



NONSUCH PARK JOINT MANAGEMENT COMMITTEE

Monday 29 January 2018 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.

Councillor Mike Teasdale (Chairman)	Councillor Alex Clarke
Councillor Richard Broadbent	Councillor Graham Dudley
Councillor Mary Burstow	Councillor David Hicks

Yours sincerely

A handwritten signature in black ink, appearing to read "K. Beldan". The signature is fluid and cursive, with a long, sweeping underline.

Chief Executive

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 Sandra Dessent on 01372 732121.

2. DECLARATIONS OF INTEREST

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

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

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Nonsuch Park Joint Management Committee held on 30 October 2017.

4. NONSUCH PARK JMC - UPDATE ON HERITAGE LOTTERY FUNDING (HLF) BID (Pages 13 - 18)

This report updates the Joint Management Committee on the latest position with regard to the development of an HLF bid for the park.

5. NONSUCH PARK JOINT MANAGEMENT COMMITTEE FINANCE REPORT AND BUDGET 2018-19 (Pages 19 - 26)

This report seeks the Joint Management Committee's approval of both the 2018/19 budget and the recommended precept to be levied on the constituent authorities.

6. EVENTS IN THE PARK (Pages 27 - 28)

The Committee is asked to approve the updated events Calendar for 2018.

7. PROGRESS REPORT (Pages 29 - 34)

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

8. 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.

9. MINUTES OF THE PREVIOUS MEETING (Pages 35 - 38)

The Committee is asked to confirm as a true record the restricted Minutes of the Meetings of the Nonsuch Park Joint Management Committee held on 26 June, and 30 October 2017.

These Minutes from the meetings of the Nonsuch Joint Management Committee held on 26 June 2017 and 30 October 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.

10. PROGRESS REPORT ON CONFIDENTIAL ITEMS EXEMPT FROM PUBLICATION - JANUARY 2018 (Pages 39 - 50)

A report to inform the Joint Management Committee on the current position regarding various property matters

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

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**Minutes of the Meeting of the NONSUCH PARK JOINT MANAGEMENT
COMMITTEE held on 30 October 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).

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

Officers present: Kathryn Beldon (Chief Executive), Mark Shephard (Head of Property), Dominic Aslangul (Neighbourhood Manager), Brendan Bradley (Chief Accountant), Tony Foxwell (Senior Surveyor), Peter Steel (Head Gardener), Tony Wainwright (Accountant), Samantha Whitehead (Streetcare Manager) and Sandra Dessent (Democratic Services Officer)

13 ADJOURNMENT FOR PUBLIC SPEAKING (IF REQUIRED)

Mr. Pinchbeck of Parkrun addressed the Committee with an update. Parkrun had recently celebrated its six year anniversary and building on their success by launching another Parkrun running club in Dorking in May 2018. It was anticipated that some of the members would transfer to the new club which could help to alleviate Parkrun's biggest challenge car parking.

A member of the public addressed the Committee with a concern regarding the speed that some cyclists travel along the paths in Nonsuch Park. Sam Whitehead, Street Care Manager advised that signage would be erected. With regard to mopeds in the park, the Committee and members of the public were advised if they saw a moped being driven through the park to take a photo of the number plate, only if it was safe to do so, and pass on the details to the police. Sam Whitehead also agreed to liaise with the local police with a view to setting up a social media link enabling park users to instantly share information. The Committee heard that a successful scheme had been set up in Sutton.

14 DECLARATIONS OF INTEREST

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

15 MINUTES OF THE PREVIOUS MEETING

The Minutes of the Meeting of the Nonsuch Park Joint Management Committee held on 26 June 2017 were agreed as a true record and signed by the Chairman, subject to an amendment in minute 8 – Progress Report, paragraph 6, to read:

‘Friends of Nonsuch, Councillor Graham Dudley and **Nonsuch Watch** reiterated their request to ban the drones.’

16 CREATION OF DOG POND AND SOCIALISATION AREA

At the Joint Management Committee meeting in April 2017, the Committee agreed to the proposal to fence off the Round Pond and to explore the creation of a new dog pond and dog socialisation area in the current Sparrow Farm Road dog free picnic area. Over the course of the summer investigations and consultations had progressed, and the question of planning permission was raised. Epsom and Ewell’s Planning Department advised that due to the historic nature of the site that planning consent would be required.

The Committee noted that as well as allowing the regeneration of the Round Pond, a potential additional benefit of creating a new pond could be the improved drainage for surrounding properties, thus decreasing the possibility of flooding. It was agreed that this would be further investigated and the outcome included in the report to Committee in January.

In conjunction with the dog pond project, the Committee discussed the progress on the fencing off of the Round Pond currently used by dog walkers. The comments are recorded in the Progress Report (minute 19)

Accordingly the Committee agreed:

- For planning permission to be sought for a dog pond in the Sparrow Farm area of the park.
- To bring a further report to the Nonsuch Park Joint Management Committee in January 2018.

17 PLANNED MAINTENANCE UPDATE SEPTEMBER 2017

Tony Foxwell, Property Projects Manager, updated the Committee on the progress of outstanding planned maintenance items as follows:

Pathway between Nonsuch Mansion and Sparrow Farm Lodge	First phase of repairs have been completed – Cost £16,000 out of an allocation of £20,000
Separation of Services for Friends of Nonsuch	Completed

Nonsuch Mansion/Tractor shed Electrical Remedial works	Works programmed to start at the end of October for four weeks
Nonsuch Mansion House Fire Protection works	Work to be tendered imminently
General window repairs	A schedule of works will be produced in November
Flooding to access road and outside childrens nursery	Projects Manager will be meeting with contractors to obtain quotes to repair the soakaways causing the flooding

Since the publication of the agenda a further priority item had been identified which required urgent attention, i.e.: repair to the access road. The Committee noted that the Projects Manager was in the process of obtaining quotes and the cost of the repairs would be funded the 2017/2018 maintenance budget.

A further project had been identified, public toilet refurbishment, which would likely be funded from the 2018/2019 maintenance budget. The estimated cost of £40,000 had been based on the cost of similar completed projects.

Having considered the planned maintenance report, the Committee:

- Noted the contents of the report and update on progress of Planned Priority Maintenance work.
- Noted the additional priority works identified for 2018/2019.

18 MID-YEAR BUDGET MONITORING

The Committee received a report detailing the 2017/2018 budget, actuals and current forecast. Brendan Bradley, Chief Accountant for Epsom & Ewell Borough Council reported that at the meeting in June, a £16,815 surplus had been budgeted, however this had now been revised and a £9,152 deficit was expected. The reasons for the adverse forecast variance of £26,000 were explained and it was noted that these were all 'one off' expenditures.

The income and expenditure from memorials was discussed and it was noted that currently expenditure totalled £2,046.00 against an income of £1,500.00. It was anticipated that by the end of the financial year there would not be a budget deficit, and the Streetcare Manager agreed to submit a report to the Committee in January 2018 outlining plans to increase income.

Whilst there was still uncertainty around the forecast, it was unlikely that there would be the surplus required to fund consultants to prepare the Heritage Lottery Bid. However it was reported that until the source of the match funding required to start the bid process could be identified, the project could not be taken

forward. It was agreed that a report updating the Committee on the progress of the bid would be provided at the next meeting.

Prior to the mid-term accounts being submitted, it was agreed that discussions would take place between representatives of Epsom & Ewell Borough Council and the London Borough of Sutton to resolve any discrepancies.

19 PROGRESS REPORT

Updates from the volunteer groups were provided as follows:-

Nonsuch Voles: Members received a summary of the Nonsuch Voles activities and the Committee expressed thanks for the hard work and efforts of the group, particularly in the attainment of the two South and South East In Bloom gilt awards.

In addition to the activities in the report, Paul Airey reported that following a generous donation from Surrey County Council they were making good progress with the works associated with the planting of the yew trees.

Paul Airey also thanked the Committee for their support in enabling the Nonsuch Voles to acquire and erect a shelter in Nonsuch Park which was in the process of being assembled.

Nonsuch Watch: Members were pleased to receive an extensive report from Nonsuch Watch on butterfly sightings in Nonsuch Park and Warren Farm.

In addition Frances Wright of Nonsuch Watch advised members that if they were keen to pursue information on butterflies, she recommended a book by June Chatfield regarding the life and works of F. W. Frohawk, a butterfly specialist and zoological artist/lepidopterist.

Friends of Nonsuch: Gerald Smith of Friends of Nonsuch provided the Committee with a verbal update on the group's activities. He reported that the museum had closed and would be refreshed over the winter, after a successful summer, attracting many overseas visitors.

Dementia Friendly Park Signs

The Streetcare Manager reported to the Committee that as part of the project to renovate the park noticeboards it was intended to include directional signs for the café, gardens, parking and toilets that met the requirements set out by the Alzheimer's Society. An example of the design as handed out and members were informed that the new owners of Bovingdons were keen to be involved with the project. It was further agreed that the press and the Mayor would be invited to view the new signs when they were erected to mark the start of the dementia friendly initiative.

Fencing of the Round Pond

The Committee noted that the fencing and vehicle gate around the pond had been completed. To restrict open access to dogs, in order to facilitate restoration of the pond it had been agreed to install a gate and erect polite notices advising users of the intention to regenerate the area. The Streetcare Manager had obtained quotes for a kissing gate, which the Committee agreed was appropriate for purpose, and could be funded from existing budgets.

Concern was expressed regarding the water levels in the pond and it was suggested that water extraction could be an issue. The Streetcare Manager agreed to contact Sutton Water and report back at the next meeting.

Marking of the Palace Boundaries

The Streetcare Manager reported that a very productive and interesting meeting had taken place at Bourne Hall with Nikki Cowlard from Epsom & Ewell History and Archaeology Society (EEHAS) with the purpose of exploring ways for committee representatives, the EEHAS and Friends of Nonsuch to work together on heritage projects.

The intention to mark out the existing palace boundaries was discussed and Nikki Cowlard agreed to contact Heritage England for advice about how this might best be achieved, and about permissions required for scheduled monument consent.

It was also reported that a survey was to be conducted over the potential site of the stables using a magnetometer which was available for the EEHAS to use. It would likely take place in November.

Nikki Cowlard had advised that the stone in the basement that was being considered to use to mark the boundary was unsuitable for such a purpose because it was not weatherproof.

Thanks to the Friends of Nonsuch were expressed for the offer of hosting future meetings at the museum in Nonsuch Park, which would be timed to coincide with the Nonsuch Joint Management Committees, to allow timely reporting to the committee.

Vandalism In the Park

There were no specific incidents to report.

Having received the Progress report, the Committee noted the progress of the following:

- Updates from volunteer groups
- South and South East in Bloom award

- Dementia Friendly park signs
- Round pond fencing
- Marking of the Palace boundary

20 EVENTS IN THE PARK

The Streetcare Manager reported that the 2017 Awareness Day had attracted around 800 visitors who enjoyed and experienced a wide range of activities including Tai Chi, Dr. Bike and dog agility.

The 2018 Awareness Day was scheduled to coincide with the Heritage Open Day Scheme and was scheduled to take place on Sunday 9 September. All were welcome and Committee members in particular were encouraged to attend.

The Committee were informed that due to a decline in participants over recent years, the Sport Relief charity had decided to cancel the event scheduled for March 2018.

A proposal from Classic Cars to host another Nonsuch Town and Country Show, building on the success of the past two years was discussed. In keeping with anticipated continued growth of this event the organisers had requested extended car parking arrangements, and it was proposed to allow temporary parking on the grass surrounding the London Road Picnic area. Having consulted the Habitat Management Plan and Epsom and Ewell's ecologist, Peter Howarth, it had been concluded that allowing temporary parking would have little or no impact on the area.

Frances Wright of Nonsuch watch expressed concerns regarding the damage to the meadow that could be sustained from the cars, and that allowing the extended parking to go ahead would set a precedent for future events. The Streetcare Manager offered assurance that having worked previously with the organisers they had observed their respectful and considerate approach and that they had built up a trusting and understanding relationship regarding the use of the Park. It was also noted that this type of event brought in much needed income.

Accordingly, the Committee:

- Noted the current event calendar
- Noted the success of the Nonsuch Park Awareness day and the date for next year's event (9 September 2018)
- Noted the cancellation of the Sport Relief Mile event in 2018.
- Agreed to the proposal to extend the parking provision for next year's Town & Country Show.

21 FUTURE DATES FOR NONSUCH JOINT MANAGEMENT COMMITTEE - 2018/2019

The Committee approved the schedule of meeting dates for the Nonsuch Park Joint Management Committees 2018/19 as follows:

Monday 25 June 2018

Monday 29 October 2018

Monday 28 January 2019

Monday 29 April 2019

All meetings will commence at 10.00am in Nonsuch Mansion House, unless otherwise advised.

22 INTRODUCTION TO NEW OWNERS OF BOVINGDONS

The Committee were introduced to the new owners of Bovingdons, namely Adam Cohen and Theo Wieder. They expressed their enthusiasm for working with the Committee and the community to grow their business for everyone's benefit. They presented their backgrounds in real estate and catering and expressed their intention to become well respected business and an integral part of the Nonsuch Park community. One of their first actions was to employ an additional member for the events team.

The Committee extended a warm welcome to Adam and Theo and were looking forward to working with them.

23 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.

24 MINUTES OF THE PREVIOUS MEETING

The Minutes from the meeting of the Nonsuch Park Joint Management Committee held on the 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 relating to the financial or business affairs of any particular person (including the authority holding that information).

25 PROGRESS REPORT ON CONFIDENTIAL ITEMS EXEMPT FROM
PUBLICATION - OCTOBER 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 12.40 pm

COUNCILLOR MIKE TEASDALE (CHAIRMAN)

NONSUCH PARK HERITAGE LOTTERY FUND (HLF) BID UPDATE

<u>Report of the:</u>	Neighbourhood Manager, London Borough of Sutton
<u>Contact:</u>	Dominic Aslangul (Neighbourhood Manager, LBS) and Samantha Whitehead (Streetcare Manager, EEBC)
<u>Annexes/Appendices</u> (attached):	Annexe 1 - HLF Heritage Grants guidance extract
<u>Other available papers</u> (not attached):	Nonsuch Park Heritage Lottery Fund – Parks for People report 21 November 2016

REPORT SUMMARY

To update the Joint Management Committee on the latest position with regard to the development of an HLF bid for the park.

RECOMMENDATION

That the Joint Management Committee agrees for a working group to be set up to discuss and finalise proposals for an HLF Heritage Grants bid, and determine the feasibility of completing a first round submission by August 2018.

Notes

1 Background

- 1.1 This report sets out proposals to develop an HLF Heritage Grants first-round application for the park, the timescales involved and the financial implications.

2 Issues

- 2.1 In November 2016, the Nonsuch JMC agreed to progress with the development of an HLF Parks for People bid for the park, subject to sufficient match funding being secured. This followed identification of a list of provisional proposals to take forward as part of the first-round application for the park following meetings with the park's volunteer groups and key stakeholders.

- 2.2 In December 2017, the Heritage Lottery Fund announced that it would cease to take new applications for the Parks for People programme with immediate effect following a reduction in Lottery funding, however the HLF's Heritage Grants scheme for new grant requests up to £5 million would continue for a limited period; as Heritage Grants is shared between museums, arts projects and other heritage projects, the process is likely to be competitive with a reduction in the overall number of parks projects funded going forward.
- 2.3 The Neighbourhood Manager (LBS) and Streetcare Manager (EEBC) are awaiting detailed feedback from HLF's Development Manager with regard to the proposed development of a Heritage Grants programme bid, following submission of a project enquiry form (based on the provisional proposals drawn up for the Parks for People bid) sent to the HLF in early January 2018. Initial comments received in advance of the full response are that there is potential to develop a project that addresses the outcomes for Heritage Grants.

3 HLF Heritage Grants Application Process

- 3.1 The application process is in two rounds. The final deadline for first-round applications is 16th August 2018, with HLF deciding whether the applications have been successful in December 2018. 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. Second-round applications can be submitted up to 24 months after first-round approval. There are currently four deadlines each year in March, June, April and December.
- 3.3 Key tasks carried out in the development phase include the commissioning of necessary surveys, consultations or investigations in relation to any proposed capital works to develop plans and proposals (eg traffic and access surveys, hydrological surveys, ecological surveys etc); consultation with new and existing audiences to develop a detailed programme of activities to engage people with heritage; development of a detailed timetable, costs and cash flow for the delivery phase; evidence of how project outcomes will be sustained. These all help to inform and shape the final project proposals for the park, which will 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 a number of 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

- Heritage will be better managed
- Heritage will be in better condition
- Heritage will be better interpreted and explained

- Heritage will be identified and recorded

Outcomes for People

- People will have developed skills
- People will have learnt about heritage
- People will have changed their attitudes and/or behaviour
- People will have had an enjoyable experience
- People will have volunteered time

Outcomes for Communities

- Negative environmental impacts will be reduced
- A wider range of people will have engaged with heritage
- Your local area/ community will be a better place to live, work or visit
- Your local economy will be boosted
- Your organisation will be more resilient

4 Timetable for Implementation

- 4.1 It is proposed that a working group be set up to discuss the proposals for the Heritage Grants Scheme, once the detailed feedback from HLF has been received.
- 4.2 It is anticipated that a subsequent report will be taken to the Nonsuch Park JMC in April 2018 seeking formal approval to progress the first round Heritage Grants application, by which time the provisional project proposals are expected to have been agreed and the match funding identified.
- 4.3 Subject to the above, it is proposed that consultants are appointed to provide support to complete and submit the first-round bid documentation in time for the final deadline on August 18th 2018. The consultants that undertook this work for the London Borough of Sutton's Beddington Park HLF Parks for People application have recently indicated that this work should be deliverable within three months, which would allow sufficient time to meet the deadline, assuming the consultants are appointed by mid-May 2018.
- 4.4 The decision on the success of first-round applications will be made by the Heritage Lottery Fund in December 2018. If successful, it is expected that the development phase will take between 9 months and a year to complete during 2019, after which time the second-round application will be developed and submitted. Therefore, it is estimated that the delivery of the project would take place in 2020/2021, assuming the second-round application is successful.

5 Financial and Manpower Implications

- 5.1 The grant applicant is expected to provide at least 10% of match funding for the delivery of the project; for example, the Joint Management Committee would need to agree to allocate £150,000 in the case of a bid for £1.5million. Non-cash contributions, including volunteer time given as part of the development and delivery of the project, can also help to contribute towards the match funding element of the project, on top of the minimum 10% financial contribution.
- 5.2 At a forthcoming meeting, the JMC will need to consider not only the allocation of match funding for the project, but also the allocation of sufficient funding to appoint consultants to support the completion and submission of the first-round application.

6 Conclusions and Recommendations

- 6.1 It is recommended that the Joint Management Committee:
 - Agrees for a working group to be set up to discuss and finalise proposals for an HLF Heritage Grants bid, and determine the feasibility of completing a submission by August 2018.

First-round and second-round applications

The table below shows the different levels of information required in a first-round and second-round application.

Information about	First-round application	Second-round application
Activities	Outline proposals: <ul style="list-style-type: none"> Who is your project likely to involve The nature and range of activities that will engage people with heritage 	Detailed proposals: <ul style="list-style-type: none"> A detailed action plan, showing all the activities in your project. This will be included in your activity plan
Capital work	Outline proposals: <ul style="list-style-type: none"> An initial breakdown of the capital work you plan to deliver Plans for architectural elements up to and including RIBA work stage 1* Plans for non-architectural elements, such as interpretation or digital outputs, at the equivalent of RIBA work stage 1 	Detailed proposals: <ul style="list-style-type: none"> Detailed plans and proposals for capital work you plan to deliver Plans for architectural elements up to and including RIBA work stage 3 Plans for non-architectural elements, such as interpretation or digital outputs at the equivalent of RIBA work stage 3
Project outcomes	Outline information about the outcomes your project might achieve	Detailed information about the outcomes your project will achieve
Project management	<ul style="list-style-type: none"> Detailed information about the work you will do during your development phase Detailed information about how you will manage your development phase, including briefs for work to be undertaken by consultants and new job descriptions Detailed timetable for your development phase Outline information about how you will manage your delivery phase Outline timetable for delivery phase 	<ul style="list-style-type: none"> Detailed information about how you will manage your delivery phase, including briefs for work to be undertaken by consultants and new job descriptions Detailed timetable for your delivery phase A project business plan, if required
After the project ends	Outline information about how you will sustain the outcomes of your project after funding has ended, including funding additional running costs	<ul style="list-style-type: none"> A conservation plan, if required (submitted early in your development phase) Detailed information about how you will sustain the outcomes of your project after funding has ended, including funding additional running costs Detailed information about how you will evaluate your project A management and maintenance plan, if required
Project costs	<ul style="list-style-type: none"> Detailed costs for your development phase Outline costs for your delivery phase Possible sources of partnership funding for your delivery phase and/or a fundraising strategy for your development phase 	<ul style="list-style-type: none"> Detailed costs for your delivery phase An indication that you will have secured partnership funding in place before you start your delivery phase

* For more information about RIBA work stages, see www.ribaplanofwork.com/PlanOfWork.aspx

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NONSUCH JMC FINANCE REPORT AND BUDGET 2018-19

<u>Report of the:</u>	Treasurer to the Committee
<u>Contact:</u>	Tony Wainwright, Brendan Bradley
<u>Annexes/Appendices</u> (attached):	Revenue Budget 2018/19 - Annexe1
<u>Other available papers</u> (not attached):	

REPORT SUMMARY

This report seeks the Joint Management Committee's approval of both the 2018/19 budget and the recommended precept to be levied on the constituent authorities.

<u>RECOMMENDATION (S)</u>	<i>Notes</i>
<p>It is recommended that the Joint Management Committee:-</p> <p>(1) Notes the latest 2017/18 forecast position</p> <p>(2) Agrees the revenue budget for 2018/19 as set out in Annexe 1</p> <p>(3) Agrees to seek contributions of £99,400 from both Epsom and Ewell Borough Council and the London Borough of Sutton for the financial year 2018/19.</p>	

1 Background

- 1.1 This report provides a latest estimate of income and expenditure for the current financial year 2017/18 and a recommended budget for 2018/19.

2 Forecast for 2017/18

- 2.1 The latest forecast of expenditure and income for the current year is included at Annexe 1.
- 2.2 The forecast at Q2 had been for a deficit at year-end of £9,152.
- 2.3 Updated projections at Q3 show a reduced, forecast deficit of £396, principally because the £5,000 provision for management recharges from Sutton BC (to support any capital bids) is now forecast to remain unused, and £4,750 windfall filming income has been received.

- 2.4 Based on this forecast, the year-end working balance will be approximately £133,891.

3 Budget for 2018/19

- 3.1 The Committee's detailed estimates for 2018/19 are also attached in Annexe 1.
- 3.2 Net expenditure is budgeted at £195,390, a decrease of £4,710 on the 2017/18 budget.
- 3.3 The budget position for 2018/19 is summarised as follows:-

	£'000
Grounds Maintenance	94
Mansion House Maintenance	116
Staffing and central expenses	168
Less: Rent and other income	(183)
Net expenditure	195
Contributions from LBS/EEBC	(198)
Budget Surplus	(3)

- 3.4 The estimates have been prepared using the following assumptions:-
- 3.4.1 Grounds Maintenance: General maintenance and patrolling are carried out by the Epsom and Ewell Borough Council's operational services division.
- 3.4.2 The building and maintenance budget is £72,000.
- 3.4.3 The budget retains a provision of £5,000 for contribution to LB Sutton staffing costs, should LBS lead on any bids for external grant funding.
- 3.4.4 It has been assumed that flat three in the Mansion House will become occupied for 2018-19.
- 3.4.5 A £7,000 contribution into the repairs and renewals fund has been budgeted.

Contributions

- 3.5 The budget estimates for next year show a budget surplus of £3,410 after no increase in Borough contributions for 2018/19. The JMC will request that unchanged contributions of £99,400 be sought from each Borough for 2018/19.
- 3.6 Variations in income can be calculated at £2,000 for each 1% change in precepts.
- 3.7 Contributions are subject to confirmation by the Boroughs, who are due to finalise their budgets in February 2018.
- 3.8 Price inflation at November 2017 was 3.1% (Consumer Prices Index).

Working Balances

- 3.9 The JMC's estimated working balance at 31 March 2018 is £131,765 and the draft 2018/19 budget expects a £3,410 surplus.
- 3.10 The estimated Repairs and Renewals fund balance at 31 March 2018 is £16,486. The 2018/19 budget includes a £7,000 contribution to the fund during 2018/19.

4 Risk Assessment

- 4.1 The main risks that the JMC has been managing, as previously identified are:-
- Funding needed for major repairs and maintenance
 - Vacant properties / loss of rent
 - Lack of resource to fund Management plan
- 4.2 The Progress Report on Items Exempt from Publication provides an update on the London Road Lodge disposal.

5 Conclusion and Recommendations

- 5.1 The JMC's financial position remains healthy with a budgeted surplus for 2018/19 of £3,410.
- 5.2 The JMC is asked to agree the revenue budget for 2018/19, as set out in Annex 1
- 5.3 It is recommended that no increase in precept contributions should be requested for 2018/19.

WARD AFFECTED: Nonsuch Ward (EEBC)

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NONSUCH PARK JMC - 2017-18

2016/17 Actual		2017/18 Original Budget	2017/18 Actual	2017/18 Forecast Outturn	2017/18 Forecast Variance	2018/19 Proposed Budget
£		£	£		£	
	Expenditure					
	Grounds					
3,863	Kier Engineer and fabric	3,800	1,982	3,960	160	4,000
2,743	NJMC Grounds/Building and M&E maintenance	800	980	980	180	1,000
0	Asbestos Surveys	1,070	0	1,070	0	1,100
600	Electricity	1,000	2,778	4,500	3,500	2,700
1,816	Gas	1,200	576	1,800	600	2,000
3,620	Council Tax	3,600	3,777	3,777	177	3,800
1,516	Water charges - metered	1,100	4,369	4,369	3,269	4,500
369	Maintenance of grounds	800	494	800	0	800
0	Plants Seeds and fertiliser	500	0	500	0	500
3,200	Emptying bins - recharge	3,200	0	3,200	0	3,200
14,880	Maintenance of roads	15,000	16,715	16,715	1,715	16,000
11,374	TM contract scheduled works recharges	12,300	0	12,300	0	12,700
804	Petrol diesel & oil	3,500	865	1,000	-2,500	1,500
4,000	Purchase of plants	4,000	0	4,000	0	4,000
1,400	Transport insurance	1,400	960	960	-440	1,400
277	OP. equipment & tools : R & M	2,200	0	2,200	0	2,200
3,649	Hire of Bins	3,650	0	3,650	0	3,800
1,889	Purchase of memorials	6,000	2,796	3,000	-3,000	3,000
0	Surveyor's fees	0	4,380	4,380	4,380	0
119	General office expenses	0	79	79	79	200
580	Commercial tenanted prop	700	643	643	-57	700
22,000	Transport fleet SLA NJMC	22,000	0	22,000	0	22,000
1,995	Insurance recharges	1,900	1,978	1,978	78	2,000
80,692	Sub-Total	89,720	43,372	97,861	8,141	93,100

2016/17 Actual		2017/18 Original Budget	2017/18 Actual	2017/18 Forecast Outturn	2017/18 Forecast Variance	2018/19 Proposed Budget
	<u>Mansion House</u>					
0	Asbestos Surveys	430	0	430	0	450
10,674	Kier Engineer and fabric	10,500	5,477	10,955	455	11,300
81,301	Building and M&E maintenance works	70,000	26,874	76,821	6,821	72,000
9,984	Electricity	10,400	9,446	10,400	0	10,700
4,935	Gas	5,000	1,377	5,000	0	5,000
1,485	Council Tax	1,500	1,549	1,549	49	0
2,787	Kier Cleaning Contract recharges	2,700	1,430	2,856	156	3,000
-5,763	Commercial tenanted property insurance	6,800	7,249	7,249	449	7,300
6,300	Insurance recharges	6,000	6,246	6,246	246	6,300
111,703	Sub-Total	113,330	59,649	121,506	8,176	116,050
	<u>Central Expenses</u>					
26,000	Additional pension contribs	26,000	0	26,000	0	26,000
0	Clothing & uniforms	150	0	150	0	150
165	General office expenses	1,500	300	800	-700	800
0	LB Sutton management charges	5,000	0	0	-5,000	5,000
800	External Audit	900	0	900	0	900
255	Misc insurance	0	0	0	0	0
945	Insurance recharges	950	989	989	39	990
500	Internal audit recharges	500	115	460	-40	500
93,840	OS SLA recovery Nonsuch	93,800	0	93,800	0	95,700
30,620	Management costs SLA recharge	31,600	0	31,600	0	32,300
0	Contribution to repair and renewals fund	0	0	0	0	7,000
153,125	Sub-total	160,400	1,404	154,699	-5,701	169,340
345,520	Gross Expenditure	363,450	104,424	374,066	10,616	378,490

2016/17 Actual		2017/18 Original Budget	2017/18 Actual	2017/18 Forecast Outturn	2017/18 Forecast Variance	2018/19 Proposed Budget
	Income					
-1,304	Miscellaneous income	-1,500	0	0	1,500	0
-4,500	Filming Income	0	-4,751	-4,751	-4,751	-2,000
-3,479	Memorial receipts	-6,500	-2,500	-3,500	3,000	-3,500
-90,000	Catering lettings	-90,000	-75,000	-90,000	0	-90,000
-17,422	Service charges	-19,000	-16,370	-19,000	0	-19,000
-5,000	Service charges/Fixed char	0	-5,157	-5,157	-5,157	-5,200
-2,150	Licence to occupy	-2,150	-1,792	-2,150	0	-2,150
0	Insurance recovered	0	-5,594	-5,594	-5,594	-5,600
-1,315	NJMC service charges	-1,300	-1,315	-1,315	-15	-1,300
-862	Little Oaks Forest School insurance recovered	-900	-862	-862	38	-900
-7,167	Hire charges	-3,000	-7,500	-8,000	-5,000	-5,000
-9,716	Staff property rent (flat 2)	-9,800	-6,477	-9,715	85	-9,700
-11,063	Nursery Lodge	-7,800	-9,219	-12,906	-5,106	-14,750
-10,320	Rent of flats	-19,800	-7,740	-10,320	9,480	-22,400
-1,939	Interest on balances	-1,600	0	-1,600	0	-1,600
-166,235	Sub-Total	-163,350	-144,276	-174,870	-11,520	-183,100
179,285	Net Expenditure	200,100	-39,851	199,196	-904	195,390
	Precepts:					
-99,400	Precept to be levied on EEBC	-99,400	-99,400	-99,400	0	-99,400
-99,400	Precept to be levied on LB Sutton	-99,400	-99,400	-99,400	0	-99,400
-198,800	Sub-Total	-198,800	-198,800	-198,800	-	-198,800
-19,515	Surplus (-) / Deficit in Year	1,300	-238,651	396	-904	-3,410
-						
123,585	Balance b/fwd. 1 April	134,287		134,287		
-8,813	Adjustment					
134,287	Balance c/fwd. 31 March	132,987		133,891		

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EVENTS IN THE PARK

Report of the: Head of Operational Services

Contact: Samantha Whitehead

Urgent Decision?(yes/no) No

If yes, reason urgent decision required:

Annexes/Appendices (attached):

Other available papers (not attached):

REPORT SUMMARY

To note the approved events for 2018

<u>RECOMMENDATION (S)</u>	<i>Notes</i>
1.1 That the committee notes the current event calendar.	

2 Forthcoming Events 2017

Sunday	04 February 2018	Mark Caswell Fun Run
Sunday	04 March 2018	Marsden March
Saturday	21 April 2018	LGA - Charity Fun Run TBC
Saturday	05 May 2018	LGA - Charity Fun Run TBC
Sunday	13 May 2018	Round the Borough Bike
Sunday	27 May 2018	Town & Country Show
Monday	28 May 2018	Town & Country Show
Sunday	03 June 2018	Rik Vercoe - Phoenix Running
Sunday	10 June 2018	NCT Teddy Bears Picnic
Saturday	01 September 2018	Round the Borough Hike
Sunday	09 September 2018	Nonsuch Park Awareness Day
Friday	26 October 2018	Rik Vercoe - Phoenix Running

3 Partnerships

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

4 Risk Assessment

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

5 Conclusion and Recommendations

- 5.1 That the committee notes the current event calendar.

WARD AFFECTED: Nonsuch Ward (EEBC)

PROGRESS REPORT

Report of the: Head of Operational Services
Contact: Samantha Whitehead
Annexes/Appendices (attached): Annexe One – Magnetometry Results
Other available papers (not attached):

REPORT SUMMARY

To note the progress of items previously discussed.

RECOMMENDATION (S)

Notes

(1) To note the contents of this report.

1 Magnetometry in Old Stables Field

- 1.1 On 20-21 November 2017, Nikki Cowlard and her team from Epsom & Ewell History and Archaeology Society (EEHAS) carried out a magnetometry evaluation of the Old Stables field.
- 1.2 It was anticipated that the team would lay out a base line and set up part of the overall grid using 30m squares. The team hoped to assess around ten grids throughout the course of the exercise; however, due to some frustrating difficulties they finally managed three reasonable grids of magnetometry in Old Stables Field.
- 1.3 Magnetometry works by mapping spatial variations and contrast in the magnetic properties of soil, subsoil and bedrock. Natural magnetism is altered by heating or burning, and it is particularly good at identifying hearths, structures of tile and brick, and ditches and pits containing burnt or partially burnt material.
- 1.4 The results of the exercise are shown in Annexe One and Nikki explained that the on the diagram north is to the right, and there is more activity to the west than the east. The darker greyscale represents higher magnetism and the paler, lower readings than the norm.

- 1.5 Although the results are encouraging, the team really need to do a much wider area to see patterns. When the team took the machine around the outside of the copse, they got some very strong readings both to the west, in the middle and to the east towards the north side of the copse. This suggests a linear feature such as a pipeline or even a brick culvert/drain. This could be drainage from the stable and further surveying of the area will be needed to gain a fuller understanding.

2 Palace Boundaries

- 2.1 On 4 January 2018, Nikki Cowlard from Epsom & Ewell History and Archaeology Society (EEHAS) visited the Park along with David Wilkinson, Assistant Inspector of Ancient Monuments from Historic England. The purpose of the visit was to discuss the possibilities for marking out the Palace boundaries.
- 2.2 The meeting was extremely useful and resulted in a clear plan of the steps that would be required to bring this project to fruition.
- 2.3 The first phase of the plan is for EEHAS to gain consent from Historic England to carry out a magnetometry survey of the Palace site. Nikki Cowlard agreed to apply for this consent and to carry out the survey once the formal permissions were in place.
- 2.4 Nikki Cowlard and David Wilkinson also agreed to visit Professor Martin Biddle at his home in Oxford to gain as much information as possible about the excavation of the site in 1959 and to ascertain if there were maps or other resources, which may assist in progressing this project.
- 2.5 In addition, David Wilkinson agreed to research and forward information to the group about other historic locations who had successfully completed similar projects.
- 2.6 The group agreed that this project had great potential to form the basis of a Heritage Lottery Bid, if the Joint Management Committee wished to pursue this course of action.

3 The Round Pond

- 3.1 As agreed at the last meeting of the Joint Management Committee, the Streetcare Manager has now ordered a wooden kissing gate for the Round Pond. It is hoped that this will be delivered and installed by the end of January 2018.

4 Dog Pond

- 4.1 Over the coming month, Epsom & Ewell's Estates Team have agreed to assist the Streetcare Manager with a Planning Application to create a dog pond in the Sparrow Farm area of the Park. A further update on progress will be presented to the next meeting.

5 Dementia Friendly Signs

- 5.1 The Streetcare Manager is currently working with Epsom & Ewell's Community Services team to procure Dementia Friendly signs, as Epsom & Ewell are updating a number of venues with these signs and we are keen on adopting a uniform approach and pooling resources.

6 Update from Nonsuch Voles

- 6.1 2017 Quarter 4 Update from the Nonsuch Voles. The Voles have carried out the following activities in the last Quarter:

- 6.2 In and around the Mansion House:-

In addition to the usual planned garden maintenance for Autumn / Winter, we have carried out the following tasks:

- We planted around 2000 Spring flowering bulbs in various locations around the Mansion House gardens to add to the spectacular bulb display in Spring.
- The annual programme of pruning has started in the rose arch.
- We continue to re-use plants reclaimed from old planting schemes around Epsom & Ewell when appropriate.
- In the Pinetum we have carried out the annual weeding around the specimen trees and have now planted 3 large tree-stumps with Spring-flowering plants.

- 6.3 In the woods:-

- We have continued to carry out coppicing and other woodland management tasks in accordance with the Habitat and Woodland Management plans.

As in previous years, we have planted saplings grown in our tree nursery.

- 6.4 Other activities:-

- The Voles Shelter: this has now been installed and we are finding it very useful, particularly at this time of the year!
- We have cleared the Wickham Avenue ditch and the Main Ditch from the autumn leaf fall and removed any blockages to promote drainage. Over 800 metres in total has been cleared.
- We have added a fresh layer of wood-chip to the path by the wood yard.

- The Voles have noticed that a BMX track has been created near to the woodland under management by the Avenue. Tracks, jumps, hollows and banks have been created by digging soil from the woodland and using logs for structure. Some small trees have been uprooted or hacked down as part of this activity.

6.5 Total Volunteer hours for 2017 are 3910 (In 2016 it was 3912)

7 Update from Nonsuch Watch

7.1 A verbal update from Nonsuch Watch will be provided at the meeting.

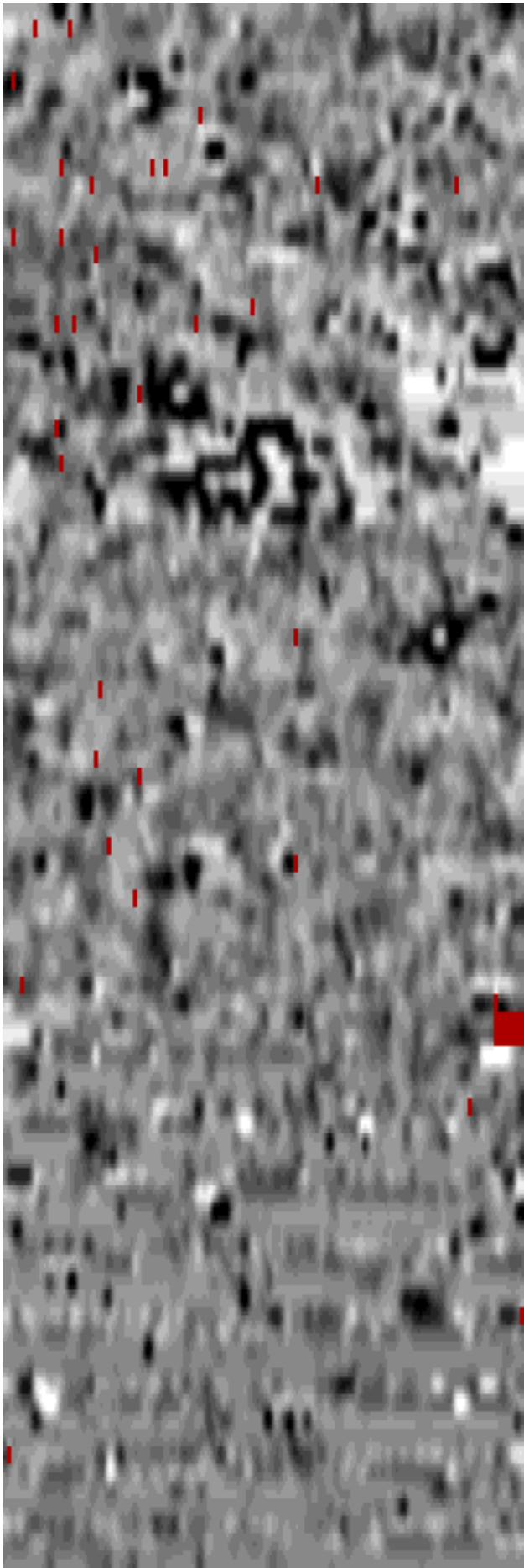
8 Update from Friends of Nonsuch

8.1 A verbal update from Friends of Nonsuch will be provided at the meeting

9 Conclusion and Recommendations

9.1 To note the contents of this report.

WARD AFFECTED: Nonsuch Ward; (EEBC)



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