

NONSUCH PARK JOINT MANAGEMENT COMMITTEE

Monday 22 June 2020 at 10.00 am

Place: Remote Meeting

PLEASE NOTE: this will be a 'virtual meeting'.

The link to the meeting is: <https://attendee.gotowebinar.com/register/7851496393040153103>

Webinar ID: 709-912-899

Telephone (listen-only): 0330 221 9914, Telephone Access code: 896-825-733

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 Jenny Batt, London Borough of Sutton
Councillor Kate Chinn, Epsom & Ewell Borough Council
Councillor Peter Geiringer, London Borough of Sutton
Councillor Colin Keane, Epsom & Ewell Borough Council
Councillor David Reeve, Epsom & Ewell Borough Council
Councillor Jill Whitehead, London Borough of Sutton

Yours sincerely



Clerk to the Committee

For further information, please contact Democratic Services, email:
democraticservices@epsom-ewell.gov.uk.

Public information

Please note that this meeting will be a ‘virtual meeting’

This meeting will be held online and is open to the press and public to attend as an observer using free GoToWebinar software, or by telephone.

A link to the online address for this meeting is provided on the first page of this agenda and on the Council's website. A telephone connection number is also provided on the front page of this agenda as a way to observe the meeting, and will relay the full audio from the meeting as an alternative to online connection.

Information about the terms of reference and membership of this Committee are available on the [Council's website](#). The website also provides copies of agendas, reports and minutes.

Agendas, reports and minutes for the Committee are also available on the free Modern.Gov app for iPad, Android and Windows devices. For further information on how to access information regarding this Committee, please email us at Democraticservices@epsom-ewell.gov.uk.

Exclusion of the Press and the Public

There are no matters scheduled to be discussed at this meeting that would appear to disclose confidential or exempt information under the provisions Schedule 12A of the Local Government (Access to Information) Act 1985. Should any such matters arise during the course of discussion of the above items or should the Chairman agree to discuss any other such matters on the grounds of urgency, the Committee will wish to resolve to exclude the press and public by virtue of the private nature of the business to be transacted.

Questions from the Public

Questions from the public are permitted at meetings of the Nonsuch Park Joint Management Committee. Any person wishing to ask a question at a meeting of the Committee must register to do so, as set out below.

Up to 30 minutes will be set aside for written or oral questions from any member of the public who lives, works, attends an educational establishment or owns or leases land in the Borough on matters within the Terms of Reference of the JMC which may not include matters listed on a Committee Agenda.

All questions whether written or oral must consist of one question only, they cannot consist of multi parts or of a statement.

The question or topic may not relate to a specific planning application or decision under the Planning Acts, a specific application for a licence or permit of any kind, the personal affairs of an individual, or a matter which is exempt from disclosure or confidential under the Local Government Act 1972. Questions which in the view of the Chairman are vexatious or frivolous will not be accepted.

To register to ask a question at a meeting of the Committee, please contact Democratic Services, email: democraticservices@epsom-ewell.gov.uk, telephone: 01372 732000. The request must be received by noon on the tenth working day before the day of the meeting.

The deadline for registration of public questions for this meeting was: Noon, 8 June 2020.

AGENDA

1. APPOINTMENT OF A CHAIR FOR 2020/21 (Pages 5 - 6)

To appoint a Chair for Nonsuch Park Joint Management Committee from Councillors representing Sutton Council for the Municipal Year 2020/2021

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

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Nonsuch Park Joint Management Committee held on 24 February 2020 (to follow).

4. LITTER BIN REPLACEMENT (Pages 7 - 16)

To seek permission to purchase 30 replacement litter bins from the Nonsuch Park Joint Management Committee's repairs and renewals fund.

5. NONSUCH PARK JOINT MANAGEMENT COMMITTEE FINAL ACCOUNTS 2019-20 (Pages 17 - 24)

This item presents the Joint Management Committee's final accounts for the financial year 2019/20

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APPOINTMENT OF A CHAIR FOR 2020/21

In accordance with the terms of reference of the Nonsuch Park Joint Management Committee,(May 1993) Members are requested to appoint a Chair for the Municipal year 2020/2021 from the representatives Sutton Council.

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LITTER BIN REPLACEMENT

Head of Service / Contact: Ian Dyer, Head of Operational Services
Annexes/Appendices (attached): Annex 1: Photographs of current litter bins
Annex 2: Pictures of proposed litter bin
Annex 3: Nonsuch Logo

Other available papers (not attached):

Report summary

To seek permission to purchase 30 replacement litter bins from the Nonsuch Park Joint Management Committee's repairs and renewals fund.

Recommendation (s)

The Committee are asked to:

- (1) approve the request to purchase 30 replacement litter bins funded from the repairs and renewals fund as set out in paragraph 3.1**
- (2) consider whether the litter bins should have a logo on them or not, and select from one of the following options:**

Option 1: Derby Standard bins with ashtrays, gold and green, with laser cut text

Option 2: Derby Standard bins with ashtrays, gold and green, with laser cut text and logo

1 Background

- 1.1 Throughout the Covid-19 lockdown period parks and open spaces have played a vital role in the health and well-being of the nation. Whilst we are pleased that Nonsuch Park has provided respite and relaxation for so many people, the increased visitor numbers have resulted in a dramatic increase of litter in the park, with bins full to capacity every day.

- 1.2 Unfortunately, there has never been a budget for the provision of litter bins in Nonsuch and the ones currently in the park have been recycled from Epsom & Ewell Borough Council's litterbin replacement programme, so were near end of life when the park inherited them.
- 1.3 The litter picking team have advised that these bins are now unfit for purpose and that they are becoming potentially dangerous with rusty metal protruding from the base, please see photographs at Annex One. To avoid an incident occurring, the team have requested that proper replacements are sought on the grounds of health & safety.

2 Proposals

- 2.1 It is proposed to replace 30 existing bins with new Broxap 'Derby' litter bins with ashtrays, see similar style bin at Annex 2. The bins will be in green with gold highlights and will have laser cut text 'Litter and Dog Waste'. There is also the option to have the Nonsuch Park logo on one side of the bins in gold vinyl. Please see Annex 3.
- 2.2 To ensure longevity the new bins will be bolted to new concrete slabs.
- 2.3 The litter picking team have stated that this exercise would be an opportunity to re-locate some of the bins to more popular areas to ensure maximum use of all bins in the park.

3 Financial and Manpower Implications

- 3.1 The costs for the bin replacement proposal are outlined below:

Options	Description	Quantity	Unit Cost	Total Cost
Option 1	Derby Standard bins with ashtrays, gold and green, with laser cut text	30	209	6270
Option 2	bin as above with logo	30	224	6720
	Paving Slabs	30	9	270
	installation			908
Option 1	Total cost			7448
Option 2	Total cost			7898

- 3.2 There are no funds available in the general working budget, therefore it is proposed that the project is funded from the repairs and renewals fund.
- 3.3 There will be a small amount of manpower required from the litter picking team who will oversee the delivery, installation and locations of the new bins.

- 3.4 **Chief Finance Officer's comments:** The Repairs & Renewals Fund holds a balance of £36,400 at 31 March 2020. Using the funds to replace the bins will reduce the reserve balance available for future projects, to either £28,950 if Option 1 is agreed, or to £28,500 if Option 2 is agreed. The JMC budget includes a contribution to replenish the fund by £7,260 each year.

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

- 4.1 There are no legal implications for the purpose of this report

- 4.2 **Monitoring Officer's comments:** *none*

5 Sustainability Policy and Community Safety Implications

- 5.1 Keeping the park clean and free of litter by providing litter bins helps to promote a sense of safety and wellbeing.

6 Partnerships

- 6.1 None for the purpose of this report

7 Risk Assessment

- 7.1 There is a risk that the damaged and worn out bins could cause injury to both the public and staff.

8 Conclusion and Recommendations

- 8.1 It is recommended that the Committee approves the proposed bin replacement project by selecting either option one, without the logo at a cost of £209 per bin or option two with the logo at £224 per bin and associated installation costs, as set out in paragraph 3.1.

Ward(s) affected: Nonsuch Ward;

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NONSUCH PARK JOINT MANAGEMENT COMMITTEE FINAL ACCOUNTS 2019-20

Head of Service: Lee Duffy, Chief Finance Officer
Contact: Brendan Bradley, Chief Accountant
Annexes/Appendices (attached): 1 – Final 2019/20 Revenue Account
2 – Financial Position at 31 March 2020

Other available papers (not attached):

Report summary

This item presents the Joint Management Committee's final accounts for the financial year 2019/20

Recommendation (s)

It is recommended that the Joint Management Committee:-

(1) Receive the final accounts for 2019/20

1 Background

1.1 This report presents the final accounts for the year ended 31 March 2020.

2 Revenue Account for 2019/20

2.1 The final revenue account for the year ended 31 March 2020 is attached at Annexe 1, showing income and expenditure against budget. The financial position at 31 March 2020 is shown at Annexe 2.

2.2 Overall there was a net deficit of £16,085 on the revenue account for 2019/20.

2.3 Gross expenditure was £24,400 above budget due to:

2.3.1 A £5,483 overspend on engineering and fabric budgets, due to one-off tree works and subsidence at Sparrow Farm Lodge.

2.3.2 Additional asbestos work created a £4,814 overspend. Asbestos removal is essential by law, as it poses a risk of death. It had to be removed from the mezzanine floor of Nonsuch Mansion, with new fire doors required to replace old asbestos doors. A re-inspection also revealed asbestos requiring removal at Castlemaine Lodge.

2.3.3 Cleaning costs for the estate exceeded the budget by £11,000. The new cleaning contract with Churchill commenced in April 2019, following a competitive tender process, and included pest control to address a rat problem and increased the frequency for cleaning the public toilets, to ensure they remain a suitable standard. 2020/21 budgets have been adjusted to take account of the new contract.

2.3.4 Council Tax for London Road Lodge was £1,495 over budget. This is because the property is subject to a Long Term Empty Premium (LTEP), which is chargeable on all properties that have been unoccupied and unfurnished for 2 years or more in the Borough. For 2019/20, the standard Council Tax charge was multiplied by 100%. For 2020/21 the LTEP has been increased to 200%.

2.3.5 A overspend of £8,772 on electricity occurred; officers are investigating the reason for this overspend and whether it can be recharged to the tenants.

2.3.6 £3,921 unbudgeted spend was incurred on the purchase of materials, for fencing agreed by the Joint Management Committee. The Nonsuch Voles will contribute £3,200, with the remainder (up to £2,000) funded by the Friends of Nonsuch. The legal team is drawing up a contract to receive these funds.

2.4 Income budgets overachieved by £8,300, principally due to additional rental income secured at Nursery Lodge and from the Mansion House - Bovingdons letting.

3 Nonsuch Reserves

3.1 At 31 March 2020, the Repair and Renewals fund holds a balance of £36,400 following interest and a budgeted contribution of £7,500.

3.2 The working balance now stands at £85,300 following a contribution to the revenue account to cover the 2019/20 deficit of £16,085.

4 Impact of Covid-19 for Quarter 1 of 2020/21

4.1 Due to the unprecedented impact of Covid-19, both the nursery school and Bovingdons wedding services are currently closed. These businesses have been granted 3 months deferred rent to temporarily assist with cashflow during the lockdown. The deferred rent will still be payable to the JMC by the end of the current financial year.

5 Financial and Manpower Implications

5.1 Financial implications are contained in the body of the report. There are no direct manpower implications.

5.2 ***Chief Finance Officer's comments: None arising from the contents of this report.***

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

6.1 None for the purposes of this report.

6.2 ***Monitoring Officer's comments: None arising from the contents of this report.***

7 Sustainability Policy and Community Safety Implications

7.1 None for the purposes of this report

8 Partnerships

8.1 None for the purposes of this report

9 Risk Assessment

9.1 None for the purposes of this report

10 Conclusion

10.1 The £16k deficit seen in 2019/20 will be monitored to ensure overspending budgets are addressed in 2020/21. The deficit would not be sustainable over the longer term if regularly repeated.

10.2 A 2020/21 budget monitoring report will be prepared for the JMC later Autumn 2020.

10.3 The reserves now total £122,000 (compared to £130,000 at 31 March 2019). The reserves are required principally to cover any material one-off expenses such as unforeseen repairs and maintenance, or other annual variances against the revenue budget. The reserves can also assist with funding applications for grants. The level of reserves will continue to be monitored to ensure they remain sufficient to cover unforeseen expenditure and provide sufficient financial security.

Ward(s) affected: Nonsuch Ward;

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NONSUCH PARK JMC - 2019-20

2018/19 Actual		2019/20 Original Budget	2019/20 Outturn	2019/20 Outturn Variance
£	Expenditure	£	£	£
	Grounds			
4,060	Engineer and fabric	4,100	9,583	5,483
9,361	NJMC Grounds/Building and M&E maintenance	13,030	12,970	-60
1,025	Asbestos Surveys	1,100	5,914	4,814
0	Kier out of hours charges	0	80	80
-1,278	Electricity	2,300	2,322	22
-667	Gas	1,400	108	-1,292
3,988	Council Tax	4,030	5,525	1,495
0	Cleaning contract recharges	0	3,319	3,319
5,372	Water charges - metered	5,100	4,632	-468
601	Maintenance of grounds	800	1,487	687
0	Plants Seeds and fertiliser	500	346	-154
3,200	Emptying bins - recharge	0	0	0
42,368	Maintenance of roads	16,530	12,319	-4,211
12,700	TM contract scheduled works recharges	13,120	10,829	-2,291
1,923	Petrol diesel & oil	1,000	695	-305
0	Transport fleet recharge	0	50	50
420	Purchase of plants	4,500	4,263	-237
1,293	Transport insurance	1,400	1,535	135
329	OP. equipment & tools : R & M	2,200	2,015	-185
3,800	Hire of Bins	0	0	0
0	Purchase of materials	0	3,921	3,921
1,950	Purchase of memorials	3,500	713	-2,787
195	Energy Efficiency Survey	0	0	0
162	General office expenses	200	255	55
564	Commercial tenanted prop	700	0	-700
22,000	Transport fleet SLA NJMC	22,730	22,730	0
0	Op Services emptying bins recharge	3,300	3,300	0
0	Internal trade waste fees	3,930	3,930	0
2,067	Insurance recharges	2,070	2,117	47
115,431	Sub-Total	107,540	114,958	7,418
2018/19 Actual		2019/20 Original Budget	2019/20 Outturn	2019/20 Outturn Variance
£	Mansion House	£	£	£
230	Vandalism repairs	200	0	-200
0	Asbestos Surveys	450	0	-450
11,217	Engineer and fabric	11,670	16,121	4,451
102,217	Building and M&E maintenance works	62,370	57,236	-5,135
0	Fuel oil	0	-1,030	-1,030
9,433	Electricity	10,700	19,472	8,772
3,292	Gas	4,000	4,749	749
1,636	Council Tax	1,730	1,700	-30
2,928	Cleaning Contract recharges	3,100	11,255	8,155
5,150	Legal	0	1,123	1,123
0	Property Agency Fees	0	6,361	6,361
0	Energy Efficiency Survey	0	495	495
7,107	Commercial tenanted property insurance	7,490	5,303	-2,187
6,510	Insurance recharges	6,450	6,598	148
149,719	Sub-Total	108,160	129,382	21,222

Agenda Item 5 Annex 1

	Central Expenses			
26,000	Additional pension contribs	26,000	26,000	0
0	Clothing & uniforms	150	0	-150
0	General office expenses	800	0	-800
0	Commercial tenanted property insurance	0	583	583
0	LB Sutton management charges	3,000	0	-3,000
0	External Audit	900	0	-900
1,023	Insurance recharges	1,020	1,043	23
500	Internal audit recharges	520	520	0
95,700	OS SLA recovery Nonsuch	98,100	98,100	0
32,300	Management costs SLA recharge	33,110	33,110	0
7,000	Contribution to NJMC R&R fund	7,260	7,260	0
162,523	Sub-total	170,860	166,616	-4,244
427,673	Gross Expenditure	386,560	410,957	24,397
2018/19 Actual		2019/20 Original Budget	2019/20 Outturn	2019/20 Outturn Variance
£	Income	£	£	£
0	Miscellaneous income	0	-1,000	-1,000
-4,200	Other Recoveries	0	0	0
-2,175	Filming Income	-2,000	-400	1,600
-3,519	Memorial receipts	-3,500	-7,010	-3,510
-90,000	Mansion House - Bovingdons letting	-99,000	-103,469	-4,469
-17,703	Mansion House - Service charges variable	-19,000	-16,865	2,135
-5,329	Mansion House - Service charges fixed	-5,370	-5,463	-93
-10,320	Mansion House Flat 1 Rent	-10,320	-11,615	-1,295
-2,150	Old Boathouse - Licence to occupy	-2,150	-2,150	0
-3,676	Mansion House insurance recovered	-5,600	-3,799	1,801
-1,315	NJMC service charges	-1,320	-1,505	-185
-8,000	Hire charges	-8,000	-7,635	366
-9,716	Staff property rent	-9,710	-9,716	-6
-14,750	Nursery Lodge rental income	-14,750	-17,901	-3,151
-564	Nursery Lodge insurance recovered	-1,120	-2,307	-1,187
-887	Interest on balances	-1,920	-1,239	681
-174,303	Sub-Total	-183,760	-192,072	-8,312
253,370	Net Expenditure	202,800	218,885	16,085
	Precepts:			
-99,400	Precept to be levied on EEBC	-101,400	-101,400	0
-99,400	Precept to be levied on LB Sutton	-101,400	-101,400	0
-198,800	Sub-Total	-202,800	-202,800	0
54,570	Surplus (-) / Deficit in Year	0	16,085	16,085
-				
155,956	Balance b/fwd. 1 April	101,386	101,386	
101,386	Balance c/fwd. 31 March	101,386	85,301	

Financial Statements 2019/20

**NONSUCH PARK JOINT MANAGEMENT COMMITTEE
REVENUE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2020**

	2018/19 £'000	2019/20 £'000
Income:-		
Fees & Charges	38	48
Rents	133	143
Interest on Balances	1	1
London Borough of Sutton	99	101
Epsom & Ewell Borough Council	99	101
	370	395
Expenditure:-		
Employees	26	26
Premises	212	183
Transport	3	2
Suppliers and Services	17	21
Support Services	160	171
	418	404
Budgeted contribution to Repairs & Renewals Fund	7	7
Surplus / (Deficit) for the year	(55)	(16)
Balance Brought Forward at 1 April	156	101
Balance Carried Forward at 31 March	101	85

Financial Statements 2019/20

**NONSUCH PARK JOINT MANAGEMENT COMMITTEE
BALANCE SHEET AS AT 31 MARCH 2020**

31 March 2019 £'000		31 March 2020 £'000
	CURRENT ASSETS	
130	Debtors (Epsom and Ewell B.C.)	122
130		122
	LESS: CURRENT LIABILITIES	
0	Creditors	0
130		122
	Financed By:-	
	RESERVES	
29	Repairs and Renewals	36
101	Revenue Balance	85
130		122