

NONSUCH PARK JOINT MANAGEMENT COMMITTEE – Additional Work Programme Items 2022

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

Item	Commentary	Estimated Cost	Priority	Owner	Progress Tracker / Comment	Funding identified	
Work Programme Items - Requested by Nonsuch JMC Committee (in priority order)							
1. 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	Streetcare Manager	Progress subject to JMC approval and funds of: £1,712	From project budget
2. 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	Consultant	Progress subject to JMC approval, following the relevant procurement process and funds of: £5,000 to £8,000	From working balances as per para 5.3 of report
3. 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.	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	CIL bid submitted for capital cost of memorial bench and spring planting.	High	CIL Grant Officer/ Streetcare Manager	CIL bid approved, progress commitment of officer support to deliver scheme. Officer hours cost to deliver: £222	Funding approved through CIL 15% scheme

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		<p>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>	£222			
4. Queens Green Canopy	<p>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>	<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</p>	High	Countryside Manager	Officer hours cost to deliver: £583	From project budget

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		<p>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</p>	<p>£583</p>				
		<p>Cost of tree</p>	<p>£ FREE</p>				
		<p>Cost of plaque</p>	<p>£NIL (virtual plaque)</p>				
		<p>Total</p>	<p>£583</p>				
<p>5. CIL funding</p>	<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</p>		<p>High</p>	<p>Programme Manager</p>	<p>Officer hours cost of investigating eligibility for funding, does not include a full application in each case.</p> <p>£652</p>	<p>From project budget</p>

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		eligibility for lottery funding or Your Fund (Surrey CC) funding, CIL and s106 funding has been carried out. Officer hours costs estimated at	£652				
6. Bylaws Options Paper to Committee requested.	Updating current byelaws with the addition of new activities to be managed. 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. <u>Cremated Remains Policy</u>	External fee quote (estimate) for legal advice obtained Officer hours and costs estimated Estimated cost of changing signage relating to changed byelaws Sub-total Officer hours and costs estimated Total	£2,500 £6,925 £1,000 £10,425 £222 £10,647	Medium	tbc	Initially will look into model byelaws to adapt	tbc

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	This policy would be required to support the amended Byelaws and to manage the frequent requests and enquiries of this nature.						
7. Strategic Business Plan for the Park Options paper to Committee requested	To plan for the Park to be self-sustaining. Committee agreed to outsource this review, once the costs of the review is known, funds will have to be identified.	Indicative fee quote from a consultant to prepare a: Strategic Park Business Plan Park infrastructure review - to underpin the Business Plan Officer hours and cost estimated (procuring, briefing and liaising with consultant) Total	£8,000 to £20,000 depending on complexity of the Park and work involved £4,000 to £6,000 £7,559 £19,559 to £33,559	Medium	tbc		tbc
8. Car Parking Arrangements in the Park Options paper to Committee requested.	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.	External fee quote (estimate) for legal advice on appropriate parking regulations Officer hours and cost estimate in developing	£2,500 £11,029	Medium	tbc		tbc

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	<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>and presenting a viable parking scheme Options Paper</p> <p>Total £13,529</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</i></p>	<p>£13,529</p> <p>£TBC</p> <p>£TBC</p>				

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		<p><i>(which would allow the JMC to charge for parking, reduce the risk of insurance claims and allow effective enforcement</i></p> <p>or</p> <p><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</i></p>				

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		<i>not be addressed.</i>					
9. 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	£3,500	Low	tbc		tbc
		Officer hours and costs estimated	£655				
		Total	£4,155				
10. 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	Low	Streetcare Manager	Verbal updates by item owners at NJMC as an alternative to a full report Update on 20 th June includes a mechanism to approve large one off events	Within existing SLA
11. 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	Officer hours costs estimated (per Committee report)	£899	Low	Streetcare Manager	Verbal updates at NJMC as an alternative to a full report	Within existing SLA

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	alternative to officers preparing separate reports.						
Repairs, Maintenance, and Forthcoming Capital Costs (in priority order)							
12. 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 <i>Total</i>	£6,000 £24,000 £30,000	High	Tony Foxwell	This work is proposed under Agenda Item 5 of the NJMC meeting held on 24.01.2022	Confirmed
13. 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	Tony Foxwell	This work is proposed under Agenda Item 5 of the NJMC meeting held on 24.01.2022	Confirmed
14. Public Toilet	Roof recovering.	Revised estimated cost	£38,500	High	Tony Foxwell/ Emma Hill	Estimate received and request being made for CIL funding from Sutton council to carry this out. After inspecting this and adjoining museum roofs.	Bid to be submitted to NCIL

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						Reported back that all are in poor condition with two sections leaking the public toilets roof and the museum roof.	
15. 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	High	Tony Foxwell	This work is proposed under Agenda Item 5 of the NJMC meeting held on 24.01.2022 Works order placed, no gates are being manufactured and should be installed in July.	Confirmed
16. White Barn sliding doors	Doors require repairs and improvement	Estimated cost	£15,000	High	Tony Foxwell	This work is proposed under Agenda Item 5 of the NJMC meeting held on 24.01.2022	Confirmed
17. Museum	Roof covering(this is adjoining the public toilets roof) 3 sections.	Roof B Roof C	£33,7520. £22,000	Medium High	Tony Foxwell/ Emma Hill	Estimate received and request being made for CIL funding from Sutton council to carry this out.	Bid to be submitted to NCIL as above
18. 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	Tony Foxwell	Estimates provided and costs reported to committee no funding stream established.	tbc

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19. Full render repair – Nonsuch Mansion	Repairs to defective render and stonework.	Fee estimation received	£500,000	Medium	Tony Foxwell	Budget estimate, no firm prices can be given until a full survey is carried out.	tbc
20. Pathway repairs	To pathway between Sparrow farm Lodge and Nonsuch Mansion:	Estimated cost	£30,000	Medium	Tony Foxwell	Estimate received and request being made for CIL funding from EEBC to carry this out.	Bid submitted to EEBC for CIL 15% funding
21. 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	Tony Foxwell	Estimates given no funding available for these works	tbc
22. Brickwork and flint repairs	To boundary wall adjacent to access road:	Estimated cost	£20,000	Low	Tony Foxwell	No funding available for this.	tbc

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23. 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)	Low (as not all works are proceeding concurrently)	Mark Shephard		tbc
		Sub-total (2) (of the estimated cost of undertaking all Repairs, Maintenance and Forthcoming Capital Works above):	<u>£1,639,000</u>			work items ONLY - cost of undertaking: £70,000 (Please see Agenda Item 5 of 24.01.22 NJMC meeting)	
Total estimated cost of undertaking all Work Programme items			<u>£1,700,756</u>		Total estimated cost of undertaking High Priority works ONLY:		
Sub-total (1) + Sub-total (2)			to <u>£1,717,756</u>		<u>£78,169</u> to <u>£81,169</u> (Depending on detailed fee quote for Park Management Plan)		