

Public Document Pack

EPSOM AND WALTON DOWNS CONSERVATORS

Monday 24 January 2022 at 6.00 pm

Place: Council Chamber, EpsomTown Hall

Link for public online access to this meeting:

<https://attendee.gotowebinar.com/register/5317456355620304907>

Webinar ID: 161-658-355

Telephone (listen-only): 0330 221 9914, Telephone Access code:132-255-176

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, the Council (Chair)

Simon Durrant, Jockey Club Racecourses (the Company) (Vice-Chair)

Andrew Cooper, Jockey Club Racecourses (the Company)

Simon Dow, Horserace Betting Levy Board (the Levy Board)

Councillor Bernice Froud, the Council

Councillor Jan Mason, the Council

Councillor Steven McCormick, the Council

Councillor Lucie McIntyre, the Council

Stephen Wallis, Jockey Club Racecourses (the Company)

Councillor Clive Woodbridge, the Council

Yours sincerely



Clerk to the Conservators

For further information, please contact Democratic Services, email: democraticservices@epsom-ewell.gov.uk or tel: 01372 732000

EMERGENCY EVACUATION PROCEDURE

No emergency drill is planned to take place during the meeting. If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by council staff. It is vital that you follow their instructions.

- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building, but move to the assembly point at Dullshot Green and await further instructions; and
- Do not re-enter the building until told that it is safe to do so.

Public information

Please note that this meeting will be held at the Town Hall, Epsom and will be available to observe live on the internet

This meeting will be open to the press and public to attend as an observer using free GoToWebinar software, or by telephone.

A link to the online address for this meeting is provided on the first page of this agenda and on the Council's website. A telephone connection number is also provided on the front page of this agenda as a way to observe the meeting, and will relay the full audio from the meeting as an alternative to online connection. A limited number of seats will also be available in the public gallery at the Town Hall. For further information please contact Democratic Services, email: democraticservices@epsom-ewell.gov.uk, telephone: 01372 732000.

Information about the terms of reference and membership of this Committee are available on the [Council's website](#). The website also provides copies of agendas, reports and minutes.

Agendas, reports and minutes for the Committee are also available on the free Modern.Gov app for iPad, Android and Windows devices. For further information on how to access information regarding this Committee, please email us at Democraticservices@epsom-ewell.gov.uk.

Exclusion of the Press and the Public

There are no matters scheduled to be discussed at this meeting that would appear to disclose confidential or exempt information under the provisions Schedule 12A of the Local Government (Access to Information) Act 1985. Should any such matters arise during the course of discussion of the above items or should the Chairman agree to discuss any other such matters on the grounds of urgency, the Committee will wish to resolve to exclude the press and public by virtue of the private nature of the business to be transacted.

Questions from the Public

Questions from the public are not permitted at meetings of the Epsom and Walton Downs Conservators.

AGENDA

1. MINUTES OF PREVIOUS MEETING (Pages 5 - 10)

The Conservators are asked to confirm as a true record the Minutes of the Conservators' Meeting held on 8 November 2021 (attached) and to authorise the Chairman to sign them.

2. EPSOM DOWNS RACING SEASON 2022 (Pages 11 - 16)

This report informs the Conservators of dates for race meetings in 2022 and presents a request from Jockey Club Racecourses for consent for race meetings and extensions to the periods permitted for fencing, as required by the Epsom and Walton Downs Regulation Act 1984 and Epsom and Walton Downs Byelaws.

3. REPLACEMENT OF A SOUTHERN GAS NETWORK GAS PRESSURE GOVERNOR AT DERBY ARMS ROAD (Pages 17 - 22)

To approve a request from JDT Utilities Ltd working on behalf of Southern Gas Networks to replace a gas pressure governor at Derby Arms Road.

4. QUEEN'S PLATINUM JUBILEE BEACON (Pages 23 - 40)

This report seeks approval in principle to hold the Queen's Platinum Jubilee Beacon event at the Viewing Point Car Park, Epsom and Walton Downs on 2 June 2022.

5. REVIEW OF FEES AND CHARGES (Pages 41 - 50)

This report details a review of the Fees and Charges for Events on the Downs, Metal Detecting Licences and Memorial Items.

6. EVENTS ON THE DOWNS (Pages 51 - 58)

To create efficiencies in the events booking process by delegating authority to the Streetcare Manager to approve small events, previously held events on the Downs and for Conservators to approve the forthcoming event calendar.

7. BUDGET 2022/23 (Pages 59 - 66)

This report seeks approval for the 2022/23 budget and the recommended precepts on the constituent bodies.

8. MINUTES OF THE EPSOM AND WALTON DOWNS CONSULTATIVE COMMITTEE, 12 JANUARY 2022 (To Follow)

**Minutes of the Meeting of the EPSOM AND WALTON DOWNS CONSERVATORS
held on 8 November 2021**

PRESENT -

Councillor Liz Frost (the Council) (Chair); Simon Durrant (Jockey Club Racecourses (the Company)), Andrew Cooper (Jockey Club Racecourses (the Company)), Simon Dow (Horserace Betting Levy Board (the Levy Board)), Councillor Bernice Froud (the Council), Councillor Jan Mason (the Council), Stephen Wallis (Jockey Club Racecourses (the Company)) and Councillor Clive Woodbridge (the Council).

Absent: Councillor Steven McCormick (the Council) and Councillor Lucie McIntyre (the Council)

Officers present: Kathryn Beldon (Chief Executive), Jackie King (Director of Corporate Services), Mark Shephard (Head of Property and Regeneration), Brendan Bradley (Chief Accountant), Tony Foxwell (Senior Surveyor), Tim Richardson (Democratic Services Manager) and Stephanie Gray (Democratic Services Officer)

10 MINUTES OF PREVIOUS MEETING

The Minutes of the previous meeting of the Epsom and Walton Down Conservators held on 21 June 2021, were agreed as a true record and signed by the Chair.

11 TATTENHAM CORNER CONVENIENCES

The Committee received a report which considered the options available for the provision or removal of the public conveniences.

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

The Conservators considered the following matters:

- a) The financial impact of demolishing the current Conveniences.
- b) The costs of providing new conveniences in either of the proposed locations.

- c) The possible consequence of charging a fee for the public to use the Conveniences, given that nowhere else in the Borough charges a fee to use a Convenience.
- d) The fact that Epsom and Walton Downs is a much visited and utilised public space, and that there should be access to a Convenience, to avoid unsanitary behaviour.
- e) The significant cost involved in the refurbishment of public toilets.
- f) The fact that Conservators do have the funds available to either re-provide or refurbish the toilets.
- g) That the possibility exists to explore the re-provision thereof with stakeholder partners.

Following consideration, it was resolved that the Conservators:

- (1) Agreed to proceed with Option 4 as set out in the report, being to demolish the existing public toilets together with an undertaking to explore the future re-provision of a toilet facility with stakeholder partners.**

12 SCHEME FOR BARBEQUES AT THE RACECOURSE

The Conservators received a report seeking approval for a scheme to enable the in principle conditional permission for the limited use of barbecues, to be granted for a trial period during 2022.

This report followed on from the in-principle approval of the use of barbecues at the racecourse during designated periods, and the Conservators having asked for an operating scheme to be brought forward for final approval.

A scheme was presented to and approved by the Conservators at its meeting 2 March 2020, but never implemented for the intended trial period during 2020, as a result of the Covid 19 pandemic and subsequent National lockdowns.

Following consideration, the Conservators resolved unanimously to:

- (1) note the proposed conditions attached at Appendix 1 to the report, as previously approved by the Conservators, on any permission to use barbecues at the Racecourse, subject to any final minor changes which may be necessary, to be agreed by the Clerk to the Conservators with the Chairman;**
- (2) grant Epsom Downs Racecourse conditional permission to use barbecues within the race meetings applied for 2022, namely Ladies Day, The Derby and the Bank Holiday August Race Meetings;**

- (3) request Epsom Downs Racecourse to provide a report to the Conservators on the outcome of implementing the permission to hold the barbecues, following the trial period.**

13 HACK SAND REPLACEMENT

The Conservators received a report which accompanied a proposal by the Jockey Club to replace the Hack Sand Ride on Six Mile Hill with a sixteen-metre-wide strip at the bottom of the hill with a Hack Canter area. The Jockey Club have concluded that replacement of the existing Hack Sand Ride would be uneconomical and that they would continue their responsibility for maintaining the proposed Hack Canter area, going forward.

Following consideration, the Conservators resolved unanimously to:

- (1) Approve in principle, the Jockey Club's proposal to replace the existing Hack Sand Ride on Six Mile Hill with a Hack Canter area as indicated on the map at Appendix 2 to the report, subject to the following:**
- a) That the Jockey Club obtain any (and all) relevant permissions are obtained prior to the commencement of any works to replace the existing Hack Sand area, for example, approval of the Department of Culture, Media and Sport (DCMS)**
 - b) That no future maintenance costs of the proposed Hack Canter area fall to the Conservators**
 - c) That the Health & Safety implications of installing the new Hack Sand Canter area are considered fully by the Jockey Club prior to implementation**

14 RURAL DEVELOPMENT FUND – VISITOR TRAILS AND WAYFINDER PROJECT PROGRESS

The Conservators received a report providing an update on the grant award and progress to date, following a successful bid to the European Agricultural Fund for Rural Development (EAFRD).

Following consideration, the Conservators resolved unanimously to:

- (1) Note the indicative timeline and project deliverables**
- (2) Note the difference between the Grant Award and the funding allocation sought and the resulting project funding deficit of £10,657.**
- (3) Note the work undertaken to date and confirm support for continuing with the project.**

- (4) Agree to fund the most significant element of the project infrastructure for which funding has not been obtained: the waymarking discs at a cost of £1,216.**

15 PROPOSAL TO INSTALL RUNNING RAIL ALONGSIDE KEY GALLOPS AND HORSEWALKS ON EPSOM AND WALTON DOWNS

This report accompanies a proposal from the Jockey Club, seeking the approval of the Conservators for the installation of running rails alongside key gallops and horse-walks on Epsom and Walton Downs.

Following consideration, the Conservators resolved unanimously to:

- (1) Approve the proposals set out in the attached report of the Jockey Club, subject to the relevant permissions being obtained which may include planning permission and County Council Highways consent.**

16 MID-YEAR BUDGET MONITORING

The Conservators received a report on the income and expenditure position as at 31 August 2021 and seeking guidance on the preparation of the budget and precept for 2022/23.

The Conservators noted that the external auditors had completed their audit and concluded that the accounts had been prepared in accordance with proper practices and raised no concern.

Having considered the report, the Conservators resolved to:

- (1) Note the mid-year income and expenditure position as at 31 August 2021.**
- (2) Provide guidance on the preparation of the 2022/23 budget, including confirmation that the £19,840 budget for the Conveniences can be removed from the budget, to meet the savings target;**
- (3) Note the conclusion of the 2020/21 external audit of the accounts.**

17 DATES OF MEETINGS IN 2022

The Conservators received a report requesting them to agree the dates of their normal meetings to be held in 2022.

It was noted that a Conservator was of the view that more than 3 meetings should take place during the year in order to keep the Conservators updated particularly on developments and planning surrounding the Derby Festival. It was pointed out, however, that there was currently no budgetary provision to

hold additional meetings. Officers were nevertheless requested to identify provisional dates for meetings in addition to the dates set out in the report or to spread the meetings more evenly throughout the year.

Following consideration, the Conservators resolved to:

- (1) agree to hold their normal meetings in 2022 on the following dates:**
 - a) Monday 24 January 2022 at 18.00 hours**
 - b) Monday 20 June 2022 at 18.00 hours**
 - c) Monday 7 November 2022 18.00 hours**

The meeting began at 6.00 pm and ended at 7.19 pm

COUNCILLOR LIZ FROST (CHAIR)

This page is intentionally left blank

EPSOM DOWNS RACING SEASON 2022

Head of Service:	Jackie King, Director of Corporate Services
Wards affected:	College Ward; Town Ward; Woodcote Ward;
Appendices (attached):	None

Summary

This report informs the Conservators of dates for race meetings in 2022 and presents a request from Jockey Club Racecourses for consent for race meetings and extensions to the periods permitted for fencing, as required by the Epsom and Walton Downs Regulation Act 1984 and Epsom and Walton Downs Byelaws.

Recommendation (s)

The Conservators are asked to:

- (1) Note the dates of the 2022 racing season for Epsom Downs detailed in paragraph 2.1 of this report, and grant their consent to the following meetings in accordance with section 14 of the Epsom and Walton Downs Regulation Act 1984:**
 - Thursday 30 June (Evening)**
 - Thursday 7 July (Evening)**
 - Thursday 14 July (Evening)**
 - Thursday 28 July (Evening)**
 - Sunday 25 September**
- (2) Note that Jockey Club Racecourses has applied to Surrey County Council for the temporary suspension of Footpath 50 as detailed in section 4 of this report.**
- (3) Consider and determine an application from Jockey Club Racecourses for consent under the Byelaw 2 (i) (a) to extend the fencing period for the Upper Tattenham Enclosure and Lonsdale Enclosure for 4 days to cover the period 16 May - 19 May 2022.**
- (4) Consider and determine an application from Jockey Club Racecourses for consent under the Byelaw 2 (i) (a) to extend the fencing period for the**

Lonsdale Enclosure to enable fencing to remain in place on 15 June 2022 and between the dates of 8 – 14 August 2022.

1 Reason for Recommendation

- 1.1 Jockey Club Racecourses is required by the Epsom and Walton Downs Regulation Act 1984 and Epsom and Walton Downs Byelaws to seek the consent of the Conservators for race meetings held at certain times and extensions to the periods permitted for fencing.
- 1.2 The recommendations of this report present Jockey Club Racecourses' requests for consent for the 2022 race season for the Conservators consideration.

2 Background

2.1 Jockey Club Racecourses has informed the Clerk of the planned dates of its race meetings in 2022. These are as follows:

- Tuesday 19 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

3 Applications for Evening and Sunday race meetings

- 3.1 Section 14 of the Epsom and Walton Downs Regulation Act 1984 (the Act) requires the consent of the Conservators for any race meeting to commence or continue after 7pm on any day, or at any time on a Sunday.
- 3.2 Jockey Club Racecourses requests the consent of the Conservators to the following race meetings (also listed above):

- Thursday 30 June (Evening)
- Thursday 7 July (Evening)
- Thursday 14 July (Evening)
- Thursday 28 July (Evening)
- Sunday 25 September

4 Application for temporary suspension of Footpath 50

- 4.1 Jockey Club Racecourses has applied to Surrey County Council for the temporary suspension of Footpath 50 on 3 and 4 June, over the Derby period. This Footpath crosses the Racecourse Track near to the Princes Stand/Lonsdale Enclosure, and a similar suspension has been granted by the County Council for the past 5 years. Whilst this is a matter for consideration by the County Council, the Conservators are notified for their information.

5 Applications for racing-related fencing

- 5.1 Specific elements of the racing-related fencing applications submitted by Jockey Club Racecourses require the Conservators' 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 in sections 6 and 7 below.
- 5.2 Paragraph (4) (d) (i) of section 17 of 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).

6 Application for extension of the Upper Tattenham Enclosure fencing period

- 6.1 Jockey Club Racecourses has requested permission for one extension to the fencing period for the Upper Tattenham Enclosure during the 2022 racing season. The requested extension is as follows:
- 6.1.1 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 2022. Under paragraph (4) (d) (i) of section 17 of the Act, Epsom Downs Racecourse is permitted to install this fencing from Friday 20 May 2022.
- 6.1 A similar extension to this has been approved by the Conservators for a number of years.

7 Application for extension of the Lonsdale Enclosure fencing period

- 7.1 Jockey Club Racecourses has requested permission for three extensions to the fencing period for the Lonsdale Enclosure during the 2022 racing season. The requested extensions are as follows:
- 7.1.1 A 4-day extension to the set-up period for steel security fencing and turnstile blocks for the Lonsdale between Monday 16 May – Thursday 19 May 2022.
- 7.1.2 A 1-day extension to the fencing period for steel security fencing and turnstile blocks for the Lonsdale Enclosure on 15 June 2022,
- 7.1.3 A 7-day extension from Monday 8 August to Sunday 14 August 2022.
- 7.2 Similar extensions to these have been approved by the Conservators for a number of years, but specific dates have varied depending on the racing calendar.

8 Summary and calendar

- 8.1 A summary of the fencing extensions requested is included in the table below.

Fencing location	Fencing extension requested (2022)	No. of days requested	Requested/granted last year?
Upper Tattenham Enc.	16 – 19 May	4 days	Yes. Granted.
Lonsdale Enc.	16 – 19 May	4 days	Yes. Granted.
Lonsdale Enc.	15 June 8 – 14 August	8 days	Yes. Granted.

9 Previous decisions

- 9.1 A fencing-period extension in advance of the Derby Festival has been requested by the Racecourse and granted by the Conservators for the past 20 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.
- 9.2 The Conservators have subsequently considered and approved similar extensions in each year they have been requested.

10 Risk Assessment

Legal or other duties

10.1 Impact Assessment

10.1.1 To mitigate potential impact upon Downs users Jockey Club Racecourses has undertaken to provide a work schedule for all fencing to the Clerk prior to its installation.

10.1.2 To mitigate the impact of the requested extension to the fencing period for the Lonsdale Enclosure, Jockey Club Racecourses has undertaken to fasten open gates at both ends of the Enclosure between race meeting dates, to enable free access of the area by all Downs visitors.

10.1.3 The Conservators have considered and approved similar fencing-period related extensions for the past 20 years. No issues relating directly to the extensions have been encountered during this time, and it is therefore considered that the risks relating to granting them are low.

10.2 Crime & Disorder

10.2.1 None.

10.3 Safeguarding

10.3.1 None.

10.4 Dependencies

10.4.1 None

10.5 Other

10.5.1 None

11 Financial Implications

11.1 None for the purposes of this report.

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

12 Legal Implications

12.1 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...”

12.2 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.

12.3 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.

12.4 **Legal Officer’s comments:** None arising from the contents of this report.

13 Policies, Plans & Partnerships

13.1 **Council’s Key Priorities:** Not relevant to this report.

13.2 **Service Plans:** Not relevant to this report.

13.3 **Climate & Environmental Impact of recommendations:** None.

13.4 **Sustainability Policy & Community Safety Implications:** None.

13.5 **Partnerships:** None.

14 Background papers

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

Previous reports:

- Epsom Downs Racing Season 2021 report and Minutes – meeting of the Conservators held 25 January 2021.

Other papers:

- Epsom and Walton Downs Regulation Act 1984.
- Epsom and Walton Downs Byelaws
- Epsom Downs Racing Season 2022 applications

REPLACEMENT OF A SOUTHERN GAS NETWORK GAS PRESSURE GOVERNOR AT DERBY ARMS ROAD

Head of Service:	Ian Dyer, Head of Operational Services
Wards affected:	College Ward; Town Ward; Woodcote Ward;
Appendices (attached):	Appendix One – Proposed location of works

Summary

To approve a request from JDT Utilities Ltd working on behalf of Southern Gas Networks to replace a gas pressure governor at Derby Arms Road.

Recommendation (s)

The Conservators are asked to:

- (1) consider the proposal from JDT Utilities Ltd working on behalf of clients at Southern Gas Networks and decide whether to grant approval for the necessary replacement of the gas pressure governor at Derby Arms Road, Epsom under byelaw 2. (i) of the Epsom and Walton Downs Regulation Act 1984.

1 Reason for Recommendation

- 1.1 The replacement of the gas pressure governor is necessary to ensure the regulation of gas pressure throughout the gas distribution system.

2 Background

- 2.1 In December 2021, officers received a request from JDT Utilities Ltd working on behalf of clients at Southern Gas Networks, to replace an SGN gas pressure governor at Derby Arms Road, Epsom.
- 2.2 The gas governor is nearing the end of its useful life, and we would like to install a “like for like” replacement in the same location.
- 2.3 The governor is situated on a large grass verge area along Derby Arms Road. Please see map attached at appendix 1.
- 2.4 The proposal is to dig down and expose the old governor, isolate and remove it from the gas network, then to install and commission a replacement governor.

- 2.5 All works would & equipment be contained on the verge. Access to the road would not be affected.
- 2.6 Permission is requested to start the gas works on Wednesday 26th January 2022
- 2.7 The works are expected to be completed within 5 weeks, and should not cause any interruption to gas supplies in the area.
- 2.8 Upon completion of the works, JDT Utilities Ltd will carry out such reinstatement works as may be required to return the area to its previous condition.
- 2.9 Since receiving the request, the Senior Planning Manager from JDT Utilities Ltd has been contacted and advised that if the Epsom & Walton Downs Conservators approve the request, it will be granted subject to the following conditions:
 - 2.9.1 No work involving noise, use of machinery or heavy transportation may commence prior to 12noon each day to ensure there is no disruption to daily horse training activities.
 - 2.9.2 No imported soil or aggregates may be used on the Downs to carry out reinstatement works.
 - 2.9.3 All reinstatement works must be carried out swiftly and all signs, fencing and/or barriers must be removed promptly from the site.
 - 2.9.4 All reinstatement works must be inspected by a Council officer or Jockey Club representative to ensure satisfactory completion.

3 Risk Assessment

Legal or other duties

3.1 Impact Assessment

- 3.1.1 There will be a minor impact to hack riders as this area of land is a designated hack area ride. If Conservators are minded to approve this work, the hack riding representative will be contacted and advised of the upcoming disruption.

3.2 Crime & Disorder

- 3.2.1 Not applicable.

3.3 Safeguarding

- 3.3.1 Not applicable.

3.4 Dependencies

3.4.1 Failure to carry out this work will impact the gas distribution system.

3.5 Other

3.5.1 None.

4 Financial Implications

4.1 None.

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

5 Legal Implications

5.1 Byelaw 2. (i) for the Downs states;

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

(e) dig or take any stem, chalk, soil or other materials or take turf sods, trees, flowers, shrubs, plants or grass or use any device designed or adapted for detecting or locating any metal or mineral in the ground.

5.2 **Legal Officer's comments:** Legal implications have been covered in the main body of the report.

6 Policies, Plans & Partnerships

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

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

6.3 **Climate & Environmental Impact of recommendations:** None

6.4 **Sustainability Policy & Community Safety Implications:** None

6.5 **Partnerships:** Officers have consulted with the Jockey Club as landowner and advised JDT Utilities Ltd of the conditions of approval.

7 Background papers

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

Previous reports:

- None

Other papers:

- None

This page is intentionally left blank

Location of the Proposed Works to Replace the Gas Governor on Derby Stable Road



This page is intentionally left blank

QUEEN'S PLATINUM JUBILEE BEACON

Head of Service:	Ian Dyer, Head of Operational Services
Wards affected:	College Ward; Town Ward; Woodcote Ward;
Appendices (attached):	Appendix One – Formal Application Appendix Two – Style of Beacons Appendix Three – Proposal for Permanent Beacon

Summary

This report seeks approval in principle to hold the Queen's Platinum Jubilee Beacon event at the Viewing Point Car Park, Epsom and Walton Downs on 2 June 2022.

Recommendation (s)

The Conservators are asked to:

- (1) Give approval in principle to hold the Queen's Platinum Jubilee Beacon Ceremony at the Viewing Point Car Park, Grandstand Road, on 2 June 2022.**
- (2) Consider the options for the type of Beacon used for the ceremony and agree a preference.**
- (3) Delegate the ultimate decision of the type of beacon used for the ceremony to the Clerk to the Conservators, the Chairman of the Conservators, and Epsom & Ewell Borough Council's Planning team.**

1 Reason for Recommendation

- 1.1 It is has become a tradition for Epsom and Walton Downs to host Beacon Lighting Ceremonies to commemorate Royal events. Beacons have been lit on the Downs in 2002 and 2012, to commemorate the Queen's Golden and Diamond Jubilees and in 2016 to celebrate Her Majesty's 90th Birthday.
- 1.2 As it is anticipated that there will be several Royal milestones in the coming years a proposal has also been received from Go Epsom – Epsom's Business Improvement District (BID) for a permanent Beacon to be erected in the Viewing Point Car Park, Grandstand Road.

2 Background

- 2.1 On 2 June 2022, to mark the Queen's Platinum Jubilee, over 1500 beacons will be lit throughout the United Kingdom, the Channel Islands, the Isle of Man and the United Kingdom Overseas Territories.
- 2.2 The Beacon Project, by agreement with The Royal Household, will form an important part of The Queen's Platinum Jubilee celebrations.
- 2.3 This celebration is particularly relevant to Epsom as the Queen has chosen to attend the Derby as one of her official Jubilee engagements.
- 2.4 To mark this occasion, a formal request to hold a beacon lighting ceremony on Epsom Downs in commemoration of the Queen's Platinum Jubilee has been received from Go Epsom. This proposal is to light a beacon in the Grandstand Road car park on the evening of 2 June 2022, as part of a nationwide event and celebration. The request for the ceremony is fully supported by Epsom & Ewell Borough Council and the Jockey Club. The formal application for the ceremony can be found at Appendix One.
- 2.5 In addition to the request to hold the beacon lighting ceremony, Go Epsom have also put forward a proposal to commission, fund and install a permanent beacon on the Downs as a lasting tribute to the Royal family and in preparation for anticipated Royal ceremonies over the coming years.
- 2.6 Initial conversations between the Council's Senior Management Team and Epsom and Ewell's Planning department, have concluded that the application to install a permanent Beacon would most certainly require planning permission and if an application is pursued it would be prudent to consider alternative options, should the application be unsuccessful.

3 Options for a Beacon

- 3.1 The Pageantmaster – Bruno Peek, produces a guide to Beacon Lighting Ceremonies. In the guide for the Queen's Platinum Jubilee Beacons, the Pageantmaster has suggested three types of Beacon that could be used to commemorate the occasion, please see Appendix two for a pictorial guide of beacon types. The full guide can be accessed online at <https://www.queensjubileebeacons.com>
 - 3.1.1 The first option outlined in Appendix two is a custom-made gas fuelled beacon (similar in style to the one which was purchased by Epsom & Ewell Borough Council for the Queen's 90th Birthday Beacon). There are two different designs available which have been commissioned by the Pageantmaster. The gas fuelled beacons offer a low cost, fully portable and safe method of taking part in the lighting ceremony.

- 3.1.2 The second option is the Platinum Jubilee Brazier. This is a permanent structure which provides an impressive feature for the community to gather at and commemorate historic events. Whilst this is the preferred option of Go Epsom, initial pre-planning advice from the Council's planning department has indicated that the permanent nature of this structure will require planning permission and may face challenges due to the sensitive nature of the proposed location which is part of the green belt. Please see Appendix three for the proposal for the permanent beacon on the Downs.
- 3.1.3 The third option suggested by the Pageantmaster is a Bonfire Beacon. This is not a viable option, due to safety concerns, specifically as it is in proximity of a gas main which runs across the Downs.
- 3.1.4 Although not on the official list of Beacon types, a fourth option has been suggested by the former Interim Head of Planning, which is to commission a more substantial but portable brazier which could be inserted into an underground sleeve (like the underground Christmas Tree pit in Epsom Market Place). As this option is not permanent, it will not need planning permission and could offer an impressive alternative to the gas-fuelled beacon. However, work will be needed to design and commission such a structure as to our knowledge an 'off the shelf' product does not currently exist.

4 Risk Assessment

Legal or other duties

4.1 Impact Assessment

- 4.1.1 A permanent Brazier Beacon would have a lasting impact on the landscape of Epsom and Walton Downs. This would need to be carefully considered by Epsom and Ewell's Planning Committee and is likely to be unacceptable due to the restrictions on erecting permanent structures on green belt land.
- 4.1.2 As in previous years, the event organisers will apply for a temporary road closure of Grandstand Road for the build-up, take-down and duration of the event. This will have a minor impact on motorists in the local area for a period of approximately six hours.

4.2 Crime & Disorder

- 4.2.1 The Beacon Lighting Ceremony will be carefully managed by the event organisers, in partnership with Epsom & Ewell Borough Council and the Jockey Club.
- 4.2.2 A comprehensive event management plan will ensure that the event runs safely and efficiently.

4.2.3 The Council's Safety Advisory Group (SAG) will be notified of the event.

4.3 Safeguarding

4.3.1 All relevant safeguarding measures will form part of the event management plan. This will include a protocol for lost children and photography at the event.

4.4 Dependencies

4.4.1 The ceremonial aspect of the Beacon Lighting event is clearly laid out by the Pageantmaster and follows a formal process. The event is dependent on the Conservators granting permission for the event to be held on the Downs.

4.4.2 The type of beacon used for the event is dependent on the preference indicated by the Conservators, planning permission if required and the availability of the preferred option.

5 Financial Implications

5.1 The cost of the running the event and provision of the beacon as put forward in the attached proposal will be funded by Go Epsom, with support given by Epsom & Ewell Borough Council and the Jockey Club.

5.2 There will be no financial impact to the Conservators' budgets.

5.3 **Section 151 Officer's comments:** None arising from the contents of this report.

6 Legal Implications

6.1 The event organiser will need to hold appropriate insurance and provide all interested parties with evidence of that insurance on request.

6.2 The Conservators are being asked to make 2 decisions.

Event

6.3 Consent is required to hold events on the downs. Under the under the 1984 Act s.10(2) the Conservators together with the Jockey Club must consent to the holding of the Jubilee event described above.

- 6.4 The Committee should first decide if the proposals will “involve a significant degree of interference”. Significant is not defined. It is a question of fact whether there is any interference, and it is a question of degree whether such interference is significant. If the Conservator’s opinion is that the event is a significant event, that triggers the limit on the cumulative use of the Downs for such an event. (i.e., under (10(2)(a) *the downs shall not be so used for such events for more than five days in any one year*).
- 6.5 If the Conservator’s resolve to give consent to hold the Jubilee event, the Conservators will need to give consent under the 1984 Act and Byelaw 2(i)(g) to allow the event organiser to light a fire.

Preference for Beacon

- 6.6 The Conservators are also being asked to state a preference as to the type of beacon the event organiser can use. Whether to permit the use of a beacon is a question whether consent is given (see above). The decision as to preference (should consent be given) has implications as regards the Conservator’s duties and functions under the Act.
- 6.7 The options (particularly option 2 (at 3.1.2)), engage s10(1). That is the Conservators are making a decision e.g., to “*permit the construction and maintenance of ... other structures for the purposes of [the Conservator’s] functions under this Act*”. “Functions” in this context must mean the Conservator’s function under the Act to permit the holding of events.
- 6.8 However, the Conservators must not and do not fetter their discretion and could still object to any planning application to erect such a beacon notwithstanding their preference. That will be communicated to the event organiser (assuming that organiser is the would-be planning applicant). That is, the Conservators are still be required to consider their duty under 10(1) once any application is received by the LPA. Section 10(1) states:

It shall be the duty of the Conservators to preserve the Downs so far as possible in their natural state of beauty and to have regard to the rules of good forestry and the desirability of conserving flora, fauna and geological or physiographical features of special interest...

- 6.9 If it is agreed that a permanent Beacon is erected (subject to the necessary planning consent), a formal agreement will need to be put in place which covers ownership, on-going maintenance, and liability.
- 6.10 **Legal Officer’s comments:** none arising from the content of this report.

7 Policies, Plans & Partnerships

- 7.1 **Council’s Key Priorities:** The following Key Priorities are engaged:

Opportunity and Prosperity – A successful place with a strong dynamic local economy where people can thrive

- 7.2 **Service Plans:** The matter is not currently included within the Service Delivery Plan.
- 7.3 **Climate & Environmental Impact of recommendations:** None for the purposes of this report.
- 7.4 **Sustainability Policy & Community Safety Implications:** community safety implications are covered within the Event Management Plan for the proposed event.
- 7.5 **Partnerships:** This is a joint initiative by Go Epsom, the Jockey Club and Epsom & Ewell Borough Council.

8 Background papers

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

Previous reports:

- Queen's Golden Jubilee Beacon Report 2002
- Queen's Diamond Jubilee Beacon Report 2012
- Queen's 90th Birthday Beacon Report 2016

Other papers:

- None

EPSOM AND WALTON DOWNS CONSERVATORS
Event Screening Sheet

Name of event:	The Lighting of the Epsom Downs Platinum Jubilee Beacon
Nature of event:	A public event that will witness the lighting of one of an estimated 1500 beacons throughout the world at about 9.00pm on 2nd June 2022 to commemorate the Queen Elizabeth II's Platinum Jubilee.
Organiser:	Epsom Bid Ltd with Epsom and Ewell Borough Council and The Jockey Club.
Day and Date of event:	Thursday 2nd June 2022
Duration of event (including set up and take down):	5 hours
Time of actual event:	9:00pm (Celebration between 8:00pm to Midnight)
Number of participants:	Formal participants in the lighting ceremony: 20
Estimated number of organisers/stewards/spectators:	Organisers and stewards - 20 Spectators - thousand
Emergency services and licensing etc.	A full safety plan will be submitted in due course. and will be based on a previous safety plan etc for a near identical event that took place to mark with the lighting of a beacon on Epsom Downs the occasion of the Queen's Diamond / Golden / Silver Jubilee.
Category of event:	Commemorative
Main event Area:	The Viewpoint Car Park, Grandstand Road and near environs.
Description of sub events:	None planned at present
Other areas affected:	
Has the event been held on Downs in previous years?	Yes, in a previous Royal Jubilee year.
If yes, how many years has the event been running?	At least once before in living memory.
Is it a local event, for the good of the local community?	Yes, it is primarily for the benefit of local people but its reach may well be national through television coverage and views to the Downs from London and beyond.
Please give details:	

EPSOM AND WALTON DOWNS CONSERVATORS
Event Screening Sheet

Is the event in support of a charity?	No.
If yes, which charity?	N/a
Is a reinstatement deposit required?	
If so, how much is recommended?	

Platinum Jubilee Gas-Fuelled Beacon

Bullfinch Gas Equipment

The beacon's burner-head is in the shape of a globe, representing the countries of the Commonwealth, surrounded by a Crown. It is of lightweight construction and comes assembled and complete, with the exception of the gas cylinders, which must be purchased separately. One 47kg propane cylinder or 2 x 19kg cylinders are recommended to give a full flame for a good three quarters of an hour.

These cylinders can be purchased from Flogas Britain who have been supplying Liquefied Petroleum Gas for over 35 years. They have the largest national delivery network in the UK, and hold the Carbon Trust Standard and Royal Warrant. Contact them as soon as possible to avoid delays or disappointment. Phone: **0800 574 574** or contact them via their website: www.flogas.co.uk. For their propane safety data sheet go to <https://www.flogas.co.uk/app/uploads/2-0-propane-cylinder-safety-sheet-v2-1-1.pdf>. The Gas Torch needed to light your beacon safely requires a 400g cylinder of propane with CGA600 fitting - Bullfinch No 1644 or Rothenberger or equivalent. Travis Perkins, Screwfix, Plumb Centers and some DIY stores should have these as stock items, or search online.

The Platinum Jubilee Gas-Fuelled Beacon Package contains:

- Burner unit with Crown & Platinum Jubilee insignia
- 2m high stand
- Ground anchor and rope for fixing the stand to the ground
- 10m hose with the regulator for connecting to the gas
- Gas torch for lighting
- Spanner
- Leak detecting fluid
- Hose assembly and Y manifold to link 2 cylinders
- Lighting and safety instructions

The above items are packed into 2 strong cartons. The tripod describes a circle area of about 1.32m diameter and the beacon has an extended height of about 2.15m.

The beacon is stable in the wind. It is supplied with a ground anchor and rope for securing to the ground if this is possible, or we would recommend the use of sandbags. Full instructions are provided for this. The beacon must be supervised by two people at all times when lit and a fire extinguisher must always be available. It is important that supervision should be undertaken by those who are competent and it is essential that a lighting trial



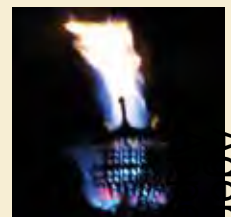
Gas fuelled Beacon, St Michael's Mount, Cornwall.

takes place before the event to ensure that everyone is fully trained and familiar with the operation. The price of a gas-fuelled Platinum Jubilee Beacon is £490 plus VAT, including carriage to your door within UK mainland (Highlands and Islands excluded). There will be an extra charge for other areas.

Some of the benefits of this style of beacon are that it can be seen for miles once lit, is suitable for all manner of high

and low locations, is easily collapsible and once used can be stored away for later use.

To order your beacon please contact:
Bullfinch Gas Equipment,
Kings Road, Tyseley,
Birmingham, B11 2AJ.
Tel: 0121 765 2000
Fax: 0121 707 0995
Email: sales@bullfinch-gas.co.uk
Web: www.bullfinch-gas.co.uk

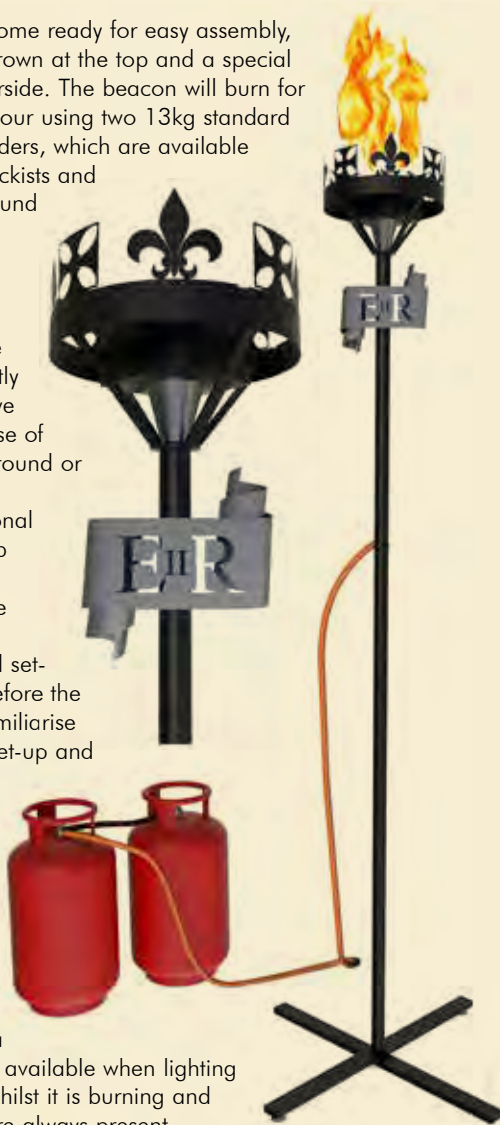


Payment by cheque, BACS transfer, or Credit/Debit Card. A 5% discount is available if you order by 18th April 2022. However please enquire after this date for availability.

Platinum Jubilee Gas-Fuelled Beacon

21CC Group Ltd

The beacon will come ready for easy assembly, designed with a crown at the top and a special date plaque underside. The beacon will burn for approximately 1 hour using two 13kg standard propane gas cylinders, which are available from most gas stockists and petrol stations around the UK. The gas assembly is easily connected to the burner by a quick release fitting. The beacon is inherently stable; however, we recommend the use of anchors on soft ground or sandbags on hard ground for additional stability. Full set-up instructions are included within the pack and we recommend a trial set-up and lighting before the actual event to familiarise yourself with the set-up and operation. We have included two long-reach lighting sticks so that you can practice lighting the beacon in advance. We would also recommend that a fire extinguisher is available when lighting the beacon and whilst it is burning and that two people are always present.



The Platinum Jubilee Beacon package contains:

- Assembly, lighting and safety instructions
- 2m high stand and burner
- 10m hose with the regulator for connecting to the gas
- Two long-reach lighting sticks
- Spanner and leak detection fluid
- Hose and Y splitter manifold to link 2 cylinders
- No additional connections required - all you need is in the box

Beacon Price:

The price of our beacon is £490 + vat, including carriage within the UK mainland. An additional charge may be applied for other areas.

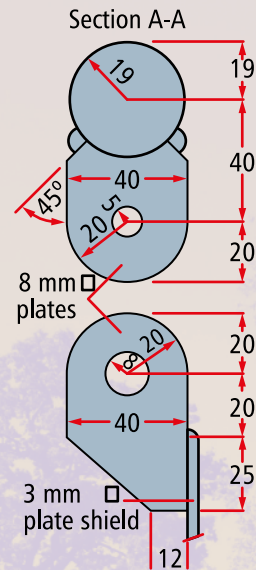
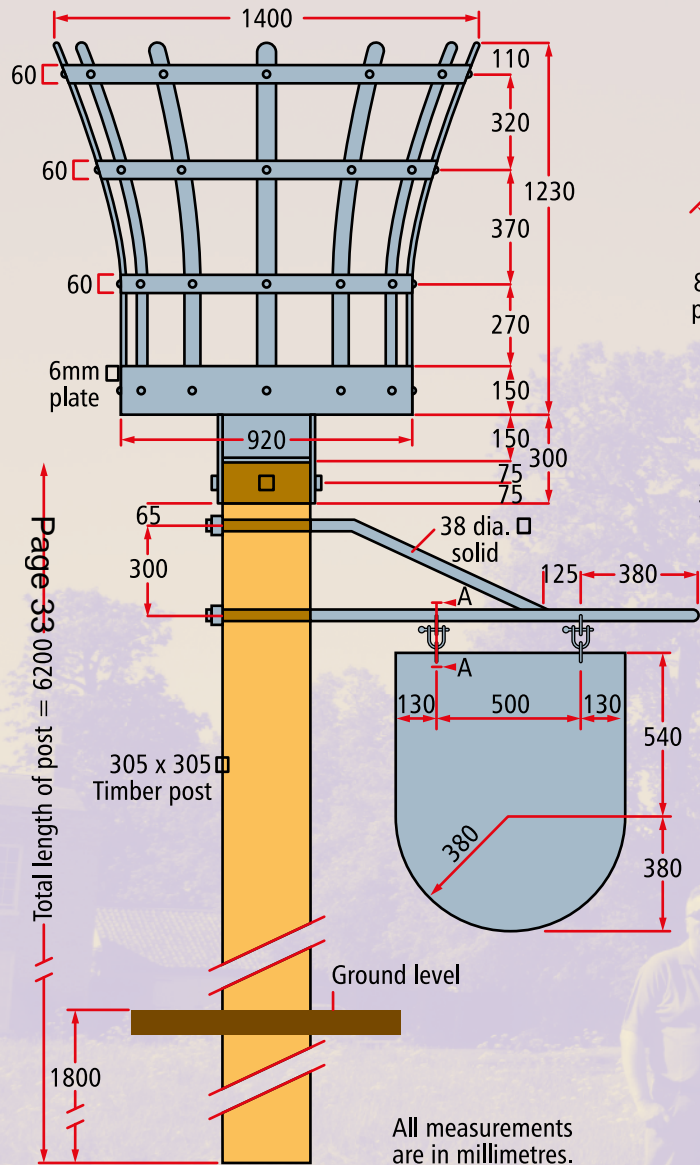
Ordering & Payment

To order your Platinum Jubilee beacon, please contact 21CC Group Ltd by phone; **0131 331 4509** or email our beacon team on beacons@21ccgroup.com. Additional information can be found on our website at www.21ccgroup.com/beacons. Payment can be made in all the usual ways including BACS, cheque and credit/debit card. Orders received before **29th April 2022** will be delivered by 31st May 2022. All orders after 29th April 2022 will be taken on a case by case basis and subject to stock availability.



The lighting of a gas-fuelled beacon at Edinburgh Castle, Scotland in celebration of Her Majesty The Queen's Diamond Jubilee in June 2012.

The Queen's Platinum Jubilee Beacon Brazier



Beacon Brazier with Metal Shield

A beacon brazier will provide a permanent reminder of this unique moment in The Queen's reign. It can be built by local craftsmen and women, and may be used for future historic occasions in your community. It could be sited in a country park, on a hilltop overlooking the sea or a lake, in the centre of your town or village, and could become a tourist attraction for your area.



Materials Required for Beacon Construction

Wooden centre post consisting of 305mm x 305mm wooden post, 6.25 metres in length of which 2 metres goes into the ground.

Basket and fixing brackets consisting of:

- 1 x 920mm diameter steel plate.
- 1 x 4,178mm long 60mm x 5mm steel flat bar rolled into 1,330mm diameter ring.
- 1 x 3,455mm long 60mm x 5mm steel flat bar rolled into 1,100mm diameter ring.
- 1 x 2,985mm long 60mm x 5mm steel flat bar rolled into 950mm diameter ring.
- 1 x 2,922mm long 150mm x 5mm steel flat bar rolled into 930mm diameter ring.
- 12 x (approx 1,250mm long) 60mm x 5mm vertical bars (rolled to shape).
- 1 x 310mm x 310mm x 300mm high connection box welded to base of basket.
- 1 x hanging shield and support: 3.7m length of 38mm diameter solid steel rod.
- 1 x 920mm x 760mm steel plate 3mm thick 4 x connection brackets 8mm thick (see detailed drawings left).
- 2 x pins and loops.



Bonfire Beacon

Locate the bonfire at least 60m away from buildings, roads, railways and public rights of way, and a safe distance from dangerous materials and overhead power lines. Ensure it has good access for the transportation of materials for the bonfire and sufficient space for spectators to stand upwind.

Obtain the landowner's permission and involvement.

Liaise with your local fire brigade and all emergency services in your area, presenting them with your plans, and seek their advice and support.

Page 34

1 Prepare site by removing top layer of turf and stack away from fire area. Obtain seven poles, 5-6m in length. Attach four guy ropes to top of one pole and anchor as shown.

2 Erect remaining poles as shown, ensuring tops are secured in place.

3 Use either pallets or suitable lengths of timber, spreading them over ground area of beacon for a good through draught. Secure timber horizontally between poles as shown, preventing material placed over the framework from dropping through. Construct access tunnel to the middle of the beacon. Keep middle empty

until required. Always construct the bonfire so it collapses inwards as it burns.

4 Use only wood for combustible materials. Do not burn dangerous items such as foam-filled furniture, old tyres, aerosols or tins of paint. Build upwards until height of centre pole is reached. Materials around top should be loosely packed to allow air flow. Cover bonfire to keep it dry.

5 Fill centre with suitable, dry combustible materials. Check construction is stable and remove any unsuitable materials that may have been added. Look specifically for fireworks, aerosols, highly inflammable materials or containers with such materials.

6 Construct a safety barrier out of ropes and stakes or scaffold poles to ensure public is kept at a safe distance from the fire.

7 In daylight, and for several hours, and up to lighting, check that there are no children or animals playing or hiding in or round the bonfire. Arrange for at least 12 marshals to be in attendance, and undertake a sufficient safety briefing before lighting the beacon.

8 The person looking after the fire should not wear lightweight clothing that could ignite easily. They should wear a substantial

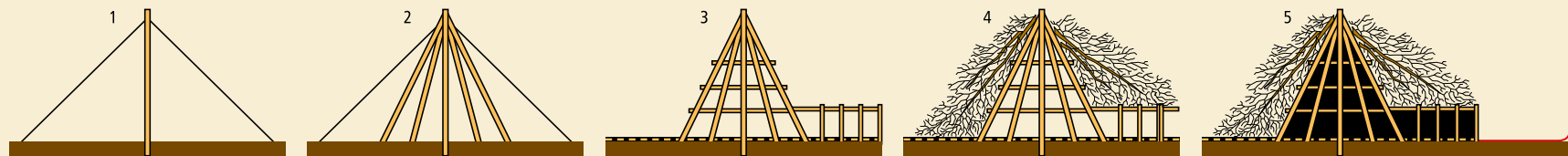
outer garment of wool, or other material of low flammability, and stout boots. They should know what to do in the event of a burn injury, or a person's clothing catching fire, and should have a fire blanket ready in the bonfire area along with a number of fire extinguishers.

9 Lighting: the safest and recommended approach is to use paper and solid firelighters in six places just inside the walls of the beacon to ensure an even burn. Never use flammable liquids such as paraffin or petrol to get it going as this can result in uncontrolled spread of fire or explosion.

10 To light the beacon: from poles 2m in length, prepare hand torches for lighting with paraffin-soaked rags wired around one end. Remember, paraffin is dangerous and great care should be taken. Paraffin can be used as directed, but it is still dangerous and should at all times be treated with great care - for example, always ensure all excess paraffin is drained off rags before use. If spilt on your clothes during the preparation of your beacon lighting you should replace those items of clothing before approaching any naked flames. In particular, always remember to replace the lid on any container of unused paraffin and store it in a safe place away from naked flames. Do not use an accelerant on the fire itself.

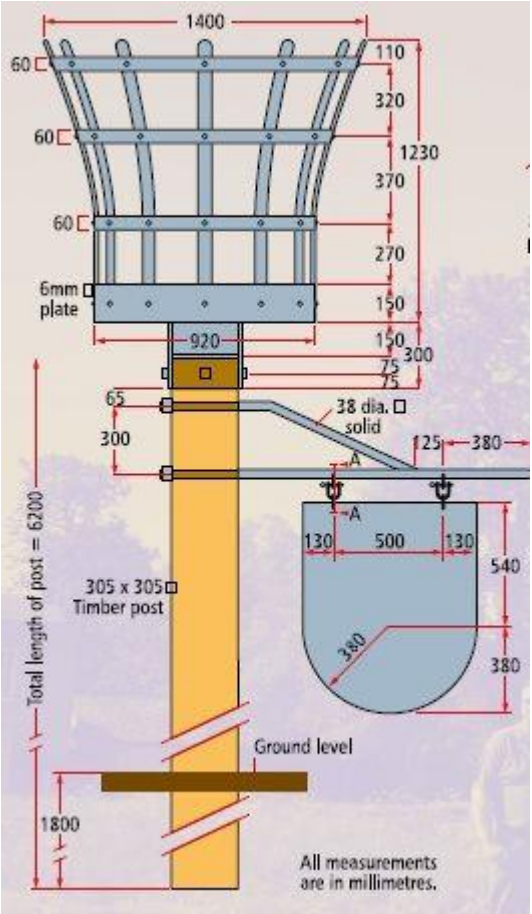


Bonfire Beacon, Shipston-on-Stour, Warwickshire, England.



▲ After the event, extinguish fire and collect remaining debris. ▲ Dig over site and re-lay turf. ▲ Leave site clean and tidy.

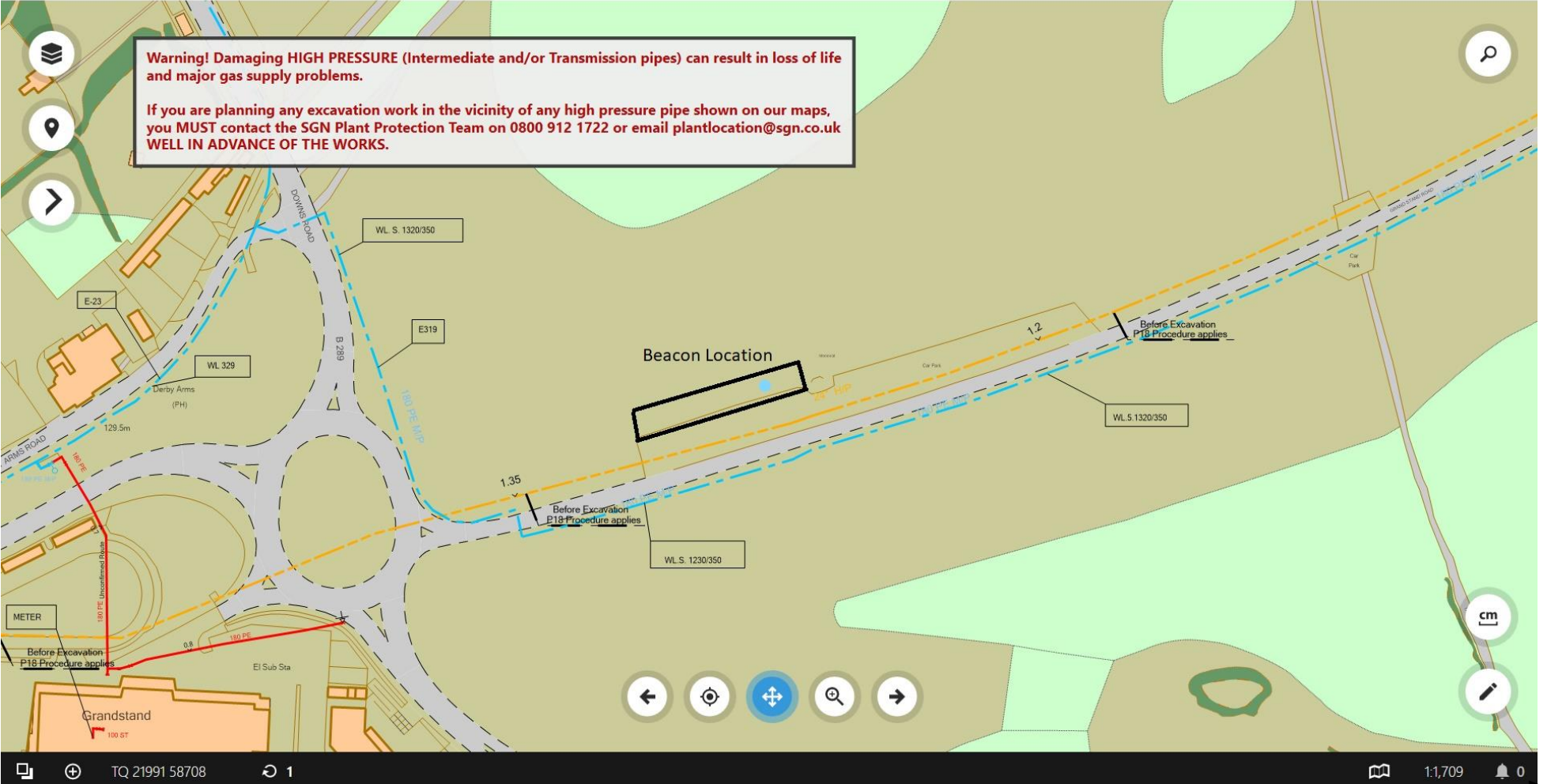
Appendix 2
Agenda Item 4





Warning! Damaging HIGH PRESSURE (Intermediate and/or Transmission pipes) can result in loss of life and major gas supply problems.

If you are planning any excavation work in the vicinity of any high pressure pipe shown on our maps, you MUST contact the SGN Plant Protection Team on 0800 912 1722 or email plantlocation@sgn.co.uk WELL IN ADVANCE OF THE WORKS.









REVIEW OF FEES AND CHARGES

Head of Service:	Ian Dyer, Head of Operational Services
Wards affected:	College Ward; Town Ward; Woodcote Ward;
Appendices (attached):	Appendix One – Fees and Charges for Events on the Downs Appendix Two – Fees and Charges for Memorial Items on the Downs

Summary

This report details a review of the Fees and Charges for Events on the Downs, Metal Detecting Licences and Memorial Items.

Recommendation (s)

The Conservators are asked to:

- (1) Approve the Fees and Charges for Events on the Downs as set out in Appendix One.**
- (2) Approve the Increase in Fees for Metal Detecting Licences as set out in section 3 of this report.**
- (3) Approve the Fees and Charges for Memorial Items on the Downs as set out in Appendix Two.**

1 Reason for Recommendation

- 1.1 Fees and charges for the Downs have not been subject to a review since October 2018.

2 Background

- 2.1 On the 14 October 2009, the Conservators agreed an Event Management Strategy for the Downs. This was reviewed on 27 June 2011.
- 2.2 On the 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.

- 2.3 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 sporting events occurring on the Downs.
- 2.4 On the 23 January 2014, the Conservators agreed to changes in the Fees and Charges Policy to help address the issues related to an increase in sporting events on the Downs.
- 2.5 On the 20 January 2016, the Conservators agreed to minor changes in the Fees and Charges Policy.
- 2.6 On the 18 January 2017 the Conservators agreed that the level of hire charge was to increase from £1 to £1.50 per participant across all relevant categories subject to a 50% discount for charitable and community events. The cost for using car parks on the Downs increased from £100 to £150 for those events that require 50 car parking spaces or more. The minimum charge for filming on the Downs for larger scale projects increased from £250 per day to £300.
- 2.7 On the 19 April 2017 the Conservators considered a policy to regulate small group sessions on the Downs. Following consideration, the Conservators expressed the view that small group activities should not be permitted on the Downs due to their potential to negatively impact upon the condition of the Downs and existing activities. Accordingly, the Conservators refused to approve the proposed policy to regulate small group sessions on the Downs.
- 2.8 On the 8 October 2018, Conservators agreed a review of fees and charges for events, memorial items and metal detecting licences which now form the basis of our current charges.
- 2.9 Following a review of the existing policy and recommendations set out in the Events on the Downs report also on this agenda, this report proposes some changes to the Fees and Charges for the Downs in line with inflation and increased costs associated with administering events, memorial items and metal detecting licences.

3 Metal Detecting Licence Background

- 3.1 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.
- 3.2 At their meeting on 20 January 2016, the Conservators agreed to increase the number of licenses available from 20 to 25 with a review in October 2016 to see how this increase had impacted the Downs.

- 3.3 At the same meeting the Conservators decided to increase the annual charge of a metal detecting licence from £35 to £40 for the calendar year 2017.
- 3.4 At their meeting on 05 October 2016, the Conservators received a review of the Metal Detecting Licences and agreed to keep the number of licenses available at 25.
- 3.5 Following a further review of the existing policy in October 2018, no changes to the fees and charges were proposed to the Metal Detecting Licences.
- 3.6 During the last four years, requests for metal detecting licences has remained consistent. The maximum number of requests received in one year has been 27.
- 3.7 It is proposed to remain at 25 licences issued per annum and increase the cost of a licence to £46 per annum.

4 Proposals to the Events Fees & Charges

- 4.1 It is proposed that the level of hire charge for events on the Downs is increased from £2 to £2.30 per participant across all relevant categories subject to a 50% discount for non-profit organisations.
- 4.2 The cost for using car parks on the Downs is proposed to be increased from £175 to £200 for those events that require 50 car parking spaces or more.
- 4.3 The minimum charge for filming on the Downs for larger scale projects is proposed to increase from £350 to £850 per day to bring it in line with other sites in the borough.
- 4.4 Appendix 1 sets out the proposed fees and charges for Events on the Downs for all events held after 1 April 2022.

5 Proposals to Memorial Items Fees & Charges

- 5.1 A Memorial Policy for Epsom & Walton Downs was agreed by the Conservators on 5 October 2016. The policy referred to the provision of a range of items that may be purchased by the public in memory of a loved one, namely rustic benches made by local coppice workers, bird boxes and bat boxes.
- 5.2 Since the start of the new policy, the uptake of memorial items has been modest.
- 5.3 It is recommended that all memorial items are increased by 15% to encourage uptake and public support for nature conservation and biodiversity on the Downs.
- 5.4 The proposed table of charges is set out in Appendix 2.

6 Risk Assessment

Legal or other duties

6.1 Impact Assessment

6.1.1 Increasing charges, particularly after the financial pressures of the pandemic, may cause some groups to consider whether they can afford to hold events on the Downs. However, the proposed increases are considered reasonable and so are not expected to adversely impact demand.

6.2 Crime & Disorder

6.2.1 All event organisers are required to have risks assessments in place to mitigate the risks which may cause crime and disorder.

6.3 Safeguarding

6.3.1 All event organisers are required to have risk assessments in place to ensure measures are in place to ensure safeguarding at their event.

6.4 Dependencies

6.4.1 None for the purposes of this report.

7 Financial Implications

7.1 The Fees and Charges have been unchanged since 8 October 2018.

7.2 The associated costs for processing an event application form, the additional involvement of the Downskeepers, the cost of maintaining and general upkeep of the Downs and the use of facilities such as car parks has increased over the past four years.

7.3 Whilst the income generated by memorial items is minimal, the donation of these carefully selected items add benefit to the enjoyment and conservation of the Downs

7.4 **Section 151 Officer's comments:** This report sets out proposed increases to fees and charges for events, memorial items and licences on the Downs. All income derived from fees and charges feeds into the Conservators' budget and helps to recover costs associated with the activities and maintenance of the Downs.

8 Legal Implications

8.1 None for the purpose of this report.

8.2 **Legal Officer's comments:** None for the purpose of this report

9 Policies, Plans & Partnerships

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

9.1.1 Safe and Well – the ability to hold events on the Downs ensures our community has the opportunity of leading healthy and fulfilling lives.

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

9.3 **Climate & Environmental Impact of recommendations:** None

9.4 **Sustainability Policy & Community Safety Implications:** None

9.5 **Partnerships:** None

10 Background papers

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

Previous reports:

- Fees and Charges on the Downs – 8 October 2018

Other papers:

- Events on the Downs report contained within this agenda

This page is intentionally left blank

Fees and Charges for Events on Epsom & Walton Downs 2021

Agenda Item 5 Appendix 1

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.
- Non-profit events will receive 50% discount from the commercial rate.
- Prices are set on a daily charge i.e. if an event spans more than one day additional charges may apply.
- 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.
- Category A, B, C, S and U Events which have been previously held on the Downs will be approved by the Streetcare Manager under delegated authority from the Conservators
- Category D applications and new 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, 2022

Category	No. of participants	Likely impact on the Downs	Refundable reinstatement bond required? (Reflects possible impact)	Hire charge applied?	Level of hire charge
A	10 - 100	Low	No	Yes	£2.30 per head as reflected in projected attendance. Min charge of £50 50% discount for non-profit organisations
B	101 - 500	Low - Medium	No	Yes	£2.30 per head as reflected in projected attendance. 50% discount for non-profit organisations
C	501 - 1000	Medium - High	Yes 10% of hire charge	Yes	£2.30 per head as reflected in projected attendance. 50% discount for non-profit organisations
D	More than 1000	Considerable	Yes 10% of hire charge	Yes	£2.30 per head as reflected in projected attendance. 50% discount for non-profit organisations
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. £200 will be charged for the use of carparks 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 £850 per day

Memorial Items			
Item	Species Suitability	Current Cost 2021/22	Proposed Cost 2022/23
Apex Classic Nest box with hole plate 32mm	Blue Tit, Coal Tit, Tree Sparrow, Nuthatch.	£45.00	£51.75
Apex Open Fronted Nest box	Robins, Wrens, Pied Wagtails.	£45.00	£51.75
WoodCrete Tit Box Extra Durable	Blue Tit ,Coal Tit , Tree Sparrow, Nuthatch	£55.00	£63.25
Kestral Nest Box	Kestral	£100.00	£115.00
Tawny Owl Nest Box	Tawny Owl	£125.00	£143.75
Wooden Bat Box	Resident Bat Species	£45.00	£51.75
2f Bat Box (Extra Durable)	Resident Bat Species	£55.00	£63.25
2FN Special Bat Box (Extra Durable)	Resident Bat Species	£75.00	£86.25
Rustic Style Bench	N/A	£350.00	£402.50

This page is intentionally left blank

EVENTS ON THE DOWNS

Head of Service:	Ian Dyer, Head of Operational Services
Wards affected:	College Ward; Town Ward; Woodcote Ward;
Appendices (attached):	Appendix One – Race for Life Course Map

Summary

To create efficiencies in the events booking process by delegating authority to the Streetcare Manager to approve small events, previously held events on the Downs and for Conservators to approve the forthcoming event calendar.

Recommendation (s)

The Conservators are asked to:

- (1) **Delegate authority for approving small, previously held events on the Downs to the Streetcare Manager or Clerk/Chair of the Conservators to create efficiencies in the event booking process.**
- (2) **To approve the forthcoming Events Calendar for 2022 which includes an application for the Cancer Research Race for Life event.**

1 Reason for Recommendation

- 1.1 To provide efficiencies and a smoother customer journey for holding events on the Downs.
- 1.2 To seek approval for event applications received to date.

2 Background

- 2.1 Events on the Downs are currently approved based on the Event Strategy the Conservators originally agreed 2011 and most recently reviewed in 2014.
- 2.2 Many aspects of the Event Strategy work well and allows the Conservators to control and monitor events on the Downs.
- 2.3 However, most of the events held on the Downs over the course of a year, comprise of small to medium sized events (categories A-C in the Events Strategy as outlined in the table below) and have been held on the Downs for many years with no issues.

Category	No of participants, organisers, and spectators	Likely impact
A	30 - 100	Low
B	100 - 500	Low/Medium
C	500 - 1000	Medium/High
D	More than 1000	Considerable and may need to be considered as an "event" under the Act.
S	<p>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. These include, and are not limited to:</p> <p>Events taking place on public highways which run across and adjacent to the Downs for which organisers may request the use of the Downs car parks to serve as a venue for registration.</p> <p>Events taking place on adjacent land owned by the Racecourse or Epsom & Ewell Borough Council (such as the Warren Recreation Ground) for which organisers may request permission to cross the Downs to gain access.</p> <p>Events taking place in lay-bys (such as the release of pigeons) but may cause disruption or incident to other Downs users.</p>	

- 2.4 For these annual reoccurring events, the application and approval process could be speeded up and customer journey significantly improved by delegating the approval process to the Streetcare Manager in her capacity as site manager for the Downs, in the case of absence, this authority should transfer to the Clerk/Chair of the Conservators.
- 2.5 Regular hirers will be invited to apply online and Epsom & Ewell Borough Council's customer services team will process the event application, prepare the necessary hire agreement, and apply the charges for the event. This would bring the Downs in line with all other parks and open spaces across the Borough where this model of operation is already working successfully.
- 2.6 It is proposed that all Category D (over 1000 people in attendance) event requests and all new events regardless of their category, are still brought to Conservators for approval in the usual manner.

3 Regular Hirers

- 3.1 The table below outlines the regular hirers of the Downs and it is only these events which delegated authority is requested for.
- 3.2 All other events will be presented to the Conservators in the usual manner.

Name of Event	Organiser	2021/2022	Category of Event
Cloud Tramp	EDMAC	07/08/2021	A
Trainers Open Day	Nigel Whybrow	12/09/2021	B
Terrier Derby	Bob Pain	19/09/2021	B

80 th Pioneer Run	Sunbeam Motor Cycle Club	03/10/2021	S
Cross Country League	Men's Surrey Cross Country League	16/10/2021	B
Cross Country League	Downs Young Athletes Jeff Manson	07/11/2021	A
Cross Country League	Downs Young Athletes	05/12/2021	A
Tadworth Ten	Tadworth Athletics Club	16/01/2022	C
Cross Country League	Downs Young Athletes	06/02/2022	A
Cross Country League	Downs Young Athletes	04/03/2022	A
Easter Church Service	North Cheam Baptist Church	17/04/2022	U
Sponsored Walk	Rotary Club of Banstead	08/05/2022	A

4 Race for Life Event Application

- 4.1 An application has been received from the Cancer Research Race for Life event team requesting their annual event to be held on the Downs on Sunday 19 June 2022.
- 4.2 The event organisers are planning for a normal event of around 2400 participants and spectators.
- 4.3 As usual, the event organisers have made a preliminary booking with the Racecourse for the event, which will be confirmed if Conservators grant permission.
- 4.4 The event organisers, appreciate that their initial plans may need to be modified and will adapt them as necessary to ensure they are following the latest government guidelines.
- 4.5 The Cancer Research Race for Life event has been successfully held on the Downs for over ten years and the event team are experts in their field, ensuring a professional and safe event.
- 4.6 In 2020, the event organisers launched a 3km course in addition to the usual 5km course to encourage more people to take part. The map attached in Appendix one of this report, shows both the 3km and 5km courses for the Downs.

5 Risk Assessment

Legal or other duties

- 5.1 Impact Assessment

5.1.1 Events on the Downs have the capacity to impact on other users and the horse race training community. The presence of the Events Strategy and the proposed approval mechanism limits the risk of too many events being held and ensures minimal disruption to all Downs users.

5.2 Crime & Disorder

5.2.1 All events organisers must carry out the necessary risk assessments to ensure they have considered how they will deal with crime and disorder associated with their event. If appropriate, events applications will be referred to the Council's Safety Advisory Group (SAG) so that advice can be given.

5.3 Safeguarding

5.3.1 Event risk assessments must include details of how the organisers will ensure safeguarding throughout their event.

5.4 Dependencies

5.4.1 None for the purposes of this report

5.5 Other

5.5.1

6 Financial Implications

6.1 Events on the Downs generate an income stream for the Epsom and Walton Downs Conservators.

6.2 Because of the pandemic, a return to usual income levels has been gradual across all our parks and open spaces. The annual income budgeted for events on the Downs is £3460, and with the return of large events such as Race for Life and some of the larger cross-country events we would expect to hit this income target in 2022/23.

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

7 Legal Implications

7.1 Under section 14 of the Epsom & Walton Downs Regulation Act 1984 provision was made for 16 racing days and under section 10 (2) large scale events. The actual wording of Section 10 (2) is as follows:

(2) Notwithstanding anything contained in this Act, or in any byelaws made under this Act the Conservators may, with the consent of the Council and the Company or the Owner or the Levy Board, as the case may require, permit the Downs to be used for the holding of such events other than horse races as they think fit:

Provided that in the case of such events which, in the opinion of the Conservators involve a significant degree of interference with the rights of the public of access for air and exercise under section 4 (Rights of public over Downs) or section 15 (Rights of horse riders on Downs) of this Act-

- (a) the Downs shall not be so used for such events for more than five days in any one year; and
- (b) not more than 25 hectares of the Downs shall be set apart for the holding of any such event.

7.2 **Legal Officer's comments:** None for the purposes of this report

8 Policies, Plans & Partnerships

8.1 **Council's Key Priorities:** The following Key Priorities are engaged: As all the events on the Downs contribute to the health and wellbeing of residents and visitors, the key priority of Safe and Well is engaged.

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

8.3 **Climate & Environmental Impact of recommendations:** none

8.4 **Sustainability Policy & Community Safety Implications:** Event organisers have bespoke risk assessments in place to minimise community safety implications.

8.5 **Partnerships:** Event organisers, the Jockey Club and the TGMB work in partnership to ensure events run safely and with minimum disruption.

9 Background papers

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

Previous reports:

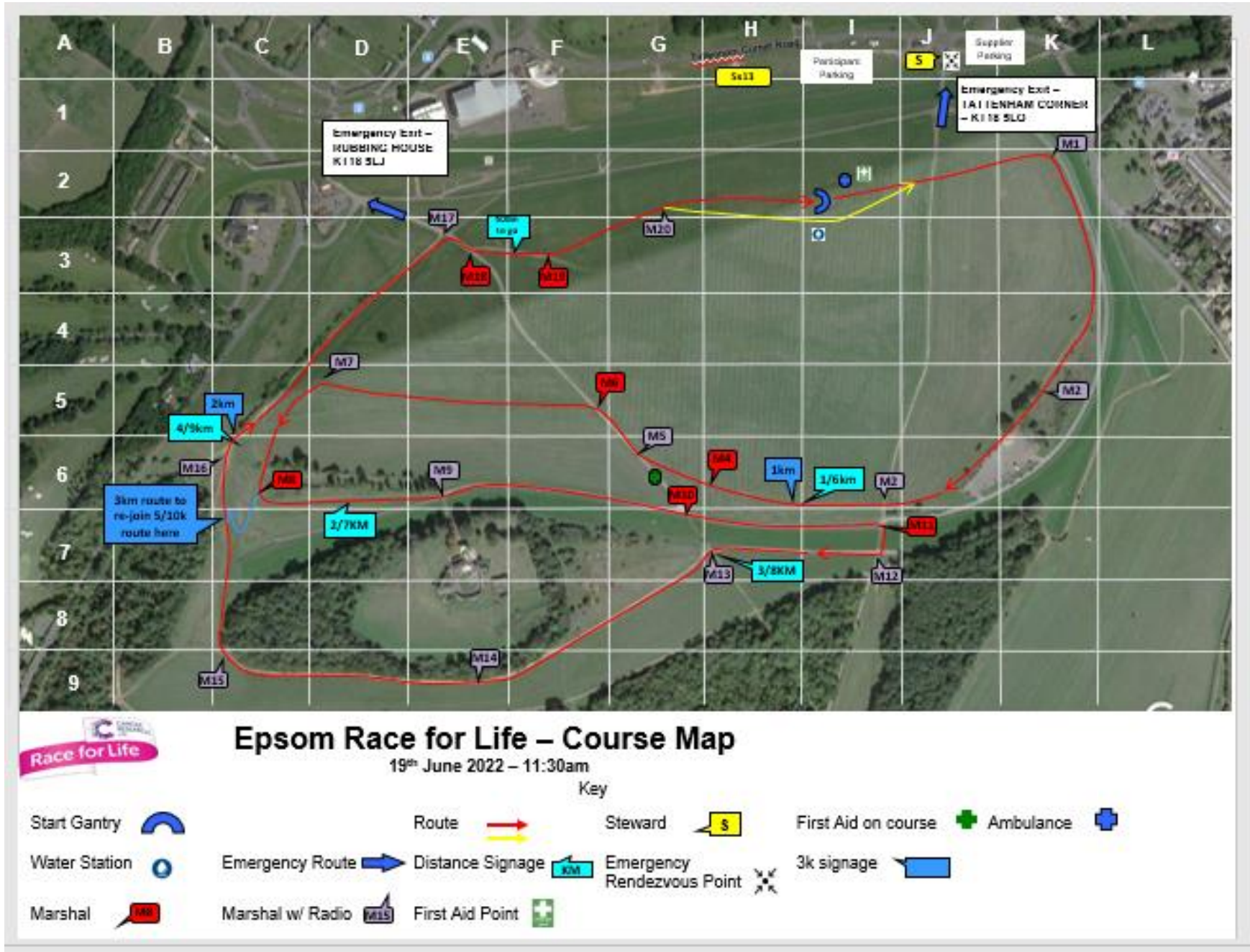
Event Management Strategy agreed on 27 June 2011

Review of Events on the Downs agreed on 23 January 2014

Other papers:

- None

This page is intentionally left blank



This page is intentionally left blank

BUDGET 2022/23

Head of Service:	Lee Duffy, Chief Finance Officer
Wards affected:	College Ward; Town Ward; Woodcote Ward;
Appendices (attached):	Appendix 1 – Recommended Budget for 2022/23

Summary

This report seeks approval for the 2022/23 budget and the recommended precepts on the constituent bodies.

Recommendation (s)

The Conservators are asked to:

- (1) Note the latest income and expenditure position for 2021/22;**
- (2) Approve the 2022/23 budget and the requested precepts, as set out in section 5 and Appendix 1 to this report.**

1 Reason for Recommendation

- 1.1 To inform the Conservators of the forecast outturn for 2021/22 and seek approval for the 2022/23 budget.

2 Background

- 2.1 As a basis for agreeing a budget and contribution levels for 2022/23, this report:
 - 2.1.1 Informs the Conservators of the current year income and expenditure position and forecast outturn as at 31 March 2022;
 - 2.1.2 Seeks approval of the recommended budget for 2022/23 as set out in Appendix 1.

3 Forecast for 2021/22

- 3.1 The Conservators received a mid-year monitoring report at the meeting on 8 November 2021. A detailed update of forecast income and expenditure for 2021/22 is included at Appendix 1.

- 3.2 Net expenditure for 2021/22 remains forecast at £447,331 which would result in a deficit of £13,761 against a budget of £433,570.
- 3.3 This is unchanged from the November 2021 position, with the net deficit mainly due to additional management costs (and VAT), for work requesting the Traffic Order earlier in the year, reviewing the Tattenham Corner Conveniences and preparing a Habitat Management Plan. The additional costs are partially offset by savings on running costs from the continued closure of the Tattenham Conveniences.
- 3.4 The working balance stood at £61,817 at 31 March 2021. The projected £13,761 deficit, partially offset by a £3,000 budgeted contribution to reserves, would reduce the working balance to £51,056 at 31 March 2022. In addition, £21,216 (including £1,216 for the cost of waymarking discs) of the working balance is committed as funding for the EAFRD project, which reduces the projected, uncommitted balance to £29,840.

4 EAFRD Project

- 4.1 The Visitor Trails: Explore the Equestrian Heritage of the Epsom and Walton Downs project is mainly funded by the Rural Development Programme for England. Permission to commence the project was received in August 2021, with works due to commence by December, and an anticipated completion date of March 2022.
- 4.2 Additional funding totalling £6,539 has been sourced from S106 held by the Council to cover 10 moveable solid wood A-frame signs, with the Jockey Club funding the costs of brass rubbing (£2,900). At the November 2021 meeting, Conservators agreed to fund the cost of waymarking discs (£1,216) from reserves, which is reflected in 3.4 above.

5 Budget Estimates 2022/23

- 5.1 The recommended budget estimates for 2022/23 are attached at Appendix 1.
- 5.2 An initial draft budget was presented to Conservators at the November 2021 meeting, which showed an indicative increase in precepts of 4.38%. Conservators were also provided with the alternative option of removing the budget for Tattenham Corner Conveniences, to achieve a savings target and change the 2022/23 precepts from an increase of 4.38%, to a reduction of 0.20%.
- 5.3 At the meeting, Conservators agreed to the demolition of Tattenham Conveniences, and that the associated operational budget could be removed. The budget position for 2022/23 is summarised in the following table:

	£'000
Grounds Maintenance	59
Keepers Hut	8
Central and staffing expenses	358
Contribution to reserves	10
Derby Traveller Caravan Site	4
Events and Other Income	(6)
Net Expenditure	433
Contribution from EEBC/EDR/TB	(433)
Budget Surplus	0

- 5.4 Net expenditure is estimated at £432,700, which is a 0.2% decrease compared to the current year's budget.
- 5.5 Within management recharges, the budget does not include provision for one-off workstreams that are over and above the standard support provided to the Conservators. Should any additional workstreams be agreed in future, the budget implication will need to be considered at the time.
- 5.6 To fund the £432,700 budget, the following precepts are requested from constituent bodies:
- 5.6.1 Epsom & Ewell Borough Council - £259,620
- 5.6.2 Epsom Racecourse - £129,810
- 5.6.3 Training Board - £43,270

6 Repairs and Renewals Fund

- 6.1 The repairs and renewals fund balance will hold a projected £42,503 at 31 March 2022, after a budgeted £2,000 contribution to the reserve for 2021/22. Of this balance, £36,000 has been earmarked to fund demolition of Tattenham Corner Conveniences, leaving an uncommitted balance in the reserve of £6,503. The budget for 2022/23 allows for a contribution of £4,000 into this reserve, which is prudent given the potential need for future repairs to car parks or other areas on the Downs.

7 Risk Assessment

Legal or other duties

7.1 Impact Assessment

7.1.1 The estimated uncommitted working balance of £29,840 for 2022/23 is approximately 7% of net expenditure, which, along with the Repairs and Renewals fund, provides cover for unexpected expenditure. Any withdrawals from the working balance will need to be carefully assessed, to ensure sufficient funds are retained in reserves to cover unexpected expenditure and maintain a stable level of contribution from preceptors.

7.2 Crime & Disorder

7.2.1 None arising from the contents of this report.

7.3 Safeguarding

7.3.1 None arising from the contents of this report.

7.4 Dependencies

7.4.1 The budget assumes that the demolition of Tattenham Corner Conveniences will proceed within budget and complete by the start of the new financial year (1 April 2022). Should this not be the case, any unbudgeted costs in the new financial year would need to be funded from the Conservator's reserves.

7.5 Other

7.5.1 None arising from the contents of this report.

8 Financial Implications

8.1 Precepts contributions totalling £432,700 in 2022/23 are met by the Borough Council (60%), Epsom Racecourse (30%) and the Training Board (10%).

8.2 **Section 151 Officer's comments:** Following the removal of the operational budget for Tattenham Corner Conveniences, there is no proposed increase in precept contributions for 2022/23.

9 Legal Implications

9.1 There are no legal implication arising from the contents of this report.

9.2 **Legal Officer's comments:** none arising from the content of this report.

10 Policies, Plans & Partnerships

10.1 **Council's Key Priorities:** The following Key Priorities are engaged: Effective Council, Green & Vibrant

10.2 **Service Plans:** The matter is included within the current Service Delivery Plan.

10.3 **Climate & Environmental Impact of recommendations:** None

10.4 **Sustainability Policy & Community Safety Implications:** None

10.5 **Partnerships:** The Jockey Club, Training Board and Epsom and Ewell Borough Council are represented by Members on the Conservators committee.

11 Background papers

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

Previous reports:

- Mid-Year Budget Monitoring Report, 8 November 2021

Other papers:

- None.

This page is intentionally left blank

EWDC Budget Position 2021/22 & 2022/23

<u>2020/21</u> <u>Outturn</u>		<u>2021/22</u> <u>Current</u> <u>Approved</u> <u>Budget</u>	<u>Actuals to</u> <u>30.11.2021</u>	<u>2021/22</u> <u>Forecast</u> <u>Outturn</u>	<u>2021/22</u> <u>Forecast</u> <u>Variance</u>	<u>2022/23</u> <u>Budget</u> <u>Estimates</u>
£		£	£	£	£	£
	Grounds Maintenance					
140	Maintenance of Grounds	200	0	200	0	210
3,840	Car Park Repairs	3,060	0	2,590	-470	3,150
3,310	Tree Maintenance Schedule	3,380	0	3,380	0	3,480
8,939	Fuel	10,200	3,271	10,200	0	10,510
713	Spot hire of vehicles	880	0	440	-440	910
2,626	Transport Insurance recharge	2,680	0	2,680	0	2,760
0	Chemicals for weed control	420	0	210	-210	430
0	Disposal of Waste	2,990	0	2,990	0	3,080
29,420	Transport fleet SLA NJMC	30,010	0	30,010	0	30,910
3,360	Internal trade waste fees	3,430	0	3,430	0	3,530
52,348	Sub-Total	57,250	3,271	56,130	-1,120	58,970
	Keepers Hut					
2,639	Engineering and fabric recharges	2,735	1,540	2,735	0	2,820
0	Building and M&E maintenance	1,060	0	530	-530	1,090
959	Electricity	1,530	471	1,530	0	1,580
786	Rates	800	0	800	0	830
163	Water dispenser costs	200	33	200	0	210
158	TV Licence	165	0	165	0	170
0	General office expenses	100	0	100	0	100
820	Insurance recharges	790	0	790	0	810
5,367	Sub-Total	7,380	2,043	6,850	-530	7,610
	Central Expenses					
28,000	Additional pension contribution	28,000	0	28,000	0	28,000
-1,000	Contribution from Repairs & Renewals Fund	2,000	0	2,000	0	4,000
274	Clothing & uniforms	320	228	320	0	640
3,550	Contribution to working balance	3,000	390	3,000	0	6,000
1,200	External Audit	1,040	1,200	1,200	160	1,200
950	Miscellaneous expenses (external legal fees)	2,130	2,112	2,130	0	1,070
1,860	General office expenses	210	268	210	0	1,030
20,371	VAT payments	18,730	0	24,867	6,137	20,370
267,840	OS SLA recovery EWDC	274,540	0	274,540	0	282,780
20,020	Management costs SLA rec	20,520	0	41,293	20,773	21,140
1,064	Insurance	1,025	0	1,025	0	1,060
510	Internal audit	520	0	520	0	540
344,639	Sub-Total	352,035	4,198	379,105	27,070	367,830

<u>2020/21</u> <u>Outturn</u>		<u>2021/22</u> <u>Current</u> <u>Approved</u> <u>Budget</u>	<u>Actuals to</u> <u>30.11.2021</u>	<u>2021/22</u> <u>Forecast</u> <u>Outturn</u>	<u>2021/22</u> <u>Forecast</u> <u>Variance</u>	<u>2022/23</u> <u>Budget</u> <u>Estimates</u>
£		£	£	£	£	£
	Derby Travellers Caravan Site					
5,000	Contract Payments	4,000	5,000	5,000	1,000	4,120
5,000	Sub-Total	4,000	5,000	5,000	1,000	4,120
	Tattenham Corner conveniences					
2,976	Engineering and fabric recharges	3,075	1,736	3,075	0	0
36	Building and M&E maintenance	1,100	1,098	1,100	0	0
725	Electricity	960	286	960	0	0
3,194	Business Rates	0	-6,387	-3,194	-3,194	0
176	Water Charges	510	360	510	0	0
15	Cleaning contract recharges	12,135	0	0	-12,135	0
1,543	Insurance recharges	1,485	0	1,485	0	0
8,664	Sub-Total	19,265	-2,908	3,936	-15,329	0
	EAFRD Funding					
0	EAFRD Project Costs	139,500	0	142,400	2,900	0
0	Other government grant income	-132,000	0	-132,000	0	0
0	Contribution from other organisation	-7,500	0	-10,400	-2,900	0
0	Sub-Total	0	0	0	0	0
416,018	Gross Expenditure	439,930	11,605	451,021	11,091	438,530
	Income:					
3,761	Hire charges	-3,460	0	-1,730	1,730	-3,560
-875	Interest on Balances	-1,880	0	-940	940	-960
-1,310	Misc. income	-1,020	40	-1,020	0	-1,310
1,576	Gross Income	-6,360	40	-3,690	2,670	-5,830
417,594	Net Expenditure	433,570	11,645	447,331	13,761	432,700
	Precepts:					
-254,030	Borough Council	-260,140	-260,140	-260,140	0	-259,620
-42,340	Training Board	-43,360	-43,360	-43,360	0	-43,270
-127,020	Epsom Racecourse	-130,070	-130,070	-130,070	0	-129,810
-423,390	Funded By	-433,570	-433,570	-433,570	0	-432,700
-5,796	Surplus (-) / Deficit in Year	0	-421,925	13,761	13,761	0
56,021	Balance b/fwd 1 April	61,817	61,817	61,817	61,817	48,056
61,817	Balance c/fwd 31 March	61,817	483,742	48,056	48,056	48,056