

NONSUCH PARK JOINT MANAGEMENT COMMITTEE

Monday 26 April 2021 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/rt/1067610811694713868>
Webinar ID: 188-867-931

Telephone (listen-only): 020 371 5012, Telephone Access code: 798-062-557

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 (Chair)

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, 12 April.

AGENDA

1. QUESTION TIME

To take any questions from members of the Public.

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 - 8)

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Nonsuch Park Joint Management Committee held on 25 January.

4. EVENTS IN THE PARK (Pages 9 - 20)

To consider event applications from parkrun to return to hosting their regular, weekly parkrun sessions in the park and an application from Classic Events to host their annual Town and Country Show in the park on 30-31 May 2021.

5. EXCLUSION OF PRESS AND PUBLIC (Pages 21 - 22)

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.

6. PROPERTY UPDATE (Pages 23 - 40)

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 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 25 January 2021**

PRESENT -

Councillor Jill Whitehead (London Borough of Sutton) (Chair) ; Councillors Kate Chinn (Epsom & Ewell Borough Council), Peter Geiringer (London Borough of Sutton) and Colin Keane (Epsom & Ewell Borough Council)

Absent: Councillor Jenny Batt (London Borough of Sutton)

Officers present: Amardip Healy (Chief Legal Officer), Mark Shephard (Head of Property and Regeneration), Tony Foxwell (Senior Surveyor), Samantha Whitehead (Streetcare Manager), Brendan Bradley (Chief Accountant), Sarah Keeble (Democratic Services Officer), Tim Richardson (Committee Administrator), Mark Dalzell (Parks Manager, London Borough of Sutton) and Ian Wolstencroft (Contract Officer London Borough of Sutton)

18 APPOINTMENT OF CHAIR FOR THE MEETING

The Committee was informed that the Chair of the Committee, Councillor Jenny Batt was unable to connect to the meeting and had sent her apologies. The Committee agreed to appoint Councillor Jill Whitehead as the Chair for the meeting.

19 DECLARATIONS OF INTEREST

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

20 MINUTES OF THE PREVIOUS MEETING

The Minutes of the previous meeting of the Nonsuch Park Joint Management Committee held on 19 October 2020 were agreed as a true record and the Committee authorised the Chair to sign them.

21 PLANNED MAINTENANCE REPORT UPDATE 2020-21

The Committee received a report providing an update on the approved 2020-21 priority planned maintenance programme including the unforeseen Health and Safety works undertaken during the year. The report also sought approval for the forthcoming 2021-22 priority planned maintenance works.

The Committee received a verbal introduction from the Head of Property and Regeneration.

The following matters were raised by Councillors:

- a) **London Road Lodge:** Following a question from a Member of the Committee, the Officer confirmed that the London Road Lodge property had been re-let to its existing tenants. It was noted that essential asbestos works had been successfully undertaken and that the letting will be progressed with as efficiently as possible.
- b) **Nonsuch Park House:** Following a question from a Member of the Committee, the Officer noted that the necessary works proposed to Nonsuch Park House would be carried out once the Committee agreed to the proposed recommendations.

Following consideration, it was resolved unanimously that the Committee:

- (1) **Agreed to note the progress of the approved 2020/21 priority planned maintenance works, including the unforeseen additional Health & Safety works carried out during the year.**
- (2) **Considered and approved the proposed priority planned maintenance works for 2021-2022.**

22 NJMC FINANCE REPORT & BUDGET 2021/22

The Committee received a report providing an updated forecast for 2020/21 and seeks the Joint Management Committee's approval of both the 2021/22 budget and the recommended precept to be levied on the constituent authorities.

The Committee received a verbal introduction from the Chief Accountant.

The following matters were raised by the Committee:

- a) **Vehicles used in Park:** Committee Members noted the figure for Transport fleet recharges. Following a question from a Councillor, the Officer confirmed that this expenditure represents the charge to grounds maintenance fleet services, giving the Rangers access to a number of vehicles and machinery for use in the Park.

Following consideration, it was resolved unanimously that the Committee:

- (1) Agreed to note the latest 2020/21 forecast position;**
- (2) Agreed the revenue budget for 2021/22 as set out in Appendix 1;**
- (3) Agreed to seek contributions of £103,430 from both Epsom and Ewell Borough Council and the London Borough of Sutton for the financial year 2021/22.**

The meeting began at 10.03 am and ended at 10.34 am

COUNCILLOR JILL WHITEHEAD (CHAIR)

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EVENTS IN THE PARK

Head of Service:	Ian Dyer, Head of Operational Services
Wards affected:	Nonsuch Ward;
Appendices (attached):	1. Application from parkrun 2. Application from Classic Events

Summary

To consider event applications from parkrun to return to hosting their regular, weekly parkrun sessions in the park and an application from Classic Events to host their annual Town and Country Show in the park on 30-31 May 2021.

Recommendation (s)

The Committee is asked :

- (1) To consider the event application from parkrun as attached in Appendix 1 of this report
- (2) To consider the event application from Classic Events as attached in Appendix 2 of this report

1 Reason for Recommendation

- 1.1 In line with the government's Roadmap for the return of outdoor events, the Committee are asked to consider the applications received and decide if they wish to grant permission for the return of these long standing events.

2 Background

- 2.1 On the 22 February 2021, the Prime Minister set out the government's roadmap for cautiously easing lockdown restrictions in England.
- 2.2 The roadmap provided guidance for event organisers, site managers and landowners to determine when and how social activities could be resumed in a COVID-secure manner.

- 2.3 Epsom & Ewell Borough Council, who are responsible for managing outdoor fitness and event bookings for Nonsuch Park, along with all other Councils in the country have started accepting applications for outdoor events and have assessed each application in line with government guidance.
- 2.4 Low risk activities such as ‘bootcamps’ where numbers are easily restricted in line with the guidance have been granted permission to return to Park.
- 2.5 The current list of approved classes are as follows:

2.6

Name of group	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Go Fitness – Outdoor Fitness	✓	✓	✓	✓		✓	✓
Poles Apart – Nordic Pole Walking	✓			✓	✓	✓	
Be Military Fit – Outdoor Fitness	✓	✓	✓	✓		✓	✓
Chi Clinic - Tai Chi Qigong					✓	✓	

event organisers have provided COVID-secure risk assessments alongside their usual risk assessments.

- 2.7 In order for an event to be approved, organisers and attendees must adhere to all legal requirements, including maintaining group sizes permitted by social contact restrictions at the relevant step in the Roadmap and prevent mixing between groups, enforcing social distancing guidelines and mandating face coverings in indoor areas where required.
- 2.8 The two events presented to the Committee in this report are considered a higher risk than the events approved to date.

3 Parkrun

- 3.1 Prior to the pandemic, the parkrun event has been a regular feature in the Nonsuch event calendar for the past six years. The parkrun regularly attracts 600+ participants each Saturday morning for the adult parkrun and around 150+ participants each Sunday morning for the junior parkrun. The event is well managed and enjoyed by many local residents from both London Borough of Sutton and Epsom and Ewell.

- 3.2 The parkrun organisation has a unique business model, whereby participants can turn up to any event in the country and take part without the need to pre-book. This means that it is difficult to control numbers of participants each week.
- 3.3 However, the organisation has invested considerable time and energy into their risk assessments and feel confident that they can deliver a COVID-secure event.
- 3.4 As of the 11 April, parkrun have successfully reopened 48 junior parkrun events across the country in parks and open spaces and would like to reopen all parkrun events from 5 June, please see application attached in Appendix 1.

4 The Nonsuch Town and Country Show

- 4.1 The second application which falls into the higher risk category is the Nonsuch Town and Country Show.
- 4.2 This event has been successfully run in the park for the previous six years usually over the late May Bank Holiday weekend.
- 4.3 The show is themed around a fete/country show style atmosphere and provides food, drink, retail, displays and a popular dog show. The show generally attracts around 3000 people per day, but the audience is transient and therefore people come and go throughout the course of the day.
- 4.4 As this show is a 'ticketed' event, numbers can be restricted to comply with regulations.
- 4.5 If the Committee grants approval for this event to take place in the park, the event plan and risk assessments will be passed to Epsom and Ewell's Safety Advisory Group, where it will be analysed by Council Officers and the Police and recommendations made where necessary, to improve the safety of the event.

5 Risk Assessment

Legal or other duties

5.1 Impact Assessment

- 5.1.1 The impact of accepting these two events will be predominantly around increasing visitors to the park, when the park is already very busy.
- 5.1.2 This could mean that social distancing in the whole park becomes harder to achieve and COVID-security is breached.

5.1.3 There will also be an impact on the parks facilities such as parking and toilets.

5.2 Crime & Disorder

5.2.1 There are risks around COVID breaches and the pressure this may put on the Council's Operational staff and the Police.

5.3 Safeguarding

5.3.1 Risk Assessments are in place to cover safe-guarding at both events.

5.4 Dependencies

5.4.1 Whilst parkrun do not compensate the park financially for holding their events, the events are free to participants and the Council is keen to support fitness initiatives which promote both physical and mental wellbeing.

5.4.2 The Town & Country Show is a small, family run business which rely on these shows for their livelihood as do the independent traders and performers who also attend. The show pays a substantial fee to the park which helps the Joint Management Committee achieve its financial objectives.

6 Financial Implications

6.1 The Town and Country Show pays a substantial fee to the park for this event, which is accounted for in our annual income targets.

6.2 **Section 151 Officer's comments:** None for the purposes of this report.

7 Legal Implications

7.1 The Council must act within the guidance set out in the government's roadmap for easing out of lockdown.

7.2 Both of these events are permissible under the current guidance.

7.3 **Monitoring Officer's comments:** none arising from the contents of this report.

8 Policies, Plans & Partnerships

8.1 **Council's Key Priorities:** The following Key Priorities are engaged:

8.1.1 Supporting our Community

8.1.2 Managing our Resources

8.1.3 Supporting Businesses and our Local Economy

8.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.

8.3 **Climate & Environmental Impact of recommendations:** None for the purpose of this report

8.4 **Sustainability Policy & Community Safety Implications:**

8.4.1 There are community safety implications with regard to potential for COVID security breaches.

8.5 **Partnerships:**

9 Background papers

9.1 The documents referred to in compiling this report are as follows:

Previous reports:

- Events in the Park 24 February 2020

<https://democracy.epsom-ewell.gov.uk/ieListDocuments.aspx?CId=150&MId=905&Ver=4>

Other papers:

- None

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Booking request: WEB325965884

Agenda Item 4
Appendix 1

Name of venue/space: Nonsuch Park

Community event: Community event

Charity event:

Private party/event:

Cross country:

Running (comp & non comp): Running (comp & non comp)

Cycling:

Filming:

Fetes/country fairs:

Dog training/show:

Educational visit:

Forest schools:

Outdoor fitness groups:

Name of customer/organisation/club: Nonsuch parkrun

Contact name: Rob Pinchbeck [Core Event Term Member]

Address: 53 Harefield Avenue, Cheam

Postcode: SM2 7ND

Telephone number(s): +44 (0)7880 780 277

Email address: robpinchbeck@btinternet.com

From: 05/06/2021

To: 06/06/2026

From: 08:15

To: 10:00

Brief description of the event: Please note that this is an application to re-start an existing event in accordance with Government guidelines and the parkrun Covid Framework and Risk assessment. Whilst this application form states an intended re-start date of 05/06/21 (in accordance with other parkruns nationally), this could change if Government guidelines (Roadmap out of Lockdown) change in the interim period.

Nonsuch parkrun is a free, weekly, all-inclusive, community running event put on entirely by volunteers from the surrounding community - <https://www.parkrun.org.uk/nonsuch/> Since starting in September 2011, we've successfully managed 443 events, our last one being 14/03/20 just before Covid-19 lockdowns commenced.

Since the start almost 10 years ago, we've had a pro-active relationship with the Nonsuch Park JMC and Sam Whitehead, making ourselves accessible at all times to address queries and regularly attending quarterly JMC meetings.

Nonsuch parkrun is an active member of the community, bringing untold benefits to the runners and volunteers alike. Some of our benefits, community initiatives, and achievements are listed below.

- It's free. No cost to users, thereby removing the perceived key barrier to some people taking exercise. No cost. No excuse!
- A mix of volunteering (1,744 to-date) and running (19,409 finishers to-date) bringing regular mental and physical health

benefits to the local community.

- Linked to two local GP surgeries (parkrun practices) as part of an NHS initiative.
- All-inclusive – all age groups, walkers, dogs (on leads) and buggies. Demographics of runners can be found here https://wiki.parkrun.com/index.php/Nonsuch_parkrun
- Support groups for those taking part in 'Couch to 5k' and other walk-run-walk programmes, including '5k your way' at the Royal Marsden in Sutton. We've joined up with specialist healthcare professionals at the Marsden to promote the benefits of physical outdoors activity, and social interaction, to cancer patients in remission.
- Accredited for Duke of Edinburgh Awards scheme for volunteering – 39 young people to date have achieved Gold, Silver, Bronze, or Physical awards as part of our team of volunteers, gaining valuable skills and attributes for work and life generally.
- Support for Royal British Legion in their annual Poppy Appeal with our Remembrance Day events – raising over £900 in the last two years.
- Support for the Woodland Trust with our annual Goldenrod Days in Warren Farm – averaging 250 person-hours a year in volunteering time
- Successfully applied for Aviva Community funds to purchase a community AED defibrillator located by the Mansion House toilets
- Support for the Trussell Trust with donated non-perishable food and hygiene products for local food banks. Our latest collection (held under Covid restrictions in the Autumn last year) amassed 380kg of goods that were delivered to Epsom Food Bank.
- Support over a number of years for Nonsuch Awareness Days where we've promoted our free community events to visitors. A regular feature is our Illinois agility test for adult, children, and families for some friendly 'competition' against the clock
- Collected old running shoes from parkrunners that were donated to Gambia. Our community was quick to adopt the re-use and recycle mantra.
- We proactively engage with dog-walkers (many of whom are also parkrunners) and maintain a good relationship with them.
- Our core team of volunteers and runners actively support The Panty café every Saturday morning post-event shutdown

Estimated maximum number of persons attending/participating: 650

Estimated maximum number of spectators/staff: 60

Will you be using a public car park?: Yes

How many vehicles are you expecting?: 150

What area of the site will you be using? If necessary please download site map and mark the area you propose to use.: We currently use all car parks except Mansion House (ie Cheam Gate, Sparrow Farm, Stoneleigh Gate)

The following documents (accessed via the links below) form part of this submission:

- Our course details and transport guidance can be found here <https://www.parkrun.org.uk/nonsuch/course/>
- A more detailed course map can be found here <https://www.google.com/maps/d/viewer?mid=1bKNfjgvEEduhc5M6qsjykwxsLKs&usp=sharing>
- Our Health & Safety Risk Assessment can be found here https://wiki.parkrun.com/index.php/Nonsuch_parkrun/Risk_Assessment
- parkrun's Covid Framework and Risk Assessment can be found here <https://volunteer.parkrun.com/principles/open-with-covid-19-management-system>
- Evidence of Public Liability insurance can be found here https://drive.google.com/file/d/1MBz0s_Am5IMvv-Arv6xfMJCjgJb12Qda/view

Site map:

Will your event impact on the surrounding areas (ie. noise to local residents, part of the event being held offsite, road closures, overflow parking etc)? If so, please provide details: We've been operating weekly parkrun events in Nonsuch Park since 2011. In that time we've successfully managed 443 events, our last one being 14/03/20, just before Covid-19 lockdowns commenced.

Our biggest impact is on parking, albeit for a short period (Saturday 08:40am – 09:50am) on one day a week.

We actively promote other forms of travelling, car sharing, considerate parking (see first link above), and also provide clear signage roving car park marshals to manage the busiest times on event days. We're the ONLY user group to make

any attempt to manage the parking situation.

Agenda Item 4 Appendix 1

Will there be alcohol for sale?: No

Will there be any form of entertainment?: No

Sale of food/drink?: No

Live or recorded music?: No

Fun Fair rides?: No

Bouncy castles?: No

Other? (Please specify): None

Please tick the categories which best describe your event: Registered charity

Name of Charity or fundraising event: parkrun Global Limited (parkrun Global) is a UK-based charity (Charity Number: 1175062) that ultimately oversees the delivery of parkrun events across the world

Have you, or will you be, notifying the Safety Advisory Group of your event: No

Charity registration number: Charity Number: 1175062

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Booking request: WEB247380358

Agenda Item 4
Appendix 2

Name of venue/space: Nonsuch Park

Community event:

Charity event:

Private party/event:

Cross country:

Running (comp & non comp):

Cycling:

Filming:

Fetes/country fairs: Fetes/country fairs

Dog training/show:

Educational visit:

Forest schools:

Outdoor fitness groups:

Name of customer/organisation/club: Quintessentially British Events/Classic Festivals & Events

Contact name: Guy Edmundson

Address: 14 Earl Soham Business Park

Postcode: IP13 7SA

Telephone number(s): 01728685302

Email address: guy@classicfestivals.co.uk

From: 30/05/2021

To: 31/05/2021

From: 10:30

To: 17:30

Brief description of the event: Nonsuch Town and Country Show now in its 6th year

Estimated maximum number of persons attending/participating: 200

Estimated maximum number of spectators/staff: 3000

Will you be using a public car park?: Yes

How many vehicles are you expecting?: 200

What area of the site will you be using? If necessary please download site map and mark the area you propose to use.: Nonsuch Dog Free area as previously used

Site map:

Will your event impact on the surrounding areas (ie. noise to local residents, part of the event being held offsite, road closures, overflow parking etc)? If so, please provide details: PA systems

Will there be alcohol for sale?: Yes

Will there be any form of entertainment?: Yes

Sale of food/drink?: Yes

Live or recorded music?: Yes

Fun Fair rides?: Yes

Bouncy castles?: Yes

Other? (Please specify):

Please tick the categories which best describe your event: Commercial

Have you, or will you be, notifying the Safety Advisory Group of your event: Yes

Do you wish to notify the SAG now: Yes

Audience demographic: Families

Event management plan: NONSUCHCOUNCILEVENTPLAN2021.pdf

Site plan: IMG_6335 (4).JPG

Traffic management plan: nonsuchtrafficmangement2021.pdf

Risk assessment: Nonsuchcouncilriskassessment2021.pdf

Declaration understood: Declaration understood

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.

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