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NONSUCH PARK JOINT MANAGEMENT COMMITTEE

Tuesday 29 May 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.

Committee Members

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

Councillor Alex Clarke, Epsom & Ewell Borough Council

Councillor Chris Frost

Councillor David Hicks, London Borough of Sutton

Yours sincerely



Clerk to the Committee

For further information, please contact Sandra Dessent 01372 732121 or 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 29 January 2018.
Add date of Minutes to be signed

4. APPOINTMENT OF A CHAIRMAN FOR 2018/19

To appoint a Chairman for Nonsuch Park Joint Management Committee from Councillors representing the London Borough of Sutton for the Municipal Year 2018/19.

5. FENCING IN THE FORMAL GARDENS (Pages 11 - 14)

This report seeks the Committee's approval for the Nonsuch Voles to apply for funding security fencing in the formal gardens and provision for match funding at 11.5% of the total bid value

6. NONSUCH PARK JOINT MANAGEMENT COMMITTEE - FINAL ACCOUNTS 2017/18 (Pages 15 - 22)

The Committee is asked to receive and note the Nonsuch Park Joint Management Committee final accounts for the financial year 2017/2018.

7. MAINTENANCE PLAN & PRIORITY WORKS 2018-2019 (Pages 23 - 32)

This report identifies the planned maintenance priority works for 018/19 and advises on the progress of outstanding works. The Committee is asked to note the contents of the report and give approval to proceed with the priority works.

8. EVENTS IN THE PARK (Pages 33 - 34)

The Committee is asked to note the current Events Calendar.

9. PROGRESS REPORT (Pages 35 - 38)

A report to inform the committee on the progress of items previously discussed, and the activities of the volunteer groups.

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 39 - 42)

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 29 January 2018.

These Minutes from the meeting of the Nonsuch Joint Management Committee held on 29 January 2018 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 ITEMS EXEMPT FROM PUBLICATION (Pages 43 - 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 29 January 2018**

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) and Councillor David Hicks (London Borough of Sutton).

In Attendance: Paul Airey (Nonsuch Voles) and Frances Wright (Nonsuch Watch)

Absent: Councillor Graham Dudley (Epsom & Ewell Borough Council) Kathryn Beldon (Clerk) and Gerald Smith (Friends of Nonsuch)

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

26 ADJOURNMENT FOR PUBLIC SPEAKING (IF REQUIRED)

Mr. Pinchbeck of Parkrun addressed the Committee with an update. Due to the seasonal weather effecting the running condition, the club had switched to the winter course incorporating straighter routes on maximum hard standing. To that end the Committee were informed that in the third week in January the club cancelled their regular meetings due to the unsuitable conditions. It was noted however that despite the club not running, marshals attended the car parks to ensure all members were aware of the cancellation, and Mr. Pinchbeck assured the Committee that marshalling remained a top priority for the club.

The Chairman, on behalf of the Committee, expressed thanks to Mr. Pinchbeck for his efforts and all volunteers who assist with the running of the club.

27 DECLARATIONS OF INTEREST

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

28 MINUTES OF THE PREVIOUS MEETING

The Minutes of the Meeting of the Nonsuch Park Joint Management Committee held on 30 October 2017 were agreed as a true record and signed by the Chairman, subject to an amendment to minute 20, fourth paragraph as follows:

‘A proposal from Classic **Events** to host another Nonsuch Town and Country Show...’

29 NONSUCH PARK JMC - UPDATE ON HERITAGE LOTTERY FUNDING (HLF) BID

In November 2016 the Nonsuch JMC agreed to progress with the preparation of a Heritage Lottery Funding (HLF) Parks for People bid, subject to sufficient match funding being secured. However the funds could not be finalised and the Committee were informed that the as from December 2017 the parks for people programme had ceased to exist. Nevertheless it was still possible to apply for funding through the Heritage Grants scheme the criteria for which was similar to the Parks for People guidelines.

A project enquiry outlining the proposed application had been sent to HLF’s Development Manager to acquire an early indication of the feasibility of the project, and the Neighbourhood Manager (LBS) reported that the feedback had been positive.

It was noted that it would take approximately three months for consultants to prepare the first stage of the bid, and the budget implications of £15,000 (the agreed sum to appoint the consultants) would be established at a later date.

The Committee noted that the required outcomes resulting from a successful bid were set out by the HLF and were similar for both the redundant Parks for People and replacement Heritage Grants scheme. It was therefore applicable to develop a bid based on the original proposals drawn up with volunteers and stake holders, with the addition of a further proposal to mark out the palace boundaries, a relevant heritage project reinforced by the Epsom & Ewell History and Archaeology Society.

Clarification was sought on the definition of ‘non-cash’ contributions in relation to match funding and it was noted that volunteer hours submitted as part of the bid could be treated as currency in addition to other monies, i.e. number of volunteer hours x hourly rate = monetary value. It was noted that applicants were expected to provide at least 10% match funding for example £150,000 would have to be raised in the case of a £1.5m bid.

It was agreed that in order to progress the development of a bid within the tight deadlines set out by the HLF a working group would be set up to include the following officers/councillors:- Councillors Mary Burstow and Mike Teasdale; Dominic Aslangul (Neighbourhood Officer LBS), Sam Whitehead (Streetcare Manager EEBC), Peter Steel (Head Gardener), Tony Wainwright (Accountant) and Sandra Dessent (Democratic Services Officer). The meeting would be set up following confirmation from the HLF panel that initial proposals were acceptable.

Therefore having considered the report the Committee agreed the recommendation as follows:

- (1) To set up a working group (comprising the attendees listed above) to discuss and finalise proposals for an HLF Grants bid, and determine the feasibility of completing a first round submission by August 2018.

30 NONSUCH PARK JOINT MANAGEMENT COMMITTEE FINANCE REPORT AND BUDGET 2018-19

The Committee were informed that the year-end working balance was forecasted to be approximately £134,000.

No increase to contributions from Epsom & Ewell Borough Council and London Borough of Sutton had been forecast for 2018/2019, and it was noted that the sum of £99,400 each was acceptable.

The forecasted outturn of £4,500 against an initial forecast of £1,000 for electricity was discussed and Brendan Bradley (Chief Accountant) explained that invoices since 2013 had been based on estimated usage, and a one-off adjustment invoice had been received based on actual usage. Going forward, usage should be easier to monitor in light of the installation of a separate meter for Friends of Nonsuch/Museum.

Accordingly, the Committee:

- (2) Noted the latest 2017/2018 forecast position
- (3) Agreed the revenue budget for 2018/2019 as set out in Annexe 1
- (4) Agreed to seek contributions of £99,400 from both Epsom and Ewell Borough Council and the London Borough of Sutton for the financial year 2018/2019.

31 EVENTS IN THE PARK

Samantha Whitehead – Streetcare Manager outlined a proposal to hold a soapbox race in Nonsuch Park, similar to the Red Bull event, but smaller using self-propelled vehicles on a flat course. Any profit would be donated to Friends of Nonsuch. Based on the information presented at the meeting the Committee agreed in principal to the event, subject to the submission of an acceptable event management plan.

The importance of Awareness Day (9 September 2018) in terms of the participation of Nonsuch Park Joint Management Committee members was also discussed and all those present were encouraged to make a commitment to attend.

Accordingly, the Committee noted the current event calendar.

32 **PROGRESS REPORT**

The Committee was updated on the status of the Magnetometry survey and informed that Nikki Cowlard and her colleagues from the Epsom & Ewell Archaeology Society (EEHAS) were in the process of mapping more 30m square grid, following the encouraging results from the initial trial. It was also reported that Nikki Cowlard was keen to meet with Professor Biddle whose experience and expertise would greatly add to the project, due to his involvement in the excavation of the site in 1959. It was also suggested that a press release be compiled asking members of the public for their memories of the dig.

With regard to the marking out of the palace boundaries, it was agreed that the project could be included in list of key themes under the strengthening and promotion of the heritage value of the park.

It was noted that there were no plans for excavation or digging in the woodland area.

The Committee welcomed the news that the kissing gate for the Round Pond had been installed and a Heron had been sighted which was a good sign that the gate was fulfilling its purpose. It was noted also that the water level in the pond was slowly rising.

The project to develop dementia friendly signs was progressing in partnership with Epsom & Ewell's Community Services with a view to adopting a uniform approach for the signs and pooling resources.

The following updates were received from volunteer groups:

Nonsuch Voles: In addition the quarterly update detailed in the agenda, Paul Airey from Nonsuch Voles reported that there had been several incidents of vandalism since the last meeting.

It was agreed that incidents of vandalism would likely reduce with the erection of further fencing and opportunities for grants were currently being explored and would be reported to the Committee at a later date.

Councillor Richard Broadbent on behalf of the Committee thanked the Nonsuch Voles for their efforts in clearing the Wickham Avenue and main ditch to promote drainage.

Nonsuch Watch: Frances Wright of Nonsuch watch expressed her disappointment at the lack of feedback to information she had circulated on scenic pollution in Nonsuch Park particularly in relation to the decision to allow additional parking for an event to be held in May 2018. The Committee acknowledged the position outlined in her email, and reassured her that steps were being taken to ensure minimal disturbance of the land in question, and any further requests for extended parking would not be allowed automatically.

To assist with the planning of future projects it was agreed that following the event a report would be submitted to Committee detailing how the event was managed and any environmental impact resulting from the additional parking.

Friends of Nonsuch: Gerald Smith of Friends of Nonsuch was unable to attend the meeting to give a verbal update. However he wished it to be noted that the refurbishment of the museum was going well and the gallery, the only part of the museum that was still open continued to attract many visitors in particular those from overseas.

Accordingly, the Committee considered the updates provided in the report and noted its contents.

33 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 1, 2, and 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.

Note: Members of the Committee were reminded of the need for confidentiality in respect of those items not considered in public

34 MINUTES OF THE PREVIOUS MEETING

The Minutes from the meeting of the Nonsuch Park Joint Management Committee held on the 26 June 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 relating to the financial or business affairs of any particular person (including the authority holding that information).

35 PROGRESS REPORT ON CONFIDENTIAL ITEMS EXEMPT FROM PUBLICATION - JANUARY 2018

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

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

The meeting began at 10.00 am and ended at 11.55 am

COUNCILLOR MIKE TEASDALE (CHAIRMAN)

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FENCING IN THE FORMAL GARDENS

Head of Service/Contact: Ian Dyer, Head of Operational Services

Annexes/Appendices (attached):

Other available papers (not attached):

Report summary

To put forward a proposal from the Nonsuch Voles to seek the committee's approval to apply for funding for security fencing in the formal gardens.

Recommendation (s)	<i>Notes</i>
<p>(1) To approve the Nonsuch Vole's proposal to apply for funding for security fencing in the formal gardens.</p> <p>(2) To agree to the provision and source of match funding at 11.5% of the total bid value (approximately £2,200) from the working balance account.</p>	

1 Background

- 1.1 The Pinetum was planted in the 1840s. Initially planted with cedars and redwoods, it was later planted with atlas cedars, pines, firs, larches as well as a gingko, a tulip tree and cut leaved beeches. The Pinetum adjoins the historic formal gardens of Nonsuch Park.
- 1.2 Over the last 2-3 years major work to restore the Pinetum has been carried out by staff and volunteers from the Nonsuch Voles. Although, further improvements and planting are planned for the future, there are concerns that efforts to improve the area are often marred by vandalism caused after the formal gardens are locked at night.
- 1.3 One of the main weaknesses in security of the formal gardens is the fence at the rear of the Pinetum, which is in a very poor state of repair, please see Appendix 1.
- 1.4 The gaps in the fence allow dogs to enter this 'dog free' area via the Pinetum, with some gaps large enough for people to gain access after the formal gardens are locked at night.

- 1.5 The fence currently consists of wooden stakes held together by wire. Some sections have had a steel mesh or plastic mesh added. In recent year, staff and volunteers have weaved pruned branches from trees and bushes to help close the gaps and strengthen the fence, but overall, the fence looks uncared for and is subject to repeated vandalism.
- 1.6 In 2016, in response to the increase in vandalism in the formals gardens, the Police Crime Reduction Officer visited Nonsuch to assess the site and recommend measures that could be taken to help reduce antisocial behaviour. One of these measures was secure fencing around the gardens.
- 1.7 Later that year, Surrey County Council removed a large section of pedestrian guardrail (PGR) from Epsom Town centre and it was hoped that this would be sufficient to use as security fencing. However, the amount supplied fell short of the 181 metres required to fence the rear of the Pinetum and the PGR was used instead, very successfully, to replace temporary wire panels by the side of Nonsuch Mansion.
- 1.8 Due to competing pressures on the park maintenance budgets, finding a large sum of money for security fencing proves a challenge. Therefore, the Nonsuch Voles are seeking the Committee's permission to apply for external funding from the SUEZ Communities Landfill Trust. The trust offers grants for the maintenance, repair or restoration of a building, other structure or a site of archaeological interest, which is a place of religious worship, or a site of historic or architectural or archaeological interest and is open to the public.
- 1.9 In order to bid for funding from SUEZ the Nonsuch Voles will need to secure 11.5% of the money from another party.

2 Proposals

- 2.1 The Nonsuch Voles in consultation with park staff have investigated various fencing options and agreed that although more expensive, metal fencing is preferable to the wooden posts and wire mesh currently in place.
- 2.2 On this basis fencing contractors were approached and quotes received for a variety of metal fencing options.
- 2.3 To ensure security and longevity of the fence, the preferred option is 2 metre high, black prison mesh fencing. Prison mesh fencing is extremely durable and the black colour will match other fencing in the formal gardens and unlike green fencing, the dark colour will blend into the surroundings rather than stand out.
- 2.4 To supply and erect approximately 187m x 2m high prison mesh, galvanised and polyester powder coated black and secured to 60x60mm RHS posts concreted into the ground will cost in the region of £19,000 excluding vat, which will require 11.5% match funding of £2185.

3 Financial and Manpower Implications

- 3.1 If the committee approve this proposal, the Nonsuch Voles will prepare the funding application with the assistance of officers as required. If the funding application is successful, the Volunteers and park staff will obtain three quotes from reputable fencing contractors and prepare the site ready for installation.
- 3.2 As the project will be largely managed by the volunteers, there are no significant manpower implications.
- 3.3 The project will require 11.5% match funding from the Joint Management Committee, which is likely to be in the region of £2200.
- 3.4 Given the durability of the fencing selected, it is unlikely that the fencing will require significant maintenance in the foreseeable future and should not need replacing for at least 15 years.

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

- 4.1 There are no legal implications arising from the contents of this report.

5 Sustainability Policy and Community Safety Implications

- 5.1 This project offers security and sustainability for the formal gardens and Pinetum and will help to reduce antisocial behaviour.

6 Partnerships

- 6.1 This is a partnership project between officers and the Nonsuch Voles volunteer group.

7 Risk Assessment

- 7.1 If this proposal is not supported, there is a risk that the formal gardens and Pinetum will continue to be susceptible to vandalism and improvement works and historical features will be damaged. This could cause disillusion amongst those who have worked hard to care for the area and could prove costly to committee to repair.

8 Conclusion and Recommendations

- 8.1 This project will provide vital security to one of the most important areas of Nonsuch Park, with only a small investment required from the Joint Management Committee.
- 8.2 It is therefore recommended that the committee agree to the proposal for security fencing as detailed in paragraph 2.4 and allocate 11.5% match funding from the working balance to support the bid application.

Ward affected: Nonsuch Ward; (EEBC)

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NONSUCH PARK JOINT MANAGEMENT COMMITTEE FINAL ACCOUNTS 2017/18

Head of Service/Contact: Lee Duffy/Head of Financial Services
Annexes/Appendices (attached): Annexe 1: Final Revenue Account 2017/18
Annexe 2: Financial Statement 2017/18

Other available papers (not attached):

Report summary

This item presents the Joint Management Committee's final accounts for the financial year 2017/18

Recommendation

That the final accounts for 2017/18 be received

Notes

1 Background

- 1.1 The final revenue account for the year ended 31 March 2018 is attached at Annexe 1. The revenue account compares income and expenditure for the year against the original budget. Annexe 2 contains the financial statements, which show the financial position at 31/03/2018.

2 Revenue account for 2017/18

- 2.1 In overall terms, there was a surplus of £21,669 that will be transferred to the working balance. The following paragraphs detail the key variances that make up the net surplus:
- 2.2 Gross expenditure was £9.6k less than budgeted for the following main reasons:
- 2.2.1 The planned maintenance budget was £17.6k underspent because of works being delayed until May 2018. For full details, please see the planned maintenance report.
- 2.2.2 The provision for any management charges incurred by Sutton BC to support any capital bids remained unspent, creating a £5k underspend.

- 2.2.3 The external audit is no longer conducted by BDO leading to a £900 underspend. A change in legislation (Local Audit and Accountability Act 2014) deemed that joint committees are no longer required to have a separate external audit. Instead, they may be reviewed as part of the external audit of the funding authorities.
- 2.2.4 The maintenance of roads was overspent by £6.6k due to an increase in potholes in 17-18, along with £4.3k of surveyor fees for the Heritage Assessment Report and London Road Lodge: both had no budget but still needed completing.
- 2.2.5 At Mansion House, electricity was £4.4k over budget, although 41.5% of this has been recharged to Bovingdons. For the grounds, the water bill was £4k over-budget and electricity was £3k overspent.
- 2.2.6 The electricity overspends occurred because from 2014 to 2017, billing had been based on estimated usage. During 2017/18, billing was updated with actual meter readings, which were higher than the estimates, resulting in a one-off adjustment in 2017/18. Smart meters will soon be installed, which will ensure actuals are charged rather than estimates.
- 2.2.7 The water budget was overspent mainly due to a prior year under-accrual, as reported in October 2017. Utilities will be monitored regularly to ensure the correct amounts are billed.
- 2.3 Income was £13k higher than expected at £176,684 against a budget of £163,350. The variances contained within this are:
 - 2.3.1 An extra £18k income was achieved through the lease to Bovingdons Catering Ltd, of which £5k is towards structural repairs and has been transferred to the Repairs & Renewals Fund.
 - 2.3.2 £5k of windfall filming income was received and hire charges were £5k above budget owing to Classic Events. Neither of these activities were actively marketed and so no budget existed for them.
 - 2.3.3 The rent review of Nursery Lodge achieved rental income of £5k above budget.
 - 2.3.4 The only major shortfall of income was on the rental of flats; with one flat being empty leading to an adverse variance of £9.4k.

3 Nonsuch Reserves

- 3.1 The Repair and Renewals fund has a balance of £21,749 after interest of £106 and Bovingdon's £5,157 contribution were added to it.
- 3.2 The working balance now sits at £155,956 after the 2017/18 surplus of £22k has been added to it.

4 Conclusion

- 4.1** Total reserves equate to £178k, which represents approximately 49% of the JMC's annual gross expenditure. These reserves are considered above the minimum threshold deemed adequate for the JMC's operations, which would be approximately £33,000 at 9% of gross expenditure.
- 4.2** A 2018/19 budget monitoring report will be prepared for the JMC later in the financial year.

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NONSUCH PARK JMC - 2017-18

2016/17 Outturn		2017/18 Original Budget	2017/18 Outturn	2017/18 Variance
£		£	£	
	Expenditure			
	Grounds			
3,863	Kier Engineer and fabric	3,800	3,948	148
2,743	NJMC Grounds/Building and M&E maintenance	800	1,580	780
0	Asbestos Surveys	1,070	0	-1,070
600	Electricity	1,000	4,120	3,120
1,816	Gas	1,200	960	-220
3,620	Council Tax	3,600	3,777	177
1,516	Water charges - metered	1,100	5,102	4,002
369	Maintenance of grounds	800	547	-253
0	Plants Seeds and fertiliser	500	0	-500
3,200	Emptying bins - recharge	3,200	3,200	0
14,880	Maintenance of roads	15,000	21,600	6,600
11,374	TM contract scheduled works recharges	12,300	11,551	-749
804	Petrol diesel & oil	3,500	951	-2,549
4,000	Purchase of plants	4,000	4,539	539
1,400	Transport insurance	1,400	960	-440
277	OP, equipment & tools : R & M	2,200	270	-1,930
3,649	Hire of Bins	3,650	3,650	0
1,889	Purchase of memorials	6,000	4,046	-1,954
0	Surveyor's fees	0	4,380	4,380
119	General office expenses	0	488	488
580	Commercial tenanted prop	700	643	-57
22,000	Transport fleet SLA NJMC	22,000	22,000	0
1,995	Insurance recharges	1,900	1,978	78
80,692	Sub-Total	89,720	100,310	10,590
	Mansion House			
0	Asbestos Surveys	430	1,000	570
10,674	Kier Engineer and fabric	10,500	10,909	409
81,301	Building and M&E maintenance works	70,000	52,357	-17,643
9,984	Electricity	10,400	14,844	4,444
4,935	Gas	5,000	3,224	-1,776
1,485	Council Tax	1,500	1,549	49
2,787	Kier Cleaning Contract recharges	2,700	2,848	148
-5,763	Commercial tenanted property insurance	6,800	7,249	449
6,300	Insurance recharges	6,000	6,246	246
111,703	Sub-Total	113,330	100,226	-13,104
	Central Expenses			
26,000	Additional pension contribs	26,000	26,000	0
0	Clothing & uniforms	150	0	-150
165	General office expenses	1,500	385	-1,115
0	LB Sutton management charges	5,000	0	-5,000
800	External Audit	900	0	-900
255	Misc insurance	0	0	0
945	Insurance recharges	950	989	39
500	Internal audit recharges	500	506	6
93,840	OS SLA recovery Nonsuch	93,800	93,800	0
30,620	Management costs SLA recharge	31,600	31,600	0
153,125	Sub-total	160,400	153,280	-7,120
345,520	Gross Expenditure	363,450	353,816	-9,634
	Income			
-1,304	Miscellaneous income	-1,500	0	1,500
-4,500	Filming Income	0	-4,751	-4,751
-3,479	Memorial receipts	-6,500	-3,130	3,370
-90,000	Catering lettings	-90,000	-90,000	0
-17,422	Service charges	-19,000	-26,020	-7,020
-5,000	Service charges/Fixed char	0	-5,157	-5,157
0	Contribution to Repairs & Renewals Fund	0	5,157	5,157
-2,150	Licence to occupy	-2,150	-2,150	0
0	Insurance recovered	0	-5,594	-5,594
-1,315	NJMC service charges	-1,300	-1,315	-15
-862	Little Oaks Forest School insurance recovered	-900	-862	38
-7,167	Hire charges	-3,000	-8,000	-5,000
-9,716	Staff property rent (flat 2)	-9,800	-9,716	84
-11,063	Nursery Lodge	-7,800	-12,906	-5,106
-10,320	Rent of flats (1 and 3)	-19,800	-10,320	9,480
-1,939	Interest on balances	-1,600	-1,921	-321
-166,235	Sub-Total	-163,350	-176,684	-13,334
179,285	Net Expenditure	200,100	177,131	-22,969
	Precepts:			
-99,400	Precept to be levied on EEBC	-99,400	-99,400	0
-99,400	Precept to be levied on LB Sutton	-99,400	-99,400	0
-198,800	Sub-Total	198,800	-198,800	-
-19,515	Surplus (-) / Deficit in Year	1,300	-21,669	-22,969
114,772	Working Balance b/fwd. 1 April	134,287	134,287	
134,287	Working Balance c/fwd. 31 March	132,987	155,956	

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Financial Statements 2017/18

**NONSUCH PARK JOINT MANAGEMENT COMMITTEE
REVENUE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2018**

	2016/17 £'000	2017/18 £'000
Income:-		
Fees & Charges	35	47
Rents	130	133
Interest on Balances	2	2
London Borough of Sutton	99	99
Epsom & Ewell Borough Council	99	99
Other Contributions	0	0
	365	381
Expenditure:-		
Employees	26	26
Premises	159	148
Transport	2	2
Suppliers and Services	2	21
Support Services	156	157
	346	354
Surplus / (Deficit) for the year	20	27
Balance Brought Forward at 1 April	123	134
Adjustment to balances b/f re prior year error	(-9)	
Balance Carried Forward at 31 March	134	161

Financial Statements 2017/18

**NONSUCH PARK JOINT MANAGEMENT COMMITTEE
BALANCE SHEET AS AT 31 MARCH 2018**

31 March 2017 £'000		31 March 2018 £'000
	CURRENT ASSETS	
154	Debtors (Epsom and Ewell B.C.)	178
154		178
	LESS: CURRENT LIABILITIES	
(4)	Creditors	0
151		178
	Financed By:-	
	RESERVES	
16	Repairs and Renewals	22
134	Revenue Balance	156
151		178

NONSUCH MAINTENANCE PLAN & PRIORITY WORKS 2018-2019

Head of Service/Contact:

Mark Shepherd/Head of Property

Annexes/Appendices (attached):

Annexe 1 – Details of Priority Works 2018/19

Other available papers (not attached):

Report summary

The report identifies the planned maintenance priority works for 2018-19 and advises progress of works

<u>Recommendation (s)</u>	<i>Notes</i>
<p>(1) Requests authority to proceed with identified priority works for 2018-19</p> <p>(2) Asks committee to note current maintenance works, costs and Health & Safety issues.</p>	

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
- 1.2 The following works are ongoing and were previously agreed at JMC maintenance plan update in June 2017
- 1.3 Details of start dates, costs and progress are included.
- 1.4 **Nonsuch Mansion House Fire Protection works** raised by Surrey Fire and Rescue
- 1.5 The investigation works in preparation of specification, have uncovered many issues with the area that the fire brigade requested to be fire rated.
- 1.6 In order to provide one hour fire protection to ceilings below flats, redundant pipework and electrical services, fire alarm sensors and fittings will need to be released and removed.

- 1.7 Discussions have been made with local planning conservation officer regarding the proposed works. These works fall under the planning requirement for listed building consent.
- 1.8 It was originally our intention to carry out the works quickly as possible due to the nature of the fire risk. This has unfortunately not been the case
- 1.9 The refurbishment and demolition asbestos survey has been carried out as required under asbestos regulations 2012. This revealed amosite asbestos around pipework and walls.
- 1.10 This is high risk and as such has to be removed before any further works can be carried out. Works orders have been placed and works are planned for end of April to remove and dispose of asbestos. The cost of these removal works is **£4300**
- 1.11 Listed building consent has been submitted for the works, this usually takes between 8-12 weeks for approval
- 1.12 The specification and tender documents are to be send out over the same period of time.
- 1.13 The projects team are anticipating a proposed start date on site for beginning of June.
- 1.14 After recalculating the costs and all measures and recommendations to satisfy listed building content, the original figure of £10,000 to be insufficient.
- 1.15 The works consist of:

Over boarding the first floor ceilings with double layer fire line plasterboard. Removal of redundant pipework at first floor level. Fireproof holes through walls in basement with appropriate fire stop products. Infilling doorway & window in basement area. Decoration of ceilings at first floor level. Infilling of door way at Ground Floor level including adjustment to pipework. Basement infilling of pipework. Removal and reinstatement of fire alarm/intruder alarm sensors and cabling & planning fees
- 1.16 The recalculated works estimate including removal is now believed to be in the region of **£30,000** this is subject to receipt of official tender prices.
- 1.17 **Asbestos in Flats** – asbestos re-inspections discovered asbestos in flats, old doors had to be removed and disposed off correctly. New fire doors fitted in place of old. Cost of works **£2740**

- 1.18 **General Window Repairs** and redecoration to high level windows at back of flats on museum side. The works order was placed prior to Christmas, but postponed due to adverse weather conditions. The works commenced beginning of May. Additional issues discovered with rotten windows and fascia's, Cost of works anticipated at **£20,000**
- 1.19 **Flooding to access road and outside children's nursery** the works were ordered prior to Christmas but have been unable to commence due to bad weather. Works started in May, although there is the requirement for an additional soakaway as issues have been discovered with connections from the Nursery(existing drains are blocked by roots). There will be 2 new soakaways installed in the yard adjacent to the nursery garden and one up by main access road. Cost of works **£19,000**
- 1.20 **Pathway between Nonsuch Mansion and Sparrow Farm Lodge** the first phase of works were completed to the two worst areas of pathway in September last year to give a rustic feel as requested by committee. This approach is cheaper than tarmac therefore more could be carried out. This has been received with mixed responses. Cost of works **£18,000**
- 1.21 It was our intention to carry out a second phase in 2018-19 but due to other priorities this may have to wait until we are confident funds are available.
- 1.22 At end of year it is anticipated that these ongoing works although planned will not be started before the end of the financial year and funding will need to be carried over in to 2018-19

2 Proposals

- 2.1 Attached is Annex 1, a revised schedule outlining the current position on the priority works, ordered works, and completed works
- 2.2 Items 1-3 in Annexe 1 are ongoing ordered works.
- 2.3 The following listed items are planned priority works for 2018-19
- 2.4 **Laser scan for detailed drawings** of Mansion house is now essential to enable any future works to be planned and organised. Fixed cost **£7800**
- 2.5 **The Public toilet refurbishment** are a high priority, but due to increased costs in other works. This will be left until budget available for 2018 exact detail to be agreed with Sam Whitehead. £40,000 budget
- 2.6 **Castlemaine lodge** asbestos works – the latest asbestos re-inspection has revealed issues that require encapsulation and or removal at cost of **£2450**
- 2.7 In summary we will be spending **£86,290** on priority maintenance works in forthcoming year. This consists of works previously agreed for External window decorations, soakaways and fire precautionary works.

- 2.8 The yearly budget for priority maintenance works is £73,000 and the asbestos budget is £1550 these sums can fund the majority of the works, the remaining costs should be funded from reserves.

3 Financial and Manpower Implications

- 3.1 None for the purposes of this report

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 The council continues to deliver works within EEBC sustainability policy.

6 Partnerships

- 6.1 The Nonsuch park and buildings is run under partnership arrangement with London Borough of Sutton

7 Risk Assessment

- 7.1 The major current risk highlighted is asbestos which has been found in the mezzanine floor of the Mansion. This is high priority and requires removal. Area has been cordoned off with access allowed since report came back as positive asbestos

8 Conclusion and Recommendations

- 8.1 Requests authority to proceed with identified priority works for 2018-19
- 8.2 Asks committee to note current maintenance works, costs and Health & Safety issues

Ward affected: Nonsuch Ward; (EEBC)

NONSUCH PARK – DETAIL OF PRIORITY WORKS - Update May 2018

Rank	Detail of works	Reason	Proposed New Priorities	Cost(£)
1	Fire Protection works raised by Surrey Fire and Rescue – agreed £10k cost in 2017 estimated cost updated.	Issues Highlighted by Surrey Fire Rescue to fireproof floors between residential flats	Up-grading fire protection, install new double skin fire line plasterboard, fill gaps with fire rated foam, replace fire sensors, sounders, compartmentation. Specification prepared, consultation with conservation officer to agree scope for listed building has been carried out. Awaiting contractors firm costs via tender and listed building consent. Due to start in June 2018	30,000.
2	Asbestos removal from mezzanine floor	Health & Safety	Urgent Health and Safety works required to remove asbestos from the mezzanine level, in advance of fire precautionary works.	4300
3	Asbestos detected in Flats	Health & Safety	New Fire doors required to flats to replace old asbestos doors.	2740
4	General Window repairs and redecoration – order placed in 2017 ongoing works	Health and Safety and general maintenance	High level windows on museum side of flats, pointing to external wall. Due to start in May 2018. Extra works discovered window replacement and rotten timbers increase cost anticipated	20000
5	Flooding to access road and outside children's nursery – order placed in 2017 ongoing works	Health & Safety	Install 3no new soakaways to take main access road surface water, existing drains blocked by tree roots. Drain outside Nursery constantly flooding, install new soakaway Due to start in May 2018.	19000

6	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	7800
7	Castlemaine lodge	Asbestos encapsulation and removal	Latest asbestos re-inspection has revealed issues that require action.	2450
Total cost of priority works for 2018-19				86,290
8	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
9	Castlemaine Lodge	Windows rotten and falling out. Landlords liability	Replace the remainder of rotten windows with new Upvc windows and doors.	5000
10	Pathway between Nonsuch Mansion and Sparrow Farm Lodge		Second phase to replace tarmac path with more rustic compacted plannings with concrete edge curbs will be planned for 2019-20	20,000
11	Sparrow Farm Lodge Car park	Health and Safety	Ongoing repairs to large holes in main car park each year filled with scalplings as never enough funding to carry out large overhaul and resurface	80k to relay entire car park
12	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	100k to relay entire car park

			of holes minor repairs are carried out each year	
13	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
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	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 over past 5 years				
	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	7164.74

			report. These are listed as C1 & C”s urgent health and Safety works Orders placed works planned for end of October 2017	
	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 800 Cost of electric separation (electric check meters already in place) 1050 Cost to read meters twice a year 50 FON to pay half of the install costs as per lease agreement. Orders placed for electric separation awaiting firm cost for gas check meter.	
	Pathway between Nonsuch mansion and Sparrow farm lodge – Phase 1 Dangerous Health and Safety issue	Path cracking, large potholes, repairs and edging to entire path. 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. Works completed October 2017	Budget 20000	17000
	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	7000

			Completed under maintenance in August 2017	
	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
	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
	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
	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
	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
	Sparrow Farm Lodge	Health & safety	Windows to Lodge have now been completed	4600

	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
	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

EVENTS IN THE PARK

Head of Service/Contact: Ian Dyer, Head of Operational Services

Annexes/Appendices (attached):

Other available papers (not attached):

Report summary

To note the approved events for 2018

Recommendation

That the committee notes the current event calendar.

Notes

1 Forthcoming Events 2017

Saturday	05/05/2018	St. Raphael's Sunflower Walk (through the park)
Sunday	13/05/2018	Round the Borough Bike
Sunday	20/05/2018	Sutton Runners 10K Race
Sunday	27/05/2018	Town & Country Show
Monday	28/05/2018	Town & Country Show
Sunday	03/06/2018	Rik Vercoe - Phoenix Running
Sunday	10/06/2018	NCT Teddy Bears Picnic
Tuesday	12/06/2018	Little Oaks Sports Day
Thursday	05/07/2018	St Raphael's Music in the Park
Sunday	09/09/2018	Nonsuch Park Awareness Day
Sunday	14/10/2018	Mabac League Running
Friday	26/10/2018	Rik Vercoe - Phoenix Running
Sunday	09/12/2018	St Raphael's Santa Dash

2 Events on Council Land

- 2.1 Epsom & Ewell Borough Council are currently reviewing how we manage events on Council land with a view to streamlining procedures. The results of this review will be presented to the Joint Management Committee once completed.

3 Conclusion and Recommendations

- 3.1 That the committee notes the forthcoming events calendar.

Ward(s) affected: Nonsuch Ward;

PROGRESS REPORT

Head of Service/Contact: Ian Dyer, Head of Operational Services

Annexes/Appendices (attached):

Other available papers (not attached):

Report summary

To note the progress of items previously discussed, and the activities of the volunteer groups

Recommendation:

To note the contents of this report

Notes

1 Heritage Lottery Fund

- 1.1 On 5 March 2018, Officers met with the Heritage Lottery Fund (HLF) Development Team at their headquarters in London.
- 1.2 Proposals for Nonsuch Park were discussed in detail and the HLF Development Team gave advice on where focus should be placed to ensure a successful scheme.
- 1.3 There was some uncertainty at the meeting as to which HLF team would assess an application for Nonsuch Park due to the joint management between Epsom & Ewell Borough Council and London Borough of Sutton. However, since the meeting HLF have confirmed that any application to HLF would be assessed by HLF's South East regional team due to the Park's geographical location in Epsom and Ewell.
- 1.4 Unfortunately, officers have recently been advised that the money required for match funding the HLF application is no longer available and therefore the bid is unable to progress further at this time.

2 Update from Nonsuch Voles – Quarter One 2018

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

- 2.2 In the woodlands, most of this season's work has involved weeding selected areas around the hundreds of trees saplings that we have planted over the years. This encourages good growth and ensures that they aren't overgrown by brambles. We always stop work once the bird nesting season starts. In addition, a further 40 or so tree saplings were planted.
- 2.3 We have spent several days clearing ditches from autumn leaf-fall to improve water flow. This includes the main ditch to the the Balancing Pond (also known as the Ewell Court Stream) and the parallel ditch towards the London Road. Over 1200 metres of ditch were cleared.
- 2.4 In the Mansion House garden, as well as the usual seasonal gardening work, we have turned our attention to repairing and installing path edging near the Yew Room. These areas have also been planted to make them look more attractive.
- 2.5 We have installed paving slabs in front of selected benches, where the turf has been worn back to bare soil – this is an improvement suggested during last year's South & South East in Bloom judging.
- 2.6 A flower-bed re-design has taken place in conjunction with Peter Steel, and a horseshoe-shaped bed has been created near the terrace which will be planted with perennials.
- 2.7 We winter-pruned all Wisteria, including a hard cut back of the standard plants to reduce spread.
- 2.8 Ground cover plants were placed along the rose arch.
- 2.9 The Voles have submitted a proposal for a grant application to supply funding to replace the back fence of the Pinetum, which is in a poor state, and believed to be an entry point for vandals in the past.

3 Update from Nonsuch Watch May 2018

- 3.1 Butterfly recording for the year has started in Nonsuch Park under the guidance of Bill Downey, Transect Co-ordinator of Surrey branch of Butterfly Conservation. Nonsuch Watch members are assisting.
- 3.2 The Management Plan for Warren Farm is under review. On invitation, we have made detailed comments, with suggested amendments, on the draft of the new plan, the main one being that there should be a strong recognition of the calcareous element of the soil, including that the description of the open area should be 'a mosaic of neutral and calcareous grassland' rather than just 'neutral grassland'. Further details of our comments available on request.

3.3 Having now received copyright permission, I am in the process of copying some historical photographs of farming at Nonsuch in the 1940s, taken by one of our members in his youth. The copies were requested by Jeremy Harte of Epsom's local history department. Through a different member, I have learnt the names of two of the workers in the photographs.

3.4 The National Ancient Tree Inventory kept by the Woodland Trust now includes the old sycamore near the Palace site, thanks to the work of Dr. Brian Spooner (Royal Botanic Gardens, Kew) who with a colleague has measured the girth and taken other details of this wonderful tree. We hope that in due course some of the other old trees in the park will be listed.

4 Update from Friends of Nonsuch

4.1 A verbal update will be provided at the meeting.

5 Financial and Manpower Implications

5.1 *Finance Officer's comments:* None for the purposes of this report

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

6.1 *Legal officer comments:* None for the purposes of this report

7 Conclusion and Recommendations

7.1 To note the contents of this report

Ward affected: Nonsuch Ward; (EEBC)

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