

NONSUCH PARK JOINT MANAGEMENT COMMITTEE

Monday 30 October 2017 at 10.00 am

Nonusch Mansion House

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

Committee Members

Councillor Mike Teasdale, Epsom & Ewell Borough Council (Chairman)

Councillor Richard Broadbent, London Borough of Sutton

Councillor Mary Burstow, 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

Yours sincerely



Clerk to the Committee

For further information, please contact Sandra Dessent, tel: 01372 732121 or email: 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 Fiona Cotter, Democratic Services Manager, on 01372 732000.

2. DECLARATIONS OF INTEREST

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

3. MINUTES OF THE PREVIOUS MEETING (Pages 5 - 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 26 June 2017.

4. CREATION OF DOG POND AND SOCIALISATION AREA (Pages 11 - 16)

To inform the Committee of the need to submit a planning application for the creation of a dog pond in the former Sparrow Farm Road Dog Free Area.

5. PLANNED MAINTENANCE UPDATE SEPTEMBER 2017 (Pages 17 - 26)

This report provides an update on the priority works and outlines the works proposed to be undertaken in 2017/2018.

6. MID-YEAR BUDGET MONITORING (Pages 27 - 32)

This report advises the Nonsuch Park Joint Management Committee of the mid-year financial position for 2017/2018 and the forecast outturn.

7. PROGRESS REPORT (Pages 33 - 50)

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

8. EVENTS IN THE PARK (Pages 51 - 56)

To advise the Joint Management Committee of the events which have previously been approved and new applications that have been received.

9. FUTURE DATES FOR NONSUCH JOINT MANAGEMENT COMMITTEE - 2018/2019

To agree the dates for meetings of the Joint Management Committee for the 2018/19 Municipal Year.

10. EXCLUSION OF PRESS AND PUBLIC

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

11. MINUTES OF THE PREVIOUS MEETING (Pages 57 - 58)

The Committee is asked to confirm as a true record the restricted Minutes of the Meeting of the Nonsuch Park Joint Management Committee held on 26 June, 2017.

These Minutes from the meeting of the Nonsuch Joint Management Committee held on 26 June 2017 have not been published because the meeting was closed to the press and public on the grounds that the nature of the business to be transacted/nature of the proceedings dealt with information which could identify individuals and relating to the financial or business affairs of the Joint Management Committee and a third party and information in respect of which legal privilege could be maintained in legal proceedings.

12. PROGRESS REPORT ON CONFIDENTIAL ITEMS EXEMPT FROM PUBLICATION - OCTOBER 2017

Report to follow

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Minutes of the Meeting of the NONSUCH PARK JOINT MANAGEMENT COMMITTEE held on 26 June 2017

PRESENT -

Councillor Mike Teasdale (Epsom & Ewell Borough Council) (Chairman); ; Councillor Richard Broadbent (London Borough of Sutton), Councillor Mary Burstow (London Borough of Sutton), Councillor Alex Clarke (Epsom & Ewell Borough Council), Councillor Graham Dudley (Epsom & Ewell Borough Council) and Councillor David Hicks (London Borough of Sutton) (Left the Meeting at 11.10 and did not return).

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

Officers present: Kathryn Beldon (Chief Executive), Simon Young (Head of Legal and Democratic Services), Mark Shephard (Head of Property), Dominic Aslangul (Neighbourhood Manager), Tony Foxwell (Senior Surveyor), Peter Steel (Head Gardener), Brian Thompson (Interim Head of Financial Services), Samantha Whitehead (Streetcare Manager) and Sandra Dessent (Democratic Services Officer)

1 APPOINTMENT OF CHAIRMAN 2017/2018

Councillor Mike Teasdale was appointed Chairman of the Nonsuch Park Joint Management Committee for 2017/2018.

2 ADJOURNMENT FOR PUBLIC SPEAKING

Councillor Mary Burstow addressed the Committee with an update on Warren Farm and was pleased to report that at least third of the meadow land had been cleared of Golden Rod thanks to the commitment and efforts of volunteers from Woodland Trust and Parkrun. She was also happy to confirm that Sky Larks have returned to the farm.

The Committee also expressed a special vote of thanks to Roger Hawkins for his continued commitment and work at Warren Farm.

3 MINUTES OF THE PREVIOUS MEETING

The Minutes of the Meeting of the Nonsuch Park Joint Management Committee held on 24 April 2017 were agreed as true record and signed by the Chairman, subject to the following amendment:

Minute 115, Matters Arising from Previous Meetings and Other Items of Interest – Marking out boundaries of the Old Palace, add the following text:

'Nonsuch Watch were given assurances that no trees would be destroyed as a result of marking out the boundaries of the Old Palace'.

4 DECLARATIONS OF INTEREST

No declarations of interest were made by Councillors in items on this agenda.

5 FINAL ACCOUNTS 2016-17 AND BUDGET 2017-18 UPDATE

The Committee received the final accounts for 2016/2017 detailing the variances on income and expenditure budgets which has resulted in an overall surplus of £19,515. Taking into account the surplus and a change to the brought forward working balance, the balance carried forward into 2017/2018 was £134,287, and following a review of the budget for 2017/2018 the projected contribution to the working balance for 2017/2018 was £16,815. The Committee noted that should the Heritage Lottery Fund bid go ahead the estimated consultancy fees agreed by the Committee of £15,000 could be funded from the surplus.

The Committee considered the explanations for the revised 2017/2018 budget, and made the following comments/observations:

- Following a revision on the purchase of Memorials' budget, the Committee discussed the existing procedures/guidance for supplying and placing memorial benches in and around Nonsuch Park and Officers agreed to undertake a review and report back to the Committee.
- It was noted that the fluctuating costs of fuel made forecasting difficult and the reduction in the petrol, diesel and oil budget had therefore been based on previous year's consumption.
- The budget for the emptying of dog bins also included the cost of providing general litter bins.

Accordingly, the Committee agreed the recommendations as follows:

- (1) Received the final accounts for 2016/17
- (2) Approved the revised changes to the 2017/18

6 MAINTENANCE PLAN UPDATE JUNE 2017

The Committee was advised that six areas of health and safety works had been prioritised, as follows:

- **Pathway between Nonsuch Mansion and Sparrow Farm Lodge:-** It was noted that the most cost effective and appropriate method of repair would be a rustic pathway consisting of crushed concrete encased by

kerbs. Officers proposed a phased replacement starting with the most damaged areas and agreed to investigate the possibility of widening the path.

- **Separation of Services for Friends of Nonsuch:-** The separation of the services would ensure accurate charge back to Friends of Nonsuch.
- **Nonsuch Mansion/Tractor Shed Electrical Remedial Works:-** It was noted that these were classified as urgent health and safety works which we were duty bound to rectify under legislation.
- **General Window Repairs:-** An estimate to be obtained for repairs and redecoration to high level windows at the back of the flats on the museum side including the bell tower.
- **Flooding to access road and outside nursery (Cheam gate):-** The Committee noted that remedial works had been undertaken to clear the blocked drains that had caused the flooding, but a permanent solution was necessary for which a budget allowance of £20,000 had been made.
- **Nonsuch Mansion Fire Protection Works:-** Following inspection, these works had been recommended by Surrey Fire and Rescue, for which a budget allowance of £10,000 had been made. Officers were pursuing firm quotes and Councillor Alex Clarke offered to pass on the contact details of a reputable company used by other local authorities. The Committee were assured should any fire regulations be revised as a result of the recent events the Committee would be informed.

Having noted the contents of the updated maintenance timetable and proposed priority works, the Committee agreed to the carrying out of prioritized health and safety works as detailed in the report and noted the sum of £9,936 set aside for unforeseen works.

7 NONSUCH PARK AND THE GREEN BELT

The Committee received a report summarising the position of Nonsuch Park in respect of 'green belt' status in light of the recent Green Belt Study undertaken on behalf of Epsom and Ewell Borough Council. Initial investigations had revealed that a 1939 deed entered into by Epsom & Ewell Borough Council, Surrey County Council, London County Council and Sutton & Cheam Borough Council had referred to the intent that Nonsuch Park should be green belt land, although the land had not appeared as such on maps. No further evidence had come to light to suggest the green belt status has been changed.

The Committee was advised that a wider area than that specified in the deed had been designated as Strategic Open Space which had given it a high degree of protection. It was noted that should the park's green belt status be confirmed it would not detract or lessen the degree of protection associated with Strategic open space/site of nature conservation (SNCI), however it would engage the

relevant national planning policies and would come before the Epsom & Ewell Borough Council's Licensing and Planning Policy Committee for consideration. The Committee were assured by Councillor Graham Dudley, Chairman of the Licensing and Planning Policy that the Nonsuch Park Joint Management Committee and Nonsuch Watch would be included in any consultations arising from proposed changes in the designation.

Accordingly, the Committee noted the status of Nonsuch Park and agreed that Officers be instructed to undertake further investigations, and take such further action as they consider appropriate.

8 PROGRESS REPORT

Update from Nonsuch Watch

Frances Wright advised the Committee that a report had been received regarding the Warren Farm butterfly sightings and a report from Nonsuch Park was still awaited.

A reply was awaited from Transport for London following a written request for the 293 bus service to announce Nonsuch Park at the bus stop nearest the gates/entrance to Nonsuch.

Update from the Friends of Nonsuch

The summer opening was in full swing and Friends of Nonsuch recorded over a hundred visitors on Sunday 25 June, from destinations as far away as Mexico.

It was hoped the dairy would reopen in the not too distant future, following the removal of a bees nest and the roof being re-felted.

Update from Nonsuch Voles

Further to the written report submitted by Nonsuch Voles the Committee noted of the two Yew trees that had been replanted as a result of vandalism, one was thriving but there were concerns that the other one had not taken.

It was further noted that the Nonsuch Voles had undertaken 809 hours of volunteer work since the last meeting amounting to a cumulative total of 1,782 since January.

The Shelter planning application had been submitted and was due to be considered by the Planning Committee at the next meeting on 20 July.

The Round Pond

The Streetcare Manager reported that following the creation of a test pond the results from the scrape had proved positive and the pond appeared to hold water well. The next stage was an on-site meeting with all interested parties to discuss

the optimum location prior to creating the new pond. It was agreed to provide an update at the next meeting.

Vandalism in the Park

The Streetcare Manager informed that she had met with a representative from Surrey Police who advised that whilst they had limited resources and other higher priorities they continued to urge witnesses to call 101 to report any incidents and in particular homelessness and tents, and request that the information be passed to the Safer Neighbourhood Team. In the event of a life or death situation or the witnessing of a crime in progress, 999 should be called.

It was noted that the Surrey Police were made aware of Committee dates and invited to attend all meetings.

Drones

It had been agreed at the previous Committee meeting to display Drone code posters as an interim measure whilst further investigations into amending the bylaws to include a drone ban were undertaken. The Committee discussed the potential for drones to intrude into personal space and disrupt the peace and tranquillity of the park whilst acknowledging that a ban would be difficult to enforce. Friends of Nonsuch and Councillor Graham Dudley reiterated their request to ban the drones.

It was agreed that officers would submit a report outlining the process, costs and implications of changing the bylaws to include a ban on drones, or alternatively introducing a public space protection order.

9 EVENTS IN THE PARK

The Streetcare Manager presented the updated events calendar, and reported that the Nonsuch Town and Country Show had taken place and was well attended. It was hoped that a similar bigger event would be held next year.

The forthcoming Awareness Day on 10 September was discussed, and it was emphasized that Committee members presence would be welcome, as the event attracted regular users and created an ideal opportunity for members to interact and engage with the public.

A proposal to hold a Sport Relief event in 2018 was discussed and it was agreed that past events had been well organised and provided an ideal opportunity for the public to become involved in sport and wellbeing activities which were strongly supported by the Committee.

Accordingly, having noted the Events Calendar the Committee approved the proposal to host the Sport Relief 2018 event in Nonsuch Park.

10 EXCLUSION OF PRESS AND PUBLIC

The Committee resolved to exclude the Press and Public from the meeting in accordance with Section 100A (4) of the Local Government Act 1972 on the grounds that the business involved the likely disclosure of exempt information as defined in paragraphs 3 of Part 1 of Schedule 12A to the Act (as amended) and that pursuant to paragraph 10 of Part 2 of the said Schedule 12A the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

11 MINUTES OF THE PREVIOUS MEETING - PROGRESS REPORT ON ITEMS EXEMPT FROM PUBLICATION

The Minutes from the meeting of the Nonsuch Park Joint Management Committee held on the 24 April 2017 have not been published because the meeting was closed to the press and public on the grounds that the nature of the business to be transacted/nature of the proceedings dealt with information relating to the financial or business affairs of any particular person (including the authority holding that information).

12 PROGRESS REPORT ON CONFIDENTIAL ITEMS EXEMPT FROM PUBLICATION - JUNE 2017

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

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

The meeting began at 10.00 am and ended at 12.00 pm

COUNCILLOR MIKE TEASDALE (CHAIRMAN)

CREATION OF DOG POND AND SOCIALISATION AREA

Report of the:

Contact: Samantha Whitehead

Annexes/Appendices (attached): Annexe 1 – Minutes of onsite meeting to discuss dog pond and socialisation area

Other available papers (not attached): Joint Management Committee minutes of 24 April 2017

REPORT SUMMARY

To inform the Committee of the need to submit a planning application for the creation of a dog pond in the former Sparrow Farm Road Dog Free Area

RECOMMENDATION (S)

(1) To seek permission to submit a planning application for a dog pond in the Sparrow Farm area of the park.

Notes

1 Background

- 1.1 At the Joint Management Committee meeting of 24 April 2017, members approved the proposal to fence off the Round Pond and to explore the creation of new dog pond and dog socialisation area in the current Sparrow Farm Road dog free picnic area.
- 1.2 Over the course of the summer, a small test pond was dug out to check if it would hold water without the need for a liner. The test proved positive and on this basis, it was agreed that it would be viable to create a larger pond without too much expense.
- 1.3 To ensure that all views were considered at an early stage an onsite meeting was held on 29 September. In attendance were members of the Committee, officers, Nonsuch Voles and a dog walkers' representative.
- 1.4 The meeting was productive and covered topics such as the location and scope of the pond, use of the dog socialisation area, facilities required, opportunities for funding, publicity and permissions required. Minutes of the meeting are attached at Annexe 1.
- 1.5 Councillor Mike Teasdale pointed out that the creation of a pond might require planning consent, which had not previously been considered.

- 1.6 Further to the meeting, the Streetcare Manager contacted Epsom & Ewell Borough Council's Planning department and was advised that it was highly likely, due to the historic nature of the site, that planning consent would be needed.

2 Proposals

- 2.1 In order to move the project forward it is proposed to submit a planning application to start the process of gaining formal consent.
- 2.2 In the meantime, it proposed to start other works identified such as securing the boundary fencing and erecting a gate. These works can be completed from within existing budgets and by reuse of materials already available in the park.

3 Financial and Manpower Implications

- 3.1 There will be some officer time required to submit the planning application and some costs involved in preparing and submitting plans, both which can be accommodated from existing budgets.

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

- 4.1 There is likely to be Legal implications in terms of land ownership and the Head Lease with Surrey County Council.
- 4.2 *Monitoring Officer's comments:*
- 4.3 *The land is owned by Surrey County Council and leased to EEBC and the London Borough of Sutton for management by the JMC. The Head Lease does not allow for alterations save in accordance with the Management Plan and/or Maintenance Plan. It would therefore be advisable to obtain written consent from Surrey County Council prior to construction of the pond.*
- 4.4 *Given the size of the proposed pond (presuming this is over 200m³ on the basis that if the pond is only 0.5m deep it would be 300m³), an application for planning permission will need to be made.*
- 4.5 *In addition the land is Grade II listed for its special historical interest under the Historic Buildings and Ancient Monuments Act 1953 within the Register of Historic Parks and Gardens. This means that the Local Planning Authority will need to consult with the Garden History Society in relation to the application. It is not a requirement to consult with Historic England as the listing is only Grade II and there is no separate consent system for parks and gardens although their significance is a material consideration when considering the proposed development.*
- 4.1 *It is also important in considering the proposed development that the Councils' legal obligations are considered, in particular in relation to risks to the health and safety of the public or others and matters of equality and*

accessibility.

5 Conclusion and Recommendations

- 5.1 In conclusion, officers feel that it is worthwhile to continue with this project and to start the process required to gain the proper consents from the Planning department and Surrey County Council if necessary.
- 5.2 Therefore, it is recommended that the Joint Management Committee grant approval for a planning application to be submitted for the creation of the new dog pond in the Sparrow Farm area of Nonsuch Park and to provide further updates to the Committee at their next meeting.

WARD(S) AFFECTED: Nonsuch Ward; (EEBC)

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Nonsuch Dog Socialisation Area Meeting

Minutes

Date: 29 September 2017

Present: Councillor Mary Burstow -LBS
Councillor Mike Teasdale - EEBC
Peter Steel – EEBC
Samantha Whitehead – EEBC
Jenny Crawford – Nonsuch Dog Walkers' Representative

- **Location and scope of the pond**

- The group discussed that the location of the dog pond would move further away from the treeline. This would address concerns for falling branches and leaf matter (although it was noted that leaf matter would not be eradicated entirely as a strong gust of wind in the autumn would cause leaves to drift into the pond).
- The group discussed the size and shape of the pond and it agreed to make it 'decent' size and possibly in the shape of an aubergine similar to the balancing pond. Peter has since measured the proposed pond and it is 30metres x 20metres.
- Although the area could be dug out with a tractor and bucket, a digger would make lighter work of it.

- **Use of area for specific breed meet-ups, private use, dog training etc.**

- It was discussed that approximately half of the area should be designated as fenced in dog socialisation area, which could also be hired out for a number of purposes. In time it was discussed that this could house some permanent dog agility equipment if funds ever became available.

- **Other facilities needed**

- 2 x litter bins
- Fencing to divide the area
- More native hedging around the site for security and biodiversity
- New gate
- signs

- **Pet memorial programme**

- it was generally agreed that the area would lend itself well to a dog memorial sponsorship programme. Donations could fund benches, trees, gates etc.

- **Publicity**

- it was agreed that the most useful publicity would be via social media as there is a Facebook group already dedicated to dog walkers in Nonsuch Park.

- **Other**

- It was mentioned that as the Park signs are due to be redone shortly it would be a good idea to remark the area as the dog socialisation area, rather than dog free.
- Planning Permission - Mike Teasdale pointed out that the creation of a pond could require planning permission. Sam has since spoken with the Planners and it would appear that this is highly likely as the site is of historic interest.

PLANNED MAINTENANCE UPDATE SEPTEMBER 2017

Report of the: Projects Manager
Contact: Tony Foxwell
Annexes/Appendices (attached): Annexe 1 – Detail of Priority Works September 2017
Other available papers (not attached):

REPORT SUMMARY

The report provides an update on the priority works for 2017

RECOMMENDATION (S)

Notes

- (1) Please note contents of report and update on progress of Planned Priority Maintenance work.
- (2) Note addition to Priority work for next year

1 Background

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

2 Proposals and progress

- 2.1 Attached is Annexe 1, a revised schedule outlining the current position and progress on the priority works agreed at 26th June JMC meeting
- 2.2 The first six items were considered most urgent and officers agreed to proceed with works under current year budget

Pathway between Nonsuch Mansion and Sparrow Farm Lodge

- 2.3 The pathway has been inspected and assessed with Head gardener following more recent complaints about the safety and condition.
- 2.4 The most dangerous areas were marked out and measured with a contractor and various proposals were considered in carrying out repairs.

- 2.5 A more rustic approach in the repairs & construction of the defective pathway will be applied, replacing tarmac with recycled material from the original pathway.
- 2.6 The method of works, will be to grind out old defective tarmac and set aside scalping's for reuse. Provide and install new concrete curbs to edges, lay new MOT sub base and relay scalping's, roll and compact on completion.

Separation of Services for Friends of Nonsuch

- 2.7 The works to alter electrics to ensure metered supply to the FON is purely serving their domain has been instructed and is planned to commence on 2nd October 2017. With approximately 1 weeks work.
- 2.8 Awaiting fixed price for installation of new gas check meter for FON supply
- 2.9 Anticipate completion of all separation of supplies by end of October 2017

Nonsuch Mansion/Tractor Shed Electrical Remedial works

- 2.10 Electrical repairs to be carried out as listed in electrical condition report. Orders have been placed and contractor is programmed in for end of October. Approximately 4 weeks work.

Nonsuch Mansion House Fire Protection works raised by Surrey Fire and Rescue

- 2.11 These works include upgrading fire protection, installation of double skin fire line plasterboard, fill all gaps/holes with fire rate foam, upgrade fire partitions, and replace fire sensors, sounders, and compartmentation.
- 2.12 Specification being prepared for tender, out to tender by end of October, works planned for December 2017
- 2.13 Due to the nature and area of these works listed planning permission should be sort. I would advise carrying out works as soon as possible and applying for planning permission in retrospect due the fire risk to occupiers and the building.

General Window Repairs

- 2.14 Repairs and redecoration to high level windows at back of flats on museum side including bell tower.
- 2.15 No works started, planning to carry out inspections in November to ascertain exact extent of works.

Flooding to access road and outside children's nursery

- 2.16 It is proposed to install new soakaways outside little oaks nursery and main access road to catch surface water, existing drains are blocked by roots.

- 2.17 No action on this as yet, will be investigation options from end of October 2017

New Priority Works

Public Toilet Refurbishment

- 2.18 Many complaints are being received regarding the condition of the public toilets. There is damp coming through walls which effects the paintwork and aesthetics
- 2.19 The proposal would be to address the damp issues, cover walls in washable covering, either ceramic tiles or pvc. Provide addition frost protection and general refurbishment with more durable materials.
- 2.20 A budget sum should be set aside of £40,000 to carry out these works within next year's allocation as priorities already set for this year.

3 Financial and Manpower Implications

- 3.1 *Chief Finance Officer's comments: The planned maintenance budget is £76,000, which is forecast to be underspent this year. Any underspend could potentially fund an increase next year, provided the overall outturn of the Nonsuch accounts is within budget. However, it is unlikely that any underspend would meet the £40k needed for the public toilet refurbishment and so a decision needs to be made as to what level of reserves Nonsuch is comfortable with.*

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

- 4.1 None for the purposes of this report

5 Sustainability Policy and Community Safety Implications

- 5.1 Works in the programme will contribute to the achievement of relevant objectives where appropriate materials will be recycled & reused

6 Risk Assessment

- 6.1 The risks associated with completion of the programme are judged to be manageable

7 Conclusion and Recommendations

- 7.1 It is recommended that the committee note the contents of the report.

WARD AFFECTED: Nonsuch Ward; (EEBC)

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NONSUCH PARK – DETAIL OF PRIORITY WORKS - Update September 2017

Rank	Detail of works	Reason	Proposed New Priorities	Cost
1	Path between Nonsuch mansion and Sparrow farm lodge	Dangerous Health and Safety issue	Path cracking, large potholes, repairs and edging to entire path. 710 linear metres x 2m – 3m wide <i>Orders placed with Marshall surfacing, to carry out renewal of most dangerous areas of pathway under phased approach. This has been processed urgently following more complaints about the surface and due Health & Safety. The works involve excavation and provision of new concrete curbs with M.O.T sub base and recycling and reusing all scalping's as a top coat, fully compacted. Work are to start on 16th October 2017</i>	Budget 20000 Anticipated Cost 17000
2	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. Budget cost to install stark gas meter to FON Cost of electric separation (electric check meters already in place) Cost to read meters twice a year FON to pay half of the install costs as per lease agreement.	800 1050 50

			Orders placed for electric separation awaiting firm cost for gas check meter.	
3	Nonsuch Mansion Tractor shed and Mansion house – Electrical remedial works	Issues raised following electrical condition report	Carry out remedial electrical works listed in 5 yearly electrical condition report. These are listed as C1 & C”’s urgent health and Safety works Orders placed works planned for end of October 2017	7164.74
4	Fire Protection works raised by Surrey Fire and Rescue	Issues Highlighted by Surrey Fire Rescue	Up-grading fire protection, install new double skin fire line plasterboard, fill gaps with fire rated foam, replace fire sensors, sounders, compartmentation. Projects team meeting contractors to firm up estimates(budget figure given) Specification being prepared for tender, works planned for December 2017	10,000.
5	General Window repairs and redecoration	Health and Safety	High level windows on museum side of flats. Bell tower No works started, planning to carry out closer inspection in November 2017	7,000
6	Flooding to access road and outside children’s nursery	Health & Safety	Install new soakaways to take main access road surface water, existing drains blocked by tree roots. Drain outside Nursery constantly flooding, install new soakaway Budget figures fixed prices to be sort in line with Standing orders. Not started will be investigating options from end of October 2017	20,000

Works for 2018-19				
7	Public Toilets require refurbishment	Health & Safety	Rectify damp issues, cover walls with ceramic tiles or UPVC, install frost protection and refurbish to robust standard. Ladies, Gents and Disabled toilets	40,000
8	Laser scan, and full measurements to produce accurate CAD drawings	Useful but not essential	There are no accurate measured drawings of the Mansion House, would be really useful for any future works, leases and general alterations	5000
9	Sparrow Farm Lodge Car park	Health and Safety	Needs urgent repairs to large holes in main car park. Budget figure estimates to be sort. <i>After speaking to Peter Steel these can wait another year as patch repairs can be carried out with old scalping's we save from other jobs.</i>	10,000
10	London Road Lodge Car Park	Health and Safety	Some tarmac patch repairs have been carried out to roadway under maintenance budget. Main car park full of holes needs some urgent repairs Budget figure estimates to be sort <i>After speaking to Peter Steel these can wait another year as patch repairs can be carried out with old scalping's we save from other jobs</i>	10,000
11	Castlemaine Lodge	Windows rotten and falling out. Landlords liability	Replace the remainder of rotten windows with new Upvc windows and doors. Proposed for next financial year 2017-18	3950

			Low priority can wait another year	
12	Old greenhouse wall Landlords liability; Health and Safety	Health & Safety	Temporary works carried out to prop up wall. Heras fencing also erected as a safety measure to prevent access. Area is safe but requires specialist brickwork repair. FON assisting in clearing vegetation. No action can be taken until funding becomes available.	n/a
13	Patch repairs to roads and pathways (inc. from Stable yard to café)	Health and Safety ; Continuity of income	Inspection reveals this area to be in a really poor state. This has been carried out under maintenance budget In June 2017 Completed under maintenance in August 2017	
14	Guttering and downpipes	Health and Safety ; Continuity of income	Some repairs being undertaken under basic maintenance. Major works still required but could be carried out over a period of two years. However unlikely to be sufficient monies available in 2018/19.	£10000
15	Windows to rear block of Mansion House, flats, rear of café and museum	Health and safety and landlords liability	The repair and redecoration of the remaining windows is now required. Some low level windows have already been repaired and redecorated by FON	40,000

			. Prices to be sort as funds become available.	
16	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
Completed Works in 2016-17				
1	Emergency lighting, fire alarms, new doors and closers	Health and Safety	Cost of completed work Emergency lights to Mansion RCD sockets to basement Potting shed RCD sockets	4183.56 1253.61 234.84
2	Windows to rear block of Mansion House, flats, rear of café and museum	Health and safety and landlords liability	Three of the windows identified as urgent have been repaired. Window in old Art Room Sash window Paint window Door closer and hinges	1370 630 420 307
3	Upgrade of intruder alarm to mansion house and museum	Health and safety	Works complete, intruder alarm upgraded to grade 2 to PD 6662-2010 including IA 1501:2015	5356
4	Asbestos in basement	Health & Safety	Identified as necessary from latest asbestos survey. Identified to JMC at January meeting. Tenders for work received and instruction placed Works completed June 2016	8298

5	Mansion House Car Park	Health & Safety	Works to main car park including installation of new soakaways, new base, new curbs, tarmac surface with lining. Extra works to break out building foundation and remove central island.	67244
6	Sparrow Farm Lodge	Health & safety	Windows to Lodge have now been completed	4600
7	Nonsuch Mansion – 5 yearly electrical test due	Requirement of current IEE Regulations (BS7671) and the electricity at Work regulations 1989	Testing complete, report issued for remedial works	2700
8	Nonsuch tractor shed – 5 yearly electrical test due	Requirement of current IEE Regulations (BS7671) and the electricity at Work regulations 1989	Testing complete, report issued for remedial works	1200

MID-YEAR BUDGET MONITORING

Report of the: Treasurer to the
Joint Management Committee

Treasurer to the Joint Management Committee

Contact:

Lee Duffy

Annexes/Appendices (attached):

Annexe 1: 2017/18 Q1 and Q2 Actuals and
Forecast

Other available papers (not
attached):

REPORT SUMMARY

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

RECOMMENDATION (S)

Notes

- (1) Notes the mid-year financial position, which forecasts a £9,152 deficit and takes action where necessary**
- (2) Notes the budget changes from June's meeting as input into the 2018/19 budget**

1 Background

- 1.1 The final accounts for 2016/17 were reported at June's meeting of the Joint Management Committee along with changes to the 2017/18 budget, to bring it more in line with trends in income and expenditure.
- 1.2 The 2017/18 budget, actuals and current forecast are detailed in annex 1.

2 Mid-Year Budget Monitoring

- 2.1 A deficit of nearly £9,152 is anticipated, against a revised budgeted surplus of £16,815, resulting in a £26k forecast overspend. Prior to June's budget changes, a smaller deficit of £1,300 had been expected.
- 2.2 This adverse £26k forecast variance to the revised budget is explained by the following factors:

- 2.2.1 £4k utility bills relating to 2016-17 that were not accrued for, resulting in a financial pressure for the current year; namely, a £1,800 electricity bill for the final quarter of 2016/17 and a £2,200 water bill for the period 7/11/16 to 22/5/17
- 2.2.2 Actuals and commitments for the purchase of memorials currently total £3,866 against memorial receipts of only £1,500.
- 2.2.3 £4,380 unbudgeted expenditure on surveyor's fees: £3,130 of which was for the Nonsuch Manor Heritage Assessment Report and £1,250 for London Road Lodge. The heritage assessment was to understand the purposes for which the manor could be used in adherence with its listed status. The London Road Lodge survey was to obtain a valuation for its disposal.
- 2.2.4 The commercial tenanted property insurance: this needs to be read in conjunction with the "insurance recovered" row. This cost is mostly recovered from Bovingdons Catering Ltd with the exception of flat one, as per the lease agreement, leaving a net cost to the JMC of £1,655.
- 2.2.5 The rent review at Nursery Lodge is due on 25th November 2017 and this will be raised to £14,750 for Q4 2017-18 and beyond.
- 2.2.6 The rental income from the flats will probably fall c.£9,500 short of budget as one flat remains vacant.
- 2.3 Bovingdons Catering Ltd have paid a £5,157 contribution towards structural repairs. It is recommended that this is allocated to the repair and renewals fund, in adherence with the lease agreement.

3 Conclusion and Recommendations

- 3.1 The current forecast shows a £9,152 deficit, however, there is some uncertainty at this stage. This is because a number of expenditure items can be unpredictable, for example, the level of memorial receipts.
- 3.2 Despite uncertainty around the forecast, the £15,000 surplus needed to support consultants for the HLF bid application seems unlikely to be achieved. The JMC should therefore consider taking mitigating action to reduce expenditure now. Otherwise, it should be anticipated that any such expenditure on consultants would have to be met from reserves.
- 3.3 It is recommended that the budget changes approved at June's meeting are provisionally retained to serve as input for setting the 2018/19 budget. As trends in income and expenditure become more apparent over the course of this year, the budget will be adjusted accordingly (with the exception of building maintenance budget at £76k which was agreed at a prior meeting and has works committed against it).

WARD(S) AFFECTED: Nonsuch Ward; (EEBC)

	2016/17 Actual	2017/18 Actual	2017/18 Original Budget	2017/18 Revised Budget	2017/18 Current Forecast	2017/18 Forecast Variance to Original
	£	£	£	£		£
Expenditure						
Grounds						
Kier Engineer and fabric	3,863	1,652	3,800	3,800	3,800	0
NJMC Grounds/Building and M&E maintenance	2,743	820	800	800	820	20
Asbestos Surveys	0	0	1,070	1,070	1,070	0
Electricity	600	1,816	1,000	600	2,816	1,816
Gas	1,816	438	1,200	1,200	1,200	0
Council Tax	3,620	3,777	3,600	3,600	3,777	177
Water charges - metered	1,516	2,202	1,100	1,500	3,702	2,602
Maintenance of grounds	369	494	800	400	800	0
Plants Seeds and fertiliser	0	0	500	500	500	0
Emptying bins - recharge	3,200	0	3,200	3,200	3,200	0
Maintenance of roads	14,880	9,260	15,000	15,000	15,000	0
TM contract scheduled works recharges	11,374	0	12,300	12,300	12,300	0
Petrol diesel & oil	804	460	3,500	1,500	1,500	-2,000
Purchase of plants	4,000	0	4,000	4,000	4,000	0
Transport insurance	1,400	960	1,400	1,400	960	-440
OP. equipment & tools : R & M	277	0	2,200	1,000	1,000	-1,200
Hire of Bins	3,649	0	3,650	3,800	3,800	150
Purchase of memorials	1,889	2,046	6,000	3,000	3,866	-2,134
Surveyor's fees	0	4,380	0	0	4,380	4,380
General office expenses	119	34	0	0	34	34
Commercial tenanted prop	580	643	700	700	643	-57
Transport fleet SLA NJMC	22,000	0	22,000	22,000	22,000	0
Insurance recharges	1,995	1,978	1,900	1,900	1,978	78
Sub-Total	80,692	30,959	89,720	83,270	93,146	3,426

	2016/17 Actual	2017/18 Actual	2017/18 Original Budget	2017/18 Revised Budget	2017/18 Current Forecast	2017/18 Forecast Variance to Original
Mansion House						
Vandalism repairs	0	0	0	0	0	0
Asbestos Surveys	0	0	430	430	430	0
Kier Engineer and fabric	10,674	4,564	10,500	10,500	10,955	455
Building and M&E maintenance works	81,301	21,058	70,000	76,000	76,000	0
Electricity	9,984	4,429	10,400	10,400	10,400	0
Gas	4,935	865	5,000	5,000	5,000	0
Council Tax	1,485	1,549	1,500	1,500	1,549	49
Kier Cleaning Contract recharges	2,787	1,191	2,700	2,700	2,856	156
Commercial tenanted property insurance	-5,763	7,249	6,800	1,100	7,249	449
Insurance recharges	6,300	6,246	6,000	6,000	6,246	246
Sub-Total	111,703	47,152	113,330	113,630	120,685	1,355
Central Expenses						
Additional pension contribs	26,000	0	26,000	26,000	26,000	0
Clothing & uniforms	0	0	150	150	150	0
General office expenses	165	300	1,500	1,500	1,500	0
LB Sutton management charges	0	0	5,000	5,000	5,000	0
External Audit	800	0	900	900	900	0
Misc insurance	255	0	0		0	0
Insurance recharges	945	989	950	950	989	39
Internal audit recharges	500	115	500	500	460	-40
OS SLA recovery Nonsuch	93,840	0	93,800	93,800	93,800	0
Management costs SLA recharge	30,620	0	31,600	31,600	31,600	0
Sub-total	153,125	1,404	160,400	160,400	160,399	-1
Gross Expenditure	345,520	79,514	363,450	357,300	374,230	4,780

	2016/17 Actual	2017/18 Actual	2017/18 Original Budget	2017/18 Revised Budget	2017/18 Current Forecast	2017/18 Forecast Variance to Original
Income						
Miscellaneous income	-1,304	-1,625	-1,500	-1,500	-1,625	-125
Filming Income	-4,500	0	0	0		0
Memorial receipts	-3,479	-1,500	-6,500	-3,500	-3,500	3,000
Catering lettings	-90,000	-45,000	-90,000	-90,000	-90,000	0
Service charges	-17,422	-11,459	-19,000	-19,000	-19,000	0
Service charges/Fixed char	-5,000	-5,157	0	-5,000	-5,157	-5,157
Licence to occupy	-2,150	-1,075	-2,150	-2,150	-2,150	0
Insurance recovered		-5,594	0	-900	-5,594	-5,594
NJMC service charges	-1,315	0	-1,300	-1,315	-1,315	-15
Little Oaks Forest School insurance recovered	-862	0	-900	0	0	900
Hire charges	-7,167	-1,500	-3,000	-6,000	-7,000	-4,000
Staff property rent	-9,716	-4,048	-9,800	-9,800	-9,800	0
Nursery Lodge	-11,063	-5,531	-7,800	-14,750	-9,217	-1,417
Rent of flats	-10,320	-5,160	-19,800	-19,800	-10,320	9,480
Interest on balances	-1,939	0	-1,600	-1,600	-1,600	0
Sub-Total	-166,235	-87,649	-163,350	-175,315	-166,278	-2,928
Net Expenditure	179,285	-8,135	200,100	181,985	207,952	7,852
Precepts:						
Precept to be levied on EEBC	-99,400	-99,400	-99,400	-99,400	-99,400	0
Precept to be levied on LB Sutton	-99,400	-99,400	-99,400	-99,400	-99,400	0
Sub-Total	-198,800	-198,800	-198,800	-198,800	-198,800	-
Surplus (-) / Deficit in Year	-19,515	-206,935	1,300	-16,815	9,152	7,852
Balance b/fwd. 1 April	123,585		134,287	134,287	134,287	
Adjustment	-8,813					
Balance c/fwd. 31 March	134,287		132,987	151,102	125,135	

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PROGRESS REPORT

<u>Report of the:</u>	Head of Operational Services
<u>Contact:</u>	Samantha Whitehead
<u>Annexes/Appendices</u> (attached):	Annexe One – Picture of the Voles and Councillor John Beckett Annexe Two – Butterfly Survey Table Annexes Three and Four – South & South East in Bloom Judging Results Annexe Five – Dementia sign
<u>Other available papers</u> (not attached):	

REPORT SUMMARY

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

RECOMMENDATION (S)

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

- (1) Updates from the volunteer groups**
- (2) South & South East in Bloom Award**
- (3) Dementia Friendly Park Signs**
- (4) Round Pond fencing**
- (5) Marking of the Palace boundaries**

Notes

1 Update from Volunteer Groups

Nonsuch Voles

- 1.1 June was an exceptionally busy month in the Mansion House garden, with a lot of preparation work for the South and South East In Bloom judging, which took place on 30th June. We were delighted that the Park received Silver Gilt in both the Large and Heritage Parks categories.

- 1.2 The Voles have completed the renovation pruning of 2 large Yew trees at the top of the terrace. This involved cutting back over 10ft of top growth to reduce the overall height.
- 1.3 In the nearby "Yew Room", following earlier renovation pruning, there is good re-growth from most of the old Yews. Of the 16 new Yew trees planted, 15 are growing well. Unfortunately, one was pulled-up by vandals shortly after planting and has not survived.
- 1.4 In July, there was a visit by the Agriframes account manager, Vicky Standing, and the agreement for future co-operation was signed.
- 1.5 We took delivery of a significant amount of complementary Agriframes products and have already installed a large obelisk, some low borders around flowerbeds and a screen panel next to the restored Bothy.
- 1.6 The Voles have now finished the re-pointing and stabilising of low walls in the vicinity of the old greenhouse site and constructed a wooden barrier to protect visitors from the drop at the end of the Terrace which resulted from the toppling of the wall by vandals.
- 1.7 In addition to the works in the garden, the Voles have also been involved in a number of woodland project.
- 1.8 In the previous report we mentioned that one of the commitments of the Woodland Management Plan is to install interpretive signs in The Wood and at Boundary Copse. The first sign was installed in The Wood, but was damaged by vandals shortly afterwards. The Voles have repaired the sign and installed the second sign at Boundary Copse with the help of Future Woodlands.
- 1.9 The Voles continue to weed and water tree saplings planted last winter.
- 1.10 The Voles are pleased that planning approval has been received for the Voles Shelter and are now in receipt of the generous funding from the Community Foundation for Surrey. We will now plan the installation process.
- 1.11 We have inspected and cut back the Wickham Avenue ditch and the Main Ditch and removed any blockages in preparation for the winter.
- 1.12 Following last year's similar work, another small area of Cherry Orchard farm meadow was scythed in September.
- 1.13 On 17th August The Voles were pleased to be visited by Councillor John Beckett who came to see the pruning and planting in the Yew Room. The new trees were paid from the Councillor's Surrey Members Allocation. Some photos were taken for future local publications – please see Annexe 1. Subsequently, a furthfunding application for the purchase of a new trailer was successful. It will improve our ability to move tools and materials around the Park.

- 1.14 Volunteer hours from the start of June 2017 to the end of September 2017 are 1247.

Nonsuch Watch

- 1.15 Frances Wright of Nonsuch Watch has provided an excerpt from Bill Downey's (Transect Co-ordinator, Surrey & SW London branch of Butterfly Conservation) interesting interim report on butterflies in the main park. Copies of the spreadsheet relating to the comments below will be available at the meeting.
- 1.16 There were only a couple of walks done in Spring and so that has affected the figures. The common grassland species are doing well – Meadow Brown, Marbled White, Ringlet and Gatekeeper – as there is an abundance of coarse grasses on the site. Pleasing is the number of Small and Essex Skippers which seem to be doing particularly well here. They don't do as well at many grassland sites and have been declining in our area.
- 1.17 Particularly good are records of White-letter and Purple Hairstreak. The site is a stronghold for the rare White-letter Hairstreak – rare because elms have been ravaged by Dutch elm disease – but as these are canopy species, I would not expect many to be recorded on transects. But a few is enough to tell us they are doing OK.
- 1.18 I would expect to see more Common Blue recorded – Birdsfoot Trefoil, their food plant, must be present and so I am a bit surprised by that. Also I would like to have seen more Small Copper recorded, but few transects seem to have been walked in late summer when they are at their most numerous.
- 1.19 Grazing in the park would definitely improve the sward and should encourage more butterflies. I have no idea if this is a possibility.
- 1.20 Very few Small Tortoiseshells and Peacocks which is disappointing. First brood Peacocks were OK this year so I expect they were present on the site in greater numbers in spring. But the second brood of Peacocks has been poor.
- 1.21 The Small Tortoiseshell is almost becoming a rare butterfly and now seems to be seen in greatest numbers early in the year as hibernating adults emerge. They need areas of nettles on which to lay so it would be useful to see if that habitat is provided at Nonsuch.
- 1.22 One Small Blue seen which has no doubt wandered across from Warren Farm.
- 1.23 The Small Blue and White-letter Hairstreak are Nonsuch's rarest butterflies.
- 1.24 Peter Camber has been conducting weekly butterfly counts at Warren Farm for five years and the table attached under Annexe 1 summarises the observations during that time. The notes below indicate how he thinks the various species have fared in 2017 and over the five years.

1.25 Species Count

The total number of species I have recorded at Warren Farm is now 28, although the following were only seen in limited numbers (totals shown in brackets) in the years indicated:

- Clouded Yellow (1) – 2016
- Brown Hairstreak (5) – 2013, 2014, 2016
- Purple Hairstreak (1) – 2017
- White-letter Hairstreak (2) – 2013
- Painted Lady (3) – 2014, 2015, 2016
- Small Heath (1) – 2014

Of these, I only recorded the Purple Hairstreak this year and I didn't see any Green-veined White, which resulted in a total of 22 species being recorded in 2017.

1.26 Increases

Seven species did particularly well this year:

- Orange Tip – although only 11 were seen, this represented a big increase on the maximum of just 4 seen in the previous 4 years.
- Small Copper – this year's count of 85 continued a trend of increasing numbers seen in each of the previous 2 years.
- Common Blue – although less than my record count of 124 in 2013, this year's count of 83 represented an important recovery from the decline seen in each of last 3 years.
- Red Admiral – this year's count of 24 was exceptional and compares to a total of only 22 seen over the previous 4 years.
- Comma – this year's count of 35 was the highest seen so far and represented a 60% increase on the 22 seen last year.
- Gatekeeper – this year's count of 207 was exceptional; more than double last year's figure of 98, and beating the previous record of 174 in 2013.
- Meadow Brown – at 1,562 this was another exceptional figure; up more than 50% on last year, and beating the previous record of 1,233 in 2013.

1.27 Decreases

Unfortunately, six species did not fare so well this year:

- Large Skipper – only 18 seen, continuing a steady decline from a peak of 101 in 2013.
- Large White – 15 seen; representing only 50% of those seen in the previous 2 years and just 25% of the 2013 figure; a disappointing decline.
- Holly Blue – only 10 were seen, compared with 26 and 32 in 2016 and 2015 respectively.
- Small Tortoiseshell – only 9 seen, continuing its decline from a peak of 35 seen in 2014.

- Peacock – only 15 seen, continuing its decline from a peak of 51 seen in 2014.
- Ringlet – although still present in good numbers, it has also declined for 3 years, dropping from 285 in 2014 to 128 this year.

1.28 Small Blue

As the site's star species, it is pleasing to note that Small Blue had another very good year. Although its total count of 442 was down from last year's exceptional 545, this species was second only to the Meadow Brown for abundance this year, and once again exceeded the total for Marbled White.

1.29 Conclusion

Overall, Peter concluded that the butterflies of Warren Farm have had a good year. A total of 3,826 butterflies were recorded – the highest figure of the 5 year period and a 30% increase on last year's total of 2,939. It was pleasing to see the resurgence of Common Blue, after its poor showing last year, and Meadow Brown after it dropped to 610 in 2015. However, the continuing declines of Small Tortoiseshell and Peacock in particular were rather worrying and it is hoped to see some improvement in their numbers next year.

Friends of Nonsuch

- 1.30 A verbal update of the activities of the Friends of Nonsuch will be provided at the meeting.

2 South & South East in Bloom Award

- 2.1 As mentioned in The Nonsuch Voles' update, judging for the South & South in Bloom Awards took place in June.
- 2.2 Reg Harrison from the Bloom campaign judged the Park for both the Large Park and Heritage Park categories.
- 2.3 Both staff and volunteers put many hours of work into preparing the Park for judging and we feel the two Silver Gilt awards awarded have reflected this.
- 2.4 We are particularly proud of the Silver Gilt award in the Heritage Park category as other winners in this class were either 'pay to enter' gardens or the recipients of Heritage Lottery Funding.
- 2.5 The judging results, attached at Annexe 2, are extremely useful to assist us with planning for future improvements.
- 2.6 The Streetcare manager would like to thank all our volunteer groups for their huge contribution to our success this year, without which an entry into this type of campaign would not be possible.

3 Dementia Friendly Park Signs

- 3.1 At the onsite meeting to discuss the new dog socialisation area and pond, a suggestion was made that it might be wise to temporarily postpone the renovation to the park noticeboards, which display a park map, until we are confident that planning permission can be obtained to create the new dog pond.
- 3.2 However, to ensure we make a start on the project, the Streetcare Manager is in the process of designing some inexpensive, directional signs for the café, gardens, parking and toilets that meet the requirements set out by the Alzheimer's Association. Please see Annexe 3 for examples.
- 3.3 These signs will be clear, bright and pictorial.

4 Fencing of the Round Pond

- 4.1 Installation of fencing and vehicle gate at the Round Pond is now complete.
- 4.2 Although it was agreed not to lock the vehicle access gate until the new dog pond has been established, the Countryside team are concerned that leaving the 4.2-metre gate fully open, the area is still very attractive to dogs and the pond is not getting the ecological benefits of restricted access.
- 4.3 As it is uncertain how long it might take to get planning permission for the new dog pond, it has been suggested that a small pedestrian gate is installed which will remain unlocked but hopefully restrict the volume of use.
- 4.4 The cost of a fully installed, small, pedestrian gate is £150 and can be funded from existing budgets.

5 Marking of the Palace Boundaries

- 5.1 Nikki Cowlard from Epsom & Ewell History & Archaeology Society (EEHAS) scheduled a meeting at Bourne Hall on 12 October to discuss archaeological projects at Nonsuch Park.
- 5.2 The meeting was well attended by representatives from the Council, EEHAS and the Friends of Nonsuch.
- 5.3 The purpose of the meeting was to discuss the potential for a number of projects to do with enhancing the visitor experience of Nonsuch Palace and the identification of the later stables related to the Palace.
- 5.4 After a discussion about the proposal to mark out the Palace boundary, Nikki Cowlard agreed to contact Heritage England for advice about how this might be best achieved and about permissions required for scheduled monument consent.

- 5.5 Nikki Cowlard explained that her group had access to the Surrey Archaeological Society magnetometer and that this equipment could be used to carry out a magnetometry survey over the potential site of the stables. It was agreed that Nikki would liaise with Peter Steel so that the survey could be conducted after the grass is cut in November.
- 5.6 It was agreed that the group would meet quarterly to progress these archaeological projects and the Friends of Nonsuch kindly offered to host future meetings at the museum in Nonsuch Park.
- 5.7 It was agreed that the meetings would be timed to ensure that all progress is reported to Joint Management Committee meetings.

6 Vandalism in the Park

- 6.1 An verbal update will provided at the meeting.

7 Conclusion and Recommendations

- 7.1 It recommended that the Committee note the contents of this report.

WARD(S) AFFECTED: Nonsuch Ward (EEBC)

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Annexe One – The Nonsuch Voles and Councillor John Beckett celebrating the planting of the Yew Trees



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Warren Farm Butterfly Records Summary
(from 1 April – 30 Sept each year)

Species	2017		2016		2015		2014		2013	
	Weeks	Total	Weeks	Total	Weeks	Total	Weeks	Total	Weeks	Total
Small Skipper	5	41	3	6	0	0	0	0	0	0
Essex Skipper	6	44	4	13	0	0	0	0	0	0
Small / Essex Skipper	7	195	4	207	6	496	7	590	6	510
		280		226		496		590		510
Large Skipper	3	18	4	20	6	58	8	79	4	101
Clouded Yellow	0	0	1	1	0	0	0	0	0	0
Brimstone	10	44	9	40	16	53	12	50	5	9
Large White	10	15	14	28	13	29	9	12	10	60
Small White	17	43	15	39	18	60	18	58	14	122
Green-veined White	0	0	0	0	3	3	4	4	3	10
Orange Tip	4	11	3	4	1	1	2	3	1	1
Brown Hairstreak	0	0	1	1	0	0	1	1	3	3
Purple Hairstreak	1	1	0	0	0	0	0	0	0	0
White-letter Hairstreak	0	0	0	0	0	0	0	0	1	2
Small Copper	17	85	17	69	10	60	11	23	9	38
Small Blue	13	442	11	545	12	171	6	25	10	49
Brown Argus	6	10	4	9	6	12	7	13	0	0
Common Blue	12	83	9	25	12	60	15	72	13	124
Holly Blue	7	10	8	26	14	32	3	4	2	3
Red Admiral	14	24	7	9	3	3	6	8	1	2
Painted Lady	0	0	1	1	1	1	1	1	0	0
Small Tortoiseshell	6	9	7	11	5	13	10	35	2	3
Peacock	6	15	9	34	11	48	10	51	2	3
Comma	15	35	9	22	13	26	13	27	8	27
Speckled Wood	23	103	16	68	22	70	22	105	12	32
Marbled White	6	421	8	257	7	509	7	339	5	500
Gatekeeper	7	207	7	98	10	153	7	151	6	174
Meadow Brown	18	1,562	16	1,019	16	610	16	851	15	1,233
Small Heath	0	0	0	0	0	0	1	1	0	0
Ringlet	6	128	5	161	7	169	7	285	5	247
28	22	3,826	24	2,939	23	3,133	25	3,378	23	3,763

Notes:
Weeks = The number of weeks in which the species was recorded; Total = the total number of butterflies seen in those weeks

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SECTION A – Making Way for People	Max Points	Actual Points
Access for all	15	11
Signage and visitor information	15	11
SECTION B– Design	Max Points	Actual Points
Appearance and practicality of layout	20	14
SECTION C– Welfare of Park Users	Max Points	Actual Points
Staff/voluntary presence *	10	7
Control of dog fouling	10	7
SECTION D– Facilities (Appropriate provision, accessibility and appearance of facilities)	Max Points	Actual Points
Maintenance of facilities *	25	18
SECTION E – Maintenance (Quality of horticultural and sports turf maintenance)	Max Points	Actual Points
Trees, shrubs, herbaceous, seasonal planting, ponds & lakes and sports areas	25	18
SECTION F –Maintenance of hard landscape features	Max Points	Actual Points
Paths, benches, bins, play areas and artificial surfaces	10	6
Control of litter, graffiti & vandalism	10	7
SECTION G– Environmental sustainability (Management of natural resources)	Max Points	Actual Points
Planting schemes which are achieving sustainability, reducing the use of scarce resources such as water and peat *	20	13
SECTION H–Conservation	Max Points	Actual Points
Management of natural features, wildlife and flora *	20	15

Volunteering & promotion of the park as a community resource

20

16

Maximum Points Available 200

Total Points Awarded 143

Award Nomination Silver-Gilt

Assessors General Comments & Award Justification

The location and the size of this park was evidenced by the number of visitors on the day of the inspection. Creation of special areas for dog-owners and non-dog owning visitors was appreciated and possible to due to the size and scope of the facilities offered. The floral features were appropriate to the site and the conversion of annual bedding to sustainable planting is showing benefits although the surrounding box hedging will need more attention for neatness. In general this conversation must not lure staff into assuming it will look after itself as many herbaceous border owners find to their regret. Around the central pond the density of vegetation needs assessment and the reduction of Golden Conifers should be removed and not trimmed as ornamental "balls". Seat bases require a hard standing extending in front of the seats, not just underneath the seat itself. Much credit is due to the excellent co-operation with the "friends" and especially The Voles, whose work throughout the site was impressive. Their work coppicing will pay dividends as well as their general assistance on garden maintenance. Recycling of timber and other materials was obviously appreciated by the public who were able to purchase small items such as furniture as well as large seats around the site for commemorative purposes. The rose tunnel lacked impact on the day but efforts are in hand to improve this in the future but a major replanting may be necessary. In conclusion a large park with historic interest proving a range of facilities to both local and more distant visitors.

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

SECTION A – General Site Assessment	Max Points	Actual Points
First Impressions, the initial visitor experience.	10	7
Signage & visitor information	10	7
SECTION B- The General Landscape Quality	Max Points	Actual Points
Appearance and general presentation of the site, with particular reference to the established landscape elements.	20	14
Plantings and design features Their quality, appropriateness and the added value given to the site	20	14
SECTION C - Horticulture (Range and diversity of plant material including native flora)	Max Points	Actual Points
Trees, shrubs, herbaceous, meadows & natural places New introductions and innovation. Seasonal colour and variation	20	13
SECTION D - Horticultural Maintenance (Quality of horticultural maintenance)	Max Points	Actual Points
Trees, shrubs, herbaceous, seasonal planting, meadows, natural places, ponds and water features. Management of decline and replanting.	20	14
SECTION E - Maintenance of Permanent Landscape Features	Max Points	Actual Points
Paths, seating, shelters, fencing, boundaries and artistic elements	10	7
Control of litter, graffiti and anti-social activities	10	8
SECTION F - Environmental Sustainability (Management of natural resources)	Max Points	Actual Points
Planting schemes which are achieving sustainability, reducing the use of scarce resources such as water and peat.	20	13
Recycling, effective use of own grown products, use of inorganic pest and disease controls.	20	14
SECTION G - Conservation	Max Points	Actual Points
Management of natural features, wildlife and flora to increase and encourage natural habitats Protection and management of sensitive areas and regeneration.	20	15

Use of volunteers and the effectiveness of marketing

20

16

Maximum Points Available 200**Total Points Awarded 142****Award Nomination Silver-Gilt****Assessors General Comments & Award Justification**

The long history of the site which has undergone so many changes leaves choice but the period chosen reflects the modern function rather than a desire to hark back to past events and times. Many of the features have been subtly modified and updated to current needs, most recently making the conversion from seasonal bedding to permanent planting. Subtle pathways for easier access, including that through the coppice area of the woodland, are appreciated. The judge feels that removing some of the Sycamore in favour of another species, such as Hazel and Sweet Chestnut. The varied mowing times benefit wildlife and so many butterflies were evidenced on the day. It was pleasing to see the Walnut tree plantation thriving, but a clear base will reduce vegetative competition during the early years and speed up establishment. The Pinetum however is more difficult to resolve the density of these mature trees means they are growing into each other as woodland and not appreciated as fine individual specimens - a problem that will increase in this historic garden. Signage on the site was excellent, appropriate and informative. Clearly the harvesting of home-felled timber and its re-use throughout for different purposes, from kindling to benches, tables etc was appreciated. Much excellent work was attributed to volunteers, especially the Voles, without which the standard of maintenance would be much reduced. As an old Royal Palace site, the clearer definition of the palace walls would give a greater understanding of its extent. It is understood that this is under consideration for the future. The mansion buildings are a great asset, including the museum section. Overall the site is welcoming with refreshments and visitor facilities for all ages and has great potential.

Results

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



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EVENTS IN THE PARK

Report of the: Head of Operational Services

Contact: Samantha Whitehead

Annexes/Appendices (attached):

Other available papers (not attached):

REPORT SUMMARY

To note the events for 2017 and to receive a proposal from Classic Events to extend car parking for the Nonsuch Town & Country Show 2018.

RECOMMENDATION (S)

Notes

- (1) That the committee notes the current event calendar.
- (2) That the committee notes the success of Nonsuch Park Awareness Day and the date for next year's event.
- (3) That the committee notes the cancellation of the Sport Relief Mile event in 2018.
- (4) That the committee agrees to the proposal to extend the parking provision for next year's Town & Country Show.

1 Forthcoming Events 2017

Sat 14 Oct	12:00 – 15:00	Vanda Caulfield Cross Country Event
Sun 27 Oct	12:00 – 15:00	Phoenix Running
Sun 5 Nov	09:00 – 11:30	Ronhill Athletic
Sat 11 Nov	12:00 – 15:00	Vanda Caulfield Cross Country Event
Sun 10 Dec	09:00 – 16:00	St Raphael's Santa Dash

2 Nonsuch Park Awareness Day

- 2.1 This year's Nonsuch Park Awareness Day was held on Sunday 10 September. Despite the inclement weather, around 800 people attended the event.

- 2.2 Visitors enjoyed and experienced a range of activities including Tai Chi, Dr Bike and dog agility.
- 2.3 Around 10,000 dog waste bags were handed out to support our on-going campaign for responsible dog walking.
- 2.4 Councillor Mike Teasdale was on hand to explain to visitors about the significance of the Joint Management Committee and Epsom & Ewell's Ranger Service operated the apple press, which enabled visitors to sample the juice of locally picked apples.
- 2.5 The event is now in its eighth year and is very popular with both participants and visitors.
- 2.6 The Streetcare Manager would like to thank all the participants who gave up their time to support the event and Emma Curtis and Ashlie Williams from Epsom & Ewell's Ranger Service for planning and organising this year's event.
- 2.7 The event is timed to coincide with the Heritage Open Day scheme, which means that visitors to Nonsuch Park Awareness Day also have the opportunity to explore both the mansion house and museum. Next year's Awareness Day will be held on Sunday 9 September.

3 Sport Relief

- 3.1 At the last meeting of the Nonsuch Park Joint Management Committee, members approved a proposal to hold the bi-annual Sport Relief Mile event at Nonsuch Park in March 2018.
- 3.2 However, due to a decline in participants over recent years, we have been notified that the Sport Relief charity have now decided to cancel next year's event.

4 Proposal from Classic Events

- 4.1 The Nonsuch Town & Country Show has been held in the London Road picnic area for the past two years.
- 4.2 The event has grown steadily during this period and has proved popular with visitors.
- 4.3 The event is well managed and the set-up/clear up operation is quick and efficient.
- 4.4 The event provides a respectable income for the park.
- 4.5 This year the event attracted more visitors than the previous year and the Streetcare Manager has been in conversation with the organisers about steps that may need to be taken to extend the current car parking arrangements for future years.

- 4.6 A proposal to allow temporary parking on the grass surrounding the London Road picnic area has been put forward by the event organisers (please see Annexe 1).
- 4.7 The Streetcare Manager has consulted the Habitat Management Plan and Epsom & Ewell's ecologist, Peter Howarth for advice on the environmental impact of the proposal.
- 4.8 Peter Howarth has advised that in his opinion, allowing temporary parking would have little impact on the area.
- 4.9 If the committee agree to the proposal, the Streetcare Manager will be in position to renegotiate the current hire charge to compensate for the additional parking required.

5 Partnerships

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

6 Risk Assessment

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

7 Conclusion and Recommendations

- 7.1 That the committee notes the current event calendar.
- 7.2 That the committee notes the success of Nonsuch Park Awareness Day and the date for next year's event.
- 7.3 That the committee notes the cancellation of the Sport Relief Mile event in 2018.
- 7.4 That the committee agrees to the proposal to extend the parking provision for next year's Town & Country Show.

WARD(S) AFFECTED: Nonsuch Ward; (EEBC)

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London Road Picnic Area
Proposal for additional car parking marked in red



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