

## NONSUCH PARK JOINT MANAGEMENT COMMITTEE

Monday 21 November 2016 at 10.00 am

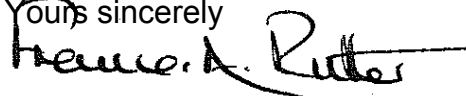
### Nonsuch Mansion House

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 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 Sandra Dessent - 01372 732121 or [sdessent@epsom-ewell.gov.uk](mailto:sdessent@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 PREVIOUS MEETING (Pages 5 - 10)**

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Nonsuch Park Joint Management Committee held on 27 June 2016.

### **4. RESTORATION OF THE ROUND POND (Pages 11 - 16)**

This report seeks the approval of the Committee, on behalf of the Lower Mole Project/Future Woodlands, for a phased approach to the restoration of the Round Pond.

### **5. VANDALISM IN NONSUCH PARK (Pages 17 - 30)**

The Community Police Officer responsible for Nonsuch Park will attend the meeting to discuss security issues relating to Nonsuch Park and the Mansion House.

### **6. EVENTS IN THE PARK (Pages 31 - 44)**

To note the current events calendar for 2016.

### **7. PROGRESS REPORT - OCTOBER 2016 (Pages 45 - 58)**

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

### **8. MID-YEAR BUDGET MONITORING (Pages 59 - 64)**

This report advises the Nonsuch Park Joint Management Committee of the mid-year financial position for 2016/17 and the forecast budget position for 2017/18.

**9. HERITAGE LOTTERY FUNDING (Pages 65 - 70)**

This report seeks approval from the Joint Management Committee to progress with the development of a Heritage Lottery Funding (HLF) Parks for People bid for the park, subject to sufficient funding match being secured.

**10. MAINTENANCE PLAN UPDATE (Pages 71 - 78)**

This report provides an update on the priority works and outlines the works proposed to be undertaken in 2016.

**11. FUTURE DATES OF THE JOINT MANAGEMENT COMMITTEE MEETINGS (Pages 79 - 80)**

This report seeks the agreement of the Committee to the dates for future meetings of the Joint Management Committee for the 2017/18 Municipal year.

**12. 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.

**13. PROGRESS REPORT ON CONFIDENTIAL ITEMS EXEMPT FROM PUBLICATION - NOVEMBER 2016 (Pages 81 - 96)**

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.

This page is intentionally left blank

## **Minutes of the Meeting of the NONSUCH PARK JOINT MANAGEMENT COMMITTEE held on 27 June 2016**

---

### **PRESENT -**

Councillor Mary Burstow (London Borough of Sutton) (Chairman); ; Councillor Mike Teasdale (Epsom & Ewell Borough Council), Councillor Alex Clarke (Epsom & Ewell Borough Council), Councillor Graham Dudley (Epsom & Ewell Borough Council), Councillor Richard Broadbent (London Borough of Sutton) and Councillor David Hicks (London Borough of Sutton)

In Attendance: Gerald Smith (Friends of Nonsuch) and Paul Airey (Nonsuch Voles)

Absent: Frances Wright (Nonsuch Watch)

Officers present: Fiona Cotter (Democratic Services Manager), Frances Rutter (Chief Executive), Michael Smith (Chief Accountant) and Samantha Whitehead (Streetcare Manager)

#### **74 APPOINTMENT OF CHAIRMAN 2016/17**

Councillor Mary Bairstow was appointed Chairman of the Nonsuch Park Joint Management Committee for the 2016/17 Municipal Year.

#### **75 ADJOURNMENT FOR PUBLIC SPEAKING (IF REQUIRED)**

Mr. Pinchbeck of Parkrun addressed the Committee. He informed those present that Nonsuch Parkrun was about to celebrate its fifth anniversary and recently held its 250<sup>th</sup> run. Mr. Pinchbeck reiterated the positive exposure these events gave the Park. Junior Park runs were very successful and were helping youngsters to run half marathons. Whilst Parkrun, run by volunteers, was unable to financially contribute to the upkeep of the Park, it was actively involved in volunteering and had recently assisted in the clearance of Golden Rod. Mr. Pinchbeck reported no problems arising from the recent Country Fair and confirmed that training of marshals was ongoing.

The Joint Management Committee wished its appreciation for the contribution towards the maintenance of the Park recorded.

#### **76 DECLARATIONS OF INTEREST**

Councillors Mary Bairstow and Mike Teasdale indicated that they were members of the Friends of Nonsuch.

**77 MINUTES**

The Minutes of the Meeting of the Nonsuch Park Joint Management Committee held on 18 April 2016 were agreed as a true record and signed by the Chairman.

Members were informed that the Heritage Management Plan would be circulated following a correction requested by Nonsuch Watch. The revised Dog Walking Policy would also be circulated by email.

**78 FINAL ACCOUNTS 2015/16**

The Committee received and noted a report that set out the Joint Management Committee's Final Accounts for the financial year 2015/16 and the financial statements as at 31 March 2016.

It was noted that there was a deficit of income over expenditure which had resulted in £57,318 being transferred from the working balance. Gross expenditure at £396,777 was approximately £39K less than budget for the reasons set out in the report. In particular, it was noted that there had been £3,830 less income generated than budgeted from memorial seats although this had been matched by a corresponding reduction in expenditure. £16,098 less than predicted had been generated from service charges owing to an over collection in the previous financial year which had to be corrected. It was further noted that, in 2015/16 the requirement for statutory returns had changed so no letter was required from the auditors this year.

The report highlighted that Officers had been requested to identify a reduction of £20k in the net budget for 2016/17. A meeting had taken place between Officers from the London Borough of Sutton and Epsom and Ewell Borough Council. It was confirmed that between £5k and £20K had been identified but it was still very early in the financial year so these savings could not be guaranteed although this initial review had been positive. The Joint Management Committee was reminded that the maintenance budget had been fully committed to car park repairs which could potentially wipe out any savings. A clearer picture would be available after the end of the first quarter. Next year's budget was more certain: a report would be presented to the JMC in September. Certain issues which had an impact on the Joint Management Committee's finances had been difficult to progress owing to lack of staff resource but this had now been resolved and these would be picked up again in early September.

**79 MAINTENANCE PLAN - MANSION HOUSE CAR PARK REPAIRS**

A report was presented to the Joint Management Committee which sought approval to carry out essential works to the Mansion House Car Park at a cost of £68,000.

The state of the Mansion House Car Park had been discussed at previous meetings and had been a permanent feature on all priority works lists. It was proposed to raise the level of the car park, install new soakaways and lay a new level of base tarmac. Officers present at the meeting were unable to confirm the

capacity of the new car but it was assumed that it would be roughly like for like with areas currently unusable as a result of flooding being brought back into use.

The report highlighted that funds were available in this year's maintenance budget to carry out the works but that this would not leave anything available for any other planned works this year. The property maintenance budget for repair works was £70,000 for 2016/17. £7,000 of this had already been committed to other works therefore if costs exceeded the tender price, savings would need to be identified to fund any additional expenditure.

Having noted the implications, the scope of the works and the likely duration of the works which would be scheduled to cause the least disruption to the public and stakeholders, the Joint Management Committee approved the expenditure detailed in the report. In so doing, it was requested that consideration be given to increasing the provision for cycle parking if funding could be secured.

## 80 PROGRESS REPORT - JUNE 2016

A report was received by the Joint Management Committee which updated members on progress regarding various outstanding matters.

### Dementia Friendly Initiative

Epsom and Ewell Borough Council's Streetcare Manager reported that a very enlightening meeting had taken place on 25 April 2016 between herself, Epsom and Ewell Borough Councillor Graham Dudley and representatives from the Alzheimer's Society.

Although much could be done around the park to make the site more dementia friendly, it was agreed better to start small and build slowly.

The initiative had the full support of the Joint Management Committee, particularly the potential development of a sensory/memory garden.

As a first step, a Dementia Friends information session would be held following this meeting. The next step would be to review signage around the park and information garnered to date from the Alzheimer's Society could certainly be used if a Heritage Lottery Fund bid was to be submitted.

### Update from Volunteer Groups

An update from Nonsuch Voles was appended to the report. In particular, Mr. Airey highlighted that the drainage works undertaken appeared to have held up very well after the recent rain.

Mr. Smith (Friends of Nonsuch) reported that the museum was open and was enjoying a steady stream of visitors, including overseas visitors. However, maintenance continued to be the main focus of the Group. 1200 recorded hours of work had been undertaken by volunteers. The Rosewalk, in particular, took a significant amount of work. A seat had been promised by the Farmer family for

the Bothy in remembrance of family lost in the Battle of the Somme. The JMC was further informed that the Friends of Nonsuch had a new Chairman, Tony Curslake. Mr. Curslake was a former London Borough of Sutton Councillor and Mayor.

The Joint Management Committee wished its thanks recorded to the volunteers who undertook such valuable work and to Sally Williams of the Woodlands Trust who was sadly moving on to pastures new.

## 81 EVENTS IN THE PARK

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

Forthcoming events were as follows:

- Teddy Bear's Picnic (12 June 2016)
- Country Fair (25/26 June 2016)
- Mole Valley Orienteering (3 July 2016)
- St. Raphael's Music in the Park (7 July 2016)
- Meadow Primary Charity Run (9 July 2016)
- District Beaver Party (many from charity run attending) (9 July 2016)
- Mayhem Musical Theatre rehearsals (10 July 2016)
- Mayhem Musical Theatre – Shakespeare in the Park (19-21 July 2016)
- Mole Valley Orienteering (9 August 2016)
- Sponsored Walk in aid of St. Raphael's Hospice (13 August 2016)
- Nonsuch Park Awareness Day (11 September 2016)
- Epsom Oddballs MABAC Cross Country (23 October 2016)

Epsom and Ewell Streetcare Manager, Sam Whitehead reported that she had visited the Country Fair which had taken place for the first time this year. The organisers, as requested, had kept the event small. It was understood that it had attracted around 1500 visitors on the Saturday and 2500 on the Sunday – the event overall had been roughly on the scale of the Teddy Bear's Picnic - and the venue appeared to easily accommodate this volume of people. However, any growth in the event needed to be balanced against the corresponding need for parking. Parking on this occasion had not been an issue and there were no concerns raised around animal welfare.

It was noted that there had been a bookstore at the fair and, should the event take place again next year, Friends of Nonsuch were invited to consider taking a pitch there.

It was further reported that an unauthorised event had recently taken place and Sam Whitehead undertook to investigate this.

## **82 OUTSTANDING REFERENCES**

The Committee received and noted the Outstanding References as at the date of the meeting.

The JMC was informed that the Lower Mole Project and John Armitage were prepared to do some voluntary work until the fencing was put up. The fencing was likely to cost around £3K - £4K and so this probably could not be pursued unless grant funding could be obtained. There were avenues to explore - it was hoped that a report could be brought to the October meeting. Officers were aware of the need of timely and targeted publicity regarding the erection of any fencing.

*The meeting began at 10.13 am and ended at 11.03 am*

COUNCILLOR MARY BURSTOW (CHAIRMAN)

This page is intentionally left blank

**RESTORATION OF THE ROUND POND**

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): Lower Mole Project – Ponds Works Agenda Item 27 January 2014

**REPORT SUMMARY**

**To seek approval on behalf of the Lower Mole Project/Future Woodlands for a phased approach to the restoration of the Round Pond.**

**RECOMMENDATION S**

*Notes*

- 1 That the Committee agree to the Phase One proposal to carry out tree works over the autumn/winter 2016 and agree in principle to Phase Two works, subject to further consultation with Nonsuch Watch and the dog walking community.**
- 2 That the formation of a pond in the Sparrow Farm Road dog free area is explored and a report on this area of Park provided to the JMC to consider at a future meeting.**

**1 Background**

- 1.1 At the Joint Management Committee meeting of 27 January 2014, a report was submitted on behalf of The Lower Mole Project to seek permission from members to support a bid application to SITA Environmental Trust for restoration works to the Balancing Pond and Round Pond.
- 1.2 The Lower Mole Project originally became aware of the need for restoration work to these ponds to enhance their wildlife value, via Epsom & Ewell's Ecologist, Pete Howarth's work to review the Sites of Nature Conservation Importance (SNCIs) in the Borough.
- 1.3 The 2014 proposal stated that work would include clearance of overhanging trees at both ponds, as well as de-silting, using machinery at the Round Pond.

- 1.4 The minutes of the 2014 meeting stated that the Committee supported the submission of interest to the SITA Trust by the Lower Mole Project for possible pond restoration works within the Nonsuch Park. However, Frances Wright urged extreme caution with regard to any work being done to the Round Pond. As this was an historic (18th century) pond she suggested that it would be appropriate to ask the Pond Conservation Trust to carry out a survey before embarking on any clearance or tree cutting work in or around the pond. The Committee felt that they were happy to trust The Lower Mole projects knowledge and judgement in these issues. Officers suggested that the relevant groups were consulted again before any work was started.
- 1.5 After this meeting a series of emails followed between Nonsuch Watch and the Lower Mole Project and some valid points were made particularly with regards to dredging the Round Pond.
- 1.6 It was later decided as a result of this exchange that the Round Pond should be taken off the SITA Environmental Trust application.
- 1.7 Subsequently, the Lower Mole Project's bid application for the remaining ponds was unsuccessful and no works to either pond were undertaken as a result.
- 1.8 However, the Lower Mole Project are still keen to reinvigorate this project and now seek the Joint Management Committee's agreement in principle for a revised scheme for a phased program of renovation of the Round Pond.

## **2 Proposals**

- 2.1 The revised proposal for renovation of Round Pond is 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 results:	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.

- 2.2 The proposed works is in line with the recommendations set out in the Habitat Management Plan from 2005 and the update of 2015. Which states:

*“Round Pond TN37, Pond Management – This pond is very shaded, creating a good screen from people (although often visited by dogs anyway). Water here fluctuates naturally. In the period between the time of the last management plan and the present the shading has continued. This has result in the loss of the emerged and marginal vegetation. The pond itself is devoid of all vegetation and the surrounding area is also very poor. This is likely to be the result of the heavy shade and the frequent disturbance caused by dogs. In order to restore this pond, it should be fenced and some of the larger surrounding trees cut to allow more light to the pond. In addition, some of the willow immediately surrounding and in the pond itself should be pollarded. This will not only improve the vegetation of the pond but allow the continuance of the trees and their associated valuable lower plants.*

*There have in the past been records of Great Crested Newts from this pond, currently the pond would be regarded as having a low potential for having GCN. If the pond remains in its current state, they will almost certainly be lost if they have not been already. The recommendations for the pond will improve the situation. However, these recommendations are the minimum required and more radical management such as dredging may be required. It is suggested that during the life time of this plan this is investigated.”*

- 2.3 To help Officers and Members fully understand the implications of the proposed works, further advice has been sought from Epsom & Ewell’s Ecologist, Peter Howarth who states:

*‘With regard to the proposed improvements to Round Pond which include fencing and felling of some surrounding trees, the site was surveyed as part of the management plan and these works were suggested as an initial phase. This initial phase although aimed at improving the pond only involves the felling of trees and therefore does not require any further survey. The installation of the fencing could involve affecting any remaining Great Crested Newts; however there have not been any recent confirmed records and the current condition of the pond would make their presence unlikely. I am strongly of the opinion that the minimal chance of any negative effects on the newts would be outweighed by the positive effects of improving the pond’*

- 2.4 When this project was last visited in January 2014, there was much debate as to the benefit of pond management, a series of email exchanges between the Lower Mole Project, Peter Howarth – Ecologist and Nonsuch Watch, resulted in the Round Pond not being included in the bid for funding at that time, until further survey work had been carried out.
- 2.5 However, in an email dated 5/4/14, Nonsuch Watch stated the following:

*“I have already brought back a newt expert to look again at the Round Pond and he felt that there should be some cutting of the trees so that the water could receive enough light to support water plants. However, he did agree with our feeling that there should not be any dredging of this pond. As the Ponds Conservation Trust has advised, this could be harmful especially to a*

*pond as old as this one, which may have archaeological importance as well as ecological value. This pond appears on a map of 1731 and is possibly much older. “*

- 2.6 The second phase of the proposal may need some further consideration, as fencing off the Pond could have an impact on wildlife and dogs who currently enjoy use of this area of the park.
- 2.7 Communication about fencing off this area would need to be carried out with Park users prior to any works being undertaken and perhaps alternative locations suggested. The Balancing Pond is an option but there may also be merit in exploring the creation of new pond elsewhere in the Park. Sparrow Farm Road Dog Free area would be an ideal location as it holds water naturally and therefore does not tend to get used as a dog free picnic area.
- 2.8 If this idea was to be pursued, the decision would need to be taken as to whether this area should be relieved of its dog free status and turned into a dog socialisation area which could house a pond suitable for use by dogs to divert them away from more sensitive locations and separate grant funding would need to be sought by either the Lower Mole Project or Officers to carry out these works.
- 2.9 If this is an idea that the Joint Management Committee would like to consider, then it is suggested that a further report on the Sparrow Farm Dog Free area is brought to a future meeting.

### **3 Financial Implications**

- 3.1 Phase 1 would require 2 people tree felling for two days at a rate of £140 each per day. Total £560 plus the additional cost of removing the waste brash and timber would require 2 people with a chipper for 1 day at an estimated cost of £420. Total cost of work £980.00
- 3.2 It has been agreed by Future Woodlands (Nonsuch Park based woodland management company) and the Nonsuch Voles (Nonsuch Park based volunteer group) that they would carry out Phase 1 free of charge. Future Woodlands will fell the trees and the Nonsuch Voles will help break down and burn the brash on site.
- 3.3 Phase 2 will require the Lower Mole Partnership to bring their expertise, tools and large volunteer group to erect a 200m post and rail fence, with stock netting and a field gate for tractor access.
- 3.4 This cost will total in region of £5000 which the Lower Mole Project will seek to recover through grant funding applications.
- 3.5 There is no direct cost to the JMC although Operational staff may be required to assist with the project implementation.

### **4 Risk Assessment**

- 4.1 There is a risk that if the Round Pond is not restored there will be a further deterioration in the quality of the habitat and environment.

- 4.2 There is a risk that If Phase two of the works are implemented without robust consultation and communications with the dog walking community that there will be disgruntlement amongst park users.
- 4.3 There is a small risk that if Phase two of the works are implemented without further surveying of the site prior to installation of the fencing there could be disruption to the existing habitat.

## **5 Conclusion and Recommendation**

- 5.1 The success of this method of pond restoration has been demonstrated by similar work at Field Pond in Horton Country Park. This pond used to be used by the EEBC Countryside team for children's pond dipping sessions but there had been a noticeable decline in species found over the years and the water was usually turbid. During 2014 it was decided to reduce the tree cover and fence it, this has resulted in clear water and a marked increase in diversity.
- 5.2 After balancing the opinions of all groups over the course of this project, it is the Officer's recommendation that the Committee should agree to the Phase One proposal to carry out tree works over the autumn/winter 2016 and agree in principle to Phase Two works, subject to further consultation with Nonsuch Watch and the dog walking community.
- 5.3 It is also recommended that the formation of pond in the Sparrow Farm Road dog free area is explored and a report on this area provided to the JMC to consider at a future meeting.

This page is intentionally left blank

**VANDALISM IN NONSUCH 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): Annexe 1: Photographs of recent vandalism  
Other available papers (not attached):

**REPORT SUMMARY**

**To make the Joint Management Committee aware of the recent episodes of vandalism in the park and put forward recommendations for possible actions.**

<b><u>RECOMMENDATIONS</u></b>	<i>Notes</i>
<ul style="list-style-type: none"><li>1) That the committee note the advice from the Crime Reduction/Crime Prevention Design Advisor.</li><li>2) That the committee support the proposal to secure the rear boundary of the garden using a mixture of planting and recycled fencing where possible.</li><li>3) That the committee support an application for funding of this project as necessary.</li></ul>	

**1 Background**

- 1.1 Throughout 2016 Nonsuch Park has experienced a spate of vandalism and anti-social behaviour.
- 1.2 The Nonsuch Voles have reported incidents to the Police using the 101 number, however due to the location of the Park they sometimes been directed to the Metropolitan Police as opposed to Surrey Police.
- 1.3 Epsom & Ewell's Ranger Service and Park Staff have also been aware of this issue, but even though the teams patrol the Park in the evenings the damage is more likely occurring after hours.
- 1.4 Councillor Mary Burstow has taken this issue very seriously and instigated a meeting with Surrey Police to seek ways to reduce anti-social behaviour and vandalism in the Park.

- 1.5 A meeting was held on 5 September 2016 at Nonsuch Park, between PC Elena Boaf, Neil Clarke - Crime Reduction/Crime Prevention Design Advisor, Jon Whitehead from the Nonsuch Voles and Councillor Mary Burstow.

- 1.6 The meeting was very productive and resulted in Neil Clarke providing the group with a useful summary of observations:

*"To summarise my observations relating to criminal activity and anti-social behaviour in Nonsuch Park.*

*It was very useful to be able to see the "problem" areas and to discuss with you what has been done to try to deter problems already.*

*It has to be said that the actual park is very difficult to make totally secure and to deter trespassers. Obviously, some areas offer more natural surveillance opportunities than others.*

*I would very much support any effort to deter unauthorised access through broken fences, ideally through the use of fast-growing defensive plants such as hawthorn, pyracantha and berberis. I do, however, acknowledge the overhanging tree branches can impede growth where the light levels are not good.*

*I can also see some benefit in installing some CCTV at the key locations where people tend to gather, including the inside of the "building" where people are known to gather. This would probably have to be battery operated and the batteries would need to be re-charged and replaced quite regularly. Additionally, some warning signs, indicating that CCTV is in operation can provide a good level of deterrent with some people, due to the enhanced risk of being seen and identified.*

*Signs can be placed at a number of locations, both near where the cameras are actually located and at the main access points to the location. Ideally, consideration should be given to positioning cameras where they cannot easily be seen and targeted for further criminal damage.*

*I mentioned that the Police & Crime Commissioner's Office will accept bids for funding of projects which are designed to reduce the risk and likelihood of crime"*

## **2 Proposals**

- 2.1 Although discreet, battery powered CCTV would seem like an inexpensive option, it will would fall under the Regulation of Investigatory Powers Act 2000 (RIPA 2000), as in order for the units not to be vandalised they would need to be hidden and this would amount to covert surveillance which would require authorisation from the Magistrates Court.
- 2.2 Fencing the area around the Formal Gardens is the preferred option and this has already been highlighted as a feature of the Heritage Lottery Bid to protect and conserve the Heritage of the Formal Garden.

- 2.3 There may also be an opportunity to acquire approximately 70 metres of guard rail which will become redundant due to the redevelopment of Epsom Town Centre.
- 2.4 This fencing could be used to form an effective barrier around the rear of the garden where unwanted access is currently an issue.
- 2.5 Where possible, within the constraints of the low lighting, defensive plants will be purchased and planted.
- 2.6 If appropriate, the Streetcare Manager will explore the funding available from the Police & Crime Commissioner's Office for installation and planting of the recycled guard rail.

### **3 Conclusion and Recommendation**

- 3.1 The Streetcare Manager would like to thank Surrey Police, the Nonsuch Voles and Councillor Mary Burstow for their action and advice on this matter.
- 3.2 It is recommended that in line with the recommendations of Crime Reduction/Crime Prevention Design Advisor, steps are taken to secure the rear boundary of the formal gardens with a combination of planting and recycled fencing if possible.
- 3.3 This will be funded from the revenue budget and an application made for funding as necessary.

This page is intentionally left blank

**Examples of vandalism and anti-social behaviour at Nonsuch Park 2016**

AGENDA ITEM 5  
ANNEXE 1

Compiled by The Nonsuch Voles: Jon Whitehead ([nonsuchvoles@gmail.com](mailto:nonsuchvoles@gmail.com))  
August 2016



Smashed planter June 2016



Wall damage – bricks removed and graffiti over a period of time



Tree stump set alight June 2016



Terrace wall, lion & urn – lion & urn were smashed last year I think



Terrace wall pushed over August 2016



Front wall pushed over August 2016



Chalk writing at the time the wall was damaged



Chalk writing at the time the wall was damaged



Another wall damaged August 2016



Fence damaged – wire cut, posts snapped and fence pulled back August 2016



Fence posts snapped and removed, large hole cut open in wire August 2016



Fence pushed down August 2016



Wooden bench damaged August 2016



Plant pulled up August 2016



Tree snapped August 2016



Tree with fire damage July 2016

This page is intentionally left blank

**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): Annexe 1: Age Concern Event Management Plan.

Other available papers (not attached):

**REPORT SUMMARY**

**To note the approved events for 2016 and the success of Nonsuch Park Awareness Day.**

**RECOMMENDATIONS**

*Notes*

- 1) That the committee notes the current event calendar.
- 2) That the committee notes the success of Nonsuch Park Awareness Day 2016
- 3) That the committee supports the proposal for Age Concern to hold a Vintage Festival in Nonsuch Park.

**1 Forthcoming Events 2016**

23 October	Epsom Oddballs MABAC Cross Country
11 December	St Raphael's Santa Dash

**2 Nonsuch Park Awareness Day**

- 2.1 This year's Awareness Day was extremely successful, the sun was shining and over 1000 people attended throughout the day to find out more about the diverse range of activities the Park has to offer.
- 2.2 As part of Heritage Open Days, both the Mansion and Museum were open to the public with guided tours conducted by the Friends of Nonsuch. In addition, Councillor Mike Teasdale was on hand to explain to the public about the work of the JMC, Jeremy Harte – Bourne Hall Museum Curator hosted a lively and historical guided tour around the Formal Garden and Nathan Brewer (who carries out metal detecting in the Park), displayed a variety of his recent 'finds'.

- 2.3 We are always extremely lucky to be visited by Royalty, and this year was no exception as the Tudor Roses created ambience and showed off their exquisite historical costumes whilst mingling with visitors and posing for countless photographs.
- 2.4 Nonsuch Watch and Nonsuch Voles were joined by the Woodland Trust and Lower Mole Project, to explain to people just how important the flora and fauna are to the Park, encourage an interest in volunteering and raise funds for their good works to continue.
- 2.5 The Beekeepers and the Ranger's Apple Press were kept busy all day by allowing the public to sample locally produced goods. Children were delighted to work the Apple Press and had fun rolling candles from Beeswax.
- 2.6 This year we were assisted by Wingrave Vets who helped the Ranger's give out over 10,000 dog waste bags, talk to dog walkers about responsible dog ownership and man the dog agility course.
- 2.7 The ever-popular Dr Bike were on hand to give free bike maintenance checks and promote safe and courteous cycling.
- 2.8 The Fitness Zone allowed people to take part in activities ranging from T'ai Chi to Orienteering. Whilst the 135 Geographic Squadron Royal Engineers encouraged everyone to test their mental and physical agility with a very impressive electronic device.
- 2.9 The Streetcare Manager would like to record formal thanks to everyone who took part in making the day such a success and in particular to Laura Curtis and Ashlie Williams from Epsom & Ewell's Ranger Team who picked up the baton this year to help organise the event.
- 2.10 Our next Nonsuch Park Awareness Day will be held on 10 September 2017.

### **3 Age Concern Epsom & Ewell 70<sup>th</sup> Celebration**

- 3.1 The Streetcare Manager has been contacted by Dorah May Hancock from Age Concern regarding the use of the Cheam Dog Free Area and Church Field to host a vintage style event to celebrate the groups 70<sup>th</sup> anniversary.
- 3.2 The proposed date for the event Sunday 2 July 2017, from 12 noon until 5pm.
- 3.3 The event will be free to attend and the group are expecting to attract in the region of 1000 people.
- 3.4 As this is a new event, the Streetcare Manager asked the event organisers to produce an event management plan so that the details of the event could be fully considered by the Nonsuch Park Joint Management Committee. Please refer to Annexe One.

- 3.5 The Streetcare Manager has consulted with Bovingdons, as this event could potentially impact on the Mansion House. Bovingdons were very helpful and have confirmed that there are no current bookings and they would make sure that their staff were aware that this event could be taking place to ensure that prospective clients were aware.
- 3.6 The event organisers have also been made aware that should another event be taking place at the Mansion House, noise levels will need adjusted to ensure that disruption to other parties is minimised.
- 3.7 Event parking and security will be provided by the Rotary Club.

#### **4 Partnerships**

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

#### **5 Risk Assessment**

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

#### **6 Conclusion and Recommendations**

- 6.1 That the committee notes the current event calendar and the success of this year's Nonsuch Park Awareness Day.
- 6.2 That the committee supports the proposal for Age Concern to hold a Vintage Festival in Nonsuch Park.

This page is intentionally left blank

# **NONSUCH PARK**

## **EVENT MANAGEMENT PLAN**

**DATE**

## 1. Event Details

All events are different in style and characteristics, however the basis structure of an event management plan the same. Event Managers are responsible for ensuring the safety of event and all personnel involved. Because of this it is important to have plans that are detailed. Complete clear and well documented, as well as being distributed to all necessary stakeholders.

### 1.1 Event Details

<b>Name of the event:</b>	Age Concern Epsom & Ewell 70 <sup>th</sup> Celebration		
<b>Date of the event:</b>	2 <sup>nd</sup> July 2017		
<b>Venue:</b>	Nonsuch Park – Dog Free Area		
<b>Address of Venue:</b>	Ewell Road, Cheam, Surrey, SM3 8AJ		
<b>No of Visitors:</b>	1000		
<b>Start:</b>	12.00	<b>Finish:</b>	17.00
<b>Set Up:</b>	8.00	<b>Take Down:</b>	20.00

### 1.2 Event Manager

<b>Event Manager:</b>	Dorah May Hancock
<b>Organisation:</b>	Age Concern Epsom & Ewell
<b>Address:</b>	The Old Town Hall, The Parade, Epsom, KT18 5AG
<b>Telephone:</b>	01372 732 457
<b>Mobile:</b>	0770 306 1470
<b>Fax:</b>	
<b>Email:</b>	dorahmay.hancock@ageconcernepsom.org.uk
<b>Assisted by:</b>	Beverley Worsley/01372 732 451/07796 686 619 bev.worsley@ageconcernepsom.org.uk

Contact(s) during the event:

	Dorah May Hancock
	Beverley Worsley

### 1.3 Description of the event

The afternoon festival will bring members of the Epsom & Ewell community together to celebrate the 70<sup>th</sup> anniversary of Age Concern Epsom & Ewell. There will be a strong emphasis on uniting generations by providing events/activities for all. The celebration will have a vintage theme. Events/activities throughout the day that will bring people together include:

- Intergenerational storytelling tent – uniting young and old with tales to tell.
- The History of ACEE – a time line showing our history through all the years.
- Performances on stage by local talent both young and old – we will have a timetable of stage events during the day with a compare on hand.
- Punch and Judy show – a classic entertainment for young and old.
- Vintage Gramophone DJ – music for all whether it's from the 40's and 50's or up to the minute sounds.
- Vintage car/motorcycle displays – always a draw for the male members of communities whatever their age.
- Vintage cream teas – food is always an enabler when bringing people together.
- Multicultural food – we are keen to bring all faiths within the borough to celebrate with us.
- Dog show – for all those borough dog lovers.
- Flower/fruit/veg/baking/photography competition – for young and old to show their wares and win a prize.
- A selection of traders relevant to the theme.

There will be a stage and various tents/marques to accommodate these events/activities plus facilities for all who come to celebrate.

We will be working in partnership with other local voluntary organisations such as Epsom Garden Society, Ewell Horticultural Association, Epsom Rotary, The British Legion, Ahmadiyya Muslim Community and the Women's Institute. We will also bring local businesses on board for sponsorship and volunteering opportunities.

Age Concern Epsom & Ewell have secured £9,911 to support this festival from the Big Lottery Celebrate funding stream.

## 2. Operations

### 2.1 Police contact

<b>Name:</b>	TBC
<b>Station:</b>	
<b>District:</b>	
<b>Telephone:</b>	

### 2.2 Licences

<b>Will alcohol be available at the event?</b>	Yes
<b>Will an application for an Events Licence be needed?</b>	Yes - Temporary Premises Licence / PRS Music Licence.

### 2.3 Public liability Insurance

<b>Have you investigated public liability and duty of care issues and obtained appropriate insurance?</b>	We are in the process of securing appropriate insurance for the event over and above insurances we already have.
<b>Event is underwritten by:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Value:</b>	
<b>Policy Number:</b>	

### 2.4 Health and Safety Risk Assessments

for individual activities  
To follow

### 3. Consultation with Key Stakeholders

#### 3.1 Consultation register

- List the names of individuals and organisations you have consulted with in planning this event.

Stakeholder	Organisation
Police Service	Epsom & Ewell – contact TBC
Local Council	Epsom & Ewell Borough Council <ul style="list-style-type: none"> <li>Streetcare Manager - Samantha Whitehead</li> <li>Environmental Health – Oliver Nelson</li> <li>Licensing Officer – Nicholas Tapping</li> <li>Community and Voluntary Sector Liaison Officer – Serena Powis</li> <li>Park Supervisor – Peter Steele</li> <li>Sales &amp; Venues Operations Manager – Mohammed Hussain</li> <li>Park Ranger – Tim Weston (refuse)</li> </ul>
Ambulance Service	Epsom Ambulance Station – Mark Hodsoll Sutton & St Helier Ambulance Station – Alison Pentecost
Fire and Rescue Authority	Epsom Fire Station – contact TBC Sutton Fire Station – contact TBC
Hire company	Loos For Doos Punch and Judy/Mr Mayhem Angus Tents – Brian Angus True Sound Hire
Security Personnel	In partnership with Rotary Club Epsom & Ewell
Licensing Division	Epsom & Ewell Borough Council
Local Businesses	Various to be confirmed
Media	Various to be confirmed inc: <ul style="list-style-type: none"> <li>EEBC Communications Team</li> <li>Radio Jackie</li> </ul>
Catering	ACEE own and outside caterers TBC
Heritage	
Cyclists	
Project Sponsor	Big Lottery Celebrate Fund
Other	Friends of Nonsuch Nonsuch Park Joint Committee

#### 3.2 Planning meeting

- 1<sup>st</sup> August 2016 – initial meeting with ACEE staff/volunteers/local business/voluntary sector organisations to outline our celebration ideas - voted unanimously to put on this

- event.
2. 12<sup>th</sup> October 2016 – meeting with Tony Axelrod & Bob Frisby, Epsom & Ewell Rotary to start partnership working to support the event.
  3. 19<sup>th</sup> October 2016 – meeting with Serena Powis EEBC Community & Voluntary Sector Liason Officer to outline event and partnership work with various council departments.
  4. 20<sup>th</sup> October 2016 – meeting with Brian Angus on site to discuss layout of marquee/stage for site plan.
  5. November/ December 2016 various meetings with – EEBC Environmental Health/partner organisation for first aid support/stakeholders/local businesses/volunteers/voluntary organisations to move the project forward and secure stakeholders and partnership working links.
  6. Meetings throughout January – July 2017 to continue planning and securing events activities.

### 3.3 Briefing – before event

A briefing (Immediately before the event) will be conducted with the key stakeholders on:

<b>Date:</b>	2 <sup>nd</sup> July 2017 (as well as training/briefing/information sessions during June)
<b>Time:</b>	11.00
<b>Venue:</b>	Nonsuch Park at the event

### 3.4 Debriefing – after event

A debriefing (after the event) will be conducted with the key stakeholders on:

<b>Date:</b>	2 <sup>nd</sup> July 2017
<b>Time:</b>	19.00
<b>Venue:</b>	Nonsuch Park at the event

## 4. Event Planning

### 4.1 Selection of a venue

<b>Describe any modifications or special temporary structures being added to the venue for this event</b>	<ul style="list-style-type: none"> <li>Various marquees/gazebos, staging, cordoned off dog free area</li> </ul>
<b>In what way will access to the site need to be modified for the duration of the event? Eg. Road closures</b>	<ul style="list-style-type: none"> <li>Display of vintage cars/bikes at front of dog free area will limit pedestrian access.</li> <li>All three car parks at Cheam Road entrance will be used and marshalled.</li> </ul>

### 4.2 Site Plan

A site plan will follow which will include:

- The surrounding area
- All entrances and exits
- Emergency access routes
- Paths used by vehicles
- Shared Paths
- Parking
- Activity locations
- Security and police locations
- First aid posts
- Lost children/property
- Catering
- Toilet facilities
- Communication centre / command post
- Refuse containers

### 4.3 Event promotion and ticketing

<b>What is the focus or purpose of the event?</b>	<ul style="list-style-type: none"> <li>To promote awareness of ACEE, celebrate and bring members of the Epsom &amp; Ewell community together and raise funds.</li> </ul>
<b>How is this explained in the promotion and publicity for the event?</b>	<ul style="list-style-type: none"> <li>This will be clearly outlines on all promotional material.</li> </ul>
<b>Where is the event to be publicised and promoted? (eg. Radio, posters, print media)</b>	<ul style="list-style-type: none"> <li>Radio, printed media, social media, flyers, banners, advertising, mail shots to all supporters of organisations involved.</li> </ul>
<b>What is the ticketing process for the event? (eg. Tickets at gate, pre-sold tickets)</b>	<ul style="list-style-type: none"> <li>This event is free therefore no ticketing. As no tickets will be sold entrance will be limited on the gate in line with capacity and insurance levels.</li> </ul>
<b>Other promotional material</b>	<ul style="list-style-type: none"> <li>None planned</li> </ul>

#### 4.4 Signage

<b>What signs will be used</b>	<ul style="list-style-type: none"> <li>Throughout the borough promotional banners.</li> <li>On the day signage for directions, parking etc</li> </ul>
--------------------------------	---

#### 4.5 Noise

<b>List the provisions you have made to minimise and monitor the level of noise</b>	<ul style="list-style-type: none"> <li>Make observations on site boundary once PA system in place. We will implement observations on noise levels at boundary from Cheam Road to Nonsuch House and set PA System accordingly.</li> </ul>
---	--

#### 4.6 Weather

<b>Detail the contingency plans in case of bad weather</b>	<ul style="list-style-type: none"> <li>Marquees will house activities for protection.</li> <li>If the Met Office issues a warning of severe weather assess the risk and cancel event if needed.</li> </ul>
--	--

#### 4.8 Information centre and communication

<b>Will an information centre be clearly identified and available to patrons at the event?</b>	<ul style="list-style-type: none"> <li>Yes an information centre marquee with all relevant documentation to hand will be clearly signposted. All marshalls and event staff will be contactable by mobile phones with a list of key numbers published.</li> </ul>
--	--

#### 4.9 Food

<b>What catering provision will be available?</b>	<ul style="list-style-type: none"> <li>ACEE in house catering.</li> <li>Ice Cream van.</li> <li>Catering van for coffee</li> <li>Catering van for hot dogs/burgers</li> </ul>
---	---

#### 4.12 Toilets

<b>How many toilets will be provided?</b>	<ul style="list-style-type: none"> <li>As per recommendation by toilet provider.</li> </ul>
---	---

#### 4.13 Entry and exit details

Checklist to ensure that entrance and exit arrangements:

- provide for supervision, marshalling and directing crowds
- provide exit and escape routes
- provide access for emergency services
- have access for wheelchairs
- separate walking and vehicular traffic
- stagger entry times by providing supporting activities and entertainment
- keep entries clear of all other activities
- ensure barriers, fences, gates and turnstiles are suitable and sufficient
- locate ticket sales and ticket pick-up points in line with, but away from, entrances
- ensure the control points for searches to exclude prohibited items such as glass, metal containers and weapons are in place and do not impede crowd management
- provide a secure area for the storage of confiscated goods
- check placement and function of exit signs
- Event staff, security, police, catering all informed of patron exit times

All covered in risk assessment

---

## 6. Health and Safety Issues

---

### 6.1 Security

Describe security arrangements:

<b>Event security:</b>	A dedicated person and team of volunteers will be named for this
<b>Commence at:</b>	08.00
<b>Conclude at:</b>	20.00

### 6.2 First aid and emergency medical services

<b>Who is supplying the first aid service?</b>	To be confirmed
<b>Start Time:</b>	
<b>Finish Time:</b>	
<b>Number of first aid personnel:</b>	
<b>Number of first aid posts:</b>	

### 6.3 Emergency procedures

<b>What is the process to ensure that all event staff, security staff, police and emergency services will be informed of the emergency evacuation plan?</b>	This will be administered by e mail to all involved well before the event and will be reiterated on the morning of the event at the briefing meeting
<b>Who is the nomination person to authorise an evacuation?</b>	
<b>Name:</b>	Dorah May Hancock
<b>Contact details during the event:</b>	Mobile phone; 0770 306 1470

---

## 8. Compile a File

---

### 8.1 Keeping documents and information

Has a filing system been established?	Yes
Who is responsible for maintaining the file?	Dorah May Hancock

### 8.2 Documents to be kept

Complete the following checklist to ensure that all records are included in the file:

- Event plan
- Stakeholder contacts
- Record of meetings
- Licences/Insurance
- Inward correspondence (including faxes and emails)
- Outward correspondence (including faxes and emails)
- Emergency plan
- Media Plan./press articles/Promotional material – posters, flyers
- Event program
- Site plan
- Accounts
- Quotes for service or products
- Photos

**PROGRESS REPORT – NOVEMBER 2016**

<u>Report of the:</u>	Streetcare Manager – Epsom & Ewell Borough Council Assistant Parks Manager – London Borough Sutton
<u>Contact:</u>	Samantha Whitehead Dominic Aslangul
<u>Annexes/Appendices (attached):</u>	Annexe 1: Report South and South East in Bloom Award Annexe 2: South and South East Bloom Award Judges comments Annexe 3: Nonsuch Voles update 3 <sup>rd</sup> quarter 2016 Annexe 4: Nonsuch Park Bird Observations Annexe 5: Nonsuch Park Butterfly Survey

Other available papers (not attached):

**REPORT SUMMARY**

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

**RECOMMENDATION**

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

- **South and South East in Bloom Award**
- **Update from Volunteer Groups**

*Notes*

**1 South and South East in Bloom Award**

- 1.1 With the Committee's support Nonsuch Park submitted an entry to the South and South East in Bloom Award scheme rather than the Green Flag Award as in previous years.
- 1.2 The 'In Bloom' scheme has similar entry requirements to the Green Flag Award but is slightly more horticulturally based.

- 1.3 Jean Griffin, the South and South East in Bloom judge visited Nonsuch on 18 July 2016. The judging session lasted two hours and during this time the judge was taken on a guided tour of the Formal Garden, Museum and parkland before returning to the Pantry for tea.
- 1.4 A full report of the event is attached in Annexe 1 and a summary of the judge's comments and scoring in Annexe 2.

## **2 Update from Volunteer Groups**

- 2.1 An update from Nonsuch Voles is attached at Annexe 3 to this report. An update on bird observation from Nonsuch Watch is attached as Annexe 4. The Nonsuch butterfly survey is attached as Annexe 5. The Warren Farm butterfly survey will be circulated to Committee members separately. The other Groups are invited to present an update at the meeting.

## Progress Report

### South and South East in Bloom Award

With the JMC's support it was agreed that this year the Park would submit an entry to the South and South East in Bloom Award scheme rather than the Green Flag Award.

The 'In Bloom' scheme has similar entry requirements to the Green Flag Award but is slightly more horticulturally based.

The park was visited on 18 July 2016 by South and South East in Bloom judge, Jean Griffin. The judging session lasted two hours and during this time the judge was taken on a guided tour of the Formal Garden, Museum and parkland before returning to the Pantry for tea.

A huge amount of work went into preparing the Park for judging by the Nonsuch Voles and Operational staff and this did not go unnoticed by many visitors in the run up to judging who commented on how splendid the gardens looked.

Gerald Smith, Friends of Nonsuch took time out on the day, to open the Museum and gave the judge a swift, but informative tour of the historical highlights.

Whilst escorting the judge around the main parkland credit was given to the Nonsuch Watch who have worked tirelessly to help maintain the area as a rich and diverse habitat for wildlife and to protect the natural environment.

The tour went exceptionally well and we gave an overall 'flavour' of Park.

On 14 September, a member of operational staff and representatives from the Nonsuch Voles attended the Award Ceremony and were delighted to collect a Silver Award on behalf of Nonsuch Park.

It was felt that this was a great achievement for all involved in the upkeep of Park and although slightly disappointed that we were only one mark away from Silver Gilt, that it was decent outcome for our first attempt at entering the competition.

The judge's marks and comments are attached at Annexe One and a meeting will be arranged shortly to go through these in more detail and plan our entry for next year.

The Streetcare Manager would like to record formal thanks to the efforts of all our Volunteer Groups and Operational Staff who work with passion and dedication all year round to make Nonsuch Park award worthy and a pleasure to visit.

This page is intentionally left blank

<b>SECTION A – Making Way for People</b>	<b>Max Points</b>	<b>Actual Points</b>
Access for people including people with disabilities	15	10
Signage and visitor information	15	10
<b>SECTION B– Design</b>	<b>Max Points</b>	<b>Actual Points</b>
Appearance and practicality of layout	20	14
<b>SECTION C– Welfare of Park Users</b>	<b>Max Points</b>	<b>Actual Points</b>
Staff/voluntary presence *	10	8
Control of dog fouling	10	8
<b>SECTION D– Facilities (Appropriate provision, accessibility and appearance of facilities)</b>	<b>Max Points</b>	<b>Actual Points</b>
Maintenance of facilities *	25	18
<b>SECTION E – Maintenance (Quality of horticultural and sports turf maintenance)</b>	<b>Max Points</b>	<b>Actual Points</b>
Trees, shrubs, herbaceous, seasonal planting, ponds & lakes and sports areas	25	14
<b>SECTION F –Maintenance of hard landscape features</b>	<b>Max Points</b>	<b>Actual Points</b>
Paths, benches, bins, play areas and artificial surfaces	10	8
Control of litter, graffiti & vandalism	10	7
<b>SECTION G– Environmental sustainability (Management of natural resources)</b>	<b>Max Points</b>	<b>Actual Points</b>
Planting schemes which are achieving sustainability, reducing the use of scarce resources such as water and peat *	20	14
<b>SECTION H–Conservation</b>	<b>Max Points</b>	<b>Actual Points</b>
Management of natural features, wildlife and flora *	20	12

Promotion of park as a community resource

20

15

Maximum Points Available 200

Total Points Awarded 138

Award Nomination Silver

**Assessors General Comments & Award Justification**

As a first time entrant, all the stops were pulled out to show the judge the full potential of the Park. The entrance to the Park through the Garden Gate shows the wisteria border and formal beds. The beds have been converted from annual bedding schemes to sustainable plantings. The Friends group is in the process of renovating the front wall of the Bothy, all that is left of the original building. Bedding and carpet bedding enhance the front and side of the main house which is used as a wedding/function venue. The Rose Arbour is planted and maintained by the Friends Group. Whilst this is commendable there seems to be very little control by the resident staff or the Council. Some roses are in a poor condition and there had been no dead heading done. The soil looked undernourished and it is recommended that a substantial feed and mulch be carried out in the Autumn. The wildflower area had been severely damaged by recent bad weather and was not looking its best. There has been some vandalism and this has not helped the appearance of the area. On the walk down to the old Nursery it would be advisable to weed out the ash and other saplings which have been allowed to grow in among the Lilacs. Much is made of the historic Graffiti but it is lost under the very large old Leyland Cypress trees, hopefully these will soon be removed to create a more open and interesting avenue with perhaps an information board nearby. The old greenhouses walls and bases do not give an appeal to an otherwise pleasant walkway, hopefully funding which has been applied for will improve the whole area. The volunteer Group, VOLES, do a good job in assisting with problem areas. The Pinetum is, at present, a difficult area to appreciate, trees have been allowed to overgrow and there is a great deal of dead wood in the trees. A tree trail would enhance the area once tree work has been carried out. The Parkland is well cared for and managed, interesting to see the corner stones of the old Palace. There are dog free areas and designated areas specifically for dogs. The tour of the Museum was interesting showing the history of the House but perhaps time would have been better spent elsewhere. Part of the Old Nursery area is being used by a Pre school Group and another part by the Friends/Voles groups. The Woodland area was not reached due to lack of time but there are coppiced areas and recording of butterfly sightings and flora count. Nonsuch has the potential to become a Gold winner in the future.

**Results**

Level	Description	Points
	Certificate	0 - 77
	Bronze	78 - 108
	Silver	109 - 138
	Silver-Gilt	139 - 169
	Gold	170 - 200

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

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

- There has been further planting and maintenance of the new permanent planting scheme in the eight beds. The beds have filled out nicely and we have received several appreciative comments from members of the public.
- We continue the regular programme of weeding, edging and watering of the bedding plants and other beds and borders.
- In conjunction with the Park staff, we made an extra effort to prepare the garden for the South and South East In Bloom judging. We were very pleased with the Silver award, and Voles representatives attended the results event with Peter Steel in September.
- The Voles have continued attempts to make fence repairs around the Pinetum. In some cases this has been successful, but other areas have been damaged by people trying to get in or out of the garden.

**In the woods:-**

- At the end of July we carried out a wildflower survey in the area of Boundary Copse which was coppiced in Winter 2014/15. We counted over 43 different species of ground plants. This compares with far fewer species in the darker un-coppiced areas, and helps to increase the variety of vegetation and environments along this stretch of woodland.
- We assisted Nonsuch coppice worker John Armitage in clearing some fallen trees in the Pinetum.
- In late Summer, we carried out the annual summer pruning back of paths in The Wood, and scythed the main woodland track.
- We added wood-chip to the path near the wood yard to provide a good walking surface in the Winter season.

**Other activities:-**

- The Walnut Copse trees were weeded, and we watered them several times, particularly during dry spells.
- Further improvements were made to the approach to the Oak Bridge, which should make it far less muddy in the Winter.
- We helped Park staff to make fence repairs around the Cheam dog-free area. Unfortunately these were subsequently vandalised.
- We checked over 500 metres of the main drainage ditch which leads to the Balancing pond and removed blockages and debris to improve water-flow during the wet season.

- In order to help our neighbours at Warren Farm, the Voles spent a very hot day in late August scything a substantial area of goldenrod. This was at the invitation of Alissa Wilson from the Woodland Trust.
- We also worked with Park Staff to scythe about 1000 square metres of meadow at Cherry Orchard Farm, as recommended in the Habitat Management Plan.
- The Voles held stalls at the Carshalton Environmental Fair and Nonsuch Awareness Day.
- Vandalism: unfortunately, further cases of vandalism have occurred in the area around the Mansion House gardens and nearby woods since the last report. We have provided photos to the JMC and Surrey police.

**Volunteer hours:**

January to the end of September 2016:

Garden group 1480 hours

Woodland group 1430 hours

Total 2910 hours.

## **A Year of Bird Observation in Nonsuch**

Having casually observed birds during my regular visits to Nonsuch Park and Warren Farm for over 15 years, I decided to record what I saw in the course of a single year.

My quest started on 1 October 2015 and continued until 30 September 2016, during which time I visited the area on most days. I kept a record of my observations in a table, noting each species seen, together with the maximum number seen and the date and location of that sighting. The frequency with which each bird was seen (during its time here) is also noted, together with a comment, where appropriate. (Please see the table below).

In all, I recorded 51 species, including 7 red-listed ones, plus an escaped Blue-fronted Amazon parrot, that had been a regular visitor to the Park for around 5 years, but I last saw it there on 8 August. Another unusual bird was a leucistic Magpie with brown and white plumage, seen occasionally from October 2014 and last seen on 6 August, always around Cherry Orchard Farm or the Banqueting House.

Disappointingly, I didn't see any Skylarks, which used to be seen regularly on Warren Farm, no Bullfinches, which I had sometimes seen around Cherry Orchard Farm, and no Willow Warblers either. Numbers of other species were also down, notably Meadow Pipit, Nuthatch, Coal Tit, Greenfinch and even Chaffinch. House Sparrows, although seen regularly, were confined to the western edge of Warren Farm.

Song Thrushes were regularly seen or heard but Mistle Thrushes were only seen occasionally and only once did I see a party of 6 birds, which used to be a common sight in the Park. Redwings were frequently seen through the winter but Fieldfares were only seen twice, each time in the company of other thrushes feeding on the abundant sloe berries.

Although Swifts were seen regularly (from mid-May to end July), Swallows and House Martins were only seen once or twice in September as they headed back to their wintering grounds.

No raptors were seen from October-January, but then Kestrel and Sparrowhawk both returned in February. Thereafter, Kestrels were seen regularly, including juveniles, so I believe they bred in the Park again this year. Sparrowhawks were occasionally seen and I had single sightings of Buzzard and Hobby overhead. However, the most exciting raptor was a young Tawny Owl found sitting in a tree in the Cherry Orchard Nursery on 8 May. Adult tawnies were neither seen nor heard and I failed to find a Little Owl, although I had seen them around the Mansion House in the past.

Not surprisingly perhaps, the most abundant of the frequently seen species were Carrion Crows, Jackdaws, Wood Pigeons and, of course, the Ring-necked Parakeets. Outside the breeding season, parties of around 250 Crows roost in and around Oak Wood and a similar number of Jackdaws roost in The Wood next to Cheam Park. Many of the roosting birds leave the Park early each morning, returning shortly before dusk to roost. Parakeets might also roost in The Wood, although I only managed to record around 50 birds there. It sometimes seemed that Parakeet numbers were lower than in recent years, when I regularly used to see multiple parties of 25+ heading off to roost, but maybe that was just wishful thinking on my part !

Although I carefully recorded my sightings and made occasional visits to most of the varied habitats in the Park, I do not claim that my findings represent a complete list of the bird species to be found there. However, hopefully they can be combined with other observers' records to give a feel for the rich variety of birdlife to be found in the Park over the past 12 months.

Peter Camber

October 2016

AGENDA ITEM 7  
ANNEXE 4

**Nonsuch Birds recorded 1 Oct '15 – 30 Sept '16**

Red name = Red Listed species

<u>Settled or low-flying</u>	<u>Max seen</u>	<u>Date</u>	<u>Location</u>	<u>Comments</u>	<u>Frequency</u>
Blackbird	5	19 Nov	Bottom Mead	All males	Frequent
Blackcap	2	12 Apr	Warren Farm	First seen on 2 April	Frequent
Black-headed gull	53	12 Feb	Great Meadow	Mostly seen in small parties	Frequent
Blue Tit	4	28 Jan	SCC Site	Mostly seen singly or in pairs	Frequent
Buzzard	1	13 Apr	Five Acres Piece	Soaring above	Once
Canada Goose	1	11 Apr	Red Gate Field	Seen taking off & heading West	Once
Carrion Crow	75	16 Jan	Red Gate Field	Gathered to be fed	Frequent
Chaffinch	2	8 May	Warren Farm	Mostly seen singly	Occasional
Chiffchaff	1	25 Mar	C O Nursery	First seen on 25 Mar	Regular
Coal Tit	1	20 Mar	C O Nursery	In conifers with Goldcrests	Once
Collared Dove	1	23 Jan	Great Meadow	On Horse Chestnut	Occasional
Common Gull	1	9 Mar	Great Meadow	Feeding with Black-headed Gulls	Once
Common Whitethroat	5	13 May	Warren Farm	First seen on 28 April	Frequent
Duncock	3	9 Apr	Ewell Gate	Mostly seen in hedges	Regular
Feral Pigeon	3	17 Oct	Red Gate Field	Usually seen feeding on the ground	Occasional
Fieldfare	5	4 Dec	Bottom Mead	Feeding on Sloes with other Thrushes	Twice
Goldcrest	3	2 Nov	C O Nursery	Seen widely across the Park	Regular
Goldfinch	23	29 Nov	Great Meadow	Settled in European Larch	Regular
Great Spotted Woodpecker	2	14 Apr	Round Pond Field	Heard more often than seen	Occasional
Great Tit	4	2 Apr	Warren Farm	Mostly seen singly or in pairs	Regular
Green Woodpecker	2	22 Mar	Hill Field	Mostly heard or seen feeding on the ground	Regular
Greenfinch	3	22 Mar	Warren Farm	On Hawthorn near Seymour Avenue	Occasional
Grey Heron	2	22 Mar	Balancing Pond	Mostly seen around the pond	Occasional
Herring Gull	36	25 Dec	Red Gate Field	Mostly seen in pairs	Occasional
Hobby	2	17 Aug	Great Meadow	2 seen catching insects on high	Once
House Martin	45	27 Sep	The Avenue	Swooping & feeding around H Chestnuts	Twice
House Sparrow	10	14 Jul	Warren Farm	Only seen on W side of Warren Farm	Regular
Jackdaw	37	25 Sep	The Wood	Pre-roost gathering	Frequent
Jay	3	4 Oct	Round Pond Field	12 seen collecting acorns in 30 mins	Regular
Kestrel	4	17 Jul	Cherry Orchard	Family party of 4 flew W over	Regular
Lesser Black-backed Gull	1	23 Jan	Red Gate Field	Feeding on ground with Black-headed gulls	Once
Long-tailed Tit	15	1 Jan	Ewell Gate	Seen in groups of 5-15 birds	Regular
Magpie	11	24 Dec	Great Meadow	Seen widely across the Park	Frequent
Meadow Pipit	3	5 Oct	Great Meadow	Surprised not seen more often	Twice
Mallard	3	6 Jun	Old Stable Ground	3 drakes flying low over	Occasional
Mistle Thrush	6	29 Sep	Round Pond Field	Feeding in short grass next to the drive	Occasional
Moorhen	1	18 Jul	Balancing Pond	Skulking in rushes	Once
Nuthatch	1	6 Nov	Old Stable Ground	Seen in copse near Rowans	Occasional
Pied Wagtail	9	19 Feb	Great Meadow	Feeding on the ground	Occasional
Redwing	53	22 Mar	Round Pond Field	Feeding on the ground	Occasional
Ring-necked Parakeet	15	12 Oct	Great Meadow	Noisy party flying over	Frequent
Robin	3	23 Jan	Warren Farm	In shrubs along N edge	Frequent
Song Thrush	3	22 Nov	Bottom Mead	On Sloes with Fieldfares & Redwings	Regular
Sparrowhawk	1	28 Aug	C O Nursery	Flew towards Banqueting House	Occasional
Starling	21	30 Dec	Great Meadow	Settled in Lime tree	Regular
Stock Dove	5	13 Sep	Warren Farm	Feeding in newly-cut stubble	Regular
Swallow	2	7 Sep	Warren Farm	2 birds flying S, fairly low over Farm	Once
Swift	15	20 Jun	Great Meadow	First sighting 16 May; last seen 31 July	Regular
Tawny Owl	1	8 May	C O Nursery	Owlet perched in Poplar – 11am, warm sun	Once
Wood Pigeon	29	17 Mar	Great Meadow	Feeding on the ground	Frequent
Wren	2	19 Apr	C O Nursery	Mostly seen in/around Bramble	Regular
51					

Recorder: Peter Camber

Week	-3	-2	-1	0	1	2	3	4	5
Date	04/03/2016	11/03/2016	18/03/2016	25/03/2016	01/04/2016	08/04/2016	15/04/2016	22/04/2016	29/04/2016
Small Skipper	Thymelicus sylvestris								0
Essex Skipper	Thymelicus lineola								0
Small/Essex Skipper	Small/Essex Skipper								0
Large Skipper	Ochlodes sylvanus								0
Large White	Pieris brassicae								0
Small White	Pieris rapae								1
Green-veined White	Pieris napi								4
Orange Tip	Anthocharis cardamines								8
Small Copper	Lycaena phlaeas								0
Brown Argus	Aricia agestis								0
Common Blue	Polyommatus icarus								0
Holly Blue	Celastrina argiolus								3
Red Admiral	Vanessa atalanta								0
Painted Lady	Vanessa (Cynthia) cardui								0
Small Tortoiseshell	Aglais urticae								1
Peacock	Inachis io								7
Comma	Polygonia c-album								2
Speckled Wood	Pararge aegeria								1
Marbled White	Melanargia galathea								0
Gatekeeper / Hedge Brown	Pyronia tithonus								0
Meadow Brown	Maniola jurtina								0
Ringlet	Aphantopus hyperantus								0
Total (Summary)	0	0	0	0	0	0	0	0	27

Week	6	7	8	9	10	11	12	13	14	15
Date	06/05/2016	13/05/2016	20/05/2016	27/05/2016	03/06/2016	10/06/2016	17/06/2016	24/06/2016	01/07/2016	08/07/2016
Small Skipper				0	0	0			4	25
Essex Skipper				0	0	0			3	14
Small/Essex Skipper				0	0	0			31	26
Large Skipper				0	0	0			7	1
Large White				3	0	0			1	2
Small White				6	1	0			1	0
Green-veined White				0	0	0			1	0
Orange Tip				0	0	0			1	0
Small Copper				0	0	0			0	0
Brown Argus				0	0	0			0	0
Common Blue				0	0	0			0	0
Holly Blue				0	0	0			0	0
Red Admiral				0	0	0			0	1
Painted Lady				0	0	0			1	0
Small Tortoiseshell				0	1	3			3	2
Peacock				0	0	0			0	0
Comma				0	0	0			1	2
Speckled Wood				0	3	0			1	0
Marbled White				0	0	0			18	15
Gatekeeper / Hedge Brown				0	0	0			0	0
Meadow Brown				0	0	2			56	46
Ringlet				0	0	0			17	5
Total (Summary)	0	0	0	9	5	5	0	0	146	139

Week	16	17	18	19	20	21	22	23	24	25
Date	15/07/2016	22/07/2016	29/07/2016	05/08/2016	12/08/2016	19/08/2016	26/08/2016	02/09/2016	09/09/2016	16/09/2016
Small Skipper	46		0	2	0	0		0		
Essex Skipper	6		2	1	1	0		0		
Small/Essex Skipper	113		2	4	0	0		0		
Large Skipper	35		1	3	0	0		0		
Large White	3		0	3	4	1		0		
Small White	4		0	2	3	4		0		
Green-veined White	1		0	0	0	1		0		
Orange Tip	0		0	0	0	0		0		
Small Copper	0		0	2	3	1		0		
Brown Argus	0		1	0	0	2		0		
Common Blue	0		0	0	1	0		0		
Holly Blue	0		2	0	1	0		0		
Red Admiral	3		3	1	0	0		1		
Painted Lady	0		0	0	0	0		0		
Small Tortoiseshell	2		0	0	0	0		0		
Peacock	0		0	0	0	0		0		
Comma	0		0	0	0	0		0		
Speckled Wood	5		18	10	10	23		2		
Marbled White	18		0	0	0	0		0		
Gatekeeper / Hedge Brown	17		0	7	0	0		0		
Meadow Brown	66		16	22	9	2		3		
Ringlet	7		0	0	0	0		0		
Total (Summary)	326	0	45	57	32	34	0	6	0	0

Week	26	27	28	29	30	Total
Date	23/09/2016	30/09/2016	07/10/2016	14/10/2016	21/10/2016	
Small Skipper						77
Essex Skipper						27
Small/Essex Skipper						176
Large Skipper						47
Large White						17
Small White						22
Green-veined White						7
Orange Tip						9
Small Copper						6
Brown Argus						3
Common Blue						1
Holly Blue						6
Red Admiral						9
Painted Lady						1
Small Tortoiseshell						12
Peacock						7
Comma						5
Speckled Wood						73
Marbled White						51
Gatekeeper / Hedge Brown						24
Meadow Brown						222
Ringlet						29
Total (Summary)	0	0	0	0	0	831

**MID YEAR BUDGET MONITORING REPORT**

Report of the: Treasurer to the Joint Management Committee

Contact: Lee Duffy

Urgent Decision?(yes/no) No

If yes, reason urgent decision required:

Annexes/Appendices (attached): Annexe 1:- Mid-year budget monitoring statement

Other available papers (not attached): None stated

**REPORT SUMMARY**

**This report advises the Nonsuch Park Joint Management Committee of the mid year financial position for 2016/17 and the forecast budget position for 2017/18.**

**RECOMMENDATIONS**

*Notes*

**That the Committee:-**

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

**(2) Provides advice on the preparation of the budget for 2017/18.**

**1 Background**

1.1 The final accounts for 2015/16 were reported to the June meeting of the Joint Management Committee (JMC). The working balance at 31 March 2016 was £123,585. The repairs and renewals fund stood at £16,320.

1.2 The Committee's budget for 2016/17 was agreed in January 2016.

1.3 This report informs the Committee of the financial position at mid-year and the financial forecast for the JMC for next year.

**2 Mid-Year Income and Expenditure**

2.1 The attached monitoring statement shows income and expenditure at 5

months (1 April 2016 to 31 August 2016) compared to the 2016/17 budget. Certain costs are recharged at the year end however the statement provides a forecast of the year end position taking this into account.

**2.2 The Committee agreed as part of the 2016/17 Budget to:-**

2.2.1 Provide £70,000 towards ongoing maintenance of properties in the park, this represents an increase of £10,000 on the previous years' budget funded from anticipated additional rental income from the refurbished Flat 3.

2.2.2 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.

2.3 The latest forecast suggests that net expenditure for the year will be less than budget by £4,000, this is principally due to a reduction in tree maintenance and fuel costs.

2.4 The additional rental income budgeted for Flat 3 is unlikely to be achieved for 2016/17 however this has been offset by increases from other income.

**3 Possible Position in 2017/18**

3.1 An indicative forecast has been prepared for 2017/18 on the following basis:-

3.1.1 The grounds and garden are maintained at current levels.

3.1.2 Provision has been made for on-going maintenance of properties in the park.

3.2 The indicative budget position for 2017/18 detailed at Annexe 1 is summarised below:-

2017/18	£,000
Grounds Maintenance	96,470
Mansion House Maintenance	113,330
Staffing and central expenses	160,400
Less: Rent and other Income	(169,950)
<b>Net Expenditure</b>	<b>200,250</b>
Contributions from LBS/EEBC	(198,800)
<b>Budget Deficit</b>	<b>1,450</b>

3.4 It is emphasised that the figures used are provisional and have not yet been subject to finalised estimate calculations.

3.5 Based on this draft budget the forecast for the working balance is £126,611 at 31 March 2018.

#### **4 Funding Position**

4.1 Rental income has been incorporated within the forecast together with the revised service charge for Mansion House.

4.2 The budget does not include an increase in Borough contributions for next year. It is recognised that both Councils are under financial pressure due to government spending cuts including reductions in government grants.

4.3 Inflation is currently at 0.6% (July consumer price index) and 1.9% (July retail price index). The government inflation target is 2%.

4.4 The two Boroughs have agreed to ring-fence the receipt from the disposal of the London Road Lodge for future investment in the Park. This income is not reflected in the forecasts.

#### **5 Financial and Manpower Implications**

5.1 The indicative budget for the JMC assumes that contributions for both Epsom Borough Council and the London Borough of Sutton will be retained at the same level as 2016/17 with each Council contributing £99,400 next year.

- 5.2 Neither Council has agreed contribution levels at this stage and will be consulted once the JMC have indicated their preferred funding level for 2017/18.

**6 Recommendation**

- 6.1 The JMC are asked to note the financial position at mid-year.
- 6.2 The Committee are also asked to provide guidance on Borough contribution levels for the next financial year, taking into account the financial forecast for 2017/18.

**NONSUCH PARK JMC - 2016-17**

	2015/16 Actual	2016/17 Budget	2016/17 Actual	16/17 Forecast	2017/18 Estimate
	£	£	£		£
<b>Expenditure</b>					
<b>Grounds</b>					
Kier Engineer and fabric	3,782	3,800	1,281	3,840	3,800
NJMC Grounds/Building and M&E maintenance	503	0	660	660	0
Asbestos Surveys	1,065	1,070	0	1,070	1,070
Electricity	672	1,000	402	800	1,000
Gas	734	1,200	284	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	152	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	6,600	6,600
TM contract scheduled works recharges	6,983	12,300	2,061	9,000	12,300
Petrol diesel & oil	829	3,800	579	2,000	3,800
Purchase of plants	3,848	4,000	1,913	3,500	4,000
Transport insurance	1,200	1,400	0	1,400	1,400
OP. equipment & tools : R & M	800	3,000	118	1,000	3,000
Hire of Bins	3,443	3,500	3,649	3,649	3,500
Purchase of memorials	2,533	6,000	0	3,000	6,000
Habitat management plan	-4,000	0	0	0	0
Commercial tenanted prop	708	700	0	700	700
Transport fleet SLA NJMC	22,000	22,000	22,440	22,440	22,000
Insurance recharges	1,892	1,900	0	1,900	1,900
<b>Sub-Total</b>	<b>70,073</b>	<b>96,470</b>	<b>37,554</b>	<b>86,479</b>	<b>96,470</b>
<b>Mansion House</b>					
Vandalism repairs	142	0	0	142	0
Asbestos Surveys	426	430	0	430	430
Kier Engineer and fabric	10,508	10,500	3,540	10,620	10,500
Building and M&E maintenance works	26,191	70,000	7,654	75,000	70,000
Building and M&E mainten/Nonsuch Car Park	0	0	67,244	0	0
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	4,832	10,400	10,400
Gas	4,756	5,000	1,844	5,000	5,000
Council Tax	1,322	1,500	1,485	1,485	1,500
Kier Cleaning Contract recharges	2,744	2,700	924	2,772	2,700
Commercial tenanted property insurance	6,850	6,800	0	6,800	6,800
Insurance recharges	6,050	6,000	0	6,000	6,000
<b>Sub-Total</b>	<b>179,651</b>	<b>113,330</b>	<b>87,521</b>	<b>118,649</b>	<b>113,330</b>
<b>Central Expenses</b>					
Additional pension contribs	22,000	26,000	8,667	26,000	26,000
Clothing & uniforms	0	200	0	0	200
General office expenses	189	1,500	40	250	1,500
LB Sutton management charges	0	5,000	0	5,000	5,000
External Audit	835	900	0	900	900
Insurance recharges	900	900	0	900	900
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	0	31,600	31,600
<b>Sub-Total</b>	<b>147,052</b>	<b>160,400</b>	<b>102,547</b>	<b>158,950</b>	<b>160,400</b>
<b>Gross Expenditure</b>	<b>396,777</b>	<b>370,200</b>	<b>227,622</b>	<b>364,078</b>	<b>370,200</b>

AGENDA ITEM 8  
ANNEXE 1

	2015/16 Actual	2016/17 Budget	2016/17 Actual	16/17 Forecast	2017/18 Estimate
<b>Income</b>					
other government grant income	0	-6,600	0	-6,600	-6,600
Miscellaneous income	-200	-1,500	-200	-1,500	-1,500
Filming Income	-750	0	0	0	0
Memorial receipts	-2,670	-6,500	-50	-3,000	-6,500
Electricity charges reco	-573	0	0	0	0
Catering lettings	-90,000	-90,000	-45,000	-90,000	-90,000
Service charges	-11,702	-19,000	-9,822	-19,000	-19,000
Service charges/Fixed char	0	0	-5,000	-5,000	0
Licence to occupy	-2,542	-2,150	-1,075	-2,150	-2,150
Nursery lodge insurance recovered	-862	-900	0	-900	-900
Hire charges	-3,000	-3,000	-5,667	-8,000	-3,000
Nursery lodge Service Charges	-1,288	-1,300	0	-1,300	-1,300
Staff property rent	-9,716	-9,800	-4,048	-9,720	-9,800
Nursery Lodge	-9,620	-7,800	-5,531	-11,064	-7,800
Rent of flats	-10,540	-19,800	-5,160	-10,320	-19,800
Interest on balances	-1,196	-1,600	0	-1,200	-1,600
<b>Sub-Total</b>	<b>-144,658</b>	<b>-169,950</b>	<b>-81,553</b>	<b>-169,754</b>	<b>-169,950</b>
<b>Net Expenditure</b>	<b>252,118</b>	<b>200,250</b>	<b>146,068</b>	<b>194,324</b>	<b>200,250</b>
<b>Precepts:</b>					
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
<b>Sub-Total</b>	<b>-194,800</b>	<b>-198,800</b>	<b>-198,800</b>	<b>-198,800</b>	<b>-198,800</b>
<b>Surplus (-) / Deficit in Year</b>	<b>57,318</b>	<b>1,450</b>	<b>-52,731.6</b>	<b>-4,476</b>	<b>1,450</b>
	0		-52,731.57	0	
Balance b/fwd. 1 April	180,903	123,585	123,585	123,585	128,061
Balance c/fwd. 31 March	123,585	122,135	176,316	128,061	126,611

**NONSUCH PARK HERITAGE LOTTERY FUND (HLF) – PARKS FOR PEOPLE BID**

Report of the: Assistant Parks Manager, London Borough of Sutton

Contact: Dominic Aslangul (Assistant Parks Manager, LBS) and Samantha Whitehead (Streetcare Manager, EEBC)

Urgent Decision?(yes/no)

If yes, reason urgent decision required:

Annexes/Appendices (attached): HLF Parks for People guidance extract  
Redevelopment proposal for former nursery and glasshouse area

Other available papers (not attached):

**REPORT SUMMARY**

To seek approval from the Joint Management Committee to progress with the development of an HLF Parks for People bid for the park, subject to sufficient match funding being secured.

**RECOMMENDATIONS**

- (1) That the Joint Management Committee approves in principle the proposal to progress with an HLF Parks for People bid for the park.
- (2) That the Joint Management Committee agrees to allocate £15,000 from the 2016/17 JMC revenue budget to appoint consultants to support the preparation of the HLF bid application.
- (3) Notes that submission of the HLF bid application will be subject to the identification and allocation of sufficient match funding towards the Parks for People bid, which will be the subject of a subsequent report to the Committee.

*Notes*

## **1 Background**

- 1.1 The Heritage Lottery Fund (HLF) has a number of different grant programmes to fund heritage projects across the UK. The Parks for People grant programme offers grants for historic parks projects of up to £5 million.
- 1.2 This report sets out proposals to develop a first-round application for the park, the timescales involved, and the financial implications.

## **2 Issues**

- 2.1 In October 2012, a preliminary application was submitted to the HLF outlining possible ideas for a suitable project at Nonsuch Park. The Streetcare Manager (EEBC) and Assistant Parks Manager (LBS) subsequently met with representatives from the HLF in January 2013 to discuss in further detail the various options for suitable projects and the process of applying for funding.
- 2.2 A meeting was then held in May 2013 with parks volunteer groups and stakeholders to discuss ideas for a future Parks for People grant bid. This proved to be a productive meeting with several key project proposals identified. The details of the discussions were fed back to the Joint Management Committee in June 2013.
- 2.3 A working group party was subsequently set up comprising two councillors on the Committee, the Streetcare Manager, LBS Assistant Parks Manager and Democratic Services Officer to develop the HLF submission. After some consideration had been given to exploring an HLF Heritage Grant bid for the upper floors of the Mansions House, it was subsequently agreed by the Joint Management Committee that a suitable commercial letting be sought for the upper floors.
- 2.4 Bearing in mind that the HLF Parks for People programme offers the best opportunity to secure a successful grant fund bid for the park and the upper floors of the Mansion House are now being actively marketed, it is proposed that a Parks for People first round application for the park is progressed.
- 2.5 A second stakeholder meeting was held on 26<sup>th</sup> May 2016 to discuss and firm up project proposals to take forward as part of the first around application for the Parks for People bid. The feedback and discussions from this meeting have helped to shape the project proposals set out in this report, along with the feedback from the 2014 park survey.

## **3 HLF Parks for People Application Process**

- 3.1 The application process is in two rounds. There are two submission deadline dates per year for first-round and second-round applications – February 28<sup>th</sup> and August 31<sup>st</sup>. Decisions are then made by HLF for applications each June and December respectively. Appendix 1 is an extract from the HLF manual, which sets out the different levels of information required in a first-round and second-round application.

- 3.2 If successful at the first round application, the project enters the development phase, in which the more detailed second-round application is developed using the development grant secured from HLF.
- 3.3 Key tasks carried out in the development phase include the commissioning of necessary surveys (eg traffic and access surveys, hydrological surveys, ecological surveys etc); the preparation of an activity plan outlining the method for targeting under-represented audiences; increasing the range of volunteers and improving skills, knowledge and training; and the preparation of the 10 year management and maintenance plan. These all help to inform and shape the final project proposals for the park, which would be implemented at the delivery phase if the bid is successful and the main grant is secured following the second-round application.
- 3.4 There are ten outcomes set by the HLF that the project should contribute towards in order to demonstrate that it will make a lasting difference to heritage, people and communities. These are set out below:

Outcomes for heritage

- The park and its heritage will be better managed
- The park and its heritage will be in a better condition
- The park and its heritage will be better interpreted and explained
- The park and its heritage will be identified and recorded

Outcomes for People

- People will have developed skills
- People will have learnt about heritage
- People will have volunteered time

Outcomes for Communities

- Your local area will be a better place to live
- Negative environmental impacts will be reduced
- A wider range of people will have engaged with heritage

## **4 HLF Project Proposals**

- 4.1 It is proposed that the project centres on the following key themes:
- a) Strengthen and promote the heritage value of the park
- Raise awareness of the rich history of the park and its Tudor connections, including improved signage and interpretation.
  - Enhance and promote the heritage trail devised by Biddle
  - Restore the chequer-work wall of flint and chalk on the east side of the house.

- Reinstall replicas of urns and statues in the Formal Gardens
  - Repair the wall of the former greenhouse currently fenced off
  - Remove stumps and other vegetation impacting upon the containing wall and platform that protect the remains of the original Banqueting House.
- b) Conserve and enhance the park's importance for nature conservation
- Carry out improvements to habitats, woodland and pond areas in line with the actions set out in the Habitat and Woodland Management Plan.
- c) Redevelopment of the former nursery and glasshouse area
- The Voles have put forward a proposal to develop this area to create a multi-purpose space for holding volunteer activities, training courses, meetings and the propagation and growing of plants and trees. Appendix 2 provides full details of the proposals.
- d) Access, safety and infrastructure improvements
- Improve the café and public toilet facilities
  - Enhance visual appearance and accessibility of the entrances to the park
  - Upgrade existing pathways, roadways and car parks
  - Install a new hardstanding path between the lodge and the former Banqueting House site.
  - Install a higher, more, robust, metal fence around the formal gardens
  - Enhance the unfinished pre-war carriageway by creating a circular walkway that is fully accessible.
  - Install natural-style play equipment in the dog free area at the London Road end of the park.
- e) Activities and events
- An Activity Plan will be prepared in the development phase of the application, as required by HLF, outlining the method for targeting under-represented groups, increasing the range of volunteers and improving skills, knowledge and training.

- A programme of consultation and research will be carried out to develop ideas for events and activities to be implemented at the delivery phase of the project. Examples could include a community archaeology project, heritage and nature conservation related activities, educational and creative workshops for children etc.
- 4.2 Subject to sufficient match funding being secured for the project, a HLF working group consisting of officers, councillors and representatives from key park stakeholders will be set up in order to help work up the first-round application. It is proposed that consultants are appointed to provide support to complete and, subject to further approval, submit the first round bid documentation, to include costing up of the proposals, and preparing any briefs and specifications for consultative and survey works required to be undertaken at the development phase.

## **5 Financial and Manpower Implications**

- 5.1 The grant applicant is expected to provide at least 10% of match funding for the project. It is therefore noted that the Joint Committee would need to agree to allocate £150,000, in the case of a bid for £1.5million. This could, perhaps, be funded from the receipt due from the lease of the London Road Lodge, but this will require further consideration and a subsequent report to the Committee..
- 5.2 The value of volunteer hours proposed to be undertaken as part of the delivery of the project can help to contribute towards the match funding element of the project, on top of the minimum 10% financial contribution. Last year, the park's stakeholder groups undertook at least 5000 hours of volunteer work in the park, which would represent in the region of £75,000 of volunteer hours using HLF's current pay scale to assess the value of volunteer labour.
- 5.3 If additional in-kind funding of £50,000 were to be provided by the park's stakeholder groups based on volunteer hours linked to delivery of the project, such as through their involvement in activities and maintenance work, this could represent a total of £200,000 in match funding including the London Road Lodge receipt. Therefore, the overall project value could reach up to £2 million with HLF's support. Any further third-party funding secured towards the match funding pot, such as from park stakeholder groups interested in supporting the project, would both enable the park to secure a greater amount from HLF and also add weight to the case for securing a successful bid.

- 5.4 Subject to sufficient match funding being secured for the project, it is proposed that consultants are appointed to provide support to complete and submit the first round bid documentation, to cost up the project, and to prepare any briefs and specifications for consultative and survey works required to be undertaken at the development and implementation phases, assuming the first round bid is successful. Officers from Epsom and Ewell and London Borough of Sutton met in June 2016 to identify potential in-year savings from within the Joint Committee's budget. It is recommended that the Joint Management Committee agrees to allocate £15,000 from the 2016/17 JMC revenue budget, incorporating the £10,000 sum identified by officers, to seek and appoint consultants.

## **6 Timetable for Implementation**

- 6.1 The timetable for implementation is dependent on sufficient match funding being secured for the project. It is hoped that a first round application could be worked up and submitted prior to the August 31st 2017 deadline.

## **7 Conclusions and Recommendations**

- 7.1 It is recommended that the Joint Management Committee:
- Approves the proposal to progress with preparations for a HLF Parks for People bid for the park.
  - Agrees to allocate £15,000 from the 2016/17 JMC revenue budget to appoint consultants to support the completion and submission of the HLF bid application, subject to sufficient match funding being secured.
  - Notes that, prior to submitting the HLF application, the appropriate level of match funding will need to be identified and approved.

**MAINTENANCE PLAN UPDATE**

Report of the: Projects Manager  
Contact: Tony Foxwell  
Urgent Decision?(yes/no) No  
If yes, reason urgent decision required:  
Annexes/Appendices (attached): Annexe 1: Update of Priority Works  
Other available papers (not attached):

**REPORT SUMMARY**

**This report provides an update on the priority works for discussion.**

<b><u>RECOMMENDATION (S)</u></b>	<i>Notes</i>
<p><b>(1) It is recommended the committee note the contents of this report</b></p> <p><b>(2) The Committee are asked to authorise the following urgent health and safety works:</b></p> <ul style="list-style-type: none"><li>• <b>Windows at Sparrow Farm Lodge</b></li><li>• <b>Windows at Castlemaine Lodge</b></li><li>• <b>5 yearly electrical tests for Nonsuch Mansion and the Tractor shed</b></li></ul> <p><b>(3) The Committee are asked to authorise the funding of urgent health and safety works as follows:</b></p> <ul style="list-style-type: none"><li>• <b>£2,756.00 from the maintenance budget</b></li><li>• <b>£6,394.00 from the Nonsuch reserve budget</b></li></ul>	

**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 Current position on priority works**

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

It should be noted that the following works have completed:-

- Asbestos in the basement was removed and disposed of successfully, and environmental clean carried out.
- Main car park resurfacing was successfully completed, the works took longer than expected due to additional grinding out of old building foundation and extra work in removing centre island. No complaints received, public seem very happy with the works due to comments received.
- Upgrade of intruder alarm to mansion house and museum
- Windows to rear block of Mansion House, flats, rear of café and museum
- Emergency lighting, fire alarms, new doors and closers

2.2 The priority list has been updated following completion urgent priority works

**Staff Lodges.**

2.3 The two staff lodges are now urgent priority as the windows will not last through this winter, they are rotten and falling out.

2.4 All the windows and external doors of Sparrow farm lodge require replacement, and two windows in Castlemaine lodge. The remainder of window replacement to Castlemaine lodge can be carried out in the following year.

**5 yearly Electrical testing**

2.5 It is a requirement of current IEE Regulations (BS7671) and the electricity at Work regulations 1989 to carry out 5 yearly electrical tests on all commercial properties. The mansion house and the Tractor shed are due for these inspections.

2.6 We have been experiencing issues with the electrics within the Mansion, it is advised due to the number of public visitors that attend this building that the electrics are checked for faults.

2.7 This will in turn lead to a list of urgent electrical remedial works required to be carried out.

**Pathway**

2.8 The pathway between Nonsuch Mansion and the Sparrow farm lodge is in extremely poor condition. This has been raised many times but funding hasn't been available due to higher priorities.

2.9 Urgent repairs are required, options are spend a nominal £10,000 on patch repairing the worse areas, or provide new curbing and overlay entire path approximate cost £70,000

2.10 There are no funds available this financial year, but we must consider the health and safety and litigation aspects.

### **Separation of services**

- 2.11 The separation of the services to the Museum is proving difficult with the gas supply running through tea room for gas heater, & onto FON area, and through to public toilets. Costs were sort for separation of gas and converting areas to electric heaters. These costs were excessive when compared to cost of installation for gas check meter.
- 2.12 Therefore it is proposed that a gas check meter be fitted in front of the gas supply to FON and monitored and recorded twice a year as other sites. The FON can be charged for own usage
- 2.13 The electric supply has split services to different areas, the proposal is to alter the services to ensure the check meter for the electrics will only serve FON area. This can monitored and charged on the same basis.

### **3 Finance**

- 3.1 The budget for urgent repairs in 2016/17 was £70,000, the car park works has cost £67244
- 3.2 Officers recommend carrying out three top priority works to replace windows at the Sparrow farm lodge and two windows at Castlemaine lodge, and to carry out 5 yearly electrical tests to Nonsuch Mansion and the Tractor shed all under Health and Safety .
- 3.3 The cost is £9150.00 for the three items, there is £2756 left over in the original budget of £70k, with underspend from other budgets and the remainder should be taken from the Nonsuch reserve budget.

### **4 Conclusion and Recommendations**

- 4.1 It is recommended the committee note the contents of this report.
- 4.2 Authorisation is required to carry out urgent health and safety to top three priorities as follows:
  - Replacement windows to the staff properties at Sparrow farm lodge and two windows at Castlemaine lodge for the sum of £5250
  - Nonsuch Mansion 5 yearly electrical test for the sum of £2700
  - Nonsuch tractor shed 5 yearly electrical test for the sum of £1200

This page is intentionally left blank

## NONSUCH PARK – DETAIL OF PRIORITY WORKS -      Update 25<sup>th</sup> October 2016

Rank	Detail of works	Reason	Proposed New Priorities	Cost
<b>1</b>	Sparrow farm Lodge & Castlemaine lodge	Windows rotten and falling out. Landlords liability	Replace all rotten windows with new Upvc windows and doors. All external windows & doors to Sparrow Farm Lodge and two windows to Castlemaine lodge. Proposed in 2016	<b>£4,600</b>  <b>£650</b>
<b>2</b>	Nonsuch Mansion – 5 yearly electrical test due	Requirement of current IEE Regulations (BS7671) and the electricity at Work regulations 1989	Have had many issues with electrics in the Mansion, complaints and reports of electrics being unsafe. This condition report highlights unsafe areas, but once carried out will produce report of remedial works which will mean additional cost.	<b>£2,700</b>
<b>3</b>	Nonsuch tractor shed – 5 yearly electrical test due	Requirement of current IEE Regulations (BS7671) and the electricity at Work regulations 1989	Have had many issues with electrics in the Mansion, complaints and reports of electrics being unsafe. This condition report highlights unsafe areas, but once carried out will produce report of remedial works which will mean additional cost.	<b>£1,200</b>
<b>4</b>	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 curbs	<b>£10,000</b>  <b>£70,000</b>
<b>5</b>	Separation of services to facilitate completion of FON lease	Commercial	Gas and electricity is to be separated and metered to enable charging for specific usage.	

			<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><b>£800</b></p> <p><b>£1,050</b></p> <p><b>£50</b></p>
<b>6</b>	Sparrow Farm Lodge Car park	Health and Safety	<p>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.</p> <p>Labour provided by EEBC grounds maintenance team.</p>	Nil cost
<b>7</b>	London Road Lodge Car Park	Health and Safety	<p>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.</p> <p>Labour provided by EEBC grounds maintenance team</p>	Nil cost
<b>8</b>	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	<b>£3,950</b>
<b>9</b>	Old greenhouse wall Landlords liability ; Health and Safety	Health & Safety	<p>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. <b>No action can be taken until funding becomes available.</b></p>	n/a

<b>10</b>	Patch repairs to roads and pathways (inc. from Stable yard to café)	Health and Safety ; Continuity of income	Recent inspection reveals this area to be in a really poor state, some action may be required before winter.	<b>£5,000</b>
<b>11</b>	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.	<b>£10,000</b>
<b>12</b>	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.	<b>£40,000</b>
<b>13</b>	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
<b>Completed Works</b>				
<b>1</b>	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	<b>£4,183.56</b> <b>£1,253.61</b> <b>£234.84</b>
<b>2</b>	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	<b>£1,370.00</b> <b>£630.00</b> <b>£420.00</b> <b>£307.00</b>

<b>3</b>	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	<b>£5,356.00</b>
<b>4</b>	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	<b>£8,298.00</b>
<b>5</b>	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.	<b>£67,244.00</b>

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

<u>Report of the:</u>	Clerk to the Joint Management Committee
<u>Contact:</u>	Sandra Dessent
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 2017/18 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 2017/18 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 2017/18 Municipal Year.
- 1.2 All meetings will commence at 10.00 hours at Nonsuch Mansion House:

**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.

Monday 26 June 2017

Monday 30 October 2017

Monday 29 January 2018

Monday 30 April 2018

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank