

EPSOM AND WALTON DOWNS CONSERVATORS

Monday 7 November 2022 at 6.00 pm

Place: Council Chamber, EpsomTown Hall

Link for public online access to this meeting:

<https://attendee.gotowebinar.com/register/7285254521308828685>

Webinar ID: 839-477-899

Telephone (listen-only): 0330 221 9922, Telephone Access code:282-146-081

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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- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;

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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. 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 20 June 2022 (attached) and to authorise the Chairman to sign them.

2. MID-YEAR BUDGET MONITORING (Pages 11 - 18)

This item reports on the income and expenditure position as at 31 August 2022 and seeks guidance on the preparation of the budget and precept for 2023/24.

3. EVENTS ON THE DOWNS (Pages 19 - 22)

For the Conservators to note events that have been approved during 2022.

4. QUEEN'S GREEN CANOPY TREE PLANTING (Pages 23 - 26)

To request permission from the Epsom & Walton Downs Conservators to plant an English Oak tree on Epsom & Walton Downs in memory of Her Majesty Queen Elizabeth II.

5. WORKPLAN ITEMS 2022 (Pages 27 - 38)

This report presents an update on the work plan for the Epsom and Walton Downs Conservators.

6. DATES OF MEETINGS IN 2023 (Pages 39 - 42)

The Conservators are requested to agree the dates of their normal meetings to be held in 2023.

**Minutes of the Meeting of the EPSOM AND WALTON DOWNS CONSERVATORS
held at the Council Chamber, Epsom Town Hall on 20 June 2022**

PRESENT -

Councillor Liz Frost (the Council) (Chair); Simon Durrant (Jockey Club Racecourses (the Company)) (Vice-Chair); Andrew Cooper (Jockey Club Racecourses (the Company)), Councillor Bernice Froud (the Council), Councillor Steven McCormick (the Council), Stephen Wallis (Jockey Club Racecourses (the Company)) and Councillor Clive Woodbridge (the Council).

In Attendance:

Absent: Simon Dow (Horserace Betting Levy Board (the Levy Board)), Councillor Jan Mason (the Council) and Councillor Lucie McIntyre (the Council)

Officers present: Brendan Bradley (Head of Finance), Gillian McTaggart (Head of Corporate Assurance), Mark Shephard (Head of Property and Regeneration), Samantha Whitehead (Streetcare Manager) and Stephanie Gray (Senior Democratic Services Officer)

1 APPOINTMENT OF CHAIR

It was resolved that the Conservators appointed Councillor Liz Frost as Chair 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

It was resolved that the Conservators appointed Simon Durrant as Vice-Chair to hold office until the first meeting of the Conservators held after the Annual meeting of the Council held in May 2023.

3 DECLARATIONS OF INTEREST

In the interests of openness and transparency, Councillor Clive Woodbridge declared that in his capacity as Mayor, he had received two Hospitality tickets to attend the Derby Day. He declared that he came to the meeting with an open mind.

4 MINUTES OF PREVIOUS MEETING

The Minutes of the previous meeting of the Epsom and Walton Downs Conservators held on 24 January 2022 were agreed as a true record and signed by the Chair.

5 DERBY UPDATE

The Conservators received a report providing an Update on this year's Derby Festival.

The following matters were considered by the Conservators:

- a) **Build and Break Time for contractors:** A Conservator mentioned that there had been a few incidents reported to him relating to some contractors not being aware of the danger to horses and riders posed by their activities. It was noted that in future, a longer build and break time may be requested by the Jockey Club to avoid these incidents.
- b) **Communications:** it was noted that good communications with trainers to highlight any alterations to facilities or access is a key element to the delivery of the Festival.
- c) **Damage to trees:** Conservators noted with deep regret, the needless damage to several trees, including the loss of one long established and highly valued tree, during the Derby Festival. Officers will investigate the possibility of progressing the work on planting a tree for the Queen's Green Canopy on the Downs, as part of the remedial action that will need to take place to replace the damaged trees.
- d) **Use of Beacon:** Conservators noted that the Beacon Lighting event was most successful and was well attended by the community. Ways to incorporate beacon lighting into future events will be considered.
- e) **The Festival:** The success of the Festival was noted, and some lessons learnt were highlighted.

Following consideration, it was resolved to:

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

6 FINAL ACCOUNTS 2021-22

The Conservators received a report seeking approval of the final accounts for the financial year 2021/22.

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

7 STRATEGIC RISK REGISTER

The Conservators received a report presenting the Strategic Risk Register for the Conservators which covers the risks, mitigations, responsibility and action required to manage the risks identified.

The following matters were considered by the Conservators:

- a) **Climate Change (EWDC 3):** Conservators noted that risks relating to climate change would be considered as part of the Habitat Management Plan which will be brought to the meeting of the Conservators in November 2022.
- b) **Legal risk (EWDC 10):** Conservators noted that whilst this matter had been rated in 2019 as “high”, steps taken since that date have reduced this risk to “medium”.

Following consideration, it was resolved to:

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

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

The Conservators received a report accompanying an indicative Work Programme as captured at a workshop held in October 2021 for consideration.

The following matters were considered by the Conservators:

- a) **Cremated Remains Policy:** Conservators agreed that item 6 on the Work Programme could be removed, as a policy on cremated remains would be included as part of item 2 (Byelaws).

- b) **Tattenham Corner Conveniences:** it was noted by Conservators that in respect of item 8, procurement in respect of the demolition contractor has been finalised and the conveniences will be demolished imminently.
- c) **Ranking of items:** the Conservators ranked the items on the Work Plan according to priority, as follows:
 - Item 1 - Terms of Reference & Governance review: Low priority
 - Item 2 - Byelaws: High priority
 - Item 3 - Events Policy: High priority
 - Item 4 - Review BBQ's on the Downs: High priority
 - Item 5 - Review Use of Car Parks by Jockey Club: High priority
 - Item 6 - Cremated Remains Policy: incorporated under Item 2 (Byelaws)
 - Item 7 – Habitat Management Plan: High priority
 - Item 8 - Review of Tattenham Corner Conveniences: linked to Item 13
 - Item 9 - Wayleaver Signage Project: High priority
 - Item 10 Future Workshops: Medium priority
 - Item 11 - Downs Strategic Plan: Officers will review this item
 - Item 12 - Charging for Car Parking: Low priority
 - Item 13 - Future toilet facilities: Medium priority
 - Item 14 - Outsourcing: No priority assigned

Following consideration, it was resolved to:

- (1) **Consider and approve the attached Additional Work Plan Items in Appendix 1 to the report.**
- (2) **Agree the priorities, for the work plan in order that future funding opportunities can be identified, and work allocated, as follows:**
 - **Item 1 - Terms of Reference & Governance review: Low priority**
 - **Item 2 - Byelaws: High priority**
 - **Item 3 - Events Policy: High priority**
 - **Item 4 - Review BBQ's on the Downs: High priority**

- **Item 5 - Review Use of Car Parks by Jockey Club: High priority**
- **Item 6 - Cremated Remains Policy: incorporated under Item 2 (Byelaws)**
- **Item 7 - Habitat Management Plan: High priority**
- **Item 8 - Review of Tattenham Corner Conveniences: linked to Item 13**
- **Item 9 - Wayleaver Signage Project: High priority**
- **Item 10 - Future Workshops: Medium priority**
- **Item 11 - Downs Strategic Plan: Officers will review this item**
- **Item 12 - Charging for Car Parking: Low priority**
- **Item 13 - Future toilet facilities: Medium priority**
- **Item 14 - Outsourcing: No priority assigned**

9 HACK CANTER AGREEMENT

The Conservators received a report accompanying a draft agreement replacing the Hack Ride with a Hack Canter, which will be provided and maintained by Jockey Club Racecourses Limited.

The following matters were considered by the Conservators:

- a) **EEBC as signatory:** advice from EEBC's legal officer is that the Council does not need to be a signatory to the agreement.

Following consideration, it was resolved to:

- (1) **Agree to the contents of the Hack Canter Agreement attached as Appendix 1 to the report.**
- (2) **Delegate authority to the Clerk of the Conservators to sign the Agreement.**
- (3) **Delegate authority to the Clerk of the Conservators in consultation with the Chair, to effect any minor amendments necessary, prior to signature.**

10 EVENTS ON THE DOWNS

A list of events that had been approved was noted for information.

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

The Conservators received a report requesting the receipt of the Minutes of the meeting of the Epsom and Walton Downs Consultative Committee held on 12 January 2022.

Following consideration, it was resolved:

- (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.**

The meeting began at 6.00 pm and ended at 7.31 pm

COUNCILLOR LIZ FROST (CHAIR)

MID-YEAR BUDGET MONITORING

Head of Service:	Brendan Bradley, Head of Finance
Wards affected:	College Ward; Town Ward; Woodcote Ward;
Appendices (attached):	Appendix 1 – Mid-Year Monitoring 2022/23

Summary

This item reports on the income and expenditure position as at 31 August 2022 and seeks guidance on the preparation of the budget and precept for 2023/24.

Recommendation (s)

The Conservators are asked to:

- (1) Note the mid-year income and expenditure position;
- (2) Provide guidance on the preparation of the budget for 2023/24;
- (3) Note the conclusion of the 2021/22 external audit of the accounts.

1 Reason for Recommendation

- 1.1 To make the Conservators aware of the mid-year financial position for 2022/23 and seek guidance on the provisional budget estimates for 2023/24.

2 Background

- 2.1 The Conservators budget for 2022/23 was agreed at the meeting of 24 January 2022.
- 2.2 The attached budget monitoring statement at Appendix 1 shows income and expenditure from 01 April 2022 and provides a forecast outturn position for 2022/23, in the standard accounts format for EWDC.
- 2.3 Net expenditure for 2022/23 is forecast at £441,228, which would result in an adverse variance of £8,528 against the budget of £432,700. This adverse variance is mainly due to anticipated increases in energy costs, and the increased costs of the new tree maintenance contract as set out in paragraph 5.2.3 below.

- 2.4 The working balance stood at £60,659 at 31 March 2022. The projected £8,528 deficit, partially offset by a £1,400 contribution to reserves would reduce the working balance to £53,531. In addition, a further £15,400 of the working balance is committed as funding for the EAFRD project, which reduces the projected, uncommitted balance to £38,131.

3 EAFRD Project

- 3.1 The Visitor Trails project is close to completion, and the grant claim for £132,000 has been submitted to the Rural Development Programme for England (RDPE). An update on the project is expected to be taken to a forthcoming meeting.

4 Tattenham Corner Conveniences

- 4.1 In November 2021, it was agreed to proceed with the demolition of Tattenham Corner Conveniences, with the budgeted £36,000 cost to be funded from the Repairs and Renewals Fund. The demolition has now taken place and the final cost is not expected to exceed £22,000.

5 Budget Estimates 2023/24

- 5.1 The final column of Appendix 1 provides an indicative budget position for 2023/24. This indicative budget has been prepared ahead of the Council finalising its service estimates and the figures are provisional. Based on the indicative budget, an overall 6% increase in precepts would be required to set a balanced budget for next year.
- 5.2 The main provisional changes from 2022/23 are:
- 5.2.1 Electricity budget has increased by 350%, although actual 2023/24 costs will naturally depend on volatile market prices and whether the government energy price cap is extended beyond 31 March 2023.
 - 5.2.2 Staffing budgets have been increased by 5% to reflect the Council's agreed pay policy, which is expected to provide a 3% cost of living increase and standard pay progression for staff members.
 - 5.2.3 Tree maintenance costs have increased substantially after the expiry of the Council's previous 10-year contract. Following a competitive tendering process, the new contract is expected to require the budget to increase from £3,480 to £7,300, to fund medium and low priority work. It is recommended that a separate report on tree maintenance should be brought to Conservators to consider a programme of tree works.
 - 5.2.4 Fees and charges income budgets have been increased by 6%.
 - 5.2.5 The majority of other running budgets, where costs can be controlled, have been inflated by 3%.

- 5.3 The indicative budget provides a useful basis to identify the main issues that should be addressed in the budget report in January 2023, and early consideration of the recommended precepts for 2023/24 and any options the Conservators would like to have included in the budget report.
- 5.4 A decision will be required in January 2023 on the proposed contributions across the three preceptors. An increase in each preceptor's contribution of 6% would create a balanced budget which incorporates an annual contribution of £6,000 to replenish the working balance.
- 5.5 Inflation is currently at 9.9% (August 2022 consumer price index). The Government's current inflation target is 2%.

6 Appointment of External Auditor 2022/23

- 6.1 Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA (Smaller Authorities' Audit Appointments) is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. This centralised approach is more cost-effective and less administratively burdensome than each smaller authority attempting to appoint their own external auditor, which may not result in a successful appointment.
- 6.2 Through SAAA's central procurement exercise in 2016, PKF Littlejohn LLP were appointed as the auditor to all relevant smaller authorities in Surrey for 5 years from 2017/18 to 2021/22.
- 6.3 SAAA recently advised that the central procurement for external audit appointments for the next five-year period from 01 April 2022 to 31 March 2027 has commenced. Epsom and Walton Downs Conservators remain opted-in to the central procurement and any announcement of an external auditor appointment will be reported back to Conservators.

7 Audit of the Accounts 2021/22

- 7.1 The external auditors, PKF Littlejohn LLP, have completed the audit of the accounts for the year ended 31 March 2022.
- 7.2 The auditors have signed off the audit certificate but included the following 'except for' matter to bring to Conservators' attention.
- 7.3 During 2021/22, EWDC incurred £40,422 expenditure on the Visitor Trails project, to be funded by EARFD grant income. Although the grant income cash had not been received by 31 March 2022, it is due to be received during 2022/23 upon completion of the project.
- 7.4 To fairly present EWDC's financial position at 31 March 2022, £40,422 grant income was accrued in 2021/22's accounts, because it would not have been a fair presentation to report the expenditure but not to declare the accrued income.

- 7.5 The issue raised by the auditor is that as well as a requirement to present fairly EWDC's financial position, it is also a requirement to follow the Joint Panel on Accountability and Governance Practitioners' Guide, which requires that grant income be accounted for on a cash basis, not an accruals basis.
- 7.6 The contradiction for EWDC is that had grant income been presented in the accounts on a cash basis, it would not have resulted in a fair presentation of the Conservators' financial position at 31 March 2022.
- 7.7 Officers have sought external accounting advice to support the current presentation of grant income in the accounts.
- 7.8 As such, the external auditor has signed off the external audit without requiring any changes to the accounts but included the 'except for' matter to recognise the conflicting requirements of following the Practitioners' Guide.
- 7.9 The accounts and audit documents have been published on the Council's website in accordance with the Accounts and Audit Regulations 2015 requirement to do so by 30 September.

8 Risk Assessment

Legal or other duties

- 8.1 Equality Impact Assessment
 - 8.1.1 None arising from the contents of this report.
- 8.2 Crime & Disorder
 - 8.2.1 None arising from the contents of this report.
- 8.3 Safeguarding
 - 8.3.1 None arising from the contents of this report.
- 8.4 Dependencies
 - 8.4.1 None arising from the contents of this report.
- 8.5 Other
 - 8.5.1 None arising from the contents of this report.

9 Financial Implications

- 9.1 Precept contributions are met by the Borough Council (60%), Epsom Racecourse (30%), and the Training Board (10%).

- 9.2 In reserves, the Conservators hold the working balance which has a projected, uncommitted balance of £38,131 at 31 March 2023. In addition, the Repairs and Renewals Fund will hold a projected balance of £22,965.
- 9.3 **Section 151 Officer's comments:** The Conservators are asked to provide guidance on the indicative budget for 2023/24. Based on this guidance, a final draft budget will be brought back to Conservators for approval in January 2023.

10 Legal Implications

- 10.1 There are no legal implications arising from the contents of this report.
- 10.2 **Legal Officer's comments:** Budget monitoring and the regular receipt of financial reports is key to managing one of the most significant risks to the organisation, that of financial risk. The process of budget monitoring is a key risk management control measure, as are the management actions which are stimulated by such reporting.

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 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:

- None

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EWDC Mid-Year Budget Monitoring 2022/23						
<u>2021/22</u> <u>Outturn</u>		<u>2022/23</u> <u>Budget</u>	<u>Actuals to</u> <u>31.08.2022</u>	<u>2022/23</u> <u>Forecast</u>	<u>2022/23</u> <u>Forecast</u> <u>Variance</u>	<u>2023/24</u> <u>Budget</u> <u>Estimates</u>
£		£	£	£	£	£
	Grounds Maintenance					
0	Maintenance of Grounds	210	0	210	0	220
0	Car Park Repairs	3,150	3,456	3,456	306	3,245
3,380	Tree Maintenance Schedule	3,480	0	9,890	6,410	7,300
5,885	Fuel	10,510	1,855	10,510	0	10,825
0	Spot hire of vehicles	910	0	910	0	940
3,174	Transport Insurance recharge	2,760	0	2,760	0	2,845
0	Chemicals for weed control	430	0	430	0	445
0	Disposal of Waste	3,080	0	3,080	0	3,270
30,010	Transport fleet SLA NJMC	30,910	0	30,910	0	32,530
3,430	Internal trade waste fees	3,530	0	3,530	0	3,740
45,879	Sub-Total	58,970	5,311	65,686	6,716	65,360
	Keepers Hut					
2,639	Engineering and fabric recharges	2,820	660	2,820	0	3,105
765	Building and M&E maintenance	1,090	0	1,090	0	1,120
1,041	Electricity	1,580	138	2,940	1,360	5,530
786	Rates	830	786	786	-44	810
106	Water dispenser costs	210	60	210	0	220
159	TV Licence	170	0	170	0	175
90	General office expenses	100	0	100	0	100
775	Insurance recharges	810	0	810	0	835
6,362	Sub-Total	7,610	1,644	8,926	1,316	11,895
	Central Expenses					
28,000	Additional pension contribution	28,000	0	28,000	0	28,000
462	Contribution to Repairs & Renewals Fund	4,000	0	-18,000	-22,000	4,000
415	Clothing & uniforms	640	233	640	0	660
390	Contribution to/from Working Balance	6,000	0	1,400	-4,600	6,000
1,200	External Audit	1,200	0	1,200	0	1,240
2,112	Miscellaneous expenses	1,070	17	1,070	0	1,100
109	General office expenses	1,030	0	1,030	0	1,060
24,876	VAT payments	20,370	0	20,370	0	20,980
274,540	OS SLA recovery EWDC	282,780	0	282,780	0	296,920
41,385	Management costs SLA rec	21,140	0	21,140	0	22,200
1,006	Insurance	1,060	0	1,060	0	1,090
520	Internal audit	540	0	540	0	555
378,016	Sub-Total	367,830	249	341,230	-26,600	383,805
	Derby Travellers Caravan Site					
5,000	Contract Payments	4,120	0	4,230	110	4,250
5,000	Sub-Total	4,120	0	4,230	110	4,250
	Tattenham Corner conveniences					
1,640	Demolition Project Costs	0	13,146	22,000	22,000	0
2,976	Engineering and fabric recharges	0	744	0	0	0
333	Building and M&E maintenance	0	0	0	0	0
663	Electricity	0	105	629	629	0
-3,194	Business Rates	0	0	0	0	0
507	Water Charges	0	164	297	297	0
1,457	Insurance recharges	0	0	0	0	0
4,382	Sub-Total	0	14,159	22,926	22,926	0
	EWDC EAFRD Funding					
47,922	EAFRD Project Costs	0	64,565	139,500	139,500	0
-40,422	EAFRD Grant Income	0	40,422	-132,000	-132,000	0
-7,500	Contribution from other organisation	0	-2,900	-2,900	-2,900	0
0	Sub-Total	0	102,087	4,600	4,600	0
439,639	Gross Expenditure	438,530	123,450	447,598	9,068	465,310

EWDC Mid-Year Budget Monitoring 2022/23						
<u>2021/22</u> <u>Outturn</u>		<u>2022/23</u> <u>Budget</u>	<u>Actuals to</u> <u>31.08.2022</u>	<u>2022/23</u> <u>Forecast</u>	<u>2022/23</u> <u>Forecast</u> <u>Variance</u>	<u>2023/24</u> <u>Budget</u> <u>Estimates</u>
£		£	£	£	£	£
	Income:					
0	Hire charges	-3,560	-1,725	-3,560	0	-3,775
-990	Interest on Balances	-960	0	-1,500	-540	-1,500
-920	Misc. income	-1,310	0	-1,310	0	-1,385
-1,910	Income	-5,830	-1,725	-6,370	-540	-6,660
437,728	Net Expenditure	432,700	121,725	441,228	8,528	458,650
	Precepts:					
-260,140	Borough Council	-259,620	-259,620	-259,620	0	-275,190
-43,360	Training Board	-43,270	-43,270	-43,270	0	-45,865
-130,070	Epsom Racecourse	-129,810	-129,810	-129,810	0	-137,595
-433,570		-432,700	-432,700	-432,700	0	-458,650
4,158	Surplus (-) / Deficit in Year		0	-310,975	8,528	8,528
						0
61,817	Working Balance brought forward 1 April				60,659	
3,000	Add budgeted in year contribution to working balance				6,000	
	Less contribution to EAFRD project from working balance				-4,600	
-4,158	Surplus/deficit for the year				-8,528	
60,659	Working Balance carried forward 31 March				53,531	

EVENTS ON THE DOWNS

Head of Service: Ian Dyer, Head of Operational Services
Wards affected: College Ward; Town Ward; Woodcote Ward;
Appendices (attached):

Summary

For the Conservators to note events that have been approved during 2022.

Recommendation (s)

The Conservators are asked to:

(1) Note the contents of this report

1 Reason for Recommendation

- 1.1 To inform the Conservators of events that have been approved during 2022.

2 Background

- 2.1 At the January 2022 meeting, the Conservators agreed to delegate authority for approving small, previously held events on the Downs to the Streetcare Manager to create efficiencies in the event booking process.
- 2.2 Except for the Race for Life Event which Conservators granted permission for at the January 2022 meeting, all other events have been approved under delegated authority.
- 2.3 The table below illustrates the current event calendar for 2022/23.

Name	Activity	Date
North Cheam Baptist Church	Easter Church Service	17/04/2022
Epsom Downs Model Aircraft Club	Cloud Tramp	15/05/2022
Cancer Research UK	Race For Life	19/06/2022
Royal Automobile Club	Car Park Automobile Display	20/07/2022
Sunbeam Motorcycle Club	82nd Pioneer Run	02/10/2022
Epsom College	Cross Country	24/11/2022
Peter Cattermole	Tadworth10 Running event	08/01/2023

:Risk Assessment

Legal or other duties

2.4 Equality Impact Assessment

2.4.1 None

2.5 Crime & Disorder

2.5.1 None

2.6 Safeguarding

2.6.1 None

2.7 Dependencies

2.7.1 None

2.8 Other

2.8.1 None

3 Financial Implications

3.1 All events will be charged in accordance with the Fees and Charges for 2022/23.

3.2 **Section 151 Officer's comments:** Events on the Downs generate an income stream for the Epsom and Walton Downs Conservators.

4 Legal Implications

4.1 None

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

5 Policies, Plans & Partnerships

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

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

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

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

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

6 Background papers

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

Previous reports:

- [24 January 2022 – Events on the Downs](#)

Other papers:

- None

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QUEEN'S GREEN CANOPY TREE PLANTING

Head of Service: Ian Dyer, Head of Operational Services
Wards affected: College Ward; Town Ward; Woodcote Ward;
Appendices (attached):

Summary

To request permission from the Epsom & Walton Downs Conservators to plant an English Oak tree on Epsom & Walton Downs in memory of Her Majesty Queen Elizabeth II.

Recommendation (s)

The Conservators are asked to:

- (1) Grant permission for the procurement of a large specimen English Oak tree to be procured and planted on The Hill, Epsom Downs in memory of Her Majesty Queen Elizabeth II.**
- (2) Grant permission for Officers to organise a small tree planting ceremony in honour of the occasion.**

1 Reason for Recommendation

- 1.1 The Queen's Green Canopy is a nationwide initiative which was originally created to mark the Queen's Platinum Jubilee. The Queen's Green Canopy was due to conclude in December 2022 at the end of the Jubilee year. However, as the official tree planting season in the United Kingdom is from October to March, the initiative will now be extended to include the full tree planting season, beginning in October 2022 and concluding in March 2023.

2 Background

- 2.1 At the 20 June 2022 meeting of the Conservators, it was noted with deep regret, the needless damage to several trees, including the loss of one long established and highly valued tree, during the Derby Festival.

- 2.2 As a result of this discussion, officers pledged to investigate the possibility of progressing the work on planting a tree for the Queen's Green Canopy on the Downs, as part of the remedial action that will need to take place to replace the damaged trees.
- 2.3 Funds have now been identified and following advice from the Council's Tree Officer it is proposed that an English Oak Tree is planted on the Hill in close proximity to the large, vandalised tree.
- 2.4 The new English Oak will be planted during a small tree planting ceremony, in accordance with the wishes of His Majesty The King, who has requested that The Queen's Green Canopy initiative is extended to the end of March 2023 to give people the opportunity to plant trees in memoriam to honour Her Majesty.
- 2.5 If the Committee agree with this proposal, officers will work with the Chairman, Deputy Chairman and the Clerk to the Conservators to make the necessary arrangements.

3 Risk Assessment

Legal or other duties

- 3.1 Equality Impact Assessment
 - 3.1.1 None for the purpose of this report
- 3.2 Crime & Disorder
 - 3.2.1 None for the purpose of this report
- 3.3 Safeguarding
 - 3.3.1 None for the purpose of this report
- 3.4 Dependencies
 - 3.4.1 None for the purpose of this report
- 3.5 Other
 - 3.5.1 None

4 Financial Implications

- 4.1 The sum of £350 which will cover the purchase of the tree, stakes, ties and young tree maintenance can be funded from the Conservator's miscellaneous expenses budget.
- 4.2 **Section 151 Officer's comments:** Financial implications are included in the body of the report.

5 Legal Implications

- 5.1 There are no legal implications for the purpose 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:
Green and Vibrant
- 6.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.
- 6.3 **Climate & Environmental Impact of recommendations:** Planting trees has a positive impact on the environment and helps to reduce the effects of climate change.
- 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:

- Minutes of the Conservators Meeting - 20 June 2022

Other papers:

-

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WORK PLAN ITEMS 2022

Head of Service:	Andrew Bircher, Head of Policy and Corporate Resources
Wards affected:	College Ward; Town Ward; Woodcote Ward;
Appendices (attached):	Appendix 1 - workplan

Summary

This report presents an update on the work plan for the Epsom and Walton Downs Conservators.

Recommendation (s)

The Conservators are asked to:

- (1) Note the progress on the Work plan items and make recommendations for any changes.**

1 Reason for Recommendation

- 1.1 To provide the Conservators with a work plan which incorporates the views expressed at previous meetings and also a suggestion of the relative priority and likely cost of proceeding with each item, enabling the Conservators 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.
- 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.
- 2.3 The work plan was considered and approved by the Conservators at their meeting on 20 June 2022. This report provides an update on progress.

3 Risk Assessment

Legal or other duties

3.1 Equality Impact Assessment

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

3.2 Crime & Disorder

3.2.1 No issues arise as a consequence of the contents of this report

3.3 Safeguarding

3.3.1 No issues arise as a consequence of the contents of this report

3.4 Dependencies

3.4.1 None

3.5 Other

3.5.1 Not applicable

4 Financial Implications

4.1 To progress any unfunded additional work plan items, the Conservators will need to identify a funding option.

4.2 **Section 151 Officer's comments:**

4.3 In reserves, the Conservators hold an uncommitted working balance reserve totalling £32,131 at 31 March 2023, which equates to c.7% 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.

4.4 It is therefore advised that this should not be substantially depleted, to avoid jeopardising the Conservators' financial resilience and ability to manage any unforeseen future risks/events.

5 Legal Implications

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

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:** none.

7 Background papers

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

Previous reports:

- [Work Plan Items report, Epsom and Walton Downs Conservators, 20 June 2022](#)

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	Low	MO / Legal	Current Byelaws are working well It would be good practice to review every 5 years	
		Officer hours and costs estimated	£655				
		Total	£4,155				

Item	Commentary	Estimated Cost		Priority	Owner	Progress Tracker	Funding Identified
2. Byelaws	Updating current byelaws with the addition of new activities to be managed.	External fee quote (estimate) for legal advice obtained	£2,500	High	Sam Whitehead	Last updated in 2021. Updating Bylaws is a slow process to undertake so must begin now.	
	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.	Officer hours and cost estimated	£7,279			When updating, we would need to look at including drones, electric bikes and cremated remains policies.	
	2. Production of a draft new set of Byelaws	Cost of changing signage relating to changed byelaws	£TBC				
	3. Workshop to present proposed new Bye Laws.						
	4. Undertake public consultation of new Bye Laws.						
	5. To update signage and publicity campaign.						
		Total	£9,779			Excluding costs of new signage to advise of amended byelaws	

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Age App

Item	Commentary	Estimated Cost		Priority	Owner	Progress Tracker	Funding Identified
3. Produce Events Policy	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	High	Sam Whitehead	To be discussed at November 2022 meeting	
14. Review BBQ's on the Downs	Review following one year pilot project.	Officer hours and cost estimated	£266	High	Sam Whitehead	Report to return to Committee in January 2023 with overview of Pilot.	
14. 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	High	Sam Whitehead / Jockey Club	Report to return to Committee in January 2023. Would need to include comms plan to inform public / trainers.	
14. Produce Cremated Remains	To produce a policy for cremated remains. The updating of the Byelaws will also include provisions	Officer hours and cost estimated	£266	Low		Item to be removed and incorporated within item 2 Byelaws update.	

Item	Commentary	Estimated Cost		Priority	Owner	Progress Tracker	Funding Identified
ns Policy	around the scattering of ashes.						
14. 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	High	Sam Whitehead	Work completed Covering report to return to Committee in January 2023 with overview of project	Yes Charged in SLA for 21/22
15. Review of Tottenham 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			Item to be removed and incorporated within item 13: Future Toilet provisions.	

Item	Commentary	Estimated Cost		Priority	Owner	Progress Tracker	Funding Identified
9. Wayfinder 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.	EAFRD funding has been confirmed and accepted. An element of match funding is being provided by both The Jockey Club and Conservators, which has also been confirmed and accepted.		High	John Samuel	Installation 90% complete. Awaiting final sign boards and information inserts for entry boards and lecterns.	Yes (Successful EAFRD bid)
10. Future Workshops	Officer preparation time in researching issues, preparing workshop materials and presentations, organising and attending workshops.	Officer hours and cost estimated	£2,410	Medium	JK	To be reviewed following Council elections and inductions for new Conservators. JK to review induction content.	
11. Downs Strategic Plan update	To update the Epsom & Walton Downs Strategic Plan	External fee quote (estimate) obtained Officer hours and cost estimated Work will be carried out by an external consultant who would attend a meeting of the Conservators and prepare a final report.	£6,360 £Nil –	Officers to review this item and confirm priority		Quote to be reviewed for cost and content. Will be sent to Chair. The June 2022 meeting noted that the current plan had been largely written by Conservators. It was agreed that the current Conservators have extensive knowledge and were willing to undertake the initial drafting of much of this.	

Item	Commentary	Estimated Cost		Priority	Owner	Progress Tracker	Funding Identified
12. Charging for Car Parking	<p>To undertake an assessment of the potential income that might be generated from introducing car parking charges to all car parks on the Downs.</p> <p>To provide an initial assessment of the capital/ infrastructure costs associated with implementing a car parking charging scheme.</p> <p>To assess and highlight any other considerations associated with implementing a car parking charging scheme.</p>	<p>External fee quote (estimate) obtained</p> <p>Officer hours and cost estimated</p> <p>work will be carried out by an external consultant who would attend a meeting of the Conservators and prepare a final report.</p>	<p>£17,775</p> <p>£Nil –</p>	Low			
13. Future toilet facilities	<p>To assess the options for the future provision of a toilet facility at the Downs, if the existing facility is closed permanently and demolished.</p> <p>This is in addition to any of the potential work of demolishing or re-providing the facilities.</p>	Officer hours and cost estimated	£2,435	Medium	Mark Shephard	Working with SCC – will return with committee report once in a position to do so.	

Item	Commentary	Estimated Cost		Priority	Owner	Progress Tracker	Funding Identified
14. Out-sourcing	Of the work currently undertaken by the council on behalf of the Conservators.	Fee estimation	To follow	No priority assigned		Unable to priorities as no information available.	
15. Queen's canopy Tree planting						To be discussed at November 2022 meeting	
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> - Cost of implementing Tattenham Corner Review option			£48,606				

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DATES OF MEETINGS IN 2023

Head of Service:	Andrew Bircher, Head of Policy and Corporate Resources
Wards affected:	College Ward; Town Ward; Woodcote Ward;
Appendices (attached):	None

Summary

The Conservators are requested to agree the dates of their normal meetings to be held in 2023.

Recommendation (s)

The Conservators are asked to:

(1) agree to hold their normal meetings in 2023 on the following dates:

- a) Monday 23 January 2023 at 18.00 hours**
- b) Monday 19 June 2023 18.00 hours**
- c) Monday 6 November 2023 18.00 hours**

1 Reason for Recommendation

- 1.1 It is necessary to set dates for meetings of the Conservators for the forthcoming year to enable business to be processed.

2 Background

- 2.1 It is recommended that the Conservators agree to hold their normal meetings evenly across the year and the dates within the recommendation are the dates which follow the normal pattern for meetings.

3 Risk Assessment

Legal or other duties

- 3.1 Equality 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.

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

5 Legal Implications

5.1 None.

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 Council's Key Priorities are not relevant to this matter.

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:** None.

7 Background papers

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

Previous reports:

- None.

Other papers:

- None.

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