in the dog free area at the Cheam Gate on 9 July 2015.
- 3.3 From the information provided we would anticipate the event being a similar scale to the NCT Teddy Bears Picnic.
- 3.4 Officers are comfortable with the initial proposal and subject to discussing a hire charge with the Group do not have operational concerns with the event.

**4 Financial and Manpower Implications**

- 4.1 Financial information is covered in the main body of this report.

**5 Partnerships**

- 5.1 Events in the Park form strong partnerships with a number of internal and external organisers.

**6 Risk Assessment**

- 6.1 All events are covered by the organisers public liability insurance and risk assessments.

**7 Conclusion and Recommendations**

- 7.1 That the Committee notes the current event calendar.
- 7.2 That the Committee agree in principle to allow a Community Country Show in Nonsuch Park.
- 7.3 That the Committee agree to allow the District Beaver Scout 'Party in the Park' event.

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**FUTURE REPORTS/INFORMATION FOR THE JOINT MANAGEMENT COMMITTEE  
– JANUARY 2016**

Report of the: Clerk to the Joint Management Committee  
Contact: Eddie Nowak  
 Urgent Decision? Not applicable  
 If yes, reason urgent decision required:  
Annexes/Appendices (attached):  
Other available papers (not attached): None

**REPORT SUMMARY**

**This item reports on issues which have previously been raised with the Joint Management Committee and which there is an intention to report to future meetings.**

**RECOMMENDATION**

**That the Committee notes the information contained in Table 1 relating to items that the Joint Management Committee wishes to consider.**

*Notes*

**1 Background**

- 1.1 Table 1 sets out the issues raised at previous Joint Management Committee (JMC) meetings and any other matters where a report has been requested for a future meeting. It is intended that this process will be used in future to allow a record of issues raised by JMC Members and the public which the JMC has agreed it will consider in the future.

Table 1

<b>Date of Reference</b>	<b>Nature of Report</b>	<b>Officer(s)</b>
19/10/15	Commercial Dog Walking - Update	Sam Whitehead
20/10/14	Review of Byelaws	Sam Whitehead
26/01/15	Pond Maintenance	Sam Whitehead
26/01/15	Haymaking	Sam Whitehead
20/04/15	Habitat	Sam Whitehead

	Management Plan - Progress	
--	-------------------------------	--

**FUTURE DATES OF THE JOINT MANAGEMENT COMMITTEE MEETINGS**

<u>Report of the:</u>	Clerk to the Joint Management Committee
<u>Contact:</u>	Eddie Nowak
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
<u>Annexes/Appendices</u> (attached):	None
<u>Other available papers</u> (not attached):	None

**REPORT SUMMARY**

**To agree the dates for meetings of the Joint Management Committee for the 2016/17 Municipal Year, and that the dates for future years be set at the October meeting of the Committee to facilitate the Municipal Calendar of meeting dates.**

**RECOMMENDATIONS**

*Notes*

- (1) That the Joint Management Committee approves a schedule of meeting dates for the 2016/17 Municipal Year.**
- (2) That the dates for future years be set at the October meeting of the Committee.**

**1 Proposed Dates for the Joint Management Committee Meetings in 2016/17**

- 1.1 The following are the suggested dates for the Joint Management Committee meetings for the 2016/17 Municipal Year.
- 1.2 All meetings will commence at 10.00 hours at Nonsuch Mansion House:
  - Monday 20 June 2016
  - Monday 17 October 2016
  - Monday 30 January 2017
  - Monday 24 April 2017

**2 Dates for Future Years**

- 2.1 It is proposed that the dates for future years be set at the October meeting of the Committee to facilitate the Municipal Calendar of meeting dates.



**EXCLUSION OF 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 to Schedule 12 A to the Act (as amended) and that pursuant to Paragraph 10 of Part 2 of the said Schedule 12A the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

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