

NONSUCH PARK JOINT MANAGEMENT COMMITTEE – Additional Work Programme Items 2021/ 2022

Key to priority rating	
	High Priority – Progress Immediately
	Medium Priority – Progress when/ if funds allow
	Lower priority – progress when higher priority items are funded

Item	Commentary	Progress Tracker	Estimated Cost	Priority/ Comment
Work Programme Items - Requested by Nonsuch JMC Committee				
1. Events – Report to Committee	This report is a new requirement of the Committee, and not included in the ‘business as usual’ management of the Park and committee reporting cycle. Additional officer hours would be required to write and present the report.	Officer hours costs estimated (per Committee report)	£899	Lower priority Verbal updates at JMC as an alternative to a full report
2. Volunteers Update – Report to Committee	This report is a new requirement of the Committee, and not included in the ‘business as usual’ management of the Park and committee reporting cycle. Additional officer hours would be required to research, write and present the report. However, it is suggested that updates from volunteer representatives are dealt with under the ‘question-time’ section of the Committee meetings as an alternative to officers preparing separate reports.	Officer hours costs estimated (per Committee report)	£899	Lower priority Verbal updates at JMC as an alternative to a full report as set out (see commentary)

Item	Commentary	Progress Tracker	Estimated Cost	Priority/ Comment
<p>3. Byelaws</p> <p>Options Paper to Committee requested.</p>	<p>Updating current byelaws with the addition of new activities to be managed.</p> <ol style="list-style-type: none"> 1. Workshop to present existing Byelaws and scope any updates required by the JMC and plans to enforce. Updates potentially required in relation to: dogs, bicycles, drones, electric cycles and scooters, scattering of ashes and drug issues. 2. Production of a draft new set of Byelaws 3. Workshop to present proposed new Byelaws. 4. Undertake public consultation of new Byelaws. 5. To update signage and publicity campaign. <p><u>Cremated Remains Policy</u></p> <p>This policy would be required to support the amended Byelaws and to manage the frequent requests and enquiries of this nature.</p>	<p>External fee quote (estimate) for legal advice obtained</p> <p>Officer hours and costs estimated</p> <p>Estimated cost of changing signage relating to changed byelaws</p> <p style="text-align: right;">Sub-total</p> <p>Officer hours and costs estimated</p> <p style="text-align: right;">Total</p>	<p>£2,500</p> <p>£6,925</p> <p>£1,000</p> <p>£10,425</p> <p>£222</p> <p>£10,647</p>	<p>Medium priority</p>
<p>4. Inter Authority Agreement - updating</p>	<p>To update the current arrangements for the Committee in line with the Committee's recommendation of February 2019.</p> <p>This will need negotiation by both Councils and support from a Legal Service to draft a new agreement.</p>	<p>External fee quote (estimate) for legal advice</p> <p>Officer hours and costs estimated</p> <p style="text-align: right;">Total</p>	<p>£3,000</p> <p>£899</p> <p>£3,899</p>	<p>Lower priority</p>

Item	Commentary	Progress Tracker	Estimated Cost	Priority/ Comment
5. Governance review	Once/ if the Inter Authority Agreement has been reviewed, the Committee will need to consider its governance arrangements, for example Standing Orders, when and where the Committee will meet.	External fee quote (estimate) for legal advice obtained Officer hours and costs estimated Total	£3,500 £655 £4,155	Lower priority
6. Visitor Survey	A Visitor Survey is required to under-pin the updated Park Management Plan and Strategic Park Business Plan.	Officer hours and cost estimate	£1,712	High priority Progress subject to JMC approval and funds of: £1,712
7. Park Management Plan	The Park Management Plan needs to be updated. It was discussed at a meeting of the JMC, that the consultant who prepares the Business Plan, could also undertake the Park Management Plan.	External fee indication received	£5,000 to £8,000	High priority Progress subject to JMC approval, following the relevant procurement process and funds of: £5,000 to £8,000
8. Strategic Business Plan for the Park	To plan for the Park to be self-sustaining.	Indicative fee quote from a consultant to prepare a: Strategic Park Business Plan	£8,000 to £20,000 <i>depending on</i>	Medium priority

Item	Commentary	Progress Tracker	Estimated Cost	Priority/ Comment
Options paper to Committee requested	Committee agreed to outsource this review, once the costs of the review is known, funds will have to be identified.	<p>Park infrastructure review - to underpin the Business Plan</p> <p>Officer hours and cost estimated (procuring, briefing and liaising with consultant)</p> <p>Total</p>	<p><i>complexity of the Park and work involved</i></p> <p>£4,000 to £6,000</p> <p>£7,559</p> <p>£19,559 to £33,559</p>	
9. Covid 19 Memorial in the Park	Members of the Committee enquired at the Committee meeting of 26 July 2021, about the possibility of having a Covid memorial installed within Nonsuch Park. It was noted that residents from both Sutton and Epsom used the Park throughout the national lockdown, and that many lost loved ones as a result of the pandemic.	<p>An Epsom & Ewell Borough Councillor has submitted a successful CIL bid for the installation of Covid memorial benches in each of the Borough's wards. A metal memorial bench with an inscription, surrounded by spring bulbs to commemorate the time at which the Country went into lockdown, would be installed in Nonsuch Park.</p> <p>Officer time and costs estimation for implementing the bid outcome if successful</p>	<p>CIL bid submitted for capital cost of memorial bench and spring planting.</p> <p>£222</p>	<p>High Priority</p> <p>CIL bid approved, progress commitment of officer support to deliver scheme.</p> <p>Officer hours cost to deliver:</p> <p>£222</p>

Item	Commentary	Progress Tracker	Estimated Cost	Priority/ Comment
10. Queens Green Canopy	Members of the Committee, at the meeting of 26 July 2021, noted that many boroughs are looking to plant trees in honour of Queen Elizabeth's upcoming Platinum Jubilee and suggested that they would like the JMC to look into the possibility of implanting a canopy.	<p>The Nonsuch Park Habitat Management Plan is currently in draft form and concludes that due to the need to retain a mosaic of habitats to maximise biodiversity, and as the Park is already heavily tree planted, there is little scope for additional tree planting beyond replacement of lost trees and gapping hedgerows.</p> <p>Officers have identified a potential site within the park for limited tree planting which could be added to the virtual map of Queens Green Canopy trees planted nationwide to mark the Jubilee and be commemorated with a virtual plaque to coincide with other celebrations of the Platinum Jubilee.</p>	<p>Officer hours and cost estimated £583</p> <p>Cost of tree £ FREE</p> <p>Cost of plaque £NIL (virtual plaque)</p> <p>Total £583</p>	<p>High Priority</p> <p>Officer hours cost to deliver:</p> <p>£583</p>

Item	Commentary	Progress Tracker	Estimated Cost	Priority/ Comment
<p>11. Car Parking Arrangements in the Park</p> <p>Options paper to Committee requested.</p>	<p>Members have identified a desire to address the long-standing car parking issues within the Park. At the Committee meeting of 21 July 2021, Members also considered the potential revenue which could be obtained from car parking.</p> <p>It was noted that some investment would be needed prior to charging for parking e.g. to mark bays and that this would need extra resources from a Parking Team and support from a Legal Service to develop and deliver a scheme.</p> <p>Members noted the importance of employing strong communications to ensure residents are aware that any car parking fees would be re-invested in the Park itself.</p>	<p>External fee quote (estimate) for legal advice on appropriate parking regulations</p> <p>Officer hours and cost estimate in developing and presenting a viable parking scheme Options Paper</p> <p style="text-align: right;">Total</p> <p><i>There will be additional costs in progressing whichever parking option is preferred by the JMC. These are indicated where the costs are already known:</i></p> <p><i>Cost of preparing plans and submitting a planning application. A cost has not been obtained for this yet.</i></p> <p><i>Installation of parking infrastructure e.g., pay and display machines.</i></p> <p><i>Estimated Capital cost of construction works needed:</i></p> <p><i>(1) £630,000+ for the installation of 4 x fully asphalt surfaced car parks with bays marked (which would allow the JMC to charge for parking, reduce the risk of</i></p>	<p>£2,500</p> <p>£11,029</p> <p>£13,529</p> <p>£TBC</p> <p>£TBC</p>	<p>Medium priority</p>

Item	Commentary	Progress Tracker	Estimated Cost	Priority/ Comment
		<p><i>insurance claims and allow effective enforcement or</i> <i>(2) £24,000 for a more rustic treatment – with the installation of logs showing areas of parking bays and levelling the car park surfaces. Car park charges could be levied, but the surface would not allow for line marked bays, reducing the ability to carry out parking enforcement and insurance claims for cars damaged by potholes may not be addressed.</i></p>		
12. Events in the Park	<p>Members noted at the Committee meeting of 26 July 2021, the events which had previously been hosted in Nonsuch Park, which include the Royal Marsden annual fundraiser and Friends of Nonsuch Band. It was noted that it would be of benefit to the Joint Committee if events which had previously been held at the Park could be re-established.</p>	<p>Fee-earning events and applications submitted by external organisations will be considered on a case-by-case basis and reported to Committee as part of the regular 'Events' report.</p>	<p>The cost of reporting on events that have been proposed or have taken place are set out at 1, above.</p>	Lower priority

Item	Commentary	Progress Tracker	Estimated Cost	Priority/ Comment
13. CIL funding	<p>Members noted at the Committee meeting of 26 July 2021, the possibility of proposing a bid for CIL funding from both Council's in order to go ahead with some of the proposed works to Nonsuch Park.</p> <p>Members have also requested that the potential to access Heritage Lottery Funding (HLF) and community infrastructure funding (Your Fund – Surrey County Council funding) is pursued.</p>	<p>As detailed under Covid Memorial above, a CIL bid to install a covid memorial in the Park is being implemented.</p> <p>It is suggested that respective CIL officers at both Council's discuss any possible CIL funding available.</p> <p>An exercise to estimate the cost of officer time required to establish likely eligibility for lottery funding or Your Fund (Surrey CC) funding, CIL and s106 funding has been carried out.</p> <p style="text-align: right;">Officer hours costs estimated at</p>	<p style="text-align: right;">£652</p>	<p>High Priority Officer hours cost of investigating eligibility for funding, does not include a full application in each case.</p> <p style="text-align: right;">£652</p>
		<p style="text-align: right;">Sub-total (1)</p> <p>(of the estimated cost of undertaking all of the Committee identified Work Programme Items)</p>	<p style="text-align: right;"><u>£61,756</u></p> <p>to</p> <p style="text-align: right;"><u>£78,756</u></p>	<p>High Priority work items ONLY - cost of undertaking:</p> <p style="text-align: right;"><u>£8,169</u></p> <p>to</p> <p style="text-align: right;"><u>£11,169</u></p>

Item	Commentary	Progress Tracker	Estimated Cost	Priority/ Comment
				***Depending on detailed fee quote for Park Management Plan
Repairs, Maintenance, and Forthcoming Capital Costs				
1. Essential repairs to main access road	Due to the high number of patch repairs to address an increasing number of potholes to the main park access road, the already high number of insurance claims from members of the public where damage is sustained to their vehicles caused by the inadequate road surface, and following increased use of the park, the resurfacing of the main access road is now considered essential prior to implementing any paid-for parking scheme in the park.	External indicative fee quote for laying new road <i>There is also likely to be an additional cost to preparing and submitting a planning application and an appropriate construction project contingency</i> Total	£369,000 TBC if project proceeds £369,000	Medium Priority
2. Small scale emergency repairs to lime render: Nonsuch Mansion	Patch repairs and investigative survey to establish full cost of works required.	Cost of on-site investigative survey Indicative cost of patch repairs Total	£6,000 £24,000 £30,000	High Priority This work is proposed under Agenda Item 5 of this meeting.

Item	Commentary	Progress Tracker	Estimated Cost	Priority/ Comment
3. Full render repair – Nonsuch Mansion	Repairs to defective render and stonework.	Fee estimation received	£500,000	Medium Priority
4. Nonsuch Mansion – pitched roof above boiler room	Replace tiled roof, pigeon netting and minor repairs to roof around window detail.	Estimated cost	£15,000	High Priority This work is proposed under Agenda Item 5 of this meeting.
5. Pathway repairs	To pathway between Sparrow farm Lodge and Nonsuch Mansion:	Estimated cost	£30,000	Medium priority
6. Public Toilet	Roof recovering.	Estimated cost	£20,000	Lower Priority
7. Brickwork and flint repairs	To boundary wall adjacent to access road:	Estimated cost	£20,000	Lower Priority
8. New Gate to Sparrow Farm lodge	Existing gate is too small, restricts access and keeps getting damaged by vehicles as a result.	Estimated cost	£10,000	Higher Priority This work is proposed under Agenda Item 5 of this meeting.

Item	Commentary	Progress Tracker	Estimated Cost	Priority/ Comment
9. White Barn sliding doors	Doors require repairs and improvement	Estimated cost	£15,000	Higher Priority This work is proposed under Agenda Item 5 of this meeting.
10. Car park surfacing and infrastructure	Please see 11, above. Depending on the outcome of the car parking Options Paper consideration by the JMC, there will also be a capital cost to preparing the car park surfaces for charging customers to park, and in achieving planning permission and installing the necessary infrastructure e.g. pay and display machines or AMPR cameras.	Estimated cost of car park resurfacing and installation of adequate drainage <i>There is also likely to be an additional cost to preparing and submitting a planning application and an appropriate construction project contingency. If a paid-for parking scheme is required, there may be additional costs such as the installation of AMPR cameras or pay on foot machines etc...</i>	£630,000	Medium Priority
11. Surveyor	If, in the (unlikely) event that both authorities were in a position to progress all of the capital projects highlighted above simultaneously, additional building surveying and project management support would be essential to deliver the programme.	Estimated cost – £55,000: annually		Lower Priority (as not all works are proceeding concurrently)

Item	Commentary	Progress Tracker	Estimated Cost	Priority/ Comment
		<p style="text-align: right;">Sub-total (2)</p> <p>(of the estimated cost of undertaking all Repairs, Maintenance and Forthcoming Capital Works above):</p>	<p><u>£1,639,000</u></p>	<p>High Priority work items ONLY - cost of undertaking:</p> <p>£70,000</p> <p>(Please see Agenda Item 5)</p>
<p style="text-align: right;">Total <i>estimated</i> cost of undertaking all Work Programme items</p> <p style="text-align: right;">Sub-total (1) + Sub-total (2)</p>			<p><u>£1,700,756</u></p> <p>to</p> <p><u>£1,717,756</u></p>	<p>Total estimated cost of undertaking High Priority works ONLY:</p> <p><u>£78,169</u> to <u>£81,169</u></p> <p>(depending on detailed fee quote for Park Management Plan)</p>