

Public Document Pack

NONSUCH PARK JOINT MANAGEMENT COMMITTEE

Monday 30 January 2017 at 10.00 am

Town Hall, Epsom, Committee Room 1

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 Mary Burstow, London Borough of Sutton (Chairman)

Councillor Richard Broadbent, London Borough of Sutton

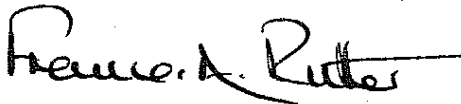
Councillor Alex Clarke, Epsom & Ewell Borough Council

Councillor Graham Dudley, Epsom & Ewell Borough Council

Councillor David Hicks, London Borough of Sutton

Councillor Mike Teasdale, Epsom & Ewell Borough Council

Yours sincerely



Clerk to the Committee

For further information, please contact Fiona Cotter, tel: 01372 732124 or email: fcotter@epsom-ewell.gov.uk

AGENDA

1. ADJOURNMENT FOR PUBLIC SPEAKING (IF REQUIRED)

Prior to commencement of the meeting a period of 15 minutes will be put aside to allow members of the public who have pre-registered to do so, the opportunity to ask questions.

For further details, contact Sandra Dessent, Democratic Services Officer, on 01372 732000.

2. DECLARATIONS OF INTEREST

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

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

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Nonsuch Park Joint Management Committee held on 21 November 2016.

4. SEMI-PERMANENT SHELTER FOR THE NONSUCH VOLES (Pages 13 - 20)

The Committee are asked to agree in principle for the Nonsuch Voles to provide and erect a semi-permanent structure in the Nursery Garden for the purpose of carrying out woodcrafts which provide a vital income stream for the volunteer group.

5. MAINTENANCE PLAN UPDATE (Pages 21 - 28)

This report provides an update on the priority works.

6. EVENTS IN THE PARK (Pages 29 - 30)

To note the current events calendar for 2017.

7. PROGRESS REPORT - JANUARY 2017 (Pages 31 - 34)

A report to update the Joint Management Committee on the progress of matters considered previously and activities of the Volunteer Groups.

8. BUDGET REPORT 2017/2018 (Pages 35 - 40)

This report seeks approval to the Joint Management Committee's budget for 2017/18 and recommends precepts to be levied upon the constituent authorities.

9. EXCLUSION OF PRESS AND PUBLIC

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

10. MINUTES OF THE PREVIOUS MEETING - PROGRESS REPORT ON ITEMS EXEMPT FROM PUBLICATION (Pages 41 - 42)

The Committee is asked to confirm as a true record the restricted Minutes of the Meeting of the Nonsuch Park Joint Management Committee held on 21 November 2016

These Minutes from the meeting of the Nonsuch Park Joint Committee meeting held on 21 November 2016 have not been published because the meeting was closed to the press and public on the grounds that the nature of the business to be transacted/nature of the proceedings dealt with information which could identify individuals and relating to the financial or business affairs of the Council and a third party and information in respect of which legal privilege could be maintained in legal proceedings.

11. PROGRESS REPORT ON CONFIDENTIAL ITEMS EXEMPT FROM PUBLICATION - JANUARY 2017 (Pages 43 - 50)

This report has not been published because the meeting is likely to be closed to the press and public in view of the nature of the business to be transacted/nature of the proceedings. The report deals with information relating to the financial or business affairs of the Joint Management Committee and third parties and the public interest in maintaining the exemption currently outweighs the public interest in disclosing the information

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Minutes of the Meeting of the NONSUCH PARK JOINT MANAGEMENT COMMITTEE held on 21 November 2016

PRESENT -

Councillor Mary Burstow (London Borough of Sutton) (Chairman); Councillor Richard Broadbent (London Borough of Sutton), Councillor Graham Dudley (Epsom & Ewell Borough Council), Councillor Tina Mountain (as nominated substitute for Councillor Alex Clarke) and Councillor Mike Teasdale (Epsom & Ewell Borough Council).

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

Absent: Councillor Alex Clarke (Epsom & Ewell Borough Council) and Councillor David Hicks (London Borough of Sutton)

Officers present: Frances Rutter (Chief Executive), Mark Shephard (Head of Property), Brian Thompson (Interim Head of Financial Services), Mark Dalzell (Parks Manager, London Borough of Sutton), Tony Foxwell (Senior Surveyor), Peter Steel (Head Gardner), Samantha Whitehead (Streetcare Manager) and Sandra Dessent (Democratic Services Officer)

83 PUBLIC SPEAKERS

Mr. Pinchbeck of Parkrun addressed the Committee. He outlined Parkrun's volunteer involvement in Nonsuch Park, for the benefit of the new members of the Committee, and extended an invitation to attend a Parkrun meeting which were held on Saturday (adult) and Sunday (junior) mornings.

He also informed the Committee that following parking issues in the Sparrow Farm Road car park, the number of Marshalls had been increased, and no further issues had been reported.

84 DECLARATIONS OF INTEREST

Councillor Mary Burstow informed the Committee that she had been employed as a Regional Communications and Engagement Officer for the Woodland Trust. Councillor Mary Burstow and Councillor Mike Teasdale indicated that they were members of Friends of Nonsuch.

85 MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting of the Nonsuch Park Joint Management Committee held on the 27 June 2016 were agreed as true record, and signed by the Chairman subject to the correction of minor typographical errors, and the following amendments, agreed by the Committee:

Minute no. 78, page 2, second paragraph, line 4 add: *'Income excluding precepts was £144,658, £21,502 less than budget.'*

Minute no. 80 page 4, last paragraph to read: *'...volunteers who undertook such valuable work and to Sally Williams of the **Meadow Project** who was sadly moving to pastures new.'*

Minute no. 82, page 5, second paragraph, first line to read: *'**With regard to pond maintenance**, the JMC was informed that the Lower Mole Project...'*

86 RESTORATION OF THE ROUND POND

Following a report submitted on behalf of the Lower Mole Project in January 2014, the JMC had been active in exploring the best way to restore the Round Pond to enhance its wildlife value. The Committee received a report setting out a scheme for a phased programme of renovation, which was in line with the recommendations set out in the Habitat Management Plan.

The Committee was asked to consider the proposal as set out below:

Phase 1	During the autumn/winter 2016 after the bird nesting season, in order to reduce shading, some tree cover on the south side of the pond should be removed, whilst retaining the rest of the trees and scrub as habitat.
Phase 1 result	The return of emergent and marginal vegetation due to additional light.
Phase 2	During spring/summer 2017 the construction of a post and rail fence around the pond, with stock fencing and a field gate for tractor access.
Phase 2 result	To allow the pond weed and bank side vegetation to return and become established, minimal disturbance would result in a decrease in turbidity as the water clarity improves due to the sediment settling. This would enable the great crested newts to return and use the pond as an egg laying site.

The importance of involving all residents who could be effected by the plans was highlighted, in particular the dog walking community. It was suggested that

openness and transparency were key to ensuring that park users had the opportunity to comment on the programme, and it was noted that Facebook would be an appropriate vehicle to open up a conversation and spread the word.

Members were urged to view other ponds in the area that had been enclosed by fencing. Ponds in Bookham and Epsom Downs were suggested as good examples.

Accordingly the Committee agreed:

- (1) to the proposal to carry out Phase 1 works (tree works) over the autumn/winter 2016 and agreed in principle to Phase 2 works subject to further consultation with Nonsuch Watch and the dog walking community.
- (2) that the formation of a pond in Sparrow Farm road dog free area be explored and a further and a report be submitted to the JMC to consider at a future meeting.

87 VANDALISM IN NONSUCH PARK

The Committee received a report and accompanying photographs which detailed incidents of vandalism over the summer months. Great concern was expressed at the level of damage that had been sustained to plants, trees and structures such as brick walls, fences and seating.

It was noted that Nonsuch Voles had been diligent in reporting incidents to the Police, and very active in repairing damage sustained within budget constraints. Also the Chairman had instigated a meeting with Surrey Police to seek ways of reducing anti-social behaviour in the park. The advice from the Crime Reduction/Crime Prevention Design Advisor was noted. The use of CCTV had been suggested however it was agreed that fencing around the Formal Gardens would be a more suitable option.

Epsom and Ewell Streetcare Manager, Sam Whitehead informed the Committee that an opportunity had arisen to obtain and recycle 78m of fencing that was currently being used in Ashley Avenue and had been due to be discarded. Ways to remove the fencing without damaging it were being explored and it was possible that the reinstatement costs could be met through the Police and Crime Commissioner's fund where bids of up to £9,000 were accepted.

The Committee supported the proposal to secure the rear boundary of the garden utilising the recycled fencing together with a mixture of planting and to apply for funding of the project as necessary.

All those present were also urged that if they came across any graffiti/vandalism damage to take photographs and forward them to the Police and to update the Committee at the next meeting.

Having noted the advice from the Crime Reduction/Crime Prevention Design advisor, the Committee agreed to support:

- (1) the proposal to secure the rear boundary of the garden using a mixture of planting and recycled fencing where possible
- (2) an application for the funding of the project, as necessary.

88 EVENTS IN THE PARK

A report setting out events approved to date for 2016 were noted. All events were required to be covered by public liability insurance and a risk assessment.

There was one forthcoming event, as follows:

- St Raphael's Santa Dash – 11 December

Nonsuch Park Awareness Day 2016: The Committee received a report outlining the day's programme and noted the success of the event. It was supported by over 1,000 members of the public who enjoyed a day out in the sunshine enabled by the hard work and efforts of many volunteers, officers and outside agencies who gave up their time to help organise the event.

The date for the next awareness day was confirmed as **10 September 2017**, and everyone was encouraged to put the date in their diaries and volunteer to get involved to help the events team. Any ideas to bring to the public awareness the diverse range of activities in the park and to ensure the continued success of the event would be welcomed.

Age Concern Vintage Festival: An application from Age Concern to host a vintage style event on 2 July 2017, to celebrate the group's 70th anniversary was discussed, and the Committee noted the details of the Event Management Plan. The Streetcare Manager informed the Committee that the event was likely to attract in excess of 1,000 people and the planned Dog show was likely to be a popular draw.

The Committee noted the event calendar, and the success of the Nonsuch Park Awareness Day 2016, and agreed the recommendation to support the proposal for Age Concern to hold a Vintage Festival in Nonsuch Park.

89 PROGRESS REPORT - OCTOBER 2016

A report was received and noted by the Joint Management Committee which updated members on the progress of the following:

- South and South East in Bloom Award
- Update from Volunteer groups

South and South East in Bloom Award: With the Committee's support Nonsuch Park had submitted an entry to the South and South East in Bloom Award. The judging session took place on 18 July and lasted 2 hours. Nonsuch Park achieved a silver award, just one point off a silver-gilt award, and it was noted

that Peter Holman of South and South East in Bloom had agreed to come back to the Park to offer advice and tips to help the Park achieve a gold award in the future.

The Joint Management Committee wished to record congratulations and thanks to all those involved in this prestigious event.

Update from Volunteer Groups: An update from Nonsuch Voles was appended to the report. In particular Mr Airey reported that they were making good progress restoring the wall in the greenhouse area, however it was to be noted that regrettably time spent repairing the damage due to vandalism was increasing.

Updates on bird observation, (prepared by Peter Camber), and the Nonsuch butterfly surveys, (prepared by Bill Downey, Transect Co-ordinator of Surrey and SW London branch of Butterfly Conservation working with Sarah Clift) from Nonsuch Watch were appended to the report. Ms Wright, secretary of Nonsuch Watch was sad to reflect that sightings of birds had decreased along with butterfly sightings in the Park.

Mr. Smith of Friends of Nonsuch provided a verbal update at the meeting. He reported that the museum had been closed in preparation for opening in April, however the Nonsuch gallery was now open every Sunday from 11am until 3pm. Mr. Smith also reported that the new seat had arrived commemorating brothers Charles and Harry Farmer, two soldiers who lost their lives in the first world war. They were nephews of the former owner of Nonsuch, Captain Farmer.

The Joint Management Committee wished its thanks to the volunteer groups recorded; Nonsuch Voles, Nonsuch Watch, in particular Sarah Clift for her work on the butterfly survey, and Friends of Nonsuch.

90 MID-YEAR BUDGET MONITORING

The Committee was presented with the mid-year budget monitoring report and informed that the accounts for 2015/16 had been closed. The reserve figure was £123,585. It was noted that after the first five months of 2016/17 there was a £5,000 net underspend forecast for the year against budget (resulting from a £10,000 underspend on grounds maintenance, and a £5,000 overspend on the mansion house maintenance). The Committee was advised that any available underspend could be more accurately predicted at the end of the third quarter.

The Committee:

- (1) Noted the mid-year financial position
- (2) Agreed that further discussion on the preparation of the budget for 2017/18 would take place after the meeting, and reported at the next Committee meeting.

91 HERITAGE LOTTERY FUNDING

The Heritage Lottery Fund (HLF) had a number of different grant programmes to fund heritage projects across the UK. The Parks for People grant programme offered grants for historic parks projects of up to £5 million.

The Committee received a report outlining proposals to develop a first-round application for the park, the timescales involved, and the financial implications.

The report sought the Committee's approval to allocate funds to appoint consultants to support the preparation of the HLF bid application. The Committee were advised that the London Borough of Sutton had recently been successful in securing lottery funding for Beddington Park and considered that appointing a consultant to prepare the required detailed and accurate information played a large part in the success of the bid.

The Committee was informed that the proposed figure of £15,000 requested to appoint a consultant was an estimate and that the sum of £10,000 identified in paragraph 5.4 of the report as being offset against this estimated cost referred to the projected budget savings for 2016/17. However, it was again stressed that any savings to be achieved could not currently be accurately predicted. It was agreed that the Committee would be updated on the position at the next meeting.

The Committee agreed that the HLF bid was an important project that, if successful, would help to secure the long term future of Nonsuch Park.

Accordingly, the Joint Management Committee:

- (1) Approved in principle the proposal to progress with an HLF Parks for People bid.
- (2) Agreed to allocate **up to** £15,000 from the 2016/17 Joint Management Committee revenue budget to appoint consultants to support the first round preparation of the HLF bid application.
- (3) Agreed that the submission **of the second round** HLF bid application would be subject to the identification and allocation of sufficient match funding towards the Parks for People bid, and would be the subject of a subsequent report to the Committee.

92 MAINTENANCE PLAN UPDATE

The Committee received a report detailing the up-to-date position on priority works, and was asked to authorise the carrying out of urgent health and safety works to windows at both Sparrow Farm and Castlemaine Lodge and electrical testing in Nonsuch Mansion and the Tractor shed. The Committee agreed that it was important to ensure the work was completed before the cold winter months.

The pathway from Sparrow Farm Lodge was also discussed as Members had concerns that it could become icy and slippery in the winter. The Committee was

advised that it was scheduled to be repaired/renovated in the next financial year but in the meantime alternative funding would be investigated and reported back at the next meeting.

Accordingly, the Committee agreed to authorise the following urgent health and safety works as follows:

- Windows at Sparrow Farm Lodge
- 2 windows at Castlemaine Lodge
- 5 yearly electrical tests for Nonsuch Mansion and the Tractor shed

It was further agreed that the above works would be funded as follows:

- £2,756 from the maintenance budget
- £6,394 from the Nonsuch reserve budget

93 FUTURE DATES OF THE JOINT MANAGEMENT COMMITTEE MEETINGS

The Committee received a proposed list of meeting dates for 2017/18, and agreed to the following:

- Monday 26 June 2017
- Monday 30 October 2017
- Monday 29 January 2018
- Monday 30 April 2018

Meetings will be held at Nonsuch Mansion House, commencing at 10am, unless the Mansion House is not available and the Committee/public would be advised accordingly.

It was also agreed that the report deadlines for future committees would be circulated to all members.

94 EXCLUSION OF PRESS AND PUBLIC

The Committee resolved 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 involved 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 outweighed the public interest in disclosing the information.

95 PROGRESS REPORT ON CONFIDENTIAL ITEMS EXEMPT FROM PUBLICATION - NOVEMBER 2016

The Committee agreed a way forward as set out in the Minutes

Note: The details are considered officially sensitive at this time and the Minute for this item will be exempt from publication.

The meeting began at 10.00 am and ended at 11.55 am

COUNCILLOR MARY BURSTOW (CHAIRMAN)

SEMI-PERMANENT SHELTER FOR THE NONSUCH VOLES

Report of the: Head of Operational Services

Contact: Samantha Whitehead

Urgent Decision?(yes/no) No

If yes, reason urgent decision required:

Annexes/Appendices (attached): Annexe 1: Location of Shelter

Annexe 2: Shelter Designs

Other available papers (not attached):

REPORT SUMMARY

To seek permission in principle for the Nonsuch Voles to provide and erect a semi-permanent structure in the Nursery Garden for the purpose of carrying out woodcrafts which provide a vital income stream for the volunteer group.

RECOMMENDATION (S)

Notes

- 1.1 That the Joint Management grant approval in principle for a replacement shelter subject to the necessary planning consents and legalities.

2 Background

- 2.1 Towards the end of last year, the Nonsuch Voles approached the Streetcare Manager regarding a proposal to replace their current gazebo which is located in the Kitchen/Nursery Garden adjacent to the Tractor Shed. Please see Annexe 1.
- 2.2 The gazebo is used to protect the volunteers whilst they make woodcraft items, which they rely on selling in order to pay for their running costs.
- 2.3 The Voles reported that their current gazebo was constantly being damaged by the weather and was proving costly to repair.

3 Proposals

- 3.1 The Voles have researched alternatives to the current gazebo which would provide them with shelter in inclement weather and allow them to continue working throughout the year for the benefit of the Park.
- 3.2 Two options were presented, both of which are semi-permanent structures which could be dismantled should the need arise. Please see Annexe 2.

- 3.3 The Streetcare Manager agreed that a replacement was needed and advised that the project would need JMC approval and possibly planning permission.
- 3.4 On this basis the Nonsuch Voles have successfully applied for a grant from the Community Foundation for Surrey to cover the costs of a replacement shelter and now seek formal permissions from the JMC and Epsom & Ewell Planning department in order to proceed.
- 3.5 Epsom & Ewell Borough Council Planning department has been contacted and preliminary conversations have suggested that Planning consent may be required. The Planners have agreed to work with the Nonsuch Voles in order to assist them with an application should it be required.
- 3.6 Permission for a replacement shelter is now sought from the Joint Management Committee for a decision in principle subject to any necessary planning consents and legalities required to protect both parties.

4 Financial Implications

- 4.1 The cost of procurement, installation and maintenance of the shelter will be borne by the Nonsuch Voles.
- 4.2 Officer time may be required to assist the process and prepare any legal documentation should it be required.

5 Conclusion and Recommendation

- 5.1 It is recommended that the Joint Management grant approval in principle for a replacement shelter subject to the necessary planning consents and legalities.



Proposed location of
outdoor shelter
5m x 3.6m x 2.4m



Palram Arcadia 5000 shelter

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MAINTENANCE PLAN UPDATE

Report of the: Projects Manager

Urgent Decision?(yes/no) No

If yes, reason urgent decision required:

Annexes/Appendices (attached): Annexe 1: Table of priority works updated 06/01/2017

Other available papers (not attached):

REPORT SUMMARY

This report provides an update on the priority works for discussion

RECOMMENDATION (S)

Notes

(1) It is recommended that the Committee note the contents of this report

1 Background

1.1 The Committee have been provided with previous reports and updates on the priority works. These works have been identified as those which are essential to meet the requirements of the lease and health and safety obligations.

2 Proposals

2.1 Attached is Annexe 1, a revised schedule outlining the current position on the priority works.

2.2 It should be noted that the following works have been completed:

- Windows at Sparrow Farm Lodge
- Nonsuch Mansion – 5 yearly electrical test
- Nonsuch tractor shed – 5 yearly electrical test

Pathway

- 1.1 The pathway between Nonsuch Mansion and Sparrow Farm Lodge is in extremely poor condition and urgent repairs are required, however to date funding has not been available and other maintenance issues have taken higher priority.
- 1.2 Following discussion at the Committee meeting 21 November, Officers have investigated the possibility of funding the works through a grant set up for marathons. However, we are not currently in a position to provide the evidence required in order to submit an application.
- 1.3 Following discussions with Finance, it has been confirmed that there are no funds available from this year's budget for any repairs. Therefore the path will continue to be hazardous and unsafe in certain places.

2 Conclusion and Recommendations

- 2.1 It is recommended that the Committee note the contents of the report.

WARD AFFECTED: Nonsuch

NONSUCH PARK – DETAIL OF PRIORITY WORKS
Update 6th January 2017

Rank	Detail of works	Reason	Proposed New Priorities	Cost
1	Sparrow farm Lodge & Castlemaine lodge	Windows rotten and falling out. Landlords liability	Windows replaced to Sparrow Farm Lodge. Existing front door now warped was not previously allowed for, this will be an extra cost awaiting estimate. 2 no windows to castlemaine lodge awaiting for contractor to remeasure for exact dimensions prior to manufacture.	
2	Nonsuch Mansion – 5 yearly electrical test due	Requirement of current IEE Regulations (BS7671) and the electricity at Work regulations 1989	Testing has been completed report submitted, many items raised. Items are coded on a priority basis depending on safety. Next stage is to agree extent of remedial works and obtain prices for rectification.	
3	Nonsuch tractor shed – 5 yearly electrical test due	Requirement of current IEE Regulations (BS7671) and the electricity at Work regulations 1989	Testing has been completed report submitted, many items raised. Items are coded on a priority basis depending on safety. Next stage is to agree extent of remedial works and obtain prices for rectification.	
4	Path between Nonsuch mansion and Sparrow farm lodge	Dangerous Health and Safety issue	Path cracking, large potholes, needs repairs and edging to entire path. 710 linear metres x 2m wide Budget figure of 10k for patch repairs, given to carry out worse area. or Alternatively to carry out overlay and new	10000 70000

			<p>curbs.</p> <p><i>Investigated grant for marathon funding, this does not seem appropriate for this pathway as we have to evidence a commitment to encouraging and supporting people who are not physically active to participate in sporting activities and need a robust business plan in place.</i></p> <p><i>As of 10 January it has been confirmed that there are no funds available to carry out any repairs. Therefore the path will continue to be hazardous and unsafe in certain areas.</i></p>	
5	Separation of services to facilitate completion of FON lease	Commercial	<p>Gas and electricity is to be separated and metered to enable charging for specific usage.</p> <p>Note - after further investigation separating the gas service is proving difficult as gas supply also feeds public toilets. Would be best to install check meter in line with supply and invoice FON for their own usage.</p> <p>Cost of electric separation (electric check meters already in place)</p> <p>Cost to read meters twice a year</p>	<p>800</p> <p>1050</p> <p>50</p>

6	Sparrow Farm Lodge Car park	Health and Safety	We have managed to save all old scalping's from main car park works and grounds keepers will use to fill the potholes to make safe this winter. Labour provided by EEBC grounds maintenance team.	Nil cost
7	London Road Lodge Car Park	Health and Safety	We have managed to save all old scalping's from main car park works and grounds keepers will use to fill the potholes to make safe this winter. Labour provided by EEBC grounds maintenance team	Nil cost
8	Castlemaine Lodge	Windows rotten and falling out. Landlords liability	Replace the remainder of rotten windows with new Upvc windows and doors. Proposed for next financial year 2017-18	3950
9	Old greenhouse wall Landlords liability ; Health and Safety	Health & Safety	Temporary works carried out to prop up wall. Heras fencing also erected as a safety measure to prevent access. Area is safe but requires specialist brickwork repair. FON assisting in clearing vegetation. No action can be taken until funding becomes available.	n/a
10	Patch repairs to roads and pathways (inc. from Stable yard to café)	Health and Safety ; Continuity of income	Patch repairs are due to start January orders placed for main entrance road and road from stable yard to cafe	£5000
11	Guttering and downpipes	Health and Safety ; Continuity of income	Some repairs being undertaken under basic maintenance. Major works still required but could be carried out over a period of two years. However unlikely to be sufficient monies available in 2018/19.	£10000

12	Windows to rear block of Mansion House, flats, rear of café and museum	Health and safety and landlords liability	Urgent repairs have been carried out to dangerous windows. The repair and redecoration of the remaining windows is now required. Some low level windows have already been repaired and redecorated by FON . Prices to be sort as funds become available.	40,000
13	Rendering and brickwork	Health and Safety; Landlords liability	Specification and tender to be prepared and for the work to be undertaken on a phased basis, probably an elevation at a time in conjunction with window repairs as above.	n/a
<u>Completed Works</u>				
1	Emergency lighting, fire alarms, new doors and closers	Health and Safety	Cost of completed work Emergency lights to Mansion RCD sockets to basement Potting shed RCD sockets	4183.56 1253.61 234.84
2	Windows to rear block of Mansion House, flats, rear of café and museum	Health and safety and landlords liability	Three of the windows identified as urgent have been repaired. Window in old Art Room Sash window Paint window Door closer and hinges	1370 630 420 307
3	Upgrade of intruder alarm to mansion house and museum	Health and safety	Works complete, intruder alarm upgraded to grade 2 to PD 6662-2010 including IA 1501:2015	5356

4	Asbestos in basement	Health & Safety	Identified as necessary from latest asbestos survey. Identified to JMC at January meeting. Tenders for work received and instruction placed Works completed June 2016	8298
5	Mansion House Car Park	Health & Safety	Works to main car park including installation of new soakaways, new base, new curbs, tarmac surface with lining. Extra works to break out building foundation and remove central island.	67244
6	Sparrow Farm Lodge	Health & safety	Windows to Lodge have now been completed	4600
7	Nonsuch Mansion – 5 yearly electrical test due	Requirement of current IEE Regulations (BS7671) and the electricity at Work regulations 1989	Testing complete, report issued for remedial works	2700
8	Nonsuch tractor shed – 5 yearly electrical test due	Requirement of current IEE Regulations (BS7671) and the electricity at Work regulations 1989	Testing complete, report issued for remedial works	1200

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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 2017

RECOMMENDATION (S)

Notes

1 That the committee notes the current event calendar.

1 Forthcoming Events 2017

Sun 5 Feb	10:00 – 12:00	Mark Caswell Fun Run
Tue 7 Feb	17:00 – 21:30	Nonsuch Girl's School Careers Fair (parking only)
Sun 19 Feb	06:00 – 20:00	Bovingdon's Wedding Fair
Sun 19 Mar	All day	Marsden March
Thu 4 May	19:30 – 20:30	Ronhill Athletic
Sun 7 May	All day	Sutton Runners
Sun 14 May	12:00 – 15:00	Phoenix Running
Tue 6 Jun	19:30 – 20:30	Ronhill Athletic
Thu 8 Jun	19:30 – 20:30	Ronhill Athletics
Sun 11 Jun	All day	Teddy Bears Picnic
Sat/Sun 24-25 Jun	All day	Classic Events - Nonsuch Town & Country Show
Sun 2 Jul	All day	Age Concern
Wed 5 Jul	19:00 – 20:30	Ronhill Athletics
Sun 10 Sept	11:00-16:00	Nonsuch Park Awareness Day
Sat 14 Oct	12:00 – 15:00	Vanda Caulfield Cross Country Event
Sun 27 October	12:00 – 15:00	Phoenix Running
Sun 5 Nov	09:00 – 11:30	Ronhill Athletic

- Please note that no further bookings will be taken for running events in the park this year as Officers feel that capacity on this type of event has been reached.

2 Partnerships

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

3 Risk Assessment

- 3.1 All events are covered by the organiser's public liability insurance and risk assessments.

4 Conclusion and Recommendations

- 4.1 That the committee notes the current event calendar.

PROGRESS REPORT – JANUARY 2017

<u>Report of the:</u>	Streetcare Manager – Epsom & Ewell Borough Council
<u>Contact:</u>	Samantha Whitehead
<u>Annexes/Appendices (attached):</u>	Annexe 1: 2016 Quarter 4 Update from Nonsuch Voles
<u>Other available papers (not attached):</u>	None

REPORT SUMMARY

This report provides updates to the Joint Management Committee on the progress of matters considered previously and the activities of Volunteer Groups.

RECOMMENDATION (S)

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

- (1) Dementia Friendly Initiative**
- (2) The activities of Volunteer Groups**

Notes

1 Dementia Friendly Initiative

- 1.1 A meeting with the Alzheimer's Society was held on 25 April to discuss ways in which Nonsuch Park could be made 'dementia friendly'.
- 1.2 It was suggested that the signage around the park be reviewed with a view to creating a more dementia friendly environment.
- 1.3 Samantha Whitehead will provide the Committee with a verbal update on the status of the review.

2 Update from Volunteer Groups

- 2.1 The activities of the Nonsuch Voles for the fourth quarter 2016 are detailed in Annexe 1.
- 2.2 Nonsuch Watch and Friends of Nonsuch may have a verbal update they wish to present at the meeting.

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

In and around the Mansion House:-

- The Voles have completed pruning the 87 roses on the rose arch.
- We have spent several weeks improving the appearance of the Pinetum by weeding the bases of the trees and areas of brambles. In addition some pruning of shrubs and wind-damaged trees was undertaken.
- We assisted the Park staff in planting tulip bulbs in the formal bedding and a drift of crocus bulbs in the turf in the Pinetum.
- In order to enrich the soil in the garden beds, we helped the staff to spread several tonnes of composted manure.
- As part of the winter maintenance plan, we have trimmed a number of conifers in the formal bedding.

In the woods:-

- This Winter, the Voles have re-visited the first area of The Wood which was coppiced back in Winter 2010/11. We have selectively re-coppiced Sycamore, some of which had re-grown shoots to over 20 ft in height.
This repeated coppicing cycle will allow more sunlight into the woodland, which has been shown to encourage a greater diversity of flora and fauna.

The cut Sycamore poles will be used to make chair and stool legs, walking staffs and kindling. We also thinned some areas of bramble and checked the hazels which were planted 5 years ago. We have supplemented the tree stock by planting about 50 saplings of Rowan, Oak, Sweet Chestnut and Hawthorn.

- Also in The Wood, we have carried out the annual clearance of the drainage ditches from leaf debris and other obstructions.

Other activities:-

- On 9th December, the Voles were joined by fifteen 6th form students and 2 teaching staff from Ewell Castle school. After a briefing about the work that the Voles carry out, they enthusiastically helped us to clear Cherry Laurel along the Avenue, in accordance with the Habitat Management Plan. Each student also planted an Oak tree in Boundary Copse. This planting for the future was intended to provide the students with a sense of ownership in this part of the woodland.
- As last year, the Voles were invited by the Woodland Trust to coppice a small number of Hazel trees at Warren Farm. This is part of their woodland management plan. The work was accomplished in 2 days and the harvested poles will be used to make rustic fencing and wood-craft items at Nonsuch.
- The Voles held a stall at the Glyn School Christmas Fair this year and sold items of wood-craft to raise funds.

Volunteer hours:

January to the end of December 2016:

Garden group 1973 hours

Woodland group 1939 hours

Total 3912 hours (this is the highest annual total in the 5 years that the Voles have been active).

BUDGET 2017/18

Report of the: Treasurer to the Committee

Contact: Lee Duffy

Urgent Decision?(yes/no)

If yes, reason urgent decision
required:

Annexes/Appendices (attached): Annexe - Detailed Estimates

Other available papers (not
attached): None

REPORT SUMMARY

This report seeks approval to the Joint Management Committee's budget for 2017/18 and recommends precepts to be levied upon the constituent authorities.

<u>RECOMMENDATION (S)</u>	<i>Notes</i>
<p>It is recommended that:-</p> <p>(1) The Joint Management Committee's revenue budget for 2017/18 is agreed as set out in the Annexe 1 to this report.</p> <p>(2) Contributions of £99,400 are sought from both Epsom and Ewell Borough Council and the London Borough of Sutton for the financial year 2017/18.</p>	

1 Introduction

1.1 This report provides:-

- A latest estimate of income and expenditure for the current financial year 2016/17
- A recommended budget for 2017/18

2 Forecast for 2016/17

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 £199,455 is £655 above the budget.

- 2.3 Based in these assumptions the forecast of the working balance at year end is approximately £122,930.

3 Budget for 2017/18

- 3.1 The Committee's estimates for 2017/18 are also attached in Annexe 1.
- 3.2 Net expenditure is budgeted at £200,100, a decrease of £150 on the 2016/17 original budget.
- 3.3 The budget position for 2017/18 detailed at Annexe 1 is summarised below:-

	£000
Grounds Maintenance	90
Mansion House Maintenance	113
Staffing and central expenses	160
Less: Rent and other Income	(163)
Net Expenditure	200
Contributions from LBS/EEBC	(199)
Budget Deficit	1

- 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 performer 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.

3.4.5 Rent: The budget assumes rent income from occupied staff properties, the lease of the ground floor of the Mansion House and rent from Nursery Lodge. It also assumes rental income from 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 leverage external investment.

Contributions

3.7 The draft estimates for next year show a budget deficit of £1,000 after no increase in Borough contributions for 2017/18. The JMC will request that contributions of £99,400 be sought from each Borough for 2016/17.

3.8 Price inflation at November 2016 was -1.2% (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 Borough's who have yet to finalise their budgets for 2017/18. Both Councils expect further reductions in core government grant funding next year.

Working Balance

3.11 The JMC's estimated working balance at 31 March 2017 is £122,930 and the draft 2017/18 budget expects a £1,300 deficit.

4 Repairs and Renewals Fund

4.1 The balance of the fund at 31 March 2016 was £16,320. No contributions are budgeted for 2016/17 or planned for 2017/18.

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 Conclusions

6.1 The JMC's financial position continues to improve with additional revenues from lettings being utilised to address the highest priority property repairs.

- 6.2 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.
- 6.3 No increase in contributions to be requested from both Councils for 2017/18.

NONSUCH PARK JMC - 2017-18

	2015/16 Actual	2016/17 Budget	2016/17 Actual	2016/17 Forecast	2017/18 Estimate
	£	£	£	£	£
Expenditure					
Grounds					
Kier Engineer and fabric	3,782	3,800	2,562	3,840	3,800
NJMC Grounds/Building and M&E maintenance	503	0	738	738	800
Asbestos Surveys	1,065	1,070	0	1,070	1,070
Electricity	672	1,000	402	800	1,000
Gas	734	1,200	403	1,000	1,200
Council Tax	3,494	3,600	3,620	3,620	3,600
Water charges - metered	745	1,100	395	800	1,100
Maintenance of grounds	401	800	229	800	800
Plants Seeds and fertiliser	401	500	0	500	500
Emptying bins - recharge	3,200	3,200	0	3,200	3,200
Maintenance of roads - recharge	14,838	15,000	0	15,000	15,000
Living woodland expenses	0	6,600	0	0	0
TM contract scheduled works recharges	6,983	12,300	2,061	9,000	12,300
Petrol diesel & oil	829	3,800	718	1,500	3,500
Purchase of plants	3,848	4,000	1,913	3,500	4,000
Transport insurance	1,200	1,400	1,400	1,400	1,400
OP. equipment & tools : R & M	800	3,000	277	1,000	2,200
Hire of Bins	3,443	3,500	3,649	3,649	3,650
Purchase of memorials	2,533	6,000	500	3,000	6,000
Habitat management plan	-4,000	0	0	0	0
General office expenses	0	0	12	0	0
Commercial tenanted prop	708	700	580	700	700
Transport fleet SLA NJMC	22,000	22,000	22,440	22,440	22,000
Insurance recharges	1,892	1,900	1,995	1,995	1,900
Sub-Total	70,073	96,470	43,893	79,552	89,720
Mansion House					
Vandalism repairs	142	0	0	0	0
Asbestos Surveys	426	430	0	430	430
Kier Engineer and fabric	10,508	10,500	7,079	10,620	10,500
Building and M&E maintenance works	26,191	70,000	78,712	80,000	70,000
Building and M&E mainten/Flat 3	23,445	0	0	0	0
Building and M&E mainten/Tractor Shed	86,966	0	0	0	0
Electricity	10,251	10,400	8,804	10,400	10,400
Gas	4,756	5,000	2,757	5,000	5,000
Council Tax	1,322	1,500	1,485	1,485	1,500
Kier Cleaning Contract recharges	2,744	2,700	1,848	2,772	2,700
Commercial tenanted property insurance	6,850	6,800	6,534	6,800	6,800
Insurance recharges	6,050	6,000	6,300	6,300	6,000
Sub-Total	179,651	113,330	113,518	123,807	113,330
Central Expenses					
Additional pension contribs	22,000	26,000	13,000	26,000	26,000
Clothing & uniforms	0	200	0	0	150
General office expenses	189	1,500	40	250	1,500
General office expenses	0	0	255	255	0
LB Sutton management charges	0	5,000	0	5,000	5,000
External Audit	835	900	0	900	900
Insurance recharges	900	900	945	945	950
Internal audit recharges	508	500	0	500	500
OS SLA recovery Nonsuch	92,000	93,800	93,840	93,800	93,800
Management costs SLA recharge	30,620	31,600	30,620	31,600	31,600
Sub-Total	147,052	160,400	138,700	159,250	160,400
Gross Expenditure	396,777	370,200	296,111	362,609	363,450
Income					
other govermant grant income	0	-6,600	0	0	0
Miscellaneous income	-200	-1,500	-200	-1,500	-1,500
Filming Income	-750	0	0	0	0
Memorial receipts	-2,670	-6,500	-1,639	-3,000	-6,500

AGENDA ITEM 8
ANNEXE 1

Electricity charges reco	-573	0	0	0	0
Catering lettings	-90,000	-90,000	-67,500	-90,000	-90,000
Service charges	-11,702	-19,000	-14,733	-19,000	-19,000
Service charges/Fixed char	0	0	-5,000	-5,000	0
Licence to occupy	-2,542	-2,150	-1,613	-2,150	-2,150
Nursery lodge insurance recovered	-862	-900	-862	-900	-900
Hire charges	-3,000	-3,000	-6,417	-8,000	-3,000
Nursery lodge Service Charges	-1,288	-1,300	-1,288	-1,300	-1,300
Staff property rent	-9,716	-9,800	-6,477	-9,720	-9,800
Nursery Lodge	-9,620	-7,800	-8,297	-11,064	-7,800
Rent of flats	-10,540	-19,800	-7,740	-10,320	-19,800
Interest on balances	-1,196	-1,600	0	-1,200	-1,600
Sub-Total	-144,658	-169,950	-121,765	-163,154	-163,350
Net Expenditure	252,118	200,250	174,346	199,455	200,100
Precepts:					
Precept to be levied on EEBC	-97,400	-99,400	-99,400	-99,400	-99,400
Precept to be levied on LB Sutton	-97,400	-99,400	-99,400	-99,400	-99,400
Sub-Total	-194,800	-198,800	-198,800	-198,800	-198,800
Surplus (-) / Deficit in Year	57,318	1,450	-24,454	655	1,300
	0		-24,454.46	0	
Balance b/fwd. 1 April	180,903	123,585	123,585	123,585	122,930
Balance c/fwd. 31 March	123,585	122,135	148,039	122,930	121,630

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