

**PROPOSED EVENTS ON EPSOM DOWNS**

<b>Report of the:</b>	Downs Manager
<b>Contact:</b>	Sam Beak
<b>Annexes/Appendices (attached):</b>	<b>Annexe 1</b> - Event route maps <b>Annexe 2</b> - Calendar of events
<b>Other available papers (not attached):</b>	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 Review of Fees and Charges for Events on the Downs January 2017

**REPORT SUMMARY**

This report provides details of event requests for consideration by the Conservators.

**RECOMMENDATION (S)**

(1) That the Conservators consider the following proposals to hold events on the Downs:

- Mole Valley Orienteering Club (Sunday 22 Oct 2017)
- Downs Young Athletes Cross Country League (Sundays 5 Nov, 3 Dec 2017, 18 Feb, 4 Mar 2018)
- Surrey Cross Country League (Saturday 11 Nov 2017)
- Epsom College (Thursday 23 Nov 2017)
- Royal Pigeon Racing Association (Various dates from March to October 2018)
- First Stride Events Ltd (Sundays 25 Mar, 12 Aug, 4 Nov 2018)
- North Cheam Baptist Church Easter Sunday Service (Sunday 1 April 2018)
- Rotary Club of Banstead Sponsored Walk (Sunday 6 May 2017)

- **Round the Borough Bike (Sunday 13 May 2018)**
- **Cancer Research UK: Race For Life (Sunday 24 June 2018)**
- **Round the Borough Hike (Saturday 8 Sept 2018)**
- **Alzheimer's Society (Sunday 23 Sept 2018)**

and decide whether they wish to grant approval for these events.

- (2) **That the Conservators note the Calendar of Events for 2018/19.**
- (3) **The Conservators agree to the existing fees and charges remaining as they are for the 2018/19 financial year, and to carrying out a review of the fees and charges in October 2018.**
- (4) **That the Conservators note the fees and charges to be applied to each event subject to the event being approved.**

## 1 Event Applications

1.1 There have been event applications received from eleven groups/organisations for forthcoming events on the Downs. Route maps for each of these events are included at **Annexe 1**, and an event calendar is included at **Annexe 2**.

1.2 All but two applications have been made by organisations which have run the same or similar events in previous years. The Orienteering Event and the Memory Walk have not previously taken place on Epsom & Walton Downs. The table below details the events.

<b>Event</b>	<b>Organiser</b>	<b>Date</b>	<b>Time</b>	<b>No. of participants</b>	<b>Category of event</b>	<b>No. of years held on the Downs</b>
Orienteering event	Mole Valley Orienteering Club	Sunday 22 Oct 2017	10.00 – 17.00	200	B	0
Cross Country League	Downs Young Athletes	Sunday 5 Nov 2017	10.00 – 13.00	60-70	A	35+
Cross Country League	Surrey Cross Country League	Saturday 11 Nov 2017	12.30 – 17.00	400	B	4+

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Cross Country Run	Epsom College	Thursday 23 Nov 2017	13.30 – 16.30	500	B	160+
Cross Country League	Downs Young Athletes	Sunday 3 Dec 2017	10.00 – 13.00	60-70	A	35+
Cross Country League	Downs Young Athletes	Sunday 18 Feb 2018	10.00 – 13.00	60-70	A	35+
Pigeon Racing Liberation	Royal Pigeon Racing Association	Various from Mar – Oct 2018	Early morn/late eve	20	U	4+
Cross Country League	Downs Young Athletes	Sunday 4 Mar 2018	10.00 – 13.00	60-70	A	35+
5K & 10K Summer Series	First Stride Events Ltd	Sunday 25 Mar - 2018	09.30 – 13.00	250	B	1
Easter Sunday Service	North Cheam Baptist Church	Sunday 1 April 2018	06.45 – 07.45	150	U	30+
Sponsored Walk	Rotary Club of Banstead	Sunday 6 May 2018	07.30 – 16.00	70	A	20+
Round the Borough Bike	Epsom & Ewell Borough Council	Sunday 13 May 2018	10.00 – 14.00	100-200	B	5
Race For Life	Cancer Research UK	Sunday 24 June 2018	05.00 – 16.00	1650	D	10
5K & 10K Summer Series	First Stride Events Ltd	Sunday 12 Aug - 2018	09.30 – 13.00	250	B	1
Round the	Epsom &	Saturday	12.00	Up to 100	A	6

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Borough Hike	Ewell Borough Council	8 Sept 2018	– 14.00			
Memory Walk	Alzheimer's Society	Sunday 23 Sept 2018	07.00 – 17.00	Up to 4000	D	0
5K & 10K Summer Series	First Stride Events Ltd	Sunday 4 Nov 2018	09.30 – 13.00	250	B	1

- 1.1 The Pigeon Racing Liberation and the Easter Sunday Church Service have been rated as category U as they are expected to have very little disruption if any to the Downs or other users.
- 1.2 The Round the Borough Hike, Rotary Club Sponsored Walk and Downs Young Athletes Cross Country League events are expected to have very little if any impact on the Downs and other users of the Downs, and so have been rated as category A.
- 1.3 The Orienteering event, Surrey Cross Country League, Epsom College Cross Country event, 5K & 10K Summer Series and The Round the Borough Bike events are expected to attract a larger number of participants and so have been rated as category B. All events have previously taken place on the Downs although the Orienteering event was a scaled down version of the event applied for in October.
- 1.4 The Race for Life and Alzheimer's Society Memory Walk event have been rated as category D. The latter has not previously run on the Downs but the organisers are keen to work with the Downskeepers and the trainers to ensure minimal disruption and impact on the Downs.
- 1.5 The Downskeepers and trainers have not been consulted directly and so their comments are welcome as part of the Conservators consideration of the events. The important matter of staying on designated paths and not straying onto Training Grounds will be stressed to all organisers.
- 1.6 All organisations have sent through the necessary paperwork, which includes copies of their public liability insurance and risk assessments. Maps of each route for the events are attached at **Annexe 1**.

## 2 Calendar of events

- 2.1 The calendar of forthcoming events is attached at **Annexe 2**. The events shown in **bold** are for consideration by the Conservators at this meeting.

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2.2 The Event Management Strategy sets out suggested limits on the number of events to be held on the Downs each year, and these are detailed in the tables below, alongside the number of events currently approved and those waiting to be approved:

Category	No of Events currently approved April 2017 – March 2018	No of Events waiting to be approved April 2017 – March 2018	Total no. of events if approved	Suggested Limit
A	2	4	6	10
B	3	4	7	10
C	1	0	1	5
D	1	0	1	On Application
S	1	0	1	On Application
U	3	0	3	On Application

Category	No of Events currently approved April 2018 – March 2019	No of Events waiting to be approved April 2018 – March 2019	Total no. of events if approved	Suggested Limit
A	0	2	2	10
B	0	3	3	10
C	0	0	0	5
D	0	2	2	On Application
S	0	0	0	On Application
U	0	2	2	On Application

### 3 Future Events

3.1 At the meeting on 18 January 2017, the Conservators reviewed and updated the charging policy for events on the Downs.

3.2 For the purposes of this report, those events subject to a hire charge and refundable reinstatement bond have been charged at the new rate as agreed on 18 January 2017. The Round the Borough Hike & Bike events will not be subject to any charge as agreed at the meeting of the Conservators on 7 October 2015.

3.3 Due to the increase in charges in January 2017, it is proposed that no further increases in the fees and charges for events on the Downs be made for 2018. A review of the fees and charges for 2019/20 will be carried out in October 2018.

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3.4 Following the existing fees and charges policy, the table below illustrates how the charges will be applied to each of the applicants received:

<b>Event</b>	<b>Date</b>	<b>No. of participants</b>	<b>Category of event</b>	<b>Hire Charge £</b>	<b>Refundable Reinstatement Bond £</b>
Orienteering event	Sunday 22 Oct 2017	200	B	450	45
Cross Country League	Sunday 5 Nov 2017	60-70	A	52.50	25
Cross Country Run	Saturday 11 Nov 2017	400	B	300	30
Cross Country Run	Thursday 23 Nov 2017	500	B	375	37.50
Cross Country League	Sunday 3 Dec 2017	60-70	A	52.50	25
Cross Country League	Sunday 18 Feb 2018	60-70	A	52.50	25
Pigeon Racing Liberation	Various from Mar - Oct	20	U	0	0
Cross Country League	Sunday 4 Mar 2018	60-70	A	52.50	25
5K & 10K Summer Series	Sunday 25 Mar - 2018	250	B	375	37.50
Easter Sunday Service	Sunday 1 April 2018	150	U	N/A	N/A

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Event	Date	No. of participants	Category of event	Hire Charge £	Refundable Reinstatement Bond £
Charity Sponsored Walk	Sunday 6 May 2018	70	A	52.50	25
Round the Borough Bike	Sunday 13 May 2018	100-200	B	0	0
Race For Life	Sunday 25 June 2017	1650 + 750 spectators/organisers	D	1800	180
5K & 10K Summer Series	Sunday 12 Aug - 2018	250	B	375	37.50
Round the Borough Hike	Saturday 8 Sept 2018	Up to 100	A	0	0
Memory Walk	Sunday 23 Sept 2018	Up to 4000	D	3000	300
5K & 10K Summer Series	Sunday 4 Nov - 2018	250	B	375	37.50

#### 4 Financial and Manpower Implications

4.1 None for the purposes of this report.

4.2 **Chief Finance Officer's comments:** Hire charges as detailed above once realised will be accounted for as planned within the overall budget.

#### 5 Legal Implications (including implications for matters relating to equality)

5.1 None for the purposes of this report.

5.2 **Monitoring Officer's comments:** None for the purposes of this report.

#### 6 Sustainability Policy and Community Safety Implications

6.1 None for the purposes of this report.

## **7 Partnerships**

7.1 None for the purposes of this report.

## **8 Risk Assessment**

8.1 Each event on Epsom & Walton Downs is requested to submit a risk assessment and public liability documents when applying.

8.2 With every event there is a risk of damage to the Downs. All event organisers are made aware of the restrictions to their event routes and are informed not to stray from the paths. A reinstatement bond is collected to cover the cost of damage caused by the event.

## **9 Conclusion and Recommendations**

9.1 The Conservators are asked to consider the full event applications that have been received and to note the 2018/2019 Calendar of Events.

9.2 The Conservators are asked to agree to the existing fees and charges remaining as they are and to carrying out a review of the fees and charges in October 2018.

9.3 The Conservators are also asked to note the charges to be applied to each event subject to approval being granted.

**WARD(S) AFFECTED: College Ward; Woodcote Ward;**