

EPSOM AND WALTON DOWNS CONSERVATORS

Wednesday 20 January 2016 at 6.00 pm

Committee Room 1 - Epsom Town Hall

The members listed below are summoned to attend the Epsom and Walton Downs Conservators meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Committee Members

Councillor Liz Frost (Chairman)

Andrew Cooper, Epsom Downs Racecourse (Vice-Chairman)

Councillor Rekha Bansil

Councillor Lucie Dallen

Simon Dow, Horserace Betting Levy Board

Simon Durrant, Epsom Downs Racecourse

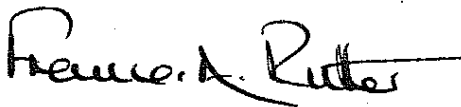
Councillor Robert Foote

Councillor Jan Mason

Nigel Whybrow, Epsom Downs Racecourse

Councillor Clive Woodbridge

Yours sincerely



Clerk to the Conservators

For further information, please contact Tim Richardson, 01372 732122 or trichardson@epsom-ewell.gov.uk

AGENDA

1. MINUTES OF PREVIOUS MEETING (Pages 5 - 12)

The Conservators are asked to confirm as a true record the Minutes of the Conservators' Meeting held on 7 October 2015 (attached) and to authorise the Chairman to sign them.

2. ITEMS OF INTEREST DISCUSSED BY THE TRAINING GROUNDS MANAGEMENT BOARD (TGMB) (Pages 13 - 14)

This report provides the Conservators with an update on items considered by the Epsom and Walton Downs Training Grounds Management Board.

3. MATTERS ARISING FROM PREVIOUS MEETINGS AND OTHER ITEMS OF INTEREST (Pages 15 - 16)

The Conservators are asked to note the current situation on issues raised previously and other items of interest.

4. REPORT OF THE HEAD DOWNSKEEPER (Pages 17 - 18)

To receive the report of the Head Downskeeper.

5. REVIEW OF FEES & CHARGES FOR EVENTS ON THE DOWNS (Pages 19 - 22)

This report details a review of the Fees and Charges for Events on the Downs.

6. CHANGES TO THE PROCEDURE FOR ISSUING METAL DETECTING LICENCES ON EPSOM AND WALTON DOWNS (Pages 23 - 26)

This report details a new procedure for the issuing of metal detecting licences on Epsom and Walton Downs. It also reviews the existing fee associated with the licence.

7. BUDGET 2016-17 (Pages 27 - 32)

This report seeks approval to the 2016/17 budget and to the amounts to be recovered from the constituent bodies.

8. EPSOM DOWNS RACING SEASON 2016 (Pages 33 - 40)

This report informs the Conservators of dates for race meetings in 2016 and presents a request from Epsom Downs Racecourse for extensions to the periods permitted for fencing.

9. HACK SAND TRACK, FOOT OF WALTON DOWNS (To Follow)

10. EPSOM GOLF CLUB UNAUTHORISED DEVELOPMENT (To Follow)

11. OUTSTANDING REFERENCES (Pages 41 - 44)

This report lists references to Officers outstanding as at 20 January 2016.

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**Minutes of the Meeting of the EPSOM AND WALTON DOWNS CONSERVATORS
held on 7 October 2015**

PRESENT -

Councillor Liz Frost (Chairman); Andrew Cooper (Epsom Downs Racecourse) (Vice-Chairman); Councillor Lucie Dallen, Councillor Robert Foote, Councillor Jan Mason, Nigel Whybrow (Epsom Downs Racecourse) and Councillor Clive Woodbridge

In Attendance:

Absent: Councillor Rekha Bansil, Simon Dow (Horserace Betting Levy Board) and Simon Durrant (Epsom Downs Racecourse)

Officers present: Sam Beak (Downs Manager), Lee Duffy (Head of Financial Services), Bob Harding (Head Downskeeper), Tim Richardson (Democratic Services Officer), Samantha Whitehead (Streetcare Manager) and Simon Young (Head of Legal and Democratic Services)

11 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Epsom and Walton Downs Conservators held on 17 June 2015 were agreed as a true record and signed by the Chairman.

12 ITEMS OF INTEREST DISCUSSED BY THE TRAINING GROUNDS MANAGEMENT BOARD (TGMB)

The following items of interest had been discussed at the last meeting of the Training Grounds Management Board (held on 5 October 2015).

- a) Hatched area at the foot of Walton Downs. The TGMB had considered that it had no reason to change its current stance with regard to the Hatched Area, and reconfirmed that it could not authorise the use of the Hatched Area for hack riding. The Conservators were informed that signs informing Downs users that the hatched area was not open for hack riding had been placed at the location by the TGMB.
- b) Warning signs near traffic lights for the horse crossing in front of the Queens Stand. The TGMB had discussed the need for warning signs near the traffic lights for the horse crossing in front of the Queens Stand, to alert motorists. The TGMB would raise this matter with the Surrey County Council Highways Service.

- c) Warning lights on Burgh Heath Road. The Downs Manager reminded the Conservators that it had previously been proposed by the TGMB that the equestrian warning lights currently located on Burgh Heath Road be relocated elsewhere on the Downs. It was noted that the TGMB would speak to Surrey County Council Highways Service regarding this in conjunction with warning signs for the Queens Stand crossing (see b) above).
- d) Proposed wording of new dog walking signs. The TGMB had considered wording of proposed signs to inform dog walkers keep dogs on leads. The Conservators considered this item under the next item on the agenda, "Matters arising from previous meetings and other items of interest".

13 MATTERS ARISING FROM PREVIOUS MEETINGS AND OTHER ITEMS OF INTEREST

- a) Hack Sand Track, foot of Walton Downs. The Council's Head of Legal and Democratic Services informed the Conservators that a written report regarding this matter would be presented to the next meeting.
- b) Downs House. The Council's Head of Legal and Democratic Services informed the Conservators that the sale of Downs House had been completed, and that it was now in private ownership.
- c) Epsom Golf Club unauthorised development and other matters. The Council's Head of Legal and Democratic Services informed the Conservators that a written report regarding this matter would be presented to the next meeting.
- d) Access to the Tattenham Corner Road crossing for pedestrians walking from Tattenham Corner Station. The Vice Chairman informed the Conservators that this issue had been considered by the Epsom and Walton Downs Consultative Committee during its Downs Tour held on the 1 October. During the Committee's visit to the location, Angela Clifford, representative of the Epsom Civic Society had suggested that the Racecourse running rail running parallel to Tattenham Corner Road on the eastern side of the road be reversed to provide more space for pedestrians. This had been implemented by the Racecourse, in addition to the protruding end sections of other rails also being removed. These works had improved pedestrian access for the area, but the Racecourse would continue to monitor the issue. The Downs Manager informed the Conservators that she had requested Surrey County Council Highways Service to provide its opinion of the location.
- e) Dog control on the Downs. The Conservators received draft wording for new dog walking information signs which had been proposed by the Training Grounds Management Board. The Streetcare Manager informed the Conservators that she had now received a copy of a report commissioned by the Training Grounds Management Board with regard to dog control.

The Conservators were informed that the Training Grounds Management Board proposed to replace all existing dog walking information signs on the Downs with the new design once it had been approved. The Conservators considered the visual design and content of the sign, and expressed support for its introduction. Elements of the sign required further consideration prior to its final approval, and it was suggested that the Chairman and Clerk be authorised to approve them.

The Conservators considered the proposed wording for the dog walking information signs and agreed:

- To authorise the Clerk in consultation with the Chairman to approve the final wording and design.
- f) Gypsy Site Management arrangements. The Chairman informed the Conservators that she had held a meeting with the Downs Manager, Streetcare Manager and Mr Simon Durrant regarding arrangements for the Derby Gypsy Site's management. The meeting had considered the views expressed at meetings of the Conservators, Epsom and Walton Downs Consultative Committee and by local residents with regard to the issue.

The meeting had considered previous proposals to increase the height and sturdiness of fencing for the site, but considered that this should not be recommended as it was likely to be perceived as a challenge to be overcome by some users of the site. The clearance of scrub and vegetation from neighbouring woodland had also been discussed. It had been considered that this should also not be recommended, as it was unlikely to discourage their use as a toilet. Vegetation clearance at this location might also encourage some users of the site to attempt to make vehicular access to other parts of the Downs.

The Chairman informed the Conservators that the meeting had also considered the possibility of seeking an alternative (security) company to manage the site in future years, but considered that this should not be recommended, as it would be highly expensive, yet unlikely to provide a better environment. It was noted that the current Gypsy Site Manager was a member of the gypsy and traveller community who was employed by the Conservators to manage the site. The meeting had also noted that opening the site a day early had in some years been permitted in order to assist in resolving issues elsewhere in the Borough, and recommended that this should continue to be considered when appropriate.

The Chairman informed the Conservators that those present at the meeting had expressed the opinion that whilst not perfect, the current site arrangements were the best option available. The Conservators noted this verbal report from the Chairman, and that Officers would continue to work with the site manager to attempt to improve the situation.

- g) Number of verbal reports provided. It was noted that the agenda papers issued for the meeting had listed 6 matters within this item as being for verbal update at the meeting. A member of the Conservators expressed frustration at this and requested that written updates should be provided whenever possible. The Chairman informed the Conservators that due to the scheduling of meetings of the Epsom and Walton Downs Consultative Committee and Training Grounds Management Board being in close proximity to that of the Conservators, it had not been possible to include written updates when the agenda papers were published.

14 REPORT OF THE HEAD DOWNSKEEPER

The Conservators received the report of the Head Downskeeper. The following matters were considered:

- a) Racing programme live music nights in 2015 and 2016. The Conservators noted that the only difficulties experienced by the Downskeepers with regard to crowds at Epsom Live! Music nights during the 2015 race season had been on 9 July, when Madness were the performer. A large crowd had gathered on the Hill at that event, despite the Racecourse not providing any facilities or encouraging attendance there. It was noted that Surrey Police had maintained a presence throughout the event.

The Vice-Chairman informed the Conservators that currently the Racecourse did not intend to hold any live music events on the Downs in 2016, to enable works to be undertaken to the Duchess's Stand Roof.

- b) Winter Work Programme. The Conservators noted that the cutting back of scrub near the top of Riflebutts Alley and cutting back of vegetation at the Langley Vale entrances to the Downs had been allocated high priorities within the Programme. The Vice Chairman informed the Committee that the works listed on the programme as clearance of large gorse at top of Middle Hill was of importance, as vegetation at the location impaired sightlines for crowds viewing the racing. It was agreed that the priority of this work would be raised.
- c) Woods at bottom of Gypsy site. The Conservators agreed that this location should not be cut back or thinned out. Additional discussion regarding this matter was held under the item titled "Matters arising from previous meetings and other items of interest" of this meeting (see Minute 13 f)).

15 MID-YEAR BUDGET MONITORING

The Conservators received a report advising it of income and expenditure in 2015/16 as at 30 September 2015, and seeking guidance on the preparation of the budget and precept for 2016/17. An updated Risk Register for the Downs, for (2015/16) was circulated at the meeting.

The Conservators noted that it was proposed to increase precept contributions by 4%. The Council's Head of Financial Services informed the Conservators that

this was proposed due to the increased pension costs incurred by the Conservators following the de-pooling of Surrey County Council's Smaller Bodies fund. The Conservators were informed that there was a forecast £18,440 use of the working balance in the current year, and that there had been a £15,000 use of it in 2014-15. The Head of Financial Services informed the Conservators that this was not sustainable, and that a 4% increase was proposed to assist in addressing this.

The Head of Financial Services also informed the Conservators that an external audit of the Conservators' 2014/15 accounts had identified one issue, which was a discrepancy of one pound. This had occurred due to rounding of calculations.

The Conservators considered the mid-year 2015-16 budget monitoring statement attached as an annexe to the report, and following queries regarding the headings under which income from event hire charges and metal detecting permits were listed, it was noted that the Head of Financial Services would look into the matter and provide a more detailed breakdown for future reports.

Following consideration, the Conservators agreed:

- to note the mid-year income and expenditure position as at 30 September 2015;
- to support the proposed 4% increase in precept contributions for 2016-17, for consideration at their meeting in January 2015. The Conservators noted that this level of increase was proposed due to the increased pension costs incurred as a result of changes to the administration of the pension fund;
- to note the 2015/16 Risk Register for the Downs.

16 EXTENSION OF 1ST TEE AND NEW PATHS ON EPSOM GOLF COURSE

The Conservators received a report presenting a proposal from Epsom Golf Club for vegetation clearance, tee extension and creation of a new path for the 1st hole of the Golf Course, and creation of a new path between the 11th and 12th Tee of the Golf Course.

Following consideration of the report, the Conservators agreed:

- the proposal submitted by Epsom Golf Club to extend the 1st tee and construct a new path as detailed within the report, including vegetation clearance as proposed.
- the proposal from Epsom Golf Club for a new path from the 11th Green to the 12th tee.

17 EPSOM GOLF CLUB - WINTER TEES PROPOSAL

The Conservators received a report presenting a proposal from Epsom Golf Club to replace Winter Tees on seven holes (2nd, 3rd, 8th, 10th, 16th, 17th) of the Golf Course.

The Conservators were informed by the Head of Legal and Democratic Services that if approval were granted for the proposal, it would not create any precedent with regard to the ongoing consideration of unauthorised works on the Golf Course (a practice area near the 18th hole – also considered in Minute 13 c), above). The Conservators considered the size of the proposed tee mats, and were informed that officers did not consider them to be excessively large. It was noted that the tee mats would be permanent, and would not be removed in summer months.

Following consideration of the report, the Conservators agreed:

- to the proposal from Epsom Golf Club to replace Winter Tees on the 2nd, 3rd, 8th, 10th, 16th, 17th and 18th Holes of the Golf Course, and to grant permission to the works under Byelaw 2 (i) (e). It was noted that this approval was subject to planning permission from the Local Authority Planning Department.

18 EVENTS ON THE DOWNS

The Conservators received a report presenting details of event requests for consideration. The Downs Manager informed the Conservators that in addition to the events listed within the report, a late request had been received from a young-persons' cross-country running league for several dates. This application had been received late, after the deadline contained within the Event Management Strategy, which the event organiser had previously been advised of. It was noted that the event organiser had previously held the event on the Downs, with no issues having been experienced as a result. Following consideration, the Conservators expressed that whilst they did not wish to enable the late submission of applications in the future, they felt that in this instance authority to consider the application should be delegated to the Clerk in consultation with the Chairman following the meeting. The Conservators expressed that they wished to support sporting activities for young people, but that it was important that the deadlines within the Event Management Strategy be adhered to. The Downs Manager was requested to inform the applicant that late applications would not be considered in the future.

Following consideration, the Conservators agreed:

- to grant approval to the following events on the Downs:
 - Epsom College Cross Country Event – Thursday 19 November 2015;
 - Royal Pigeon Racing Association Pigeon Liberations – various dates from March – October 2016;
 - The 77th Pioneer Run for Veteran Motorcycles - Sunday 20 March 2016;
 - North Cheam Baptist Church - Sunday 27 March 2016;
 - Rotary Club of Epsom Sponsored Walk - Sunday 8 May 2016;

- Round the Borough Bike - Sunday 15 May 2016;
- Cancer Research UK: Race For Life - Sunday 26 June 2016;
- Round the Borough Hike - Saturday 3 September 2016;
- to note the Calendar of Events for 2015/16;
- to note the fees and charges to be applied to each event. It was agreed that a fee should not be applied to the Round the Borough Bike on 15 May 2016 or the Round the Borough Hike on 3 September 2016.
- that the Clerk be authorised to consider whether approval be granted to the Downs Young Athletes League event application, in consultation with the Chairman.

The Conservators requested the Downs Manager to inform the organisers of the Downs Cross County League that late applications would not be considered in the future. The Conservators also requested that the deadlines for event application submission be made clearer on the website for the Downs and on the application form.

19 MINUTES OF THE EPSOM AND WALTON DOWN CONSULTATIVE COMMITTEE

The Conservators received and noted the draft Minutes of the meeting of the Epsom and Walton Downs Consultative Committee held on 29 September 2015. The following item was considered:

- Minute 2 b) ii, Reference to “must”. The Head of Legal and Democratic Services informed the Conservators that national guidance with regard to the control of dogs indicated that Byelaw 2 (2) (b) could be interpreted as a requirement to keep dogs on a lead. The Conservators expressed that the current drafting of Minute 2 b) ii did not relay this as a possibility, and requested the Democratic Services Officer to consider reviewing the wording of the Minute as a factual correction. It was suggested that the words “in his opinion” be added to the minute text, for it to read:

“The British Horse Society Representative expressed concern that the sign stated that dogs “must” be on leads prior to noon, but that in his opinion the current Downs Byelaws did not enable the Conservators to require dog walkers to do so. The Clerk informed the Committee that this would be reviewed prior to its consideration by the Conservators.” (amendment highlighted with underline)

20 DOWNS TOUR NOTES

The Conservators received and noted the Notes of the Downs Tour held on 21 September 2015. The following item was considered:

- Memorial benches on the Downs. The Conservators requested officers to present a report to a future meeting which would enable the current policy regarding memorial benches on the Downs to be reviewed. The current policy was to decline all such requests due to concerns that they would lead to a large number of similar requests, and additional maintenance responsibilities for the Downskeepers.

21 OUTSTANDING REFERENCES

The Conservators received and noted the position of their outstanding references to officers.

22 DATES OF MEETINGS IN 2016

The Conservators agreed the following dates for their meetings in 2016:

- Wednesday 20 January 2016 at 18.00 hours
- Wednesday 13 April 2016 at 18.00 hours
- Wednesday 15 June 2016 at 18.00 hours
- Wednesday 5 October 2016 at 18.00 hours

The meeting began at 6.00 pm and ended at 8.15 pm

COUNCILLOR LIZ FROST (CHAIRMAN)

**ITEMS OF INTEREST DISCUSSED BY THE TRAINING GROUNDS
MANAGEMENT BOARD (TGMB)**

Report of the: Chairman of the Conservators
Contact: Tim Richardson
Annexes/Appendices (attached): None
Other available papers (not attached):

REPORT SUMMARY

This report provides the Conservators with an update on items considered by the Epsom and Walton Downs Training Grounds Management Board.

1 Items considered by the Training Grounds Management Board (TGMB)

- 1.1 The TGMB last met on 15 December 2015. The Chairman of the Conservators and Training Grounds Manager (Mr Nigel Whybrow) have provided the following report on items considered by the Board, for the Conservators' information.
 - 1.1.1 Hatched area at the foot of Walton Downs. The TGMB considered that it had no reason to change its current stance with regard to the Hatched Area, and reconfirmed that it could not authorise the use of the Hatched Area for hack riding.
 - 1.1.2 Dog walking signs. It was proposed that the replacement dog walking signs would be in place in January. There would be an accompanying press release.
 - 1.1.3 Publicity of the Downs. Further publicity of the legal status of the Downs and priority of use for Training was proposed. This includes a short article for the Summer edition of the Borough Insight.
 - 1.1.4 Briefing for Borough Councillors. TGMB members have offered to provide a briefing evening for Borough Councillors on their work and the challenges faced.

- 1.1.5 Polytrack extension. The Polytrack on Walton Downs was granted planning permission to be 7 furlongs in length when initially installed. However, due to costs at the time it was only completed to 5.5 furlongs in length.

Following investment from the Jockey Club and TGMB, the TGMB will extend the track to its original planned length of 7 furlongs - a 300 metre extension. The TGMB hopes to carry this work out in March/April of this year.

MATTERS ARISING FROM PREVIOUS MEETINGS & OTHER ITEMS OF INTEREST

<u>Report of the:</u>	Clerk to the Conservators
<u>Contact:</u>	Tim Richardson
<u>Annexes/Appendices</u> (attached):	None
<u>Other available papers</u> (not attached):	None

REPORT SUMMARY

The Conservators are asked to note the current situation on issues raised previously and other items of interest.

1 Warning signs near traffic lights for the horse crossing in front of the Queens Stand - Minute 12 b)

1.1 The Training Grounds Manager will provide a verbal update on this matter.

2 Warning lights on Burgh Heath Road - Minute 12 c)

2.1 The Training Grounds Manager will provide a verbal update on this matter.

3 Access to the Tattenham Corner Road Crossing for Pedestrians walking from Tattenham Corner Station – Minute 5 e)

3.1 A representative of Surrey County Council (SCC) Highways Service was invited to comment on the safety issues associated with pedestrian access along Tattenham Corner Road, at its crossing of the Racecourse. Following an inspection of the crossing, the following comments have been made by SCC, and are provided for the Conservators' consideration:

“The footway on Tattenham Corner is tricky. We can't create a footway on the carriageway without reducing the width of the lanes and therefore it would result in the road becoming one-way. That is never going to happen.

If we were able to create a footway it should be on the Tattenham Corner Station side as it links up with a worn path across to the downs to the shops and station. However if anything, it looks as though it is the other side where people walk that gets the most use. SCC has no money but if the Downs Conservators want to pay for us to provide a hard surface we are happy to take on the design and construction of a footway facility.

The only other thing we could do is put some 'Pedestrians in Footway' warning signs up but this would just be adding more clutter to the downs area.”

4 Dog Control on the Downs – Minute 13 e)

- 4.1 New dog walking information signs will be placed on the Downs in January. A press release regarding the need for all dogs to be held on leads whilst on the Downs prior to noon daily will also be issued. Officers will provide a verbal update to the Conservators on further progress made at the meeting.

5 Combined Habitat Management Plan for the Downs

- 5.1 The Streetcare Manager will provide a verbal update on progress toward a combined Habitat Management Plan for the Downs.

6 Satisfaction of Highways Authority to works to surface of Walton Road by Training Grounds Management Board

- 6.1 At the meeting of the Epsom and Walton Downs Consultative Committee held on 28 September 2015, the works to the surface of Walton Road by the Training Grounds Management Board were discussed. It was noted that Surrey County Council (as the Local Highways Authority) would be requested to comment on whether it was satisfied with the works.
- 6.2 The Downs Manager arranged for a representative from Surrey County Council (SCC) to visit the Downs and inspect the resurfacing works and 'road hump' on Walton Road that had been installed by the Training Ground Management Board. On inspection, SCC commented that it was satisfied with the works and was happy for the road hump to remain in place

REPORT OF THE HEAD DOWNSKEEPER

<u>Report of the:</u>	Head Downskeeper
<u>Contact:</u>	Robert Harding
<u>Annexes/Appendices (attached):</u>	None
<u>Other available papers (not attached):</u>	N/A

REPORT SUMMARY

To receive the report of the Head Downskeeper.

1 Events.

- 1.1 The events held on the Downs since the last meeting of the Conservators have been Cross Country and Road runs. While they unfortunately were held in appalling weather conditions, they have passed without concern to the Downskeepers.

2 Winter Work Programme.

- 2.1 The winter Work Programme is well in hand. The priority areas at Riflebutts Alley, Langley Vale and Middle Hill have been completed. As usual the prevailing weather conditions have had an impact, but in the main all works identified will be completed on schedule. In addition a number of specific projects were undertaken in response to requests from stakeholders.

3 Hack Post Refurbishment.

- 3.1 Work to refurbish hack posts has been highly successful, with the sign posting much improved. The materials used were all reclaimed wood, and the sign writing has been carried out in-house by the Downskeepers.

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REVIEW OF FEES & CHARGES FOR EVENTS ON THE DOWNS

Report of the: Downs Manager

Contact: Sam Beak

Urgent Decision? No

If yes, reason urgent decision required:

Annexes/Appendices (attached): Annexe 1 – Epsom & Walton Downs Event Charges 2016 - 2017

Other available papers (not attached): Event Management Strategy agreed on 27 June 2011
Charging Policy for Events agreed on 28 June 2012
Review of Events on the Downs agreed on 23 January 2014

REPORT SUMMARY

This report details a review of the Fees and Charges for Events on the Downs.

RECOMMENDATION (S)

Notes

- 1. That the Conservators note and approve the changes to the Fees and Charges Policy at Annexe 1 to this report.**

1 Background

- 1.1 On 14 October 2009, the Conservators agreed an Event Management Strategy for the Downs.
- 1.2 On 28 June 2012, the Conservators agreed to the introduction of a new charging policy for events on the Downs and that a review of the policy would be reported back in January 2014.
- 1.3 At the meeting of the Conservators on 17 October 2013, it was agreed that a working party would meet to review the current Events Management Strategy and the Fees and Charges policy in light of the rise in the number of sportives occurring on the Downs.
- 1.4 On 23 January 2014, the Conservators agreed to changes in the Fees and Charges Policy to help address the issues related to an increase in sportives on the Downs.

- 1.5 The Fees and Charges Policy agreed in January 2014 has been applied to all events taking place on the Downs over the past two years. Following a review of the existing policy, this report proposes some minor changes to the Fees and Charges for Events on the Downs.

2 Suggested Amendments

Fees and Charges Based on a Daily Rate

- 2.1 Following a few events that have taken place over more than one day, it is suggested that the Fees and Charges be based on a daily rate. If an event spans more than one day additional fees and charges may apply.

Number of Participants

- 2.2 The lowest number of participants for categories B and C has been increased by 1 to ensure that an event does not fall under two categories. For example if an event had 100 participants it would fall under category A and B in the existing policy.

Refundable Reinstatement Bond

- 2.3 Under category B, the refundable reinstatement bond charge has been changed to include 10% of hire charge with a £25 minimum charge. This allows for an increased charge to be applied on commercial events which have between 250 and 500 participants.
- 2.4 When reporting the number of events to the Conservators in any given period, it is proposed to continue the reporting period to reflect the financial year i.e. April to March.
- 2.5 The revised Fees and Charges Policy containing these proposals is attached at Annexe 1

3 Conclusion and Recommendations

The Conservators are requested to consider and approve the changes detailed in this report to ensure a smoother process for considering events on the Downs, and to note and approve the revised Fees and Charges Policy.

Fees and Charges for Events on Epsom & Walton Downs 2016-2017

The Conservators set an annual scale of fees and charges for event hire, based on the type of event, area of the Downs used, anticipated attendance, effect on the local community and event duration.

The following regulations apply:

- Prices are set for commercial events.
- Charitable and community events will receive 50% discount from the commercial rate
- The hire charge reflects the associated administration costs for processing an event application form, the additional involvement of the Downskeepers, a contribution to the maintenance and general upkeep of the Downs and use of facilities such as car parks and toilets. A minimum hire charge of £50 exists subject to 50% discount for charitable and community events.
- A refundable reinstatement bond may be required for event bookings. This bond will be returned to the event organiser following completion of the event and no additional costs being incurred i.e. for reinstatement purposes, waste collection etc. The bond will reflect the possible costs of waste collection, restitution of the site, utilities and Downskeeper/Officer attendance beyond the hire charge. Provision of the bond to the Epsom and Ewell Borough Council will be required 4 weeks before the event date.
- Any event wishing to use the Epsom Downs Racecourse facilities such as car parks, stewarding, security etc. will be subject to additional fees as negotiated directly with Epsom Downs Racecourse.
- All event applications are subject to meeting the conditions as stated in the hire agreement form and no event will be permitted until such conditions have been fully met.
- The number of events per year permitted on the Downs is subject to the Downs Events Strategy and the Epsom & Walton Downs Regulation Act 1984.
- Event applications are considered by the Epsom and Walton Downs Conservators at their April & October meetings.

A scheme of the fees and charges for events to be held on Epsom and Walton Downs is given below.

For further information regarding the application process for holding an event on Epsom and Walton Downs, please contact Epsom and Ewell Borough Council via telephone on 01372 732000.

Table of Fees and Charges for events on Epsom & Walton Downs, 2016-2017

Category	No. of participants	Likely impact on the Downs	Refundable reinstatement bond required? (Reflects possible impact)	Hire charge applied?	Level of hire charge
A	30 - 100	Low	Yes Min charge of £25	Yes	£1 per head as reflected in projected attendance. Min charge of £50 50% discount for charities and community events
B	101 - 500	Low - Medium	Yes 10% of hire charge. Min charge of £25	Yes	£1 per head as reflected in projected attendance. 50% discount for charities and community events
C	501 - 1000	Medium - High	Yes 10% of hire charge	Yes	£1 per head as reflected in projected attendance. 50% discount for charities and community events
D	More than 1000	Considerable	Yes 10% of hire charge	Yes	£1 per head as reflected in projected attendance. 50% discount for charities and community events
S	This category refers to events which primarily take place on land which does not fall under the jurisdiction of the Epsom & Walton Downs Conservators, but may have an impact on the Downs and Downs users.		Decision on application	Decision on application	Charge on application. £100 will be charged for the use of car parks on the Downs for those events that require 50 car parking spaces or more.
U	This category refers to events which although permission has been sought, involve so few participants or so little disruption that they have been granted without the need for a formal application or the application has been approved as a one-off by the Clerk to the Conservators in consultation with the Chairman.		No	Decision on application	Charge on application
Filming	Varies	Dependent on scale of project	Decision on application	Decision on application	Charge on application. Minimum charge of £250 per day for larger scale projects.

**CHANGES TO THE PROCEDURE FOR ISSUING METAL DETECTING LICENCES
ON EPSOM DOWNS**

<u>Report of the:</u>	Downs Manager
<u>Contact:</u>	Sam Beak
<u>Urgent Decision?</u>	No
<u>If yes, reason urgent decision required:</u>	
<u>Annexes/Appendices (attached):</u>	<u>Annexe 1</u> – Metal Detector Licences Procedure Notes 2016
<u>Other available papers (not attached):</u>	Minutes of the Conservators meeting held on 17 October 2013

REPORT SUMMARY

This report details a new procedure for the issuing of metal detecting licences on Epsom Downs. It also reviews the existing fee associated with the licence.

RECOMMENDATION (S)

Notes

1. That the Conservators note the changes to the procedure for issuing metal detecting licences as detailed at Annexe 1 to this report.
2. That the Conservators agree to increase the fee per licence to £40 for the 2017 calendar year.

1 Background

- 1.1 At the Conservators meeting on 17 October 2013, a decision was agreed to increase the annual charge of a metal detecting licence from £20 to £35. This reflected the fact that there had not been any increase for a number of years and the demand for permits remained high.
- 1.2 The number of available permits is capped at 20 and purchases are made on a first come first served basis.
- 1.3 On 31 October 2015, the Cash Office in Epsom & Ewell Town Hall closed to the public. This resulted in a need to review and change the existing procedure for issuing metal detecting licences.

2 New Procedure

- 2.1 Following the closure of the cash office a new on-line application and payment system has been developed. This system went 'live' at 12pm on the first working day in January i.e. Monday 4 January 2016.
- 2.2 Applicants were asked to complete an on-line form and were given the option to upload a photo of themselves for their photocard. Recognising the challenges this may present to some applicants, a further option to send the photograph via post was available.
- 2.3 Following the successful completion of the application form, the applicant was then taken to a secure on-line payment system. The licences were priced at £35 each and are valid until 31 December 2016.
- 2.4 After 20 successful applications and associated payment transactions, the system closed. Successful applicants received notification of their completed transaction. Once the system had closed no further applications were accepted.
- 2.5 Photocards were issued by the Downs Manager following confirmation of completed application forms and payment transactions.
- 2.6 Annexe 1 to this report details the procedure for the applicant.
- 2.7 All previous applicants from the past three years had been contacted to ensure they were aware of the new procedure.
- 2.8 All 20 Licenses were purchased within 2 hours of them being made available through the online portal on 4 January 2016.

3 Review of Fees and Charges for Metal Detecting Licences in 2017- 2018

- 3.1 The maximum number of licences issued is 20 in any one year. As stated in paragraph 2.8 above, all twenty licences were purchased within 2 hours of their availability on 4 January 2016.
- 3.2 The fee for an annual Metal Detecting Licence has remained unchanged since the Conservators' decision to increase it from £20 to £35 in October 2013. It is proposed that the fee is increased to £40 in 2017 – 2018.

4 Conclusion and Recommendations

The Conservators are requested to note the new procedure for the issuing of metal detecting licences on Epsom Downs. They are further asked to consider the proposal that the fee for a Metal Detecting Licence for the 2017 calendar year is increased to £40.

METAL DETECTOR LICENCES

PROCEDURE NOTES 2016

Due to the closure of the cash office to members of the public in October 2015, it has been necessary to change the application procedure for metal detecting licences. Below is the new procedure for 2016.

1. From the first working day in January applicants may pay for a metal detecting licence on-line. Applicants need to visit www.epsom-ewell.gov.uk/thedowns and click on the link to make an application and payment for a metal detecting licence.
2. 20 uniquely numbered licences will be available on a first come first served basis. Applications will be numbered to reflect the order they are received. The first twenty successful applicants will be notified and given 10 working days to provide a passport sized photograph (if not already uploaded via the application process) to the Downs Manager at Epsom & Ewell Borough Council.
3. On receipt of full payment and a photograph, a non-transferable photocard will be produced and sent to each successful applicant along with a copy of the terms and conditions.
4. Applicants will receive their photocard in the post in the coming weeks. Applicants will not be able to metal detect until they have received their photocard. When metal detecting they may be stopped by Downskeepers to check they have a valid licence and photocard.
5. Once 20 licences have been issued no further licences will be issued and customers should be directed to Sam Beak, Downs Manager for advice.

For further enquiries please contact:

Dr. Sam Beak
Epsom & Walton Downs Manager
Epsom & Ewell Borough Council
Town Hall
The Parade
Epsom
Surrey
KT18 5BY

Email: sbeak@epsom-ewell.gov.uk
Tel: 01372 732 000

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BUDGET 2016/17

Report of the:

Treasurer to the Conservators

Contact:

Kathryn Beldon

Annexes/Appendices (attached):

Other available papers (not attached):

Annexe 1 - Detailed Estimates for 2016/17

REPORT SUMMARY

This report seeks approval to the 2016/17 budget and to the amounts to be recovered from the constituent bodies.

RECOMMENDATION (S)

Notes

That the budget for 2016/17 be agreed as set out in Annexe 1 to this report, with a request for a 4% increase in precept from the constituent bodies as follows:-

- **Epsom and Ewell Borough Council: £222,770**
- **Epsom Downs Racecourse: £111,380**
- **Epsom & Walton Downs Training Board: £37,130**

1 Background

1.1 As a basis for agreeing a budget and contribution levels for 2016/17, this report provides:-

- A latest forecast of income and expenditure in 2015/16
- Estimates for 2016/17

2 Revised Forecast for 2015/16

2.1 The Conservators received a mid-year monitoring report at the meeting in October 2015. A detailed update of forecast income and expenditure for 2015/16 is included in Annexe 1.

2.2 The latest forecast for the current financial year anticipates net expenditure of £372,723 compared to the original budget of £377,680.

2.3 The main reason for this difference is the Increase on the hire charges for extra filming and a decrease on the ground maintained charges.

- 2.4 Additional expenditure has also been incurred on the maintenance, repair and cleaning and the spot hire for vehicles.
- 2.5 There is a forecast £15,723 use of the working balance.
- 2.6 The working balance stood at £64,233 at 31 March 2015. The latest forecast of the working balance at 31 March 2016 will be £48,501.

3 Estimates for 2016/17

- 3.1 The detailed estimates for 2016/17 are attached at Annexe 1. The estimates have been prepared using the guidelines provided at the last meeting.
- 3.2 The budget position for 2016/17 detailed at Annexe 1 is summarised below:-

	£000
Grounds Maintenance	59
Keepers Hut	5
Staffing and central expenses	301
Derby Gypsy Caravan Site	6
Tattenham Corner Conveniences	19
Miscellaneous Income	(17)
Net Expenditure	373
Contributions from EEBC/EDR/TB	(371)
Budget Deficit	2

Net Expenditure

- 3.3 Net expenditure is estimated at £373,010 is £4,670 less than the current year's original budget.
- 3.4 Specific points to note are set out below:-
- 3.4.1 Estimates reflect the increased pension contributions arising from the decision by Surrey County Council to disaggregate the Small Bodies Pension Pool. The cost for 2016/17 is being met from an increase in the precept contributions.

Contributions

- 3.5 As agreed at the last meeting, a 4% increase in contributions is proposed.

- 3.6 For the purpose of comparison, price inflation at November 2015 was 0.1% (consumer price index).
- 3.7 The increase in contributions will generate £14,280 next year.
- 3.8 Variations in income can be calculated at £3,570 for each 1% increase or decrease in contribution levels.

Working Balance

- 3.9 The working balance as at 31 March 2015 was £64,223 the estimated working balance at 31 March 2017 is £44,053.
- 3.10 There is a forecast use of working balances for 2016/17 of £1,730.

4 Repairs and Renewals Fund

- 4.1 The repairs and renewals fund balance was £31,262 as at 31 March 2015.
- 4.2 The budget for 2016/17 allows for a contribution into this reserve of £1,500.

5 Risk Assessment

- 5.1 The working balance is approximately 12% of net expenditure which provides financial cover for unforeseen costs. Further withdrawals from the working balance will need to be carefully assessed to ensure sufficient funds are available to cover future unforeseen increases.
- 5.2 The overall risk assessment schedule was considered at the last meeting.

6 Conclusions and Proposal

- 6.1 The draft estimates have been based on a 4% increase in contributions which was supported by the Conservators in principle at the last meeting.
- 6.2 It is proposed that:-
 - 6.2.1 The budget for 2016/17 is approved as set out in the detailed estimates attached at Annexe 1.
 - 6.2.2 Total contributions of £371,280 are approved and allocated 60% to the Borough Council, 30% to the Racecourse and 10% to the Training Board.

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AGENDA ITEM 7
ANNEXE 1

	2014/15 Actual	2015/16 Budget	2015/16 Actual	2015/16 Forecast As per committee 07/10/15	2015/16 Forecast At 30 Nov 2015	2016/17 Estimates
	£	£	£	£		£
Grounds Maintenance						
Maintenance of Grounds	545	400	671	680	671	600
Maintenance of Notice Boards	0	500	0	500	500	0
Car Park Repairs	0	1,000	300	1,000	1,000	1,000
EWDC Grounds/Warren Woodland	737	11,100	10,356	11,100	11,100	11,100
Tree Maintenance Schedule	0	4,180	0	4,180	4,180	4,180
Transport and Plant repairs & mntce.	365	1,000	0	1,000	1,000	1,000
Fuel	9,763	9,000	5,912	9,000	9,000	9,000
Spot hire of vehicles	0	0	1,311	1,310	1,310	0
Transport Insurance recharge	2,000	2,400	2,000	2,000	2,000	2,400
Hire of paladins	2,457	2,500	2,507	2,510	2,507	2,560
EWDC Grounds/Transport fleet SLA NJMC	26,500	27,030	26,500	26,500	26,500	27,030
Sub-Total	42,367	59,110	49,557	59,780	59,768	58,870
Keepers Hut						
Backlog maintenance cost	231	0	0	0		0
Kier engineering and fab	1,133	1,240	950	1,240	1,240	1,240
Building and M&E maintenance	0	500	17	500	500	500
Electricity	1,112	1,500	1,147	1,500	1,500	1,500
Rates	707	700	720	720	720	730
TV Licence	146	150	146	150	150	150
Insurance recharges	900	900	0	900	900	900
Sub-Total	4,229	4,990	2,980	5,010	5,010	5,020
Central Expenses	0		0			
Grounds Maintenance Operations Recharge	0	0	0	0		0
Agency staff		0	0	0		0
Additional pension contribution	19,000	24,000	14,000	24,000	24,000	28,000
Contribution to Repairs& Renewals Fund	2,500	2,500	2,500	2,500	2,500	1,500
Clothing & uniforms	712	500	618	580	620	600
External Audit	960	900	1,014	900	1,014	1,000
Ecological Surveys	0	4,000	0	4,000	4,000	0
Conservation expenses	0	500	0	500	500	0
Miscellaneous Expenses	1,264	1,000	192	1,000	1,000	1,000
General Office Expenses	3,097	2,400	276	2,400	2,400	2,400
VAT payments	17,719	15,000	0	15,000	15,000	15,000
OS SLA recovery EWDC	222,000	226,440	222,000	222,000	222,000	222,000
Management costs SLA rec	28,100	28,150	27,548	28,150	27,548	28,150
Insurance	0	1,100	0	1,100	1,100	1,100
Internal audit	538	500	0	500	500	500
Sub-Total	295,889	306,990	268,148	302,630	302,182	301,250
Derby Gypsy Caravan Site						
Contract Payments	6,180	6,300	5,335	5,330	5,335	6,300
Sub-Total	6,180	6,300	5,335	5,330	5,335	6,300
Tattenham Corner conveniences						
Vandalism Repairs	375	0	-87	0	-87	0
			107	0	107	0
Kier Engineering and fabric recharges	773	670	491	670	670	670
Building and M&E maintenance	4,708	2,000	1,332	2,000	2,000	2,000
Kier Cleaning contract recharges	8,622	8,620	6,418	10,070	10,070	10,070
Electricity	1,126	1,000	32	1,000	1,000	1,000
Business Rates	3,297	3,300	3,360	3,360	3,360	3,430
Water Charges	374	400	139	400	400	400
Cleaning consumables	0	200	0	200	200	0
Insurance recharges	1,500	1,500	0	1,500	1,500	1,500
Sub-Total	20,775	17,690	11,792	19,200	19,200	19,070
Gross Expenditure	369,440	395,080	337,811	391,950	391,495	390,510

AGENDA ITEM 7
ANNEXE 1

Income:						
Other government grant income	-738	-11,100	-10,635	-10,640	-10,640	-11,100
Contribution from s106 r	0	0	0	0		0
Hire charges	-1,033	-3,500	-5,333	-3,500	-5,333	-3,500
Interest on Balances	-2,439	-2,300	0	-2,300	-2,300	-2,400
Misc. income	0	-500	-70	-70	-500	-500
	-630	0	0	0	0	0
Income	-4,209	-17,400	-16,038	-16,510	-18,773	-17,500
Net Expenditure	365,231	377,680	321,773	375,440	372,723	373,010
Precepts:						
Borough Council	-210,000	-214,200	-214,200	-214,200	-214,200	-222,770
Training Board	-35,000	-35,700	-35,700	-35,700	-35,700	-37,130
Epsom Racecourse	-105,000	-107,100	-107,100	-107,100	-107,100	-111,380
	-350,000	-357,000	-357,000	-357,000	-357,000	-371,280
Surplus (-) / Deficit in Year	15,231	20,680	-35,227	18,440	15,723	1,730
			-0.23			
Balance b/fwd 1 April	79,454	64,223	64,223	64,223	64,223	45,783
Balance c/fwd 31 March	64,223	43,543	28,996	45,783	48,501	44,053

EPSOM DOWNS RACING SEASON 2016

<u>Report of the:</u>	Clerk of the Conservators
<u>Contact:</u>	Tim Richardson
<u>Annexes/Appendices</u> (attached):	<u>Annexe 1</u> – Fencing dates calendar
<u>Other available papers</u> (not attached):	Minutes of the meetings of the Epsom and Walton Downs Consultative Committee held on 4 November 2002, 12 June 2010, 16 June 2015 and 28 September 2015.

REPORT SUMMARY

This report informs the Conservators of dates for race meetings in 2016 and presents a request from Epsom Downs Racecourse for extensions to the periods permitted for fencing.

<u>RECOMMENDATION (S)</u>	<i>Notes</i>
(1) That the Conservators note the dates of the 2016 racing season for Epsom Downs.	
(2) That the Conservators consider and determine an application from Epsom Downs Racecourse for consent under the Byelaws to bring forward the start of the fencing period for the Upper Tattenham Enclosure and Lonsdale Enclosure for the Derby festival to 16 May 2016.	
(3) That the Conservators consider and determine an application from Epsom Downs Racecourse for consent under the Byelaws to extend the fencing period for the Lonsdale Enclosure to 15 June 2016.	
(4) That the Conservators consider and determine an application from Epsom Downs Racecourse for consent under the Byelaws to extend the fencing period for the Lonsdale Enclosure to enable fencing to remain in place between the dates of 8 – 14 August 2016.	

1 Introduction

- 1.1 Epsom Downs Racecourse has informed the Clerk of the dates of its race meetings in 2015. These are as follows:

- Wednesday 20 April
- Friday 3 June (Ladies' Day)
- Saturday 4 June (Derby Day)
- Thursday 30 June (Evening)
- Thursday 7 July (Evening)
- Thursday 14 July (Evening)
- Thursday 28 July (Evening)
- Monday 29 August (Bank Holiday)
- Tuesday 30 August
- Thursday 8 September
- Sunday 25 September

2 Applications for racing-related activities

- 2.1 Specific elements of the applications require the Conservator's consideration: an application for the extension of the fencing period for the Upper Tattenham Enclosure for the Derby weekend, and applications for the extension of the fencing period for the Lonsdale Enclosure. The details of these applications are set out below.

3 Applications for extensions to the fencing period

- 3.1 Paragraph (4) (d) (i) of section 17 of the Epsom and Walton Downs Regulation Act 1984 (the Act) permits the Racecourse to erect fencing for the Upper Tattenham Enclosure, Lonsdale Enclosure (and other enclosures) 14 days prior to each race event, and requires its removal within 10 days after each race event, unless there is an overlap with the preparatory period for the next event. Fencing erected for the Enclosures outside these periods requires the consent of the Conservators under Byelaw 2 (i) (a).
- 3.2 An application has been received from the Racecourse for extensions to the fencing period for steel security fencing and turnstile blocks for the Upper Tattenham Enclosure and Lonsdale Enclosures in 2016. These are detailed below for the Conservators' consideration.

4 Application for extension of the Upper Tattenham Enclosure fencing period

- 4.1 Epsom Downs Racecourse has requested permission for one extension to the fencing period for the Upper Tattenham Enclosure during the 2016 racing season. The requested extension is as follows:
- 4.1.1 A **4-day extension** to the set-up period for steel security fencing and turnstile blocks for the Upper Tattenham Enclosure between **Monday 16 May – Thursday 19 May 2016**. Under paragraph (4) (d) (i) of section 17 of the Act, Epsom Downs Racecourse is permitted to install this fencing from Friday 20 May 2016. An identical application to this was approved by the Conservators for 2015.

5 Application for extension of the Lonsdale Enclosure fencing period

5.1 Epsom Downs Racecourse has requested permission for three extensions to the fencing period for the Lonsdale Enclosure during the 2016 racing season. The requested extensions are as follows:

5.1.1 A **4-day extension** to the set-up period for steel security fencing and turnstile blocks for the Lonsdale Enclosure between **Monday 16 May – Thursday 19 May 2016**. Under paragraph (4) (d) (i) of section 17 of the Act, Epsom Downs Racecourse is permitted to install this fencing from Friday 20 May 2016. An identical application to this was approved by the Conservators for 2015.

5.1.2 A **1-day extension** to the fencing period for steel security fencing and turnstile blocks for the Lonsdale Enclosure on **Wednesday 15 June 2016**. Under paragraph (4) (d) (i) of section 17 of the Act, Epsom Downs Racecourse is required to remove this fencing on 15 June 2016, before it is permitted to re-install it the following day, Thursday 16 June 2016. An identical application to this was approved by the Conservators for 2015.

5.1.3 A **7-day extension** to the fencing period for steel security fencing and turnstile blocks for the Lonsdale Enclosure between **Monday 8 August – Sunday 14 August 2016**. Under paragraph (4) (d) (i) of section 17 of the Act, Epsom Downs Racecourse is required to remove this fencing on 8 August 2016, before it is permitted to re-install it on Monday 15 August 2016. An identical application to this was approved by the Conservators for 2015.

6 Summary and calendar

6.1 A summary of the fencing extensions requested is included in the table below. A calendar of fencing dates is also attached as the Annexe to this report.

Fencing location	Fencing extension requested	No. of days requested	Requested in 2015?
Upper Tattenham Enc.	16 – 19 May	4 days	Yes. Granted.
Lonsdale Enc.	16 – 19 May	4 days	Yes. Granted.
Lonsdale Enc.	15 June	1 day	Yes. Granted.
Lonsdale Enc.	8-14 August	7 days	Yes. Granted.

7 Previous decisions

- 7.1 A fencing-period extension in advance of the Derby Festival has been requested by the Racecourse and granted by the Conservators for the past 14 years, following an initial application by the Racecourse in advance of the 2002 Derby Festival. This initial decision was made by the Conservators following advice from the Clerk that whilst the Act did not specifically empower them to vary the fencing period, as long as they acted within their general duty to protect the Downs and did not authorise any activity which would prevent the public from exercising their rights of access, they were not prohibited from considering it.
- 7.2 The Conservators have subsequently considered and approved similar extensions in each year they have been requested.
- 7.3 The Epsom and Walton Downs Consultative Committee has considered the fencing extensions granted by the Conservators at its meetings on 4 November 2002, 12 June 2010, 16 June 2015 and 28 September 2015. At the meeting of 28 September 2015 the Committee received a report inviting its views on the fencing extensions granted for 2015. In response to this invitation, one Member of the Committee expressed that they did not agree with the view that the Conservators had powers under the Act or Byelaws to approve fencing extensions. The view of the Council's Head of Legal and Democratic Services with regard to the legal powers available to the Conservators is detailed in section 8 of this report, below.
- 7.4 In 2015, the Conservators approved a 4-day extension to the fencing period for the Upper Tattenham Enclosure. A 4-day, 1-day and 7-day extension to the fencing period for the Lonsdale Enclosure was approved.

8 Legal clarification

- 8.1 Landowners generally would normally be permitted to erect temporary fences without consent. However, the erection of such structures on the Downs is prohibited by virtue of the byelaws made under the 1984 Act. Specifically, byelaw 2(i) provides that:

"A person shall not, without the consent of the Conservators, on the Downs:

 (a) enclose any part of the Downs or erect any building shed or other structure thereon or construct any roads or parking places,

 (b) place any tent stall show exhibition swing roundabout or other like thing..."
- 8.2 The above restriction is subject to Section 17, which, notwithstanding the byelaws, grants rights to the racecourse to erect fencing in the preparatory period/racing period.

- 8.3 The proposal in this case is beyond the rights granted under section 17 and therefore requires the consent of the Conservators under the Byelaws. In deciding whether to grant consent, the Conservators will need to have regard to their primary duty under section 10 of the 1984 Act to preserve the Downs, noting the company's rights under section 17, and consider what impact granting consent would have on the preservation of the Downs, and on the rights of the public over the Downs.

9 Conclusion and recommendations

- 9.1 The Conservators are requested to consider and determine the applications from Epsom Downs Racecourse for the extension of the fencing period as detailed in sections 4 and 5 of this report.

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Epsom Racecourse fencing periods - 2016 race season

01-Apr		22-May		Key:		= Fencing Period permitted by the Act
02-Apr		23-May				
03-Apr		24-May				
04-Apr		25-May				
05-Apr		26-May				
06-Apr		27-May				
07-Apr		28-May				
08-Apr		29-May				
09-Apr		30-May				
10-Apr		31-May				
11-Apr		01-Jun				
12-Apr		02-Jun				
13-Apr		03-Jun	Raceday			
14-Apr		04-Jun	Raceday			
15-Apr		05-Jun				
16-Apr		06-Jun				
17-Apr		07-Jun				
18-Apr		08-Jun				
19-Apr		09-Jun				
20-Apr	Raceday	10-Jun				
21-Apr		11-Jun				
22-Apr		12-Jun				
23-Apr		13-Jun				
24-Apr		14-Jun				
25-Apr		15-Jun	Lonsdale Enc.			
26-Apr		16-Jun				
27-Apr		17-Jun				
28-Apr		18-Jun				
29-Apr		19-Jun				
30-Apr		20-Jun				
01-May		21-Jun				
02-May		22-Jun				
03-May		23-Jun				
04-May		24-Jun				
05-May		25-Jun				
06-May		26-Jun				
07-May		27-Jun				
08-May		28-Jun				
09-May		29-Jun				
10-May		30-Jun	Raceday			
11-May		01-Jul				
12-May		02-Jul				
13-May		03-Jul				
14-May		04-Jul				
15-May		05-Jul				
16-May		06-Jul				
17-May	Upper Tattenham Enclosure and Lonsdale Enclosure	07-Jul	Raceday			
18-May		08-Jul				
19-May		09-Jul				
20-May		10-Jul				
21-May		11-Jul				

AGENDA ITEM 8
ANNEXE 1

12-Jul	
13-Jul	
14-Jul	Raceday
15-Jul	
16-Jul	
17-Jul	
18-Jul	
19-Jul	
20-Jul	
21-Jul	
22-Jul	
23-Jul	
24-Jul	
25-Jul	
26-Jul	
27-Jul	
28-Jul	Raceday
29-Jul	
30-Jul	
31-Jul	
01-Aug	
02-Aug	
03-Aug	
04-Aug	
05-Aug	
06-Aug	
07-Aug	
08-Aug	
09-Aug	
10-Aug	
11-Aug	Lonsdale Enc.
12-Aug	
13-Aug	
14-Aug	
15-Aug	
16-Aug	
17-Aug	
18-Aug	
19-Aug	
20-Aug	
21-Aug	
22-Aug	
23-Aug	
24-Aug	
25-Aug	
26-Aug	
27-Aug	
28-Aug	
29-Aug	Raceday
30-Aug	Raceday

31-Aug	
01-Sep	
02-Sep	
03-Sep	
04-Sep	
05-Sep	
06-Sep	
07-Sep	
08-Sep	Raceday
09-Sep	
10-Sep	
11-Sep	
12-Sep	
13-Sep	
14-Sep	
15-Sep	
16-Sep	
17-Sep	
18-Sep	
19-Sep	
20-Sep	
21-Sep	
22-Sep	
23-Sep	
24-Sep	
25-Sep	Raceday
26-Sep	
27-Sep	
28-Sep	
29-Sep	
30-Sep	
01-Oct	
02-Oct	
03-Oct	
04-Oct	
05-Oct	

Key:



= Fencing Period permitted
by the Act
= Fencing extension
requested

OUTSTANDING REFERENCES

<u>Report of the:</u>	Clerk to the Conservators
<u>Contact:</u>	Tim Richardson
<u>Annexes/Appendices</u> (attached):	<u>Annexe</u> - Outstanding references
<u>Other available papers</u> (not attached):	

REPORT SUMMARY

This report lists references to officers outstanding as at 20 January 2016.

<u>RECOMMENDATION (S)</u>	<i>Notes</i>
(1) That this report be noted.	

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OUTSTANDING REFERENCES

Ref. of Item (Min. no / meeting date)	Title and nature of issue	Position at last meeting	Current position
19/04/2006	Signposting of the Downs	5 Code of Conduct signs in position on the Downs.	Further signposting requirements for the Downs to be considered at a future meeting of the Conservators.
19/04/2006	Additional hack riding area, foot of Walton Downs	Condition of ground did not allow it to be opened for use by hack riders in the view of the TGMB.	Condition of ground considered at each meeting of the Training Grounds Management Board.
25/10/2010	Maintenance of sand track	Report to next meeting of the Conservators.	See <u>Item 09</u> .
19/04/2012	Combined Habitat Management Plan for the Downs	The Epsom and Walton Downs Habitat Management Plan 2015-2020 was considered and approved at the meeting in April 2015. It was noted that this would be integrated with the Epsom Golf Course Habitat Management Plan once that had also been reviewed, to create a single Plan document. Epsom Golf Course Habitat Management Plan is scheduled to be reviewed at the end of 2015.	See <u>Item 03</u> .
13/10/2014, Minute 19 a)	Epsom Golf Club – unauthorised development & other matters	Officers to pursue the matters with Epsom Golf Club.	See <u>Item 10</u> .
15/04/2015, Minute 49	Pedestrian access along Tattenham Corner Road to equestrian crossing.	Works to railings undertaken by Racecourse. SCC Highways view of location to be sought by Downs Manager.	See <u>Item 03</u> .

EPSOM AND WALTON DOWNS CONSERVATORS
20 JANUARY 2016

15/04/2015, Minute 50	Review of Dog Control arrangements on Epsom and Walton Downs	Proposal for new signs by TGMB agreed. Chairman and Clerk authorised to agree wording of signs.	See <u>Item 03</u> .
7/10/15, Minute 20	Memorial benches on the Downs – review of policy	Report to April 2016 meeting	Report not yet due.