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EPSOM AND WALTON DOWNS CONSERVATORS

Monday 20 June 2022 at 6.00 pm

Place: Council Chamber, EpsomTown Hall

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Council Chamber - Epsom Town Hall

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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

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- 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. APPOINTMENT OF CHAIR

To appoint a Chair to the Conservators to hold office until the first meeting of the Conservators held after the Annual meeting of the Borough Council in May 2023.

2. APPOINTMENT OF VICE-CHAIR

To appoint a Vice-Chair to the Conservators to hold office until the first meeting of the Conservators held after the Annual meeting of the Borough Council in May 2023.

3. MINUTES OF PREVIOUS MEETING (Pages 7 - 12)

The Conservators are asked to confirm as a true record the Minutes of the Conservators' Meeting held on 24 January 2022 (attached) and to authorise the Chairman to sign them.

4. DERBY UPDATE (Pages 13 - 18)

To provide an update on this year's Derby Festival.

5. FINAL ACCOUNTS 2021-22 (Pages 19 - 36)

This report seeks approval of the Conservators' final accounts for the financial year 2021/22.

6. STRATEGIC RISK REGISTER (Pages 37 - 44)

To present the Strategic Risk Register for the Conservators which covers the risks, mitigations, responsibility and action required to manage the risks identified.

7. EPSOM AND WALTON DOWNS CONSERVATORS - ADDITIONAL WORK PLAN ITEMS 2021/2022 (Pages 45 - 54)

This report accompanies an indicative Work Programme as captured at a workshop held in October 2021 for the Epsom and Walton Downs Conservators Committee to consider.

8. HACK CANTER AGREEMENT (To Follow)

9. EVENTS ON THE DOWNS (To Follow)

10. MINUTES OF THE EPSOM AND WALTON DOWNS CONSULTATIVE COMMITTEE, 12 JANUARY 2022 (Pages 55 - 62)

To receive the Minutes of the meeting of the Epsom and Walton Downs Consultative Committee held on 12 January 2022.

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**Minutes of the Meeting of the EPSOM AND WALTON DOWNS CONSERVATORS
held at the Council Chamber, Epsom Town Hall on 24 January 2022**

PRESENT -

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

In Attendance:

Absent:

Officers present: Kathryn Beldon (Chief Executive), Jackie King (Director of Corporate Services), Ian Dyer (Head of Operational Services), Brendan Bradley (Head of Finance) and Samantha Whitehead (Streetcare Manager)

18 MINUTES OF PREVIOUS MEETING

The following corrections were made to the Minutes of the previous meeting of the Epsom and Walton Downs Conservators, held on 8 November 2021:

- a) Item 11(f): insertion of the word “not” in between the words “do” and “have”, so that the item reads: “The fact that the Conservators do not have the funds available to either re-provide or refurbish the toilets”.
- b) Item 13(1)(a): deletion of the words “are obtained”, so that the item reads: “That the Jockey Club obtain any (and all) relevant permissions 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)”.

With those corrections made, the Minutes were agreed as a true record and signed by the Chair.

19 EPSOM DOWNS RACING SEASON 2022

The Conservators received a report informing them of dates for race meetings in 2022 and presenting 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.

Following consideration, it was unanimously resolved 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) **Approve 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) **Approve 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.**

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

The Conservators received a report regarding the approval of a request from JDT Utilities Ltd working on behalf of Southern Gas Networks to replace a gas pressure governor at Derby Arms Road.

The following matters were considered by the Conservators:

- a) **The proposed commencement date of the works:** it was noted that permission had been requested to start the gas works on 26 January 2022. The Conservators were of the view that this date did not permit sufficient time for consultation with trainers who could be impacted by the works. Officers undertook to move this date forward so as to enable time to consult all affected parties.

Following consideration, it was resolved to:

- (1) **Approve the proposal from JDT Utilities Ltd working on behalf of clients at Southern Gas Networks, in respect of 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.**

21 QUEEN'S PLATINUM JUBILEE BEACON

The Conservators received a report seeking 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.

The following matters were considered by the Conservators:

- a) **The auspiciousness of the occasion:** it was agreed that the Platinum Jubilee is a very significant event and Conservators were supportive of it being marked by taking part in this National initiative.
- b) **Safety of the surrounding areas:** it was confirmed that the same level of safety measures will be conducted as with previous events, including protecting the surrounding areas from fire.

Following consideration, it was resolved:

- (1) **To 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) **That the preference of the Conservators in respect of the type of beacon, is for the Platinum Jubilee Brazier (3.1.2 of the report), and in the event that planning permission is not granted, the type of brazier set out in 3.1.4 of the report.**

22 REVIEW OF FEES AND CHARGES

The Conservators received a report detailing a review of the Fees and Charges for Events on the Downs, Metal Detecting Licences and Memorial Items.

The following matters were considered by the Conservators:

- a) **Rounding up of figures in respect of memorial items:** the view was held that it would be preferable to express charges as a round figure. The Conservators agreed that charges be rounded up or down so as to reflect a number in whole pounds, rounded to the nearest £5.
- b) **Size of events:** it was noted that certain events have become very popular over the years, and the impact that this has on the Downs.

- c) **Number of metal detecting licenses:** it was felt prudent to limit the number of licenses granted annually, at 25 licenses. It was noted that a review of the number of licenses granted, as well as the restrictions placed on licensees, will be reviewed in January 2023.

Following consideration, it was resolved to:

- (1) **Approve the Fees and Charges for Events on the Downs as set out in Appendix 1 of the report.**
- (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 2 of the report, these figures being rounded up or down to the nearest £5.**

23 EVENTS ON THE DOWNS

The Conservators received a report seeking 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.

The following matters were considered by the Conservators:

- a) **Efficiency:** it was noted that the proposed delegation would maintain existing efficiencies, and should any additional cost savings arise as a result, these would be passed on to Conservators.
- b) **Notification to Downs users of Events:** sufficient and timely notification of events would be given to other users of the Downs.

Following consideration, it was resolved 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) **Approve the forthcoming Events Calendar for 2022 which includes an application for the Cancer Research Race for Life event.**

24 BUDGET 2022/23

The Conservators received a report seeking approval of the 2022/23 budget and the recommended precepts on the constituent bodies.

Having considered the report, the Conservators resolved 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.**

25 MINUTES OF THE EPSOM AND WALTON DOWNS CONSULTATIVE COMMITTEE, 12 JANUARY 2022

This item was not considered by the Conservators at this meeting. It will be carried forward to the next meeting.

The meeting began at 6.00 pm and ended at 7.34 pm

COUNCILLOR LIZ FROST (CHAIR)

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DERBY UPDATE

Head of Service:	Gillian McTaggart, Head of Corporate Assurance
Wards affected:	College Ward; Town Ward; Woodcote Ward;
Appendices (attached):	1: Derby Update

Summary

To provide an Update on this year's Derby Festival

Recommendation (s)

The Conservators are asked to:

(1) Note the update on the 2022 Derby from the Epsom Downs Racecourse

1 Reason for Recommendation

1.1 To update the Conservators on the 2022 Derby Festival.

2 Background

2.1 The Derby Festival took place from 2-4 June 2022.

2.2 Epsom Downs Racecourse have provided an update on the Festival's events, which is attached as Appendix 1.

2.3 One urgent request was received from the Racecourse. This was a request for one of the marquee suppliers to deliver some equipment to site and commence a small amount of build before the approved start date of works in preparation for the Derby Festival. The majority of Conservators agreed to allow the early start as requested.

3 Risk Assessment

Legal or other duties

3.1 Equality Impact Assessment

3.1.1 n/a

3.2 Crime & Disorder

3.2.1 n/a

3.3 Safeguarding

3.3.1 n/a

3.4 Dependencies

3.4.1 n/a

3.5 Other

3.5.1 n/a

4 Financial Implications

4.1 None arising from the contents of this report.

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

5 Legal Implications

5.1 None arising from the contents of this report.

5.2 **Legal Officer's comments:** None arising from the contents of this report.

6 Policies, Plans & Partnerships

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

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

6.3 **Climate & Environmental Impact of recommendations:** n/a

6.4 **Sustainability Policy & Community Safety Implications:** n/a

6.5 **Partnerships:** n/a

7 Background papers

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

Previous reports:

- <https://democracy.epsom-ewell.gov.uk/documents/s22522/Epsom%20Downs%20Racing%20Season%202022.pdf>

Other papers:

- none

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Cazoo Derby Festival 2022

Following two years of challenging times, it was hugely exciting to be able to deliver The Cazoo Derby 2022 whilst also celebrating The Queen's Platinum Jubilee.

Planning for the event started in January 2021 and it was fantastic to see so many of the ideas and initiatives come to life across both the racecourse and the Town Centre.

1.1 Build-Up

Access to the Downs and our outer enclosures was granted by Conservators for Monday 16th May. In general, the build-up of marquees, installation of temporary equipment and the arrival of funfair rides etc. went well. Fair weather during the lead up to the event helped to ensure that ground conditions remained good and little damage was sustained to any part of the Downs.

Sincere thanks to the Trainers and Downs Keepers who, as always, worked well alongside the racecourse in sometimes some challenging situations. The Derby is like no other event and the build schedule is based on limited time so it does require all parties to work together during this period. Marquee and structure contractors were all briefed before and during the event so as to ensure they were aware of horses being around and whilst I am of a couple of incidents during the lead in, I am unaware of any serious issues or concerns. We will however review the Rubbing House crossing area and the early installation of flags, for 2023.

1.2 Traveller Camp

Access to the area was available from Thursday 26th May, upon arrival of Charlie Cooper. There was an initial concern raised that the site may not have been big enough for the numbers expected but this was not the case and to date I have not been made aware of any issues.

All Travellers left the site by close of play Sunday 5th June.

1.3 Community Event / Beacon Lighting

The Cazoo Derby 2022 embraced a number of new initiatives, one of these being the Community Evening on Thursday 2nd June. This was a free, pre-registered event and 4000 tickets were available – 1500 were redeemed on the evening.

The evening was a great success for the first time of delivering – creating a lovely family atmosphere across much of the site but specifically around the Queen's Stand and Parade Ring areas.

Particular highlights included :-

The renaming ceremony of the Queen Elizabeth II Stand, in celebration of The Queen's Platinum Jubilee. The ceremony was conducted by Sandy Dudgeon (Senior Steward of The Jockey Club), Sir Stephen Lamport (Vice Lord-Lieutenant of Surrey) and our very own Mayor, Clive Woodbridge.

Immediately following the re-naming, attendees enjoyed a fantastic performance from St Christophers School, singing their own Jubilee anthem.

Focus for the evening then crossed the road for the Beacon Lighting. After much work and planning between the Epsom BID, EEBC and the racecourse, the lighting of the beacon should be seen as a huge success! Despite a few audio problems, the beacon shone bright and the occasion really marked the start of the Jubilee celebration.

1.4 Ladies Day & Derby Day

What followed were two days of fantastic racing action. 14 races, 179 runners with perhaps the aptly named DESERT CROWN, trained by Sir Michael Stoute and ridden by Richard Kingscote taking victory in the Cazoo Derby (In Memory of Lester Piggott).

The racing industry was saddened to hear of the death of Lester in the build-up to The Cazoo Derby. Having had 9 Derby and 6 Oaks, Lester was a true Epsom star, his sad passing marked with the laying of a wreath by jockey Ryan Moore at his statue overlooking The Derby course and a minute's applause across the racecourse on Friday and Saturday.

Whilst we were sadly unable to welcome Her Majesty The Queen to Derby Day, we were joined by the Princess Royal and a number of other guests within the Royal Box. Celebrating The Queen's reign and her passion and commitment to the sport, 40 jockeys and a number of trainers who had previously worked with her lined up in a guard of honour as the Princess Royal arrived.

A team of 50 racemakers, made up of some very local celebrities and spread across London helped to provide "meeters/greeters" to the occasion and many attendees remarked on how friendly and informative this team were as they approached the various racecourse entry points.

Conservators gave approval for the trial of BBQ's to be permitted within two locations on the Hill. Working alongside our cleaning provider, Surrey Fire & Rescue and an independent fire safety partner, I am pleased to report that the trial was very successful. The provision of large highly branded bins within the two dedicated areas allowed visitors to enjoy a BBQ whilst safely disposing of their waste as the end of the day.

1.5 Breakdown

The breakdown of the site is on-going but it is pleasing to hear that all gallops, access routes and areas of the golf course were all returned to stakeholders on-time and free of litter/temporary equipment.

I would personally like to record my thanks to Epsom & Ewell Borough Council, Surrey County Council, Reigate & Banstead Council, Surrey & Sussex Police, Surrey Fire & Rescue and South East Coast Ambulance Service. Working as true partners with the event organisers, their help, knowledge and flexibility ensured that The Cazoo Derby 2022 was a welcome return to "normality".

Simon Durrant
General Manager – Epsom Downs Racecourse

FINAL ACCOUNTS 2021-22

Head of Service:	Lee Duffy, Chief Finance Officer
Wards affected:	College Ward; Town Ward; Woodcote Ward;
Appendices (attached):	Appendix 1 – 2021/22 Revenue Account Appendix 2 – Financial Statements 2021/22 Appendix 3 – Annual Governance and Accountability Return 2021/22

Summary

This report seeks approval of the Conservators' final accounts for the financial year 2021/22.

Recommendation (s)

The Conservators are asked to:

- (1) Receive the final accounts for 2021/22, subject to external audit.**
- (2) Approve the Annual Governance Statements as set out in section 1 of Appendix 3 to this report.**
- (3) Consider and approve the Accounting Statements as set out in section 2 of Appendix 3 to this report.**
- (4) Confirm that the arrangements for the internal audit as set out in this report are effective for auditing purposes.**
- (5) Authorise the Chair and Clerk to sign the Annual Governance Statement and the Accounting Statements on behalf of the Conservators.**

1 Reason for Recommendation

- 1.1 To meet the statutory requirement for the Conservators to consider and approve the financial statements by 30 June 2022.

2 Background

- 2.1 This report represents the Conservators' final accounts for the year ended 31 March 2022.

- 2.2 The revenue account, attached at Appendix 1, details income and expenditure for the year compared to the budget.
- 2.3 The financial statements are attached at Appendix 2 and the Annual Governance and Accountability Return, which requires approval of the Conservators, is attached at Appendix 3.
- 2.4 The Annual Governance and Accountability Return will be subject to external audit between July and September 2022.

3 Revenue Account for 2021/22

- 3.1 Overall, net expenditure for the year was £437,728 compared to the original budget of £433,570, resulting in a deficit for the year and a decrease in the working balance of £4,158 (offset by a contribution of £3,000 to the working balance).
- 3.2 At Q3, a deficit of £11,861 had been forecast. The £7,703 movement between Q3's forecast and the outturn position is mainly due to underspent budgets within grounds maintenance for car parking repairs (£3,060) and fuel (£4,315). For the whole year, the main variances to budget are shown in the following table:

Explanation of significant variances	Variance £
Grounds Maintenance – Net reduction in running costs, mainly due to underspent fuel and car park repair budgets.	-11,371
Keeper's Hut – net reduction in running costs	-1,018
Increase in Management costs and associated VAT liability, principally due to work requesting the Traffic Order earlier in the year, reviewing the Tattenham Corner Conveniences and preparing a Habitat Management Plan.	25,981
Increase in Derby contract payments – actual charges can vary depending on number of caravans per year	1,000
Tattenham Conveniences – reduction in running costs due to facilities being closed	-14,883
Income – reduced income from events and interest received as a result of Covid-19	4,450

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. Works commenced in December 2021 and are progressing well despite a few supply chain delays. There is an anticipated completion date of June 2022.

5 Repairs and Renewals Fund

- 5.1 The balance on the fund at 31 March 2022 was £40,965, following a net contribution to revenue in year of £360 and interest earned of £102, as shown in the following table:

	£
Balance brought forward 1 April 2021	40,503
Contribution from R&R Fund to revenue to cover demolition costs associated with Tattenham Conveniences as agreed by Conservators in January 2022	-1,640
Annual budgeted contribution from revenue to R&R Fund	2,000
Interest on balance (0.25% interest rate)	102
Balance carried forward 31 March 2022	40,965
Balance committed to Tattenham Corner Conveniences demolition	-34,360
Uncommitted balance at 31 March 2022	£6,605

- 5.2 At the January 2022 meeting, it was agreed by Conservators that £36,000 would be earmarked to fund demolition of Tattenham Corner Conveniences. As £1,640 expenditure has already been incurred preparing for the demolition, the uncommitted balance in the reserve is £6,605.

6 Internal Audit

- 6.1 From 1 April 2019, the Southern Internal Audit Partnership (SIAP) provide internal audit services to the Council and the Conservators, which includes completion of the internal Audit Report within the Conservator's Annual Governance and Accountability Return. The role and scope of SIAP is detailed with the Internal Audit Charter which was presented to the Council's Audit, Crime & Disorder & Scrutiny Committee on 7 April 2022.

- 6.2 The 2022/23 Internal Audit Plan was submitted in April 2022 to the same Committee who act as an Audit committee under the Council's constitution. The Audit, Crime & Disorder & Scrutiny Committee receive quarterly audit progress reports and a year-end Annual Report & Opinion.
- 6.3 All financial transactions for the Conservators are processed through Epsom and Ewell Borough Council's financial systems and transactions recorded on the Council's financial management system.
- 6.4 SIAP makes the appropriate arrangements for the Annual Internal Audit Report section of the Annual Return to be checked and signed off, which was completed in April 2022.

7 Annual Governance and Accountability Return

- 7.1 Smaller Bodies in England must complete an annual return, known as the Annual Governance and Accountability Return (AGAR) to the appointed External Auditor. PKF Littlejohn LLP have been appointed as the auditor to all relevant smaller authorities in Surrey for 5 years from 2017/18. The AGAR for the year ending 31 March 2022 is attached at Appendix 3.
- 7.2 Any significant changes to the AGAR following external audit will be reported back to the Conservators.
- 7.3 Due to Covid-19, statutory requirements have been amended for the last two years. For 2021/22, statutory requirements have returned to pre Covid-19 deadlines, therefore each smaller authority is now required by law to:
 - 7.3.1 Prepare Accounting Statements for the year ended 31 March 2022 in the form required by proper practices (the relevant AGAR, Form 1, 2 or 3)
 - 7.3.2 Approve and publish the unaudited AGAR including Accounting Statements by 30 June 2022
 - 7.3.3 Provide for the exercise of public rights
 - 7.3.4 Publish the audited AGAR, including the signed external auditor report by 30 September 2022
- 7.4 With regard to the AGAR, the Conservators will note that:
 - 7.4.1 The detailed budget is submitted to the Conservators each year prior to contributions being levied from constituent bodies.
 - 7.4.2 Officers monitor the account as part of the Council's budget monitoring arrangements.
 - 7.4.3 The Treasurer presents a mid-year monitoring report to the Conservators

7.4.4 The Treasurer presents a year-end report to the Conservators (this report).

7.4.5 All transactions are subject to the Council's financial management and internal control arrangements.

7.4.6 The Council's financial processes and operational activity are subject to risk profile as part of the audit needs assessment.

8 Risk Assessment

Legal or other duties

8.1 An updated Risk Register is expected to be taken for approval to the meeting in June 2022.

8.2 The working balance stands at £57,659 at the year-end, however, £21,216 is committed as funding for the EAFRD project, reducing the uncommitted balance to £36,443, which is approximately 8% of net expenditure. Together with the Repairs and Renewals fund, the working balance reserve provides financial cover to manage unexpected expenditure and risks.

8.3 Equality Impact Assessment

8.3.1 None arising from the contents of this report.

8.4 Crime & Disorder

8.4.1 None arising from the contents of this report.

8.5 Safeguarding

8.5.1 None arising from the contents of this report.

8.6 Dependencies

8.6.1 None arising from the contents of this report.

8.7 Other

8.7.1 None arising from the contents of this report.

9 Financial Implications

9.1 **Section 151 Officer's comments:** Financial implications are set out in the body of the report.

10 Legal Implications

10.1 There are no legal implications arising from the contents of this report.

10.2 **Legal Officer's comments:** None arising from the contents of this report.

11 Policies, Plans & Partnerships

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

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

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

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

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

12 Background papers

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

Previous reports:

- Budget 2022/23 – (24 January 2022)

Other papers:

- Strategic Risk Register 2022

EWDC Outturn 2021/22

<u>2020/21 Outturn</u>		<u>2021/22 Budget</u>	<u>2021/22 Outturn</u>	<u>2021/22 Outturn Variance</u>
<u>£</u>		<u>£</u>	<u>£</u>	<u>£</u>
	<u>Grounds Maintenance</u>			
140	Maintenance of Grounds	200	0	-200
3,840	Car Park Repairs	3,060	0	-3,060
3,310	Tree Maintenance Schedule	3,380	3,380	0
8,939	Fuel	10,200	5,885	-4,315
713	Spot hire of vehicles	880	0	-880
2,626	Transport Insurance recharge	3,174	3,174	0
0	Chemicals for weed control	420	0	-420
0	Disposal of Waste	2,496	0	-2,496
29,420	Transport fleet SLA NJMC	30,010	30,010	0
3,360	Internal trade waste fees	3,430	3,430	0
52,348	Sub-Total	57,250	45,879	-11,371
	<u>Keepers Hut</u>			
2,639	Engineering and fabric recharges	2,735	2,639	-96
0	Building and M&E maintenance	1,060	765	-295
959	Electricity	1,530	1,041	-489
786	Rates	800	786	-14
-158	Cleaning contract recharges	0	0	0
163	Water dispenser costs	200	106	-94
158	TV Licence	165	159	-6
0	General office expenses	100	90	-10
820	Insurance recharges	790	775	-15
5,367	Sub-Total	7,380	6,362	-1,018

	Central Expenses			
28,000	Additional pension contribution	28,000	28,000	0
-1,000	Contribution from Repairs & Renewals Fund	2,000	462	-1,538
0	Contribution to Working Balance	3,000	3,000	0
274	Clothing & uniforms	320	415	95
3,550	Consultants fees	0	390	390
1,200	External Audit	1,040	1,200	160
950	Miscellaneous expenses (external legal fees)	2,130	2,112	-18
1,860	General office expenses	210	109	-101
20,371	VAT payments	18,730	24,876	6,146
267,840	OS SLA recovery EWDC	274,540	274,540	0
20,020	Management costs SLA rec	20,520	41,385	20,865
1,064	Insurance	1,025	1,006	-19
510	Internal audit	520	520	0
344,639	Sub-Total	352,035	378,016	25,981
	Derby Travellers Caravan Site			
5,000	Contract Payments	4,000	5,000	1,000
5,000	Sub-Total	4,000	5,000	1,000
	Tattenham Corner conveniences			
0	Demolition Project Costs	0	1,640	1,640
2,976	Engineering and fabric recharges	3,075	2,976	-99
36	Building and M&E maintenance	1,100	333	-767
725	Electricity	960	663	-297
3,194	Business Rates	0	-3,194	-3,194
176	Water Charges	510	507	-3
15	Cleaning contract recharges	12,135	0	-12,135
1,543	Insurance recharges	1,485	1,457	-28
8,664	Sub-Total	19,265	4,382	-14,883

	EWDC EAFRD Funding			
0	Consultants fees	139,500	47,922	-91,578
0	Other government grant income	-132,000	-40,422	91,578
0	Contribution from other organisation	-7,500	-7,500	0
	Sub-Total	0	0	0
416,018	Gross Expenditure	439,930	439,639	-291
	Income:			
3,761	Hire charges	-3,460	0	3,460
-875	Interest on Balances	-1,880	-990	890
-1,310	Misc. income	-1,020	-920	100
1,576	Income	-6,360	-1,910	4,450
417,594	Net Expenditure	433,570	437,728	4,158
	Precepts:			
-254,030	Borough Council	-260,140	-260,140	0
-42,340	Training Board	-43,360	-43,360	0
-127,020	Epsom Racecourse	-130,070	-130,070	0
-423,390	Total Precepts	-433,570	-433,570	0
-5,796	Surplus (-) / Deficit in Year	0	4,158	4,158

56,021
0
5,796
61,817

Working Balance brought forward 1 April
Add budgeted in year contribution to working balance
Surplus/deficit for the year
Working Balance carried forward 31 March

61,817
3,000
-4,158
57,659

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Financial Statements 2021/22 (Subject to Audit)

EPSOM AND WALTON DOWNS CONSERVATORS
REVENUE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2022

	2020/21 £'000	2021/22 £'000
Income:-		
Interest on Balances	1	1
Other Income	-2	49
Epsom and Ewell Borough Council Precept	254	260
Epsom and Walton Downs Training Board Precept	42	130
Epsom Down Racecourse Precept	127	43
	422	483
Expenditure:-		
Employees	28	28
Premises	19	12
Transport	11	10
Suppliers and Services	34	82
Third Party Payments	0	0
Support Services	325	353
	416	485
Surplus/(Deficit) for the year	6	-1
Balance Brought Forward at 1 April	56	62
Balance Carried Forward at 31 March	62	61

Financial Statements 2021/22

EPSOM AND WALTON DOWNS CONSERVATORS
BALANCE SHEET AS AT 31 MARCH 2022

31 March 2021			31 March 2022	
£'000	£'000		£'000	£'000
	0	FIXED ASSETS		
		Plant and Equipment		0
		CURRENT ASSETS		
0		Debtors (General)	12	
123		Debtors (Epsom and Ewell B.C.)	90	
123			102	
		LESS: CURRENT LIABILITIES		
21	102	Creditors	0	102
	102			102
		Represented By:-		
		RESERVES		
	41	Repairs and Renewals Fund		41
	62	Working Balance		61
	102	Total Reserves		102

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Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2021/22

EPSOM AND WALTON DOWNS CONSERVATORS

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During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.			✓
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

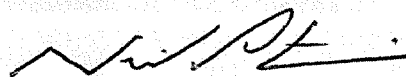
Date(s) internal audit undertaken

22/04/2022 25/04/2022 27/04/2022

Name of person who carried out the internal audit

Neil Pitman, SIAP.

Signature of person who carried out the internal audit



Date

28/04/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

EPSOM AND WALTON DOWNS CONSERVATORS

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		*Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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Section 2 – Accounting Statements 2021/22 for

EPSOM AND WALTON DOWNS CONSERVATORS

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	97,407	102,320	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	423,390	433,570	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	-1,459	49,937	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	28,000	28,000	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	389,018	456,201	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	102,320	101,624	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	123,183	89,773	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	0	0	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

BJ Bradley REQUIRED

Date

05/05/22

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2021/22 Appendix 3

In respect of

EPSOM AND WALTON DOWNS CONSERVATORS

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2021/22

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date DD/MM/YY

STRATEGIC RISK REGISTER

Head of Service:	Gillian McTaggart, Head of Corporate Assurance
Wards affected:	College Ward; Town Ward; Woodcote Ward;
Appendices (attached):	Appendix 1 – Strategic Risk Register

Summary

To present the Strategic Risk Register for the Conservators which covers the risks, mitigations, responsibility and action required to manage the risks identified.

Recommendation (s)

The Conservators are asked to:

- (1) Agree the completed Strategic Risk Register**

1 Reason for Recommendation

- 1.1 This report provides an update of the annual strategic risk register, reflecting changes in usage due to societal and other developments which impact the users of the Downs.

2 Background

- 2.1 The Conservators have particular responsibilities as a group and as a partnership working with each other (see Section 7.5). This risk register highlights the responsibilities which the Conservators have and how each of the risks are mitigated.
- 2.2 An annual review of the risk register is required to ensure potential risks to the overall management of the Downs are identified, recorded, and mitigation measures considered and implemented.
- 2.3 Effective risk management is an integral part of ensuring services are delivered. Managing risks can have a major impact in meeting priorities and delivering responsibilities and there are a number of arrangements in place to do this.

- 2.4 The function of a strategic risk register is to provide focus on good practices, raise awareness of risks, take actions to reduce their impact and likelihood, and support horizon scanning.
- 2.5 It is proposed that the strategic risk register be agreed and modified as necessary, and in line with context, circumstances and environment in which the Conservators operate.

3 Review of risks for 2021-2022

- 3.1 This report sets out the strategic risk register for the Conservators and covers health and safety, legal responsibility, insurance, and event management. Many risks are managed daily through internal controls, policies and procedures.
- 3.2 The layout of the risk register has been updated to identify the inherent risk more clearly (before mitigation measures and controls are taken into account) and the residual risk (after mitigation measures and controls are taken into account). The draft version of the risk register (Appendix 1) shows fourteen risks assessed as 'Medium' and one as 'Low'. There are no risks with a 'High' residual risk score. However, this is subject to change following the Conservators review during this meeting.
- 3.3 Since previously reported four additional risks have been added to the register. These are staffing resources; the delivery of the queen's jubilee events and beacon; demolition of the toilet block and reprovision of toilet facilities and the replacement of the Hack Sand track with a Hack Canter. By the time the risk register is reported to the Conservators, the Queens Jubilee events will have been held but this captures the arrangements in place to manage these risks through appropriate risk assessments and control measures.
- 3.4 Works continue on agreed improvements to the Downs funded through grants that will increase signposting and improve health and safety for all users.

4 Risk Assessment

Legal or other duties

- 4.1 Equality Impact Assessment
 - 4.1.1 None arising from the contents of this report.
- 4.2 Crime & Disorder
 - 4.2.1 None arising from the contents of this report.
- 4.3 Safeguarding

4.3.1 None arising from the contents of this report.

4.4 Dependencies

4.4.1 None arising from the contents of this report.

4.5 Other

4.5.1 None arising from the contents of this report.

5 Financial Implications

5.1 There are no specific financial implications for the purposes of this report.

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

6 Legal Implications

6.1 There are no specific legal implications for the purposes of this report.

6.2 **Legal Officer's comments:** None arising from the contents of this report.

7 Policies, Plans & Partnerships

7.1 **Council's Key Priorities:** N/A

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

7.3 **Climate & Environmental Impact of recommendations:**

7.3.1 No implications arising from the contents of this report.

7.4 **Sustainability Policy & Community Safety Implications:**

7.4.1 The strategic risk register covers the impacts of events and the usage of the Downs, which will be closely monitored, and the register reviewed as necessary.

7.5 **Partnerships:**

7.5.1 The Jockey Club, Training Grounds Management Board and Epsom and Ewell Borough Council are represented by Members on the Conservators committee.

8 Background papers

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

Previous reports:

- Strategic Risk Register, Epsom and Walton Downs Conservators, Monday 21 June 2021. Online available: <https://democracy.epsom-ewell.gov.uk/ieListDocuments.aspx?CId=170&MId=1057&Ver=4> [Last accessed 12/05/2021].

Other papers:

- None.

Epsom & Walton Downs Conservators Risk Register

ID.	Category	Risk Identified <i>Risk that...</i>	Risk Consequences	Risk Owner	Head of Service	Likelihood	Impact	Inherent Risk	Mitigations & Controls	Likelihood (2)	Impact (2)	Residual Risk	Direction of Travel	Future Actions to Further Mitigate & Control Risk	Date Last Updated
EWDC1	Operational	Incident on the Downs or failure to provide adequate health & safety arrangements	* Breach of Health & Safety. * Reputational damage.	Streetcare Manager	HofOS	4	3	12 - High	* The Conservators can place reliance on Health & Safety arrangements for the Council, The Jockey Club and The TGMB. * The Council has operational H&S policies risk assessments and guidance. All incidents /accidents reported and reviewed. * During lockdowns additional measures have been put in place to support H&S..	3	3	9 - Medium	↕	* The Council's Health and Safety arrangements are being audited. * Focus is on messaging around usage before 12 noon to reduce risks when horses are training.	Jun-22
EWDC2	Operational	Risk of major disruption or injury to users on the Downs	* Breach of Health & Safety. * Reputational damage. * Impact on Derby/ races or other events.	Streetcare Manager/ Head of CA	HofOS	4	3	12 - High	* Emergency Plans and Business Continuity Plan (JC have plans for Derby and race days). * Ongoing support for Derby through Derby Planning Group and SAG. * Insurance arrangements. * Risks assessments. * Reporting committee arrangements.	3	3	9 - Medium	↕		Jun-22
EWDC3	Operational	Failure to maintain the standards across the Downs including maintenance of the car parks	Potential accident or claim	Streetcare Manager	HofOS	3	4	12 - High	* Habitat Management Plan. * Golf Club Management Plan. * Some remedial work has taken place in car park due to higher usage as a result of COVID-19. * Work was undertaken to raise edges in key areas to avoid further damage by cars driving in inappropriate areas. * Within Work Programme.	2	3	6 - Medium	↓	* Inspection of car parks to be undertaken to assess the cost of any future works required.	Jun-22
EWDC4	Operational	Staffing Resources	Could reduce operational standards until team fully staffed	Streetcare Manager	HofOS	4	4	16 - High	* Recruitment of key posts.	3	2	6 - Medium	New		Jun-22

EWDC5	Operational	Conflicting usage / activities across the Downs	Poor behaviour of specific groups, reduction in number of horses training , damage to Downs.	Streetcare Manager	HofOS	3	2	6 - Medium	* Reporting of issues and taking remedial action if required. * Role of the Consultative Committee also involves referring matters arising in this regard. * As a result of COVID-19, additional security in place, but no reported increase in incidents.	3	2	6 - Medium	↓	* Improve signposting and information will improve education/information to public. * Additional monitoring of issues.	Jun-22
EWDC6	Events	Delivery of the Queens Jubilee events and beacon	Failure to deliver successful events and light the beacon.	Jubilee Planning Group	DofCS	2	4	8 - Medium	* Group in place to manage events. * Risk assessments in place. * Partnerships in place to address event, traffic and stewarding plans.	2	3	6 - Medium	New		Jun-22
EWDC7	Projects	Demolition of the toilet block and reversion of toilet facilities	Failure to deliver project	Conservators	HofPR	3	3	9 - Medium	* Project Plan / procurement of contractor.	3	2	6 - Medium	New		Jun-22
EWDC8	Projects	Replacement of the Hack Sand with a Hack Canter	Failure to deliver project	Jockey Club	MD of JC	3	3	9 - Medium	* Jockey Club to manage implementation.	2	2	6 - Medium	New		Jun-22
EWDC9	Financial	There is a budget shortfall or insufficient funds to support the work of the Conservators	Work programme not completed and maintenance/ operational cover reduced	Head of Finance	CFO	3	4	12 - High	* Agreed balanced budget each year. * Budget monitoring. * Financial accounts audited. * Repairs and renewal for the replacement of plant. * Grant funding successful. * Monitoring progress of the project implementation.	3	2	6 - Medium	↕	* Prioritise tasks in the forward plan. * Further investigate contingency measures to address rising inflationary costs and the cost of fuel. * Explore additional funding opportunities.	Jun-22
EWDC10	Legal	Decisions made by the Conservators are illegal, inconsistent or fail to comply with the Epsom and Walton Downs Regulation Act 1984	Decisions are challenged	Clerk to conservators	HofCA	3	4	12 - High	* Legal advice is provided by the Legal Team when appropriate and included within reports. * Training of Conservators so there is a clearer understanding of roles and responsibilities.	2	2	4 - Medium	↓		Jun-22
EWDC11	Governance	Adequacy of insurance arrangements for the Downs	Ensuring all aspects are covered and clarity of cover	Head of Corporate Assurance	Conservators	3	3	9 - Medium	* Each partner has in place satisfactory insurance cover.	2	2	4 - Medium	↕		Jun-22

EWDC12	Governance	Conflict of interests of partner	To ensure decisions are made in best interest of conservators	Clerk to conservators	Conservators	2	3	6 - Medium	* The Conservators consist of representatives from Council, Jockey Club and Training Ground Management Board and have a duty to act in the best interest of a Conservator whilst decision making. * Committee report template to note legal obligations and where necessary contain internal/external legal advice.	2	2	4 - Medium	↓	* Regular reminders / training as to responsibilities as a conservator.	Jun-22
EWDC13	Operational	Adequacy of service obligations	Ensure Downs is well maintained and accessible	Streetcare Manager	Conservators	3	3	9 - Medium	* Conservators receive updates on service.	2	2	4 - Medium	↓	* Development of performance indicators with Business Assurance Manager.	Jun-22
EWDC15	Events	Management of agreed events on the Downs and illegal events	Events badly managed risking habitat or those taking part, or non approved events being held	Streetcare Manager	Conservators	3	3	9 - Medium	* Arrangements are in place to agree those events that can be held on the Downs and are pre-approved: where applicable fee paid, contract signed. * New or high risk events only to be brought to conservators as agreed.	2	2	4 - Medium	↕	* Further exploration into enhancing awareness of the requirements for events on the Downs, and the monitoring of events and their impact on the Downs.	Jun-22
EWDC16	Citizens	Safeguarding on the Downs	A safeguarding issue arises / not reported	Streetcare Manager	HofOS	4	2	8 - Medium	* Reporting arrangements in place.	2	1	3 - Low	↓	* Mandatory training to be rolled out to all staff.	Jun-22

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EPSOM AND WALTON DOWNS CONSERVATORS - ADDITIONAL WORK PLAN ITEMS 2021/2022

Head of Service:	Gillian McTaggart, Head of Corporate Assurance
Wards affected:	College Ward; Town Ward; Woodcote Ward;
Appendices (attached):	Appendix 1 - EWDC – Additional Work Plan Items 2021

Summary

This report accompanies an indicative Work Programme as captured at a workshop held in October 2021 for the Epsom and Walton Downs Conservators Committee to consider.

Recommendation (s)

The Conservators are asked to:

- (1) Consider and approve the attached Additional Work Plan Items**
- (2) Agree the priorities, for the work plan in order that future funding opportunities can be identified, and work allocated**

1 Reason for Recommendation

- 1.1 To provide the Committee with a Work Programme which incorporates the views of the Committee expressed at its previous meetings and also a suggestion of the relative priority and likely cost of proceeding with each item, enabling Committee Members to make informed decisions about the activities they would prefer to see progressed.

2 Background

- 2.1 A workshop was held in October 2021 with the Conservators to identify a programme of additional work that the Conservators would like undertaken. This identified a range of items that have been captured in Appendix 1. A total of 14 items were identified and estimated costs have been obtained. The total estimated cost is £51,000 excluding item 14.
- 2.2 The work plan has an additional column for the Conservators to identify their priorities, High Priority is to progress immediately, Medium Priority to progress when funds allow and Low Priority to progress when higher items are funded.

3 Work plan items

- 3.1 The Conservators are asked to identify the priority rating for each item on the work plan. Those items that are identified as High Priority will need to be funded. Then an agreed owner can be identified for each item. Further work will then be undertaken to identify other funding streams.
- 3.2 All updates to work plan will be logged for transparency and reported to the Conservators.

4 Risk Assessment

Legal or other duties

4.1 Equality Impact Assessment

4.1.1 No equality issues arise as a consequence of the contents of this report.

4.2 Crime & Disorder

4.2.1 No issues arise as a consequence of the contents of this report.

4.3 Safeguarding

4.3.1 No issues arise as a consequence of the contents of this report.

4.4 Dependencies

4.4.1 None arising

4.5 Other

4.5.1 Non applicable

5 Financial Implications

- 5.1 To progress any unfunded, additional work plan items, the Conservators will need to identify a funding option.
- 5.2 **Section 151 Officer's comments:**
- 5.3 In reserves, the Conservators hold an uncommitted working balance reserve totalling £36,443 at 31 March 2022, which equates to c.8% of net annual expenditure. This reserve provides the Conservators with financial resilience to manage risks or unforeseen events that aren't funded by the annual revenue budget.
- 5.4 It is therefore advised that this reserve should not be substantially depleted, to avoid jeopardising the Conservators' financial resilience and ability to manage any unforeseen future risks/events.

5.5 Legal Implications: none

5.6 **Legal Officer's comments:** There are no legal implications arising from this report. However, Members are asked to endorse the initial work plan, this will not prevent any additional items being added during the year or changes being made if these are felt to be of value.

6 Policies, Plans & Partnerships

6.1 **Council's Key Priorities:** The following Key Priorities are engaged: Not applicable

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

6.3 **Climate & Environmental Impact of recommendations:** No issues arise as a consequence of the contents of this report

6.4 **Sustainability Policy & Community Safety Implications:** No issues arise as a consequence of the contents of this report

6.5 **Partnerships:**

7 Background papers

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

Previous reports:

- n/a

Other papers:

- n/a

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EPSOM & WALTON DOWNS CONSERVATORS – Additional Work Plan Items 2021/ 2022

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

Item	Commentary	Estimated Cost		Priority	Owner	Progress Tracker	Funding Identified
1. Terms of Reference & Governance review	Consider governance arrangements and updating of Terms of Reference of the group.	External fee quote (estimate) for legal advice obtained	£3,500				
		Officer hours and costs estimated	£655				
		Total	£4,155				

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Item	Commentary	Estimated Cost		Priority	Owner	Progress Tracker	Funding Identified
2. Byelaws	<p>Updating current byelaws with the addition of new activities to be managed.</p> <ol style="list-style-type: none"> 1. Workshop to present existing Bye Laws and scope any updates required by Conservators and plans to enforce. Updates required in relation to: dogs, bicycles, drones, electric cycles and scooters, scattering of ashes and drugs. 2. Production of a draft new set of Byelaws 3. Workshop to present proposed new Bye Laws. 4. Undertake public consultation of new Bye Laws. 5. To update signage and publicity campaign. 	External fee quote (estimate) for legal advice obtained	£2,500		Sam Whitehead		
		Officer hours and cost estimated	£7,279				
		Cost of changing signage relating to changed byelaws	£TBC				
		Total	£9,779				
			<i>Excluding costs of new signage to advise of amended byelaws</i>				

Item	Commentary	Estimated Cost		Priority	Owner	Progress Tracker	Funding Identified
3. Produce Events Policy	<ol style="list-style-type: none"> 1. Review current event approvals and charges particularly for the small groups. 2. Report to Conservators detailing the small group events which are approved under delegation. 	Officer hours and cost estimated	£621		Sam Whitehead	Item complete and has gone to Committee for approval	
4. Review BBQ's on the Downs.	Review following one year pilot project.	Officer hours and cost estimated	£266				
5. Review Use of Car Parks by Jockey Club	To agree conditions upon which the Jockey Club can use the Owners and Trainers and Derby Arms car park.	Officer hours and cost estimated	£829				
6. Produce Cremated Remains Policy	<p>To produce a policy for cremated remains.</p> <p>The updating of the Byelaws will also include provisions around the scattering of ashes.</p>	Officer hours and cost estimated	£266	Low			

Item	Commentary	Estimated Cost		Priority	Owner	Progress Tracker	Funding Identified
7. Produce Habitat Management Plan.	To produce a five-year Habitat Management Plan	The Habitat Management Plan has been drafted and is already accounted for in the current forecast for the current year.	£2,763			Due at September Committee	Yes
8. Review of Tattenham Corner Toilets	To review the future use of the toilet facilities to address anti-social behaviour and budgetary implications.	The £2,435 cost estimation here is for undertaking the review only and does not include costs of implementing any of the options. The options will be reported to Conservators at the forthcoming meeting - whichever option Conservators choose will incur additional costs, as set-out in the report.	£2,435				
9. Wayleaver Signage Project	Installation of entry signage, trail signage and visitor infrastructure to help improve the identity of the Downs and to create better linkages between the town centre and the wider Downs.	Following successful application for EAFRD funding, there are some costs which can't be met through the funding allocation and need to be considered by the Conservators for receipt of funding	Installation of circular plaques £1,213				Yes (Successful EAFRD bid)
10. Future Workshops	Officer preparation time in researching issues, preparing workshop	Officer hours and cost estimated	£2,410				

Item	Commentary	Estimated Cost		Priority	Owner	Progress Tracker	Funding Identified
	materials and presentations, organising and attending workshops.						
11. Downs Strategic Plan - update	To update the Epsom & Walton Downs Strategic Plan	External fee quote (estimate) obtained	£6,360				
		Officer hours and cost estimated	£Nil –				
		Work will be carried out by an external consultant who would attend a meeting of the Conservators and prepare a final report.					
12. Charging for Car Parking	To undertake an assessment of the potential income that might be generated from introducing car parking charges to all car parks on the Downs. To provide an initial assessment of the capital/ infrastructure costs associated with implementing a car parking charging scheme. To assess and highlight any other considerations associated with	External fee quote (estimate) obtained	£17,775				
		Officer hours and cost estimated	£Nil –				
		work will be carried out by an external consultant who would attend a meeting of the Conservators and prepare a final report.					

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Agenda Item 7
Appendix 1

Item	Commentary	Estimated Cost		Priority	Owner	Progress Tracker	Funding Identified
	implementing a car parking charging scheme. This is in addition to any of the potential work of demolishing or re-providing the facilities.						
13. Future toilet facilities	To assess the options for the future provision of a toilet facility at the Downs, if the existing facility is closed permanently and demolished.	Officer hours and cost estimated	£2,435				
14. Out-sourcing	Of the work currently undertaken by the council on behalf of the Conservators.	Fee estimation	To follow				
Total estimated cost of additional Work Plan items							
<i>Excluding: Cost of changed signage following review of byelaws, quote will be obtained when Conservators have identified if this is to proceed</i> - <i>Cost of implementing Tattenham Corner Review option</i>			£51,307				

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Agenda Item 7
Appendix 1

MINUTES OF THE EPSOM AND WALTON DOWNS CONSULTATIVE COMMITTEE, 12 JANUARY 2022

Head of Service:	Jackie King, Director of Corporate Services
Wards affected:	College Ward; Town Ward; Woodcote Ward;
Appendices (attached):	Appendix 1 – Minutes of the Epsom and Walton Downs Consultative Committee held on 12 January 2022

Summary

To receive the Minutes of the meeting of the Epsom and Walton Downs Consultative Committee held on 12 January 2022.

Recommendation (s)

The Conservators are asked to:

- (1) That the Conservators receive and note the Minutes of the meeting of the Epsom and Walton Downs Consultative Committee held on 12 January 2022.**

1 Reason for Recommendation

- 1.1 The Minutes of meetings of the Epsom and Walton Downs Consultative Committee are presented to the Conservators for information and consideration. This report presents the Minutes from the meeting of the Committee held on 12 January 2022.

2 Background

- 2.1 The Epsom and Walton Downs Consultative Committee was created following an undertaking made to the Select Committee of the House of Lords during the passing of the Epsom and Walton Downs Regulation Act 1984.
- 2.2 The Committee's Constitution was ratified by the Conservators on 24 April 2014, and sets its terms of reference as follows:

“To provide a means of regular consultation:

- on the future management and control of the tracks, rides, paths and areas for hack riding;

- on the rights of horse riders on Epsom and Walton Downs pursuant to Section 15 of the Epsom and Walton Downs Regulation Act 1984 and the byelaws made under the Act; and
- on any other matters affecting the use and enjoyment of the Downs by the public.

2.3 The Constitution of the Epsom and Walton Downs Consultative Committee sets out that the Minutes of Committee's meetings will be given to the Conservators for consideration.

3 Risk Assessment

Legal or other duties

3.1 Impact Assessment

3.1.1 None.

3.2 Crime & Disorder

3.2.1 None.

3.3 Safeguarding

3.3.1 None.

3.4 Dependencies

3.4.1 None.

3.5 Other

3.5.1 None.

4 Financial Implications

4.1 None for the purposes of this report.

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

5 Legal Implications

5.1 None for the purposes of this report.

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

6 Policies, Plans & Partnerships

6.1 **Council's Key Priorities:** Not relevant to this report.

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

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

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

6.5 **Partnerships:** None.

7 Background papers

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

Previous reports:

- None

Other papers:

- [Constitution of the Epsom and Walton Downs Consultative Committee, ratified by the Epsom and Walton Downs Conservators](#)

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**Minutes of the Meeting of the EPSOM AND WALTON DOWNS CONSULTATIVE
COMMITTEE held Virtually on 12 January 2022**

PRESENT -

Councillor Liz Frost (Chair); Simon Durrant (Epsom Downs Racecourse), Councillor Bernice Froud, Alex Stewart (Epsom Downs Riders Protection Society) and Nigel Whybrow (Training Grounds Management Board).

In Attendance: Caroline Baldock (Epsom Equestrian Conservation Group), Richard Balsdon (College Ward Residents' Association), Andrew Cooper (Epsom Downs Racecourse), Hugh Craddock (British Horse Society) (Item 01-02 (Hack Sand Track) only), Nick Lock (Epsom Civic Society), Nick Harrison (Tattenhams Residents' Association), Steven McCormick (Woodcote Residents' Association), Stephen Wallis (Jockey Club Racecourses) and Robin Willes (Epsom Downs Model Aircraft Club)

Absent: Bob Eberhard (Epsom and Ewell Cycle Action Group)

Officers present: Kathryn Beldon (Chief Executive), Jackie King (Director of Corporate Services), Samantha Whitehead (Streetcare Manager) and Tim Richardson (Democratic Services Manager)

1 MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting of the Epsom and Walton Downs Consultative Committee held on 17 September 2018 were agreed as a true record and the Chairman was authorised to sign them.

2 ISSUES RAISED BY MEMBERS OF THE COMMITTEE

The Committee considered the following matters:

- a) **Replacement of Hack Sand Track.** The Chair invited Mr Stephen Wallis, as a representative of the Training Grounds Management Board and Jockey Club Racecourses and Mr Hugh Craddock as a representative of the British Horse Society (BHS) to provide an update on this matter.

Mr Wallis expressed his thanks for the constructive and helpful way in which representatives of the BHS and Epsom Downs Riders Protection Society had engaged with the Racecourse as landowner in trying to find a solution to the problems surrounding the hack sand track. Mr Wallis outlined that the hack sand track was uneconomic to maintain and would

fall into disrepair in its current location. It was proposed that a new 16 metre wide grass hack canter ride be created in the bottom section of the area reserved for Racehorse training, and made available for use by the hack riding community after noon daily. The continued maintenance of the ride would be undertaken by the Jockey Club and Training Grounds Management Board. The Committee was presented with a plan showing the proposed location of the new ride. The Consultative Committee noted that the proposed route of the ride clipped the 'hatched area' at the foot of Walton Downs in part, and narrowed at both ends due to the space available in those locations. It was noted that there would be no impact from the proposed ride on the status or size of the 'hatched area'.

Mr Craddock informed the Committee that the BHS very much welcomed the initiative and felt that it was capable of being an enduring agreement subject to minor remaining negotiations, and that the BHS was more than prepared to commend it.

Mr Alex Stewart informed the Committee that the views of local hack riders had been sought via the BHS's Facebook and that there had been initial support from the 50 responses received. The BHS also would undertake a more comprehensive consultation of its Members, local riding establishments and individual riders. This would be communicated with an endorsement for the proposal from the BHS, setting out its benefits to hack riders. It was anticipated that the proposed new ride would reduce the incidence of hack riders encroaching on the Gallops and other tracks, and the communications would reinforce this message.

- b) **Condition of hack canter at top of Six Mile Hill.** The Committee received images of the condition of the hack canter at the top of Six Mile Hill. The Streetcare Manager informed the Committee that the area was a high priority within the works schedule for the Downskeepers and extended an invitation to Mr Stewart to meet with the lead Downskeeper to assist in identifying future works.
- c) **Marking of hack ride across The Hill and Hack post renewal.** The Chair informed the Committee that the Conservators had been successful in a bid to the European Agricultural Fund for Rural Development recently and had been awarded funding for new signage, picnic tables and litter bins on the Downs. The Streetcare Manager informed the Committee that the works to be funded by the bid included a full replacement of all hack posts across the Downs and some additional posts in areas where it was felt that they would be beneficial.
- d) **Water logging of track at top of Rifle Butts Alley.** The Streetcare Manager informed the Committee that resurfacing work was underway by Surrey County Council as a result of a successful Community Infrastructure Levy Bid. Drainage channels would be incorporated into the works to help alleviate some of the problems caused by waterlogging and scrub clearance would also be taking place during February.

- e) **Update on Downkeepers' winter work programme.** The Streetcare Manager provided a verbal update on the winter work programme, and extended an invitation to the Committee to suggest works to be included in the next winter work programme.
- f) **Traffic light phasing for pedestrians and racehorses crossing by Bus Shelter.** Mr Stewart asked whether the phasing of the lights was correctly configured, as it seemed that the timing provided to pedestrians was the same as that provided to equestrians. It was noted that Councillor Steven McCormick, as the Surrey County Councillor for the area, would raise this issue with the County Council.

3 ISSUES RAISED FOR CONSIDERATION

The Committee considered the following matters raised by invited representatives:

- a) **Lights on Farm Lane.** The Committee was informed that a condition on woodland trust car park for traffic lights had been removed by the relevant planning authority. It was noted that Councillor Steven McCormick, as the County Councillor for the area would be taking this matter forward with Surrey County Council and Mole Valley District Council. It was further noted that an alternative equestrian crossing solution was operated effectively in both Newmarket and Lambourn.
- b) **Encroachment on the gallops and grass above the wax track by hack riders and information signs and leaflets on the Downs.** The Committee noted the issues detailed on the agenda and was informed that the sign posts identified had been included in the recent signs audit undertaken by the Downkeepers. It was noted that the Streetcare Manager would discuss the issue of cyclists crossing the Valley Gallop with the lead Downkeeper and Training Grounds Manager to identify any actions which could assist with the matter. The Committee also noted that the Jockey Club had funded an education programme aimed at improving awareness of issues on the Downs.

4 ITEMS FOR THE ATTENTION OF THE CONSERVATORS

The Committee did not identify any items from the meeting which would require verbal representation to the Conservators.

The meeting began at 6.00 pm and ended at 6.54 pm

COUNCILLOR LIZ FROST (CHAIR)

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